

Media Studies

OCR GCSE Unit B321: Individual Media Studies Portfolio Controlled Assessment Cover Sheet

Please read the instructions printed overleaf before completing this form. One of these cover sheets, suitably completed, should be attached to the assessed work of **each** candidate in the moderation sample.

Examination session	June				Year	2	0		
Centre number					Centre name				
Candidate number					Candidate name				
Teacher name					Email				
OCR Set									
Topic:									
Analytical Assignment:									
Titles of Media Texts used (minimum of two):									
Production Exercise:									
Media covered in portfolio: (minimum of two)									

Unit B321 Skill Area	Mark
Analytical Task (max 60)	
Production Exercise (max 40)	
Planning and Evaluative Commentary (max 20)	
Total (max 120)	

An interactive copy of this form is available for download from the OCR website. Please note for centres with more than 10 candidates a different sample is likely to be required for unit B321 and B324.

Controlled Assessment Submission Instructions

Presentation of work for moderation

Each item in each candidate's submission must be clearly labelled with the details of the centre's and the candidate's name and number.

All **internally assessed** work that is being posted must be carefully packaged to withstand carriage from the centre to the Moderator and back.

Centres are asked to refrain from placing written work in transparent three-sided plastic pockets.

Samples of complete Individual Media Portfolios and planning materials will be requested by Moderators so it is important that this evidence is available for all candidates.

The three parts of the controlled assessment need to be separately labelled.

Drafts need to be separated from final copies.

Acceptable formats for production texts and evaluations

Video work should be in DVD format and playable on standard domestic DVD players for moderation purposes. Audio work must be in CD format. Print work should be presented in sizes no larger than A3.

Web pages should be copied as files to CD for the Moderator, with the home/index page clearly indicated. Links must be tested and operate.

All CDs and DVDs must be checked before despatch to ensure that the files are accessible.

Evaluations may be presented in either written or electronic format.

Teachers are reminded that all controlled assessment marking and internal standardisation must be completed before external moderation can take place.

Internal Standardisation

Where more than one teacher in the Centre has marked the work for a particular controlled assessment unit, the Centre must standardise the marking 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 controlled assessment marks for the Centre as a whole is appropriate.

One Controlled Assessment Cover Sheet must be completed for each candidate.

Please ensure that all the boxes on the front of the form are completed.

Comments on each task (Analytical Assignment, Production Exercise, Planning and Evaluative Commentary) together with the marks awarded for each task should be recorded at the end of the teacher comment boxes where indicated.

The marks awarded for each task should be recorded in the appropriate small box on the front of the Controlled Assessment Cover Sheet.

The marks for each task should be added together to give a total controlled assessment mark out of 120. The total mark should be entered in the *Total* box on the front of the Controlled Assessment Cover Sheet.

Internal Assessment Mark Sheet (MS1)

The total marks awarded to each candidate must be transferred to the computer printed Internal Assessment Mark Sheet (MS1) 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.

Once complete, the Board Copy of form MS1 should be despatched to OCR no later than **15th May**.

The Moderator Copy should be despatched to the Moderator using the Moderator's address label supplied by OCR by **15th May**. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator.

The Centre Copy should be retained at the Centre.

Samples of Work

If the Centre has entered ten or fewer candidates for the unit in an assessment session, the controlled assessment for **all** candidates should be sent to the Moderator (along with the Moderator Copy of the MS1 and CCS160 form) by the **15th May**.

Where there are more than ten candidates entered for the unit, the Centre should despatch the Moderator's Copy of the MS1 and CCS160 form to the Moderator, but should retain all controlled assessment within the Centre. The Centre will receive email instructions from OCR noreply@ocr.org.uk requesting a sample of work. Centres should respond promptly to requests for work.

Please note that when submitting work to the Moderator, it is essential that a Controlled Assessment Cover Sheet be attached to the work of *each* candidate. In order to aid identification, it is useful if every piece of work that comprises the candidate's submission is marked with the Centre's name and number, the candidate's name and number and the unit number and title (i.e. B321 Individual Media Studies Portfolio).

Samples of work should be packed securely to ensure safe delivery. Bulky covers should be removed as they will increase significantly the cost of postage.

Centres are advised to obtain a *Certificate of Posting* for samples sent to the Moderator.

Should the Moderator request further samples of work, Centres should respond with the minimum of delay.

Centres are strongly advised to make copies of any controlled assessment submitted to the Moderator as part of the sample, since some material may be retained by OCR.

Teachers are recommended to retain controlled assessment in the Centre until after the results of the unit have been issued.

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

Analytical Task

/60

Production Exercise

/40

Planning and Evaluative Commentary

/20