

English & English Language

J345 Unit A632 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 – GCW354	<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%. 		
Marks Upload	<ul style="list-style-type: none"> For each candidate, submit their mark either via Interchange or EDI files sent via A2C. Each candidate who does not submit any work or who has been granted exemption for the unit by OCR must be marked as absent. If entering unit A652 this must also be done from form GCW328 for Spoken Language 	<i>Submit marks to Interchange / EDI</i>	
		<i>Copy of marks to Moderator</i>	
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 GCW355	<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. 	Retain in centre	