

## NOTICE TO CENTRES

FAO: The Head of Physical Education and the Exams Officer

Date: September 2011

Subject: GCE Physical Education

### Key information about conducting H154/H554 assessments in 2011/12

#### Resources

It is important to visit the OCR website regularly throughout the academic year in order to access the most up-to-date and relevant materials which support the specification. Any new or updated resources will be added to the specification web pages at [www.ocr.org.uk/qualifications/type/gce/blt/pe/documents](http://www.ocr.org.uk/qualifications/type/gce/blt/pe/documents).

The following resources are currently available to download:

- **Teacher Support: Coursework Guidance Booklets** – Amendments have been made to the Coursework Guidance Booklets for AS Unit G452 and A2 Unit G454 in response to feedback from centres and moderators. **The amended Coursework Guidance Booklets for 2011/12 have been published on the OCR website.** All changes/new information within these documents have been highlighted in **yellow**. A summary document highlighting the changes/amends/new information has also been made available via the OCR website. All assessments and administration for Units G452 and G454 in 2012 should be conducted in line with these amended documents.
- **Special Activity Submissions** – Centres may apply to submit candidate assessments in ‘Special Activities’ which are not on the published list of approved activities. Criteria for some activities may have already been submitted to OCR by other centres who deliver the specification. In the first instance, and prior to making a Special Activity submission, it would be advisable to contact OCR to ascertain if such criteria already exist. This can be done via the OCR Customer Contact Centre. In order to make a Special Activity submission, proposed marking criteria for the activity must be submitted to OCR no later than 15 October of the academic year in question. Further guidance and the submissions form are available on the OCR website.
- **Coursework Administration Guide** – This guide has been updated for 2011/12. It aims to assist centres in their administration of the coursework Units G452 and G454. Centres should read this to ensure that they are familiar with the key dates and requirements associated with these units.
- **Examiners’ Reports** – The latest reports provide feedback on candidate performance in the June 2011 series. Centres may find this document useful during future delivery of the qualification.

# NOTICE TO CENTRES *continued*

## DVD/CD-Rom Evidence

Centres are reminded of the requirement to collate and retain DVD/CD-Rom evidence in respect of Units G452 and G454. The Teacher Support: Coursework Guidance Booklets stipulate the following:

- All final assessments must be supported by DVD/CD-Rom evidence. Centres are required to have DVD/CD-Rom evidence of a sample of their candidates from across the range of marks (top, middle and bottom) for each activity assessed. This DVD/CD-Rom evidence should include:
  - For AS:
    - The selection and application of acquired and developed skills. Candidates are recorded taking part in performance, coaching or officiating assessment situations.
    - Evaluation and planning for the improvement of performance. Candidates are recorded responding together with footage of the performance they have observed.
  - For A2:
    - The performance of a range of basic and advanced acquired and developed skills in an authentic context. Candidates are recorded taking part in performing, coaching or officiating assessment situations.
    - Evaluation, appreciation and the improvement of performance. Candidates are recorded responding together with footage of the performance they have observed

Centres should ensure that candidates included in the DVD/CD-Rom evidence can be clearly identified and matched easily to candidates detailed within the assessment forms. This can be achieved by the use of numbered bibs together with a commentary or accompanying documentation. The DVD/CD-Rom evidence should relate to the assessment criteria for the activity concerned.

Centres are also advised that any request for post results services in respect of Units G452 and/or G454 is subject to a centre being able to provide DVD/CD-Rom evidence of a sample of their candidates from across the range of marks (top, middle and bottom) for **each** performance activity viewed at moderation. DVD/CD-Rom evidence of a sample of their candidates from across the range of marks (top, middle and bottom) will also be required in respect of coaching, officiating and, for G452, the evaluation and planning for the improvement of performance (EPIP) and, for G454, the evaluation, appreciation and the improvement of performance (E & A).

# NOTICE TO CENTRES *continued*

## Administration

- **Estimated entries** – Centres should make accurate estimated entries for the practical units G452 and G454. The estimated entries trigger the allocation of moderators to centres and ensure that the correct paperwork is despatched. Estimated entries must be made via our secure extranet, Interchange.
- **Moderator address labels** – Centres will no longer be sent moderator address labels for GCE Physical Education. Centres will be informed as to their moderator's address by their moderator via his/her introductory letter which you should expect to receive late March/early April.
- **Interactive assessment forms** – Centres are encouraged to use the amended interactive Practical Assessment Forms in respect of Units G452 and G454. These amended forms enable centres to enter the marks required for those performance activities with distinct, separate elements for assessment, a requirement for a log book and/or when candidates are assessed in an event/skill and measured against the performance assessment tables. For coaching and officiating, a separate mark can be entered for the coaching/officiating itself and the log book. In each instance, **the overall mark will be automatically calculated when using the interactive Practical Activity Assessment Form.** Centres are also encouraged to use the amended interactive Final Practical Activity Assessment Forms and the interactive EPIP/E & A forms.
- **Candidates attending moderation** – Moderation is part of the assessment process and, as such, if a candidate is selected by the moderator to attend moderation, they should be present on the day. If a candidate cannot attend for a legitimate reason, such as injury or a clash with another examination, you must inform the moderator before the moderation visit and a suitable alternative candidate must attend the moderation instead. In June 2011, a number of candidates arrived at moderation without the necessary equipment. It is vital that candidates attending moderation have appropriate kit and equipment where relevant (e.g. shin pads, etc.).
- **Centre Authentication Form (CCS160)** – Centres must send a signed Centre Authentication Form to their moderator along with all of the other paperwork for each practical unit to be assessed. This form is available from the OCR website.
- **Seasonal activities** – There is now a set list of activities for which marks for AS Unit G452 may be submitted by 15 May rather than 31 March. The list can be found in Section 1.3 of the Coursework Guidance Booklet. Any activity not on the seasonal activity list must be assessed by 31 March.  
**NB All A2 assessments must be completed by 31 March.**

All AS candidates must have a minimum of **one activity mark submitted by 31 March** as per the requirements of the specification.

Candidates being assessed in seasonal activities may still be called to moderation to answer questions on, or demonstrate knowledge of skills associated with, these activities even if final assessment of them by the centre has yet to take place.

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.