Bookkeeping & Accounting Skills (Computerised)
05528 Level 2 Award

Submission Cover Sheet

This sheet should be photocopied in full and used when submitting a learner's work for External Moderation. Please ensure that you use the correct sheet for the qualification towards which credit is intended to count. There is a separate sheet for each qualification.

Centre number:

Scheme Code: | 0 | 5 | 5 | 2 | 8 |

OCR Interchange Claim Number:

ULN (Unique Learner Number) (if known)

Please complete in block letters

Learner's surname or family name:

Learner's first forename:

Learner's second forename (if any):

Learner's date of birth:

DD	MM	YYYY

All work must be fully complete before being submitted to the OCR Examiner- Moderator. Centre staff must not assess learners' work – all evidence is to be assessed by the OCR Examiner-Moderator.

Tick the unit(s) being submitted at this time only.

For centre use

Unit No	Unit Title	Tick if submitted	*Assignment code	Moderator use only			
				T	N	C	Pass/Fail
C3	Process routine payments & receipts using a computerised system						
C4	Setting up accounting software to manage accounting information						
C5	Carry out stock control processes using a computerised system						

* From front of assignment booklet

I confirm that all the enclosed evidence was produced unaided by the above learner under the specified assessment conditions.

Tutor/Assessor name (please print)	**Tutor/Assessor signature**	**Date**

OCR Examiner–Moderator signature _____ Date _____