

Instructions relating to the Moderation of Marks on Coursework

Attention is drawn to the following documents:

- a) **Coursework Cover Sheet** – One of these forms should be completed for each candidate and must be attached to the work before it is sent to the Moderator.
- b) **Coursework Assessment Form** – One of these forms should be completed for each candidate for each of parts (a) and (b) of this unit and must be attached to the work before it is sent to the Moderator.
- c) **Coursework Summary Form** – This records the marks for each component and the final total mark for each candidate entered by your Centre for the unit.

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.

Centre Authentication Form CCS160

For each of the GCE units/components listed above, for which candidates are entered, the supervisor responsible for the marking should complete a Centre Authentication Form, CCS160. The form should be signed to confirm that steps have been taken to ensure that the work submitted is solely that of the candidates concerned. A completed copy of the form **must** accompany the MS1 sent to the Moderator.

Internal Standardisation

Where more than one teacher in the Centre has marked the work for a particular coursework component/unit, the Centre must standardise the marking 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.

Consortium Arrangements

Some schools and colleges work in partnerships in which candidates from more than one Centre are taught and assessed together, but are entered through separate Centres. So that we are able to put appropriate moderation arrangements in place, please write to the address given below giving full details of the units, candidates and Centres involved:

Administrative Officer (Science Qualification Team), OCR, 1 Hills Road, Cambridge, CB1 2EU.

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. The dates for despatch of MS1 mark sheets and for submission of coursework marks are given on the Key Dates poster for each session. Centres must ensure that they keep a copy of their coursework marks.

Moderation

Moderator address labels will be sent to Centres shortly before the coursework mark submission date. Top copy of form MS1 is to be received by OCR Cambridge no later than 15 May. Moderator to receive middle copy of MS1 along with a completed form CCS160 no later than 15 May. Centres with 10 candidates or fewer should send all work to the Moderator with the MS1. Centres with over 10 candidates should wait for email instructions from OCR no-reply@ocr.org.uk For Coursework instructions please refer to the OCR website. Sample requests are automated and are sent to the Examinations Officer who should check that the e-mail address held by OCR is correct. On Interchange select Admin – View your centre details. If the e-mail address shown is incorrect please e-mail Interchange@ocr.org.uk with the correct address remembering to include the centre number, centre name and a contact name. Centres should respond promptly to any requests for work. A report on the outcome of the moderation will be sent to Centres at the time results are issued.

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*.

Optional Recording Materials – Coursework Enquiries

Coursework Enquiry Forms – The forms should be used to request advice on the suitability of coursework tasks. They can also be used to request feedback and advice on the marking of students' work before marks are submitted to OCR and the Moderator.

Coursework enquiries for Physics B (Advancing Physics) should be sent to OCR at the following address:

Administrative Officer (Science Qualification Team), OCR, 1 Hills Road, CAMBRIDGE, CB1 2EU