

**ENTRY LEVEL IN
PHYSICAL EDUCATION**

FIRST YEAR OF LEARNERS' STUDY

Understanding the assessment process

We advise centres to familiarise themselves with the NEA standards and requirements for [internal assessments](#). (Interchange password required)

Activity adjustment process for candidates with disabilities

Read guidance on submitting an activity adjustment form, section 1e of the [Guide to Non-Exam Assessment](#) and then contact subject advisors at pe@ocr.org

September

1 December

Submit activity adjustment forms

Submit [activity adjustment forms](#) to the special requirements team via email to srteam@ocr.org.uk.

OCR will review and provide feedback to the centre by no later than 31 January (unless the centre is notified of any delay in processing submissions in advance).

Late submissions will not be accepted, unless there are exceptional circumstances.

Activity adjustment forms returned to centre

All submitted activity adjustment forms will be returned to centres. They will either be approved or returned to centres requesting further information/details if required.

Where necessary, and permitted by OCR, centres will have until 1 March to revise their criteria in line with feedback from OCR and re-submit.

This will be the final submission allowed unless there are exceptional circumstances.

31 January

1 March

Centres resubmit activity adjustment forms

Centres to resubmit any activity adjustment forms to the special requirements team via email to srteam@ocr.org.uk for second review if further amendments/additions were required following the first review.

OCR will review and provide feedback to the centre by no later than 1 April (unless the centre is notified of any delay in processing submissions in advance).

Late submission will not be accepted unless there are exceptional circumstances.

Second submission of activity adjustment forms returned to centres

All resubmitted activity adjustment forms will be returned to centres by this date.

They will either be approved or declined. If they are declined centres will be expected to assess learners against the full criteria listed in the [Guide to NEA](#).

1 April



**ENTRY LEVEL IN
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SECOND YEAR OF LEARNERS' STUDY

Assessment of learners

Ensure that the ongoing assessments are completed and finalise marks through [internal standardisation](#).

Provide learners with marks and opportunity to appeal

Learners' complete [candidate declarations](#) which are to be retained at centre.

Centres complete [centre authentication form](#) which is to be retained at centre.

September

By 14 January

Submit visit arrangement form

By 14 January – Centre to complete [Visit Arrangement Form](#) (VAF) and submit to OCR.

If you are willing to act as a host centre please indicate this on the form.

Moderator contact

Moderator contacts centre to arrange either moderation by filmed evidence or live moderation with a suggested date, time, and venue for the moderation visit.

January to March

Centre contact moderator

To confirm moderation logistics

Moderator contact

To confirm:

- Final moderation arrangements logistics
- Activities and learners to be moderated

Centre confirms receipt of final details

Submission of marks and evidence

Once **all** assessment and internal standardisation has occurred, centre sends the Entry Level [PE mark input form](#) to the moderator fully completed and checked **no later than 15 May**.

All marks submitted to OCR via Interchange or EDI **no later than 15 May**.

March to May

Postal/repository moderation requirements:

Centre submits all requested filmed evidence and written evidence (Analysing Performance (AP) task only) to moderator **no later than 15 May**.

Visiting moderation requirements:

Centre attends moderation visit with appropriate learners and evidence.

Results issued

Results are issued and reports are released to centres.

Centres can access [results reports](#) on interchange and results analysis on [Active Results](#)

August

Post release of results

Post Results Service

If a centre disagrees with their results, they may request a review of results request using the [Post Results service](#)

