



## INSTRUCTIONS FOR COMPLETION OF THIS FORM

There is no requirement to use this service. However, this form may be used to request feedback and advice on the marking of students' work before marks are submitted to OCR and the moderator. There is no charge for this service.

1 One form should be submitted for each task (Qualitative, Quantitative or Evaluative). Please ensure that the appropriate details are given at the top of the form.

2 No more than four pieces of students' work may be included. Please ensure that the work is clearly annotated to show where marks have been awarded.

3 The form and any enclosed material (**copies only, not originals**) should be sent to:

The Subject Officer (GCE Biology), Science Team, OCR, 1 Hills Road, Cambridge CB1 2EU.

Please enclose a stamped addressed envelope for the return of the report of the consultant asked to consider the task, and any enclosed materials.

4 While the consultant will normally respond quickly, you should allow a period of eight weeks between submission of this form to OCR and its return.

5 You are advised to enclose a copy of the consultant's report with the candidate's coursework submitted for external moderation.