



## INSTRUCTIONS FOR COMPLETION OF THIS FORM

### 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.
- 3 List the candidates in an order which will allow ease of transfer of information to a computer-printed mark sheet (Form MS1) at a later stage (i.e. in candidate number order). The teaching group/set should also be shown.
- 4 Mark the coursework for each candidate according to the guidance given in the current specification.
- 5 Carry out internal moderation to ensure that the total mark awarded to each candidate reflects a single, valid and reliable order of merit.
- 6 Enter the marks and total marks in the appropriate spaces.
- 7 Ensure that the addition of marks is independently checked.

### B External Moderation

- 1 Send this form to the Moderator with the MS1. A print-out from a suitable software package is an acceptable alternative to this form if the same information is given. Please complete in full the Centre Authentication Form CCS160; this **must** accompany the MS1 sent to the moderator.
- 2 Centres must submit for moderation one candidate's file of classwork as well as the prescribed number of coursework folders. This is to ensure that coursework has arisen from a defined course of study. Please note that the candidate whose file of **classwork** is submitted **may be chosen by the Centre**. The sample of coursework for moderation will be selected by the Moderator (except where there are ten or fewer candidates, in which case all the coursework is sent for moderation).