

## English

### OCR GCSE 1900 Unit 2435 Speaking and Listening Checklist for Teachers

Checklist for Teachers / Examination officers on the Marking and Moderation of **Speaking and Listening** Coursework.

The **latest** date to send paperwork to the Moderator for:  
the **June** session is **15 May**  
the **January** session is **10 January**.

Document	Specific guidance	Where sent	Completed
Coursework Assessment Form - GCW875	<ul style="list-style-type: none"> <li>Completed for each candidate.</li> <li>Each candidate is awarded a mark out of 40.</li> <li>Each candidate whose work is insufficient for assessment must be awarded a mark of 0.</li> <li>For each assessment context which is not met by a candidate, the mark must be reduced by 33%.</li> </ul>		
Computer-printed Mark Sheet MS1 (or appropriate administrative package)	<ul style="list-style-type: none"> <li>For each candidate, transfer the total accurately from the Coursework Assessment Form.</li> <li>Each candidate who does not submit any work or who has been granted exemption for the unit by OCR must be marked as absent on form MS1.</li> <li>Retain <i>Centre copy</i> for reference.</li> <li>Ensure marks on <i>Moderator copy</i> are legible.</li> </ul>	<i>Office copy</i> to OCR	
		<i>Moderator copy</i> to Moderator	
Coursework samples Centre selected	<ul style="list-style-type: none"> <li>Coursework Assessment Forms for a sample of <b>seven candidates per teaching group</b> to cover the range of marks within the group.</li> </ul>	Moderator	
Internal Standardisation Record GCW988	<ul style="list-style-type: none"> <li>A description of the Centre's procedures to ensure parity and secure application of standards.</li> </ul>	Moderator	
Centre Authentication Form for Coursework - CCS160	<ul style="list-style-type: none"> <li>One copy of this form completed for this unit and signed by each internal assessor.</li> </ul>	Moderator	