

INSTRUCTIONS FOR COMPLETION OF THIS FORM

Marking and Internal Standardisation

1. Ensure each teacher is thoroughly familiar with the appropriate sections of the Specification and with the general coursework regulations.
2. Carry out internal standardisation to ensure that the total marks awarded to the candidates reflect a single valid and reliable order of merit for the component.
3. Use this form to record coursework marks for Specification 1988. **A print out from a suitable software package is an acceptable alternative to this form if the same information is given.**
4. Complete the information at the head of the form.
5. Show the candidate number and the teaching group/set.
6. Enter the total mark out of 40.
7. Ensure that all mark transcriptions are independently checked.
8. Keep a copy of this form for reference.

Authentication by the teacher

I declare that, to the best of my knowledge, the marks submitted represent the unaided work of the candidates concerned. I have attached details of any assistance given beyond that which is acceptable under the scheme of assessment.

Signature _____ Date _____