

NOTICE TO CENTRES

FAO: The Head of Physical Education and the Exams Officer

Date: September 2013

Subject: GCSE Physical Education (J086/J586) Controlled Assessment Units B452 and B454

KEY INFORMATION ABOUT CONDUCTING B452/B454 ASSESSMENTS IN 2013/2014

Resources

- It is important to visit the OCR website at the beginning of the academic year, as well as regularly throughout the year, in order to access the most up-to-date and relevant materials which support the specification. Any new or updated resources will be added to the specification web pages at:

www.ocr.org.uk/qualifications/gcse-physical-education-j586-j086-from-2012/

Administration

- **Estimated entries** – Centres should make accurate estimated entries for Units B452 and B454. Estimated entries trigger the allocation of moderators to centres and ensure that the correct documentation is despatched. Estimated entries must be made via OCR's secure extranet, Interchange.
- **Moderator address labels** – Centres will no longer be sent moderator address labels for Units B452 and B454. Centres will be informed as to their moderator's address in late February/early March in an introductory letter/email from their moderator. NB: the moderator's address will be communicated to both the PE Department and the Examinations Office so that both the subject-specific Assessment Forms and the MS1 (or EDI equivalent) are sent to the moderator.
- **Assessment forms** – Centres are encouraged to use the practical assessment forms for units B452 and B454; these are found on the qualification page of the OCR website. Centres must ensure that these forms are checked for arithmetic/transcription errors as errors in the paperwork may disadvantage candidates.
- **Centre authentication form (CCS160)** – Centres must send a signed CCS160 form to their moderator along with all of the other documentation for each practical unit being assessed. This form is available from the OCR website.
- **Templates** – The only templates which are permitted for use in the 'Analysing Lifestyle' and 'Analysing Performance' tasks for GCSE PE are the task research booklets, which can be found on the qualification page of the OCR website. No other templates are allowed.

- **Special Activity Submissions** – Where a centre/candidate wishes to be assessed in an activity not listed in the specification or in a role not available for an activity in the specification, centres may make a special activity submission (section 2.2 of the Guide to Controlled Assessment). Neither centres nor candidates should assume that approval will be given; therefore candidates should have an alternative activity in case of non-approval. A list of already approved special activities is on the OCR website. Centres will still need to seek approval to use a special activity from OCR before they are sent the criteria. The deadline for submissions of marking criteria for activities that have not already been approved is 15 October 2013.
- **Filmed evidence** – Centres are required to have filmed evidence of a sample of their candidates across the range of marks awarded (e.g. highest, middle and lowest marks) for **every** activity assessed. In addition, **all** candidate marks for off-site activities must be accompanied by filmed evidence, as must seasonal activities if submitted for 1 May deadline. The filmed evidence should clearly identify the candidates and enable them to be linked to the assessment documentation and should demonstrate that candidates have performed the range of skills appropriate for the mark that they have been awarded.
- **Candidates attending moderation** – Moderation is part of the assessment process and, as such, if a candidate is selected by the moderator to attend moderation, they should be present on the day. If a candidate cannot attend for a legitimate reason, such as injury or a clash with another examination, centres must inform the moderator before the moderation visit and a suitable alternative candidate must attend the moderation instead.

Important dates for 2013/2014

- Estimated entries deadline – 10 October 2013
- Visit Arrangement Form submission to OCR – 14 January 2014
- Final entries deadline – 21 February 2014
- Moderation window – 15 March 2014 to 15 May 2014
- Controlled Assessment Summary Form (CASF) and Order of Merit form submission to the moderator – 15 March 2014 for majority of marks and 1 May 2014 for seasonal activities and Analysing Lifestyle and Analysing Performance tasks
- MS1 deadline – 15 May 2014

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