

Please read the instructions printed overleaf before completing this form. One of these cover sheets, suitably completed, should be attached to the assessed work of **each candidate in the moderation sample**.

Examination series		Year	
Unit number			
Centre name			
Centre number			
Candidate name		Candidate number	

Task type	Task no.	Mark	Comment (e.g. 2009 Task re-submitted)
Case Study (max. 15)			
Practical Task (max. 25)			
Overall total (max. 40)			

Reminder – Include details of any correspondence with OCR with samples submitted for moderation. **For a full summary of guidelines and regulations relating to Tasks please refer to the Practical Skills Handbook and FAQs on the subject specific pages on Interchange.**

INSTRUCTIONS FOR COMPLETION OF THIS FORM

1. One form should be used for each candidate.
2. Please ensure that the appropriate boxes at the top of the form are completed.
3. Enter the mark awarded for each Task in the appropriate box.
4. The marks for both of the Tasks will be added together to give a total out of 40. This total will be **in the Overall Total box. Only the best Task marks in each category should be submitted to the Moderator. A Task needs to be supplied for moderation for each Task type.**
5. A print out from a suitable software package is an acceptable alternative to this form (e.g. the Marks Spreadsheet from Interchange could be used instead) if the same information is given.