

Instructions relating to the Moderation of Marks on Controlled Assessments

Moderation by post or OCR repository

1. Attention is drawn to the following information:
 - (a) The appropriate specification booklet and in particular the relevant sections relating to moderated units
 - (b) The General Controlled assessments Regulations in the Administrative Guide and Entry Procedures Folder (including information on OCR Repository)
 - (c) Cover Sheets - interactive versions available on OCR website
 - (d) Controlled assessments Summary Forms (CSF) - interactive versions available on OCR website
 - (e) Centre Authentication Sheet (CCS160)
 - (f) To use OCR Repository you will require access OCR Interchange
2. Teachers are reminded that all controlled assessment marking and internal standardisation must be completed in good time before the submission of marks to OCR. OCR must be in **receipt** of the controlled assessment marks **no later than 10th January (for January session) and 15th May (for June session)**. Teachers are urged to submit their marks earlier, if at all possible.

Essential Documentation to be despatched to the Moderator

- Moderator copy of MS1 (or a copy of the EDI entry)
 - Completed copy of the relevant Controlled assessment Summary Form (CSF)
 - Completed copy of the Centre Authentication Sheet (CCS160)
3. All internal marking and standardisation procedures must be completed before external moderation can take place. Detailed marks must be recorded for each candidate on the relevant Controlled assessment Summary Form (CSF) and the totals then transferred to the Form MS1 **or** electronically input using EDI. 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.
 4. Internal Standardisation
Teachers are reminded that it is the responsibility of the Centre to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the unit at the Centre.

5. When the marks have been entered on the Form MS1 the Office copy should be sent to OCR to be received by 10th January (for January session) and 15th May (for June session). The same deadlines apply when marks are input electronically using EDI.

A copy of the completed Controlled assessment Summary Form should be despatched to the Moderator.

The Centre copy (of the MSI where applicable) and a photocopy of the completed CSF should be retained for reference purposes.

6. **The Sample**

OCR will select the sample and inform the centre where the controlled assessments are to be sent. These must be dispatched to arrive with the moderator within 5 days of receipt of the sample request. Any delays may affect the issue of the candidate's results. In the case of centres using the OCR Repository, moderators will access controlled assessments directly.

Where 'postal' moderation applies:

- if there are 10 or fewer candidates the complete work of all candidates should be sent to the moderator without the need to wait for a request from OCR
 - any correspondence with OCR relating to Special Arrangements for Controlled Assessments and the work of the appropriate candidates should be sent to the Moderator at the same time as the sample;
 - completed CCS160 should accompany the work – Candidate Authentication should be retained by the Centre;
 - Centres are advised to have the work of all candidates available in case a further sample is required by the Moderator;
 - it is advisable to remove the covers of Controlled Assessments where they might add unnecessarily to the bulk of the parcel and the cost of its despatch. Centres should use a system that provides for tracking should the parcel delivery be delayed.
7. 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.
 8. The outcome of moderation will be notified to the Centre in due course at which stage the Centre will have the right of appeal.
 9. After moderation has been completed, all Controlled assessments must be kept securely in the Centre until the results have been published and until any Results Enquiries/Appeals have been concluded.