

Citizenship Studies

OCR GCSE J029/J269

Units A341 and A344

Instructions relating to the Moderation of Marks

1. Attention is drawn to the following documents:
 - (a) the specification booklet and in particular the relevant sections relating to Units A341 and A344;
 - (b) the internal assessment arrangements in the OCR Administration guide;
 - (c) form MS1;
 - (d) the Controlled Assessment Cover Sheet CCS342 for Unit A341 01/02 and CCS359 for Unit A344 01/02;
 - (e) the Centre Authentication form CCS160 (available on OCR website www.ocr.org.uk).

All Controlled Assessment forms 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.

2. Teachers are reminded that all **Controlled Assessment** marking and internal moderation must be completed in good time before the submission of marks to the moderator. The moderator must be in **receipt** of the Controlled Assessment marks **no later than 15 May**.

Teachers are urged to submit their marks earlier, if at all possible.

3. All internal marking and moderation procedures must be completed before moderation can take place. Detailed marks must be recorded on the Controlled Assessment Coversheet and the relevant totals must be transferred to the computer printed Form MS1 **or** keyed in to the appropriate software package. 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.

NB There are two **MS1 forms**: One for Unit A341 and one for Unit A344.

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.

This may be done in one or both of the following ways:

- by using the Controlled Assessment Cover Sheet to record information;
- by annotation at appropriate points in the text or a summary on the candidates' work.

5. **Internal Moderation**

Teachers are reminded that it is the responsibility of the centre to award Controlled Assessment marks to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the unit at the centre. This will mean that candidates who have demonstrated the same level of achievement will receive the same mark irrespective of their teaching group. Evidence to show that effective internal moderation has been carried out must be retained in all cases where the centre's single order of merit is the result of combining two or more orders of merit within the centre.

6. **External Moderation**

Marks should be entered on the MS1 forms. The forms are in three parts:

- (a) the **Office copy** should be received by OCR by **15 May**. Under no circumstances must the Office copy of Form MS1 be sent in the same envelope as the Moderator copy;
- (b) the **Moderator copy** should be despatched to the moderator whose name and address is given on the computer-printed labels. **Please refer to the Examinations Officer at your centre to obtain the name and address of your moderator;**
- (c) the **Centre copy** of Form MS1 should be retained in the Centre.

If entries, and therefore marks, are sent electronically to OCR then a **printout** of the marks should be sent to the moderator.

8. **Centre Declaration Form - CCS160**

For each unit/component for which candidates are entered, the supervisor responsible for the marking should complete a Centre Authentication Form, CCS160. The form should be signed to confirm that steps have been taken to ensure that the work submitted is solely that of the candidates concerned. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator.

9. **Sample of Work**

You will subsequently receive a communication from OCR via email indicating the candidates whose work is required for moderation purposes. Please check that the email address you have supplied to OCR is correct.

However, if there are ten or fewer candidates entered, please send the Moderator all of the work straightaway along with the MS1 form to be received by 15 May.

10. The work of the specified candidates should be despatched to the Moderator as soon as possible. Centres are advised to have the work of all candidates available so that the appropriate work can be extracted and despatched to the Moderator without delay.

Teachers are advised to fix an identification label to each candidate's work sent for moderation, including notification to the Moderator of the name of the person the Moderator should contact if necessary.

Any correspondence with OCR relating to Special Arrangements for Controlled Assessment must also be sent to the Moderator, together with the work (including the Controlled Assessment Cover Sheet) of the appropriate candidates.

It is essential that samples of Controlled Assessment should be packed securely to ensure their safe delivery by the Post Office or other carrier. It is advisable to remove hard covers and plastic wallets as they add unnecessarily to the bulk of the parcel and the cost of its despatch. It is also advisable to obtain a certificate of posting.

Any subsequent requests from the Moderator (e.g. to reconsider the Centre's Order of Merit or to supply further samples of work) should be acted upon with the minimum of delay.

11. The outcome of moderation will be notified to Centres with the issue of results (MOD/REP Form) at which stage the Centre will have the right to submit a Result Enquiry/Appeal. For more details about post-results services and related deadlines, please view the OCR Administration Guide.
12. After moderation has been completed, all Controlled Assessment work must be kept securely in the centre until the results have been published and until any Results Enquiries/Appeals have been concluded.