

Modern Foreign Languages

OCR Entry Level Certificate French R399 German R429 Spanish R489

Candidate Record Sheet

Please read the instructions printed overleaf before completing this form.

Language (Tick Language entered)	<input type="checkbox"/>	R399 French	<input type="checkbox"/>	R429 German	<input type="checkbox"/>	R489 Spanish	<input type="checkbox"/>
Candidate Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	Candidate Name	<input type="text"/>		
Centre Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	Centre Name	<input type="text"/>		
Year of Certification	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text"/>	Teacher's name	<input type="text"/>		

	Topic 1 Home and Local Area	Topic 2 Health and Sport	Topic 3 Leisure and Entertainment	Topic 4 Travel and the Wider World	Topic 5 Education and Work
Listening	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speaking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reading	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Writing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Topic sub-total (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand total out of 200	<input type="text"/>				

NB NO HALF MARKS are available in any of the tests

INSTRUCTIONS FOR COMPLETION

1. Teachers must be thoroughly familiar with the appropriate sections of the specification and the OCR Guidance for administering internal assessments (in Section 7 of the specification, available on the OCR website).
2. Arrange the candidate record sheets in an order that will ease the transfer of marks at a later stage.
3. Where more than one teacher is involved, enter the marks only **after** internal moderation has been carried out to ensure that the total mark awarded to each candidate reflects a single, valid and reliable order of merit.
4. Marks must be awarded for all five topics.
5. Ensure that the addition and transfer of marks are independently checked.
6. Retain the forms securely pending further instructions from OCR.
7. Moderator address labels will be sent to you in April for the purpose of external moderation.