

Comments (continued)

INSTRUCTIONS FOR COMPLETION OF THIS FORM

There is no requirement, for this specification, for coursework tasks to be given prior approval by OCR. However, this form may be used to request advice on the suitability of coursework tasks and specific mark schemes. It can also be used to request feedback and advice on the marking of students' work before marks are submitted to OCR and the moderator. There is no charge for this service.

- 1 One form should be used for each task. Please ensure that the appropriate details are given at the top of the form.
- 2 Details of the task, including any worksheets, background information and specific mark schemes (if used), should be attached securely to the form.
- 3 If feedback and advice is requested on the marking of students' work, no more than six pieces of students' work may be included. Please ensure that the work is clearly annotated to show where marks have been awarded.
- 4 The form and any enclosed material should be sent to:
The Administrative Officer, Science Qualification Team, OCR, 1 Hills Road, Cambridge, CB1 2EU.

You are strongly advised to retain copies. Please enclose a stamped addressed envelope for the return of the report of the consultant asked to consider the task, and any enclosed materials.

- 5 While the consultant will normally respond quickly, you should allow a period of six weeks between submission of this form to OCR and its return.
- 6 You are advised to enclose a copy of the consultant's report with students' work sent to the moderator after entries are made.