Instructions relating to the Moderation of Marks on Controlled Assignments

Moderation is by post, OCR repository or by visit

1. Attention is drawn to the following documents:

    (a) the appropriate specification booklet and in particular the relevant sections relating to each unit
    (b) the General Coursework Regulations in the Administrative Guide and Entry Procedures Folder
    (c) Unit Recording Sheets
    (d) Coursework Summary Forms (only for 'visiting' moderated units)
    (e) JCQ Centre Consortium Arrangements (http://www.jcgq.org.uk)

2. It is important that the JCQ Centre Consortium Arrangements form is completed to notify OCR of a consortium of centres with joint teaching arrangements so that the candidates for a particular unit can be treated as a single group for the purposes of moderation. It is required **only** if two or more member centres will be entering candidates for the same unit.

3. Teachers are reminded that all controlled assignment marking and internal standardisation must be completed in good time before the submission of marks to the moderator. For all Lines of Learning apart from Creative and Media, the moderator must be in **receipt** of the controlled assignment marks **no later than 10th January (for January series) and 15th May (for June series).** For Creative and Media, the moderator must be in receipt of marks **no later than 10th January (for January series) and 31st May (for June series).**

    Teachers are urged to submit their marks earlier than the deadline, if at all possible.

    Essential Documentation to be despatched to the moderator

    *   Moderator copy of Marks
    *   Completed copies of the Unit Recording Sheet ('postal' & 'OCR Repository' moderation only)
    *   Completed copy of the Coursework Summary Form ('visiting' moderation only)

4. All internal marking and standardisation procedures must be completed before external moderation can take place. Detailed marks must be recorded for each candidate on the appropriate Unit Recording Sheet (URS) **or** Coursework Summary Form (CSF) and the relevant totals then electronically input using Interchange/EDI. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect marks.

5. **Internal Standardisation**
   Teachers are reminded that it is the responsibility of the centre/consortium to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the unit at the centre and across the consortium. It is the centre's/consortium's responsibility to ensure that effective internal standardisation has been carried out.

6. **Marks submission**

   Marks can be submitted to OCR either via Interchange or EDI files sent via A2C. A screen shot or print out of the marks needs to be sent to the moderator.

7. **The Sample**
   OCR will select a sample by email (with the exception of Creative and Media) and for postal moderation will inform the centre/consortium where the portfolios are to be sent. These must be dispatched to arrive with the moderator within 5 days of receipt of the sample request. For visiting moderation the moderator will make the necessary sampling and visiting arrangements with the centre/consortium.

   Where 'postal' moderation applies:
   - if there are 15 or fewer candidates the complete work of all candidates should be sent to the moderator without the need to wait for a request from the moderator;
   - any correspondence with OCR relating to Special Arrangements for Controlled Assessment and the work of the appropriate candidates should be sent to the moderator at the same time as the requested sample;
   - a completed Unit Recording Sheet should be attached to each candidate's work;
   - Centres/consortia must have the work of all candidates available in case a further or extended sample is required by the moderator;
   - it is advisable to remove hard covers and plastic wallets from controlled assignments to avoid adding unnecessarily to the bulk of the parcel and the cost of its despatch. You should use a postal system that provides for tracking should the parcel delivery be delayed.

8. Any subsequent requests from the moderator (e.g. to reconsider the centre's/consortium's order of merit or to supply further samples of work) should be acted upon with the minimum of delay.

9. The outcome of moderation will be notified to the centre/consortium in due course, together with a Report to Centre, at which stage the centre/consortium will have access to the Results Enquiries and Appeals procedures.

10. After moderation has been completed, all controlled assignment work must be kept securely in the centre/consortium until the results have been published and until any Results Enquiries or Appeals procedures have been concluded.