

## **Art and Design**

OCR GCSE J160 – J167 Units A110 – A117 and A120 – A127

# **Instructions relating to the moderation of marks on the Coursework Portfolio and OCR-Set Task**

1. Attention is drawn to the following documents:
  - (a) the syllabus booklet and in particular the relevant sections relating to these components;
  - (b) the General Coursework Regulations in Part 7 of the Admin Guide and Entry Codes folder;
  - (c) the Assessment Form CSF A110-A117 / A120-A127
2. Although the final responsibility for the selection of work for assessment is that of the candidate, they should be encouraged to seek advice of teachers in order to ensure that the work selected satisfies the assessment criteria and is also an accurate reflection of their ability. Any assistance given to candidates in the execution of Coursework must be acknowledged in the marking of the assessment.
3. Teachers are reminded that all of the Coursework Portfolio and OCR Set Task marking and internal moderation must be completed in good time before the submission of marks (on Form MS1) to the Moderator. The Moderator must be in **receipt** of the Coursework Portfolio and OCR Set Task marks (on Forms MS1) and the Assessment Form CSF A110-A117 / A120-A127. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator **no later than 15 May**.

**Teachers may submit their marks earlier, if at all possible.**
4. Teachers are reminded of the requirement of the Mandatory Code of Practice to show clearly how marks have been awarded in relation to the marking criteria defined in the specification.
5. All internal marking and moderation procedures must be completed before external moderation can take place. Detailed marks must be recorded on Form CSF A110-A117/ A120-A127 and the relevant totals must be transferred to the Form MS1. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect total marks. An electronic version is available on our website and will calculate the totals automatically.

## 6. Internal Moderation

Teachers are reminded that it is the responsibility of the Centre to award marks to produce a valid and reliable order of merit which reflects the attainment of all the candidates in the syllabus at the Centre. Evidence to show that effective internal moderation has been carried out must be retained in all cases where the Centre's order of merit is the result of combining two or more orders of merit within the Centre. Two separate orders of merit are required, one for Coursework and the other for the OCR Set Task

## 7. External Moderation

When the marks and an indication of the teaching set have been entered on both Forms MS1:

- (a) the **OCR copies** should be received **by 15 May**. Under no circumstances must the OCR copies of MS1 forms be sent in the same envelope as the Moderator copies;
- (b) the **Moderator copies** and the Assessment Form CSF A110-A117 / A120-A127 should be despatched to the Moderator whose name and address is given on the computer printed labels and listing. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator. **Please refer to the Examinations Officer at your Centre to obtain the name and address of your Moderator;**
- (c) the **Centre copies** should be retained for reference purposes.

## 8. The Visiting Moderator

- (a) Moderation of Art work will be undertaken by the Visiting Moderator will contact the Centre to make the arrangements for the visit.
- (b) When the Moderator has received the Form MS1, Form CCS160 and the Form CSF A110-A117 / A120-A127 he/she will inform the Centre in writing of the names and numbers of those candidates whose work will comprise the sample for moderation.
- (c) It is the responsibility of the Centre to ensure that work selected for moderation is displayed. **The work must be arranged in two separate orders of merit, one for Coursework, the other for the OCR Set Task.**

Centres must ensure that:

Candidates' work is arranged in order of merit, not in candidate number order. The order of merit should be by endorsement. Centres which have difficulty in satisfying these requirements should discuss the matter with the Moderator. Candidates' work must be clearly labelled.

- (d) Sufficient labels will be supplied to enable the Centre to provide one label for each candidate. A label must be completed and attached to each candidate's exhibition of work. It is important that the question number of the OCR Set Task is shown.

- (e) It is important that candidates' work is ready for moderation at the time stated by the Moderator. Moderators will be instructed to inform OCR of any unnecessary delays.
- (f) The work of the remaining candidates must be available for inspection by the Moderator if necessary.
- (g) Any correspondence with OCR relating to applications for Special Arrangements in respect of Coursework or OCR Set Task, together with the work of the candidates involved must be available.
- (h) The Visiting Moderator will use the Assessment Form CSF A110-A117 / A120-A127 to check whether the marks awarded are appropriate.
- (i) During the period of moderation, the room(s) where work has been displayed must be set aside for the sole use of the Moderator without either staff or candidates present.**
- (j) If it is discovered that a candidate has been entered for the wrong option, the entry may be changed but a fee may be charged. It is the responsibility of the Centre to inform OCR of any changes using the appropriate entry amendment form. Failure to do so may result in a delay in the award of grades.
- (k) The process of moderation will be carried out in accordance with the procedures laid down in section 7.5 of the specification the latest version is available on the OCR website.
- (l) Team Leaders and Assistant Principal Moderators appointed by OCR will either accompany Visiting Moderators to Centres or visit selected Centres after moderation in order to check the standards applied by the Visiting Moderator. Those Centres involved will be informed of the arrangements by the Team Leaders/Assistant Principal Moderator in advance of the visit.

## 9. Notification of the outcome of the Moderation Process

- (a) When the Visiting Moderator has completed the moderation he/she will feedback to the Centre representative with reference to the Marking Criteria. Any recommendations for the adjustment of marks will be given to the centre at the end of the feedback.

If the Centre's representative disagrees with the recommendations of the Visiting Moderator, the centre may contact OCR to arrange a second visit. **Centres have 4 working days to action a second visit with OCR by contacting the Customer Contact Centre and requesting this from the Assessor Management Team.** This allows time for the moderation process to take place before the end of the moderation period.

- (b) The Moderator will notify OCR of any adjustments to the marks already sent. If a visit by the Team Leader/Assistant Principal Moderator has been arranged, he/she will obtain both the Assessment Form and the recommended adjustments from the Visiting Moderator. Centres must ensure that the sample of work selected by the Visiting Moderator is available for the Team Leader/Assistant Principal Moderator, and is displayed in the same way.

- (c) If an appeal is made against the Moderator's recommendations the original moderation sample will be required.
- (d) In certain circumstances marks awarded by a Visiting Moderator may be adjusted at a later date in order to ensure uniformity of standards. Centres will be informed of such changes.

10. **Selection of Work for Display at the Awarding Meeting and training purposes**

Moderators will be instructed to approach Centres in order to obtain samples of work which may be used at the Awarding Meeting and to sign a Copyright Permission Form.

Centres will be expected to comply with requests from Moderators for work to be taken to the Awarding Meeting and training purposes.

- 11. After moderation has been completed, all Coursework and OCR Set Work must be kept securely in the Centre until the results have been published and until any Results Enquiries/Appeals have been concluded.
- 12. All work will be returned to Centres after the Awarding Meeting with the exception of any work selected for INSET, Standardisation, Archive or other training purposes. Work retained by OCR for any of these purposes will be returned to Centres between September and December the following year. Letters will be sent to centres detailing the work kept and when they can expect it to be returned.