



## NOTICE TO CENTRES

FAO: Heads of Art / Examination Officers

Date: April 2014

Subject: GCE Applied, GCE, GCSE and ELC Art & Design qualifications

### **OCR ART AND DESIGN GCE, GCSE AND ELC: KEY INFORMATION AND GUIDANCE FOR VISITING MODERATION JUNE SERIES 2014**

This guidance has been issued in order to clarify and update the procedures and processes for the 2014 moderation of the above Art and Design qualifications.

Please ensure that this is read by all teachers that deliver OCR Art and Design qualifications in your centre. The guidance is to support teachers and centres in their effective administration of OCR Art and Design qualifications.

It is to be read in conjunction with the individual specification information, Instructions to Centres and relevant Teacher's Handbook available on the relevant qualification pages of the OCR website at [www.ocr.org.uk/qualifications](http://www.ocr.org.uk/qualifications).

**Much of the process will remain exactly the same as that given for June 2013.** You should continue to make entries and submit marks to OCR and your Visiting Moderator by the required date. Arrangements for the visit can be discussed with your Moderator. Work should be set out in rank order, by individual unit for GCE, GCSE and for ELC by component for the moderation to take place.

**On the initial telephone conversation** to arrange the visit, the moderator will run through a series of checks, to ensure that all the correct paperwork has been sent to OCR. The moderator will then arrange the date for the visit. Whilst every attempt will be made to be accommodating, the demands of the brief moderation period require the moderator to inform the centre of the time and date of availability. Your moderator will then email the sample required and confirm the date and time of the visiting moderation. This email will be sent to your centre's official email address.

**Team Leaders or Senior Moderators** will accompany the visiting moderator in selected centres as part of the OCR quality assurance process. On occasion, it may be necessary for a senior moderator to undertake a follow-in visit. You will be informed of this by your visiting moderator or Senior Moderator. The Team Leaders or Senior Moderators will also choose work for either the Grade Award or training and educational purposes in accordance to the JCQ and Ofqual requirements for all awarding bodies. Only one unit of work per candidate will be chosen. The UPS courier service will be used to collect work. This is very simple and clear to use, and your moderator will be able to give guidance where necessary.

**It is expected that all candidates will photograph their work** where appropriate to create an e-portfolio for reference purposes when applying to College and University. This will also assist centres to build centre resources. Further guidance is available on the relevant qualification pages of the OCR website at [www.ocr.org.uk/qualifications](http://www.ocr.org.uk/qualifications). Please note that Candidate Permission forms are no longer required (see JCQ instructions to awarding bodies).

## NOTICE TO CENTRES *continued*

**On completion of the moderation visit**, your moderator will **no longer** give an abbreviated verbal report to **one** designated member of staff. This is to fulfil the Ofqual Code of Practice for all Awarding Bodies for GCE, GCSE and ELC qualifications. The Centre Report, which will be sent to centre when results are issued, will consist of the moderator's findings with regard to the sample seen, observations and scaling, the moderation display, the overall trend within the centre. It will also inform the centre of how and when to access the advice, support and training available, including how to contact the Subject Specialist and Subject Area Support (SAS) team for Art and Design specifications.

**The Moderator will notify OCR of the outcome** of the moderation. Centres will receive the outcome of moderation and the enhanced written report of the moderation in the August release of results.

All centres have the right to request a review of moderation post results through the formal Enquiries about Results (EAR) procedure. This follows the JCQ guidelines for centres and awarding bodies. Details can be found on the JCQ website, or in the OCR *Admin guide and entry codes: 14-19 qualifications* available to download at [www.ocr.org.uk/admin-guides](http://www.ocr.org.uk/admin-guides).

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.