

Appendix A: Selection of Candidates

The student in the classes nominated by the Head of Department for moderation should be placed in rank order according to their marks. Listed in the table below is the formula by which those candidates who are required to participate in the moderation process are to be selected.

The instructions given in the table refer to the rank order within each class; n refers to the number of candidates in the nominated class. Teachers should ensure that the appropriate six candidates are chosen from each class.

Should a particular candidate not be available on the date of the visit (illness, involvement in another examination etc), then one of the candidates adjacent to him/her in the rank order, either higher or lower, should be chosen.

Number of candidates in teaching group (n)	Rank order number of candidates from <i>each</i> teaching group
6 or fewer candidates	All candidates
7-15 candidates inclusive	1 3 5 $\frac{n}{2} + 1$ (if n is even) or $\frac{n+3}{2}$ (if n is odd) $n - 3$ $n - 1$
16 or more candidates inclusive	1 3 5 $\frac{n}{2}$ (if n is even) or $\frac{n+1}{2}$ (if n is odd) $n - 5$ $n - 2$

Heads of Department should note that it is only the classes nominated for moderation which should be rank ordered. **There is no requirement to provide a centre rank order.**