

**ENTRY LEVEL CERTIFICATE****ART AND DESIGN**

OCR Set Work

R300 – R306/IT**INSTRUCTIONS FOR TEACHERS****To be opened on receipt****To be completed before 15 May 2011****JUNE 2011****INSTRUCTIONS TO TEACHERS CONCERNING THE OCR-SET WORK**

- 1** Teachers may have brief access to the Assessment Materials before the 1 January for preparation purposes only. This must take place in a secure area in the presence of the Examinations Officer. Access is granted for a maximum of one hour which centres can break down as appropriate. Only brief notes may be taken and copying of the paper is not permitted.
- 2** The OCR-set Work paper must be given to candidates on **1 January** or as soon as possible after this date.
- 3** If candidates are taking Art and Design (R300), they may show evidence of one or more areas of study in the preparatory work; the outcome(s) may focus on just one of the chosen areas of study. You **must** choose a starting point from Section 1 or 2.
- 4** If candidates are taking an endorsed qualification (R301-R305), they must make **one** response to one of the ten starting points from Sections 1 or 2. If candidates are taking Art and Design Appreciation (R306), they must choose **one** question from Section 3.
- 5** It is important that all candidate responses are appropriate to the entry code for the unit. The candidate responses to the starting point must match the endorsement i.e. if responding to the Textile Design (R304) the candidate will need to give a response appropriately. For R300 candidates are expected to use one of the specialist areas of study they have selected within their coursework portfolio to produce a response.
- 6** Candidates should be encouraged to discuss their work with their teacher. It is the responsibility of the teacher to give guidance during the preparatory period so that candidates are able to demonstrate their true ability. Centres may determine the amount of time for preparatory study prior to candidates undertaking their supervised ten hour set work.

- 7 During the OCR-set Work candidates will have a ten hour supervised time period in which to realise their response(s). This may be arranged in sessions to suit the centre and the candidate, the first **three hours** of which needs to be taken in one period.
 - 8 The preparatory responses in support of the OCR-set Work must be the candidate's own and should be taken into the examination room and referred to when producing the final outcome(s). Once the 10 hour supervised time period has begun, candidates must not have access to the preparatory work or work in progress, outside the examination room set time period. Candidates may not continue to work on the preparatory work after the time period has expired.
 - 9 During the 10 hour supervised time period and until the completion of Enquiries about Results process, the work must be retained in the centre under secure conditions.
 - 10 All supporting studies are considered to be an integral part of the candidate's OCR-set Work and included in the final assessment.
 - 11 Centres are reminded that the rules and regulations laid down by OCR and the JCQ concerning examinations must be complied with at all times during the 10 hour time OCR-set Work period.
 - 12 The marking of the OCR-set Work must be completed by **15 May** using the criteria set out on pages 23-25 of the specification.
- This document consists of **2** pages. Any blank pages are indicated.

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