

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.

- **Practical Activity Assessment Form (PAG452):** A separate form should be used for each activity with candidates listed in descending mark order. The Event/skill column **should** be completed for athletics, gymnastics, swimming and other additional activities where event/skills are assessed (see reverse of assessment form for example). Coaching and Officiating should be treated as activities. For team games please indicate position where appropriate (see reverse of form for example). 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 photocopied form. The fully 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. DVD/CD-Rom evidence should demonstrate top, middle and bottom levels of performance for **all** activities. DVD/CD-Rom evidence of activities assessed by 31 March should be retained by the centre until requested by the moderator.

- A DVD/CD-Rom sample (top, middle and lowest mark) of Evaluating and Planning for Improvement of Performance (EPIP) work should be sent to the moderator along with the centres' mark sheets on 31st March. The DVD/CD-Rom evidence should include not only the candidate response to the performance but the performance itself as well.
- For the Evaluating and Planning for Improvement, centres with in excess of 50 candidates may submit half of their marks to the moderator by 31st March and the remainder by 15th May.

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.

- **Practical Activity Assessment Form (PAG454):** A separate form should be used for each activity with candidates listed in descending mark order. The Event/skill column **should** be completed for athletics, gymnastics, swimming and other additional activities where event/skills are assessed (see reverse of assessment form for example). Coaching and Officiating should be treated as activities. For team games please indicate position where appropriate (see reverse of form for example). 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 computerised internal assessment mark sheets (MS1).
- A DVD/CD-Rom sample (top, middle and lowest mark) of Evaluation and Appreciation of Performance (E & A) work should be sent to the moderator along with the centres' mark sheets on 31st March. The DVD/CD-Rom evidence should include not only the candidate response to the performance but the performance itself as well.

All forms may be photocopied and used as required. Additional copies may be ordered from OCR General Despatch (fax number 01223 552678) or downloaded from the OCR website www.ocr.org.uk.

Internal Standardisation

Where more than one teacher in the Centre has assessed practical work for a particular coursework unit, the Centre **must** standardise the marks awarded 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.

In addition, 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. A sample of a Centre's candidates will be identified by the Moderator and requested to attend a cluster moderation meeting. Candidates must be accompanied to the cluster moderation meeting by a member of staff responsible for internal standardisation – usually the Head of P.E. This member of staff will be fully responsible for their candidates during the moderation session.

The appointed moderator will view live candidate performance at the moderation and in addition may consider DVD/CD Rom evidence and/or log books and consider whether what they have observed supports the marks which have awarded by the centre. It is therefore important that candidates are reminded that moderation is part of the examination process and that they should prepare themselves appropriately for participation in moderation. 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 linked to 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 DVD or CD ROM format will be accepted.

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 sent to OCR at the following address:

PE Qualifications Manager
OCR Coventry
Progress House
Westwood Way
CV4 8JQ