

BIOLOGY: UNIT 2803, COMPONENT 02

Marking and Internal Moderation

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification and with the general coursework regulations.
- 2 This form should only be used for recording coursework marks for Unit 2803, Component 02. **A print out from a suitable software package is an acceptable alternative to this form if the same information is given.**
- 3 Complete the information at the head of the form.
- 4 List the candidates in an order which will allow ease of transfer of information to a computer-printed internal assessment mark sheet (Form MS1) or to EDI at a later stage. The candidate number and the teaching group/set should also be shown.
- 5 Carry out internal standardisation to ensure that the total marks awarded to the candidates reflect a single valid and reliable order of merit for the unit/component.
- 6 Enter the Skill Area marks selected for aggregation in the appropriate spaces, together with the total mark out of 30.
- 7 Multiply this total mark by 2 to produce a new total mark out of 60.
- 8 Ensure that all mark transcriptions and additions are independently checked and that the form is signed and dated.
- 9 You are advised to keep a copy of this form for reference.