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# OCR GCSE IN MANUFACTURING (DOUBLE AWARD) (1496)

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## **Foreword**

This pack contains OCR's GCSE in Manufacturing (Double Award) Specification for teaching from September 2002.

First certification will be available in June 2004 and every January and June thereafter.

This specification is approved by QCA, ACCAC and CCEA as a qualification covering Levels 1 and 2 of the National Qualifications Framework.

Qualification Accreditation Number 100/1973/X

## **Key Features**

- Fulfils NC PoS requirements at KS4 for Design and Technology for England.
- A clear progression route to the OCR VCE in Engineering and Manufacturing specifications.
- Specifications written in candidate-friendly language.
- Content similar to that of the OCR Part One GNVQs in Manufacturing.
- Guidance on the delivery and assessment within the specifications.
- Opportunities to co-teach across all GCSE Design and Technology specifications.
- Coursework can be linked to Key Skills.

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**Specimen Assessment Materials are included after this specification.**

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## Specification Summary

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### SCHEME OF ASSESSMENT

Candidates will study the following **three** mandatory units.

Unit	Title	Type of Assessment	Entry Code	Weighting
1	Designing products for manufacture	Portfolio	4878	33.33%
2	Manufactured products	Portfolio	4879	33.33%
3	Application of technology	External	4880	33.33%

### TIERS

The scheme of assessment consists of one tier covering the whole of the ability range grades A\*A\* to GG. Candidates achieving less than the minimum mark for grade GG will be unclassified.

### INTERNAL ASSESSMENT

All candidates take Units 1 **and** 2.

### EXTERNAL ASSESSMENT

All candidates take Unit 3. This unit is assessed through an externally set paper.

The paper comprises structured questions and will be one and a half hours in length. Candidates attempt **all** questions.

### AVAILABILITY

External assessment is available in June 2004 and every January and June from 2005.

Portfolio moderation is available in June 2004 and every January and June from 2005. Centres wishing to receive earlier feedback or advice on coursework may arrange with OCR to contact a Portfolio Consultant.

First certification will be available in June 2004 and every January and June thereafter.

## 1.14 STATUS IN WALES AND NORTHERN IRELAND

This specification has been approved by ACCAC for use by Centres in Wales and by CCEA for use by Centres in Northern Ireland.

Candidates in Wales or Northern Ireland should not be disadvantaged by terms, legislation or aspects of government that are different from those in England. Where such situations might occur, including in the external assessment, the terms used have been selected as neutral, so that candidates may apply whatever is appropriate to their own situation.

OCR will provide specifications, assessments and supporting documentation in English. Further information concerning the provision of assessment materials in Welsh and Irish may be obtained from the Information Bureau at OCR (telephone 01223 553998)<sup>1</sup>.

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<sup>1</sup> The OCR Information Bureau is open to take your calls between 8.00am and 5.30pm. Please note that as part of our quality assurance programme your call may be recorded or monitored for training purposes.

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## 2 Scheme of Assessment

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### 2.1 NATURE OF ASSESSMENT

The assessment will be conducted in accordance with the GCSE, GCE, VCE and GNVQ Code of Practice. Two units will be assessed internally, through a teacher-assessed portfolio (see Section 2.3) and one unit will be assessed externally with the assessment set and marked by OCR (see Section 2.4). All internal assessment will be moderated by OCR.

### 2.2 UNITS

The content of each unit, together with detailed assessment evidence requirements, is described in Sections 5 to 8.

Candidates will study the following **three** mandatory units.

Unit	Title	Type of Assessment	Entry Code	Weighting
1	Designing products for manufacture	Portfolio	4878	33.33%
2	Manufactured products	Portfolio	4879	33.33%
3	Application of technology	External	4880	33.33%

External assessment is available in June 2004 and every January and June from 2005.  
Portfolio moderation is available in June 2004 and every January and June from 2005.  
First certification will be available in June 2004 and every January and June thereafter.

### 2.3 PORTFOLIO ASSESSMENT

#### 2.3.1 Supervision and Authentication of Portfolios

OCR expects teachers to supervise and guide candidates who are producing portfolios. The degree of teacher guidance in candidates' work will vary according to the kind of work being undertaken. However, it should be remembered that candidates are required to reach their own judgements and conclusions.

When supervising candidates, teachers are expected to:

- offer candidates advice about how best to approach their tasks;
- exercise continuing supervision of work in order to monitor progress and to prevent plagiarism;
- ensure that the work is completed in accordance with the specification requirements and can be assessed in accordance with the specified marking criteria and procedures.

## Moderation

Moderation will take place by post in January and June. Shortly after receiving the marks, the Moderator will contact the Centre and inform them of the sample of candidates' work that will be required, as outlined in Section 2.3.5.

### 2.3.4 Applying the Assessment Criteria

#### Sources of Guidance

The starting point in assessing portfolios is the *Assessment Evidence Grid* within each unit. These contain levels of criteria for the skills, knowledge and understanding that the candidate is required to demonstrate. The *Guidance for Teachers* within the unit expands on these criteria and clarifies the level of achievement the assessor should be looking for when awarding marks.

Before the start of the course OCR will produce a *Handbook for Teachers*. At Inset sessions in the autumn term OCR will provide examples of candidates' work which help to exemplify standards at grades AA, CC and FF that have been agreed with QCA and the other Awarding Bodies.

In the Autumn and Spring terms OCR will hold training meetings on portfolio assessment led by senior GCSE Moderators. Details of these are in the OCR INSET booklets which are sent to Centres in the Summer term or they may be obtained from the Training and Customer Support Division on 01223 552950. They are also published on the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)).

OCR also operates a network of Portfolio Consultants. Centres can obtain advice on assessment of portfolios from an OCR Portfolio Consultant. These are both subject specialists and senior Moderators. Details of these may be obtained from the OCR Subject Officer.

#### Determining a Candidate's Mark

Each unit portfolio should be marked by the teacher according to the criteria in the *Assessment Evidence Grid*. Each row in the grid comprises a strand showing the development of a given criterion and corresponds to a point (a, b, c etc.) in the banner.

Each column describes the work undertaken by a candidate working within a range of grades. The criterion in the first column describes typical attainment of a candidate working within the range of grades GG to EE. The second column describes the work of a typical candidate working at grades DD, CC and the lower half of grade BB whilst the third column describes the work of a typical candidate working at the upper half of grade BB, grades AA and A\*A\*.

The maximum mark for that strand is shown in the right hand column.

Teachers use their professional judgement and circle the mark that *best fits* the work of the candidate and also record it on the URS in the column headed *Mark*.

Centres should use the full range of marks available to them; Centres must award *full* marks in any band for work which fully meets the criteria. This is work which is ‘the best one could expect from candidates working at GCSE (Double Award) level’.

Only one mark per strand/row will be entered. The final mark for the candidate is out of a total of 50 and is found by totalling the marks for each strand.

Centres may find it helpful to use the assessment criteria holistically when initially assessing candidates’ work. The outcome can then be compared with the final grade awarded through the procedure outlined above. If these differ, an explanation should be sought and the differences resolved.

### **2.3.5 Portfolio Moderation**

After the unit portfolio is internally marked by the teacher and marking has been internally standardised, marks are submitted to OCR by a specified date, published in the Key Dates poster, after which moderation takes place in accordance with OCR procedures.

The purpose of moderation is to ensure that the standard of the award of marks for internally assessed work is the same for each Centre and that each teacher has applied the standards appropriately across the range of candidates within the Centre.

It is essential that the rank order of marks supplied to a Moderator is correct. If Centre assessment is inconsistent, work will be returned to the Centre for re-assessment.

The sample of work which is presented to the Moderator for moderation must show how the marks have been awarded in relation to the marking criteria defined in the unit.

Moderation for all units will be available in the January and June sessions.

#### **Principles of Moderation**

The following principles, agreed by the Awarding Bodies and QCA, indicate, in broad terms, how portfolio units will be moderated. OCR has detailed procedures that Moderators will follow to implement the moderation process.

#### **Centres submit unit marks to OCR and to the Moderator by the published OCR submission dates.**

The Moderator will select, from each unit, a sample of candidates’ portfolios that covers a range of grades.

If the work seen overall has been assessed accurately and consistently to agreed national standards, within agreed tolerances, all unit marks submitted by the Centre are accepted with no adjustments.

Adjustments, where required, will be carried out by OCR using its normal procedure. Centres are not required to amend marks except if administrative issues, errors or order of merit problems are discovered.

Whilst Moderators may seek clarification from a Centre, they cannot negotiate portfolio marks in any way. OCR will inform Centres of the outcome of the moderation process at the time of publication of results. This will include a written report on any significant issues that arose during this process.

## **2.4 EXTERNAL ASSESSMENT**

### **2.4.1 Tiering**

The scheme of assessment consists of one tier covering the whole of the ability range grades A\*A\* to GG. Candidates achieving less than the minimum mark for grade GG will be unclassified.

### **2.4.2 Nature of External Assessment**

OCR has designed external assessments which allow candidates to apply the knowledge and understanding they have gained from teacher-designed activities and assignments based on the *What you need to learn* section of the units.

It should be emphasised that unit delivery should not be focused on preparing candidates solely for the external assessment with the result that wider learning opportunities are missed. The external assessment forms only a small proportion of the learning within the unit but the grade achieved through it is based on the GNVQ approach to learning which involves practical work, assignments and independent research.

Specimen assessment material is included with this specification.

### **2.4.3 Re-sits**

Candidates will be permitted to re-sit each assessment unit once only with better mark counting towards the final grade. Candidates may, however, retake the whole qualification more than once. For the purposes of the re-sit rule, it is the results of, not the entry for, a unit that counts.

The shelf life of assessment unit results is limited only by the shelf life of the qualification.

## 2.5 ADMINISTRATIVE ARRANGEMENTS

All administrative arrangements regarding entries, submission of marks, moderation, receipt of results documentation etc. are to be made through Examinations Officers.

Please note that it is very important for Examinations Officers to register provisional entries for Centres since this is the mechanism which triggers the issue of assessment recording materials and pre-release materials etc. to Centres.

### 2.5.1 Unit and Certificate Entries

Note that entry for units will *not* generate a final certificate – a separate certification entry for code 1496 must be made. This will usually be along with the final unit entries.

A candidate who has completed all the units required for a qualification may enter for certification at a later examination series. For example, a candidate who has completed all the required units but who has not entered for certification may do so in the *same* examination series within a specified period after the publication of results.

First certification will be available in June 2004 and every January and June thereafter.

### 2.5.2 Unit Availability

External assessment is available in June 2004 and every January and June from 2005.  
Portfolio moderation is available in June 2004 and every January and June from 2005.

### 2.5.3 Moderation Arrangements

Portfolio moderation is offered in January and June. Centres wishing to receive earlier feedback or advice on coursework may arrange with OCR to contact a Portfolio Consultant.

**Centres submit unit marks to OCR and to the Moderator by the published OCR submission dates.**