

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 Coursework;
 - (b) the General Coursework Regulations in Part 4 of the Administrative Guide and Entry Procedures folder.
 - (c) the Forms CSF1916, ROM1916, ROM/A/1916, CMP1916, SOW1916, TCF/1/1916, TCF/2/1916 (available on OCR website www.ocr.org.uk).

2. Teachers are reminded that all **Coursework** marking and internal moderation must be completed in good time before the submission of marks to the Moderator. Marks for Unit 1 will be required by the moderator prior to their visit (see point 9). The Moderator must be in **receipt** of all the final Coursework marks **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 moderation can take place. Detailed marks must be recorded on the Coursework Summary Form (CSF1916) 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.
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. The Forms TCF/1/1916 and TCF/2/1916 should be completed and the candidate portfolios appropriately annotated to show where credit has been given.
5. **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 subject at the Centre. An agreed ROM (ROM/A/1916) is required to show that effective internal moderation has been carried out. This must be given to the OCR Moderator at the moderation visit.
6. **Consortium Moderation**
Centres wishing to participate in a consortium should refer to the arrangements in the Teacher Support Booklet. It is the responsibility of the consortium to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the consortium. Agreed ROM forms (ROM/A/1916) are required to show that effective cross-centre moderation has been carried out. These must be submitted to the OCR Moderator by **15 May**.

7. External Moderation

The MS1 form should be completed with marks and teaching set. The form is in three parts:

- (i) 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;
- (ii) the **Moderator copy** should be despatched to the Moderator whose name and address is given on the computer printed labels. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator. **Please refer to the Examinations Officer at your Centre to obtain the name and address of your Moderator;**
- (iii) the **Centre copy** should be retained in the Centre.

If entries, and therefore marks, are sent electronically to OCR then a **print-out** of the marks should be sent to the Moderator.

8. The form CMP1916 is designed to aid Centres in constructing the moderation plan for the moderation day. This form should be completed and submitted to the OCR Moderator by the date and time agreed by the Moderator.
9. The Moderator will make arrangements to visit the Centre to moderate the Coursework and confirm the arrangements with 1916/MV Moderator Visit Form. The Moderation Visit may be conducted during the six week preparation period of the Realisation Test if convenient to the Centre.

You will be required to submit the marks for Unit 1 on the 1916/MV reply slip. This will provide the Moderator with a rank order for your Centre and will aid the moderation day and process.

On the day of the visit the group being observed must represent the whole ability range of all drama candidates in the Centre. All concerned must observe the same part of the activity at the same time. The minimum number of candidates to be tracked is five but the total number depends on the size of the group. The number tracked must be large enough to provide a valid sample of the group's ability. Observations should be recorded on the ROM1916 Form and given to the Moderator on the visit – Centres may wish to retain a copy.

10. The Centre must send a sample of candidate portfolios (planning and evaluation record) for the summative tasks to the Moderator to arrive **no later than 15 May**.

The Centre will select the sample as follows:

- where the number of candidates entered is ten or fewer, the sample will be ALL candidates.
- where the number of candidates entered is more than ten, the sample will be ten plus 10% to a maximum of 20. For example, if there are 11 - 19 candidates in total, the sample will be 11; if there are 20 – 29 candidates in total, the sample will be 12 and so on.
- include the top and bottom candidate (out of the total 240 marks) and cover the full ability range in the Centre.
- as far as possible include all of the tracked candidates from the Moderator's visit.

For each candidate in the sample you must send to the Moderator a completed Teacher Commentary Form (TCF/1/1916 and TCF/2/1916); the candidate portfolio (planning and evaluation record) for the summative task **for each unit**. The Portfolio (planning and evaluation record) should relate to the summative task.

Please do not send bulky folders etc to the Moderator.

11. Where further moderation is needed, the Moderator may arrange with the Centre for additional evidence to be made available or for the Centre order of merit to be reconsidered. Any such requests from the Moderator 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 in the Administrative Guide and Entry Procedures folder.
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.