

# Leisure and Tourism

## OCR GCSE 1495 Unit 4877 Customer Service in Leisure and Tourism

### Portfolio Summary Form

Please read the instructions printed at the end of this form before completing.																				
Specification Code					1495	Unit Code	4877					Session		Jan / June		Year	2	0	0	
Centre Name				ne									Ce	entre l	Numb	er				
Candidate Number					Candidate Name				Teaching Group/Set	a/7	Marks for individual Strands b/9 c/9 d/8 e/9				5 f/8	Total /50	For Moderator's use			
			1																	

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#### **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 4877 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.