OCR
Oxford Cambridge and RSA

Applied Art and Design

OCR Advanced Subsidiary GCE H013 and H213
OCR Advanced GCE H413 and H613
GCE Units F142, F143 and F149

Instructions relating to the use of the Assessment Material for Units F142, F143 and F149 and Instructions relating to the Moderation of Marks for Units F140 – F157

General

(a) The assessment material will be despatched to arrive in Centres during the summer term of the year preceding the year for which the material is 'live'.

(b) The materials may be issued to candidates at the Centres discretion after receipt.

(c) There is no set time-limit for either the preparatory work or the production of the final outcome.

(d) There is no set time period in which the assessment must be undertaken. The materials may be used at any time determined by the centre prior to the session in which the candidates are entered.

(e) Teachers must set a deadline for the work to be completed. This deadline must reflect the need for teachers to mark the work and submit marks to OCR and the Visiting Moderator by the appropriate deadline.

(f) All preparatory and final work must be handed in by the deadline set by the teacher.

Preparatory work and production of the final outcome

(a) The preparatory work should consist of research, experiments, ideas and possible solutions. Ideas should be influenced by research into the work of appropriate artists, craftspeople and/or designers.

(b) All sources should be acknowledged.

(c) Discussions will need to take place between teachers and candidates to ensure that candidates' proposals are realistic and within the resources available. Teachers should guide and supervise candidates during the research and preparation period.

(d) The production of the final outcome must be undertaken in an art room under teacher supervision. Candidates will need access to appropriate media, materials, associated tools and equipment.

(e) The production of the final outcome must be candidates' own unaided work. Any assistance given to candidates during the preparatory work must be acknowledged in the marking of the assessment.

(f) Teachers must complete a Centre Authentication Form (CCS160)

Assessing the work

(a) Teachers mark the work to the requirements of the marking criteria grid.

(b) All preparatory and final work should be marked.

(c) Each unit is marked out of a total of 100 marks.

(d) Candidates must not add to their work after marks have been submitted to OCR and the Visiting Moderator.

(e) Teachers are reminded that all marking and internal moderation must be completed in good time before the submission of marks. Marks must be submitted by 15 May for candidates entered for the June session. **Teachers may submit their marks earlier, if available.**

(f) All work must have the candidate's name and number on it.

(g) The mark for each candidate must be entered on the appropriate Unit Recording Sheet (URS) and submitted to OCR either via Interchange or EDI files sent via A2C. The URS must be kept with the candidate's work and copies of the Marks must be sent to the Visiting Moderator.

Internal moderation

Teachers are reminded that it is the responsibility of the Centre to award marks to produce a valid and reliable order of merit for each unit which reflects the attainment of all the candidates at the Centre. Evidence to show that effective internal moderation has been carried out must be retained in all cases where the Centre's order of merit is the result of combining two or more orders of merit within the Centre.

External moderation

External Moderation will take place where centres are not accredited for a particular specification. If a centre is accredited for a specification then they must not send a copy of the Marks to the Visiting Moderator. They will not be contacted by the visiting moderator and a visit will not be arranged.

For centres who are not accredited for a specification or who have been notified that they are being moderated this series:

When the marks have been submitted either via Interchange or EDI files sent via A2C:

(a) The Marks should be submitted by 15 May for candidates entered for the June session. **Teachers may submit their marks earlier, if at all possible.**

(b) The **Moderator copies** of the Marks should be despatched to the Visiting Moderator whose name and address is given on the printed labels and listing. **Please refer to the Examinations Officer at your Centre to obtain the name and address of your Moderator.**

The Visiting Moderator

(a) Moderation of art and design work will be by visit for all units. The Visiting Moderator will contact the Centre to make the arrangements for the visit.

(b) OCR will inform centres in writing of the names and numbers of those candidates whose work will comprise the sample for moderation.

(c) It is the responsibility of the Centre to ensure that work selected for moderation is displayed. The work must be arranged in separate rank orders for each unit. Work must **not** be displayed in candidate number order. The rank order should be that of the Centre as a whole by unit. Centres that have difficulty in satisfying these requirements should discuss the matter with the Moderator prior to the visit. Candidates' work must be clearly labelled. Wherever possible, work should be displayed vertically on walls or display boards. Where this is not possible work may be laid out on table tops or a suitable floor area e.g. the assembly hall or gymnasium.

(d) Sufficient labels will be supplied to enable the Centre to provide one label for each candidate. A label must be completed and attached to each candidate's exhibition of work.

(e) It is important that candidates' work is ready for moderation at the time stated by the Moderator. Moderators will be instructed to inform OCR of any unnecessary delays.

(f) The work of the remaining candidates must be available for inspection by the Visiting Moderator if necessary.

(g) Any correspondence with OCR relating to applications for Special Arrangements in respect of any unit(s), together with the work of the candidates involved must be available to the Visiting Moderator.

(h) The Visiting Moderator will use the Unit Recording Sheets URS751, URS752 and URS823 to check whether the marks awarded are appropriate.

(i) **During the period of moderation, the room(s) where work has been displayed must be set aside for the sole use of the Moderator without either staff or candidates present.**

(j) The process of moderation will be carried out in accordance with the procedures laid down by OCR.

(k) Team Leaders appointed by OCR will either accompany Visiting Moderators or visit selected Centres after moderation in order to check the standards applied by the Visiting Moderator. Those Centres involved will be informed of the arrangements by the Team Leader/Principal Moderator well in advance of the visit.

Notification of the outcome of the Moderation Process

(a) When the Visiting Moderator has completed the moderation he/she will give feedback to the centre with reference to the assessment evidence grid.

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

(c) The outcome of moderation will be available to centres along with candidates' results. If dissatisfied with the outcome, centres may request a review of moderation through the Result Enquiry process.

Selection of Work for Display at the Awarding Meeting

Visiting Moderators will be instructed to approach Centres in order to obtain samples of work which may be used at the Awarding Meeting.

Centres will be expected to comply with requests from Moderators for work to be taken to the Awarding Meeting and to sign a Copyright Permission Form.

All work will be returned to Centres after the Awarding Meeting with the exception of any work selected for Inset, Standardisation or Archive. Work retained by OCR for any of these purposes will be returned to Centres in September, the following year.