Sociology

COURSEWORK INSTRUCTIONS

GCE AS LEVEL SOCIOLOGY (3878) – RESEARCH REPORT (UNIT 2535)

Introduction

These regulations and procedures incorporate those that apply to all OCR examinations involving coursework assessment, and comply with the relevant sections of the GCE *Code of Practice.* They also follow inter-board agreements on the moderation of coursework. More detailed guidance is available in the OCR *Handbook for Centres.*

Supervision of Coursework

Teachers must monitor all aspects of the coursework assessment. Teachers are required to:

- Exercise continuing supervision of the coursework at all stages from its preparation to its completion in order to satisfy themselves that the work assessed is solely that of the candidate concerned;

- Ensure that where a group of candidates has based their reports on the same source, the final submissions to OCR are written up entirely individually and under supervision.

- Ensure that all work is marked in accordance with the mark scheme for the Research Report and OCR moderation procedures are followed.

Presentation of Work

The Research Report must be submitted in the Answer Book provided by OCR. One Answer Book should be completed by each candidate.

A copy of the Research Report Answer Book is attached to these Instructions. It 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. Answer Books will **not** be sent out automatically before each examination session.

An electronic version of the Research Report Answer Book is also available on disk, or by email, on request from the Society and Business Qualifications Team.

Although there is no advantage to be gained from submitting word-processed versions, the use of IT may assist candidates in drafting and editing their work. It may also enable candidates to meet some of the evidence requirement of the Information Technology Key Skills. Please note that the word count should always be checked manually and the work must be presented as a hard copy.

As with all coursework, the teacher must authenticate the work submitted is the candidate's own work by signing the Declaration of Authenticity. Candidates are also required to confirm that the Report is their own work. If a Centre declines to authenticate the work of any candidate, the candidate will be regarded as absent from that component.

Quality of Language

Candidates are required to write in continuous prose and will be assessed on the quality of written communication. Attention should be paid to: clarity of expression; the structure and presentation of ideas; grammar, punctuation and spelling.

In marking the Research Report, teachers must award marks in accordance with the marking scheme and must show clearly how these marks have been awarded. Reports that exceed the word limit of 1000 words will be deemed to be in need of further editing to improve coherence and should be placed at the bottom of the appropriate mark level.

Annotation

Summary comments should be made on the cover sheet of the Research Report Answer Book. The Report may also be annotated either in the margin or in the text. Comments on candidates' work provide a means of communication between teacher and moderator, showing where marks have been awarded and why. They will enable the moderator to check the application of the mark scheme and will also facilitate the standardisation of marking within the Centre. It would be helpful if teachers used words or phrases taken directly from the mark scheme when annotating Reports.

Please note that coursework that has not been adequately annotated may be returned to the Centre by the moderator for further annotation. This may delay the moderation process and result in a delay in the publication of the Centre's results for this Unit.

Standardisation of Marking

Teachers are encouraged to use reference and archive materials to help to establish the standard of marking within the Centre.

Prior to marking, Centres may wish to undertake a trial marking exercise of a small number of common pieces of coursework to allow for the comparison of marking standards. The exercise is designed to enable teachers to agree a standard of marking, prior to marking the bulk of candidates' work, and to aid standardisation of marking within a centre. It may identify at an early stage any teacher whose standard is out of line with that of his/her colleagues so that appropriate action may be taken.

Internal Standardisation

In all cases where more than one teacher in the Centre has marked the Research Report, the Centre must standardise the marking in order to ensure that candidates who have demonstrated the same level of attainment receive the same mark, and that the rank order of marks for this Unit for the Centre, as a whole, is appropriate. Evidence that effective standardisation has been carried out must be retained in such cases.

Standardisation of marking within Centres must be carried out according to one of the following procedures:

Either

The Research Reports of all candidates must be marked by the same teacher.

Or

If the work has initially been marked by more than one teacher, it must be re-marked by one designated teacher, though not necessarily the Head of Department. Appropriate adjustments must be made to the marks of all candidates whose work was initially marked by any teachers whose marking was out of line with the Centre's standards.

Evidence of re-marking must be shown on the cover sheet

Submission of Marks

Shortly before the date for submission of coursework, OCR will send Centres internal assessment mark sheets (MS1) for the submission of coursework marks, together with instructions for completing and returning the mark sheets. Coursework marks may also be submitted electronically by EDI. Marks for internally assessed work **must be** submitted to OCR and to its moderators by **10 January** (Winter Examination Session) and by **15 May** (Summer Examination Session). Under no circumstances must the copy of the Form MS1 be sent to OCR in the same envelope as the moderator's copy, and Centres must ensure that they keep a copy of their coursework marks for reference purposes. A completed Centre Authentication Form CCS160 **must** accompany the MS1 to the moderator.

Teachers are reminded that **all coursework marking and internal moderation must be completed in good time.** They are urged to submit their marks earlier than the final deadline, if at all possible.

Moderation

All internally assessed components are externally moderated in order to bring the marking of all participating Centres to an agreed standard. Although moderation is concerned primarily with the level and spread of marks, it is normal to include as part of the moderation process a check on the suitability of the work submitted for assessment, and a check to ensure the mark scheme has been applied accurately and consistently to the work.

Moderator address labels will be sent to Centres shortly before the date for the submission of coursework marks. Where the Centre has 10 or fewer candidates entered for a coursework unit, all the candidates' work should be sent to the Moderator. Where there are more than 10 candidates, the Centre should send all marks to the Moderator by the deadline for the submission of coursework marks and keep the work under secure conditions. Candidates are not allowed to undertake any further work on their Research Reports once marking has been completed.

The Moderator, once s/he 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.

Results

A report on the outcome of the moderation will be sent to Centres at the time results are issued. Centres must retain all marked work securely until the results have been published, since it may be required in the case of a results enquiry.

Return of Research Reports

Coursework submitted for external moderation will normally be returned to Centres when moderation is complete, but OCR is required to retain some items for awarding, regulation and archive purposes. The Centre will be informed if work is retained.

Please note that OCR may use extracts from coursework/portfolio material on an anonymous basis in educational presentations, materials and products.