

Instructions to Centres for Composing 1 and 2

1. Materials

The material listed below will be despatched by OCR in March, any omissions should be reported immediately to the OCR Customer Contact Centre (telephone number 01223 553998). Interactive forms can also be downloaded from the OCR website www.ocr.org.uk.

- a) Coursework Cover Sheet

2. Preparing work for despatch to the Moderator

Please ensure that a Coursework Cover Sheet is completed for every candidate and attached to the front cover of the portfolio. It is essential that each piece of coursework submitted for assessment is clearly identified to assist Moderators in the assessment of the work and to ensure that each portfolio is safely returned to the candidate at the end of the examination period.

Please provide a date (even if approximate) for each piece of coursework, and compile the portfolio in chronological order. For work within Section A of Unit G352 and Unit G355 please ensure that all given material is clearly indicated in each exercise - fair copies of these exercises, without corrections, are not necessary unless the original is illegible. For the leadsheet option in Unit G352, the source material must be included.

Section B of both Units G352 and G355 must be accompanied by a realisation of the composition. Recordings should be clearly labelled with the centre name and number, the candidate name and number and the titles of the compositions. This information should also form part of the recording. **Separate recordings must be used for each candidate's portfolio.**

3. Despatch of work to the Moderators

- a) The names and addresses of the Moderators will be given on the computer-printed labels and listing which will be supplied to your Examinations Officer with the Attendance Registers in late April.
- b) **Candidates' work for Unit G352 and Unit G355 must be despatched separately to different moderators.**

For both units, despatch the following items to each Moderator.

- Candidates' work (including recordings and written commentaries and, where appropriate, original source material for the lead sheet and/or a notated score.),
- Coursework Cover Sheet (and completed checklist).

In cases where centres are entering more than 15 candidates, a sample list of 15 candidates will be sent by email to the centre from OCR, following the receipt of the centre's marks.

It is essential that each parcel is packed securely to ensure safe delivery. It is advisable that the work of each candidate is contained within a simple folder. Ring files or other cumbersome files add unnecessarily to the bulk of the parcel and the cost of the despatch, and are liable to get damaged in the post. Please do not use staples in the sealing of the package.

Please note that the original packaging will be used to return materials.

3. Internal Standardisation

Where there is more than one centre-based marker, internal standardisation and comparability in each unit must be achieved. This is to ensure that all candidates' work for each unit is placed in a single, reliable order of merit (rank order) before external moderation takes place. If this internal standardisation is not carried out, or is unsatisfactory, the moderator may need to adjust the centre-awarded raw marks, for one or more candidates, to achieve the correct rank order **before** moderation can take place.