

Art & Design

OCR GCE AS H160 - H166 Units F410 - F416 and F421 - F426 Unit Assessment Form

Centre nu	umber	Centre name										
Candidate Number	Candidate Name	Teaching Group/	Unit Code: COURSEWORK PORTFOLIO					Unit Code: CONTROLLED ASSIGNMENT				
	Surface Hame	Set	Objectives				Total 100	Objectives Total				Total 100
			/30	/30	/20	/20 /20		/30 /30 /20			/20	
			1	2	3	4		/30 1	2	3	4	
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INSTRUCTIONS FOR COMPLETION OF THIS FORM

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification, the criteria for awarding marks, and the General Coursework Regulations.
- 2 List the candidates in candidate number order which will allow ease of transfer of marks at a later stage.
- 3 Mark the unit according to the guidance and criteria given in the specification.
- 4 Candidates entering for more than five units in a single session should add a continuation sheet.
- 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 any sub marks and total marks in the appropriate places.
- 7 Candidates absent for a unit should be recorded as 'Abs'
- 8 Ensure that the addition of the marks is independently checked.
- 9 Retain securely the forms pending instructions from the Group.

EXTERNAL MODERATION

Documents relating to external moderation will be sent to you at a later stage.