OCR
RECOGNISING ACHIEVEMENT

GCE/GCSE/ELC

Art and Design

OCR GCE H160 - H166 and H560 - H566 Units F410-F416/F421-F426/F431-F436/F441-F446

OCR GCSE J160 – J167 Units A110 – A117 and A120 – A127

OCR ELC R300 – R306 Component 01 Coursework Portfolio & Component 02 OCR-set Work

Instructions to Centres regarding Moderation Procedures for Art and Design June 2012

1.   Attention is drawn to the following documents available on the OCR website to assist with procedures necessary for Visiting Moderation:
LINK: http://www.ocr.org.uk/qualifications/subjects/art%5Fdesign/

   (a)   the specification and related documentation

   (b)   forms and labels to be used

   (c)   Notices to Centres

   To obtain access to these go to the relevant Art & Design pages of the OCR website indicated above and click on – View all Documents.

   Selection of Work for Assessment Purposes

2.   Centres are reminded that candidates should carefully select and present their work. This should fulfil and best represent the relevant Assessment Objectives. Advice from teachers should be sought in order to ensure that the work selected satisfies the assessment criteria and is also an accurate reflection of candidates ability. Any assistance given to candidates in the execution of work must be acknowledged in the marking of the work.

   We also recommend that centres allow candidates to photograph their work during the year and before moderation, for the purpose of keeping a record should it be selected by the moderator for award or training purposes**.** Photographing work also enables candidates to build an e-portfolio which can be used for reference if required for candidate applications to colleges and university. Teachers may also access this if it assists with their marking and feedback processes for candidates throughout the year.

   The work suitably acknowledged may also be shown to future cohorts and thus build in-house reference material for teachers and candidates. Centres can access the OCR published exemplars and commentaries on the website, or use INSET material provided, as a guide to internal assessment.

3. **Internal Moderation**

Teachers are reminded that it is the responsibility of the Centre to award marks using the marking criteria. Centres need to produce a valid and reliable rank order which reflects the attainment of all the candidates taking the specification at the Centre from which the Visiting Moderator will pick a suitable sample. Effective internal standardisation must be carried out where more than one teacher delivers one specification. Cross-endorsement standardisation where more than one specification is delivered in the centre, should also take place. This is also best practice. Two separate rank orders are required, one for the Coursework Portfolio for all specifications and one for ELC the OCR-set Work, for GCSE the OCR-set Task and for GCE both Controlled Assignments for AS and A2.

Teachers are reminded that all internal assessment and marking must be completed in good time before the submission of marks.

- The Moderator must be in receipt of all marks (on Form MS1) and the relevant Assessment Summary Form (GCW) before the moderation process can begin.

- A completed Centre Authentication Form CCS160 **must** accompany the MS1 and GCW when it is sent to the moderator **no later than 15 May** for ELC and GCSE**, or 31 May** for GCE AS and A2.

- It is recommended that teachers use the relevant interactive forms available on our website for completion to avoid errors occurring. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect marks and totals.

- Teachers may submit their marks earlier if they wish**.**

4. **External Moderation**

When the marks have been entered on both MS1 Forms:

(a) the **OCR copies** should be received **by 15 May** for ELC and GCSE **or 31 May** for GCE AS and A2. **Under no circumstances** must the OCR copies of MS1 forms be sent in the same envelope as the Moderator copies

(b) the **Moderator copies** and the Assessment Summary Form (GCW) should be despatched to the Moderator whose name and address is given on the computer printed labels and listing provided. In certain circumstances the moderator may change and you will be contacted by the new designated Visiting Moderator if this happens. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator. Please refer to the Examinations Officer at your Centre to obtain the name and address of your Moderator

(c) the Centre copies should be retained by you securely for reference purposes.

5. The Visiting Moderator

(a) Moderation of Art work for ELC, GCSE and GCE will be by visit. The Visiting Moderator will contact the Centre to make the arrangements for the visit and will verbally check and confirm details received from the Centre. Your moderator will then email to your designated official Centre email address confirmation of the date and time of the visit and the request for the chosen sample.

(b) When the Moderator has received the MS1, CCS160 and the GCW he/she will inform the Centre of the names and numbers of those candidates whose work will comprise the sample for moderation. This will take place when arranging to visit the Centre by telephone and/or by letter or email.

(c) It is the responsibility of the Centre to ensure that work selected for moderation is displayed appropriately and this can be discussed with the moderator before the visit. **The work must be set out in two separate rank orders,** one for Coursework Portfolio and one for ELC OCR-set Work, for GCSE OCR-set Task and for GCE both the Controlled Assignments**,** never in candidate number order.

Centres must ensure that:

The two rank orders should be by endorsement. Centres will have the opportunity to discuss any concerns with the moderator before the visit. Candidates' work must be clearly labelled. A layout plan would be advantageous if the work is spread over different areas within the centre.

(d) Sufficient labels will be supplied to enable the Centre to provide one label for each candidate, and these can also be downloaded from the website if more are required. A label must be completed and attached to each candidate's exhibition of work. It is important that the number of the relevant starting point/question number is shown for the responses to the Question papers.

(e) It is important that candidates' work is ready for moderation at the beginning of the visit arranged by you and the Moderator. Moderators will be instructed to inform OCR of any unnecessary delays.

(f) The work of the remaining candidates must be readily available to the Moderator if additional samples are requested.

(g) Any correspondence with OCR relating to applications for Special Consideration must arranged with OCR Special Considerations prior to the Moderator visit and the documentation and candidate work involved be kept securely in the centre. OCR may require the Moderator to view particular pieces of candidate work involved in Special Consideration cases and respond to the Board.

(h) The Visiting Moderator will use the Assessment Summary Form (GCW) to check whether the marks awarded are appropriate. **These must be completed by ALL centres.**

(i) **During the period of moderation, the room(s) where work has been displayed must be set aside for the sole use of the Moderator without either staff or candidates present. Please discuss this with your moderator when arranging the visit if you have a query.**

(j)   In the unlikely event it is discovered that a candidate has been entered for the wrong endorsement or unit option, the entry may be changed but a fee may be charged. It is the responsibility of the Centre to inform OCR of any changes using the appropriate entry amendment form. Failure to do so may result in a delay in the award of grades. This procedure can be completed via Interchange: please consult your Examinations Officer.

(k)   Team Leaders and Assistant Principal Moderators appointed by OCR will accompany Visiting Moderators to selected Centres or visit a Centre after initial moderation as part of the quality assurance procedure. Those centres involved will be informed of the arrangements by the Visiting Moderator team in advance of the visit. The Senior Moderating Team will also be responsible for choosing and collecting artwork for Awarding, Standardisation, INSET and training purposes.

6.   **Notification of the outcome of the Moderation Process**

(a)   When the Visiting Moderator has completed the moderation he/she will give an abbreviated verbal report to **only one** designated member of staff, usually expected to be the Head of Art & Design, if available. The verbal report will consist of the moderator's findings with regard to the sample seen, the moderation display, overall trend within the centre and will inform the centre of any OCR initiatives concerning art and design e.g. exhibitions, how and when to access advice, support and training available, including how to contact the Subject Area Support (SAS) Team. There will be no opportunity for a remoderation in series.

(b)   The Moderator will then notify **OCR** of the results of the moderation visit.

(c)   Centres will receive the outcome of moderation and the enhanced written report of the moderation in the August release of results.

(d)   All centres have the right to request a re-moderation after results have been issued, through the formal Enquiries About Results (EAR) procedure. This follows the JCQ guidelines for centres and awarding bodies. These can be found on the JCQ website or are available through OCR.

(e)   If an EAR is made the original moderation sample will be required. A result enquiry concerning one or more individual candidates cannot be accepted. Work from the whole cohort needs to be kept securely in the centre until you are sure an EAR will not be required, as the original sample may be extended during the EAR re-moderation.

7.   **Selection of Work for the Awarding Meeting, Centre and Moderator training purposes**

Senior Moderators will be instructed to approach Centres in order to obtain samples of work which may be used for the awarding, training and support purposes. The Centre will need to sign a Copyright Permission Form for the use of any digital and practical work taken, together with any further photographed evidence of good practice or interesting work observed in the centre.

Centres will be expected to comply with requests from Moderators for work to be taken as this is an Ofqual and JCQ requirement of all awarding bodies.

8.   All work will be returned to Centres during the following autumn term, with the exception of any work selected for INSET, standardisation, and other training purposes. A letter will be sent to all centres in November/December informing them of the work kept and when it will be returned.