

Physical Education

OCR GCSE J586/J086

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Instructions relating to the moderation of controlled assessment units

1. Attention is drawn to the following documents:

- a) the specification(s) booklet and in particular the sections relating to the controlled assessment units (B452 and B454). Candidates must meet the requirements of the specification in terms of the combination of practical activities;
- b) the Guide to Controlled Assessment booklet containing the general assessment criteria for practical performances, the Generic Guidance for use with the activity-specific links and the individual Activity-Specific Links;
- c) the General Controlled Assessment Regulations in the current Administrative Guide and Entry Procedures Folder;
- d) the Visit Arrangement Form (VAF); it is **vital** that this is completed and returned to OCR so that it can be supplied to your moderator to inform the planning of visits. **Please return it as soon as possible and no later than the deadline of 21 February;**
- e) the B452 and B454 Controlled Assessment Summary form;
- f) **Task Research booklets for Analysing Lifestyle and Analysing Performance, to be used by all candidates from September 2011 onwards (available on OCR website).**

Please ensure that you are using the most up to date documents and support materials for OCR GCSE Physical Education, available on the OCR website at:

<http://www.ocr.org.uk/qualifications/type/gcse/blt/pe/documents/index.html>

2. Deadlines:

From 2011/12 onwards, **final** marks are to be submitted to the moderator on the following deadlines:

- **15 March for the majority of marks**
- **1 May for 'seasonal' activities and Analysing Lifestyle and Analysing Performance**
 - The 'seasonal' activities are:
 - Cricket
 - Hill Walking and Campcraft

- Rock Climbing
 - Rounders
 - Skiing
 - Snowboarding
 - Softball
 - Tennis
 - Track and Field athletics
- ALL candidate marks in activities other than those listed above must be sent to the moderator by 15 March, prior to moderation.
 - ALL candidate marks in seasonal activities must be accompanied by filmed evidence if submitted for the later deadline of 1 May.
 - You must retain a sample of filmed evidence (top, middle and bottom mark) for every activity assessed at your centre regardless of whether it is assessed on site or off site, as per the guidance in the Specification and Guide to Controlled Assessment.
3. All internal marking and internal standardisation procedures must be completed before external moderation can take place and in accordance with the deadlines above. Detailed marks must be recorded on the **B452 and B454 Controlled Assessment Summary Form (CASF)** 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. A copy of the partially completed CASF must be sent to the moderator along with any relevant Order of Merit forms on the 15 March deadline. Please note that Centre Order of Merit Forms do not have to be separated by gender, male and female candidates in the same activity go on the same form.
 4. Teachers are reminded of the requirement of the regulator's **GCSE, GCE, AEA 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 verify that all practical activities and analysis tasks are the candidate's own work and complete and submit a Centre Authentication Form to the moderator to accompany final paperwork.
 6. **Internal standardisation**
Teachers are reminded that it is the responsibility of the Centre to award controlled assessment 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 standardisation must be carried out across practical activities and between the Analysing Lifestyle and Analysing Performance tasks to ensure comparability and consistency of assessment within the centre.
 7. **Moderation and administration**
Please note the importance of keeping a copy of all documentation and paperwork relating to the assessments in your centre for reference and in case anything sent to the moderator fails to arrive.

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

analysis tasks or individual candidates, but seeks to identify trends in the assessments conducted by centres.

- (a) Centres must complete the Visit Arrangement form (VAF) as soon as possible and no later than **21 February** and return it to OCR. A copy of the VAF can be found on the OCR GCSE Physical Education webpage. Centres will then be contacted by a moderator to make arrangements for the moderation of their candidates.
- (b) In most cases moderation is by means of a visit from a moderator. A number of centres will usually be grouped together to form a 'cluster'; groups are based primarily on geographical distribution. The Centres within a cluster will attend moderation on an agreed date – the moderation will be hosted by one of the Centres in the group. Candidates must be accompanied to the moderation by a member of staff responsible for internal standardisation – usually the Head of Physical Education. This member of staff will be fully responsible for their candidates during the moderation. Centres in remote locations and/or with small entries may be moderated remotely on some occasions and will be asked to provide filmed evidence of candidates' performance.
- (c) By the **15 March**, centres will be required to provide for partially completed copies of the Controlled Assessment Summary Form (CASF) **and** their Centre Order of Merit sheets for the activities which have been assessed by this deadline. A copy of a Centre Order of Merit sheet can be found on the OCR GCSE Physical Education webpage. Alternatively, Centres may wish to provide a computer generated rank order sheet which must be signed and dated.
- (d) By the **1 May**, centres must provide a fully completed CASF along with Centre Order of Merit sheets and filmed evidence for any of the defined seasonal activities. A sample of 6 pieces of work for each of the analysis tasks, which covers the range of marks awarded in each task (i.e. includes top, middle and bottom marks), must also be sent to their moderator for this deadline.
- (e) Once the moderator has received the majority of practical marks on 15 March, they will contact the centre to confirm which candidates and activities they wish to see at moderation. Please note that moderation is part of the examination process and the expectation is that required candidates will attend. If a candidate cannot attend when requested to do so, the centre must contact the moderator immediately to arrange for a suitable alternative candidate to attend.
- (f) As per the Guide to Controlled Assessment **filmed evidence** must be available to the moderator or to OCR on request. A sample of filmed evidence (top, middle and bottom mark) must be kept for **every activity assessed**, and in addition for off-site activities and any seasonal activities where marks are not supplied until 1 May, filmed evidence must be available for every candidate assessed in those activities.

8. Filmed evidence of practical activities

Centres are required to have filmed evidence of a sample of their candidates across the range of marks awarded (e.g. highest, middle and lowest marks) for each activity assessed. In addition, all candidate marks in seasonal and off site activities must be accompanied by filmed evidence.

The filmed evidence should clearly identify the candidates and enable them to be linked to the assessment documentation and should demonstrate that candidates have performed the range of skills appropriate for the mark that they have been awarded.

Access to the Enquiries About Results process for units B452 and B454 is dependant upon centres having appropriate filmed evidence of the activities seen at the original moderation.

9. By the **15 May** centres should:
- (a) send the **Office copy** (top copy) to 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) send the **Moderator copy** (middle copy) 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) retain the **Centre copy** (bottom copy) for reference purposes.