

# Instructions to Centres on the Marking and Moderation of Coursework Folders

## A. Documentation

1. Attention is drawn to the following documents:
  - (a) the 1900 specification (Second Edition 2002), and in particular the sections relating to written Coursework (available on the OCR website: [www.ocr.org.uk](http://www.ocr.org.uk));
  - (b) the General Coursework Regulations and Procedures in the Administrative Guide and Entry Procedures Folder;
  - (c) the Coursework Assessment Form (GCW876);
  - (d) checklist for Teachers (GCW240);
  - (e) form MS1.

## B. Marking and Internal Moderation

### Marking Criteria

2. Candidates' folders must be marked in accordance with the instructions given in the specification. Each candidate's completed folder must be awarded **two** marks, reflecting the candidate's achievement in relation to the Assessment Objectives and marking criteria given in the specification.
  - The first mark (out of 20) is for the candidate's overall achievement in Writing. This mark should be broken down further to show a mark (out of 14) for Assessment Objectives i and ii and a mark (out of 6) for Assessment Objective iii, e.g. 12 + 4 = 16.
  - The second mark (out of 20) is for the candidate's overall achievement in Reading.

A final mark must be given, out of 40, which is the aggregate of the marks for Reading and Writing. This mark out of 40 must be entered on the computer-printed Form MS1, or sent electronically, as appropriate.

## Deficient Folders

3.(a) Candidates' folders must include:

### Writing

- imaginative writing to explore, imagine and entertain;
- and

### Reading - evidence of the study of:

- a play by Shakespeare;
- poetry by a major writer with a well-established critical reputation published either before **or** after 1914 (pre-1914 writing must be taken from the National Curriculum list of major writers).

(b) Writing and Reading are marked separately according to different mark schemes and, if any of the respective requirements is not met, the following action should be taken:

### Writing

- No marks should be awarded if the Writing requirement is not met.

### Reading

- The work should be marked for its full value, as if it were a complete folder, and then the mark should be **reduced by half** for any Reading requirement that is not met.

(c) If a candidate completes any work at all for the coursework component, then the work should be assessed according to the criteria above and the marking instructions and the appropriate mark awarded, which may be 0 (zero).

## Failure to Submit Coursework

4. Candidates who do not submit any work at all must be marked as absent on Form MS1.

## Special Arrangements

5. The folder of any candidate for whom a special arrangement has been approved by OCR should be awarded marks based on the quality of the work submitted.

## Lost Coursework

6. Where loss or destruction of Coursework has occurred, the Centre must notify OCR in writing as soon as possible by completing the JCQ form *JCQ/LCW*. OCR will advise the Centre of the action to be taken.

## Coursework Assessment Form

7. A Coursework Assessment Form (GCW876) must be completed for each candidate in accordance with the instructions given on the form.

8. Teachers should give sufficient information to enable the Moderator to understand the work and the Centre's assessments. In particular:

- (a) teachers must show clearly how the marks have been awarded in relation to the marking criteria defined in the specification;
- (b) the Moderator should be supplied with a copy of any stimulus or source material which is necessary to an understanding of the candidate's response;

- (c) the teacher should comment on the overall performance of each candidate to explain the Centre's assessments.

### **Standardisation of Marking**

9. If more than one teacher at a Centre has been involved in the marking of the Coursework, the marking must be standardised by 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.

### **Authentication**

10. The Centre is required to complete the Centre Authentication Form for Coursework (CCS160). One copy of this form must be completed for each unit and signed by the appropriate people.

The completed form **must** accompany the MS1 when it is sent to the moderator.

11. The candidate must complete a Candidate Authentication Statement either on the Standard Candidate Authentication Form available on the OCR website or on a similar form of the Centre's devising.

In this case, the completed form should be retained securely within the Centre and **should not** be sent to the moderator or to OCR unless specifically requested.

## **C. External Moderation**

### **Recording and Submission of Marks**

12. All marking procedures must be completed before moderation can take place. The Centre's mark for each folder must be recorded on the Coursework Assessment Form (GCW876). The relevant total must be **either** transferred to the computer printed MS1 **or** keyed into the appropriate administrative package. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect marks.
13. When marks have been entered:
- (a) the **Office copy** should be sent to OCR to arrive **by 10 January (for January examinations) OR by May 15 (for June examinations) at the latest;**
  - (b) the **Moderator copy** along with form CCS160 should be sent to Moderator to arrive **by 10 January (for January examinations) OR by May 15 (for June examinations) at the latest. Please ensure that the marks on the Moderator copy are clearly legible;**
  - (c) the **Centre copy** should be retained for reference purposes.
14. Teachers are reminded that all Coursework marking and internal moderation must be completed in good time for the submission of marks to the Moderator. The Moderator must be in receipt of the Coursework marks no later than **10 January (for January examinations) OR by May 15 (for June examinations).**

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

## Submission of Work to the Moderator

15. If the Centre has ten or fewer candidates in the subject, the Centre should send **all the folders and the required documentation (see below)** to the Moderator with Form MS1 (or its equivalent).
16. Centres with more than ten candidates will receive a communication from the Moderator indicating the candidates whose work is required for external moderation.

The work of the specified candidates must be despatched to the Moderator within three working days of the request. Centres are advised to have the work of all candidates available so that the appropriate folders can be extracted and despatched to the Moderator without delay.

17. Centres must send with the candidates' folders:
  - (a) the Coursework Assessment Forms (GCW876) which relate to the work despatched.
  - (b) any correspondence with OCR relating to applications for special arrangements in respect of Coursework together with the work of the candidates involved.
18. It is essential that samples of Coursework are packed securely to ensure their safe delivery by the Carrier. It is recommended that:
  - (a) covers of Coursework are removed to avoid bulk and unnecessary costs;
  - (b) first-class post is used;
  - (c) a certificate of posting is obtained.
19. Any subsequent requests from the Moderator should be acted upon with the minimum of delay (e.g. to reconsider the Centre order of merit or to supply further samples of work).

## Outcome of Moderation

20. The outcome of moderation will be notified to the Centre with the issue of results. A Centre may then request the re-moderation of its internally assessed Coursework. Attention is drawn to the General Coursework Regulations in the Administrative Guide and Entry Procedures Folder.

## Appeals and Enquiries

21. 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.

## Your Moderator

22. The name and address of the Moderator will be supplied to Centres. Please refer to the Examination Secretary at your Centre for this information.