
SECTION G: COURSEWORK ADMINISTRATION PACK

This Coursework Administration Pack is designed to accompany the OCR GCSE Sociology specification for teaching from September 2001.

The forms in this pack are for use with the following specification:

- **OCR GCSE in Sociology (1990)**

Guidance on the assessment of coursework will be found in Section 7 of the specifications.

Centres are permitted to copy materials from this booklet for their own internal use.

Contents:

Coursework Approval Form

Coursework Cover Sheet

Ethics Declaration Form

These materials will **not** automatically be sent out annually.

All forms may be photocopied and used as required. Additional copies may be downloaded from the OCR website www.ocr.org.uk.

Compulsory Recording Materials

Coursework Cover Sheet: One of these forms should be completed for each candidate and must be attached to the work before it is sent to the Moderator.

Internal Standardisation

Where more than one teacher in the Centre has marked the work for a particular coursework component, 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 coursework marks for the Centre as a whole is appropriate.

Submission of Marks

OCR will send Centres internal assessment mark sheets (MS1) for the submission of coursework marks, along with instructions for completing and returning the mark sheets. Coursework marks may also be submitted electronically by EDI. The dates for despatch of MS1 mark sheets and for submission of coursework marks are given on the Key Dates poster for each session. Centres must ensure that they keep a copy of their coursework marks.

Moderation

Moderator address labels will be sent to Centres shortly before the coursework mark submission date. Where the Centre has ten or fewer candidates entered for a coursework component all the candidates' work should be sent to the Moderator with a copy of the internal assessment mark sheet(s). Where there are more than ten candidates, the Centre should send all marks to the Moderator by the mark submission deadline and keep the work secure. The Moderator, once he/she has received the marks from the Centre, will contact the Centre to request a sample of work. Centres should respond promptly to any requests for work from the Moderator. A report on the outcome of the moderation will be sent to Centres at the time results are issued.

General Coursework Regulations and Procedures

General coursework regulations and procedures including those concerning lost or incomplete coursework are given in the *OCR Handbook for Centres*.

Coursework Enquiries

Coursework enquiries for Sociology should be sent to OCR at the following address:

Administrative Officer (Social Sciences Team)

OCR, 1 Hills Road, Cambridge, CB1 2EU

All correspondence should be marked 'GCSE Sociology Coursework Enquiry'.

SOCIOLOGY (1990)
COURSEWORK ASSESSMENT FORM
GCSE EXAMINATIONS 2003



| | | | |
|----------------------|--|--------------------|--|
| Centre Number | | Centre Name | |
|----------------------|--|--------------------|--|

| | | | |
|-------------------------|--|-----------------------|--|
| Candidate Number | | Candidate Name | |
|-------------------------|--|-----------------------|--|

ASSESSMENT OBJECTIVE 1 – KNOWLEDGE AND UNDERSTANDING

| | LEVEL | MARK | COMMENTS |
|---|-------|------|----------|
| Objective 1:1 Social Structures, Processes, Concepts and Issues | 4 | 8 | |
| Objective 1:2 Sociological Methodology and Research Strategies | 4 | 8 | |

ASSESSMENT OBJECTIVE 2 – SKILLS

| | LEVEL | MARK | COMMENTS |
|---|-------|------|-------------------|
| Objective 2:1 Location and Selection of Evidence using primary and secondary material | 3 | 3 | |
| Objective 2:1 Evaluation of the methodology in the results and conclusions | 3 | 3 | |
| Objective 2:2 Analysis and Interpretation of evidence | 4 | 4 | |
| Objective 2:2 Evaluation of evidence | 4 | 4 | |
| Objective 2:3 Construction of arguments in Aims and Methods | 3 | 3 | |
| Objective 2:3 Construction and evaluation of arguments in the Results and Conclusions | 3 | 3 | |
| Objective 2:4 Presentation | 4 | 4 | |
| Total Marks | | 40 | Overall Comments: |

Please give details of particular aspects of the candidate's performance where assessment is based on discussion and not on written work. If work in other media (tapes, models, etc.) has been included in the assessment, **details must be given here**.

Completion of this form

1. Attention is drawn to the following documents:
 - (a) The specification and, in particular, the relevant sections relating to the Coursework.
 - (b) The General Coursework Regulations.
2. Complete the form as follows:
 - (a) Mark the Coursework according to the guidance and criteria given in the specification booklet.
 - (b) Where appropriate, carry out internal moderation to ensure that the total mark awarded to each candidate reflects a single valid and reliable order of merit.
 - (c) Enter the marks and total marks in the appropriate spaces.
 - (d) Ensure that the addition of marks is independently checked.
 - (e) Retain all forms for external moderation.

**SOCIOLOGY (1990)
COURSEWORK APPROVAL FORM
GCSE**



RECOGNISING ACHIEVEMENT

| | | | | | |
|-----------------------|-------------------------|--|--|--|--|
| Centre Name | Centre Number | | | | |
| Candidate Name | Candidate Number | | | | |

| Title of Enquiry | Aims – This should include hypothesis or key questions | Related area of specification | Possible research methods and sources of evidence |
|-------------------------|---|--------------------------------------|--|
| | | | |

INSTRUCTIONS FOR COMPLETION

After completion, this form must be returned to:

OCR
1 Hills Road
Cambridge
CB1 2EU

THE REST OF THIS PAGE MAY BE USED TO SET OUT SPECIFIC QUESTIONS YOU WISH THE COURSEWORK CONSULTANT TO ANSWER.

SOCIOLOGY (1990)
GCSE
Ethics Declaration Form



This form must be completed by the teacher and sent to the Moderator with the sample of coursework for moderation.

| | |
|--------------------|--|
| Centre Name | |
|--------------------|--|

| | | | | | |
|----------------------|--|--|--|--|--|
| Centre Number | | | | | |
|----------------------|--|--|--|--|--|

The Coursework within this Centre was conducted in accordance with the ethical guidelines outlined in the specification.

Teacher's Signature: _____

Name (in Block Capitals): _____

Date: _____

Teacher's Comments, if any, or Request for Guidance in the Future

Moderator's Comments