



## 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. Candidates must offer one task. It is also important that a Controlled Assessment cover sheet is attached to the candidate's task, bearing the unit code, the candidate's name and number and the name and number of the Centre. After assessment by the teacher, the mark and written comments must be inserted on the cover sheet.
4. Mark the Controlled Assessment of each candidate in accordance with the guidance and criteria given in the specification.
5. Carry out internal moderation 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.