



RECOGNISING ACHIEVEMENT

NOTICE TO CENTRES

FAO: The Exams Officer and the Head of Art and Design

Date: May 2011

Subject: GCSE Art and Design; GCE Art and Design

VISITING MODERATION INFORMATION FOR GCSE AND GCE ART AND DESIGN

Moderation visits for GCSE and GCE Art and Design will start on the following dates:

- GCSE Art and Design – 16 May
- GCE Art and Design – 1 June

To ensure that you are fully prepared for your visit(s), we'd like to take this opportunity to remind you of some of the key practices and procedures involved in the moderation process:

- **Visiting moderation dates** – Whilst we make every effort to accommodate moderation dates requested by centres, it may not be possible for all centres to have the dates they would like. Please be prepared to be flexible on visit dates when contacted by your moderator.
- **Quality and standards monitoring** – We no longer conduct follow-in visits and have moved to accompanied visits (where visiting moderators are accompanied on the visit by senior moderators). Accompanied visits are concerned only with our quality assurance processes – your visiting moderator will carry out the moderation and give feedback as usual. When you are contacted by the visiting moderator to arrange a visit, you will be informed if they are to be accompanied by a senior moderator.
- **Centre authentication (CCS160) and copyright authorisation forms** – These forms are available from the qualification pages of the OCR website (www.ocr.org.uk) and must be completed and handed to your visiting moderator before moderation can take place.
- **Presentation of work for moderation** – Candidate work needs to be presented by each endorsement in rank order. The visiting moderator requires a quiet and undisturbed space suitable for the moderation to take place.
- **Collection of work** – It is a JCQ and Ofqual requirement that all awarding bodies collect work for awarding, standardisation and training purposes. If work is taken from the centre following the moderation visit, it may not be returned until the November of the following academic year. We therefore advise centres to take photographs of the work before the moderation visit. Teachers/another delegated person or candidates (under supervision) may photograph work. Centres will be sent a letter in October or November detailing what we have kept and why, including an approximate date of return.
- **Re-moderation requests** – Centres have four working days after the initial moderation visit to request re-moderation, which can be done via our Customer Contact Centre (01223 553998). Please note that, for this series, there is just **one opportunity for re-moderation** before results are issued. However, centres will still be able to access post-results services once results are issued.

Full guidance on the visiting moderation process is available on the qualifications pages of the OCR website (www.ocr.org.uk). However, if you have any queries about this notice, please call our Customer Contact Centre on 01223 553998 or email general.qualifications@ocr.org.uk.