

Direct Claim Status for Verified Qualifications Certification

Information for Centres

This datasheet provides guidance on Direct Claim Status (DCS), explaining what it is, and listing the criteria for eligibility, withdrawal and reinstatement.

DCS is awarded to centres following recommendation by the EV at an EQA visit.

Direct Claim Status (DCS): What it is

- DCS is the term used to denote that an OCR centre is able to claim candidate certification during the time between their quality assurance visits by the External Verifier (EV) for an identified qualification(*).
- OCR awards DCS to centres who have consistently met all the [OCR criteria](#) for verified qualifications and who have delivered high quality assessment for the individual qualification(s) over a period of approximately twelve months.
- All claims made via DCS are subject to external quality assurance and therefore all portfolios claimed by DCS must be accessible by the centre as part of the quality assurance visit when they will be sampled by the EV.
- OCR will require the centre to sign a DCS Agreement committing them to following the terms and conditions under which DCS has been awarded.

**DCS is only awarded for those qualifications that are externally verified. Please refer to the Admin Guide for Vocational Qualifications for an up-to-date list of eligible verified qualifications.*

datasheet

Direct Claim Status criteria and conditions

The centre should meet the following criteria to be eligible for DCS Status:

1 Criteria for eligibility for DCS

- 1.1 The specified qualification has been delivered for at least twelve months and quality assured by OCR at least twice without sanctions being imposed, including the visit at which the recommendation for DCS is made.
- 1.2 All full certificate claims for each verified qualification have been sampled and quality assured as compliant with the qualification criteria.
- 1.3 The centre's quality management, assessment and internal verification strategy has been sampled within the centre and for all satellite sites.
- 1.4 The centre's financial transactions with OCR are in good order.
- 1.5 The centre advises OCR immediately of any changes that will affect the centre approval e.g. changes to resources and particularly the assessment and verification team.
- 1.6 The centre identify a member of the assessment team as the officer accountable for all DCS claims made for those qualifications recommended for approval for DCS.

2 Criteria for the withdrawal of DCS

DCS will be removed if:

- 2.1 the centre no longer meet the criteria for eligibility.
- 2.2 a Level 2 sanction or above is imposed on the qualification.
- 2.3 the centre is subject to a compliance/malpractice investigation.
- 2.4 a centre does not make direct certification claims for the qualification for twelve months.
- 2.5 a quality assurance visit has not taken place for twelve months.
- 2.6 OCR are notified of the centre's cessation of business.
- 2.7 a centre do not allow an EQA visit to take place.
- 2.8 a centre make incorrect claims and/or candidate portfolios are not available for sampling by the OCR EV.

We will automatically remove DCS from all centres 3 months before a qualification's last certification date (unless the centre is advised otherwise). All DCS claims must be subject to an external quality assurance visit before a centre stops delivering the qualification or the last certification date for that qualification.

Centres should note that certificates issued by DCS may be withdrawn if the OCR and/or DCS criteria are not met

3 Criteria for the re-instatement of DCS

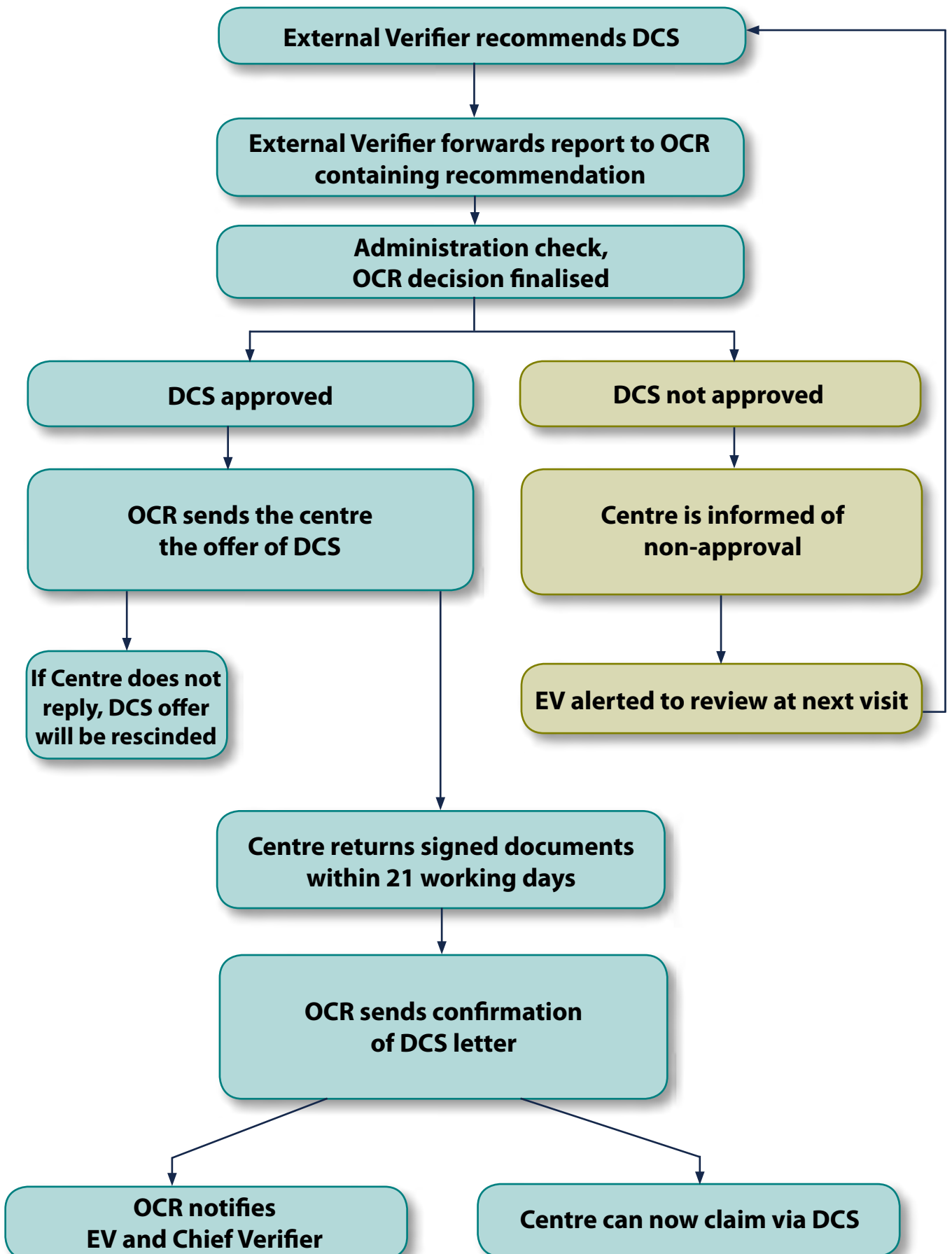
If DCS has been withdrawn the EV may recommend that OCR:

- 3.1 re-instate DCS following the next quality assurance visit if all action points have been completed
or
- 3.2 require the centre to go through the full DCS process again.

The route for re-instatement will depend on which of the DCS/OCR criteria resulted in DCS withdrawal. OCR will make the final decision on whether DCS will be re-instated or not.

OCR reserves the right to remove or refuse to award/re-instate DCS.

How you can expect the Direct Claim Status (DCS) approval process to work for your centre



www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 421944

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

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N703/1606