

NOTICE TO CENTRES

FAO: The Head of Physical Education and the Exams Officer

Date: February 2012

Subject: GCE Physical Education

KEY INFORMATION ABOUT CONDUCTING G452 AND G454 ASSESSMENTS IN 2012

RESOURCES

It is important to visit the OCR website regularly throughout the academic year in order to access the most up-to-date and relevant materials which support the specification. Any new or updated resources will be added to the specification web pages at www.ocr.org.uk/qualifications/type/gce/blt/pe/documents

The following essential resources are available to download free of charge:

- **Teacher Support: Coursework Guidance Booklets** – amendments have been made to the AS Unit G452 and A2 Unit G454 Coursework Guidance Booklets in response to feedback from centres and moderators. **The amended Coursework Guidance Booklets for 2011/12 have been published on the OCR website.** All changes/amends/new information within these documents have been highlighted in **yellow**. A summary document highlighting the changes/amends/new information has also been made available on the OCR website. **All** assessments and administration for Units G452 and G454 in 2012 must be conducted in line with these amended documents.
- **Coursework Administration Guide** – this guide has been updated for 2011/12. It aims to assist centres in their administration of the coursework Units G452 and G454. Centres must read this to ensure that they are familiar with the key dates and requirements associated with these units.

NOTICE TO CENTRES *continued*

DVD/CD-ROM EVIDENCE

Centres are reminded of the requirement to collate and retain DVD/CD-Rom evidence in respect of Units G452 and G454. The Teacher Support: Coursework Guidance Booklets stipulate the following:

- **All** final assessments must be supported by DVD/CD-Rom evidence. Centres are required to have DVD/CD-Rom evidence of a sample of their candidates from across the range of marks (top, middle and bottom) for each activity assessed. This DVD/CD-Rom evidence should include:
 - For **AS**:
 - The selection and application of acquired and developed skills. Candidates are recorded taking part in performance, coaching or officiating assessment situations;
 - Evaluation and planning for the improvement of performance. Candidates are recorded responding, together with footage of the performance they have observed.
 - For **A2**:
 - The performance of a range of basic and advanced acquired and developed skills in an authentic context. Candidates are recorded taking part in performing, coaching or officiating assessment situations;
 - Evaluation, appreciation and the improvement of performance. Candidates are recorded responding, together with footage of the performance they have observed.

Centres should ensure that candidates included in the DVD/CD-Rom evidence can be clearly identified and married easily to candidates detailed within the assessment forms. This can be achieved by the use of numbered bibs together with a commentary or accompanying documentation. The DVD/CD-Rom evidence should relate to the assessment criteria for the activity concerned.

Centres are also advised that any request for Post Results Services in respect of Units G452 and/or G454 is subject to a centre being able to provide DVD/CD-Rom evidence of a sample of their candidates from across the range of marks (top, middle and bottom) for **each** performance activity viewed at moderation. DVD/CD-Rom evidence of a sample of their candidates from across the range of marks (top, middle and bottom) will also be required in respect of coaching, officiating and, for G452, the Evaluation and planning for the improvement of performance (EPIP) and, for G454, the Evaluation, appreciation and the improvement of performance (E & A).

NOTICE TO CENTRES *continued*

ADMINISTRATION

- **Moderator address labels** – centres will no longer be sent moderator address labels for GCE Physical Education. Centres will be informed as to their moderator's address by their moderator via his/her introductory letter which should be received in late March/early April.
- **Interactive Assessment Forms** – centres are encouraged to use the amended interactive Practical Assessment Forms in respect of Units G452 and G454. These amended forms enable centres to enter the marks required for those performance activities with distinct, separate elements for assessment, a requirement for a log book and/or when candidates are assessed in an event/skill and measured against the performance assessment tables. For coaching and officiating a separate mark can be entered for the coaching/officiating itself and the log book. In each instance, **the overall mark will be automatically calculated when using the interactive Practical Activity Assessment Form.** Centres are also encouraged to use the amended interactive Final Practical Activity Assessment Forms and the interactive EPIP/E & A forms.
- **Candidates attending moderation** – Moderation is part of the assessment process and, as such, if a candidate is selected by the moderator to attend moderation, they should be present on the day. If a candidate cannot attend for a legitimate reason, such as injury or a clash with another examination, the centre must inform the moderator before the moderation visit and a suitable alternative candidate must attend the moderation instead. In June 2011, a number of candidates arrived at moderation without the necessary equipment. It is vital that candidates attending moderation have appropriate kit and equipment where relevant eg shin pads, etc.
- **Centre Authentication Form (CCS160)** – Centres must send a signed Centre Authentication Form to their moderator along with all of the other paperwork for each practical unit to be assessed. This form is available from the OCR website.
- **Seasonal activities** – There is now a set list of activities for which marks for AS Unit G452 may be submitted by 15 May rather than 31 March. The list can be found in Section 1.3 of the Coursework Guidance booklet. Any activity not on the seasonal activity list must be assessed by 31 March. **NB all A2 assessments must be completed by 31 March.**

All AS candidates must have a minimum of **one activity mark submitted by 31 March** as per the requirements of the specification.

Candidates being assessed in seasonal activities may still be called to moderation to answer questions on, or demonstrate knowledge of skills associated with, these activities even if final assessment of them by the centre has yet to take place.

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.