

Instructions to Centres on the Marking and Moderation of Coursework

A. Documentation

1. Attention is drawn to the following documents:
 - (a) the 2002 specification Second Edition, and in particular the sections relating to Speaking and Listening (available on the OCR website: www.ocr.org.uk);
 - (b) General Coursework Regulations and Procedures in the Administrative Guide and Entry Procedures Folder;
 - (c) the Coursework Assessment Form (GCW875);
 - (d) the Centre's Internal Standardisation Record Form (GCW988);
 - (e) the Checklist For Teachers (GCW239);
 - (f) form MS1.

B. Marking and Internal Moderation

Marking Criteria

2. Candidates' work must be marked in accordance with the instructions given in the specification. Each candidate must be awarded a mark out of 40, reflecting the candidate's overall achievement in Speaking and Listening in relation to the Assessment Objectives and marking criteria given in the specification.

Failure to Submit Coursework

3. Candidates who do not submit any work at all must be marked as absent on Form MS1.
4. If a candidate's work for Speaking and Listening is insufficient for assessment, a mark of zero (0) must be awarded. However, candidates who have been granted exemption by OCR from Speaking and Listening must be marked as **absent**.

Incomplete Coursework

5. For Unit 2435, candidates must be assessed in the following contexts:
 - individual extended contribution;
 - group discussion and interaction;
 - drama focussed activity.

If these requirements are not met, the teacher must:

- mark the assessments completed for overall quality, disregarding any requirement that is not met;
- reduce the mark by 33% for each requirement which is not met.

Coursework Assessment Form

6. A Coursework Assessment Form (GCW875) must be completed for each candidate, in accordance with the instructions given on the form.
7. Teachers should give sufficient information to enable the Moderator to understand the work and the Centre's assessments. In particular teachers must show clearly how the marks have been awarded in relation to the marking criteria defined in the specification.

Standardisation of Marking

8. 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.
9. Centres must complete the **Internal Standardisation Record** (GCW988) giving brief details of the standardisation procedures adopted by the Centre. This should be forwarded to the Moderator along with the coursework samples.

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.

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

11. All marking procedures must be completed before moderation can take place. The Centre's mark for each candidate must be recorded on the Coursework Assessment Form (GCW875). The relevant total must be either transferred to the computer-printed MS1 or keyed in to 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.
12. 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** should be sent to the 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.

Submission of Assessment Forms to the Moderator

13. With the Moderator copy of the marksheets, the Centre must send to the Moderator:
 - the Coursework Assessment Forms (GCW875) for a sample of **seven** candidates **for each teaching group**, including the top and bottom mark in the group and a spread across the intervening mark range;
 - the completed Internal Standardisation Record.
14. Teachers are reminded that all Coursework marking and internal moderation must be completed in good time for the submission of marks and Coursework Assessment Forms to the Moderator. The Moderator must be in receipt of the Coursework marks and the Coursework Assessment Forms **no later than 10 January (for January examinations) OR by May 15 (for June examinations).**

Teachers are urged to submit marks and Assessment Forms earlier, if at all possible.

Advisory and Moderation Visits

15. Centres' marks for Speaking and Listening will be statistically analysed by OCR and may be compared with patterns of marks in other components. On the basis of this analysis and any other relevant data, the OCR Moderator may require to make an advisory visit or a moderation visit to any Centre.

Advisory Visits

16. Advisory visits will take place on a rolling programme throughout the year by arrangement with the Centre. OCR intends to visit each Centre at least once every four years.

At Advisory visits, the Moderator will seek to support teachers in task setting, record keeping and the application of standards, as appropriate.

Moderation

17. At Moderation visits, the Moderator will sample teachers' assessments of the work of candidates.

Outcome of Moderation

18. 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

19. After moderation has been completed, all internal records of Speaking and Listening must be kept securely in the Centre until the results have been published and until any results enquiries/appeals have been concluded.

Your Moderator

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