

NOTICE TO CENTRES

FAO: Exams Officer and GCSE Media Studies Teachers

Date: April 2012

Subject: GCSE Media Studies J526

Administration of internal assessments: Units B321 and B324

Administration

- We'd like to remind you that you will not receive a controlled assessment sample request email from OCR (noreply@ocr.org.uk) until marks for a particular unit have been submitted.
- Sample request emails need to be actioned within **three** working days, with the requested candidate portfolios sent to the moderator. If you have ten or less candidates there is no need to wait for a sample request, all the candidate portfolios can be sent straight to the moderator upon submission of marks.
- Units B321 and B324 are likely to be reviewed by different moderators. We therefore request that you check your moderator address labels carefully before sending portfolios.
- A signed centre authentication must be supplied to the moderator. We will not issue results for a moderated unit without receipt of a signed centre authentication form.
- Copies of candidate work may be retained by OCR once the moderation process is completed.

Coversheets

- Ensure controlled assessment coversheets have been filled in correctly:
 - These must be completed for each candidate with the candidate name, number and marks entered correctly.
 - Summative comment boxes are for teachers to communicate their assessment decisions to the moderator. These boxes should not be filled in by candidates.
 - We advise you to use the assessment criteria and relate them to a specific candidate's achievements when writing your summative comments.
 - We also suggest you give additional information to help support the marks, such as whether the candidate used original photography or found images, or their role within a group where relevant.
- Teacher annotation on work is expected, in order to make it clear to the moderator how the marks have been allocated.

General

The choice of media texts used in the delivery of these units is at the discretion of each individual centre. However, consideration should be given to the appropriateness of any media texts used, in terms of the age range (including BBFC certification) and the maturity of candidates taking the course.

NOTICE TO CENTRES *continued*

We'd like to remind you that blogging is not an acceptable method of submitting work for GCSE Media Studies due to the controlled conditions and security of work. Please see the separate [Notice to Centres](#).

Portfolio administration (Unit B321)

- A hard copy of the production exercise should be submitted in addition to any electronic work supplied. If websites have been undertaken for the production exercise, these should be submitted on CD.
- Work should be no larger than A3 size and placed in card folders for ease of access.
- We request that you do not use three-sided plastic folders (see page 14 of the [online specification](#)).
- Work should be arranged into three, clearly labelled sections:
 - The analytical assignment
 - The production exercise
 - The evaluative commentary, together with evidence of research and planning material.
- Final versions of the production exercise must be clearly labelled so there is no confusion over which piece of work is draft and which piece is the final version, submitted for assessment and marked by the teacher.

Portfolio administration (Unit B324)

The only element in this unit where group work is allowed is the production. If group work is undertaken, teachers need to take into account evidence of a candidate's individual contribution to the group product when marking this element of the unit. It is also important that teachers mention the level of individual contribution to the production in the summative comment box on the controlled assessment coversheet.

Candidates should use a contents list to organise work and arrange their portfolios into three, clearly labelled sections:

- Research & Planning
- Production work*
- Evaluation.

**If group work, teachers need to ensure each candidate portfolio includes the group production piece, plus each candidate's individual elements. For example in Brief 2, this would entail a group front cover and contents page of a magazine plus individual double page spread.*

If submitting electronic material to the moderator, universal file formats must be used, for example:

- Print – as PDF or JPEG
- Video/Audio – domestic player or .mpg / .mov
- Web – on disk in folder with index/home page identified.

Before submitting work to a moderator, you should ensure that any electronic materials have been copied correctly, run as intended and, if possible, checked on more than one computer/browser.

Open Office is a free software suite that can be used as a free alternative to Microsoft products
<http://OpenOffice.org>

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.