

NOTICE TO CENTRES

FAO: Teachers of Cambridge Nationals

Date: December 2014

Subject: Cambridge Nationals

ADMINISTERING INTERNAL ASSESSMENT

We would like to provide clarification about the rules surrounding the production of evidence for internally assessed units for Cambridge Nationals.

Model Assignments

Model Assignments are available for all internally assessed units. Centres must select from the model assignments available when assessing their learners, which are available from the OCR website. Centres can make modifications to the model assignments that OCR provides to enable the assignments to be put within a local context that learners might relate to more easily, or to allow for differences in the materials, equipment and facilities at different centres. Guidance on what can be modified is given in each assignment in the section Information for Teachers under Scope of permitted model assignment modification. No other changes are permitted. If modifications are made to the model assignment, whether to just the scenario or to both the scenario and tasks, it is up to the centre to ensure that all learning outcomes can be met and that learners can access the full range of marks.

Any changes made to model assignments over those permitted are liable to be reported as suspected malpractice by the moderator. These will be investigated by OCR and any sanctions/penalties imposed in line with the *JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures*.

Evidence Generation

Templates and writing frames cannot be used for the creation of assessment evidence.

Learners must independently choose layouts and make decisions about formatting when creating documents, etc. and when presenting their assessment evidence. This is detailed in Section 4 of each qualification's specification:

'Teachers/assessors must not provide templates, model answers or detail specifically what amendments should be made'.

It is essential that centres follow the *JCQ Instructions for Conducting Coursework*. In particular, the instructions which clarify what can be considered to be the candidates' own unaided work.

Providing candidates with worksheets, writing frames and/or additional instructions or prompts, or providing formative feedback whilst the evidence is being produced, constitutes help over and above that permitted, and is liable to be reported as malpractice by the moderator. These will be investigated by OCR and any

NOTICE TO CENTRES *continued*

sanctions/penalties imposed in line with the *JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures*.

If you have any concerns about work not being produced in line with a specification's guidance and *JCQ Instructions for Conducting Coursework* you should contact OCR's Customer Contact Centre (please see contact details below).

Any help provided to candidates that conforms to a specification's guidance and JCQ Instructions for Conducting Coursework must be considered when awarding marks. All JCQ documents referred to are available via the JCQ website – www.jcq.org.uk

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.