



## INSTRUCTIONS FOR THE 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 controlled assessment regulations.
2. List the candidates in order of candidate number, this will allow ease of transfer of marks to the computer printed mark sheets (MS1) at a later stage.
3. Mark the controlled assessment 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. The total mark is out of 60 and it is this mark that is to be transferred to the MS1.
6. Candidates absent for a unit should be recorded as 'Abs'.
7. Ensure that the addition and transfer of marks are 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.

## PENALTIES FOR NON-COMPLIANCE OF SPECIFICATION

**One art form more than 50%:** Work will be marked as normal but cannot be marked higher than the highest mark in the *Basic* mark band for Objectives 1, 2 and 3.

**Three contrasting art works not studied:** For *two* art works studied, work will be marked as normal but no mark may exceed the top mark of the *competent* mark band for all objectives.

For *one* art work studied, no mark may exceed the top mark of the *Basic* mark band for all objectives. If *no* art works have been studied, no mark can be achieved, as the requirements of the specification have not been met.

**Areas of study missed:** The marking criteria should cover this eventuality. No marks would be available for candidates who had no evidence for any of the areas of study.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_