



Oxford Cambridge and RSA

Art and Design

OCR ELC R300-R306

Assessment Summary Form

Please read the instructions overleaf before completing this form.

Centre Number						Centre Name			
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Candidate Number	Candidate Name	Teaching Group/Set	Specification Number	Portfolio					OCR-Set Task					Moderator's Notes
				Objectives/Marks				Total 100	Objectives/Marks				Total 100	
				1 20	2 30	3 20	4 30		1 20	2 30	3 20	4 30		

Centres are required to submit this form to the Moderator.

Name of teacher completing this form	Signature	Date	
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INSTRUCTIONS FOR COMPLETION

- 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 an order, within each endorsement, that will allow ease of transfer of marks at a later stage.
- 3 Mark the Portfolio and OCR-Set Task according to the guidance and criteria given in the specification.
- 4 Carry out internal moderation to ensure that the total mark awarded to each candidate reflects a single, valid and reliable order of merit.
- 5 Enter any sub marks and total marks in the appropriate places.
- 6 Candidates absent for a component should be recorded as 'Abs'.
- 7 Ensure that the addition of marks is independently checked.
- 8 Submit this form to the Moderator by 15 May.
- 9 Retain a copy of this form.

EXTERNAL MODERATION

The appointed Moderator will make arrangements for the Moderation visit after receipt of the Coursework Summary Forms.