

#### 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.

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#### Process diagram

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##### Quality assurance task 6

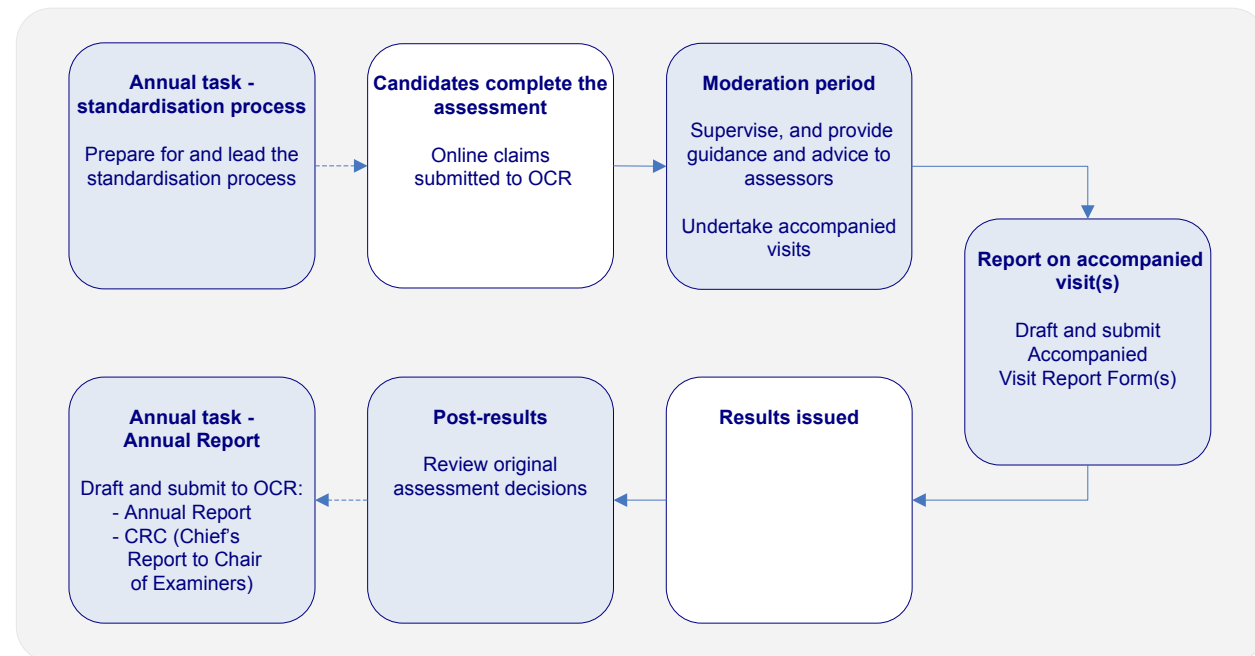
Post-results, review original assessment decisions as required

##### Quality assurance task 7

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

#### The moderation process

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



#### Introduction

#### Process diagram

#### Quality assurance task 1

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

- i Sub-task 1a
- i Sub-task 1b
- i Sub-task 1c
- i 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

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Post-results, review original assessment decisions as required

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#### 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

#### Introduction

#### Process diagram

#### Quality assurance task 1

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

- i Sub-task 1a
- i Sub-task 1b
- i Sub-task 1c
- i 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 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)

- i Sub-task 1a
- i Sub-task 1b
- i **Sub-task 1c**
- i 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 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)

- i Sub-task 1a
- i Sub-task 1b
- i Sub-task 1c
- i 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

#### 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

i **Sub-task 2a**

i **Sub-task 2b**

#### 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 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

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#### Quality assurance task 1

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i Sub-task 2a

i Sub-task 2b

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#### Quality assurance task 2

#### Prepare for and lead the standardisation process

#### 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

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Prepare for and lead the standardisation process

#### Quality assurance task 3

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

#### i Sub-task 3a

i Sub-task 3b

#### 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](mailto:crc.inbox@ocr.org.uk)

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- i Sub-task 3a
- i **Sub-task 3b**

#### Quality assurance task 4

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#### 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 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 Qualification• Manager/Leader

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#### 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

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#### 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

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

#### 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

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

#### Quality assurance task 7

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

Advise, prepare for, lead and/or attend meeting(s)/ activities to provide support as required

#### 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