

## **Instructions relating to the Moderation of Marks on Coursework (Practical)**

1. Attention is drawn to the following documents:
  - (a) the specification booklet and in particular the sections relating to this Coursework component. Candidates must meet the requirements of the specification in terms of the combination of practical activities;
  - (b) the Teacher Support: Coursework Guidance booklet containing activity area specific criteria;
  - (c) the General Coursework Regulations in Section 5 in the Current Administrative Guide and Entry Procedures Folder;
  - (d) the Coursework Summary Form CSF1970.
2. Teachers are reminded that all Coursework 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 final Coursework marks (on Form MS1) **no later than 15 May**.

**Teachers are urged to submit their marks earlier, if at all possible.**
3. All internal marking and moderation procedures must be completed before external moderation can take place. Detailed marks must be recorded on Form CSF1970 and the relevant totals must be transferred to the Form MS1 **or** keyed in to the appropriate software package. 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.
4. Teachers are reminded of the requirement of the Code of Practice to keep records of how marks have been awarded in relation to the marking criteria defined in the specification.
5. Heads of Departments must ensure that Analysing Performance Task Forms are completed by individual candidates. They must also verify that it is the candidate's own work.

## 6. Internal Moderation

Teachers are reminded that it is the responsibility of the Centre to award Coursework marks to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the specification at the Centre. Effective internal moderation must be carried out 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.

## 7. Visiting Moderation

The purpose of moderation is to bring the marking of an internally assessed component to an agreed standard in all participating Centres. The moderation will check on the standard of assessment in a sample of practical activities and performance levels. Moderation is not about adjusting the marking of individual practical activities or individual candidates.

- (a) Centres will be required to attend moderation with Centre Order of Merit sheets for activities to be moderated. A copy of a Centre Order of Merit sheet can be found towards the end of the Teacher Support: Coursework Guidance booklet which can be photocopied. Alternatively, Centres may wish to provide a computer generated rank order sheet which must be signed and dated.
- (b) Teachers must ensure that candidates selected for moderation bring their Analysing Performance Task Forms with them to the moderation venue. This will be the case even though the activities being moderated may differ from the activities shown on some of the Analysing Performance Task Forms.
- (c) Moderation is by means of cluster groups based on geographical distribution. A sample of a Centre's candidates will be identified by the moderator and requested to attend a cluster moderation meeting. Candidates **must** be accompanied to the cluster moderation meeting by a member of staff responsible for internal standardisation – usually the head of P.E. This member of staff will be **fully responsible** for their candidates during the moderation session. Remote Centres and Centres with a small entry may be asked to provide video-recorded evidence of candidates' performance.

## 8. Documents to be despatched

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

- (a) the **Office copy** (top copy) should be received by OCR Cambridge Office **by 15 May**. Under no circumstances must the Office copy of Form MS1 be sent in the same envelope as the Moderator copy;
- (b) the **Moderator copy** (middle copy) should be despatched to the Moderator whose name and address will be provided in time for despatching documents; Please complete in full the Centre Authentication Form CCS160; this **must** accompany the MS1 sent to the moderator.
- (c) the **Centre copy** (bottom copy) should be retained for reference purposes.
- (d) In addition, Centres must despatch to the Moderator the Coursework Summary Form CSF1970 and Centre Order of Merit Sheets for all activities assessed.