Instructions Relating to the Moderation of Marks

Coursework

1. Attention is drawn to the following documents:

   a) the specification booklet and in particular the sections relating to this Coursework component;

   b) the General Coursework Regulations in Part 5 of the Administrative Guide contained in the Administrative Guide and Entry Procedure Folder;

   c) form MS1;

   d) the Centre Assessment Form

   e) the Centre Authentication Form – CCS160.

   All Coursework forms may be photocopied and used as required. Additional copies may be ordered from OCR General Despatch (Fax number 01223 552678) or downloaded from the 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 (on Form MS1) to the Moderator and to OCR. The Moderator must be in **receipt** of the Coursework marks (on Form MS1) **no later than 10 January or 15 May depending on the series. Teachers are urged to submit their marks earlier, if at all possible.**

3. All internal marking and moderation procedures must be completed before external moderation can take place. Detailed marks must be recorded on the Centre Assessment Form and the relevant totals must be transferred to 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.

   This may be done in the following ways:

   - by using the Centre Assessment Form to record information;

- by annotation at appropriate points in the text or a summary on the candidates' work.

5. Teachers are reminded of the requirement of the Mandatory Code of Practice to award marks for the Quality of Written Communication, in subjects other than mathematics.

6. **Centre Declaration Form - CCS160**

For each unit/component for which candidates are entered, the supervisor responsible for the marking should complete a Centre Authentication Form, CCS160. The form should be signed to confirm that steps have been taken to ensure that the work submitted is solely that of the candidates concerned. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator.

7. **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 specification at the Centre. This will mean that candidates who have demonstrated the same level of achievement will receive the same mark irrespective of their teaching group. 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.

8. **External Moderation**

When the marks and the teaching set have been entered on the Form MS1 or EDI equivalent:

a) the **Office copy** should be received by OCR **by 10 January or 15 May** depending on the series. 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 **Centre Declaration Form** should be despatched 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;**

c) the **Centre copy** should be retained for reference purposes

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

9. **Sample of Work**

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, please send the Moderator all of the work straightaway along with a copy of the DVD, Centre Assessment Forms and the MS1 form to be received by 10 January or 15 May depending on the session.

10. 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.

Teachers are advised to fix an identification label to each candidate's work sent for moderation, including notification to the Moderator of the name of the person the Moderator should contact if necessary. Moderators would be grateful to also receive an email address to facilitate rapid communication.

Any correspondence with OCR relating to Special Arrangements for Coursework must also be sent to the Moderator, together with the work of the appropriate candidates, the Centre Assessment Forms and a copy of the DVD.

It is essential that samples of Coursework should be packed securely to ensure their safe delivery by the Post Office or other carrier. 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.

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 Centres with the issue of results (MOD/REP Form) at which stage the Centre will have the right to submit a Result Enquiry/Appeal within 4 weeks of receiving Results. However, attention is drawn to the General Coursework Regulations, Part 4 of the OCR 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.