FAQs for Administration - OCR IT User Skills (ITQ) - August 2022

Scheme codes 03991-03999, 13995

1   Centre completes Centre Approval Form, available from the OCR Website. To apply, download the form and email to ocrvocationalapprovals@ocr.org.uk.

2   Centre purchase either named or unnamed unit or full entries using OCR Interchange. For more information See the Admin overview for remotely moderated vocational qualifications.

3   OCR sends the details of the OCR Examiner-moderator.

4   Once candidates have completed Unit(s), centre makes a claim on Interchange, naming the candidate and the Unit(s) they wish to claim. Centre must send the evidence **within 24 hours** of the claim being made. Evidence should not be posted to the Examiner- moderator before the relevant Units have been claimed on Interchange. See section 4.17 of the centre handbook for more information and the step-by –step guide for making online claims.

    Evidence can be sent electronically to the Examiner-moderator. Please see section 4.18 and 4.19 in the Centre handbook for instructions on sending work via e-mail or by electronic portfolio.

5   Centre Assessor collates work for each candidate and **MUST** ensure that there is a tutor worked copy of CLAiT/CLAiT Plus or Centre-set assignments together with an Evidence checklist for all Centre-set assignments or Work-based evidence. The tutor worked copy only needs to be sent once per unit and per assessor. CLAiT/CLAiT Plus assignments **do not require** an Evidence Checklist.

    Submission Cover Sheets are optional for the ITQ suite. If you do not wish to use them the following information must be included in place of the cover sheet:

    • Ensure all the correct centre assessor initials are entered on Interchange for each unit.

- Supply a print out of the claim on Interchange. This print out enables the moderator to record the sampling and moderation decision.

- If applicable, indicate which CLAiT exam and unit is being submitted on each script

- Ensure that the evidence for each candidate unit is stapled together and that it is clear for which candidate and unit the work belongs.

You do not need to claim for Units already certificated for OCR Entry level units 01679 or 01779 (see ITQ handbook for details) – OCR systems will automatically include these for ITQ once you claim an ITQ unit.

However, if you have to generate a new candidate number for the ITQ unit(s), you will need to ask Operations to merge the old and new candidate numbers once the ITQ unit(s) have been processed on Interchange.

6 Evidence Checklists are not required for all Units evidenced through STRATA, MOS/MCAS, ADOBE, a Unit from another OCR qualification (submitted as a Sector Specific Unit) or an ITQ Unit from another Awarding Organisation. However, centres need to submit verified copies of certificates and ensure that a print out of the claim on Interchange accompanies the submission.

7 Centres are requested **not** to complete separate claims for individual candidates. Where possible, claims should consist of multiple candidates and units.

To achieve the Level 1 and Level 2 Mandatory Unit

8 Evidence that can be submitted with the mandatory units and the ERF includes one of the following options:

1. A real work task

or

2. A New CLAiT or CLAiT Plus assignment

or

3. A centre-set assignment

or

4. A practice task(s) or assignment that you have undertaken whilst learning the skills for your IT qualification. At Level 1 it must be straightforward, but detailed enough to allow you to answer **all** the questions in the ERF. At Level 2 the task(s) or assignment must be comprehensive and detailed enough to allow you to answer **all** the questions in the ERF. The task(s) or assignment should be for a specific purpose or scenario.

Tutors must ensure that the task(s)/assignments or Unit allows candidates to answer ALL the questions in the ERF. Answers of *Yes, No, None, N/A,* are not acceptable.

The ERF should be completed electronically rather than hand-written.

All tasks/unit evidence or assignments used must be included with the form.

If candidates are claiming other ITQ units they could cross reference the task(s) or unit evidence they have used for this unit.

CLAiT/CLAiT Plus <u>Sample papers</u> are not acceptable as evidence for ITQ units (other than as the evidence being evaluated for the ERF).

9   **If a candidate is submitting OCR-set CLAiT/CLAiT Plus assignments as evidence for ITQ Units 1 or 2**

Claim the ITQ Improving Productivity Unit, Level 1 or Level 2, on Interchange. Send the Interchange claim print out with a completed Evidence Review Form (ERF) at the relevant level, together with the CLAiT/CLAiT Plus assignment upon which the ERF has been based.

10   **If a candidate is submitting Work-based evidence or Centre-set assignments for ITQ Units 1 or 2**

Claim the ITQ Improving Productivity Unit, Level 1 or Level 2, on Interchange. Send the Interchange claim print out with a completed Evidence Review Form (ERF) at the relevant level, together with the work-based evidence or centre set assignment upon which the ERF has been based.

11   **If a candidate is submitting a practice task(s) or assignment for ITQ units 1 or 2**

Claim the ITQ Improving Productivity Unit, Level 1 or Level 2, on Interchange. Send the Interchange claim print out with a completed Evidence Review Form (ERF) at the relevant level and a copy of the practice task(s) or assignment that you have undertaken whilst learning the skills for your IT qualification. At Level 1 it must be straightforward, but detailed enough to allow you to answer **all** the questions in the ERF. At Level 2 the task(s) or assignment must be comprehensive and detailed enough to allow you to answer **all** the questions in the ERF.

N.B. Centres may submit an audio file of a Candidate's responses to the questions posed in the ERF. The work evaluated must be sent electronically or in hard copy.

<u>**To achieve the Level 3 Mandatory Unit**</u>

12   If a candidate is submitting the Level 3 ITQ Mandatory Unit, a completed ITQ Evidence checklist for unit 3 must be sent with the evidence.

Sending evidence

13   Centres can send **all** the candidate evidence together with all relevant documentation to the Examiner -moderator's postal address provided. Copies should be kept by the centre. Please mark the outside of the parcel with your centre number, the scheme code and the claim number.

14   Alternatively, evidence may be sent electronically to the Examiner-moderator's OCR e-mail address provided. See section 4.18 and 4,19 in the [Centre Handbook.](#)

15   Examiner-moderator checks and marks the work. **The evidence is retained by OCR for a limited time and will not be returned to the centre.**

16   OCR sends any certificates due to the centre. An Electronic Centre Feedback Report is available to view via OCR Interchange *Centre Information > Examiner-Moderator reports.* The claim history can be checked on Interchange via *Certification Claims >View Claim History.*

17   If a candidate's unit is withdrawn, the unit must be claimed again and **all** of the evidence re-submitted to the moderator. **The original evidence is not returned to the centre**.