

Please read the instructions printed at the end of this form before completing.

<b>Specification Code</b>	<b>1495</b>	<b>Unit Code</b>	<b>4876</b>	<b>Session</b>	Jan / June	<b>Year</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Centre Name</b>						<b>Centre Number</b>			

Candidate Number	Candidate Name	Teaching Group/Set	Marks for individual Strands						Total /50	For Moderator's use
			a/6	b/7	c/7	d/8	e/9	f/13		

## Guidance on 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 portfolio regulations.
- 2 This form should only be used for recording portfolio marks for Unit 4876 of 1495. A print out from a suitable software package is an acceptable alternative to this form if the same information is given.
- 3 Complete the information at the head of the form.
- 4 The candidate number and the teaching group/set should be shown.
- 5 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 unit.
- 6 Enter the marks for each of the strands in the appropriate spaces, together with the total mark out of 50.
- 7 Ensure that all mark transcriptions and additions are independently checked.
- 8 You are advised to keep a copy of this form for reference.