Instructions for Examiners

This document also includes instructions for Marking Examined Coursework

Incorporating Instructions for Principal Examiners, Assistant Principal Examiners and Team Leaders

Please familiarise yourself with this document even if you have previously marked for OCR

Updated information

There have been some changes to the content of this document since the previous version (March 2020); any changes to the instructions are marked in green text.

Contents

Section A - Important Information and Instructions for Examiners

1.   Important Information

a)   You must become familiar with these instructions and the associated documents, as well as any other instructions issued by OCR, or your supervisor. These instructions form part of your agreement with OCR. Please refer to clause 2 of your agreement and the task descriptor.

b)   Please remember the importance of the marking task. The public expects that the task will be carried out with a high level of responsibility and concentration. You must only carry out marking in private, and not in any public place. Marking must only be done by the appointed person. You should not mark whilst you are in your paid employment, unless your employer permits this.

c)   Confidentiality and disclosure - Please refer to your agreement clauses 5.1 - 5.6. You should not communicate with third parties (particularly the media) about your work without the permission of the Chief Executive of OCR. Do not give any details of your work to any unauthorised people. You should only mark in conditions that are secure and confidential.

d)   On the rare occasions when you may have to take any OCR materials outside the UK, it is your responsibility to ensure that all such materials are kept secure in transit. OCR materials include but are not limited to hard copy material, discs, memory sticks, and laptops containing OCR related information.

      The taking of such materials outside the UK and their return to the UK must always be undertaken by you personally. You must not ask someone else to do this on your behalf.

      You must not return materials to OCR whilst you are outside the UK. Once in the UK when you need to return materials to OCR, please utilise the specified returns service.

e)   You should be aware that if checking of your assessment activities reveals variation in acceptable tolerances OCR may instruct you to stop assessing and may terminate your agreement in accordance with clause 10.2 of your agreement for the provision of assessment services. In these circumstances in accordance with clause 5.4 of your agreement for the provision of assessment services, you **must** return all confidential assessment material to OCR as a matter of urgency. You will be paid for assessment completed.

f)   You must tell OCR and your marking supervisor as soon as possible of any change of personal circumstances, eg:

      i.   any change of address (which must be confirmed in writing),
      ii.   illness or other circumstances which may prevent you from meeting deadlines for work.

      Use the Assessor Support Line on 01223 552556 or email support@ocr.org.uk for assessor enquiries.

      Please update your personal details, including your permanent home address and email address, in the Assessment Specialist Portal: https://asportal.cambridgeassessment.org.uk/irj/portal/

g)   If you wish to use a different address for the delivery of scripts during the examination/marking period, you should have updated your details in the Assessment Specialist Portal: https://asportal.cambridgeassessment.org.uk/irj/portal/ **no later than** 12 October for a November series, 9 November for a January series and 30 March for a June series.

h) Please note that this preferred address will be used for **script delivery only.** All other assessment material will be sent to your usual address.

If you require assistance with logging into the Assessment Specialist Portal please call 01223 552556 or email support@ocr.org.uk

If you do not tell OCR in time about any changes to your address, you will be responsible for collecting material from the previous address.

i) You must tell the Finance Office if you change your bank details (this should be done 3-4 weeks before submitting any claim forms to ensure details are updated in time), or if you have any questions about payments and expenses email AS.Payments@cambridgeassessment.org

j) We will not send you scripts/examined coursework from centres which you have worked/consulted at within the last five years as any Conflicts of Interest must be declared. If this does happen, contact GQ.panelmanagement@ocr.org.uk straight away.

k) If, during the marking period, we need to reallocate scripts amongst the assessment team, you may be asked to express a willingness to mark additional scripts. Please note that all such offers are provisional and are dependent on sufficient scripts being available.

l) You must never contact the centres yourself, either in writing or on the telephone.

m) You must not return the *MS2*s in the same packet as scripts/examined coursework.

n) **Safeguarding**
Before you undertake any assessment activities, you must read *Safeguarding - The protection of children and vulnerable adults*. This can be found on the Assessment Specialist Communications website, under 'Policies and guidance', 'Legal and policy documents'.

Please also refer to clause 2.2.2 of your agreement.

o) **Health and Safety**
Please ensure that you are familiar with the most up-to-date health and safety advice and guidance which can be found at: http://www.hse.gov.uk/

p) **Declaration of Barred Status**
Under the Disclosure and Barring Service (DBS) if a barred person undertakes an unregulated activity, such as assessing, that activity becomes regulated. Therefore, each time you are invited to undertake assessment tasks you must declare if you are barred as a result of a DBS check.

q) **Decommissioning your computer**
If you are intending to decommission, dispose of, or recycle your laptop or PC, you must ensure that all OCR information, documents and data are permanently erased. Files which have been deleted can, in fact, be recovered by specialist software. To prevent this, free downloads of hard drive eraser software are available from the web which will securely overwrite the contents of your hard drive. For more information, advice, and software download recommendations, visit http://www.microsoft.com/en-gb/

r) **Complaints from centres**
If you receive a complaint from a centre, this must be forwarded to Complaints@OCR.org.uk for a response. You must not try to deal with it yourself or express your personal opinion.

s) **Assessor Communications webpage:**
https://www.ocr.org.uk/assessment-specialist-communications/ This dedicated webpage hosts assessor instructions, generic assessor forms, subject-specific assessor forms and useful documents and links.

t) **Requirement to provide a UK address**
Assessors are required to have a UK address for OCR correspondence.

u) **Missing attendance registers**
When you receive a package of scripts/audio files the attendance register should be included. If this is missing you must report this immediately by emailing an *EX1 form* (Examiner's Report of Missing Individual Scripts) available from https://www.ocr.org.uk/assessment-specialist-communications/ under 'Forms'.
If a candidate's name appears on the *MS2* marksheet, but there is no corresponding script/audio file in the package and is not marked on the attendance register as absent, you must also report this immediately and record this as "M" (Missing) on the *MS2*. Do not record it as "A" (Absent).

v) **Gifts from centres**
You must not accept gifts of any kind from a centre to which you are allocated to undertake an assessment task.

2.   Important dates

Please make a note of the following dates as soon as you receive them:

a) the date of the Standardisation meeting for Examiners (shown on your invitation to mark):
b) the date by which you must send your standardisation sample to your Supervisor (or details of the sample to your Supervisor if your unit utilises the OCR Repository):
c) the earliest date for reporting entire missing script packets (or missing candidate work on the OCR Repository) to OCR:
d) the Batch 1 date for the submission of *MS2*s to **DC10 in Whittlesford** and (in the case of units which do not utilise the OCR Repository) scripts to **Supervisors**:
e) date for the submission of the final sample (or details of the sample, if your unit utilises the OCR Repository) to your Supervisor:
f) The Batch 2 deadline for the submission of remaining *MS2*s and scripts to **DC10 in Whittlesford.**

If you do not meet these deadlines, then results may be affected, as OCR works to very tight schedules.

Full information about these dates will be in other documents issued with these instructions, or will be given to you at the Standardisation meeting.

3.   Receipt of Scripts/Examined Coursework

Please refer to the following supplementary booklet:

Instructions for the Movement of Scripts found on the [Assessment Specialist Communications](#) website, under 'Courier services'*.*
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4.   Missing Scripts/Examined Coursework

Please refer to the following supplementary booklet:

Instructions for the Movement of Scripts found on the [Assessment Specialist Communications](#) website, under 'Courier services'*.*
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5.   The Standardisation meeting - Preparation

Before the Standardisation meeting you must familiarise yourself with these instructions, the mark scheme/assessment criteria and the administrative documents.

For scripts:

Before the Standardisation meeting you must mark at least 10 scripts selected from several centres. For this preliminary marking you should use a pencil and follow the mark scheme. Bring these scripts to the virtual meeting.

For examined coursework:

Before the Standardisation meeting you must provisionally mark a sample of at least six pieces of examined coursework selected from your own apportionment and/or photocopies of archive work sent to you. If you use your own apportionment you should select work from several centres. For this preliminary marking you should follow the mark scheme and use the Working Mark Sheets or Individual Report Forms included in your pack. Bring this marked work to the virtual meeting.

6.   The Virtual Standardisation Meeting

a)   The Standardisation meeting will include the following:

- welcome and introductions

- training on the use of the OCR Repository for those Examiners required to use it

- an administrative briefing, by the Principal Examiner, including reference to awarding body procedures, time schedules, administrative documentation and contact points

- an explanation by the Principal Examiner of the nature and significance of the standardisation process

- a briefing by the Principal Examiner on points arising from previous examinations including statistical data and regulatory authorities' monitoring reports

- a consideration of the mark scheme to reach decisions about the range of acceptable responses and the marks appropriate to them, comparable marking standards for any optional questions, application of the mark standards to the possible range of examined coursework, and the handling of unexpected, yet acceptable answers/work

- marking of a number of common, previously unmarked, photocopies of responses/work to help to consolidate understanding of the mark scheme/marking criteria. (For units utilising the OCR Repository, these may be files on the Repository.)

b)   You should keep detailed notes of modifications or additions to the mark scheme, if you have a printed copy. Marking must not be finalised until you have downloaded the final version of the mark scheme

c)   During the Standardisation meeting you will be required to mark further sample scripts/examined coursework.

7. Using the OCR Repository

The OCR Repository is an easy-to-use system which has been created to enable centres to submit samples of candidate work in electronic format. It also provides a facility for centre staff to upload work for several candidates at once.

The OCR Repository is an option for an increasing number of qualifications. To check whether the OCR Repository is available for the qualifications with which you are involved, you should refer to the Entry Codes. This document can be found at:
http://www.ocr.org.uk/administration/support-and-tools/admin-guides/

The OCR Repository is accessed through OCR Interchange. It will accept files in many different formats, and guidance is given to centres to provide work only in formats which can be read on a free downloadable reader. This ensures that Assessors do not need to purchase additional software to view work. If you do not already have an Interchange user name and password, you will receive these by email before marking begins, if you don't receive them, contact the Assessor Support Line.

Submitting work electronically ensures that candidate work can be available almost instantly, removing the time and cost involved with postal submissions. Uploading candidate work electronically to the Repository also eliminates the possibility of hard copy work going missing in the post and ensures its security.

8. Sampling of your Marking (Scripts only)

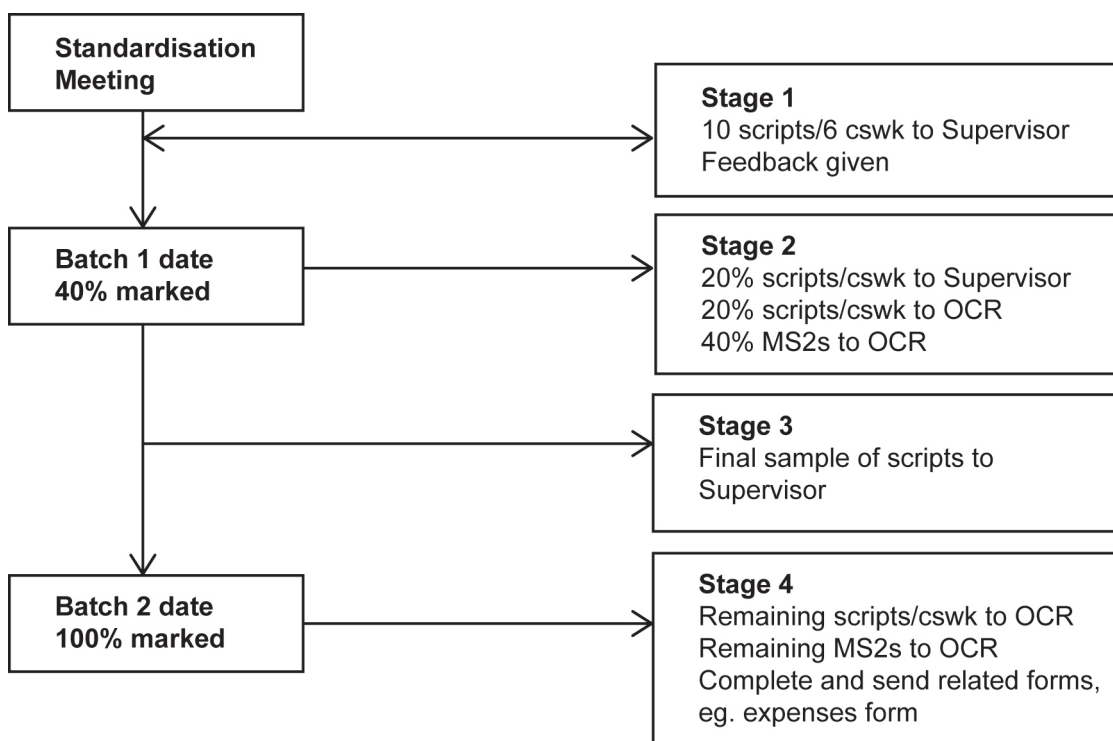Your Supervisor will sample your marking at three stages during the marking period.

Within a few days of the Standardisation meeting you will be asked to send 7 marked scripts or 6 marked pieces of examined coursework to your Supervisor. Along with this, for traditional marking you will be required to send a spread sheet with a record of your marks for 3 common scripts (which will be on the Kiteworks system). This will be explained to you at the virtual meeting.

Please note: for extended standardisation meetings these arrangements may differ.

By the Batch 1 date you will be asked to send a larger sample of 20% of your marked total allocation to your Supervisor *and 20% to OCR.*

Between the Batch 1 and Batch 2 dates you will be asked to provide the Final Sample, when most of the marking has been completed. Your Supervisor will specify the centres you should include in this sample.

You need to send all remaining marked scripts/examined coursework not already sent to your Supervisor as part of a sample to OCR by the Batch 2 date.

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┌──────────────────┐              ┌────────────────────────────────────┐
│ Standardisation  │              │ Stage 1                            │
│ Meeting          │◄────────────►│ 10 scripts/6 cswk to Supervisor    │
└────────┬─────────┘              │ Feedback given                     │
         │                        └────────────────────────────────────┘
         ▼                        ┌────────────────────────────────────┐
┌──────────────────┐              │ Stage 2                            │
│ Batch 1 date     │─────────────►│ 20% scripts/cswk to Supervisor     │
│ 40% marked       │              │ 20% scripts/cswk to OCR            │
└────────┬─────────┘              │ 40% MS2s to OCR                    │
         │                        └────────────────────────────────────┘
         │                        ┌────────────────────────────────────┐
         │─────────────────────►  │ Stage 3                            │
         │                        │ Final sample of scripts to         │
         │                        │ Supervisor                         │
         │                        └────────────────────────────────────┘
         ▼                        ┌────────────────────────────────────┐
┌──────────────────┐              │ Stage 4                            │
│ Batch 2 date     │─────────────►│ Remaining scripts/cswk to OCR      │
│ 100% marked      │              │ Remaining MS2s to OCR              │
└──────────────────┘              │ Complete and send related forms,   │
                                  │ eg. expenses form                  │
                                  └────────────────────────────────────┘
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For Examiners using the OCR Repository, the standard paper forms should be despatched as normal. The only difference to the process is that the candidate work does not need despatching, as your Supervisor will also be able to access it on the OCR Repository.

Full information about these dates will be contained in other documents issued with these instructions or will be notified at the Standardisation meeting.

9. Marking and Annotation of Scripts/Examined Coursework after the Standardisation Meeting

a) You should mark scripts/examined coursework in **red**, including those initially marked in pencil in advance of the Standardisation meeting.

b) You should mark all scripts/examined coursework in accordance with the version of the mark scheme agreed at the Standardisation meeting.

Annotation of scripts/examined coursework

Examiners should use annotation to show clearly where a mark is earned or why it has not been awarded. This will help Examiners, and those people who review the marking of scripts.

Specific guidance will be issued at the Standardisation meeting, but briefly annotation can consist of:

1. ticks and crosses to show where marks have been earned or not earned
2. specific words and phrases that were agreed at standardisation and included in the final mark scheme to show why a mark has been earned or not earned (eg. to show there is an omission)
3. standard abbreviations, eg. for follow through, special case, etc.

As scripts/examined coursework may be returned to centres you should use the minimum of comments and make sure that comments are related to the award of a mark or marks and can be matched to statements in the mark scheme. Do not include general comments on a candidate's work.

Record any annotations in the body of the answer, or in the margin next to the point where the decision to award or not award the mark is made.

c) **Marking crossed out and duplicated answers**

OCR currently provides Examiners with 'rules' for marking crossed out answers (which may be partially or wholly correct) and duplicated answers. Duplicated answers refer to two (or more) alternative responses to the same question, or responses to more optional questions than required within the paper rubric.

The rules are as follows:

Crossed out answers
1. where a candidate crosses out an answer and provides an alternative response the crossed out response is not marked and gains no marks
2. where a candidate crosses out an answer to a whole question but makes no second attempt and the inclusion of the answer would not cause a rubric infringement, the assessor should attempt to mark the crossed out response and award marks appropriately.

Duplicated answers
1. normally all responses are marked and the highest mark given
2. where alternate answers are provided to a multiple choice question, no mark should be awarded (for example: following a request to tick one box, the candidate ticks two or more boxes)
3. where the candidate provides contradictory responses, no mark should be awarded (for example: the candidate writes a statement such as 'water freezes at 0^oC this means it is a liquid at -10^oC'). The candidate, here, does not seem to understand the context of the 'question'
4. where the candidate has adopted a 'scattergun' approach by providing multiple answers to a single response question, no mark should be awarded.

d)   Recording of Marks

<u>For Scripts</u>

i.   Give a clear indication of how marks have been awarded, as instructed in the mark scheme.

ii.   Record numerical marks for responses to part questions **unringed** in the right- hand margin. Show the total for each question (or in specified cases - for each page) as a single **ringed** mark in the right-hand margin at the end of each question.

iii.   Transfer ringed totals to the front page of the script, where they should be totalled.

iv.   Show evidence that you have seen the work on every page of a script on which the candidate has made a response.

v.   Cross through every blank page to show that you have seen it.

<u>The *MS2*s</u>

i.   Transfer the total mark for each script to the *MS2*. If your Supervisor changes one of your marks among the standardisation sample scripts that are returned to you, you must transfer the Supervisor's mark, not your own original mark.

ii.   All *MS2*s must be completed <u>using an HB pencil</u>.

iii.   If any marks are changed, do not overwrite the mark, but write the new mark and amend the lozenge to reflect the new mark.

<u>For examined coursework</u>

i.   All *MS2*s must be completed with a HB pencil.

ii.   If marks are awarded separately for each assessment objective, or for different marking criteria, then the marks should first be totalled on the Working Mark Sheet (WMS).

iii.   Transfer the total mark for each piece of examined coursework onto the *MS2*.

iv. Complete the correct lozenges and include them on the label on the front of the work.

v.   If your Supervisor changes one of your marks among the sample scripts that are returned to you, you must transfer the Supervisor's mark, not your own original mark.

10. Supervision of Marking

a) Stage 1: The Standardisation Sample

   i) **For scripts:**
      Within three days of the Standardisation meeting you must send a Standardisation Sample to your Supervisor. This must be a sample of **at least 7 marked scripts** (refer to the *Instructions for the Movement of Scripts* booklet). You should also email a copy of the marks spread sheet for the three common scripts X, Y and Z, as discussed at the virtual meeting. These scripts should cover the range of attainment within the allocated scripts and cover as many of the questions as possible on question papers that allow choice or as many different types of response as possible.

      For OCR Repository:
      The process is the same as for paper-based scripts, except that the candidate work will be accessed through the OCR Repository.

      For examined coursework:
      As soon as possible after the Standardisation meeting, (usually within 3-5 days), you must send a Standardisation Sample to your Supervisor. This must be a sample of **6 - 10 pieces of marked examined coursework** (refer to the *Instructions for the Movement of Scripts* booklet). This sample should include some photocopied archive examined coursework and some work taken from your own allocation. The work should cover the range of attainment, as well as covering different topics and/or approaches, as appropriate.

      For both scripts and examined coursework:
      Record centre and candidate details along with your marks on to a *STAND/1* (Examiner's Feedback Form)
      https://www.ocr.org.uk/assessment-specialist-communications/ - Forms - Examining forms
      1. email the *STAND/1* form to your Supervisor, retaining a copy for your records.
      2. Despatch your sample including
         a. confirmation that the corresponding *STAND/1* form has been emailed
         b. a small sack or examined coursework envelope with a self-addressed label so that your Supervisor can promptly return your sample.

   ii) Your Supervisor will contact you when they have checked your marking on your sample. The Supervisor will explain any changes to your marking that are required. You will not normally receive further feedback during the examination series based on subsequent sampling of your work.

      For scripts: The explanation will be recorded on the *STAND/1.*

      For examined coursework: Amendments marked in **green** on the Working Mark Sheet/Individual Report Forms.

   iii) Your Supervisor will return the sample scripts/examined coursework with any amendments to marks in **green**. These green marks are the ones that should be recorded on the *MS2*. Please ensure that the sample scripts/examined coursework are returned to their original positions in the script/examined coursework envelopes.

   iv) You must review all scripts/examined coursework marked before the Supervisor's feedback in accordance with the Supervisor's instructions.

   v) If your Supervisor has concerns about your sample scripts, you will be asked to submit another sample with a new *STAND/1*. If this sample of marking also proves unsatisfactory, you will be asked to stop marking and return all your scripts/examined coursework to the appropriate Script Processing Team.

vi)   On completion of the examination series, you will receive feedback on your assessment and administration during the series. If you have any queries about the feedback you receive you must contact the relevant Quality and Support Manager, not your Supervisor or Principal Examiner.

b)   **Stage 2: Batch 1/First Sample**

   i)   By the Batch 1 date you should have completed the marking of approximately 40% of your scripts/examined coursework. You must check this work as required (see Section 12).

   ii)   You should send approximately half the number of marked scripts/coursework in Batch 1 to your Supervisor. This will normally be about 20% of your allocation. Your Supervisor may give you guidance about how this work should be selected.

   In most cases, this first sample (20%) may be sent to your Supervisor before the Batch 1 date and before having completed the marking of the full 40%. When you pack these scripts/examined coursework for posting, you must leave them in the original packets you received from the centre.

   Never split the contents of script/examined coursework packets. Your Supervisor will return them straight to the appropriate Script Processing Team.

   iii)   Record the marks on to the relevant *MS2* before posting. You will not receive these scripts/examined coursework back from your Supervisor.

   iv)   Send the *MS2s* for the whole of Batch 1 (40% of scripts/examined coursework), using the label provided, to DC10 at Whittesford.

   v)   Scripts/examined coursework for the remainder of Batch 1 (ie the other 20%) must be sent without delay to the appropriate Script Processing Team, using the DHL courier service.

   vi)   A single *Marked* label **must** be affixed to each individual packet of marked scripts/examined coursework.

   vii)   No further feedback on your marking by your Supervisor will be given.

c)   **Stage 3: Final Sample (scripts only)**

   i)   After submitting your Batch 1 scripts, your Supervisor will contact you and tell you which candidates' scripts you need to submit for the final sample. When you have submitted these scripts, your Supervisor will send these straight to the appropriate Script Processing Team.

   ii)   The quality of your marking on the final sample will be assessed, and this will help OCR to decide whether to offer you a further agreement as an Examiner.

   If at any stage during the marking period you require further guidance about the application of the mark scheme you should contact your Supervisor.

d)   **Stage 4: Batch 2**

   i)   By the Batch 2 date you should have completed the marking of all your scripts.

   ii)   You should return all remaining scripts/examined coursework in the original packets without delay to the appropriate Script Processing Team using the DHL courier service.
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   iii)   Send the *MS2s* for all scripts/examined coursework, using the label provided, to DC10 at Whittlesford.

   iv)   A single *Marked* label **must** be affixed to each individual packet of marked scripts/examined coursework.

11. Completion and Despatch of *MS2* Mark Sheets

Also see Appendix 4.

NOTES: Use an HB pencil to complete *MS2s*. **Never** return *MS2s* within the same packet as scripts/examined coursework.

a)   You must total the marks on each script/working mark sheet and transfer the totals to the *MS2*s.

b)   Record marks accurately and clearly on the *MS2* mark column and complete the lozenges in the mark grid. (The mark grid is where automatically scanned marks are read, not the mark column.)

c)   If a candidate is recorded as absent or withdrawn on the Attendance Register and the script is not in the packet, enter 'A' in the mark column and mark grid of the *MS2*. These are the **only** circumstances when 'A' should be recorded.

d)   If a script or piece of examined coursework is missing for a candidate who appears on the *MS2* and has not been clearly marked absent on the Attendance Register, you should enter 'M' in the mark column and the mark grid of the *MS2*. You must report this immediately by emailing an EX1 form (Examiner's Report of Missing Individual Scripts) available from the Assessor Portal (see *Instructions for Movement of Scripts* booklet). Against the name of each candidate on the *MS2* you must enter a whole mark of zero or more, or an 'A' or an 'M' in the mark column and the mark grid. **No other symbols may be entered in the mark column**.

e)   *MS2*s **must not** be stapled, hole-punched, folded or paper clipped.
   Never put *MS2*s in script/usb/cd/dvd packets.
   Return all completed *MS2*s to the OMR unit in Whittlesford using the correct label (EM000023), on or before the last posting date given for each batch in your *EPS Apportionment Listing* and the *Assessor Communications webpage*.

For scripts:

f)   When you have completed all *MS2*s return them to the OMR unit using the correct label in a C4 envelope. Do this on or before the last posting date given for each batch in your *EPS Apportionment Listing* and on the *Assessor Communications webpage*.

g)   If an examination has two or more tiered papers you may receive scripts that do not correspond to the original entry and to the *MS2* listing.

   If this happens and you are not the apportioned Examiner for each tier - call the Assessor Support Line on 01223 552556 for further instructions.

   If you are the apportioned Examiner across tiers then you must:

   • mark the script according to the mark scheme for the component sat by the candidate

   • add the candidate name, number and mark to the *MS2* corresponding to the paper sat. If there is not a space on the *MS2* for this, then use the *'Additional/Transferred Candidate'* mark sheet (found on [OCR Interchange](#)) to record the candidate mark and the paper sat. Record the candidate as 'A' on the *MS2* if they did not sit that tier

   • write on the outside of the script packet where scripts have been removed, and write on the other packet where scripts have been added.

   Note: Where candidates have had a change of tier of entry before the examination, this is usually shown on the attendance list.

   Please note that where the OCR Repository is used, the despatch of *MS2* mark sheets should be carried out exactly as described above.

12. Report on the Marking of Scripts/Examined Coursework

You should send a report to your Supervisor as soon as you have finished your marking, or at the latest, by the date given at the Standardisation meeting. You will be given guidance on what information to include at the Standardisation meeting.

Ideally, your report should be word processed and emailed to your Supervisor. Your report will inform the Principal Examiner's Report and will help to ensure it is representative.

13. Return of Scripts/Examined Coursework

At the end of the marking period it is vital that you return marked scripts to OCR immediately using the DHL courier service.

Please refer to the *Instructions for the Movement of Scripts* and the *Assessor Courier Guide.*

14. Late Apportioned Scripts/Examined Coursework

It is possible for you to receive additional scripts/examined coursework without the corresponding *MS2*. This may be:
* because a centre has made a late entry
* because another Examiner has withdrawn.

In either case you will be notified by the Assessor Management Panel Management Team. A new *MS2* mark sheet will be sent to you.

For units using the OCR Repository

You may receive additional work through the post unrelated to your apportionment list for the OCR Repository. You may also receive candidate work through the post which should have been submitted using the OCR Repository.

In these cases you should phone the Assessor Support Line on 01223 552556 and give full details of the centre number, the centre and the unit number involved.

For examined coursework:

If you agree to take on additional scripts/examined coursework previously apportioned to someone else it may take some time for this work to reach you, as it may have to be redirected.

If the deadline for Batch 2 is approaching, contact the Assessor Management Panel Management Team as advised at the Standardisation meeting.

15. Escalation of Issues of Concern

If while undertaking your assessment task you come across something that causes you concern you must report this immediately to your Team Leader/Supervisor.

16. Expenses Information

Download Assessment Specialist Expenses Information

Appendix 1 - Dealing with Problems

Receipt of Documents

	Problem	Action
1.	Materials are missing from one or more of the despatches.	See instructions in the *Stationery pack letter*.

Receipt of Scripts/Examined Coursework

Please refer to Supplementary Booklet *Instructions for the Movement of Scripts.*

Marking of Scripts/Examined Coursework

	Problem	Action
2.	You think you may not be able to complete your marking on schedule.	Contact your Supervisor and OCR at once. If it is agreed that you will not be able to complete the marking, return any unmarked work to the appropriate Script Processing Team, using the **Unmarked Scripts Label** (orange label) to return them. You must return all marked scripts/examined coursework and *MS2*s as soon as possible, in the usual way.
3.	You come across an answer or unusual approach that you think is valid but not accommodated by the mark scheme.	Give the answer credit in accordance with the principles agreed at the Standardisation meeting. If in doubt, consult your Supervisor.
4.	You are suspicious of malpractice, or you come across work that you consider to be offensive.	See Appendix 2.
5.	You cannot decipher the writing on a script or piece of examined coursework.	Refer the matter to your Supervisor.

Other Script Problems

	Problem	Action
6.	Candidates take wrong tier of paper.	Instructions to be given at the Standardisation meeting.
7.	Candidate does not conform to the rubric (eg. by answering more questions than required).	Allow the candidate the highest marks for those answers that satisfy the rubric, eg. if a candidate answers five questions instead of four, all five answers must be marked and the lowest mark cancelled. If the lowest mark is given for a compulsory question, the next lowest mark must be cancelled. All such answers should be crossed through once and the words 'RUBRIC ERROR' should be written on the script.
8.	Candidate crosses out an answer to a whole question but makes no second attempt at it.	Where a candidate crosses out an answer to a whole question, but makes no second attempt, and the inclusion of the answer would not cause a rubric infringement, you should attempt to mark the crossed out response and award marks appropriately. See instructions in Section 10c.
9.	Candidate has a faulty question paper.	Mark the completed work and enter the mark on the *MS2*. Send the candidate's answers together with a covering note to the Special Requirements Team at OCR.

Mark Sheets

	Problem	Action
10.	There is a discrepancy between the name and number of a candidate printed on the *MS2* and those written on the script.	Enter the mark of the candidate against the correct name on the *MS2*. If necessary, alter the index number on the script to correspond with the *MS2*.
11.	The name on the script does not match any name on the *MS2*.	Allocate the mark to the candidate number given and enter the details as a supplementary candidate according to the instructions on the *MS2*.
12.	You have some other problem completing the mark sheet.	Contact your Supervisor.

Appendix 2 - Suspected Malpractice

Introduction

All reports of suspected malpractice you submit are investigated by OCR's Malpractice Team. This will often involve contacting the centres concerned to request further information and statements from those involved, and once the summer holidays start that becomes much more difficult. It is therefore important that all suspected malpractice is reported at the earliest opportunity to the Malpractice Team as delays in reporting suspected malpractice are likely to lead to delays in candidates receiving their results.

What is Malpractice?

OCR defines malpractice as any action taken by candidates, teachers or a centre which may threaten the integrity of our assessments. While deliberate cheating is malpractice, the team 'malpractice' is used to cover a wider range of actions, including those that are accidental. The guiding principle is whether the incident has the potential to undermine the integrity of the assessment.

Common types of suspected malpractice you may encounter include:

- Copying
- Collusion
- Plagiarism
- Improper assistance by teachers or others
- Inappropriate or offensive responses

Further information about the different types of suspected malpractice and how to report them can be found in the *Instructions for Suspected Malpractice - General Qualifications and Cambridge Nationals.* found on the Assessment Specialist Communications website, under 'Malpractice documents'.

In all cases you should mark or moderate the work as normal and you must not attempt to account for any suspected malpractice in your marking.

Please note that in all cases you must <u>not</u> contact the centre if issues of suspected malpractice arise.

Appendix 3 - Marking the Scripts of Candidates who have Access Arrangements

Access Arrangements are permitted to candidates who have disabilities or learning difficulties. Centres can make their applications for most arrangements online using the JCQ Access Arrangements Online system. The online system produces cover sheets but there will no longer be an Awarding Body permission letter, unless an application was referred to an Awarding Body for personal attention. The cover sheet represents the permission agreed.

The following points should be remembered:

- **candidates who have access arrangements include candidates of all levels of ability**

- **each Principal Examiner will standardise the marking of written communication according to the criteria given in the specification and/or the paper**

- **the principles contained in these instructions relate to all subjects and can therefore only be general in outline.**
- you will only know that a candidate has access arrangements if a cover sheet is attached to their work, but not all access arrangements require cover sheet - see below for cover sheets that may be attached to a candidate's work

The following Access Arrangement Cover Sheets may be included with work you are moderating:
- Scribe Cover Sheet (when a scribe has written or typed some or all of a candidate's work)
- Practical Assistant Cover Sheet (when practical assistance is required by a candidate to undertake work, the candidate should only be given credit for skills they have performed independently)
- Word Processor Cover Sheet (not normally required for moderated work, as word processing is widely used and encouraged as the standard way for all candidates to present NEA, coursework and controlled assessments)
- Braille Transcript Cover Sheet (this would be attached when a candidate has generated their work using a brailling machine and it has then been transcribed to text)
- Sign Language Interpreter (this form is not normally required for moderated work, more commonly required for examinations)
- Oral Language Modifier (this would indicate that a candidate has significant language processing difficulties and they meet the criteria for someone to simplify the carrier language presented to them in tasks; this arrangement would not normally be expected to be used in moderated work)

Please do not detach the Cover Sheet from the work as the marking cannot be checked without this information.

Candidates using a Scribe

1   Candidates who dictate answers are still using language to convey their ideas. They may be able to structure their arguments, use appropriate vocabulary for their ideas, use technical vocabulary correctly and use an appropriate writing style for the context. They will use their own grammar and vocabulary. They may dictate punctuation, but this is not always possible for candidates with a severe disability. If the candidate can dictate punctuation this will be noted on the Scribe Cover Sheet attached to the work. However, in these circumstances the candidate is not able to provide the spelling, as this is not practical. The exception is in Modern Languages Writing Papers, where the candidate is not allowed to use a scribe unless the candidate is able to dictate the spelling letter by letter.

2   Candidates who do not have access arrangements are assessed according to the instructions given at the Standardisation meeting. They will include candidates who cannot spell accurately. Each examining team will decide to what extent the accuracy of spelling in itself should be given a particular emphasis.

3   Candidates who have used a scribe are in the same position as those who cannot spell and should be treated accordingly. They should be credited with the marks that they can be given for the other skills being assessed. Where there are separate marks available for spelling, punctuation and grammar their work should be marked taking into account the level of independence as noted on the scribe cover sheet.

4   Centres will attach a Cover Sheet onto any script where a scribe was used. The centre should show on the cover sheet whether the candidate or the scribe completed any graphs and diagrams. **Please do not detach the Cover Sheet from the work as the marking cannot be checked without this information**.

5   Although a candidate who needs a scribe may have all of their answers scribed for them, there could be scripts where a scribe has been used there may be sections or questions where the candidate has written and others where the scribe has written. In other scripts there may be a combination of the candidate's handwriting, the scribes handwriting and word processed responses. These are all permitted as different candidates' needs and normal way of working will vary.

Examples

A candidate uses a scribe in GCSE Science. In one question an extra mark is allocated for spelling, punctuation and grammar. The Principal Examiner explains to the examining team that the mark can only be awarded if no more than one error is made in spelling, punctuation or grammar per sentence. The candidate using the scribe is using correct grammar and has dictated the punctuation but the spelling was that of the scribe and not his own. The candidate cannot be given the mark, as this would be unfair to any candidate who had made several spelling errors.

Another candidate taking the same subject and also using a scribe dictates the spelling in each of the answers where written communication is being assessed. This has been noted on the Cover Sheet. This candidate can be credited with the mark because made only one error has been made.

(Some candidates are not able to dictate spelling because they have so much difficulty dictating whole words and are very slow completing a sentence. They cannot receive the mark.)

A candidate uses a scribe in GCE History. The marking criteria are arranged in bands and a best fit approach is taken. The candidate is able to fulfil most of the criteria described in a particular band of marks and uses vocabulary well to express her arguments. However, the candidate is not producing their own spelling. The highest band in the mark scheme requires the writing to show accuracy (but not perfection) in grammar, punctuation and spelling. The candidate is using grammar correctly but has not dictated any punctuation and has not produced the spelling. A decision has to be made as to whether the candidate should be placed lower in the band. This would be the same decision that would be made about any other candidate whose spelling was very weak but who had given a very good answer.

Candidates using a Word Processor

1   These candidates are providing their own written communication and their scripts should be marked in exactly the same way as those of any other candidates. They are not allowed to use a spell checker.

2   Normally, they will print off a script. If the answer booklet requires some answers, such as graphs and diagrams to be completed in the booklet itself, candidates will answer these in the booklet and then label their other answers on the print out. They should attach the printout to the answer booklet.

3   The centre will attach a Word Processor Cover Sheet. **Please do not detach the Cover Sheet from the work as the marking cannot be checked without this information.**

4   If you receive a Word Processed script with no cover sheet, please mark it on the basis that it has been word processed with the spelling and grammar check switched off.

Candidates using a Practical Assistant

In most cases, these candidates will be submitting internally assessed examined coursework. There will be a small number of candidates taking externally marked practical examinations who have used a practical assistant.

1   The script should be covered by a Practical Assistant Cover Sheet. The centre is asked to note down the tasks performed by the Practical Assistant. If the candidate also had a scribe, there is a question on the form relating to who did the graphs and diagrams. Credit should be given for those tasks completed independently by the candidate. This may need to be discussed with your Supervisor or Principal Examiner.

        For instance, a candidate might not be able to perform a titration. If marks are available in the mark scheme for this particular skill, no marks can be credited. If the assistant has merely held the equipment still and the candidate has controlled the titration independently, marks can be credited.

2   A Practical Assistant will not be permitted in those assessments where the practical skill is the focus of the assessment, such as Art, Design and Technology or Music, unless minimal help is required, such as holding equipment still or handing paints to the candidate.

3   Where there is particular cause for concern, the Examiner should refer the script to the Supervisor.

Please do not detach the Cover Sheet from the work as the marking cannot be checked without this information.

Candidates for whom a Transcript is provided

There should no longer be many candidates using transcripts, as this arrangement was removed from the JCQ Access Arrangement document from September 2016. However, there will be some candidates who had this arrangement in place before then or candidates who output their answers in Braille and require their responses to be Transcribed in order to be assessed. These candidates ought to be assessed as far as possible on the original script. The transcript is provided to ease your reading and is written after the examination by a person who is familiar with the candidate's writing.

1   Transcripts may be a full transcript on another answer booklet or a partial copy written on a photocopy of the script. Some centres may enlarge the script to A3 to enable them to write over the words in a different colour pen. They are requested not to use red, green or purple ink, or pencil.

2   Transcripts should be word for word, an exact copy of the candidate's script. Where a candidate has spelt a non-technical word incorrectly, the transcriber may write it correctly in the transcript but must not insert or omit any words nor alter their order. Technical words must not be corrected.

3   If the spelling is affected, mark in the same way as a candidate who cannot spell accurately. Where separate marks are available for spelling, these cannot be credited if the transcriber has had to correct a considerable number of errors. Please remember that the transcript may have been provided for a candidate who has no problems other than a sprained wrist and who cannot write very clearly but in every other respect is able to gain full credit in the normal way.

4   If the transcript is of a Braille script, the candidate has used written communication in the Braille and the transcript should be marked in the usual way. **Please do not detach the Cover Sheet from the work as the marking cannot be checked without this information.**
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Candidate using Sign Language

The use of BSL and other sign languages will not be permitted in any Modern Foreign Language or any English Language papers (BSL is deemed to be a specific language in its own right). In English Literature, its use will be restricted to the signing of instructions and questions but texts/stimulus material or literary extracts must not be signed.

1   Centres are asked to place a Cover Sheet on the script of any candidate for whom signing has been used to give access to the questions. **Please do not detach the Cover Sheet from the work as the marking cannot be checked without this information.**

2   Centres are asked to note down words or phrases which have been re-interpreted. If the translation has given the candidate an unfair advantage, affecting the marking of an answer or part-answer, marks cannot be credited in full.

3   Signing of answers may be allowed where it is possible to finger-spell the words or where the answers involve single words. Centres are asked to note how the signing was carried out on the Cover Sheet.

Candidates using an Oral Language Modifier

This is a rare and exceptional access arrangement that eligible candidates with a severe comprehension disorder can have the assistance of an oral language modifier (OLM), who may re-phrase the question. The OLM is only allowed to rephrase carrier language and is not permitted to rephrase subject-specific or technical terms. If this arrangement continues you may receive scripts with a cover sheet indicating how the oral language modifier has re-worded the question. If you feel that a distinct advantage has been given, as the modification has revealed the answer, please refer the script to your Supervisor. It may also be possible that the OLM has disadvantaged the candidate by losing from the question an element which is essential to the answer. Please refer such cases to the Supervisor. Otherwise, mark in accordance with your mark scheme.

Candidates using Modified Papers

1   Modified papers should produce the same answers as any other paper and should be testing the same skills. An enlarged diagram will need to be measured if the candidate has to answer a question relating to the dimensions of the diagram itself and this answer taken into account.

2   Braille papers will be transcribed by the centre and the script will be accompanied by a Transcript Cover Sheet. These candidates can receive marks for written communication because they have provided their own written answers and it has been transferred from the Braille code into English. If a candidate has responded to the question paper using Braille and not transcript has been supplied, this should be referred to your Supervisor.

3   On rare occasions a question has to be modified on account of it being inaccessible to a blind candidate, such cases are taken into account in standardisation and an alternative answer scheme should be made available if required. The same can be true of modified enlarged (larger font) papers, but this would be in very rare occasions. Any changes would be communicated via standardisation.

4   A larger range of answers may be accepted for candidates using modified enlarged or braille papers, but as above this would be made clear at standardisation.

If you have any queries regarding access arrangements, guidance can be sought from the Special Requirements Team (srteam@ocr.org.uk). If you suspect access arrangement have been used inappropriately, please refer to the reporting Malpractice guidance.

Appendix 4 -Instructions for Completion of *MS2* Mark Sheets

Instructions for completion

1. GENERAL:

You must use **pencil only** (HB is best).
To correct a mark, erase cleanly. Do not use correction fluid.
Sheets must be kept in good condition. Do not fold.

The 'Chkd' column (to the left of the Mark Column) is provided for Checkers' annotations.
Do not write comments on this sheet or mark in any area not specified.

2. LISTED CANDIDATES:

In the Mark Column, enter either:

the mark (rounded to the nearest whole number)
or an 'A' (Absent)
or an 'M' (Missing).

Shade the appropriate lozenges in the A/M or Mark Grids.

3. CORRECTED EXAMINER NUMBER:

If the Examiner Number printed at the top of the Mark Sheet is not your own, it is important that you write **your number** in the Corrected Examiner Number Box at the top of the sheet (overleaf).

4. ENTERING MARKS:

Candidate details / Supplementary Candidate Number Grid	Chkd Mark	A/M	Mark Grid
0044 OLIVIA FERGUSSON	92	A / M	
For marks over 100, shade a lozenge in each of the hundreds, tens and units sections of the Mark Grid:	105	A / M	
	90	A / M	
For marks between 0 and 99, shade a lozenge in each of the tens and units sections of the Mark Grid:	4	A / M	
	0	A / M	

5. ENTERING 'A' OR 'M':

If a candidate is marked as absent on the attendance register, shade the 'A' lozenge.

If the script for a listed candidate cannot be found, then shade the M.

6. ADDITIONAL CANDIDATES (not preprinted on the mark sheet):

Enter the four digit **Candidate Number** in the boxes **and** on the Candidate Number Grid (see example).
Enter the marks (or A, or M) as for listed candidates.
Write the **Candidate's name** across the shaded block.

/ / / / / / / / / / UNLISTED CANDIDATES MAY BE ADDED BELOW /

0 0 8 0	23	A / M	
	RICHARD JOHN SMITH		

7. When completed, this declaration must be signed:

I have checked that the candidates' marks have been accurately totalled and transferred to this Mark Sheet and are correctly recorded in both the Mark Column and the Mark Grid.

Examiner's
signature

Checker's
countersignature

Appendix 5 - Introduction to Script/Examined Coursework Marking Advisory Notes for New Examiners

Introduction

1   These notes offer general advice and guidance, but **you should always refer to the** *Instructions for Examining* **in the main part of this booklet for the correct procedures.**

Before or during the Standardisation meeting, you will receive examples of annotated marked scripts/examined coursework so that you can familiarise yourself with the process.

Undertaking assessment tasks

2   You will be heavily committed during the assessment period and Examiners will usually have to rely on the co-operation and support of family and friends.

3   Examining is **confidential,** and it is best to do it at home. You may find it helpful to set aside some space where you can work, keep the documents and other materials securely, and where you can keep reference documents to hand.

Organisation

4   You will usually have to mark many scripts/pieces of examined coursework in a period of about three weeks, so organisation is important. You will need to handle each packet at least three times, to check the contents, to mark the scripts/examined coursework and to check the accuracy of mark totalling and transfer. Other Examiners have found that it can save time and future frustration to get organised before they start marking.

Preliminaries

5   These *Instructions* contain important information about the basic administrative framework for marking, and also information and advice that you will find useful if a problem occurs. Please read and digest the contents of this booklet and save it in a convenient location on your PC so that you can refer to it easily.

6   When scripts or examined coursework start to arrive you should first check the contents of each packet. You will usually find that they are correct, but occasional problems do occur. You should deal with any problems in the ways described in the booklet *Instructions for the Movement of Scripts.*

Most packets will arrive within a day or two of the date of the examination, but sometimes they may take considerably longer.

7   If the scripts/examined coursework do not arrive as expected you should refer to the booklet *Instructions for the Movement of Scripts*. OCR will then investigate cases of missing scripts and you should take no further action unless asked to do so.

Security of scripts and *MS2*s

8   You are responsible for the confidentiality and security of all scripts, examined coursework and *MS2*s in your possession. You should keep them in your home, and make sure that they are secure when you are absent. Do not leave them unattended in vehicles and keep them away from sources of potential damage, such as fire and liquids.

9   Please remember the importance of the assessment task that you do for us. The public expects that it will be carried out with a high level of responsibility and concentration. You must only carry out marking in private, and not in any public place. Examining must only be done by the person invited by OCR to undertake the task.

The Standardisation meeting

10   You must attend the whole of the virtual Standardisation meeting, which is likely to last until late afternoon. There may be an additional briefing for new Examiners, which could be before the main meeting, during the meeting, or immediately afterwards.

11   The virtual Standardisation meeting is arranged to allow a full explanation of the mark scheme and any clarification of its application. Before the meeting you should have marked a small sample of scripts/work in pencil. This should give all Examiners a feel for the paper and the mark scheme, so that possible problems can be identified.

12   At the meeting you will be able to ask any questions that have arisen. During the meeting you will need to annotate your copy of the mark scheme and keep a clear record of any minor modifications to it. If there are significant changes then you will be sent a link to download a revised copy of the mark scheme. By the end of the meeting make sure that you fully understand the application of the agreed mark scheme.

13   You must always follow the instructions of the Principal Examiner in charge of the paper and/or your Supervisor. After the meeting, the agreed mark scheme is not open to negotiation and must be applied in every detail.

14   The Standardisation meeting provides an opportunity for you to raise minor administrative problems. Any problems which cannot be dealt with during the meeting should be addressed to the Assessor Support line on 01223 552556 in the first instance.

Script Marking

15   After the Standardisation meeting you will be ready to start the marking of scripts/examined coursework. You should mark a sample of 10 scripts or 6 pieces of examined coursework and send them to the Supervisor (marks for common scripts X, Y and Z should be sent on a spread sheet). Your Supervisor will phone you or return the work to indicate whether your marking is satisfactory. Any marking that you do until you have had this feedback is provisional and will need to be reviewed. Arrangements may vary for extended standardisation meetings.

16   It may help you to plan your time throughout the marking period. The first scripts (approximately 50) and the first pieces of work will take longer to mark, until you become familiar with the mark scheme. Once you have worked out a normal marking rate per hour then you can plan accordingly. You should give yourself short rest periods to make sure that you can concentrate and mark consistently.

17   Your most important responsibility is to apply the mark scheme accurately and consistently to the scripts/work of all candidates.

     Some Examiners mark each packet of scripts question by question, or section by section. This may be useful for the early part of the marking period, whilst you are familiarising yourself with the mark scheme and the standards, but it does not work well for all question papers. Also, it does increase handling time, especially as scripts must be replaced in their envelopes in the correct candidate number order.

18   If you are not sure how to apply the mark scheme to an answer or a piece of work, then telephone your Supervisor.

19   It is essential that you use the correct label(s) as detailed in the *Movement of Scripts* booklet when sending any materials to OCR or your Supervisor.

Sampling procedures

20   During the marking period the Principal Examiner/Supervisor will monitor the accuracy and consistency of your marking, according to the procedures explained in the *Instructions for Examiners*. The sampling process will allow OCR to judge the quality of your marking.

Examiner's report

21   Finally, you should produce a word processed report which provides information about the candidates' responses. This should be emailed to your supervisor. This information may be included in the *Report on the Examination.*

Conclusion

22   Marking examination scripts/examined coursework is a demanding but also a rewarding experience. Many Examiners have been marking for a considerable number of years. It is hoped that these Advisory Notes will help Examiners who are marking for the first time to tackle the assessment activities with confidence.

Appendix 6 - OCR Repository User Guide

This is now accessible from the 'Help' section within the Repository application.

Repository is accessed by logging in to Interchange https://interchange.ocr.org.uk/ or directly via https://repository.ocr.org.uk/

Access to Interchange/Repository requires a username and password. If you don't already have access, your username and password will be sent to you before you start marking. If you have any queries regarding access, contact the Assessor Support Line on 01223 552556.

Section B - Instructions for Principal Examiners, Assistant Principals and Team Leaders

17. The Standardisation Meeting

a) **Introduction**

There will be a virtual Standardisation meeting for each paper/component. At the Standardisation meeting the Principal Examiner is responsible for ensuring that all Examiners have a clear understanding of the requirements of the mark scheme and can apply it reliably and consistently.

b) **The purpose of the Standardisation meeting**

The purpose of the meeting is to establish a common understanding of the requirements of the mark scheme amongst those who will be marking scripts/examined coursework.

The Standardisation meeting is a very important part of the process of standardisation, and it is vital that the purpose of the meeting is achieved.

The meeting is the only opportunity you have for detailed discussion of the mark scheme with all your Examiners, and you must be certain that all Examiners leave the meeting with a thorough understanding of what is required.

c) **The content of the meeting**

The meeting must include the following activities:

i) An administrative briefing by the Principal Examiner, who will explain the purpose of the meeting and deal with time schedules, administrative documentation and contact points. Where the unit/component involves the use of the OCR Repository, guidance on the use of the OCR Repository should be given.

ii) The Principal Examiner must explain the importance of the Standardisation process in determining the consistency and accuracy of the marking, and the ease and speed with which Examiners will be able to mark. The Principal Examiner must emphasise that this meeting is an important opportunity for Examiners to raise any doubts and difficulties.

iii) The Principal Examiner must provide a briefing on points arising from previous examinations, referring to any useful statistical data and other sources such as *Reports on the Examination.*

iv) The Principal Examiner must ensure that there is a detailed discussion of the mark scheme to ensure that everyone reaches a clear understanding of the range of acceptable answers/candidate performance and the marks appropriate to them. This discussion should pay particular attention to the handling of the unexpected, yet acceptable answers or approaches to the candidate work.

v) The marking of a number of common, photocopied scripts/examined coursework.

These scripts should then become 'benchmark' scripts to support an Examiner's judgement throughout the marking period.

vi) Your advice may be sought on the suitability of Examiners to take on extra marking, if required.

d) **New Examiners**

New Examiners will receive appropriate training from OCR. It is important that new Examiners fully understand the importance of the Standardisation meeting.

The *Advisory Notes for New Examiners* (Appendix 5 to the *Instructions for Examiners*) state that during the meeting new Examiners will be able to ask questions and clarify any points that have arisen during their preliminary marking. The Principal Examiner should arrange an opportunity for new Examiners to consult him/her or their Team Leader at some time during the day.

Team Leaders will act as mentors to new Examiners during the marking period.

e) **Attendance by Ofqual**

Ofqual officers and scrutineers attend some meetings, to observe the process.
Do not expect them to comment on any procedures during their observations.

f) **Meeting of Team Leaders**

If the number of Examiners to is large enough for Team Leaders or Assistant Principal Examiners to be needed, then a Team Leaders' meeting may be arranged by OCR before the Standardisation meeting. The purpose of the Team Leaders' meeting is to reach a common understanding of the requirements of the mark scheme and marking procedures.

The Principal Examiner and all the Team Leaders should mark according to the mark scheme a required sample of scripts/examined coursework (in pencil) to bring to the Team Leaders' meeting.

For scripts:

i)   Team Leaders bring to the Team Leaders' meeting the required number of marked scripts (marked according to the mark scheme, which was developed alongside the question paper).

ii)   The Principal Examiner reviews the paper with the Team Leaders and amends the mark scheme in the light of the Team Leaders' professional comments, and of candidate responses they have seen.

iii) A revised working version of the mark scheme must be produced (each team will have their own way of achieving this).

iv)   The revised working version of the mark scheme must be ready to download at the Examiners' Standardisation meeting. This is the new working copy and replaces all previous working documents.

v)   The mark scheme used by the Examiners should then require only minor amendments by the end of the Examiners' Standardisation meeting.

vi)   The team should aim to avoid making significant changes to the mark scheme at the Examiners' Standardisation meeting. If extensive revisions are needed to the final mark scheme, please ensure that Examiners are in receipt of a revised copy of this mark scheme before commencing their marking.

vii) The Principal Examiner must return the final version of the mark scheme to Operations within **24** hours of the meeting, either electronically or in hard copy.

viii) The Principal Examiner **must sign** and **date** the final version of the mark scheme before it is copied and distributed.

ix) If there are separate meetings for different tiers of paper at GCSE then the Principal Examiners must keep in close contact to ensure that any amendments that affect more than one tier are applied to each relevant mark scheme.

For examined coursework:

i) Team Leaders must bring to the Team Leaders' Meeting the agreed number of pieces of examined coursework marked according to the mark scheme.

ii) The Principal Examiner reviews the mark scheme with the Team Leaders.

iii) Agreements must be reached on the standard represented on each of the pieces of examined coursework selected.

iv) The mark scheme will not normally require modification, as it will be standard year on year. For a new specification, amendments may be required in the light of experience with the first few series.

For units utilising the OCR Repository

The process is the same as for paper-based units, except that the candidate work will be accessed electronically. Principal Examiners are able to flag selected candidate work on the OCR Repository for standardisation purposes.

18. The Use of Copied Work

For scripts:

a) **Selecting the files from the OCR Repository**

Common scripts must:

1. show the range of performance that the candidates are likely to demonstrate to help Examiners reach a common understanding of the application of the mark scheme
2. illustrate the criteria for the assessment of the quality of written communication (where applicable).

The Principal Examiner will make arrangements to ensure that suitable scripts are selected, scanned and prepared for the standardisation meeting. Where the unit utilises the OCR Repository, these selections of candidate work will be viewed electronically.

The Principal Examiner should aim to select scripts which illustrate:

1. all optional questions
2. a range of different levels of answer answers that are occurring frequently
3. answers not covered by the original mark scheme
4. answers corresponding to different levels of quality of written communication, in cases where marks are explicitly reserved for this skill.

If the Principal Examiner needs to select in excess of 10 scripts to illustrate these points, then it is permissible to select parts of scripts to illustrate a particular question or questions.

Principal Examiners should try to avoid selecting scripts which are incomplete, difficult to read, or written in a light colour.
In all cases some of these common scripts must be selected for all Examiners to mark as part of their standardisation sample of 10. This supports the Team Leaders in ensuring that the standard agreed at the meeting is being applied.

b) **Marking the common scripts**

It is necessary to allocate time for the marking of the common scripts at the Standardisation meeting after the discussion of the mark scheme is completed. Examiners must be given time to mark a specified script and the outcomes compared. It will often be appropriate to do this on a question-by-question basis, considering the mark scheme for a question first, then marking certain answers to the questions, then considering the outcomes of that marking before moving on to the next question. In this way, the correct use and interpretation of the mark scheme for a given question can be reinforced immediately after that use and interpretation have been established.

The objective for each Standardisation meeting is to consider some answers to all questions.

c) **Considering the outcome of marking the common scripts**

Consideration of the outcome is not simply a matter of comparing marks given. You will need to provide a justification and explanation of why you have (or have not) awarded marks. This may lead to discussion and you will need to manage the Examiners appropriately.

The object of the exercise is to establish a firm understanding of the mark scheme so that it can be consistently applied to the many other scripts in the Examiners' allocations.

A record must be kept of the marks awarded by Examiners for at least two of the photocopied scripts or equivalent. This will enable Principal Examiners/Team Leaders to monitor whether convergence is being achieved. Although this record will not be part of the formal reporting process, it will help to inform the Team Leader on the standard of the marking of each Examiner

at the meeting. Examiners should be required to make decisions at the meeting and these decisions must be formally recorded. The record should be retained by the Principal Examiner or Team Leader.

Please retain the definitive annotated versions of the common scripts for Reviews of Marking and Moderation purposes.

For examined coursework:

d) Archive **examined** coursework

Where possible archive examined coursework should be distributed to the examining team before the meeting. This will then provide common points of discussion.
Meeting time should be spent in resolving marking issues, not reading lengthy pieces of work. The use of archives will assist in establishing a consistent standard across the years.

e) **Selecting the examined coursework**

Common examined coursework must be enough to:

1. illustrate the range of performance likely to be demonstrated by the candidates help consolidate a common understanding of the application of the mark scheme

2. illustrate the criteria for the assessment of quality of written communication.

The Principal Examiner must make arrangements to ensure that suitable examined coursework is selected and prepared for the Standardisation meeting, and available to the Examiners before the meeting.

If there are Team Leaders then agreement between the Principal Examiner and the Team Leader as to the standard reached, must be established before the Standardisation meeting of Examiners.

The Principal Examiner should aim to select archive and 'live' work which illustrates:

1. a range of different levels of work titles or tasks which occur frequently work not covered by the mark scheme answers that might be difficult to mark

2. answers corresponding to different levels of quality of written communication, in cases where marks are explicitly reserved for this skill.

Principal Examiners should try to avoid selecting scripts which are incomplete, difficult to read or written in a light colour.

All Examiners must mark a standardisation sample of 6-10 pieces of examined coursework and these should include some common pieces. This will allow the Team Leaders to ensure that they are applying the standards agreed at the Standardisation meeting.

f) **Marking the common photocopied examined coursework**

The *Instructions for Examiners* leave open the possibility of asking Examiners to mark some of the common archive examined coursework before the meeting.
Following the discussion of the mark scheme, Examiners should be given time to mark the common scripts. It is often appropriate to do this on a question-by-question basis. The Examiners should consider the mark scheme for a question, then all individually mark the same selected answers to that question, and then consider the outcomes of that marking before moving on to the next question.

The objective for each Standardisation meeting is to consider some answers to all questions.

g) **Considering the outcome of marking the common work**

Consideration of the outcome is not simply a matter of comparing marks given. You will need to be able to justify and explain why you have (or have not) awarded marks. You will need to manage discussion and possible controversy in an appropriate manner.

The reason for this exercise is to establish a firm understanding of the mark scheme so that it can be applied consistently to the other scripts in the Examiners' allocations.

A record must be kept of the marks awarded by Examiners for at least two of the pieces of examined coursework. This will enable Principal Examiners/Team Leaders to monitor whether or not convergence is being achieved.

This record will not be part of the formal reporting process, but it will help the Team Leader to monitor the marking of each Examiner at the meeting.
Examiners are required to make decisions at the meeting and the Principal Examiner or Team Leader should record these decisions and keep a copy of the record.

The Principal Examiner should keep the definitive annotated versions of the common pieces of examined coursework for Reviews of Marking and Moderation purposes.

19. The production of a Revised Mark Scheme: Instructions to Principal Examiners

Requirements

You must instruct Examiners to make clear annotations to their copy of the mark scheme during the meeting, even though they may expect to receive a link to an amended mark scheme.

You will not usually need to make any alteration or amendment to the examined coursework marking criteria/mark scheme after the first year of examination of a specification.

You **must date** the final version of the mark scheme before it is copied and distributed.

Panels with Team Leaders

The Principal Examiner and all the Team Leaders must wherever practical mark according to the mark scheme a required sample of scripts/examined coursework (in pencil) to bring to the Team Leaders' Meeting.

Panels with no Team Leaders

a)   **During the Standardisation meeting**
At the Standardisation meeting you must ensure that all agreed amendments are recorded on a master copy of the mark scheme. You may make the annotations yourself, or you may prefer to delegate this task to an experienced Examiner.

b)   **Distributing the final mark scheme**

You should amend the file and save the final version to the Kiteworks folder which holds the standardisation materials for your unit. It is helpful if you can use side-lines, or a similar method, to identify the amendments.

You must ensure all Examiners are aware of the location of this mark scheme **within 24 hours** of the end of the meeting.

c)   **Submission of final mark scheme**

Once completed the Principal Examiner will provide OCR with the final mark scheme. We will ask that you email the final mark scheme to mark.schemes@ocr.org.uk. You will need to submit the mark scheme, even if no changes have been made. Please label the front page of the completed mark scheme as 'Post Standardisation'

Note: When submitting the final mark scheme, please use the following naming format:
FinalMS_Level_Subject_Unit_Component_Month_Year
(e.g. FinalMS_GCSE_Computing_A452_01_June _2018

20. Marking and Annotation of Work after the Standardisation Meeting

<u>For scripts</u>:

Use the following coloured pens:

> red - for marking your own allocated scripts
> green - for re-marking scripts of Assistant Examiners during sampling
> purple - for Principal Examiners when marking a script already marked in red and green
> (sampling Team Leaders' supervision of an Assistant Examiner)
> brown - any re-marks that are not part of the sampling process.

The Principal Examiner must give clear guidance to Examiners about what is considered to be appropriate annotation.

<u>For examined coursework</u>:

Use the following coloured pens:

red - to mark your own allocated examined coursework
green - when re-marking examined coursework of Examiners during sampling, to annotate the Working Mark Sheets/Coversheets or respond to the *STAND/1* form.

Any comments should be constructive and based on key words or phrases drawn from the mark scheme/assessment criteria.

You must give guidance to Examiners on recording the marks. Each piece of work must have a Working Mark Sheet/Coversheet setting out the marks awarded in relation to the assessment criteria.

Examiners must return these sheets to centres along with the examined coursework under the return of examined coursework arrangement.

The Principal Examiner must give clear guidance to Examiners about what is considered to be appropriate annotation.

21. Supervision of Examiners and Sampling their Marking

The Team Leader/Principal Examiner is responsible for supervising one or more Examiners. OCR encourages all Principal Examiners and Team Leaders to make contact with team members before the Standardisation meeting, to help them to build a good working relationship.

The Team Leader/Principal Examiner must check that Examiners have marked in pencil at least **10** scripts or **6** pieces of examined coursework and that they bring these to the Standardisation meeting.

The Team Leader/Principal Examiner must make sure that the marking of scripts/examined coursework by Examiners is consistent and in accordance with the mark scheme.

The Principal Examiner/Team Leader must sample the marking of each Examiner three times, to ensure that they are correctly and consistently applying the mark scheme.

As a Principal Examiner, or a Team Leader, you are responsible for the supervision of the Examiners allocated to you. In particular, it is your responsibility to do all you can to ensure that each Examiner is applying the agreed mark scheme accurately and consistently. All feedback you give should be constructive.

When re-marking, you must annotate scripts as agreed at standardisation.

You must identify at an early stage any cases in which the assessment activity is not being carried out properly, so that corrective action can be taken and scrutinised carefully at later stages.

The *SEM* is important evidence for the review of each Examiner's marking and about possible scaling adjustments. In each case record candidate details and marks on the *SEM* form.

Samples are taken at three stages:

Stage 1 - Initial standardisation
Sampling to ensure that the mark scheme agreed at the Standardisation meeting is being applied accurately.

Stage 2 - Batch 1
When a substantial amount of the marking is complete, to provide a check on the accuracy and consistency of marking. It warns of any serious continuing problem. You should make a tentative Examiner scaling adjustment to correct any leniency or severity.

Stage 3 - on or near Batch 2 deadline/final sample
This enables the Team Leader/Principal Examiner to check the continued consistency of the Examiner's marking. You must, at this stage, confirm or amend your earlier tentative recommendation about any adjustment to correct leniency or severity by the Examiner.

You can decide on the sample size you require at Stages 2 and 3 based on your judgement of each Examiner's performance. You will need to re-mark an average of 30 scripts per Examiner.

You will sample 10 at Stage 1, leaving an average of 20 for Stages 2 and 3.

If an Examiner seems to be reliable and accurate then you may decide to sample 10 at Stage 2 and at least 5 at Stage 3, although this will be dependent upon the size of the allocation.
If an Examiner is new or if you have some doubts about their marking, then you may decide to sample 15 at Stage 2 and at least 10 at Stage 3 (if necessary, use another SEM form).

Corrective Actions

As the time scale for marking is so short, then you will need to take corrective action as soon as you realise that an Examiner is not following the mark scheme. You will need to select one of the following courses of action, depending on the severity of the problem:

1. minor errors - provide Feedback at Stage 1 to bring back "into line"

2. consistently lenient or severe - apply a scaling to the marks (for most papers there is a tolerance limit to accommodate minor differences of interpretation below which scaling is not applied)

3. lenience or severity that may not be remedied sufficiently by scaling - refer the Examiner for consideration at the Marking Review. You may be asked to write a brief report to indicate to your Principal Examiner what action is needed at the marking review and attach this to the SEM

4. inconsistent to a minor extent and scaling not possible (variations in leniency and severity), then refer the Examiner to the Marking Review. You may be asked to write a brief report to indicate to your Principal Examiner what action is needed at the Marking Review and attach this to the SEM

5. scaling of >6% of the component/unit total would be required, or an Examiner is inconsistent to a major degree. The Team Leader must contact the Principal Examiner. The Principal Examiner must decide whether to recommend a complete re-mark or to refer the Examiner to the Marking Review.

An Examiner might seek help from you when they:
1. come across an answer that is valid but not accommodated by the mark scheme cannot decipher the writing on a script
2. think they may not be able to complete their marking on schedule.

After the *STAND/1* sample, no further guidance on marking can be given to ensure consistency of standards.

For more information see Appendix 1.

22. Stage 1 - the Standardisation Sample

a) Within three days of the Standardisation meeting, each Examiner must send their Team Leader a sample of:

At least 7 marked scripts. **Plus, marks for the 3 common** scripts.

At least 6 and **a maximum of 10** marked pieces of examined coursework.

Please note: arrangements may be different for extended standardisation.

b) You must carefully re-mark the scripts, in green ink. You should particularly consider the following points:

<u>For scripts</u>:

i) All relevant details of the mark scheme have been accurately applied. When you agree with the mark awarded by the Examiner you should place a green tick alongside the Examiner's mark.

ii) If you disagree with a mark that has been awarded you should correct the mark and briefly explain your reasons on the *STAND/1.*

iii) Check that all marks are recorded as instructed at the Standardisation meeting. Clearly identify and correct all cases of incorrect marking.

iv) Make a clerical check to ensure that all of the candidate's work has been marked and all additions and transcriptions have been carried out. If you find any clerical errors, you should make a note on the *STAND/1* clearly stating the gravity of such errors.

v) Point out to the Examiner any marking that is illegible or unintelligible and emphasise that their marking cannot be properly checked.

<u>For examined coursework</u>:

i) All relevant details of the mark scheme have been accurately applied.

ii) If you disagree with a mark that has been awarded, you should correct the mark and briefly explain your reasons on the *STAND/1*.

iii) Check that all marks are recorded as instructed at the Standardisation meeting. Clearly identify and correct all cases of incorrect marking.

iv) Make a clerical check to ensure that all of the candidate's work has been marked and all additions and transcriptions have been carried out. If you find any clerical errors you should make a note of them on the *STAND/1* clearly stating the gravity of such errors.

v) Point out to the Examiner any marking that is illegible or unintelligible and emphasise that their marking cannot be properly checked.

c) You must make any alterations to sub-totals, ringed totals and the final total in **green** ink and initial each change. You must write **'S'** (meaning Standardisation) next to the total mark.

d) When you have checked the sample you should immediately contact the Examiner with an explanation of any changes that need to be made to his/her marking. Remind the Examiner:

- to record the Team Leader's total mark on the *MS2*

- to return the scripts/examined coursework (when they get them back) to their original positions in the script packets/sack

- to review all the scripts/examined coursework that they have marked so far in accordance with your feedback (in some specifications Examiners have to wait for final clearance from their Team Leader before they can continue their marking)

- that if they are still waiting for a revised mark scheme they may continue to mark provisionally using their annotated mark scheme from the Standardisation meeting, but that they will have to re-mark this provisional work when they receive the final authorised mark scheme

- to send half the Batch 1 scripts/examined coursework to you

- to wait until you have called for the final sample before sending the last batch of scripts/examined coursework to OCR.

e) **You must:**

For scripts:

Complete Sections A and B of the 'SEM form for Principal Examiner - Traditional marking' for each Examiner in your team.
https://www.ocr.org.uk/assessment-specialist-communications/ - Forms - Examining forms

Please record the centre and candidate numbers for each of the scripts that you sample at this stage, **excluding** any common scripts

If an Examiner is marking on more than one component, then a separate SEM form needs to be completed for each component.

For examined coursework:

Complete Sections A and B of the 'SEM form for Principal Examiner - Traditional marking' for each Examiner in your team.
https://www.ocr.org.uk/assessment-specialist-communications/ - Forms - Examining forms

Record the centre and candidate numbers for each of the pieces of examined coursework that you sample at this stage, **excluding** any further common archive examined coursework.

f) You will not normally use all the spaces provided in section B of the *SEM form*. You will use at least six unless some of the quota of six are surplus photocopies from the Standardisation meeting.

g) Retain the *SEM* until Stage 2 is completed.

h) Despatch the sample scripts and email the updated *STAND/1* form to the Examiner. Examiners are asked to send you a self-addressed label to help you return them promptly.

i) If you are not satisfied with the marking of the sample scripts/examined coursework, you must:

- ask the Examiner to submit a further sample

- tell the Examiner not to continue marking until you have given clearance

- show the details of the marking of this additional sample by completing

Sections A and B on another copy of the *SEM*.

If the further sample of scripts/examined coursework also proves unsatisfactory, you should notify the Principal Examiner at once. Examiners who do not display sufficient care, accuracy or consistency by this stage will have their scripts/examined coursework re-allocated.

j) Retain a copy of the *STAND/1* for your records.

23. Stage 2 - the Batch 1 Sample

a) Each Examiner is instructed to send you approximately half the scripts/examined coursework in Batch 1 by the specified date. This will represent roughly 20% of the allocation. You should select and re-mark a sample of scripts/examined coursework to include all questions and to cover an adequate mark range.

   You should record all marks on the front of the script in **green** using the prefix '**B**'. You should transfer details of the original Examiner's mark and your mark for each script/examined coursework on to Section C of the *SEM form*.

   Make a clerical check to ensure that all of the candidate's work has been marked and all additions and transcriptions have been carried out. If you find any clerical errors you should make a note of them on the *SEM form*. The Examiner must be alerted to the error and instructed to re-check all scripts that have not yet been returned to OCR.

b) Section C of the *SEM* should have sufficient spaces to confirm the accuracy and reliability of the Examiner.

c) **For scripts:**

   You must re-mark **at least 10** scripts at this stage.

   For examined coursework:

   If you think it necessary to re-mark more than 15 pieces of examined coursework from an Examiner, continue in Section C of another *SEM*. In any case you should re- mark at least six pieces of examined coursework at this stage.

   You must record full candidate details in Section C of the *SEM.*

   Make a clerical check to ensure that all of the candidate's work has been marked and all additions and transcriptions have been carried out. If you find any clerical errors you should make a note of them on the *SEM form*. The Examiner must be alerted to the error and instructed to re-check all scripts that have not yet been returned to OCR.

d) You must complete Section C **in descending mark order**, showing the candidate with the highest mark from the original Examiner at the top.

e) You must return the Stage 2 sample to OCR.

f) No further feedback on marking should be given from this point on.

24. Scaling an Examiner's Marking

a) If you decide at Stage 2 that an Examiner is consistently severe or lenient, then you must re-mark enough scripts/examined coursework for you to be able to recommend how far the Examiner's marks for all scripts/examined coursework should be adjusted.

You must ensure that you have marked a sufficiently representative sample to make a reliable judgement. If you are in any doubt then continue to mark scripts/examined coursework until you are satisfied that you can make a recommendation.

b) You should expect to find minor variations between Examiners of one or two marks either way over the whole range in those subject/mark schemes where there is a subjective element to the assessment.

You should only recommend scaling where there is a consistent trend in one direction over the whole mark range or over a definable part of it (eg. an Examiner is mean at the top of the mark range but generous at the bottom).

c) The Principal Examiner may advise you that you should not make scaling recommendations for the component you are marking unless they are greater than a certain figure over at least part of the mark range, i.e. there is a scaling tolerance for the component.

d) You must record your scaling recommendation (even if it is 'STET') in Section C of the *SEM*. Examples of scaling recommendations are illustrated in Appendix 6.

e) You should tell the Examiner of any arithmetic errors and write them in the comments box on the *SEM*. You must also record them on the *Arithmetic Errors Form.*

f) You must advise the Principal Examiner immediately if:

   i) an Examiner is so inconsistent that you cannot make a scaling recommendation, **or**

   ii) you are thinking of making a scaling recommendation, **or**

   iii) you repeatedly find arithmetic errors.

   You must make any such report to the Principal Examiner promptly, as it may be possible and appropriate to stop the Examiner marking any further scripts/examined coursework and to arrange for the re-marking or checking of all the scripts/examined coursework already marked for all, or some of, the mark range.

g) You must **not** inform the Examiner of your findings at the Batch 1 stage, as they may try to compensate. This would remove the consistency of marking which the scaling process relies on.

h) You must email a copy of each *SEM* to SEM@ocr.org.uk Send a copy to the Principal Examiner. Retain a copy until Stage 3 is complete.

25. Stage 3 - the Final Sample

a)   As soon as possible after receiving Batch 1 scripts/examined coursework and before Batch 2, you should contact each Examiner to identify the centres you require to be included in the final sample.

For scripts:

The sample you request should, wherever possible, constitute all the scripts from at least two centres and contain at least 40 scripts.

Make a clerical check to ensure that all of the candidate's work has been marked and all additions and transcriptions have been carried out. If you find any clerical errors you should make a note of them on the *SEM form*.

For examined coursework:

The sample you request should constitute all the examined coursework from at least two centres and contain at least 20 pieces of examined coursework.

b)   You are responsible for deciding which centres you will request work from. You will choose these from your copy of each Examiner's apportionment summary and your knowledge of which centres you have already received in Batch 1. You must not let the Examiner know in advance which centres you are going to request work from.

c)   You should re-mark enough scripts/examined coursework (in green) from the Final Sample to confirm that the Examiner has maintained the required consistency and accuracy. Record the marks on the scripts in Green and prefix the total mark with "**F**". You must transfer the outcome of the re-marking on to Section D on your retained copy of the *SEM*.

d)   You must re-mark **at least 5** scripts or pieces of examined coursework at this stage (and the combined total of the pieces of examined coursework re-marked in Batch 1 at this stage should be at least 10).

NB If it is necessary to mark more than 8 pieces of examined coursework from an Examiner at this stage, continue in Section D of another *SEM*.

Make a clerical check to ensure that all of the candidate's work has been marked and all additions and transcriptions have been carried out. If you find any clerical errors you should make a note of them on the *SEM form*.

e)   Indicate in the appropriate box on the *SEM* whether you can confirm the scaling that you previously recommended after Batch 1 (which may have been 'STET'). If not, indicate your new scaling recommendation in the box provided.

This scaling may then be applied instead of the previous one to **all** that Examiner's scripts, including those in Batch 1.

f)   You must email the final copy of the *SEM to* SEM@OCR.org.uk Email the *Arithmetic Errors* form to Examiner.Marks@ocr.org.uk

Where there are no arithmetic errors within the team, the *Arithmetic Errors* form should be marked 'No errors'.

g)   You must return the Final Sample scripts/examined coursework to OCR as soon as possible so that they can be used, if necessary, for the Awarding Meeting.

26. Sampling the Work of Team Leaders

Team Leader Standardisation of Examiners

Stage	Process	Instructions re completion of the SEM	Despatch Instructions
Stage 1	Examiner sends to TL standardisation sample of 7, plus marks for common scripts X, Y and Z.	TL completes Sections A & B	TL retains all copies of the *SEM* Return all scripts/examined coursework to initial Examiner
Stage 2	Examiner sends to TL 20% of examined coursework, TL selects and marks sample	TL completes Section C	Email a copy of the SEM to SEM@OCR.org.uk and the PE Keep a copy of the SEM Return scripts to OCR

Team Leaders must send to the Principal Examiner a batch of scripts/examined coursework that they have received from one of the Examiners in their team which they have re-marked (see table on page 46).

Stage	Process	Instructions re completion of the SEM	Despatch Instructions
Stage 3	TL selects and marks final sample	TL completes Section D	Email a copy of the SEM to SEM@OCR.org.uk Return scripts to OCR

Where there are no arithmetic errors within the team, the *Arithmetic Errors* form should be marked 'No errors'.

Where Team Leaders are appointed, they must be supervised by the Principal Examiner in the same way that Team Leaders supervise Examiners. Team Leaders must be supervised by the Principal Examiner before they check the marking of their own Examiners in order to ensure that the standard agreed at the Standardisation meeting is being carried forward.

In addition, Team Leaders must send to the Principal Examiner a batch of scripts/examined coursework that they have received from **one** of the Examiners in their team which they have re-marked. This will constitute the Team Leader's Stage 2 sample to the Principal Examiner.

Principal Examiner Standardisation of Team Leaders

Stage	Process	Instructions re completion of the SEM	Despatch Instructions
Stage 1	TL sends own marking standardisation sample of 10 to PE	PE completes Sections A and B of TL's *SEM*	PE emails a copy of the SEM to SEM@OCR.org.uk Return all scripts/examined coursework to TL
Stage 2	i) TL marks sample from selected Examiner and completes section C of the *SEM* ii) PE checks TL sample marking of selected Examiner	Email *SEM* for the selected **Examiner only** to PE together with the re-marked scripts/examined coursework (full centres only) PE completes PE box of Examiner's *SEM*	PE emails Examiner's *SEM* to SEM@OCR.org.uk Return scripts/examined coursework to OCR
Stage 3	TL sends final batch of own allocation to PE	PE completes Section D of TL's *SEM*	PE emails *SEM* to SEM@OCR.org.uk and *Arithmetic Errors Form* to Examiner.Marks@ocr.org.uk Return scripts/examined coursework to OCR

27. Supervision of Principal Examiners

Principal Examiners must send a sample of **at least 10 scripts** or a sample of **at least 6, and at most 10, pieces of examined coursework** with the *PE SEM* either to a designated Team Leader or other nominated Examiner as soon as possible and **within 14 days of the Standardisation meeting**.

The Team Leader selected other nominated Examiner should use the *PE SEM* to record details of this check on the sample. Instructions on how to complete the *PE SEM* can be found on the form.

The sample of scripts/examined coursework must be returned to the Principal Examiner.

28. Return of Scripts/Examined Coursework

At the end of the marking period it is vital that you return marked scripts to OCR immediately using the DHL courier service.

Please refer to the *Instructions for the Movement of Scripts* and the *Assessor Courier Guide.*

29. Preparation for Marking Review

The Marking Review provides an opportunity to re-mark a sample of the scripts/examined coursework which have been marked by an Examiner about whom there is some lingering doubt.

To be effective, the Marking Review relies on reports submitted by Team Leaders.

You should make recommendations for any Examiner whose marking should be considered at the Marking Review, giving the reasons for your lingering doubt on the *SEM* (or attached paper, if more space is required).

30. Reporting on the Performance of Examiners

Reports on the performance of each Examiner will be submitted electronically using SurveyMonkey. PEs and TLs will receive an email that includes instructions, details of Examiners who require a report and a link to the SurveyMonkey form. The grading criteria will also be sent and should be referred to when deciding on the most appropriate grade.

a) **Team Leaders**
    Please complete the Repot on Performance Form, one form per Examiner within 5 days of the Batch 2 (end of marking) date. You must ensure that you provide grading information for all Examiners.

b) **Application of grades**
    Team Leaders grade Examiners on the **quality of marking** and the **accuracy of administration**. The information provided by Team Leaders is used, by OCR, to arrive at an overall single grade (1 - 5); the grade for **quality of marking** will have a greater weighting in determining the overall single grade.

    Only a single grade can be used for each competence. For example, do not use 1/2.

c) **Advice on levels of performance**

    1 - "A potential Team Leader. Demonstrates excellence in carrying out responsibilities."

    2 - "Carries out all responsibilities in line with Ofqual's General Conditions of Recognition and OCR procedures *(assessors graded '2' are eligible for consideration as Team Leaders).*"

    3 - "Carries out most responsibilities in line with Ofqual's General Conditions of Recognition and OCR procedures *(assessors graded '3' are by default invited to mark in subsequent series subject to entries)."*

    4 - "Would benefit from training."
         (A grade 4 should be awarded if there is evidence that the quality of assessment gave cause for concern or administration was inaccurate and hampered the assessment process. Awarding grade 4 will result in the assessor being invited to undertake further training where available.)

    5 - "Should not be invited next series."
         (A grade 5 should be awarded when the quality of assessment and/or administration or conduct has put the integrity of the assessment process at risk. Assessors graded '5' will be excluded from assessing the unit/component/qualification in the future. In certain circumstances the assessor may be excluded from all future assessment activities across OCR.)

d) **Important information about completing Report on Performance forms**

    Please note that under the Data Protection Act any assessor may request a copy of their form. It is therefore vital that all comments written about the performance of an assessor are expressed constructively and professionally and can be justified with evidence. Do not include your personal views or pejorative comments.

    If Examiners have any queries about the feedback they receive, they must contact the Quality and Support Manager at OCR. You should not give any further feedback yourself.

e) **Principal Examiners**

If you have Team Leaders, please complete one form per Team Leader. A Team Leader's overall grade is the mean mark of the four grades submitted. You should refer to the grading criteria when deciding on the most appropriate grade.

If you do not have Team Leaders, please complete one form per Examiner in your team. You must ensure that you provide grading for all Examiners/Team Leaders.

Please submit your completed RPFs via SurveyMonkey within 5 days of the Batch 2 (end of marking) date.

31. OCR report to Centres

Download *Instructions for writing the OCR Report to Centres.*

32. Escalation of Issues of Concern

Team Leader
If while undertaking your assessment task you come across something that causes you concern you must report this immediately to your Principal Examiner.

If an assessor in your team reports a concern to you, you must acknowledge receipt and then, where appropriate, escalate this to the Principal Examiner.

Principal Examiner
If while undertaking your assessment task you come across something that causes you concern you must report this immediately to your Assessment Standards Senior Manager (ASSM) - previously Chair of Examiners or Quality and Support Manager at OCR.
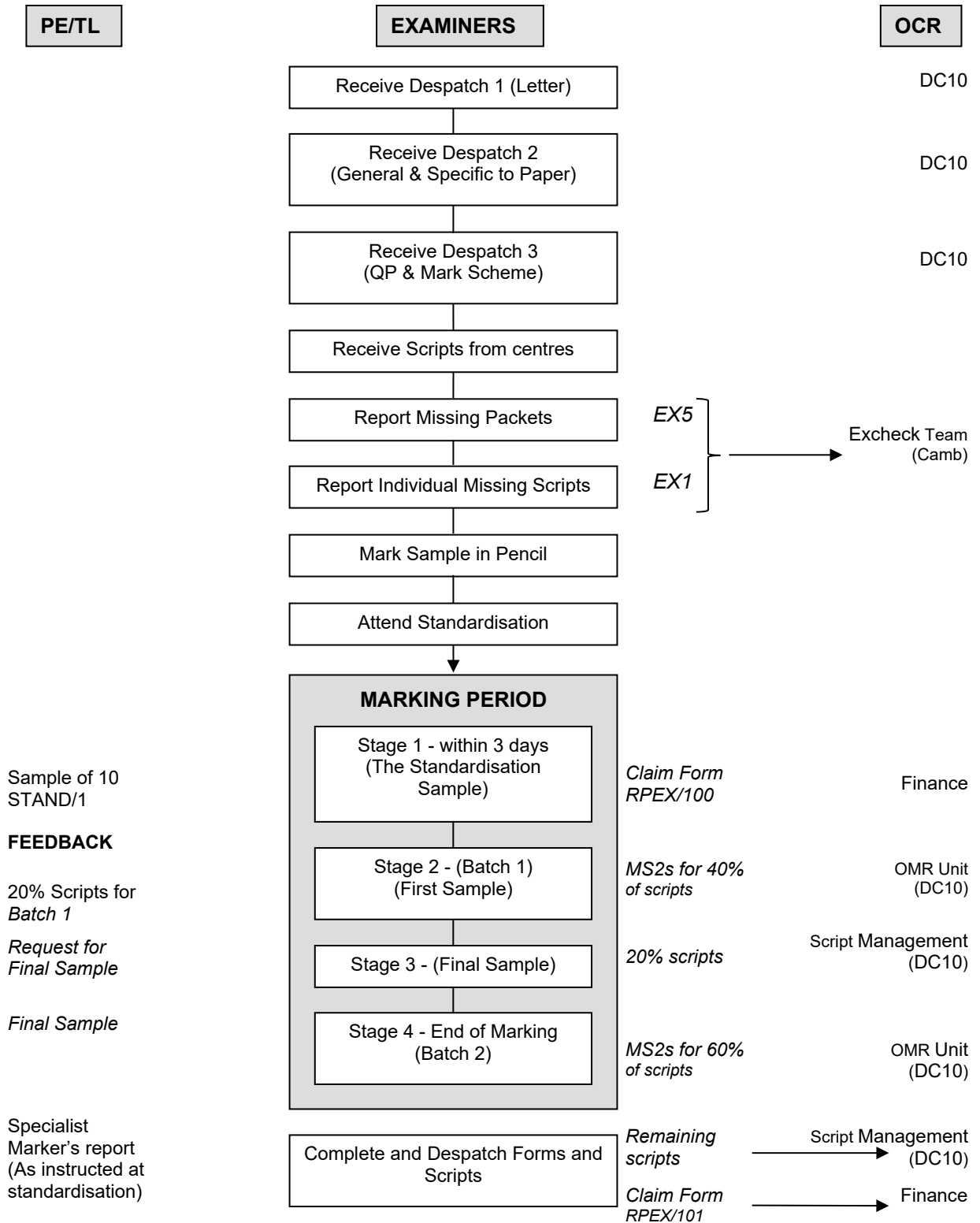
If an assessor in your team reports a concern to you, you must acknowledge receipt and then, where appropriate, escalate this to your ASSM or Quality and Support Manager at OCR.

Appendix 7 - Examples of Scaling Adjustments

Principle for scaling: Rank order of candidates should not change as a result of Specialist Marker scaling.

Judgement	Example of how to complete the *SEM*		Notes
	Range of Marks	**Recommended Adjustment**	
			Your recommendation must cover the full range of marks for the component, even if over all or part of the range of marks the recommendation is STET, i.e. no change.
No adjustment necessary	0 to 100	STET	This does not imply that you agreed with every single mark you saw, only that overall no scaling adjustment is justified or appropriate.
Examiner consistently severe	0 to 60	+2	This is a component marked out of 60.
Examiner lenient with better candidates	70 to 100 60 to 69 48 to 59 0 to 47	-3 -2 -1 STET	This is a tapered recommendation. The Team Leader has made it clear that he/she recommends no adjustment at marks below 48. There is no overlap of the range of marks and by tapering in one-mark stages, the Team Leader has ensured that the rank order of candidates has not altered. Note that it is acceptable that candidates who were awarded different marks by the original Examiner end up with the same mark, eg. those who originally had 48 or 47 all end up with 47 on the basis of this recommendation.
Examiner severe throughout but especially with better candidates	72 to 100 59 to 71 0 to 58	+3 +2 +1	This is a tapered recommendation. A tapered or stepped adjustment is necessary to ensure that rank order is not violated. A recommendation which jumps from +3 to +1 is not acceptable. Even if there were a tolerance of 1 mark on this component, this recommendation should still be made in its entirety because over part of the mark range it exceeds the tolerance.
Examiner is severe at higher mark but generous with poor answers.	68 to 80 63 to 67 46 to 62 39 to 45 0 to 38	+2 +1 STET -1 -2	This reduces the effect of bunching of marks in the middle. However, it must **not** be done for statistical reasons, but only if the evidence for making such an adjustment is in the work.

Appendix 8 - Overview Flowchart

PE/TL	EXAMINERS	OCR
	Receive Despatch 1 (Letter)	DC10
	Receive Despatch 2 (General & Specific to Paper)	DC10
	Receive Despatch 3 (QP & Mark Scheme)	DC10
	Receive Scripts from centres	
	Report Missing Packets — *EX5*	Excheck Team (Camb)
	Report Individual Missing Scripts — *EX1*	
	Mark Sample in Pencil	
	Attend Standardisation	

MARKING PERIOD

PE/TL	EXAMINERS		OCR
Sample of 10 STAND/1	Stage 1 - within 3 days (The Standardisation Sample)	*Claim Form RPEX/100*	Finance
FEEDBACK			
20% Scripts for *Batch 1*	Stage 2 - (Batch 1) (First Sample)	*MS2s for 40% of scripts*	OMR Unit (DC10)
Request for Final Sample	Stage 3 - (Final Sample)	*20% scripts*	Script Management (DC10)
Final Sample	Stage 4 - End of Marking (Batch 2)	*MS2s for 60% of scripts*	OMR Unit (DC10)
Specialist Marker's report (As instructed at standardisation)	Complete and Despatch Forms and Scripts	*Remaining scripts*	Script Management (DC10)
		Claim Form RPEX/101	Finance

Appendix 9 - Additional Guidance on Marking Crossed Out, Rubric Error (Optional Questions) and Multiple Responses

Crossed Out Responses

Where a candidate has crossed out a response and provided a clear alternative then the crossed out response is not marked. Where no alternative response has been provided, Examiners may give candidates the benefit of the doubt and mark the crossed out response where legible.

Rubric Error Responses - Optional Questions

Where candidates have a choice of question across a whole paper or a whole section and have provided more answers than required, then all responses are marked and the highest mark allowable within the rubric is given. (The underlying assumption is that the candidate has penalised themselves by attempting more questions than necessary in the time allowed.)

Multiple Choice Question Responses

When a multiple choice question has only a single, correct response and a candidate provides two responses (even if one of these responses is correct), then no mark should be awarded (as it is not possible to determine which was the first response selected by the candidate). When a question requires candidates to select more than one option/multiple options, then local marking arrangements need to ensure consistency of approach.

Contradictory Responses

When a candidate provides contradictory responses, then no mark should be awarded, even if one of the answers is correct.

Short Answer Questions (requiring only a list by way of a response, usually worth only one mark per response)

Where candidates are required to provide a set number of short answer responses then only the set number of responses should be marked. The response space should be marked from left to right on each line and then line by line until the required number of responses have been considered. The remaining responses should not then be marked. Examiners will have to apply judgement as to whether a 'second response' on a line is a development of the 'first response', rather than a separate, discrete response. (The underlying assumption is that the candidate is attempting to hedge their bets and therefore getting undue benefit rather than engaging with the question and giving the most relevant/correct responses.)

Short Answer Questions (requiring a more developed response, worth two or more marks)

If the candidates are required to provide a description of, say, three items or factors and four items or factors are provided, then mark on a similar basis - that is downwards (as it is unlikely in this situation that a candidate will provide more than one response in each section of the response space.)

Longer Answer Questions (requiring a developed response)

Where candidates have provided two (or more) responses to a medium or high tariff question which only required a single (developed) response and not crossed out the first response, then only the first response should be marked. Examiners will need to apply professional judgement as to whether the second (or a subsequent) response is a 'new start' or simply a poorly expressed continuation of the first response.