

Please read the instructions printed overleaf before completing this form.

| | | | | | | | | | | | | | |
|---------------|--|--|--|--|-------------|--|---------|----------|------|---|---|--|--|
| Centre Number | | | | | Centre Name | | Session | Jan/June | Year | 2 | 0 | | |
|---------------|--|--|--|--|-------------|--|---------|----------|------|---|---|--|--|

| Candidate Task Number | Candidate Number and Name For one candidate only Shaded line for Moderator use only | Teaching Set/Group | F564 F064 Marks for each strand | | | | | | | | | | Total 10 tasks x 30 | |
|-----------------------|--|--------------------|---------------------------------|----------|----------|----------|----------|--|--|--|--|-------------------|------------------------|--|
| | | | Strand 1 | Strand 2 | Strand 3 | Strand 4 | Strand 5 | | | | | | | |
| | | | 4 | 8 | 5 | 8 | 5 | | | | | | | |
| 1 | | | | | | | | | | | | | | |
| | External Moderator | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| | External Moderator | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| | External Moderator | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| | External Moderator | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| | External Moderator | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | |
| | External Moderator | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | |
| | External Moderator | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | |
| | External Moderator | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| | External Moderator | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |
| | External Moderator | | | | | | | | | | | | | |
| | | | | | | | | | | | | TOTAL /300 | | |

INSTRUCTIONS FOR COMPLETION

A Marking and Internal Moderation

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification and with the controlled assessment regulations.
- 2 Complete the information at the head of the form.
- 3 Collect each candidate sheet in an order which will allow ease of transfer of marks at a later stage. 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 evidence for each task 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 candidate marks 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 controlled assessment 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 for the purposes of external moderation.

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

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