

Please read the instructions printed overleaf before completing this form.

Centre Number					Centre Name		Session	Jan/June	Year	2	0		
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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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