

Art & Design**OCR GCE H160-H166 and H560-H566 Units F410 – F416/F421 – F426/F431 – F436/F441 – F446****OCR GCE H013 H213 H413 and H613 Units F140-F157****OCR GCSE J160-J167 Units A110-A117 and A120-A127****OCR ELC R300 – R306 Component 01 Coursework Portfolio & Component 02 OCR-set Work**

Instructions to Centres regarding Moderation Procedures for Art and Design June Series

1. Attention is drawn to the following documents available on the OCR website to assist with procedures necessary for Visiting Moderation:
 - (a) the specification and related documentation
 - (b) forms and labels to be used
 - (c) Notices to Centres

To obtain access to these go to the relevant Art & Design pages of the OCR website by clicking on – Qualifications by Subject – Arts, Media and Publishing – Crafts, Creative Arts and Design – AS A Level GCE **OR** GCSE **OR** Entry Level.

Selection of Work for Assessment Purposes

2. Centres are reminded that candidates should carefully select and present their work. This should fulfil and best represent, the relevant Assessment Objectives. Advice from teachers should be sought in order to ensure that the work selected satisfies the assessment criteria and accurately reflects the candidate's ability. Any assistance given to candidates in the execution of work must be acknowledged in the marking of the work.

We also recommend that centres allow candidates to photograph their work during the year and before moderation, for the purpose of keeping a record should it be selected by the moderator for award or training purposes; Photographing work also enables candidates to build an e-portfolio which can be used for reference if required for candidate applications to colleges and university. Teachers may also access this if it assists with their marking and feedback processes for candidates throughout the year.

The work, suitably acknowledged, may also be shown to future cohorts and thus build in-house reference material for teachers and candidates. Centres can access the OCR published exemplars and commentaries on our website, or view Professional Development material, to guide internal marking.

3. Internal Moderation

Teachers are reminded that it is the responsibility of the Centre to allocate marks and produce a valid and reliable rank order which reflects the attainment of all the candidates taking the specification at the Centre. Effective internal standardisation where more than one teacher delivers each specification must be carried out, and cross-endorsement standardisation where more than one specification is delivered in the centre is also best practice.

Teachers are reminded that all internal moderation and marking must be completed in good time before the submission of marks.

- The Moderator must be in receipt of all marks and the relevant Assessment Summary Form (GCW) before the moderation process can begin.
- A copy of the Marks and GCW should be sent to the moderator **no later than 15 May** for ELC and GCSE, **or 31 May** for GCE AS and A2.
- It is recommended that teachers use the relevant interactive forms available on our website for completion to avoid errors occurring. **Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect marks and totals.**
- **The Candidate/Parental Permission Forms are NO LONGER required.**
- Teachers may submit their marks earlier if they wish

4. External Moderation

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.**

5. The Visiting Moderator

- (a) Moderation of candidate work will be by visit. The Visiting Moderator will contact the Centre to make the arrangements for the visit and will check and confirm details received.
- (b) When the Moderator has received the Marks and the GCW he/she will inform the Centre of the names and numbers of those candidates whose work will comprise the samples for moderation. This will take place when arranging to visit the centre by telephone and will be confirmed by email.

- (c) It is the responsibility of the Centre to ensure that work selected for moderation is displayed appropriately per endorsement, this can be discussed with the moderator before the visit. **The work must be set out in two separate rank orders**, one for Coursework Portfolio and one for ELC OCR-set Work, for GCSE OCR-set Task and for GCE AS and A level both Controlled Assignments.

Centres will have the opportunity to discuss any concerns with the moderator before the visit. Candidates' work must be clearly labelled. A layout plan would be advantageous if the work is spread over different areas within the centre.

- (d) Sufficient labels will be supplied to enable the Centre to provide one label for each candidate, and these can also be downloaded from the website if more are required. A label must be completed and attached to each candidate's exhibition of work. It is important that the number of the relevant starting point/question number is shown for the responses to the Question papers.
- (e) It is important that candidates' work is ready for moderation at the beginning of the visit arranged with you by the Moderator. Moderators will be instructed to inform OCR of any unnecessary delays.
- (f) The work of the remaining candidates must be readily available to the Moderator if additional samples are requested.
- (g) Any correspondence with OCR relating to applications for Special Consideration must arranged with OCR Special Considerations prior to the Moderator visit and the documentation and candidate work involved be kept securely in the centre. OCR may require the Moderator to view particular pieces of candidate work involved in Special Consideration cases and respond to the Board.
- (h) The Visiting Moderator will use the Assessment Summary Form (GCW) to check whether the marks awarded are appropriate. **These must be completed by ALL centres.**
- (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. Please discuss this with your Moderator when arranging the visit if you have a query.**
- (j) In the unlikely event it is discovered that a candidate has been entered for the wrong endorsement or unit option, the entry may be changed but a fee may be charged. It is the responsibility of the Centre to inform OCR of any changes using the appropriate entry amendment form. Failure to do so may result in a delay in the award of grades. This procedure can be completed via Interchange: please consult your Examinations Officer.
- (k) Team Leaders and Assistant Principal Moderators appointed by OCR may either accompany Visiting Moderators to Centres or visit selected Centres after initial moderation as part of the OCR Quality Assurance procedure. Those centres involved will be informed of the arrangements by the Visiting Moderator team in advance of the visit. Team Leaders and the Senior Moderating Team will also be responsible for choosing and collecting of candidate work for Awarding, Standardisation, Professional Development and OCR training purposes when accompanying Visiting Moderators.

6. Notification of the outcome of the Moderation Process

- (a) **On completion of the moderation visit**, your moderator will **no longer** give an abbreviated verbal report to one designated member of staff. This is to fulfil the Ofqual Code of Practice for all Awarding Bodies for GCE, GCSE and ELC qualifications. The Centre Report which will be sent to centre when results are issued, will consist of the moderator's findings and observations with regard to the sample seen, the moderation display, the overall trend within the centre and also to inform the centre of how and when to access the advice, support and training available, including how to contact the Subject Specialist and Subject Area Support (SAS) team for Art and Design specifications.
- (b) The Moderator will notify OCR of their recommendations following of the moderation visit.
- (c) Centres will receive the outcome of moderation and the written report of the moderation in the August release of results.
- (d) All centres have the right to request a review of moderation post-results issue through the formal Enquiries About Results (EAR) procedures. This follows the JCQ guidelines for centres and awarding bodies. These can be found on the JCQ website or are available through OCR.
- (e) If an Enquiry About Results (EAR) is made the original moderation sample will be required. A result enquiry concerning one or more individual candidates cannot be accepted. Work from the whole cohort needs to be kept securely in the centre until you are sure an EAR will not be required, as the original sample may be extended during review of moderation.

7. Selection of Work for the Awarding Meeting, Centre and Moderator training purposes

Centres will **NOT** be required to supply a signed Candidate Copyright Permission Form. This complies with JCQ guidance on copyright permission. Team Leaders and Senior Moderators will be instructed to collect work from Centres which may be used for Awarding, training and support purposes. Moderators will inform centres before moderation which endorsements they wish to collect work from and clarify what will be required.

Centres will be expected to comply with requests from Moderators for work to be taken as this is an Ofqual and JCQ requirement of all awarding bodies.

- 8. All work will be returned to Centres during the following autumn term, with the exception of any work selected for Standardisation, Professional Development and education purposes. **An e-letter sent to the Examinations Officer will be sent to all centres in November/December informing them of the work kept and when it will be returned.**

OCR thanks centres for their co-operation in complying with these instructions.