

Notes on Submission and Moderation Procedure

- **Outline Proposal Forms:** Centres may submit a proposed project title for approval by one of OCR's senior moderators on form OPF. The forms are available on request from the Coventry Office. Please state your name, centre number and the number of forms required (one per candidate). This procedure is not mandatory, but may assist in areas of doubt about the suitability of a proposed title. There is no deadline for receipt of OPFs but please be aware that at certain times of the academic year when moderators are heavily involved in moderation or other tasks there may be some delay in returning these forms.

- **OPF Requests:** OPF requests should be addressed to: Business Administration, Progress House, Westwood Way, Coventry, CV4 8JQ. Completed forms should be returned to the Progress House address.

- **Coursework Cover Sheet:** When marking the projects, one Coursework Cover Sheet should be completed for each candidate and must be attached to the work before it is sent to the moderator. These forms will *not* be sent out annually. They are available from OCR General Despatch (fax: 01223 552678) or can be downloaded from the OCR website www.ocr.org.uk.

- **Internal Standardisation:** Where more than one teacher in the Centre has marked the work for this unit, the centre must carry out internal standardisation. This is to ensure that candidates who have demonstrated the same level of attainment receive the same mark, regardless of which teacher marked the work, and that the rank order of the coursework marks for the Centre as a whole is appropriate.

- **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 mark sheets. Coursework marks must be received by OCR on the following dates - the MS1 should be accompanied with form CCS160:

for January submission – 10th January

for June submission – 15th May

- **Moderation:** Moderator address labels will be sent to centres shortly before the coursework mark submission date.

- Where the centre has 10 or fewer candidates, *all* of the candidates' work should be sent to the moderator

- Where there are more than 10 candidates, the centre should send all marks to the moderator by the mark submission deadline and keep the work secure. The moderator, once he/she has received the marks from the centre, will contact the Centre to request a sample of work. Centres should respond promptly to any requests for work from the moderator.
- A report on the outcome of the moderation will be sent to centres at the time results are issued.
- **Resubmission:** If they wish, candidates may submit a project for the January session and then resubmit either an amended version of the same project, or an entirely new project in the June session. The higher mark in either case will stand.