



## INSTRUCTIONS FOR COMPLETION OF THIS FORM

- 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 order of candidate number, this will allow ease of transfer of marks to the computer printed mark sheet (MS1) at a later stage.
- 3 Mark the Coursework and examination work 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. Please note that the totals for Assessment Objectives A and C are out of 80 and for Assessment Objectives B and D are out of 40. The total mark is out of 240 and it is this mark that is to be transferred to the MS1.
- 6 Candidates absent for a component should be recorded as 'Abs'.
- 7 Ensure that the addition and/or scaling of marks is independently checked.
- 8 Submit this form to the Moderator by 15<sup>th</sup> May at the latest.
- 9 Retain a copy of this form.

## EXTERNAL MODERATION

The appointed Moderator will make arrangements for the Moderation visit in the Spring Term.

The completed CCS160 **must** accompany the MS1 when it is sent to the moderator.

## PENALTIES

\* If no candidate portfolio is submitted for a unit, the mark for assessment objective B must be zero for that unit.