

Physical Education

Advanced GCE **A2 H554**

Advanced Subsidiary GCE **AS H154**

Coursework Administration Guide

GCE Physical Education (H154/H554) units G452 and G454

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Introduction

The aim of this document is to assist centres in the administration, planning and assessment of the practical units for GCE Physical Education specification units G452 and G454. It is vital that the correct administrative procedures are followed in order that OCR can plan effectively for the visiting moderations which take place for GCE Physical Education each year, involving over 1,000 centres and 16,000 candidates across the UK.

I hope that this document will help to make your work more straightforward and manageable and answer the majority of questions that you may have about the practical elements of OCR's GCE Physical Education specifications.

Please also remember that the GCE Physical Education section of the OCR website is a valuable source of information and ideally needs to be checked regularly throughout the year by Physical Education staff. We are updating and developing the support materials on an ongoing basis in response to feedback from centres, moderators and examiners alike to assist in the delivery of the course.

Yours sincerely

Matthew Buttler, Qualifications Manager for GCE Physical Education

Resources

GCE Physical Education requires the use of a lot of subject-specific forms, a large volume of assessment criteria and it generates a lot of different types of enquiries because of its diverse nature. Before you contact OCR to ask a question, please take some time to look at our website:

<http://www.ocr.org.uk/qualifications/type/gce/blt/pe/documents/index.html>

All enquiries should be directed through OCR's Customer Contact Centre (CCC) in the first instance:

Email: general.qualifications@ocr.org.uk

Tel: 01223 55 3998; Fax: 01223 55 2627;
The CCC is open 8am-5.30pm Monday to Friday.

Glossary of terms and abbreviations

Assessment

EPIP – ‘Evaluating and Planning for Improvement in Performance’
The oral response assessment in AS unit G452

E & A – ‘Evaluation and Appreciation’
The oral response assessment in A2 unit G454

Forms

(GCE Physical Education-specific)

VAF – Visit Arrangement Form

PA – Practical Activity Form

FPA – Final Practical Activity Form

EPIP Assessment Sheet – equivalent of PA for EPIP marks

(Generic coursework)

MS1 – Official final Mark Sheet sent from OCR

CCS160 – Centre Authentication Form

Entries

There are two key types of entry:

Estimated entries – to be received by OCR no later than **10 October**. These are free to make and are used to allocate visiting moderators to centres in that academic year.

Final entries – these are paid for by the centre and represent confirmation of specific numbers of entrants and candidate details. Deadline is **21 March**.

Key dates/times during the academic year

No later than **10 October** – centres need to make their estimated entries for the GCE Physical Education practical units (new specification units G452 and G454).

No later than **15 October** – if centres wish to use ‘Special Activities’ for assessment, an initial submission of assessment criteria for the activity must have been submitted by this date.

November – you should receive your VAF from OCR based on the estimated entries that you have submitted. If you do not receive this please speak to your exams office to check that estimated entries have been made.

14 January – deadline for OCR to receive your centre’s completed VAF.

End of February – the standardisation meeting for OCR GCE Physical Education moderators is usually held at this time. Moderators will have been allocated centres based on estimated entries and will be given the VAFs for their centres at this meeting.

During March – following the standardisation meeting and receipt of VAFs, moderators will begin planning their moderations and they will make initial contact with you about this. Although some moderators may get in touch earlier, you should not expect to hear from your moderator until this point.

21 March – deadline for final entries to be made.

31 March – deadline for the submission of final marks for all activities other than seasonal activities and for all oral assessments (EPIP at AS and E & A at A2). For the AS EPIP, if you have more than 50 candidates half of the EPIP marks can be submitted at this stage and the remainder for 15 May.

**** Please do not contact OCR if you have not heard from your moderator until March 20 to allow moderators time to make arrangements with all their centres after the standardisation meeting.***

1 April – 27 May – the moderation period is during this window.

15 May – any practical assessments not sent to the moderator for 31 March must be sent to the moderator by 15 May along with accompanying DVD/CD-ROM evidence. A completed FPA, including these later assessments, plus a copy of your MS1, must also be sent to the moderator by 15 May. OCR should also be sent a copy of your MS1 by 15 May.

GCE Physical Education: Units G452 and G454

Administrative checklist for centres

Date	Task	Completed?
10 Oct	Deadline for submitting estimated entries to OCR via Interchange.	
15 Oct	Deadline for Special Activity Submissions.	
14 Jan	Deadline for return of VAFs to OCR.	
21 March	Deadline for final entries to be made.	
31 March	Submission of all paperwork and marks other than AS seasonal activity marks to the moderator. DVD/CD-Rom evidence of the EPIP and E&A and Log books should be included in this despatch.	
15 May	AS seasonal activity marks sent to the moderator along with accompanying DVD/CD-Rom evidence. A completed FPA, including these later assessments, plus a copy of your MS1, must also be sent to the moderator. OCR should also be sent a copy of your MS1.	

GCE Physical Education: Units G452 and G454

Paperwork cover sheet for centres – 31 March

This document should be used as a cover sheet to accompany the paperwork which is sent to your practical moderator by the **31 March** deadline.

AS unit G452

I have enclosed:

- Practical Activity Assessment Forms listing candidates in rank order of mark awarded for all activities assessed in G452 other than the specified seasonal activities
- EPIP Assessment Forms listing candidates in rank order of mark awarded
- Final Practical Activity Assessment Forms covering my entire cohort completed apart from where seasonal activity marks are not yet known (every candidate must have at least one practical mark by 31 March)
- DVD/CD-Rom evidence of a top, middle and bottom mark for the EPIP assessments
- Log books completed for performance activities, coaching and officiating
- Any other DVD/CD-Rom or evidence requested by the moderator

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

A2 unit G454

I have enclosed:

- Practical Activity Assessment Forms listing candidates in rank order of mark awarded for all activities
- E & A Assessment Forms listing candidates in rank order of mark awarded
- Final Practical Activity Assessment Forms covering my entire cohort
- DVD/CD-Rom evidence of a top, middle and bottom mark for the E & A assessments
- Log books completed for performance activities, coaching and officiating
- Any other DVD/CD-Rom or evidence requested by the moderator

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

GCE Physical Education: Units G452 and G454

Administrative checklist for centres – 15 May

This document should be used as a cover sheet to accompany the paperwork which is sent to your practical moderator by the **15 May** deadline.

AS unit G452

I have enclosed:

- Practical Activity Assessment Forms listing candidates in rank order of mark awarded for the specified seasonal activities which were not submitted on 31 March
- DVD/CD-Rom evidence to support all seasonal activity assessments
- Final Practical Activity Assessment Forms covering my entire cohort including seasonal activity marks
- MS1 for unit G452, fully completed with both total marks written and lozenges shaded in and checked for accuracy prior to sending
- CCS160 Centre Authentication Form
- Any other DVD/CD-Rom or logbook evidence requested by the moderator

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

A2 unit G454

I have enclosed:

- MS1 for unit G454, fully completed with both total marks written and lozenges shaded in, and checked for accuracy prior to sending
- CCS160 Centre Authentication Form
- Any other DVD/CD-Rom or logbook evidence requested by the moderator

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