Introduction

Welcome to the Quality Assurance of the Examination Series (QAES) Task Guide.

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

The task is crucial to OCR’s objective of ensuring high and consistent quality of marking/moderating.

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

The examination series cycle
Quality assurance tasks are highlighted in blue

Quality assurance task 1
Supervise, support and monitor the assessing teams

Quality assurance task 2
Prepare for and participate in any related meetings/activities as required

Quality assurance task 3
During the Awarding process ensure standards are maintained year on year

Quality assurance task 4
Draft and submit reports as required

Quality assurance task 5
Provide subject specific assessment advice to OCR as required

Quality assurance task 6
Complete all required supporting documentation

Quality assurance task 7
Post-results, review original assessment decisions as required
Introduction

The examination series cycle

Quality assurance task 1
Supervise, support and monitor the assessing teams

Liaise with and provide advice to the assessor(s) undertaking the leading the marking/moderating task(s) regarding all relevant issues from the current or previous series

For completion by
- The end of the examination series or as advised by OCR

You will need
- Your knowledge and expertise
- Appropriate materials

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

Your output will be
- Written and/or verbal advice supplied to the assessing team(s) and/or OCR

Quality assurance task 2
Prepare for and participate in any related meetings/activities as required

Quality assurance task 3
During the Awarding process ensure standards are maintained year on year

Quality assurance task 4
Draft and submit reports as required

Quality assurance task 5
Provide subject specific assessment advice to OCR as required

Quality assurance task 6
Complete all required supporting documentation

Quality assurance task 7
Post-results, review original assessment decisions as required
Introduction

The examination series cycle

Quality assurance task 1
Supervise, support and monitor the assessing teams

Quality assurance task 2
Prepare for and participate in any related meetings/activities as required
  ▶ Sub-task 2a
  ▶ Sub-task 2b

Quality assurance task 3
During the Awarding process ensure standards are maintained year on year

Quality assurance task 4
Draft and submit reports as required

Quality assurance task 5
Provide subject specific assessment advice to OCR as required

Quality assurance task 6
Complete all required supporting documentation

Quality assurance task 7
Post-results, review original assessment decisions as required

Quality assurance task 2

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

Sub-task 2a
Provide support by attending the Standardisation meeting(s) and/or advising the assessor(s) leading the marking/moderating, including any preparation where required

For completion by
- The end of the Standardisation meeting(s)

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 supplied to the assessing team(s) and, where appropriate, OCR
Introduction

The examination series cycle

Quality assurance task 1
Supervise, support and monitor the assessing teams

Quality assurance task 2
Prepare for and participate in any related meetings/activities as required

- Sub-task 2a
- Sub-task 2b

Quality assurance task 3
During the Awarding process ensure standards are maintained year on year

Quality assurance task 4
Draft and submit reports as required

Quality assurance task 5
Provide subject specific assessment advice to OCR as required

Quality assurance task 6
Complete all required supporting documentation

Quality assurance task 7
Post-results, review original assessment decisions as required

Quality assurance task 2
Prepare for and participate in any related meetings/activities as required

Sub-task 2b
Advise and/or attend any other meetings/activities to provide support, including any preparation, as required

For completion by
- As advised by OCR

You will need
- Your knowledge and expertise
- Appropriate materials

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

Your output will be
- Written and/or verbal advice supplied to OCR
Quality assurance task 3
During the Awarding process ensure standards are maintained year on year

Sub-task 3a
Participate in the Pre-Award if required by OCR

For completion by
- The end of the Pre-Award

You will need
- Your knowledge and expertise
- Appropriate materials

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

Your output will be
- Written and/or verbal advice supplied to OCR
Quality assurance task 3

During the Awarding process ensure standards are maintained year on year

Sub-task 3b
Review the archived candidate responses to maintain standards year on year

Review live candidate responses to determine the standard

Provide judgements on the quality of live candidate responses to OCR, as instructed

For completion by
- The end of the Award

You will need
- Archive candidate responses
- Live candidate responses
- Judgement recording documentation

This will be provided by/available from
On-screen marking:
- scoris assessor

Traditional paper based marking:
- at the meeting(s)

Controlled assessment/coursework portfolios:
- at the meeting(s)/on CD

Your output will be
Completed judgement recording documentation
Quality assurance task 3
During the Awarding process seek to ensure standards are maintained year on year

Sub-task 3c
Respond to the Chair of Examiner’s recommendations in relation to unit and aggregation outcomes at the end of the Award

For completion by
• The end of the Award

You will need
• Confirmation proforma

This will be provided by/available from
• OCR

Your output will be
• A verbal response or completed proforma as appropriate
Introduction

The examination series cycle

Quality assurance task 1
Supervise, support and monitor the assessing teams

Quality assurance task 2
Prepare for and participate in any related meetings/activities as required

Quality assurance task 3
During the Awarding process ensure standards are maintained year on year

Quality assurance task 4
Draft and submit reports as required

- Sub-task 4a
  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
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The examination series cycle
Quality assurance task 1
Supervise, support and monitor the assessing teams
Quality assurance task 2
Prepare for and participate in any related meetings/activities as required
Quality assurance task 3
During the Awarding process ensure standards are maintained year on year
Quality assurance task 4
Draft and submit reports as required
  ◆ Sub-task 4a
  ◆ Sub-task 4b
Quality assurance task 5
Provide subject specific assessment advice to OCR as required
Quality assurance task 6
Complete all required supporting documentation
Quality assurance task 7
Post-results, review original assessment decisions as required

Quality assurance task 4
Draft and submit reports as required

Sub-task 4b
Complete and submit reports as required by OCR

For completion by
◆ As advised by OCR

You will need
◆ Your knowledge and expertise
◆ Appropriate materials

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

Your output will be
◆ Reports submitted to OCR
Quality assurance task 5
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 submitted to OCR
Quality assurance task 6
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 7
Post-results, review original assessment decisions as required

Review original assessment and Enquiries About Results (EAR) decisions in relation to the Appeals process as required

Draft and submit a report as instructed by OCR

For completion by
- As advised by OCR

You will need
- Material as provided by OCR

This will be provided by/available from
- OCR

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