

Please read the Instructions printed overleaf before completing this form

Please indicate the qualification with ✓								Systems & Control			1957	
Electronic Products	1053		1953	Graphic Products	1055		1955	Textiles Technology		1058		1958
Food Technology	1054		1954	Resistant Materials	1056		1956	Industrial Technology				1959

Centre Number					Centre Name			Year	2	0	0
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Candidate Number	Candidate Name	Teaching Group Or set	SEE OVER for awarding marks for AO5										Check Col		
			Obj 1 Max4	Obj 2 Max12	Obj 3 Max12	Obj 4 Max12	Obj 5 Max 52 (See Over)				Obj 6 Max 8	Present Max 5		Total Max 105	
							12	12	12	16					
	For Moderator use only														
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INSTRUCTIONS FOR COMPLETION

A Marking and Internal Moderation

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification and with the General Coursework regulations.
- 2 Complete the information at the head of the form. Please remember to clearly indicate with a ✓ which qualification the marks apply to.
- 3 List the candidates in an order which will allow ease of transfer of marks to the computer-printed mark sheet (Form MS1) at a later stage (i.e. in candidate index number order, where this is known).
- 4 The teaching group/set must be clearly identified using the teacher's initials.
- 5 The shaded area of the form is for the use of the moderator.
- 6 Mark candidates' projects according to the guidance and criteria given in the appropriate specification. Put the marks for each Obj.(1-6) in the appropriate column. For internal assessment objective Obj 5, teachers are requested to record the breakdown of marks for the four strands that contribute to this objective. Award marks for Presentation in accordance with the table below

Four Strands which contribute to Objective 5 (see specification for exemplification)	
Planning	12 max
Equipment, Tools and Materials	12 max
Skills, Techniques and Safety	12 max
Standard of outcome	16 max

Award marks for Presentation in accordance with the following table (see specification for exemplification)	Max mark 5
Performance lower than threshold performance	0
Threshold performance	1
Intermediate performance	2-3
High performance	4-5

- 7 Where more than one teacher has entered candidates for this specification, you must carry out internal standardisation to ensure that the total mark awarded to each candidate reflects a single valid and reliable order of merit.
- 8 Ensure that the addition and transcription of the marks to the MS1 or equivalent is independently checked. Tick ✓ the Check Column when complete.
- 9 Retain all forms securely pending further instructions from OCR during April.

B External Moderation

When requested, usually during April and early May, you will need to send a copy of this form and the moderator copy of the MS1 to the moderator. You must send these forms to arrive with the moderator allocated to your Centre by **May 15th**. Please complete in full the Centre Authentication Form CCS160 as this **must** accompany the MS1 sent to the moderator.

C **General comments or particular points concerning individual candidates.**

