

## **Geography (Bristol Project)**

OCR GCSE 1988 Unit 2404

# **Instructions relating to the Moderation of Marks on Coursework**

1. Attention is drawn to the following documents:
  - (a) the specification booklet and in particular the relevant sections relating to the Coursework component;
  - (b) the General Coursework Regulations in Part 4 of the Handbook for Centres;
  - (c) the Coursework Summary Form CSF2404 and CIM/CCS 2404 copies of which were sent to Centres previously.
2. Teachers are reminded that all Coursework marking and internal moderation must be completed in good time before the submission of marks (on Form MS1) to the Moderator. The Moderator must be in **receipt** of the Coursework marks **no later than 10 January for the January session and 15 May for the summer session**.

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

3. All marking and moderation procedures must be completed before external moderation can take place. Total marks must be recorded on the Coursework Summary Form CSF2404 and 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. 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.

This may be done in one of the following ways:

- by using the Coursework Individual Mark Sheet Coursework Coversheet CIM/CCS2404 provided by OCR to record information;
- by annotation at appropriate points in the text or summative comments on the candidate's work.

For all candidates' work in the moderation sample OCR Coursework Individual Marksheet/Coursework Cover Sheets CIM/CCS2404 **must** be used to record basic candidate details and the marks awarded.

## 5. Internal Moderation

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 specification 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

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

- (a) the **Office copy** should be received by OCR **by 10 January for the January session and 15 May for the summer session**. Under no circumstances must the Office copy of Form MS1 be sent in the same envelope as the Moderator copy;
  - (b) the **Moderator copy** and the Coursework Summary Form CSF2404 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** should be retained for reference purposes.
7. You will subsequently receive a communication from the Moderator indicating the candidates whose work is required for moderation purposes. **However, if there are 11 or fewer candidates entered, send all of the work straight away.**
8. The work of the specified candidates should be despatched to the Moderator as soon as possible. Centres are advised to have the work of all candidates available so that the appropriate work can be extracted and despatched to the Moderator without delay.

The following documents should be despatched with the work:

- (a) any correspondence with OCR relating to Special Arrangements for Coursework, and the work of the appropriate candidates.
- (b) the Cover Sheet/Coursework Individual Marksheet CIM/CCS2404 referred to in 4 above. This Cover Sheet **must** be fixed to the front of each candidate's work submitted for moderation.
- (c) copies of the guidance and/or instruction sheets that the candidates have received.

Each piece of work sent for moderation must be clearly labelled with the Centre and candidate number. All that is required is one treasury tag fastening each candidate's work together (much easier for the moderator to handle than staples or paper clips) with the fully completed Coursework Individual Marksheet/Coversheet CIM/CCS2404 at the front. Do not send plastic sleeves or plastic pockets.

It is essential that samples of Coursework should be packed securely to ensure their safe delivery by the Post Office. It is also advisable to obtain a certificate of posting.

9. 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.

10. 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, paragraph 4.15.3, in Part 4 of the Handbook for Centres.
11. The **Candidate Declaration Sheet CCS160** This sheet should be completed on each occasion the candidate makes an entry and submits an internally-assessed assignment in this specification. The sheet is to be retained in the examination Centre. A completed copy of the Centre Authentication Form CCS160 **must** accompany the MS1 sent to the Moderator.
12. 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 conducted.