

## Physical Education

**OCR Advanced Subsidiary GCE H154 Unit G452**

**OCR Advanced GCE H554 Units G452 and G454**

# Instructions relating to the Moderation of coursework Units

These Coursework instructions provide centres with guidance on the completion of the coursework assessment forms that need to be submitted to the external Coursework Moderator.

Centres should also consult the Teacher Support: Coursework Guidance Booklet (available on the OCR website).

This document contains the administrative instructions and deadlines for the following units/components for the OCR Advanced Subsidiary GCE and Advanced GCE Physical Education specifications:

Unit G452: AS coursework unit;  
Unit G454: A2 coursework unit.

## Essential Recording Materials

### AS Coursework Unit (G452)

The AS Coursework unit (G452) consists of the assessment of two practical activities each assessed out of 30 and the assessment of the Evaluating and Planning for Improvement (EPIP) which is assessed out of 20. The following assessment forms should be used.

Centres are encouraged to use the interactive versions of those assessment forms available from the OCR website.

- **Practical Activity Assessment Form (PAG452):** A separate form should be used for each activity with candidates listed in descending mark order. The Event/Skill/Position columns must be completed for those activities in which a candidate could be assessed in different events/skills/positions within that activity. The Log book column must be completed for those activities in which a candidate is required to complete a log book.

NB For an activity in which a candidate could be assessed in different events/skills /positions or activities in which a candidate is required to complete a log book, all columns relevant to the activity must be completed, by a zero (0) if necessary. eg where an event/skill or log book has not been assessed.

For team game activities please indicate position where appropriate in the Event/Skill/Position column.

Where candidates are required to complete a log book, for example in sailing and mountain walking, both the practical performance and the log book should be assessed out of 30. If using the **interactive** version of the **Practical Activity Assessment Form**, the practical performance mark is then automatically multiplied by 0.66 ( $\frac{2}{3}$ ) and the log book mark by 0.34 ( $\frac{1}{3}$ ) and the two results added together in order to arrive at an overall mark out of 30.

In activities where candidates are assessed in more than one event/skill, **and** are required to complete a log book, for example in equestrian (eventing) where candidates are assessed in dressage, show jumping and cross country, the different events/skills should each be assessed out of 30. If using the **interactive** version of the **Practical Activity Assessment Form**, an average mark is automatically calculated and then multiplied by 0.66 ( $\frac{2}{3}$ ). The log book mark is automatically multiplied by 0.34 ( $\frac{1}{3}$ ) and the two results added together in order to arrive at an overall mark out of 30.

Where candidates are coaching or officiating the Activity is coaching or officiating with the Event/Skill/Position column used to detail which activity the role was in, for example athletics coaching. The practical performance and the log book should be assessed out of 30. If using the **interactive** version of the **Practical Activity Assessment Form**, a mark is then automatically calculated by multiplying the practical performance mark by 0.66 ( $\frac{2}{3}$ ) and the log book mark by 0.34 ( $\frac{1}{3}$ ). The two results are added together in order to arrive at an overall mark out of 30. All Practical Activity Assessment forms **must** be completed and despatched to the Moderator by 31 March except those for the specified seasonal activities which can be submitted on 15 May with supporting DVD/CD-Rom evidence.

- **Final Practical Activity Assessment Form (FPAG452):** Candidates should be listed in candidate number order together with marks and codes for assessed practical activities onto the Final Practical Activity Assessment Form. The form must be despatched to the Moderator by 31 March. Centres must keep a copy of the assessment form to enable marks for activities assessed after 31 March to be entered onto the form. The completed form, containing all marks and codes, **must** be submitted to the Moderator by 15 May. Centres need to keep a copy of the final coursework marks in order to enter marks onto the centre's internal assessment mark sheets (MS1). The Moderator copy of the centre's internal assessment form (MS1) will also need to be submitted to the Moderator by the 15 May. Centres are reminded that they **must send** DVD/CD-Rom evidence of **all** candidates assessed after 31 March to the moderator. 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. DVD/CD-Rom evidence of activities assessed by 31 March should be retained by the centre until requested by the moderator.

DVD/CD-Rom evidence (top, middle and bottom) of the Evaluating and Planning for Improvement of Performance (EPIP) work should be sent to the moderator along with the centres' mark sheets on 31 March. The DVD/CD-Rom evidence should include some footage of the performance which the candidate has observed as well as the candidate response.

For the Evaluating and Planning for Improvement, centres with in excess of 50 candidates may submit half of their marks to the moderator by 31 March and the remainder by 15 May.

Log books completed for performance activities, coaching and officiating should also be sent to the Moderator along with the centre's mark sheets by 31 March.

## A2 Coursework Unit (G454)

The A2 Coursework unit (G454) consists of the assessment of one practical activity out of 40 and the assessment of the Evaluation and Appreciation of Performance (E & A) which is assessed out of 20. The following assessment forms should be used.

Centres are encouraged to use the interactive versions of these assessment forms available from the OCR website.

- **Practical Activity Assessment Form (PAG454):** A separate form should be used for each activity with candidates listed in descending mark order. The Event/Skill/Position columns must be completed for those activities in which a candidate could be assessed in different events/skills/positions within that activity. The Log book column must be completed for those activities in which a candidate is required to complete a log book.

NB For an activity in which a candidate could be assessed in different events/skills/positions or activities in which a candidate is required to complete a log book, all columns relevant to the activity must be completed, by a zero (0) if necessary. eg where an event/skill or log book has not been assessed.

In activities where candidates are assessed in more than one event/skill, for example in cricket, the different events/skills should each be assessed out of 40. If using the **interactive** version of the **Practical Activity Assessment Form**, an average mark is then automatically calculated to arrive at an overall mark out of 40.

For team game activities please indicate position where appropriate in the Event/Skill/Position column.

Where candidates are required to complete a log book, for example in sailing and mountain walking, both the practical performance and the log book should be assessed out of 40. If using the **interactive** version of the **Practical Activity Assessment Form**, the practical performance mark is then automatically multiplied by 0.66 ( $\frac{2}{3}$ ) and the log book mark by 0.34 ( $\frac{1}{3}$ ) and the two results added together in order to arrive at an overall mark out of 40.

In activities where candidates are assessed in more than one event/skill and are required to complete a log book, for example in equestrian (eventing) where candidates are assessed in dressage, show jumping and cross country, the different events/skills should each be assessed out of 40. If using the **interactive** version of the **Practical Activity Assessment Form**, an average mark is automatically calculated and then multiplied by 0.66 ( $\frac{2}{3}$ ). The log book mark is automatically multiplied by 0.34 ( $\frac{1}{3}$ ) and the two results added together in order to arrive at an overall mark out of 40.

In activities where candidates are assessed in an event/skill **and** measured against the performance assessment tables, for example swimming, each element should be assessed out of 40; a mark for technique and a mark for effective performance based on the OCR performance assessment tables. If using the **interactive** version of the **Practical Activity Assessment Form**, an average mark is then automatically calculated to arrive at an overall mark out of 40.

In activities where candidates are assessed in more than one event/skill and are measured against the performance assessment tables, for example triathlon where candidates are assessed in swimming, running and cycling, the different events/skills should each be assessed out of 40 along with a mark awarded for effective performance out of 40 based on the OCR performance assessment tables. If using the **interactive** version of the **Practical Activity Assessment Form**, an average mark is then automatically calculated to arrive at an overall mark out of 40.

Where candidates are coaching or officiating, the Activity is coaching or officiating with the Event/Skill/Position column used to detail which activity the role was in, for example athletics coaching. The practical performance and the log book should be assessed out of 40. If using the **interactive** version of the **Practical Activity Assessment Form** a mark is then automatically calculated by multiplying the practical performance mark by 0.66 ( $\frac{2}{3}$ ) and the log book mark by 0.34 ( $\frac{1}{3}$ ). The two results are added together in order to arrive at an overall mark out of 40. All Practical Activity Assessment Forms **must** be completed and despatched to the Moderator by 31 March.

- **Final Practical Activity Assessment Form (FPAG454):** Candidates should be listed in candidate number order. The Final Practical Activity Assessment Forms must be despatched to the Moderator by 31 March. Centres **must** keep a copy of the final marks which will need to be entered onto the centre's internal assessment mark sheets (MS1).

DVD/CD-Rom evidence (top, middle and bottom) of the Evaluation and Appreciation of Performance (E & A) work should be sent to the moderator along with the centres' mark sheets on 31 March. The DVD/CD-Rom evidence should include some footage of the performance which the candidate has observed as well as the candidate response.

Log books completed for performance and activities, coaching and officiating should also be sent to the moderator along with the centre's mark sheets by 31 March.

All forms may be photocopied and used as required. Additional copies may be ordered from OCR Customer Contact Centre (telephone number 01223 553998) or interactive versions downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## Internal Standardisation

Centres are required to standardise assessment across all activities. This is to ensure that all candidates within centre have been judged against the same standards. Usually the Head of Department/A Level PE Co-ordinator will be responsible for ensuring that the assessments are standardised and accurate, particularly where more than one teacher has been involved in the assessment.

In centres where a diverse range of practical activities is offered to candidates, there may be occasions when expertise is 'bought in'. This is consistent with the desire to enable candidates, wherever feasible, to capitalise on their strengths in terms of practical activities. Candidates may be assessed in settings outside the centre by teachers/coaches other than those within the Physical Education department of the centre. **The assessment of practical activities is however, the responsibility of the Head of Physical Education who must not only oversee the process but ensure that there is internal standardisation across the centre's assessments and all the staff involved in the assessments.**

## Submission of Marks

OCR will send centres internal assessment mark sheets (MS1) for the submission of coursework marks, along with instructions for completing and returning the mark sheets. Coursework marks may also be submitted electronically by EDI. **Coursework marks must be submitted on MS1 forms or electronically by EDI to OCR and the Moderator by 15 May.** There is an MS1 mark sheet for AS Unit G452 which has a maximum mark of 80. A further MS1 mark sheet is provided for A2 Unit G454 which has a maximum mark of 60. Centres must ensure that they keep a copy of their coursework marks.

## Visiting Moderation

Moderation is by means of cluster groups based on geographical distribution. The process is to ensure that assessments are standardised across all centres and that every candidate is treated fairly.

A sample of a centre's candidates will be identified by the moderator and asked to attend a cluster moderation meeting. Candidates may be moderated in the activities in which they

have been assessed but may also be asked to take part in other activities to ensure viable numbers for the standardisation exercise. Cluster moderations usually last for a day but centres can request that, where the programme of activities permits, candidates attend for only part of the day. Candidates should be aware that moderation is part of the examination process and that they should prepare themselves adequately for the process. Candidates who are requested to attend by the moderator are required to do so. Candidates who fail to attend moderation without prior permission from the moderator may be deemed to be absent from that unit and awarded a zero score..

Candidates must have the relevant kit and equipment for the activity in which they are being moderated, for example shin pads or suitable footwear.

### **DVD/CD-Rom Evidence**

All final assessments will be supported by DVD/CD-Rom evidence. Centres are required to have DVD/CD-Rom evidence of a sample of their candidates across the range of marks (top, middle and bottom) for **each** activity assessed.

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 sheets. 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.

Only evidence in DVD or CD-Rom format will be accepted. Please see the [guidelines for the submission of DVD/CD-Rom evidence](#) document available via the OCR website.

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

General coursework regulations and procedures including those concerning lost or incomplete coursework are given in the OCR Handbook for Centres. Centres are reminded that moderation is part of the assessment process and candidates requested to attend moderation must be available at the moderation visit.

### **Coursework Enquiries**

Coursework enquiries for Physical Education should be directed to OCR at:

Email – [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk); or telephone 01223 553998.