

NOTICE TO CENTRES

FAO: Head of English Department

Date: September 2012

Subject: GCE English Literature (H471)

Unit F662 and Unit F664 – Coursework Submissions Word Limits

In the June 2012 series there was a significant increase in the number of F662 and F664 coursework folders submitted for moderation which exceeded the 3000 word limit.

We would like to remind Heads of English and teachers that the OCR GCE English Literature specification and Coursework Guidance released to support Units F662 and F664 state that:

The maximum length of coursework folders for submission should be 3000 words.

The 3000 word limit does not include titles, footnotes, quotations and bibliographies.

When preparing to submit coursework to OCR for moderation, please fill out the Coursework Cover Sheet for these units fully, and include two word counts, one including and one excluding titles, footnotes, quotations and bibliographies.

If a folder is submitted which exceeds the 3000 word limit, moderators will return the work to the centre, and the folder will need to be remarked.

If a student submits work over the 3000 word limit, the Coursework Guidance for these units states that the teacher should rule off where the 3000 word limit is reached, and stop marking after that point.

In order to avoid delays during moderation, caused by the return of over length folders, it would be helpful if teachers preparing candidates to submit their coursework in 2013 could remind their students that they must not exceed this maximum word length. This will help to ensure that candidates do not write more than is required, which cannot be assessed towards their GCE English Literature qualifications.

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