

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 Chemistry A), Science Team, OCR, 1 Hills Road, Cambridge CB1 2EU.

The consultant's report will be returned to you by email. If you require any enclosed hard copy materials to be returned, then please enclose a stamped addressed envelope.

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.