

Design and Technology

OCR GCSE Short Course Graphic Products 1055

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 Sheet (CCS160)**

1. Attention is drawn to the following documents:
 - (a) the specification booklet and in particular the relevant sections relating to this Coursework component;
 - (b) the General Coursework Regulations in Part 5 of the Admin Guide and Entry Code Folder for Centres;
 - (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 of MS1 or EDI equivalent** 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**; Please complete in full the Centre Authentication Form CCS160; this **must** accompany the MS1 sent to the moderator.
- (c) the **Centre copy** and a **photocopy** of Form GCW206 should be retained for reference purposes.

8. Visiting Moderators

Moderation of D&T: Graphic Products (Short Course) 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. A coversheet (provided by the Centre) should be attached to the design folder for each project, showing the specification name and code, the candidate's name, number and the Centre number, a mark for each objective and a total mark for the project. 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 5 of the Admin Guide and Entry Codes Folder 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.