

GCSE – Food Preparation and Nutrition: Food Preparation Task

OCR (9-1) GCSE J309 - components 04/05

Non-Examined Assessment – Centre Recording Sheet

Please read the instructions printed overleaf before completing this form

Centre Number		Centre Name		Series	June	Year	
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Candidate Number	Candidate Name	Teaching Group or set	Marks					Total Max 105	Checklist Independent check of addition ✓
			Plan	Prepare	Cook	Present	Analysis and Evaluation		
			Max 20	Max 20	Max 25	Max 25	Max 15		
	For moderator use only								
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INSTRUCTIONS FOR COMPLETION OF THIS FORM FOR MARKING AND INTERNAL MODERATION

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification and with the general JCQ/NEA regulations.
- 2 This form must only be used for recording candidate marks for the components outlined in its header.
- 3 Complete the information at the head of the form.
- 4 List the candidates in an order which will allow ease of transfer of marks to EDI at a later stage (i.e. in candidate number order). The candidate number and teaching group should also be shown.
- 5 Mark the NEA task of each candidate according to the Marking Criteria and guidance given in the most recent version of the specification held on the OCR website.
- 6 Complete the white row for each candidate and leave the shaded row for the use of the moderator.
- 7 Where more than one teacher has entered candidates for this specification, carry out internal standardisation to ensure that the total marks awarded to each candidate reflects a single valid order of merit. *
- 8 Ensure that all mark transcriptions and additions are independently checked.
- 9 Ensure that this form is sent with the sample for moderation.
- 10 You are advised to keep a copy of this form for reference.

* When your centre is submitting work for this specification as part of a Consortia, make sure you refer to your Exams Officer's Admin Guide for advice on internal moderation and submission of marks.

YOU ARE REQUIRED TO ALSO COMPLETE AN AUTHENTICATION FORM FOR EACH CANDIDATE