

CHILD DEVELOPMENT



**INCLUDED ON THE
KS4 PERFORMANCE TABLES**

Specification

OCR Level 1/Level 2

Cambridge National in **Child Development**

J809

Version 2 (First teaching September 2022)

ocr.org.uk/cambridgenationals



Specification updates

Key changes have been listed below:

Section	Change	Version and date Issue
Section 4.4 Unit R059: Assessment guidance	Task 1 added information about OCR templates provided for each method of observation. Task 2a added information about the play activity.	Version 2 (May 2022)
Qualification overview Section 6.1.1: Centre and teacher/ assessor responsibilities Section 6.2: Requirements and guidance for delivering and marking the OCR-set assignments Section 6.3: Feedback Section 6.4.4: Reattempting work before submitting marks to OCR	Updated to clarify information relating to NEA resubmissions.	
Section 6.3.6: Teacher Observation Records	Updated information on location of the Teacher Observation Record.	
Section 6.5: Moderating NEA units	Updated information on how to submit moderated units.	
Section 6.6: Resubmitting moderated work to OCR to improve the grade Section 6.7: Recording feedback and decisions	New sections added to clarify information relating to NEA resubmissions.	
Section 7: Administration	Updated information to clarify administrative arrangements.	
Appendix A: Guidance for the production of electronic evidence	Updated information related to 'Submit for Assessment'.	
All	Weblinks updated.	

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1 Why choose OCR?

Choose OCR and you've got the reassurance that you're working with one of the UK's leading exam boards. We have developed our specifications in consultation with teachers, employers and subject experts to provide students with a qualification that's relevant to them and meets their needs.

We're part of Cambridge University Press & Assessment. We help millions of people worldwide unlock their potential. Our qualifications, assessments, academic publications and original research spread knowledge, spark curiosity and aid understanding around the world.

We work with a range of education providers, including schools, colleges, workplaces and other institutions in both the public and private sectors. Over 13,000 centres choose our A Levels, GCSEs and vocational qualifications including Cambridge Nationals and Cambridge Technicals.

1.1 Our specifications

We believe in developing specifications that help you bring the subject to life and inspire your students to achieve more.

We've created teacher-friendly specifications based on extensive research and engagement with the teaching community. They're designed to be straightforward and accessible so that you can tailor the delivery of the course to suit your needs.

1.2 Our support

We have a range of support services to help you at every stage, from preparation to delivery.

- A wide range of high-quality creative resources including resources created by leading organisations within the industry.
- Textbooks and teaching and learning resources from leading publishers. For more information about all the published support for the Cambridge Nationals that has been endorsed by OCR please go to the [Cambridge Nationals page](#) on our website.
- Professional development for teachers to fulfil a range of needs. To join our training (either face-to-face or online) or to search for training materials, please go to the [Professional Development page](#) on our website.
- [Active Results](#) is our free results analysis service to help you review the performance of individual students or whole schools.
- [ExamBuilder](#) is our free question-building platform that helps you to build your own tests using past OCR exam questions.

- OCR subject advisors provide information and support to centres including specification and non examined assessment advice, updates on resources developments and a range of training opportunities. They work with subject communities through a range of networks to share ideas and expertise to support teachers.

Further help and support

Whether you are new to OCR or already teaching with us, you can find useful information, help and support on our [website](#). Or get in touch:

support@ocr.org.uk

@ocrexams

01223 553998

1.3 Aims and learning outcomes

Our Cambridge National in Child Development will encourage students to:

- understand and apply the fundamental principles and concepts of Child Development to include health and well-being, creating a safe environment, the nutritional needs of children from birth to five years, and the development of children from one to five years
- develop learning and practical skills that can be applied to real-life contexts and work situations
- think creatively, innovatively, analytically, logically and critically
- develop independence and confidence in using skills that would be relevant to the childcare sector and more widely.

1.4 What are the key features of this specification?

The key features of OCR's Cambridge National in Child Development for you and your students are:

- a simple and intuitive assessment model, consisting of an externally assessed unit that focuses on knowledge and understanding and two skills-based, non examined assessment units (NEA)
- a specification developed with teachers specifically for teachers. The specification lays out the subject content clearly
- a flexible support package formed after listening to teachers' needs. The support package will help teachers to easily understand the requirements of the qualification and how it is assessed
- a team of OCR Subject Advisors who support teachers directly and manage the qualification nationally
- the specification has been designed to progress onto other healthcare or childcare qualifications.

This qualification will help students to develop:

- independence and confidence in using skills that would be relevant to the Childcare sector
- learning and skills that can be used in other life and work situations, such as research skills.

All Cambridge Nationals qualifications offered by OCR are regulated by Ofqual, the Regulator for qualifications offered in England. The qualification number for OCR's Cambridge National in Child Development is QN 603/7114/6.

2 Qualification overview

2.1 OCR Level 1/Level 2 Cambridge National in Child Development at a glance

Qualification number	603/7114/6	OCR Entry code	J809
First entry date	01/09/2022	Approved age range	14-16
Guided learning hours (GLH)	120	Performance information	We've designed this qualification to meet the Department for Education (DfE) requirements for qualifications in the Technical Award category of the 14-16 performance tables.
Total qualification time (TQT)	150	Eligible for funding	It's designed to meet the funding requirements of a 14-16 study programme.
This qualification is suitable for students	<ul style="list-style-type: none"> aged 14-16 on a full-time study programme wanting to develop applied knowledge and practical skills in Child Development who want to progress onto other related study, such as qualifications in Childcare or Health and Social Care as it is designed to meet the Department for Education's characteristics for a Technical Award. 		
Entry requirements	There is no requirement for students to achieve any specific qualifications before taking this qualification.		
Qualification requirements	Students must complete three units: <ul style="list-style-type: none"> one externally assessed unit (exam) two centre-assessed units (NEA) 		
Assessment method/model	Unit R057 is assessed by an exam and marked by us. You will assess the NEA units and we will moderate them.		
Assessment series each year	<ul style="list-style-type: none"> January June 		
Terminal assessment	The exam must be taken in the final assessment series before qualification certification. The result from the exam taken in the final series will be the one that counts towards a student's overall grade.		
Grading	All results are awarded on the following scale: Level 2 – Distinction* (*2), Distinction (D2), Merit (M2), Pass (P2) Level 1 – Distinction (D1), Merit (M1), Pass (P1) and Fail/Unclassified.		
Exam resits	Students can resit the exam but the result from the exam taken in the series where students certificate would be the result to count towards performance measures.		

Repeat submission of students' NEA work

If students have not performed at their best during the assessment of NEA units, they can improve their work and submit it to you again for assessment. They must have your agreement and you must be sure it is in the student's best interests.

We use the term 'resubmission' when referring to student work that has previously been submitted to OCR for moderation. Following OCR moderation a student can attempt to improve their work, for you to assess and provide the final mark to us. There is one resubmission opportunity per NEA assignment.

All work submitted (or resubmitted) must be based on the assignment that is live for the series of submission.

For information about feedback see [section 6](#). The final piece of work must be completed solely by the student and teachers must not detail specifically what amendments should be made.

2.2 Qualification structure

For this qualification, students must achieve **three** units: one externally assessed and two Non Examined Assessment (NEA) units.

Key to units for this qualification:

M = Mandatory	Students must achieve this unit
E = External assessment	We set and mark the exam
N = NEA	You assess this and we moderate it

Unit no.	Unit title	Unit ref. no. (URN)	Guided learning hours (GLH)	How are they assessed?	Mandatory or optional
R057	Health and well-being for child development	Y/618/6299	48	E	M
R058	Create a safe environment and understand the nutritional needs of children from birth to five years	F/618/6300	36	N	M
R059	Understand the development of a child from one to five years	J/618/6301	36	N	M

2.3 Purpose statement

OCR

Oxford Cambridge and RSA

OCR Level 1/Level 2 Cambridge National in Child Development

Qualification number: 603/7114/6

Type of qualification: Technical Award

Overview

Who is this qualification for?

The Level 1/Level 2 Cambridge National in Child Development is aimed at students aged 14-16 years and will develop knowledge, understanding and practical skills that would be used in the Childcare sector.

You may be interested in this if you want an engaging qualification where you will use your learning in practical, real-life situations, such as:

- preparing a feed or meal for a child
- choosing suitable equipment to use in a childcare setting
- planning suitable play activities
- helping to prevent accidents in a childcare setting.

This will help you to develop independence and confidence in using skills that would be relevant to the Childcare sector.

The qualification will also help you to develop learning and skills that can be used in other life and work situations, such as:

- research skills – for example, within the NEA set assignment students will need to complete research for equipment to help make decisions on which to choose and explain why
- communication skills – for example, within the NEA set assignment students will need to make recommendations to the nursery on how accidents can be prevented.

This qualification will complement other learning that you're completing for GCSEs or vocational qualifications at Key Stage 4 and help to prepare you for further study. More information about this is given below.

What will you study as part of the qualification?

You will study key knowledge, understanding and skills that relate to working in the Child Development sector. You will also have the opportunity to apply what you learn by completing practical activities.

This qualification has three mandatory units:

- Unit R057: Health and well-being for child development

This is assessed by an exam.

In this unit you will learn about the importance of pre-conception health and reproduction, antenatal care and preparation for birth. You'll also learn about postnatal care and the conditions in which a child can thrive.

Topics include:

- Pre-conception health and reproduction
- Antenatal care and preparation for birth
- Postnatal checks, postnatal care and the conditions for development
- Childhood illnesses and a child safe environment.

- Unit R058: Create a safe environment and understand the nutritional needs of children from birth to five years

This is assessed by a set assignment.

In this unit you will learn how to create a safe environment for children from birth to five years in childcare settings. You'll research and choose equipment that is suitable and safe for use and will learn about children's nutrition and dietary needs.

Topics include:

- Creating a safe environment in a childcare setting
- Choosing suitable equipment for a childcare setting
- Nutritional needs of children from birth to five years.

- Unit R059: Understand the development of a child from one to five years

This is assessed by a set assignment.

In this unit you will learn the physical, intellectual and social developmental norms for children from one to five years. You'll understand the importance of creating plans and providing different play activities to support children in their development.

Topics include:

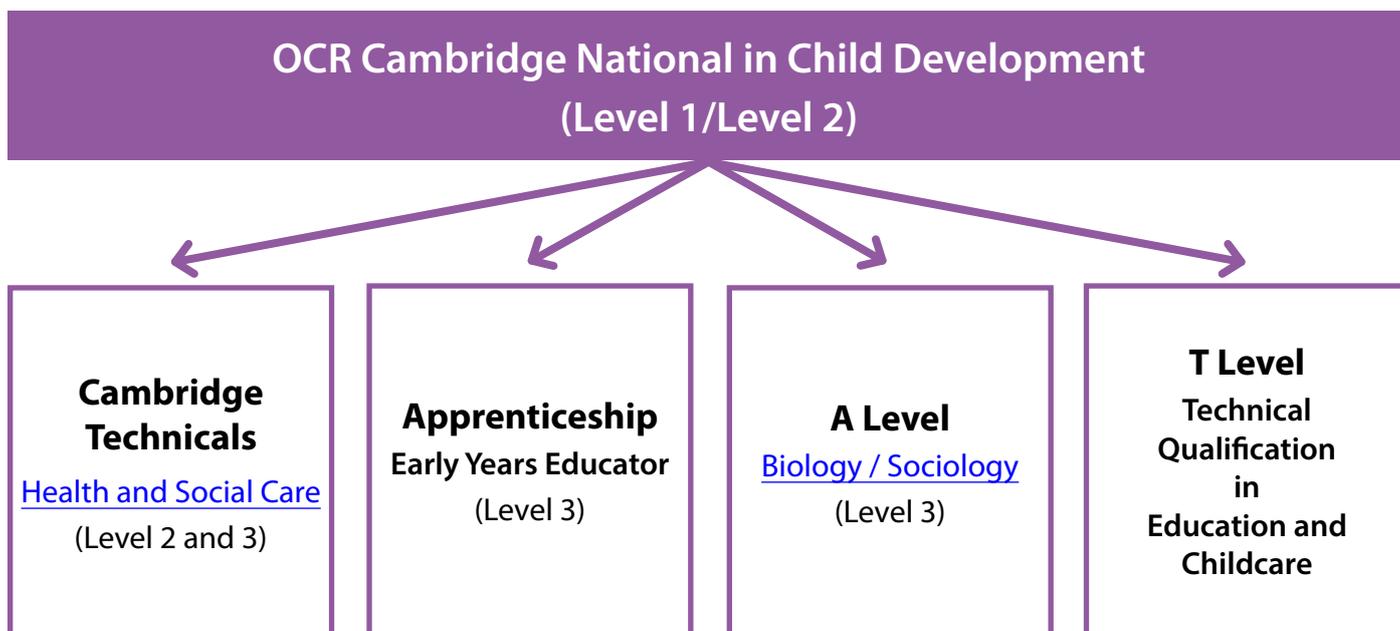
- Physical, intellectual and social developmental norms from one to five years
- Stages and types of play and how play benefits development
- Observe the development of a child aged one to five years
- Plan and evaluate play activities for a child aged one to five years for a chosen area of development.

What knowledge and skills will you develop as part of this qualification and how might these be of use and value in further studies?

Working as a childcare professional needs an understanding of the care needs for children of all ages. This qualification will help you to develop knowledge, understanding and skills that will allow you to help and support those in your care, starting from pre-conception through to children aged birth to five years. It is important that childcare settings provide a safe and nurturing environment to care for babies and young children, as well as providing activities and support to help them develop. This qualification will allow you to gain knowledge and skills to help provide such an environment for children in your care.

The knowledge and skills you develop will help you to progress onto further study in the care sector. This may be other vocational qualifications, such as the Level 2 or Level 3 OCR Cambridge Technicals in Health and Social Care; the T Level Technical Qualification in Education and Childcare or the Early Years Educator Apprenticeship. The qualification also helps to develop other transferable skills, such as research and communication skills that will be valuable in other life and work situations.

The diagram below shows the possible progression routes for your further study:



Which subjects will complement this course?

The broad content of this course supports progression onto healthcare as well as childcare routes. Other qualifications which could complement this course or support progression are:

OCR Level 1/2 Cambridge National in Health and Social Care

OCR Level 2 Cambridge Technicals in Health and Social Care

OCR Level 3 Cambridge Technicals in Health and Social Care

OCR GCSEs in Biology, Sociology and Psychology.

Further details

More information about the Cambridge National in Child Development can be found in these documents:

- [Specification](#)
- [Sample Assessment Material \(SAM\)](#)
- [Guide to our Sample Assessment Material](#)
- [Student Guide to NEA Assignments](#)

3 About this qualification

3.1 Qualification size (GLH and TQT)

The size of the qualification is described in terms of Guided Learning Hours (GLH) and Total Qualification Time (TQT).

GLH indicates the approximate time (in hours) the teacher will spend supervising or directing study and assessment activities. We have worked with people who are experienced in delivering related qualifications to determine the content that needs to be taught and how long it will take to deliver.

TQT includes two parts:

- GLH
- an estimate of the number of hours a student will spend on unsupervised learning or assessment activities (including homework) to successfully achieve their qualification.

The OCR Level 1/Level 2 Cambridge National in Child Development is 120 GLH and 150 TQT.

3.2 Language

This qualification and its assessment materials are available in English only.

Only answers provided in English will be assessed.

3.3 Performance information

We've designed this qualification to meet the Department for Education (DfE) requirements for qualifications in the Technical Award category of the 14-16 performance tables.

You'll find information on performance tables for England on the Department for Education [website](#).

4 Units

4.1 Guidance on unit content

This section describes what must be taught so that students can access all available marks.

4.1.1. Externally assessed unit (R057)

The externally assessed unit is made up of a number of topic areas. Each topic area has related teaching content that must be taught. A direct question may be asked about any content in the teaching content column.

The breadth and depth column helps to clarify the breadth and depth of teaching needed, and indicates the range of knowledge and understanding that may be assessed in the exam. This column also confirms any aspects that you do **not** need to teach in relation to the content as 'does not include' statements.

The table below explains what we mean by knowledge and understanding.

Knowledge	<ul style="list-style-type: none">• Be able to identify or recognise a given item, for example on a diagram.• Use direct recall to answer a question, for example the definition of a term.
Understanding	<ul style="list-style-type: none">• To assess and evidence the perceived meaning of something in greater depth than straight identification or recall.• Understanding will be expressed and presented using terms such as: how; why; when; reasons for; benefits and drawbacks of; advantages and disadvantages of; purpose of; suitability of; recommendations for improvement; pros and cons; appropriateness of something to/in different contexts.

Students need to be taught the information in both the teaching content and breadth and depth columns.

4.1.2 NEA Units (R058–R059)

The NEA units are made up of a number of topic areas with associated teaching content which details what must be taught as part of each topic area.

The NEA units also have an exemplification column that provides more information about, and examples relating to, the teaching content. This helps to exemplify the teaching expected so that students are equipped to successfully complete their assignments.

4.1.3 Command words

[Appendix B](#) gives information about the command words that will be used in both the external assessments and the NEA marking criteria and the expectations of them.

4.1.4 Performance Objectives (POs):

Each Cambridge National qualification has related Performance Objectives. There are four Performance Objectives in the OCR Level 1/Level 2 Cambridge National in Child Development.

Performance Objectives	
PO1	Recall knowledge and show understanding
PO2	Apply knowledge and understanding
PO3	Analyse and evaluate knowledge, understanding and performance
PO4	Demonstrate and apply skills and processes relevant to the subject area

PO1 is only relevant to the exam. PO4 is only relevant to the NEA assessments.

The weightings of the Performance Objectives across the units is:

Performance Objective	Externally assessed unit (range)	NEA units	Overall weighting
PO1	16.5%–20%	n/a	16.5%–20%
PO2	13%–16.5%	20.5%	33.5%–37%
PO3	4.5%–7%	20%	24.5%–27%
PO4	n/a	19.5%	19.5%
Overall weighting of assessments	40%	60%	100%

4.2 Unit R057: Health and well-being for child development

Aims

Working as a health or childcare professional needs an understanding of the care needs for children of all ages, starting right from the pre-conception stage. It's important to understand the key factors that impact on becoming pregnant, having a healthy pregnancy and creating a safe and healthy environment for the baby when it is born so that you can help and support those in your care.

In this unit you will learn about the importance of both pre-conception health and creating conditions in which a child can thrive, including the prevention and management of childhood illnesses and creating a safe environment.

Unit R057: Health and well-being for child development

Topic Area 1: Pre-conception health and reproduction

Teaching content

Breadth and depth

1.1 Factors affecting pre-conception health for women and men

- Weight
- Smoking
- Drinking alcohol
- Taking recreational drugs
- Parental age

To include:

- why pre-conception health matters
- how each of these factors can affect the chances of conceiving for women and men

Does not include:

- risks to the mother and baby **during** pregnancy

1.2 Other factors affecting the pre-conception health for women

- Folic acid
- Up to date immunisations

To include:

- the reasons for taking folic acid before pregnancy
- the importance of the mother being up to date with immunisations

1.3 Types of contraception methods and their advantages and disadvantages

- Barrier methods
 - Male condoms
 - Female condoms
 - Diaphragm or cap
- Hormonal methods
 - Contraceptive pills
 - Combined pill
 - Progesterone only pill (POP)
 - Contraceptive injection
 - Contraceptive implant
 - Intrauterine device
 - Intrauterine system
 - Emergency contraceptive pill
- Natural family planning
 - Temperature method
 - Cervical mucus method
 - Calendar method

To include:

- how each type prevents pregnancy
- effectiveness if used correctly
- availability
- suitability of choices for personal circumstances such as breastfeeding

Unit R057: Health and well-being for child development

1.4 The structure and function of the reproductive systems

1.4.1 The structure and function of the female reproductive system

- Ovaries
- Fallopian tubes
- Uterus/womb
- Cervix
- Vagina
- The menstrual cycle

1.4.2 The structure and function of the male reproductive system

- Testes
- Sperm duct/epididymis
- Urethra
- Penis
 - Vas deferens
 - Seminal vesicle

To include:

- know parts of the male and female reproductive systems on a diagram
- how each part of the male and female reproductive system works
- what happens during the menstrual cycle from the first day of woman's menstruation (a period) to the day before her next period
 - interpret a menstrual cycle diagram

Does not include:

- drawing the systems

1.5 How reproduction takes place

- Ovulation
- Conception/fertilisation
- Implantation
- Development of the embryo and foetus:
 - Amniotic fluid
 - Umbilical cord
 - Placenta
- Multiple pregnancies
 - Identical
 - Non identical/fraternal

To include:

- know what happens during reproduction
- when the embryo becomes a foetus
- how multiple pregnancies occur

Does not include:

- detailed week by week development of the embryo/foetus

1.6 The signs and symptoms of pregnancy

- Breast changes
- Missed period
- Nausea
- Passing urine frequently
- Tiredness

To include:

- know the common signs and symptoms

Unit R057: Health and well-being for child development

Topic Area 2: Antenatal care and preparation for birth

Teaching content

Breadth and depth

2.1 The purpose and importance of antenatal clinics

- The meaning of the term antenatal
- The timing of first antenatal clinic appointment
- The roles of different health professionals:
 - GP (General Practitioner)
 - Midwife
 - Obstetrician
- The reasons for routine tests/checks and what conditions they can identify:
 - Baby's heartbeat
 - Blood pressure
 - Blood tests
 - Examination of the uterus
 - Urine test
 - Weight check

To include:

- how antenatal clinics prepare the mother for a safe pregnancy and delivery
- how each health professional supports the pregnant mother and unborn baby

2.2 Screening and diagnostic tests

2.2.1 The reasons for screening tests and what conditions they can identify

- Ultrasound scans
 - Dating
 - Anomaly
- Nuchal fold translucency scan
- Triple test
- Non-Invasive Prenatal Testing (NIPT)

To include:

- know at what point of the pregnancy each test is carried out
- difference between screening and diagnostic tests

Does not include:

- 'how' each test is carried out

2.2.2 The reasons for diagnostic tests and what conditions they can identify

- Amniocentesis
- Chorionic villus sampling (CVS)

2.3 The purpose and importance of antenatal (parenting) classes

- Prepares both parents for labour and parenthood
- Promotes healthy lifestyle and diet
 - Food to avoid during pregnancy
- Provide advice on feeding and caring for the baby
 - Why breast feeding is encouraged for at least the first two weeks

Does not include:

- specific examples of nutrients and foods for a healthy diet
- implying breast feeding is best

2.4 The choices available for delivery

- Hospital birth
- Home birth

To include:

- reasons for choosing a hospital or home birth
- the advantages and disadvantages of each

Does not include:

- different types of hospital birth

Unit R057: Health and well-being for child development

2.5 The role of the birth partner in supporting the mother through pregnancy and birth

<ul style="list-style-type: none"><input type="checkbox"/> Physical support<input type="checkbox"/> Emotional support	To include: <ul style="list-style-type: none">• how the birth partner can offer physical and emotional support• the benefits of having a birth partner
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2.6 The methods of pain relief when in labour

<ul style="list-style-type: none"><input type="checkbox"/> Epidural anaesthetic<input type="checkbox"/> Gas and air (Entonox)<input type="checkbox"/> Pethidine<input type="checkbox"/> TENS	To include: <ul style="list-style-type: none">• advantages and disadvantages of each method
---	---

2.7 The signs that labour has started

<ul style="list-style-type: none"><input type="checkbox"/> A show<input type="checkbox"/> Waters breaking<input type="checkbox"/> Contractions start	To include: <ul style="list-style-type: none">• know the signs that could indicate that labour has started
--	--

2.8 The three stages of labour and their physiological changes

<ul style="list-style-type: none"><input type="checkbox"/> Stage 1:<ul style="list-style-type: none">▪ Neck of the uterus opens<input type="checkbox"/> Stage 2:<ul style="list-style-type: none">▪ Birth of the baby<input type="checkbox"/> Stage 3:<ul style="list-style-type: none">▪ Delivery of placenta	To include: <ul style="list-style-type: none">• know what happens at each stage
--	---

2.9 The methods of assisted birth

<ul style="list-style-type: none"><input type="checkbox"/> Forceps<input type="checkbox"/> Ventouse<input type="checkbox"/> Episiotomy<input type="checkbox"/> Elective/ emergency caesarean section	To include: <ul style="list-style-type: none">• how each method is carried out• why assisted delivery may be necessary
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Topic Area 3: Postnatal checks, postnatal care and the conditions for development

Teaching content

Breadth and depth

3.1 Postnatal checks

3.1.1 The postnatal checks that are carried out on the baby immediately after birth and the reasons why: <ul style="list-style-type: none"><input type="checkbox"/> Apgar score<input type="checkbox"/> Skin<ul style="list-style-type: none">▪ Vernix▪ Lanugo<input type="checkbox"/> Weight<input type="checkbox"/> Length<input type="checkbox"/> Head circumference	To include: <ul style="list-style-type: none">• the purpose of vernix and lanugo
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Unit R057: Health and well-being for child development

3.1.2 The checks that are carried out on the baby within one to five days of birth and the reasons why:

- Physical examination:
 - Feet
 - Fingers
 - Hips
 - Eyes
 - Heart
 - Testicles in boys
 - Fontanelle
- Heel prick test (blood spot test)

3.2 Postnatal care of the mother and baby

- | | |
|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> The role of the Health Visitor in supporting the new family including:<ul style="list-style-type: none">▪ Safe sleeping - Sudden Infant Death Syndrome (SIDS) and how to reduce the risk<input type="checkbox"/> How partner, family and friends can provide physical and emotional support<input type="checkbox"/> The purpose of the mother's '6 week postnatal check' with the GP | <p>To include:</p> <ul style="list-style-type: none">• information, advice and support the health visitor will provide• what the mother's 6 week postnatal check includes |
|---|--|

3.3 The developmental needs of children from birth to five years

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Warmth<input type="checkbox"/> Feeding<input type="checkbox"/> Love and emotional security<input type="checkbox"/> Rest/sleep<input type="checkbox"/> Fresh air<input type="checkbox"/> Exercise<input type="checkbox"/> Cleanliness/hygiene<input type="checkbox"/> Stimulation<input type="checkbox"/> Routine<ul style="list-style-type: none">▪ Bath time▪ Feeding<input type="checkbox"/> Shelter/home<input type="checkbox"/> Socialisation/play<input type="checkbox"/> Opportunities for listening and talking<input type="checkbox"/> Acceptable patterns of behaviour | <p>To include:</p> <ul style="list-style-type: none">• the importance of each developmental need• how these needs can be met |
|---|---|

Unit R057: Health and well-being for child development

Topic Area 4: Childhood illnesses and a child safe environment

Teaching content

Breadth and depth

4.1 Recognise general signs and symptoms of illness in children

- Key signs and symptoms and treatment of:
 - Mumps
 - Measles
 - Meningitis
 - Tonsillitis
 - Chickenpox
 - Common cold
 - Gastroenteritis
- Key signs and symptoms of when to seek emergency medical help to include:
 - Breathing difficulties
 - Unresponsive
 - Limp
 - High fever
 - Seizures/fitting

To include:

- actions to take in different situations including meeting the needs of an ill child under 4.2

4.2 How to meet the needs of an ill child

- Physical needs
- Social needs
- Emotional needs
- Intellectual needs

To include:

- how each need can be met including appropriate actions for illnesses identified in 4.1

4.3 How to ensure a child-friendly safe environment

- What a hazard is
- Recognise common hazards and how these can be prevented
 - Within the home:
 - Kitchen
 - Toilets/bathroom
 - Stairs
 - Play areas/garden
 - Roads
- The importance of safety labelling
 - BSI kite mark
 - Lion mark
 - Age advice symbol
 - CE symbol and UKCA
 - Children's nightwear labelling

To include:

- know the meaning of the term 'hazard'
- identify the common hazards that can be found in each area
- recognise and/or recommend methods for preventing hazards in each area including appropriate safety equipment

To include:

- the meaning of each label and why it is used on specific products
- examples of products these labels are found on

Safety labelling to include any updated labelling due to regulation/legislation changes.

Assessment guidance

This unit is assessed by an exam. The exam is 1 hour and 15 minutes. It has two Sections – Section A and Section B.

- Section A has 40 marks
- Section B has 30 marks
- The exam has 70 marks in total

This will be conducted under examination conditions.

For more details refer to the [Administration](#) area.

A range of question types will be used in the exam, but it will always require students to use the skills of analysis and evaluation.

The Child Development '[Guide to our Sample Assessment Material](#)' gives more information about the layout and expectations of the exam.

Section A	<ul style="list-style-type: none">• Questions in this section will be based on a short scenario or situation• Students will be expected to show their understanding through questions in context such as a couple deciding which contraception method to use following the birth of their baby• There will be three compulsory questions in the section• Question types may include:<ul style="list-style-type: none">○ Short and medium answer○ Multiple choice• There will always be one 8 mark extended response question
Section B	<ul style="list-style-type: none">• Questions in this section will not be based on a scenario, situation or context• There will be three compulsory questions in the section• Question types may include:<ul style="list-style-type: none">○ Short and medium answer○ Multiple choice○ Extended response
Teaching content guidance	<ul style="list-style-type: none">• 1.4.1 and 1.4.2 - students will not be asked to draw the female and male reproductive systems but they may be asked to label diagrams.

Synoptic assessment

This unit allows students to gain underpinning knowledge and understanding relevant to the qualification and sector. The NEA units draw on and strengthen this learning with students applying their learning in a practical, skills-based way. The synoptic grids at the end of the NEA units show these synoptic links.

More information about synoptic assessment within this qualification can be found in [section 5.2 synoptic assessment](#).

4.3 Unit R058: Create a safe environment and understand the nutritional needs of children from birth to five years

Aims

It is important that childcare settings provide a safe and nurturing environment to care for babies and young children. Childcare settings may include childminders, day nurseries, parent and toddler groups, playgroups, crèches and forest schools.

In this unit, you will learn how to create a safe environment for children from birth to five years in childcare settings. You will investigate and choose equipment that is both suitable and safe for use and will learn about their nutrition and dietary needs.

Unit R058: Create a safe environment and understand the nutritional needs of children from birth to five years

Topic Area 1: Creating a safe environment in a childcare setting

Teaching content

Exemplification

1.1 Plan to create a safe environment in a childcare setting

- Reasons why accidents happen in a childcare setting:
 - The environment
 - Lack of supervision or untrained staff
 - Safety equipment
 - Untrained staff
 - As part of a child's development
- Types of childhood accidents:
 - Choking and suffocation
 - Burns
 - Falls
 - Electric shocks
 - Drowning
 - Poisoning
 - Cuts and grazes
 - Trapped fingers
- Plan to prevent accidents in a childcare setting:
 - Different areas in a childcare setting
 - Appropriate equipment for the area
 - Placement of equipment in the area
 - Supervision/staffing requirements for the area
 - Safety considerations
 - Reasons for plan choices

To include:

- Applying requirements to different ages and childcare settings

Examples of why **accidents** happen may include:

- **The environment** – uncovered pond, spillages, sharp objects
- **Supervision** – untrained staff or insufficient staffing of area
- **Safety equipment** – not in use, not checked
- **As part of a child's development** – as they start to become more curious and mobile

To include:

- Creating a plan for an area of a childcare setting

Examples of **how to prevent accidents** may include:

- Staff training, supervision, having appropriate safety equipment, sensible placement of equipment, educating the children, completing risk assessments

Unit R058: Create a safe environment and understand the nutritional needs of children from birth to five years

Topic Area 2: Choosing suitable equipment for a childcare setting

Teaching content	Exemplification
2.1 Essential equipment and factors for choice	
<ul style="list-style-type: none"> □ Types of Essential Equipment <ul style="list-style-type: none"> ▪ Travelling ▪ Sleeping ▪ Feeding ▪ Changing ▪ Indoor and outdoor playing □ Factors affecting suitability and choice: <ul style="list-style-type: none"> ▪ Age and weight appropriateness ▪ Safety ▪ Design ▪ Durability ▪ Cost 	<p>Examples of equipment may include:</p> <ul style="list-style-type: none"> • Travelling – prams, buggies, reins • Sleeping – cot, rest mats, bean bags • Feeding – trainer cups, bibs, sectioned plates • Changing – table, mat, bag • Indoor and outdoor playing – gym sets, play tents, painting, slides, climbing frames, sand boxes <p>Examples of the factors may include:</p> <ul style="list-style-type: none"> • Age and weight appropriateness – recommended age ranges for products, maximum and minimum weight recommendations for products • Safety – safety features, star ratings, safety labelling • Design – comfort, accessibility, ease of use, aesthetics, adjustability • Durability – hard wearing, materials • Cost – value for money, price range

Topic Area 3: Nutritional needs of children from birth to five years

Teaching content	Exemplification
3.1 Current Government dietary recommendations for healthy eating for children from birth to five years	
<ul style="list-style-type: none"> □ Eatwell guide □ 5 a day □ British Nutritional Foundation recommendations □ Updated recommendations as published in the future 	<p>To include:</p> <ul style="list-style-type: none"> • know what the recommendations are • be able to apply recommendations to ensure a healthy diet • the reasons for the government dietary recommendations. Examples of reasons may include: to prevent obesity, tooth decay <p>Examples of recommendations may include:</p> <ul style="list-style-type: none"> • balanced diet, portion control, limiting processed foods/fast foods/snacks, encourage healthy foods/snacks, fruit and vegetables, consider limiting sugar/fat/salt content/fizzy drinks/fruit juice

Unit R058: Create a safe environment and understand the nutritional needs of children from birth to five years

3.2 Essential nutrients and their functions for children from birth to five years

- Proteins
 - Growth and repair
- Carbohydrates
 - Producing energy
- Fats
 - Warmth and protection
- Vitamins A, B, C, D, E and K
 - Prevention of diseases
- Minerals: calcium, iron, zinc
 - Strong bones, teeth, red blood cells, wound healing, immune system
- Fibre
 - Digestive system
- Water
 - Hydration

Food Sources to meet nutritional needs for:

- Birth to 6 months
- The three stages of weaning between 6 – 12 months
- 1 to 5 years

To include:

- reasons why these nutrients are important to meet the nutritional needs of babies and children for healthy growth and development

Examples of **food sources** to meet nutritional needs may include:

- **birth – 6 months** – different formula milks: soya milk, lactose free milk, anti-reflux milk, hungry baby milk, goat milk, anti-colic milk
- **6 – 12 months** – weaning stage 1: pureed vegetables, baby rice. Weaning stage 2: minced chicken, toast. Weaning stage 3: pasta, pieces of cheese, unsweetened fruit juice and water
- **1 – 5 years** – the main food groups such as cereals and potatoes, fruit and vegetables, milk and dairy, meat, fish and alternatives

3.3 Plan for preparing a feed/meal

- Equipment
- Ingredients and quantities
- Safety
- Hygiene
- Personal
- Environment

Examples may include:

- **Equipment:** steriliser, bottles, scales, knives, peeler
- **Safety:** knife blocks, different coloured chopping boards, mopping up spillages
- **Hygiene:** sterilising equipment and keeping the food preparation area clean
- **Personal:** tie hair back, wear apron, wash hands
- **Environment:** wipe down surfaces, wash equipment in hot water, sterilise bottles

3.4 How to evaluate planning and preparation of a feed/meal

- Strengths/weaknesses
- Improvements/changes

Marking criteria

[Section 6.4](#) provides full information on how to mark the NEA units and apply the marking criteria.

The marking criteria command words are further explained in [Appendix B Command words](#).

The tables below contain the marking criteria for the tasks for this unit. If a student's work does not meet Mark Band 1 (MB1) criteria for any task, you must award zero marks for that task.

Unit R058 – Topic Area 2: Choosing suitable equipment for a childcare setting		
MB1: 1–2 marks	MB2: 3–4 marks	MB3: 5–6 marks
Brief explanation of the suitability of each piece of equipment chosen considering three factors.	Sound explanation of the suitability of each piece of equipment chosen considering three factors.	Comprehensive explanation of the suitability of each piece of equipment chosen considering three factors.
MB1: 1–2 marks	MB2: 3–4 marks	MB3: 5–6 marks
Basic evaluation to include why equipment is selected. No rejections considered.	Sound evaluation to include why equipment is selected and others are rejected.	Comprehensive evaluation to include why equipment is selected and others are rejected.

Unit R058 – Topic Area 1: Creating a safe environment in a childcare setting		
MB1: 1–4 marks	MB2: 5–8 marks	MB3: 9–12 marks
Limited understanding of the potential accidents and why they happen in the area of the childcare setting.	Adequate understanding of the potential accidents and why they happen in the area of the childcare setting.	Comprehensive understanding of the potential accidents and why they happen in the area of the childcare setting.
Basic justification of how to prevent accidents and create a safe environment in the area of the childcare setting.	Sound justification of how to prevent accidents and create a safe environment in the area of the childcare setting.	Comprehensive justification of how to prevent accidents and create a safe environment in the area of the childcare setting.

Unit R058 – Topic Area 3: Nutritional needs of children from birth to five years

MB1: 1–2 marks	MB2: 3–4 marks	MB3: 5–6 marks
Brief description of how the two milk formulas meet the nutritional needs for babies from birth to six months.	Sound description of how the two milk formulas meet the nutritional needs for babies from birth to six months.	Comprehensive description of how the two milk formulas meet the nutritional needs for babies from birth to six months.
MB1: 1–4 marks	MB2: 5–8 marks	MB3: 9–12 marks
<p>Brief description of how the meal choices meet the nutritional needs for children of the relevant age.</p> <p>Brief explanation of how the meal choices meet the government dietary recommendations.</p>	<p>Sound description of how the meal choices meet the nutritional needs for children of the relevant age.</p> <p>Sound explanation of how the meal choices meet the government dietary recommendations.</p>	<p>Comprehensive description of how the meal choices meet the nutritional needs for children of the relevant age.</p> <p>Comprehensive explanation of how the meal choices meet the government dietary recommendations.</p>
MB1: 1–4 marks	MB2: 5–8 marks	MB3: 9–12 marks
<p>Produces a basic plan for preparing feed/meal.</p> <p>Demonstrates a limited understanding of:</p> <ul style="list-style-type: none"> • equipment • ingredients and quantities. <p>Few safety and hygiene practices are followed.</p> <p>Dependent on assistance to complete the practical task.</p>	<p>Produces a sound plan for preparing feed/meal.</p> <p>Demonstrates a partial understanding of:</p> <ul style="list-style-type: none"> • equipment • ingredients and quantities. <p>Some safety and hygiene practices are followed.</p> <p>Assisted to complete the practical task.</p>	<p>Produces a comprehensive plan for preparing feed/meal.</p> <p>Demonstrates full understanding of:</p> <ul style="list-style-type: none"> • equipment • ingredients and quantities. <p>All safety and hygiene practices are followed.</p> <p>Independently completed the practical task.</p>
MB1: 1–2 marks	MB2: 3–4 marks	MB3: 5–6 marks
<p>Basic evaluation of strengths and weaknesses of planning and preparation of feed/meal.</p> <p>Limited suggestions for improvements or changes.</p>	<p>Sound evaluation of strengths and weaknesses of planning and preparation of feed/meal.</p> <p>Adequate suggestions for improvements or changes.</p>	<p>Comprehensive evaluation of strengths and weaknesses of planning and preparation of feed/meal.</p> <p>Detailed suggestions for improvements or changes.</p>

Assessment guidance

This guidance should be used in conjunction with the Set Assignment.

It is important that students are made aware from the start of their work of the format their evidence will take so they know whether or not they need to print their work and whether or not they need to take photos or be observed by you.

All evidence should refer to the setting given in the scenario of the set assignment.

Tasks	Assessment guidance
Task 1	<ul style="list-style-type: none">• You will need to ensure that your students can complete relevant research - this may need access to the internet. You must not direct students to specific research to be completed. You may refer them to the teaching and learning content in the unit.• Students must research suitable equipment and be able to select different pieces of the same equipment type, for example, three different cots for sleeping or three different pushchairs for travelling.• Different students may choose the same pieces of equipment, however all students in a cohort should produce different work on suitability and rejection.
Task 2	<ul style="list-style-type: none">• Students must work independently to design their own plans and justify how they would make the area a safe environment for the babies and/or children that use it. It would therefore be highly unusual to see identical design plans for all students in a cohort.• Students' design plans must relate to the information about the area given in the set assignment.• When considering the items to include in the area, students could think about both fixed items (e.g. doors, sockets, outdoor taps) and non-fixed items (e.g. movable furniture, play equipment), as appropriate to their choice of area.• The students' plans should not be assessed for artistic ability but on their relevance to creating a safe environment in a childcare setting and justifying why this is the case.• Students' design plans could take a range of formats, for example:<ul style="list-style-type: none">○ a hand drawing○ a computer aided drawing○ a small cardboard model• It is important that they consider potential accidents that are relevant to the area and are able to justify what they have included in their plans to help create a safe environment in that area.
Task 3	<ul style="list-style-type: none">• Students must consider the different types of milk formula and how they meet the nutritional needs of babies. Examples of milk formula types are given in the exemplification for Teaching Content area 3.2.• Students need to recommend specific meals for the age range of child in the assignment. It would be highly unusual for all students in a cohort to have recommended the same meal choices.
Task 4	<ul style="list-style-type: none">• You should make sure your students work safely and hygienically when preparing a meal.• You should provide evidence to show your students making and following safe and hygienic practices e.g. photos or a video, this should be supported by you completing a Teacher Observation Record for each student. We cannot rely on just a Teacher Observation Record.• You must use the OCR provided Teacher Observation Record.

Synoptic assessment

Some of the knowledge, understanding and skills required when completing this unit will draw on the learning developed in Unit R057. The following table details where these synoptic links can be found:

Unit R058: Create a safe environment and understand the nutritional needs of children from birth to five years		R057: Health and well-being for child development	
Topic Area		Topic Area	
1	Creating a safe environment in a childcare setting	4	Childhood illnesses and a child safe environment (specifically 4.3: How to ensure a child-friendly safe environment)
2	Choosing suitable equipment for a childcare setting (specifically 2.1: Essential equipment and factors for choice)	3	Postnatal checks, postnatal care and the conditions for development (specifically 3.3: The developmental needs of children from birth to five years)
3	Nutritional needs of children from birth to five years (specifically 3.3: Plan for preparing a feed/ meal)	4	Childhood illnesses and a child safe environment (specifically 4.3: How to ensure a child-friendly safe environment)
4	Nutritional needs of children from birth to five years (specifically 3.1: Current Government dietary recommendations for healthy eating for children from birth to five years)	3	Postnatal checks, postnatal care and the conditions for development (specifically 3.3: The developmental needs of children from birth to five years)

More information about synoptic assessment within this qualification can be found in [section 5.2 Synoptic assessment](#).

4.4 Unit R059: Understand the development of a child from one to five years

Aims

To work with children in nursery and education settings, it's vital to have a good understanding of how they develop. As well as developing physically, children develop socially and intellectually over time. Play is a key factor in a child's development process, so being able to plan and complete appropriate play activities with them is essential for working in these settings.

In this unit you will learn the expected developmental norms for children from one to five years. You will use observation and research techniques and skills to investigate these development norms and explore your findings. You will also learn the importance of creating plans and providing different play activities to support children in their development.

Unit R059: Understand the development of a child from one to five years

Topic Area 1: Physical, intellectual and social developmental norms from one to five years

Teaching content

Exemplification

1.1 The expected development norms from one to five years for the following developmental areas

<ul style="list-style-type: none">□ Physical development<ul style="list-style-type: none">▪ Gross motor skills▪ Fine motor skills□ Intellectual development<ul style="list-style-type: none">▪ Language▪ Reading and writing▪ Communication▪ Number skills□ Social development<ul style="list-style-type: none">▪ Communicating with others▪ Acceptable behaviour▪ Sharing▪ Independence/self-esteem	<p>Examples of physical development norms may include:</p> <ul style="list-style-type: none">• Gross motor skills - stands/walks unaided, jumping, balancing• Fine motor skills - uses fingers or spoon to feed self, pincer grasp to pick up small objects <p>Examples of intellectual development norms may include:</p> <ul style="list-style-type: none">• Language - listening, talk in sentences• Reading and writing - write letters of the alphabet, interest in books• Communication - verbal, body language, smiling, crying• Number skills - number games, simple counting activities <p>Examples of social development norms may include:</p> <ul style="list-style-type: none">• Communicating - talking/conversations with carers/parents/friends• Acceptable behaviours - manners• Sharing - taking turns• Independence/self-esteem - leaving parent/carer, making choices, able to dress themselves <p>Development is holistic:</p> <ul style="list-style-type: none">• as children develop they should reach specific developmental norms at certain ages• the sequence of physical, intellectual and social development• that some children may develop differently in some areas due to disability or any other reason
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Unit R059: Understand the development of a child from one to five years

Topic Area 2: Stages and types of play and how play benefits development

Teaching content

Exemplification

2.1 The stages of play

- Solitary
- Parallel
- Associate
- Co-operative

To include:

- What happens at each stage of play
- The expected ages for each stage

Examples of **stages of play** may include:

- **Solitary** - children and babies play alone, discover aspects of themselves and their environment
- **Parallel** - children play alongside others and modify their activities to align with others, but do not interact and play directly with another child. Playing with dough, making things, doing a puzzle, and painting
- **Associative** - children communicate and play with the same type of toy or activity. The situation is generally unstructured, e.g. riding bicycle alongside another child, few rules, building with bricks alongside each other
- **Co-operative** - children playing with others and working towards a common goal, communicating, using rules

2.2 The types of play

- Manipulative play
- Co-operative play
- Imaginative play
- Physical play
- Creative play

To include:

- Activities which promote each type of play

Examples of the **types of play** may include:

- **Manipulative play** - puzzles, drawings, paintings, hand and finger movements, holding toys, palmer/pincer grip, fastening buttons
- **Co-operative play** - board games
- **Imaginative play** - story boards/puppets, role play, acting, home corner
- **Physical play** - ball games, ride on toys/climbing frames appropriate across age range
- **Creative play** - dancing, music, modelling, painting, drawing, creating an artefact

Unit R059: Understand the development of a child from one to five years

2.3 How play benefits development

<ul style="list-style-type: none">□ Physical development□ Intellectual development□ Social skills□ Creative skills	<p>The different activities that support development physically, intellectually, socially and creatively.</p> <p>Examples may include:</p> <ul style="list-style-type: none">• Physical development - hand-eye co-ordination, increase fitness, fastening buttons improves fine motor skills, riding a tricycle promotes balance and co-ordination• Intellectual development - mental stimulation, problem solving, communication, completing puzzles develops problem solving skills• Social skills - independence, confidence, self-esteem, communication, working together on a project or activity develops sharing skills• Creative skills - imagination, problem solving, art, drawing, puzzles, producing and suggesting ideas develop creative thought and ability to solve issues for themselves
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Topic Area 3: Observe the development of a child aged one to five years

Teaching content	Exemplification
<h4>3.1 Observation and recording</h4>	
<ul style="list-style-type: none">□ Methods of observation<ul style="list-style-type: none">▪ Narrative▪ Checklist▪ Snapshot▪ Time sample▪ Participative▪ Non-participative□ Methods of recording<ul style="list-style-type: none">▪ Chart▪ Written▪ Child's work▪ Photographs	<p>To include:</p> <ul style="list-style-type: none">• Reasons for carrying out observations• What each method of observation involves• When each method would be appropriate• How the observation would be recorded• The importance of confidentiality when observing a child• How to use observation findings to compare with:<ul style="list-style-type: none">○ the expected developmental norms○ stage of play○ type of play

Unit R059: Understand the development of a child from one to five years

Topic Area 4: Plan and evaluate play activities for a child aged one to five years for a chosen area of development

Teaching content	Exemplification
4.1 Plan and evaluate play activities	
<ul style="list-style-type: none">□ Plan play activities for a chosen area of development:<ul style="list-style-type: none">▪ Chosen activity▪ Reason for choice▪ Aims▪ Developmental area▪ Timing▪ Safety considerations▪ Appropriate resources▪ How the activity will be introduced to the child□ How to evaluate plans for play activities:<ul style="list-style-type: none">▪ Using feedback from others▪ Using self-reflection▪ Were the aims met?▪ Successes, strengths and weaknesses▪ Changes or recommendations to improve activity and planning	<p>To include:</p> <ul style="list-style-type: none">• How to plan for different play activities• What to include in a plan and reasons why• How to use observation findings to inform choice of activity • Reason for choice: relevance to developmental area chosen/benefits to the child• Safety considerations include: is the area safe – inside/ outside (traffic, gates), is there appropriate supervision available, are the resources child friendly, no sharp items, clean materials, clean working area

Marking criteria

[Section 6.4](#) provides full information on how to mark the NEA units and apply the marking criteria. The marking criteria command words are further explained in [Appendix B Command words](#).

The tables below contain the marking criteria for the tasks for this unit. If a student's work does not meet Mark Band 1 (MB1) criteria for any task, you must award zero marks for that task.

Unit R059 – Topic Area 1: Physical, intellectual and social developmental norms from one to five years		
MB1: 1–3 marks	MB2: 4–6 marks	MB3: 7–9 marks
Brief explanation of the physical, intellectual and social development norms for the age of the child being observed.	Adequate explanation of the physical, intellectual and social development norms for the age of the child being observed.	Comprehensive explanation of the physical, intellectual and social development norms for the age of the child being observed.
Basic examples given.	Sound examples given.	Detailed examples given.

Unit R059 – Topic Area 3: Observe the development of a child aged one to five years		
MB1: 1–4 marks	MB2: 5–8 marks	MB3: 9–12 marks
Brief explanation of the suitability of the observation method chosen.	Sound explanation of the suitability of the observation method chosen.	Comprehensive explanation of the suitability of the observation method chosen.
Produces a record of an observation that gives limited detail about the development of the child.	Produces a record of an observation that gives sound detail about the development of the child.	Produces a record of an observation that gives comprehensive detail about the development of the child.
MB1: 1–2 marks	MB2: 3–4 marks	MB3: 5–6 marks
Identifies the stage of development the child has reached with a brief explanation of the comparisons to the expected developmental norms.	Identifies the stage of development the child has reached with a sound explanation of the comparisons to the expected developmental norms.	Identifies the stage of development the child has reached with a comprehensive explanation of the comparisons to the expected developmental norms.
Basic examples given for the comparisons.	Sound examples given for the comparisons.	Detailed examples given for the comparisons.

Unit R059 – Topic Area 1 and 2:

Physical, intellectual and social developmental norms from one to five years

Stages and types of play and how play benefits development

MB1: 1–3 marks	MB2: 4–6 marks	MB3: 7–9 marks
<p>Brief explanation of the suitability of the chosen play activity considering:</p> <ul style="list-style-type: none"> • Area of development • The stage and type of play • The benefits to the child. 	<p>Sound explanation of the suitability of the chosen play activity considering:</p> <ul style="list-style-type: none"> • Area of development • The stage and type of play • The benefits to the child. 	<p>Comprehensive explanation of the suitability of the chosen play activity considering:</p> <ul style="list-style-type: none"> • Area of development • The stage and type of play • The benefits to the child.

Unit R059 – Topic Area 4: Plan and evaluate play activities for a child aged one to five years for a chosen area of development

MB1: 1–4 marks	MB2: 5–8 marks	MB3: 9–12 marks
<p>Produces a basic plan for the play activity.</p> <p>Demonstrates a limited understanding of:</p> <ul style="list-style-type: none"> • Developmental area covered • Aim of the activity • Description of the activity • Timing for the activity • Safety considerations • Resources needed • How the activity will be introduced to the child 	<p>Produces a sound plan for the play activity.</p> <p>Demonstrates a partial understanding of:</p> <ul style="list-style-type: none"> • Developmental area covered • Aim of the activity • Description of the activity • Timing for the activity • Safety considerations • Resources needed • How the activity will be introduced to the child 	<p>Produces a comprehensive plan for the play activity.</p> <p>Demonstrates a full understanding of:</p> <ul style="list-style-type: none"> • Developmental area covered • Aim of the activity • Description of the activity • Timing for the activity • Safety considerations • Resources needed • How the activity will be introduced to the child
MB1: 1–4 marks	MB2: 5–8 marks	MB3: 9–12 marks
<p>Consideration of aims being clear and relevant is basic.</p> <p>Basic evaluation of the areas of success, strength and weakness of the planned play activity.</p> <p>Limited suggestions for changes or recommendations for improvements.</p> <p>Limited use of findings from feedback and self-reflection.</p>	<p>Consideration of aims being clear and relevant is sound.</p> <p>Sound evaluation of the areas of success, strength and weakness of the planned play activity.</p> <p>Adequate suggestions for changes or recommendations for improvements.</p> <p>Partial use of findings from feedback and self-reflection.</p>	<p>Consideration of aims being clear and relevant is comprehensive.</p> <p>Comprehensive evaluation of the areas of success, strength and weakness of the planned play activity.</p> <p>Detailed suggestions for changes or recommendations for improvements.</p> <p>Full use of findings from feedback and self-reflection.</p>

This guidance should be used in conjunction with the Set Assignment.

Tasks	Assessment Guidance
<p>Task 1</p>	<ul style="list-style-type: none"> • This task may be completed outside of the supervised lesson environment but must be carried out under adult supervision. • OCR has provided templates for each method of observation, this is located on our secure website, Teach Cambridge. Students may design their own templates, which may take any appropriate format. • Students must complete at least one observation of a child of the age stated in the assignment. Depending on the method of observation chosen, students can complete short observations (for example, Snapshots) or one longer observation. The total length of time spent observing a child should be appropriate to the method chosen. We would recommend that observations last no longer than approximately 20 minutes in total. • You should agree with each student who they will observe and how they will complete the observation. You must ensure that students are taught all observation methods included in the content so that they can select a suitable method. • Wherever possible, this should be with a child in person, for example with a sibling, family friend or a child in a childcare setting. You should ensure that any observation is done under appropriate adult supervision. Before students complete their observation(s), you must make sure that the correct permission is obtained with the parent/guardian or setting of the child/children involved. We recommend that you provide a consent form to be signed and dated by the relevant permission provider and ensure that any interaction adheres to your centre's safeguarding policy, health and safety policy and risk assessment procedures. • Information relating to the child being observed must be stored under secure conditions whether or not it is chosen as part of the moderation sample. If it is chosen, work must be anonymised before it is submitted to OCR. This means that you must make sure that student's work submitted does not include any of the following relating to the child they are observing: <ul style="list-style-type: none"> ○ Full name ○ Address, phone number or other personal information ○ Images showing the full face of the child • Information stored on the child must comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) or any appropriate updated legislation. We recommend it is destroyed once the time to complete any post-results service has passed or within 6 months of the submission, whichever comes sooner. If you wish to store evidence for longer periods for a given purpose (for example, for Ofsted inspection) you should seek permission from the relevant permission provider. • If it is necessary for students to observe the same child at the same time, you must make sure that each student works independently throughout the task to generate their individual work. • Students must choose their own observation and recording method and record their own findings. It would therefore be highly unusual for all students in a cohort to record the same observation findings and subsequently choose the same play activity in Task 2. • If it is not possible to observe a child in person, the observation could be completed remotely (for example, live or recorded). Alternatively, in exceptional circumstances, students could watch a publicly available video, but you must make sure that the video is appropriate before the student completes the activity.

Tasks	Assessment Guidance
Task 2a	<ul style="list-style-type: none"> Students will use their observation findings to plan a suitable play activity for the child they observed in Task 1. The play activity must be for the development area given in the assignment. The play activity must relate to the observation they have completed. It is important that the activity planned is relevant to the specific child they observed as this aspect will be included in their evaluation in Task 2b. Students will need to gather feedback on their planned play activity. They should agree with you how they will do this. Feedback must be gathered before they complete Task 2b. Marks are not awarded for the methods students use to gather feedback, but these could include, for example: <ul style="list-style-type: none"> Working with peers in small groups to talk through and gather peer feedback on their own plans. They could also listen to feedback provided to other students by peers to help their own self-reflection. Talking to peers on a 1-2-1 basis. Presenting plans more formally to the class or a group to gather feedback and help develop transferable presentation skills. Talking through or presenting plans to others, for example parents of young children or childcare workers to gather their feedback. Such contact with others would need to adhere to your centre's safeguarding policy. Students are not expected to complete the play activity with a child as this task assesses students' skills in planning, self-reflection and evaluation.
Task 2b	<ul style="list-style-type: none"> Before completing Task 2b, students must have gathered feedback on their planned play activity. Students must then use the findings from feedback gathered, and self-reflection, to complete their evaluations.

Synoptic assessment

Some of the knowledge, understanding and skills required when completing this unit will draw on the learning developed in Unit R057. The following table details where these synoptic links can be found:

Unit R059: Understand the development of a child from one to five years		Unit R057: Health and well-being for child development	
Topic Area		Topic Area	
2	Stages and types of play and how play benefits development	3	Postnatal checks, postnatal care and the conditions for development (specifically 3.3: The developmental needs of children from birth to five years)
4	Plan and evaluate play activities for a child aged one to five years for a chosen area of development (specifically 4.1: Plan and evaluate play activities)	4	Childhood illnesses and a child safe environment (specifically 4.3: How to ensure a child-friendly safe environment)

More information about synoptic assessment within this qualification can be found in [section 5.2 Synoptic assessment](#).

5 Assessment and grading

5.1 Overview of the assessment

Entry code	Qualification title	GLH	Reference
J809	OCR Level 1/Level 2 Cambridge National in Child Development	120*	603/7114/6
Made up of three mandatory units: <ul style="list-style-type: none">Units R057, R058 and R059.			

*the GLH includes assessment time for each unit.

Unit R057: Health and well-being for child development	
48 GLH 1 hour 15 minute written examination 70 marks (80 UMS) OCR-set and marked Calculators are not required for this exam	This question paper consists of two sections, comprising short answer and extended response questions. <ul style="list-style-type: none">Section A: 40 marks. Questions will be set in a context. There will be one extended response question assessing Performance Objective 3Section B: 30 marks.
Unit R058: Create a safe environment and understand the nutritional needs of children from birth to five years	
36 GLH OCR-set assignment 60 marks (60 UMS) Centre-assessed and OCR moderated	This set assignment contains four practical tasks. It should take approximately 12-14 GLH to complete.
Unit R059: Understand the development of a child from one to five years	
36 GLH OCR-set assignment 60 marks (60 UMS) Centre-assessed and OCR moderated	This set assignment contains two practical tasks. It should take approximately 10-12 GLH to complete.

OCR-set assignments for units R058 and R059 will be available on our secure website for teachers, Teach Cambridge.

5.2 Synoptic assessment

Synoptic assessment is a built-in feature of this qualification. It means that students need to use an appropriate selection of their knowledge, understanding and skills developed across the qualification in an integrated way and apply them to a key task or tasks.

This also helps students to build a holistic understanding of the subject and the connections between different elements of learning, so they can go on to apply what they learn from this qualification to new and different situations and contexts.

5.3 Transferable skills

This qualification also allows students the opportunity to gain broad, transferable skills and experiences that can be applied as they progress into their next stages of study and life and to enhance their preparation for future employment.

Students will develop the following skills that are transferable to different real-life contexts, roles or employment:

The externally assessed unit R057 allows students to gain underpinning knowledge and understanding relevant to the childcare sector, and the non examined assessment (NEA) units R058 and R059 draw on and strengthen some of this learning by letting students apply their learning in a practical, skills-based way.

It is important to be aware of the synoptic links between the units so that teaching, learning and assessment can be planned accordingly. Then students can apply their learning in ways which show they are able to make connections across the qualification when they are assessed.

- Research skills – Research is a process of investigation using primary or secondary research techniques to help make decisions on an area of study
- Communication skills – Good communication plays a key part in the success of everything we do as an individual or as part of a team. It is the ability to convey or share ideas and feelings effectively. This may well involve some planning and could be written or verbal, and formal or informal.

5.4 Grading and awarding grades

All results are awarded on the following scale:

- Distinction* at Level 2 (*2)
- Distinction at Level 2 (D2)
- Merit at Level 2 (M2)
- Pass at Level 2 (P2)
- Distinction at Level 1 (D1)
- Merit at Level 1 (M1)
- Pass at Level 1 (P1).

The shortened format of the grade will show within results files and results reports. However, the full format of the grade will be on the certificates issued to students.

The boundaries for Distinction at Level 2, Pass at Level 2, and Pass at Level 1 are set judgementally. Other grade boundaries are set arithmetically.

The Merit (Level 2) is set at half the distance between the Pass (Level 2) grade and the Distinction (Level 2) grade. Where the gap does not divide equally, the Merit (Level 2) boundary is set at the lower mark (For example, 45.5 would be rounded down to 45).

For the examined unit, the Distinction* (Level 2) grade is normally set at about 0.75 of the D2-M2 distance above the D2 boundary mark.

To set the Distinction (Level 1) and Merit (Level 1) boundaries, the gap between the Pass (Level 1) grade and the Pass (Level 2) grade is divided by 3, and the boundaries set equidistantly. Where this division leaves a remainder of 1, this extra mark will be added to the Distinction (Level 1) to Pass (Level 2) interval, meaning the Distinction (Level 1) boundary will be lowered by 1 mark. Where this division leaves a remainder of 2, the extra marks will be added to the Distinction (Level 1) to Pass (Level 2) interval, and the Merit (Level 1) to Distinction (Level 1) interval, meaning the Distinction (Level 1) boundary will be lowered by 1 mark, and the Merit (Level 1) boundary will be lowered by 1 mark.

For example, if Pass (Level 2) is set judgementally at 59, and Pass (Level 1) is set judgementally at 30, then Distinction (Level 1) is set at 49, and Merit (Level 1) is set at 39.

Grades are indicated on qualification certificates. However, results for students who fail to achieve the minimum grade (Pass at Level 1) will be recorded as unclassified (U or u) and **will not** be shown on certificates.

This qualification is unitised. Students can take units across different series and can resit units (see [section 7.7 Unit and qualification resits](#)). Grade boundaries are set per unit, per series, so may be set in different places for a unit in different series. When working out students' overall grades, OCR needs to be able to compare performance on the same unit in different series when different grade boundaries may have been set, and between different units. We use a Uniform Mark Scale (UMS) so this can be done.

A student's uniform mark for each unit is calculated from the student's raw mark on that unit. The raw mark boundary marks are converted to the equivalent uniform mark boundary. Marks between grade boundaries are converted on a pro rata basis.

When unit results are issued, the student's unit grade and uniform mark are given. The uniform mark is shown out of the maximum uniform mark for the unit (for example, 42/60).

The table below shows the raw marks and UMS marks for each unit:

Marks	Exam	NEA 1	NEA 2
Raw marks	70	60	60
UMS	80	60	60

The uniform mark boundaries for each of the assessments do not change and are shown below:

Unit GLH	Max Unit Uniform Mark	Unit Grade							
		Distinction* at L2	Distinction at L2	Merit at L2	Pass at L2	Distinction at L1	Merit at L1	Pass at L1	U
36	60	54	48	42	36	30	24	18	0
48	80	72	64	56	48	40	32	24	

The student's uniform mark for Unit R057 will be combined with the uniform mark for the NEA units to give a total uniform mark for the qualification. The student's overall grade will be determined by the total uniform mark. The following table shows the minimum total mark for each overall grade:

Max Uniform Mark	Qualification Grade							
	Distinction* at L2	Distinction at L2	Merit at L2	Pass at L2	Distinction at L1	Merit at L1	Pass at L1	U
200	180	160	140	120	100	80	60	0

A calculator is available on the [OCR website](#) to help you convert raw marks to uniform marks.

5.5 Performance descriptors

Performance descriptors give a general indication of likely levels of attainment by representative students performing at boundaries: Distinction at Level 2, Pass at Level 2 and Pass at Level 1.

Performance descriptor – Distinction at Level 2

Students will be able to:

- recall, select and apply **detailed** knowledge and understanding of child development
- present information **clearly** and **accurately**, using a **wide range** of terminology
- apply **relevant** knowledge, understanding and skills in a **range** of situations to plan and carry out investigations and tasks **effectively**, reviewing their solutions, and working safely
- analyse and evaluate the evidence available, reviewing and adapting their methods **where appropriate**
- make **reasoned** judgements and **substantiated** conclusions
- create material which reflects **effective** planning, **skilled** development and **perceptive** evaluation as well as demonstrating practical skills at a **high level**.

Performance descriptor – Pass at Level 2

Students will be able to:

- recall, select and apply **sound** knowledge and understanding of child development
- present information with **some accuracy**, using a **range of** terminology
- apply knowledge, understanding and skills in a **range** of situations to plan and carry out investigations and tasks, reviewing their solutions, and working safely
- review evidence available, analysing and evaluating **some** information and making **adequate** adaptations to their methods
- make **judgements** and draw **appropriate** conclusions
- create material which reflects **adequate** planning, development and evaluation and an ability to demonstrate **sound** practical skills.

Performance descriptor – Pass at Level 1

Students will be able to:

- recall, select and apply knowledge and understanding of **basic** aspects of child development
- present **basic** information, using **limited** terminology
- apply **limited** knowledge, understanding and skills to plan and carry out **simple** investigations and tasks, with an awareness of the need for safety
- review evidence and draw **basic** conclusions
- create material which demonstrates a degree of planning, development and evaluation and **limited** practical skills.

6 Non examined assessment (NEA) units (R058–R059)

This section provides guidance on the completion of the NEA units (R058–R059). The NEA units are designed so that students can build a portfolio of evidence to meet the topic areas for the unit.

Assessment for this qualification must adhere to JCQ's [Instructions for Conducting Coursework](#).

Please **do not** use JCQ's Instructions for Conducting Non-examination Assessments – these are only relevant to A Level and GCSE specifications.

Units R058–R059 are centre assessed and externally moderated by us.

You **must** make sure that you have read and understood all of the rules and guidance provided in this section **before** your students complete and you assess the set assignments.

If you have any queries please [contact us](#) for help and support.

6.1 Preparing for NEA unit delivery and assessment

6.1.1 Centre and teacher/assessor responsibilities

For the NEA units of this qualification we assume the teacher is the assessor.

Before you plan to get [approval](#) from us to offer this qualification you must be confident your centre can fulfil all the responsibilities described below. Once you're approved, you can offer any of our general qualifications and/or Cambridge Nationals without having to seek approval for individual qualifications.

The quality of the delivery of teaching and the integrity of assessments and quality assurance is paramount. Systems must be in place so that assessments are fair, valid, reliable and authentic. One of the key factors behind valid, fair and reliable assessment is the expertise of those doing the assessment and internal quality assurance.

With this in mind, here's a summary of the responsibilities that your centre and teachers must be able to fulfil. It is the responsibility of the head of centre¹ to make sure our requirements are met:

- there are enough trained or qualified people to teach and assess the expected number of students you have in your cohorts and they will complete the *OCR Essentials for Internal Assessment* training prior to assessment of the set-assignments
- teaching staff have the relevant level of subject knowledge and skills to deliver and assess this qualification
- teaching staff will fully cover the knowledge, understanding and skills requirements in teaching and learning activities
- necessary resources are available for teaching staff and students during teaching and assessment activities, to give students every opportunity to meet the requirements of the qualification and reach the highest grade possible
- there's a system of standardisation in place so that all assessment decisions for teacher-marked (centre assessed) assignments are consistent, fair, valid and reliable (see [internal standardisation](#) in section 6.4.3)
- there's enough time for effective teaching and learning, assessment and internal standardisation
- processes are in place to make sure that students' work is individual and confirmed as being authentic (see [Ways to authenticate work](#) in section 6.2.1)
- you must use the OCR-set assignments for students' summative assessments
- the OCR-set assignments must not be used for practice (see section 6.2, [Requirements and guidance for delivering and marking the OCR-set assignments](#))
- students understand what they need to do to get the highest marks possible
- students understand what it means when we say work must be authentic and individual and they (and you) must follow any requirements we set out to make sure their work is their own
- students know they must not reference another individual's personal details in any evidence produced for summative assessment in accordance

¹ This is the most senior officer in the organisation, directly responsible for the delivery of OCR qualifications, For example, the headteacher or principal of a school/college. The head of centre accepts full responsibility for the correct administration and conduct of OCR exams.

with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). It is the student's responsibility to make sure evidence that includes another individual's personal details is anonymised

- marks submitted to us are correct and are accurately recorded
- assessment of set assignments must adhere to JCQ [Instructions for Conducting Coursework](#).
- a declaration is made at the point you're submitting any work to us for assessment that confirms:
 - all assessment is conducted according to the specified regulations identified in the [Administration area of our website](#),
 - students' work is authentic
 - marks have been transcribed accurately
- centre records and students' work are kept according to these requirements:
 - students' work must be kept until after their unit has been awarded and any review of results or appeals processed. We will not consider any review if the work has not been kept
 - internal standardisation and assessment records must be kept securely for a minimum of three years after the date we've issued a certificate for a qualification
- all cases of suspected malpractice involving teachers or students must be reported (see ['Reporting suspected malpractice'](#) in section 6.3.1).

6.2 Requirements and guidance for delivering and marking the OCR-set assignments

The assignments are set by us, taken under supervised conditions, marked by the teacher and moderated by us. Assignments will be available on our secure website, Teach Cambridge.

The set assignments give an approximate time that it will take to complete all tasks. These timings are for guidance only, but should be used by you, the teacher, to give students an indication of how long to spend on each task. You can decide how the time should be allocated between each part or individual task. You are also permitted to spread the tasks across several sessions, and therefore it is permissible for evidence to be produced over several sessions.

We will replace the set assignments each year, published on 1st June for teaching from the following September. You must check our secure website, Teach Cambridge and use the set assignment that is live for assessment. The live assessment dates will be shown on the front cover.

Assessment of the set assignments must adhere to JCQ [Instructions for Conducting Coursework](#).

[Appendix A](#) of this specification gives guidance for creating electronic evidence for the NEA units. Please read Appendix A along with the unit content and marking criteria grids as it might help you plan your delivery of the units.

The rest of this section deals with how we expect you to manage the delivery and marking of the set assignments, so that assessment is valid and reliable. Please note that failing to meet these requirements may be deemed to be malpractice.

Here is a summary of what we need you to do.

You **must**:

- have covered the knowledge, understanding and skills with your students and be sure they are ready for assessment before you start the summative assessment
- give students the [Student Guidance](#) document before they start the assessment
- make sure students are clear about the tasks they must complete and the criteria they are expected to meet. You can:
 - explain the task
 - provide a copy of the marking criteria to students
- allow students a reasonable amount of time to complete the assignments and be fair and consistent to all students. The time you allow should be in line with the estimated time we think it should take which is stated in the OCR-set assignments. Within that time students can work on the tasks any time until the date the centre collects the work for centre assessment

- monitor students' progress to make sure work is capable of being assessed against the marking criteria, on track for being completed in good time and is the **student's own** work:
 - work must be carried out with enough supervision to make sure that the work submitted can be confidently authenticated as the student's own work
 - NEA work **must** be completed during normal curriculum time and supervised and marked by the teacher/assessor
 - if you provide any material to prepare students for the set assignment, you must adhere to the rules on using referencing and on acceptable levels of guidance to students set out within the Plagiarism and Feedback sections (see 6.2.2 [Plagiarism](#) and 6.3 [Feedback](#))
 - students must produce their work independently (see 6.2.1 and 6.3 on [Ways to authenticate work](#) and [Feedback](#))
 - you must make sure students are aware of the requirement to keep their work secure, not share with other students and keep their passwords secure
- allow students to take the initiative to improve any element of their work as they work through the assignment
- use the marking criteria to mark students' work

6.2.1 Ways to authenticate work

You must be confident that the work you mark is the student's own. Every student must produce their own work independently. You must use enough supervision, or complete sufficient checks, to be able to judge the authenticity of the student's work.

Wherever possible, the teacher should discuss work-in-progress with students. This will make sure that work is being completed in a planned and timely way and provide opportunities for you to check authenticity of the work.

Before submitting a final mark to us, you can allow students to repeat any element of the assignment and rework their original evidence. But, any feedback given to students on the original (marked) evidence, must only be generic and must be recorded and available to the moderator (see section 6.3 on [Feedback](#) and section 6.4.4 on [resubmitting work](#)).

You **must not**:

- change any aspect of the OCR-set assignments (scenarios or tasks)
- accept multiple resubmissions of work where small changes have been made in response to feedback
- allow teachers or students to add, amend or remove any work after students have submitted work for moderation. This will constitute malpractice
- give detailed advice and suggestions to individuals or the whole class on how work may be improved to meet the marking criteria
- practise the OCR-set assignment tasks with the students
- create practice assignments and practice data which are similar in nature to those set by us
- use past OCR-set assignments, or amend past set assignments, for practise purposes.

You must:

- make sure students and other teachers understand what constitutes plagiarism and not accept plagiarised work as evidence (you might find the JCQ document [Plagiarism in Assessments](#) helpful)
- use supervision and questioning as appropriate to confirm authenticity
- make sure students and teachers fill in declaration statements.

6.2.2 Plagiarism

When producing final 'written' pieces of work for the set assignments, students must use their own words to show they have genuinely applied their knowledge and understanding. When students use their own words, ideas and opinions, it reduces the possibility of their work being identified as plagiarised. Plagiarism is the submission of someone else's work as your own and/or failure to acknowledge a source correctly. Plagiarism makes up a large percentage of cases of suspected malpractice reported to us by moderators. Teachers must make sure they do not accept plagiarised work as evidence.

Plagiarism often occurs innocently when students do not know that they must reference or acknowledge their sources or aren't sure how to do so. It's important to make sure your students understand:

- the meaning of plagiarism and what penalties may be applied
- that they can refer to research, quotations or evidence produced by somebody else but they must list and reference their sources and clearly mark quotations
- quoting someone else's work, even when it's properly sourced and referenced, doesn't evidence understanding. The student must 'do' something with that information to show they understand it. For example, if a student has to analyse data from an experiment, quoting data doesn't show that they understand what it means. The student

must interpret the data and, by relating it to their assignment, say what they think it means. The work must clearly show how the student is using the material they have referenced **to inform their** thoughts, ideas or conclusions.

We have a guide to referencing on our website [The OCR Guide to Referencing](#) and we have also produced a [poster](#) on referencing and plagiarism which may be useful to share with students.

Some useful tips are:

- Best practice is to always reference material copied from the internet or other sources. This applies to infographics (graphical information providing data or knowledge) as well
- Teach your students how to reference and explain why it's important to do it. At Key Stage 4 it is sufficient if they:
 - use quote marks to show the beginning and end of the copied work
 - for website text, list the html address and ideally the date they accessed the website
 - for other publications, list the name of the resource/book/printed article and ideally the year in which it was published.
- Students must also identify information they have copied from teaching handouts and presentations for the unit, using quote marks and stating the text is from class handouts.

Identifying copied/plagiarised work

Inconsistencies throughout a student's response are often indicators of plagiarism. For example:

- different tones of voice, sentence structure and formality across pieces of work
- use of American expressions, spellings and contexts (such as American laws and guidelines)

- dated expressions and references to past events as being current
- sections of text in a document where the font or format is inconsistent with other sections.

What to do if you think a student has plagiarised

If you identify plagiarised work at the point of marking or moderation:

- this must be taken into account when applying the mark scheme.
 - the work should be included with any work that is sent to the moderator if it is part of the moderation sample, with a note on the Unit Recording Sheet to state that there is plagiarism in the work and that marks have been adjusted accordingly

- the student(s) must be reported for plagiarism in line with the JCQ document [Suspected Malpractice Policies and Procedures](#)
 - Fill in the [JCQ form M1](#)

In line with the policy and procedures of JCQ on suspected malpractice, the penalties applied for plagiarism would usually result in the work not being allowed or the mark being significantly reduced.

6.3 Feedback

Feedback to students on work in progress towards summative assessment

You can discuss work-in-progress towards summative assessment with students to make sure it's being done in a planned and timely way. It also provides an opportunity to check the authenticity of the work. You must intervene if there's a health and safety risk.

Generic guidance to the whole class is also allowed. This could include reminding students to check they have provided evidence to cover every aspect of the task. Individual students can be prompted to double check for gaps in evidence providing that specific gaps are not pointed out to them.

You can give general feedback and support if one or more students are struggling to get started on an aspect of the assignment or following a break between sessions working on the assignment. For example, if a student is seeking more guidance that suggests they are not able to apply knowledge, skills and understanding to complete their evidence you can remind them that they had a lesson which covered the relevant topic. The student would then need to review their own notes to find this information and apply it as needed.

Feedback must not provide specific advice and guidance that would be construed as coaching. This would compromise the student's ability to independently perform the task(s) they are doing and constitutes malpractice. Our moderators use a number of measures to assure themselves the work is the student's own.

Once work has been marked, feedback must be provided to students on the work they submitted for assessment.

Feedback **must**:

- be supportive, encouraging and positive
- tell the student what has been noticed, not what the teacher thinks (for example if you have observed the student completing a task you can describe what happened, what was produced and what was demonstrated)

Feedback **can**:

- identify what task and part of the task could be improved, but not detail how to improve it. You could show the student work from a **different** unit that demonstrates higher achievement, but you must not detail to the student how they could achieve that in their work. If you are using another student's work as a model answer, please

anonymise this work. You could remind students that they had a lesson on a specific topic and that they could review their notes, but you must not tell them how they could apply the teaching to improve their work

- comment on what has been achieved, for example *'the evidence shows a **sound** understanding for MB2'*
- identify that the student hasn't met a command verb or mark band requirement. For example, *'This is a description, not an evaluation'*
- use text from the specification, assignment or marking criteria in general guidance to clarify what is needed in the work. For example, *'You have given a **comprehensive** explanation of 'the area of development' and 'stage of play' and a **sound** explanation of 'benefits to the child''*
- point out where the work sits within the mark bands but students must make their own decisions as to what to improve and how. For example, the feedback can say *'this shows a **sound** understanding'* (for mark band 2) but not precisely what should be added to make it show a **comprehensive** understanding (for mark band 3).

Feedback **must not**:

- point out specific gaps, for example you must not prompt the student to include specific detail in their work, such as 'You need to improve this by giving more detail'
- be so detailed that it
 - leads students to the answer, for example you must not give model answers on the **same** unit being taken or explain specifically what amendments should be made. If work from another student on a **different unit** is being used to model answers, please ensure it is anonymised
 - provides a step-by-step guide on what to do to complete or improve work, for example you must not give headings or templates that include examples which give all or part of what students have to write about or produce.
- talk the student through how to achieve or complete the task
- give detail on where to find information/evidence.

In other words, feedback must help the student to take the initiative in making changes. It must not direct or

tell the student what to do to complete or improve their work in a way that means they do not need to think how to apply their learning. Students need to recall or apply their learning. You must not do the work for the student(s).

Neither you nor the student can add, amend or remove any work after the final mark has been submitted for moderation.

Please see additional guidance for students who wish to resubmit their work following OCR moderation in [Section 6.7](#).

What over-direction might look like

When we see anything that suggests the teacher has led students to the answer, we become concerned because it suggests students have not worked independently to produce their assignment work. The following are examples of what may indicate over-direction by the teacher:

- prompts that instruct students to include specific detail in their work, such as, 'You need to include the following factors and reasons for rejection in your explanation of the suitability of equipment.'

- headings or templates that include examples which give all or part of what students have to write about or produce, such as the planning of feed or meal for children from birth to five years.

Moderators will report suspected malpractice when they cannot see differences in content between students' work in the sample they are moderating. An exception is when students have only used and referenced technical facts and definitions. If the moderator is in any doubt, they will report suspected malpractice. The decision on whether or not to investigate is made by us not the moderator.

6.3.1 Reporting suspected malpractice

It is the responsibility of the head of centre to report all cases of suspected malpractice involving teachers or students.

A JCQ Report of Suspected Malpractice form (JCQ/M1 for student suspected malpractice or JCQ/M2 for staff suspected malpractice) is available to download from the [JCQ website](#) and must be completed as soon as possible and emailed to us at malpractice@ocr.org.uk.

When we ask centres to investigate instances of malpractice, heads of centres must act promptly and report the outcomes to us.

More information about reporting and investigating suspected malpractice, and the possible sanctions and penalties which could be imposed, is in the JCQ publication: [Suspected Malpractice Policies and Procedures](#). You can also find out more on our [website](#).

6.3.2 Supervision

NEA work must be completed in normal curriculum time and supervised and marked by the teacher. You must use enough checks so you're confident the student's work is authentic.

For example, you can use questioning to confirm the depth and breadth of their understanding of the topic they've covered in a specific piece of work.

6.3.3 Student and centre declarations

Both students and teachers must declare that the work is the student's own:

- **each student** must sign a declaration before submitting their work to their teacher. A candidate authentication statement that can be used is available to download from the OCR website. These statements should be kept within the centre until all enquiries about results, malpractice and appeal

issues have been resolved. **A mark of zero must be recorded if a student cannot confirm the authenticity of their work**

- **teachers** must declare the work submitted for centre assessment is the student's own work by completing a centre authentication form (CCS160) for each unit. Centre authentication forms should be kept within the centre until all post-results issues have been resolved.

6.3.4 Group working

We do not assess the skills associated with group work in this qualification and the OCR-set assignment will not include it. If it is necessary to use group work to make the delivery of the assignment more manageable, you

must make sure that all practical tasks and evidence submitted for assessment that shows the student has met the marking criteria is entirely the individual's own work.

6.3.5 Methods of assessment

It is your responsibility to choose the best method of assessing a student in relation to their individual circumstances. The methods chosen must be:

- valid
- reliable
- safe and manageable
- suitable to the needs of the student.

Valid

Validity can be compromised if a student does not understand what is being asked of them. For example, one valid method of assessing a student's knowledge and understanding is to question them. If the questions posed are difficult for the student to understand (not in terms of the content but the way they are phrased, for example) the validity of the assessment method is questionable.

As well as assessment methods being valid, the evidence presented must also be valid. For example, it would not be appropriate to present an organisation's equal opportunities policy as evidence towards a student's understanding of how the equal opportunities policy operates within the organisation. It would be more appropriate for the student to incorporate the policy within a report describing different approaches to equal opportunities.

Reliable

A reliable method of assessment will produce consistent results for different assessors on each assessment occasion. Internal moderators must make sure that all assessors' decisions are consistent.

Safe and manageable

Assessors and internal moderators must make sure that the assessment methods are safe and manageable and do not put unnecessary demands on the student.

Suitable to the needs of the student

We are committed to ensuring that achievement of these qualifications is free from unnecessary barriers.

You must follow this commitment through when considering assessment.

Observation and questioning

The primary evidence for assessment is the work submitted by the student, however we consider the following assessment methods suitable for teachers/assessors to use for these qualifications:

- **observation** of a student doing something
- **questioning** of the student or witness.

Observation

The teacher/assessor and student should plan observations together but it is the teacher's/assessor's responsibility to record the observation properly (for example observing a student undertaking a practical task). Find more information in the Teacher Observation Records section below.

Questioning

Questioning the student is normally an ongoing part of the formative assessment process and may, in some circumstances, provide evidence to support achievement of the criteria.

Questioning is often used to:

- test a student's understanding of work which has been completed outside of the classroom
- check if a student understands the work they have completed
- collect information on the type and purpose of the processes a student has gone through.

If questioning is to be used as evidence towards achievement of specific topic areas, it is important that teachers/assessors record enough information about what they asked and how the student replied, to allow the assessment decision to be moderated.

6.3.6 Teacher Observation Records

It is a requirement that a teacher completes the Teacher Observation Record form for each student as evidence for **OCR-set assignment unit R058** task 4. The form is located on our secure website Teach Cambridge. The Teacher Observation Record form should support evidence of a student planning and preparing a feed, or their meal choice from task 3, alongside evidence such as the plan, digital recordings/photographic evidence of students making the meal and following safe and hygienic practices.

Teacher observation **cannot** be used as evidence of achievement for a whole unit. Most evidence should be produced directly by the student. Teacher observation should only be used where specified as an evidence requirement, which is in task 4 of unit R058.

Teacher Observation Records must be suitably detailed for each student, to help assessors to determine if the grading criteria have been met. You must follow the guidance provided in the 'guidance notes' section of the form so that the evidence captured and submitted is appropriate. Both the student and the teacher must sign and date the form to show that you agree its contents.

Where the guidance has not been followed, the reliability of the form as evidence may be called into question. If doubt about the validity of the Teacher Observation Record form exists, it cannot be used as assessment evidence and marks based on it cannot be awarded. Moderators will be instructed to adjust centre marks accordingly.

6.3.7 Presentation of the final piece of work

Students must observe the following procedures when producing their final piece of work for the NEA tasks:

- work can be word processed or hand-written
 - tables and graphs (if relevant) may be produced using appropriate ICT
 - any copied material must be suitably acknowledged
 - quotations must be clearly marked and a reference provided
 - a completed Unit Recording Sheet must be attached to work submitted for moderation. The Unit Recording Sheet can be downloaded from the [qualification page](#)
- Centres **must** provide guidance on the Unit Recording Sheet (URS) to show where specific evidence can be found. This may be through the use of the 'page number' column and/or by referencing file names and locations
 - Work submitted digitally for moderation should be on electronic media (for example, on our portal, CD or USB Drive), and be in a suitable file format and structure, as detailed in Appendix A at the end of this specification. Students must submit their completed product(s) in an electronic format that is suitable for the client in the set assignment.

6.4 Marking NEA units

All NEA units are internally marked by teachers using the OCR marking criteria and guidance and externally moderated by the OCR-appointed moderator. Assessment of the set assignments must adhere to JCO [Instructions for Conducting Coursework](#).

The centre is responsible for appointing someone to act as the assessor. This could be the teacher who has

delivered the programme or another person from the centre.

The marking criteria must be used to mark the student's work. These specify the levels of skills, knowledge and understanding that the student is required to demonstrate.

6.4.1 Use of a 'best fit' approach to marking criteria

The assessment tasks should be marked by teachers/assessors according to the OCR marking criteria using a 'best fit' approach. For each of the marking criteria, teachers/assessors select the band descriptor provided in the marking grid that most closely describes the quality of the work being marked.

Marking should be positive, rewarding achievement rather than penalising failure or omissions. The award of marks **must be** directly related to the marking criteria.

- Each band descriptor covers all the relevant content for the topic areas.
- The descriptors should be read and applied as a whole.
- Make a best fit match between the answer and the band descriptors.
- An answer does not have to meet all of the requirements of a band descriptor before being placed in that band. It will be placed in a particular band when it meets more of the requirements of that band than it meets the requirements of other bands.
- Where there is more than one strand within the band descriptors for a topic area and a strand has not been addressed at all, it is still possible for the answer to be credited within that mark band depending upon the evidence provided for the remaining strands. The answer should be placed in the mark band most closely reflecting the standard achieved across all strands within the band descriptors for topic areas; however in this scenario, the mark awarded for that band should reflect that a strand has not been addressed.

When deciding the mark within a band, the criteria below should be applied:

- the extent to which the statements within the band have been achieved. For example:
 - an answer that convincingly meets nearly all of the requirements of a band descriptor should be placed at or near the top of that band. Where the student's work convincingly meets the statements, the highest mark should be awarded
 - an answer that meets many of the requirements of the band descriptor should be placed in the middle of the band. Where the student's work adequately meets the statements, the most appropriate mark in the middle range should be awarded
 - if an answer is on the borderline between two bands but it is decided that it better fits the descriptors for:
 - the lower of these two bands - it should be placed near the top of the lower band
 - the higher of these two bands - the lowest mark for the higher band should be awarded.
- If a student's answer does not meet Mark Band 1 (MB1) criteria for any task, you must award zero marks for that task.

Teachers/assessors should use the full range of marks available to them and award full marks in any band for work that fully meets that descriptor. This is work that is 'the best one could expect from students working at that level'.

6.4.2 Annotating students work

Each piece of NEA work should show how the marks have been awarded in relation to the marking criteria.

Writing comments on students' work and Unit Recording Sheet (URS) provides a means of

communication between teachers during the internal standardisation, and with the moderator if the work is part of the moderation sample.

6.4.3 Internal standardisation

It is important that all teachers/assessors work to common standards. Centres must make sure that, within each unit, the internal standardisation of marks across teachers/assessors and teaching groups takes place using an appropriate procedure.

This can be done in a number of ways. In the first year, reference material and OCR training meetings will provide a basis for centres' own standardisation. In following years, this, or centres' own archive material, may be used. We advise centres to hold preliminary meetings of staff involved to compare standards through cross-marking a small sample of work. After most marking has been completed, a further meeting at which work is exchanged and discussed will help final adjustments to be made.

If you're the only assessor in your centre for this qualification, then it's still advisable to make sure your assessment decisions are internally standardised by someone else in your centre, ideally someone who has experience of the nature of this qualification (For example, is delivering a similar qualification in another subject) or relevant subject knowledge and asking them to review a sample of the assessments.

You must keep evidence of internal standardisation in the centre for the moderator to see.

We have a [guide](#) to how internal standardisation may be approached on our website.

6.4.4 Reattempting work before submitting marks to OCR

As described in Section 6.2, before submitting a final mark to us, you can allow students to repeat any element of the assignment and rework their original evidence – we refer to this as a '**reattempt**'. This is to allow the student to reflect on the feedback, which

must be recorded, and improve their work. It is not an iterative process where they make small modifications through ongoing feedback to eventually achieve the desired grade.

6.4.5 Submitting marks

All work for NEA units is marked by the teacher and internally standardised by the centre. Marks are then submitted to us. You can find the key dates and timetables on our [website](#).

There should be clear evidence that work has been attempted and some work produced. If a student

submits no work for a NEA unit, the student should be identified as being absent from that unit. If a student completes any work at all for a NEA unit, then the work should be assessed according to the marking criteria and the appropriate mark awarded. This may be zero.

6.5 Moderating NEA units

The purpose of external moderation is to make sure that the standard of marking is the same for each centre and that internal standardisation has taken place.

The [administration](#) pages of our website provide full details about how to submit work for moderation.

This includes the deadline dates for entries and submission of marks. For moderation to happen, centres must submit their marks.

6.5.1 Sample requests

Once you have submitted your marks, we will tell you which work will be sampled as part of the moderation. Samples will include work from across the range of attainment of students' work. Work for moderated units can be uploaded to us using our Submit for Assessment service or sent by post.

Copies of students' work must be kept until after their units have been awarded and any review of results or appeals processed.

As it is essential for us to have sample work available at awarding meetings, we may ask some centres to release work for awarding and archive purposes. We will let you know as early as possible if we need this from you and always appreciate your co-operation.

6.5.2 Outcome of moderation

Centres will receive the final outcomes of moderation when the provisional results are issued. Results reports will be available for you to access. More information about

the reports that are available is on our [administration](#) pages.

6.6 Resubmitting moderated work to OCR to improve the grade

We use the term '**resubmission**' when referring to student work that has previously been submitted to OCR for moderation. Following OCR moderation, if you and the student feel they have not performed at their best during the assessment, the student can, with your agreement, improve their work and resubmit it to you again for assessment. You must be sure it is in the student's best interests to resubmit the work for assessment. There is one resubmission opportunity per NEA assignment.

Students can only resubmit work using the **same** assignment if the assignment is still live. The live assessment dates will be shown on the front cover of the assignment. We will not accept work based on an assignment that is no longer live.

If students wish to resubmit a unit after the live assessment date has passed, they must submit work using the new live assignment.

6.7 Recording feedback and decisions

For reattempts and resubmissions, you must record the reasons why a student has been allowed to reattempt or resubmit in your centre's assessment decisions records. You must also follow our guidelines on giving feedback and record the feedback given to the student. All feedback given to the student for the purpose of a reattempt or resubmitting work must be recorded. We have created a feedback form, available on the OCR website, which you can use to help support this. We monitor the assessment decisions you make. You must follow the guidelines outlined in Section 6.

We reserve the right to request the written feedback and the work in its original state. If you do not meet the requirements this will be treated as malpractice.

Neither you nor the student can add, amend or remove any work after the final mark has been submitted for moderation.

See [Section 7.2](#) for terminal assessment rules.

7 Administration

The information in this section gives an overview of the processes involved in administering this qualification. All of the following processes require you to submit something to OCR by a specific deadline. More information about the processes and deadlines involved at each stage of the assessment cycle can be found in the Administration area of our [website](#).

7.1 Assessment availability

There are two assessment series available each year in January and June to all students. Students can be entered for different units in different assessment series. All students must take the exam at a set time on the same day in a series. Certification (where students achieve the qualification) is available each January and June.

Series	Unit availability	
	Unit R057	Units R058 – R059
January	✓	✓
June	✓	✓

- First assessment for externally assessed unit R057 is January 2024.
- First assessment for NEA units R058-R059 is January 2023.
- Certification is available from January 2024.

7.2 Entry rules

Terminal assessment

The externally assessed unit must be taken as terminal assessment. This means that the exam for unit R057 must be taken at the end of the students' course of study. This exam contributes 40% of the total marks available for the qualification.

NEA units can be submitted in any series but must be submitted either before or in the same series as the externally assessed unit.

Certification entries

- For a student to achieve the qualification, you need to make a qualification certification entry (aggregation)
- You can make certification entries:
 - at the same time as unit entries for the exam
 - after you have received results for the exam as a late certification request for that series
 - after you have received results for the exam as a certification entry in a later series
- You can make certification entries in the January or June series – this is the series that will appear on the qualification certificate
- Certification entries and late certification requests are free of charge.

Resitting units before certification

- Students **can** take the exam before all the NEA units are completed. This is classed as a 'practice attempt'
 - 'Practice attempts' do not count towards the student's overall grade or in performance tables. The student will be issued with a unit result only
 - When the student has completed all the NEA units, if you do not make a certification entry when you enter for the exam, the exam will be classed as a practice attempt unless you make a late certification entry or a certification entry in a subsequent series
 - If a student takes the exam again after a practice attempt, the result of the latest attempt will count towards the qualification result, even if the practice attempt result was higher
- An NEA unit can be re-submitted once before the overall qualification is awarded. We will use the best result of both attempts towards the qualification result.

Retaking the qualification

- After a student has achieved a qualification result, they can resit the externally assessed unit and submit the NEA units again in a later series to improve their qualification result:
 - Students can resit the exam without resubmitting the NEA units
 - Students cannot resubmit the NEA units only to improve results. In order to meet terminal assessment requirements, they must also resit the exam if they are resubmitting NEA units

- Students can only resubmit work using the **same** assignment if the assignment is still live. The live assessment dates will be shown on the front cover of the assignment. We will not accept work based on an assignment that is no longer live. If students wish to resit a unit after the live assessment date has passed, they must submit work using the new live assignment.
- The result from the first overall qualification result is used towards the performance tables.

7.3 Equality Act information relating to Cambridge Nationals

The Cambridge Nationals require assessment of a broad range of skills and, as such, prepare students for further study and higher-level courses.

The Cambridge Nationals qualifications were reviewed to check if any of the competences required presented

a potential barrier to disabled students. If this was the case, the situation was reviewed again to make sure that such competences were included only where essential to the subject.

7.4 Accessibility

There can be adjustments to standard assessment arrangements on the basis of the individual needs of students. It's important that you identify as early as possible whether students have disabilities or particular difficulties that will put them at a disadvantage in the assessment situation and choose a qualification or adjustment that allows them to demonstrate attainment.

If a student requires access arrangements in assessments that need approval from us, this must be gained in Access Arrangements Online. You must select Cambridge Nationals at time of application; approval from GCSE or A Level applications do not extend to Cambridge Nationals. However, more than one qualification type can be selected when making an application. For guidance or support please contact the [OCR Special Requirements Team](#).

The responsibility for providing adjustments to assessment is shared between your centre and us. Please read the JCQ booklet Access Arrangements and Reasonable Adjustments at www.jcq.org.uk.

If you have students who need a post-examination adjustment to reflect temporary illness, indisposition or injury when they took the assessment, please read the JCQ document A guide to the special consideration process, available at www.jcq.org.uk.

If you think any aspect of this qualification unfairly restricts access and progression, please email or call our Customer Support Centre.

The access arrangements permissible for use in this specification are as follows:

Access arrangement	Yes/No	Type of assessment
Reader/Computer reader	Yes	All assessments
Scribes/Speech recognition technology	Yes	All assessments
Practical assistants	Yes	All assessments
Word processors	Yes	All assessments
Communication professional	Yes	All assessments
Language modifier	Yes	All assessments
Modified question paper	Yes	Timetabled examinations
Extra time	Yes	All assessments with time limits

7.5 Requirements for making an entry

We provide information on key dates, timetables and how to submit marks on our [website](#).

Centres must be registered with OCR in order to make any entries. We recommend that centres apply to become a registered centre with us, well in advance

of making their first entries. Details on how to register with OCR can be found on our [website](#).

It is essential that unit entry codes are quoted in all correspondence with OCR.

7.5.1 Making estimated unit entries

Estimated entries are not required for Cambridge Nationals in Child Development.

7.5.2 Making final unit entries

When making an entry, centres will need the unit entry codes and component codes. Students submitting work must be entered for the appropriate unit entry code from the table below.

Unit entry code	Component code	Assessment method	Unit titles
R057	01	Written paper	Health and well-being for child development
R058	01	Moderated – Upload	Create a safe environment and understand the nutritional needs of children from birth to five years
R058	02	Moderated – Postal	Create a safe environment and understand the nutritional needs of children from birth to five years
R059	01	Moderated – Upload	Understand the development of a child from one to five years
R059	02	Moderated – Postal	Understand the development of a child from one to five years

Work for moderated units can be uploaded to us using our Submit for Assessment service or sent by post.

The short title for these Cambridge National qualifications is CAMNAT and will display as such on our secure website, 'Interchange' and some of our administrative documents.

You do not need to register your students first. Individual unit entries should be made for the series in which you intend to submit an NEA unit or sit the externally assessed examination. Only make a certification entry using the overall qualification code (see section 7.6) in the final series.

7.6 Certification rules

Students must be entered for qualification certification separately from unit assessment(s). If a certification entry is **not** made, no overall grade can be awarded.

Students must be entered for:

- OCR Level 1/Level 2 Cambridge National in Child Development - certification code J809.

7.7 Unit and qualification resits

Students may resit the externally assessed unit R057.

Please see section 7.2 for information relating to our terminal assessment approach.

Students may resit each NEA unit once. The best unit result from the NEA units will be used to calculate the certification result.

You must make sure that when arranging resit opportunities they are fair to all students and do not give students an unfair advantage over other students. For example, the student must not have direct guidance and support from the teacher in producing further evidence for NEA units. When resitting a NEA

unit, students must submit new, amended or enhanced work, as detailed in the [JCQ Instructions for conducting coursework](#).

Centres must make sure that when arranging resit opportunities they do not adversely affect other assessments being taken.

Arranging a resit opportunity is at the centre's discretion. Summative assessment series must not be used as a diagnostic tool and resits should only be planned if it is clear that the student has taken full advantage of the first assessment opportunity and formative assessment process.

7.8 Post-results services

A number of post-results services are available:

- reviews of results – If you think there might be something wrong with a student's results, you may submit a review of marking or moderation
- missing and incomplete results – This service should be used if an individual subject result for a student is missing, or the student has been omitted entirely from the results supplied
- access to scripts – you can ask for access to marked scripts
- late certification – following the release of unit results, if you have not previously made a certification entry, you can make a late request, which is known as a **late certification**. This is a free service.

Please refer to the [JCQ Post-Results Services booklet](#) and the [OCR Administration](#) page for further guidance about action on the release of results.

For internally assessed units the review of results process cannot be carried out for one individual student; the outcome of a review of moderation must apply to a centre's entire cohort.

Appendix A: Guidance for the production of electronic evidence

Structure for evidence

The centre-assessed (NEA) units in this qualification are units R058 – R059. For each student, all the tasks together will form a portfolio of evidence, stored electronically. Evidence for each unit must be stored separately.

An internal assessment portfolio is a collection of folders and files containing the student's evidence. Folders should be organised in a structured way so that the evidence can be accessed easily by a teacher or moderator. This structure is commonly known as a folder tree. It would be helpful if the location of particular evidence is made clear by naming each file

and folder appropriately and by use of an index called 'Home Page'.

There should be a top-level folder detailing the student's centre number, OCR candidate number, surname and forename, together with the unit code (R058 – R059), so that the portfolio is clearly identified as the work of one student.

Each student's internal assessment portfolio should be stored in a secure area on the centre's network. Before submitting the portfolio to OCR, the centre should add a folder to the folder tree containing the internal assessment and summary forms.

Data formats for evidence

In order to minimise software and hardware compatibility issues it will be necessary to save students' work using an appropriate file format.

Students must use formats appropriate to the evidence that they are providing and appropriate to viewing for assessment and moderation. Open file formats or proprietary formats for which a downloadable reader or player is available are acceptable. **Where this is not available, the file format is not acceptable.**

Evidence submitted is likely to be in the form of word processed documents, presentation documents, digital photos and digital video.

To make sure files are compatible, all files submitted electronically must be in the formats listed below. Where new formats become available that might be acceptable, we will provide further guidance. We advise against changing the file format that the document was originally created in. Files should be exported in a generic format that can be opened on a PC computer system without any specialist software applications. It is the centre's responsibility to make sure that the electronic portfolios submitted for moderation are accessible to the moderator and fully represent the evidence available for each student.

Standard file formats acceptable as evidence for the Cambridge Nationals are listed below

File type	File format	Max file size*
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav	25GB
Compression	.zip .zipx .rar .tar .tar .gz .tgz .7z .zipx .zz	25GB
Data	.xls .xlsx .mdb .accdb .xlsb	25GB
Document	.odt .pdf .rtf .txt .doc .docx .dotx .pages	25GB
Image	.jpg .png .jpeg .tif .jfif .gif .psd .dox .pcx .bmp .wmf	15MB
Presentation	.ppt .pptx .pdf .gslides .pptm .odp .ink .potx .pub	25GB
Video	.3g2 .3gp .avi .flv .m4v .mkv .mov .mp4 .mp4v .wmp .wmv	25GB
Web	.wlmf .mts .mov-1 .mp4-1 .xspf .mod .mpg	25GB

*max file size is only applicable if using our Submit for Assessment service.

Submit for Assessment is our secure web-based submission service. You can access Submit for Assessment on any laptop or desktop computer running Windows or macOS and a compatible browser. It supports the upload of files in the formats listed in the table above as long as they do not exceed the maximum file size. Other file formats and folder structures can be uploaded within a compressed file format.

When you view some types of files in our Submit for Assessment service, they will be streamed in your browser. It would help your moderator or examiner if you could upload files in the format shown in the table below:

File type	File format	Chrome	Firefox
Audio	.mp3	Yes	Yes
Audio	.m4a	Yes	Yes
Audio	.aac	No	Yes
Document	.txt	Yes	Yes
Image	.png	Yes	Yes
Image	.jpg	Yes	Yes
Image	.jpeg	Yes	Yes
Image	.gif	Yes	Yes
Presentation	.pdf	Yes	Yes
Video	.mp4	Yes	Yes
Video	.mov	No	Yes
Video	.3gp	Yes	No
Video	.m4v	Yes	Yes
Web	.html	Yes	Yes
Web	.htm	Yes	Yes

Appendix B: Command words

External assessment

The table below shows the command words that will be used in exam questions. They show what we mean by the command word and how students should approach the question and understand its demand. Remember that the rest of the wording in the question is also important.

Word(s)	Students will....
Analyse	<ul style="list-style-type: none">• Separate or break down information into parts and identify their characteristics or elements• Explain the pros and cons of a topic or argument and make reasoned comments• Explain the impacts of actions using a logical chain of reasoning
Annotate	<ul style="list-style-type: none">• Add information, for example, to a table, diagram or graph until it is final• Add all the needed or appropriate parts
Calculate	<ul style="list-style-type: none">• Get a numerical answer showing how it has been worked out
Choose	<ul style="list-style-type: none">• Select an answer from options given
Circle	<ul style="list-style-type: none">• Select an answer from options given
Compare and contrast	<ul style="list-style-type: none">• Give an account of the similarities and differences between two or more items or situations
Complete	<ul style="list-style-type: none">• Add all the needed or appropriate parts• Add information, for example, to a table, diagram or graph until it is final
Create	<ul style="list-style-type: none">• Produce a visual solution to a problem (for example: a mind map, flowchart or visualisation)
Describe	<ul style="list-style-type: none">• Give an account including all the relevant characteristics, qualities or events• Give a detailed account of
Discuss	<ul style="list-style-type: none">• Present, analyse and evaluate relevant points (for example, for/against an argument)
Draw	<ul style="list-style-type: none">• Produce a picture or diagram
Evaluate	<ul style="list-style-type: none">• Make a reasoned qualitative judgement considering different factors and using available knowledge/experience
Explain	<ul style="list-style-type: none">• Give reasons for and/or causes of• Use words or phrases such as 'because', 'therefore' or 'this means' in answers
Fill in	<ul style="list-style-type: none">• Add all the needed or appropriate parts• Add information, for example, to a table, diagram or graph until it is final
Identify	<ul style="list-style-type: none">• Select an answer from options given• Recognise, name or provide factors or features
Justify	<ul style="list-style-type: none">• Give good reasons for offering an opinion or reaching a conclusion
Label	<ul style="list-style-type: none">• Add information, for example, to a table, diagram or graph until it is final• Add all the necessary or appropriate parts
Outline	<ul style="list-style-type: none">• Give a short account, summary or description
State	<ul style="list-style-type: none">• Give factors or features• Give short, factual answers

Non examined assessment (NEA)

The tables below show the command words that will be used in the NEA Marking Criteria grids. They explain the type of evidence that you should expect to see to meet each command word.

Mark Band (MB1) Words:

Command word	Meaning
Basic	<ul style="list-style-type: none">• Work includes the minimum required. It is a starting point but is simplistic and not developed.• Understanding and skills are applied in a way that partly achieves the wanted or intended result, but it would not be useable without further input or work.
Brief/Briefly	<ul style="list-style-type: none">• Work includes a small number of relevant facts or concepts but lacks detail, contextualisation or examples.
Dependent	<ul style="list-style-type: none">• The student can perform a task when given regular assistance or help
Few	<ul style="list-style-type: none">• Work produced is restricted or narrow. It includes less than half of the information or examples expected for a full response.
Inefficient	<ul style="list-style-type: none">• Outputs are produced but with great expense or effort because of poor organisation or design and not making the best use of available resources.
Limited	<ul style="list-style-type: none">• Work produced is restricted in range or scope and includes only some of the information required. It evidences partial rather than full understanding.• Work produced is a starting point rather than a developed process, concept or output.
Minimal	<ul style="list-style-type: none">• Includes very little in amount or quantity required.
Simple	<ul style="list-style-type: none">• Includes a small number of relevant parts, which are not related to each other.
Superficial	<ul style="list-style-type: none">• Work completed lacks depth and detail.

Mark Band (MB2) Words:

Command word	Meaning
Adequate(ly)	<ul style="list-style-type: none">• Work includes the appropriate number of relevant facts or concepts but does not include the full detail, contextualisation or examples.
Assisted	<ul style="list-style-type: none">• The student can perform a task with occasional assistance or help.
Part(ly)/Partial	<ul style="list-style-type: none">• To some extent but not completely.• Work produced is inclusive in range and scope. It evidences a mainly developed application of understanding, performance or output needed.• Work produced results in a process, concept or output that would be useable for its purpose.
Some	<ul style="list-style-type: none">• Work produced is inclusive but not fully comprehensive. It includes over half the information or examples expected for a full response.
Sound	<ul style="list-style-type: none">• Valid, logical, shows the student has secured most of the relevant understanding, but points or performance are not fully developed.• Applies understanding and skills to produce the wanted or intended result in a way that would be useable.

Mark Band (MB3) Words:

Command word	Meaning
Accurate(ly)	<ul style="list-style-type: none">• Acting or performing with care and precision.• Correct in all details.
All	<ul style="list-style-type: none">• Work produced is fully comprehensive and wide-ranging. It includes almost all, or all the information or examples expected for a full response.
Clear(ly)	<ul style="list-style-type: none">• Focused and accurately expressed, without ambiguity.
Complex	<ul style="list-style-type: none">• Includes many relevant parts, all of which relate to each other logically.
Comprehensive(ly)	<ul style="list-style-type: none">• The work produced is complete and includes everything required to show depth and breadth of understanding.• Applies the understanding and skills needed to successfully produce the wanted or intended result in a way that would be fully fit-for-purpose.
Consistent(ly)	<ul style="list-style-type: none">• A level of performance which does not vary in quality over time.
Critical	<ul style="list-style-type: none">• Objective analysis and evaluation in order to form: a judgement, evaluation of the evidence or effective trouble shooting/fault finding.
Detailed	<ul style="list-style-type: none">• Gives point by point consideration of all the key information.
Effective	<ul style="list-style-type: none">• Applies the skills required to the task and is successful in producing the desired or intended result.• The work produced is effective in relation to a brief.
Efficient	<ul style="list-style-type: none">• Able to produce results or outputs with the minimum expense or effort, because of good organisation or design and making the best use of available resources.
Full(y)	<ul style="list-style-type: none">• Work produced is comprehensive in range and scope. It evidences a fully developed application of understanding, performance or output needed.• Work produced results in a process, concept or output that would be fully fit-for-purpose.
Independent(ly)	<ul style="list-style-type: none">• The student can perform a task without assistance or reliance on others
Justify/Justified	<ul style="list-style-type: none">• The reasons for doing something are explained in full.
Most(ly)	<ul style="list-style-type: none">• Includes nearly all of what is expected to be included.
Wide (ranging)	<ul style="list-style-type: none">• Includes many relevant details, examples or contexts; all of which are fully detailed, contextualised or exemplified.

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