

Group 4: Internal assessment checklist (biology, chemistry and physics)

Session:

School number:

School name:

To be completed by the teacher:

I have read the relevant sections in the *Handbook of procedures for the Diploma Programme*.

Internal standardization has taken place where two or more teachers are responsible for the internal assessment of candidates.

Each teacher has completed, signed and dated an individual form 4/PSOW per class and level; a copy of each is included in the sample.

Each teacher has identified the experiments/investigations/projects where candidates experienced specific ICT applications, and has also indicated the prescribed practicals, on the form 4/PSOW.

A form 4/ICCS is produced for **each** candidate and the forms for the sample candidates are included in the sample.

Each candidate has written the title and a reflective statement detailing his/her involvement in the group 4 project on the form 4/ICCS.

The teacher has assessed all criteria and declared the marks by criteria on reverse of the form 4/ICCS:

- PE: Personal engagement
- E: Exploration
- A: Analysis
- EV: Evaluation
- C: Communication

The form 4/ICCS is signed by the teacher and the candidate.

The individual investigation which demonstrates the criteria marks awarded has been annotated by the teacher and included in the sample for each sample candidate.

Legible photocopies of all work and forms have been made and retained by the school. The original work and forms are included in the sample.

Each candidate's final mark out of 24 has been submitted on IBIS.

Atypical candidates

It is important that the sample work received by the moderator is typical of the marking standards applied to the whole group of candidates. If IBIS selects a candidate's work for a moderation sample that is atypical, include the work of another candidate with the same or a similar mark in addition to that candidate's work.