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## General Certificate of Secondary Education

### Instructions to Centres on the Marking and Moderation of Controlled Assessment Tasks

## ENGLISH LITERATURE (J360) A661 Literary Heritage Linked Texts

### A. Documentation

1. Attention is drawn to the following documents:
  - (a) the J360 specification and, in particular, the sections relating to Controlled Assessment tasks (available on the OCR website: [http://www.ocr.org.uk/download/kd/ocr\\_31049\\_kd\\_gcse\\_2010\\_spec.pdf](http://www.ocr.org.uk/download/kd/ocr_31049_kd_gcse_2010_spec.pdf));
  - (b) the Guide to Controlled Assessment (available on the OCR website: [http://www.ocr.org.uk/download/sm/ocr\\_39891\\_sm\\_gcse\\_ca\\_guide.pdf](http://www.ocr.org.uk/download/sm/ocr_39891_sm_gcse_ca_guide.pdf));
  - (c) the Controlled Assessment Cover Sheet (CCS352);
  - (d) form MS1.

### B. Marking and Internal Moderation

#### Marking Criteria

2. The Controlled Assessment tasks must be marked in accordance with the instructions given in the specification. Each candidate's final submission must be awarded **one** mark (out of 40), reflecting the candidate's achievement in relation to the Assessment Objectives and marking criteria given in the specification.

This mark out of 40 must be entered on the computer-printed Form MS1, or sent electronically, as appropriate (see below).

#### Deficiency in the Final Submission

- 3.(a) Each candidates' final submission must include **two** items, demonstrating the study of:
  - Shakespeare, and
  - Literary Heritage Poetry (a comparison of two poems by the chosen poet).
- (b) If these requirements are not met, the teacher must mark the work for overall quality (i.e. giving a mark out of 40), disregarding any requirement that is not met.

If the Shakespeare task is missing, reduce the mark by 2/5 and round up to the nearest mark.

If the Literary Heritage Poetry task is missing, reduce the mark by 3/5 and round up to the nearest mark.

- (c) If a candidate completes any work at all for the Controlled Assessment Unit then the work should be assessed according to the criteria above and the marking instructions and the appropriate mark awarded, which may be 0 (zero).

### **Failure to Submit Controlled Assessment Tasks**

4. A candidate who submits no work must be marked as absent on Form MS1.

### **Special Arrangements**

5. Where a special arrangement for a candidate has been approved by OCR, marks should be awarded based on the quality of the work submitted.

### **Lost Controlled Assessment tasks**

6. Where loss or destruction of Controlled Assessment tasks has occurred, the Centre must notify OCR in writing as soon as possible, giving details of the circumstances. OCR will advise the Centre of the action to be taken.

### **Controlled Assessment Cover Sheet**

7. A Controlled Assessment Cover Sheet (CCS352) must be completed for each candidate in accordance with the instructions given on the form.
8. Teachers must give sufficient information to enable the Moderator to understand the work and the Centre's assessments. In particular, teachers must:
- (a) show clearly how the marks have been awarded in relation to the marking criteria defined in the specification;
  - (b) provide the Moderator with a copy of any stimulus or source material which is necessary to an understanding of the candidate's response;
  - (c) comment on the overall performance of each candidate to justify the final mark awarded.

### **Standardisation of Marking**

9. If more than one teacher at a Centre has been involved in the marking of the Controlled Assessment tasks, the marking must be standardised by the Centre. This will ensure that candidates who have demonstrated the same level of achievement will receive the same mark irrespective of their teaching group.

### **Authentication**

10. The Centre is required to complete the Centre Authentication Form for Controlled Assessment tasks (CCS160). One copy of this form must be completed for each unit and signed by the appropriate people.

The completed form **must** accompany the Controlled Assessment task sample when it is sent to the Moderator.

11. The candidate must complete a Candidate Authentication Statement either on the Standard Candidate Authentication Form supplied by OCR or on a similar form of the Centre's devising.

The completed form should be retained securely within the Centre and **should not be** sent to the moderator or to OCR unless specifically requested.

## C. External Moderation

### Recording and Submission of Marks

12. All marking procedures must be completed before moderation can take place. The Centre Awarded Mark must be recorded on the Controlled Assessment Cover Sheet (CCS352). The relevant total must be **either** transferred to the computer printed MS1 **or** keyed into the appropriate administrative package. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect marks.
13. When marks have been entered:
  - (a) the **Office copy** should be sent to OCR to arrive **at the latest** by **10 January (for January examinations) OR by May 15 (for June examinations)**;
  - (b) the **Moderator copy** should be sent to the Moderator to arrive **at the latest** by **10 January (for January examinations) OR by May 15 (for June examinations)**;
  - (c) the **Centre copy** should be retained for reference purposes.
14. Teachers are reminded that marking and internal moderation of all Controlled Assessment tasks must be completed in good time for the submission of marks to the Moderator. The Moderator must be in receipt of the marks for the Controlled assessment tasks no later than **10 January (for January examinations) OR by May 15 (for June examinations)**.

**Teachers are urged to submit marks earlier, if at all possible.**

### Submission of Work to the Moderator

15. Centres may submit candidates' work for moderation either electronically to the OCR Repository or by post.

### Repository (Unit Entry |Code: A661A, Entry Option Code: 01)

16. Centres can submit candidates' work electronically for moderation to the OCR Repository. A copy of the Controlled Assessment Cover Sheet giving details of the marks given and the teacher comments should be submitted with the work.

### Postal Moderation (Unit Entry |Code: A661B, Entry Option Code: 02)

17. If the Centre has ten or fewer candidates in the subject, the Centre should send **all the final assessments and the required documentation (see below)** to the Moderator with Form MS1 (or its equivalent).
18. Centres with more than ten candidates will receive a communication from the Moderator indicating the candidates whose work is required for external moderation.

The work of the specified candidates must be despatched to the Moderator within three working days of the request. Centres are advised to have the work of all candidates available so that the sample can be extracted and despatched to the Moderator without delay.

19. Centres must send with the work:
  - (a) the Controlled Assessment Cover Sheets (CCS352) which relate to the work despatched.
  - (b) any correspondence with OCR relating to applications for special arrangements in respect of Controlled Assessment tasks together with the work of the candidates involved.
  
20. It is essential that samples of Controlled Assessment tasks are packed securely to ensure their safe delivery by the Carrier. It is recommended that:
  - (a) covers of Controlled Assessment tasks are removed to avoid bulk and unnecessary costs;
  - (b) first-class post is used;
  - (c) a certificate of posting is obtained.
  
21. Any subsequent requests from the Moderator should be acted upon with the minimum of delay (e.g. to reconsider the Centre order of merit or to supply further samples of work).

### **Outcome of Moderation**

22. The outcome of moderation will be notified to the Centre with the issue of results. A Centre may then request the re-moderation of its Controlled Assessment tasks using post-results services (details available on the OCR website: [http://www.ocr.org.uk/administration/post\\_results/general.html](http://www.ocr.org.uk/administration/post_results/general.html).)

### **Appeals and Enquiries**

23. After moderation has been completed, all Controlled Assessment tasks must be kept securely in the Centre until the results have been published and until any results enquiries/appeals have been concluded.

### **Your Moderator**

24. The name and address of the Moderator will be supplied to Centres. Please refer to the Examination Secretary at your Centre for this information.