

## Performance Studies

OCR Advanced Subsidiary GCE 3873 Unit 2556

OCR Advanced GCE 7873 Units 2556 and 2559

# Instructions relating to the Moderation of Marks

1. Attention is drawn to the following documents:
  - (a) the Performance Studies Specification booklet (revised edition) for teaching from September 2004;
  - (b) the coursework regulations in the OCR Administrative Guide and Entry Procedures Folder;
  - (c) the Performance Studies Coursework Cover Sheet: CCS2556 and CCS2559;
  - (d) the Performance Studies Unit Content Proforma: 2556UCP and 2559UCP.
2. Teachers are reminded that all coursework marking and internal moderation must be completed in good time before the submission of marks (on Form MS1) to OCR and the Moderator. All relevant materials must be received by the Moderator by **10 January (for the January Assessment Session) or 15 May (for the June Assessment Session)**.  
**Teachers are urged to submit their marks and work before the deadline, if at all possible.**
3. All internal marking and moderation procedures must be completed before external moderation can take place. Detailed marks must be recorded on the Performance Studies Coursework Cover sheet and the relevant total marks must be transferred to the computer-printed sheets (Form MS1). Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect total marks on Form MS1.

Please note that marks for each unit must be submitted out of a maximum of **100**.

#### 4. Internal Moderation

Teachers are reminded that it is the responsibility of the Centre to award coursework marks, which reflect the attainment of all the candidates in the unit at the Centre. Evidence to show that effective internal moderation has been carried out must be retained in all cases where the Centre's single order of merit is the result of combining two or more orders of merit within the Centre.

## 5. External Moderation

When the marks and an indication of the teaching set have been entered on the Form MS1:

- (a) the **Board copy** must be despatched to OCR, using the envelope provided to arrive no later than **10 January (for the January Assessment session) or 15 May (for the June Assessment Session)**. Under no circumstances should the Board copy of Form MS1 be sent in the same envelope as the Moderator copy;
- (b) the **Moderator copy**, CCS160 and **all** coursework cover sheets should be despatched to the Moderator, whose name and address is given on the computer-printed labels. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator;
- (c) the Centre copy should be retained at the Centre.

## 6. Sample of Work and Documents to be despatched to the Moderator

Where 10 candidates or fewer are entered for a unit, the coursework for all candidates will be required with the form MS1 by the appropriate deadline (as above).

Where more than 10 candidates are entered for a unit, submit the Form MS1 by the appropriate deadline, as described above and wait for the Moderator to tell you which candidates' work to submit.

Any correspondence with OCR relating to Special Arrangements for coursework and the work of the appropriate candidates should also be submitted.

### Checklist of things to be sent to the Moderator

- (a) Samples of Coursework, as described above.
  - (b) Coursework Cover sheets for candidates in the sample.
  - (c) Moderator copy of Form MS1.
  - (d) Copy of the relevant unit content proforma.
  - (e) Centre Authentication form (CCS160).
7. Each piece of coursework sent to the Moderator must be clearly marked with the Centre's name and number, the candidate's name and number, and the unit name and number.
- Each piece of coursework sent to the Moderator must be clearly and sufficiently annotated to support the marks awarded. This must go beyond a tick and may take the form of marginal notes or abbreviations K/U etc.
- The samples of work should be packed securely to ensure safe delivery. No work should exceed A3 size. Bulky covers should be removed, as they will increase significantly the cost of postage. Centres are advised to obtain a certificate of posting.
8. The Moderator will request further samples of work from the Centre if he or she considers it to be necessary. Centres should respond with the minimum of delay.
9. Centres will be notified of the outcome of the moderation of their candidates' work when the unit results are published, and have the right to apply for re-moderation **within four weeks** of receipt of these results.
10. Teachers are advised that all coursework should be retained in the Centre until after the unit results have been published.