

## Design and Technology

OCR Entry Level Certificate Food Technology 3960

OCR Entry Level Certificate Graphic Products 3961

OCR Entry Level Certificate Resistant Materials 3962

OCR Entry Level Certificate Textiles Technology 3964

# Instructions relating to the Moderation of Marks on Coursework

**Essential Documentation to be despatched by May 15<sup>th</sup> 2008**

- **Moderator copy of MS1**
- **Completed copy of the Coursework Summary Form**
- **Completed copy of the Centre Authentication Sheet (CCS160)**

1. Attention is drawn to the following documents:

- (a) the appropriate specification booklet and in particular the relevant sections relating to this Coursework component;
- (b) the General Coursework Regulations in Part 4 of the Handbook for Centres;
- (c) the Coursework Summary Form CSF3960/3961/3962/3964.

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 Coursework marks **no later than 15 May 2008**.

**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 CSF3960/3961/3962/3964 and the relevant totals must be transferred to the Form MS1 **or** 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. **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 syllabus at the Centre. Evidence to show that effective internal standardisation 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.

## 5. External Moderation

**Moderation for Entry Level Design & Technology Courses 3960, 3961, 3962, 3964 is by post.**

When the marks and an indication of the teaching set have been entered on the Forms MS1 or EDI equivalent:

- (a) the **Office copy** should be sent to OCR to be received **by 15 May 2008**. Under no circumstances must the Office copy be sent in the same envelope as the Moderator copy;
- (b) the **Moderator copy**, the Coursework Summary Form CSF3960/3961/3962/3964 **and the sample of work (see paragraph 6)** should be despatched to the Moderator whose name and address is given on the computer-printed labels and listing. **Please refer to the Examinations Officer at your Centre to obtain the name and address of your Moderator;**
- (c) the **Centre copy** and a photocopy of Form CSF3960/3961/3962/3964 should be retained for reference purposes.

## 6. The Sample

**The sample sent for moderation is chosen by the Centre.**

**Where there are 6 or fewer candidates, the Centre will send the complete work of all candidates – only design folios are required.**

**Where there is more than that number, a sample of 6 candidates is required.**

**The sample should include:**

- (i) a representative coverage of the range of candidates' marks in the Centre, i.e. two 'top', two 'middle' and two 'bottom';
- (ii) where appropriate, a selection from the classes of different teachers;
- (iii) any guidance and/or instruction sheets that the candidates have received.

**In addition to this, any correspondence with OCR relating to Special Arrangements for Coursework, and the work of the appropriate candidates should be sent to the Moderator at the same time as the sample.**

**It is important to include clear photographic evidence of the practical work with the design folios. This photographic evidence should consist of:**

- **A minimum of two photographs showing close-up construction details of the product outcome.**
- **A minimum of two photographs showing views of the complete product and which provide evidence of actual size/scale of the outcome.**

Centres are advised to have the work of all candidates available in case a further sample is required by the Moderator.

It is essential that samples of Coursework should be packed securely to ensure their safe delivery by the carrier. It is advisable to remove the covers of Coursework where they might add unnecessarily to the bulk of the parcel and the cost of its despatch. It is also advisable to obtain a certificate of posting/collection.

7. 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.

8. The outcome of moderation will be notified to the Centre in due course at which stage the Centre will have the right of appeal. However, attention is drawn to the General Coursework Regulations, paragraph 4.15.3, in Part 4 of the Handbook for Centres.
9. 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.