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## 9 COURSEWORK ADMINISTRATION PACK

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This Coursework Administration Pack is designed to accompany the OCR GCSE History A specifications for teaching from September 2001.

The forms in this pack are for use with the following specifications:

- **History A (1935)**
- **History A (Short Course) (1035)**

Guidance on the assessment of coursework will be found in Section 7 of the specifications.

A master copy of all GCSE Administration Packs will be sent to Examinations Officers during 2001.

Centres are permitted to copy materials from this booklet for their own internal use.

Contents:

### **Compulsory Recording Materials**

Coursework Cover Sheet

Coursework Summary Form (1935)

### **Optional**

Coursework Summary Form (1035)

These materials will **not** automatically be sent out annually.

All forms may be photocopied and used as required. Additional copies may be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## **COMPULSORY RECORDING MATERIALS**

**Coursework Cover Sheet:** One of these forms should be completed for each candidate in the sample for moderation and must be attached to the work before it is sent to the Moderator.

**Coursework Summary Form (1935 only):** The information required on this form must be sent to the Moderator with the MS1. A print-out from a suitable software package is an acceptable alternative to this form if the same information is given.

## **INTERNAL STANDARDISATION**

Where more than one teacher in the Centre has marked the work for a particular coursework component, the Centre must standardise the marking. This is in order to ensure that candidates who have demonstrated the same level of attainment receive the same mark and that the rank order of the coursework marks for the Centre as a whole is appropriate.

## **SUBMISSION OF MARKS**

OCR will send Centres internal assessment marks sheets (MS1) for the submission of coursework marks, along with instructions for completing and returning the mark sheets. Coursework marks may also be submitted electronically by EDI. The dates for despatch of MS1 mark sheets and for submission for coursework marks are given on the Key Dates poster for each session. Centres must ensure that they keep a copy of their coursework marks.

## **MODERATION**

Moderator address labels will be sent to Centres shortly before the coursework mark submission date. Where the Centre has ten or fewer candidates entered for a coursework component, all the candidates' work should be sent to the Moderator with a copy of the internal assessment mark sheet(s) (MS1). Where there are more than ten candidates, the Centre should send all marks to the Moderator by the mark submission deadline and keep the work secure. The Moderator, once he/she has received the marks from the Centre, will contact the Centre to request a sample of work. Centres should respond promptly to any requests for work from the Moderator. A report on the outcome of the moderation will be sent to Centres at the time results are issued.

## **GENERAL COURSEWORK REGULATIONS AND PROCEDURES**

General coursework regulations and procedures including those concerning lost or incomplete coursework are given in the *OCR Handbook for Centres*.

## **OPTIONAL RECORDING MATERIALS**

**Coursework Summary Form (1035):** This form is not mandatory for the Short Course 1035, but is provided for the convenience of Centres.

## **COURSEWORK ENQUIRIES**

Coursework enquiries for History should be sent to OCR at the following address:

Administrative Officer (Humanities and Classical Studies Team)

OCR

1 Hills Road

CAMBRIDGE

CB1 2EU

Correspondence should be marked 'Coursework Enquiry'.



**HISTORY A 1935**  
**GCSE**  
**Coursework Cover Sheet**



Please read the instructions printed overleaf before completing this form. A completed cover sheet should be attached to the assessed work of **each** candidate in the moderation sample.

Year	2	0	0	
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Centre Name					
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Centre Number					
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Candidate Name				Candidate Number			
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History Around Us (max 25)		Modern World Study (max 25)		FINAL TOTAL (max 50)
Assessment Objective 1 (optional)	Assessment Objectives 2/3	Assessment Objective 1	Assessment Objectives 2/3 (optional)	

This form should be attached to both pieces of coursework when they are submitted for moderation; in addition, each piece of coursework should be identified with the candidate details as above.

**Authentication by the teacher**

I declare that, to the best of my knowledge, the work submitted is that of the candidate concerned. I have attached details of any assistance given beyond that which is acceptable under the scheme of assessment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **INSTRUCTIONS FOR COMPLETION OF THIS FORM**

- 1 One form should be used for each candidate.
- 2 Please ensure that the boxes at the top of the form are completed.
- 3 Enter the mark awarded for each assignment and the total mark in the appropriate boxes.

# HISTORY A (Short course) 1035

## GCSE

### Coursework Cover Sheet



Please read the instructions printed overleaf before completing this form. A completed cover sheet should be attached to the assessed work of **each** candidate in the moderation sample.

Year	2	0	0	
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Centre Name	
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Centre Number					
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Candidate Name		Candidate Number				
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Title of chosen Depth Study or Modern World Study:		FINAL TOTAL (max 25)
Assessment Objective 1 (max 15)	Assessment Objectives 2/3 (max 10)	

This form should be attached to the coursework when it is submitted for moderation; in addition, the coursework should be identified with the candidate details as above.

#### Authentication by the teacher

I declare that, to the best of my knowledge, the work submitted is that of the candidate concerned. I have attached details of any assistance given beyond that which is acceptable under the scheme of assessment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **INSTRUCTIONS FOR COMPLETION OF THIS FORM**

- 1 One form should be used for each candidate.
- 2 Please ensure that the boxes at the top of the form are completed.
- 3 Enter the marks awarded for the assignment in the appropriate boxes.





## INSTRUCTIONS FOR COMPLETION OF THIS FORM

### A Marking and Internal Standardisation

- 1 Teachers must be thoroughly familiar with the appropriate sections of the specification and with the general coursework regulations.
- 2 Complete the information at the head of the form.
- 3 List the candidates in an order which will allow ease of transfer of information to a computer-printed mark sheet (Form MS1) at a later stage (i.e. in candidate number order). The teaching group/set should also be shown.
- 4 Mark the coursework for each candidate according to the guidance given in the current specification.
- 5 Carry out internal standardisation to ensure that the total mark awarded to each candidate reflects a single, valid and reliable order of merit.
- 6 Enter the marks and total marks in the appropriate spaces.
- 7 Ensure that the addition of marks is independently checked.

### B External Moderation

- 1 Send this form to the Moderator with the MS1. A print-out from a suitable software package is an acceptable alternative to this form if the same information is given.
- 2 Centres must submit for moderation one candidate's file of classwork as well as the prescribed number of coursework folders. This is to ensure that coursework has arisen from a defined course of study. Please note that the candidate whose file of **classwork** is submitted **may be chosen by the Centre**. The sample of coursework for moderation will be selected by the Moderator (except where there are ten or fewer candidates, in which case all the coursework is sent for moderation).



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