

English & English Language

J350/J355 Unit A640 Speaking and Listening

Checklist for Teachers

Checklist for Teachers / Examination officers on the Marking and Moderation of **Speaking and Listening** Controlled Assessment.

The **latest** date to send paperwork to the Moderator for:
the **June** session is **15 May**

Document	Specific guidance	Where sent	Completed
Controlled Assessment Form – GCW350	<ul style="list-style-type: none"> Completed for each candidate. Each candidate is awarded a mark out of 40. Each candidate whose work is insufficient for assessment must be awarded a mark of 0. For each assessment context which is not met by a candidate, the mark must be reduced by 33%. 		
Computer-printed Mark Sheet MS1 (or appropriate administrative package)	<ul style="list-style-type: none"> For each candidate, transfer the total accurately from the Controlled Assessment Form. Each candidate who does not submit any work or who has been granted exemption for the unit by OCR must be marked as absent on form MS1. Retain <i>Centre copy</i> for reference. Ensure marks on <i>Moderator copy</i> are legible. 	<i>Office copy</i> to OCR	
		<i>Moderator copy</i> to Moderator	
Controlled Assessment samples Centre selected	<ul style="list-style-type: none"> Controlled Assessment Forms for a sample of seven candidates per teaching group to cover the range of marks within the group. 	Moderator	
Internal Standardisation Record GCW351	<ul style="list-style-type: none"> A description of the Centre's procedures to ensure parity and secure application of standards. 	Moderator	
Centre Authentication Form - CCS160	<ul style="list-style-type: none"> One copy of this form completed for this unit and signed by each internal assessor. 	Moderator	