

Design and Technology

OCR GCSE Systems and Control Technology 1957

Instructions relating to the Moderation of Marks on Coursework

1. Attention is drawn to the following documents:
 - (a) the specification booklet and in particular the relevant sections relating to these Coursework components;
 - (b) the General Coursework Regulations in Part 4 of the Handbook for Centres;
 - (c) the Coursework Summary Form CSF1957.
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 in the examination year.**
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 CSF1957 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** of the MS1 should be received by OCR **by 15 May in the examination year**. Under no circumstances must the Office copy of Form MS1 be sent in the same envelope as the Moderator copy;
- (b) the **Moderator copy** of the MS1, the Coursework Summary Form CSF1957, and the **Centre Authentication Sheet CCS 160** 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** of Form MS1 and a **photocopy** of Form CSF1957 should be retained for reference purposes.

8. Visiting Moderators

Moderation of D&T: Systems & Control Technology Coursework will be by visit. The visiting Moderator will notify the Centre of the candidates whose work he/she wishes to see. It is important that candidates' work is ready for moderation at the time stated by the Moderator.

9. The design folders and practical content of the specified Coursework, together with any correspondence with OCR relating to Special Arrangements for Coursework, should be made available at the time of the Moderator's visit.

The work must be arranged in one room in the order listed by the Moderator. Each realisation should be clearly labelled with the candidate's name, number and Centre number.

Any correspondence with OCR relating to special arrangements for Coursework should also be made available to the Moderator.

The Centre must also be prepared to make available the work of any additional candidates specified by the Moderator during his/her visit.

The Moderator must be left to carry out his/her duties in private.

Team Leader Moderators appointed by OCR will visit selected Centres in order to check standards applied by the Moderator.

Moderators will be instructed to approach Centres in order to obtain samples of work which may be used at the Awarding Meeting. Work for such purposes will usually be taken by the Moderator and sent to OCR. Work used at the Awarding Meeting will not normally be retained for more than one year and will be returned to the Centre. Centres will be expected to comply with requests from Moderators for work to be taken to the Awarding Meeting.

10. 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.
11. 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.