By 1 December
Submit activity adjustment forms
Submit activity adjustment forms to subject advisors via email to pe@ocr.org.uk. OCR will review and provide feedback to the centre by no later than 31 January (unless the centre is notified of any delay in processing submissions in advance). Late submissions will not be accepted.

By 31 January
Activity adjustment forms returned to centre
All submitted activity adjustment forms will be returned to centres. They will either be approved or returned to centres requesting further information/details if required. Where necessary, and permitted by OCR, centres will have until 1 March to revise their criteria in line with feedback from OCR and resubmit. This will be the final submission allowed, unless there are exceptional circumstances.

By 1 March
Centres resubmit activity adjustment forms
Centres to resubmit any activity adjustment forms to subject advisors via email to pe@ocr.org.uk for review if further amendments/additions were required following the first review. OCR will review and provide feedback to the centre by no later than 1 April (unless the centre is notified of any delay in processing submissions in advance). Late submission will not be accepted, unless there are exceptional circumstances.

By 1 April
Second submissions of activity adjustment forms returned to centres
All resubmitted activity adjustment forms will be returned to centres by this date. They will either be approved or declined. If they are declined centres will be expected to assess learners against the full criteria listed in the Guide to NEA.
AS AND A LEVEL IN
PHYSICAL EDUCATION
SECOND YEAR OF LEARNERS’ STUDY

Submit visit arrangement form
By 14 January – Centre to complete Visit Arrangement Form (VAF) and submit to OCR. If you wish to act as a host centre please indicate this on the form.

Moderator arranges visit
Moderator contacts centre to arrange date and location for moderation. Centre then communicate with moderator to confirm arrangements/make amendments. Moderator contacts centre to confirm:
- The visit arrangements
- Activities to be moderated

Assessment of learners
Ensure that the ongoing assessments are completed for the NEA and finalise marks through internal standardisation.
Provide learners with marks and opportunity to appeal
Centres complete centre authentication form which is to be retained at centre

Before marks are entered
Submit marks to OCR
Centre submits Evaluating and Analysis of Performance for Improvement (EAPI) marks to OCR via interchange or EDI

Submit marks and evidence to moderator
- The PE mark input form for A Level or AS Level
- Filmed evidence of all off-site activities and associated logbooks.
- Filmed evidence of a minimum of 6 on-site activities/sports and associated log books.
- Coaching plans & associated filmed evidence for any candidate being assessed as a coach.
- Filmed evidence of all EAPI’s that centre have recorded.

March to May
Submission of filmed evidence from live moderation
Centres should submit the following within 10 working days of the moderation visit to the address on the moderation day filmed evidence cover sheet:
- Filmed evidence of all practical performances of learners included in the sample on the moderation day.
- Moderation day filmed evidence cover sheet
The filming, and submission to OCR, of all moderated performances from the moderation day is an Ofqual requirement. If we do not receive the filmed evidence this will be considered maladministration.

Results issued
Results are issued and reports are released to centres. Centres can access results reports on interchange and results analysis on Active Results.

Post release of results
If a centre disagrees with their results, they may request a review of results using the Post Results service.