

Engineering - Manufacturing

OCR GCSE Engineering 1492 Units 4866 and 4867
OCR GCSE Manufacturing 1496 Units 4878 and 4879

Instructions relating to the Moderation of Marks on Coursework

1. Attention is drawn to the following documents:
 - (a) the appropriate specification booklet and in particular the relevant sections relating to this Coursework component;
 - (b) the General Coursework Regulations in the Administrative Guide and Entry Codes Folder 2008;
 - (c) the Coursework Summary Form CSF4866,4867,4878,4879
2. Teachers are reminded that all Coursework marking and internal standardisation must be completed in good time before the submission of marks to the Moderator. The Moderator must be in **receipt** of the Coursework marks **no later than 10th January (for January session) and 15th May (for June session)**.

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

Essential Documentation to be despatched to the Moderator

- **Moderator copy of MS1**
 - **Completed copy of the Coursework Summary Form**
 - **Completed copy of the Centre Authentication Sheet (CCS160)**
3. All internal marking and standardisation procedures must be completed before external moderation can take place. Detailed marks must be recorded on Form CSF4866, 4867, 4878, 4879 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. **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 in the syllabus 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.

5. External Moderation

Moderation for GCSE in Engineering (1492) and GCSE in Manufacturing (1496) is by post.

When the marks and an indication of the teaching set have been entered on the Forms MS1 or EDI equivalent:

- (a) the **Office copy** should be sent to OCR to be received **by 10th January (for January session) and 15th May (for June session)**. Under no circumstances must the Office copy be sent in the same envelope as the Moderator copy;
- (b) the Moderator copy of the MS1 along with form CCS160 and a copy of the Coursework Summary Form CSF4866,4867,4878,4879 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** and a photocopy of Form CSF4866,4867,4878,4879 should be retained for reference purposes.

6. The Sample

The moderator will select the sample and inform the centre where the portfolios are to be sent. These must be dispatched to arrive with the moderator within 5 days of receipt of the sample request.

Where there are 10 or fewer candidates the complete work of **all** candidates should be sent to the moderator without the need to wait for a request from the moderator.

In addition to this, any correspondence with OCR relating to Special Arrangements for Coursework, and the work of the appropriate candidates should be sent to the Moderator at the same time as the sample.

The completed CCS160 should accompany the MS1 – Candidate Authentication should be retained by the Centre.

Centres are advised to have the work of all candidates available in case a further sample is required by the Moderator.

It is essential that samples of Coursework should be packed securely to ensure their safe delivery by the 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. You should use a system that provides for tracking should the parcel delivery be delayed.

7. 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.
8. 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, Section 5 of the Administrative Guide and Entry Codes Folder 2008.
9. 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.