

# Instructions relating to the Moderation of Marks on Coursework

Attention is drawn to the following documents:

- a) **Coursework Cover Sheet** – One of these forms should be completed for each candidate and must be attached to the work before it is sent to the Moderator.
- b) **Coursework Assessment Form** – One of these forms should be completed for each candidate for each of parts (a) and (b) of this unit and must be attached to the work before it is sent to the Moderator.
- c) **Coursework Summary Form** – This records the marks for each component and the final total mark for each candidate entered by your Centre for the unit.

All forms may be photocopied and used as required. Additional copies may be ordered from OCR Customer Contact Centre (telephone number 01223 553998) or downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## Centre Authentication Form CCS160

For each of the GCE units/components listed above, for which candidates are entered, the supervisor responsible for the marking should complete a Centre Authentication Form, CCS160. The form should be signed to confirm that steps have been taken to ensure that the work submitted is solely that of the candidates concerned. A completed copy of the form should be retained in centre.

## Internal Standardisation

Where more than one teacher in the Centre has marked the work for a particular coursework component/unit, the Centre must standardise the marking in order to ensure that candidates who have demonstrated the same level of attainment receive the same mark and that the rank order of the coursework marks for the Centre as a whole is appropriate.

## Consortium Arrangements

Some schools and colleges work in partnerships in which candidates from more than one Centre are taught and assessed together, but are entered through separate Centres. So that we are able to put appropriate moderation arrangements in place, please complete the JCQ Consortium Arrangements Form and send to the address below, giving details of the units, candidates and centres involved:

**Assessor Deployment, OCR, 1 Hills Road, Cambridge, CB1 2 EU.**

## **Submission of Marks**

Marks must be submitted either via Interchange or EDI files sent via A2C. The date for submission of coursework marks is 15 May for the summer series. Centres must ensure that they keep a copy of their coursework marks.

## **Moderation**

Moderator address labels will be sent to Centres shortly before the coursework mark submission date. Marks to be received by OCR Cambridge no later than 15 May. Moderator to receive a copy of the marks no later than 15 May. Centres with 15 candidates or fewer should send all work to the Moderator with the marks. Centres with over 15 candidates should wait for email instructions from OCR. For Coursework instructions please refer to the OCR website. Sample requests are automated and are sent to the Examinations Officer who should check that the e-mail address held by OCR is correct. On Interchange select Admin – View your centre details. If the e-mail address shown is incorrect please e-mail [Interchange@ocr.org.uk](mailto:Interchange@ocr.org.uk) with the correct address remembering to include the centre number, centre name and a contact name. Centres should respond promptly to any requests for work. A report on the outcome of the moderation will be sent to Centres at the time results are issued.

## **General Coursework Regulations and Procedures**

General coursework regulations and procedures including those concerning lost or incomplete coursework are given in the OCR Admin Guide: 14-19 Qualifications.

## **Coursework Enquiry Forms (optional)**

These forms should be used to request advice on the suitability of coursework tasks. They can also be used to request feedback and advice on the marking of students' work before marks are submitted to OCR and the Moderator.