

## **Sociology**

**OCR Advanced Subsidiary GCE 3878 Unit 2535**

**OCR Advanced GCE 7878 Units 2535 and 2538**

# **Instructions relating to the Submission of Coursework**

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 2001/2.

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

- (a) GCE AS/A level Sociology Specification (3878/7878), Section 4.2.2
- (b) The coursework regulations in Part 4 of the OCR *Handbook for Centres*
- (c) Coursework Cover Sheet (CCS/SOC), including Authentication Statements to be signed by teacher and candidate, (available on the OCR website at [www.ocr.org.uk](http://www.ocr.org.uk))

## **2 Notification and Approval**

In order to reassure Centres that the Personal Studies proposed are considered by OCR to offer sufficient scope and challenge, and to be within the ethical guidelines, candidates must submit a formal Research Proposal for approval.

A Regional Network of Coursework Advisers has been established for teachers/lecturers of OCR Sociology. 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 NCR Personal Study proposal form may be obtained from the Administrative Assistant, Social Sciences Team, 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 of the form for their own records. The top copies should be sent directly to the Centre's Coursework Adviser, who will normally return them within 14 to 21 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 Personal Study when it is submitted. A copy of the form to request proposal forms for future assessment sessions is included in this pack. Please post the form or fax it to the Cambridge office (01223 533133).

Please note that it is a requirement of the specification that each candidate entering for the Personal Study, Unit 2538, completes a proposal and submits it for approval **before starting work on the Study**. Forms should be submitted and approved **no later than 28 February** in the calendar year in which candidates are entered for the summer examination. Teachers who wish their candidates to start work on their Personal Studies 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**, ie before the main examination period begins. 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 examine, in addition to teaching.

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 Personal Study of the standard expected at Advanced Level. New proposals, to replace any rejected by the Coursework Advisers, should be submitted and approved by 28 February before the summer examination. Such proposals must be clearly marked 'Re-submission'. A candidate may change their 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 Personal Study.

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

### 3. Submission of Coursework

- (a) The final date for the submission of the Personal Study is **15 May**. The date for submission will remain the same each year.
- (b) An attendance register, listing all candidates entering for the Personal Study, Unit 2538, an examiner address label and other stationery will be despatched to Centres in early May, once final entry data has been processed. Any candidate who does not submit a Personal Study should be marked 'absent' on the attendance register. The Studies must be despatched to the examiner, using the examiner address label and sack provided by OCR, on or before **15 May**. (Please note that Personal Studies must **not** be despatched to Coursework Advisers who will **not** normally mark the Studies of the Centres whom they have advised.)
- (c) Please attach a copy of the Coursework Cover Sheet to each Personal Study, using a treasury tag (or paper clip). **A4 ring binders, card envelope folders, plastic document folders, etc must not 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  
Coursework Title (Title of Personal Study)  
Number of words used

**NB** The Personal Study must not exceed 2750 words and an accurate word count must be given. Studies which go beyond the word limit will not meet the assessment objectives for communication and presentation and will be rewarded accordingly under Assessment Objective 1, Knowledge and Understanding, which includes marks for Communication and Presentation. The mark scheme clearly states that Personal Studies 'which are in need of further editing to improve coherence', i.e. *which exceed the word limit*, 'should be placed at the bottom of the (appropriate) mark level'.

- (d) Pages should be numbered.
- (e) Both teacher and candidate must sign the declaration of authenticity. If a Centre declines to authenticate the work of any candidate, a mark will not be awarded to that candidate for Unit 2538.
- (f) The Research Diary should be attached to the Personal Study and should be written on A4 paper.
- (g) **Centres are strongly advised to keep a copy of all Personal Studies (either on disk or a photocopy).**

#### 4. Return of Personal Studies

The Personal Study is **examined** coursework. The QCA *GCSE, GCE, VCE and GNVQ Code of Practice 2001/2* 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 JCNQ and QCA. There will be an administrative charge for each Personal Study 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](http://www.ocr.org.uk).

#### 5. Scheduling

Once approval has been received, the Personal Study may be completed at any time during the course. All Personal Studies must be completed and posted to the examiner who is to mark the Centre's work, as outlined in Section 3 above **no later than 15 May**.

#### SCHEDULE

Proposals sent to Regional Coursework Adviser	From 1 March onwards in the calendar year preceding the examination for 2 year candidates. NB. Forms <b>must be submitted by 1 May if centres wish to receive feedback before end of summer term</b> in the first year of course.
Proposals must be submitted <b>and</b> approved	By <b>28 February</b> in the year of the examination
Completed study must be posted to OCR Examiner	No later than <b>15 May</b> before the final examination session
Return of Personal Studies	Under Access to Scripts procedures according to timescales established each year by JCNQ and QCA. See OCR <i>Notice to Centres, Arrangements for Access to Marked Examination Scripts, March 2002</i>