



Oxford Cambridge and RSA

NOTICE TO CENTRES

FAO: Head of English

Date: March 2014

Subject: GCSE English – controlled assessment tasks

CONTROLLED ASSESSMENT: TASK VALIDITY AND CARRYING FORWARD OF MARKS

- J350 GCSE English
- J355 GCSE English Language
- J360 GCSE English Literature

Following queries regarding the submission of controlled assessment tasks for the specifications listed above, we are clarifying the rules under the new linear assessment structure.

From June 2014 and for all subsequent examination series, all units must be entered at the end of the course when candidates are certificating. For controlled assessment units where prescribed tasks are set by OCR, such tasks are made available two years in advance of the relevant series (for instance, tasks for 2016 submissions will be made available in Summer 2014).

Centres must ensure that the controlled assessment tasks relate to the year in which the course is being completed. For instance, candidates intending to certificate in the June 2014 or November 2014 resit only examination series must submit responses to the 2014 controlled assessment tasks. Where tasks differ from unit to unit, even if the assessment criteria and mark schemes are identical (for instance, the Imaginative Writing essays in Unit A642 and Section B of Unit A651), the tasks attempted must be those set for the unit being entered.

The same is true of work produced for a different Awarding Body which uses the same marking criteria (for instance, work produced for AQA's GCSE English controlled assessment). The work cannot simply be marked and submitted for OCR, as the prescribed tasks for any other Awarding Body will not be valid.

Responses to controlled assessment tasks for any other year, unit or Awarding Body will not be accepted and any marks relating to such tasks will not be credited towards certification. According to the [JCQ Instructions for Conducting Controlled Assessment](#), it is the centre's responsibility to ensure that work is completed on the appropriate set tasks:

"The centre must make arrangements for candidates to undertake the correct task. Awarding bodies will do all they can to protect candidates' interests but in some cases it may not be possible to accept work based on the wrong task. Centres should therefore, take great care to ensure that they issue the correct task to candidates." (Section 3, p7).

The only exception to this is where candidates have previously certificated, are resitting externally assessed units and carrying forward controlled assessment marks from a previous series. In this instance, it is the uniform mark only which is carried forward. The actual work which originally produced the mark is not relevant to the series in which the carry forward entry is made.

NOTICE TO CENTRES *continued*

Candidates can only carry forward the result of a controlled assessment unit that has already been used towards their **last** certification of the same qualification. Please be aware that controlled assessment uniform marks may only be carried forward if they have been used for certification once already.

If candidates have previously certificated and are resitting externally assessed units and submitting new controlled assessment responses, their responses must be to the controlled assessment tasks for the examination series, unit and Awarding Body in which they are re-certificating. Should a fresh attempt be made (with the appropriate tasks) and used for certification, it will then be the uniform mark for that fresh attempt which may be carried forward for use in any future resit entries.

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