

Mathematics ELC

OCR Entry Level Certificate R448
Coursework Summary Form

Centre Number			Centre Name	

Candidate Name	Written 1 (Max. 30)	Written 2 (Max. 30)	Aural (Max. 20)	Practical (Max. 20)	Total (Max. 100)
	Candidate Name				

INSTRUCTIONS FOR COMPLETION

A. Marking and Internal Standardisation

- 1. Teachers must be thoroughly familiar with the appropriate sections of the specification and with the general coursework regulations.
- 2. Complete the information at the head of the form.
- 3. List the candidates in an order which will allow ease of transfer of information Ast a later stage (i.e. 4 Asa) å å å æ A A A A LDÉÁ The teaching group/set should also be shown.
- 4. Mark the coursework for each candidate according to the mark scheme provided.
- 5. Carry out internal standardisation to ensure that the total mark awarded to each candidate reflects a single, valid and reliable order of merit.
- 6. Enter the marks and total marks in the appropriate spaces.
- 7. Ensure that the addition of marks is independently checked.
- 8. Enter zero (0) for any In-course test not attempted by the candidate.

B. External Moderation

Send this form to the Moderator with the moderation sample.

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