

Instructions to Centres

(for June series)

1. ENCLOSURES

a) AS/A2 Level Art pack, containing:

- Labels to be attached to candidates' work:
AS LABELS CWL516/CWL517
A2 LABELS CWL518/CWL519
- AS Unit Assessment Form (GCW269)
- A2 Unit Assessment Form (GCW315)

b) The following documents will be sent to your Examinations Officer (in May for the June series):

- Computer-printed mark sheets (one for each unit for which candidates have been entered) (form MS1).
- Name and Address of Moderator (in list and label form).
- *Please note the Moderator address labels are produced for each unit. **You only need use one label.** The same Moderator will be apportioned to moderate all the units.*
- Application forms for Special Consideration (Form SC).
- Computer-printed Estimated Grade Form.

2. DATES

The Moderator will telephone Centres in May to arrange visits. Once you have received your Moderator's address, you may write to them directly and give them a direct telephone number, if you wish.

- a) Computer Printed Estimated Grade Forms (Form F1) must be received by **31 May**.
- b) The top copies of Form MS1 for all units must be received at OCR by **31 May**.
- c) The Moderator copies of Forms MS1, Form CCS160 and the form GCW269/GCW315 for all units must be received by your Moderator by **31 May**. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator.
- d) The Moderator visit will take place by arrangement between **31 May and 1 July**.

3. INTERNAL ASSESSMENT

- a) All units must be internally assessed by the Centre according to the Criteria provided in the specification.

Please note that candidates must not be allowed access to their work for these components after internal assessment and that all work must be securely stored, preferably under lock and key. Any Centre/candidate found ignoring this instruction is liable to have their result(s) withheld.

- b) The Head of Art must transfer marks for all units to Form MS1.

Care must be taken to ensure that all mark calculations are correct.

Responsibility cannot be accepted for the submission of incorrect total marks on Form MS1.

Please note that marks for each unit must be out of a maximum of **100**.

4. THE MODERATOR VISIT

- a) The Moderator will telephone Centres in May to arrange a mutually acceptable date and time for the visit. It would be helpful if directions/map of how to find your Centre could be sent to the Moderator prior to his/her visit.

If you would prefer a moderation visit on a Saturday or in the evening, please negotiate with your Moderator.

The final date for the completion of initial moderation in the June series, is Friday 1 July.

- b) The Moderator will send an acknowledgement to the Head of Art confirming arrangements.
- c) It should be noted that some Moderators may be accompanied by, or followed by, their Team Leaders.
- d) It is the responsibility of the Centre to ensure that the candidates' work is appropriately arranged. Each unit must be shown clearly labelled. The Moderator will select the sample to be displayed where this is necessary i.e. where there are more than 10 candidates entered for a particular unit. The different unit labels are colour coded to ease identification.
- e) Candidates who have been granted special consideration must have a copy of Form SC attached to their work.
- f) During the period of moderation, the room(s) where work has been arranged must be set aside for the sole use of the Moderator without either staff or candidates present and the Moderator must not be disturbed.
- g) The Moderator is instructed to choose work for retention as standards, training material. He/she will then take the appropriate work but if this is not convenient at the time then it remains the Centre's responsibility to despatch the work so as to arrive at OCR no later than **7 July**.

- h) OCR cannot be held responsible for any loss or accidental damage of work, although the utmost care will be taken to ensure that no such loss or damage occurs.

5. NOTIFICATION OF THE OUTCOME OF THE MODERATION PROCESS

- a) When the Visiting Moderator has completed the moderation he/she will feedback to the Centre representative with reference to the Marking Criteria. Any recommendations for the adjustment of marks will be given to the centre at the end of the feedback.
- b) If the Centre's representative disagrees with the recommendations of the Visiting Moderator, the centre may contact OCR to arrange a second visit. **Centres have 4 working days to action a second visit with OCR by contacting the Customer Contact Centre and requesting this from the Assessor Management Team.** This allows time for the moderation process to take place before the end of the moderation period.
- c) The Moderator will notify OCR of any adjustments to the marks already sent to OCR. If a visit by the Team Leader/Assistant Principal Moderator has been arranged, he/she will obtain both the Assessment Form and the recommended adjustments from the Visiting Moderator. Centres must ensure that the sample of work selected by the Visiting Moderator is available for the Team Leader/Assistant Principal Moderator, and is displayed in the same way.
- d) If a formal appeal (Enquiry About Results) is made against the Moderator's recommendations the original moderation sample will be required.

6. ENQUIRIES ABOUT RESULTS

After the publication of results, Centres may use the enquiry procedures outlined in Form E. For Art the following Result Enquiry services are available:

Service 1	Clerical check
Service 3	Re-moderation of designated units with report

Please ensure the Examinations Officer at your Centre is aware of these details before the publication of results.

Centres are reminded that work must not be released to candidates until after the end of the Enquiries About Results deadline (20 September). Re-moderation cannot be undertaken unless all the original work is available for all candidates.