

INSTRUCTIONS FOR COMPLETION OF THIS FORM

Marking and Internal Standardisation

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification and with the general coursework regulations.
- 2 Please ensure that one Centre Declaration Sheet, CCS 160, is completed and sent to the Moderator along with the MS1.
- 3 This form should only be used for recording coursework marks for 2358. 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 The candidate number and the teaching group/set should be shown.
- 6 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.
- 7 Enter the marks for each of the Marking Criteria in the appropriate spaces, together with the total mark out of 60.
- 8 Ensure that all mark transcriptions and additions are independently checked.
- 9 A copy of this form and the moderator's copy of the MS1 must be sent to the moderator by the appropriate submission date for coursework marks.
- 10 You are advised to keep a copy of this form for reference.