



## INSTRUCTIONS FOR COMPLETION OF THIS FORM

### **A Marking and Internal Moderation**

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification and with the general controlled assessment 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. in candidate number order). The teaching group/set should also be shown.
- 4 Mark the controlled assessment for each candidate according to the guidance given in the current specification.
- 5 Carry out internal moderation 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.

### **B External Moderation**

- 1 Send this form to the Moderator with a copy of the marks. A print-out from a suitable software package is an acceptable alternative to this form if the same information is given.
- 2 The sample of controlled assessment tasks for moderation will be selected by the Moderator (except where there are fifteen or fewer candidates, in which case all the controlled assessment tasks are sent for moderation).