

**OCR ADMINISTRATION  
 (BUSINESS PROFESSIONAL) QUALIFICATIONS  
 INTERNAL STANDARDISATION REPORT FORM**

Centre Number 

|  |  |  |  |  |
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Centre Name .....

Qualifications Covered by this Report (Scheme Codes) .....

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Number of sites 

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|  |
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Number of assessors currently involved in assessment 

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|--|

Names of Centre Assessors:

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Number of candidates assessed by each

|       |
|-------|
| ..... |
| ..... |
| ..... |
| ..... |
| ..... |
| ..... |

Date of last internal standardisation meeting .....

Number of Centre Assessors present 

|  |
|--|
|  |
|--|

Number of candidates' work checked

Total number of candidates

| Issues arising: | Action |
|-----------------|--------|
|                 |        |

Centre Co-ordinator Signature: .....

Date: .....