

Mathematics (MEI)

OCR GCE 7896 / 7897 / 3897 / 3896 Units 4758 and 4776

OCR GCE 7898 / 3898 Units 4753 and 4776

OCR Advanced GCE 7895 Unit 4753

Instructions relating to Moderation of Marks on Coursework

1. Attention is drawn to the following documents:
 - (a) the current Specification booklet;
 - (b) the coursework regulations in the Handbook for Centres;
 - (c) the coursework Assessment Forms (mark sheets) sent earlier, also contained in the Specification.
2. Teachers are reminded that all coursework marking and internal moderation must be completed in good time before the submission of marks to OCR and the Moderator. Marks may be submitted to OCR by one of these methods: Interchange, EDI or form MS1. Whichever method is used a hard copy of the marks must be sent to the Moderator. See section 7.4 of the Admin Guide for further details. All relevant materials must be posted to the Moderator **no later than 10 December (for the January Assessment Series) or 15 May (for the June Assessment Series)**.

Teachers are urged to submit their marks and work before the deadline, if at all possible.

3. Instructions for completing Individual Candidate Assessment Forms are contained in the specification booklet. Completed Assessment Forms should be securely attached to the task.
4. All internal marking and moderation procedures must be completed before external moderation can take place. Care must be taken to ensure that all mark calculations are correct. OCR cannot accept responsibility for the submission of incorrect total marks. Please note that marks for all components must be submitted out of a maximum of **18**.

5. Internal Moderation

Teachers are reminded that it is the responsibility of the Centre to award coursework marks which reflect the attainment of all the candidates in the unit at the Centre. Evidence to show that effective internal moderation has been carried out must be retained in all cases where the Centre's single order of merit is the result of combining two or more orders of merit within the Centre.

6. **External Moderation**

- (a) Marks must be submitted electronically to OCR, or the Board copy of form MS1 despatched to OCR using the envelope provided, **no later than 10 December (for the January Assessment series) or 15 May (for the June Assessment series)**. Under no circumstances should the Board copy of Form MS1 be sent in the same envelope as the Moderator copy.
- (b) The **Moderator copy of the marks** should be despatched to the Moderator, whose name and address is given on the computer-printed labels; Please complete in full the Centre Authentication Form CCS160 as this **must** be sent to the moderator at the same time.
- (c) The **Centre's copy** of the marks should be retained at the Centre.

7. **Sample of Work and Documents to be despatched to the Moderator**

- (a) Where 10 or fewer candidates are entered for a unit, the coursework for all candidates should be sent with the Moderator's copy of the marks.

Where more than 10 candidates are entered for a unit, wait for an email from OCR to tell you which candidates' work to submit.

- (b) Any correspondence with OCR relating to Special Arrangements for coursework and the work of the appropriate candidates should also be submitted.
 - (c) The OCR Centre Authentication Form (CCS160) should be signed by each marker and sent with the sample of work.
8. Each Assessment Form must be clearly marked with the Centre's name and number and also the candidate's name and number. The samples of work should be packed securely to ensure safe delivery. Bulky covers should be removed as they will significantly increase the cost of postage. Centres are strongly advised to obtain a certificate of posting.
9. The Moderator will request, by email, a further sample of work from the Centre if he or she considers it to be necessary. Centres should respond with the minimum of delay.
10. Centres will be notified of the outcome of the moderation of their candidates' work when the unit results are published, and have the right to apply for re-moderation **within four weeks** of receiving results.
11. Teachers are advised that all coursework should be retained in the Centre until after the unit results have been published.