

Latin & Classical Greek

OCR GCSE 1942 & 1941

Instructions Relating to the Moderation of Marks for Coursework

1. Attention is drawn to the following documents:
 - (a) the specification booklet and in particular the sections relating to this Coursework component;
 - (b) the General Coursework Regulations in Part 4 of the Handbook for Centres;
 - (c) the Coursework Summary Form GCW683.
 - (d) Coursework Cover Sheets (CCS246, CCS247).
2. Teachers are reminded that all Coursework 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 marks (on Form MS1) **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 external moderation can take place. Detailed marks must be recorded on the Assessment Form and the relevant totals must be transferred to the 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.
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. Teachers are reminded of the requirement of the Mandatory Code of Practice to award marks for the Quality of Written Communication.
6. **Internal Moderation**

Teachers are reminded that it is the responsibility of the Centre to award coursework marks to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the specification 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.

7. **Centre Authentication Form CCS160**

Please complete in full the Centre Authentication Form CCS160; this **must** accompany the MS1 sent to the moderator.

8. **External Moderation**

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

- (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**, the **Centre Authentication Form CCS160** and the **Coursework Summary Form GCW683** should be despatched to the Moderator whose name and address is given on the computer-printed labels and listing. **Please refer to the Examinations Officer at your Centre to obtain the name and address of your Moderator;**
- (c) the **Centre copy** should be retained for reference purposes.

9. You will subsequently receive a communication from the Moderator indicating the candidates whose work is required for moderation purposes.

However, if there are ten or fewer candidates entered, please send all of the work straight away.

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.

Any correspondence with OCR relating to Special Arrangements for Coursework must also be sent to the Moderator, with the work of the appropriate candidates.

It is essential that samples of Coursework should be packed securely to ensure their safe delivery by the Post Office. It is advisable to remove the covers of Coursework where they might add unnecessarily to the bulk of the parcel and the cost of its despatch. It is also advisable to obtain a certificate of posting.

11. 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.
12. The outcome of moderation will be notified to the Centre in due course at which stage the Centre will have the right of appeal. However, attention is drawn to the General Coursework Regulations, paragraph 4.16.3, in Part 4 of the Handbook for Centres.
13. After moderation has been completed, all Coursework must be kept securely in the Centre until the results have been published and until any Results Enquiries/Appeals have been concluded.

