

## OCR's Practical Endorsement remote monitoring process for 2020/21

For the 2020/21 academic year, all monitoring of the Practical Endorsement for A Level Sciences will be carried out remotely. If you are due to receive a monitoring visit during this academic year, you will be contacted by one of our monitors in due course. Your monitor will arrange a date for an online meeting with you and provide further instructions.

Monitoring will be taking place from November 2020, and will consist of the following three steps:

### Step One

As part of the monitoring activity, you will first need to provide a written record of the following:

1. Plans to carry out sufficient practical activities which meet the requirements of CPAC, incorporating skills and techniques detailed in specification statements 1.2.1 and 1.2.2, over the course of the A level.
2. Each practical activity undertaken and the date when it was completed.
3. The criteria being assessed in each practical activity.
4. Learner attendance for each practical activity.
5. Details of which learners met the criteria and those who did not for each practical activity.
6. Details of the teaching arrangements for the A level subject being monitored, including the names of the teaching staff and the name(s) and sizes of the group(s) taught.
7. Details of any formal or informal consortium arrangements, where these exist.

For this step, and step two below, you will use OCR's Kiteworks platform to share digital copies of relevant records. Your monitor will provide you with a link to a Kiteworks folder where you will upload these records.

### Step Two

Following review of the teachers' records, your monitor will request copies of a representative sample of learner's work showing evidence required to satisfy a range of the CPAC, together with any associated materials provided for the practical activity (for example, written instructions given). This evidence must correspond to the learner records and logs of practical work they have undertaken and that you have previously provided.

### Step Three

Following the review of the records and the learners' work, you will have an online meeting with your monitor to discuss and clarify the findings of the monitoring. The actual outcome of the monitoring activity will not be discussed during this meeting. The report for the monitoring activity will be provided to your centre within two weeks.

The online meeting will be carried out using Microsoft Teams. Your centre does not need to have a Microsoft Teams licence. However, you will need to be able to install the Microsoft Teams app, or will need permission to access it via your centre's network. Chrome or Microsoft Edge are the best browsers to support Teams. There is guidance on the use of Microsoft Teams available on our website – [Centre Guidance on the Use of Microsoft Teams](#).

Prior to monitoring, please ensure you have read the [additional cross board messaging on the Practical Endorsement for GCE Biology, Chemistry, Geology and Physics](#) on the requirements for the Practical Endorsement for centres making entries in Summer 2021; and, the [Practical endorsement guidance for remote monitoring 2020-21](#).