

GCSE Citizenship Studies (Unit 5CS02 and/or Unit 5CS04)

Controlled Assessment checklist for teachers

MATERIAL TO BE SENT TO THE MODERATOR

Below is a checklist to help ensure that you send all the correct information to the moderator. This has been produced to help you - it is not compulsory to submit this checklist to Edexcel.

- 1 Copy of the EDI or OPTEMS form with your marks entered
(Keep one copy of it for your records; send the Top Copy of the OPTEMS to Edexcel and the yellow copy to the Moderator).
- 2 Sample of work as indicated on the EDI or OPTEMS form
- 3 If not already included in the indicated sample, work from:
 - highest scoring candidate
 - lowest scoring candidate
- 4 **Controlled assessment Record Sheet** for individual sampled candidates (see Appendix 4 and Appendix 5 of the Specification). You must ensure that the record sheet is signed by the candidate and the teacher and the marks entered on it.

For any queries regarding Controlled Assessment marks and sample submission, please refer to the FAQ section on our website using this link;

<http://www.edexcel.com/iwantto/Pages/coursework.aspx>

Failure to include any of the above material will delay the moderation process.

Controlled Assessment submission deadline: **15th May**