

NOTICE TO CENTRES

FAO: Exams Officers/Heads of Department/Heads of Centre/Invigilators

Date: April 2015

Subject: Functional Skills and Cambridge Progression Qualifications

Revision of *the Instructions for Conducting OCR Functional Skills and Cambridge Progression Qualification Examinations*

Following a review, which took place following feedback from centres and consultation with key stakeholders, we have made some revisions to *the Instructions for Conducting OCR Functional Skills and Cambridge Progression Qualification Examinations*. **An updated version of the *Instructions* will be added to the website shortly and we will let centres know when this is available.**

We hope these revisions will provide further clarity of the required regulations for the delivery of the externally assessed components of Functional Skills and Cambridge Progression qualifications.

In response to feedback we have initially revised Section 6.3 (Invigilation arrangements) which currently states:

“The head of centre, or exams officer, or quality assurance co-ordinator **must**:

-make sure that a teacher who has directly prepared the candidates for the subject being examined **is not** the sole invigilator at any time during the examination or on-screen test”

The revised instructions under Section 6.3 will state that:

“The head of centre, or exams officer, or quality assurance co-ordinator **must**:

- Consider and arrange appropriate invigilation for every examination. While OCR **recommends** that tutors are **not** assigned as the sole invigilator to a cohort of learners whom they have directly prepared for the subject being examined, it is acknowledged that, in some circumstances, arranging additional invigilation may be impractical. Tutors **can**, therefore, act as the sole invigilator for a group of learners (see above for required ratio of invigilators to learners) they have directly prepared for the subject being examined.
- Be satisfied that invigilation is carried out in accordance with the regulations wherever the exams take place and report any breach of regulations to OCR as soon as possible (see Section 17).”

Please note that centres may follow this **revised regulation** from the date of this notice. For all other regulations, centres should continue to follow the *Instructions for Conducting OCR Functional Skills and Cambridge Progression Qualification Examinations 1 September 2013 to 31 August 2014* **until the new version is added to the website.**

If you have any queries about this notice, please call our Customer Contact Centre on 024 76 851509