

# Instructions relating to the completion of Unit Recording Sheets

## 1. **IMPORTANT**

This document provides detailed instructions on the completion of Unit Recording Sheets, internal standardisation, the authentication of candidates' work and the completion and return of Computer Mark Sheets. Please ensure that you have read and understood the requirements for completing the documents and that you are aware of and comply with the various deadlines.

## 2. **Unit Recording Sheets – Instructions for Use**

The Unit Recording Sheet (URS) forms part of the candidate's portfolio. The URS records the location of evidence and the assessment criteria achieved by each candidate. It captures the assessment dialogue between the teacher and the candidate. This information is useful to the moderator as it helps to clarify the process through which work has developed.

One URS **must** be completed by the teacher for each candidate for each unit.

One copy of the URS should be retained by the subject teacher and one by the Examinations Officer.

### **Completing the Front of the URS**

The boxes at the top of the URS allow the standard information to be recorded.

- Unit Title & Unit Code – this is pre-printed by OCR
- Session & Year
- Centre Name
- Centre Number
- Candidate Name
- Candidate Number

Each URS has the assessment criteria printed on it (copy of each unit's *Assessment Evidence Grid*). When assessing a candidate's work, teachers are advised to refer also to the unit specification and the teacher guidance support material.

**Mark box** – the mark awarded for the particular strand objective should be entered here.

**Teacher Comment column** – as well as capturing the assessment dialogue between the teacher and the candidate, this should also be initialled and dated when the teacher considers that the evidence has met the requirements of the assessment criterion.

**Page Number(s) or Location(s) column** – this should be used to record the page numbers/location of the evidence that meets each assessment criterion. Evidence may be on more than one page or come from more than one source.

**Total box** – the sum of the marks awarded for each strand objective should be entered here.

If the work is a re-sit, the year and session of the previous submission is requested on the URS.

**Work standardised internally box** – if more than one teacher has marked portfolio work for this unit, this box should be ticked to indicate that internal standardisation has been carried out and any adjustment shown in the Total mark box. This should reflect the *standardised* marks awarded after internal standardisation. The *standardised* marks awarded may differ from the teacher's initial assessment, recorded in the individual mark boxes, and should reflect the outcome of internal standardisation decisions. For Applied Art, the mark entered in the Total Mark Awarded box must be the standardised mark.

The URS should be attached to the front of the candidate's unit portfolio.

The total points awarded to each candidate must be transferred to the computer-printed Internal Assessment Mark Sheets (MS1s) which will be sent to centres by OCR. Care must be taken to ensure that all marks are recorded and transferred correctly. OCR cannot accept responsibility for the submission of incorrect total points on form MS1.

### 3. Internal Standardisation

Where there is more than one teacher for a unit, it is important that all teachers working on the unit work to common standards. Centres are required, therefore, to ensure that internal standardisation of marks occurs and that those candidates who have demonstrated the same level of attainment receive the same points score.

### 4. Authentication

Teachers must complete a centre authentication statement (form CCS160) to confirm that work has been carried out in accordance with the requirements of the specification. Only one copy of the CCS160 form is required per unit.

### 5. Submission of Completed MS1s

The MS1 form is a three-part NCR form, sent to centres by OCR. The form is pre-printed with the centre and candidates' details. The top copy of the form should be completed and sent to OCR OMR Unit, in the envelope provided. The second copy of the completed form should be despatched to the moderator using the address label supplied, unless the centre is accredited for that specification and has not been selected as part of a random selection. The centre will be notified when they become accredited and will be further notified when accreditation runs out or is withdrawn. Accredited Centres should retain the second copy. The bottom copy should be retained at the centre for reference.

#### **Timescale for Submitting Completed MS1s**

For the **January** assessment session, the OCR and moderator copies of the completed MS1 should be despatched to arrive no later than **10 January**.

For the **June** assessment session, the OCR and moderator copies of the completed MS1 should be despatched to arrive no later than **15 May**.

A pre-paid envelope is provided for the return of the OCR copy and a moderator address label is provided for return of the moderator's copy. The centre copy should be retained at the centre. Centres must ensure that their internal deadlines take account of the final deadline of 10 January/15 May.

The moderator will contact the centre with details of the sample of candidates' work, which is required for inspection, unless a centre is accredited and has not been selected as part of a random sample. If a centre is accredited and has not been selected as part of a random sample for this specification then there will be no contact from a moderator and samples need not be sent. Moderation will take place, usually on a postal basis but it should be noted that **for GCE Applied Art and Design and GCE Performing Arts moderation is on a visiting basis**.

A report on the outcome of the external moderation process will be sent to centres at the time that the results are issued.