



Cambridge  
PROGRESSION

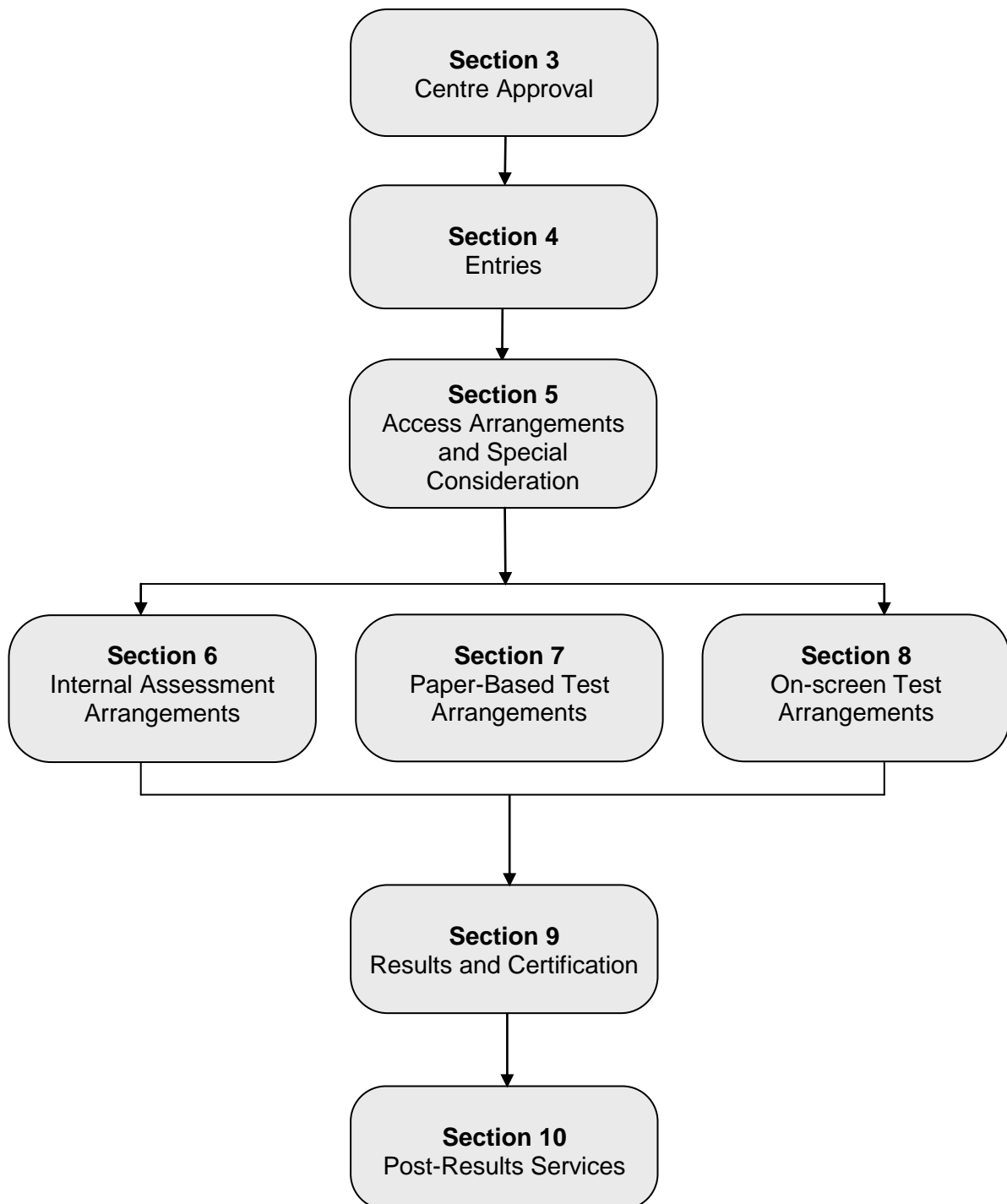
OCR Admin Guide:  
Cambridge Awards/  
Certificates in English  
and Mathematics  
2013/14



OCR

# Overview

This document is structured in chronological order of activity. Each box in the flow chart below corresponds to a section in this *Guide*.





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# 1 Introduction

The purpose of this *Admin Guide* is to assist exams officers and teachers in registered OCR centres with the administration of OCR Cambridge Awards/Certificates in English and Mathematics. This document must be read in conjunction with the OCR document, *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations*, the JCQ *Instructions for conducting coursework* and the JCQ *General Regulations for Approved Centres*.

This *Guide* is available to download from the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)). We will notify centres of any amendments to the *Admin Guide* in a circular or Notice to Centres.

## 1.1 What are OCR Cambridge Awards/Certificates in English and Mathematics?

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OCR Cambridge Progression Awards/Certificates in English and Mathematics are practical skills in English and Maths that help learners gain the most out of work, education and everyday life. They have been introduced to address government and employers' concerns over current standards in core English and Maths for learners of all ages.

These qualifications are designed for adults, whether they are in work, in training or preparing for work. They are not just about acquiring the basic skills of reading, writing, speaking and listening, and arithmetic, but are part of the **OCR Skills Solution**. This package of support materials and qualifications ensures that a learner's journey through their programme leads to success in Maths and English, by correctly identifying their individual needs and then **securing** underpinning skills before moving onto the more complex skills required for Functional Skills or GCSE.

The Cambridge Progression English Awards in Speaking, Listening and Discussion Skills are internally assessed and OCR-moderated qualifications which can be taken at any time during the year.

All other Cambridge Progression English Awards and all of the Maths Awards are externally assessed by OCR-set and marked tests.

## 1.2 Obtaining further support and information

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A glossary of common terms is provided at the end of this *Guide* together with a list of where to obtain copies of documents referred to in the *Guide*.

### OCR website

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The best way to obtain up-to-date information is via the OCR website at [www.ocr.org.uk](http://www.ocr.org.uk). The website provides essential support materials, including centre handbooks, sample question papers and brochures, together with details about entries, results and fees. New administrative and qualification information is added regularly.

### Interchange

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Interchange (<https://interchange.ocr.org.uk>) is a free, secure website that has been developed to help exams officers and teachers carry out day-to-day administrative functions online quickly and efficiently. The site allows you to check your approval status, make and view entries and claims,

and view achievements. Assessment material for internally assessed units is also provided. As Interchange is updated daily, it is always the place to view the most accurate information. In order to use Interchange for the first time, you just need to register your centre by returning the Interchange Agreement, which can be downloaded from the [OCR website](#).

## OCR support and training

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OCR's Customer Admin Support Team (CAST) offers free training specifically for groups of exams officers, as well as attending network meetings. To find out more about the training we can offer to give you more confidence in administering OCR qualifications, or to invite us to your network meetings, please see [www.ocr.org.uk/examsOfficers](http://www.ocr.org.uk/examsOfficers) or email the team at [cast@ocr.org.uk](mailto:cast@ocr.org.uk).

We also offer professional development for teachers. You can find out what professional development is available for each qualification by accessing the OCR website at [www.ocr.org.uk/professionaldevelopment](http://www.ocr.org.uk/professionaldevelopment). Our professional development includes online training, a series of premier events and face-to-face training for coursework and controlled assessment units. If you would like more information, please contact us at [cpdhub@ocr.org.uk](mailto:cpdhub@ocr.org.uk).

## 1.3 Contacting OCR

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For general enquiries, please contact the OCR Customer Contact Centre:

Telephone: 02476 851509 (08:00–17:30 Monday to Friday)  
Fax: 02476 851633  
Email: [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)  
(Please include centre name and number in the email.)  
Post: OCR, Westwood Way, Coventry, CV4 8JQ

As part of our quality assurance programme, calls may be recorded or monitored for training purposes. Please note that we may not be able to provide specific information if a centre email address is not used.

## 2 Key Dates

This table shows the key dates of the assessment year for paper-based tests in 2013/14. English Awards in Speaking, Listening and Discussion Skills are internally assessed and OCR-moderated qualifications and can be taken at any time during the year. Although on-screen tests use the testing window and results dates below, since entries are made within the computer-based test system, they do not follow the entry deadlines (see Section 8).

Both paper-based and on-screen tests can be scheduled by the centre to be taken at any time during the testing window.

Centres should be aware that this information is subject to updates. Please ensure that the latest version of this guide is used.

<b>Series</b>	<b>Entry window opens/ basedata published</b>	<b>Entry deadline</b>	<b>Testing window</b>	<b>Results available via Interchange</b>
Oct 2013	23 September	4 October	21–25 October	22 November
Nov 2013	21 October	1 November	18–22 November	20 December
Dec 2013	11 November	22 November	9–13 December	17 January
Jan 2014	9 December	3 January	20–24 January	21 February
Feb 2014	27 January	7 February	24–28 February	28 March
Mar 2014	24 February	7 March	24–28 March	25 April
Apr 2014	24 March	4 April	28 Apr–2 May	30 May
May 2014	18 April	2 May	19–23 May	20 June
Jun 2014	19 May	30 May	16–20 June	18 July
Jul 2014	16 June	27 June	14–18 July	15 August
Aug 2014	21 July	1 August	18–22 August	19 September



# 3 Centre Approval

## 3.1 What is centre approval?

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If you want to offer OCR Cambridge Awards in English and Mathematics, you must first gain approval from OCR. Approval is subject to continued centre activity; if there are no entries for a qualification for three consecutive years, centre approval will automatically lapse for that qualification.

If, at the time of the launch of the OCR Cambridge Awards in English and Mathematics in January 2013, your centre was already approved for paper-based Basic, Key or Functional Skills tests with OCR, then you will automatically be approved for the paper-based Cambridge Awards.

If you wish to offer on-screen tests, you also need to sign up for these. However, if, at the time of the launch of the OCR Cambridge Awards in English and Mathematics in January 2013, your centre was already approved for on-screen Basic, Key or Functional Skills tests with OCR, then you will automatically be approved for the on-screen Cambridge Awards (see Section 8).

## 3.2 Applying for centre approval

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To apply for centre approval, you need to complete an application form. The form, together with guidance on completing it, is available from the centre approval section of the OCR website at [www.ocr.org.uk/approvals](http://www.ocr.org.uk/approvals). The form asks for general information about the centre and for more specific details about the way the centre will deliver the qualifications for which it seeks approval. Completed forms should be emailed to [opsalloc@ocr.org.uk](mailto:opsalloc@ocr.org.uk) or posted to the OCR Allocation Team, OCR, Westwood Way, Coventry, CV4 8JQ.

Approval will be granted for paper-based testing and/or on-screen testing. OCR may approve the application on the basis of an approval form; however, a visit from an OCR representative may be required, in which case we will contact you to arrange this. If your centre requires an inspection visit, you will be required to pay a visit fee which will be invoiced to your account. Centre approval fees are provided in the OCR Fees List, which is available at [www.ocr.org.uk/fees](http://www.ocr.org.uk/fees).

If a visit is required, please allow six weeks for your application to be approved. If a visit is not required, your application should be approved within five working days. When OCR approves each application, you will receive a letter of confirmation. You can then enter candidates for the qualifications that you are approved to offer (see Section 4).

All changes of centre address should be sent to the OCR Allocation Team at the above contact details on centre-headed paper. If an inspection visit is required, we will contact you.

## 3.3 Credit checking

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If you are a company, sole trader or partnership, we have a credit checking process in place to help us verify your credit worthiness. You need to have been established, and trading on credit terms, for a minimum of six months and be able to supply us with two credit references (banks, solicitors and accountants are not considered as trade creditors and cannot be used as referees).

If you cannot satisfy these requirements then we will be unable to process your application; however, we can review your application after six months of trading. If you cannot satisfy these

requirements but think there are extenuating circumstances, please email the details to [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk).

# 4 Entries

This section applies to internally assessed and paper-based tests only. Entries for on-screen tests are made within the computer-based test system (see Section 8).

## Key points

- Entries are not required for Cambridge Certificates as these will be awarded automatically (see Section 4.1).
- Entries can be made via A2C or Interchange.
- We will not refund any named or unnamed entry fees where the entry has been made in error – it is not possible to withdraw an entry.

## 4.1 What are entries?

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In order to let OCR know which qualifications your candidates wish to take, and before you can claim qualifications for candidates, you need to make **entries**.

### Entry routes

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There are two main routes for making entries:

- **Named entry** – This is where you provide specific candidate information (e.g. name and date of birth) for each qualification. In general, this is OCR's preferred entry route.
- **Unnamed entry** – This allows you to order a number of entries, without specifying who will be taking them. Although this increases the flexibility of the administration, it may increase the administrative burden later in the process.

### Making entries

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OCR Cambridge Awards in English and Mathematics are made up of single units so you just need to make an entry for the Award. Candidates who want to achieve a number of the Cambridge Awards have the opportunity to work towards a Cambridge Certificate in English or Mathematics. **Centres do not make entries or claims for the Cambridge Certificates.** There are rules of combination that describe what a candidate needs to do to achieve a Certificate-sized qualification, which are based on a candidate achieving a number of the Cambridge Awards – provided they satisfy those rules, we will automatically issue a Cambridge Certificate in English or Mathematics. Please refer to Section 11 for details of the rules of combination.

## 4.2 Entry deadlines

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### Paper-based test entry deadlines

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Entries for paper-based tests should be made by the following deadlines:

Series	Entry window opens	Entry deadline
October 2013	23 September 2013	4 October 2013
November 2013	21 October 2013	1 November 2013
December 2013	11 November 2013	22 November 2013
January 2014	9 December 2013	3 January
February 2014	27 January 2014	7 February 2014
March 2014	24 February 2014	7 March 2014
April 2014	24 March 2014	4 April 2014
May 2014	18 April 2014	2 May 2014
June 2014	19 May 2014	30 May 2014
July 2014	16 June 2014	27 June 2014
August 2014	21 July 2014	1 August 2014

Centres should be aware that this information is subject to updates. Please ensure that the latest version of this guide is used.

### Internal assessment entry deadlines

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Candidates can be entered for internally assessed Cambridge Awards on an ongoing basis – there are no specific entry deadlines; however, you should allow the following time between making your entries and the first intended assessment for entries to be processed:

- **Unnamed entries** – Approximately ten working days.
- **Named entries** – Six to ten working days.

## 4.3 Entry fees

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Details of the entry fees for OCR Cambridge Awards in English and Mathematics can be found in the OCR Fees List, which can be downloaded from the OCR website at [www.ocr.org.uk/fees](http://www.ocr.org.uk/fees). (There is no charge for OCR Cambridge Certificates in English and Mathematics.) Invoices will be sent (normally via email) to your accounts contact once results have been issued.

### Querying a fees invoice

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To query an invoice, please forward a copy of the invoice and supporting documentation (quoting your centre number and invoice number in all correspondence) to OCR Sales Ordering, Finance Division, OCR, 1 Hills Road, Cambridge, CB1 2EU. Alternatively, you can fax 01223 553048 or email [creditcontrol@cambridgeassessment.org.uk](mailto:creditcontrol@cambridgeassessment.org.uk).

## 4.4 Information required to make named entries

### Qualification details

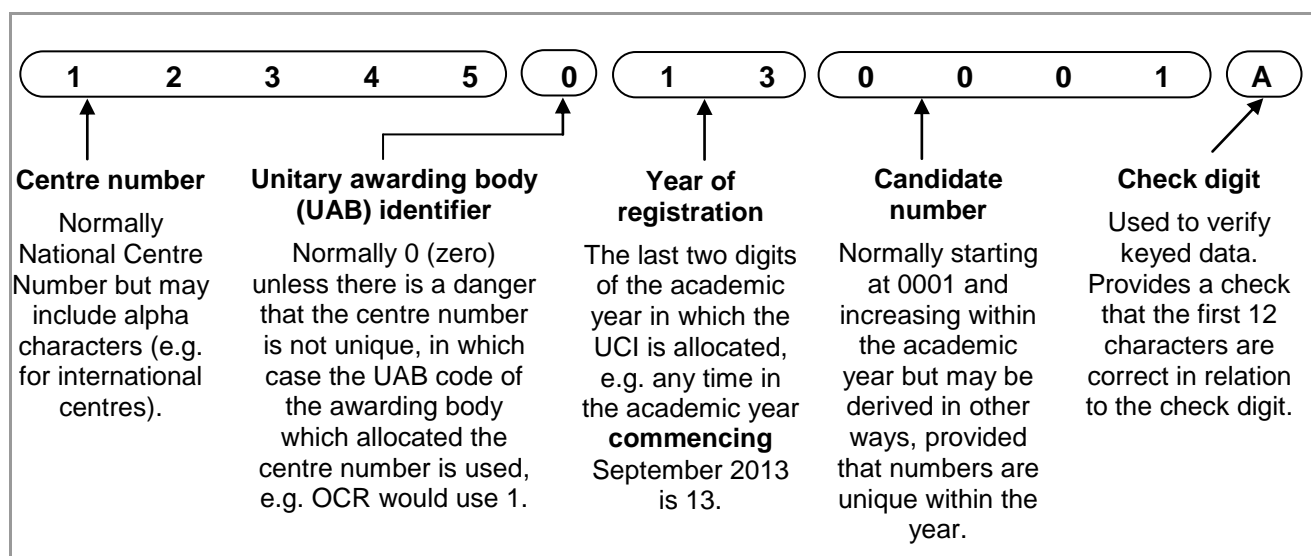
You should provide the entry codes for the qualification(s) you are entering candidates for (see Section 11).

### Candidate personal details

You should provide candidate names and dates of birth. You should enter candidates under names that can be verified by the presentation of suitable identification, such as a birth certificate, passport or driver's licence. This ensures that there will be no delay or confusion when candidates subsequently present their results documentation to employers or tertiary institutions. Also, if candidates apply to OCR for additional or replacement copies of their results, they must be able to provide identification that matches the archived information.

### Unique candidate identifier (UCI)

The UCI is optional for OCR Cambridge Awards in English and Mathematics. Examination administration software packages will usually be able to generate UCIs. Please check with your software provider. The following diagram shows the components of a UCI:



### Centre candidate number

An optional field for named entries, this number can be allocated by a centre if you wish to add an additional reference; it can be up to four digits long.

### OCR candidate number

This is an eight-digit number allocated by OCR which allows candidates' units to be linked together. For candidates entering for OCR qualifications for the first time, this should be left blank. If the candidate has a previous OCR candidate number, you should provide this to avoid additional numbers being generated.

## Unique learner number (ULN)

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The unique learner number (ULN) is a personal ten-digit number, which is used to ensure learner achievement information can be provided to the Learning Records Service (LRS).

If a candidate does not have a ULN, the ULN field should be left blank; you must not add a piece of placeholder text, such as '9999999999' or 'TBC'.

Where a ULN is included with an entry, OCR will check the ULN and candidate details with the LRS. Candidate details submitted to OCR need to match those held on the LRS exactly. If there are any differences, we will be unable to validate the ULN. This will not prevent your entries from being processed, but OCR will not be able to send achievement data to the LRS until the ULN and candidate details held by OCR match the records held by the LRS.

For more information, and to generate a ULN, please refer to the Learning Records Service – Learner Registration area: [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk).

## Order number

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The order number is an optional field which will be quoted on your centre's invoice. It can be either an official order number or simply a reference, e.g. a teacher or tutor's name. It is good practice to provide an order number as this enables invoices to be matched to your entries easily. You can use the same order number for as many entry submissions as you wish.

## 4.5 Information required to make unnamed entries

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### Qualification details

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For the unnamed route, you simply need to specify the number of entries that you would like for each entry code (see Section 11).

### Order number

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The order number is an optional field which will be quoted on your centre's invoice. It can be either an official order number or simply a reference, e.g. a teacher or tutor's name. It is good practice to provide an order number as this enables invoices to be matched to your entries easily. You can use the same order number for as many entry submissions as you wish.

## 4.6 Methods of submitting entries

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There are two methods of submitting entries for OCR Cambridge Awards. If you cannot make entries via either of these methods, please call the Customer Contact Centre.

- **Interchange** – OCR's secure extranet (<https://interchange.ocr.org.uk>). If your centre does not currently have an Interchange account, please complete and return the Interchange Agreement, which can be downloaded from the [OCR website](#), to receive your login details. If your centre has an account but you are a new user, or your existing account needs to be updated, please contact your Centre Administrator (usually the exams officer). If you are unsure whether your centre is registered or you cannot locate your Centre Administrator, please email the Customer Admin Support Team at [cast@ocr.org.uk](mailto:cast@ocr.org.uk).

- **EDI (electronic data interchange) entries via A2C** – An electronic method of transmitting entry and results data to and from OCR using EDI files without using a third party carrier. More information can be found on the A2C website at <http://a2c.icq.org.uk>.

## 4.7 Making entries using Interchange

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To make entries using Interchange, log in to the system, hover over 'Progression Qualifications' in the left-hand menu and then click on 'Make entries'. For named entries, in most cases, you have a choice: you can either upload a spreadsheet or use a web-based form.

### Named entries: uploading a spreadsheet

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This method is ideal if you have large numbers of candidates. Click on the spreadsheet link and then download and save the spreadsheet template. Read the instructions by clicking on the help link and then populate the spreadsheet with the information described in Section 4.4 – either manually or by importing data from your management information system.

When you are ready to make your entries, click on 'Browse' to find your saved spreadsheet, add an order number or reference in the box provided and then click on 'Submit entries spreadsheet'.

Interchange will automatically validate the contents and highlight any errors it finds, allowing you to correct these before submitting the spreadsheet to OCR. This allows you to ensure that all the information is correct before it reaches us, which in turn helps us prevent any unnecessary delays in processing your entries.

### Named entries: using a web-based form

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This method is useful if your candidates already exist on Interchange or you only have a few candidates to enter.

First, click on the named web-based entry form link. All the OCR Cambridge Awards in English and Mathematics for which you are approved will appear in the dropdown list. Select the **qualification** you require and click 'OK'.

Next, you need to select your **candidates**. You can do this by choosing individual candidates or whole candidate groups. These groups can be created within Interchange and tailored to include candidates of your choice. To create a bespoke candidate group, hover over 'Candidates' in the left-hand menu and click on 'Candidate groups'. You should select existing candidates rather than creating new ones; however, if you cannot find a candidate, you can enter their details. When searching for existing candidates, you can restrict the search to only show candidates added during a given time period, from 'today' to 'in the last five years'.

For examined Awards, the current **series** will be displayed. For internally assessed Awards in English, 'Annual 2014' will be automatically displayed.

As these qualifications are single-unit qualifications, you just need to make a claim for the qualification. Ensure that all the candidates are ticked and then click 'Apply to selected'. Click 'Next' to review your entries and add an order number before clicking 'Submit entries'.

You can then make additional entries for any other candidate(s).

## Unnamed entries: using a web-based form

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To make unnamed entries, you use a web-based form. Click on the unnamed web-based entry form link. All the OCR Cambridge Awards in English and Mathematics for which you are approved will appear in the dropdown list. Select the qualification you require and click 'OK'.

For examined Awards, the current **series** will be displayed. For internally assessed Awards, 'Annual 2014' will be automatically displayed.

Enter the number of entries you wish to make and click 'Add'. You will be given an opportunity to add more entries to this order. When you have finished adding entries, click 'Next'. You should then add an order number and click 'Submit entries' to confirm your entries.

## 4.8 Making EDI entries via A2C

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If you make entries via A2C, you can only make named entries. NB If you would like to receive examination results for Cambridge Awards via A2C, you must make entries via A2C. To receive centre-assessed results via A2C, you must provide a UCI when making entries via A2C or Interchange (see Section 4.4).

### Basedata

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To make named entries via A2C, electronic entry files need to be created using OCR's basedata. Basedata is examination data which is used to process entries and results using EDI files. Designed to be electronically imported into a centre's administration software, it includes the specification codes, entry codes and fees.

OCR basedata is available to download from the OCR website at [www.ocr.org.uk/i-want-to/find/basedata/](http://www.ocr.org.uk/i-want-to/find/basedata/). How you load the basedata will depend on your examination administration software. All electronic entry and amendment files must conform to a common file structure and format. These are defined in the JCQ document, *Formats for the Exchange of Examination Related Data*.

Unlike for general qualifications such as GCSEs and A Levels, please ensure that for Cambridge Awards you use the awarding body identifier of **72 (OCR Coventry Office)**.

### Basedata for internally assessed units

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Basedata for internally assessed units (Entry Level qualifications and Level 1 and 2 English) will be available to download from the OCR website for the whole year. The entries should come under the **September series**, 9P13 (where 9 denotes September, P denotes Cambridge Progression entries, and 13 represents the calendar year), which may need to be created within your management information system.

To enable you to submit all your Cambridge Award entries in one EDI file, the internally assessed units will also be included in the series-specific basedata.



## Basedata for paper-based tests

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The basedata is available to download from the OCR website from the entry opening date to the entry deadline for each series. The correct series code must be submitted in the entries file as shown below. Failure to include this code correctly could result in your entries being delayed.

Series	Basedata publication date	EDI series code
November 2013	21 October 2013	BP13
December 2013	11 November 2013	CP13
January 2014	9 December 2013	1P14
February 2014	27 January 2014	2P14
March 2014	24 February 2014	3P14
April 2014	24 March 2014	4P14
May 2014	18 April 2014	5P14
June 2014	19 May 2014	6P14
July 2014	16 June 2014	7P14

Centres should be aware that this information is subject to updates. Please ensure that the latest version of this guide is used.

## Entry codes

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To make entries, the qualification scheme code without the leading zero is followed by '01'. For example, the entry code for scheme 05753 (OCR Level 1 Cambridge Award in Mathematics: Shape and space) would be 575301. The entry codes are provided in Section 11.

## How to submit your EDI entry file via A2C

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Instructions on how to send your EDI file via A2C are provided on the A2C Migration Application download website at <http://a2c.avcosystems.com>.

## Acknowledgements of EDI files

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Once OCR has downloaded your entry or amendment file, this will be acknowledged within the 'Logs' screen of the A2C migration application under the 'Sent Files' tab. OCR downloads files at least three times each working day. An acknowledgement does not mean that the file has been successfully loaded to our system as, at this point, no validation checks have been performed.

## Submitting additional entries via A2C

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Once you have sent your first EDI entry file via A2C, any additional entry files must be sent as **amendment** files. It is possible to send EDI amendment files with:

- Entries for new candidates
- New entries for existing candidates.

However, you **must not** send changes to candidates' **personal details** or changes to candidates' **existing entries** via A2C.

## Technical support for A2C entries

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Each set of basedata includes a help file (.txt suffix) containing a description of the contents of the basedata and other helpful advice. Please consult this help file first if you have any queries.

Technical support for examination software packages used by centres is not available from OCR; please contact your software supplier. If you have any queries about the receipt of your entry files or require technical support for A2C, please contact our Customer Contact Centre.

## JCQ A2C data exchange project

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The JCQ A2C data exchange project is replacing legacy systems and sets out to modernise and upgrade the electronic data interchange (EDI) process. The first stage, which removed the need for files to be sent via an approved EDI carrier, was implemented in September 2012. The second and final stage will start being rolled out from September 2014 and will finally replace the old-style EDI files by the end of December 2015. This will result in much more streamlined data and transfer of data between awarding organisations and centres. All centres should have already downloaded the migration application and allowed their carrier contracts to lapse. More information can be found on the A2C website at <http://a2c.jcq.org.uk>.

## 4.9 Viewing entries

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You can view all entry information within Interchange. To access this area, hover over 'Entries' in the left-hand menu and then click on 'Entry submission history'. To view what unnamed entries have been created using the web-based entry form, by whom and when, click on the Progression Qualifications heading and then 'View unnamed Progression Qualifications entry submission history'. To view your named entries, including entry spreadsheets and web-based entry forms, click on the 'Uploaded spreadsheets' tab. An 'entry status' will be visible for each entry. The status will indicate whether you need to take any action to help us process your entries successfully.

Descriptions of each of the status messages (including any action required) are given below:

Status	Description	Action required?
Duplicate file	The spreadsheet could not be processed as it contains duplicate entries	Please call the OCR Customer Contact Centre to resolve this issue
Empty file	The spreadsheet does not contain any details	Please check and upload the spreadsheet again
OCR handling this	We are currently resolving the outstanding issues with the spreadsheet	None required
Processing complete	The spreadsheet has been successfully uploaded and processed	None required
Processing in progress	We are currently resolving any issues with the spreadsheet	None required
Read and recognised	The spreadsheet has been successfully uploaded and is currently being processed	None required
Read and rejected	The spreadsheet is incorrectly formatted or there was a problem processing the file	Please call the OCR Customer Contact Centre to resolve this issue
Upload failed	The spreadsheet could not be uploaded	Please check and upload the spreadsheet again

## 4.10 On receipt of your entries

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When we have successfully processed your entries, they will be available to view on Interchange within approximately 48 hours of receiving your entries (if there are no issues with the entries).

We will also:

- Allocate an eight-digit OCR candidate number to each new Cambridge Progression candidate (see Section 4.4)
- Send an invoice for the full amount payable to your accounts contact (for details of the entry fees, please see the OCR Fees List at [www.ocr.org.uk/fees](http://www.ocr.org.uk/fees)).

## 4.11 Amending or withdrawing entries

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**It is not possible to withdraw an entry. We will not refund any named or unnamed entry fees where the entry has been made in error.**

If you need to update candidates' personal details, e.g. name or date of birth (see Section 4.4), you can make the changes via Interchange. If you wish to change a candidate's whole name (rather than correct a spelling mistake), you will also need to send proof of the candidate's name change to OCR Operations, OCR, Westwood Way, Coventry, CV4 8JQ.

# 5 Access Arrangements and Special Consideration

## 5.1 Access arrangements and reasonable adjustments

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Access arrangements and reasonable adjustments are made prior to an assessment to enable a candidate with particular requirements to demonstrate attainment. They must not, however, affect the reliability or validity of assessment outcomes; nor must they give the learner an assessment advantage over other learners taking the same or similar assessments.

Applications for alternative assessment arrangements and reasonable adjustments must only be made by the centre and cannot be made by parents or candidates.

Depending on the type and level of the assessment, centres will need to do one of the following:

- Apply to the Special Requirements Team (OCR, 1 Hills Road, Cambridge, CB1 2EU).
- Make the arrangement without consulting OCR and keep a record on file.
- Make the arrangement without consulting OCR; evidence is not required on file.

Specific information and guidance can be found in the JCQ *Access Arrangements and Reasonable Adjustments*.

Where a centre has approval for an access arrangement for a GCSE or A Level candidate, this permission will now extend to OCR Cambridge Awards in English and Mathematics.

### Modified papers

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If you require modified papers, you must make applications for these at least **ten weeks** before the chosen test window. To apply for modified papers, please complete the JCQ form 7, Application for Modified Papers, which can be downloaded from the JCQ website at [www.jcq.org.uk](http://www.jcq.org.uk). Forms should be sent to the Special Requirements Team, OCR, 1 Hills Road, Cambridge, CB1 2EU.

## 5.2 Special consideration

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Special consideration is a post-assessment adjustment to the candidates' marks if their performance was negatively affected by temporary injury, illness or other indisposition at the time the assessment was taken.

Due to the frequency of the assessment opportunities for Cambridge Progression and the pass/fail structure of the qualification, it is not possible to apply post-assessment mark adjustments in the same way that it is for general qualifications. If a learner is disadvantaged at the point of assessment, therefore, the centre should offer them the opportunity to complete it again at a later date.

Where an assessment has been missed, the centre should offer the learner the opportunity to take the assessment at a later date.

It is not possible to accept a reduced amount of work for these qualifications.

# 6 Internal Assessment Arrangements

## 6.1 Assessment

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The assessments within this section can take place at any time.

Information about how the assessment for each qualification should be conducted can be found in the centre handbooks, which are available on the qualification pages of the OCR website. All assessment materials that assessors are required to complete are available to download from the 'Assessment Materials' section of the qualifications pages of the OCR website.

Once the assessment has been conducted and the candidate work has been marked and internally moderated by the centre, a claim should be made and then the candidate work sent by post to be moderated remotely by an OCR examiner-moderator. Information about making a claim and submitting work is provided in the sections below.

## 6.2 Certification claims

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Once the assessment is complete, you need to make a claim in order to obtain the certification. There are two steps in this process:

- Step 1 is to submit an online claim.
- Step 2 is to submit work to the OCR examiner-moderator.

There are no specific deadlines for making certification claims; however, it is important only to make claims when you are confident that the requirements for the unit have been met. Under no circumstances must claims be submitted unless, in the final opinion of the centre, the work meets the requirements for certification.

Centres **must** clarify any assessment queries with OCR **before** making claims for centre-assessed work. The moderation process must not be used as a means of obtaining a second opinion on assessment decisions.

## 6.3 Making a claim

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Certification claims are made online via Interchange. You will need either the Centre Administrator or Tutor/Teacher role to access this area. You can only create a claim if entries have previously been made for that qualification (see Section 4).

To get started, log in to Interchange, hover over 'Progression Qualifications' in the left-hand menu and then click on 'Make claim'. You will then be able to see a list of all the vocational qualifications for which you have approval and the status of any claims being made.

You can only start a new claim for a particular qualification if all previous claims for that qualification have been submitted. To start a claim, click 'Create' next to a qualification title.

## Adding your assessment personnel

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The first time you create a claim for each qualification, you will need to set up your **centre assessors**. These are the people **within your centre** who will be marking the assessment. NB This is **not** the OCR examiner-moderator.

Type the centre assessor's full name and initials in the boxes provided. Up to four initials will be accepted and these should be unique within your centre.

NB Any number of centre assessors can build a claim, but only one of the assessors should submit it once it has been completed.

## Adding candidates

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There are two ways to add candidates to a claim:

- **Named entries** – If you made named entries, you will see a list of all eligible candidates once you click to create a claim. Click on 'Create new' next to each candidate's name to add them to the claim.
- **Unnamed entries** – You will be shown how many unnamed entries are available. This number will decrease when claims have been submitted.

You will need to build up a list of candidates. If OCR already knows about a candidate (perhaps from a different qualification), you can search for their details. You must do this before you input new details. If you still cannot find a candidate, you will need to enter their details (as described in Section 4.4). Once you have located the relevant candidates, click on 'Create new' next to each candidate's name to add them to the claim.

Every claim you submit will decrease the total of your available unnamed unit purchases. If this gets low, you may need to make more unnamed entries before you can complete a claim.

## Building and editing a claim

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Select the centre assessor from the dropdown list and click in the 'Claiming' column. If you have only entered one centre assessor, you will see that name pre-populated for every unit being claimed.

You can build up claims over a period of time. As long as you do not submit the claim, you can keep adding to or editing an existing claim by clicking 'Edit' next to the qualification title or the candidate name.

**Remember to save your additions before leaving each page.** If you cancel or do not save a specific candidate claim, all the details you have entered will be lost – this includes candidate details if this is a new claim for a new candidate for an unnamed entry.

If you put the wrong candidate on the claim, remove all unit claims made for that candidate (clicking in the 'Not claiming' column for each unit) to remove the candidate.

## Submitting a claim

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When you have included all the relevant candidate achievements, you can submit a claim by clicking on the 'View claim' button on the claim.

Please check your claim carefully before you submit. **You will not be able to amend any of the contents once it has been submitted.**

It is good practice to enter the data for each qualification, save the claim (without submitting) and then print it so that it can be checked and amended before submitting. Before you submit the claim, you can also export it as a CSV file for your records.

Please check that the email address shown for you is correct. You can edit it here but it will not be a permanent change to your Interchange profile. If your address has permanently changed, ask your Centre Administrator to update your profile.

You will also see a declaration and tick box on this page. This requires you to confirm that you have printed a copy of the claim to be included with the work submitted for moderation. If you do not tick this box, an error message will appear and you will not be able to submit the claim. To print the claim, click on the 'Print page' link on the right-hand side of the page. Then, once printed, tick the declaration tick box and click on 'Submit to assessor'.

When you click to submit the claim, a warning message will appear, prompting you to confirm you want to submit the claim. **Only click 'yes' if you are ready to submit the claim** as, after this point, you will not be able to edit it.

Once submitted, you will see a message to confirm your claim has gone to the allocated OCR examiner-moderator. The OCR examiner-moderator will then receive an email to let them know that claims have been made.

## Viewing claims

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You can see the status of each submitted claim you have made at each stage of the process as well as after certification. To view all submitted claims, hover over 'Progression Qualifications in the left-hand menu and then click on 'View claim history'. You can check the whole claim or export the claim for your own records. The claim will stay available on Interchange for 12 months. At each stage of the process, the claim will show a different status:

Status	Comments
Submitted	The claim has been submitted to your examiner-moderator. It can no longer be edited.
Finalised	The claim has been revised/confirmed by the examiner-moderator. This will only appear for a short time.
Processed	The claim has been sent to OCR and results should appear on Interchange in approximately 48 hours.
Withdrawn	The OCR assessor has withdrawn the whole claim. If the assessor withdraws the claim, and the candidate wishes to achieve the qualification, when the candidate is ready, you simply need to make a new claim; there is no need to make a new entry.

## 6.4 Submitting candidate work following an online claim

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Within 24 hours of submitting your claim online, you need to send the candidate work (for all of the candidates for whom you have made a claim) to your examiner-moderator. Each time you wish to send candidate work, please check Interchange, where your up-to-date examiner-moderator details are held. Once you have logged into Interchange, hover over 'Centre information' and then click on 'View examiner-moderators' in the left-hand menu. Then just enter the qualification information into the relevant boxes and a list of the examiner-moderators for your qualifications will be produced. Click on the 'magnifying glass' for each qualification to view the full examiner-moderator address details.

Centres **must** internally assess and internally standardise all candidate work before submitting final versions of the assessment to OCR. Centres must also be certain that the work is the candidate's own and so we recommend candidates sign a declaration, which should be retained in the centre. OCR does not need a copy of this.

Once candidates are ready to submit work, centres should complete and return the following to the examiner-moderator:

- **A printout of the claim** – see 'Submitting a claim' above for details.
- **Candidates' work**, including any completed resource sheets required for the assessment. We are unable to return candidate work to centres, so you may wish to take a copy before submitting evidence.
- **Assessor's Observation Record and Assessment Front Sheet** – These are contained within the assessment tasks, which can be downloaded from the qualification pages of the OCR website; one per candidate should be completed.

Please ensure that work for each claim is packaged separately; do not submit work for more than one claim in the same package.

We recommend that centres use a secure form of delivery, e.g. Parcelforce, to send the candidate work to their allocated examiner-moderator. We cannot take responsibility for any work lost in transit.

## 6.5 Processing an online claim

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Your OCR examiner-moderator will confirm or edit the claim as appropriate. They will then send it to OCR to process. You will get an email to say the claim has been sent to OCR and you can view the actual claims sent from the 'View claim history' menu item (look for Finalised/Processed statuses in the status column).



# 7 Paper-based Test Arrangements

## 7.1 Centre responsibilities

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When offering paper-based externally assessed tests, centres must undertake certain responsibilities to ensure the proper conduct of examinations and should follow the OCR *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations*. (This is available to download from the OCR website at [www.ocr.org.uk/admin-guides](http://www.ocr.org.uk/admin-guides).) OCR Cambridge Awards in English and Mathematics tests are subject to the inspection process outlined in Section 7.9.

## 7.2 Security of the test material

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Once you have made your entries, you will be sent test papers and materials approximately one week before the testing window. Please note that hard copy attendance lists will not be sent to you; these can be printed from our secure extranet, Interchange, for use in the exam room. Attendance lists must be submitted online via Interchange (see Section 7.7).

Assessment material is highly confidential and should be secured as per the OCR *Instructions*. It is the responsibility of the Head of Centre to ensure that the security of examinations is maintained at all times. Please see the OCR *Instructions* for more information.

All question papers must be accounted for and held securely by the centre until the end of the testing window. Copies may not be issued to anyone, including teaching staff, during the window.

All used question papers must be returned to OCR. All unused question papers must be returned to OCR with the completed scripts or destroyed. Unused papers **must not** be used as past papers for teaching or examination practice.

## 7.3 Timetabling of tests

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Once entries have been made for a series (see Section 4), assessments must take place during a five-day testing window. Centres are responsible for timetabling OCR Cambridge Awards in English and Mathematics tests. It is also the centre's responsibility to inform candidates of the date and time of their test(s).

Tests can be conducted at any time within the testing window (i.e. tests can only begin after midnight on the first day of the testing window and must be completed by midnight on the last day of the testing window).

Testing windows for 2013/14 are as follows:

Series	Testing window
October 2013	21–25 October 2013
November 2013	18–22 November 2013
December 2013	9–13 December 2013
January 2014	20–24 January 2014
February 2014	24–28 February 2014
March 2014	24–28 March 2014
April 2014	28 Apr–2 May 2014
May 2014	19–23 May 2014
June 2014	16–20 June 2014
July 2014	14–18 July 2014
August 2014	18–22 August 2014

Centres should be aware that this information is subject to updates. Please ensure that the latest version of this guide is used.

If you have a large number of candidates, the testing window gives you the flexibility to spread the tests over five days. It also allows you to accommodate your centre and individual candidates' needs. For example:

- You can timetable tests back to back and hold tests for more than one qualification on the same day.
- Candidates can take tests for more than one qualification and at more than one level within the same testing window.

**Please note:** Candidates cannot resit a test within the same testing window, i.e. they cannot take the same test twice.

Learners can complete internally assessed units **at any time**. See Sections 6 and 8 for details.

## 7.4 English tests

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English Reading and Writing tests consist of single-mark questions that take place under examined conditions.

### Resources permitted for candidates in the examination room

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- A pen with black ink **or** access to a computer and printer to print out their responses, which should be firmly attached to the answer booklet.
- Candidates may **not** use a dictionary or spell check facilities for any of these units.

### Instructions specific to managing an assessment window

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Where a candidate is entered for more than one assessment, they can:

- Sit the papers one after the other within the same testing window, in any order, **or**
- Sit the papers at different times/dates in the same testing window, **or**

- Sit the papers in different testing windows.

Points to note:

- The invigilator should ensure that the candidate has each paper available to them for only the time allowed for that paper.
- If candidates are sitting more than one paper together, one paper must be collected at the end of that paper's allowed time before the next is given out.
- It is the responsibility of the invigilator to ensure that the candidate is not allowed more time per test than the time identified on the front of the question paper.

The question papers for each test are packaged to include all of the necessary materials required to take each test exclusively within the testing window.

## At the end of the test

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For candidates who have typed their responses using a computer, printing may be carried out after the time allocated for the test.

Candidates **must** check that their name appears on **every** printout. Printouts must be inserted into the answer booklet in the correct order and handed to the supervisor. Candidates can handwrite their name on each printout.

## 7.5 Maths tests

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Maths tests consist of single-mark questions that take place under examined conditions.

### Resources permitted for candidates in the examination room

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- Pen with black ink
- HB pencil
- Eraser
- Ruler graduated in centimetres and millimetres
- Candidates may **not** use a calculator unless specified otherwise on the question paper. Please see the qualifications pages of the OCR website for information about each unit.

### During the test

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- Learners should write in black ink; pencil will not be accepted (except for diagrams).
- The answers must be written in the spaces provided on the test paper.

## 7.6 Submitting materials for marking

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The completed answer booklets must be collated by subject and entry code and then, where applicable, separated into parcels (either boxes or secure envelopes, depending on the quantity) as follows:

- English Entry Level (1, 2 and 3)

- Maths Entry Level (1, 2 and 3)
- English Level 1 and 2
- Maths Level 1 and 2.

The subject and level must be clearly indicated on each parcel.

The parcels must then be securely sealed and returned to OCR using the labels provided. If you require replacement labels, please request them via OCR Operations at [keysillsopsteam@ocr.org.uk](mailto:keysillsopsteam@ocr.org.uk).

There is no need to wait until the end of the assessment window to return the answer booklets. You can return them daily if you have timetabled your candidates across the five-day window. **All** candidate scripts must have been returned to OCR by the next working day after the last day of the testing window.

Answer booklets must not be marked by the centre or feedback given to candidates. No reworking of any part of the test is allowed once the test has been completed.

Responsibility for the candidates' work remains with the centre until it is received by OCR. We recommend that centres use a secure method of sending candidates work, such as Recorded Signed For™.

All used question papers must be returned to OCR. All unused question papers must be returned to OCR with the completed scripts or destroyed. Unused papers **must not** be used as past papers for teaching or examination practice.

## 7.7 Attendance lists

---

Attendance lists for OCR's Cambridge Awards in English and Mathematics assessments must be submitted online via Interchange **on the day of the assessment**.

Note: Where multiple test sessions for the same assessment are scheduled across a particular five-day testing window, the attendance list must be submitted **on the final day of the testing window**.

### Viewing and printing the attendance list before the assessment

---

To view your attendance list, log in to Interchange, hover over 'Progression Qualifications' in the left-hand menu and then select 'Complete attendance lists'. Select the relevant series from the dropdown list and choose the relevant qualification.

If you made **named entries**, a list of all candidates that you have made entries for in that assessment series will appear.

If you made **unnamed entries**, a blank line will appear for each entry made. To input candidate details before the assessment, click on the 'Update' button and then the 'Unnamed' tab. Fill in the candidate details in the boxes provided. Please ensure that you input the candidate details in UPPER CASE. Click 'Save' when you have finished adding the candidate details.

You can print an attendance list to use as the attendance register during the assessment week. Just click 'Print' to print the list. This printed version is for your records only and can be used to mark candidates present/absent at the time of the assessment. It **should not** be returned with the completed question papers.

## Updating the attendance list after the assessment

---

Log in to Interchange, hover over 'Progression Qualifications' in the left-hand menu and then select 'Complete attendance lists'. Select the relevant series from the dropdown list and choose the relevant qualification. Click on 'Update'. NB The 'Absent' column will be pre-populated with 'False' (which means that the candidate was present) until you update the attendance list.

- **Named entries** – If you have submitted named entries, click on the 'Named' tab. The candidate names will be displayed on the list. If the candidate was absent, tick the 'Absent' box. Enter the date the candidates sat the exam in the 'Date Attended' column. If all the candidates sat the exam on the same date, you can pre-populate this date.
- **Unnamed entries** – If you have submitted unnamed entries, click on the 'Unnamed' tab. Fill in the candidate details in the boxes provided (if this was not done before the test). Tick the 'Absent' box for each unused entry and for any candidates whose details were entered before the test but who were not present for the test. Each unused entry must have the 'Absent' box ticked before the attendance list is submitted. Enter the date the candidates sat the exam in the 'Date Attended' column.

**Entry fees will apply for any absent candidates, including unused unnamed entries.**

## Adding 'pirate candidates'

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If you made named entries, you may have additional candidates who took a test but were not listed on the attendance list because an entry was not made for them. These candidates, who take the test without an entry, are known as 'pirate candidates' and can be added to the attendance list after the test.

To add pirate candidates, click on the link 'Click here to add additional candidates', enter the total number of candidates and click on the 'Add Candidates' button. Then fill in the candidate details in the boxes provided. Please ensure that you input the candidate details in UPPER CASE. Click 'Save' when you have finished adding the candidate details.

Adding candidates to the attendance list will automatically create an entry for them. However, this functionality is designed to allow you to add a few additional candidates who take a Cambridge Progression test unexpectedly; **it must not be used** to add entries for whole cohorts of candidates. If you have missed the entry deadline for a particular series, please call the OCR Customer Contact Centre to discuss your options.

## Submitting the attendance list

---

Once you have marked any candidates as absent and entered the test dates, you should then click 'Submit' to send your attendance list to OCR. Once you have submitted the attendance list, it is not possible to edit it or add further candidates. **You must submit the online attendance list on the day of the assessment** (or on the final day of the testing window if multiple test sessions for the same assessment are scheduled across a particular five-day testing window). Late submission of the attendance list may delay the issue of your candidates' results.

## 7.8 Centre malpractice guidance

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It is the responsibility of the Head of Centre (see Section 12.1) to report in writing all cases of suspected malpractice involving centre staff or candidates. A JCQ Report of Suspected Malpractice form (JCQ/M1), available to download from the JCQ website, should be completed 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 is contained in the publication OCR *Malpractice Procedures – A Guide for Centres* (available from [www.ocr.org.uk/about-us/our-policies/regulations](http://www.ocr.org.uk/about-us/our-policies/regulations)) and the JCQ publication: *General and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments* which is available from the JCQ website ([www.jcq.org.uk](http://www.jcq.org.uk)).

## 7.9 Summary of differences in the JCQ *Instructions*

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OCR has produced *Instructions for conducting OCR Functional Skills and Cambridge Progression examinations* using the Joint Council *Instructions for conducting examinations* (ICE) as its core. This is available to download from the OCR website at [www.ocr.org.uk/admin-guides](http://www.ocr.org.uk/admin-guides). This section provides a summary of the differences between these two documents.

The *Instructions* apply to written and on-screen examinations. Changes have been made to the JCQ ICE booklet to reflect the non-timetabled qualifications; OCR still requires high levels of security of examination materials, but the instructions include more flexibility in the storage and transport of materials and the opening of examination packets for OCR Functional Skills and Cambridge Progression when travelling between the centre and exam venues. Specific differences include:

- References to other awarding organisations have been removed throughout.
- Various sections referring to general qualifications, such as GCSEs, have been removed throughout.
- References to the JCQ Centre Inspection Service have been removed; however, OCR has its own inspection service which may visit centres and their satellite exam venues.
- Conditions for storing confidential materials have been revised (see Section 1.3).
- The opening of packets for the purpose of transporting materials to exam venues has been changed, and arrangements for transporting materials between sites have been added (see Sections 1 and 5).
- Information regarding start times has been removed (Section 2) and timetabling is the responsibility of the centre.
- Information about the supervision of candidates has been added (Section 2).
- Centres no longer have to give JCQ or OCR six weeks' notice of the use of alternative venues for examinations. However, the Head of Centre must be satisfied that the venue meets the same requirements as the main centre for examination conditions and security of materials (see Section 5).
- If dictionaries are permitted, they must not contain annotation.
- The instructions regarding candidates arriving late have been amended.

# 8 On-Screen Test Arrangements

## Key points

- Centres must be approved for the OCR Cambridge Awards/Certificates in English and Mathematics before signing up for on-screen tests (see Section 3).
- Adding candidates in the computer-based test system is the **only** means of candidate entry required.

## 8.1 About on-screen tests

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The on-screen tests for OCR Cambridge Awards/Certificates in English and Mathematics are computer-based tests which you can schedule to run during the testing window (see Section 8.5) at a time that suits your needs and the needs of your candidates. The CBT system comprises two parts:

- **SecureClient software** – This needs to be installed on all candidate computers and is an easy, wizard-driven installation. There is no fee for using the CBT system.
- **SecureAssess administration website** – When you have signed up for on-screen tests you will receive login details for the SecureAssess website from where you can schedule tests, add candidates and monitor the test sittings.

## 8.2 Signing up for on-screen tests

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To sign up for on-screen tests, you need to fill in the online form on the 'Sign up for e-Tests' page of the OCR website at [www.ocr.org.uk/i-want-to/do/e-assessment/e-testing/sign-up-for-e-tests/](http://www.ocr.org.uk/i-want-to/do/e-assessment/e-testing/sign-up-for-e-tests/). We will then send login details for the SecureAssess administration website (<https://ocr.secureassess.btisurpass.co.uk>). Access to this site allows you full administration, allowing you to run tests, add candidates to the sittings you create and monitor the sittings. We will also send information regarding the minimum computing requirements, where to download the SecureClient software installer and software installation guide.

### OCR installation test

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Once you have installed the SecureClient software and have access to the SecureAssess administration website, you must complete an installation test on each candidate computer with SecureClient installed. This will confirm that the software has installed correctly and ensure that you understand the end-to-end process before scheduling future tests.

During this process you will:

- Enter a dummy candidate
- Schedule a sitting
- Sit the test
- Be able to see feedback for the test because it is a multiple choice test that is marked by the system.

For further details, please see the SecureClient Install Guide, which can be downloaded from the e-testing Cambridge Progression page of the OCR website at [www.ocr.org.uk/i-want-to/do/e-assessment/e-testing/cambridge-progression](http://www.ocr.org.uk/i-want-to/do/e-assessment/e-testing/cambridge-progression).

## 8.3 Practice tests

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Within the SecureAssess administration website, you have access to practice tests that cover the same range of subjects and assessment levels provided with the live tests. These practice tests are provided free of charge and sitting these tests will enable candidates to become familiar with the on-screen exam environment, the question styles they are likely to encounter and how to navigate through the test from start to finish. As the tests are scheduled and run in the same way as live tests (although they will not be marked by OCR), centre staff will also become more experienced in setting up and administering on-screen tests. Centres must ensure that candidates and staff are familiar with on-screen testing before running live tests.

The tests will not be returned to OCR for marking.

Under **no** circumstances must live assessments be used for practice; this will be treated as malpractice.

## 8.4 Entering candidates for on-screen tests

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Once your centre has access to the SecureAssess administration website, you can add candidates to the CBT system. They can be added one at a time or in a bulk CSV file upload. Please note that this is the only means of candidate entry required; you do **not** need to make entries via Interchange or A2C (see Section 4).

### Adding a single candidate

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Once you have logged in, click on the 'Candidates' tab and then click on the 'Create Candidate' button. You should then fill in the fields for a single candidate:

- \*Username – you must tick the 'Auto Generate' check box.
- \*First Name
- Middle Name
- \*Last Name
- \*Date of Birth
- \*Candidate No – you must tick the 'Auto Generate' check box.
- ULN
- \*Gender
- \*Associated Qualifications – please check all the tests the candidate can be entered for.
- \*Associated Centres – please tick the box next to your centre.
- Contact Details
- Reasonable Adjustments



\*These fields are mandatory and must be completed. The remaining fields are optional.

## Adding multiple candidates

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If you wish to add many candidates at once, this can be done by uploading a CSV file. Once you have logged in, click on the 'Candidates' tab and click on 'Upload Candidates'.

Next, click on 'Download Sample CSV'; this allows you to download a sample CSV file which you can save locally and update with details of your candidates. The fields in the CSV file that you need to complete are as above; however, there is no 'Username' as this is created automatically by the system. Also, '\*SCN' is the candidate number which, although starred, you must not complete as the number will be system generated.

Once you have filled in and saved your CSV file, in the 'Upload Candidates' screen, browse for the file that you have saved. Then select the associated qualifications that the candidates can be entered for. It is recommended that candidates are associated with all of the live and practice qualifications at this time as, once the candidates have been created, additional qualifications can only be added candidate by candidate. Click 'Upload' to upload the file and create the candidates associated with the qualifications selected.

## 8.5 Scheduling on-screen tests

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Tests must take place during a five-day testing window. Tests can be conducted at any time within the testing window (i.e. tests can only begin after midnight on the first day of the testing window and must be completed by midnight on the last day of the testing window). Testing windows for 2013/14 are as follows:

Series	Testing window
October 2013	21–25 October 2013
November 2013	18–22 November 2013
December 2013	9–13 December 2013
January 2014	20–24 January 2014
February 2014	24–28 February 2014
March 2014	24–28 March 2014
April 2014	28 Apr–2 May 2014
May 2014	19–23 May 2014
June 2014	16–20 June 2014
July 2014	14–18 July 2014
August 2014	18–22 August 2014

Centres should be aware that this information is subject to updates. Please ensure that the latest version of this guide is used.

In the SecureAssess administration website, select the 'Test Schedules' tab and 'Create Test'. The 'Schedule Exam Wizard' will then take you through the information required:

- Select the centre.
- Select the qualification and test.
- Set a date and time within which the test can be taken.

- Select the candidates that you want to add to the sitting.
- Click through delivery and the review screen shows what you have scheduled.
- At this point you can finish and save the schedule or go back to amend it.

This process is the same for both live and practice tests.

## Scheduling resits

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Resits can be scheduled as soon as you have received the result of the candidate's first attempt.

## 8.6 On-screen test fees

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Please see the OCR Fees List for details of charges per on-screen test. This can be downloaded from the OCR website at [www.ocr.org.uk/fees](http://www.ocr.org.uk/fees). You will be invoiced for tests that have been attempted.

## 8.7 Preparing candidates for on-screen tests

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All candidates should be given as many opportunities as possible to sit the on-screen practice tests. These are intended to familiarise candidates with the on-screen exam environment, the question styles they are likely to encounter and how to navigate through the test from start to finish.

Candidates should understand:

- How to set colour preferences
- How to enter a keycode and start the test
- That there are information screens within the tests as well as the initial instruction screen
- How to navigate using 'Next' or 'Back'
- How to navigate using the buttons on the left-hand navigation bar
- How to answer different question styles
- Where to see the time remaining countdown
- That they can change their answers within the allocated time
- That they can flag questions that they can return to later
- How to finish the test
- What happens when the test ends.

## 8.8 Conducting on-screen tests

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When offering OCR on-screen tests, centres must undertake certain responsibilities to ensure the proper conduct of examinations. The *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations* apply and should be read in conjunction with the instructions below.

Rough note paper is permitted on a candidate's desk. However, this must not be removed from the test room and should be collected at the end of the test by the invigilator/test administrator.

Before the start of each test sitting, the invigilator/test administrator is required to make an announcement to the candidates. The *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations* suggest wording that can be used at the beginning of a written test. This wording can be used appropriately for on-screen tests.

An example is given below.

1	You must now follow the regulations of the examination.
2	The test duration is shown at the top of the instruction screen.
3	<b>Only</b> material listed on the instruction screen is allowed in the examination room. <b>You must not have on or near you any other material:</b> Other than your computer and this material you are only allowed to have rough paper and a pen or pencil on your desk. This must not be taken out of the room. The invigilator will collect all rough paper at the end of the test.
4	<b>Check your pockets now. Check for things such as notes, books, papers, reading pens, iPods or mobile phones. This is your last chance to hand things in without any penalty.</b>
5	If you have any unauthorised items in your possession, you must hand them in to an invigilator now. <b>This is your last chance to hand in your mobile phone. Failure to do so may lead to disqualification.</b>
6	Check that your chair is comfortably positioned – adjust it if necessary.
7	Check that your computer is appropriately positioned so that you can see the screen clearly.
8	Check that you are seeing the right test for your <b>subject, unit and level.</b>
9	Check that you have everything you need to do the examination, including <b>all</b> the items listed on the instruction screen.
10	Read the instructions on the instruction screen.
11	When the invigilator is ready they will announce that you can start the test.
12	Once you have clicked on the Start Test button the test will begin.
13	Do not communicate with other candidates. You may not give help to another candidate or ask for help from another candidate. You should put up your hand to attract the invigilator's attention.
14	In the unlikely event of the fire alarm going off, please stay seated and wait for instructions from the invigilator.
15	Alerts advising you of the time you have left will be displayed at 30, 15 and five minutes before the end of the test.
16	If you complete the test before the time runs out, you can use the time to check the answers that you have made.
17	If you do not complete the test before the time runs out, the answers to all the questions you have answered will be saved and will still be marked.
18	<b>You may start now.</b>

During a test sitting, the status of each candidate's test can be monitored by the test administrator from the 'Invigilator' tab in the SecureAssess administration website. At the end of a test sitting, the test administrator is required to check that all tests have been uploaded to OCR; the state of each candidate's test in the Invigilator tab should be  (finished).

## 8.9 Security

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Each time test responses are uploaded to OCR, you are guaranteeing and confirming that OCR's test invigilation requirements have been observed. Your Head of Centre will be held accountable for any breach of invigilation requirements.

In the event of any suspicion of malpractice, OCR must be notified immediately in writing. You must send such notifications to [etest@ocr.org.uk](mailto:etest@ocr.org.uk), with 'On-screen OCR Cambridge Award/Certificate in English and Mathematics – Malpractice Notification' as the subject.

In the event of any suspicion of a breach in test security, OCR must be notified immediately in writing. You must send such notifications to [etest@ocr.org.uk](mailto:etest@ocr.org.uk), with 'On-screen OCR Cambridge Award/Certificate in English and Mathematics – Security Breach' as the subject.

# 9 Results and Certification

## 9.1 Issuing results

### Internal assessments

You will receive the following hard copy results for internally assessed units:

- **Control report** – This lists all units submitted for moderation.
- **Centre feedback report** – This is a brief report by the examiner-moderator on the internal assessment of candidates' work. To view the electronic version of the report, log in to Interchange, hover over 'Centre information' and then click on 'Examiner-moderator reports'.

You should expect to receive these **hard copy** results up to 21 working days after submitting your work to the examiner-moderator. Results will also be available via **Interchange**, no matter how you made your entry.

Internally assessed unit results will be issued via **A2C** as long as you provide a UCI when you make your entries (via either A2C or Interchange). A2C results are issued on a monthly basis, as shown below. The results file will contain the previous month's results and you can download them into your system at any time. The results will be imported into your current September series (9P13).

Results issued between	A2C results issue date
1–31 October 2013	8 November 2013
1–30 November 2013	6 December 2013
1–31 December 2013	10 January 2014
1–31 January 2014	7 February 2014
1–28 February 2014	7 March 2014
1–31 March 2014	4 April 2014
1–30 April 2014	9 May 2014
1–31 May 2014	6 June 2014
1–30 June 2014	4 July 2014
1–31 July 2014	9 August 2014
1–31 August 2014	5 September 2014

Centres should be aware that this information is subject to updates. Please ensure that the latest version of this guide is used.

### Paper-based tests

You will receive the following hard copy results for examined units:

- **Control report** – This lists all results (including passes and fails).
- **Results slips** – These are provided for those candidates who fail the paper tests (they are not provided for candidates who achieve the tests).

Results will be issued electronically on the dates shown in the table below (centres will only receive EDI results files if entries were made via A2C). Hard copy results will follow shortly afterwards.

<b>Series</b>	<b>Results available via A2C and Interchange</b>
October 2013	22 November 2013
November 2013	20 December 2013
December 2013	17 January 2014
January 2014	21 February 2014
February 2014	28 March 2014
March 2014	25 April 2014
April 2014	30 May 2014
May 2014	20 June 2014
June 2014	18 July 2014
July 2014	15 August 2014
August 2014	19 September 2014

Centres should be aware that this information is subject to updates. Please ensure that the latest version of this guide is used.

## On-screen tests

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Results will be available to view electronically via Interchange. They will also be available to view from the 'Results' tab of the SecureAssess administration website. Results will be published on the same dates as paper-based test results above. In addition, control reports will be issued as for paper-based tests.

## 9.2 When will certificates be issued?

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Once candidates have successfully achieved the required number of credits, you will receive hard copy certificates for each Award and achievements will be available via Interchange.

If a candidate has achieved the required number of credits in a valid combination, you will also receive hard copy certificates for each Certificate.

## 9.3 Certificates

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### What appears on the certificate?

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Certificates are issued in the candidate's name at the time the award is made. Centres are advised to enter candidates in their legal name which can be supported by appropriate documentation, e.g. birth certificate. Replacements will not be provided to accommodate a subsequent change of name (including a change by deed poll).

A qualification number is printed where the specification has been accredited by the regulators of external qualifications in England, Wales and Northern Ireland.

## Certificate conditions of issue

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A certificate is and remains the property of OCR and is issued on the following conditions:

- A certificate must be returned upon OCR's request. OCR reserves the right to replace certificates if necessary.
- It is the responsibility of the centre to forward certificates to its candidates. Certificates may be handed to the candidates, and centres should obtain proof of identity and signatures confirming receipt. Alternatively, certificates may be posted to candidates by a traceable method, e.g. **Recorded Signed For™**, at the centre's discretion and responsibility.
- Any alteration or defacement of a certificate renders it invalid and may result in its withdrawal by OCR.
- Centres must retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.
- Centres can destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to OCR Operations, Westwood Way, Coventry, CV4 8JQ. A record of certificates that have been destroyed should be retained for four years from their date of destruction.

## 9.4 Replacement certificates

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We can provide a replacement certificate in the following cases.

### Lost certificates

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To apply for a replacement certificate:

- **Centres** should formally make the request in writing using the request form on the OCR website.
- **Candidates** should use the application form which can be downloaded from the Learners and Parents area of the OCR website.

Applications should be sent to the Historical Records Team, 1 Hills Road, Cambridge, CB1 2EU.

If the request is made within six months of the certificate issue date, replacements will be provided free of charge. A fee is charged for replacement certificates more than six months after the date of issue. Please see the OCR Fees List at [www.ocr.org.uk/fees](http://www.ocr.org.uk/fees) for details.

### Damaged certificates

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Centres or candidates may apply for replacements for damaged certificates. The request must be made in writing to the Historical Records team in Cambridge and accompanied by the original certificate(s). If the request is made within six months of the certificate issue date, replacements will be provided free of charge. A fee is charged for replacement certificates more than six months after the date of issue. Please see the OCR Fees List.

### Requests for name corrections

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Although it is not possible to change names on certificates (see Section 9.3), requests to correct spelling mistakes can be made by the centre or the candidate. The request must be made in

writing to the Historical Records team in Cambridge and accompanied by the original certificate(s), highlighting the change required. If the request is made within six months of the certificate issue date, replacements will be provided free of charge. A fee is charged for replacement certificates more than six months after the date of issue. Please see the OCR Fees List.



# 10 Post-Results Services

## 10.1 Missing or incomplete results

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If a candidate's work was submitted, but no result or certificate is received, please contact the OCR Customer Contact Centre.

## 10.2 Enquiries about results

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### Available services

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- **Clerical re-check** – This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:
  - That all parts of the script have been marked
  - The totalling of marks
  - The recording of marks
  - The application of any adjustments
  - The application of any grade thresholds
  - The application of any special consideration, where applicable – please indicate on your application if special consideration was requested at the time of the examination.
- **Post-results review without report (for an individual candidate)** – This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for both on-demand and timetabled specifications. This service will include:
  - The clerical re-checks detailed above
  - A review of marking as described above.
- **Post-results review with report (for an individual candidate)** – This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for both on-demand and timetabled specifications. This service will include:
  - The clerical re-checks detailed above
  - A review of marking as described above
  - A report produced by the Chief Examiner – This will be an individual report detailing the candidate's performance.
- **Post-results review with report (for a group of candidates)** – This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly, for a group of candidates (for a minimum of 5 candidates and no more than 15 candidates per examination). The service is available for both on-demand and timetabled specifications. This service will include:
  - The clerical re-checks detailed above
  - A review of marking as described above
  - A report produced by the Chief Examiner – This will be a group report, which will not refer to specific candidates but will report on the group as a whole.

- **Post-results review of moderation** – The original moderation is reviewed to ensure that the required assessment criteria have been fairly, reliably and consistently applied. This service should only be used when the centre disagrees with the moderator’s comments. In all other cases, suggestions for improvements will be included on the centre feedback report. It is important that the centre carries out these improvements before submitting further work.

## Submitting enquiries about results

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All enquiries about results must be submitted within three months of the receipt of results.

Before submitting a request, centres must obtain consent since, with these services, candidates’ marks and subject grades may be lowered.

Enquiries about results should be submitted using the application form that can be downloaded from the OCR website and emailed to [vq\\_result\\_enquiries@ocr.org.uk](mailto:vq_result_enquiries@ocr.org.uk).

Application forms must be emailed by the Head of Centre, an authorised member of staff or a private candidate. OCR will not accept applications submitted by any other individuals, e.g. candidates entered through a centre or parents. An emailed application form will be accepted by OCR as confirmation that the centre agrees to pay any fees applicable should the enquiry be unsuccessful.

## Acknowledgements and outcomes

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All applications will be acknowledged within seven working days.

The outcome of each enquiry will be confirmed via email. You should expect to receive an outcome as follows:

- **Clerical re-check** – Within 20 days of OCR receiving the request.
- **Post-results review without report** – Within four to six weeks of OCR receiving the request.
- **Post-results review with report** – Within four to six weeks of OCR receiving the request.
- **Post-results review of moderation** – Within 40 calendar days of OCR receiving the application form. You will receive a report produced by the moderator providing feedback on the re-moderation. This feedback may be similar to that provided following the original moderation.

## Cancelling enquiries about results

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Once you have submitted an enquiry about results, if you wish to cancel it, you should email [vq\\_result\\_enquiries@ocr.org.uk](mailto:vq_result_enquiries@ocr.org.uk). The enquiries about results team will then contact you to confirm whether or not your request has been accepted. If a post-results review has already begun, an enquiry cannot be cancelled. If a cancellation is accepted, a cancellation fee of 50% of the original fee will be applied.

## Fees

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There is no charge for a clerical re-check. The fees associated with the post-results review services are provided in the OCR Fees List at [www.ocr.org.uk/fees](http://www.ocr.org.uk/fees). Centres will only be charged if a grade does not change. Where the subject grade changes as a consequence of the enquiry, no fee will be charged. If a cancellation is accepted (if the post-results review has not already begun), a cancellation fee of 50% of the original fee will be applied.

## Appeals

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If you still have concerns following the outcome of an enquiry about results, you may appeal against it. This must be done in writing, within 14 calendar days of receipt of the outcome, and addressed to the Appeals Team at [appeals@ocr.org.uk](mailto:appeals@ocr.org.uk). More information about appeals can be found in the OCR *Appeals Processes in Vocational Qualifications – A Guide for Centres*.

# 11 Entry Codes

All of the following qualifications are currently accredited by Ofqual. Entries must be made for each Award individually (see Section 4). Centres do not make entries or claims for the Cambridge Certificates. There are rules of combination that describe what a candidate needs to do to achieve a Certificate-sized qualification, which are based on a candidate achieving a number of the Cambridge Awards – provided they satisfy those rules, we will automatically issue a Cambridge Certificate in English or Mathematics.

## 11.1 English

Entry code	Title	Assessment	Credit value	Qualification number
<b>OCR Entry Level Cambridge Certificate in English (Entry 1)</b>			<b>13 credits</b>	<b>600/7779/7</b>
Made up of:				
<ul style="list-style-type: none"> <li>A minimum of 7 credits from Awards at Entry 1</li> <li>The remaining 6 credits from Awards at Entry 1, Entry 2 and Entry 3, observing the barred combinations.</li> </ul>				
05425	OCR Entry Level Cambridge Award in English: Read simple texts (Entry 1)	W, O	1	600/7451/6
05430	OCR Entry Level Cambridge Award in English: Understand words (Entry 1)	W, O	4	600/7452/8
05435	OCR Entry Level Cambridge Award in English: Construct simple sentences (Entry 1)	W, O	4	600/7453/X
05443	OCR Entry Level Cambridge Award in English: Speaking skills (Entry 1)	M	2	600/7454/1
05721	OCR Entry Level Cambridge Award in English: Listening and responding skills (Entry 1)	M	2	600/7455/3
<b>OCR Entry Level Cambridge Certificate in English (Entry 2)</b>			<b>13 credits</b>	<b>600/7780/3</b>
Made up of:				
<ul style="list-style-type: none"> <li>A minimum of 7 credits from Awards at Entry 2</li> <li>The remaining 6 credits from Awards at Entry 1, Entry 2, Entry 3 and/or Level 1 observing the barred combinations.</li> </ul>				
05426	OCR Entry Level Cambridge Award in English: Read straightforward texts (Entry 2)	W, O	1	600/7456/5
05431	OCR Entry Level Cambridge Award in English: Understand sentences (Entry 2)	W, O	4	600/7457/7
05436	OCR Entry Level Cambridge Award in English: Construct straightforward compound sentences (Entry 2)	W, O	4	600/7458/9
05444	OCR Entry Level Cambridge Award in English: Speaking skills (Entry 2)	M	2	600/7459/0
05722	OCR Entry Level Cambridge Award in English: Listening and responding skills (Entry 2)	M	2	600/7460/7

### Key to assessment

**M** = Moderated internally assessed tasks    **O** = On-screen test    **W** = Exams that take place in a testing window

Entry code	Title	Assessment	Credit value	Qualification number
<b>OCR Entry Level Cambridge Certificate in English (Entry 3)</b>			<b>13 credits</b>	<b>600/7781/5</b>
Made up of:				
<ul style="list-style-type: none"> <li>• A minimum of 7 credits from Awards at Entry 3</li> <li>• The remaining 6 credits from Awards at Entry 1, Entry 2, Entry 3, Level 1 and/or Level 2 observing the barred combinations.</li> </ul>				
05427	OCR Entry Level Cambridge Award in English: Read straightforward texts (Entry 3)	W, O	2	600/7461/9
05432	OCR Entry Level Cambridge Award in English: Understand sentences (Entry 3)	W, O	3	600/7462/0
05437	OCR Entry Level Cambridge Award in English: Construct compound sentences (Entry 3)	W, O	2	600/7463/2
05440	OCR Entry Level Cambridge Award in English: Plan and sequence texts (Entry 3)	W, O	2	600/7464/4
05445	OCR Entry Level Cambridge Award in English: Speaking skills (Entry 3)	M	2	600/7465/6
05448	OCR Entry Level Cambridge Award in English: Discussion skills (Entry 3)	M	2	600/7466/8
05723	OCR Entry Level Cambridge Award in English: Listening and responding skills (Entry 3)	M	2	600/7467/X
<b>OCR Level 1 Cambridge Certificate in English</b>			<b>13 credits</b>	<b>600/7782/7</b>
Made up of:				
<ul style="list-style-type: none"> <li>• A minimum of 7 credits from Awards at Level 1</li> <li>• The remaining 6 credits from Awards at Entry 2, Entry 3, Level 1 and/or Level 2 observing the barred combinations.</li> </ul>				
05428	OCR Level 1 Cambridge Award in English: Read a variety of straightforward texts	W, O	4	600/7468/1
05433	OCR Level 1 Cambridge Award in English: Interpret meaning in sentences	W, O	2	600/7469/3
05438	OCR Level 1 Cambridge Award in English: Construct compound sentences	W, O	2	600/7470/X
05441	OCR Level 1 Cambridge Award in English: Plan and sequence texts	W, O	3	600/7471/1
05446	OCR Level 1 Cambridge Award in English: Speaking skills	M	2	600/7472/3
05449	OCR Level 1 Cambridge Award in English: Discussion skills	M	3	600/7473/5
05724	OCR Level 1 Cambridge Award in English: Listening and responding skills	M	2	600/7474/7

**Key to assessment**

**M** = Moderated internally assessed tasks    **O** = On-screen test    **W** = Exams that take place in a testing window

Entry code	Title	Assessment	Credit value	Qualification number
<b>OCR Level 2 Cambridge Certificate in English</b>			<b>13 credits</b>	<b>600/7783/9</b>
Made up of:				
<ul style="list-style-type: none"> <li>• A minimum of 7 credits from Awards at Level 2</li> <li>• The remaining 6 credits from Awards at Entry 3, Level 1 and/or Level 2 observing the barred combinations.</li> </ul>				
05429	OCR Level 2 Cambridge Award in English: Read complex texts	W, O	4	600/7475/9
05434	OCR Level 2 Cambridge Award in English: Interpret meaning in sentences	W, O	2	600/7476/0
05439	OCR Level 2 Cambridge Award in English: Construct complex sentences	W, O	3	600/7477/2
05442	OCR Level 2 Cambridge Award in English: Plan and adapt texts	W, O	2	600/7478/4
05447	OCR Level 2 Cambridge Award in English: Speaking skills	M	1	600/7479/6
05450	OCR Level 2 Cambridge Award in English: Discussion skills	M	3	600/7480/2
05725	OCR Level 2 Cambridge Award in English: Listening and responding skills	M	2	600/7481/4

## Barred combinations

Area	Entry code	Title
Discussion skills	05448	OCR Entry Level Cambridge Award in English: Discussion skills (Entry 3)
	05449	OCR Level 1 Cambridge Award in English: Discussion skills
	05450	OCR Level 2 Cambridge Award in English: Discussion skills
Listening and responding	05721	OCR Entry Level Cambridge Award in English: Listening and responding skills (Entry 1)
	05722	OCR Entry Level Cambridge Award in English: Listening and responding skills (Entry 2)
	05723	OCR Entry Level Cambridge Award in English: Listening and responding skills (Entry 3)
	05724	OCR Level 1 Cambridge Award in English: Listening and responding skills
	05725	OCR Level 2 Cambridge Award in English: Listening and responding skills
Reading for understanding	05425	OCR Entry Level Cambridge Award in English: Read simple texts (Entry 1)
	05426	OCR Entry Level Cambridge Award in English: Read straightforward texts (Entry 2)
	05427	OCR Entry Level Cambridge Award in English: Read straightforward texts (Entry 3)
	05428	OCR Level 1 Cambridge Award in English: Read a variety of straightforward texts
	05429	OCR Level 2 Cambridge Award in English: Read complex texts

### Key to assessment

**M** = Moderated internally assessed tasks    **O** = On-screen test    **W** = Exams that take place in a testing window

Area	Entry code	Title
Speaking skills	05443	OCR Entry Level Cambridge Award in English: Speaking skills (Entry 1)
	05444	OCR Entry Level Cambridge Award in English: Speaking skills (Entry 2)
	05445	OCR Entry Level Cambridge Award in English: Speaking skills (Entry 3)
	05446	OCR Level 1 Cambridge Award in English: Speaking skills
	05447	OCR Level 2 Cambridge Award in English: Speaking skills
Understanding sentences	05430	OCR Entry Level Cambridge Award in English: Understand words (Entry 1)
	05431	OCR Entry Level Cambridge Award in English: Understand sentences (Entry 2)
	05432	OCR Entry Level Cambridge Award in English: Understand sentences (Entry 3)
	05433	OCR Level 1 Cambridge Award in English: Interpret meaning in sentences
	05434	OCR Level 2 Cambridge Award in English: Interpret meaning in sentences
Using sentences	05435	OCR Entry Level Cambridge Award in English: Construct simple sentences (Entry 1)
	05436	OCR Entry Level Cambridge Award in English: Construct straightforward compound sentences (Entry 2)
	05437	OCR Entry Level Cambridge Award in English: Construct compound sentences (Entry 3)
	05438	OCR Level 1 Cambridge Award in English: Construct compound sentences
	05439	OCR Level 2 Cambridge Award in English: Construct complex sentences
Writing to compose	05440	OCR Entry Level Cambridge Award in English: Plan and sequence texts (Entry 3)
	05441	OCR Level 1 Cambridge Award in English: Plan and sequence texts
	05442	OCR Level 2 Cambridge Award in English: Plan and adapt texts

## 11.2 Mathematics

Entry code	Title	Assessment	Credit value	Qualification number
<b>OCR Entry Level Cambridge Certificate in Mathematics (Entry 1)</b>			<b>13 credits</b>	<b>600/7729/3</b>
Made up of:				
<ul style="list-style-type: none"> <li>A minimum of 7 credits from Awards at Entry 1</li> <li>The remaining 6 credits from Awards at Entry 1, Entry 2 and Entry 3, observing the barred combinations.</li> </ul>				
05736	OCR Entry Level Cambridge Award in Mathematics: Number (Entry 1)	W, O	2	600/7674/4
05737	OCR Entry Level Cambridge Award in Mathematics: Calculations with whole numbers (Entry 1)	W, O	2	600/7582/X
05738	OCR Entry Level Cambridge Award in Mathematics: Money and time (Entry 1)	W, O	1	600/7560/0

### Key to assessment

**M** = Moderated internally assessed tasks    **O** = On-screen test    **W** = Exams that take place in a testing window

Entry code	Title	Assessment	Credit value	Qualification number
05739	OCR Entry Level Cambridge Award in Mathematics: Shape and positional vocabulary (Entry 1)	W, O	2	600/7722/0
05740	OCR Entry Level Cambridge Award in Mathematics: Measuring systems (Entry 1)	W, O	2	600/7573/9
05741	OCR Entry Level Cambridge Award in Mathematics: Handling data (Entry 1)	W, O	2	600/7583/1
<b>OCR Entry Level Cambridge Certificate in Mathematics (Entry 2)</b>			<b>13 credits</b>	<b>600/7728/1</b>
Made up of:				
<ul style="list-style-type: none"> <li>A minimum of 7 credits from Awards at Entry 2</li> <li>The remaining 6 credits from Awards at Entry 1, Entry 2, Entry 3 and/or Level 1 observing the barred combinations.</li> </ul>				
05742	OCR Entry Level Cambridge Award in Mathematics: Calculations with whole numbers (Entry 2)	W, O	3	600/7561/2
05743	OCR Entry Level Cambridge Award in Mathematics: Money, time and date (Entry 2)	W, O	2	600/7572/7
05744	OCR Entry Level Cambridge Award in Mathematics: Shape and positional vocabulary (Entry 2)	W, O	2	600/7571/5
05745	OCR Entry Level Cambridge Award in Mathematics: Fractions and measurement (Entry 2)	W, O	3	600/7569/7
05746	OCR Entry Level Cambridge Award in Mathematics: Handling data (Entry 2)	W, O	3	600/7570/3
<b>OCR Entry Level Cambridge Certificate in Mathematics (Entry 3)</b>			<b>13 credits</b>	<b>600/7727/X</b>
Made up of:				
<ul style="list-style-type: none"> <li>A minimum of 7 credits from Awards at Entry 3</li> <li>The remaining 6 credits from Awards at Entry 1, Entry 2, Entry 3, Level 1 and/or Level 2 observing the barred combinations.</li> </ul>				
05747	OCR Entry Level Cambridge Award in Mathematics: Fractions (Entry 3)	W, O	1	600/7575/2
05748	OCR Entry Level Cambridge Award in Mathematics: Decimals in money and length (Entry 3)	W, O	2	600/7563/6
05749	OCR Entry Level Cambridge Award in Mathematics: Calculations with whole numbers (Entry 3)	W, O	3	600/7574/0
05750	OCR Entry Level Cambridge Award in Mathematics: Measurement and time (Entry 3)	W, O	2	600/7564/8
05751	OCR Entry Level Cambridge Award in Mathematics: Handling data (Entry 3)	W, O	2	600/7675/6
05752	OCR Entry Level Cambridge Award in Mathematics: Shape and compass directions (Entry 3)	W, O	2	600/7562/4
<b>OCR Level 1 Cambridge Certificate in Mathematics</b>			<b>13 credits</b>	<b>600/7777/3</b>
Made up of:				
<ul style="list-style-type: none"> <li>A minimum of 7 credits from Awards at Level 1</li> <li>The remaining 6 credits from Awards at Entry 2, Entry 3, Level 1 and/or Level 2 observing the barred combinations.</li> </ul>				

**Key to assessment**

**M** = Moderated internally assessed tasks    **O** = On-screen test    **W** = Exams that take place in a testing window



Entry code	Title	Assessment	Credit value	Qualification number
05753	OCR Level 1 Cambridge Award in Mathematics: Shape and space	W, O	3	600/7568/5
05754	OCR Level 1 Cambridge Award in Mathematics: Fractions, decimals and percentages	W, O	3	600/7566/1
05755	OCR Level 1 Cambridge Award in Mathematics: Measurement and time	W, O	2	600/7577/6
05756	OCR Level 1 Cambridge Award in Mathematics: Calculations, ratio and direct proportion	W, O	5	600/7565/X
05757	OCR Level 1 Cambridge Award in Mathematics: Handling data and probability	W, O	3	600/7567/3
05758	OCR Level 1 Cambridge Award in Mathematics: Money	W, O	1	600/7576/4
<b>OCR Level 2 Cambridge Certificate in Mathematics</b>			<b>13 credits</b>	<b>600/7778/5</b>
Made up of:				
<ul style="list-style-type: none"> <li>• A minimum of 7 credits from Awards at Level 2</li> <li>• The remaining 6 credits from Awards at Entry 3, Level 1 and/or Level 2 observing the barred combinations.</li> </ul>				
05759	OCR Level 2 Cambridge Award in Mathematics: Handling data and probability	W, O	3	600/7580/6
05760	OCR Level 2 Cambridge Award in Mathematics: Fractions and decimals	W, O	3	600/7579/X
05761	OCR Level 2 Cambridge Award in Mathematics: Calculations, ratio and direct proportion	W, O	3	600/7578/8
05762	OCR Level 2 Cambridge Award in Mathematics: Shape, space and measure	W, O	4	600/7581/8

## Barred combinations

Barred combination	Entry code	Title
Barred combination 1	05737	OCR Entry Level Cambridge Award in Mathematics: Calculations with whole numbers (Entry 1)
	05742	OCR Entry Level Cambridge Award in Mathematics: Calculations with whole numbers (Entry 2)
	05749	OCR Entry Level Cambridge Award in Mathematics: Calculations with whole numbers (Entry 3)
Barred combination 2	05756	OCR Level 1 Cambridge Award in Mathematics: Calculations, ratio and direct proportion
	05761	OCR Level 2 Cambridge Award in Mathematics: Calculations, ratio and direct proportion
Barred combination 3	05748	OCR Entry Level Cambridge Award in Mathematics: Decimals in money and length (Entry 3)
	05758	OCR Level 1 Cambridge Award in Mathematics: Money
Barred combination 4	05755	OCR Level 1 Cambridge Award in Mathematics: Measurement and time
	05762	OCR Level 2 Cambridge Award in Mathematics: Shape, space and measure

### Key to assessment

**M** = Moderated internally assessed tasks    **O** = On-screen test    **W** = Exams that take place in a testing window

Barred combination	Entry code	Title
Barred combination 5	05754	OCR Level 1 Cambridge Award in Mathematics: Fractions, decimals and percentages
	05760	OCR Level 2 Cambridge Award in Mathematics: Fractions and decimals
Barred combination 6	05741	OCR Entry Level Cambridge Award in Mathematics: Handling data (Entry 1)
	05746	OCR Entry Level Cambridge Award in Mathematics: Handling data (Entry 2)
	05757	OCR Level 1 Cambridge Award in Mathematics: Handling data and probability
	05759	OCR Level 2 Cambridge Award in Mathematics: Handling data and probability
Barred combination 7	05739	OCR Entry Level Cambridge Award in Mathematics: Shape and positional vocabulary (Entry 1)
	05744	OCR Entry Level Cambridge Award in Mathematics: Shape and positional vocabulary (Entry 2)
	05752	OCR Entry Level Cambridge Award in Mathematics: Shape and compass directions (Entry 3)
	05753	OCR Level 1 Cambridge Award in Mathematics: Shape and space
	05762	OCR Level 2 Cambridge Award in Mathematics: Shape, space and measure

**Key to assessment**

**M** = Moderated internally assessed tasks    **O** = On-screen test    **W** = Exams that take place in a testing window

# 12 Reference

## 12.1 Glossary

A2C	An electronic method of transmitting entry and results data to and from OCR using EDI (electronic data interchange) files.
Annual	Internally assessed units take place on demand, at any time; they do not happen within a series. Therefore, within Interchange and the EDI basedata, they are referred to as having an 'annual' series.
Basedata	Examination data, which is used to process entries and results using A2C. Designed to be electronically imported into a centre's administration software. Includes the specification codes, entry codes and timetables. Basedata is series specific and needs to be refreshed for each series.
Centre approval	To offer OCR qualifications, you must first gain approval from OCR. Approval needs to be obtained for each suite of qualifications and you will only be able to enter candidates for the qualifications that you are approved to offer.
Enquiry about results	A post-results service available from OCR.
Examiner-moderator	An examiner-moderator will review the centre assessment of candidates' work in accordance with the agreed assessment criteria.
Exams officer	The person appointed by the Head of Centre to act on behalf of the centre to administer examinations. OCR corresponds formally with the exams officer.
Head of Centre	This is the most senior officer in the organisation, e.g. the Headteacher or Principal of a school/college. The Head of Centre accepts full responsibility for the correct administration and conduct of OCR exams.
Interchange	OCR's secure extranet, which allows centres to make entries and claims and view achievements.
JCQ (Joint Council for Qualifications)	A forum of examining boards in England, Wales and Northern Ireland, which seeks to create common standards, regulations and guidance.
Script	Once a question paper has been completed by a candidate, it is referred to as a script.
Series	A group of examinations with a common closing date for entries. A series is defined by a series year, code and name, e.g. February 2013.
Session	A period in a day in which an examination may take place, i.e. am or pm.
Testing window	A five-day period (Monday–Friday) when paper-based tests can be scheduled to take place.
UCI (unique candidate identifier)	Unique 13-character code allocated to a candidate by a centre that must accompany a candidate's entry if centres wish to receive internally assessed and full award results via A2C (from September 2013). Examination administration software packages will usually be able to generate UCIs.
ULN (unique learner number)	A personal ten-digit number, which is used to ensure funded learner achievement information can be provided to the Personal Learning Record Service.

## 12.2 Documents referred to in the text

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The following documents are referred to within the *Admin Guide*. Additional copies can be downloaded from the relevant website.

JCQ *Access Arrangements and Reasonable Adjustments*

JCQ *A guide to the special consideration process*

JCQ *General Regulations for Approved Centres*

JCQ *Instructions for conducting coursework*

JCQ *Instructions for conducting examinations*

JCQ *Suspected Malpractice in Examinations and Assessments*

OCR *Appeals Processes in Vocational Qualifications – A Guide for Centres*

OCR Fees List

OCR *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations*

OCR *Malpractice Procedures – A Guide for Centres*

## 12.3 Useful websites

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DfE (Department for Education) – [www.education.gov.uk](http://www.education.gov.uk)

EOA (Examination Officers' Association) – [www.examofficers.org.uk](http://www.examofficers.org.uk)

Interchange – <https://interchange.ocr.org.uk>

JCQ (Joint Council for Qualifications) – [www.jcq.org.uk](http://www.jcq.org.uk)

LRS (Learning Records Service) – [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk)

National Apprenticeship Service – [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

OCR (Oxford Cambridge and RSA Examinations) – [www.ocr.org.uk](http://www.ocr.org.uk)

Ofqual (Office of Qualifications and Examinations Regulation) – [www.ofqual.gov.uk](http://www.ofqual.gov.uk)

Ofqual Register of Regulated Qualifications – <http://register.ofqual.gov.uk>

**www.ocr.org.uk**  
OCR customer contact centre

**Vocational qualifications**

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

*For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.*

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