

Modern Foreign Languages

OCR Entry Level Certificate French R399 German R429 Spanish R489

Instructions relating to the Moderation of Marks

Moderation by Post or using the OCR Repository

1. Attention is drawn to the following information:
 - (a) the relevant section of the specification relating to moderation
 - (b) the Internal Assessment Arrangements in part 7 of the Administrative Guide, available on the OCR website <http://www.ocr.org.uk/administration/documents/general.html> and Section 5 of the "Guidance for administering internal assessment 2010/11" document on the OCR website <http://www.ocr.org.uk/administration/documents/general.html>
 - (c) Candidate Record Sheets (form GCW317, available on the OCR website in interactive format or to print out)
 - (d) Centres may also complete GCW325, an Internal Assessment Summary Form, which is available in interactive format or to print out from the OCR website. Form GCW325 is optional
 - (e) Centre Authentication Form (CCS160), available on the OCR website in interactive format or to print out
 - (f) OCR Repository is for Centres to upload electronic portfolios onto OCR's website where they can be accessed by the moderator. To use the OCR Repository you will require access to OCR Interchange
 - (g) Postal moderation is for paper portfolios **and** electronic portfolios (saved on a CD or Memory stick) which are delivered by post or by courier (Parcelforce, DHL etc) to the moderator

2. Teachers are reminded that all marking and internal standardisation must be completed in good time before the submission of marks to OCR. OCR must be in **receipt** of the marks **by no later than 15 May**. Teachers are urged to submit their marks earlier, if at all possible.

Postal Moderation - Essential Documentation to be **sent** to the Moderator

- Moderator copy of Marks (or a copy of the EDI entry)
- Completed copy of the Candidate Record Sheets (GCW317)

OCR Repository - Essential Documentation to be **sent or uploaded** to the admin section of the OCR repository

- Moderator copy of Marks (or a copy of the EDI entry)
- Completed copy of the Candidate Record Sheets (GCW317)

3. All internal marking and standardisation procedures must be completed before external moderation can take place. Detailed marks can be recorded for each candidate on the Candidate Record Sheet (GCW317) and the totals then submitted either via Interchange or EDI files sent via A2C. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect total marks.

4. **Internal Standardisation**

Teachers are reminded that it is the responsibility of the Centre to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates at the Centre.

5. Marks should be submitted by 15th May.

A photocopy of the completed Candidate Record Sheet should be retained for reference purposes.

6. **The Sample**

OCR will now select the sample and inform the Centre where the coursework is to be sent. These must be dispatched to arrive with the moderator within 5 days of receipt of the sample request. Any delays may affect the issue of candidates' results.

In the case of Centres using the OCR Repository, moderators will access coursework directly.

- if there are 15 or fewer candidates the complete work of all candidates should be sent to the moderator (or uploaded to the OCR Repository) without the need to wait for a request from OCR;
- any correspondence with OCR relating to Special Arrangements and the work of the appropriate candidates should be sent to the moderator (or uploaded to the OCR Repository) at the same time as the sample;
- the completed CCS160 and Candidate Authentication Forms should be retained by the Centre;
- Centres are advised to have the work of all candidates available in case a further sample is required by the moderator;
- Postal moderation only – Centres should use a system that provides for tracking should the parcel delivery be delayed.
- Candidate Record Sheets must be attached to each candidate's work (or uploaded to the OCR Repository).

7. Any subsequent requests from the moderator (for example, to reconsider the Centre's order of merit or to supply further samples of work) should be acted upon with minimum delay.

8. The Centre will be notified of the moderation outcome in due course, at which stage the Centre will have the right of appeal.

9. After moderation has been completed, all candidate work must be kept securely in the Centre until the results have been published and until any Results Enquiries/Appeals have been concluded.