

# Your guide to the changes for 2021

Following [Ofqual's consultation](#) on arrangements for the assessment of VTQs in 2020/21, we've reviewed units in our Cambridge Nationals and Cambridge Technicals being taken this academic year to provide specific guidance at qualification and unit level on changes to requirements or alternative approaches to support public health guidance.

Our changes are designed to make units to be taken in 2020/21 possible to complete, given the constraints you are all working with, and to make sure that the learning outcomes and assessment criteria can still be met.

We understand that the current disruption continues to change and also varies across regions, so our guidance gives acceptable alternatives you can consider when delivering units in your school /college while following the public health guidance.

Please [use the specification and assignments](#) available on our website, alongside this document, to plan and carry out assessment in 2020-21.

## Overview of changes

Unit number	Unit title	Mandatory (M)/ Optional (O)
R002	Using ICT to create business solutions	M
R003	Handling data using spreadsheets	O
R004	Handling data using databases	O
R005	Creating an interactive product using multimedia components	O
R006	Creating digital images	O
R007	Creating dynamic products using sound and vision	O

### Which element(s) of the unit are affected?

There are significant parts of the internal assessments that require candidates to make use of a range of different software applications to support their evidence generation. Further lockdowns or partial or full school closures may mean candidates have to complete parts of the assessments in an alternative setting (i.e. home). Whilst it is anticipated this approach will only be necessary in extreme circumstances, some proprietary software commonly used in centres may not be available outside of the classroom environment. Centres and candidates are advised to consider the availability of appropriate software applications in their planning and delivery.

For R005, R006 and R007, candidates must explain their choice of software. However, these conditions could mean their choice is based only on considerations of access. In LO2 of R002 there is an assessment of how appropriate software is for each task but in some cases candidates might not have access to the most appropriate software.

### What adaptations are possible for this unit?

All units:

If candidates don't have access to the equipment or software needed to create a product, then the unit cannot be completed at any level. This has always been the case and remains so even given the current issues.

Centres may be able to make plans to loan equipment to candidates. They may also be able to negotiate temporary licences so that candidates can use centre software on their computers at home. This would allow candidates the full experience of each unit as intended.

However, if the above options are not possible, candidates can use common and/or freely downloadable applications for each of the different units. For example, PowerPoint, GIMP and Movie Maker.

If candidates are using software applications at home, the teacher must exercise appropriate supervision, or introduce sufficient checks, to be in a position to judge the authenticity of the candidate's work. This may mean that only certain tasks within the relevant set assignment are completed remotely with the teacher using a professional discussion or similar approach with the candidate to ensure the evidence produced in relation to these tasks can be appropriately validated. This will need to include the completion of a witness testimony where some active questioning will need to take place by the teacher to corroborate the evidence that is being produced. The discussions between the teacher and candidate could be done remotely through Microsoft Teams, Zoom or similar, and potentially captured via an audio recording or could take place in person on the candidate's return to the centre.

It is strongly recommended that the above approach is used sparingly with as many of the tasks from the set assignment as possible being carried out in the classroom environment. This would allow a meaningful comparison to be made between the formal (classroom) and informal (remote) setting with one expecting to see a reasonable correlation in the strength and quality of the evidence that is being produced.

Where software choice is assessed, in R005, R006 and R007, candidates can still answer the part of Task 1 that asks them to give reasons for their choice of software. However, when they create their product they may need to use an alternative that is more freely available.

## What has changed?

What has changed	Detail
<b>Tasks</b>	<b>Lea</b>
<b>Centre guidance/assessment guidance</b>	<p>R005 Task 1A, bullet point 6: 'The software you intend to use to create the product, explaining the reasons for your choice'. Change to: 'The software you think would be most appropriate to create the product, explaining the reasons for your choice'.</p> <p>R006: Task 2: 'Choose the software you need to use to create your competition entry / digital image solution'. Change to: 'Choose the software you think would be most appropriate to create your competition entry / digital image solution'.</p> <p>R007 Task 1A, bullet point 5: 'The software you intend to use to create the product and the reasons for your choice(s), including reasons for rejecting any alternative software you considered'. Change to: 'The software you think would be most appropriate to create the product and the reasons for your decision(s). Include reasons for rejecting any alternative software you considered'.</p> <p>For all the above units, in Task 2, when candidates create their products, they should be given the following instruction: 'If your chosen software is not available to you, you may use an alternative. However, if you do, you must state the software you are using and why you are not using the software you chose in your plan'.</p>

What has changed	Detail
<b>Other documentation, e.g. witness statements</b>	<p>Set assignments - all units:</p> <p>'Information for Teachers, Guidance on using this assignment' can be adapted, adding:</p> <p>'It is possible that candidates may complete part of the set assignment at home. Therefore, candidates must use software that they will have access to from home. This can be achieved through loan equipment, special licensing and/or use of common and/or freely downloadable software'.</p>
<b>Considerations for moderation</b>	<p>R002: If candidates do not have access to database software and use spreadsheet software for both data handling tasks they will not be penalised as long as they use all features effectively.</p> <p>R005, R006, R007: If candidates do not have access to a range of software to give them a realistic choice, this will not limit their mark for planning. Choice of software should be assessed using their original choice, regardless of what they later use.</p>

## Support

OCR's team of expert Subject Advisors has created videos, webinars, and other resources to guide you through these changes and help you prepare your students for their exams in summer 2021.

These resources can be found on [the qualification page on our website](#).

## Contact us

If you would like to contact us, you can do so at:

✉ [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

🐦 [@OCR\\_Vocational](https://twitter.com/OCR_Vocational)

☎ 01223 553998