

Physical Education

Advanced GCE A2 H554

Advanced Subsidiary GCE AS H154

Coursework administration guide

GCE Physical Education specification (H154/H554) units G452 and G454

Updated September 2010

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Introduction

The aim of this document is to assist centres in the administration, planning and assessment of the practical units for GCE Physical Education specification units G452 and G454. It is vital that the correct administrative procedures are followed in order that OCR can plan effectively for the visiting moderations which take place for GCE Physical Education each year, involving over 1,000 centres and 16,000 candidates across the UK.

I hope that this document will help to make your work more straightforward and manageable and answer the majority of questions that you may have about the practical elements of OCR's GCE Physical Education specifications.

Please also remember that the GCE Physical Education section of the OCR website is a valuable source of information and ideally needs to be checked regularly throughout the year by Physical Education staff. We are updating and developing the support materials on an ongoing basis in response to feedback from centres, moderators and examiners alike to assist in the delivery of the course.

Yours sincerely



Alex Harris, Qualifications Manager for GCE Physical Education

Resources

GCE Physical Education requires the use of a lot of subject-specific forms, a large volume of assessment criteria and it generates a lot of different types of enquiries because of its diverse nature. Before you contact OCR to ask a question, please take some time to look at our website and these resources, particularly section 5 of this document:

<http://www.ocr.org.uk/qualifications/type/gce/blt/pe/documents/index.html>

All enquiries should be directed through OCR's Customer Contact Centre (CCC) in the first instance:

Email: general.qualifications@ocr.org.uk

Tel: 01223 55 3998; Fax: 01223 55 2627;
The CCC is open 8am-5.30pm Monday to Friday.

Glossary of terms & abbreviations

Assessment

EPIP – ‘Evaluating and Planning for Improvement in Performance’
The oral response assessment in AS unit G452

E & A – ‘Evaluation and Appreciation’
The oral response assessment in A2 unit G454

Forms

(GCE Physical Education-specific)

VAF – Visit Arrangement Form

PA – Practical Activity Form

FPA – Final Practical Activity Form

EPIP Assessment Sheet – equivalent of PA for EPIP marks

(Generic coursework)

MS1 – Official final Mark Sheet sent from OCR

CCS 160 – Centre Authentication Form

Entries

There are two key types of entry:

Estimated entries – to be received by OCR no later than **October 10**. These are free to make and are used to allocate visiting moderators to centres in that academic year.

Final entries – these are paid for by the centre and represent confirmation of specific numbers of entrants and candidate details. Deadline is **March 21**.

Key dates/times during the academic year

No later than **October 10** – centres need to make their estimated entries for the GCE Physical Education practical units (new specification units G452 and G454).

No later than **October 15** – if centres wish to use ‘Special Activities’ for assessment, an initial submission of assessment criteria for the activity must have been submitted by this date.

November – you should receive your VAF from OCR based on the estimated entries that you have submitted. If you do not receive this please speak to your exams office to check that estimated entries have been made.

January 14 – deadline for OCR to receive your centre’s completed VAF.

End of February – the standardisation meeting for OCR GCE Physical Education moderators is usually held at this time. Moderators will have been allocated centres based on estimated entries and will be given the VAFs for their centres at this meeting.

During March – following the standardisation meeting and receipt of VAFs, moderators will begin planning their moderations and they will make initial contact with you about this. Although some moderators may get in touch earlier, you should not expect to hear from your moderator until this point.

March 21 – deadline for final entries to be made.

March 31 – deadline for the submission of final marks for all activities other than summer-only activities (see FAQ 2) and for all oral assessments (EPIP at AS and E & A at A2). For the AS EPIP, if you have more than 50 candidates half of the EPIP marks can be submitted at this stage and the remainder for May 15.

**** Please do not contact OCR if you have not heard from your moderator until March 20 to allow moderators time to make arrangements with all their centres after the standardisation meeting.***

April 1 – May 27 – the moderation period is during this time. Everything possible is done to avoid carrying out moderations in the written examination period, which is normally from mid-May onwards, although this may be necessary in exceptional circumstances.

May 15 – any practical assessments not sent to the moderator for March 31 must be sent to the moderator by May 15 along with accompanying video evidence. A completed FPA, including any of these later assessments, plus a copy of your MS1, must also be sent to the moderator by May 15. OCR should also be sent a copy of your MS1 by May 15.

GCE Physical Education: Units G452 & G454

Administrative checklist for centres

Date	Task	Completed?
10 Oct	Deadline for submitting estimated entries to OCR via Interchange.	
15 Oct	Deadline for Special Activity Submissions.	
14 Jan	Deadline for return of VAFs to OCR.	
21 March	Deadline for final entries to be made.	
31 March	Submission of all paperwork and marks other than AS seasonal activity marks to the moderator. DVD/CD Rom evidence of the EPIP and E&A should be included in this despatch.	
15 May	AS seasonal activity marks sent to the moderator along with accompanying video evidence. A completed FPA, (Final Practical Assessment Sheet) including any of these later assessments, plus a copy of your MS1, must also be sent to the moderator. OCR should also be sent a copy of your MS1.	

GCE Physical Education: Units G452 & G454

Paperwork cover sheet for centres – 31 March

This document should be used as a cover sheet to accompany the paperwork which is sent to your practical moderator by the **31 March** deadline.

AS unit G452

I have enclosed:

- Practical activity forms listing candidates in rank order of mark awarded for all activities assessed in G452 other than the stipulated seasonal activities
- EPIP assessment forms listing candidates in rank order of mark awarded
- Final practical activity forms covering my entire cohort completed apart from where seasonal activity marks are not yet known (every candidate must have at least one practical mark by 31 March)
- DVD/CD Rom evidence of a top, middle and bottom mark for the EPIP assessments
- Any other DVD/CD Rom or log book evidence requested by the moderator

A2 unit G454

I have enclosed:

- Practical activity forms listing candidates in rank order of mark awarded for all activities
- E & A assessment forms listing candidates in rank order of mark awarded
- Final practical activity forms covering my entire cohort
- DVD/CD Rom evidence of a top, middle and bottom mark for the E & A assessments
- Any other DVD/CD Rom or log book evidence requested by the moderator

GCE Physical Education: Units G452 & G454

Administrative checklist for centres – 15 May

This document should be used as a cover sheet to accompany the paperwork which is sent to your practical moderator by the **15 May** deadline.

AS unit G452

I have enclosed:

- Practical activity forms listing candidates in rank order of mark awarded for the stipulated seasonal activities which were not submitted on 31 March
- DVD/CD Rom evidence to support all seasonal activity assessments
- Final practical activity forms covering my entire cohort including seasonal activity marks
- MS1 for unit G452, fully completed with both total marks written and lozenges shaded in, and checked for accuracy prior to sending
- CCS 160 Centre Authentication form
- Any other DVD/CD Rom or log book evidence requested by the moderator

A2 unit G454

I have enclosed:

- MS1 for unit G454, fully completed with both total marks written and lozenges shaded in, and checked for accuracy prior to sending
- CCS 160 Centre Authentication form
- Any other DVD/CD Rom or log book evidence requested by the moderator

Guidelines for the Submission of DVD/CD Rom Evidence

General Guidelines

- Evidence of practical and oral performance in Units G452 and G454 should be recorded by all Centres, at both Advanced Subsidiary and Advanced level.
- Centres should ensure that once recorded, evidence is appropriately finalised to enable it to be viewed by moderators.
- Evidence **must** be presented in DVD/CD Rom format. VHS cassettes, mini discs and cassettes from video cameras will **not** be accepted by moderators.
- DVD/CD Rom's should be playable in either Windows Media or via a DVD player.
- DVD/CD Rom's must be clearly labelled with the following information:
 - Centre number
 - Centre name
 - Component code
 - Activities contained on the DVD/CD Rom

Practical Submission Guidelines

- The activities contained on the DVD/CD Rom should be clearly identified, together with all the above information.
- Supporting word processed information identifying the candidates, together with their bib number or identifying feature, performing on the recorded footage should accompany the DVD/CD Rom.
- Candidates must be clearly identified by an appropriately numbered or lettered bib. The identification should be on both front and back of the bibs.
- Each activity contained on the DVD/CD Rom should reflect the full range of marks awarded by the Centre and represent an appropriate sample size, commensurate with the number of candidates submitted for each activity.
- All G452 activity assessments submitted by the second deadline of May 15th **must** be accompanied by DVD/CD Rom evidence.

- A DVD/CD Rom sample of all activities assessed in both Unit G452 and G454 should be available to the moderator if requested.

EPIP and E & A Submission Guidelines

- DVD/CD Rom evidence of a sample of candidates across the range of the centres marks for both G452 & G454 **must** accompany the centre's coursework assessments when submitted by 31st March.
- DVD/CD Rom's should be clearly and appropriately labelled with the information specified above.
- DVD/CD Rom evidence in Units G452 and G454 should reflect the full range of marks awarded by the Centre.
- DVD/CD Rom evidence should reflect a range of activities being offered for oral evaluation.
- Candidates should state their name and Centre number as part of the recorded information.
- Recorded evidence must include the practical footage viewed by the candidates.
- Candidates may make notes during their evaluation of the practical scenario presented to them, but pre-prepared notes may not be taken into the assessment.

GCE Physical Education - Frequently Asked Questions

1. What does my centre need to do to register for the A-level Physical Education course?

It is vital that you speak to your exams office and register **estimated entries** for the practical units for GCE Physical Education (AS unit G452 and A2 unit G454). OCR allocates a moderator to centres who will plan for the visiting moderations based upon estimated entries and so we need to know that you intend to deliver the course by **October 10** of the academic year in question. Estimated entries will also trigger the despatch of coursework documentation to your centre.

2. What materials do I need to send to my practical moderator and what are the deadlines?

Please see the previous sections of this guide for details of the various deadlines and checklists and cover sheet to assist you in tracking the administration of the practical units.

3. What if A2 candidates are doing seasonal activities?

These candidates need to be assessed in the summer between the AS and the A2 academic year for the seasonal activities. This is to avoid candidates being disadvantaged if they are injured during the A2 year but before assessment of a seasonal activity can occur.

4. What if I have AS candidates for unit G452 who want to do their EPIP on a seasonal activity?

This would still have to be submitted for March 31 (unless there are in excess of 50 candidates and the split deadline is used). They should either evaluate a performance in practice conditions, such as indoor nets for cricket, or evaluate their other activity which is not seasonal. Alternatively, if centres keep a sample of video evidence of practical performance from one year to the next as an archive for seasonal activities then candidates can evaluate a performance from video (as long as the performance is new to them).

5. What constitutes a seasonal activity?

A seasonal activity is one where weather and availability of facilities means that it cannot be assessed at all times of the year. Due to confusion about this, a specific list has been created and only the following will be allowed for May 15 marks submission at AS level (at A2 **all** marks must be submitted to the moderator by March 31): Baseball; Cricket; Mountain Walking; Rock Climbing; Rounders; Skiing; Snowboarding; Tennis; Track and Field athletics.

6. Where can I find information about what activities are available and how to assess them?

You need to refer to the 'Teacher Support: Coursework Guidance' documents, which are on our website under 'Support Materials' at the hyperlink in section 4 of this document for the relevant specification which you are assessing.

There is separate AS and A2 coursework guidance for the units G452 and G454 respectively.

It is possible to apply for 'Special Activities', for assessment in that academic year at your centre. An initial submission must be made to OCR by October 15 of the academic year in question and there are further details on the OCR website.

7. How will my centre be moderated and when will I hear?

Centres are normally grouped together (clusters) with an established host centre for a visiting moderation and a sample of candidates and activities from each centre are selected by the moderator to be observed. Moderators normally contact their centres during March in the weeks leading up to the March 31 marks deadline and after the moderators' standardisation meeting which usually takes place in late February. Refer to section 3 of this document for more detail.

8. Do I need to keep video evidence of practical performance?

Yes! In summary:

- there must be a sample of evidence for every activity being assessed by the centre. This should cover the range of marks awarded, i.e. the top, middle and bottom mark for that activity as a minimum;
- where AS candidates are offering a mark for a summer activity that is being submitted after March 31, this must be accompanied by video evidence for every candidate and activity in question;
- where activities are being assessed off-site and/or by a specialist coach or instructor from outside of the centre's Physical Education department staff, there must be video evidence to accompany these assessments;
- a sample of evidence for the AS EPIP and the A2 Evaluation and Appreciation should be available covering the range of marks awarded, i.e. the top, middle and bottom mark for that activity as a minimum. This evidence should include both the performance being evaluated and the evaluation itself.

9. What happens if a candidate gets injured during the academic year?

There is a minimum coursework requirement for GCE Physical Education, which means that candidates must have at least one practical assessment mark.

Candidates should be assessed continuously, so if someone gets injured in December or January, unless the activity is summer-only the centre should have been conducting some assessments and therefore be in a position to offer a mark.

The centre can also apply for special consideration of this mark based upon the improvement that a candidate may have made in the time injured where this is considerable. Full details of the special considerations procedures can be found on the Joint Council for Qualifications website at <http://www.jcq.org.uk/>

If a candidate has been assessed in their practical activities and then gets injured and cannot be present at moderation as a result, the moderator should be informed and a suitable candidate should be found to attend moderation instead, in consultation with the moderator.

10. What if a candidate cannot attend moderation after being requested by the moderator?

Moderation is part of the examination process and as such if a candidate is called to attend moderation then 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, the moderator must be made aware of this prior to the moderation visit and a suitable alternative candidate must attend the moderation instead. Failure to attend moderation without a justifiable reason or without the moderator receiving prior notice may result in the candidate being awarded no marks for the unit in question.

11. If I am using a particular type of award in my delivery of an activity, such as Duke of Edinburgh for mountain walking or MPLQ for lifesaving, does achievement of the award lead to a certain mark being awarded?

No. We don't award marks automatically in return for the completion of any particular award, so they won't necessarily get full marks on the basis that they complete them. Most of these types of awards are 'pass' or 'fail', which doesn't discriminate as much as we want to - the centre need to assess candidates using the OCR criteria; if they meet all of the requirements of the criteria (both generic activity area criteria and the specific requirements for the activity) during their assessment for one of these awards then they should be given an appropriate mark. The PE staff at the centre will need to liaise with the instructor/assessor delivering the award as appropriate.

12. I have a candidate who is re-taking the AS practical unit, but they only want to improve their EPIP mark. Can I just re-enter their AS practical marks the same as the year before?

Yes you can, but there are a couple of things which you may like to consider. Firstly, there is a good chance that the candidate could improve their mark, so you may wish to re-assess with that in mind. The other consideration is that they could be called to moderation for AS if they have been re-entered for it, so if they are not regularly participating in one of their AS activities from before and are then moderated on that activity, their performance at moderation may not be as practised and fluent as it was when you awarded the initial marks, which could lead to a difference between your marks and the moderators. The same is true if the candidate wants to improve their practical marks but keep their EPIP mark – they still need to be able, if requested at moderation, to produce an evaluation to a standard which supports the EPIP mark awarded.

13. I have students who are being assessed in officiating and wanted to clarify what they would need to do regarding Evaluation and Planning for Improvement in Performance (EPIP). If they choose to complete this in the sport that they are being assessed in as an official, what do they need to evaluate and plan for improvement? Do they need to watch another official or can it be another player/performer?

They need to evaluate someone performing in the activity, not as an official (even if they themselves are officials in that sport). The same is true where coaching is concerned; the evaluation should be of a performer rather than a coach.

14. For the A2 Evaluation, appreciation & the improvement of performance (E & A), the guidance from the board talks about the compositional ideas – “comment onthe strengths of the performance observed in relation to skills, tactics/compositional ideas and fitness”. Could you please explain to me exactly what is meant by ‘compositional ideas’?

'Compositional ideas' may only be appropriate in certain activities - so in dance, we wouldn't really refer to 'tactics' in the way that one would in some sports, but if you like an equivalent aspect to be considered may be compositional ideas. This could be the music which accompanies the dance (why it has been chosen, works for the style of dance, contributes to the theme etc..) or how the candidate expresses the themes or emotions which their dance is intended to. Similarly this could be applied to gymnastics, figure skating and so on.

So, where the focus of an activity is artistic impression, compositional ideas would be like the employment of tactics in a way, because it is through the successful use of compositional ideas that a quality outcome/performance is partly achieved.

15. At A2 candidates only perform 1 activity - how can I assess my students for the E&A in an activity like lifesaving? This activity is either right (and a rescue is made) or wrong (in which case no rescue).

For A2 life saving there are 2 broad elements - CPR and water rescue. Within both of these there are different tasks – i.e. there are 5 water rescue tasks. So unless the candidate performs all of these flawlessly, they could evaluate the weakness of one of the types of rescue. There are also aspects of performance within the rescue tasks, such as stamina/fitness, swimming technique, towing technique etc...which could be evaluated. Alternatively they could evaluate the CPR techniques.

The principle here is similar to that in question 11, which is that even in activities where they are commonly perceived as being simply 'pass' or 'fail', in most cases any two individuals will not be of identical standard in all of the elements of which the activity or assessment comprise – there should always be strengths and weaknesses which allow differentiation, improvement or analysis.

16. For 'safe and effective exercise', how many sessions per week are appropriate for an exercise programme? Also, can the goals be related to a set sport already being undertaken in the practical element or a fitness component in general?

The number of sessions per week can't really be stipulated, as it very much depends upon the goals of the candidate in designing and completing the programme. Therefore this needs to be part of their consideration and justification in their log book as to what they have done over the 12 week period, why they chose to do the volume & frequency which they did and whether it was enough to achieve what they set out to.

The goals could be related to either a specific sport, general fitness, rehabilitation from injury - what we are looking for is that candidates can apply knowledge to justify the use of the programmes.

17. Do all practical activities require a log book?

No, where a log book is required there is reference to this in the specific criteria for the activity.

18. I am wondering if a student can change their physical assessments from AS to A2.

The intention is for candidates to take one of their AS activities forward into A2 - the subject criteria for GCE PE require progression in performance to be demonstrated. In cases where an injury or access issues meant that a change was necessary we would consider this favourably, but the specification does not really allow scope to change simply because they wish to. Candidates may change their role within an activity from AS to A2 as this still shows progression in the activity, so for example if a candidate is a netball performer at AS and wants to do netball coaching at A2, that would be fine