

Details of the procedures leading to the award of Certificates

1. Both Estimated and Final Entries must be made for all candidates for whom Final Certification for Entry Level Science (R482) is required.
2. Estimated Entry details (numbers of candidates only) are required by OCR by **10th October** of the final year.
3. The last date for making entries for Final Certification is **21 February**, and entries made after that date may incur a late entry fee. It is important that you liaise with the Examinations Officer at your Centre to ensure that these entries are made.
4. **If you are entering candidates for Final Certification in the summer, and you made Estimated Entries, you will be contacted in February or early March and given the address of a moderator appointed by OCR. You need then to send the moderator all the work of six candidates and a copy of the Candidate Record Card (CRC) for each of them together with a completed Centre Authentication Form. (This request to your Centre depends solely on Estimated Entry data having been provided to OCR by 10 October). The materials must reach your moderator by 9th March.**

The moderation process is a check on the marking, assessment procedures and record keeping in each Centre. No final assessment of candidate performance is made by OCR. Teaching and the awarding of points should continue until early May, and may include further Study of a Science Topic and Data Analysis Tasks.

4. The final points total for each candidate must be submitted to OCR by 15 May, either on the MS1 mark sheet(s) sent to you, or by EDI.

* * *

Details of the arrangements for each part of the certification process are given below.

Samples of work for moderation

1. Your Centre will need to send to the moderator **all** the Centre-assessed work of **six** candidates.

2. If your Centre has fewer than six candidates for Final Certification, the work of **all** the candidates will need to be sent, along with a note explaining that there are fewer than six.

If there are more than six candidates for Final Certification, then the selection should consist of the work of two upper-, two middle- and two lower-achieving candidates.

3. Each sample should consist of

- A **photocopy (not the original)** of the Candidate's Record Card, completed up to the date of moderation using the upper table on the front of the form.
The addition on each page must be completed to show the points total at that date.
(These totals will probably be different from those submitted at the end of the course.)
- Printouts from electronic record keeping systems are acceptable alternatives, but should give a breakdown of the points awarded for the Study of a Science Topic, Can-Do Tasks, Data Analysis Task and End-of-Item tests.
- **All** marked End-of-Item tests, **in test number order**.
- Work for the assessed Study of a Science Topic, clearly labelled with the name of the candidate. All sheets should be stapled together and have a Study of a Science Topic Cover Sheet GCW877 as the front cover.
- Work for the assessed Data Analysis Task clearly labelled with the name of the candidate. All sheets should be stapled together and have a Study of the Data Analysis Task Cover Sheet GCW878 as the front cover

Both work for the Study of a Science Topic **and** a Data Analysis Task **must** be included in the sample for moderation, even if it is intended that future work is to be used for the final assessment.

OCR cannot certify students from a centre that has not submitted samples of work from these aspects of the R482 course at moderation and subsequently include such marks on the MS1 form.

If candidates are to be entered for both Entry Level Science **and** GCSE, **good quality** photocopies will be acceptable for the Entry Level moderation. (If material is sent off promptly, and **a specific request made for early return**, you will get the material back in time for GCSE submission).

4. Teachers should send with their selection of portfolios the following additional information:
 - a sheet of the Centre's headed notepaper giving the name of the teacher responsible for submitting the sample, a telephone number (and an e-mail address if available);
 - a brief report on how internal standardisation of marks has been achieved. (This is only needed if your Centre has more than one teacher assessing the candidates' work);
 - details of any relevant advice given by OCR before moderation.
 - A completed CCS160 Centre Authentication Form – on the home page of the OCR web site.
5. The samples, and the additional information, should be despatched to the moderator not later than **9th March**.
6. The Examinations Officer at your Centre will be supplied in February with a label giving the name and address of your moderator, a copy of the Study of a Science Topic Cover Sheet and Data Analysis Task Cover Sheet. You will normally need 6 copies of

GCW877 and GCW878 – one for each pupil in the sample, also required is a copy of the instruction sheet CWI715 this can be downloaded from OCR website.

7. Moderators will consider the assessed work in your sample. If any mark adjustments are required to the work in your sample they must be applied to the final points totals submitted at the end of the course. In all cases the order of merit of candidates in your Centre will be preserved. You can expect an interim report from the moderator after your Centre's sample has been checked.
8. In considering possible adjustments, a '*tolerance limit*' will be applied. Only if any differences fall outside this limit will any adjustments to candidates' marks be made.
9. The Study of a Science Topic and Data Analysis Task work will be returned to Centres - unless kept by OCR for archive purposes. All other material sent to the moderator may be retained.

Feedback from moderators will be sent to centres in time for the preparation and submission of the MS1 form to OCR by May 15th

Sending in the final points totals

The course for those candidates requiring Final Certification in the summer should effectively end by the first week in May, to give time for the necessary administration. Candidate Record Cards (or their electronic equivalent) should be completed by that date.

1. The **final points total** on the front of each Candidate Record Card should be entered on Form MS1 (or entered electronically into examination entry software for EDI) to be received by OCR by **15 May**.

Form MS1 is a three part, self-duplicating form supplied by OCR, and pre-printed with the names of the candidates from your Centre who require Final Certification, based on the final entries made in February.

In completing Form MS1, use an HB pencil to enter the final points total for each of your candidates, and an indication of the teaching set if there is more than one.

The MS1 set of documents used for recording the points total includes a redundant 'moderator' sheet, which may be thrown away. Please do not attempt to send it to your moderator.

2. The completed Candidate Record Cards must be kept at the Centre - along with any tests not sent to the moderator - for possible recall and inspection by OCR during the summer.

For Centres using a software package for record keeping, printouts, as stated below, are acceptable alternatives to the candidate Record Cards.

Please send **either**

- An individual printout of each candidate's achievement showing the points awarded for the End-of-Item tests, the Can-Do tasks the Study of a Science Topic and Data Analysis Task. The individual candidate records should be arranged in the same order as on Form MS1.

or

- A summary printout from the software package showing the final points totals awarded for End-of-Item tests, Can-Do tasks, the Study of a Science Topic and Data Analysis Task for each candidate.

Finally...

1. Centres have the right of appeal following the issue of results. However, attention is drawn to the Enquiries about results (EAR), Section 11.1 in the Admin Guide and Entry Codes Folder.
2. The assessed work of all candidates should be kept securely until 20 September, which is the last date for any Enquiries on Results. Completed End-of-Item tests should be treated as confidential waste and destroyed accordingly. Work for The Study of a Science Topic and Data Analysis Task (but **not** marked tests) may be returned to candidates. Any unused tests may be kept as 'spares' to be used only as and when advised by OCR.