

Please read the instructions printed overleaf before completing this form.

<b>Centre Number</b>						<b>Centre Name</b>		<b>Session</b>	<b>Jan/June</b>	<b>Year</b>	<b>2</b>	<b>0</b>		
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Candidate Number	Candidate Name  Shaded line for Moderator use only	Teaching Set/Group	GCSE B231 3A – 3B Marks for each strand										Total  (Max 90 )
			A1	A2	A3	A4	B1	B2	B3	B4	B5		
			9	9	6	6	9	12	18	9	12		
	External Moderator												
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## INSTRUCTIONS FOR COMPLETION

### A Marking and Internal Moderation

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification and with the General Coursework regulations.
- 2 Complete the information at the head of the form.
- 3 List the candidates in an order which will allow ease of transfer of marks to the computer-printed mark sheet (Form MS1) at a later stage (i.e. in candidate index number order, where this is known). The teaching group/set should also be shown.  
**Please use every other line leaving the shaded area for the use of the moderator.**
- 4 **Mark the project for each candidate according to the guidance and criteria given in the current specification.** General comments on particular points concerning individual candidates should be written in the space below.
- 5 Where more than one teacher has entered candidates for this specification, carry out internal standardisation to ensure that the total marks awarded to each candidate reflects a single valid and reliable order of merit.
- 6 All Coursework must be annotated in accordance with OCR's guidelines.
- 7 Ensure that the addition of marks is independently checked.
- 8 Retain all forms securely pending further instructions from OCR. A copy of this completed form needs to be retained in the Centre.

### B External Moderation

Documents will be sent to you in April for the purposes of external moderation.

### C **General comments or particular points concerning individual candidates.**

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