

NOTICE TO CENTRES

FAO: Teacher in charge of Media Studies.

Date: February 2007

Subject: GCE MEDIA STUDIES

ISSUES ARISING FROM MODERATION OF COURSEWORK UNITS 2730/33.

There has been a general concern amongst moderators that the above process is not being administered as efficiently as in the past. It would help if the following points could be borne in mind to make the process easier to administer. Incorrect completion of the mark sheets may delay the processing and issuing of results to your candidates.

- All coursework paperwork must be with the Moderators by May 15th (June Session) or January 10th (January Session). Centres should consider setting up their own internal deadlines to ensure that they have time to carry out a thorough internal standardisation process. Centres should have samples ready to send by these dates and these need to be sent to the Moderator within three days of the request.
- Please fill in the MS1 form accurately. Guidance on this can be found in the Instructions to Centres and on the reverse of the form. Please make sure that all the necessary detail is accurate and legible and protected from damage in transit.
- Please ensure that the completed Centre Authentication Form (CCS160) is included in the paperwork. It is a requirement of QCA that this form is completed for each level. Please send in this form with the MS1 to the Moderator. If not then the marks will be set to zero.
- Cover sheets must be thoroughly filled in. Please include such detail as candidate number, name of candidate, set brief and the necessary comments. Please also ensure that all mathematical calculations are accurate.
- All work should be labelled clearly and fully. Please use a font large enough for the Moderator to read. The work must be sent in the correct format, the coursework guidelines on Page 60 of the Revised Specification offer guidance on this. The following are not required: extensive file material, unnecessary research evidence or various artefacts. The correct amount of postage needs to be attached.
- Please read last session's Principal Moderator's Report to ensure that any recommendations are followed in the following session.
- Centres are reminded that at least three original images are required in printwork and these should be evidenced and confirmed.
- Teachers should be involved in every stage of the process and should monitor their students' progress carefully and should comment on progress and involvement of each individual. Centres are reminded that all material should be appropriate.

Please contact the Media Studies Subject Officer if you need any clarification of the above.

NOTICE TO CENTRES *continued*

CHANGES TO THE TEACHING CONTENT OF UNITS 2734/2735

Centres are reminded of the changes to the specification which were announced in 2005 for Units 2734 and 2735. This specification can be downloaded from the OCR website. The research topics for 2734 have been revised and the nine topics for examination from January 2007 can be found in the specification on Page 48. For Unit 2735 candidates must now answer two questions in two hours, one from two of the three sections. There are nine topics offered and these can be found on Page 53 of the specification. This unit is marked out of a total of 90, with each question marked out of 45. The January 2007 papers for both Units 2734 and 2735 can be found on the OCR website.

Please contact the Media Studies Subject Officer if you need any clarification of the above.

P.M.DODD

SUBJECT OFFICER- MEDIA STUDIES.

Any enquiry about this notice should be referred to the OCR Customer Contact Centre, (01223 553998), OCR, 1 Hills Road, Cambridge, CB1 2EU.

NOTICE TO CENTRES *continued*