GCSE

ICT A

OCR GCSE 1094/1994 Unit 2358
Coursework Cover Sheet – Project 1a

Please read the instructions printed overleaf before completing this form. One of these cover sheets, suitably completed, should be attached to the assessed work of **each** candidate in the moderation sample.

Year	2	0		

Centre Name	

Centre Number					

Candidate Name		Candidate Number				

INSTRUCTIONS FOR COMPLETION OF THIS FORM

1. One cover sheet should be used for each candidate in the sample sent to the Moderator.

2. This form should only be used for recording coursework marks. A printout from a suitable software package is an acceptable alternative to this form if all the same information is given.

3. Carry out internal standardisation to ensure that there is agreement on the standards.

4. Retain a copy of every form that is sent to the Moderator.

5. A copy of this form may be found on the OCR website. This may be downloaded and completed using a computer.

6. Please ensure that the appropriate boxes at the top of the form are completed.

7. Complete the mark boxes, overleaf, as detailed below.

8. For the **Key Skills** mark range choose the box which best describes the candidate's achievement making sure that all the criteria in the box have been met.

9. Choose a mark within the range according to how well the criteria have been achieved.

10. In the comments box include the page numbers where the evidence for the mark given can be found

11. Record the mark in the **Key Skills** box.

12. For the **Additional Skills** mark range choose the box which best describes the candidate's achievement making sure that all the criteria in the box have been met.

13. Choose a mark within the range according to how well the criteria have been achieved.

14. In the comments box include the page numbers where the evidence for the mark given can be found

15. Record the mark in the **Additional Skills** box.

16. Produce a total out of 28.

17. Record the mark in the **Total** box.

Key Skills : Specific comments on nature of evidence (reference to page numbers may assist)

Total Key Skills	(max 21)	

Additional Skills : Specific comments on nature of evidence (reference to page numbers may assist)

Total Additional Skills	(max 7)	

Total Project 1a	(max 28)	