

Expressive Arts

OCR GCSE J367

Units A691, A692, A693

Instructions relating to the Moderation and Examination of Marks

1. Attention is drawn to the following documents:
 - (a) the specification booklet and in particular the relevant sections relating to these units;
 - (b) the General Coursework Regulations in Administrative Guide and Entry Procedures Folder;
 - (c) the Controlled Assessment Summary Forms CSF/A691 and CSF/A692, Scheme of Work form SOW/A691/A692, Teacher Commentary Forms TCF/A691, TCF/A692 and Working Mark Sheet WMS/A693, Labels CWL520, video running order form A691/A692/A693/DVD/Vidrof, and CCS160 Centre Authentication form (available on OCR website www.ocr.org.uk).

2. Teachers are reminded that all **Controlled Assessment** marking and internal moderation must be completed in good time before the submission of marks to the moderator. The moderator must be in **receipt** of the Controlled Assessment marks at least **one week before the arranged visit**.

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

3. All internal marking and moderation procedures must be completed before moderation can take place. Detailed marks must be recorded on the Teacher Commentary Forms and the Controlled Assessment Summary Forms and the relevant totals must be transferred to the computer printed 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.

NB There are two **MS1 forms**: One for Unit A691 and one for Unit A692.

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.

5. **Internal Moderation**

Teachers are reminded that it is the responsibility of the centre to award Controlled Assessment marks to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the unit at the centre. 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.

6. External Moderation

Marks and teaching set details should be entered on the MS1 forms. The forms are in three parts:

- (a) the **Office copy** should be received by OCR by **15 May**. Under no circumstances must the Office copy of Form MS1 be sent in the same envelope as the Moderator copy;
- (b) the **Moderator copy** should be despatched to the moderator whose name and address is given on the computer-printed labels. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator. **Please refer to the Examinations Officer at your centre to obtain the name and address of your moderator;**
- (c) the **Centre copy** of Form MS1 should be retained in the Centre.

If entries, and therefore marks, are sent electronically to OCR then a **printout** of the marks should be sent to the moderator.

In addition to the MS1 copy, the centre must send the Controlled Assessment Summary Form(s) for the relevant unit(s) to the moderator at least **one week before the arranged visit**.

7. Moderation of the Controlled Assessment work will be conducted by visiting moderation.

Moderators (who will also act as examiners for Unit A693) will make arrangements to visit the centre at a date and time convenient to both the centre and to themselves.

Prior to the visit, **the moderator will contact the centre with a list of candidates' work which will form the moderation sample**. This will consist of ten candidates' work for each controlled assessment unit, **chosen by the moderator** and drawn from the whole range of candidates' marks and teaching groups. This work must be available to the moderator during the visit.

8. The Moderation and Examination day

The moderator/examiner will moderate Units A691 and A692 of the candidates' work in the sample and they will examine ALL candidates for Unit A693. The date of the visit will be arranged at a time convenient to both centre and the moderator/examiner and will be scheduled after the conclusion of the 12-hour test of Unit A693.

The arrangements for the visit will depend upon the nature of the evidence, and the number of candidates.

For cohorts up to about 30, it should be possible for the moderation of both Units A691 and A692 to take place during the visit. This will happen **following** the examination of Unit A693. It is recommended that any work that is in a performance format should happen first, with the examiner looking at non-performance evidence between performances whilst groups or individuals are setting up, or after the performances. This is to ensure there is enough time to complete all performance work.

For centres with large entry numbers, again the emphasis of the visit will be on the examined component. The moderator/examiner can take away evidence for moderation, or can look at it after candidates have left the premises at the end of the working day if necessary. It is expected that up to 60 candidates can be examined in a day.

For these centres with a large entry, live performance work should be arranged so that there is the minimum of gap between each, just allowing sufficient time for teacher and examiner to write up their marks and comments. Again, the examining of non-performance work may be done whilst groups are changing, or after all performance work is finished.

Centres are reminded that in a 12-hour examination it is not expected that there will be large outcomes. The emphasis is on quality reflecting the assessment objectives. An individual performer is likely to achieve this in **no more than 2 minutes** with perhaps other evidence for other art forms on display, if appropriate. In a group setting of, for example, 5 candidates who may be performing, it is likely that this will not exceed 10 minutes at the very most, and probably less because candidates may well be providing evidence by performing at the same time.

Although it is expected that, in most cases, outcomes/realisations will be marked at the centre, if time precludes this examiners will take realisations away. In the case of performance work, this would need to be on video/DVD, with a teacher commentary explaining the context and giving any additional information needed by the examiner. Centres will know in advance if this is likely to affect them. In exceptional circumstances it may be necessary to examine a whole centre by post if no examiner visit can be arranged.

For the examination, candidates with realisations that are in permanent form and are not performance should normally be present. This is so the examiner can ask for explanations if needed, and for the candidate to put the realisation into context, if this is necessary to provide the examiner with a full understanding.

The arrangements for the day should reflect that it is a public examination. There should be quiet and no interruptions. It is the centre's responsibility to run the day; moderators/examiners will not offer material nor will they run the session. When moderators/examiners talk to candidates it will be to gain an understanding in relation to the evidence or nature of the work.

9. Moderators/examiners will attempt to contact centres if they are unavoidably delayed and likely to be late. If lateness of arrival may interfere with a programme of assessment that cannot be delayed, for example, a visit to a primary school at a set time to perform, then advice should be sought from OCR.
10. The moderator/examiner will need to take work away with them. This may be for any of the following reasons:
 - to complete moderation (Units A691 and A692)
 - to complete the marking (Unit A693)
 - as an example of work for the Awarding Committee to look at
 - because there is an issue the Chief Examiner needs to consider
 - for exhibition purposes
11. Evidence may be in any permanent form, for example, written, CD, cassette, standard VHS, chaptered DVD, or a mixture, and should clearly demonstrate what marks have been awarded for and which assessment objective(s) is relevant. Evidence must contain appropriate annotation by the teacher, referring to the assessment criteria. As far as possible, centres should use separate a DVD/VHS for each candidate in the sample, to aid moderation.

Realisations for Unit A693 that include performance must be recorded by the centre on a chaptered DVD. Candidates must be clearly identifiable on this recording and also if VHS or DVD has been used for either Unit A681 or Unit A692. A running order form (A691/A692/A693/DVD/Vidrof) should be completed and submitted with the tape/DVD/video. Your examiner may ask you to submit specific examples of work on a separate DVD.

If the recording is a non-standard viewing format the centre must provide the moderator with appropriate converters/equipment to view it outside the centre.

12. Please complete and attach the labels provided (CWL520) to all videotape, audiocassette, CD, DVD etc submitted for controlled assessment work or examination.
13. Centres must complete the following documentation and submit to the moderator/examiner at the time of the visit:

Description of Document	Document Code
Scheme of Work Proforma (for each of Units A691 and A692 outlining the work studied and how the areas of study are covered)	SOW/A691/A692
Controlled Assessment Summary Forms (for Units A691 and A692)	CSF/A691 CSF/A692
Teacher Commentary Forms (for each candidate in the sample)	TCF/A691 TCF/A692
Working Mark Sheet (for every candidate for Unit A693)	WMS/A693
Video Running order form (for each video/DVD submitted)	A691/A692/A693/DVD/Vidrof

14. The Working Mark Sheet (WMS/A693), for each candidate for Unit A693, provides evidence of the process and the assessment band into which the teacher feels the evidence places each candidate. The forms should be headed with centre and candidate details, with both evidence for Assessment Objectives AO1 and AO2 completed prior to the visit. As each candidate is examined on the visit, the teacher must complete their commentary for Assessment Objective AO3, and pass the form immediately to the examiner for completion.
15. Any subsequent requests from the moderator/examiner should be acted upon with the minimum of delay (e.g. to reconsider the centre's order of merit or to supply further samples of work).
16. The outcome of moderation and examination 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 Controlled Assessment Work Regulations in the Administrative Guide and Entry Procedures Folder.
17. After moderation has been completed, all Controlled Assessment work must be kept securely in the centre until the results have been published and until any Results Enquiries/Appeals have been concluded.