

French/German/Gujarati/Spanish

OCR GCSE 1925 Unit 2356

OCR GCSE 1926 Unit 2366

OCR GCSE 1927 Unit 2376

OCR GCSE 1928 Unit 2386

Instructions Relating to the Moderation of Marks for Coursework

1 Attention is drawn to the following documents:

- (a) the Specification and, in particular, the relevant sections relating to this written Coursework component;
- (b) the booklet *Teacher Support: Coursework Exemplar Material*;
- (c) the General Coursework Regulations in the current *Administrative Guide and Entry Procedures Folder*;
- (d) the Coursework Cover Sheet(s) relevant to the language being assessed: CCS/2356/2366/2376/2386;

2 Marking and 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 at the Centre. Where the Centre's single order of merit is the result of combining two or more orders of merit within the Centre, evidence of the internal moderation must be retained in the Centre. Evidence of moderation changes must also be shown on the candidates' Coursework Cover Sheets.

All marking and internal moderation procedures must be completed before external moderation can take place. Detailed marks must be recorded on Form CCS/2356/2366/2376/2386 and the relevant totals must be 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.

3 External Moderation

(a) Deadline

Teachers are reminded that all Coursework 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 Coursework marks **no later than 15 May**. **Teachers are urged to submit their marks earlier, if at all possible.**

(b) Form MS1

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

- the **Centre copy** of Form MS1 should be retained for reference purposes;
- the **Office copy** of Form MS1 should be received by OCR **by 15 May**;
- the **Moderator copy** of Form MS1 should be despatched to the Moderator whose name and address are 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.** A completed Centre Authentication Form CCS160 **must** accompany the MS1 sent to the moderator.

Under no circumstances must the Office copy of Form MS1 be sent in the same envelope as the Moderator copy.

(c) Candidates' Work and Sampling

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.

- If the centre has **ten or fewer** candidates, all their work should be sent to the Moderator straight away.
- Centres with **more than ten** candidates will receive a communication from the Moderator indicating the sample of candidates whose work is required for moderation purposes. The work of these candidates should be sent to the Moderator as soon as possible.

It is essential that samples of Coursework be packed securely to ensure their safe delivery. It is advisable to remove any presentation covers of Coursework where they might add unnecessarily to the bulk of the parcel and the cost of its despatch.

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.

4 After Moderation

The outcome of moderation will be communicated 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, in the current *Administrative Guide and Entry Procedures Folder*.

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 concluded.