

Claim number:

Reference number:
(OCR use only)

This is an interactive pdf, you should enter your details on-screen using the drop-down menus and print off your completed form or send it electronically to your Examiner Moderator.

This cover sheet is to be used to accompany the work submitted for a single candidate for one of the following schemes as part of the OCR ITQ 2009. Please select from the drop-down menus the most appropriate description of the candidate's work being submitted.

Full Qualification	Single Unit
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- 03991 OCR Level 1 Award in IT User Skills (ITQ)**
- 03992 OCR Level 1 Certificate in IT User Skills (ITQ)**
- 03993 OCR Level 1 Diploma in IT User Skills (ITQ)**
- 03994 OCR Level 2 Award in IT User Skills (ITQ)**
- 03995 OCR Level 2 Certificate in IT User Skills (ITQ)**
- 03996 OCR Level 2 Diploma in IT User Skills (ITQ)**
- 03997 OCR Level 3 Award in IT User Skills (ITQ)**
- 03998 OCR Level 3 Certificate in IT User Skills (ITQ)**
- 03999 OCR Level 3 ITQ Diploma in IT User Skills (ITQ)**
- 13995 OCR Level 2 Extended Certificate in IT User Skills (ITQ)**
- 13996 OCR Level 2 Diploma in IT User Skills (ITQ)**
- 13999 OCR Level 3 Diploma in IT User Skills (ITQ)**

Centre Number:

Candidate's surname or family name:

Candidate's first forename:

Candidate's second forename (if any):

Candidate's Date of Birth (dd/mm/yyyy):

Candidate number:

Gender:

Assessment Record

The centre assessor must complete the drop down menu underneath each unit number being claimed for those units that they have assessed. Under no circumstances should any unit be submitted to OCR unless the centre assessor is satisfied that all the necessary criteria for the award of the unit has been met. The units should be claimed on Interchange and then sent to the Examiner/Moderator within 24 hours.

I confirm that all of the submitted evidence was produced unaided by the above candidate.

Centre assessor's name

Examiner-moderator's name

	Assessor initials	Evidence submitted	Submission Paper or electronic	Outcome Pass/Fail (to be completed by examiner/moderator)	Sampled Full/Partial (to be completed by examiner/moderator)
Unit no. 1					
Unit no. 2					
Unit no. 3					
Unit no. 4					
Unit no. 5					
Unit no. 6					
Unit no. 7					
Unit no. 8					
Unit no. 9					
Unit no. 10					
Unit no. 11					
Unit no. 12					
Unit no. 13					
Unit no. 14					
Unit no. 15					
Unit no. 16					
Unit no. 17					
Unit no. 18					
Unit no. 19					
Unit no. 20					
Unit no. 21					
Unit no. 22					
Unit no. 23					
Unit no. 24					
Unit no. 25					
Unit no. 26					
Unit no. 27					
Unit no. 28					
Unit no. 29					
Unit no. 30					
Unit no. 31					

	Assessor initials	Evidence submitted	Submission Paper or electronic	Outcome Pass/Fail (to be completed by examiner/moderator)	Sampled Full/Partial (to be completed by examiner/moderator)
Unit no. 32					
Unit no. 33					
Unit no. 34					
Unit no. 35					
Unit no. 36					
Unit no. 37					
Unit no. 38					
Unit no. 39					
Unit no. 40					
Unit no. 41					
Unit no. 42					
Unit no. 43					
Unit no. 44					
Unit no. 45					
Unit no. 46					
Unit no. 47					
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Unit no. 49					
Unit no. 50					
Unit no. 51					
Unit no. 52					
Unit no. 53					
Unit no. 54					
Unit no. 55					
Unit no. 56					
Unit no. 57					
Unit no. 58					
Unit no. 59					
Unit no. 60					
Unit no. 61					
Unit no. 62					

	Assessor initials	Evidence submitted	Submission Paper or electronic	Outcome Pass/Fail (to be completed by examiner/moderator)	Sampled Full/Partial (to be completed by examiner/moderator)
Unit no. 63					
Unit no. 64					
Unit no. 65					
Unit no. 66					
Unit no. 67					
Unit no. 68					
Unit no. 69					
Unit no. 70					
Unit no. 71					
Unit no. 72					
Unit no. 73					
Unit no. 74					
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Unit no. 76					
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Unit no. 78					
Unit no. 79					
Unit no. 80					
Unit no. 81					
Unit no. 82					
Unit no. 83					
Unit no. 84					
Unit no. 85					
Unit no. 91					
Unit no. 92					
Unit no. 93					
Unit no. 94					
Unit no. 95					
Unit no. 96					