

INSTRUCTIONS FOR COMPLETION OF THE COURSEWORK ASSESSMENT SUMMARY FORM

1. Teachers must be thoroughly familiar with the appropriate sections of the syllabus, the criteria for awarding marks and the General Coursework Regulations.
2. List the candidates in an order that will allow ease of transfer of marks to the computer printed mark sheets (MS1) at a later stage.
3. Mark the Coursework according to the guidance and criteria supplied.
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. For each Scripted Drama piece enter the marks for Assessment Objectives 1A (i) and EITHER 1A (ii) OR 1A (iii) and enter the total for that piece out of 30.
6. For each Devised Drama piece enter the marks for Assessment Objectives 1B (i) and 1B (ii) and enter the total for that piece out of 30.
7. Add together the marks from the Scripted Drama piece and the Devised Drama piece and enter the total in the last column, headed Final Total (maximum 60 marks).
8. Transfer this mark to Form MS1 (Computer Generated).