

# Instructions relating to the Moderation of Marks on Coursework

## Moderation by Post or using the OCR Repository

1. Attention is drawn to the following information:
  - (a) the relevant section of the specification relating to moderation
  - (b) the General Coursework Regulations in part 7 of the Administrative Guide and Entry Procedures Folder (including information on OCR Repository)
  - (c) Cover Sheet - interactive version available on OCR website
  - (d) Coursework Summary Forms (CSF) - interactive version available on OCR website (use of which is optional)
  - (e) Centre Authentication Sheet (CCS160) - interactive version available on OCR website
  - (f) OCR Repository is for Centres to upload electronic portfolios onto OCR's website where they can be accessed by the moderator. To use the OCR Repository you will require access to OCR Interchange
  - (g) Postal moderation is for paper portfolios **and** electronic portfolios (saved on a CD or Memory stick) which are delivered by post or by courier (Parcelforce, DHL etc) to the moderator
  
2. Teachers are reminded that all marking and internal standardisation must be completed in good time before the submission of marks to OCR. OCR must be in **receipt** of the marks **by no later than 15 May**. Teachers are urged to submit their marks earlier, if at all possible.

### **Postal Moderation** - Essential Documentation to be **sent** to the Moderator

- Moderator copy of MS1, IMS1 (or a copy of the EDI entry)
- Completed copies of the Coursework Cover Sheets
- Completed copy of the Centre Authentication Sheet (CCS160)

### **OCR Repository** - Essential Documentation to be **sent or uploaded** to the admin section of the OCR repository

- Moderator copy of MS1, IMS1 (or a copy of the EDI entry)
- Completed copies of the Coursework Cover Sheets
- Completed copy of the Centre Authentication Sheet (CCS160)

3. All internal marking and standardisation procedures must be completed before external moderation can take place. Detailed marks can be recorded for each candidate on the Coursework Summary Form (CSF) and the totals then transferred to the Form MS1 **or** IMS1 (electronically input using EDI). Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect total marks.

4. **Internal Standardisation**

Teachers are reminded that it is the responsibility of the Centre to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the unit at the Centre.

5. When the marks have been entered on the Form MS1, the Office copy should be sent to OCR to be received by 15th May. The same deadlines apply when marks are input electronically using IMS1.

The Centre copy (of the MSI where applicable) and a photocopy of the completed CSF should be retained for reference purposes.

6. **The Sample**

**OCR will now select the sample** and inform the Centre where the coursework is to be sent. These must be dispatched to arrive with the moderator within 5 days of receipt of the sample request. Any delays may affect the issue of candidates' results.

In the case of Centres using the OCR Repository, moderators will access coursework directly.

- if there are 10 or fewer candidates the complete work of all candidates should be sent to the moderator (or uploaded to the OCR Repository) without the need to wait for a request from OCR;
- any correspondence with OCR relating to Special Arrangements and the work of the appropriate candidates should be sent to the moderator (or uploaded to the OCR Repository) at the same time as the sample;
- completed CCS160 should accompany the work (or uploaded to the admin section of OCR Repository) – Candidate Authentication forms should be retained by the Centre;
- Centres are advised to have the work of all candidates available in case a further sample is required by the moderator;
- Postal moderation only - it is advisable to remove the covers of Coursework where they might add unnecessarily to the bulk of the parcel and the cost of its despatch. Centres should use a system that provides for tracking should the parcel delivery be delayed; and
- Coursework Cover Sheets must be attached to each candidate's work (or uploaded to the OCR Repository).

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

8. The outcome of moderation will be notified to the Centre in due course at which stage the Centre will have the right of appeal.

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