

Centre number					Centre name									
Candidate Number	Candidate Name	Teaching Group/ Set	Unit Code: COURSEWORK PORTFOLIO					Unit Code: CONTROLLED ASSIGNMENT						
			F4_____				Total 100	F4_____				Total 100		
			Objectives					Objectives						
			/30	/30	/20	/20		/30	/30	/20	/20			
1	2	3	4		1	2	3	4						

INSTRUCTIONS FOR COMPLETION OF THIS FORM

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification, the criteria for awarding marks, and the General Coursework Regulations.
- 2 List the candidates in candidate number order which will allow ease of transfer of marks at a later stage.
- 3 Mark the unit according to the guidance and criteria given in the specification.
- 4 Candidates entering for more than five units in a single session should add a continuation sheet.
- 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 any sub marks and total marks in the appropriate places.
- 7 Candidates absent for a unit should be recorded as 'Abs'
- 8 Ensure that the addition of the marks is independently checked.
- 9 Retain securely the forms pending instructions from the Group.

EXTERNAL MODERATION

Documents relating to external moderation will be sent to you at a later stage.