



CAMBRIDGE NATIONALS ADMINISTRATION OVERVIEW

SEVEN STEPS TO ACHIEVEMENT

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Further information on the administration of Cambridge Nationals, including key dates, can be found in the *OCR Admin Guide: 14–19 Qualifications*, which can be downloaded from the OCR website at www.ocr.org.uk/admin-guides.



GET APPROVED

Make sure you sign up to teach Cambridge Nationals to ensure that you receive all the information you need to start teaching these qualifications. This will also ensure that the Exams Officer at your centre gets all the information they need for the administration of Cambridge Nationals.

www.cambridgenationals.org.uk/signup

If your centre is already approved for GCSEs or A Levels with OCR, your centre will be automatically approved for Cambridge Nationals.

If you don't already enter for GCSEs or A Levels with us, details on how to apply for centre approval for general qualifications can be found at: www.ocr.org.uk/approval/general



DECIDE WHICH MODERATION METHOD IS RIGHT FOR YOU

There are three different moderation methods to choose from:

A Moderation via the OCR Repository – where you upload electronic copies of the work included in the sample to the OCR Repository and your Moderator accesses the work from there.

B Moderation by post – where you post the sample of work to the Moderator.

C Moderation by visit – where the Moderator will visit you to look at the work included in the moderation sample*.

* Not available for Cambridge Nationals in Engineering.

Within each series you must enter all candidates taking a particular unit for the same moderation method. You have the flexibility to choose different moderation methods for different units within a series and to change the moderation method for a particular unit in different series.

There are some important things to be aware of if you're considering visiting moderation:

- The deadlines for marks being returned to OCR for all candidates entered for **visiting moderation are much earlier than for postal and Repository methods**. If you choose visiting moderation, please make sure that your candidates will have completed their work far enough ahead of the marks deadline for you to get the work marked and the marks internally standardised and submitted to OCR by the deadline.
- As Cambridge Nationals are series-based, there will be specified periods within which visiting moderation must take place. For the January series this will be mid-December to early February. For the June series this will be mid-April to early July. (There is no visiting moderation in the November series.) To ensure that all visits can be completed during these periods, your Moderator might be restricted as to how flexible they can be over the date of the visit and wherever possible you will need to work around the availability of the Moderator.
- Information as to whether we will need to adjust your marks or not will only be available on results day. For all three moderation methods you will get this information on results days.

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MAKE ENTRIES

Estimated entries

To enable us to make sure that we have a Moderator for your centre, we need your Exams Officer to supply estimated entries for all Cambridge Nationals units. These are submitted through Interchange. Make sure you use the correct entry option to identify the moderation method chosen.

Final entries

Make final unit and certification entries for your candidates via Interchange or A2C. For moderated units, make sure that you use the correct entry option to identify the moderation method chosen, for each unit:

Option A – Moderation via the OCR Repository.

Option B – Moderation by post.

Option C – Moderation by visit. (Not available for Cambridge Nationals in Engineering.)

If you have candidates who will have completed enough units to claim a qualification, you should make a certification entry for those candidates. Certification entries are free.

Please note: **You do not have to register your candidates first - you just make unit and then certification entries (as for unitised GCSEs).**

We'll then send you mark sheets to return your marks, and details of your Moderator. If you have chosen visiting moderation, the Moderator will contact you to arrange your visit.

We'll also send you assessment materials for the examined units based on the entries we receive.

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SUBMIT YOUR MARKS

Submit marks to OCR by the published submission date for your chosen moderation method. Marks can be returned using the paper mark sheets (MS1s) we send you, or via A2C or Interchange.



PREPARE YOUR MODERATION SAMPLE

Your Moderator will require a sample after you've submitted your marks. OCR will let you know, via email, which candidates' work will be needed. The work included in the sample should be posted to the Moderator, uploaded to the OCR Repository or prepared for the Moderator's visit, depending on the moderation method chosen.



CONDUCT THE EXAM

Cambridge Nationals exams are covered by the *JCQ Instructions for conducting examinations* and so should be conducted according to these regulations.



RECEIVE RESULTS

We will issue results automatically on the published day. The results are sent via A2C and are also available on Interchange. You will also receive details of any moderation adjustments applied to your marks and a report on your centre's marking from your Moderator.



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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

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cambridgenationals.org.uk