

### **Specification J630: Assessment Unit A219**

This note is to remind you of the stages in preparation of a sample of coursework for moderation. If you have any further queries about coursework, or any aspect of the assessment, please contact the science team, tel 01223 553311.

The notes which follow summarise the materials and evidence required for moderation of the coursework assessment, and explain how to use the documentation which is also enclosed.

### **Unit A219: Data analysis + case-study**

Each candidate is required to complete a data interpretation and evaluation exercise and a Case Study.

The evidence for these will consist of a report of the interpretation and evaluation, and the completed case study report. In each case, candidates may complete more than one, but the final mark is the mark for the best single piece of work. It is not permitted to aggregate part marks from different pieces of work.

The centre will be provided with self-carboning mark sheets (MS1). Enter the overall total mark (one data analysis + one case-study). The top copy of the completed MS1 form is sent to OCR, the second copy to the moderator, to arrive not later than 15<sup>th</sup> May, and the third copy is retained by the centre. A completed Centre Authentication Form CCS160 **must** accompany the MS1 sent to the moderator.

The moderator will ask for the work of a sample of candidates. The work of these candidates should be sent as quickly as possible to the moderator. The list will identify the names and candidate numbers for each candidate whose work is required by the moderator. This list may be kept to provide a record for you of what work has been sent.

The sample sent to the moderator should contain:

- Brief notes about the activities used for assessment.
- A description of procedures used within the centre to ensure internal standardisation of marking
- The sample of work (one case study and one data exercise) for each candidate in the sample.
- A completed cover-sheet for each candidate in the sample.

## **Recording of marks for assessed work**

The cover sheet may be photocopied to make sufficient copies to provide for each candidate in the sample. The sheet should be used by the teacher to record marking decisions when marking the work. The pages in each piece of work should be stapled together. A paper-clip provides a convenient way of linking the piece of work and the completed mark sheet.

It is essential that a completed sheet is sent for each sample of work which is called for moderation. Enter the centre name and number and the candidate name and number at the top of the sheet.

The sheet also includes spaces which should be left blank. These will be used as a working document by the moderator when checking the work. The sheets will be retained by OCR as a complete record of all judgments related to the moderation.

The centre should also keep its own record of the work done and marks awarded.

## **'Double counting' of marks for the data exercise**

For candidates who are also taking Additional Science A (J631) it is permissible to use an investigation from Additional Science to provide the marks for data interpretation and evaluation. If the same piece of work is called for from both specifications, tick the space on the cover-sheet to indicate this. Copies of the work should be included in both Single and Additional Science samples of work.

## **Special consideration candidates**

If a special consideration application regarding internally assessed marks has been made for any candidate, the work of the candidate(s) concerned should be added to the sample, with a note to explain that they are for special consideration.

The sample of work will be returned to the centre, normally early in July. A report on the moderation will be sent with the notification of results.

I hope that these guidelines are clear and will help the process of moderation to run smoothly. Please do not hesitate to get in contact if you have any queries.