

GCSE English specifications A (3702) and B (3701) November 2011 examination series

To help your moderator and to avoid the need for him/her to contact you again for additional information, please complete the following check list and attach it to the front of your coursework sample.

Please refer to the document *Instructions for submitting coursework marks and samples* (CAW / INST) available from aqa.org.uk/coursework for further guidance.

Please ✓ that you have checked the following Specification A Specification B

- The folders are in rank order (i.e. combined En2/3 rank order) with the highest marked candidate on the top. If possible please include a rank order list of your candidates showing candidate mark and candidate number.
- For each candidate, the coursework for English is included, and the relevant completed documentation is attached to each candidate's work.
- Marks on the *Candidate Record Form* match the marks on the *Centre Mark Forms*.
- All marks have been added correctly.
- If applicable, mark reductions have been calculated correctly and the form *Mark Reductions for Incomplete Folder* is attached. Please follow the links:
aqa.org.uk/engmarkreduction for English specification A
- Candidates with Incomplete Folders are indicated by an asterisk (*) to the left of each candidate's total mark on every copy of the *Centre Mark Form* or EDI printout.
- The work in the sample has been annotated.
- Please check that your moderator has requested the folders of the candidates with the HIGHEST and the LOWEST (non zero) mark. These folders should be COMPLETE. If your moderator has not requested these folders, please send them.
- Please supply a contact name and telephone number/e-mail for the English Teacher responsible for submitting coursework for this subject.

Centre number _____

Contact name _____

Contact telephone number _____

e-mail _____

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