

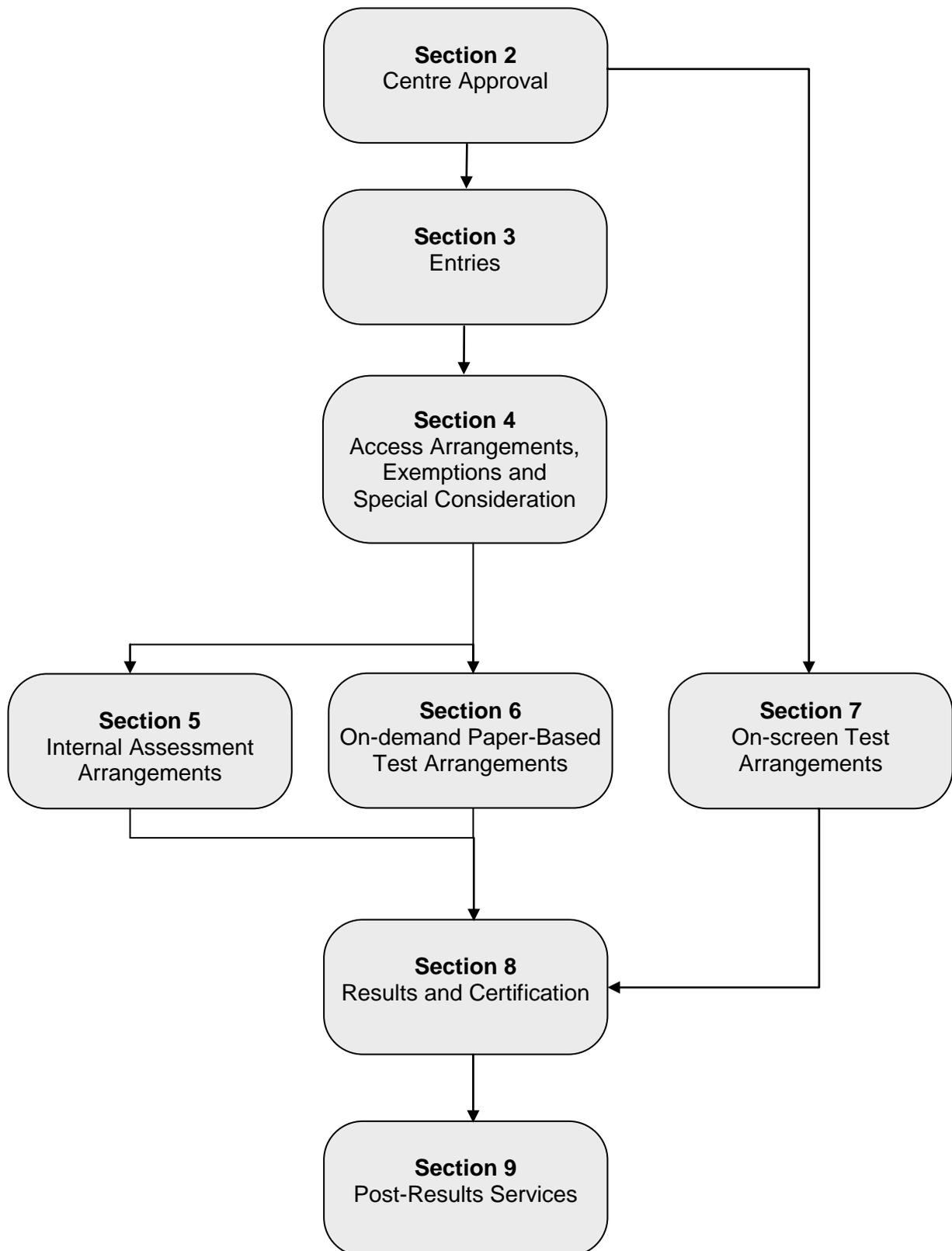
**Functional
SKILLS**

**FUNCTIONAL SKILLS
ADMIN GUIDE
2015/16**

OCR
Oxford Cambridge and RSA

Overview

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



Version control

This page lists all changes to this *Admin Guide* since publication on the OCR website at www.ocr.org.uk/admin-guides. See [Section 1.2](#) for details of how we communicate any changes to centres.

The latest version of this guide is v.1.0 published December 2015.

Contents

Overview	1
Contents	3
1 Introduction	1
1.1 What are Functional Skills?	1
1.2 Changes to this <i>Admin Guide</i>	1
1.3 Apprenticeships and Traineeships	2
1.4 Obtaining further support and information	2
1.5 Contacting OCR	4
2 Centre Approval and Compliance	6
2.1 What is centre approval?	6
2.2 Applying for centre approval	6
2.3 Credit checking	6
2.4 Compliance	7
2.5 Reporting suspected malpractice	7
3 Entries: Internal Assessment and Paper-Based Tests	8
3.1 What are entries?	8
3.2 Entry 'deadlines'	9
3.3 Entry fees	9
3.4 Information required to make named entries	10
3.5 Information required to make unnamed entries	11
3.6 Methods of submitting entries	11
3.7 Making entries via Interchange	12
3.8 Making entries via A2C	13
3.9 Viewing submitted entries	14
3.10 Amending or withdrawing entries	15
3.11 Making resit entries	15
3.12 Late entries	15
3.13 Transfers – components achieved with other awarding bodies	15
4 Access Arrangements, Exemptions and Special Consideration	16
4.1 Access arrangements and reasonable adjustments	16
4.2 Exemptions for Functional Skills English	17
4.3 Special consideration	17
5 Internal Assessment Arrangements	19
5.1 Assessment	19
5.2 Certification claims	19
5.3 Making a claim	19
5.4 Checking the progress of a claim	22
5.5 Submitting candidate work following an online claim	23
5.6 Processing an online claim	24
6 On-demand Paper-Based Test Arrangements	25
6.1 Centre responsibilities	25
6.2 Despatch of assessment materials	25
6.3 Security of the test material	25
6.4 Timetabling of tests	26
6.5 English tests (Reading and Writing)	27
6.6 ICT tests	28
6.7 Maths tests	30
6.8 Attendance lists	31

6.9	Submitting materials for marking	32
7	On-Screen Tests: Approval, Entries and Test Arrangements	33
7.1	About on-screen Functional Skills tests	33
7.2	Guides to on-screen testing	33
7.3	Signing up for on-screen Functional Skills tests	34
7.4	Accessing the SecureAssess administration website	34
7.5	Making entries for on-screen Functional Skills	34
7.6	Scheduling on-screen tests	35
7.7	Installing the SecureClient test software	36
7.8	Test delivery options	37
7.9	Conducting on-screen tests	38
7.10	Security	39
7.11	Preparing candidates for on-screen Functional Skills tests	39
7.12	ICT 'in app' tests	40
8	Results and Certification	42
8.1	Issuing results via hard copy and Interchange	42
8.2	Issuing results for on-screen tests	42
8.3	Issuing results via A2C	43
8.4	Certificates	44
8.5	Replacement certificates	45
9	Post-Results Services	46
9.1	Missing or incomplete results	46
9.2	Enquiries about results	46
10	Entry and Results Codes	48
10.1	English	48
10.2	ICT	49
10.3	Mathematics	50
11	Reference	51
11.1	Glossary	51
11.2	Documents referred to in the text	52
11.3	Useful websites	52

1 Introduction

The purpose of this *Admin Guide* is to assist exams officers and teachers in registered OCR centres with the administration of OCR Functional Skills. This document must be read in conjunction with the OCR document, *Instructions for conducting examinations* (OCR ICE) available from www.ocr.org.uk/admin-guides, the JCQ *Instructions for conducting coursework* and the JCQ *General Regulations for Approved Centres*, available from the JCQ website at www.jcq.org.uk.

1.1 What are Functional Skills?

Functional Skills are practical skills in English, Maths and ICT 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 basic literacy and numeracy for learners of all ages.

Functional Skills are a constituent of all 14–19 learning programmes. These qualifications are also 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, arithmetic and using a computer, but are an essential stepping stone towards the higher goal of functionality and as part of the Apprenticeship. They can also be used as a foundation for GCSEs.

Entry Level English, Maths and ICT and Levels 1 and 2 English Speaking, Listening and Communication (SLC) are internally assessed and OCR-moderated qualifications which can be taken at any time during the year.

Levels 1 and 2 English Reading and Writing, Maths and ICT are externally assessed by OCR set and marked tests that can be taken at any time during the year. Following your feedback, we now offer both on-screen and paper-based tests for each qualification.

For more information, visit www.ocr.org.uk/functionalskills.

1.2 Changes to this *Admin Guide*

The first version of this *Admin Guide* is v1.0, published online December 2015.

If there are any subsequent changes to this *Admin Guide*, we will update the online version, available to download from the OCR website (www.ocr.org.uk/admin-guides).

Any changes will be clearly identified on the [version control page](#) in the *Admin Guide* (the page prior to the contents page) and the version number will be updated accordingly in the footer.

We will also notify centres of any amendments to this *Admin Guide* in our monthly [Subject Information Update](#) email.

1.3 Apprenticeships and Traineeships

Apprenticeships

Functional Skills also currently form part of Apprenticeships. Apprenticeships are open to anyone aged 16 or over, and provide candidates with a combination of study and work experience to prepare them for their career.

Apprenticeships are currently made up of the following components:

- **Competence** – Details of these components are available within this *Admin Guide*.
- **Knowledge** – Details of these components are available within this *Admin Guide*.
- **Transferable skills (Functional Skills)** – Functional Skills is the mandatory component of all Apprenticeship frameworks in England.
- **Employee Rights and Responsibilities (ERR)** – Formally assessed, depending on the level.
- **Personal, Learning and Thinking Skills (PLTS)** – In England, PLTS are part of the framework at Levels 2 and 3 and must be formally assessed. They may also be included in Higher Apprenticeship frameworks (Levels 4–7) if they are considered necessary. They are normally mapped to the knowledge and competence components of the framework.

Apprenticeships are in the process of being reformed so that the frameworks will gradually be replaced with standards written by employers. For the latest information on OCR's Apprenticeships, please see the OCR website (www.ocr.org.uk/apprenticeships) where you can also download our *Admin Guide: Apprenticeships*.

For more information on Apprenticeship Frameworks, please see Apprenticeship Frameworks Online (www.afo.sscalliance.org).

Traineeships

Traineeships are the new programme for young people who want to work, but who need extra help to gain entry to an Apprenticeship or employment.

Functional Skills also form a component part of **Cambridge Traineeships**. The three core elements are:

- A high-quality work placement
- Work preparation training
- English and maths.

Traineeships range from Entry Level to Level 2 and run for a maximum of six months. For further information on Cambridge Traineeships, please see the OCR website at www.ocr.org.uk/traineeships.

1.4 Obtaining further support and information

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

The best way to obtain up-to-date information is via the OCR website at 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

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 at www.ocr.org.uk/interchange.

Community

Our social network site enables teachers to share best practice, offer guidance and upload and access a range of support materials such as lesson plans, presentations, videos and links to other helpful sites. Visit www.social.ocr.org.uk to find out more.

OCR Customer Support Managers

Our Customer Support Managers are a dedicated team of staff covering England, Wales and Northern Ireland. We are committed to supporting our centres and do this in a number of ways:

- **Network meetings for exams officers** – We attend as many of your local network meetings as possible bringing you all the latest news and information that will impact you in the Exams Office. If you would like us to attend your meeting then please get in touch by contacting networks@ocr.org.uk.
- **Network meetings for teachers** – We are running **free** regional network meetings for teachers of our specifications. Each event will give teachers the opportunity to hear the latest news, discuss teaching specifications and resources, talk to our subject experts and connect with other teachers of their subject. Our support networks will run each term and are designed to keep teachers up-to-date. They are also a great opportunity to share passion for a subject and pick up tips from colleagues. You can view a full listing of the events we are running at www.ocr.org.uk/ocr-for/teachers/teacher-networks. If you are interested in hosting a network at your centre please let us know by contacting us at networks@ocr.org.uk.
- **Training for exams officers** – We deliver bespoke training for exams officers to help them understand the administration aspects of our qualifications and use of OCR systems. We will consider all requests for training and work with you to make the session relevant to your needs. If you would like to find out more please contact cast@ocr.org.uk.
- **Via our blog and Twitter feeds** – To provide you with additional support and information we've created a regular blog post, available at OCR Blogs (www.ocr.org.uk/blog). You can also find useful hints and tips on Twitter (<https://twitter.com>). Follow us [@OCRExams](https://twitter.com/OCRExams) or hear from our Customer Support Managers [@OCRCustSupport](https://twitter.com/OCRCustSupport).

OCR professional development

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

1.5 Contacting OCR

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

Telephone: 02476 851509 (08:00–17:30 Monday to Friday)
Fax: 02476 851633
Email: functionalskills@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.

When providing your contact details, please ensure the email address you provide is either the main email address of the centre or the email address of the person responsible for the administration of exams. Personal email addresses should not be used.

Section	Query	Contact	Email and notes
1.4	Network meetings and training	Customer Support Managers	networks@ocr.org.uk
2.2	Applying for centre approval	Data & Reporting Team	ocrvocationalapprovals@ocr.org.uk
2.2	Update centre details	Centres Team	ncn@ocr.org.uk Email updated details as an attachment on centre-headed paper to the JCQ National Centre Number Register
2.5	Report suspected malpractice	Compliance Team	malpractice@ocr.org.uk – Internal assessments, paper-based tests etest@ocr.org.uk – On-screen tests Email a JCQ Report of Suspected Malpractice form (JCQ/M1 or JCQ/M2a) as soon as possible
3.3	Fees invoice query	OCR credit control	creditcontrol@ocr.org.uk Please quote your centre and invoice number in all correspondence
3.6	Interchange login	Customer Support Team	cast@ocr.org.uk If you're unsure whether your centre is registered or you cannot locate your Centre Administrator
3.10	Changing a candidate's whole name	Operations Team	Ops.VRQTeam@ocr.org.uk Please send proof of the name change
4.1	Applications for access arrangements	Special Requirements Team	ocrspecialrequirements@ocr.org.uk For external assessments, please email JCQ Form 1 or Form 8

4.1	Applications for modified papers	Assessment Production Team	modified.papers@ocr.org.uk Please complete JCQ Form 7
4.1	Applying for extra time for e-tests	E-test Team	etest@ocr.org.uk Once you have received approval for the access arrangement, for amounts over 25%, the extra time has to be added by OCR
4.2	Applying for an exemption	Special Requirements Team	ocrspecialrequirements@ocr.org.uk Complete the JCQ form, Application for an Exemption
4.3	Obtaining special consideration	Special Requirements Team	ocrspecialrequirements@ocr.org.uk Applications for special consideration must be submitted to OCR within seven days of the affected assessment having taken place.
4.4	Applying for a transfer units from another awarding body	Special Requirements Team	ocrspecialrequirements@ocr.org.uk Complete the Application for the transfer of Functional Skills English components (A124), available from the OCR website
6.7	Queries about data files	Customer Contact Centre	functionalskills@ocr.org.uk
7.3	Request additional users	E-test Team	etest@ocr.org.uk
7.12	Report a breach in test security	E-test Team	etest@ocr.org.uk You should title your email '[Qualification name] Security Breach' as the subject
8.1	Request formal statement of results for English	Operations Team	statsrequests@ocr.org.uk Please allow four weeks for your request to be processed.
8.5	Request free replacement certificates	Operations Team	Ops.VRQTeam@ocr.org.uk Within three months of the certificate issue
8.5	Request replacement certificates	Historical Records Team	VQHistoricalRecords@ocr.org.uk More than three months after the certificate issue
9.2	Submit enquiries about results	EAR Team	VQresult.enquiries@ocr.org.uk Submit the application form from the OCR website (http://www.ocr.org.uk/i-want-to/request-a-post-results-service)
9.2	Appeal against the outcome of an enquiry about results	Appeals Team	appeals@ocr.org.uk This must be done by your Head of Centre within 14 calendar days of receipt of the outcome

2 Centre Approval and Compliance

2.1 What is centre approval?

If you want to offer Functional Skills qualifications, 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 you wish to offer on-screen tests, you also need to sign up for these – please see [Section 7](#) for details.

2.2 Applying for centre approval

To apply for centre approval, you need to complete an application form. The form, together with guidance on completing it, and our centre approval policy, is available from the centre approval section of the OCR website (www.ocr.org.uk/i-want-to/become-an-approved-centre). 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. Forms should be emailed to ocrvocationalapprovals@ocr.org.uk.

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. This will be clarified at the time an inspection visit is arranged. Centre approval fees are provided in the OCR Fees List, which is available on the [OCR website](#).

If a visit is required, it may take 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 3](#)).

If you need to change your centre details, including the email address we hold for your exams officer, please notify us by emailing the updated details as an attachment on centre-headed paper to the JCQ National Centre Number Register at ncn@ocr.org.uk.

2.3 Credit checking

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 the Customer Contact Centre at vocational.qualifications@ocr.org.uk.

2.4 Compliance

As part of your centre approval, you agree to deliver OCR qualifications in line with the required regulations:

- OCR Terms of Business (www.ocr.org.uk/about-us/terms-of-business)
- Centre approval policy for OCR (www.ocr.org.uk/about-us/our-policies/regulations)

And for qualifications, as appropriate:

- JCQ *General Regulations for Approved Centres* (www.jcq.org.uk/exams-office/general-regulations)
- OCR *Instructions for conducting examinations* (www.ocr.org.uk/admin-guides)

Please ensure, before you apply for approval to deliver any qualification, you can comply with the relevant regulations. Once approved, evidence of compliance with the relevant regulations may be requested and confirmed through centre inspections.

2.5 Reporting suspected malpractice

It is the responsibility of the Head of Centre (see [Section 11.1](#)) to report all cases of suspected malpractice involving centre staff or candidates by completing the appropriate JCQ Report of suspected malpractice form (JCQ/M1 for candidate suspected malpractice or JCQ/M2a for staff suspected malpractice) as soon as possible and emailing it as follows:

- **Internal assessments and paper-based examined tests** – malpractice@ocr.org.uk.
- **On-screen tests** – etest@ocr.org.uk. You should title your email '[Qualification name] Malpractice Notification' as the subject, inserting the qualification name where indicated.

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

Further information regarding reporting and investigating suspected malpractice and the possible sanctions and penalties which could be imposed, is contained in the JCQ publication: *General and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments* which is available from the [JCQ website](#).

3 Entries: Internal Assessment and Paper-Based Tests

This section applies to internally assessed units and paper-based tests only. Entries for on-screen tests are made within the on-screen test system (see [Section 7](#)).

Key points

- For Functional Skills English, you must make unit entries for all three units of the assessment if you wish to claim the full award. However, you can make entries for each English unit at separate times if you wish. OCR will then automatically make a full qualification claim for you when all three units are achieved.
- If you would like to receive results for externally assessed Functional Skills units via A2C, you must make entries via A2C.
- To receive full award results via A2C, you must provide a UCI when making unit entries 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.

3.1 What are entries?

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

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 units in bulk, 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.

Unit entries only

For Functional Skills qualifications, you make **unit entries only**. You do not make full award entries (as for many vocational qualifications) and you do not need to make certification entries in addition to the unit entries (as you do for general qualifications such as A Levels and GCSEs).

Functional Skills **ICT and Mathematics** qualifications are single-unit qualifications, so you just need to make an entry for 'Unit 1'.

Functional Skills **English** qualifications each consist of the following three units (you may also see these referred to as components):

- Unit 1: Speaking, Listening and Communication (SLC)
- Unit 2: Reading
- Unit 3: Writing.

You must make individual unit entries for all three units of the assessment. Candidates must pass all three units to achieve the qualification. Candidates can combine units from any level to make up a whole qualification; however, they will be awarded the qualification at the lowest level.

Example

A candidate completes the following English units:

- Unit 1: Speaking, Listening and Communication at **Level 1**
- Unit 2: Reading at **Entry 3**
- Unit 3: Writing at **Entry 2**

The candidate is awarded the following qualification:

- OCR Functional Skills qualification in English at **Entry 2**

3.2 Entry ‘deadlines’

Paper-based tests (Levels 1 & 2 ICT, Maths, English Reading and Writing)

OCR Functional Skills paper-based assessment at Level 1 and Level 2 is available on-demand for English, Maths and ICT – there are no specific entry deadlines. This means centres can enter for tests at any time. When entering for tests, centres must allow five working days between making an entry and the planned test date. This is to allow for delivery of papers to the centre in time for planned tests (see [Section 6.4](#)).

Internal assessment (Entry Level and Levels 1 & 2 English SLC)

Candidates can be entered for internally assessed units on an on-going basis – there are no specific entry deadlines. However, it is worth noting if you are making entries for the first time, and wish to carry out moderation immediately, it can take a couple of weeks to allocate a moderator to your centre.

3.3 Entry fees

Details of the entry fees for Functional Skills qualifications can be found in the OCR Fees List, which can be downloaded from the [OCR website](#). Invoices will be sent (normally via email) to your accounts contact weekly after papers have been despatched from OCR. Please be aware, even if entries for individual English units are made at the same time, invoices may be sent separately.

Querying a fees invoice

To query an invoice, please forward a copy of the invoice and supporting documentation to OCR Credit Control at creditcontrol@ocr.org.uk, quoting your centre number and invoice number in all correspondence.

3.4 Information required to make named entries

Qualification details

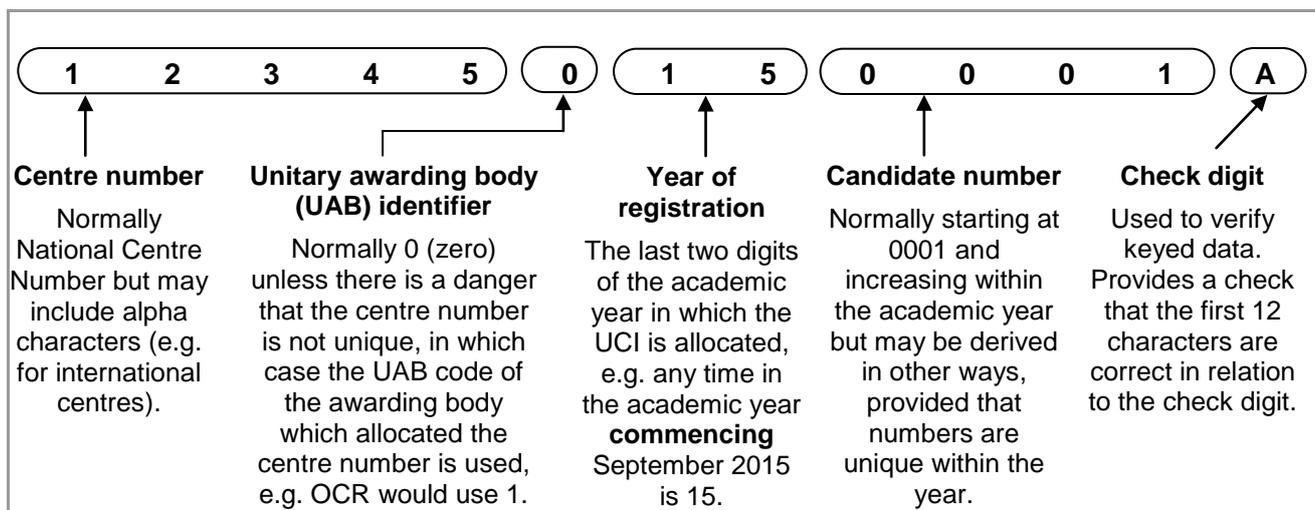
You should provide the entry codes for the qualification(s) you are entering candidates for. See [Section 10](#) for entry codes.

Candidate personal details

You should provide 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 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)

Though optional for Functional Skills, the UCI must accompany a candidate's entry if centres wish to receive internally assessed and full award Functional Skills results via A2C. 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 qualifications, 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)

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

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, we will check the ULN and candidate details with the PLR. Candidate details submitted to OCR need to match exactly with those held on the PLR. If there are any differences, we will not be able to validate the ULN. This will not prevent your entries from being processed, but OCR will not be able to send result data to the PLR until the ULN and candidate details held by OCR have been validated correctly with the PLR.

For more information, and to generate a ULN, please refer to the Learning Records Service (www.gov.uk/government/collections/learning-records-service).

Order number

The order number 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 and it can be up to 20 characters long.

3.5 Information required to make unnamed entries

Qualification details

For the unnamed route, you simply need to specify the number of entries that you would like for each entry code. See [Section 10](#) for entry codes.

Order number

See above.

3.6 Methods of submitting entries

There are two methods of entering candidates for Functional Skills. If you cannot make entries via either of these methods, please call the Customer Contact Centre (see [Section 1.5](#)).

- **Interchange** – OCR's secure extranet (<https://interchange.ocr.org.uk>). If your centre is new to Interchange and 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 Support Team at cast@ocr.org.uk.

- **A2C** – An electronic method of transmitting entry and results data to and from OCR using EDI (electronic data interchange) files. More information can be found on the A2C website (<http://a2c.icq.org.uk>).

3.7 Making entries via Interchange

Additional information for making entries via Interchange is provided on the OCR website at www.ocr.org.uk/interchange.

To make entries using Interchange, log in to the system, hover over 'Functional Skills' 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

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 tab and then populate the spreadsheet with the information described in [Section 3.4](#) – either manually or by importing data from your management information system.

For examined units (Levels 1 and 2 English Reading and Writing, ICT and Maths) you will need to enter the session as 'OnDemand 0000'. For English SLC and Entry Level qualifications, you will need to enter 'Annual 2016'.

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

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 Functional Skills qualifications 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 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 units (Levels 1 and 2 English Reading and Writing, ICT and Maths) you will need to select 'OnDemand' from the 'Series' dropdown. For English SLC, which is internally assessed, you will need to select 'Annual 2016'; for Entry Level qualifications, 'Annual 2016' will be automatically displayed for you.

You then need to select an **option** (this is where you choose the relevant **unit**) from the dropdown list. For qualifications that only have one unit, this unit will automatically be displayed. 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

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

For examined units (Levels 1 and 2 English Reading and Writing, ICT and Maths) you will need to select 'OnDemand' from the 'Series' dropdown. For English SLC, which is internally assessed, you will need to select 'Annual 2016'; for Entry Level qualifications, 'Annual 2016' will be automatically displayed for you.

You then need to select an option (this is where you choose the relevant unit) from the dropdown list. For qualifications that only have one unit, this unit will automatically be 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.

3.8 Making entries via A2C

If you make entries via A2C, you can only make named entries. NB If you would like to receive test results for Functional Skills via A2C, you must make entries via A2C. To receive full award results via A2C, you must provide a UCI when making entries via A2C or Interchange (see [Section 3.4](#)).

Basedata

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.

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 Functional Skills you use the awarding body identifier of **72 (OCR Coventry Office)**.

Basedata will be available to download from the OCR website for the whole year. The entries should come under the November series, **BF15** (where B denotes November, F denotes Functional Skills entries, and 15 represents the academic year 2015/16), which may need to be created within your management information system.

Entry codes

To make entries, the qualification scheme code without the leading zero is followed by the unit number. For example, the entry code to make a unit entry for scheme 09865 (Functional Skills Maths Level 1), Unit 1, would be 986501. The entry codes are provided in [Section 10](#).

How to submit your EDI entry file via A2C

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

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 four times each working day. An acknowledgement does not mean the file has been successfully loaded to our system as, at this point, no validation checks have been performed.

Submitting additional entries via A2C

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. It is not possible to submit **resit entries** via A2C; these must be submitted via Interchange (see [Section 3.11](#)).

Technical support for A2C entries

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 (see [Section 1.5](#)).

JCQ A2C data exchange project

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 next stage will be piloted with a small number of centres from September 2015. It will be rolled out from September 2015 and will finally replace the old-style EDI files by the end of December 2016. This will result in much more streamlined transfer of data between awarding organisations and centres. All centres can still download the migration application, for use with the old-style EDI format files, from the A2C website. More information can be found on the A2C website (<http://a2c.jcq.org.uk>).

3.9 Viewing submitted entries

You can view all submitted entries within [Interchange](#). To access this area, hover over 'Entries' in the left-hand menu and then click on 'Entry submission history'.

Click on the relevant qualification heading to view entries. There are two tabs on this page – 'Online Submissions' and 'Uploaded spreadsheets'. The 'Online Submissions' tab is the default and can be used to view submitted unnamed entries. To view your named entry submission history or view your submitted spreadsheets, click on the 'Uploaded spreadsheets' tab. This will show both your named entries and submitted spreadsheets as a CSV file.

3.10 Amending or withdrawing entries

If you need to update candidates' personal details, e.g. name or date of birth (see [Section 3.4](#)), 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 at Ops.VRQTeam@ocr.org.uk.

We will not refund any named or unnamed entry fees where the entry has been made in error.

3.11 Making resit entries

Candidates who need to resit an assessment will have to be entered again. To make a 'resit entry', you will need to make your entry via Interchange (even if you made your original entry via A2C), using the named or unnamed route (see [Section 3.7](#)).

3.12 Late entries

As Functional Skills is on-demand, there should be no need to make late entries. However, if you have received your question papers and require an additional paper, you may be able to add a candidate entry (known as a 'pirate entry'). This should only be requested in an emergency. To request a late candidate entry, please call the OCR Customer Contact Centre (see [Section 1.5](#)).

3.13 Transfers – components achieved with other awarding bodies

For Functional Skills English qualifications, it is possible to use units achieved with another awarding body to contribute to an OCR award.

Candidates who achieve Functional Skills English units with another awarding body can transfer them in exceptional circumstances and complete the Functional Skills English qualification.

To apply, please email the application form, Application for the transfer of Functional Skills English components (A124), which can be downloaded from the qualification pages of the [OCR website](#), to Ops.VRQTeam@ocr.org.uk or post to OCR Operations, Westwood Way, Coventry, CV4 8JQ.

4 Access Arrangements, Exemptions and Special Consideration

4.1 Access arrangements and reasonable adjustments

Access arrangements and reasonable adjustments are made before an assessment to enable a candidate with particular requirements to demonstrate attainment. Depending on the type and level of the assessment, centres will need to do **one** of the following:

- Apply to the OCR Special Requirements Team.
- 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 for each qualification can be found in the JCQ [Access Arrangements and Reasonable Adjustments](#)

Applying for access arrangements and reasonable adjustments

If applicable, access arrangements should be applied for as soon as possible after the course has begun.

For vocational qualifications, any online approval that has been granted for GCSE and GCE qualifications automatically extends to the following qualifications: Cambridge Nationals, Cambridge Progression qualifications, Cambridge Technicals, and Functional Skills qualifications. For any application exclusively for other qualifications, please email JCQ Form 1 (for physical disabilities) or JCQ Form 8 (for learning difficulties) to the OCR Special Requirements Team at ocrspecialrequirementsteam@ocr.org.uk.

In all cases, centres should consider the nature of the assessment being undertaken. For example, a scribe or practical assistant would not be allowed in the realisation of design, performance and artwork.

More information is available in the JCQ [Access Arrangements and Reasonable Adjustments](#).

Levels 1 and 2 English Reading and Writing tests

For the Reading component, a scribe is permitted but a reader is not permitted. For the Writing component, a reader is permitted but a scribe is not permitted.

Modified papers

If you require modified papers as part of an access arrangement or reasonable adjustment, you must make applications at least **ten weeks** before the chosen test date. To apply for modified papers, please complete the JCQ Form 7, Application for Modified Papers, which can be downloaded from the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-7---application-for-modified-papers). Forms should be emailed to the Assessment Production Team at modified.papers@ocr.org.uk.

On-screen tests

If your candidate requires **extra time** for e-tests (see [Section 7](#)), this needs to be added to the candidate's test before the test is taken:

- **For amounts up to 25%**, you can add the extra time to the candidate's test in the SecureAssess administration website (<https://ocr.secureassess.btlsurpass.co.uk>). This can be done from either the last step of the Schedule Exam Wizard or from the Invigilation tab. However, this can only be completed if the 'DDA – Reasonable Adjustments' box is checked in a candidate's Contact Details area of the 'candidates' screen.
- **For amounts over 25%**, the extra time has to be added by OCR. Once you have received approval for the access arrangement from the OCR Special Requirements Team, please email the OCR e-test team at etest@ocr.org.uk to request extra time be added.

If your candidate requires any **specific colour settings**, these can be changed within the test from the 'Preferences' button. This includes a number of pre-set options for contrasting text and background colours. The candidate can select the option which they find easiest to read.

4.2 Exemptions for Functional Skills English

In Functional Skills English, candidates who are unable to access part of the assessment, even after exploring all possibilities through reasonable adjustments, may be eligible for an **exemption** and an award based on the parts of the assessment they have taken. Candidates can be exempted from up to two of the three units. (Such an arrangement does not apply to Functional Skills ICT and Mathematics qualifications, as these qualifications consist of only one unit.)

To apply for an exemption, please complete the JCQ form, Application for an Exemption, which can be downloaded from the [JCQ website](#). Forms should be sent to ocrspecialrequirementsteam@ocr.org.uk.

4.3 Special consideration

Special consideration is a post-assessment adjustment reflecting temporary injury, illness or other indisposition at the time the assessment was taken. It is important to note that special consideration may only be available in exceptional circumstances and it may not be possible to apply special consideration where:

- An assessment requires the demonstration of a practical competence
- The assessment criteria have not been fully met.

Where an assessment has been missed or is in the form of an on-demand test, such as an electronic test set and marked by a computer, the centre should offer the learner an opportunity to take the assessment at a later time.

A learner will not be eligible for special consideration where:

- Evidence is not supplied by the centre that the learner was affected at the time of the assessment by a particular condition
- Any part of the assessment is missed.

Obtaining special consideration

Applications for special consideration must be submitted to OCR within seven days of the affected assessment having taken place using the appropriate JCQ form (JCQ/SC/Form10), which can be downloaded from the [JCQ website](#). Applications cannot be accepted after results have been issued. Forms should be sent to the OCR Special Requirements Team at ocrspecialrequirementsteam@ocr.org.uk.

Further details can be found in the JCQ booklet, [A guide to the special consideration process](#).

5 Internal Assessment Arrangements

This section applies to Levels 1 and 2 English Speaking, Listening and Communication (SLC) and all Entry Level assessments. (For Levels 1 and 2 paper-based tests, see [Section 6](#); for on-screen tests, see [Section 7](#).)

5.1 Assessment

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 and the guidance for conducting Speaking, Listening and Communication, which are available to download from the qualification pages of the [OCR website](#). Recording documents and assessor observation records are also available from the [OCR website](#).

All assessment materials that learners are required to complete will be available to download from our secure extranet, [Interchange](#).

Once the assessment has been conducted and the candidate work has been marked 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.

5.2 Certification claims

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: submit an online claim
- Step 2: 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 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.

5.3 Making a claim

Certification claims for Functional Skills qualifications 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 3](#)).

For further help and support in making online claims for Functional Skills, please see the step-by-step guide, which is available on the OCR website (www.ocr.org.uk/ocr-for/exams-officers/interchange/step-by-step-guides).

Starting a claim

To get started, log in to Interchange, hover over 'Functional Skills' in the left-hand menu and then click on 'Make claim'. You will then be able to see a list of all the 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. Then select 'By Candidate' or 'By Unit' to begin building your claim. Selecting 'By Candidate' allows you to build your claim by selecting individual candidates. Selecting 'By Unit' allows you to begin building a claim by choosing units for the qualification. It is possible to build claims over time using both the 'By Candidate' and 'By Unit' methods for the same claim.

Setting up your assessment personnel

The first time you create a claim for each qualification, you 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. (Once your first centre assessor is set up, you won't be prompted in this way again.)

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. Alternatively, instead of using initials which are often not unique, if your centre allocates teacher codes, you can use those instead.

Make sure you set up your new centre assessors for each qualification before you start building the claim. **Any number of centre assessors can build a claim, but only one assessor should submit it.**

Claiming by candidate

Adding candidates to a claim

There are two ways to add candidates to a claim:

- **Named entries** – When you click on 'Create' and then 'By Candidate' next to a qualification title, if you made named qualification, you will see a list of all eligible candidates. When you click on 'Create new' next to each candidate's name, you will see all the units the candidate is entered for. If you have only entered one centre assessor, you will see the assessor name pre-populated for every unit.
- **Unnamed entries** – For unnamed entries, you will need to build up a list of candidates. If OCR already knows about a candidate (perhaps from a different qualification), you should search for their details and the qualification for which you wish to claim some (or all) relevant units. You must do this before you input new details. If you cannot find a candidate, you need to input new details.

To create a new candidate, you must provide their surname, forename, date of birth and gender. In addition, if you want achievements to be available on the Personal Learning Record, you must provide the unique learner number (see [Section 3.4](#) for details). For unnamed claims, you will also be shown how many unnamed entries are available. This number will decrease when claims have been submitted. If this gets low, you may need to make more unnamed entries before you can complete a claim.

Adding units to a claim

The claim will show you all the units that are available in the qualification selected:

- For Entry Level English, three units will be displayed.
- For Entry Level ICT and Maths (single-unit qualifications), the one unit available to claim will be automatically displayed.

- For Levels 1 and 2 English, where Speaking, Listening and Communication is the only unit that can be claimed, the one unit available to claim will be automatically displayed.

To add a unit, 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.

Where a previous claim has been made for a candidate, the claim will show those units as achieved.

For English qualifications which have three units, you can claim all of the units at the same time or just some of them. If you only claimed some units, you can return to this claim before you submit it and continue to add units as they are achieved. The full award will be issued automatically as soon as all the units have been achieved. For ICT and Maths, which are single-unit qualifications, you claim the unit (and then the full award is issued automatically).

If you made unnamed entries and want to claim more units for a candidate (having already started a claim for this candidate), you can return to this claim as though it is a named candidate; the candidate will appear on your list of candidates for you to edit or add to a subsequent claim.

Every unit 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.

Claiming by unit

Selecting units

When you click on 'Create' and then 'By Unit' next to a qualification title, you will see a list of all eligible units. First, select the unit you want to make a claim for. Click on 'Create new' next to the unit title. All candidates with entries for this unit will appear.

Adding candidates to a claim

Click the button in the 'Claiming' column for each candidate you wish to claim for. Select the centre assessor for each candidate (you can select different assessors for different candidates), making sure you click on 'Save claim' each time. Repeat this process for each unit you'd like to make a claim for.

When selecting whether you are claiming or not and/or centre assessors, you will see the 'Apply to all' option message appear. This allows you to apply the grade/centre assessor selection to all candidates that appear below your currently selected candidate on the page. This will not apply the change to any candidates above your selection or, if applicable, to any candidates appearing on another page.

Editing the claim

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. You can access the claim by hovering over 'Functional Skills' in the left-hand menu and clicking on 'Make claim'. Search for the qualification, click on 'Edit' next to the claim then select either 'By Unit' or 'By Candidate' to view the claim. Next, click on a candidate name to edit their claim. By submitting larger claims in this way, you can help us with more effective moderation and sampling, as well as reducing the number of parcels you have to send to your moderator.

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 the claim

When you have included all the relevant candidate achievements, you can submit a claim by clicking on the 'View claim' button on the claim. We recommend you submit the claim in one file rather than individually. This will help the OCR assessor in the sampling process. 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 also 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, you should 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 allowed 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.

5.4 Checking the progress of a claim

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 'Functional Skills' in the left-hand menu and then click on 'View claim history'. Your most recent claim should be at the top of the list. 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.

5.5 Submitting candidate work following an online claim

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 all candidate work and internally standardise a sample of the candidate work before submitting final versions of the assessment to OCR. 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 the 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.
- **Assessment record form and assessment front sheet** – These can be downloaded from the qualification pages of the [OCR website](#); one per candidate should be completed.
- For Levels 1 and 2 English SLC, **observation records**, which can be downloaded from the [OCR website](#), must be completed as well as an assessment record form and assessment front sheet for each candidate.
- **Centre authentication form (CCS160)** – These can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/stage-3-assessment/internal-assessment); one per submission per qualification should be completed, as shown below.

Centre Authentication Form

OCR Entry Level, GCSE, GCE, Functional Skills, Cambridge Nationals, Principal Learning and Project qualifications

One copy of this form must be completed for each internally assessed unit or component and signed by the appropriate person(s). The completed form must accompany examined coursework submissions or, in the case of moderation, the MS1 or centre-generated equivalent submitted to the moderator.

It is a requirement of the Code of Practice that this authentication form is signed.

Authentication of candidates' work – 'Internal assessors must be able to present upon request a written declaration authenticating the candidates' work and confirming they are satisfied the work produced is solely that of the candidate concerned'

Centre Name Centre No

Qualification type (e.g. GCSE, GCE or Functional Skills)

Unit or Specification number/component code (e.g. B625/01, G040/01 or A533/02)

Unit/Specification title (e.g. French Writing or Using ICT to Communicate)

Examination series (e.g. January or June) Year 2 0 1

Moderated unit (Please tick box if yes) → If ticked, this form must accompany the MS1 or centre-generated equivalent submitted to the moderator.

Examined unit (Please tick box if yes) → If ticked, this form must accompany the packet of coursework that is posted to the examiner or assessed by the visiting examiner

Accredited centre (Please tick box if yes) → Applied GCE specifications - Authentication forms must still be completed if you have accredited status. These forms should be sent to OCR Post Assessment Services or emailed as an attachment to centre_auth@ocr.org.uk. If your centre has been selected as part of the random sample, the form must accompany the MS1 or centre-generated equivalent submitted to the moderator.

Signature(s) of internal assessor(s) – i.e. person(s) responsible for carrying out internal assessment and/or supervision (in the case of examined coursework) of work:
I/We the undersigned confirm that the candidates' work was conducted under the required conditions as laid down by the specification and OCR additional guidance on coursework/controlled assessment.
I/We confirm, where necessary, that internal standardisation has been carried out and that all marks have been correctly added up and accurately transcribed to mark sheets before being submitted to OCR.

Signature:..... Print name:.....
Signature:..... Print name:.....
Signature:..... Print name:.....

Please continue on a separate sheet if required.

Candidate authentication
In order to support internal assessors in authenticating their students' work an example of a standard candidate authentication statement is provided on the OCR Website (www.ocr.org.uk). Alternatively, centres may wish to continue to use their own internal arrangements for candidate authentication, but these must provide equivalence to the standard candidate authentication statement.

- Note**
In the case of private candidates or distant tutored candidates, the centre must ensure that:
- The tutor/teacher has acquainted themselves thoroughly with the general standard of candidates' work before accepting coursework for internal assessment.
 - Work submitted by candidates that is atypical or inconsistent with their general standard may raise concerns over authenticity.
 - Sufficient on-going regular monitoring of the candidates' examination coursework has taken place and, where appropriate, the required controlled assessment requirements have been met.
 - Centres are reminded that they must comply with restrictions that may apply to entries, e.g. the exclusion of private candidates from a specification.

The MS1 is not required

Add the entry code/scheme code

Add the date of submission

Ignore these boxes

If you submit work for more than one claim in the same package, please make sure work for each claim is clearly separated. We recommend 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.

5.6 Processing an online claim

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 in Interchange (look for Finalised/Processed statuses in the status column).

Interpreting claims

When you view the claims, they may be:

- Confirmed**
- Withdrawn** – An 'X' shows the claim for that unit has been withdrawn.

6 On-demand Paper-Based Test Arrangements

This section applies to the following OCR Functional Skills qualifications:

- ICT Level 1 (09876)
- ICT Level 2 (09877)
- Mathematics Level 1 (09865)
- Mathematics Level 2 (09866)
- English Reading and English Writing Level 1 (09498)
- English Reading and English Writing Level 2 (09499).

For ICT and Maths, there will be one test at each level. For English, there will be one test for Reading and one test for Writing at each level.

(For Entry Level and Levels 1 and 2 English Speaking, Listening and Communication, see Section 5; for Levels 1 and 2 on-screen tests, see [Section 7](#).)

Paper **practice papers** (past papers) are available from the qualification pages of the OCR website (www.ocr.org.uk/fs).

6.1 Centre responsibilities

When offering Functional Skills external tests, centres must undertake certain responsibilities to ensure the proper conduct of examinations and should follow the OCR *Instructions for conducting examinations* (OCR ICE). (This is available to download from the OCR website at www.ocr.org.uk/admin-guides.)

There is no longer a requirement to suspend related teaching activity while planned assessment is taking place within the centre. However, you must still ensure that the OCR *Instructions* are followed when tests are being conducted.

6.2 Despatch of assessment materials

Once you have made your entries, you will be sent test papers and materials within five days of the entry being made. These materials include a declaration for you to return to confirm all question papers are being returned to OCR. Please note, 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 6.8](#)).

6.3 Security of the test material

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 the examination(s) is maintained at all times. Please see Section 1 of the [OCR Instructions](#) for more information. All

question papers must be accounted for and held securely by the centre. Copies may not be issued to anyone, including teaching staff.

All used question papers must be returned to OCR using the address label provided. All unused question papers must be returned to OCR with the completed scripts together with a completed declaration to confirm all used/unused papers have been returned (form A507). Unused papers **must not** be used as past papers for teaching or examination practice.

Paper variants

All question papers will be assigned a 'paper variant'. This is a code which is used to differentiate between the different assessments that will be available for any one qualification. For example, OCR Level 1 Functional Skills in Mathematics might have several paper variants such as MA01, MC10, MB1 and MB19.

Each paper variant will be 'live' for a selected period, which is why both used and unused papers must be returned within ten working days of receipt. If 'non-live' papers are returned, this will be treated as malpractice (see [Section 2.5](#)).

You do not need to make a note of the paper variants or add them to attendance lists; however, completed test papers should be returned in paper variant order.

You can use the paper variants to track use of assessment within a ten-day period if you wish. The method of tracking the time period the papers have been in the centre is the responsibility of the centre.

For ICT assessments, the variant number in a paper is associated with a set of data files (see [Section 6.5](#)).

6.4 Timetabling of tests

Centres are responsible for timetabling Functional Skills tests. Centres can timetable tests when they wish and there are no OCR-set test windows. It is also the centre's responsibility to inform candidates of the date and time of their test(s).

Once entries have been made (see [Section 3](#)), test materials will arrive within five working days. On receipt of question papers, a centre has ten working days in which to administer and use these papers before all papers (used and unused) must be returned to the nominated OCR examiner. The ten working days start when you receive the papers. Within this ten-day period, the test can only be taken by candidates over five consecutive working days.

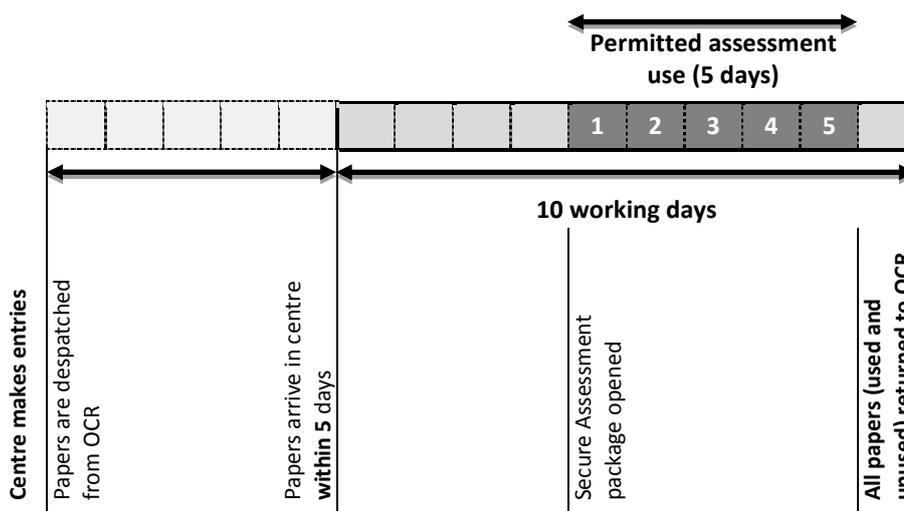
Working days are defined as Monday to Friday and so Saturday, Sunday and Bank Holidays are not included in the overall working day count. If assessment is planned around a weekend then an assessment window can be seven calendar days (equivalent to five working days with two of the seven days being non-working days).

Once test materials are opened (i.e. once a script packet is opened), the five-day period starts. It is the centre's responsibility to ensure no more assessment takes place beyond the five days for these papers.

Centres can make new entries without waiting until papers from previous entries are returned. This means a centre can operate multiple five-day assessment periods over time. The rules regarding timetabling of tests apply to each **separate set** of entries.

Example timeline

The timeline below shows one possible scenario. A centre makes entries and receives the test materials five working days later. The centre opens assessments on day 5 and so must use all papers within five working days. The centre then returns all assessments on day 10.



We have created a 'dates calculator' to help centres work out the timescale requirements. This is available on the OCR website (www.ocr.org.uk/Images/158475-functional-skills-paper-on-demand-dates-calculator.xlsx) (on the relevant Functional Skills qualification page under 'Key documents').

6.5 English tests (Reading and Writing)

English Reading and Writing tests consist of scenario-based questions and take place under examined conditions as per the OCR *Instructions*.

Test duration

- At Level 1, 50 minutes for Reading and 50 minutes for Writing.
- At Level 2, 55 minutes for Reading and 55 minutes for Writing.

Format of the English test papers

- **Reading tests** – Assessments are provided as a combined task, resource and answer booklet. There are no longer separate question papers, resource booklets and answer booklets. The resource documents are perforated along the left-hand side of the task, resource and answer booklet.
 - **Level 1** – Candidates can remove the two resource documents by folding page 5 and page 7 along the perforated strip before removing them from the task, resource and answer booklet.
 - **Level 2** – Candidates can remove the three resource documents by folding page 5, page 7 and page 9 along the perforated strip before removing them from the task, resource and answer booklet.
- **Writing tests** – Assessments are provided as a combined task and answer booklet. There are no longer separate question papers and answer booklets. There are no perforated pages in Writing assessments.

Resources permitted for candidates in the examination room

- A pen with black ink **or** access to a computer and printer to print out their responses, which must be firmly attached to the answer booklet.
- For the Reading and Writing tests, candidates may use a dictionary and spell/grammar check facilities.

At the end of the test

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 securely attached to the answer booklet in the correct order and handed to the supervisor. Candidates can handwrite their name on each printout.

6.6 ICT tests

ICT tests consist of practical tasks using a computer and take place under examined conditions.

Test duration

The test is 2 hours at both Levels 1 and 2. Each test is divided into two parts (which must be taken in one sitting as one test). We recommend the candidate spends approximately 15 minutes on Part A, after which access to the internet must be removed.

Format of the ICT test papers (ICT Level 2 only)

The resource documents have been provided as perforated pages so that candidates can remove these and use them in Part B of the assessment.

Resources permitted for candidates in the examination room

Candidates will need access to a computer, a printer and the Internet. Candidates will need a pen with black ink.

Use of data files

Centres are required to download ICT data files for Functional Skills Levels 1 and 2 ICT tasks. These data files will be needed by candidates taking the ICT assessments. Candidates can use a variety of software applications to carry out these tasks. We will provide the data required for tests in the following formats:

- Microsoft 1997–2003 document (.doc)
- Image files are supplied as .jpg
- Video clips are supplied as .mpg, .mp4 and .wmv
- Sound clips are supplied as .mp3

Data files are available on the OCR website and you must download them to your centre's local network before the test. The data files will be located in the 'Pre-release materials' section of the relevant ICT Functional Skills web page at www.ocr.org.uk/fs.

The variant number on a paper relates to a relevant set of data files and there are two ways to access these:

- The invigilator may set out the test papers up to 45 minutes before the test starts, and so the centre can identify the variant number at this point and make the correct set of data files available.
- The centre can download and unzip all data files to the local PCs before assessment takes place, and then direct candidates to the correct set when the test starts.

If you have difficulties downloading the data files or making them available to candidates in a suitable format, please email us at functionalskills@ocr.org.uk.

If you are not able to open the zipped file then you should right-click (PC) or ctrl-click (Mac) on the link to the data file and choose the option 'Save target as', saving the zip file onto your local network.

If you are a Mac user, and are having problems with accessing the zip files, the Stuffit Expander can be used. This software is free to download from <http://my.smithmicro.com/mac>.

Centres must ensure the data files are in a format that suits how their candidates have been prepared. For example, candidates can copy and paste the data provided in Microsoft Word into a spreadsheet application so that they can process numerical data, display numerical data in a graphical format and/or enter, search, sort and edit records. However, some database applications do not allow this facility and candidates will need to import the data from a text file. The data files must not be amended by centres (e.g. converted to different programme formats).

It is the centre's responsibility to ensure the data files are saved in a place that is accessible to each candidate to work with during the test. The files **may** be provided **by OCR** in a folder structure (e.g. two folders, both containing files). **If provided in a folder structure**, the files must be presented to the candidate in this format.

Candidates will have to copy and paste or import the data provided into appropriate software applications that they have selected during the test, to do the tasks set. It is the centre's responsibility to ensure candidates are prepared to do this.

Centres **must not** use these data files with candidates as test practice before the test, as this would constitute malpractice (see [Section 6.9](#)).

During the test

The test is divided into two parts – Part A and Part B. Both parts must be taken in one sitting as one test, but candidates must start with Part A.

Where a question requires a written response, space is provided. Candidates may word process their answer and provide a printout. Word processed answers must be numbered correctly, e.g. '2c'.

For Part A:

- Space has been provided in the Part A booklet for candidates to write their answers but answers may be word processed if preferred. Candidates must ensure that each answer is numbered correctly (e.g. '2c').
- The candidate will require access to the Internet. Candidates may be required to save or print out information they have found on the Internet that they will then use as part of the Part B task(s).

For Part B:

- Candidates **must not** have access to the Internet during the time allowed for Part B. Candidates should not be able to send or receive emails but **must have access to email**

software (such as Outlook or Outlook Express) so that they can demonstrate their ability, for example, to organise attachments when sending an email.

- **For Level 2 only:** Candidates should remove the resource documents at the start of the assessment ready to use in Part B task.
- Candidates must use data provided by OCR. Candidates should not have access to the data files after printing has been carried out.

At the end of the test

The answer booklets should be collected. Printing may be carried out after the time allocated for the assessment.

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 when both Part A and Part B of the test have been completed. **Printouts without a name will be awarded no marks.** Candidates can handwrite their name on each document.

6.7 Maths tests

Maths tests consist of scenario-based questions and take place under examined conditions.

Test duration

The test is 1 hour and 30 minutes at both Levels 1 and 2.

Format of the paper

Assessments are provided as a combined task, resource and answer booklet. There are no longer separate question papers, resource booklets and answer booklets. The resource documents are perforated along the left hand side of the task, resource and answer booklet. Candidates can remove the resource documents by folding the relevant pages along the perforated strip before removing them from the task, resource and answer booklet.

Resources permitted for candidates in the examination room

- Pen with black ink
- Calculator (details of the type of calculator allowed can be found in the OCR *Instructions for conducting examinations* (OCR ICE))
- HB pencil
- Eraser
- Ruler graduated in centimetres and millimetres.

During the test

- There is no choice of questions in either paper at Level 1 or 2.
- 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.

6.8 Attendance lists

Creating and submitting your attendance list

To create your attendance list, log in to Interchange, hover over 'Functional Skills' in the left-hand menu and then select 'On demand attendance lists'. Select the relevant qualification from the dropdown list and choose the assessment and then select 'Search'. This will display any attendance lists you have saved but not submitted. On this screen you can also search for attendance lists you have already submitted by clicking on the link 'already submitted attendance lists'.

To create a new attendance list, click 'Create Attendance List'.

You can search for candidates you have made a named entry for by selecting 'Search named candidate' and inputting name, part name or UCI number then selecting 'Find candidate'.

If you select 'Search Unnamed candidate' then 'Find candidate', this will display all candidates you have entered for any qualification. At this stage, you can also create a new candidate.

For both options, leaving the find candidate field blank will display all candidates. From your search results, select the candidates you want to add to your attendance list by ticking the box and then clicking 'add selected candidates'. The attendance list will appear at the bottom of the page.

Note you can add candidates made using named and unnamed entries on the same attendance list and you can also add different paper variants (see [Section 6.2](#)) on the same attendance list. If the total candidates exceeds the number of named and unnamed entries you have made you will receive an invoice for the difference (see [Section 3.10](#)).

Complete the date attended. If a number of candidates have all sat tests on the same date, click 'copy to rows below'. You can save the attendance list and return to it later to add more candidates or you can submit the list. If you save the list it will generate a reference number which you can select when you want retrieve the saved list to submit it. Once you click 'submit', a message will appear advising once you submit an attendance list you will not be able to add further candidates. Clicking 'Ok' will display the attendance list confirmation screen.

You must submit the attendance list on the same day you return the scripts to the OCR examiner. Late submission of the attendance list may delay the issue of your candidates' results.

Printing attendance lists and examiner labels

You will need to send a hard copy of the attendance list to the examiner with your scripts. To print an attendance list, you can either print the page as you create the list or, if already submitted, search for 'already submitted attendance lists', select the 'Ref Number' to display the list and then select print.

On this screen you can also print the examiner's address by selecting 'Print Examiner label'. The examiner's address is set up in a label format so you can print directly to a label if you wish.

You can also access this screen by searching for 'already submitted attendance lists'.

6.9 Submitting materials for marking

The completed answer booklets must be securely sealed and should be packed in paper variant order rather than the order on the attendance list. Centres must complete the declaration form (A507) to confirm all question papers have been returned to OCR. **All** used and unused question papers, attendance lists and the completed declaration must be returned to OCR with the completed scripts using the examiner address label provided. Unused papers **must not** be used as past papers for teaching or examination practice.

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 candidates' work remains with the centre until it is received by the OCR examiner. Centres should use a secure form of delivery, e.g. Parcelforce, to send the candidate work to their allocated examiner.

7 On-Screen Tests: Approval, Entries and Test Arrangements

Key points

- Centres must be approved for Functional Skills before signing up for on-screen Functional Skills.
- Adding candidates in the computer-based test system is the **only** means of candidate entry required. You **do not** need to make separate entries via Interchange or A2C.

7.1 About on-screen Functional Skills tests

On-screen Functional Skills tests are computer-based tests (CBTs) which centres can schedule to run at a time that suits their needs and the needs of their candidates. The computer-based test system comprises two parts: **an online administration website and test software to be installed at your centre**. There is no fee for using the computer-based test system itself. You will only be invoiced for tests that have been attempted. Please see the [OCR Fees List](#) for details of charges per on-screen test.

The following tests are available:

- English Reading Level 1
- English Reading Level 2
- English Writing Level 1
- English Writing Level 2
- ICT Level 1
- ICT Level 2
- Mathematics Level 1
- Mathematics Level 2

7.2 Guides to on-screen testing

In addition to the guidance provided within this section, training videos to support centres in administering on-screen assessment are available via the OCR website at www.ocr.org.uk/i-want-to/e-assessment/e-testing. There are currently eight videos for centres, as follows:

- **Getting started – the approval process** – This covers the approval and sign-up processes.
- **Getting started – initial set up** – The initial set up and minimum system requirements of the OCR on-screen testing system.
- **On screen testing – the administration** – The activities required to register candidates, schedule tests and monitor test sittings.
- **Taking live and practice on screen tests** – The regulatory requirements for sitting on-screen tests and the delivery of live and practice tests.
- **Marking and results** – The marking and results for on-screen tests including the different feedback reports available.
- **On-screen test delivery options** – The three delivery options available to your centre and the key points relating to each.

- **On-screen tests – qualifications and benefits** – The qualifications available on OCR’s on-screen testing system and the key benefits.
- **Functional Skills and Cambridge Progression** – Details of the Functional Skills and Cambridge Progression tests available on OCR’s on-screen testing system.

7.3 Signing up for on-screen Functional Skills tests

To sign up for on-screen Functional Skills tests, once you are approved to offer Functional Skills (see [Section 2](#)), you need to fill in the online form on the ‘Sign up for e-Tests’ page of the [OCR website](#). We will then send login details for the SecureAssess administration website.

7.4 Accessing the SecureAssess administration website

The SecureAssess administration website (<https://ocr.secureassess.btlsurpass.co.uk>) is where you carry out all of your administration including adding candidates, scheduling tests, monitoring test sittings and viewing results. This can be accessed using any web browser that has the Flash plugin installed (the Adobe Reader plugin is also required to be able to view reports generated in SecureAssess). When you have signed up for on-screen tests (see [Section 7.3](#)) you will receive login details for the SecureAssess website.

You can request additional users, if required, by emailing etest@ocr.org.uk. For each additional user you require, please provide their full name, email address and the role they need on the SecureAssess administration website:

- **Centre Exams Officer** – Access to create learners, schedule and invigilate tests and view results.
- **Centre Invigilator** – Access to invigilate tests and view results.

Practice tests

Within the SecureAssess administration website, centres also have access to practice tests that cover the range of subjects and assessment levels provided with the live tests. These practice tests are free of charge but will not be marked by OCR.

The tests are scheduled and run in the same way as live tests to enable centre staff to become more experienced in setting up and administering on-screen tests.

Under **no** circumstances must live assessments be used for practice. This is improper use and will be treated as malpractice.

7.5 Making entries for on-screen Functional Skills

Once your centre has access to the SecureAssess administration website, you can add candidates (and schedule tests). They can be added one at a time or in a bulk CSV file upload. Please note this is the only means of candidate entry required; **you do not need to make entries via Interchange or A2C**. You will not be charged at this stage (you will only be invoiced for tests that have been attempted; please see the [OCR Fees List](#) for details).

Adding a single candidate

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 Ref – 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
- DDA – Reasonable Adjustments – you must tick this for each candidate who requires extra time.

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

Adding multiple candidates

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 system generated. Also, '*SCN' is the candidate number which, although starred, **must** be left blank as it will also be system generated. You can add a Y to the 'SpecialRequirements' field for each candidate who requires extra time.

Once you have filled in and saved your CSV file, in the 'Upload Candidates' screen, browse for the file you have saved. Then select the associated qualifications the candidates can be entered for and your centre. **We recommend candidates are associated with all of the live and practice Functional Skills qualifications at this point** as, once the candidates have been created, additional qualifications can only be added candidate by candidate. Click 'Upload' to upload the CSV file and create the candidates associated with the qualifications selected. The system will display the outcome of the upload and you will also receive an email notification.

7.6 Scheduling on-screen tests

Once you have logged into SecureAssess, click on the 'Test Schedules' tab and then the 'Create Test' button which opens the Schedule Exam Wizard screen. This wizard will take you through the following steps where you can add the information required as follows:

- Select the centre

- Select the qualification and test
- Set a date and time within which the test can be taken
- Select the candidates 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 live and practice tests.

It is also possible to add **extra time** to a candidate's test during scheduling providing the DDA option has been selected in the candidate's details (see [Section 7.5](#)).

A **keycode** is created for every test scheduled for a candidate and this is used by the candidate to start the test (these are not case sensitive).

If you want all candidates to start their test at the same time, a **PIN** can be added during scheduling by selecting the 'Schedule for Invigilate' option. This means the candidate first enters their keycode but can only start the test when they enter the PIN read out by the invigilator. The keycodes and PINs are available to view within the Invigilation and Keycode tabs.

Invigilation packs comprising one or more keycode slips, attendance registers and invigilation reports can be printed from the Test Schedules and Invigilation tabs.

Scheduling resits

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

7.7 Installing the SecureClient test software

SecureClient is the test software used by candidates to sit their test which needs to be installed on all computers to be used for testing. SecureClient can be installed on Windows computers only. A guide outlining the minimum system requirements and an installation guide, with instructions on how to test your installation, is available on the [OCR website](#).

The installation follows a step-by-step wizard-driven process and the installer can be downloaded from https://ocr.secureassess.btfsurpass.co.uk/secureclient_installer.htm.

OCR installation test

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 the software has installed correctly and ensure 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 installation test
- Be able to view the dummy candidate's result for the installation test.

For further details, please see the SecureClient Install Guide, which can be downloaded from the e-testing pages of the [OCR website](#).

7.8 Test delivery options

Once you have added your candidates (see [Section 7.5](#)) and scheduled the tests (see [Section 7.6](#)), you need to arrange for the candidates to sit their tests. There are several different ways of delivering the tests to candidates:

- Online during test
- Online at start/end of the test but offline during test
- Offline during test and off site
- Exported to USB to run on computer without SecureClient installed
- Fully offline (local server install required).

These are described in more detail below. Please note: the online delivery option must be used for ICT on-screen tests as an active Internet connection is required for using a non-simulated browser to search for evidence from the internet. No simulation is used.

Online

The online delivery option is the default one and should apply to the vast majority of centres.

With this option, an active Internet connection is required throughout the test. The test is downloaded when the candidate enters their keycode in SecureClient. The candidate's responses are uploaded to the central server as they progress with the test.

If you want to be sure the tests have been downloaded before the test sitting starts, they can be downloaded on each test machine beforehand by using 'Download test to take later' link in SecureClient. There is also no problem if the Internet connection is lost during or at the end of the test:

- **During a test** – SecureClient simply falls into 'offline mode' to allow the candidate to continue with their test. Their responses are saved on the computer until the Internet connection is restored when they are uploaded to the central server. (NB For ICT tests, if the test goes offline during part A, they will not be able to complete the test.)
- **When the test ends** – A warning will be displayed at the end of the test. In this case either leave SecureClient open until the Internet is restored or close SecureClient and then open it again once the Internet is restored. The candidate responses will then be automatically uploaded to the central server.

In both cases, you can check the test has been uploaded by viewing the test in the Invigilation tab in SecureAssess and checking the status is finished () and not as awaiting upload ().

Offline

If your centre has an unreliable Internet connection or you would like to deliver the tests off-site where the Internet is not available, it is possible to download the test in advance to a computer or laptop and use the offline delivery option. This option is not available for ICT on-screen tests.

You first need to download the tests to SecureClient on the test computer. To do this, start SecureClient, enter a candidate's keycode and click 'Download test to take later'. The test is downloaded to SecureClient and a notification displayed. More than one test can be downloaded to a test computer in this way. To check which tests have been downloaded to a particular computer, start SecureClient and click the 'Show Admin' link. Then log in to the local invigilation tab where you will be able to see the tests downloaded to SecureClient.

When the candidate is ready to take the test, the candidate simply enters their keycode in SecureClient and the test will be available to sit in 'offline mode'. The responses are saved to the computer.

Once the test computer is connected to the Internet again, open SecureClient. The candidate's responses will be automatically uploaded to the central server.

If the candidate's responses do not upload automatically, log in to the local invigilation tab from the 'Show Admin' link in SecureClient. Highlight the tests and click the 'Upload Results' button. Check the status of the candidate's tests again in the Invigilation tab.

In either case the user should check the test responses have been uploaded by viewing the test in the Invigilation tab in SecureAssess and checking the status is finished (✓).

Exported to USB stick

The exported to USB stick delivery option can be used to deliver offline tests where SecureClient is not installed on the test computer. This option is not available for ICT on-screen tests.

Using a computer which has SecureClient installed, enter the candidate's keycode in SecureClient and click 'Download test to take later'. The test is downloaded to SecureClient and a notification displayed. Start SecureClient and log in to the local invigilation tab from the 'Show Admin' link.

With a USB stick in the computer, highlight the test and click the 'Prepare Memory Stick' button. The test and SecureClient will be copied to the USB stick. Safely remove the USB stick from the computer and be sure to remember whose test is on the USB stick. You may wish to label it. On the test computer, insert the USB stick and wait for it to be assigned a drive letter. Browse to the USB stick and double click the SecureClientInitialRun.exe to start SecureClient. When they wish to take the test, the candidate enters their keycode in SecureClient and sits the test in 'offline mode'. Their responses are saved to the USB stick. When the candidate has finished the test you can safely remove the USB stick from the computer.

When you are ready to upload the results, insert the USB stick in a computer with an Internet connection and wait for it to be assigned a drive letter. Browse to the USB stick and double click to the SecureClientInitialRun.exe to start SecureClient. Log in to the local invigilation tab from the 'Show Admin' link. Highlight the test and click the 'Upload Results' button.

Confirm the test responses have been uploaded by checking the status of the candidate's tests in the Invigilation tab in SecureAssess where they should show as finished (✓).

7.9 Conducting on-screen tests

When offering OCR on-screen tests, centres must undertake certain responsibilities to ensure the proper conduct of examinations. The OCR *Instructions for conducting examinations* (www.ocr.org.uk/admin-guides), and in particular for conducting on-screen tests, apply and should be read in conjunction with the instructions below. Centres must ensure candidates and staff are familiar with on-screen testing before running live tests.

Invigilators

Before the start of each test sitting, the invigilator/test administrator is required to make an announcement to the candidates. The OCR *Instructions for conducting examinations* (www.ocr.org.uk/admin-guides) suggests wording that can be used at the beginning of a test.

Invigilation packs comprising one or more keycode slips, attendance registers and invigilation reports can be printed from the Test Schedules and Invigilation tabs.

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).

Candidate experience

When candidates sit down to take the test, they will see the SecureClient test delivery screen in front of them. To start the test, candidates simply enter their keycode, which should have been provided, into the space provided and click OK. The keycode is authenticated and the test downloaded. The candidate confirms their details and, at this stage, they may need to enter a PIN read out by the invigilator if the 'Schedule for Invigilate' option has been used.

The introduction page is the 'front cover' of the test and provides useful information such as the test duration. The candidate should read the instruction page carefully before starting their test.

The allowed time starts to count down once the test has started. There is a warning displayed 15 and 5 minutes from the end of the test.

The candidate answers the questions referring to the source materials where available. This source material can be resized and positioned by the candidate on-screen. The candidate can flag questions to try later and can set colour preferences if required. Extra time will apply if previously added during scheduling or in the Invigilation tab.

Once finished the candidate should confirm and exit SecureClient.

7.10 Security

Each time test responses are uploaded to OCR, you are guaranteeing and confirming 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 a breach in test security, OCR must be notified immediately in writing. You must send such notifications to etest@ocr.org.uk, with 'On-screen Functional Skills – Security Breach' as the subject.

7.11 Preparing candidates for on-screen Functional Skills tests

Centres must ensure candidates familiar with on-screen testing before running live tests. We have produced videos to support learners in familiarising themselves with the features within OCR's on screen assessments, including 'in-app' testing. These are available via the OCR website at www.ocr.org.uk/i-want-to/e-assessment/e-testing/functional-skills:

- **A learner's guide to OCR's on-screen assessment – the features** – This tutorial explains the features within on-screen assessment to help learners pass their test. Features explained include how to move and resize resource documents, the timer, the progress bar and how to flag questions.
- **A learner's guide to using OCR's 'in-app' on-screen assessments** – This helps learners become familiar with 'in-app' ICT assessments, enabling them to use commonly used software such as Microsoft Word to produce work and upload it into the test.

All candidates should be given as many opportunities as possible to sit the on-screen **practice tests** (see [Section 7.4](#)). Sitting these tests will enable candidates to become familiar with the on-screen test environment, the question styles they are likely to encounter and how to navigate through the test from start to finish. Taking a practice test will also highlight any issues learners have, including uploading files for ICT tests.

Before taking a live test, candidates should understand:

- How to enter a keycode and start the test
- How to set colour preferences – by clicking on ‘Preferences’ in the bottom left-hand corner of the screen and selecting the appropriate option
- Where to see the time remaining countdown – in the top left-hand corner of the screen
- There are information screens within the tests as well as the initial instruction screen
- How to navigate using ‘Next’ or ‘Back’ – in the bottom right-hand corner of the screen
- How to navigate using the buttons on the left-hand navigation bar
- How to answer different question styles
- They can change their answers within the allocated time
- They can flag questions so they can return to them later – by clicking on the ‘Flag’ button at the bottom right-hand corner of the screen
- How to finish the test – by clicking on the ‘Finish’ button at the top right-hand corner of the screen
- What happens when the test ends.

7.12 ICT ‘in app’ tests

For English and Maths, candidates sit their test in SecureClient which is locked down. This means candidates cannot access any other applications open on their computer and the test is completed fully within the test delivery screen.

For ICT, candidates sit their test in SecureClient, which in this case is unlocked. This allows them to use software applications, such as Microsoft Word, to produce their work and upload it into their test. This type of test delivery is referred to as ‘in-app’ and as such the following sections provide additional guidance which only apply to the ICT tests.

Minimum software requirements

Candidates must have access to Office applications including word processing, spreadsheets, presentation, email and the Internet.

Acceptable file types

The below files types are acceptable:

- Image file (ie jpg, bmp, tif, .gif)
- Word processing file (ie .doc, .docx, .odt, .rtf)
- Spreadsheet file (ie .xls, .xlsx, .ods)

- Presentation (ie .ppt, .pptx, .odp)
- Database (ie .mdb, .accdb, .odf)
- Audio file (ie .mp3, .wav, wma)
- Video file (ie .avi, .mp4, .mov, .wmv)
- Portable document format (ie .pdf)

Before the start of each test sitting centres must ensure candidates are fully aware which file types they are using, e.g. docx to ensure they can be easily located for upload. The file size limit is 2MB per file.

Data files

The data files are embedded within the test. Candidates are required to download data files from within the on-screen test. These data files will be needed by candidates taking the ICT assessments. We will provide the data required for tests in the following formats:

- Microsoft 1997–2003 document (.doc)
- Image files are supplied as .jpg
- Video clips are supplied as .mpg, .mp4 and .wmv
- Sound clips are supplied as .mp3

Access to the Internet

As with the paper-based test, candidates will need to access the Internet during Part A of the test. Candidates must not access the Internet during Part B of the test. Candidates will receive an on-screen warning when they reach Part B of the test reminding them they should not access the Internet from that point forward. Accessing the Internet at Part B is a breach of regulations and should be reported by the centre as suspected malpractice (see [Section 2.5](#)). We suggest centres ensure candidates understand the rules about Internet access and warn them a breach of this regulation may result in penalties against them. Centres must provide appropriate invigilation arrangements to ensure candidates comply with this requirement.

Saving and uploading files

Each candidate will need their own secure area on the computer or network to save their files. Once the test has finished, these files must be removed from the computer or network. Centres must ensure files saved to these areas are not available to any candidate after the test has ended.

All files must be uploaded during the test. Candidates will be required to upload their files at specific points during the test. The test will end automatically after 2 hours and candidates will be unable to carry out any further work including uploading files after the test ends. Candidates will receive on-screen warnings 15 and 5 minutes before the test ends.

You can assist the candidate with uploading their files, although you must ensure appropriate invigilation arrangements are in place at all times. You should arrange for additional staff to be available to assist candidates to upload their files if required.

Please note, in order for candidates to upload their documents successfully, they must ensure they are closed and the file name does not contain any special characters.

If candidates experience difficulties with uploading files, we recommend entering the candidate for the paper-based functional skills test rather than the on-screen test, as the paper-based test does not require them to upload files.

8 Results and Certification

8.1 Issuing results via hard copy and Interchange

Paper-based tests

You will receive the following hard copy unit results for Levels 1 and 2 English Reading and Writing, ICT and Maths examinations:

- **Control report** – This lists all results (including units passed and failed). It also includes F* and F(n) reporting:
 - F* shows a candidate who has scored between 0 and 5.
 - F(n) shows a candidate who has scored within two/four/five/ten marks of the pass mark for English Reading/English Writing/Maths/ICT respectively.
- **Results slips** – These are provided for those candidates who fail the tests (they are not provided for candidates who achieve the tests).

We will not send out any other paper results (i.e. statement of results) before the certificate. If you require a formal statement of results for English, please email your request to statsrequests@ocr.org.uk. Please allow four weeks for your request to be processed.

You should expect to receive these **hard copy** results up to 20 working days after submitting your work to the examiner. Results will also be available via **Interchange**, no matter how you made your entry. Please note that you must submit the attendance list on the same day you return the scripts to the OCR examiner (see [Section 6.7](#)). Late submission of the attendance list may delay the issue of your candidates' results.

Please note there may be a small variation in the issue date for results. This is due to the different OCR examiners who may be marking the qualifications submitted (even where different qualifications are submitted on the same date). However, you should still receive your hard copy results up to 20 working days after submitting your work.

Internal assessments

You will receive a hard copy **control report** for Entry Level qualifications and Levels 1 and 2 English Speaking, Listening and Communication. This lists all units submitted for moderation and will be sent out up to 20 working days after submitting your work to the examiner-moderator. Results will also be available via [Interchange](#), no matter how you made your entry.

A **centre feedback report** will also be available on [Interchange](#). This is a brief report by the examiner-moderator on the internal assessment of candidates' work. To view the report, log in to Interchange, hover over 'Centre information' and then click on 'Examiner-moderator reports'.

8.2 Issuing results for on-screen tests

Results will be available to view electronically on the 'Results' tab of the SecureAssess administration website and via Interchange, within 12 working days of the test being taken. To view

the results within Interchange, log in to the system, hover over 'Functional Skills' in the left-hand menu and then click on 'View results'. For English, where there is more than one component, the unit numbers displayed relate to the following tests:

Test	Unit number within Interchange
English Reading	4
English Writing	5

8.3 Issuing results via A2C

Depending on how you make your entries, you will receive results via A2C as follows:

Entry method	Results via A2C?		
	Internally assessed units	Examined units	Full awards
A2C	✓	✓	✓
Interchange (a UCI must be included)	✓	✗	✓
SecureAssess (on-screen tests)	n/a	✗	✗

A2C results are issued on a monthly basis, as shown below. The results file will contain the previous month's full and unit results and you can download them into your system at any time. Centres will only receive EDI results files if entries were made via A2C. The results will be imported into your current September series (9F15).

Results issued between	A2C results issue date
1–30 September 2015	9 October 2015
1–31 October 2015	6 November 2015
1–30 November 2015	4 December 2015
1–31 December 2015	8 January 2016
1–31 January 2016	5 February 2016
1–28 February 2016	4 March 2016
1–31 March 2016	8 April 2016
1–30 April 2016	6 May 2016
1–31 May 2016	3 June 2016
1–30 June 2016	8 July 2016
1–31 July 2016	5 August 2016
1–31 August 2016	9 September 2016

8.4 Certificates

When will certificates be issued?

For **English**, once candidates have successfully completed the required number of units, the centre will be sent a full award certificate and results will be available via Interchange. If candidates have achieved any of the units with exemptions (see [Section 4.2](#)) and/or with another awarding body, this will be indicated within Interchange as follows:

- OCR Level x in FS English – with exemptions
- OCR Level x in FS English – with units achieved with another awarding body
- OCR Level x in FS English – with exemptions and with units achieved with another awarding body.

For **ICT and Maths**, which are single-unit qualifications, full award certificates will be issued as soon as the assessment or test has been successfully completed.

What appears on the certificate?

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.

For English qualifications, achievement is positively reported on the full award certificate, i.e. any units which are not completed due to exemptions (see [Section 4.2](#)) will not appear on the certificate.

Certificate conditions of issue

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, Coventry. A record of certificates that have been destroyed should be retained for four years from their date of destruction.

8.5 Replacement certificates

For vocational qualifications, we can provide replacement certificates to centres for:

- **Lost certificates** – As the original certificate will not be returned to us, the replacement will be marked as a ‘Duplicate Certificate’.
- **Damaged certificates** – The original certificate(s) must be returned with the request.
- **Requests for name corrections** – Although it is not possible to change whole names on certificates (see [Section 8.4](#)), requests to correct spelling mistakes can be made. The request must be accompanied by the original certificate(s), highlighting the change required.

If requests are made within three months of the certificate issue date, replacements will be provided free of charge. Please email your request to Ops.VRQTeam@ocr.org.uk or post your request and certificate to OCR, Westwood Way, Coventry, CV4 8JQ.

A fee is charged for each replacement certificate more than three months after the date of issue. Please see the Fees List (www.ocr.org.uk/fees). Please email your request to VQHistoricalRecords@ocr.org.uk or post your request and certificate to VQ Historical Records, OCR, 1 Hills Road, Cambridge, CB1 2EU.

Note: candidates should either make a request through their centre or use the relevant application form which can be downloaded from the ‘Learners and parents’ area of the OCR website (www.ocr.org.uk/ocr-for/learners-and-parents).

9 Post-Results Services

9.1 Missing or incomplete results

If a candidate's work was submitted, but no result or certificate is received, please contact the OCR Customer Contact Centre (see [Section 1.5](#)).

9.2 Enquiries about results

Available services

- **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 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 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 the agreed mark scheme has been applied correctly, for a group of candidates (comprising a minimum of five candidates, and a maximum of 15). 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

All enquiries about results must be submitted within three months of receipt of results. Before submitting a request, centres must obtain candidate 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 VQresult.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

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 six weeks of OCR receiving the request.
- **Post-results review with report** – Within 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

Once you have submitted an enquiry about results, if you wish to cancel it, you should email us at VQresult.enquiries@ocr.org.uk. We 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

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](#). 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

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.

10 Entry and Results Codes

Entries must be made for each unit individually. **It is not possible to make full award entries.** Once the unit or units have been achieved, a full qualification will be awarded automatically. It is not possible to make entries for on-screen tests via Interchange or A2C; these must be made via the on-screen test system.

10.1 English

Each of the English qualifications consists of three units (Speaking, Listening and Communication (SLC); Reading; and Writing). Candidates can combine units from any level to make up a whole qualification; however, they will be awarded the qualification at the lowest level of achievement.

Code	A2C entry code	Description	Reference
Entry Level Awards			
09495	n/a	OCR Functional Skills qualification in English at Entry 1	500/9085/9
Unit 1	949501	Speaking, Listening and Communication	n/a
Unit 2	949502	Reading	n/a
Unit 3	949503	Writing	n/a
09496			
09496	n/a	OCR Functional Skills qualification in English at Entry 2	500/9086/0
Unit 1	949601	Speaking, Listening and Communication	n/a
Unit 2	949602	Reading	n/a
Unit 3	949603	Writing	n/a
09497			
09497	n/a	OCR Functional Skills qualification in English at Entry 3	500/9197/9
Unit 1	949701	Speaking, Listening and Communication	n/a
Unit 2	949702	Reading	n/a
Unit 3	949703	Writing	n/a
Level 1 Award			
09498	n/a	OCR Functional Skills qualification in English at Level 1	500/9111/6
The results for on-screen tests will be available to view via Interchange against the unit numbers shown below.			
Unit 1	949801	Speaking, Listening and Communication	n/a
Unit 2	949802	Reading (paper-based)	n/a
Unit 3	949803	Writing (paper-based)	n/a
Unit 4	n/a	Reading (on-screen)	n/a
Unit 5	n/a	Writing (on-screen)	n/a

Code	A2C entry code	Description	Reference
Level 2 Award			
09499	n/a	OCR Functional Skills qualification in English at Level 2	500/8963/8
The results for on-screen tests will be available to view via Interchange against the unit numbers shown below.			
Unit 1	949901	Speaking, Listening and Communication	n/a
Unit 2	949902	Reading (paper-based)	n/a
Unit 3	949903	Writing (paper-based)	n/a
Unit 4	n/a	Reading (on-screen)	n/a
Unit 5	n/a	Writing (on-screen)	n/a

10.2 ICT

Code	A2C entry code	Description	Reference
Entry Level Awards			
09873	n/a	OCR Functional Skills qualification in information and communication technology (ICT) at Entry 1	500/8503/7
Unit 1	987301	OCR Functional Skills qualification in information and communication technology (ICT) at Entry 1	J/601/2292
09874	n/a	OCR Functional Skills qualification in information and communication technology (ICT) at Entry 2	500/8502/5
Unit 1	987401	OCR Functional Skills qualification in information and communication technology (ICT) at Entry 2	R/601/2344
09875	n/a	OCR Functional Skills qualification in information and communication technology (ICT) at Entry 3	500/8473/2
Unit 1	987501	OCR Functional Skills qualification in information and communication technology (ICT) at Entry 3	L/601/2343
Level 1 Award			
The results for on-screen tests will be available to view via Interchange against the unit number shown below.			
09876	n/a	OCR Functional Skills qualification in information and communication technology (ICT) at Level 1	500/8505/0
Unit 1	987601	OCR Functional Skills qualification in information and communication technology (ICT) at Level 1 (paper-based)	M/601/2349
Unit 2	n/a	OCR Functional Skills qualification in information and communication technology (ICT) at Level 1 (on-screen)	M/601/2349

Code	A2C entry code	Description	Reference
Level 2 Award			
The results for on-screen tests will be available to view via Interchange against the unit number shown below.			
09877	n/a	OCR Functional Skills qualification in information and communication technology (ICT) at Level 2	500/8509/8
Unit 1	987701	OCR Functional Skills qualification in information and communication technology (ICT) at Level 2 (paper-based)	K/601/2284
Unit 2	n/a	OCR Functional Skills qualification in information and communication technology (ICT) at Level 2 (on-screen)	K/601/2284

10.3 Mathematics

Code	A2C entry code	Description	Reference
Entry Level Awards			
09862	n/a	OCR Functional Skills qualification in mathematics at Entry 1	500/8496/3
Unit 1	986201	OCR Functional Skills qualification in mathematics at Entry 1	H/601/2347
09863	n/a	OCR Functional Skills qualification in mathematics at Entry 2	500/8497/5
Unit 1	986301	OCR Functional Skills qualification in mathematics at Entry 2	D/601/2346
09864	n/a	OCR Functional Skills qualification in mathematics at Entry 3	500/8498/7
Unit 1	986401	OCR Functional Skills qualification in mathematics at Entry 3	Y/601/2345
Level 1 Award			
The results for on-screen tests will be available to view via Interchange against the unit number shown below.			
09865	n/a	OCR Functional Skills qualification in mathematics at Level 1	500/8910/9
Unit 1	986501	OCR Functional Skills qualification in mathematics at Level 1 (paper-based)	K/601/2348
Unit 2	n/a	OCR Functional Skills qualification in mathematics at Level 1 (on-screen)	K/601/2348
Level 2 Award			
The results for on-screen tests will be available to view via Interchange against the unit number shown below.			
09866	n/a	OCR Functional Skills qualification in mathematics at Level 2	500/8908/0
Unit 1	986601	OCR Functional Skills qualification in mathematics at Level 2 (paper-based)	T/601/2286
Unit 2	n/a	OCR Functional Skills qualification in mathematics at Level 2 (on-screen)	T/601/2286

11 Reference

11.1 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 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.
English components/units	Functional Skills qualifications in English assess skills, knowledge and a problem-solving approach to Speaking, Listening and Communication, Reading and Writing. These are referred to as units or components. (Candidates need to pass all three units.) OCR uses the term 'units'; other organisations may use the term 'component'.
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.
Exemption	In Functional Skills English, candidates who are unable to access part of the assessment, even after exploring all possibilities through reasonable adjustments, may be eligible for an exemption and an award based on the parts of the assessment they have taken.
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.
On demand	Paper-based tests take place on demand, at any time; they do not happen within a series. However, since the model is slightly different to internally assessed units, to distinguish them, they are referred to as 'on demand' within Interchange and the basedata.
Script	Once a question paper has been completed by a candidate, it is referred to as a script.
Session	A period in a day in which an examination may take place, i.e. am or pm.

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 Functional Skills results via A2C. 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.

11.2 Documents referred to in the text

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 *Formats for the Exchange of Examination Related Data*

JCQ *General and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments*

JCQ *General Regulations for Approved Centres*

JCQ *Instructions for conducting coursework*

JCQ *Instructions for conducting examinations*

OCR Fees List

OCR *Instructions for conducting examinations* (OCR ICE)

11.3 Useful websites

Apprenticeship Frameworks Online – www.afo.sscalliance.org

DfE (Department for Education) – www.gov.uk/df

EOA (Examination Officers' Association) – www.examofficers.org.uk

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

JCQ (Joint Council for Qualifications) – www.jcq.org.uk

LRS (Learning Records Service) – www.gov.uk/government/collections/learning-records-service

OCR (Oxford Cambridge and RSA Examinations) – www.ocr.org.uk

Ofqual (Office of Qualifications and Examinations Regulation) – <https://www.gov.uk/government/organisations/ofqual>

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

The Exams Office – www.theexamsoffice.org



ocr.org.uk/fs



@ocrexams



[linkedin.com/
company/ocr](https://www.linkedin.com/company/ocr)

Contact us

Staff at the OCR Customer Contact Centre are available to take your call between 8am and 5.30pm, Monday to Friday.

Telephone: 02476 851509

Email: vocational.qualifications@ocr.org.uk

