

**Internal assessment coversheet: group 4 (except design technology)**Submit to: **Moderator**                      Arrival date: **20 Apr / 20 Oct**                      Session: **May/Nov 2009..**School number: 

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School name: .....

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Please check (✓) the boxes below to confirm that you have carried out the following requirements in preparing the sample.

- I have read section H6 and section 4 in the handbook.
- Internal standardization has taken place where two or more teachers are responsible for the internal assessment of candidates.
- A form 4/PSOW is included for each candidate in the sample set.
- Photocopied material is legible (ideally, original work should be sent to the moderator).
- Criteria D, DCP and CE have all been assessed on at least two occasions.
- The two highest levels for each of the criteria D, DCP and CE have been clearly circled or highlighted on each candidate's 4/PSOW.
- The corresponding write-ups/reports and teacher instruction sheets for each candidate in the sample set are clearly identified.
- The title of the group 4 project is included in the outline of experiments in the 4/PSOW and the level achieved for PS in the group 4 project has been noted. (Students doing two subjects must have the same mark in both.)
- The summative mark for MS has been noted.
- The experiments/dates on which the students experienced specific ICT applications have been flagged.

No written evidence is required for PS and MS.

The final mark out of 48 for internal assessment must be recorded on the internal assessment option on IBIS.

**Atypical candidates**

It is important that the sample work received by the moderator is typical of the marking standards applied to the whole group of candidates. If IBIS selects a candidate's work for a moderation sample that is atypical, include the work of another candidate with the same or a similar mark in addition to that candidate's work.

I confirm that, to the best of my knowledge, the write-ups/reports submitted are the authentic work of each candidate.

Teacher's name: .....                      Date: .....

Teacher's signature: .....