

# ENTRY LEVEL CERTIFICATE

## ART and DESIGN R310

### Instructions and Guidance for the presentation of candidate work for postal and repository moderation for May 2022

#### Instructions

- Centres are reminded that candidate work selected, presented and assessed for moderation should represent candidates' best achievement for the Coursework Portfolio task. Only, one distinct project is required for submission, not the whole course.
- The sample of work which is presented for postal or repository moderation must show how the marks have been awarded in relation to the marking criteria.
- **Candidates should select and present their work for assessment purposes from the work that they have undertaken in response to given theme / project or task. In this respect, it is envisaged that the amount of work presented for postal moderation will not be excessive or bulky.**
- Centres are encouraged to submit outcome(s) and a supporting sketchbook or a small number (2-3) of mounted sheets A1 in size to facilitate the moderation.
- A completed Centre Marks Form for all candidates entered by the Centre should be sent to the moderator with the IMS1.
- OCR will notify Centres, upon receipt of the complete MS1 mark sheets, details of the work selected for moderation.
- OCR will provide packaging material including individual candidate bags, candidate and Centre identification labels and related stationery.
- OCR is painstaking in the care and tracking of candidates' work. However, it is essential that Centres ensure that all work sent to OCR is packaged in a manner that is appropriate, safe and secure. For example, cardboard inserts in candidate folders provides additional protection and support.

**The transportation of glass picture frames, delicate ceramic items and other fragile pieces is prohibited for health and safety reasons and therefore work of this nature should be photographed and sent with the work to Progress House in you have entered for postal moderation.** Further guidance can be found in the Teachers Handbook available on our website.

All work will be returned to Centres in the Autumn Term post-moderation. Centres should be aware there is a requirement that OCR will select work to be retained for Award and Standardisation purposes. A letter will be sent to each centre by the end of the Autumn Term detailing items kept and when they will be returned.

## Guidance for Teachers

Whilst there is no preferred method of presentation teachers should ensure that all work submitted for postal and repository moderation represents the Centre marks in relation to the Assessment Criteria for the R310 Entry Level Certificate in Art and Design.

### Candidate work displayed and photographed



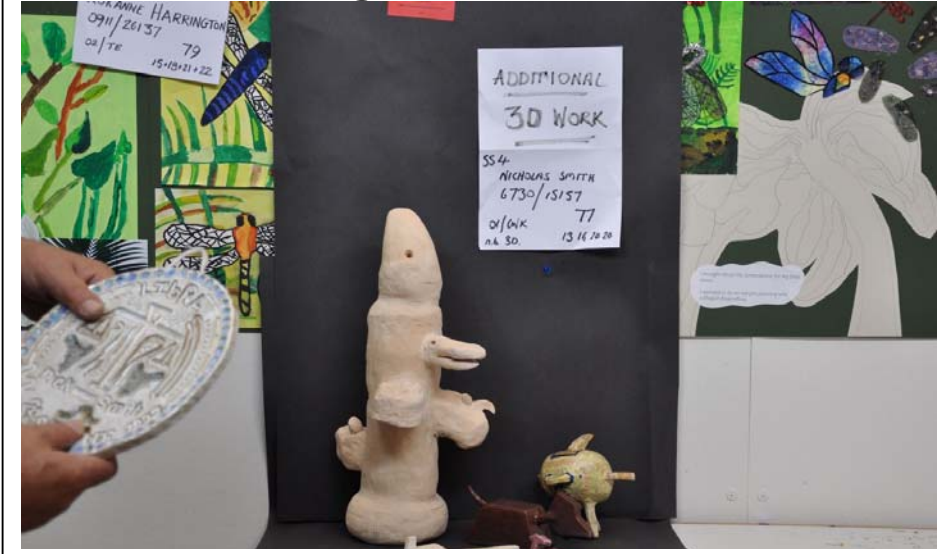
Mounted sheets: final pieces supported by a sketchbook/journal or a combination of both are widely used in Entry Level Art and Design. Whichever method or approach is used selection and organisation are important elements in establishing candidate achievements.

Work should not be sent in a disorganised manner. The Portfolio work should be clearly identified.



Teachers must ensure that every item of work from each individual candidate is correctly labelled, ideally on the reverse or underside of the work. An outer label should also be attached to the individual candidate bag with Centre, candidate and component details clearly filled in.

## Centre photographed ceramic items



## Photographic final prints and supporting journal



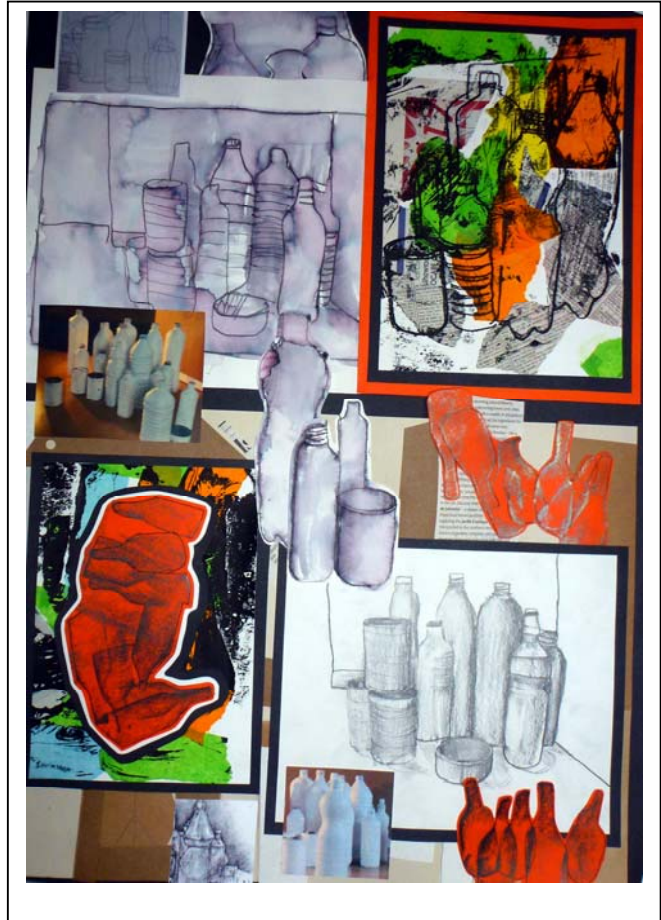
NB If this candidate's work was to be uploaded to the repository, then the work inside the journal would need to be photographed and presented as a PowerPoint presentation to show several images per slide and headed 'Sketchbook'.



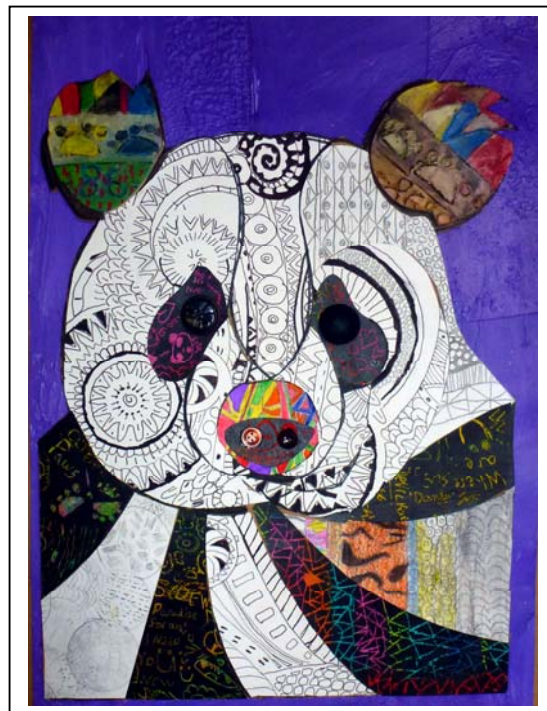
Portfolio Presentation Theme: Nature



Portfolio Presentation Theme: Still Life



Portfolio Theme: Mechanism



Portfolio Outcome Theme : Nature

## **Instructions for uploading candidates work to the repository.**

- Work presented for Repository moderation should be photographed which clearly shows the candidates achievements.
- Each sheet of work should be photographed separately but please ensure that each photograph has the candidate's name clearly shown.
- Small pieces of work should be presented on A3 and A2 sheets so that you are not creating too many slides.
- If too many single photographs are uploaded this could compromise the moderation process. Therefore, it is important that the Centre presents candidate work as requested.
- Large paintings, sculptures, mixed media and textile pieces should be photographed with an indicator of size (include an object such as a staple gun, cup or similar so the scale of the piece is clear). Photographs should be limited to no more than 10 per task.
- If a candidate has 6 x A2 sheets of work, then only six photographs are required.
- The moderator has the facility to enlarge the imagery to see smaller pieces of artwork.
- The photographs of each candidate's Portfolio should be saved in one folder identified by Centre Name and number, candidate name and number.
- So, if you have six candidates you will have six folders + a folder with the paperwork
- Include the NEA/AL/R310 OCR Entry Level Mark Centre mark sheet in a folder.