

Physical Education

OCR GCSE J586 & J086 Units B452 & B454

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 B452 and B454 Controlled Assessment Summary form.
2. Teachers are reminded that all controlled assessment marking and internal standardisation 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 controlled assessment 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 internal standardisation procedures must be completed before external moderation can take place. Detailed marks must be recorded on the **B452 and B454 Controlled Assessment Summary form** 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 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.
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 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. Moderation

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.

- (a) Centres must complete the Visit Arrangement form (VAF) by **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 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 and will be asked to provide filmed evidence of candidates' performance.
- (c) Centres will be required to provide for moderation their Centre Order of Merit sheets for the activities which have been selected to be moderated. 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) Centres will be asked to provide a sample of their candidates' analysis task work **prior** to moderation, which they should send to their moderator when requested. Those Centres who are moderated by visit should bring the remaining analysis task work for **all** of their candidates to the moderation.
- (e) A number of the practical activities offered by each Centre will be identified by the moderator to form their sample. Each Centre must then bring with them to the moderation a sample of candidates who have been assessed within the selected activities – these candidates do not have to be submitting this activity to form their overall mark for the unit. When choosing which candidates to take to moderation Centres must select candidates from the **full** range of abilities within the activity, **including** the highest and lowest marked candidates.
- (f) As per the Guide to Controlled Assessment **all** on-site and off-site activities must be filmed by the Centre. Filmed evidence must be available to the moderator or to OCR on request.

8. Documents to be despatched

When the marks have been entered on the MS1, 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.

In addition, Centres must despatch to the moderator the **B452 and B454 Controlled Assessment Summary form** and Centre Order of Merit sheets for all activities and tasks assessed.