

NOTICE TO CENTRES

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

Date: September 2015

Subject: OCR Instructions for conducting examinations (OCR ICE) 2015/16

OCR instructions for conducting examinations (OCR ICE): 1 September 2015–31 August 2016

The *OCR Instructions for conducting examinations (OCR ICE)* has been updated and the 2015/16 version is now available on the OCR website. These regulations are applicable to the externally assessed components of Functional Skills, Cambridge Progression and Digital Employability Qualifications. A list, including the code and title, of these qualifications is provided at Appendix 12 of the document.

Any centre delivering these OCR qualifications must ensure they have a copy of the 2015/16 version of the OCR ICE available in their centre and exam venue(s), and that all staff involved in the delivery of the qualifications are aware of, and adhere to, these regulations.

A summary of differences between the previous version, *OCR Instructions for conducting examinations (OCR ICE) valid up to and including 31 August 2015*, published in May 2015, is provided at the start of the OCR ICE 2015/16 and highlighted throughout in **yellow**.

Additionally, a summary of the differences between the *OCR Instructions for conducting examinations (OCR ICE) valid up to and including 31 August 2015* and the previous version, *Instructions for Conducting OCR Functional Skills and Cambridge Progression Qualification Examinations 1 September 2013–31 August 2014*, is provided at the start of the OCR ICE 2015/16 and highlighted throughout in **blue**.

The *OCR Instructions for conducting examinations (OCR ICE) 2015/16* is valid up to and including 31 August 2016.

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