



## INSTRUCTIONS FOR COMPLETION OF COURSEWORK COVER SHEET – UNIT G321: FOUNDATION PORTFOLIO IN MEDIA

Teachers are reminded that all coursework marking and internal standardisation must be completed before external moderation can take place.

### Internal Standardisation

Where more than one teacher in the Centre has marked the work for a particular coursework unit, the Centre must standardise the marking in order to ensure that candidates who have demonstrated the same level of attainment receive the same mark and that the rank order of the coursework marks for the Centre as a whole is appropriate.

One Coursework Cover Sheet must be completed for each candidate.

Please ensure that all the boxes on the front of the form are completed.

Comments on each skill (Planning, Construction, Evaluation) together with the marks awarded for each skill should be recorded in the boxes on the back of the Coursework Cover Sheet.

The marks awarded for each skill should be recorded in the appropriate small box on the front of the Coursework Cover Sheet.

The marks for each skill should be added together to give a total coursework mark out of 100. The total mark should be entered in the *Total* box on the front of the Coursework Cover Sheet.

### Internal Assessment Mark Sheet (MS1)

The total marks awarded to each candidate must be transferred to the computer printed Internal Assessment Mark Sheet (MS1) which will be sent to Centres by OCR. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect total marks on form MS1.

Once complete, the Board Copy of form MS1 should be despatched to OCR no later than **10<sup>th</sup> January** (for the January assessment session) or **15<sup>th</sup> May** (for the June assessment session).

The Moderator Copy should be despatched to the Moderator using the Moderator's address label supplied by OCR by **10<sup>th</sup> January** (for the January assessment session) or **15<sup>th</sup> May** (for the June assessment session). The completed CCS160 **must** accompany the MS1 when it is sent to the moderator.

The Centre Copy should be retained at the Centre.

### Samples of Work

If the Centre has entered ten or fewer candidates for the unit in an assessment session, the coursework for **all** candidates should be sent to the Moderator (along with the Moderator Copy of the MS1 and CCS160 form) by the appropriate deadline (**10<sup>th</sup> January** for January session or **15<sup>th</sup> May** for the June assessment session).

Where there are more than ten candidates entered for the unit, the Centre should despatch the Moderator's Copy of the MS1 and CCS160 form to the Moderator, but should retain all coursework within the Centre. The Centre will receive email instructions from OCR [noreply@ocr.org.uk](mailto:noreply@ocr.org.uk) requesting a sample of work. Centres should respond promptly to requests for work.

Please note that when submitting work to the Moderator, it is essential that a Coursework Cover Sheet be attached to the work of *each* candidate. In order to aid identification, it is useful if every piece of work that comprises the candidate's submission is marked with the Centre's name and

number, the candidate's name and number and the unit number and title (i.e. G321 Foundation Portfolio in Media).

Samples of work should be packed securely to ensure safe delivery. Bulky covers should be removed as they will increase significantly the cost of postage.

Please note the acceptable formats for coursework set out in the GCE AS/A Level Media Studies specification (4th edition).

Centres are advised to obtain a *Certificate of Posting* for samples sent to the Moderator.

Should the Moderator request further samples of work, Centres should respond with the minimum of delay.

**Centres are strongly advised to make copies of any coursework submitted to the Moderator as part of the sample, since some material may be retained by OCR.**

Teachers are recommended to retain coursework in the Centre until after the results of the unit have been issued.

A report on the outcome of the external moderation process will be sent to Centres at the time that the results are issued.

### **General Coursework Regulations and Procedures**

General coursework regulations and procedures, including those concerning lost or incomplete coursework, are detailed in the *OCR Administrative Guide and Entry Procedures Folder 2008*.

### **Coursework Enquires**

Coursework enquires for Media Studies should be sent to OCR at the following address:

Administrative Officer for Art, Media, Life And Work Team  
OCR  
Progress House  
Westwood Way  
COVENTRY  
CV4 8JQ

Correspondence should be marked '*Coursework Enquiry*'.

This form may be photocopied and used as required.

**Planning** – comments and mark out of 20

/20

**Construction** – comments and mark out of 60

/60

**Evaluation** – comments and mark out of 20

/20