

Instructions relating to the Moderation of Marks on Coursework

1. Attention is drawn to the following documents:
 - (a) the specification booklet and in particular the relevant sections relating to the Coursework component;
 - (b) the General Coursework Regulations in the Administrative Guide and Entry Procedures Folder;
 - (c) the Coursework Assessment Form CAF1990.
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 Coursework marks **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 CAF1990 and the relevant totals must be transferred to the computer printed 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 Mandatory Code of Practice to show clearly how marks have been awarded in relation to the marking criteria defined in the specification.
5. **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. Evidence to show that effective internal moderation has been carried out must be retained 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.

6. External Moderation

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

- (a) the **Office copy** should be received by OCR **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** should be despatched to the Moderator whose name and address is given on the computer-printed labels and listing. **Please refer to the Examinations Officer at your Centre to obtain the name and address of your Moderator**; Please complete in full the Centre Authentication Form CCS160; this **must** accompany the MS1 sent to the moderator.
- (c) the **Centre copy** should be retained for reference purposes.

7. You will subsequently receive a communication from the Moderator indicating the candidates whose work is required for moderation purposes.

However, if there are ten or fewer candidates entered, send all of the work straight away.

8. The work of the specified candidates should be despatched to the Moderator within three days of the request. Centres are advised to have the work of all candidates available so that the appropriate work can be extracted and despatched to the Moderator without delay. Kindly ensure that all items are clearly labelled with candidate name, number and Centre number.

The following documents should be despatched with the work:

- (a) the request form/letter;
- (b) the Coursework Assessment Form (CAF1990);
- (c) the Ethics Declaration Form (EDF1990);
- (d) any correspondence with OCR relating to Special Arrangements for Coursework, and the work of the appropriate candidates.
- (e) a piece of headed notepaper from the Centre with the name of the person the Moderator should contact if necessary;
- (f) any written advice from the Coursework Consultant concerning Coursework.

It is essential that samples of Coursework should be packed securely to ensure their safe delivery by the Post Office. It is advisable to remove the covers of Coursework where they might add unnecessarily to the bulk of the parcel and the cost of its despatch. It is also advisable to obtain a certificate of posting.

9. Any subsequent requests from the Moderator (e.g. to reconsider the Centre's order of merit or to supply further samples of work) should be acted upon with the minimum of delay.
10. The outcome of moderation will be notified to the Centre in due course at which stage the Centre will have the right of appeal. However, attention is drawn to the General Coursework Regulations in Section 5 of the Admin Guide for Centres.
11. After moderation has been completed, all Coursework must be kept securely in the Centre until the results have been published and until any Results Enquiries/Appeals have been concluded.