

Entry Level Certificate in Mathematics

Unit R448

Controlled Assessment Cover Sheet

Please read the instructions printed overleaf before completing this form. A completed cover sheet must be attached to the assessed work of **each** candidate in the moderation sample. Candidates who are entered for R448 in June 2017 may take Version 7 and/or Version 8.

Year	2	0		
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Centre Name					
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Centre Number					
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Candidate Name				Candidate Number				
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Assessment	Mark
W1 (max 30)	
W2 (max 30)	
Aural (max 20)	
Practical (max 20)	
Total (max 100)	

Marks and total checked		(Please tick)
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INSTRUCTIONS FOR COMPLETION OF THIS FORM

- 1 One form should be used for each candidate.
- 2 The marks you enter may be for different versions, for example you may use Written test 1 (W1) Version 7 and Practical task (P) Version 8.
- 3 If the candidate has taken both versions for e.g. W1, you must enter the highest mark only. This is the task you must send to the moderator.
- 4 Enter 0 in the Mark box for tasks or tests the candidate did not take. Some candidates who perform at level 1 may not take W2 and/or the Practical task.
- 5 Carefully check the marks and your total. This should be done by another person.
- 6 If four marks are entered you must send exactly four papers to the moderator for this candidate.
- 7 The moderator also expects the forms **CCS160** and **GCW329** (Coursework Summary Form) and a printout of the marks you entered electronically. (Keep a copy yourself.)
- 8 Please refer to the Guide for administering internal assessment; this can be found on our website.