



NOTICE TO CENTRES

FAO: All OCR A Level Media Studies Teachers

Date: April 2010

Subject: AS/A Level Media Studies (H140/H540)

ISSUES ARISING FROM MODERATION OF COURSEWORK UNITS G321/G324

With the move to the new specification we feel it would help centres at this point if we re-clarified the procedures for coursework for G321 and G324. It would help if the following points could be borne in mind to make the process easier to administer. Incorrect completion of the mark sheets may delay the processing and issuing of results to your candidates.

Acceptable formats for production texts and research presentations

Video work must be in DVD format but must be playable on standard domestic DVD players for moderation purposes. Audio work must be in CD format. No print item should be larger than A3 size. Games should be either in Flash format or playable on an existing console. Work may be embedded on blogs but must be accessible to moderators (PDF/JPEG for print, MP3 for audio). Video work must still be supplied on DVD as a backup, even if embedded on a blog.

Web pages and blogs must be accessible online to the moderator for the duration of the moderation period. The moderator must receive notification of the URL when the work is sent. All CDs and DVDs must be checked before despatch to ensure that the files are accessible. No hard copy printouts of online materials will be accepted. **Memory sticks** are not an acceptable format for submission.

Research and Planning may be presented in electronic/digital format, but can take the form of a folder or scrapbook at AS Level only. **A2 Research and planning must be submitted electronically/digitally**. Centres should ensure that blogs or other online evidence are easily accessible for moderators, preferably through a central blog hub or gateway with links to the work of each individual candidate properly signalled with candidate numbers.

Presentation of work for moderation

Where candidates produce disc-based artefacts as part of a group activity, it must be clearly indicated – both on the cover and on a menu within the disc itself – which candidates have contributed to the exercise.

Each item in each candidate's submission must be clearly labelled with the details of the candidate's name and number and those of the centre.

If sending hardcopy material e.g. DVDs, print work, folders please make sure you keep a copy of the work as things can go missing in the post or be damaged.

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Candidates should make their own copies of products, especially if they are required by the candidate for portfolios for further/higher education entry, as some materials may be retained by OCR for INSET and archive purposes.

All coursework must be carefully packaged to withstand carriage from the centre to the moderator and back.

Samples of complete production portfolios, planning materials and evaluations will be requested by moderators.

At AS Level evidence that preliminary tasks have been completed is necessary even though these tasks are not marked by centres. At A2 ancillary tasks as well as main tasks must be submitted.

It is important that the evidence outlined above is available for all candidates.

All three elements of the coursework should be submitted and made easily identifiable to the moderator (research and planning, construction and evaluation)

The MS1 Process

- The total marks awarded to each candidate must be transferred to the computer printed Internal Assessment Mark Sheet (MS1) which will be sent to Centres by OCR. 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 on form MS1.
- Once complete, the Board Copy of form MS1 should be despatched to OCR to arrive no later than 10th January (for the January assessment session) or 15th May (for the June assessment session).
- The Moderator Copy should be despatched to the Moderator using the Moderator's address label supplied by OCR by 10th January (for the January assessment session) or 15th May (for the June assessment session). The completed CCS160 must accompany the MS1 when it is sent to the moderator.
- The Centre Copy should be retained at the Centre.

Samples of Work

- If the Centre has entered ten or fewer candidates for the unit in an assessment session, the coursework for all candidates should be sent to the Moderator (along with the Moderator Copy of the MS1 and CCS160 form) by the appropriate deadline (10th January for January session or 15th May for the June assessment session).
- Where there are more than ten candidates entered for the unit, the Centre should despatch the Moderator's Copy of the MS1 and CCS160 form to the Moderator, but should retain all coursework within the Centre. The Centre will receive email instructions from OCR noreply@ocr.org.uk requesting a sample of work once marks are submitted to OCR. Centres should respond promptly to requests for work.
- Please note that when submitting work to the Moderator, it is essential that a Coursework Cover Sheet be attached to the work of each candidate. Even if a coursework cover sheet is submitted electronically you are also required to print a copy and send to your moderator. In order to aid

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identification, it is useful if every piece of work that comprises the candidate's submission is marked with the Centre's name and number, the candidate's name and number and the unit number and title (i.e. G321 Foundation Portfolio in Media).

- Samples of work should be packed securely to ensure safe delivery. Bulky covers should be removed as they will increase significantly the cost of postage.
- Centres should consider setting up their own internal deadlines to ensure that they have time to carry out a thorough internal standardisation process. Centres should have samples ready to send by 10th January for winter submissions and 15th May for summer submissions. These need to be sent to the Moderator within three days of the emailed request. Moderators may request additional samples at a later date so all coursework should be kept available during the moderation period.
- Please ensure that you have read the last session's Principal Moderator's Report, which is available on the OCR website, to ensure that any recommendations are followed in the following session.
- Teachers should be involved in every stage of the process and should monitor their students' progress carefully and should comment on progress and involvement of each individual. Centres are reminded that all material should be appropriate.
- Teachers should also take note of and read the advice and guidance in the Principal Moderators' reports for Units G321 and G324. These are published in the Media Studies section of the OCR website at the end of each examination session and can be found in the Examiner's Reports document.

Any enquiry about this notice should be referred to the OCR Customer Contact Centre, (01223 553998), OCR, 1 Hills Road, Cambridge, CB1 2EU.