

INSTRUCTIONS FOR COMPLETION OF THIS FORM

1. One cover sheet should be used for each candidate in the sample sent to the Moderator.
2. Please ensure that the appropriate boxes at the top of the form are completed.
3. Complete one row only from Handling Data, Modelling, Measurement or Control.
4. Place the total in the Grand Total box. This mark should not be above 28.
5. In the rightmost box insert the page numbers where the evidence for the mark given can be found.
6. This form should only be used for recording coursework marks. A print out from a suitable software package is an acceptable alternative to this form if all the same information is given.
7. Carry out internal standardisation to ensure that there is agreement on the standards.
8. Retain a copy of every form that is sent to the Moderator.
9. A copy of this form may be found on the OCR website. This may be downloaded and completed using a computer.