Introduction

The Moderation process

Quality assurance task 1
Supervise, support and monitor the performance of the moderating team(s)

Quality assurance task 2
Prepare for and lead the standardisation process

Quality assurance task 3
Draft and submit reports including an annual report for publication as required

Quality assurance task 4
Provide subject specific assessment advice to OCR as required

Quality assurance task 5
Complete all required supporting documentation

Quality assurance task 6
Post-results, review original assessment decisions as required

Quality assurance task 7
Prepare for and participate in any related meetings/activities as required

Introduction

Welcome to the Quality Assurance of the Moderation Process (QAMP) task guide.

Here you will find specific guidance on each aspect of the task.

This task is crucial to maintaining high quality and consistent moderation of the Cambridge Technicals.

All deadlines in this task guide must be observed.

Issues of concern

If while undertaking your assessment task you come across something that causes you concern you must report this immediately to OCR, via the relevant Qualifications Manager/Leader.

If an assessor in your team reports a concern to you, you must acknowledge receipt and then, where appropriate, escalate this to OCR.

Security and Confidentiality

All tasks in this guide are strictly confidential.

Please note OCR’s requirements with reference to the security and confidentiality of undertaking assessment tasks are specified in OCR’s Terms and Conditions for Assessment Tasks.

Any breaches of confidentiality and/or security must be reported immediately to OCR.
Introduction

Process diagram

Quality assurance task 1
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The moderation process

The diagram below shows the stages of the moderation process with the quality assurance tasks highlighted in blue.
### Quality assurance task 1

**Supervise, support and monitor the performance of the moderating team(s)**

#### Sub-task 1a
Liaise with and provide advice to the assessor(s) undertaking the moderating by visit task(s) and advise OCR as necessary

**For completion by**
- As required

**You will need**
- Your knowledge and expertise

**This will be provided by/available from**
- You

**Your output will be**
- Written and/or verbal advice supplied to the moderating team(s) and/or OCR
Quality assurance task 1
Supervise, support and monitor the performance of the moderating team(s)

Sub-task 1b
Accompany the assessor(s) undertaking the task of moderating by visit

For completion by
• Date of visit

You will need
• Date of visit

This will be provided by/available from
• The Moderating by Visit assessor

Your output will be
• Your own notes on the visit to enable you to complete the Cambridge Technicals Accompanied Visit Report Form
Introduction

Process diagram

Quality assurance task 1
Supervise, support and monitor the performance of the moderating team(s)
- Sub-task 1a
- Sub-task 1b
- Sub-task 1c
- Sub-task 1d

Quality assurance task 2
Prepare for and lead the standardisation process

Quality assurance task 3
Draft and submit reports including an annual report for publication as required

Quality assurance task 4
Provide subject specific assessment advice to OCR as required

Quality assurance task 5
Complete all required supporting documentation

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Prepare for and participate in any related meetings/activities as required

Quality assurance task 1
Supervise, support and monitor the performance of the moderating team(s)

Sub-task 1c
Complete and submit the Cambridge Technicals Accompanied Visit Report Form

For completion by
- Within 5 working days of the accompanied visit

You will need
- Cambridge Technicals Accompanied Visit Report Form
- Guidance notes on completing the Cambridge Technicals Accompanied Visit Report Form

This will be provided by/available from
- OCR using the link above
- OCR using the link above

Your output will be
- A completed Cambridge Technicals Accompanied Visit Report Form submitted to OCR
Introduction

Process diagram

Quality assurance task 1
Supervise, support and monitor the performance of the moderating team(s)

Sub-task 1a

Sub-task 1b

Sub-task 1c

Sub-task 1d

Quality assurance task 2
Prepare for and lead the standardisation process

Quality assurance task 3
Draft and submit reports including an annual report for publication as required

Quality assurance task 4
Provide subject specific assessment advice to OCR as required

Quality assurance task 5
Complete all required supporting documentation

Quality assurance task 6
Post-results, review original assessment decisions as required

Quality assurance task 7
Prepare for and participate in any related meetings/activities as required

Quality assurance task 1
Supervise, support and monitor the performance of the moderating team(s)

Sub-task 1d
Review the output of the Moderating by Visit Report sent from the Moderating by Visit assessor.
Feedback any issues/comments to OCR

For completion by
• As received

You will need
• Completed Moderating by Visit Report

This will be provided by/available from
• Moderating by Visit assessor

Your output will be
• Feedback to OCR
• Feedback to Moderating by Visit assessor
Quality assurance task 2

Prepare for and lead the standardisation process

Sub-task 2a
Liaise with Qualifications Manager/Leader and prepare the input for standardisation

For completion by
• Prior to the start of the standardisation process

You will need
• Liaison with Qualifications Manager/Leader
• Your knowledge and expertise
• Appropriate assessment material(s) and completed Candidate Permission Form

This will be provided by/available from
• Qualifications Manager/Leader
• OCR
• Centres

Your output will be
• Prepared material for the standardisation process
Introduction

Process diagram

Quality assurance task 1
Supervise, support and monitor the performance of the moderating team(s)

Quality assurance task 2
Prepare for and lead the standardisation process

Sub-task 2a

Sub-task 2b
Lead the standardisation process

For completion by
- The start of the standardisation process

You will need
- Your knowledge and expertise
- The standardisation materials

This will be provided by/available from
- You
- You

Your output will be
- A consistent understanding and application of the learning outcomes and grading descriptors by assessors undertaking the task of moderating by visit

Quality assurance task 3
Draft and submit reports including an annual report for publication as required

Quality assurance task 4
Provide subject specific assessment advice to OCR as required

Quality assurance task 5
Complete all required supporting documentation

Quality assurance task 6
Post-results, review original assessment decisions as required

Quality assurance task 7
Prepare for and participate in any related meetings/activities as required
Quality assurance task 3

Draft and submit reports including an annual report for publication as required

Sub-task 3a
Complete and submit the Chief's Report to the Chair of Examiners (CRC) to OCR

For completion by
- Annually by 10 August

You will need
- Chief's Report to the Chair of Examiners (CRC) template

This will be provided by/available from
- Download Chief's Report to the Chair of Examiners (CRC) template

Your output will be
- A completed Chief's Report to the Chair of Examiners (CRC) submitted by email to crc.inbox@ocr.org.uk
Quality assurance task 3

Draft and submit reports including an annual report for publication as required

Sub-task 3b
Complete and submit the Annual Report to OCR

For completion by
- As advised by OCR

You will need
- Annual Report template

This will be provided by/available from
- OCR using the link above

Your output will be
- A completed Annual Report submitted to the relevant Qualifications Manager/Leader
Quality assurance task 4
Provide subject specific assessment advice to OCR as required

For completion by
• As advised by OCR

You will need
• Your knowledge and expertise
• Appropriate assessment material(s)

This will be provided by/available from
• You
• OCR

Your output will be
• Written and/or verbal advice to OCR
Quality assurance task 5
Complete all required supporting documentation

For completion by
- As advised by OCR

You will need
- As advised

This will be provided by/available from
- As advised

Your output will be
- Completed documentation
Quality assurance task 6

Post-results, review original assessment decisions as required

Review original assessment decisions for Enquiries About Results (EAR) and/or the Appeals process as required

Draft and submit a report

For completion by
- As required by OCR

You will need
- Candidate and other materials

This will be provided by/available from
- OCR

Your output will be
- A written report and/or reviewed assessment material submitted to OCR
Chief Co-ordinator

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For completion by
• As advised by OCR

You will need
• Your knowledge and expertise
• Appropriate material(s)

This will be provided by/available from
• You
• OCR

Your output will be
• Contribution to OCR meetings and activities