SUBMITTING CENTRE ASSESSED WORK TO OCR

Submitting your centre assessed work to OCR for external moderation all takes place within a 'moderation form' on our secure website for Functional Skills secure.ocr.org.uk.

You will use the moderation form to request moderation, upload learner work and receive feedback on the submission. There's no more sending work in the post.

Before you request moderation, you need to set up your centre assessors and add the grade to the learner.

Prepare for external moderation

1 Add your internal assessors

- Add the internal assessors/tutor as a staff member from the main menu
- Link the staff member(s) to the qualification you will be submitting

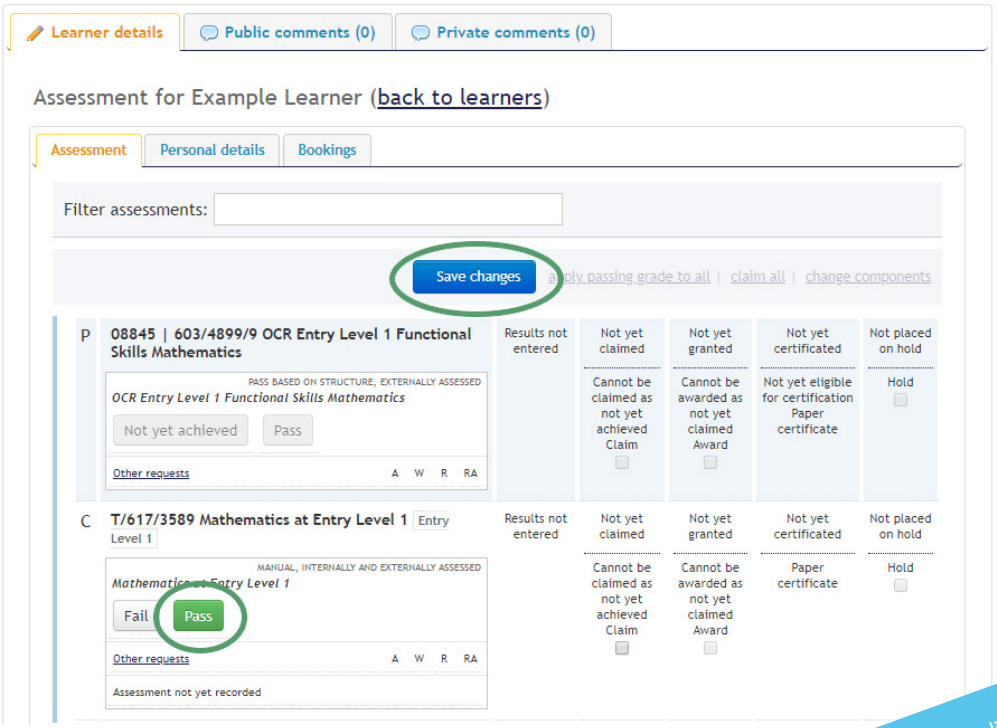
Staff 1

2 Add the grade to the learners

- Add the grade (Pass) to the component the learner has completed
- This is done in the 'Learner Details' section of the booking form. Use the 'Reg/Cert' menu to find the booking
- If you cannot locate the original booking for a learner, you can use the 'Learners' option from the main menu to find the learner and which booking form they are in

Learners

For full step-by step instructions on adding grades, please see our interactive guide.



TIP! Always click **WORK ON THIS SECTION** before working on each area of the form

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Request external moderation

1 Start a new moderation form

- Select 'Start a new…Functional Skills moderation form' from the top right menu of the secure.ocr.org.uk home page
- Select the qualification and click 'create form'. A new moderation form will be created with the reference **F/OCR/XXXX**
- In the **Centre Request** section of the form, add the contact details of who you would like OCR to contact with any enquiries, indicate if you have more than 10 learners for any of the components and that learner's work was conducted under the required conditions

2 Create moderation sessions for each component and centre assessor

- Navigate to the **Centre Claim** section of the form
- A moderation session must be created for each centre assessor/ component combination. Click on 'add session' to do this
- Give the session a meaningful name eg Reading Tutor A and click 'create session'
- Repeat for each centre assessor and component you wish to include in this submission

3 Add learners to the moderation sessions

- For each created session, click 'Add learners/components' within the session and find your learners
- Filter by a single component for English (Reading, Writing, Speaking) **as in the example below**
- Select the learners to add to the session
- Only learners that you have already added a grade against will appear in the list to be selected
- Finalise each session

TIP! Always click **WORK ON THIS SECTION** before working on each area of the form

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Prepare learner work for external moderation

The next steps will depend on how many learners you have in a submission. If you have 10 learners or fewer for all components in this submission, you upload all learner work and submit to OCR.

More than 10 learners for at least one component, you submit the form to OCR and wait for a sample to be chosen (please see **Submit learner work for external moderation**).

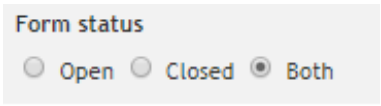
Only work you have internally assessed as a Pass should be submitted to OCR. For every learner in the sample you must scan the completed work and submit to OCR:

Component	Required documents
Entry Level Reading Entry Level Writing Entry Level Mathematics	• The marked tasks • The completed mark scheme/assessment record
Speaking, Listening and Communicating (SLC)	• The completed Assessor Observation Record Only *A sample of 10 audio recordings should be recorded during the year but these do not need to be submitted for moderation. These will be requested when you are renewing your English self-assessment for SLC each year*
• A Centre Authentication form (CCS160) must be completed for each submission and retained within your centre. It does not need to be submitted to OCR • Learner and centre assessor signatures are required on the assessor observation records and mark scheme/ assessment records • A submission cover sheet is not required • Our preferred submission format is portable document format (PDF). We suggest using the naming convention Component_Forename_Surname eg Reading_John_Smith.pdf	

Submit learner work for external moderation

10 learners or fewer for all components	More than 10 learners for at least one component
• Ensure all the moderation sessions within **Centre Claim** area of the form are finalised • Click 'add/remove documents' within the session and upload all marked learner work as a PDF or .doc/docx file • Return to the form overview and click 'Submit to OCR'	• Ensure all the moderation sessions within **Centre Claim** area of the form are finalised • Return to the form overview and click 'Submit to OCR' • OCR will select a sample, usually within 24hrs and return the form to your inbox • A tick in the 'In proposed Sample' box within each moderation session indicates the learners selected by OCR for the sample • Click 'add/remove documents' and upload all the marked learner work selected for the learners in the sample as a PDF or .doc/docx file
For full step-by step instructions on submitting moderation forms, please see our interactive guide.	

Results



Once the sample is submitted to OCR, you will receive the moderation outcome and feedback within **7 working days** in the 'outcome and feedback' section of the moderation form.

OCR will notify you via email once moderation is complete and the feedback is available. You will need to use the 'advanced search' option on the homepage of the secure website to enable viewing of closed (completed) moderation forms to view your feedback.

TIP! Always click **WORK ON THIS SECTION** before working on each area of the form

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