

Please read the Instructions printed overleaf before completing this Form

Centre Number		Centre Name		Year	
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Candidate Number	Candidate Name	Teaching group or set	Obj 1 Max 6	Objective 2			Objective 3					Total Max 90	Check Column
				Max 7	Max 8	Max 8	Max 25	Max 10	Max 8	Max 8	Max 10		
	For Moderator use only												
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INSTRUCTIONS FOR COMPLETION

A Marking and Internal Moderation

- Teachers must be thoroughly familiar with the appropriate sections of the specification and with the General Coursework regulations.
- Complete the information at the head of the form. Please remember to clearly indicate with a ✓ which qualification the marks apply to.
- 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).
- The teaching group/set must be clearly identified using the teacher's initials.
- The shaded area of the form is for the use of the moderator.
- Mark the project for each candidate according to the guidance and criteria given in the specification. Put the marks for each Internal Assessment Objective **1,2 and 3** in the appropriate column. Teachers are requested to record the breakdown of marks for the strands that contribute to each objective.
- 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.
- Ensure that the addition of marks is independently checked.
- 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. At the latest you must have sent these forms to the moderator allocated to you centre by May 15th. Please complete in full the Centre Authentication Form CCS160; this **must** accompany the MS1 sent to the moderator.

C General comments or particular points concerning individual candidates.