Assessment resources FAQs 2022 (ITQ)

What are these assessments?
These resources are 4 separate assessments and the individual scorecards which can be used as 100% evidence for each of the following ITQ units:

Unit	OCR Unit number and title	ITQ Credit value
Using email	Unit 33 – Using email	2
Using the internet	Unit 39 – Using the internet	3
Using Mobiles	Unit 45 – Using mobile IT devices	2
Keeping safe online	Unit 91 – Internet safety for IT users	3

Where do we find the assessments and answers?
They are located in Interchange under CLAiT & ITQ > Computer based assessment. The assessments can be downloaded and completed on-screen or can be completed as a paper-based submission.

Can candidates be provided with the answer sheets to mark their own work?
No, assessments and answer sheets must be treated as confidential materials and must be stored securely.

How do we submit the new assessments and summary sheets?
They can be saved as a file labelled with the candidate's name and the unit number and sent electronically to the moderator, or the completed marked assessment can be sent as paper-based evidence.

Can we change any of the questions or images on the assessments?
If there are any changes to the assessments they will not be accepted as evidence, as these assessments have been approved by e-skills as mapping to the unit assessment criteria.

How do the candidate's 'circle' the correct answers in the practical assessments?
Candidates must be instructed how to drag and drop the red circle located next to each practical assessment question.

Why do we have to complete the summary sheet if we have marked a paper-based assessment?
By signing the summary sheet (or completing your name electronically), you are confirming the answers provided on it are the candidate's own. We suggest that candidates complete the assessments on-screen so that the summary sheet pre-populates. You can then print off a paper copy and keep an electronic copy on file.

Do we need to complete Evidence Checklists to send to the moderator?
Evidence checklists are not required, but you must send the candidates' work together with the pre-populated summary sheet (marked and signed).

How many times can a candidate attempt the assessments?
There are 3 assessments for each unit and each one should be attempted only once. The assessments should be taken under controlled conditions and only candidates who have achieved 100% should be submitted.

If you have any queries about these assessments, please email support@ocr.org.uk or call our Customer Support Centre on 01223 553998.