Instructions for the Submission of Psychology Research Report

These regulations and procedures incorporate those that apply to all OCR examinations involving externally assessed coursework and comply with the relevant sections of the QCA *GCSE, GCE, VCE and GNVQ Code of Practice 2003*/4.

1   **Attention is drawn to the following documents:**

  (a)   GCE AS/A level Psychology Specification (3876/7876), Section 4.2.2 pp.18-19
     Section 5.4 pp. 30-31, Appendix B pp.61 - 63

  (b)   the General Coursework Regulations in Section 5 in the Current Administrative
     Guide and Entry Procedures Folder

2   **Notification and Approval**

In order to ensure that the practical project is both ethical and safe, each candidate **must** submit a summary of the work on a proposal form to the Psychology Coursework Adviser for the Centre.

A Regional Network of Coursework Advisers has been established for teachers/lecturers of OCR Psychology. Each Centre is allocated an Adviser to whom candidates' forms should be submitted for approval. Details of Coursework Advisers and copies of the 3-part Psychology Research Report proposal form may be obtained from the Social Science Qualifications Team, OCR, 1 Hills Road, Cambridge, CB1 2EU.

Proposal forms should be completed and submitted according to the schedule given below in Section 5. Centres should retain the bottom copy (yellow) of the form for their own records. The top two copies should be sent directly to the Centre's Coursework Adviser, who will normally return them within 15 to 20 working days. The approval process may take longer than this if a large number of candidates, say 30 candidates or more, are submitting proposals. The top (white) copy of the proposal will be returned to Centres, with the Coursework Adviser's comments. This copy should be retained and included with the Psychology Research Report when it is submitted.

Please note that it is a requirement of the specification that each candidate entering for the Psychology Research Report 2543 completes a proposal form and submits it for approval **before starting work on the Report**. Forms should be submitted and approved **no later than 14 February** in the calendar year in which Candidates are entered for the summer examination. Teachers who wish their candidates to start work on their Research Report in the summer holidays, at the end of the first year of the course, should ensure that their proposal forms are submitted **no later than 1 May**, in order for them to be returned before the end of term. Any submission date for proposal forms later than 1 May must be agreed, in advance, with the Centre's Adviser. This is to ensure that the workload of OCR Coursework Advisers remains manageable, since the majority of the Advisers are examiners and teachers.

OCR reserves the right to reject proposals, which appear to be ill judged in any way. In cases of rejection, or re-submission, a brief explanation will be given. When a proposal is approved, or approved with modifications, Coursework Advisers are expressing the view that a proposal is capable of being developed into a Practical Project of the standard expected at Advanced Level. New proposals, to replace any proposals rejected by the Coursework Advisers, should be **submitted <u>and</u> approved by 14 February before the summer examination**. Such proposals must be clearly marked 'Re-submission'. A candidate may change an approved proposal, provided that the new proposal is received by the original deadline and is clearly marked 'New Proposal'. The top (white) copy of the approved proposal form **must** accompany each completed Practical Project.

Teachers should be aware that in the event of these procedures not being followed, OCR reserves the right to award no marks for the Practical Project.

3. **Submission of Coursework**

- The final date for the submission of the Psychology Research Report is **15 May**. The date for submission will remain the same each year.

- An attendance register, listing all candidates entering for the Psychology Research Report, Unit 2543, an examiner address label and other stationery will be despatched to Centres in early May, once final entry data have been processed. Any candidate who does not submit a Research Report should be marked 'absent' on the attendance register. The Psychology Research Reports must be despatched to the examiner, using the examiner address label and sack provided by OCR, on or before **15 May**. (Please note that Unit 2543 The Research Report must **not** be despatched to Coursework Advisers.)

- Please attach a copy of the Coursework Cover Sheet to each Psychology Research Report using a treasury tag. **A4 ring binders, card envelope folders, plastic document folders, etc must <u>not</u> be used.** Please ensure that all the appropriate boxes on the cover sheet have been completed by the candidate with the following details:

  Centre name and number
  Candidate's name and number
  Title of the Practical Project
  Total word count
  Title of Assignment
  Total word count

NB The **Practical Project** must be **no more than 1400 words** and **the Assignment** must be **no more than 1000 words**. Studies which go beyond the word limit will not meet the assessment criteria for presentation in terms of clarity, conciseness and coherence and will be marked accordingly. This complies with the QCA *GCSE, GCE, VCE and GNVQ Code of Practice 2003/4*, and ensures that there is a fair and common approach to candidates exceeding word limits.

- Pages should be numbered.

- The teacher(s) responsible for supervising candidates entering Unit 2543 **must** sign the 'Centre Authentication Form for Coursework' (CCS160) and send this completed form to the Examiner with the Research Reports. Additionally, Centres must ensure each candidate completes a 'Candidate Authentication Statement' but these must be retained securely in the Centre. If a Centre declines to authenticate the work of any candidate, a mark will not be awarded to that candidate for Unit 2543.

- **Centres are strongly advised to keep a copy of all Psychology Research Reports (either on disk or a photocopy).**

4. Return of Psychology Research Reports

The Psychology Research Report is **examined** coursework. The QCA *GCSE, GCE, VCE and GNVQ Code of Practice 2003/4* makes it clear that each piece of examined coursework must be regarded as a 'script' for purposes of assessment. Please note that, unlike teacher-assessed coursework, where only a sample of the work is moderated, examined coursework will **not** be returned automatically to centres.

Centres who wish to have their candidates' coursework returned will be required to complete a request under Access to Marked Examination Scripts procedures. Under the QCA *Code of Practice,* it is the responsibility of Centres to make sure candidates are aware of the arrangements for access to scripts in advance of the examination. All requests must be made to the timescales prescribed by the JCQ and QCA. There will be an administrative charge for each Research Report returned. Details of the fee involved and the final deadline for requesting the return of scripts will be sent to all Examinations Officers when results are issued. All relevant details will also be posted on the OCR website at www.ocr.org.uk.

NB OCR Procedures require that examiners do not annotate coursework. However, from 2003 onwards, examiners will be asked to initial or tick each page of the work, as evidence that it has been marked. A full breakdown of the marks by Component and Section will be provided on a Working Mark Sheet, a copy of which will be attached to the coursework if the return of work is requested by the Centre.

5. Scheduling

Once approval has been received, the Practical Project may be completed at any time during the course. All Psychology Research Reports (Practical Project and Assignment) must be completed and posted **no later than 15 May** to the examiner who is to mark the Centre's work, as outlined in Section 3 above.

SCHEDULE

Proposals sent to
Coursework Adviser:

From 1 March onwards in the
calendar year preceding the
examination for two-year candidates.
NB. Forms **must be submitted by
1 May if centres wish to receive feedback
before end of summer term** in the first year
of the course.

Proposals must be submitted
and approved:

By **14 February** in the year of the
examination.

Completed Research Reports must be
posted to OCR Examiner:

No later than **15 May** in the
final examination session.

Return of Psychology Research
Reports:

Under Access to Scripts procedures
according to timescales established
each year by JCQ and QCA. See OCR
Notice to Centres, Arrangements for Access
to Marked Examination Scripts.