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**OCR**  
Oxford Cambridge and RSA

Cambridge **NATIONALS LEVEL 1/2**



# **PRINCIPLES IN ENGINEERING AND ENGINEERING BUSINESS**

## **Specification**

OCR Level 1/2 Cambridge National Award in Principles in Engineering and Engineering Business (60 glh)

OCR Level 1/2 Cambridge National Certificate in Principles in Engineering and Engineering Business (120 glh)

Version 6 - April 2021

[ocr.org.uk/cambridgenationals](https://ocr.org.uk/cambridgenationals)

# Summary of key changes to this specification

Section	Title of section and change	Version and date issued	
1.5 Overview of the qualifications	Due to the withdrawal of the Award (J830) and the Certificate (J840), the final assessment opportunity for these have been clarified in the tables.	Version 6 April 2021	
7.1 Availability of assessment			
4.5.3 Reporting suspected malpractice			New section added
5.4.2 OCR Interchange			Updated information
8.1 Progression from these qualifications			Diagram and text updated to reflect current progression routes.
3.3 Grading and awarding grades	Additional text added to clarify the potential for grade thresholds to change.	Version 5 December 2019	
All	New format for the specification, however with the exception of the changes highlighted below, the content remains unchanged.	Version 4 September 2019	
Throughout	The term 'model assignment' has been replaced with 'set assignment' throughout.		
4.5 Authentication	Updated information on the use of Centre authentication forms.		
6.2 Accessibility	Updated information on approval requirements and permissible access arrangements.		
7 Administration	Updated information		
8.1 Progression from these qualifications	Updated information		
8 Other information	The following information has been removed: Key Skills Functional Skills		
2.3 Unit R101: Engineering principles	At the end of each unit, updated Connections between units for synoptic assessment		Version 3 November 2018
2.4 Unit R102: The engineered business world			
2.5 Unit R103: Sustainable engineering			
2.6 Unit R104: Optimising performance in engineering systems and products			
3.2 Synoptic assessment		Updated section	

Section	Title of section and change	Version and date issued
Appendix B Marking criteria for centre assessment	Updated Guidance on synoptic assessment for each unit	
7.4 Unit and qualification resits	Updated information about resits for the externally assessed unit	Version 2 September 2018

# OCR Cambridge Nationals in Principles in Engineering and Engineering Business

Qualification title	Guided Learning Hours (GLH)	Entry Code	Reference
OCR Level 1/2 Cambridge National Award in Principles in Engineering and Engineering Business	60	J830	601/1272/4
OCR Level 1/2 Cambridge National Certificate in Principles in Engineering and Engineering Business	120	J840	601/1273/6

## **Withdrawal of Level 1/2 Cambridge Nationals Award and Certificate in Principles in Engineering and Engineering Business.**

Following the development of a new suite of Cambridge Nationals qualifications, which will be available to teach from September 2022, we are withdrawing the qualifications above. We will, of course, continue to support and assess these qualifications up to the conclusion of the final assessment series in June 2023.

The final assessment opportunity for all units is the June 2023 series with a resit opportunity for the examined units only in the January 2024 series.

As the qualification is designed for delivery over a two-year period, the last opportunity for Year 10 students to start a two-year programme is September 2021.

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# 1 Introduction

## 1.1 Qualification aims

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Engineering is the application of scientific, economic, social, and practical knowledge to design, build, and maintain machines and devices, systems and structures using different materials and processes. This qualification is aimed at learners who wish to study the wider context of engineering and explore the fundamental principles applied to practical applications in engineering and study how businesses operate in a competitive world to produce marketable products.

Young people wishing to enter engineering will gain useful knowledge of career paths and employment opportunities and gain an appreciation of the modern engineered world. Learners will study the engineering community's approaches to, and application of, responsible engineering. Through investigation, they will appreciate how engineered products and systems are designed, built and maintained to perform consistently at an optimum level and consider the importance of sustainability when designing, manufacturing, marketing and recycling products.

The Cambridge Nationals in Principles in Engineering and Engineering Business will equip learners with engineering knowledge and provide opportunities to develop skills such as research, planning, review, working with others and communicating effectively. It will promote transferable skills and tools to improve learning in other subjects with the aims of enhancing employability and contributing to personal development and future economic well-being.

A practical approach to teaching and learning will provide learners with knowledge in engineering technology and underpin a valid approach to the assessment of their skills, challenging learners to develop scientific and mathematical techniques, encouraging critical thinking and apply dextrous skills through engaging practical experiences.

The Cambridge Nationals in Principles in Engineering and Engineering Business can be delivered separately or as part of an engineering curriculum providing useful contextualisation alongside other Cambridge Nationals in Engineering and GCSE Design and Technology subjects as well as the application of scientific and mathematic core principles.

This specification contains OCR's Cambridge National Award/Certificate in Principles in Engineering and Engineering Business.

## 1.2 Qualification summary

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The Cambridge Nationals in Principles in Engineering and Engineering Business consist of two qualifications:

The OCR Level 1/2 Cambridge National Award in Principles in Engineering and Engineering Business consists of two mandatory units.

The OCR Level 1/2 Cambridge National Certificate in Principles in Engineering and Engineering Business consists of four mandatory units.

## 1.3 Qualification size (GLH and TQT)

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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 time and assessment activities. We have worked with people who are experienced in delivering related qualifications to determine what content needs to be taught and how long it will take to deliver.

TQT is comprised of two elements: GLH, and an estimate of the number of hours a learner will reasonably spend on any unsupervised learning or assessment activities (including homework) so they can successfully achieve their qualification.

OCR Level 1/2 Cambridge National Award in Principles in Engineering and Engineering Business is 60 GLH and 63 TQT.

OCR Level 1/2 Cambridge National Certificate in Principles in Engineering and Engineering Business is 120 GLH and 127 TQT.

## 1.4 Prior learning/attainment

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Learners who are taking courses leading to this qualification should normally have followed a corresponding Key Stage 3 Programme of Study within the National Curriculum. There is no requirement for learners to achieve any specific qualifications prior to undertaking this qualification.

## 1.5 Overview of the qualifications

Units	Assessment method	GLH	J830 Award 60 GLH	J840 Certificate 120 GLH
Mandatory				
R101: <i>Engineering principles</i>	Written paper OCR set and marked 1 hour – 60 marks (60 UMS) Learners answer all questions	30	M <sup>‡</sup>	M <sup>‡</sup>
R102: <i>The engineered business world</i>	Centre-assessed tasks OCR-moderated Approx. 10–12 hours – 60 marks (60 UMS)	30	M*	M*
R103: <i>Sustainable engineering</i>	Centre-assessed tasks OCR-moderated Approx. 10–12 hours – 60 marks (60 UMS)	30	N/A	M*
R104: <i>Optimising performance in engineering systems and products</i>	Centre-assessed tasks OCR-moderated Approx. 10–12 hours – 60 marks (60 UMS)	30	N/A	M*
<b>Key: M = mandatory unit</b>				

A bank of set assignments is available free of charge from the OCR website for the internally assessed units R102 – R104.

\*June 2023 series is the final moderation opportunity for OCR Cambridge National Award and Certificate in Principles in Engineering and Engineering Business Units R102 – R104.

‡January 2024 is the final resit opportunity for Unit R101.

## 2 Units

### 2.1 Guidance on unit content

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#### Use of i.e./e.g. in unit content

The unit content describes what has to be taught to ensure that learners are able to access the highest marks.

Anything which follows an i.e. details what must be taught as part of that area of content.

Anything which follows an e.g. is illustrative, it should be noted that where e.g. is used, learners must know and be able to apply relevant examples in their work, though these do not need to be the same ones provided in the unit content.

Teachers will need to ensure that any modifications to tasks, from the bank of set assignments for the optional units, do not expect the learner to do more than they have been taught, but they must enable them to access the full range of marks as described in the marking criteria.

For externally assessed units, where the content contains i.e. and e.g. under specific areas of content, the following rules will be adhered to when setting questions:

- direct question may be asked where the unit content is shown with an i.e.
- where unit content is shown as an e.g., a direct question will not be asked about that example. Any questions relating to the area of content will offer learners the opportunity to provide their own examples, as the unit has not specified which examples they should be familiar with.

### 2.2 Guidance on practical activity

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The specification content includes specific requirements associated with health and safety and provides opportunities to promote safe working practice through developing knowledge and understanding during practical activities.

Care must be taken by individual centres to follow all health and safety requirements and quality assurance procedures specific to each practical activity and ensure they have the appropriate health and-safety policies in place relating to the use of equipment by learners, even if the equipment is not specified in the unit content.

Throughout practical activities centres must exercise continuing supervision to ensure essential compliance with Health and Safety requirements.

## 2.3 Unit R101: *Engineering principles*

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### Aims

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This unit provides learners with the opportunity to gain knowledge and understanding of the principles of operation of mechanical, electrical and fluid power used in engineering systems. It considers the relationships between power and energy and how mechanical advantage and efficiency are evident through mechanical, electrical and fluid terms.

Potential and kinetic energy, forces and torque as well as velocity and acceleration can be understood through practical activities and experiment. Learners will understand how mechanical, electrical and fluid principles are applied to real-life examples used in everyday engineered products such as fork-lift trucks, excavators, aircraft and manufacturing production.

On completion of this unit, learners will understand the principles behind mechanical, electrical and fluid power and be able to apply these in a practical context.

Learners studying for the certificate will be able to apply knowledge and understanding gained in this unit to help develop their skills further during the completion of units R103 and R104.

#### **Learning Outcome 1: Understand physical properties and mechanical principles**

Learners must be taught:

- physical properties i.e.
  - energy
    - forms (mechanical; electrical; chemical; light; sound; heat)
    - potential
    - kinetic
    - conversion
- mechanical principles i.e.
  - power, work and efficiency
    - mechanical advantage (levers; gears; pulleys)
    - forces and torque
    - mechanical efficiency
  - velocity and acceleration (m/s; m/s<sup>2</sup>)
  - units and measurement
    - watt; joule; Nm; newton; gram; second; metre; pascal
- mechanical principles using calculation i.e.
  - levers (Class 1, 2 and 3)
  - pulleys and gears (simple and compound)
  - static and moving bodies

## Learning Outcome 2: Understand physical properties and electrical principles

Learners must be taught:

- physical properties i.e.
  - electrical power and energy
  - electrical values
    - potential difference (volt)
    - resistance (ohm)
    - current (amp)
  - Electromotive Force (EMF)
- electrical principles, i.e.
  - Alternating and Direct current/voltage (AC and DC)
    - applications (power supplies)
    - reasons for choice
  - series and parallel circuits (lamps, bulbs and cells)
- values for voltage, current, resistance and power using Ohm's law and power laws and by measurement
- operation of simple DC electro mechanical devices, i.e.
  - motor
  - generator
  - relay

## Learning Outcome 3: Understand physical properties and fluid power principles

Learners must be taught:

- physical properties , i.e.
  - pressure/vacuum
  - flow
  - forces
  - compressibility
- fluid power principles, i.e. values for pressure, flow and force exerted, from calculation and measurement
- operation, applications and symbols of simple fluid power system components, i.e.
  - supply and storage (compressor; receiver)
  - cylinders/actuators (linear single acting; double acting)
  - valves (directional; reducing; regulating; non-return; 3/2 – 5/2; shuttle)
    - control (push; lever; roller tip; solenoid)

## Learning Outcome 4: Know about the systems used to transmit power in engineering

Learners must be taught:

- types of power sources used in engineering, i.e.
  - mechanical
  - electrical
  - pneumatic
  - hydraulic
  - vacuum/atmospheric
- applications and design of mechanical, electrical and fluid power, in engineering i.e.
  - mechanical
  - electrical
  - pneumatic
  - hydraulic
  - vacuum/atmospheric
- applications and design of integrated power systems used in engineering, i.e.
  - electro mechanical
  - electro pneumatic
  - hydro mechanical
  - vacuum mechanical

## Assessment guidance

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This unit will be assessed through a 1 hour externally assessed examination.

During the external assessment, learners will be expected to demonstrate their understanding through questions that require the skills of analysis and evaluation in particular contexts.

## Connections between units for synoptic assessment

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Whilst we do not prescribe the order in which units should be assessed, because of the interdependence between units, it is strongly recommended that learners complete the learning for unit R101 before completing assessment of other units within this qualification, as teaching of this unit will develop key knowledge, skills and understanding which should be applied and assessed in context further throughout the qualification.

Further information regarding synoptic assessment within this qualification can be found under section 3.2 *Synoptic Assessment*.

## 2.4 Unit R102: *The engineered business world*

### Aims

This unit will develop knowledge and understanding of the breadth and diversity of the world of engineering. Learners will study products and services of different sectors of engineering and consider how large and small engineering companies operate in local and global markets. The content of this unit covers competitive factors within business and how new and emerging technologies influence engineering developments.

Learners will consider job roles, career options and employment available to them in the engineering sector. Learners will develop knowledge of the recent engineering innovations and technical advances that have influenced and changed the world in which we live.

On completion of this unit, learners will understand the breadth and diversity of the world of engineering and will know job roles and career options available to them in the engineering sector.

Learners studying for the certificate will be able to apply knowledge and understanding gained in this unit to help develop their skills further during the completion of units R103 and R104.

#### **Learning Outcome 1: Know about engineering sectors, their products and services**

Learners must be taught:

- services and products of different sectors within engineering e.g.
  - aerospace (e.g. aircraft; satellites; military equipment)
  - automotive (e.g. cars; motor bikes; trucks; bus; agricultural; plant)
  - electronics (e.g. communication; systems control; information technology)
  - marine (e.g. commercial ships; military vessels; coastal services)
  - rail (e.g. passenger trains; freight transport; rail network)
  - metals (e.g. mining; processing; metals recovery)
  - chemical (e.g. industrial; domestic; medical; polymers; paints)
  - process (e.g. food; textiles; electrical goods)
  - civil (e.g. construction; roads/bridges; rail networks)
  - medical (e.g. pharmaceuticals; bio; orthopaedic; prosthetics)
  - utilities (e.g. electricity; gas, water, communication)

#### **Learning Outcome 2: Understand how engineering companies operate**

Learners must be taught:

- characteristics of engineering companies, i.e.
  - size (e.g. micro; small and medium enterprises (SME); large)
  - structure (e.g. flat; hierarchy; pyramid)
  - functions (e.g. Human Resources (HR); sales; marketing; production; finance)
  - scope of operation (e.g. local; national; global)
- relationships within the engineering market place, i.e.
  - competitors in the same engineering market
  - suppliers, and supply chain companies working together
  - partners working in the same engineering market

### Learning Outcome 3: Know about employment in engineering

Learners must be taught:

- sources of engineering careers information available to young people (e.g. internet; careers fairs; information, advice and guidance services; apprenticeship services)
- career opportunities within engineering business functions, i.e.
  - research and design (e.g. design engineer; material scientist)
  - manufacture (e.g. technician; production engineer; quality engineer)
  - maintenance (e.g. service engineer)
  - purchasing (e.g. procurement; quality engineer)
  - sales and marketing (e.g. technical representative)
- entry routes for employment in engineering, i.e.
  - trainee programmes
  - apprenticeships
  - graduate programmes
- employee/employer rights and responsibilities, i.e.
  - health and safety
  - equality
  - representative bodies (e.g. unions; trade bodies; Health & Safety Executive)
- role of the Engineering Council and its member institutions (e.g. sector skills councils; professional body organisations; training councils)

### Learning Outcome 4: Understand innovation and technical advances in engineering

Learners must be taught:

- applications of recent engineering innovation and technical advances, e.g.
  - satellites (e.g. GPS; telecommunications)
  - internet (e.g. fibre optics; global manufacturing)
  - fuel efficiency (e.g. aircraft; cars)
  - energy resources for the future (e.g. solar; wind; fusion/fission)
  - developments in materials technology (e.g. nanotechnology; composites; recycling)
  - microprocessor technology (e.g. smart phones; micros in everyday products)
  - medical engineering (e.g. artificial limbs; joints and organs)
- impact of innovation and technical advances in respect of, i.e.
  - materials/resources
  - design and production methods
  - sustainability of processes
  - product efficiency
  - costs to producers and users of products

## Connections between units for synoptic assessment

Whilst we do not prescribe the order in which units should be assessed, because of the interdependence between units, it is strongly recommended that learners complete the learning for unit R101 before completing assessment of this unit as they will have been taught key knowledge, skills and understanding which should be applied and assessed in context further in this unit.

Further information regarding synoptic assessment within this qualification can be found under section 3.2 *Synoptic Assessment*.

## 2.5 Unit R103: Sustainable engineering

### Aims

This unit will develop learner's knowledge and understanding of responsible and sustainable policies applied to engineered products. Learners will consider the influence and importance of sustainability when selecting materials, designing manufacturing processes and estimating energy requirements to manufacture. This unit covers the principles of 'design for sustainability' and considers the importance of recycling and product life cycles.

Learners will consider the impacts of global manufacturing on sustainability and how engineered products and systems are designed and built to perform consistently through their working life. This unit also covers how businesses responsibly manage the process of end of product use.

On completion of this unit, learners will develop knowledge and understanding of sustainability related to engineered products. This will include the influence and importance of considering sustainability when selecting materials, manufacturing processes/energy requirements, design for sustainability, recycling and product life cycles.

#### **Learning Outcome 1: Know about the sustainability of engineering materials and products**

Learners must be taught:

- the types of materials used in engineered products i.e.
  - metals (e.g. ferrous metals and alloys, non-ferrous metals and alloys)
  - polymeric (e.g. thermoplastic plastics; thermoset plastics; elastomers)
  - ceramics (e.g. glasses; glass ceramics; graphite; diamond)
  - composites (e.g. reinforced plastics; metal-matrix composites; ceramic-matrix composites; sandwich structures; concrete)
- sustainability of the types of materials used in engineered products i.e.
  - reusable/recyclable (e.g. aluminium; thermoplastic plastics)
  - finite resource (e.g. Helium; rare metals/fossil fuel)
- environmental considerations affecting the sustainability of engineered products i.e.
  - repairable (e.g. fix items torn or broken)
  - reusable (e.g. resold – redesigned)
  - recyclable (e.g. re-making a product into something else)
  - reduce (e.g. number of bought items)
  - rethink (e.g. using fair trade practices – energy used)
  - renewable (e.g. cotton, wood, oil seed rape)

#### **Learning Outcome 2: Know about sustainable design for engineered products**

Learners must be taught:

- considerations for the sustainable design of engineered products i.e.
  - material selection (e.g. finite resources)
  - energy used to manufacture (e.g. lean manufacturing processes)
  - product life cycle (e.g. introduce; growth; maturity; decline)
  - design for obsolescence (e.g. mobile phone)
  - design for maintenance (e.g. motor vehicle)

- environmental (e.g. energy the product consumes; carbon footprint of product; end of life disposal)

### **Learning Outcome 3: Understand the impact of global manufacturing**

Learners must be taught:

- impact of global manufacturing on sustainability of engineered products i.e.
  - production (e.g. labour markets; fair trade; materials supply)
  - transportation and distribution (e.g. cost; time; carbon footprint)
  - materials (e.g. sustainable; finite resources)
  - finance (e.g. local labour cost, access to materials)
  - ethical procurement (e.g. fair trade; labour exploitation)
  - environmental (e.g. location; materials; transport; pollution)

## **Connections between units for synoptic assessment**

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Whilst we do not prescribe the order in which units should be assessed, because of the interdependence between units, it is strongly recommended that learners complete the learning for the mandatory units Engineering principles (R101) and The engineering business world (R102), before undertaking assessment of this unit as key knowledge, skills and understanding developed in those units underpin assessment of this unit.

Further information regarding synoptic assessment within this qualification can be found under section 3.2 *Synoptic Assessment*.

## 2.6 Unit R104: *Optimising performance in engineering systems and products*

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### Aims

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This unit develops knowledge and understanding of engineering system operational principles used in the modern world. It takes learners through the modern approaches to maintaining optimum performance and explores how influences on performance impact on product design. Methods used in engineering sectors such as automotive, aeronautical, production and rail have different approaches to achieving optimum performance. This unit considers processes and methods such as predictive and reactive and considers how this impacts on cost to users and businesses.

Learners will have the opportunity to perform basic pre-use and maintenance tasks on a range of engineering equipment and systems to appreciate the importance of optimum performance and consequences of poor performance.

#### **Learning Outcome 1: Understand why engineering systems and products are designed and maintained for optimum performance**

Learners must be taught:

- why systems and products are designed for maintenance, i.e.
  - ease of component repair/replacement
  - environmental/sustainability considerations
  - maintain product quality/performance
- reasons for maintenance and repair of systems and products, i.e.
  - maintaining safety
  - improving functionality and reliability
  - reducing running costs and downtime
- implications of not maintaining systems and products, i.e.
  - becoming unsafe (to use)
  - financial impacts
  - legal issues
  - loss of reliability
  - premature product or system replacement
  - reduced efficiency

#### **Learning Outcome 2: Know methods used in engineering sectors to maintain optimum performance**

Learners must be taught:

- methods used to maintain optimum system and product performance, i.e.
  - predictive, i.e.
    - condition-based monitoring (e.g. thermography; vibration; oil sample)
  - preventive (e.g. planned; scheduled; periodic; safety, statistical, critical; regulatory)
  - corrective (e.g. unscheduled; reactive; remedial; deferred)
  - improvement (e.g. upgrading; design outs)
  - run to failure (e.g. end of life repair; emergency; unscheduled)

### **Learning Outcome 3: Understand factors that contribute to system/product failure**

Learners must be taught:

- types of system/component failure, i.e.
  - stress fractures
  - fatigue
  - wear
  - seizure
  - vibration
  - corrosion
- reasons for system/component failure, i.e.
  - maladjustment
  - overloading
  - operational abuse
  - poor lubrication
  - malfunction
  - fouling

### **Learning Outcome 4: Be able to perform simple procedures to optimise product/system performance**

Learners must be taught:

- how to use manufacturers'/system information, i.e.
  - assembly/disassembly
  - system checks
  - specialist equipment instructions
  - diagnostics
- how to use tools and equipment safely when performing maintenance tasks
- methods to perform simple replacement tasks, e.g.
  - oil/lubricant
  - belt/chain
  - worn/damaged/faulty component(s)
  - filtration system components
  - engineering machines/equipment components
- methods to perform simple performance checks and adjustment tasks, e.g.
  - cable/plug security and condition
  - emergency switches, guards and interlocks function
  - belt/chain tensions
  - post-component replacement
  - levels and condition of fluid
  - engineering production machines/equipment

## Connections between units for synoptic assessment

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Whilst we do not prescribe the order in which units should be assessed, because of the interdependence between units, it is strongly recommended that learners complete the learning for the mandatory units Engineering principles (R101) and The engineering business world (R102), before undertaking assessment of this unit as key knowledge, skills and understanding developed in those units underpin assessment of this unit.

Further information regarding synoptic assessment within this qualification can be found under section 3.2 *Synoptic Assessment*.

## 3 Assessment

### 3.1 Overview of the assessment in the Cambridge National Award/Certificate in Principles in Engineering and Engineering Business

Entry code	Qualification title	GLH	Qualification Number
J830	OCR Level 1/2 Cambridge National Award Principles in Engineering and Engineering Business	60	601/1272/4
Made up of: Units R101 and R102.			
J840	OCR Level 1/2 Cambridge National Certificate in Principles in Engineering and Engineering Business	120	601/1273/6
Made up of: Units R101, R102, R103 and R104.			

Individual unit details below:

Unit R101: <i>Engineering principles</i>	
30 GLH 1 hour written paper 60 marks (60 UMS) OCR set and marked	This question paper: <ul style="list-style-type: none"> <li>comprises short-answer and extended-response questions</li> <li>assesses the quality of written communication</li> </ul>
Unit R102: <i>The engineered business world</i>	
30 GLH Centre-assessed tasks 60 marks (60 UMS) Centre-assessed and OCR-moderated	The centre-assessed task: <ul style="list-style-type: none"> <li>will be practical tasks in the context of an assignment, selected from the OCR bank of set assignments</li> </ul>
Unit R103: <i>Sustainable engineering</i>	
30 GLH Centre-assessed tasks 60 marks (60 UMS) Centre-assessed and OCR-moderated	The centre-assessed task: <ul style="list-style-type: none"> <li>will be practical tasks in the context of an assignment, selected from the OCR bank of set assignments</li> </ul>
Unit R104: <i>Optimising performance in engineering systems and products</i>	
30 GLH Centre-assessed tasks 60 marks (60 UMS) Centre-assessed and OCR-moderated	The centre-assessed task: <ul style="list-style-type: none"> <li>will be practical tasks in the context of an assignment, selected from the OCR bank of set assignments</li> </ul>

A bank of set assignments is available free of charge from the OCR website for the centre-assessed Units R102 – R104.

To claim the OCR Level 1/2 Cambridge National Award (60 GLH) qualification learners must complete Units R101 and R102.

To claim the OCR Level 1/2 Cambridge National Certificate (120 GLH) qualification learners must complete Units R101, R102, R103 and R104

## 3.2 Synoptic assessment

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Synoptic assessment is an important aspect of the Level 1/2 Cambridge National Certificate in Principles in Engineering and Engineering Business. Assessment in this qualification is designed to require learners to draw on the skills, knowledge and understanding they have acquired through their studies and utilise them in an appropriate and relevant way to complete the key tasks, leading to a more progressive and holistic understanding of the subject content. We have taken this approach to support learners in developing their ability to go on to apply what they learn from this qualification to new and different situations and contexts.

Learners will take four mandatory units. We do not prescribe the order in which the units are assessed but because of the interdependence between the units learners will need to synthesize the knowledge, skills and understanding they develop in the first two units, in order to apply them to relevant contexts when they complete the assessment for the other units. For that reason, we strongly recommend that learners complete the learning for the following units Engineering principles (R101) and The engineered business world (R102) before undertaking assessment in other units.

Synoptic assessment is included between Unit R101 and all other units. This specification will support synoptic assessment by:

- showing teaching and learning connections between the units across the specification
- giving guidance, with the marking criteria for the optional units, about where learners could apply the knowledge and understanding from the core units to improve their performance.

At the end of the marking criteria section for each unit, we have provided information on connections between areas of learning to help with the planning of teaching and learning, and to support assessment decisions for the internally assessed units. Learners should sequentially build up their knowledge, skills and understanding between the first two units R101 and R102 and the other units through their programme of learning. You will find that no matter what units are taken, they will always draw on fundamental knowledge, skills and understanding from the first two units. For example, in unit R102 learners will develop the following knowledge, skills and understanding which can be applied to **all** other optional units within the qualification such as:

- in unit R103 – learners can build on their learning from R102, to build on their understanding of innovation and technical advances in engineering to inform their sustainable product design
- in unit R104 – learners can build on their learning from, R101, R102 and R103 in optimising their systems and/or product performance. Building on their learning of how engineering sector products are maintained and understanding the importance of sustainable products and processes.

This qualification also supports synoptic learning and assessment by employing the following principles:

- to enable learners to demonstrate an ability to use and apply a range of different methods and/or techniques
- to provide assessment that encourages learners to put forward different ideas and/or explanations to support decisions they have made
- to develop learners' ability to suggest or apply different approaches to contexts and situations
- to develop and assess learners' use of transferable skills
- to enable learners to demonstrate analytical and interpretation skills (of situations and/or results) and the ability to formulate valid well-argued responses
- to enable learners to evaluate and justify their decisions, choices and recommendations.

### 3.3 Grading and awarding grades

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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 be displayed on Interchange and some administrative documents provided by OCR. However, the full format of the grade will appear on the certificates issued to learners.

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 (e.g. 45.5 would be rounded down to 45).

The Distinction\* (Level 2) grade is normally located as far above Distinction (Level 2) as Merit (Level 2) is below Distinction (Level 2).

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)-Pass (Level 2) interval (i.e. 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)-Pass (Level 2) interval, and the Merit (Level 1)-Distinction (Level 1) interval, i.e. 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 learners who fail to achieve the minimum grade (Pass at Level 1) will be recorded as *unclassified* (U or u) and this is **not** certificated.

These qualifications are unitised schemes. Learners can take units across several different series. They can also resit units or choose from optional units available. Please refer to section 7.4 *Unit and qualification resits*. Grade boundaries are set per unit, per series. As such, grade boundaries may be set in different places for a unit in different series. When working out learners' 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. OCR uses a Uniform Mark Scale to enable this to be done.

A learner's uniform mark for each unit is calculated from the learner'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 learner's unit grade and uniform mark are given. The uniform mark is shown out of the maximum uniform mark for the unit, e.g. 40/60.

The uniform mark boundaries for each of the assessments are shown below:

Unit GLH	Max Unit Uniform Mark	Unit Grade							U
		Distinction* at L2	Distinction at L2	Merit at L2	Pass at L2	Distinction at L1	Merit at L1	Pass at L1	
30	60	54	48	42	36	30	24	18	0

The learner's uniform mark for Unit R101 will be combined with the uniform mark for the centre-assessed units to give a total uniform mark for the qualification. The learner's overall grade will be determined by the total uniform mark. The following table shows the minimum total mark for each overall grade:

Qualification	Max Uniform Mark	Qualification Grade							U
		Distinction* at L2	Distinction at L2	Merit at L2	Pass at L2	Distinction at L1	Merit at L1	Pass at L1	
Award	120	108	96	84	72	60	48	36	0
Certificate	240	216	192	168	144	120	96	72	0

## 3.4 Performance descriptors

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The performance descriptors indicate the level of attainment associated with Distinction at Level 2, Pass at Level 2 and Pass at Level 1. They are for use at awarding meetings. They give a general indication of the levels of attainment likely to be shown by a representative learner performing at these boundaries.

### Performance descriptor – Distinction at Level 2

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Learners will be able to:

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

### Performance descriptor – Pass at Level 2

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Learners will be able to:

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

## Performance descriptor – Pass at Level 1

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Learners will be able to:

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

### 3.5 Quality of written communication

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Quality of written communication (QWC) is assessed in the mandatory externally assessed unit.

Learners are expected to:

- ensure that text is legible and that spelling, punctuation and grammar are accurate so that meaning is clear
- present information in a form that suits its purpose
- use a suitable structure and style of writing
- use specialist terminology, where applicable.

QWC is integrated into mark schemes and therefore assessed qualitatively, as an integral part of extended-response questions.

# 4 The centre-assessed units (R102–R104)

## 4.1 The centre-assessed units

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Each of the centre-assessed units (R102–R104) is designed to provide learners with the opportunity to build a portfolio of evidence to meet the learning outcomes for that unit.

We recommend that teaching and development of subject content and associated skills be referenced to real vocational situations, through the utilisation of appropriate industrial contact, vocationally experienced delivery personnel, and real-life case studies.

Units R102–R104 are centre-assessed and externally moderated by OCR. Centres can choose whether they would like moderation via the OCR Repository or postal moderation.

Appendix B of this specification contains assessment guidance for the centre-assessed units, which should be referred to in conjunction with the unit content and marking criteria grids to inform delivery of the units. The assessment guidance aims to provide clarification regarding the scope of the learning required in specific areas of the units where this is felt to be beneficial.

## 4.2 Tasks for the centre-assessed units

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### 4.2.1 Units R102–R104

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A bank of set assignments is provided by OCR for units R102–R104. Centres must select from the set assignments provided to use when assessing their learners. The assignments will be available free of charge from the OCR website. Learners are able to work on the tasks anytime until the date the centre collects the work for internal assessment. OCR will review the set assignments annually which may result in an assignment being withdrawn and replaced. It is up to the centre to check the OCR website to see which set assignments are available to be used. We will give approximately 12 months' notice if a set assignment is to be withdrawn and replaced so that we do not disadvantage any learners who have already started working on an assignment that is to be replaced.

Centres can make modifications to the set assignments that OCR provides so that the assignment can be put within a local context that learners might relate to more easily, or to allow for differences in the materials, equipment and facilities at different centres. Guidance on what can be modified is given in each assignment in the section Information for Teachers under *Scope of permitted set assignment modification*. If modifications are made to the set assignment, whether to just the scenario or to both the scenario and tasks, it is up to the centre to ensure that all learning outcomes can be met and that learners can access the full range of marks.

The duration of the assessment for centre-assessed units is included in the guided learning hours for the unit. Guidance will be given within the section "Information for Teachers" in each set assignment as to approximately how long learners should expect to spend on each task.

The OCR set assignments are provided for summative assessment and not as practice materials.

Teachers must ensure learners are clear about the tasks they are to undertake and the criteria which they are expected to meet.

## 4.2.2 Methods of assessment

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It is the assessor's responsibility to choose the best method of assessing a learner in relation to their individual circumstances. The methods chosen must be:

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

### **Valid**

Validity can be compromised if a learner does not understand what is required of them. For example, one valid method of assessing a learner's knowledge and understanding is to question them. If the questions posed are difficult for the learner 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 learner's understanding of how the equal opportunities policy operates within the organisation. It would be more appropriate for the learner 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 learner.

### **Suitable to the needs of the learner**

OCR is committed to ensuring that achievement of these awards is free from unnecessary barriers. Centres must follow this commitment through when designing tasks and/or considering assessment.

## 4.3 Completing the tasks (for units R102-R104)

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Teachers/assessors are expected to supervise and guide learners when undertaking work that is centre assessed. It should be remembered, however, that the final pieces of work must be produced solely by the individual learner.

When supervising tasks, teachers/assessors are expected to:

- exercise continuing supervision of work in order to monitor progress and to prevent plagiarism
- exercise continuing supervision of practical work to ensure essential compliance with Health and Safety requirements
- ensure that the work is completed in accordance with the specification requirements and can be assessed in accordance with the specified marking criteria and procedures.

Centre-assessed work should be completed in the course of normal curriculum time, and supervised and marked by the teacher/assessor. Some of the work, by its very nature, may be undertaken outside the centre, for example, research work, testing etc. As with all centre-assessed work, the teacher must be satisfied that the work submitted for assessment is the learner's own.

Learners are free to revise and redraft work without teacher/assessor involvement before submitting the work for assessment. The advice provided prior to final submission should only enable the learner to take the initiative in making amendments, rather than detailing what amendments should be made. This means that teachers/assessors must not provide templates, model answers or detail specifically what amendments should be made.

Adding, amending or removing any work after it has been submitted for final assessment will constitute malpractice.

### 4.3.1 Presentation of the final piece of work

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Learners must observe the following procedures when producing their final piece of work for the centre-assessed tasks:

- work can be word processed or handwritten
- 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 wherever possible
- a completed cover sheet must be attached to work submitted for moderation. The cover sheet must include the following information as well as the marks given for each of the assessment criteria:
  - centre number
  - centre name
  - candidate number
  - candidate name
  - unit code and title
  - assignment title.

## 4.4 Marking and moderating centre-assessed units

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All centre-assessed units are internally marked by centre staff using OCR marking criteria and guidance and externally moderated by the OCR-appointed moderator.

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 learner's work. These specify the levels of skills, knowledge and understanding that the learner is required to demonstrate.

The primary evidence for assessment is the work submitted by the learner, however, the following assessment methods are considered suitable for teachers/assessors to adopt for these qualifications:

- **observation** of a learner performing a task
- **questioning** of the learner or witness.

### Observation

The teacher/assessor and learner should plan observations together but it is the teacher's/assessor's responsibility to record the observation properly (for example, observing a learner undertaking a practical task). Further guidance on recording observations can be found in *Appendix A – guidance on witness statements*.

### Questioning

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

Questioning is often used to:

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

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

Questioning witnesses is normally an ongoing part of validating written witness statements. However, questioning witnesses can be used for other purposes. Teachers/assessors should be able to speak to witnesses and record, in whatever way is suitable, the verbal statements of these witnesses. A record of a verbal statement is a form of witness statement and could provide valuable evidence. Further guidance on the use of witness statements can be found in *Appendix A*.

#### 4.4.1 Use of a 'best fit' approach to marking criteria

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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.

A range of marks is allocated to each learning outcome. Where marks are allocated to a number of statements within a learning outcome, marks should be awarded using a 'best fit' approach. For each of the learning outcomes, one of the descriptors provided in the mark scheme that most closely describes the quality of the work being marked should be selected.

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 learning outcomes.
- 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 learning outcome 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 a learning outcome; 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 following criteria 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 learner'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 learner's work *adequately* meets the statements, the most appropriate mark in the middle range should be awarded
- if an answer is on the border-line between two bands but it is decided that it fits better the descriptors for the lower of these two bands, then it should be placed near the top of that band. Where the learner's work *just* meets the statements for the higher band, the lowest mark for that band should be awarded.

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 learners working at that level'.

## 4.4.2 Annotation of learners' work

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

The writing of comments on learners' work, and cover sheet, provides a means of communication between teachers during the internal standardisation and with the moderator if the work forms part of the moderation sample.

## 4.5 Authentication

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Teachers/assessors must be confident that the work they mark is the learner's own. This does not mean that a learner must be supervised throughout the completion of all work, but the teacher must exercise sufficient supervision, or introduce sufficient checks, to be in a position to judge the authenticity of the learner's work.

Wherever possible, the teacher should discuss work-in-progress with learners. This will not only ensure that work is underway in a planned and timely manner, but will also provide opportunities for teachers/assessors to check authenticity of the work.

Learners must not plagiarise. Plagiarism is the submission of another's work as one's own and/or failure to acknowledge the source correctly. Plagiarism is considered to be malpractice and could lead to the learner being disqualified. Plagiarism sometimes occurs innocently when learners are unaware of the need to reference or acknowledge their sources. It is therefore important that centres ensure that learners understand that the work they submit must be their own and that they understand the meaning of plagiarism and what penalties may be applied. Learners may refer to research, quotations or evidence but they must list their sources. The rewards from acknowledging sources, and the credibility they will gain from doing so, should be emphasised to learners as well as the potential risks of failing to acknowledge such material.

Candidates' work must be authenticated as follows:

- **Each learner** 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 retained within the centre until all enquiries about results, malpractice and appeal issues have been resolved. **A mark of zero must be recorded if a learner cannot confirm the authenticity of their work.**
- **Teachers** are required to declare the work submitted for internal assessment is the candidate's own work by completing a centre authentication form (CCS160) for each unit. Centre authentication forms should be retained within the centre until all post-results issues have been resolved.

### 4.5.1 Internal standardisation

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It is important that all teachers/assessors work to common standards. Centres must ensure 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 subsequent years, this, or centres' own archive material, may be used. Centres are advised 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 enable final adjustments to be made.

## 4.5.2 Submitting marks

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All work for centre assessment is marked by the teacher and internally standardised by the centre. Marks are then submitted to OCR; see Section 4.6 for submission dates of the marks to OCR.

There should be clear evidence that work has been attempted and some work produced. If a learner submits no work for a centre-assessed unit, then the learner should be indicated as being absent from that unit. If a learner completes any work at all for a centre-assessed unit, then the work should be assessed according to the marking criteria and the appropriate mark awarded, which may be zero.

## 4.5.3 Reporting suspected malpractice

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It is the responsibility of the Head of Centre<sup>1</sup> to report all cases of suspected malpractice involving centre staff or candidates.

A JCQ Report of Suspected Malpractice form (JCQ/M1 for candidate suspected malpractice or JCQ/M2a for staff suspected malpractice) is available to download from the JCQ website ([www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice)) and should be completed as soon as possible and emailed to [malpractice@ocr.org.uk](mailto:malpractice@ocr.org.uk).

When asked to do so by OCR, Heads of Centres are required to investigate instances of malpractice promptly and report the outcomes to OCR.

Further information regarding reporting and investigating suspected malpractice, and the possible sanctions and penalties which could be imposed, is contained in the JCQ publication: *General and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments* which is available from the [JCQ website](http://www.jcq.org.uk). Centres may also like to refer to the [OCR Website](http://www.ocr.org.uk) for more details.

## 4.6 Moderation

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

Centres can select from:

- **Moderated via OCR Repository (see section 4.6.1)**
- **Moderated via postal moderation (see section 4.6.2)**

The deadline dates for entries and submission of marks for each moderation method are detailed below. Centres must ensure, when selecting a moderation method, that the appropriate entry and marks submission deadlines can be adhered to.

Moderation method	January Series		June Series		November Series	
	Entries	Marks	Entries	Marks	Entries	Marks
Moderated via OCR Repository	21st Oct	10th Jan	21st Feb	15th May	4th Oct	5th Nov
Moderated via postal moderation	21st Oct	10th Jan	21st Feb	15th May	4th Oct	5th Nov

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<sup>1</sup> This is the most senior officer in the organisation, directly responsible for the delivery of OCR qualifications, e.g. the Head Teacher or Principal of a school/college. The Head of Centre accepts full responsibility for the correct administration and conduct of OCR exams.

When making your entries, the entry option specifies how the work is going to be moderated. For each unit, you must choose the same moderation method for **all** learners (i.e. all learners for that unit in that series must be entered using the same entry option). However, you can choose different moderation methods for different units and in different series.

## Sample requests

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Once you have submitted your marks, your exams officer will receive an email telling you which work will be sampled as part of the moderation. Samples will include work from across the range of attainment of the learners' work.

Each learner's work must have a cover sheet attached to it with a summary of the marks awarded for the task. If the work is to be submitted via OCR Repository, this cover sheet must also be submitted electronically within each learner's files.

OCR will require centres to release work for awarding and archive purposes and the co-operation of the centre is most appreciated in these instances, as it is imperative to have work available at awarding meetings. If this is required, then centres will be notified as early as possible.

Centres will receive the final outcome of moderation when the provisional results are issued. The following reports will be issued via Interchange:

- Moderation adjustments report – This lists any scaling that has been applied to internally assessed units
- Moderator report to centres – This is a brief report by the moderator on the internal assessment of learners' work.

### 4.6.1 Moderated via OCR Repository

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The OCR Repository is a secure website for centres to upload candidate work and for assessors to access this work digitally. Centres can use the OCR Repository for uploading marked candidate work for moderation.

Centres can access the OCR Repository via OCR Interchange, find their candidate entries in their area of the Repository, and use the Repository to upload files (singly or in bulk) for access by their moderator.

The OCR Repository allows candidates to produce evidence and files that would normally be difficult for postal submissions, for example, multimedia and other interactive unit submissions.

The OCR Repository is seen as a faster, greener and more convenient means of providing work for assessment. It is part of a wider programme bringing digital technology to the assessment process, the aim of which is to provide simpler and easier administration for centres.

All moderated units can be submitted electronically to the OCR Repository via Interchange: please check section 7.2.2 for unit entry codes for the OCR Repository.

There are three ways to load files to the OCR Repository:

1. Centres can load multiple files against multiple candidates by clicking on 'Upload candidate files' in the 'Candidates' tab of the Candidate Overview screen.
2. Centres can load multiple files against a specific candidate by clicking on 'Upload files' in the 'Candidate Details' screen.
3. Centres can load multiple administration files by clicking on 'Upload admin files' in the 'Administration' tab of the Candidate Overview screen.

Instructions for how to upload files to OCR using the OCR Repository can be found on [OCR Interchange](#).

## 4.6.2 Moderated via postal moderation

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Your sample of work must be posted to the moderator within three days of receiving the request. You should use one of the labels provided by OCR to send the learners' work.

We would advise you to keep evidence of work submitted to the moderator, e.g. copies of written work or photographs of practical work. You should also obtain a certificate of posting for all work that is posted to the moderator.

Work may be submitted in digital format (on CD) for moderation but must be in a suitable file format and structure as detailed in Appendix C at the end of this specification.

# 5 Support

## 5.1 Free resources

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The following materials are available on the OCR website:

- specification
- specimen assessment materials for unit R101
- a bank of set assignments for the centre-assessed units R102 – R104.

## 5.2 Free Teaching and Learning resources

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Our resources are designed to provide you with a range of teaching activities and suggestions that enable you to select the best activity, approach or context to support your teaching style and your particular students. Some resources also include sample candidate work and assessment, for exemplification of particular aspects of the specification. The resources are a body of knowledge that will grow throughout the lifetime of the specification. They include:

- Teaching activities
- Resources Links
- Delivery Guides
- Mapping Guides and Progress Trackers
- Examiners' Reports

## Endorsed publications

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We also work with a number of leading publishers who publish textbooks and resources for our specifications.



Oxford Cambridge and RSA

An OCR endorsed textbook



Oxford Cambridge and RSA

An OCR endorsed  
supplementary resource



Oxford Cambridge and RSA

An OCR endorsed  
teaching and learning tool

To see endorsed resources for individual subjects, visit the subject page on <https://www.ocr.org.uk/>

For more information on OCR's endorsement process visit <https://www.ocr.org.uk/qualifications/gcse-and-a-level-reform/teaching-and-learning-resources/endorsed-resources/>

## 5.3 Professional Development

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We provide face-to-face courses and live online training events (webinars) where you can benefit from information, advice and guidance from subject experts and network with fellow professionals. We'll also produce presentations and films that provide detailed information and feedback about specifications, grading criteria and candidate performance in past sessions.

To find out more about professional development, please visit our website.

## 5.4 OCR Support services

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### 5.4.1 Active results

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Active Results is available to all centres offering Cambridge Nationals qualifications.



Active Results is a free results analysis service to help teachers review the performance of individual learners or whole schools.

Devised specifically for the UK market, data can be analysed using filters on several categories such as gender and other demographic information, as well as providing breakdowns of results by question and topic.

Active Results allows you to look in greater detail at your results:

- richer and more granular data will be made available to centres including question level data available from e-marking for Unit R101
- you can identify the strengths and weaknesses of individual learners and your centre's cohort as a whole
- our systems have been developed in close consultation with teachers so that the technology delivers what you need.

Further information on Active Results can be found on the [OCR website](#).

### 5.4.2 OCR Interchange

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OCR Interchange is a free, secure website which offers a variety of services for exams officers and teachers.

Interchange supports every stage of the teaching and exams cycle, allowing you to complete day-to-day administrative functions, e.g. make entries and claims, submit internal assessment marks, view results and assessor reports, and submit post-results service requests.

It also provides access to Active Results, our free results analysis service, the OCR Repository, a secure portal where candidate work can be uploaded and submitted, and much more.

To find out more see the [Administration page](#).

## 6 Access

### 6.1 Equality Act information relating to Cambridge Nationals in Principles in Engineering and Engineering Business

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Cambridge Nationals in Principles in Engineering and Engineering Business require assessment of a broad range of competences and, as such, prepare learners for further study and higher level courses.

The Cambridge Nationals in Principles in Engineering and Engineering Business qualifications were reviewed to identify whether any of the competences required by the subject presented a potential barrier to any disabled learners. If this was the case, the situation was reviewed again to ensure that such competences were included only where essential to the subject.

### 6.2 Accessibility

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There can be adjustments to standard assessment arrangements on the basis of the individual needs of learners. It's important that you identify as early as possible whether learners 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 candidate requires access arrangements in Cambridge Nationals assessments that require awarding body approval, then approval covering Cambridge Nationals must be gained in Access Arrangements Online. Approval from GCSE or GCE applications alone no longer extends to other qualification types. 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](http://www.jcq.org.uk).

If you have learners who need a post-examination adjustment to reflect temporary illness, indisposition or injury when they took the assessment, please read the JCQ documents *A guide to the special consideration process*.

If you think any aspect of these qualifications 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
Readers	Yes	All assessments
Scribes	Yes	All assessments
Practical assistants	Yes	All assessments
Word processors	Yes	All assessments
BSL interpreters	Yes	All assessments
Oral language modifiers	Yes	All assessments
Modified question papers	Yes	Timetabled examinations
Extra time	Yes	All assessments

# 7 Administration

Full details of the administrative arrangements can be found in the administration area of the OCR website [www.ocr.org.uk/administration/](http://www.ocr.org.uk/administration/).

## 7.1 Availability of assessment

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There are three assessment series each year in January, June and November. Learners can be entered for different units in different exam series. Assessment availability can be summarised as follows:

	Unit R101 <sup>‡</sup>	Unit R102 <sup>*</sup>	Unit R103 <sup>*</sup>	Unit R104 <sup>*</sup>
<b>January</b>	✓	✓	✓	✓
<b>June</b>	✓	✓	✓	✓
<b>November</b>	–	✓	✓	✓

Certification is available each January, June and November.

\* June 2023 series is the final moderation opportunity for OCR Cambridge National Award and Certificate in Principles in Engineering and Engineering Business Units R102 – R104.

‡ January 2024 is the final resit opportunity for Unit R101.

## 7.2 Making entries

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Centres must be registered with OCR in order to make any entries. It is recommended that centres apply to OCR to become a registered centre well in advance of making their first entries. Details on how to register with OCR can be found on the [OCR website](http://www.ocr.org.uk).

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

### 7.2.1 Making estimated entries

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Estimated entries are not required for Cambridge Nationals in Principles in Engineering and Engineering Business.

## 7.2.2 Making final unit entries

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When making an entry, centres must quote unit entry code and component codes. For the centre-assessed units, centres must decide whether they want to submit learners' work for moderation via the OCR Repository or via postal moderation. Learners submitting work must be entered for the appropriate unit entry code from the table over the page.

Unit entry code	Component code	Assessment method	Unit title
R101	01	Written paper	<i>Engineering principles</i>
R102A	01	Moderated via OCR Repository	<i>The engineered business world</i>
R102B	02	Moderated via postal moderation	
R103A	01	Moderated via OCR Repository	<i>Sustainable engineering</i>
R103B	02	Moderated via postal moderation	
R104A	01	Moderated via OCR Repository	<i>Optimising performance in engineering systems and products</i>
R104B	02	Moderated via postal moderation	

The short title for these Cambridge National qualifications is CAMNAT and will display as such on Interchange and some administrative documents provided by OCR.

**You do not need to register your candidates first;** individual unit entries should be made for the series in which you intend to submit an internally assessed unit or sit the externally assessed examination.

Only make a certification entry using the overall qualification code (see below) in the final series.

## 7.3 Certification rules

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

Learners may be entered for:

- OCR Level 1/2 Cambridge National Award – certification code J830
- OCR Level 1/2 Cambridge National Certificate – certification code J840

Learners may be entered for certification of any combinations of the Award and Certificate qualifications concurrently.

Unit results used to calculate the result for one qualification can be re-used toward certification of other qualifications of a different size. This means that, as learners progress through the course, they may certificate for the Award once they have completed the first two units and then 'top up' to the Certificate as they complete further units.

There are no terminal requirements for these qualifications, therefore learners can complete units in any order.

## 7.4 Unit and qualification resits

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Learners may resit each centre-assessed unit and the best unit result will be used to calculate the certification result.

Learners may resit the externally assessed Unit R101, **once**.

Centres must ensure that when arranging resit opportunities, they are fair to all learners and do not give learners an unfair advantage over other learners.

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

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

Learners may enter for the qualification an unlimited number of times. Learners must retake at least one unit, or take a different optional unit, for a new result to be issued.

## 7.5 Post-results services

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Under certain circumstances, a centre may wish to query the result issued to one or more learners. Reviews of results requests for all units must be made immediately following the series in which the relevant unit was taken (by the reviews of results deadline).

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 learner; the outcome of a review of moderation must apply to a centre's entire cohort.

## 7.6 Shelf-life of units

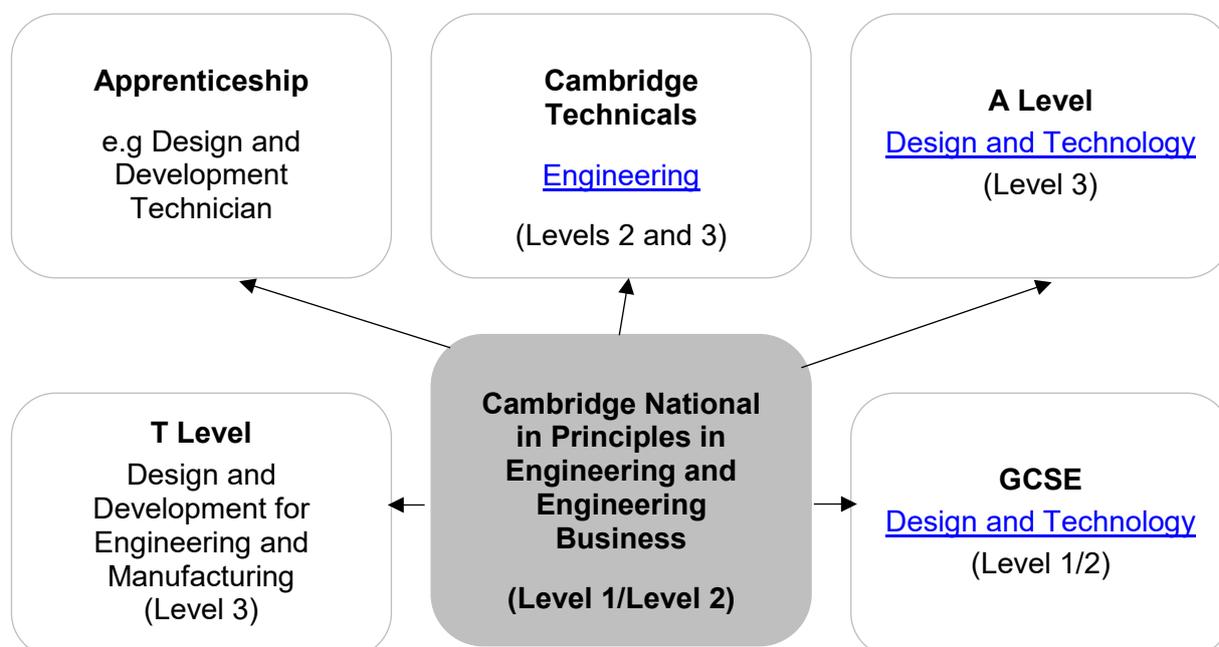
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Individual unit results, prior to certification of the qualification, have a shelf-life limited only by that of the qualification.

## 8 Other information

### 8.1 Progression from these qualifications

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OCR offers a flexible and responsive range of general and vocational engineering qualifications that allow suitable progression routes for all types of learners.

Centres are able to use these qualifications to create pathways that provide learners with the underpinning skills and knowledge that will enable them to choose the most appropriate progression routes for their particular needs (further study, Further Education (FE) or employment).

### 8.2 Avoidance of bias

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OCR has taken great care in preparing this specification and assessment materials to avoid bias of any kind. Special focus is given to the eight strands of the Equality Act with the aim of ensuring both direct and indirect discrimination is avoided.

### 8.3 Criteria requirements

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This specification complies in all respects with the Regulator's General Conditions of Recognition.

### 8.4 Language

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This specification is available in English only.

## 8.5 Spiritual, moral, ethical, social, legislative, economic and cultural issues

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These qualifications provide potential for centres to develop learners' understanding of spiritual, moral, ethical, social, legislative, economic and cultural issues. This specification offers opportunities to contribute to an understanding of these issues in the following topics.

Issue	Opportunities for developing an understanding of the issue during the course
Spiritual issues	<ul style="list-style-type: none"><li>developing knowledge and understanding of: how engineering has changed the way people interact with technology in their daily lives (including communication, shopping, gaming, entertainment, education and training, social networking etc.)</li></ul>
Moral issues	<ul style="list-style-type: none"><li>learning about appropriate uses of materials and finite resources and the impact this could have on the environment, and the safe and responsible use of sustainable products</li></ul>
Ethical issues	<ul style="list-style-type: none"><li>learning about the ethical implications of unregulated labour markets and fair-trade suppliers</li><li>how engineering can affect the quality of life experienced by people and the responsibility to manufacture responsibly</li></ul>
Social issues	<ul style="list-style-type: none"><li>social issues that can affect users of engineered products, including the use and abuse of communication devices etc.</li></ul>
Legislative issues	<ul style="list-style-type: none"><li>the main aspects of legislation relating to engineering: copyright design and patents acts and other legislation as it applies to the design and production of engineered products</li></ul>
Economic issues	<ul style="list-style-type: none"><li>learning how to make informed decisions about the choice, implementation, and use of materials in engineered products depending upon cost and the efficient management of money and resources</li></ul>
Cultural issues	<ul style="list-style-type: none"><li>helping learners appreciate that engineering contributes to the development of our culture and to our highly technological future</li><li>how learners need to show cultural awareness of their audience when communicating</li></ul>

## 8.6 Sustainable development, health and safety consideration and European developments with international agreements

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These qualifications provide potential to heighten learners' awareness of sustainable development, health and safety considerations and European developments consistent with international agreements.

The specification incorporates learning about relevant health and safety, European and environmental legislation, and could include learning about how each of these factors has affected the use of engineered products for businesses and individuals.

### Environmental issues

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Learners have the opportunity to learn about how changes in working practices, due to developments in engineered products, have impacted upon the environment. This may include a reduction in carbon emissions due to improved production methods, the globalisation of manufacturing or the more efficient disposal techniques for engineered products that are used today.

Learners could also explore the effect on natural resources in the creation of engineered products used including the environmental impact of digital devices and their use, deployment and eventual recycling and disposal.

The understanding of environmental issues will only form part of the assessment requirements where they are relevant to the specific content of the specification and have been identified within the taught content. Learners may choose to produce work that has an environmental theme or to enhance their learning by carrying out further personal study.

# Appendix A: Guidance on witness statements

It is anticipated that the majority of evidence will be produced directly by the learner. Indirect evidence, such as witness statements, should only be used where it would be impractical for the learner to produce the evidence themselves.

Witness statements will, ideally, support the direct evidence produced by the learner.

- Care should be taken that a witness statement is impartial and free from bias. The use of relatives and close friends as witnesses should be avoided, if possible.
- In all cases, the witness will be required to declare their relationship to the learner.
- A witness statement should record what the learner has done and in doing so should not seek to repeat or paraphrase the marking criteria.
- The evidence presented by the witness should record the learner's individual contribution and should focus on the contribution made by the individual learner, as distinct from that of the group or team as a whole.
- Witnesses should describe what the learner did and not assess the learner. It is the responsibility of the teacher/assessor to judge the learner's skill, knowledge and understanding against the marking criteria. In doing so, the teacher/assessor will use the witness statement to determine the value of the evidence against the marking criteria and award marks accordingly.
- The teacher/assessor is responsible for briefing anyone who is to provide a witness statement. It is expected that the teacher/assessor will ensure that the witness is appropriately prepared and that any issues related to child protection have been fully considered.
- The role of the witnesses should be that of impartial observers and they should not become involved in carrying out the activity on behalf of the learner.
- In circumstances where a witness does assist the learner in accomplishing a task or activity their input must be recorded within the statement so that the teacher/assessor can reflect this appropriately in the award of marks.

Where the above guidance has not been followed, the reliability of the witness statement may be called into question. In circumstances where doubt exists about the validity of a witness statement it cannot be used as assessment evidence and no marks may be awarded on the basis of it. If the unreliability of a witness statement becomes apparent during the moderation process moderators will be instructed to adjust centre marks in accordance with this directive.

An exemplar template for recording a witness statement is available from the OCR website and centres are encouraged to use this to assist in recording witness evidence. However, witness evidence may take different forms including digitally recorded spoken commentary or video. In these cases, additional accompanying documentation may be required to corroborate that the guidelines on witness statements detailed above have been followed.

# Appendix B: Marking criteria for centre assessment

These qualifications are combined Level 1/Level 2, therefore the marking criteria for the centre assessed units span both levels.

## Unit R102: *The engineered business world*

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### Marking criteria guidance

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0 marks must be given where there is no evidence or no evidence worthy of credit.

For a description of the key words (printed in **bold**) in the marking criteria, please see the *Marking criteria glossary of terms* in Appendix D. Teachers/assessors must use the complete description in the marking criteria and not rely only on the words in bold.

A range of marks is allocated to each learning outcome. Where marks are allocated to a number of statements within a learning outcome, marks should be awarded using a 'best fit' approach. For each of the learning outcomes, one of the descriptors provided in the mark scheme that most closely describes the quality of the work being marked should be selected. 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 learning outcomes.
- 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 learning outcome 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 a learning outcome; 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 following criterion 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 learner's work *convincingly* meets the statement, 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 learner's work *adequately* meets the statement, the most appropriate mark in the middle range should be awarded

- if an answer is on the border-line between two bands but it is decided that it fits better the descriptors for the lower of these two bands, then it should be placed near the top of that band. Where the learner's work *just* meets the statement for the higher band, the lowest mark for that band should be awarded.

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 learners working at that level'. When learners are taking an assessment task, or series of tasks, for this unit they may be able to use relevant, appropriate knowledge, understanding and skills that they will have developed through the completion of unit R101.

## Marking criteria grid

LO1: Know about engineering sectors, their products and services		
MB1: 1 – 3 marks	MB2: 4 – 6 marks	MB3: 7 – 9 marks
Demonstrates a <b>basic</b> knowledge of the identified engineering sectors. Gives <b>few</b> examples of their products and services.	Demonstrates a <b>detailed</b> knowledge of the identified engineering sectors. Gives a <b>range</b> of examples of their products and services.	Demonstrates a <b>comprehensive</b> knowledge of the identified engineering sectors. Gives a <b>wide range</b> of examples of their products and services.
LO2: Understand how engineering companies operate		
MB1: 1 – 6 marks	MB2: 7 – 12 marks	MB3: 13 – 18 marks
Explains the characteristics of engineering companies with <b>limited</b> accuracy.	Provides a <b>reasonably accurate</b> explanation of the characteristics of engineering companies.	<b>Accurately</b> explains the characteristics of engineering companies
Gives a <b>limited</b> explanation of some <b>basic</b> relationships between engineering companies within the engineering market place.	Explains in <b>some</b> detail a range of relationships between engineering companies within the engineering market place.	Explains in <b>detail</b> a <b>wide range</b> of relationships between engineering companies within the engineering market place.
LO3: Know about employment in engineering		
MB1: 1 – 5 marks	MB2: 6 – 10 marks	MB3: 11 – 15 marks
Identifies <b>some</b> sources of engineering careers information with <b>limited</b> accuracy.	Identifies sources of engineering careers information with <b>some</b> accuracy.	<b>Accurately</b> identifies sources of engineering careers information.
Demonstrates <b>basic</b> knowledge of careers opportunities in engineering business functions and entry routes for employment in engineering.	Demonstrates <b>adequate</b> knowledge of careers opportunities in engineering business functions and entry routes for employment in engineering.	Demonstrates <b>comprehensive</b> knowledge of careers opportunities in engineering business functions and entry routes for employment in engineering.
Provides <b>basic</b> information on <b>some</b> of the rights and responsibilities of employees and employers.	Provides <b>detailed</b> information on <b>some</b> of the rights and responsibilities of employees and employers.	Provides <b>detailed</b> information on <b>many</b> of the rights and responsibilities of employees and employers.
Provides a <b>basic</b> description of the role of the Engineering Council and its member institutions.	Provides a <b>detailed</b> description of the role of the Engineering Council and its member institutions.	Provides a <b>comprehensive</b> description of the role of the Engineering Council and its member institutions.

LO4: Understand innovation and technical advances in engineering		
MB1: 1 – 6 marks	MB2: 7 – 12 marks	MB3: 13 – 18 marks
Gives a <b>basic</b> description of recent applications of an innovation and technical advance in engineering.	Describes in <b>some</b> detail recent applications of an innovation and technical advance in engineering.	Describes <b>in detail</b> recent applications of an innovation and technical advance in engineering.
Demonstrates a <b>basic</b> understanding of the impact of innovation and technical advances.	Demonstrates a <b>sound</b> understanding of the impact of innovation and technical advances.	Demonstrates a <b>thorough</b> understanding of the impact of innovation and technical advances.

0 marks = no response or no response worthy of credit.

## Guidance on synoptic assessment

Synoptic assessment is based upon demonstrating a broad and holistic understanding of the subject content. This is achieved by synthesizing the knowledge, skills and understanding that have been studied across the specification and utilising them in an appropriate and relevant way to complete the assessment for this unit.

The connection to content delivered in unit R101 is guidance only and learners may find other knowledge, skills and understanding that they are able to apply synoptically either in addition to or in place of this guidance. For example:

- Learners will have been taught engineering principles in unit R101 that can be applied and assessed in context in unit R102 LO4 Understand innovation and technical advances in engineering.

Further, more detailed information regarding synoptic assessment can also be found under section 3.2 *Synoptic Assessment*.

## Assessment guidance

Teachers/assessors must only accept evidence for assessment that is authentic. If any work is produced outside of direct supervision, the teacher/assessor must be certain that the work is the learners' own. Please see section 4.4 *Marking and moderating centre-assessed units*; 4.5 *Authentication*; for further guidance.

**LO1** – This would be covered by investigations into at least three engineering sectors that identify engineering companies and their products or services. This can link to the assessment for LO3 which also looks at job roles in engineering and LO2 for company sizes, relationships and structures.

**LO2** – Ideally, this would be covered during the investigations carried out for LO1 to produce a diagram of company structures and the job roles of the employees within it.

**LO3** – Evidence of careers and job roles in an engineering sector and the entry requirements. Also investigate which institutions are responsible for the sector selected and if they produce any careers information.

**LO4** – Learners should select one recent engineering innovation and/or technical advance to study in more detail and assess the impact it has had in respect of:

- materials/resources
- design and production methods
- sustainability of processes
- product efficiency
- costs to producers and users of products

to develop an understanding of a range of applications of recent engineering innovation and technical advances.

The impacts could be in relation to the specific product area and/or how developments have influenced other products or sectors. They could also be in relation to producers and/or users of products.

What do learners need to produce (evidence)	Examples of format of evidence (this list is not exhaustive)
A brief introduction to each engineering sector and the type of engineering activity found within that sector along with typical products and services provided.	Learners can present their evidence in the form of a written report, poster, PowerPoint presentation or short film. Learners should ensure that the method chosen for each task allows them to show sufficient depth of activity to access the higher mark bands.

## Unit R103 Sustainable engineering

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### Marking criteria guidance

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0 marks must be given where there is no evidence or no evidence worthy of credit.

For a description of the key words (printed in **bold**) in the marking criteria, please see the *Marking criteria glossary of terms* in Appendix D. Teachers/assessors must use the complete description in the marking criteria and not rely only on the words in bold.

A range of marks is allocated to each learning outcome. Where marks are allocated to a number of statements within a learning outcome, marks should be awarded using a 'best fit' approach. For each of the learning outcomes, one of the descriptors provided in the mark scheme that most closely describes the quality of the work being marked should be selected. 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 learning outcomes.

- 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 learning outcome 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 a learning outcome; however, in this scenario, the mark awarded or that band should reflect that a strand has not been addressed.

When deciding the mark within a band, the following criterion 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 learner's work *convincingly* meets the statement, 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 learner's work *adequately* meets the statement, the most appropriate mark in the middle range should be awarded
- if an answer is on the border-line between two bands but it is decided that it fits better the descriptors for the lower of these two bands, then it should be placed near the top of that band. Where the learner's work *just* meets the statement for the higher band, the lowest mark for that band should be awarded.

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 learners working at that level'. When learners are taking an assessment task, or series of tasks, for this unit they may be able to use relevant, appropriate knowledge, understanding and skills that they will have developed through the completion of units R101 and/or R102.

## Marking criteria grid

LO1: Know about the sustainability of engineering materials and products		
MB1: 1 – 4 marks	MB2: 5 – 8 marks	MB3: 9 – 12 marks
Basic description of the sustainability of different types of materials used in engineered products.	Describes in <b>some</b> detail the sustainability of different types of materials used in engineered products.	Describes in <b>detail</b> the sustainability of different types of materials used in engineered products.
MB1: 1 – 6 marks	MB2: 7 – 12 marks	MB3: 13 – 18 marks
Demonstrates a <b>basic</b> knowledge of <b>some</b> environmental considerations which affect the sustainability of engineered products, using <b>few</b> examples of engineered products.	Demonstrates a <b>detailed</b> knowledge of <b>most</b> environmental considerations which affect the sustainability of engineered products, using <b>a range</b> of examples of engineered products.	Demonstrates a <b>comprehensive</b> knowledge of <b>all</b> environmental considerations which affect the sustainability of engineered products using a <b>wide range</b> of examples of engineered products.
LO2: Know about sustainable design for engineered products		
MB1: 1 – 6 marks	MB2: 7 – 12 marks	MB3: 13 – 18 marks
Demonstrates a <b>basic</b> knowledge of the sustainable design of engineered products. Uses a <b>limited range</b> of examples to show how sustainability is considered in the design process.  Draws upon <b>limited</b> skills/knowledge/understanding from other units in the specification.	Demonstrates a <b>detailed</b> knowledge of the sustainable design of engineered products. Uses <b>a range</b> of examples to show how sustainability is considered in the design process.  Draws upon <b>some relevant</b> skills/knowledge/understanding from other units in the specification	Demonstrates a <b>comprehensive</b> knowledge of the sustainable design of engineered products. Uses <b>a wide range</b> of examples to show how sustainability is considered in the design process.  <b>Clearly</b> draws upon <b>relevant</b> skills/knowledge/understanding from other units in the specification.
LO3: Understand the impact of global manufacturing		
MB1: 1 – 4 marks	MB2: 5 – 8 marks	MB3: 9 – 12 marks
Demonstrates a <b> cursory</b> understanding of the impact of global manufacturing of engineered products.  Shows <b>limited</b> appreciation of the impacts of global manufacturing on sustainability, focussing mainly on positive and using <b>few</b> examples.	Demonstrates a <b>detailed</b> understanding of the impact of global manufacturing of engineered products.  Shows <b>some</b> appreciation of both positive and negative impacts of global manufacturing on sustainability, using <b>some</b> examples.	Demonstrates a <b>comprehensive</b> understanding of the impact of global manufacturing of engineered products.  Shows a <b>clear</b> appreciation of both positive and negative impacts of global manufacturing on sustainability, using <b>many</b> examples.

0 marks = no response or no response worthy of credit.

## Guidance on synoptic assessment

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Synoptic assessment is based upon demonstrating a broad and holistic understanding of the subject content. This is achieved by synthesizing the knowledge, skills and understanding that have been studied across the specification and utilising them in an appropriate and relevant way to complete the assessment for this unit.

The connections to content delivered in units R101 and R102 identified below, are guidance only and learners may find other skills/knowledge/understanding that they are able to apply synoptically either in addition to or in place of this guidance. For example:

- Learners will have been taught engineering principles in unit R101 that can be applied and assessed in context in unit R103 LO2 know about sustainable design for engineered products.
- Learners will have been taught innovation and technical advances in engineering in unit R102 which can be applied and assessed in context in unit R103 LO2 know about sustainable design for engineered products.

Further, more detailed information regarding synoptic assessment can also be found under section 3.2 *Synoptic Assessment*.

## Assessment guidance

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Teachers/assessors must only accept evidence for assessment that is **authentic**. If any work is produced outside of direct supervision, the teacher/assessor must be certain that the work is the learners' own. Please see section 4.4 *Marking and moderating centre-assessed units*; 4.5 *Authentication*; for further guidance.

**LO1** – Learners are required to consider a range of types of materials and the sustainability of how they are used. This LO will benefit from an investigation of a range of products which contain different types of materials to investigate and could form the basis of LO2

**LO2** – Learners are required to investigate several engineered products to look at their design to see how well each product relates to sustainable design. Learners could review different types of engineered products from a range of manufacturing processes

**LO3** – Learners are required to choose and investigate a product's supply chain and route to market. Careful selection of products would benefit this investigation, however, a range of products could achieve the LO in some circumstances.

What do learners need to produce (evidence)	Examples of format of evidence (this list is not exhaustive)
Learners will need to produce a summary of research for sustainability in engineering materials that sets out the sustainability and environmental considerations for sustainable design and the impacts of global manufacturing	<ul style="list-style-type: none"><li>• Paper or electronic portfolio, video and/or photographic evidence should be annotated if included in the portfolio.</li></ul>

## Unit R104: *Optimising performance in engineering systems and products*

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### Marking criteria guidance

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0 marks must be given where there is no evidence or no evidence worthy of credit.

For a description of the key words (printed in **bold**) in the marking criteria, please see the *Marking criteria glossary of terms* in Appendix D. Teachers/assessors must use the complete description in the marking criteria and not rely only on the words in bold.

A range of marks is allocated to each learning outcome. Where marks are allocated to a number of statements within a learning outcome, marks should be awarded using a 'best fit' approach. For each of the learning outcomes, one of the descriptors provided in the mark scheme that most closely describes the quality of the work being marked should be selected. 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 learning outcomes.
- 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 learning outcome 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 a learning outcome; 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 following criterion 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 learner's work *convincingly* meets the statement, 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 learner's work *adequately* meets the statement, the most appropriate mark in the middle range should be awarded
- if an answer is on the border-line between two bands but it is decided that it fits better the descriptors for the lower of these two bands, then it should be placed near the top of that band. Where the learner's work *just* meets the statement for the higher band, the lowest mark for that band should be awarded.

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 learners working at that level'. When learners are taking an assessment task, or series of tasks, for this unit they may be able to use relevant, appropriate knowledge, understanding and skills that they will have developed through the completion of units R101 and/or R102.

## Marking criteria grid

LO1: Understand why engineering systems and products are designed and maintained for optimum performance		
MB1: 1 – 2 marks	MB2: 3 – 4 marks	MB3: 5 – 6 marks
Limited explanation of why systems and products are designed for maintenance.	Adequately explains why systems and products are designed for maintenance.	Comprehensively explains why systems and products are designed for maintenance.
MB1: 1 – 4 marks	MB2: 5 – 8 marks	MB3: 9 – 12 marks
Demonstrates <b>basic</b> understanding of optimum performance in engineered systems/products, with <b>limited</b> appreciation of the reasons for maintenance and repair and the implications of not maintaining engineered systems/products.	Demonstrates <b>detailed</b> understanding of optimum performance in engineered systems/products, with <b>some</b> appreciation of the reasons for maintenance and repair and the implications of not maintaining engineered systems/products.	Demonstrates <b>comprehensive</b> understanding of optimum performance in engineered systems/products, with a <b>clear</b> appreciation of the reasons for maintenance and repair and the implications of not maintaining engineered systems/products.
LO2: Know methods used in engineering sectors to maintain optimum performance		
MB1: 1 – 4 marks	MB2: 5 – 8 marks	MB3: 9 – 12 marks
Demonstrates <b>basic</b> knowledge of methods used to optimise performance in engineered systems/products.	Demonstrates <b>some</b> detailed knowledge of methods used to optimise performance in engineered systems/products.	Demonstrates <b>detailed</b> knowledge of methods used to optimise performance in engineered systems/products.
LO3: Understand factors that contribute to system/product failure		
MB1: 1 – 4 marks	MB2: 5 – 8 marks	MB3: 9 – 12 marks
Describes a <b>limited</b> range of system/component failures and for each, demonstrates a <b>basic</b> understanding of reason/s for failure.	Describes a <b>range</b> of system/component failures in <b>some</b> detail and for each, demonstrates a <b>sound</b> understanding of reason/s for failure.	<b>Comprehensively</b> describes a <b>wide range</b> of system/ component failures and for each, demonstrates a <b>thorough</b> understanding of reason/s for failure.

LO4: Be able to perform simple procedures to optimise product/system performance		
MB1: 1 – 6 marks	MB2: 7 – 12 marks	MB3: 13 – 18 marks
<p>With <b>regular assistance</b> follows manufacturer's instructions/manual /disassembly procedure, adhering to <b>most</b> special instructions when carrying out replacement tasks and performance checks.</p> <p>Requires <b>regular assistance</b> to carry out simple replacement tasks using appropriate tools with <b>limited</b> effectiveness. Shows a <b>basic</b> appreciation of potential hazards and safety considerations.</p> <p>Requires <b>regular assistance</b> to carry out simple performance checks using appropriate tools with <b>limited</b> effectiveness. Shows a <b>basic</b> appreciation of potential hazards and safety considerations.</p> <p>Draws upon <b>limited</b> skills/knowledge/understanding from other units in the specification.</p>	<p>With <b>some assistance</b> follows manufacturer's instructions/manual /disassembly procedure, adhering to <b>most</b> special instructions when carrying out replacement tasks and performance checks.</p> <p><b>Works competently</b> with <b>occasional assistance</b> to carry out simple replacement tasks using appropriate tools with <b>some</b> effectiveness. Shows an <b>adequate</b> appreciation of potential hazards and safety considerations.</p> <p><b>Works competently</b> with <b>occasional assistance</b> to carry out simple performance checks using appropriate tools with <b>some</b> effectiveness. Shows an <b>adequate</b> appreciation of potential hazards and safety considerations.</p> <p>Draws upon <b>some relevant</b> skills/knowledge/understanding from other units in the specification.</p>	<p><b>Competently</b> follows manufacturer's instructions/manual /disassembly procedure, adhering to <b>all</b> special instructions when carrying out replacement tasks and performance checks.</p> <p><b>Works independently</b> and <b>competently</b> to carry out simple replacement tasks using appropriate tools <b>effectively</b>. Shows a <b>thorough</b> appreciation of potential hazards and safety considerations.</p> <p><b>Works independently</b> and <b>competently</b> to carry out simple performance checks using appropriate tools <b>effectively</b>. Shows a <b>thorough</b> appreciation of potential hazards and safety considerations.</p> <p><b>Clearly</b> draws upon <b>relevant</b> skills/knowledge/understanding from other units in the specification.</p>

0 marks = no response or no response worthy of credit.

## Guidance on synoptic assessment

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Synoptic assessment is based upon demonstrating a broad and holistic understanding of the subject content. This is achieved by synthesizing the knowledge, skills and understanding that have been studied across the specification and utilising them in an appropriate and relevant way to complete the assessment for this unit.

The connections to content delivered in units R101, R102 and R103 identified below, are guidance only and learners may find other skills/knowledge/understanding that they are able to apply synoptically either in addition to or in place of this guidance. For example, Learners will have been taught:

- engineering principles in unit R101 that can be applied and assessed in context in unit R104 LO4 Be able to perform simple procedures to optimise system/product performance.
- innovation and technical advances in engineering in unit R102 that can be applied and assessed in context in unit R104 LO2 methods used in engineering sectors to maintain optimum performance.
- sustainable design for engineered products in unit R103 that can be applied and assessed in context in unit R104 LO4 Be able to perform simple procedures to optimise product/system performance.

Further, more detailed information regarding synoptic assessment can also be found under section 3.2 *Synoptic Assessment*.

## Assessment guidance

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Teachers/assessors must only accept evidence for assessment that is **authentic**. If any work is produced outside of direct supervision, the teacher/assessor must be certain that the work is the learners' own. Please see section 4.4 *Marking and moderating centre-assessed units*; 4.5 *Authentication*; for further guidance.

**LO1** – Learners should study at least two products/systems that are designed for maintenance to establish how they are maintained and possible implications of not maintaining these systems or products.

**LO2** – Learners will study how each engineering sector listed applies optimum performance methods to a system or product. It could be beneficial to consider the products in LO1 for this study.

**LO3** – For a range of products determine types of failure and reasons for specific engineering products or systems.

**LO4** – Checks and replacement tasks of simple systems and equipment in accordance with detailed of manufacturers' procedures.

What do learners need to produce (evidence)	Examples of format of evidence (this list is not exhaustive)
Learners will produce evidence of the study of two or more products or systems that cover the range of maintenance methods and engineering sectors	<ul style="list-style-type: none"><li>• Paper or electronic portfolio, video and/or photographic evidence should be annotated if included in the portfolio</li><li>• LO4 may be supported by witness testimony</li></ul>
Using tools, equipment safely, assessing hazards and taking precautions when carrying out performance checks and adjustments should be evidenced by annotated photos and assessment records.	

# Appendix C: Guidance for the production of electronic internal assessment

## Structure for evidence

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The centre-assessed units are comprised of Units R102–R104. For each learner, 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 learner'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 learner's centre number, OCR candidate number, surname and forename, together with the unit code (R102, R103, R104 etc.), so that the portfolio is clearly identified as the work of one learner.

Each learner's internal assessment portfolio should be stored in a secure area on the centre's network. Prior to 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

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

Learners 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.

Centre-assessed tasks are designed to give learners an opportunity to demonstrate what they know, understand and can do using current technology. Learners do not gain marks for using more sophisticated formats or for using a range of formats. A learner who chooses to use only digital photographs (as required by the specification) and word documents will not be disadvantaged by that choice.

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

To ensure compatibility, all files submitted electronically must be in the formats listed below. Where new formats become available that might be acceptable, OCR will provide further guidance. OCR advises 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 ensure that the electronic portfolios submitted for moderation are accessible to the moderator and fully represent the evidence available for each learner.

Standard file formats acceptable as evidence for these Cambridge Nationals in Engineering qualifications are listed below (please note not all these formats can be submitted via the OCR Repository):

- avi
- bmp
- csv
- doc
- fla
- flv
- gif
- jpg
- mov
- mp3
- mp4
- mpeg
- mpg
- odg
- odp
- ods
- odt
- pdf
- png
- pps
- ppt
- psd
- rar
- rtf
- swf
- sxc
- sxd
- sxi
- sxw
- tga
- tif
- txt
- wav
- wks
- wma
- wmf
- wmv
- xls
- zip

It is suggested that pdf files are supplied for native file types where possible.

N.B. Files created on a Mac must include the file extensions (e.g. webpage.html) to allow non-Mac users to open the files. When saving files created on a Mac, you must make sure the final file is saved as a PC version to allow your work to be moderated.

Accepted File Formats for the OCR Repository
Movie formats for digital video evidence
MPEG (*.mpg)
QuickTime movie (*.mov)
Macromedia Shockwave (*.aam)
Macromedia Shockwave (*.dcr)
Flash (*.swf)
Windows Media File (*.wmf)
MPEG Video Layer 4 (*.mp4)
Audio or sound formats
MPEG Audio Layer 3 (*.mp3)
Graphics formats including photographic evidence
JPEG (*.jpg)
Graphics file (*.pcx)
MS bitmap (*.bmp)
GIF images (*.gif)
Animation formats
Macromedia Flash (*.fla)
Structured markup formats
XML (*.xml)
Text formats
Comma Separated Values (.csv)
PDF (.pdf)
Rich text format (.rtf)
Text document (.txt)
Microsoft Office suite
PowerPoint (.ppt) (pptx, pptm)
Word (.doc) (docx, docm)
Excel (.xls) (xlsx, xlsm)
Visio (.vsd)
Project (.mpp)

## Appendix D: Marking criteria glossary of terms

Accurately	Acting or performing within care and precision; within acceptable limits from a standard
Advanced	Being at a high level; progressive
All	All relevant as described in the unit content for a specified area
Appropriate	Relevant to the purpose/task
Basic	The work comprises the minimum required and provides the base or starting point from which to develop. Responses are simple and not complicated; the simplest and most important facts are included
Brief	Accurate and to the point but lacking detail/contextualisation/examples
Clear	Focussed and accurately expressed, without ambiguity
Comment	Present an informed opinion
Communicate	Make known, transfer information
Complex	Consists of several interwoven parts, all of which relate together
Comprehensive	The work is complete and includes everything that is necessary to evidence understanding in terms of both breadth and depth
Confident	Exhibiting certainty; having command over one's information/argument etc.
Consider	Review and respond to given information
Considered	Reached after or carried out with careful thought
Consistently	A level of performance which does not vary greatly in quality over time
Create	To originate (e.g. to produce a solution to a problem)
Critical	Incisive – exposing/recognising flaws
Cursory	Brief and superficial in nature; showing little attention to detail
Describe	Set out characteristics
Design	Work out creatively/systematically
Detail	To describe something item by item, giving all the facts
Detailed	Point-by-point consideration of (e.g. analysis, argument)
Discuss	Present, explain and evaluate salient points (e.g. for/against an argument)
Effective	Applies skills appropriately to a task and achieves the desired outcome; successful in producing a desired or intended result
Efficient	Performing or functioning in the best possible manner with the least waste of time and effort; having and using requisite knowledge, skill and effort
<p>Note on effective versus efficient: both express approval of the way in which someone or something works but their meanings are different. <b>Effective</b> describes something which successfully produces an intended result, without reference to morality, economy or effort, or efficient use of resources. <b>Efficient</b> applies to someone or something able to produce results with the minimum expense or effort, as a result of good organisation or good design and making the best use of available resources</p>	

Evaluate	Make a qualitative judgement taking into account different factors and using available knowledge/experience
Explain	Set out the purposes or reasons
Extensive	Large in range or scope
Few	A small number or amount, not many but more than one
Fully	Completely or entirely; to the fullest extent
High	Advanced in complexity or development
Independent	Without reliance on others
Limited	The work produced is small in range or scope and includes only a part of the information required; it evidences partial, rather than full, understanding
List	Document a series of outcomes or events or information
Little	A very small amount of evidence, or low number of examples, compared to what was expected, is included in the work
Many	A large number of (less than 'most' see below)
Most	Greatest in amount; the majority of; nearly all of; at least 75% of the content which is expected has been included
Occasionally	Occurring, appearing or done infrequently and irregularly
Outline	Set out main characteristics
Partly	To some extent, but not completely
Plan	Consider, set out and communicate what is to be done
Present	<ol style="list-style-type: none"> <li>1. Produce an exposition/résumé for an audience (e.g. at the conclusion of the project to demonstrate what has been done and the outcome)</li> <li>2. Set out (project) aims, content, outcomes and conclusions clearly/logically for the use/ benefit of others</li> </ol>
Range	The evidence presented is sufficiently varied to give confidence that the knowledge and principles are understood in application as well as in fact
Reasoned	Justified, to understand and to make judgements based on practical facts
Relevant	Correctly focused on the activity
Simple	The work is composed of one part only, either in terms of its demands or in relation to how a more complex task has been interpreted by the learner
Some	About 50% of the content which would have been expected is included
Sound	Valid, logical, shows the learner has secured relevant knowledge/understanding
Support	Teacher gives training, instruction, guidance and advice as appropriate and monitors activities to assist learners in tackling/completing their projects, ensuring authenticity and a fair and accurate assessment
Thorough	Extremely attentive to accuracy and detail
Wholly	Entirely; fully
Wide	The learner has included many relevant details, examples or contexts thus avoiding a narrow or superficial approach, broad approach taken to scope/scale; comprehensive list of examples given

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