

Entry Level Certificate in Mathematics

Unit R449

Controlled Assessment Cover Sheet

Please read the instructions printed overleaf before completing this form. A completed cover sheet must be attached to the assessed work of **each** candidate in the moderation sample.

Year	2	0		
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Centre Name					
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Centre Number					
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Candidate Name				Candidate Number				
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Assessment	Version	Date	Mark
W1 (max 40)			
W2 (max 40)			
P3 (max 20)			
Total (max 100)			

Marks and total checked		(Please tick)
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INSTRUCTIONS FOR COMPLETION OF THIS FORM

- 1 One form should be used for each candidate.
- 2 The marks you enter may be for different versions, for example you may use Test A1 and Test C2.
- 3 If candidates have taken multiple versions of a test, for example Test A1 and Test B1, you must enter the highest mark only. This is the test you send to the moderator.
- 4 If candidates have undertaken multiple Practical Tasks, you must enter the highest mark only. This is the task you send to the moderator.
- 5 Enter 0 in the Mark box for any assessment the candidate did not take.
- 6 Carefully check the marks and your total. This should be done by another person.
- 7 You must send the correct tests and task to the moderator that correspond to the recorded results.
- 8 The moderator also expects a copy of **GCW183** (Coursework Summary Form) and a printout of the marks you entered electronically. (Keep a copy yourself.)
- 9 Please refer to the Guide for administering internal assessment; this can be found on our website.