Moderator Sample Request form (MSR)

Centre number:

Centre name:

Centre contact name:

Qualification subject:

Level:

Moderator's name, address and contact details:

Dear

As your moderator for the above qualification, I would be grateful if, within five working days, you would forward to me, at the above address, the following items:

- The complete work of the following candidates and Units

Candidate	Qualification	Level	Unit

- The completed, signed Candidate Record Form (CRF), attached to the work of each candidate in each unit
- The work of any candidates flagged by your centre as ‘PAR’
- The Centre Assessed Marks for Moderation (CMM) forms for each unit
- The Centre Declaration Sheet (CDS), completed and signed

Please ensure all candidate work is secured within a suitable document file.

All material must be sent by first class post and a certificate of posting obtained. Please do not use recorded delivery, or any other service requiring a signature, as this can a delay in delivery.

The work of the remaining units may be required at a later stage. Please ensure that it is ready for despatch on request, with Candidate Record Forms attached.

All remaining CMMs for each unit must be emailed to me as they are assessed/ completed by 24th May.

Yours sincerely