



New OCR answer booklets

For the June 2013 series onwards, we require you to use the new OCR answer booklets. The new OCR stationery consists of **12-page answer booklets** and **4-page continuation booklets** (see the Appendices at the end of this document for examples). A range of common questions and answers relating to these new answer booklets has been provided below.

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Background to the changes

1. Why is OCR introducing new answer booklets?

In order to mark 100% of our scripts online by June 2014, we are introducing OCR-specific answer booklets for some examinations in the June 2013 series onwards.

These new booklets are designed to be compatible with the scanning software that OCR uses. After scanning, the answer booklets are available for examiners to review promptly and post-results data can be obtained for centre analysis on Active Results.

2. Why can't the awarding organisations provide generic answer booklets?

Answer booklets are designed to be compatible with the specific scanning technologies that each awarding organisation uses. As these systems are different, it is not possible to produce a generic answer booklet.

3. What do the new answer booklets look like?

Two answer booklets have been produced; a 12-page answer booklet and a 4-page continuation booklet. The 12-page answer booklet should be used first by the candidate, followed by the 4-page continuation booklet(s) (if required).

Both booklets are printed in black and white and contain the OCR logo. Each booklet has spaces on the front cover for candidate information, the unit title and component code, and the total number of answer booklets used. Examples of both answer booklet front covers are given at the end of this document. The new answer booklets do not contain a punched hole in the top left-hand corner.

4. Which subjects will the new answer booklets be required for?

The new answer booklets will be required for all examinations for the June 2013 series onwards. Subjects with a combined question paper and answer booklet **OR** a subject-specific answer booklet should continue to be used in the June 2013 series.

Please note: some front covers of the June 2013 question papers still refer to the old format answer booklets which came in 4, 8 and 16 pages; **these old booklets should not be used.** The correct reference on the front covers for the new answer booklets is (OCR12) or (OCR4).

- If a combined question paper and answer booklet is provided within the question paper packet, candidates should complete their answers using this combined question paper and answer booklet.
- If a subject specific-answer booklet has been provided within the question paper packet, candidates should complete their answers using this subject-specific answer booklet.
- If a continuation sheet is required, JCQ stationery or a 4-page continuation booklet can be used.

n.b. Some subjects provide additional answer lines at the back of the answer booklet and so continuation sheets may not be required.

5. Do the Awarding Organisation instructions regarding new answer booklets take precedence over the JCQ ICE instructions?

Yes. Although we try to minimise alterations to inter-board instructions, Awarding Organisation-specific instructions will take precedence over the JCQ instructions. The Centre Inspection Service will be advised of the changes to the instructions for the new answer booklets.

What to do with the old JCQ stationery

6. Can I continue using JCQ stationery for OCR exams?

JCQ stationery can only be used as continuation pages in June 2013 if centres have insufficient 4-page continuation booklets.

The JCQ stationery **must not** be used for mock exams or any other non-examination purpose.

7. How do I dispose of any surplus JCQ stationery?

Centres should ensure that JCQ stationery is not required for examinations with any other Awarding Organisations before it is disposed of. Any unused JCQ stationery should be treated as confidential material and disposed of as confidential waste.

Despatch and storage of the new stationery

8. How will the answer booklets be packaged and despatched?

The answer booklets will be packaged and despatched separately to the examination papers.

9. Do I need to store the new answer booklets securely?

Yes. Answer booklets must be stored securely as per JCQ regulations.

10. How do I request more answer booklets?

Please email your request to: general.qualifications@ocr.org.uk or call the OCR Customer Contact Centre on 01223 553998.

Using the new answer booklets

11. The new answer booklets are not hole-punched. Can I punch them so that I can attach continuation booklets with a treasury tag?

The answer booklets have been designed to be compatible with our scanning software and therefore, booklets should preferably not be hole-punched and attached together using treasury tags, or any other method. Doing this will delay the scanning of the answer booklets, and could lead to a delay in the marking process.

The instructions on the front of the 12-page answer booklet require that additional booklets be inserted inside the 12-page answer booklet. Any additional pages should also be inserted into the 12-page answer booklet. These will then be scanned in and available for the examiner to view (this includes any blank pages).

However, it is permitted for access arrangement documents to be collated and treasury tagged to a 12-page answer booklet (see FAQ 17).

12. I am concerned that continuation booklets, loose sheets and cover sheets will become separated. How can OCR guarantee that all pages will be scanned for the examiner to view?

It is a centre's responsibility to ensure that all continuation booklets, loose sheets and cover sheets contain the candidate's details and are inserted into the 12-page booklet at the end of the examination. All documentation received at the scanning bureau will be scanned in.

13. What happens if we hole-punch, staple or treasury tag any additional sheets to the 12-page answer booklet?

These will still be accepted by the scanning bureau but will be dealt with as 'exception scripts'. Scanning of these exception scripts may cause a delay in the scanning process.

14. What happens if a candidate uses stationery from another Awarding Organisation?

These will still be accepted by the scanning bureau but will be dealt with as 'exception scripts'. Scanning of these exception scripts may cause a delay in the scanning process.

15. What happens if an answer booklet becomes damaged?

The answer booklet should still be collected and inserted into the pack of centre scripts in the same order as on the attendance register. If a script is wet, centres may wish to apply for special consideration rather than returning badly soiled scripts. If a script is partly damaged, it might be beneficial to insert the script into a small bag to prevent other scripts becoming damaged.

16. What happens if the candidate doesn't complete the front of the answer booklet or continuation booklet?

All materials in a script packet are scanned, reviewed and associated with the relevant scripts. Internal procedures exist to deal with scripts where it is difficult to identify which candidate the document belongs to.

Candidates with access arrangements

17. Can I treasury tag access arrangement documents to the new answer booklet?

Yes. Centres are permitted to hole-punch answer booklets and attach any access arrangement cover sheets or word processed scripts.

18. I have a candidate who requires modified enlarged papers. Will the answer booklets also be available as an enlarged version?

Only where deemed necessary by OCR. If a modified version of the answer booklet is not included with the modified paper, it is not necessary and a standard answer booklet should be used.

19. If a candidate has used a word processor or a scribe, do they still need to complete the details on the front cover of the 12-page answer booklet?

Yes. The front cover of a 12-page answer booklet should be completed for each candidate (even though the inside of the answer booklet may remain blank). The candidate should record their name, centre number, candidate number and exam details on the answer booklet. If a typed document has been used, a header or footer should be provided which states the candidate name, centre number, candidate number and exam details, and also page numbers.

Word Processor

A JCQ Word Processor cover sheet (Form 4) must be downloaded from the JCQ website at www.jcq.org.uk/exams-office/forms and attached to the typed script inside the 12-page answer booklet.

Use of a scribe

On formal approval by the Awarding Organisation for the use of a scribe, where the candidate chooses to word process their answers with the spell check facility enabled, a JCQ scribe cover sheet (Form 2) must also be inserted, as per JCQ regulations.

A scribe who is handwriting the candidate's answers should use a new answer booklet, ensuring the relevant centre and candidate details are completed in full.

Where the scribe chooses to word process the candidate's answers, the procedure for word processed scripts, as outlined above, applies. A JCQ scribe cover sheet (Form 2) must be included as per JCQ regulations.

20. I have a candidate whose normal way of working is to use coloured paper. Will OCR be providing alternative coloured answer booklets?

No. All new answer booklets will be provided in black and white. It is the centre's responsibility to ensure that the correct coloured paper is available on the day of the examination.

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INSTRUCTIONS TO CANDIDATES

- Write the information required clearly in the code book using capital letters.
- Use black ink. HB pencil may be used for graphs and diagrams only.
- **DO NOT WRITE IN ANY BARCODES.**
- Write your answers in this booklet. Please leave two blank lines in between your answers to each question.
- Write the number of the question you are answering in the first margin.

Question	Part
1	a
1	ai

- If the question you are answering also contains parts, for example 1a, write the question part in the second margin.
- Do all your rough work in pen using this answer booklet. Cross through any work you do not want marked without making it illegible.
- Do not tear out any part of this booklet. All work must be handed in.
- If you run out of space in this booklet, ask the invigilator for a continuation booklet. Please insert any continuation booklets inside this booklet.

[illegible]

ANSWER BOOKLET
© OCR
DC (SLM) 77118/1 R

OCR12



* 123096662701 *

2796206475*

Write the information required clearly in the boxes above using capital letters.

Question Part

[illegible]

CONTINUATION BOOKLET
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DC (SLM) 77107/6 3R

OCR4



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