

INSTRUCTIONS FOR COMPLETION

Marking and Internal Moderation

1. Complete the information at the head of the form.
2. List the candidates in an order which will allow ease of transfer of information to a computer-printed marksheet at a later stage (i.e. in candidate number order, where this is known). The teaching group/set should also be shown.
3. Candidates must offer one piece of work (Type A) or two pieces (Type B). It is also important that a cover sheet is attached to the candidate's work, bearing the syllabus code, the candidate's name and number, the name and number of the Centre and the title of the topic. After assessment by the teacher, the mark and written comments must be inserted on the cover sheet. The date of assessment should also be recorded.
4. Mark the coursework for each candidate in accordance with the guidance and criteria given in the specification and the General Coursework Regulations.
5. Award marks for quality of written communication in accordance with the following table:

Performance lower than threshold performance		0
Threshold performance	Candidates spell, punctuate and use the rules of grammar with reasonable accuracy; they use a limited range of specialist terms appropriately.	1
Intermediate performance	Candidates spell, punctuate and use the rules of grammar with considerable accuracy; they use a good range of specialist terms with facility.	1-2
High performance	Candidates spell, punctuate and use the rules of grammar with almost faultless accuracy, deploying a range of grammatical constructions; they use a wide range of specialist terms adeptly and with precision.	2

6. Carry out internal moderation to ensure that the total mark awarded to each candidate reflects a single, valid and reliable order of merit.
7. Enter the marks and total marks in the appropriate spaces.
8. Ensure that the addition of marks is independently checked.
9. Retain the form securely pending further instructions from OCR.