

Project

H854 (Level 1), H855 (Level 2), H856 (Level 3)

Units H854, H855, H856

Instructions relating to the Moderation of Marks on Controlled Assignments

Moderation for Projects is by post or OCR repository

1. Attention is drawn to the following documents:
 - (a) the appropriate specification booklet and in particular the relevant sections relating to each unit
 - (b) the General Coursework Regulations in the Administrative Guide and Entry Procedures Folder
 - (c) Unit Recording Sheets
 - (d) JCQ Centre Consortium Arrangements (<http://www.jcq.org.uk>)
2. It is important that the JCQ Centre Consortium Arrangements form is completed to notify OCR of a consortium of centres with joint teaching arrangements so that the candidates for a particular unit can be treated as a single group for the purposes of moderation. It is required **only** if two or more member centres will be entering candidates for the same unit.
3. Teachers are reminded that all controlled assignment marking and internal standardisation must be completed in good time before the submission of marks to the moderator. For all 3 levels of the Project, the moderator must be in **receipt** of the controlled assignment marks **no later than 10th January (for January series) and 15th May (for June series)**.

Teachers are urged to submit their marks earlier than the deadline, if at all possible.

Essential Documentation to be despatched to the moderator

- A copy of the Marks submitted to OCR
 - Completed copies of the Unit Recording Sheet ('postal' & 'OCR Repository' moderation)
4. All internal marking and standardisation procedures must be completed before external moderation can take place. Detailed marks must be recorded for each candidate on the Unit Recording Sheet (URS) and the relevant totals then submitted either via Interchange or EDI files sent via A2C. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect marks.

5. **Internal Standardisation**

Teachers are reminded that it is the responsibility of the centre to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the unit at the centre (and across the consortium where applicable). It is the Domain Assessor's responsibility to ensure that effective internal standardisation has been carried out.

6. **Marks submission**

Marks can be submitted to OCR either via Interchange or EDI files sent via A2C. A copy of the marks should also be sent to the moderator whose name and address is given on the computer-printed labels.

7. **The Sample**

OCR will select the sample and for postal moderation inform the centre where the portfolios are to be sent. These must be dispatched to arrive with the moderator within 5 days of receipt of the sample request.

Where 'postal' moderation applies:

- if there are 15 or fewer candidates the complete work of all candidates should be sent to the moderator without the need to wait for a request from the moderator;
- any correspondence with OCR relating to Special Arrangements for Controlled Assessment and the work of the appropriate candidates should be sent to the moderator at the same time as the requested sample;
- a completed Unit Recording Sheet should be attached to each candidate's work;
- one completed and signed Centre Authentication Form, CCS160 and *Candidate* authentication should be retained by the centre;
- Centres must have the work of all candidates available in case a further or extended sample is required by the moderator;
- it is advisable to remove hard covers and plastic wallets from controlled assignments to avoid adding unnecessarily to the bulk of the parcel and the cost of its despatch. You should use a postal system that provides for tracking should the parcel delivery be delayed.

8. Any subsequent requests from the moderator (e.g. to reconsider the centre's order of merit or to supply further samples of work) should be acted upon with the minimum of delay.

9. The outcome of moderation will be notified to the centre in due course, together with a Report to Centre, at which stage the centre will have access to the Results Enquiries and Appeals procedures.

10. After moderation has been completed, all controlled assignment work must be kept securely in the centre until the results have been published and until any Results Enquiries or Appeals procedures have been concluded.