



## CHEMISTRY (SALTERS): UNIT 2855

### 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 2855. 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 that 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 in the appropriate spaces, together with the total mark out of **90**.
7. Ensure that all mark transcriptions and additions are independently checked.
8. You are advised to keep a copy of this form for reference.