

## **French/German/Gujarati/Spanish**

OCR GCSE 1925 Unit 2355

OCR GCSE 1926 Unit 2365

OCR GCSE 1927 Unit 2375

OCR GCSE 1928 Unit 2385

# **Instructions relating to the Moderation of Internally Assessed Speaking**

Teachers are required to conduct and assess the Speaking Test with their own candidates, to record the performance of all candidates on cassette tapes OR CDs and to send a sample of the recordings to the OCR Moderator.

The following instructions relate to the moderation of the internally assessed Speaking component in the above specification. Separate Forms MS1 and names and addresses of Moderators will be provided.

Attention is drawn to the following documents:

- (a) the Specification and, in particular, the sections relating to the Speaking component;
- (b) the General Coursework Regulations in Section 5 in the current Administrative Guide and Entry Procedures Folder;
- (c) the Form SMS/2352 – 2382 / 2355 - 2385 , copies of which were sent to Centres previously;
- (d) the booklet *Teacher Support: Speaking Materials*;
- (e) the Teacher/Examiner Booklet which accompanies the candidates' test cards.

### **MODERATION OF INTERNALLY ASSESSED MARKS**

- 1 Teachers are reminded that all 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 marks (on Form MS1) no later than **15 May**.  
**Teachers are urged to submit their marks and sample recordings earlier, if at all possible.**
- 2 All marking and internal moderation procedures must be completed before external moderation can take place. Detailed marks must be recorded on Form SMS/2352 – 2382 / 2355 - 2385 and the relevant totals must be transferred to the computer-printed Forms MS1. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot take responsibility for the submission of incorrect total marks on Form MS1.

### 3 Internal Moderation

Teachers are reminded that it is the responsibility of the Centre to award marks to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates taking Internally Assessed Speaking 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.

### 4 External Moderation

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

- (a) the **Office copies** should be received by OCR **by 15 May**. Under no circumstances must the Office copies of Forms MS1 be sent in the same envelope as the Moderator copies;
- (b) the following should be despatched to the Moderator whose name and address is given on the computer printed labels and listing:
  - (i) the **Moderator copies** of the Forms MS1;
  - (ii) the recordings of the candidates specified by the grid below;
  - (iii) the individual mark sheets SMS/2352 – 2382 / 2355 - 2385;
  - (iv) any correspondence with OCR relating to Coursework requests for Special Arrangements.

**Please refer to the Examinations Officer at your Centre to obtain the name and address of your Moderator.**

- (c) the Centre copies should be retained in the Centre.

It is essential that tapes/CDs be packed securely to ensure their safe delivery.

- 5 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.
- 6 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.
- 7 Teachers are advised that recordings of all candidates not included in the Moderator's samples must be retained securely in the Centre until the results have been published and until any Results Enquiries/Appeals have been concluded.

## Selection of Sample by Centres to be sent to the Moderator

Look at the column headed 'Tier/s Entered' and select one of the three categories which applies to your Centre. Only one will apply. Read across and follow the instructions for selecting sample recordings.

Tier/s Entered	Number of recordings to be sent	The whole of the candidate's test to be sent i.e. the following tasks	Sample to be chosen from the mark ranges below. Select sample as evenly spread as possible over the <u>whole range</u> .
<u>Category One</u> Foundation (All candidates)	8	Section 1 role play Section 2 role play Presentation General Conversation	9 - 39
<u>Category Two</u> Higher (All candidates)	8	Section 2 role play Section 3 role play Presentation General Conversation	17 - 47
<u>Category Three</u> Some candidates enter Foundation and some candidates enter Higher	8 + 8 = 16 in total	See above, Category One + See above Category Two	9 – 39 (Foundation)  17 – 47 (Higher)