IMPORTANT NOTICE

ACTION NEEDED FOR ALL FUNCTIONAL SKILLS TESTS

FAO: Exams Officer

Subject: OCR Functional Skills paper-based on-demand tests

RETURN OF QUESTION PAPERS FOR ALL FUNCTIONAL SKILLS EXAMINED PAPER BASED TESTS

In accordance with the regulations set by OCR for the delivery of Functional Skills:

▪ Centres must not retain any Functional Skills Question Papers
▪ All used and unused question papers including modified papers and/or CDs with modified papers must be returned to OCR no later than ten working days after receipt
▪ Complete and return the section below with all unused papers and completed scripts
▪ Unused papers must not be used as past papers for teaching or examination practice.

Any delay in returning your scripts and unused papers will cause a delay in the issue of results.

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PLEASE RETURN THIS DOCUMENT (SIGNED) AND ALL USED AND UNUSED QUESTION PAPERS TO THE CORRECT EXAMINER

I, the undersigned, confirm that we have:

▪ not retained any Functional Skills question papers
▪ returned all scripts and unused papers by the required date (which is ten working days after receipt).

Number of papers being returned: Used: ________ Unused: ________

Name (PRINT): __________________________ EO/CC

Signature: __________________________ Date: ____________

Centre name: __________________________ Centre no: ________

TO BE COMPLETED BY OCR EXAMINER

Examiner Name (PRINT) __________________________ Date: ____________

Number of papers returned: Used: ________ Unused: ________

OCR Customer Contact Centre (Vocational Qualifications): 024 76 851509

A507/1405