

INSTRUCTIONS FOR COMPLETION

A. Marking and Internal Standardisation

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 information at a later stage (i.e. by teaching group/set). The teaching group/set should also be shown.
4. Mark the coursework for each candidate according to the mark scheme provided.
5. Carry out internal standardisation to ensure that the total mark awarded to each candidate reflects a single, valid and reliable order of merit.
6. Enter the marks and total marks in the appropriate spaces.
7. Ensure that the addition of marks is independently checked.
8. Enter zero (0) for any In-course test not attempted by the candidate.

B. External Moderation

Send this form to the Moderator **with** the moderation sample.