

Please read the instructions printed overleaf before completing this form.

<b>Year</b>	<b>2</b>	<b>0</b>		
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Centre Number						Centre Name	
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Candidate Number	Candidate Name	Teaching Group/Set	Project 1a (max 28)			Project 1b (max 28)	Strand*	Communication (max 4)	TOTAL (max 60)	For Moderator's use
			KS	AS	Total					
			(21)	(7)	(28)					

\*Strand HD (Handling Data), MO (Modelling), ME (Measuring) or CO (Control).

## **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.