

English and English Literature

OCR GCSE 1900 and 1901 Units 2434/2443/2447

Checklist for Teachers

Checklist for Teachers / Examination officers on the Marking and Moderation of Coursework Folders

The **latest** date to send paperwork to the Moderator for:
the **June** session is **15 May**
the **January** session is **10 January**

Document	Specific guidance	Where sent	Completed
Computer-printed Mark Sheet MS1 (or appropriate administrative package)	<ul style="list-style-type: none"> For each candidate, transfer the total accurately from the Coursework Assessment Form. Each candidate who does not submit any work or who has been granted exemption for the unit by OCR must be marked as absent on form MS1. Retain <i>Centre copy</i> for reference. Ensure marks on <i>Moderator copy</i> are legible. 	<i>Office copy</i> to OCR	
		<i>Moderator copy</i> to Moderator	
Coursework Assessment Form - GCW876	<ul style="list-style-type: none"> Completed for each candidate and attached to the candidates' folder. Each candidate is awarded a mark out of 40 for English. Each candidate is awarded a mark out of 45 for Literature. Each candidate whose work is insufficient for assessment must be awarded a mark of 0. Instructions about marking deficient folders are given on Form GCW876 and in the Written Coursework Instructions (CWI681, CWI683 and CWI684). Teachers should give sufficient information to enable the Moderator to understand the work and the Centre's assessments. 	Moderator (only for sampled candidates)	
Coursework samples	<ul style="list-style-type: none"> If the Centre has ten or fewer candidates, the Centre should send all the folders with the MS1. Centres with more than ten candidates will receive a communication from the Moderator. The work of the specified candidates must be despatched within three working days of the request. Include any correspondence with OCR relating to special arrangements for the candidates in the sample. 	Moderator	
Centre Authentication Form for Coursework - CCS160	<ul style="list-style-type: none"> One copy of this form completed and signed by each internal assessor for each unit or Coursework component, ie one for 2434 (English) and where applicable 2443 or 2447 (Literature). 	Moderator	