OCR
Oxford Cambridge and RSA

GCE

Sciences

OCR Biology GCE H021 & H421 Units F213 & F216
OCR Human Biology GCE H023 & H423 Units F223 & F226
OCR Chemistry GCE H034 & H434 Units F323 & F326
OCR Chemistry B (Salters) GCE H035 & H435 Units F333 & F336
OCR Physics A GCE H158 & H558 Units G483 & G486
OCR Geology GCE H087 & H487 Units F793 & F796
OCR Science GCE H178 Unit G643

INSTRUCTIONS RELATING TO THE MODERATION OF MARKS

Coursework

1. Attention is drawn to the following documents:

    a) the specification booklet and in particular the sections relating to this Coursework component;

    b) the subject specific Practical Skills Handbook;

    c) the General Coursework Regulations in Part 7 of OCR Admin Guide and Entry codes: 14-19 Qualifications Folder;

    d) the Skill I, Competence Record Card – for Chemistry B (Salters);

    e) the Centre Authentication Form – CCS160.

    All Coursework forms may be photocopied and used as required. Additional copies may be ordered from OCR Customer Contact Centre (telephone number 01223 553998) or downloaded from the OCR website *www.ocr.org.uk.*

2. Teachers are reminded that all Coursework marking and internal moderation must be completed in good time before the submission of marks to the Moderator and to OCR. The Moderator must be in **receipt** of the Coursework marks **no later than 15 May. Teachers are urged to submit their marks earlier, if at all possible.**

3. All internal marking and moderation procedures must be completed before external moderation can take place. Marks must be recorded on the candidate's work and the relevant totals must be keyed in to the appropriate software package. 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 mandatory Code of Practice to show clearly how marks have been awarded in relation to the marking criteria defined in the specification.

   This may be done by annotation at appropriate points in the text or a summary on the candidates' work.

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. This will mean that candidates who have demonstrated the same level of achievement will receive the same mark irrespective of their teaching group. Evidence to show that effective internal moderation has been carried out must be retained 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. **Centre Declaration Form - CCS160**

   For each unit/component for which candidates are entered, the supervisor responsible for the marking should complete a Centre Authentication Form, CCS160. The form should be signed to confirm that steps have been taken to ensure that the work submitted is solely that of the candidates concerned. A completed copy of the form should be retained in centre.

7. **External Moderation**

   Marks should be submitted either via Interchange or EDI files sent via A2C by May 15 (for June examinations) at the latest, the Moderator copy of the marks should be sent to the Moderator to arrive by May 15 (for June examinations) at the latest.
   If entries, and therefore marks are sent electronically to OCR then a print-out of the marks should be sent to the Moderator.

8. **Sample of Work**

   All sample requests are sent to the Examinations Officer by e-mail and they should therefore check that the e-mail address held by OCR is correct. If your Examinations Officer uses Interchange they can check their e-mail address on Interchange is correct by selecting Admin – View your details. If the e-mail address shown is incorrect please e-mail Interchange@ocr.org.uk with the correct address remembering to include the centre number, centre name and a contact name. Alternatively the correct e-mail address can be faxed to Centre Services (01223 552646) on centre-headed paper.

   However, if there are fifteen or fewer candidates entered, please send all of the work straight away along with a copy of the marks to be received by 15 May.

8. The work of the specified candidates should be despatched to the Moderator as soon as possible. Centres are advised to have the work of all candidates available so that the appropriate work can be extracted and despatched to the Moderator without delay.

   Teachers are advised to fix an identification label to each candidate's work sent for moderation, include notification to the Moderator with the name of the person the Moderator should contact if necessary. Moderators would be grateful to also receive an Email address as this facilitates rapid communication.

It is essential that samples of Coursework should be packed securely to ensure their safe delivery by the Post Office or other carrier. It is advisable to obtain a certificate of posting.

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.

9. The outcome of moderation will be notified to Centres with the issue of results (MOD/REP Form) at which stage the Centre will have the right to submit a Result Enquiry/Appeal within 4 weeks of receiving Results. However, attention is drawn to the General Coursework Regulations, Part 7 of the OCR Admin Guide.

10. 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.

11. **Consortium Arrangements**

    Some Centres work in Partnerships in which candidates from more than one Centre are taught and assessed together, but are entered through separate Centres. So that we are able to put appropriate moderation arrangements in place, please write to the following address giving full details of the units, candidates and Centres involved:

    Assessor Deployment
    OCR
    1 Hills Road
    Cambridge
    CB1 2EU

12. **Coursework Enquiry Forms (optional)**

    These forms can be used to request feedback and advice on the marking of students' work before marks are submitted to OCR and the Moderator.