



## NOTICE TO CENTRES

FAO: Exams Officers/Key Skills tutors – England and Northern Ireland centres

Date: 10 September 2013

Subject: Last visit arrangements for Key and Wider Key Skills – 2013

### KEY SKILLS END OF CERTIFICATION (ENGLAND AND NORTHERN IRELAND)

Thank you for continuing with the final stages of OCR Key Skills (01711-01713) and Wider Key Skills (03904-03906) in England and Northern Ireland. As you are aware the last certification date for these qualifications is 30 September 2013. Our records show that there are still some centres who have yet to have their final moderation visits. It is important that all ACS centres have moderation visits if they have made any claims since their last visit by a Visiting Standards Moderator – this is a requirement of OCR's quality assurance process.

If you still have portfolios that have to be certificated, or if you have made any ACS claims since your last visit, you will need to have a moderation visit. Your OCR Moderator will contact you to arrange this visit. All visits need to take place before 27 September 2013. If you are not contacted by your OCR moderator please contact the QAP Team (Telephone: 024 7649 6557; email: [ocrqapt@ocr.org.uk](mailto:ocrqapt@ocr.org.uk)) to ensure a visit is arranged.

All visits for both ACS and Non-ACS centres have to be made in time to enable claims to be processed by OCR by 30 September 2013. Visits preferably have to take place by 23 September 2013; however, they can continue until 27 September 2013 if needed. Visits cannot take place after 27 September 2013 as claims may not be processed in time.

It is a requirement of our agreement with Ofqual that all certification claims are part of a quality assurance (VSM) visit – this includes ACS certification.

Please note that ACS will be removed from all remaining ACS centres by 23 September 2013.