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| **Request for Teacher Assessed Grades: Using ICT (Entry 3)** |
| OCR Entry Level Award in Using ICT (01679) |

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| **Centre name** |  | **Centre no** |  |  |  |  |  |

Please complete this form using the [centre guidance on the process for summer 202](https://support.ocr.org.uk/hc/en-gb/articles/360021333879)1. You must only submit teacher assessed grades (TAGs) for units expected to be assessed during the period **01 August 2020** and **31 August 2021** through this process.

**You do not need to provide candidate evidence with this form.** You may be asked to provide other documentation and candidate evidence used to support judgments as part of the Quality Assurance of submissions**.**

**You must retain all evidence relating to teacher assessed grades for a minimum of six months after the release of results or the conclusion of an appeal, whichever is later. This evidence includes candidate enrolment, attendance records and when a candidate intended to complete their study programme.**

We may return your submission for you to review if you do not provide sufficient detail here to support your proposed teacher assessed grades, particularly if they are significantly different from previous years.

This form, signed by your Head of Centre (this may be an electronic signature) and a [candidate submission form](https://ocr.org.uk/images/585183-candidate-submission-form-using-ict-entry-3.xlsx) (containing a list of your candidates) must be submitted to VTQ@ocr.org.uk. You can make multiple submissions. However, the final submission to OCR should be made by **15 September 2021.**

# Section 1: Candidates and evidence

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|  | **Enter Y/N** |
| All candidates included in the submission are eligible (see [centre guidance](https://ocr.org.uk/Images/616276-guidance-TAG-process-2021.pdf)). |  |
| Each candidate teacher assessed grade is supported by at least one piece of valid evidence. |  |
| All teacher assessed grades have been subject to internal standardisation, as necessary. |  |
| **Forms of evidence** | **A** | **B** | **C** | **D** | **E** |
| Please enter ‘Y’ for which **forms of evidence**, as described in the [centre guidance](https://ocr.org.uk/Images/616276-guidance-TAG-process-2021.pdf), have been used to make decisions on the teacher assessed grades in this submission (complete as many boxes as is necessary). |  |  |  |  |  |
| Please confirm if any candidates in this request *only* have evidence based on types D and E |  |

**Section 2: Checks against previous centre activity**

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|  | **Enter** **Y / NA** |
| We have compared the number of teacher assessed grades being submitted with this form (in addition to any previous teacher assessed grade submissions this summer) with the proportion of assessments that would historically have been claimed in an academic year. |  |
| **You must provide details below, where applicable, on what these checks have shown, including:*** any similarities or differences from previous entry numbers and/or pass rates, and
* reasons for any differences.
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| We have not made any previous candidate claims for this/these qualifications. |  |

**Head of Centre declaration**

I confirm that the teacher assessed grades submitted, and the supporting information recorded on this form are accurate and that the submissions are appropriate for each candidate.

I can confirm that:

* Teacher assessed grades have been submitted only for units where learners expected to have completed or been awarded between **1 August 2020** to **31 August 2021**
* Teacher assessed grades have not been submitted for units that have already been claimed and are awaiting a result to be issued.
* You have sufficient valid evidence available for each learner that supports the award of a TAG
* You have completed an internally quality assurance process to demonstrate that all judgements have been standardised before submission of TAGs
* There was sufficient valid evidence available to underpin the judgements to be made by teachers before any TAGs were requested.
* That teachers took into account any access arrangements and reasonable adjustments that would be made to the assessment where a candidate would have been entitled to these in the normal course of assessment.
* That judgements were evidence-based and objective in respect of any candidate with a protected characteristic or any other factor (for example character, appearance, social background or special educational needs) that does not relate to their knowledge, skills and abilities in relation to the subject.

I understand that OCR will conduct Quality Assurance checks, and that if the profile of grades submitted is substantially different from what might be expected based on my centre’s historical entry numbers and results, a justification is provided here and explains why this is the case. I also understand that where there are concerns, we may be asked to review our submission, and/or provide more information.

**Signature of Head of Centre *(this may be an electronic signature)***

Signature:……………………………………… Print: ………………………………………

Name:……………………………………………

Date:…………………………………………….

Please email this request and a [candidate submission form](https://ocr.org.uk/images/585183-candidate-submission-form-using-ict-entry-3.xlsx) (this replaces the usual NQF4) to VTQ@ocr.org.uk