

# GCSE – Food Preparation and Nutrition: Food Investigation Task

OCR (9-1) GCSE J309 - components 02/03

**Non-Examined Assessment – Centre Recording Sheet**

Please read the instructions printed overleaf before completing this form

Centre Number		Centre Name		Series	June	Year	
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Candidate Number	Candidate Name	Teaching Group or set	Marks				Total Max 45	Checklist Independent check of addition ✓
			Plan	Investigation	Analysis	Evaluation		
			Max 9	Max 21	Max 9	Max 6		
	For moderator use only							
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## **INSTRUCTIONS FOR COMPLETION OF THIS FORM FOR MARKING AND INTERNAL MODERATION**

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification and with the general JCQ/NEA regulations.
- 2 This form must only be used for recording candidate marks for the components outlined in its header.
- 3 Complete the information at the head of the form.
- 4 List the candidates in an order which will allow ease of transfer of marks to EDI at a later stage (i.e. in candidate number order). The candidate number and teaching group should also be shown.
- 5 Mark the NEA task of each candidate according to the Marking Criteria and guidance given in the most recent version of the specification held on the OCR website.
- 6 Complete the white row for each candidate and leave the shaded row for the use of the moderator.
- 7 Where more than one teacher has entered candidates for this specification, carry out internal standardisation to ensure that the total marks awarded to each candidate reflects a single valid order of merit. \*
- 8 Ensure that all mark transcriptions and additions are independently checked.
- 9 Ensure that this form is sent with the sample for moderation.
- 10 You are advised to keep a copy of this form for reference.

\* When your centre is submitting work for this specification as part of a Consortia, make sure you refer to your Exams Officer's Admin Guide for advice on internal moderation and submission of marks.

## **YOU ARE REQUIRED TO ALSO COMPLETE AN AUTHENTICATION FORM FOR EACH CANDIDATE**