

Physical Education

OCR Entry Level Certificate R462

Instructions relating to the Moderation of Marks on Coursework

Practical Activities and Analysing Performance

1. Attention is drawn to the following documents:
 - (a) the specification booklet and in particular the sections relating to this Coursework component;
 - (b) the Teachers Handbook containing activity specific links;
 - (c) the General Coursework Regulations in Section 7 in the Current Administrative Guide and Entry Procedures Folder;
 - (d) the Coursework Summary Form CSFR462.

2. Teachers are reminded that all Coursework marking and internal standardisation must be completed in good time before the submission of marks to the Moderator. The Moderator must be in **receipt** of the **final** Coursework marks **no later than 15 May**.

Teachers are urged to submit their marks earlier, if at all possible.

3. All internal marking and standardisation procedures must be completed before external moderation can take place. Detailed marks must be recorded on Form CSFR462 and the relevant totals must be submitted either via Interchange or EDI files sent via A2C. 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. Teachers are reminded of the requirement of the Code of Practice to keep records of how marks have been awarded in relation to the marking criteria defined in the specification.

5. Internal Standardisation

Teachers are reminded that it is the responsibility of the Centre to award Coursework marks to produce a single, valid and reliable order of merit which reflects the attainment of all the candidates in the specification at the Centre. **Effective internal standardisation must be carried out in all cases where the Centre's single order of merit is the result of combining two or more orders of merit within the Centre.**

6. Moderation

The purpose of moderation is to bring the marking of an internally assessed component to an agreed standard in all participating Centres. The moderation will check on the standard of assessment in a sample of practical activities and Analysing Performance tasks across a range of performance levels. Moderation is not about adjusting the marks of individual activities or individual candidates but is about judging the overall standard of assessment within the Centre.

(a) Where a moderation visit takes place Centres will be required to attend moderation with the marks of those activities being moderated. Centres may wish to use a copy of a Centre Order of Merit sheet which is available from the OCR ELC Physical Education webpage or alternatively, to provide a computer generated rank order sheet.

(b) Teachers must ensure that candidates selected for moderation bring their Analysing Performance Task Sheets with them to the moderation venue. This will be the case even though the activities being moderated may differ from the activities shown on some of the Analysing Performance Task Sheets.

(c) Live Moderation can be by means of cluster groups based on geographical distribution. A sample of a Centre's candidates will be identified by the moderator and requested to attend a cluster moderation meeting. Candidates **must** be accompanied to the cluster moderation meeting by a member of staff responsible for internal standardisation – usually the head of PE. This member of staff will be **fully responsible** for their candidates during the moderation session. Remote Centres and Centres with a small entry may be asked to provide Analysing Performance Task Sheets and filmed evidence of candidates' performance for remote moderation, or receive a visiting moderation at their centre.

(d) **All** off-site activities must be filmed by the Centre. Filmed evidence for off-site activities must be available to the moderator on request.

(e) It is good practice to keep a sample (top, middle and bottom mark) of DVD evidence for as many activities from those which you are assessing as possible. This will ensure that you have sufficient evidence if you are not moderated through a visit, and will also assist in the internal standardisation process.

7. Documents to be despatched

Marks should be submitted either via Interchange or EDI files sent via A2C. A printout copy of the marks should be sent to the Moderator whose name and address is given on the computer-printed labels. In addition, Centres must despatch to the Moderator the Coursework Summary Form CSFR462.