



Please read the instructions printed overleaf before completing this form.

THIS IS A NEW SPECIFICATION

Centre Number																	Date	Year							
Candidate Number	Candidate Name	Specification Code	Listening					Speaking					Reading					Writing					Grand Total		
			Home and Local Area	Health and Sport	Leisure and Entertainment	Travel and the Wider World	Education and Work	Home and Local Area	Health and Sport	Leisure and Entertainment	Travel and the Wider World	Education and Work	Home and Local Area	Health and Sport	Leisure and Entertainment	Travel and the Wider World	Education and Work	Home and Local Area	Health and Sport	Leisure and Entertainment	Travel and the Wider World	Education and Work			

INSTRUCTIONS FOR COMPLETION

Marking and Internal Moderation

1. Complete the information at the head of the form.
2. List the candidates in candidate number order.
3. It is also important that a **Candidate Record Sheet, GCW317** is attached to the candidate's tasks, bearing the specification code, the candidate's name and number and the name and number of the Centre. After assessment by the teacher, the mark must be inserted on the Candidate Record Sheet.
4. Carry out internal moderation to ensure that the total mark awarded to each candidate reflects a single, valid and reliable order of merit.
5. Enter the marks and total marks in the appropriate spaces.
6. Ensure that the addition of marks is independently checked.