

Design Technology

OCR GCSE Food Technology 1954

Instructions relating to the Moderation of Marks on Coursework

Essential Documentation to be despatched to the Moderator by May 15th

- **Moderator copy of MS1**
- **Completed copy of the Coursework Summary Form**
- **Completed copy of the Centre Authentication Form Sheet (CCS160)**

1. Attention is drawn to the following documents:
 - (a) the appropriate specification booklet and in particular the relevant sections relating to this Coursework component;
 - (b) the General Coursework Regulations in page 19 of the Administrative Guide and Entry Procedures folder;
 - (c) the Coursework Summary Form GCW206.
2. Teachers are reminded that all Coursework marking and internal standardisation 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 standardisation procedures must be completed before external moderation can take place. Detailed marks must be recorded on Form GCW206 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 specification to assess overall performance in presenting work.

6. Internal Standardisation

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 taking the specification at the Centre. Evidence to show that effective internal standardisation 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. External Moderation

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

- (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** and the Coursework Summary Form GCW206 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** and a **photocopy** of Form GCW206 should be retained for reference purposes;
 - (d) the **Centre Authentication Sheet** should also be despatched to the Moderator.
8. 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, send all of the work straight away.

9. 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.

The following documents should be despatched with the work:

- (a) the appropriate Coursework Assessment Forms (see 1(c)) which relate to the work despatched;
- (b) any correspondence with OCR relating to Special Arrangements for Coursework, and the work of the appropriate candidates.

Teachers are advised to fix an identification label to each candidate's work sent for moderation.

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.

10. 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 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 in Part 4 of the Handbook for Centres.
12. 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.