

INSTRUCTIONS FOR COMPLETION

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification, the criteria for awarding marks and the General Coursework Regulations.
- 2 List the candidates in an order, within each endorsement, that will allow ease of transfer of marks to the computer printed mark sheet (MS1) at a later stage.
- 3 Mark the Portfolio and OCR-Set Task according to the guidance and criteria given in the specification.
- 4 Carry out internal moderation to ensure that the total mark awarded to each candidate reflects a single, valid and reliable order of merit.
- 5 Enter any sub marks and total marks in the appropriate places.
- 6 Candidates absent for a component should be recorded as 'Abs'.
- 7 Ensure that the addition of marks is independently checked.
- 8 Submit this form to the Moderator with the Moderator's copy of the MS1s by 15 May.
- 9 Retain a copy of this form.

EXTERNAL MODERATION

The appointed Moderator will make arrangements for the Moderation visit after receipt of the Coursework Summary Forms and MS1s. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator.