



**OCR Entry level Certificate R445
Centre Summary**

Please read the instructions printed overleaf before completing this form.

Addition and Transfer of marks cross-checked	
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Centre Number					
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Year				
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		Component 1	Component 2	Total
Candidate Number	Candidate Name	Max 40	Max 40	Max 80

INSTRUCTIONS FOR COMPLETION

Marking and internal moderation

1. Complete the information at the head of the form.
2. List the candidates in candidate number order.
3. Candidates must offer two tasks for component 1 and either one or two tasks for Component 2. It is important that a Candidate Record Sheet is filled out for each candidate, bearing the candidate's name and number and the number of the centre. After assessment by the teacher, the mark and written comments must be inserted on the cover sheet.
4. Mark each task in accordance with the guidance given in the 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 the addition of marks is independently checked.