

# FORM LIST

The following list is to aid you in your use of the different forms for GCE PE moderation in 2010:

- **Initial Contact Form** - this form should be used when first contacting the centre. All sections should be covered and the responses noted down in case of any future queries. Moderators should fill out one form for each centre in each cluster they are allocated. The form should be sent to centres as a reminder of the arrangements by e-mail to the HOD.
- **FASAMS** - Final Assessment Mark Sheet for AS Level - this form must be sent to the moderator ten days prior to moderation visit.
- **FAAMS** - Final Assessment Mark Sheet for A2 Level - this form must also be sent to the moderator ten days prior to moderation visit.
- **ASMARS** - Advanced Subsidiary Mark Record Sheet. Centres which have chosen to submit their coursework as an e-portfolio should make sure that the moderator receives this form at least ten days before the agreed coursework submission date.
- **MARS** - Mark Record Sheet - Both forms should be sent to the moderator ten days before the agreed coursework submission date. Moderators are reminded to contact centres early in order to inform them to submit the form. Moderators are to select the sample candidates based on the marks submitted.

Moderators should make sure to include the highest and lowest candidates as well as candidates from different range of ability.

- **PEV1/PEV2** - Schedule of pre-moderation visits - copies of these forms should be sent to the allocations team *and* to your team leader. Please make sure your team leader receives the PEV1 form by the 28<sup>th</sup> Feb. The PEV2 must be submitted before the 5<sup>th</sup> of May.