

Expressive Arts

OCR GCSE J367

Units A691, A692

Instructions relating to the Moderation of Marks

1. Attention is drawn to the following documents:
 - (a) the specification booklet and in particular the relevant sections relating to these units;
 - (b) the General Coursework Regulations in Administrative Guide and Entry Procedures Folder;
 - (c) the Controlled Assessment Summary Forms CSF/A691 and CSF/A692, Scheme of Work form SOW/A691/A692, Teacher Commentary Forms TCF/A691, TCF/A692, Labels CWL520, video running order form A691/A692/A693/DVD/Vidrof, and CCS160 Centre Authentication form (available on OCR website www.ocr.org.uk).

2. Teachers are reminded that all **Controlled Assessment** marking and internal moderation must be completed and the marks **submitted to OCR by 15th May**.

Teachers are urged to submit their marks earlier, if at all possible.

3. All internal marking and moderation procedures must be completed before moderation can take place. Detailed marks must be recorded on the Teacher Commentary Forms and the Controlled Assessment Summary Forms and the relevant totals must be transferred to the computer printed 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.

NB There are two **MS1 forms**: One for Unit A691 and one for Unit A692.

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. **Internal Moderation**

Teachers are reminded that it is the responsibility of the centre to award Controlled Assessment marks to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the unit at the centre. 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.

6. External Postal Moderation

Marks and teaching set details should be entered on the MS1 forms. The forms are in three parts:

- (a) the **Office copy** should be received by OCR by **15th 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** should be despatched with the work to the moderator whose name and address is given on the computer-printed labels. **Please refer to the Examinations Officer at your centre to obtain the name and address of your moderator.** If entries, and therefore marks, are sent electronically to OCR then a **printout** of the marks should be sent to the moderator;
- (c) the **Centre copy** of Form MS1 should be retained in the Centre.

In addition to the MS1 copy, the centre must send the Controlled Assessment Summary Form(s) for the relevant unit(s) to the moderator and the completed Scheme of Work proforma, SOW/A691/A692.

The completed Centre Authentication Form, CCS160 (one per unit) **must** accompany the MS1, the Controlled Assessment Summary Form and the SoW proforma when they are sent to the moderator.

These four forms can be sent to the moderator with the sample of the candidates' work.

7. Moderation of the Controlled Assessment work will be conducted postally. Following receipt of the centre's marks by OCR, the centre will be notified by email of the sample of work needed for each unit. This sample will be the work of ten candidates per unit, for centre entries of more than ten candidates, and all the work per unit for centre entries of ten or fewer candidates. Please note that the samples for each unit may not include the same candidates. Centre should send this work to the moderator by post or courier as soon as is possible following the receipt of the email and within three days at the latest.
8. Evidence may be in any permanent form, for example written, CD, cassette, standard VHS, chaptered DVD, or a mixture, and should clearly demonstrate what marks have been awarded for and which assessment objective(s) is relevant. Evidence must contain appropriate annotation by the teacher, referring to the assessment criteria. As far as possible, centres should use separate a DVD/VHS for each candidate in the sample, to aid moderation.

Candidates must be clearly identifiable if VHS or DVD has been used for either Unit A681 or Unit 692. A running order form (A691/A692/A693/DVD/Vidrof) should be completed and submitted with the DVD/video. Your examiner may ask you to submit specific examples of work on a separate DVD.

If the recording is a non-standard viewing format the centre must provide the moderator with appropriate converters/equipment to view it outside the centre.

9. Please complete and attach the labels provided (CWL520) to all videotape, audiocassette, CD, DVD etc submitted for controlled assessment work or examination.

10. Centres must complete the following documentation and submit to the moderator:

Description of Document	Document Code
Scheme of Work Proforma (for each of Units A691 and A692 outlining the work studied and how the areas of study are covered)	SOW/A691/A692
Controlled Assessment Summary Forms (for Units A691 and A692)	CSF/A691 CSF/A692
Teacher Commentary Forms (for each candidate in the sample)	TCF/A691 TCF/A692
Video Running order form (for each video/DVD submitted)	A691/A692/A693/DVD/Vidrof
Centre Authentication Form	CCS160

11. Any subsequent requests from the moderator/examiner should be acted upon with the minimum of delay (e.g. to reconsider the centre's order of merit or to supply further samples of work).
12. The outcome of moderation and examination 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 Controlled Assessment Work Regulations in the Administrative Guide and Entry Procedures Folder.
13. After moderation has been completed, all Controlled Assessment work must be kept securely in the centre until the results have been published and until any Results Enquiries/Appeals have been concluded.