



## Guidance on Completion of this Form

### Marking and Internal Standardisation

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification and with the general portfolio regulations.
- 2 This form should only be used for recording portfolio marks for Unit 4883 of 1497. 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 The candidate number and the teaching group/set should 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.
- 6 Enter the marks for each of the strands in the appropriate spaces, together with the total mark out of 50.
- 7 Ensure that all mark transcriptions and additions are independently checked.
- 8 You are advised to keep a copy of this form for reference.