

## Physical Education

OCR Advanced Subsidiary GCE 3875 Unit 2564

OCR Advanced GCE 7875 Units 2564 and 2567

# Instructions relating to Moderation of Coursework Units

These Coursework instructions provide Centres with guidance on the completion of the coursework assessment forms that need to be submitted to the external Coursework Moderator.

Centres should also consult the Teacher Support: Coursework Guidance Booklet (second edition), and the revised pages giving the new requirements of the Personal Performance Portfolio.

This document contains the administrative instructions and deadlines for the following units/components for the OCR Advanced Subsidiary GCE and Advanced GCE Physical Education specifications:

Unit 2564: AS coursework unit;  
Unit 2567: A2 coursework unit.

### Essential Recording Materials

### AS Coursework Unit (2564)

The AS Coursework unit (2564) consists of two components. Component 1 (2564/01) relates to the assessment of two practical activities each assessed out of 30. The maximum total for this component is 60. Component 2 (2564/02) relates to the assessment of the Personal Performance Portfolio which is assessed out of 30. The following assessment forms should be used.

- **Final Practical Activity Assessment Form (FPA2564):** Candidates should be listed in candidate number order together with marks and codes for assessed practical activities onto the Final Practical Activity Assessment Form. The form must be despatched to the Moderator by 31 March. Centres must keep a copy of the assessment form to enable marks for activities assessed after 31 March to be entered onto the photocopied form. The fully completed form containing all marks and codes **must** be submitted to the Moderator by 15 May. Alternatively, Centres may request copies of the Final Practical Activity Form in three-part stationery from OCR General Despatch in order to submit marks to the Moderator in two stages. Centres need to keep a copy of the final coursework marks in order to enter marks onto the Centre's internal assessment mark sheets (MS1). The Moderator copy of the Centre's internal assessment form (MS1) will also need to be submitted to the Moderator by the 15 May accompanied with completed form CCS160. Centres are reminded that they **must send** video-recorded evidence of all candidates

assessed after 31 March. Video evidence should demonstrate top, middle and bottom levels of performance for **all** activities.

- **Personal Performance Portfolio Assessment Form (PPP2564):** Candidates should be listed in descending mark order. These forms together with the Moderator copy of the Centre's internal assessment mark sheet (MS1) for the Personal Performance Portfolio (2564/02) **must** be despatched to the Moderator by 15 May along with form CCS160.

## A2 Coursework Unit (2567)

This unit has one component which is marked out of 90. The marks are made up from the assessment of two practical activities each assessed out of 30 and The Improvement of Effective Performance and Critical Evaluation of Practical Activities with synoptic assessment which is marked out of 30.

- **Practical Activity Assessment Form (PA2567):** A separate form should be used for each activity with candidates listed in descending mark order. The Event/skill column **should** be completed for athletics, gymnastics, swimming and other additional activities where event/skills are assessed (see reverse of assessment form for example). For team games please indicate position where appropriate (see reverse of form for example). All Practical Activity Assessment Forms **must** be completed and despatched to the Moderator by 31 March.
- **Final Practical Activity Assessment Form (FPA2567):** Candidates should be listed in candidate number order. The Final Practical Activity Assessment Forms must be despatched to the Moderator by 31 March. Centres **must** keep a copy of the final marks which will need to be entered onto the computerised internal assessment mark sheets (MS1).

All forms may be photocopied and used as required. Additional copies may be ordered from OCR General Despatch (fax number 01223 552678) or downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk). **Hard copies of the Final Practical Activity Assessment Sheet (FPA2564) for the AS coursework unit in three-part stationery (order reference number GCW106) are available from OCR General Despatch (fax 01223 552678).**

### Internal Standardisation

Where more than one teacher in the Centre has assessed practical work for a particular coursework unit, the Centre **must** standardise the marks awarded in order to ensure that candidates who have demonstrated the same level of attainment receive the same mark 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 which must be accompanied with form CCS160, along with instructions for completing and returning the mark sheets. Coursework marks may also be submitted electronically by EDI. **Coursework marks must be submitted on MS1 forms or electronically by EDI to OCR and the Moderator by 15 May.** There is a MS1 mark sheet for AS practical activities (2564/01) which has a maximum mark of 60. A separate MS1 mark sheet is provided for the Personal Performance Portfolio which has a maximum mark of 30. A further MS1 marksheet is provided for A2 coursework unit (2567) which has a maximum mark of 90. Centres must ensure that they keep a copy of their coursework marks.

## **Personal Performance Portfolio Moderation**

Moderator address labels will be sent to Centres shortly before the coursework mark submission date. Where the Centre has 10 or fewer candidates entered for a coursework component all the candidates' work should be sent to the Moderator with a copy of the internal assessment mark sheet(s). 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.

When sending portfolios for moderation, in order to reduce size and bulk, ring binders, plastic wallets etc should be removed but secured to ensure they remain intact. It is unlikely that the Portfolios sent for moderation will be returned to centres prior to the AS/A2 examinations dates.

## **Visiting Moderation**

Moderation is by means of cluster groups based on geographical distribution. A sample of a Centre's candidates will be identified by the Moderator and requested to attend a cluster moderation meeting. Candidates must be accompanied to the cluster moderation meeting by a member of staff responsible for internal standardisation – usually the Head of P.E. This member of staff will be fully responsible for their candidates during the moderation session.

## **General Coursework Regulations and Procedures**

General coursework regulations and procedures including those concerning lost or incomplete coursework are given in the OCR Handbook for Centres. Centres are reminded that moderation is part of the assessment process and candidates requested to attend moderation must be available at the moderation visit.

## **Coursework Enquiries**

Coursework enquiries for Physical Education should be sent to OCR at the following address:

PE Subject Officer  
OCR Coventry  
Progress House  
Westwood Way  
CV4 8JQ