

## **Geography C (Bristol Project)**

**OCR GCSE 1988**

# **Instructions relating to the Two-Year Course Outline for Teaching and Assessment and the Coursework Planning and Comment Form**

A Specification Adviser must comment on two documents completed by the Geography staff in each Centre following this GCSE course:

- **The Two-Year Course Outline for Teaching and Assessment, and**
- **The Coursework Planning and Comment Form.**

These documents can be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) when required.

The member of staff responsible for the GCSE course should send the Centre's Specification Adviser a copy of the **Two-year course outline for Teaching and Assessment** (long term plan) as soon as it has been completed. This will probably be before staff start teaching the specification for the first time, or early in the first year of the course. The name of the Centre's Specification Adviser can be obtained from the Subject Officer for GCSE Geography Specification C 1988, please ring the OCR Customer Contact Centre 01223 553998 for this information.

The Specification Adviser will be able to comment on the Centre's course outline and possibly make suggestions regarding the integration of internal assessment and examination preparation into the teaching plan. S/he will also be able to ensure that the Centre is on the Specification Advisers List of Centres and is aware of important information such as forthcoming DME titles, examination dates, INSET meeting dates, and so forth.

The main role of the Specification Adviser is to consider a Centre's internal assessment proposals in order to comment upon them on behalf of OCR (see pages 22-3 and 39-51 of the specification). When considering your suggestions for internal assessment, the Specification Adviser will use the Guidance Criteria contained in the specification. This is a set of twenty-two questions (see pages 44-45), which are designed to ensure that suggested internal assessment activities meet the requirements of the specification and exemplify good practice.

The twenty-two questions have been reproduced as the **Coursework Planning and Comment Form**. When submitting internal assessment activities for comment, a copy of this form must be enclosed with the work, with the relevant sections completed. This will help the Specification Adviser to understand the suggestions made and will provide a record of all comments made by both parties.

If necessary s/he will advise on further development. Specification Advisers are busy people and suggested internal assessment activities should be sent **at least six weeks** before it is intended that candidates to undertake these activities (page 39 of the specification). The best approach is to submit ideas at a very early stage. A rough draft on one side of A4 could be enough. Even better, contact the Specification Adviser by telephone to discuss initial ideas. It is best if any problems are picked up at this stage as it can save a lot of wasted work later. The Specification Adviser should be able to make useful suggestions.

The investigation and the comment form will then be sent back and some changes will probably be needed. Having made the changes, send the investigation and the forms back to the Specification Adviser. The Specification Adviser will comment and reply. The sheet and the loose-leaf forms enclosed with it will become a record of the development process and is helpful to both teachers, Specification Advisers and OCR Moderators.

It is envisaged that centres will regularly review and update their coursework, following advice given on the 'Report to a Centre on Coursework Moderation' forms despatched with the results for unit 2404, at INSET courses and in the Report to Centres published following each examination session.