

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

<b>Year</b>	
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<b>Centre Number</b>		<b>Candidate Number</b>		<b>Candidate Name</b>		<b>Date</b>	
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<b>Task Title</b>	
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<b>Assessment Area</b>	<b>Maximum Mark</b>	<b>Achieved Mark</b>	<b>Teacher Comment</b>
Planning	4		
Carrying out organisation	8		
Outcome	4		
Evaluation	4		
<b>Total</b>	<b>20</b>		

## **INSTRUCTIONS FOR COMPLETION OF THIS FORM**

- 1 One form should be used for each Short Task 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 assessment criterion in the appropriate box.
- 4 Complete the teacher comments box for each assessment criterion.
- 5 The marks will be added for all the assessment criteria to give a total out of 20.

### **Authentication by the teacher**

**Teachers should ensure that the OCR CCS160 Centre Authentication sheet is completed for all candidates.**