

Creative iMedia moderation submission checklist

Please fill out one form per unit, print and enclose it in the packet with its relevant unit sample or upload to the Administration tab of OCR Repository/upload as a supporting document to Submit for Assessment.

Centre Number		Unit	
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Centre authentication and submitting marks

Action	Check
Candidate and centre authentication (CCS160) forms filled in and retained in centre	
Internal standardisation of classes, cohorts, teachers and groups carried out	
Marks submitted – via OCR Interchange or A2C	

Sample portfolios

Action	Check
Candidate portfolios from the sample request collated* (Sample requests are usually sent to the exams officer the day after marks are submitted)	
A unit recording sheet (URS) for each candidate in the sample completed	
The sub-totals on the URS add up correctly to the final marks and the final marks on the URS match those submitted to OCR	
Individual folder and files names have been used for all uploaded files and the top-level folder name for each student includes their name and candidate number	

*Where a candidate's work has been lost after being marked, a centre needs to make a special consideration request. If the candidate is requested for the sample, another candidate's work with the same or a similar mark should be supplied as a replacement.

Final product evidence

For each unit, final products in their intended digital format should have been assessed and must be submitted to the moderator*. Where a candidate has not produced a final product for assessment, this should be clearly reflected under LO3 on the unit recording sheet (URS).

Action	Check
Final products included	

*Unit R091 – Designing a game concept, does not require submission of the proposal in a digital format. However it must be presented in an appropriate way for use by a client and separately from evidence of completing the assignment.

Naming conventions

Make sure the folder names and URS file names contain both the candidate's name and the candidate number. The top-level folder must have the candidate NUMBER as part of its name. The submitted work from a single candidate can be presented either in its original format or as a compressed zip file.

Note: as marks are credited for the candidate's choice of folder and file names, presenting each candidate's work in a zip file allows you to preserve this information for moderation.

USB encryption

If you have provided the portfolios and/or final products on an encrypted USB, please email the password to NEApasswords@ocr.org.uk.

Action	Check
Password emailed to NEApasswords@ocr.org.uk	