

# Instructions relating to the Moderation of Marks on Controlled Assessments

### Moderation by Post or using the OCR Repository

1. Attention is drawn to the following information:
  - (a) the appropriate specification and in particular the relevant sections relating to moderated units
  - (b) the General Controlled Assessments Regulations in the Administrative Guide and Entry Procedures Folder (including information on OCR Repository)
  - (c) Cover Sheets - interactive versions available on OCR website
  - (d) Controlled assessment Summary Forms (CSF) - interactive versions available on OCR website (use of which is optional)
  - (e) Centre Authentication Sheet (CCS160)
  - (f) OCR Repository is for centres to upload electronic portfolios onto OCR's website where they can be accessed by the moderator
  - (g) Postal moderation is for hard copy paper portfolios **and** electronic portfolios (saved on a CD or Memory stick) which are delivered by post or by courier (Parcelforce, DHL etc) to the moderator
  - (h) information for centres and candidates on Controlled Assessments
  - (i) to use OCR Repository you will require access to OCR Interchange
  
2. Teachers are reminded that all controlled assessment marking and internal standardisation must be completed in good time before the submission of marks to OCR. OCR must be in **receipt** of the controlled assessment marks **no later than 15 May for the June series**. Teachers are urged to submit their marks earlier, if at all possible.

#### **Postal Moderation** - Essential Documentation to be **sent** to the Moderator

- Moderator copy of Marks (or a copy of the EDI entry)
- Completed copy of the Control Assessment Cover Sheets

#### **OCR Repository** - Essential Documentation to be **sent or uploaded** to the admin section of the OCR repository

- Moderator copy of Marks (or a copy of the EDI entry)
- Completed copy of the Control Assessment Cover Sheets

3. All internal marking and standardisation procedures must be completed before external moderation can take place. Detailed marks can be recorded for each candidate on the relevant Controlled assessment Summary Form (CSF) and the totals then electronically input using Interchange / EDI. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect total marks.
4. **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.
5. Marks should be submitted to OCR by 15th May for the June series.  
  
A photocopy of the completed CSF should be retained for reference purposes.

6. **The Sample**

OCR will select the sample and inform the centre where the controlled assessments are to be sent. These must be dispatched to arrive with the moderator within 5 days of receipt of the sample request. Any delays may affect the issue of candidates' results. In the case of centres using the OCR Repository, moderators will access controlled assessments directly.

- If there are 15 or fewer candidates the complete work of all candidates should be sent to the moderator (or uploaded to the OCR Repository) without the need to wait for a request from OCR.
  - Any correspondence with OCR relating to Special Arrangements for Controlled Assessments and the work of the appropriate candidates should be sent to the moderator (or uploaded to the OCR Repository) at the same time as the sample.
  - Completed CCS160 should be retained by the centre.
  - Centres are advised to have the work of all candidates available in case a further sample is required by the moderator.
  - Postal moderation only - it is advisable to remove the covers of Controlled Assessments where they might add unnecessarily to the bulk of the parcel and the cost of its despatch. Centres should use a system that provides for tracking should the parcel delivery be delayed.
  - Controlled assessment Cover Sheets must be attached to each candidate's work (or uploaded to the OCR Repository).
7. 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.
  8. The outcome of moderation will be notified to the centre in due course at which stage the centre will have the right of appeal.
  9. After moderation has been completed, all Controlled assessments must be kept securely in the centre until the results have been published and until any Results Enquiries/Appeals have been concluded.