

Guidance for administering internal assessment 2011/12

1 Centre marks assessments

2 Centre carries out internal standardisation

3 Centre submits marks

4 OCR requests sample

5 Centre submits sample of candidate work

6 OCR carries out external moderation

7 Centre receives outcomes

8 OCR returns candidate work

This guidance has been written to support teachers and exams officers in administering OCR's internal assessment (including controlled assessment and coursework).

It assumes that estimated entries and final entries have been made by the relevant deadlines and should be read in conjunction with the following documents:

- The qualification specification [Download](#)
- *OCR Admin Guide and Entry Codes: 14–19 Qualifications* [Download](#)
- *JCQ Instructions for conducting controlled assessments* [Download](#) and *Instructions for conducting coursework* [Download](#)

The steps on the left outline the internal assessment moderation process. Click on each step for further information.

Consortium arrangements

Where candidates from different centres have been taught together, you must inform us that you wish to be treated as a consortium. The centres in the consortium must nominate a consortium co-ordinator, who liaises with OCR on behalf of all the centres.

Form JCQ/CCA (available from the JCQ website) should be completed by the consortium co-ordinator for each specification that has one or more centre-assessed units/components. The forms should be sent to OCR Assessor Management at the same time as you make your entries.



1: Centre marks assessments

1 Centre marks assessments

You should mark each piece of work according to the instructions and criteria provided in the specification for each unit.

2 Centre carries out internal standardisation

Forms to help you mark and administer candidate work are sent to centres on the basis of estimated entries. Copies of these forms – many of them interactive – are also available on the [OCR website](#) :

3 Centre submits marks

- **Cover sheet** – This may be called a cover sheet, unit recording sheet or centre assessment form depending on the specification. Complete one per candidate and attach it to the front of the work.
- **Centre authentication form** (CCS160) – Complete one per unit. (CCS272) - Complete one for each GCE pre-release unit (G041, G054 and G055).

4 OCR requests sample

Authenticating candidates' work

Each candidate must sign a declaration before submitting their work to their teacher to confirm that the work is their own and that any assistance given and/or sources used have been acknowledged.

5 Centre submits sample of candidate work

A candidate authentication statement that can be used is available to download from the OCR website. It is the responsibility of centres to ensure that every candidate does this (see the *JCQ Instructions for conducting controlled assessments* and *Instructions for conducting coursework*). These statements should be retained within the centre until all enquiries about results, malpractice and appeals issues have been resolved.

6 OCR carries out external moderation

A mark of zero must be recorded if a candidate cannot confirm the authenticity of their work. Where this is the case, please also put this in writing to Data Capture, OCR, 1 Hills Road, Cambridge.

7 Centre receives outcomes

Teachers are required to declare that the work submitted for internal assessment is the candidate's own work by sending the moderator a centre authentication form (CCS160) for each unit at the same time as the marks.

8 OCR returns candidate work

If a centre fails to provide evidence of authentication, **we will set the mark for the candidate(s) to Pending (Q) for that component until authentication can be provided.**

Incomplete candidate work

Where the internally assessed element of the specification requires candidates to produce several distinct pieces of work (eg three assignments or ten essays), a candidate who does not complete all parts must still be credited for the parts they have completed. Candidates who do not submit any work for assessment must be recorded as 'absent'. This means that the candidate can be awarded a certification grade if they have completed other units which meet the requirements of the specification.

The image shows two overlapping OCR forms. The top form is a 'Controlled Assessment Cover Sheet' for Citizenship Studies (GCSE 2260 Full Course/2028 Short Course Unit A341). It includes fields for Examiner's Name, Juris, Year, Centre name, Candidate name, Candidate number, and Candidate mark. It also has a table for 'OCR Issues Used' and 'OCR Approved Items'.

The bottom form is a 'Centre Authentication Form' for OCR Entry Level, GCSE, GCE, Pre-release and Project qualifications. It includes fields for Candidate Name, Centre No., and Candidate No. It also has a table for 'Evaluation of Issues and Evidence' and a section for 'Declaration of Candidate's Work'.



2: Centre carries out internal standardisation

Centres must carry out a review or 'internal standardisation' to ensure that marks awarded by different teachers are accurate and consistent across all candidates entered for the unit from that centre.

If centres are working together in a consortium, you must carry out internal standardisation of marking across the consortium.

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3: Centre submits marks and authentication



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Deadlines for submitting marks

All marking and internal standardisation must be completed in good time and before the marks are submitted to OCR and the moderator. Please ensure that marks are received by the following deadlines **at the latest**:

Series	Qualification	Deadline
January	GCE Mathematics (MEI)	10 December 2011
	All other qualifications	10 January 2012
June	GCE*, GCSE, Entry Level Certificate**, Principal Learning and Project	15 May 2012
	GCE Art, Creative and Media Principal Learning	31 May 2012

*For GCE PE Units G452 (with the exception of summer-only activities) and G454, marks should be submitted to the OCR moderator by 31 March 2012.

**For Entry Level Certificate Science R482, moderation samples must be submitted to the OCR moderator by 9 March 2012 and final points totals submitted to OCR by 15 May.

Ways to submit marks

Marks may be submitted to OCR by one of the following methods:

- Interchange
- EDI
- Internal Assessment Mark Sheets (MS1).

In addition, marks must also be posted to the OCR moderator. However, moderation cannot begin until OCR has received all the marks.

If there are ten or fewer candidates (six or fewer for legacy Entry Level Certificate), the work of all candidates needs to be sent to the moderator. In this case, the candidate work should be sent to the moderator at the same time as the marks are submitted.

If a candidate did not produce work, the candidate should be submitted as absent rather than giving them zero marks.





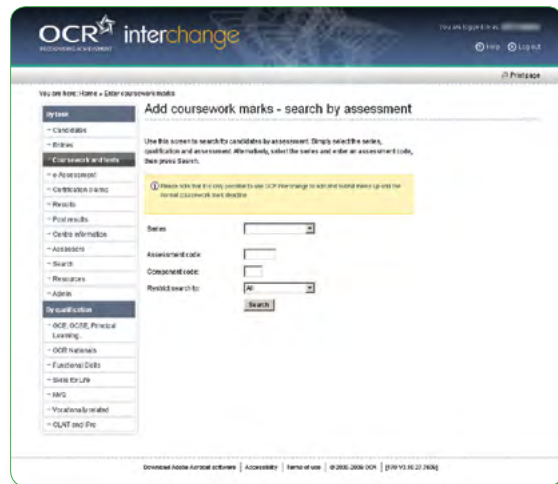
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Using Interchange to submit marks

Teachers and other support staff can be given access to Interchange by their centre's Centre Administrator (usually the Exams Officer) in order to submit the marks: the 'Add coursework marks' role allows you to enter marks and the 'Submit coursework marks' role allows you to check marks and submit them to OCR.

To submit marks, log in to Interchange, select 'Coursework and tests' and click 'Enter coursework marks' in the left-hand menu. Then carry out the following steps:

- Enter and save marks
- Check and save marks
- Submit marks via the separate 'Enter and submit coursework marks' page. We will not receive your marks until the 'Submit' button has been clicked. You can see whether your marks are submitted by checking that the status has changed to 'Submitted'.
- Read and tick declaration
- Finally, you need to print a copy of the marks. Keep a copy for your centre and post a copy to the moderator. You must also send the centre authentication forms (CCS160).



Summary

Send to OCR	Send to moderator	Retain in centre
Submit marks via Interchange	<ul style="list-style-type: none"> • Printed copy of marks from Interchange • Centre authentication forms (CCS160) 	<ul style="list-style-type: none"> • Copy of marks from Interchange • Candidate authentication forms

Using EDI to submit marks

Follow the instructions in your own management information system for inputting marks for the relevant units/components. The common format for submitting marks is outlined in the *JCQ Formats for the Exchange of Examination Related Data*. [Download](#)

You should print a copy of the EDI file and sign it ensuring the centre number is clearly marked on the printout before posting to the moderator together with the centre authentication forms (CCS160).

Summary

Send to OCR	Send to moderator	Retain in centre
Submit marks via EDI	<ul style="list-style-type: none"> • Printed, signed copy of EDI file • Centre authentication forms (CCS160) 	<ul style="list-style-type: none"> • Copy of marks from Interchange • Candidate authentication forms

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4 OCR requests sample

5 Centre submits sample of candidate work

6 OCR carries out external moderation

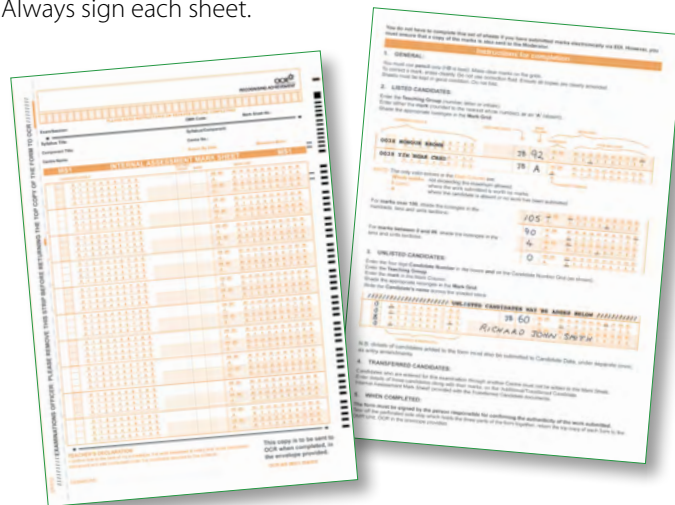
7 Centre receives outcomes

8 OCR returns candidate work

Using internal assessment mark sheets (MS1s) to submit marks

When completing the mark sheets, remember to:

- Enter marks in the mark column, as well as filling in the lozenges on the right-hand side. The scanner reads the lozenges, but the moderator will look at the written marks, so you need to fill in both.
- If errors have been made with the mark lozenges, make sure that the mark given in the mark column is clear.
- Always shade the tens and the units, eg to enter a mark of 30, shade the '30' lozenge **and** the '0' lozenge on the row underneath. Please make sure that you shade the lozenges clearly - if the shading is too faint this may interfere with the scanning process.
- Check that marks entered are not above the maximum mark, which can be found on the top right-hand side of the sheet.
- Enter the details of any extra candidates at the bottom of the last sheet, using the candidate number lozenges where possible, so the MS1 can be scanned.
- If a candidate has been withdrawn, or you are submitting a candidate as absent, ensure that the 'A' is lozenged.
- Always sign each sheet.



Summary

Send to OCR	Send to moderator	Retain in centre
Top copy of MS1: OCR Unit, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ	<ul style="list-style-type: none"> • Middle copy of MS1 • Centre authentication forms (CCS160) 	<ul style="list-style-type: none"> • Bottom copy of MS1 • Candidate authentication forms

Moderator address information

Your Exams Officer will be sent address labels to send the marks and forms to the moderator. (You will also be sent enough copies of the labels to send candidate work to the moderator.)

If you have still not received your labels **three days** before the mark submission deadline, you can request emergency moderator address information from Interchange. To do this, log in to Interchange, hover over 'Resources' in the left-hand menu and then click on 'Emergency exam labels' and follow the on-screen instructions. Requests should be processed within 12 hours.

If we do not receive your marks, we will contact you.



4: OCR requests sample

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Once you have submitted your marks to OCR and your moderator, you will receive a moderation sample request. If there are fewer than ten candidates (six or fewer for legacy Entry Level Certificate) all the work should have been submitted at the same time as the marks were submitted.

Samples will include work from across the range of attainment of the candidates' work.

Sample requests via email

For most specifications, you will receive a sample request via email. A list of the exceptions, which will request the sample via post, is available on the [OCR website](#)

Once we have received your marks, you will receive an email from no-reply@ocr.org.uk requesting a sample for moderation. Emails will be sent to the Exams Office email address we hold for you within your centre records. **It is therefore essential that this email address is correct.** For the exceptions, the moderator will contact you by post to request a sample for moderation.

If you need to change the email address that we hold for your Exams Officer, please fax the updated details on centre-headed paper to the JCQ National Centre Number Register on **01223 552646**.

If you have already submitted all of your candidates' work (if there were ten or fewer candidates), please ignore the email – if the moderator has not received the work, they will contact you directly. However, if you receive more than one email for the same specification, please read the email carefully – you may have received a request for an **additional** sample.



5: Centre submits sample of candidate work



There are several ways to submit a sample, as described below. When making your entries, the entry option specifies how the sample for each unit is to be submitted. For each of these units, all candidate work must be submitted using the **same entry option**. It is not possible for centres to offer both options for a unit within the same series. You can choose different options for different units.

Electronic candidate work (OCR Repository)

The OCR Repository is a system which has been created to enable centres to submit candidate work electronically for moderation. It allows centre staff to upload work for several candidates at once but does not function as an e-portfolio for candidates.

The OCR Repository is an option for an increasing number of specifications. To see whether the OCR Repository is available for a specification, see the entry codes section of the *OCR Admin Guide: 14–19 Qualifications*. You should then select this option when you make your entries.

Once you receive your sample request, you should upload the work to the OCR Repository within three days of receiving the request.

To access the OCR Repository, you need either the 'Centre Administrator' or 'Tutor/Teacher' roles within Interchange. Log in to Interchange, hover over 'Coursework and tests' in the left-hand menu and click on 'OCR Repository'.

It is good practice to store candidates' documents using their four-digit candidate number at the beginning of the file name. This way you can use the bulk upload facility when submitting work, which matches the files electronically to the correct candidates. Files should be no larger than 20Mb, but an unlimited number of files can be uploaded. However, we would encourage you to collate documents wherever possible and only load work that contributes to the candidates' assessment. It is the centre's responsibility to ensure that any work submitted to OCR electronically is virus-free.

Paper-based candidate work (postal moderation)

The sample of candidate work must be posted to the moderator within three days of receiving the request. You should use one of the labels provided to send the candidate work.

We would advise you to keep evidence of work submitted to the moderator, eg copies of written work or photographs of practical work. You should also obtain a certificate of posting for all work that is posted to the moderator.

Visiting moderation

For some units (see the entry codes section of the *OCR Admin Guide: 14–19 Qualifications*), rather than posting or uploading the sample, the sample will be viewed by a visiting moderator. The moderator arranges a visit at a date and time convenient to both parties.

For GCE/GCSE Art and Design, the moderator will contact centres once the marks are received to arrange a visit. For GCSE Expressive Arts, the assessor will contact the centres in January and visit after the conclusion of the A693 examination.

For the following qualifications, electronic visit arrangement forms are sent to centres (and can also be downloaded from the relevant qualification pages of the OCR website). Forms should be returned to OCR by the following dates:

Qualification	January series	June series
ELC Physical Education (R462/3980)	n/a	14 January 2012
GCE Physical Education (G452, G454)	n/a	14 January 2012
GCSE Physical Education (B452, B454)	n/a	21 February 2012
Principal Learning Creative and Media*	21 October 2011	21 March 2012

*Some units have a visiting examiner. NB For Principal Learning, the visit arrangement form must be completed for the whole consortium rather than individual centres.



6: OCR carries out external moderation

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Usually, unless a centre is accredited for a specification (Applied GCE only), internally assessed units are externally moderated. More information about accreditation can be found in the *OCR Admin Guide: 14–19 Qualifications*. Moderation is designed to bring the marking of internally assessed units in all participating centres to an agreed standard by checking a sample of the marking of candidates' work.

At this stage, if necessary, centres may be required to provide an additional sample of candidate work or carry out some re-marking if marks are found to be in the wrong order. If you receive a request such as this, please ensure that you respond as quickly as possible to ensure that your candidates' results are not delayed.



7: Centre receives outcomes

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Centres will usually receive the outcome of moderation when the provisional results are issued. The following reports will be issued:

- **Moderation Adjustments Report** – This lists any scaling that has been applied to internally assessed units or components.
- **Moderator report to centres** – This is a brief report by the moderator on the internal assessment of candidates' work. For the majority of units, these reports will be available to download from Interchange. A list of the units/components for which reports will be issued is available from the [OCR website](#)

If you operate in consortium, separate reports will be produced for each centre sampled in the consortium.

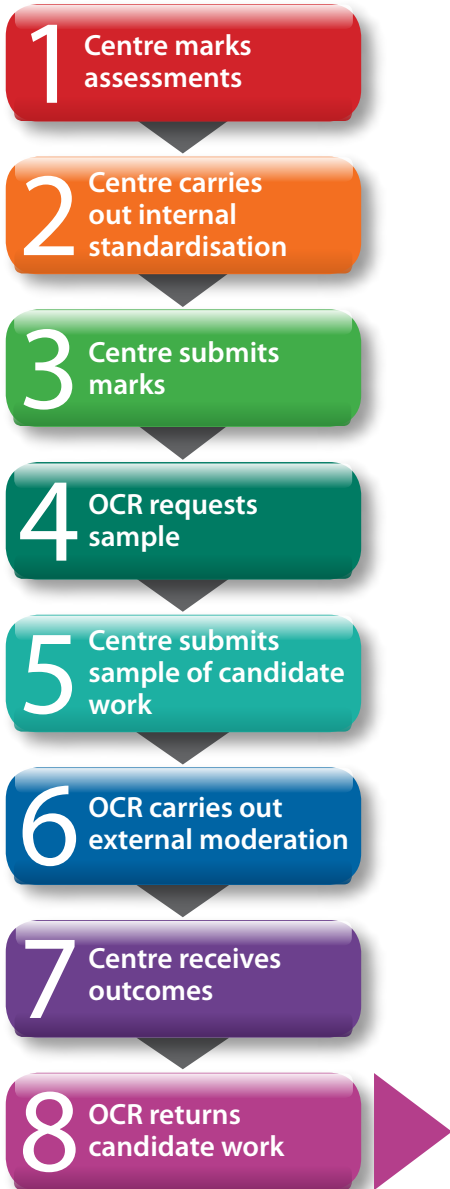
Centres may request a review of moderation by submitting an enquiry about results (EAR) by the deadlines of 17 April and 20 September for the January and June 2012 series respectively. More details are available in the *OCR Admin Guide and Entry Codes: 14–19 Qualifications*.



8: OCR returns candidate work

If work was posted to OCR for moderation, it will normally be returned to centres. However, we may be required to retain some items as exemplar material for awarding, regulation and archive purposes.

We will inform centres if work is required. In some circumstances, we may need to request work from a centre. In such cases, your co-operation in supplying material is much appreciated. Candidate work should be retained by centres for a minimum of six months from submission.





www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

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