|  |  |
| --- | --- |
| UMLOGO_redRGB | Coursework Moderation: SEC Business Studies |
| Date of Moderation: Click here to enter a date. | School: Click here to enter text. |

# SECTION A: MODERATION PROCEDURES

Kindly confirm whether moderation guidelines set by MATSEC were followed, namely that:

* the school was contacted before the moderation process to set a date;
* the works to be moderated were all presented;
* an adequate space for the moderation process was provided;
* the moderator’s anonymity was respected (s/he was not introduced to the teacher/s, candidates, or parents);
* no feedback was provided by the moderator directly to the school or a member of staff.

*I, the moderator, confirm that MATSEC guidelines for the moderation process*

[ ]  *were followed.*

[ ]  *were not followed (kindly explain in the space below).*

Click here to enter text.

# SECTION B: GENERAL CRITERIA

|  |  |  |
| --- | --- | --- |
| Criteria | Yes | No |
| B1. | The presented work is up to SEC standard. |  |  |
| B2. | Marking schemes are used. |  |  |
| B3. | Marks are awarded fairly. |  |  |
| B4. | Coursework follows a suitable format as indicated in the syllabus and/or official MATSEC documentation. |  |  |
| B5. | Coursework contains evidence of candidates’ authentic work (no long extracts of dictated, downloaded, or copied material). |  |  |

# SECTION C: SUBJECT SPECIFIC CRITERIA

|  |  |  |
| --- | --- | --- |
| Criteria | Yes | No |
| C1. | Appropriate level of knowledge of the subject under review and good use of information and gathered data. |  |  |
| C2. | Reasonable application and analysis of information and data. |  |  |
| C3. | Good evaluation and judgement about the case study. |  |  |
| C4. | Quality presentation, with well labelled graphs and diagrams where appropriate. |  |  |
| C5. | Relevant conclusions based on data and research. |  |  |

# SECTION D: CHANGES IN INDIVIDUAL CANDIDATE MARKS

In the case where the marks of ALL candidates are to be changed by a specific value, kindly use Section E: Comments.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate’s Name | Original Mark | Moderated Mark | Reasons for Change |
| Click here to enter text. | Choose an item. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Choose an item. | Click here to enter text. |

# SECTION E: COMMENTS

Click here to enter text.