

Coursework Consultancy ICT

OCR operates a **free** coursework consultancy service to assist centres with assessment of coursework and to help teachers to guide students.



RECOGNISING ACHIEVEMENT

The service is designed to:

- Confirm centre assessment standards as indicated by the teacher.
- To provide guidance to the centre on possible improvements, that may be made to the submitted coursework.
- To clarify the application of assessment criteria and provide guidance related to assessment as appropriate.

Submission

The service is designed to offer advice related to proposed coursework tasks or assessed coursework.

1. If coursework is submitted for advice the centre should first initially mark it.
2. The initial mark should be clearly indicated and related to the assessment criteria by appropriate annotation to assist the moderator in offering guidance.
3. The centre should retain a record of marks awarded. Where possible an electronic copy of the submission should be retained or photocopies of originals submitted for consultation purposes. This is a precaution against accidental loss by a third party carrier.
4. Attach a cover sheet that contains the centre details, the originator/contact, specification to which the requested is related and any additional specific points on which guidance is required, should accompany the request.
5. Coursework consultancy should be addressed as in **Fig 1.1**
6. Work should be securely packaged and delivery carriage must be paid in full.
7. Bulky files should not be used to present the work.

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Coursework Consultancy
Technology Team
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Fig 1.1

Coursework consultancy is a **free** service, but access to this **service should be limited to one consultation per assessment unit per academic year**. Services intended to review **one or two candidates work only** which exemplifies standards at the Centre. In certain circumstances access to this service may be extended on application.

The response from a senior moderator will normally be received within three weeks. However, during examination series live moderation and examination marking are prioritised and feedback may be delayed.

Submitted coursework is returned with an appropriate written report.

NB This service is operated in addition to normal telephone support that deals with the bulk of assessment enquiries.