

# Instructions to Centres for Composing 1 and 2

## 1. Enclosures

The enclosures listed below should be checked and any omissions reported immediately to OCR Despatch on 01223 552936.

- a) Coursework Cover Sheet

## 2. Preparing work for despatch to the Moderator

Please ensure that a Coursework Cover Sheet is completed for every candidate and attached to the front cover of the portfolio. It is essential that each piece of coursework submitted for assessment is clearly identified to assist Moderators in the assessment of the work and to ensure that each portfolio is safely returned to the candidate at the end of the examination period.

Please provide a date (even if approximate) for each piece of coursework, and compile the portfolio in chronological order. For work within Section A of Unit G352 please ensure that all given material is clearly indicated in each exercise - fair copies of these exercises, without corrections, are not necessary unless the original is illegible. For the leadsheet option in Unit G352, the source material must be included.

Section B of both Units G352 and G355 must be accompanied by a realisation of the composition. Recordings should be clearly labelled with the centre name and number, the candidate name and number and the titles of the compositions. This information should also form part of the recording. **A separate recording(s) should be used for each candidate's portfolio.**

### 3. Despatch of work to the Moderator

- a) The name and address of the Moderator will be given on the computer-printed labels and listing which will be supplied to your Examinations Officer with the Attendance Registers in early April.
- b) **Candidates' work for Unit G352 and Unit G355 must be despatched in separate packets.**  
For both units, despatch the following items to the Moderator to be received by **15<sup>th</sup> May**.
  - Candidates' work (including recordings and written commentaries and, where appropriate, original source material for the lead sheet and/or a notated score.),
  - Coursework Cover Sheet (and completed checklist).
  - Centre Authentication Form (1 per centre)

Please note that only **one** Coursework Authentication Form CCS160 is required **per centre**.

In cases where centres are entering more than 10 candidates, send only the Coursework Cover Sheets and completed checklist for each candidate to the Moderator, who will then request a sample of your candidates' work.

It is essential that each parcel is packed securely to ensure safe delivery. It is advisable that the work of each candidate is contained within a simple folder. Ring files or other cumbersome files add unnecessarily to the bulk of the parcel and the cost of the despatch, and are liable to get damaged in the post. Please do not use staples in the sealing of the package.

Please note that the original packaging will be used to return materials.

### 3. Internal Standardisation

Where there is more than one centre-based marker, internal standardisation and comparability in each unit must be achieved. This is to ensure that all candidates' work for each unit is placed in a single, reliable order of merit (rank order) before external moderation takes place. If this internal standardisation is not carried out, or is unsatisfactory, the moderator may need to adjust the centre-awarded raw marks, for one or more candidates, to achieve the correct rank order **before** moderation can take place.