



## INSTRUCTIONS FOR COMPLETION OF THIS FORM

- Teachers must be thoroughly familiar with the appropriate sections of the specification booklet, the criteria for awarding marks, and the regulations for offering these qualifications Teachers must mark the component according to the OCR guidance to centres and marking criteria.
- One form must be completed per Specialist Title entered.
- List the candidates in candidate number order which will allow ease of transfer of marks to the OCR computer printed mark sheets (MS1) at a later stage. For further information please refer to the OCR *Admin Guide* and *Entry Codes: 14-19 Qualifications* available on our website: [www.org.org.uk](http://www.org.org.uk)
- Internal standardisation should be carried out to ensure that there is a single, valid and reliable order of merit across each of the Specialist Titles offered.
- The electronic version of this form must be used and is available on our website: [www.org.org.uk](http://www.org.org.uk). Enter the marks given per candidate for each Assessment Objective, the total marks overall will then be automatically placed in the appropriate columns. A check should take place to ensure that the correct marks have been entered and placed in the right column for all candidates.
- Candidates absent for part of the 10 hour supervised time period should still have any preparation work/outcome(s) completed, marked and marks recorded on this form.
- Please retain securely a copy of this form(s) and all candidate work relevant to the assessment series as specified in the specification booklet.

## EXTERNAL MODERATION

- Teachers will need to supply the external moderator with a copy of this form.