

## Unit Recording Sheets

OCR Applied GCSE

Applied Art and Design, Applied Business, Applied ICT, Applied Science;  
Health and Social Care, Leisure and Tourism

# Instructions relating to the use of Unit Recording Sheets

These instructions should be used for Applied GCSEs in the following subjects only: Applied Art and Design; Applied Business; Applied ICT; Applied Science; Health and Social Care; Leisure and Tourism.

The portfolio administration pack contains the Unit Recording Sheets (URSs) for the above assessments and details of how to administer the internal assessment.

One Unit Recording Sheet needs to be completed for each candidate's portfolio/unit.

The URS records the location of evidence and the mark for each assessment strand achieved by the candidate. It captures the assessment dialogue between the teacher and the candidate. This information is useful to the moderator as it helps to clarify the process of the work.

When candidates are given their assignments, they may be issued with a copy of the appropriate URS.

One URS **must** be completed by the teacher for each candidate for each portfolio/unit.

Two photocopies of the completed URS should be retained by the Centre, one by the subject teacher and one by the Examinations Officer.

OCR will send each Centre one set of Unit Recording Sheets (one per portfolio/unit) for each subject.

### **Completing the URS**

The eight boxes at the top of the URS are for the standard information to be recorded:

1. Specification Code - this is pre-printed by OCR
2. Unit Code - this is pre-printed by OCR
3. Session - Moderation session - January or June to be ringed
4. Year - last digit only required
5. Centre Name
6. Centre Number
7. Candidate Name
8. Candidate Number.

The recording sheet then continues with the assessment strands.

Teachers are strongly advised to refer to the Unit Specification and *Teacher Guidance* before assessing candidates' work.

**Criteria strands (except Applied Art and Design)**- from each strand/objective, one criterion description which *best fits* the evidence is chosen and, within that cell, the mark which is judged most appropriate must be circled. This mark is also entered in the final column.

**Teacher Comment** - this space is for assessment dialogue between teacher and candidate to develop evidence further. Teachers may comment on a candidate's portfolio/unit and return it for redrafting without limit until the deadline for the submission of marks to OCR. Internal Assessors must record details of any assistance given and this must be taken into account when assessing candidates' work. Once the mark for the portfolio/unit has been submitted to OCR, no further work may take place.

**Location** - this space must be used to record the page numbers/location of the evidence that meets each assessment strand. Evidence may be on more than one page or come from more than one source. This information will help the moderator to match the marks awarded against the evidence provided.

**Mark** - a mark must be entered for each assessment strand/objective according to the 'bestfit' model described above in 'Criteria strands' and as further described in the Subject Specification (section 2.3 Portfolio Assessment) and *Teacher Guidance*. For Applied Art and Design see sections 6.4.2, 7.4.2 and 8.4.2 of the Revised Specifications.

When all strands on the URS have been completed, it is necessary to award a total mark for the portfolio/unit. The marks in the final column should be added together and recorded in the row below the last strand, in the right hand box adjacent to 'Total/50'. (Total/100 for Art & Design unit 3).

The URS must be attached to the front of the candidate's unit portfolio/unit.

The total mark awarded to each candidate must be transferred to the computer printed internal assessment Mark Sheets (MS1s) which will be sent to Centres by OCR. 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 on form MS1.

### **Internal Standardisation**

Where there is more than one teacher for a unit, it is important that all teachers assessing the unit work to common standards. Centres are required to ensure that *internal standardisation* of marks takes place to produce a single, valid and reliable order of merit which reflects the attainment of all candidates taking the unit at the Centre.

### **Submission of Completed MS1s**

The MS1 form is a three-part NCR form, which will be despatched to Centres by OCR. The form is pre-printed with the Centre details and the details of candidates who have been entered for that unit. Writing on the top copy is automatically recorded on the second and bottom copy.

The top copy of the form is the OCR Copy and, once completed, must be despatched to OCR in the envelope provided.

The second copy of the form is the Moderator's Copy and must be despatched to the Moderator using the address label supplied by OCR.

The bottom copy is the Centre Copy and must be retained at the Centre for reference.

Marks for internally assessed work must be submitted to OCR and to its moderators by a date determined by OCR. **Failure to meet deadline will lead to a delay in the issue of results.**

## **Authentication**

Teachers are reminded that they must also complete form CCS160, Centre Authentication Form, to confirm that candidates have carried out their work in accordance with the requirements of the specification. One CCS160 is required for each unit entered.

## **Timescale for Submitting Completed MS1s**

### **January 2008 Session**

For the January assessment session, the OCR Copy of the completed MS1 must be despatched to arrive at OCR no later than **10 January**.

The Moderator Copy must be despatched to the Moderator, using the Moderator's address label supplied by OCR, to arrive no later than **10 January**.

The Centre Copy must be retained at the Centre.

Centres must ensure that their internal deadlines take account of the final deadline of 10 January.

The Moderator will contact the Centre with details of the sample of candidates' work that is required for inspection. (Moderation will take place by post). The work of the specified candidates should be despatched to the Moderator (as soon as possible). For more guidance on the moderation process see the subject-specific *Teacher Guidance*, within three days of the request being made. For GCSE Applied Art and Design, moderation is by visit. Visiting moderators will contact the Centre direct to arrange the visit.

Using an agreed procedure, the Moderator will consider whether or not an adjustment needs to be made to the marks awarded.

A report on the outcome of the external moderation process will be sent to Centres at the same time as results are issued.

### **June 2008 Session**

For the June assessment session, the OCR Copy of the completed MS1 must be despatched to arrive at OCR no later than **15 May**.

The Moderator Copy must be despatched to the Moderator, using the Moderator's address label supplied by OCR, to arrive no later than **15 May**.

The Centre Copy must be retained at the Centre.

Centres must ensure that their internal deadlines take account of the final deadline of 15 May.

The Moderator will contact the Centre with details of the sample of candidates' work that is required for inspection. (Moderation will take place by post). The work of the specified candidates should be despatched to the Moderator (as soon as possible). For more guidance on the moderation process see the subject-specific *Teacher Guidance*, within three days of the request being made. For GCSE Applied Art and Design, moderation is by visit. Visiting moderators will contact the Centre direct to arrange the visit.

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## **Further Guidance Produced by OCR**

Subject-specific GCSE *Teacher Guidance*.