

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 Number	Candidate Name Shaded line for Moderator use only	Teaching Set/Group	F561 F061 Marks for each strand										Total (Max 60)	
			Strand 1.1	Strand 2.1	Strand 3.1	Strand 4.1	Strand 5.1							
			9	6	18	15	12							
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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 List the candidates in an order which will allow ease of transfer of marks at a later stage (i.e. in candidate index number order, where this is known). 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 candidate 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 candidates 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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