

# Creative iMedia moderation submission checklist

Please fill out one form per unit, print and enclose it in the packet with its relevant unit sample, or upload to the Administration tab of OCR Repository.

Centre		Unit	
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## Centre authentication and submitting marks

Action	Check
Centre authentication form (CCS160) filled in and retained at centre	
Marks submitted on OCR Interchange (or via A2C)	

## Sample Portfolios

Action	Check
Candidate portfolios collated as per sample request (received by Exams Officer next working day after mark submission)*	
Unit Recording Sheet (URS) for each candidate in the sample saved together in a dedicated folder or in the Administration tab of the OCR Repository	

\*Where a candidate's work has been lost after being marked, an application for Special Consideration should be made, and if this candidate is requested for the sample, another candidates' work on the same or a similar mark should be supplied as a replacement.

## Final Product Evidence

For each unit final products in their intended digital format\* should have been assessed and must be provided to the moderator. Where a candidate has not produced a final product for assessment, this should be clearly reflected under LO3 on the URS.

Action	Check
Final products included	

\*Unit R091 – Designing a game concept, does not require submission of the proposal in a digital format, however it must be presented in an appropriate way for use by a client and separately from evidence of completing the assignment.

## Naming conventions

Please ensure the folder names and URS file names contain both the candidate name and the candidate number.

## USB Encryption

If you have provided the portfolios and/or final products on an encrypted USB please email the password to [NEApasswords@ocr.org.uk](mailto:NEApasswords@ocr.org.uk)

Action	Check
Password emailed to <a href="mailto:NEApasswords@ocr.org.uk">NEApasswords@ocr.org.uk</a>	