



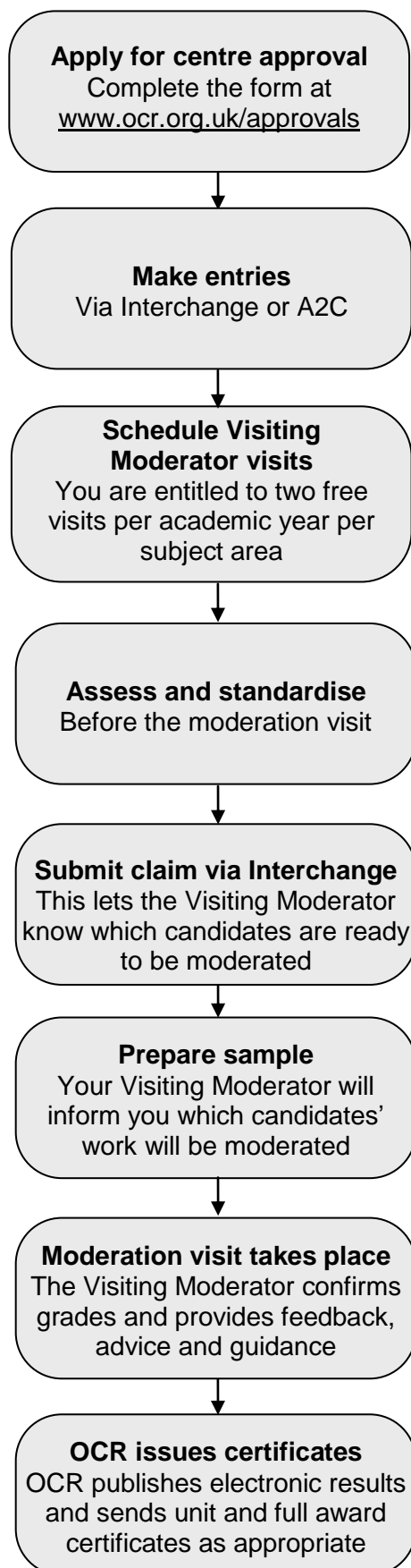
CAMBRIDGE TECHNICALS

ADMIN GUIDE 2013/14



Overview

The following flow chart provides a brief summary of how Cambridge Technicals are delivered. Each section is explained more fully within the *Guide*.



Contents

1	Introduction	1
1.1	What are Cambridge Technicals?	1
1.2	Qualification structure	1
1.3	Obtaining further support and information	2
1.4	Contacting OCR	2
2	Centre Approval	3
2.1	What is centre approval?	3
2.2	Applying for centre approval	3
2.3	Credit checking	3
3	Entries	4
3.1	What are candidate entries?	4
3.2	Entry fees	5
3.3	Deadlines for submitting entries	5
3.4	What information is required to make entries?	5
3.5	Methods of submitting entries	7
3.6	Making entries using Interchange	7
3.7	Making EDI entries via A2C	8
3.8	Viewing entries	10
3.9	On receipt of your entries	11
3.10	Amending candidates' personal details	11
3.11	Withdrawing or transferring candidates' entries	11
4	Access Arrangements and Special Consideration	12
4.1	Access arrangements	12
4.2	Special consideration	12
5	Moderation and Claims	13
5.1	Visiting Moderator allocation	13
5.2	Scheduling the Moderator visits	13
5.3	Centre assessment	13
5.4	Claiming Cambridge Technicals	14
5.5	Starting your online claim	15
5.6	Adding your assessment personnel	15
5.7	Claiming by candidate	15
5.8	Claiming by unit	16
5.9	Adding units achieved with another awarding body	16
5.10	Editing the claim	17
5.11	Submitting a claim	17
5.12	Sampling	18
5.13	Checking the progress of a claim	18
5.14	Topping up	19
5.15	Moving down	19
5.16	Preparing for the moderation visit	19
5.17	The moderation visit	20
5.18	After the moderation visit	20
6	Results and Certificates	21
6.1	Calculating the qualification grade	21
6.2	What do centres receive?	24
6.3	What appears on the certificate?	25
6.4	Certificate conditions of issue	26
6.5	Replacement certificates	26

7	Post-Results Services	28
7.1	Post-results review of moderation	28
7.2	Appeals	29
7.3	Centre malpractice guidance	29
8	Entry Codes and Rules of Combination	30
9	Reference	58
9.1	Glossary	58
9.2	Documents referred to in the text	59

1 Introduction

This *Admin Guide* is designed to assist exams officers and teachers with the administration of Cambridge Technicals in 2013/14. It should be read in conjunction with the *JCQ General Regulations for Approved Centres*.

1.1 What are Cambridge Technicals?

Cambridge Technicals are practical, flexible and engaging, and offer students an in-depth qualification in a wide range of subjects.

Cambridge Technicals are aimed at young people aged 16+ who have completed Key Stage 4 of their education and want to study in a more practical, work-related way.

Cambridge Technicals at Level 2 and Level 3 are designed to be relevant, focused and specific to students aged 16+. The new Level 4 qualifications provide a progression route from Cambridge Technicals at Level 3. They can be achieved on a full-time or part-time basis – making them an attractive option for people in work who want to up-skill in order to improve their career prospects.

These qualifications are particularly attractive because of their real-world relevance and close alignment with industrial practice – allowing students to achieve a real understanding of their subject that's a true fit with the needs of the workplace.

They also come with support to help tutors with the delivery of the subjects. Our visiting moderation process provides support, advice and standardisation.

1.2 Qualification structure

Cambridge Technicals are available at Levels 2, 3 and 4:

Level 2: Certificate → Extended Certificate → Diploma

Level 3: Certificate → Introductory Diploma → Subsidiary Diploma → Diploma → Extended Diploma

Level 4: Diploma

The qualifications consist of the following guided learning hours and credits:

Level	Qualification	Total guided learning hours (glh)	Total minimum credits required
Level 2	Certificate	90	15
	Extended Certificate	180	30
	Diploma	360	60
Level 3	Certificate	180	30
	Introductory Diploma	360	60
	Subsidiary Diploma	540	90
	Diploma	720	120
	Extended Diploma	1080	180
Level 4	Diploma	480	120

1.3 Obtaining further support and information

OCR website

The best way to obtain up-to-date information is via the OCR website at www.ocr.org.uk. The website includes essential support materials including centre handbooks, rules of combination calculators and brochures, together with details about entries (including basedata), results and fees. New administrative and qualification information is added regularly. In addition, Cambridge Technicals has a dedicated website (www.cambridgetechnicals.org.uk) which contains additional information.

Interchange

Interchange (<https://interchange.ocr.org.uk>) is a free, secure website that has been developed to help exams officers and teachers carry out day-to-day administrative functions online quickly and efficiently. The site allows you to check your approval status, make and view entries, make claims and view achievements. As Interchange is updated daily, it is always the place to view the most accurate information. In order to use Interchange for the first time, you just need to register your centre by returning the Interchange Agreement. This, together with a quick start guide, can be downloaded from the OCR website at www.ocr.org.uk/interchange.

OCR support and training

OCR's Customer Admin Support Team (CAST) offers free training specifically for groups of exams officers, as well as attending network meetings. To find out more about the training we can offer to give you more confidence in administering OCR qualifications, or to invite us to your network meetings, please see www.ocr.org.uk/examsOfficers or email the team at cast@ocr.org.uk.

We also offer professional development for teachers. You can find out what professional development is available for each qualification by accessing the OCR website at www.ocr.org.uk/professionaldevelopment. Our professional development includes online training, a series of premier events and face-to-face training for coursework and controlled assessment units. If you would like more information, please contact us at cpdhub@ocr.org.uk.

Community

Our social network site enables teachers to share best practice, offer guidance and upload and access a range of support materials such as lesson plans, presentations, videos and links to other helpful sites. Visit www.social.ocr.org.uk to find out more.

1.4 Contacting OCR

For general enquiries about Cambridge Technicals, please contact the OCR Customer Contact Centre:

Telephone: 02476 851509* (08:00–17:30 Monday to Friday)
Fax: 02476 851633
Email: cambridgetechnicals@ocr.org.uk
(Please include centre name and number in the email.)
Post: OCR, Westwood Way, Coventry, CV4 8JQ

*As part of our quality assurance programme, calls may be recorded or monitored for training purposes. Please note that we may not be able to provide specific information if a centre email address is not used.

2 Centre Approval

2.1 What is centre approval?

If you want to offer any of the qualifications listed in this guide, you must first gain approval from OCR. Unlike 'general qualification approval', which allows you to enter for any GCSE or A Level you wish, approval needs to be obtained for **each suite of qualifications** (e.g. IT or Media) and you will only be able to enter candidates for the qualifications that you are approved to offer.

If your centre is currently active and approved for Level 2 or Level 3 OCR Nationals, you will be automatically approved for Level 2 and Level 3 Cambridge Technicals **in the same subject area**. To offer Level 4 Cambridge Technicals, you will need to apply for centre approval, as described in Section 2.2.

Cambridge Technicals centre approval is free of charge but approval is subject to continued centre activity; if there are no entries or claims for a qualification for three consecutive years, centre approval will automatically lapse for that qualification.

2.2 Applying for centre approval

To apply for centre approval, you need to complete an application form. The form, together with guidance on completing it, is available from the centre approval section of the OCR website at www.ocr.org.uk/approvals. The form asks for general information about the centre and for more specific details about the way the centre will deliver the qualifications for which it seeks approval. Completed forms should be returned to the OCR Allocation Team, OCR, Westwood Way, Coventry, CV4 8JQ. If you wish to add further Cambridge Technicals to your centre approval, please complete another application form.

Normally, no independent inspection visit will be made. However, when your OCR Visiting Moderator makes their first visit (see Section 5), they will check to see that you have the right systems and procedures in place.

When OCR approves each application, you will receive confirmation of your approval by post. We aim to send this within ten working days of receiving your application. Once you receive your approval confirmation, you can enter candidates for the qualifications that you are approved to offer.

All changes of centre address should be sent to the OCR Allocation Team on centre-headed paper.

2.3 Credit checking

If you are a company, sole trader or partnership, we have a credit checking process in place to help us verify your credit worthiness. You need to have been established, and trading on credit terms, for a minimum of six months and be able to supply us with two credit references (banks, solicitors and accountants are not considered as trade creditors and cannot be used as referees).

If you cannot satisfy these requirements then we will be unable to process your application; however, we can review your application after six months of trading. If you cannot satisfy these requirements but think there are extenuating circumstances, please email the details to the Customer Contact Centre at cambridgetechnicals@ocr.org.uk.

3 Entries

Key points

- Candidates should be entered for **either** the full award **or** individual units.
- You need to make entries in order for a Visiting Moderator to be allocated to your centre.
- You must **not** submit candidates' personal detail amendments via A2C.
- Once made, entries cannot be withdrawn.

3.1 What are candidate entries?

To register candidates for Cambridge Technicals, you need to make **candidate entries**. These provide OCR with detailed data for each candidate, showing each assessment to be taken. This is also known as the 'named entry route'. There are two ways to enter candidates for Cambridge Technicals:

- **Unit entry** – It is possible for candidates to build up their qualification unit by unit. This may be useful if a candidate is not intending to complete the full qualification; however, this is a more expensive route if a candidate eventually completes enough units for a full award.
Unit entry does not allow you to make top-up or move down entries.
- **Full award entry** – Candidates should be entered for the full award if they are intending to complete the whole qualification rather than just individual units. Full award entry will allow you to make top-up and move down entries.

Candidates should be entered for either the full award **or** individual units. They should **not** be entered for both. (This is different from many other OCR qualifications, such as GCSEs and A Levels, where both unit **and** certification entries are required.)

Topping-up/moving down entries

Candidates will also be able to 'top up' or 'move down' from one qualification to the next, e.g. from a Certificate to an Extended Certificate or vice versa:

- **Topping up** allows candidates to complete only the additional units required to complete the next qualification in the suite.
- **Moving down** allows candidates who are unable to complete all the units required for that qualification to move down to a smaller qualification, provided they have achieved enough units.

As long as you have made a full award entry previously (**it is not possible to top up or move down with unit entries**), you simply make an entry using the appropriate top-up or move down entry code (see Section 8). Top-up and move down entries can be made via Interchange or A2C (see Section 3.5).

It is not possible to top up from OCR Nationals qualifications; however, it may be possible to transfer from these qualifications (see Section 3.11).

Pathway endorsements

For some Cambridge Technicals in Art and Design, Media, Performing Arts and IT, learners can take a combination of optional units which enable them to achieve a specialist pathway endorsement on their qualification. For some qualifications, it is possible to achieve multiple specialist pathway endorsements. For a list of specialist pathways and the rules of combination, see Section 8.

Pathway endorsements will be automatically generated once they are achieved and will appear on the qualification certificate. Centres do not need to use different entry codes or make specific claims for specialist pathways.

3.2 Entry fees

Details of the fees for Cambridge Technicals can be found in the OCR Fees List (available from the OCR website at www.ocr.org.uk/fees). If candidates are going to complete a whole qualification, it is more cost-effective to enter for the full award rather than individual units; however, if candidates may not complete a full award, individual unit entries may be more appropriate. Invoices will be sent via email to your accounts contact once you have made your entries.

To query an invoice, please forward a copy of the invoice and supporting documentation (quoting your centre number and invoice number in all correspondence) to OCR Sales Ordering, Finance Division, OCR, 1 Hills Road, Cambridge, CB1 2EU. Alternatively, you can fax 01223 553048 or email creditcontrol@cambridgeassessment.org.uk.

3.3 Deadlines for submitting entries

Unlike general qualifications such as GCSEs or A Levels, there are no specific entry deadlines for Cambridge Technicals. However, you must ensure that all entries (including top-up and move down entries) that you want to claim for are made **at least four weeks before a planned moderation visit**.

3.4 What information is required to make entries?

It is essential that the entry information you provide is complete and accurate as these details will be used to produce certificates for successful candidates.

Qualification details

Entries are made using a five-digit full award entry code or unit number. These are provided in Section 8. If you wish to make entries via A2C, this information is also contained within the basedata files (see Section 3.7).

Candidate personal details

Centres provide candidate names and dates of birth. You should enter candidates under names that can be verified by the presentation of suitable identification, such as a birth certificate, passport or driver's licence. This ensures that there will be no delay or confusion when candidates subsequently present their results documentation to employers or tertiary institutions. Also, if candidates apply to OCR for additional or replacement copies of their results, they must be able to provide identification that matches the archived information.

Order number

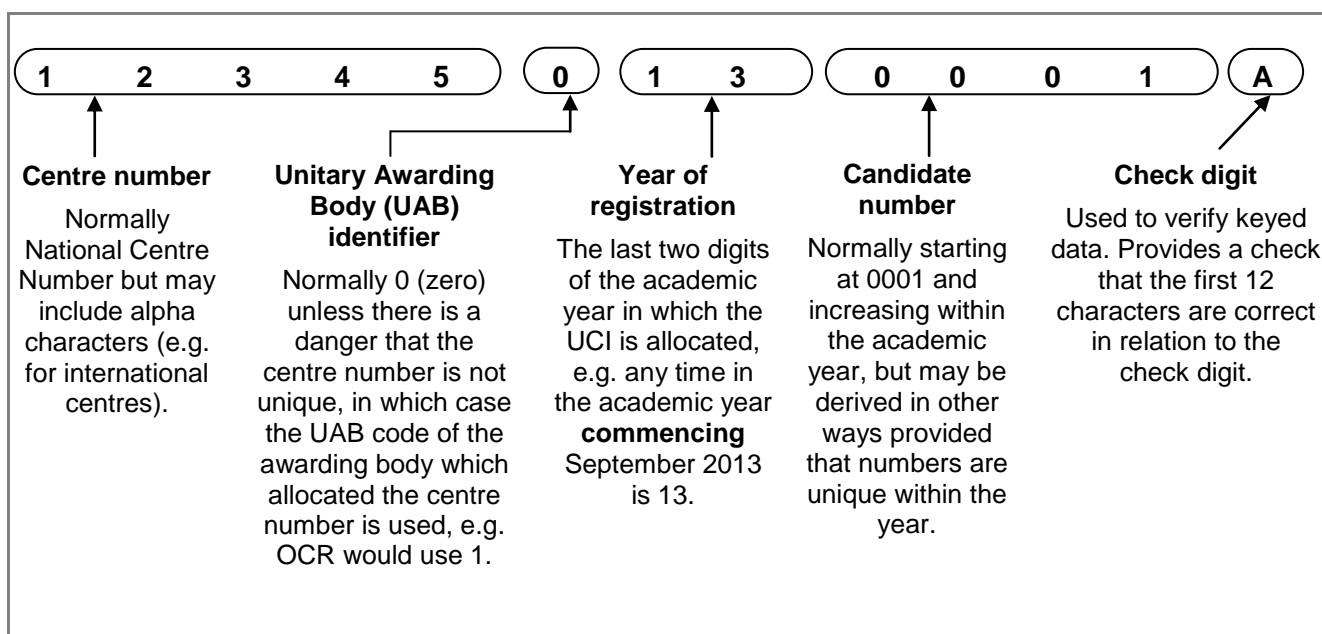
The order number will be quoted on your centre's invoice. It can be either an official order number or simply a reference, e.g. a tutor's name. This is optional but it is good practice to provide one as it enables invoices to be matched to your entries easily.

Centre candidate number

An optional field for Cambridge Technicals, this number can be allocated by a centre if you wish to add an additional reference; it can be up to four digits long.

Unique candidate identifier (UCI)

Although optional for Cambridge Technicals (unlike for GCSEs and A Levels), this 13-character code **must** accompany a candidate's entry if you wish to make entries and receive Cambridge Technicals results via A2C. The following diagram shows the components of a UCI. Exam administration software packages will usually be able to generate UCIs. Please check with your software provider.



Unique learner number (ULN)

The unique learner number (ULN) is a personal ten-digit number, which is used to ensure learner achievement information can be provided to the Learning Records Service (LRS).

If a candidate does not have a ULN, the ULN field should be left blank; you must not add a piece of placeholder text, such as '9999999999' or 'TBC'.

Where a ULN is included with an entry, OCR will check the ULN and candidate details with the LRS. Candidate details submitted to OCR need to match those held on the LRS exactly. If there are any differences, we will be unable to validate the ULN. This will not prevent your entries from being processed, but OCR will not be able to send achievement data to the Learning Records Service until the ULN and candidate details held by OCR match the records held by the LRS.

For more information, and to generate a ULN, please refer to the Learning Records Service – Learner Registration area: www.learningrecordsservice.org.uk.

OCR candidate number

This is an eight-digit number allocated by OCR which allows candidates' units to be linked together when claiming for multiple units or full awards. When making entries via Interchange (see Section 3.6), for candidates being entered for the first time, this should be blank. If the candidate has a previous OCR candidate number, this must be used to avoid additional numbers and duplicate candidates being generated.

3.5 Methods of submitting entries

There are two methods of entering candidates for Cambridge Technicals. If you cannot make entries via either of these methods, please call the Customer Contact Centre.

- **Interchange** – OCR's secure extranet (<https://interchange.ocr.org.uk>). If your centre is new to Interchange and does not currently have an Interchange account, please complete and return the Interchange Agreement, which can be downloaded from the OCR website, to receive your login details. If your centre has an account but you are a new user, or your existing account needs to be updated, please contact your Centre Administrator (usually the exams officer). If you are unsure whether your centre is registered or you cannot locate your Centre Administrator, please email the Customer Admin Support Team at cast@ocr.org.uk.
- **EDI (electronic data interchange) entries via A2C** – An electronic method of transmitting entry and results data to and from OCR using EDI files without using a third party carrier. More information can be found on the A2C website at <http://a2c.icq.org.uk>.

3.6 Making entries using Interchange

Additional information for making entries via Interchange is provided on the OCR website at www.ocr.org.uk/interchange.

To make entries using Interchange for qualifications listed in this guide, once you are logged in, hover over 'Cambridge Technicals' in the left-hand menu and then click on 'Make entries'. You then have a choice: you can either upload a spreadsheet or use a named web-based entry form.

Uploading a spreadsheet

This method is ideal if you have large numbers of candidates. Click on 'Upload Cambridge Technicals entries spreadsheet' and then download and save the spreadsheet template. Read the instructions by clicking on the help link and then populate the spreadsheet with the information described in Section 3.4 – either manually or by importing data from your management information system.

When you are ready to make your entries, click on 'Browse' to find your saved spreadsheet, add an order number or reference in the box provided and then click on 'Submit entries spreadsheet'.

Using the web-based form

This method is useful if your candidates already exist on Interchange or you only have a few candidates to enter. Click on 'Use Cambridge Technicals web-based entry form'. You will be asked to select your assessment. You can find your assessment by searching for the assessment code, title or part title. If you leave the search box blank, all the Cambridge Technicals qualifications for which you are approved will appear in the dropdown list. Select the qualification you require and click 'OK'.

Next, you need to select your candidates. You can do this by choosing individual candidates or whole candidate groups. These groups can be created within Interchange and tailored to include candidates of your choice. To create a bespoke candidate group, log in to Interchange, hover over 'Candidates' in the left hand menu and click on 'Candidate groups'. You should select existing candidates rather than creating new ones; however, if you cannot find a candidate, you can enter their details. When searching for existing candidates, you can restrict the search to show only candidates added during a given time period, from 'today' to 'in the last five years'.

You will be asked to select your entry options. You can choose to make either a full award entry or unit entries. You can make up to three unit entries at once. You can then review your entries before submitting them.

Entry information can also be viewed on Interchange if entries are made via A2C.

3.7 Making EDI entries via A2C

Basedata

To make entries via A2C, electronic entry files need to be created using OCR's basedata. Basedata is examination data which is used to process entries and results using EDI files. Designed to be electronically imported into a centre's administration software, it includes the specification codes, entry codes and fees.

OCR basedata is available to download from the OCR website at www.ocr.org.uk/i-want-to/find/basedata/. Basedata will be published on 1 September to cover the coming academic year. Revised versions of the basedata will be released during the year if new qualifications are launched. How you load the basedata will depend on your examination administration software. All electronic entry and amendment files must conform to a common file structure and format. These are defined in the JCQ document, *Formats for the Exchange of Examination Related Data*.

Unlike for general qualifications such as GCSEs and A Levels, please ensure that for Cambridge Technicals you use the awarding body identifier of **72 (OCR Coventry Office)**. In addition, Cambridge Technicals entries should come under the **September series**, which may need to be created.

The Cambridge Technicals basedata uses the following abbreviations:

Level	Qualification	Abbreviation
Level 2	Certificate	CE2
	Extended Certificate	EC2
	Diploma	DI2
Level 3	Certificate	CE3
	Introductory Diploma	ID3
	Subsidiary Diploma	SD3
	Diploma	DI3
	Extended Diploma	ED3
Level 4	Diploma	TBC*

*Please note that it is not yet possible to make entries for Level 4 qualifications via A2C. This *Guide* will be updated when this functionality is live.

Entry codes

To make full award entries (see Section 3.1), the entry code without the leading zero is followed by '00'. For example, the entry code for the full award 05340 would be 534000.

To make unit entries, the entry code without the leading zero is followed by the unit number. For example, the code to make a unit entry for scheme 05340, Unit 1, would be 534001.

Candidates must be entered for either the full award **or** individual units. They must **not** be entered for both.

How to submit your EDI entry file via A2C

Instructions on how to send your EDI file via A2C are provided on the A2C Migration Application download website at <http://a2c.avcosystems.com>.

Acknowledgements of EDI files

Once OCR has downloaded your entry or amendment file, this will be acknowledged within the 'Logs' screen of the A2C migration application under the 'Sent Files' tab. OCR downloads files at least three times each working day. An acknowledgement does not mean that the file has been successfully loaded to our system as, at this point, no validation checks have been performed.

A2C entry amendments

Once you have sent your first EDI entry file via A2C, any additional entry files must be sent as **amendment** files. It is possible to send EDI amendment files with:

- Entries for new candidates
- New entries for existing candidates.

However, **unlike for general qualifications such as GCSEs and A Levels**, you **must not** send changes to candidates' **personal details** or changes to candidates' **existing entries** via A2C (see Section 3.10).

Technical support for A2C entries

Each set of basedata includes a help file (.txt suffix) containing a description of the contents of the basedata and other helpful advice. Please consult this help file first if you have any queries.

Technical support for examination software packages used by centres is not available from OCR; please contact your software supplier. If you have any queries about the receipt of your entry files or require technical support for A2C, please contact our Customer Contact Centre.

JCQ A2C data exchange project

The JCQ A2C data exchange project is replacing legacy systems and sets out to modernise and upgrade the electronic data interchange (EDI) process. The first stage, which removed the need for files to be sent via an approved EDI carrier, was implemented in September 2012. The second and final stage will start being rolled out from September 2014 and will finally replace the old-style EDI files by the end of December 2015. This will result in much more streamlined data and transfer of data between awarding organisations and centres. All centres should have already downloaded the migration application and allowed their carrier contracts to lapse. More information can be found on the A2C website at <http://a2c.jcq.org.uk>.

3.8 Viewing entries

You can view all entry information within Interchange. To access this area, hover over 'Entries' in the left-hand menu and then click on 'Entry submission history'. Click on the Cambridge Technicals heading and then 'View Cambridge Technicals entry submission history'. It is possible to view entry information for a specific candidate group (see Section 3.6 for details of how to set up candidate groups).

An 'entry status' will be visible for each entry. The status will indicate whether you need to take any action to help us process your entries successfully.

Descriptions of each of the status messages (including any action required) are given below:

Status	Description	Action required?
Duplicate file	The spreadsheet could not be processed as it contains duplicate entries	Please call the OCR Customer Contact Centre to resolve this issue
Empty file	The spreadsheet does not contain any details	Please check and upload the spreadsheet again
OCR handling this	We are currently resolving the outstanding issues with the spreadsheet	None required
Processing complete	The spreadsheet has been successfully uploaded and processed	None required
Processing in progress	We are currently resolving any issues with the spreadsheet	None required
Read and recognised	The spreadsheet has been successfully uploaded and is currently being processed	None required
Read and rejected	The spreadsheet is incorrectly formatted or there was a problem processing the file	Please call the OCR Customer Contact Centre to resolve this issue
Upload failed	The spreadsheet could not be uploaded	Please check and upload the spreadsheet again

3.9 On receipt of your entries

When we have successfully processed your entries, they will be available to view on Interchange within approximately 48 hours of receiving your entries (if there are no issues with the entries). We will also:

- Allocate an eight-digit OCR candidate number to each new Cambridge Technicals candidate (see Section 3.4)
- Send an invoice for the full amount payable to your accounts contact (for details of the entry fees, please see the OCR Fees List at www.ocr.org.uk/fees).

3.10 Amending candidates' personal details

If you need to update candidates' personal details, e.g. name or date of birth, you can make the changes via the 'Candidates' area within Interchange. If you wish to change a candidate's whole name (rather than correct a spelling mistake), you will also need to send proof of the candidate's name change to OCR Operations, Westwood Way, Coventry, CV4 8JQ. **You must not make personal detail amendments via A2C.**

3.11 Withdrawing or transferring candidates' entries

It is not possible to withdraw an entry – even if the entry has been made in error. However, **if you have not claimed against the entry**, you can make some changes, for example, if you have made the entry for the wrong unit or you wish to change the qualification entered for. Any entry amendments may affect the fees charged and you may incur additional costs as a result.

To transfer candidates' full award entries (it is not possible to transfer unit entries), you should submit a request in writing to OCR Operations, OCR, Westwood Way, Coventry, CV4 8JQ. Please remember to include the candidate's name and candidate number, along with the details of the qualification they are entered for and the qualification they want to transfer to.

If you have candidates who would like to transfer from the legacy OCR National qualifications, you may submit a request as long as no unit claims have been made against the full award entry.

If you have a single candidate who has achieved a unit with BTEC, this unit can be used towards a Cambridge Technical qualification. To do this, you should make either a unit entry with OCR for the same unit or a full award entry which incorporates the unit and then, when claiming the unit, indicate that the unit has been achieved with another awarding body (see Section 5.9).

If you would like to transfer a whole cohort from BTEC, please contact our Customer Contact Centre.

For details of how to move your entries down once some units have been claimed, see Section 5.14.

4 Access Arrangements and Special Consideration

4.1 Access arrangements

Access arrangements are reasonable adjustments made prior to an assessment to enable a candidate with particular requirements to demonstrate attainment. Access arrangements must not, however, affect the reliability or validity of assessment outcomes; nor must they give the learner an advantage over others undertaking the same or similar assessments.

Obtaining access arrangements

As Cambridge Technicals are centre assessed, centres do not need to apply for OCR's permission to make these reasonable adjustments; however, all adjustments made must be recorded on Form VRQ/NVQ/IA and held on file within the centre for inspection purposes. (This form can be downloaded from the JCQ website at www.jcq.org.uk.)

More information and guidance can be found in the JCQ document, *Access Arrangements and Reasonable Adjustments* (available from the JCQ website).

4.2 Special consideration

Special consideration is a post-assessment adjustment reflecting temporary injury, illness or other indisposition at the time the assessment was taken. It is important to note that it may not be possible to apply special consideration where:

- An assessment requires the demonstration of a practical competence
- The assessment criteria have not been fully met.

Due to the flexibility of Cambridge Technicals, centres must ensure they provide candidates with alternative assessment opportunities. Centres can only apply for special consideration if this is not viable.

Obtaining special consideration

Applications for special consideration must be submitted to OCR within seven days of the affected assessment having taken place using Form VQ/SC (available from the JCQ website). Forms should be sent to the Special Requirements Team, OCR, 1 Hills Road, Cambridge, CB1 2EU. Further details can be found in the JCQ booklet, *A guide to the special consideration process*.

Lost or damaged candidate work

Candidates are responsible for taking care of their work. However, if work is lost through no fault of the candidate, centres can complete and return the lost centre-assessed work form, which is available to download from the OCR website. Instructions on completing this are provided on the form. In all cases, the centre must be able to verify that the work was completed by the candidate and that it was monitored whilst it was in progress.

5 Moderation and Claims

Key point

To receive results in time for university entrance or to coincide with the GCSE results release, moderation visits should be booked by 15 May to ensure the visit is completed by 30 June.

All of the units in each of the Cambridge Technicals qualifications are **centre assessed**. This means that candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR Visiting Moderator. Assessment and moderation can take place at any time. External moderation ensures that a centre's internal assessment of candidate work is reliable, fair and consistent with required standards (as specified in the relevant centre handbook).

5.1 Visiting Moderator allocation

Once you have made your first entries (see Section 3), we will allocate a Visiting Moderator to your centre. We advise you to enter a few candidates as soon as possible to take full advantage of the guidance and support available from your OCR Visiting Moderator.

5.2 Scheduling the Moderator visits

The OCR Visiting Moderator will contact you to provisionally agree mutually convenient dates for their visits. Approved centres are entitled to two free visits per subject area/sector per academic year. If required, centres may request additional moderation visits – any additional visits will be charged at the standard visit fee, as described in the OCR Fees List at www.ocr.org.uk/fees.

It is a good idea to arrange the first visit of the year as early as possible, especially when first approved for a qualification. This enables you to move forward with confidence towards final assessment and moderation. This is particularly important if your centre is delivering qualifications through one-year programmes.

If candidates require their Cambridge Technicals results in time for university entrance or to coincide with the GCSE results release, we strongly recommend that the latest date for a moderation visit is **30 June**. To ensure your moderation visit is completed by this date, please book it by **15 May**.

Please note that your moderation visit cannot take place between 18 and 31 August 2014.

5.3 Centre assessment

Evidence

Candidates generate evidence which will be assessed against the learning outcome and assessment criteria (Pass, Merit and Distinction) and grade descriptors specified in each unit. Evidence can be generated through OCR model assignments, centre-devised assignments or activities or real work activities.

Assessment

Candidates' evidence is then assessed by the centre's assessor(s) against the learning outcome and assessment criteria within the unit specifications provided on the OCR website. An assessor may be a candidate's tutor/teacher or another person accountable to the centre for the assessment of evidence. Centres should ensure that candidates have regular planned contact with their tutor/teacher and/or assessor to enable cumulative assessment, feedback and review of progress. Accurate and effective records of assessment decisions must be kept by the centre. All units are graded Pass, Merit or Distinction.

Authentication

Assessors must be confident that the work they assess is the candidate's own. This does not mean that a candidate must be supervised throughout the completion of all work but the assessor must exercise sufficient supervision, or introduce sufficient checks, to be in a position to judge the authenticity of the candidate's work.

Each candidate must sign a declaration before submitting their work to the assessor, confirming the work is their own. The completed form should then be retained in the centre and not sent to the moderator or to OCR unless requested. The candidate authentication form can be downloaded from the individual qualification pages of the OCR website at www.ocr.org.uk/qualifications/by-type/cambridge-technicals.

Assessors are required to declare that the work submitted for internal assessment is the candidate's own work. This must be done when the claim is made (see Section 5.11). Through this declaration, the centre confirms that they hold signed candidate declarations for all candidates who are submitted on the claim.

Internal standardisation

Once a candidate's work has been assessed, it must be internally standardised. It is essential that appropriate mechanisms are in place to carry out internal standardisation of assessment across all assessors. The centre handbook for each qualification explains the requirements for assessment and moderation, and the roles and responsibilities of the staff involved. You will need to submit records of internal standardisation to the Visiting Moderator when they visit. Assessment records are required for internal standardisation and external moderation. They must be securely retained by the centre for a minimum of three years following candidate achievement of the qualification (i.e. from the date of certification). Note that candidate work should be returned to candidates once certificates have been received and checked.

5.4 Claiming Cambridge Technicals

When you are ready to submit candidates' work for external moderation, you should make a claim for each candidate; this must be done via Interchange. Additional information for making online claims, including a step-by-step guide, is provided on the OCR website at www.ocr.org.uk/interchange.

You will not be able to build or submit a claim without valid entries. You must ensure that all entries (including top-up and move down entries) are made **at least four weeks** before a planned moderation visit.

To allow Visiting Moderators time to select a sample of candidates' work for moderation, centres must ensure that the claim is made **at least two weeks** before the scheduled moderation visit.

You must only submit a claim when you are ready for the claim to be moderated and processed. If you have made entries but have not been contacted by your Visiting Moderator, please contact the OCR Customer Contact Centre.

Please ensure you select the correct number and combination of units for the qualification by referring to Section 8 of this guide or the relevant centre handbook (available from the OCR website).

As soon as enough units have been claimed, the full award will be issued automatically; you do not need to claim this separately (or make a certification entry as for GCSEs and A Levels).

5.5 Starting your online claim

To get started, log in to Interchange, hover over 'Cambridge Technicals' in the left-hand menu and then click on 'Make Cambridge Technicals claims'. You will then be able to see a list of the Cambridge Technicals for which you have approval and the claim status.

If you cannot see this area, check with your Interchange Centre Administrator that you have the correct Interchange role – you need either the 'Centre Administrator' or the 'Tutor/Teacher' role.

You can only start a new claim if all previous claims for that qualification have been submitted. To start a claim, click 'Create' next to a qualification title. Then select 'By Candidate' or 'By Unit' to begin building your claim. Selecting 'By Candidate' allows you to build your claim by selecting individual candidates. Selecting 'By Unit' allows you to begin building a claim by choosing units for the qualification. It is possible to build claims over time using both the 'By Candidate' and 'By Unit' methods for the same claim.

5.6 Adding your assessment personnel

The first time you create a claim for each qualification, you will need to set up your **centre assessors**. These are the people within **your centre** who will be assessing candidates' work. NB This is **not** the OCR Visiting Moderator. Type the centre assessor's full name and initials in the boxes provided. Up to four initials will be accepted and these should be unique within your centre. Alternatively, instead of using initials which are often not unique, if your centre allocates teacher codes, you can use those instead.

Make sure you set up your new centre assessors for each qualification before you start building the claim. NB Any number of centre assessors can build a claim, but only one of the assessors should submit it.

5.7 Claiming by candidate

Adding candidates to a claim

When you click on 'Create' and then 'By Candidate' next to a qualification title, you will see a list of all eligible candidates, i.e. all the candidates who have been entered for that qualification. If you click on 'Create new' next to each candidate's name, you will see either all the available units for the qualification or, if you made unit entries, all the units the candidate is entered for. If you have only entered one centre assessor, you will see the assessor name pre-populated for every unit.

Adding unit grades

The claim will show all the units that are available for the qualification selected or all the units that the candidate is entered for. Where a previous claim has been made for a candidate, if you made full award entries, those units will be 'greyed out'. If you made unit entries, previously claimed units will not appear.

To add a unit grade, select the centre assessor from the dropdown list and then click the radio button in the 'P' (Pass), 'M' (Merit) or 'D' (Distinction) column for each unit you wish to claim for that candidate. You can add the grades for some or all of the units required to achieve the full qualification. If you only add some grades, before submitting the claim, you can return to this claim and continue to add grades to the claim as they are achieved.

Repeat this process for each candidate, making sure you click on 'Save claim' each time.

5.8 Claiming by unit

Selecting units

When you click on 'Create' and then 'By Unit' next to a qualification title, you will see a list of all eligible units. First, select the unit you want to make a claim for. Click on 'Create new' next to the unit title. All candidates with entries for this unit will appear. This includes candidates both with unit and full award entries.

Adding candidates to a claim

Where a previous claim has been made for a candidate, if you made full award entries, those units will be 'greyed out'. If you made unit entries, previously claimed units will not appear. Click the radio button in the 'P' (Pass), 'M' (Merit) or 'D' (Distinction) column for each candidate you wish to claim for. Select the centre assessor for each candidate (you can select different assessors for different candidates), making sure you click on 'Save claim' each time. Repeat this process for each unit you'd like to make a claim for.

When selecting grades and/or centre assessors, you will see the 'Apply to all' option message appear. This allows you to apply the grade/centre assessor selection to all candidates that appear below your currently selected candidate on the page. This will not apply the change to any candidates above your selection or, if applicable, to any candidates appearing on another page.

5.9 Adding units achieved with another awarding body

It is possible to use units achieved with another awarding body to contribute to the Cambridge Technicals, for example a BTEC. These units should be claimed as part of your last claim before certification. You should claim these before OCR units if you are claiming both at the same time.

Click on 'Add units from another awarding body', select the unit and centre assessor then enter the name of the awarding body and click on 'Add'. Enter the grade for each unit P, M, D and click on 'Save claim'. When you have finished adding units, click on 'Done' to return to the claims page. Evidence of the achievement, for example, a copy of the certificate or results slip, must be given to your Visiting Moderator.

5.10 Editing the claim

You can go back later to amend or add to a claim before submitting it. You can access the claim by hovering over 'Certification claims' in the left-hand menu and clicking on 'Make Cambridge Technicals claims'. Search for the qualification, click on 'Edit' next to the claim then select either 'By Unit' or 'By Candidate' to view the claim. Next, click on a candidate name to edit their claim.

Make sure you save the claim whenever you make any changes. If you cancel or do not save a specific candidate claim, all the details you have entered will be removed.

Removing a unit from the claim

Edit the claim 'By Unit' and select the unit from the list that you'd like to remove from the claim. Select the 'Not claiming' radio button for the first candidate in the list then click the 'Apply to all' option to remove all candidates from this unit. Remember to click on 'Save claim' to remove this unit from the claim.

Removing a candidate from the claim

Edit the claim 'By Candidate' and select the candidate you'd like to remove from the claim by clicking on the candidate's name. Click on the radio button in the 'Not claiming' column for all units and click on 'Save claim'.

Removing a unit for a candidate

Edit the claim 'By Candidate' and select the candidate you'd like to remove a unit for by clicking on the candidate's name. Click on the radio button in the 'Not claiming' column for the relevant unit you'd like to remove and click on 'Save claim'. This will remove that unit for that candidate only. If you want to remove a unit for multiple candidates, you can follow the process above.

5.11 Submitting a claim

When you have included all the relevant candidate achievements, you can submit a claim from the 'View claim history' option on the claim.

It is good practice to enter the data for each qualification, save the claim (without submitting) and then print it so that it can be checked and amended before submitting. Before you submit the claim, you can also export it as a CSV file for your records.

Please also check that the email address shown for you is correct. You can edit it here but it will not change your Interchange profile. If your address has permanently changed, ask your Centre Administrator to update your profile.

It is important that you check your claim carefully before you submit, as you will not be able to amend any of the contents once it has been submitted.

Centre declaration

You must obtain signed candidate declarations authenticating the work of all the candidates submitted on the claim which is to be held in the centre (see Section 5.3). You should then click the centre declaration box. The 'Submit to assessor' button is disabled until the centre declaration tick box is completed.

When you click on 'Submit to assessor', a warning message will appear, prompting you to confirm that you want to submit the claim.

5.12 Sampling

Once the claims have been submitted via Interchange, your Visiting Moderator will receive an email telling them your claim is ready for sampling. When they have selected the sample, you will receive an email from Interchange telling you the sample is ready to view.

Viewing the sample request

To view the selected sample, hover over 'Certification claims' in the left-hand menu and click on 'View claim history' under the 'Cambridge Technicals claims' heading. Click on 'View' next to the claim that has been sampled (indicated by the 'Sampled' message in the Status column).

All the units/candidates that the moderator wishes to sample are indicated with a green tick. You must ensure that this work is available at the moderation visit.

5.13 Checking the progress of a claim

You can see the claim you are making at each stage of the process as well as after certification.

To view the claim status, hover over 'Cambridge Technicals' in the left-hand menu and then click on 'View claim history'. Your most recent claim should be at the top of the list. You can also filter by qualification and order the columns alphabetically by clicking on the column headings.

You can check the whole claim or export the claim for your own records. The claim will stay available on Interchange for 12 months.

At each stage of the process, the claim will show a different status:

Status	Comments
No claims submitted	No claim has yet been generated for this qualification.
Unsubmitted	The claim is currently being generated and can still be edited.
Submitted	The claim has been submitted to your Moderator and can no longer be edited.
Sampled	The claim will indicate the sample the Moderator has selected.
Finalised	The claim has been revised/confirmed by the Moderator. This will only appear for a short time; however, if all units within a claim have been withdrawn, the claim will remain in this stage.
Processed	The claim has been sent to OCR and results should appear on Interchange in approximately 48 hours.
Withdrawn	The OCR Visiting Moderator has withdrawn the whole claim.

If your claim includes a lot of different units, we recommend the following:

- **16–30 different units claimed** – Set your printer to landscape to ensure your printed version matches the screen.
- **30+ units** – Export your claim, as all units claimed may not show on the printed version.

5.14 Topping up

If a learner wishes to achieve the next size qualification up after the claim for their original qualification has been made, a top-up entry can be made. Once the top-up entry has been made, additional units should be claimed to achieve the higher qualification. We will issue an invoice for the difference in the cost of the qualification originally entered for, and the next size qualification up, plus a £10 administration fee per learner. Please see the OCR Fees List for details of fees.

5.15 Moving down

Where a candidate is entered for a qualification **and** has claimed some units towards it, but is unable to complete all the units required for that qualification, the candidate can move down to the next size qualification down, provided they have achieved the right combination of units.

For example, if a candidate is entered for a Level 2 Cambridge Technical **Extended Certificate** in IT but has only completed enough units to gain a Level 2 Cambridge Technical **Certificate** in IT, they may move down to a Certificate.

If you choose to move down, you cannot claim any further units against the original entry at a later date. If an entry and unit claim have already been made for a candidate for a higher qualification and they wish to move down to the next size qualification, an entry (using a move down code) should be made for the lower qualification. Please note that a new entry can only be made once the previous claim has been processed and confirmed. Once the new entry has been confirmed a claim can be made and a visit arranged.

If enough units have been achieved for the lower qualification, a full award will be issued. If there are not enough units to award the full qualification, further units must be completed and claimed. We will issue a credit for the original entry, minus an administration fee of £10 per candidate. The entry for the smaller-sized qualification will be invoiced at the current fee. Please see the OCR Fees List at www.ocr.org.uk/fees for full details of fees.

Please see Section 8 for the relevant entry codes for topping up and moving down.

5.16 Preparing for the moderation visit

You must ensure that:

- A quiet base room is available for the OCR Visiting Moderator in which all work to be sampled will be available and accessible, including facilities for accessing Interchange, moderating any electronic portfolios or replaying any audio and/or video recordings.
- All other centre-assessed and internally moderated work submitted for moderation is separately available and accessible as above. Copies of assignments/activities/tasks set by the centre should be included with candidates' work.
- All centre assessment and internal standardisation records for all candidates entered for moderation are available, together with copies of centre assignments/activities/tasks.
- All candidate authentication forms (see Section 5.3) have been completed and signed.
- Opportunities are available (if required) for the Visiting Moderator to meet with the assessors and internal moderators involved in the assessment/moderation of candidates' work submitted for moderation. The presence of centre staff will not normally be required until the Visiting Moderator is ready to discuss outcomes, although centres should ensure that the Visiting Moderator has sufficient support to deal with any queries during the visit.

Access to candidates is not required during the external moderation process.

5.17 The moderation visit

The OCR Visiting Moderator will moderate the requested samples and will decide whether the centre's assessment of candidates' work meets the agreed standards. Decisions will be made on the initial sample identified by the OCR Visiting Moderator combined with further samples, where necessary.

If the OCR Visiting Moderator agrees with the centre's assessment decisions, they will confirm the claims via Interchange for all of the candidates that were submitted for moderation. If the OCR Visiting Moderator disagrees with the centre's assessment decisions, they will provide you with feedback and amend the claims accordingly before submitting them to OCR.

Occasionally, you may decide to withdraw the work from this claim and resubmit at a later stage when further work has been completed. In this situation, the claim will be withdrawn by the Visiting Moderator and you must arrange for the work to be assessed and internally standardised before submitting for external moderation at your next moderation visit. If you prefer, you may request an additional moderation visit (although a visit fee may apply). You do not need to make new entries.

At the end of each moderation visit, the OCR Visiting Moderator will discuss the outcomes of their moderation with centre staff and agree any action required by the centre.

5.18 After the moderation visit

Your OCR Visiting Moderator will confirm or edit the claim as appropriate. They will then send it to OCR to process. You will get an email to say the claim has been sent to OCR and you can view the actual claims sent from the 'View claim history' menu (look for Finalised/Processed statuses in the status column).

Interpreting claims

When you view the claims, they may be:

- **Confirmed** – The grade will be shown in bold.
- **Changed** – The original grade claimed will be shown in brackets.
- **Withdrawn** – An 'X' shows that the claim for that unit has been withdrawn (the original grade claimed will be shown in brackets).

Centre report

A centre report will be completed by the OCR Visiting Moderator and emailed to the centre within 48 hours of the visit. This report is designed to be supportive and will include comments on the accuracy of the centre's assessment, advice to the centre and action to be taken by the centre.

Retention of candidate work

Candidate work must be retained by the centre until after the grades have been awarded or any claims or appeals processed. We will not consider any appeals if the work is not retained by the centre.

6 Results and Certificates

Key point

- To access the most up-to-date results information, please go to Interchange.

6.1 Calculating the qualification grade

This section should be read in conjunction with the relevant qualification's centre handbook (available from the OCR website).

Grading units

All units are assessed by the centre and externally moderated by OCR.

Each unit has specified assessment criteria for pass, merit and distinction.

A summative unit grade can be awarded at pass, merit or distinction:

- To achieve a 'pass' a learner must have satisfied all the pass assessment criteria.
- To achieve a 'merit' a learner must achieve all the 'pass' assessment criteria and all the merit assessment criteria.
- To achieve a 'distinction' a learner must achieve all the 'pass' assessment criteria and all the merit assessment criteria and all the distinction criteria.

Grading the qualification

The overall qualification is also graded. Level 2 and 3 qualifications awarded above a Pass grade are graded Merit, Distinction or Distinction* (or a combination of these grades for the larger Level 3 qualifications; starting from the Subsidiary Diploma). Level 4 qualifications awarded above a Pass grade are graded Merit or Distinction, following the successful achievement of units up to the value of 75 credits.

In some instances learners may achieve more credits than they actually need for the full qualification. If this is the case we will use the best unit results to calculate the overall grade to ensure learners get the best possible grade for their full qualification.

In order to achieve the qualification, learners must achieve the minimum credit value set out in Section 8.

Learners will be awarded a qualification grade (or on the larger qualifications a combination of these grades) by the aggregation of **points** gained through the successful achievement of individual units. The number of points available is dependent on the credit value of the unit and the grade achieved. The table below shows the number of points available for the credit value of the unit and grade achieved.

Unit level	Points per credit		
	pass	merit	distinction
Level 2	5	6	7
Level 3	7	8	9
Level 4	0	1	2

To calculate the number of points for the unit claimed, you need to identify the level of the unit, the credit value of the achieved unit and then multiply the credit value of the unit by the points value for the grade achieved (see table above).

For example, at Level 2:

- A learner achieving a 5 credit unit at Pass would gain: 5 credits x 5 points = 25 points.
- A learner achieving a 10 credit unit at Merit would gain: 10 credits x 6 points = 60 points.
- A learner achieving a 10 credit unit at Distinction would gain: 10 credits x 7 points = 70 points.

To calculate the learner's qualification grade, you need to add up all of the points for the units the learner has achieved. When you have a total you then look at the grade tables to establish a qualification grade.

Example (for Level 2 IT)

A learner has achieved the 15 credits (two units) required for the Level 2 Certificate. Five credits (one 5 credit unit) are achieved at Distinction and ten credits (one 10 credit unit) are achieved at Merit. The calculation would be:

Unit credit value	Points value	Total number of points
5 credit	x 7 points (distinction)	= 35 points
10 credit	x 6 points (merit)	= 60 points
Total number of points		= 95 points

Having calculated the total number of points you would check this figure against the table of points for the Level 2 Certificate to identify the overall qualification grade. For this example the overall qualification grade would be a Distinction.

Qualification grade scales

The table below shows the points ranges and the grades that those ranges achieve.

OCR Level 2 Cambridge Technical Certificate – 15 credits	
Points range	Grade
100+	Distinction* (D*)
95–99	Distinction (D)
85–94	Merit (M)
75–84	Pass (P)

OCR Level 2 Cambridge Technical Extended Certificate – 30 credits	
Points range	Grade
200+	Distinction* (D*)
190–199	Distinction (D)
170–189	Merit (M)
150–169	Pass (P)
OCR Level 2 Cambridge Technical Diploma – 60 credits	
Points range	Grade
400+	Distinction* (D*)
380–399	Distinction (D)
340–379	Merit (M)
300–339	Pass (P)
OCR Level 3 Cambridge Technical Certificate – 30 credits	
Points range	Grade
260+	Distinction* (D*)
250–259	Distinction (D)
230–249	Merit (M)
210–229	Pass (P)
OCR Level 3 Cambridge Technical Introductory Diploma – 60 credits	
Points range	Grade
520+	Distinction* (D*)
500–519	Distinction (D)
460–499	Merit (M)
420–459	Pass (P)
OCR Level 3 Cambridge Technical Subsidiary Diploma – 90 credits	
Points range	Grade
790+	D*D*
770–789	D*D
750–769	DD
720–749	DM
690–719	MM
660–689	MP
630–659	PP

OCR Level 3 Cambridge Technical Diploma – 120 credits	
Points range	Grade
1060+	D*D*
1030–1059	D*D
1000–1029	DD
960–999	DM
920–959	MM
880–919	MP
840–879	PP
OCR Level 3 Cambridge Technical Extended Diploma – 180 credits	
Points range	Grade
1590+	D*D*D*
1560–1589	D*D*D
1530–1559	D*DD
1500–1529	DDD
1460–1499	DDM
1420–1459	DMM
1380–1419	MMM
1340–1379	MMP
1300–1339	MPP
1260–1299	PPP
OCR Level 4 Cambridge Technical Diploma – 120 credits	
Points range	Grade
150+	Distinction (D)
75–149	Merit (M)
0–74	Pass (P)

6.2 What do centres receive?

Once visiting moderation has taken place and the OCR Visiting Moderator has confirmed your candidates' claims, we will issue electronic results and a hard copy certification report. We will also send candidate unit and full award certificates.

Electronic results

Results will appear on **Interchange** as and when results are processed and Interchange will always show the most up-to-date results information.

Results are issued via **A2C** on a monthly basis, as shown below. The results file will contain the previous month's results and you can download them into your system at any time. The results will be imported into your current September series (9C13).

All results issued that month will be captured whether candidates are entered via A2C or Interchange. In order to receive results via A2C, a UCI (see Section 3.4) must be included with a candidate's entry.

Results issued between	A2C results issue date
1–31 October 2013	8 November 2013
1–30 November 2013	6 December 2013
1–31 December 2013	10 January 2014
1–31 January 2014	7 February 2014
1–28 February 2014	7 March 2014
1–31 March 2014	4 April 2014
1–30 April 2014	9 May 2014
1–31 May 2014	6 June 2014
1–30 June 2014	4 July 2014
1–31 July 2014	8 August 2014
1–31 August 2014	5 September 2014
1–30 September 2014	3 October 2014

Certification report

The awarding report will be sent with your certificates and lists all of the candidates in the batch showing the grades that they have achieved, for you to retain for your records.

Certificates

Two types of certificate may be issued for successful candidates:

- **Unit certificates** – These show the unit title, grade achieved, credit value and credit level and are issued automatically. Units will be graded Pass, Merit or Distinction.
- **Full award certificate** – Once candidates have completed the required number of units and reached the required standard to achieve a full Cambridge Technicals qualification, a full award certificate will also be issued. The full award certificate will show the candidate's overall grade and any specialist pathways that have been achieved (see Section 3.1).

We aim to issue certificates for successful candidates within six working days of receipt of a confirmed claim. These must be checked carefully as soon as they are issued as a fee is charged for replacement certificates if these are requested more than six months after the date of issue.

6.3 What appears on the certificate?

Certificates are issued in the candidate's name at the time the award is made. Centres are advised to enter candidates in their legal name which can be supported by appropriate documentation, e.g. birth certificate. Replacements will not be provided to accommodate a subsequent change of name (including a change by deed poll).

A Qualification Reference Number is printed where the specification has been accredited by the regulators of external qualifications in England, Wales and Northern Ireland.

6.4 Certificate conditions of issue

A certificate is and remains the property of OCR and is issued on the following conditions:

- A certificate must be returned upon OCR's request. OCR reserves the right to replace certificates if necessary.
- It is the responsibility of the centre to forward certificates to its candidates. Certificates may be handed to the candidates, and centres should obtain proof of identity and signatures confirming receipt. Alternatively, certificates may be posted to candidates by a traceable method, e.g. **Recorded Signed For™**, at the centre's discretion and responsibility.
- Any alteration of or defacement to a certificate renders it invalid and may result in its withdrawal by OCR.
- Centres must retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.
- Centres can destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to OCR Operations, OCR, Westwood Way, Coventry, CV4 8JQ. A record of certificates that have been destroyed should be retained for four years from their date of destruction.

6.5 Replacement certificates

For Cambridge Technicals, OCR can provide a replacement certificate in the following cases.

Lost certificates

To apply for a replacement certificate:

- **Centres** should formally make the request in writing on centre-headed paper.
- **Candidates** should use the application form which can be downloaded from the Learners and Parents area of the OCR website at www.ocr.org.uk/ocr-for/learners-and-parents/lost-or-incorrect-certificates/.

Applications should be sent to the Historical Records team, 1 Hills Road, Cambridge, CB1 2EU. If the request is made within six months of the certificate issue date, replacements will be provided free of charge. A fee is charged for replacement certificates more than six months after the date of issue. Please see the OCR Fees List at www.ocr.org.uk/fees for details.

Damaged certificates

Centres or candidates may apply for replacements for damaged certificates. The request must be made in writing to the Historical Records team, 1 Hills Road, Cambridge, CB1 2EU, and be accompanied by the original certificate(s). If the request is made within six months of the certificate issue date, replacements will be provided free of charge. A fee is charged for replacement certificates more than six months after the date of issue. Please see the OCR Fees List for details.

Requests for name corrections

Although it is not possible to change names on certificates (see Section 6.2), requests to correct spelling mistakes can be made by the centre or the candidate in writing. The request must be sent

to the Historical Records team, 1 Hills Road, Cambridge, CB1 2EU, and be accompanied by the original certificate(s), highlighting the change required. If the request is made within six months of the certificate issue date, replacements will be provided free of charge. A fee is charged for replacement certificates more than six months after the date of issue. Please see the OCR Fees List for details.

7 Post-Results Services

7.1 Post-results review of moderation

OCR offers a post-results review of moderation service: the original moderation sample is reviewed to ensure that the required learning outcome and assessment criteria (Pass, Merit, Distinction) have been fairly, reliably and consistently applied.

When should this service be used?

This service should **only** be used when the centre disagrees with the Moderator's comments or changes to the internal moderation. In all other cases, improvements should be agreed between the centre and the Moderator and the work should be resubmitted at the next visit.

If the centre's marks have been accepted without change by the Visiting Moderator, this service will not be available.

It is not possible for a centre to make an enquiry for individual candidates as an enquiry will affect the results of all candidates that were put forward for external moderation at the same time, and whose claims were submitted in the same batch.

How does the review work?

The review of moderation will be carried out either by post or through a further visit, depending on the format and quantity of candidates' work involved in the enquiry. If a further visit is required, the centre will be contacted by the Moderator to arrange a convenient date for a review of moderation to be carried out.

Submitting the application

All enquiries must be submitted within three months of the date of the last moderation. Enquiries should be submitted using the application form that can be downloaded from the OCR website at www.ocr.org.uk/i-want-to/do/request-a-post-results-service/ and emailed to vq_result_enquiries@ocr.org.uk

Application forms must be emailed by the Head of Centre, an authorised member of staff or a private candidate. OCR will not accept applications submitted by any other individuals, e.g. parents or candidates entered through a centre. An emailed application form will be accepted by OCR as confirmation that the centre agrees to pay any fees applicable should the enquiry be unsuccessful (see below). All applications will be acknowledged within seven working days.

Resubmitting candidate work

For postal reviews of moderation, centres must ensure it is ready for despatch. Centres will be provided with the details of a Moderator to whom the work should be sent. Centre-assessed candidate work should not be sent at the time of submitting the application. The work must:

- Be despatched to the Moderator within three working days if the review is being carried out by post – failure to do this may delay the outcome of the enquiry
- Be the original sample that was moderated
- Have been kept under secure conditions and not returned to the candidates.

Outcomes

You should expect to receive an outcome within 40 calendar days of OCR receiving the application form. You will receive a report produced by the Moderator providing feedback on the re-moderation. This feedback may be similar to that provided following the original moderation.

Fees

The fee for a post-results review of moderation is provided in the OCR Fees List at www.ocr.org.uk/fees. Your centre will not be charged if the enquiry is upheld.

7.2 Appeals

If you still have concerns following a post-results review of moderation, you may appeal against it. This must be done in writing, within 14 calendar days of receipt of the outcome, and addressed to the Appeals Unit, Coventry (see Section 1.4). More information about appeals can be found in the OCR *Appeals Processes in Vocational Qualifications – A Guide for Centres*.

7.3 Centre malpractice guidance

It is the responsibility of the Head of Centre (see Section 9.1) to report in writing all cases of suspected malpractice involving centre staff or candidates. A JCQ Report of Suspected Malpractice form (JCQ/M1), available to download from the JCQ website, should be completed and emailed to malpractice@ocr.org.uk.

When asked to do so by OCR, Heads of Centres are required to investigate instances of malpractice promptly and report the outcomes to OCR.

Further information is contained in the publication OCR *Malpractice Procedures – A Guide for Centres* (available from www.ocr.org.uk/about-us/our-policies/regulations) and the JCQ publication: *General and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments* which is available from the JCQ website (www.jcq.org.uk).

8 Entry Codes and Rules of Combination

Art and Design Level 2

Entry code	Title	Credit value	Reference
05360	OCR Level 2 Cambridge Technical Certificate in Art and Design	15	600/6091/8
05363	OCR Level 2 Cambridge Technical Certificate in Art and Design (move down from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none"> Unit 1 (10 credits) 5 credits from Units 10–60 			
05362	OCR Level 2 Cambridge Technical Extended Certificate in Art and Design	30	600/6092/X
05361	OCR Level 2 Cambridge Technical Extended Certificate in Art and Design (top-up from Certificate)		
05366	OCR Level 2 Cambridge Technical Extended Certificate in Art and Design (move down from Diploma)		
Made up of:			
<ul style="list-style-type: none"> Unit 1 (10 credits) 20 credits from Units 10–60 			
05365	OCR Level 2 Cambridge Technical Diploma in Art and Design	60	600/6093/1
05364	OCR Level 2 Cambridge Technical Diploma in Art and Design (top-up from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none"> Unit 1 (10 credits) 50 credits from Units 10–60 			
1	Exploring the work of artists and designers	10	M/504/0240
10	2D media, materials and techniques	5	T/504/0241
11	3D media, materials and techniques	5	A/504/0242
12	Developing ideas in response to an art and design brief	10	F/504/0243
13	Realising art and design ideas	10	J/504/0244
14	Producing art or design work for sale	10	L/504/0245
15	Producing art or design work for a location	10	R/504/0246
16	Exploring self-image	10	Y/504/0247
20	Exploring photography	10	D/504/0248
30	Exploring graphic design and illustration	10	H/504/0249
40	Exploring 3D	10	Y/504/0250
50	Exploring fashion and textiles	10	D/504/0251
60	Exploring fine art	10	H/504/0252

! You should make **either** unit **or** full award entries.

Art and Design Level 3

Entry code	Title	Credit value	Reference
05367	OCR Level 3 Cambridge Technical Certificate in Art and Design	30	600/6094/3
05370	OCR Level 3 Cambridge Technical Certificate in Art and Design (move down from Introductory Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Unit 1 (10 credits) 20 credits from Units 10–66 <p>Specialist endorsements are not available for this qualification.</p>			
05369	OCR Level 3 Cambridge Technical Introductory Diploma in Art and Design	60	600/6095/5
05368	OCR Level 3 Cambridge Technical Introductory Diploma in Art and Design (top-up from Certificate)		
05373	OCR Level 3 Cambridge Technical Introductory Diploma in Art and Design (move down from Subsidiary Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Unit 1 (10 credits) 50 credits from Units 10–66 <p>Specialist endorsements are available if candidates achieve at least 40 credits from any one specialist pathway.</p>			
05372	OCR Level 3 Cambridge Technical Subsidiary Diploma in Art and Design	90	600/6096/7
05371	OCR Level 3 Cambridge Technical Subsidiary Diploma in Art and Design (top-up from Introductory Diploma)		
05376	OCR Level 3 Cambridge Technical Subsidiary Diploma in Art and Design (move down from Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Unit 1 (10 credits) 80 credits from Units 10–66 <p>Specialist endorsements are available if candidates achieve at least 40 credits from any one specialist pathway. Where a candidate has achieved a minimum of 40 credits from one specialist pathway and 40 credits from one other specialist pathway, the certificate will show both endorsements.</p>			
05375	OCR Level 3 Cambridge Technical Diploma in Art and Design	120	600/6151/0
05374	OCR Level 3 Cambridge Technical Diploma in Art and Design (top-up from Subsidiary Diploma)		
05379	OCR Level 3 Cambridge Technical Diploma in Art and Design (move down from Extended Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Unit 1 (10 credits) 110 credits from Units 10–66 <p>Specialist endorsements are available if candidates achieve at least 40 credits from any one specialist pathway. Where a candidate has achieved a minimum of 40 credits from one specialist pathway and 40 credits from one other specialist pathway, the certificate will show both endorsements.</p>			

Entry code	Title	Credit value	Reference
05378	OCR Level 3 Cambridge Technical Extended Diploma in Art and Design	180	600/6150/9
05377	OCR Level 3 Cambridge Technical Extended Diploma in Art and Design (top-up from Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Unit 1 (10 credits) 170 credits from Units 10–66 <p>Specialist endorsements are not available for this qualification.</p>			
1	Art and design in context	10	F/504/0257
10	How artists and designers use 2D materials, techniques and processes	10	L/504/0259
11	How artists and designers use 3D materials, techniques and processes	10	F/504/0260
12	Planning, researching and developing ideas for a specialist art or design brief	10	J/504/0261
13	Realising an outcome for a specialist art or design brief	10	L/504/0262
14	Presenting, displaying, promoting and selling artwork	10	R/504/0263
15	Planning an artist's or designer's studio	10	Y/504/0264
16	Exhibiting and presenting artwork	10	D/504/0265
Photography specialist pathway			
20	Exploring digital photography	10	H/504/0266
21	Exploring film-based photography	10	K/504/0267
22	Portrait photography	10	M/504/0268
23	Exploring artists as photographers	10	T/504/0269
24	Digital image creation	10	K/504/0270
25	Landscape photography	10	M/504/0271
Graphic design specialist pathway			
30	Using digital technology in graphic design	10	T/504/0272
31	Motion graphics	10	A/504/0273
32	Art and design illustration	10	F/504/0274
33	Character design and creation	10	J/504/0275
34	Creating animation	10	L/504/0276
35	Design for advertising	10	R/504/0277
36	Branding and corporate design	10	Y/504/0278
3D design specialist pathway			
40	Carving, constructing and modelling 3D artwork	10	D/504/0279
41	Creating 3D art or design work	10	R/504/0280
42	Exploring ceramics	10	Y/504/0281
43	3D product design	10	D/504/0282
44	Spatial design	10	H/504/0283
Fashion specialist pathway			
50	Fashion design	10	K/504/0284

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
51	Fashion production	10	M/504/0285
52	Textile design	10	T/504/0286
53	Up-cycling fashion products	10	A/504/0287
54	Fashion illustration	10	F/504/0288
Fine art specialist pathway			
60	Fine art drawing	10	J/504/0289
61	Fine art painting	10	A/504/0290
62	Understanding sculpture	10	F/504/0291
63	Contemporary fine art	10	L/504/0293
64	Digital fine art	10	R/504/0294
65	Fine art printmaking	10	Y/504/0295
66	Fine art textiles	10	D/504/0296

Business Level 2

Entry code	Title	Credit value	Reference
05320	OCR Level 2 Cambridge Technical Certificate in Business	15	600/4218/7
05323	OCR Level 2 Cambridge Technical Certificate in Business (move down from Extended Certificate)		
Made up of 15 credits from Units 1–13			
05322	OCR Level 2 Cambridge Technical Extended Certificate in Business	30	600/4223/0
05321	OCR Level 2 Cambridge Technical Extended Certificate in Business (top-up from Certificate)		
05326	OCR Level 2 Cambridge Technical Extended Certificate in Business (move down from Diploma)		
Made up of:			
<ul style="list-style-type: none"> 5 credits from Units 1–5 25 credits from Units 1–13 			
05325	OCR Level 2 Cambridge Technical Diploma in Business	60	600/4220/5
05324	OCR Level 2 Cambridge Technical Diploma in Business (top-up from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none"> Units 1–5 (25 credits) 35 credits from Units 6–13 			
1	Business purposes	5	L/502/5244
2	Business organisations	5	H/502/5248
3	Financial forecasting for business	5	K/502/5252
4	People in organisations	5	A/502/5255
5	The marketing plan	5	R/600/0310

Entry code	Title	Credit value	Reference
6	Verbal and non-verbal communication in business contexts	5	M/502/5303
7	Business communication through documentation	5	Y/502/5313
8	Training and employment in business	5	H/502/5315
9	Personal selling in business	5	K/502/5316
10	Customer relations in business	10	T/502/5321
11	Business online	10	R/502/5326
12	Business ethics	5	Y/502/5330
13	Bookkeeping for business	5	K/502/5333

Business Level 3

Entry code	Title	Credit value	Reference
05327	OCR Level 3 Cambridge Technical Certificate in Business	30	600/4226/6
05330	OCR Level 3 Cambridge Technical Certificate in Business (move down from Introductory Diploma)		
Made up of:			
<ul style="list-style-type: none"> Units 1–2 (20 credits) 10 credits from Units 3–22 			
05329	OCR Level 3 Cambridge Technical Introductory Diploma in Business	60	600/4608/9
05328	OCR Level 3 Cambridge Technical Introductory Diploma in Business (top-up from Certificate)		
05333	OCR Level 3 Cambridge Technical Introductory Diploma in Business (move down from Subsidiary Diploma)		
Made up of:			
<ul style="list-style-type: none"> Units 1–2 (20 credits) 40 credits from Units 3–22 			
05332	OCR Level 3 Cambridge Technical Subsidiary Diploma in Business	90	600/4235/7
05331	OCR Level 3 Cambridge Technical Subsidiary Diploma in Business (top-up from Introductory Diploma)		
05336	OCR Level 3 Cambridge Technical Subsidiary Diploma in Business (move down from Diploma)		
Made up of:			
<ul style="list-style-type: none"> Units 1–3 (30 credits) 60 credits from Units 4–22 			

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
05335	OCR Level 3 Cambridge Technical Diploma in Business	120	600/4229/1
05334	OCR Level 3 Cambridge Technical Diploma in Business (top-up from Subsidiary Diploma)		
05339	OCR Level 3 Cambridge Technical Diploma in Business (move down from Extended Diploma)		
Made up of:			
<ul style="list-style-type: none"> Units 1–5 (50 credits) 70 credits from Units 6–22 			
05338	OCR Level 3 Cambridge Technical Extended Diploma in Business	180	600/4232/1
05337	OCR Level 3 Cambridge Technical Extended Diploma in Business (top-up from Diploma)		
Made up of:			
<ul style="list-style-type: none"> Units 1–5 (50 credits) 130 credits from Units 6–22 			
1	The business environment	10	Y/502/5408
2	Business resources	10	D/502/5409
3	Introduction to marketing	10	Y/502/5411
4	Business accounting	10	M/502/5415
5	Human resource management in business	10	K/502/5445
6	Business communication	10	H/502/5413
7	Financial accounting	10	T/502/5416
8	Management accounting	10	J/502/5419
9	Creative product promotion	10	Y/502/5425
10	Market research in business	10	H/502/5427
11	Internet marketing in business	10	M/502/5432
12	Recruitment and selection in business	10	A/502/5434
13	Development planning for a career in business	10	H/502/5444
14	Managing a business event	10	F/502/5449
15	Developing teams in business	10	T/502/5450
16	Aspects of contract and business law	10	F/502/5452
17	Understanding health and safety in the business workplace	10	H/502/5458
18	Business project management	10	K/502/5459
19	Website design strategy	10	Y/502/5490
20	Understanding business ethics	10	A/502/5496
21	Business and the economic environment	10	T/502/5500
22	International business	10	F/502/5502

Health and Social Care Level 2

Entry code	Title	Credit value	Reference
05300	OCR Level 2 Cambridge Technical Certificate in Health and Social Care	15	600/4217/5
05303	OCR Level 2 Cambridge Technical Certificate in Health and Social Care (move down from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none"> 5 credits from Units 1–4 10 credits from Units 1–14 			
05302	OCR Level 2 Cambridge Technical Extended Certificate in Health and Social Care	30	600/4224/2
05301	OCR Level 2 Cambridge Technical Extended Certificate in Health and Social Care (top-up from Certificate)		
05306	OCR Level 2 Cambridge Technical Extended Certificate in Health and Social Care (move down from Diploma)		
Made up of:			
<ul style="list-style-type: none"> 10 credits from Units 1–4 20 credits from Units 1–14 			
05305	OCR Level 2 Cambridge Technical Diploma in Health and Social Care	60	600/4221/7
05304	OCR Level 2 Cambridge Technical Diploma in Health and Social Care (top-up from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none"> Units 1–4 (20 credits) 40 credits from Units 5–14 			
1	Communication in health and social care	5	H/600/6872
2	Individual rights in health and social care	5	K/600/6873
3	Individual needs in health and social care	5	M/600/6874
4	Ensuring safe environments in health and social care	5	T/600/6875
5	Vocational experience in a health and social care setting	10	A/600/6876
6	Cultural diversity in health and social care	10	F/600/6877
7	Anatomy and physiology for health and social care	10	F/600/6880
8	Human lifespan development	10	R/600/6883
9	Creative and therapeutic activities in health and social care	10	D/600/6885
10	Health and social care services	10	H/600/6886
11	The impact of diet on health	10	M/600/6888
12	Emergency care in health and social care	10	M/506/1329
13	Social policy awareness in health and social care	5	H/506/1330
14	Safeguarding awareness	5	K/506/1331

Health and Social Care Level 3

Entry code	Title	Credit value	Reference
05307	OCR Level 3 Cambridge Technical Certificate in Health and Social Care	30	600/4227/8
05310	OCR Level 3 Cambridge Technical Certificate in Health and Social Care (move down from Introductory Diploma)		
Made up of: <ul style="list-style-type: none"> Unit 1 (10 credits) 20 credits from Units 2–36 (excluding Unit 8) 			
05309	OCR Level 3 Cambridge Technical Introductory Diploma in Health and Social Care	60	600/4612/0
05308	OCR Level 3 Cambridge Technical Introductory Diploma in Health and Social Care (top-up from Certificate)		
05313	OCR Level 3 Cambridge Technical Introductory Diploma in Health and Social Care (move down from Subsidiary Diploma)		
Made up of: <ul style="list-style-type: none"> Unit 1 (10 credits) 50 credits from Units 2–36 (excluding Unit 8) 			
05312	OCR Level 3 Cambridge Technical Subsidiary Diploma in Health and Social Care	90	600/4236/9
05311	OCR Level 3 Cambridge Technical Subsidiary Diploma in Health and Social Care (top-up from Introductory Diploma)		
05316	OCR Level 3 Cambridge Technical Subsidiary Diploma in Health and Social Care (move down from Diploma)		
Made up of: <ul style="list-style-type: none"> Units 1 and 2 (20 credits) 70 credits from Units 3–36 Units 8 and 26 are barred with one another.			
05315	OCR Level 3 Cambridge Technical Diploma in Health and Social Care	120	600/4230/8
05314	OCR Level 3 Cambridge Technical Diploma in Health and Social Care (top-up from Subsidiary Diploma)		
05319	OCR Level 3 Cambridge Technical Diploma in Health and Social Care (move down from Extended Diploma)		
Made up of: <ul style="list-style-type: none"> Units 1–4, 6–7 (50 credits) 70 credits from Units 5, 8–36 Units 8 and 26 are barred with one another.			

Entry code	Title	Credit value	Reference
05318	OCR Level 3 Cambridge Technical Extended Diploma in Health and Social Care	180	600/4233/3
05317	OCR Level 3 Cambridge Technical Extended Diploma in Health and Social Care (top-up from Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Units 1–7 (60 credits) 120 credits from Units 8–36 <p>Units 8 and 26 are barred with one another.</p>			
1	Developing effective communication in health and social care	10	R/600/8939
2	Equality, diversity and rights in health and social care	10	D/600/9222
3	Health, safety and security in health and social care	10	A/600/8952
4	Development through the life stages	10	J/600/8954
5	Anatomy and physiology for health and social care	10	R/600/8956
6	Sociological perspectives for health and social care	5	M/601/2402
7	Psychological perspectives for health and social care	5	A/601/2404
8	Personal and professional development in health and social care	20	D/600/8958
9	Caring for children and young people	10	H/600/8962
10	Safeguarding adults and promoting independence	10	K/600/8963
11	Physiology of fluid balance	10	F/600/8967
12	Physiological disorders	10	J/600/8968
13	Working in the social care sector	10	L/600/8972
14	Working in the health sector	10	R/600/8973
15	Promoting health education	10	J/601/2406
16	Nutrition for health and social care	10	L/601/2407
17	Research methodology for health and social care	15	K/600/8977
18	Coping with change in a health and social care context	5	K/600/8980
19	Caring for individuals with additional needs	5	M/600/8981
20	Dealing with challenging behaviour	5	T/600/8982
21	Caring for older people	5	A/600/8983
22	Physiology of coordination	10	L/600/8986
23	Human inheritance for health and social care	10	Y/600/8991
24	Dementia care	5	R/600/8990
25	Support work in social care	5	L/600/9006
26	Exploring personal and professional development in health and social care	10	M/600/9029
27	Professional practice in children and young people's social care	5	J/505/7772
28	Developing creativity in children and young people	10	R/505/7774
29	Promote positive behaviour	15	K/505/7778
30	Personalisation in health and social care	10	M/505/7782
31	Understanding public health	10	L/505/7773

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
32	Safeguarding children and young people	15	Y/505/7775
33	Support use of medication in social care settings	15	M/505/7779
34	Understand psychology of ill health	10	D/505/7776
35	Complementary therapies within health and social care	10	H/505/7777
36	Understanding principles of youth work practice	10	H/505/7780

Health and Social Care Level 4

Entry code	Title	Credit value	Reference
05803	OCR Level 4 Cambridge Technical Diploma in Health and Social Care	120	601/1876/3
Made up of:			
<ul style="list-style-type: none"> Units 1, 2, 4 and 5 (60 credits) 60 credits from Units 3, 6–31. 			
1	Communicating in health and social care organisations	15	T/601/1560
2	Personal and professional development in health and social care	15	K/601/1572
3	Health and safety in the health and social care workplace	15	K/601/1569
4	Working in partnership in health and social care	15	F/601/1576
5	Managing quality in health and social care	15	K/601/1670
6	Research project	20	K/601/0941
7	The role of public health in health and social care	15	H/601/1604
8	Adulthood, ageing and end-of-life	15	Y/505/4407
9	Long-term conditions	15	T/505/6990
10	Social policy	15	M/601/1590
11	The sociological context of health and social care	15	F/601/1593
12	Empowering users of health and social care services	15	D/601/1598
13	Safeguarding in health and social care	15	L/601/1600
14	Physiological principles for health and social care	15	A/601/1608
15	Managing human resources in health and social care	15	A/601/1611
16	Managing financial resources in health and social care	15	R/601/1615
17	Psychology for health and social care	15	K/601/1619
18	Community development work	15	L/601/1631
19	Developing counselling skills for health and social care	15	K/601/1653
20	Influences on health and social care organisations	15	L/601/1662
21	Principles of health and social care practice	15	Y/601/1566
22	Understanding specific needs in health and social care	15	M/601/1623
23	Complementary therapies	15	H/601/1635
24	Contemporary issues in health and social care	15	A/601/1639
25	Supporting independent living	15	A/601/1642

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
26	Supporting significant life events	15	D/601/1648
27	Employability skills	15	A/601/0992
28	Understanding the learning process	15	F/601/1657
29	Facilitating change in health and social care	15	D/601/1665
30	Work-based experience	15	D/601/0998
31	Health promotion	15	J/601/1675

! You should make **either** unit **or** full award entries.

IT Level 2

Entry code	Title	Credit value	Reference
05340	OCR Level 2 Cambridge Technical Certificate in IT	15	600/4219/9
05343	OCR Level 2 Cambridge Technical Certificate in IT (move down from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none">Unit 1 (5 credits)10 credits from Units 2–30			
Specialist endorsements are not available for this qualification.			
05342	OCR Level 2 Cambridge Technical Extended Certificate in IT	30	600/4225/4
05341	OCR Level 2 Cambridge Technical Extended Certificate in IT (top-up from Certificate)		
05346	OCR Level 2 Cambridge Technical Extended Certificate in IT (move down from Diploma)		
Made up of:			
<ul style="list-style-type: none">Units 1 and 2 (10 credits)20 credits from Units 3–30			
Specialist endorsements are not available for this qualification.			
05345	OCR Level 2 Cambridge Technical Diploma in IT	60	600/4222/9
05344	OCR Level 2 Cambridge Technical Diploma in IT (top-up from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none">Units 1 and 2 (10 credits)50 credits from Units 3–30			
Specialist endorsements are available if candidates achieve at least 50 credits from any one specialist pathway. Learners who achieve the minimum 50 credits from optional units which appear in both the Business User and the Technical pathway will receive a certificate endorsed with both specialist pathways.			
<ul style="list-style-type: none">Creative pathway: Units 9–13, 16, 22, 24Business user pathway: Units 3, 10–12, 15, 16, 20, 21, 23Developer pathway: Units 14, 25–28Technical pathway: Units 4–9, 12, 14–22			
1	Communicating in the IT industry	5	K/601/3192
2	Working in the IT industry	5	J/601/3202
3	Business IT skills	10	T/601/5012
4	Installing computer hardware	10	T/601/3261
5	Installing computer software	10	J/601/3264
6	Setting up an IT network	10	M/601/3274
7	IT support	10	F/601/3277
8	IT fault diagnosis and remedy	10	K/601/3287
9	Website development	10	A/601/3245
10	Computer graphics	10	H/601/5801
11	Multimedia design	10	L/601/3296
12	Presenting information using IT	10	D/601/5828
13	Interactive media production	10	Y/600/6514
14	Computer Systems	10	H/601/3255

Entry code	Title	Credit value	Reference
15	Supporting organisations with IT	10	A/601/3391
16	Project planning using IT	10	A/601/3259
17	Customising software	10	M/601/3405
18	IT security	10	J/601/4057
19	Mobile communications technology	10	H/601/3398
20	Database systems	10	R/601/3400
21	Doing business online	10	Y/601/5083
22	Developing computer games	10	Y/601/3348
23	Spreadsheet modelling	10	K/601/5816
24	Animation techniques	10	M/600/6521
25	Systems software and hardware for development	10	D/505/4621
26	Fundamentals of computer applications	10	R/505/4633
27	Developing programming solutions	10	J/505/5214
28	Basic computing concepts	10	F/505/5213
29	Understanding Big Data	10	K/505/5383
30	Understanding cloud computing	10	L/505/5652

IT Level 3

Entry code	Title	Credit value	Reference
05347	OCR Level 3 Cambridge Technical Certificate in IT	30	600/4228/X
05350	OCR Level 3 Cambridge Technical Certificate in IT (move down from Introductory Diploma)		
Made up of:			
<ul style="list-style-type: none">Units 1 and 2 (20 credits)10 credits from Units 3–43			
Specialist endorsements are not available for this qualification.			
05349	OCR Level 3 Cambridge Technical Introductory Diploma in IT	60	600/4623/5
05348	OCR Level 3 Cambridge Technical Introductory Diploma in IT (top-up from Certificate)		
05353	OCR Level 3 Cambridge Technical Introductory Diploma in IT (move down from Subsidiary Diploma)		
Made up of:			
<ul style="list-style-type: none">Units 1 and 2 (20 credits)40 credits from Units 3–43			
Specialist endorsements are not available for this qualification.			
05352	OCR Level 3 Cambridge Technical Subsidiary Diploma in IT	90	600/4237/0
05351	OCR Level 3 Cambridge Technical Subsidiary Diploma in IT (top-up from Introductory Diploma)		
05356	OCR Level 3 Cambridge Technical Subsidiary Diploma in IT (move down from Diploma)		
Made up of:			

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
<ul style="list-style-type: none"> Units 1 and 2 (20 credits) 70 credits from Units 3–43 <p>Specialist endorsements are available if candidates achieve at least 70 credits from any one specialist pathway. Learners who achieve the minimum 70 credits from optional units which appear in both the Creative and the Technical pathways will receive a certificate endorsed with both specialist pathways.</p> <ul style="list-style-type: none"> Creative pathway: Units 6, 9, 10, 12, 14–18, 24, 26, 27, 31, 32 Business user pathway: Units 6, 9, 12, 13, 17, 19, 20, 23, 25, 29, 30 Technical pathway: Units 3–13, 15, 20–22, 24, 26, 28 Developer pathway: Units 7, 13, 20, 21, 23, 25, 33–39 Smarter technology pathway: Candidates must achieve a minimum of 20 credits from Units 39–43 and the remaining credits from these units or Units 6, 9, 20, 25, 33. The full qualification certificate will include the IBM logo. 			
05355	OCR Level 3 Cambridge Technical Diploma in IT	120	600/4231/X
05354	OCR Level 3 Cambridge Technical Diploma in IT (top-up from Subsidiary Diploma)		
05359	OCR Level 3 Cambridge Technical Diploma in IT (move down from Extended Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Units 1 and 2 (20 credits) 100 credits from Units 3–43 <p>Specialist endorsements are available if candidates achieve at least 100 credits from any one specialist pathway.</p> <ul style="list-style-type: none"> Creative pathway: Units 6, 9, 10, 12, 14–18, 24, 26, 27, 31, 32 Business user pathway: Units 6, 9, 12, 13, 17, 19, 20, 23, 25, 29, 30 Technical pathway: Units 3–13, 15, 20–22, 24, 26, 28 Developer pathway: Units 7, 13, 20, 21, 23, 25, 33–39 Smarter technology pathway: Units 6, 9, 20, 25, 33, 39–43. The full qualification certificate will include the IBM logo. 			
05358	OCR Level 3 Cambridge Technical Extended Diploma in IT	180	600/4234/5
05357	OCR Level 3 Cambridge Technical Extended Diploma in IT (top-up from Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Units 1 and 2 (20 credits) 160 credits from Units 3–43 <p>Specialist endorsements are available if candidates achieve at least 100 credits from any one specialist pathway.</p> <ul style="list-style-type: none"> Creative pathway: Units 6, 9, 10, 12, 14–18, 24, 26, 27, 31, 32 Business user pathway: Units 6, 9, 12, 13, 17, 19, 20, 23, 25, 29, 30 Technical pathway: Units 3–13, 15, 20–22, 24, 26, 28 Developer pathway: Units 7, 13, 20, 21, 23, 25, 33–39 Smarter technology pathway: Units 6, 9, 20, 25, 33, 39–43. The full qualification certificate will include the IBM logo. 			
1	Communication and employability skills for IT	10	F/601/7233
2	Information systems	10	H/601/7256
3	Computer systems	10	M/601/7261
4	Managing networks	10	K/601/7663

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
5	Organisational systems security	10	T/601/7312
6	e-Commerce	10	A/601/7313
7	Computer networks	10	R/601/7320
8	IT technical support	10	J/601/7279
9	Project planning with IT	10	Y/601/7321
10	Developing computer games	10	K/601/7324
11	Maintaining computer systems	10	J/601/7329
12	Website production	10	Y/601/6623
13	Installing and upgrading software	10	H/601/7290
14	Computer animation	10	D/601/7658
15	Computer game platforms and technologies	10	L/600/6610
16	2D animation production	10	J/502/5663
17	Interactive media authoring	10	T/502/5769
18	Web animation for interactive media	10	A/502/5661
19	Spreadsheet modelling	10	Y/601/6637
20	Impact of the use of IT on business systems	10	K/601/7260
21	Communication technologies	10	F/601/7264
22	IT systems troubleshooting and repair	10	A/601/7280
23	Database design	10	J/601/6617
24	Client side customisation of web pages	10	Y/601/7660
25	Data analysis and design	10	H/601/7323
26	Web server scripting	10	A/601/0443
27	Digital graphics	10	M/601/6630
28	Networked systems security	10	J/601/7332
29	The business environment	10	Y/502/5408
30	Business resources	10	D/502/5409
31	Digital graphics for interactive media	10	F/600/6622
32	Computer game design	10	H/502/5671
33	System design	10	R/505/4647
34	Systems analysis	10	K/505/5481
35	System development requirements and constraints	10	Y/505/4634
36	Exploring computer applications	10	M/505/5403
37	Developing programming solutions	10	L/505/5215
38	Key computing concepts for IT solutions	10	R/505/5216
39	Understanding the business analytics process for Big Data	10	J/505/5326
40	Cloud computing in business	10	M/505/5384
41	Understanding mobile technology	10	L/505/5392
42	Developing a smarter planet	10	D/505/5400
43	Understanding social media for business	10	T/505/5399

! You should make **either** unit **or** full award entries.

IT Level 4

Entry code	Title	Credit value	Reference
05805	OCR Level 4 Cambridge Technical Diploma in IT	120	601/1118/5
Made up of:			
<ul style="list-style-type: none"> Unit 1 (15 credits) A minimum of 105 credits from Units 2–30 			
1	Management of projects	15	J/601/0302
2	Information systems in organisations	15	M/601/1444
3	Business skills for e-commerce	15	Y/601/1244
4	Computer systems	15	L/601/0446
5	Employability and professional development	15	M/601/1251
6	Emerging technologies	15	Y/601/0451
7	Research skills	15	D/601/1276
8	Systems analysis and design	15	K/601/1281
9	Human computer interaction	15	A/601/0457
10	Multimedia design and authoring	15	H/601/0467
11	Website design	15	J/601/1286
12	e-Commerce technologies	15	K/601/1975
13	Database design concepts	15	R/601/0447
14	Software applications testing	15	L/601/1984
15	Networking technologies	15	M/601/0472
16	Procedural programming	15	D/601/1293
17	Object oriented programming	15	K/601/1295
19	Mathematical skills for computing	15	L/505/5831
18	Event driven programming solutions	15	H/601/0453
20	Work-based experience	15	D/601/0998
21	e-Commerce strategy	15	T/601/1994
22	Knowledge-based systems	15	J/601/0459
23	Data analysis and design	15	H/601/1991
24	Computer games design and development	15	Y/601/1518
25	Networking infrastructure	15	A/601/1964
26	Local area networking technologies	15	L/601/1547
27	Wide area networking technologies	15	F/601/1562
28	Network security	15	D/601/1956
29	IT security management	15	A/601/1995
30	Digital forensics	15	D/601/1939

Media Level 2

Entry code	Title	Credit value	Reference
05380	OCR Level 2 Cambridge Technical Certificate in Media	15	600/6097/9
05383	OCR Level 2 Cambridge Technical Certificate in Media (move down from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none"> Unit 1 (10 credits) 5 credits from Units 10–62 			
05382	OCR Level 2 Cambridge Technical Extended Certificate in Media	30	600/6098/0
05381	OCR Level 2 Cambridge Technical Extended Certificate in Media (top-up from Certificate)		
05386	OCR Level 2 Cambridge Technical Extended Certificate in Media (move down from Diploma)		
Made up of:			
<ul style="list-style-type: none"> Unit 1 (10 credits) 20 credits from Units 10–62 			
05385	OCR Level 2 Cambridge Technical Diploma in Media	60	600/6099/2
05384	OCR Level 2 Cambridge Technical Diploma in Media (top-up from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none"> Unit 1 (10 credits) 50 credits from Units 10–62 			
1	Introducing media products and audiences	10	J/504/0521
10	Audio-visual media skills	5	L/504/0522
11	Audio media skills	5	R/504/0523
12	Print media skills	5	Y/504/0524
13	Planning and producing a media product	10	D/504/0525
14	Print-based advertising media	10	H/504/0526
15	Audio-visual advertising media	10	K/504/0527
16	Audio advertising media	10	M/504/0528
30	Print media production	10	T/504/0529
31	Photography for media products	10	K/504/0530
32	Graphic design for media products	10	M/504/0531
33	Comics and graphic novels	10	T/504/0532
34	Web authoring and design	10	A/504/0533
40	Film and TV media products	10	F/504/0534
41	Visual effects for media products	10	L/504/0536
50	Sound for media products	10	Y/504/0538
51	Talk and music radio production	10	D/504/0539
60	2D games development	10	K/504/0852
61	2D games production	10	T/504/0952

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
62	Animation production	10	T/504/0479

Media Level 3

Entry code	Title	Credit value	Reference
05387	OCR Level 3 Cambridge Technical Certificate in Media	30	600/6175/3
05390	OCR Level 3 Cambridge Technical Certificate in Media (move down from Introductory Diploma)		
Made up of:			
<ul style="list-style-type: none">Unit 1 (10 credits)20 credits from Units 10–66			
Specialist endorsements are not available for this qualification.			
05389	OCR Level 3 Cambridge Technical Introductory Diploma in Media	60	600/6176/5
05388	OCR Level 3 Cambridge Technical Introductory Diploma in Media (top-up from Certificate)		
05393	OCR Level 3 Cambridge Technical Introductory Diploma in Media (move down from Subsidiary Diploma)		
Made up of:			
<ul style="list-style-type: none">Unit 1 (10 credits)50 credits from Units 10–66			
Specialist endorsements are available if candidates achieve at least 40 credits from any one specialist pathway.			

Entry code	Title	Credit value	Reference
05392	OCR Level 3 Cambridge Technical Subsidiary Diploma in Media	90	600/6100/5
05391	OCR Level 3 Cambridge Technical Subsidiary Diploma in Media (top-up from Introductory Diploma)		
05396	OCR Level 3 Cambridge Technical Subsidiary Diploma in Media (move down from Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Unit 1 (10 credits) 80 credits from Units 10–66 <p>Specialist endorsements are available if candidates achieve at least 40 credits from any one specialist pathway. Where a candidate has achieved a minimum of 40 credits from one specialist pathway and 40 credits from one other specialist pathway, the certificate will show both endorsements.</p>			
05395	OCR Level 3 Cambridge Technical Diploma in Media	120	600/6197/2
05394	OCR Level 3 Cambridge Technical Diploma in Media (top-up from Subsidiary Diploma)		
05399	OCR Level 3 Cambridge Technical Diploma in Media (move down from Extended Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Unit 1 (10 credits) 110 credits from Units 10–66 <p>Specialist endorsements are available if candidates achieve at least 40 credits from any one specialist pathway. Where a candidate has achieved a minimum of 40 credits from one specialist pathway and 40 credits from one other specialist pathway, the certificate will show both endorsements.</p>			
05398	OCR Level 3 Cambridge Technical Extended Diploma in Media	180	600/6177/7
05397	OCR Level 3 Cambridge Technical Extended Diploma in Media (top-up from Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Unit 1 (10 credits) 170 credits from Units 10–66 <p>Specialist endorsements are not available for this qualification.</p>			
1	Analysing media products and audiences	10	J/504/0471
10	Media adaptations	10	L/504/0472
11	Scriptwriting for media products	10	R/504/0473
12	Set design for media productions	10	Y/504/0474
13	Planning and pitching a print-based media product	10	D/504/0475
14	Producing a print-based media product	10	M/504/0478
15	Print-based advertising media	10	F/504/0503
16	Planning and pitching an audio-visual media product	10	J/504/0504
17	Producing an audio-visual media product	10	L/504/0505
18	Audio-visual advertising media	10	Y/504/0507
19	Planning and pitching an audio media product	10	D/504/0508
20	Producing an audio media product	10	H/504/0509
21	Audio advertising media	10	D/504/0511
22	Production roles in media organisations	10	H/504/0512
23	Planning for media exhibitions or events	10	K/504/0513

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
24	Preparing for a career in the media industry	10	M/504/0514
Print and e-publishing specialist pathway			
30	UK media publishing	10	T/504/0515
31	Photography for media products	10	A/504/0516
32	Graphic design for media products	10	F/504/0517
33	Comics and graphic novels	10	J/504/0518
34	Web authoring and design	10	L/504/0519
35	Social media products	10	T/504/1535
TV and film specialist pathway			
40	UK film studies	10	L/504/0438
41	Production and post-production for film	10	L/504/0441
42	UK TV broadcasting	10	H/504/0445
43	Production and post-production for TV	10	A/504/0449
44	Visual effects for TV and film	10	T/504/0451
45	Special effects for TV and film	10	D/504/0850
46	Audio-visual promos	10	L/504/0455
47	Acting for the screen	10	Y/504/0457
Radio, music and sound specialist pathway			
50	Sound for media products	10	H/504/0459
51	UK music studies	10	D/504/0461
52	Music technology, recording and production	10	H/504/0462
53	UK radio broadcasting	10	K/504/0463
54	Radio drama production	10	M/504/0464
55	Talk and music radio production	10	T/504/0465
Games design and animation specialist pathway			
60	Games industry	10	A/504/0466
61	Animation studies	10	F/504/0467
62	3D modelled environments for games and animation	10	L/504/0469
63	3D character modelling for games and animation	10	F/504/0470
65	Games production	10	H/504/0851
66	Animation production	10	K/504/0480

Performing Arts Level 2

Entry code	Title	Credit value	Reference
05763	OCR Level 2 Cambridge Technical Certificate in Performing Arts	15	601/0573/2
05766	OCR Level 2 Cambridge Technical Certificate in Performing Arts (move down from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none"> 5 credits from Units 1 and 2 10 credits from Units 3–6 			
05765	OCR Level 2 Cambridge Technical Extended Certificate in Performing Arts	30	601/0575/6
05764	OCR Level 2 Cambridge Technical Extended Certificate in Performing Arts (top-up from Certificate)		
05769	OCR Level 2 Cambridge Technical Extended Certificate in Performing Arts (move down from Diploma)		
Made up of:			
<ul style="list-style-type: none"> Units 1 and 2 (10 credits) 10 credits from Units 3–6 10 credits from Units 7–27 			
05768	OCR Level 2 Cambridge Technical Diploma in Performing Arts	60	601/0574/4
05767	OCR Level 2 Cambridge Technical Diploma in Performing Arts (top-up from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none"> Units 1 and 2 (10 credits) 10 credits from Units 3–6 40 credits from Units 7–27 			
1	The Performing Arts industry	5	R/505/1327
2	Performance project	5	T/505/1420
3	Developing acting skills and techniques	10	D/505/1427
4	Developing dance skills and techniques	10	D/505/1430
5	Developing music skills and techniques	10	M/505/1447
6	Developing production skills and techniques	10	T/505/1448
7	Drama historical context	10	A/505/1449
8	Devising drama	10	M/505/1450
9	Performing scripted plays	10	F/502/4818
10	Musical theatre performance	10	A/502/4820
11	Developing physical theatre performance	10	F/502/4821
12	Dance historical context	10	T/505/1451
13	Choreography	10	Y/504/8915
14	Urban dance	10	D/505/1458
15	Dance showcase	10	R/505/1473
16	Exploring musical composition	10	J/502/4867

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
17	Exploring musical Improvisation	10	R/502/4869
18	Developing music theory	10	Y/502/4873
19	Solo musical performance	10	T/502/4878
20	Music historical context	10	K/505/1463
21	Working as a musical ensemble	10	H/502/4889
22	Costume construction	10	T/502/4833
23	Design for performance	10	D/502/4843
24	Lighting operations for stage performance	10	T/505/1465
25	Make-up for performers	10	T/502/4850
26	Set construction	10	D/502/4857
27	Sound operations for performance	10	J/505/1471

Performing Arts Level 3

Entry code	Title	Credit value	Reference
05770	OCR Level 3 Cambridge Technical Certificate in Performing Arts	30	601/0111/8
05773	OCR Level 3 Cambridge Technical Certificate in Performing Arts (move down from Introductory Diploma)		
Made up of Units 1–3 (30 credits) Specialist endorsements are not available for this qualification.			
05772	OCR Level 3 Cambridge Technical Introductory Diploma in Performing Arts	60	601/0249/4
05771	OCR Level 3 Cambridge Technical Introductory Diploma in Performing Arts (top-up from Certificate)		
05776	OCR Level 3 Cambridge Technical Introductory Diploma in Performing Arts (move down from Subsidiary Diploma)		
Made up of: <ul style="list-style-type: none"> Units 1–3 (30 credits) 10 credits from Units 4–9 20 credits from Units 4–73 Specialist endorsements are not available for this qualification.			
05775	OCR Level 3 Cambridge Technical Subsidiary Diploma in Performing Arts	90	601/0250/0
05774	OCR Level 3 Cambridge Technical Subsidiary Diploma in Performing Arts (top-up from Introductory Diploma)		
05779	OCR Level 3 Cambridge Technical Subsidiary Diploma in Performing Arts (move down from Diploma)		
Made up of: <ul style="list-style-type: none"> Units 1–3 (30 credits) 20 credits from Units 4–9 40 credits from Units 4–73 Specialist endorsements are not available for this qualification.			

Entry code	Title	Credit value	Reference
05778	OCR Level 3 Cambridge Technical Diploma in Performing Arts	120	601/0247/0
05777	OCR Level 3 Cambridge Technical Diploma in Performing Arts (top-up from Subsidiary Diploma)		
05782	OCR Level 3 Cambridge Technical Diploma in Performing Arts (move down from Extended Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Units 1–3 (30 credits) 20 credits from Units 4–9 70 credits from Units 4–73 <p>Specialist endorsements are available if candidates achieve at least 60 credits from any one specialist pathway.</p> <ul style="list-style-type: none"> Drama pathway: Units 10–24, 27 or 54 Dance pathway: Units 25–39, 17 or 54 Production pathway: Units 27, 40–54 Music pathway: Units 55–73, 17, 27 or 54 			
05781	OCR Level 3 Cambridge Technical Extended Diploma in Performing Arts	180	601/0248/2
05780	OCR Level 3 Cambridge Technical Extended Diploma in Performing Arts (top-up from Diploma)		
<p>Made up of:</p> <ul style="list-style-type: none"> Units 1–3 (30 credits) 30 credits from Units 4–9 120 credits from Units 4–73 <p>Specialist endorsements are available if candidates achieve at least 60 credits from any one specialist pathway. Where a candidate has achieved a minimum of 60 credits from one specialist pathway and 60 credits from one other specialist pathway, the certificate will show both endorsements.</p> <ul style="list-style-type: none"> Drama pathway: Units 10–24, 27 or 54 Dance pathway: Units 25–39, 17 or 54 Production pathway: Units 27, 40–54 Music pathway: Units 55–73, 17, 27 or 54 			
1	Skills development in Performing Arts	10	A/505/1077
2	Professional practice in Performing Arts	10	R/505/1070
3	Community arts project	10	K/505/1074
4	Performing Arts business	10	L/502/4899
5	Historical context of performance	10	Y/502/5358
6	Performance workshop	10	L/502/4904
7	Theatre in education	10	R/502/5133
8	Contemporary performance	10	M/505/1075
9	Researching current issues in Performing Arts	10	J/505/1082
10	Devising plays	10	L/502/5101
11	Drama improvisation	10	D/502/5099
12	Performing repertoire	10	J/505/1079

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
13	The performance of mime	10	F/502/5399
14	The practice of directing for theatre	10	J/502/5100
15	Performing with masks	10	H/502/5105
16	Developing physical theatre	10	K/502/5123
17	Musical theatre performance	10	R/502/5102
18	Exploring theatre practitioners	10	R/505/1067
19	Script writing	10	K/502/5364
20	Classical theatre performance	10	F/502/5094
21	Contemporary theatre performance	10	D/502/5359
22	Storytelling as performance	10	K/502/5400
23	Developing voice for the actor	10	L/502/5096
24	Auditions for actors	10	H/502/5394
25	Dance improvisation	10	A/502/4915
26	Choreographing dance	10	H/502/4908
27	The healthy performer	10	F/502/5368
28	Jazz dance	10	Y/502/5151
29	Tap dance	10	F/502/5158
30	Urban dance	10	K/502/4909
31	Developing classical ballet technique	10	R/502/4905
32	Exploring contact improvisation	10	F/502/4902
33	Dance appreciation	10	F/502/5404
34	Developing teaching skills in dance	10	H/505/1073
35	International dance	10	T/502/4900
36	Developing contemporary dance technique	10	H/502/4911
37	Dance performance	10	Y/502/4906
38	Exploring dance practitioners	10	Y/505/1068
39	Dance in the community	10	D/505/1069
40	Props making	10	L/502/5664
41	Stage management	10	T/502/5609
42	Stage lighting design	10	R/502/5679
43	Stage lighting operations	10	M/502/5639
44	Stage sound design	10	K/502/5641
45	Stage sound operations	10	A/502/5644
46	Stage design for performance	10	J/600/0188
47	Set construction	10	L/505/1066
48	Stage costume making	10	M/502/5673
49	Stage model making	10	H/502/5654
50	Designing costumes for performance	10	R/502/5682
51	Mask making in the Performing Arts	10	T/502/5626

Entry code	Title	Credit value	Reference
52	Make-up for performers	10	T/502/5612
53	Special effects make-up	10	J/502/5615
54	Theatre front-of-house operations	10	K/600/0149
55	Composing music	10	T/600/6908
56	Improvising music	10	Y/600/6948
57	Arranging music	10	K/600/6890
58	Live music workshop	10	L/600/6977
59	Music in the community	10	D/600/6983
60	Music theory and harmony	10	F/600/6961
61	Classical music in practice	10	J/600/6895
62	Modern music in practice	10	L/600/6994
63	Studying music from around the world	10	A/600/6926
64	Singing techniques and performance	10	A/502/5112
65	Working as a session musician	10	L/505/1665
66	Music production techniques	10	M/600/6972
67	Music technology in performance	10	K/600/6968
68	Contemporary songwriting techniques	10	L/600/6929
69	The sound and music industry	10	M/600/6910
70	Music and sound for the moving image	10	F/600/6989
71	Sequencing systems and techniques	10	J/600/6945
72	Backline technical management	10	A/600/6893
73	Planning and delivering a music product	20	Y/600/6951

Science Level 2

Entry code	Title	Credit value	Reference
05783	OCR Level 2 Cambridge Technical Certificate in Science	15	601/0578/1
05786	OCR Level 2 Cambridge Technical Certificate in Science (move down from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none"> Unit 1 (10 credits) 5 credits from Units 2–15 			
05785	OCR Level 2 Cambridge Technical Extended Certificate in Science	30	601/0577/X
05784	OCR Level 2 Cambridge Technical Extended Certificate in Science (top-up from Certificate)		
05789	OCR Level 2 Cambridge Technical Extended Certificate in Science (move down from Diploma)		
Made up of:			
<ul style="list-style-type: none"> Unit 1 (10 credits) 20 credits from Units 2–15 			

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
05788	OCR Level 2 Cambridge Technical Diploma in Science	60	601/0576/8
05787	OCR Level 2 Cambridge Technical Diploma in Science (top-up from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none">Unit 1 (10 credits)50 credits from Units 2–15			
1	Science of the Earth	10	L/505/3092
2	Processing and presenting data in science	5	Y/505/3094
3	Research and development in science	5	D/505/3095
4	Practical techniques in science	5	H/505/3096
5	Communicating science	5	K/505/3097
6	Careers in science	5	M/505/3098
7	Food production	10	T/505/3099
8	Science of health	10	M/505/3103
9	Human behaviour	10	A/505/3122
10	Chemistry of production	10	D/505/3209
11	Environmental analysis	10	F/505/3123
12	Chemical design	10	J/505/3124
13	Radiology	10	L/505/3125
14	Physics in sport	10	R/505/3126
15	Science of telecommunications	10	Y/505/3127

Sport Level 2

Entry code	Title	Credit value	Reference
05400	OCR Level 2 Cambridge Technical Certificate in Sport	15	600/6137/6
05403	OCR Level 2 Cambridge Technical Certificate in Sport (move down from Extended Certificate)		
Made up of Units 1 and 2 (15 credits)			
05402	OCR Level 2 Cambridge Technical Extended Certificate in Sport	30	600/6138/8
05401	OCR Level 2 Cambridge Technical Extended Certificate in Sport (top-up from Certificate)		
05406	OCR Level 2 Cambridge Technical Extended Certificate in Sport (move down from Diploma)		
Made up of:			
<ul style="list-style-type: none">Units 1 and 2 (15 credits)15 credits from Units 3–11			
05405	OCR Level 2 Cambridge Technical Diploma in Sport	60	600/6139/X
05404	OCR Level 2 Cambridge Technical Diploma in Sport (top-up from Extended Certificate)		
Made up of:			
<ul style="list-style-type: none">Units 1 and 2 (15 credits)45 credits from Units 3–11			

Entry code	Title	Credit value	Reference
1	Practical sport	10	D/502/5412
2	Anatomy and physiology for sport	5	D/502/5474
3	Fitness testing and training	5	R/502/5410
4	Nutrition for sports performance	10	H/502/5525
5	Development of personal fitness	5	F/600/2831
6	Lifestyle and the sports performer	10	T/502/5528
7	Effects of exercise on the body systems	5	J/600/2832
8	Injury in sport	10	A/600/2259
9	Planning and leading sports activities	10	T/502/5481
10	Technical skills and tactical awareness for sport	10	H/502/5492
11	Psychology for sports performance	10	H/502/5508

Sport Level 3

Entry code	Title	Credit value	Reference
05407	OCR Level 3 Cambridge Technical Certificate in Sport	30	600/6140/6
05410	OCR Level 3 Cambridge Technical Certificate in Sport (move down from Introductory Diploma)		
Made up of Units 1–4 (30 credits)			
05409	OCR Level 3 Cambridge Technical Introductory Diploma in Sport	60	600/6143/1
05408	OCR Level 3 Cambridge Technical Introductory Diploma in Sport (top-up from Certificate)		
05413	OCR Level 3 Cambridge Technical Introductory Diploma in Sport (move down from Subsidiary Diploma)		
Made up of:			
<ul style="list-style-type: none"> Units 1–4 (30 credits) 30 credits from Units 5–26 			
05412	OCR Level 3 Cambridge Technical Subsidiary Diploma in Sport	90	600/6142/X
05411	OCR Level 3 Cambridge Technical Subsidiary Diploma in Sport (top-up from Introductory Diploma)		
05416	OCR Level 3 Cambridge Technical Subsidiary Diploma in Sport (move down from Diploma)		
Made up of:			
<ul style="list-style-type: none"> Units 1–4 (30 credits) 60 credits from Units 5–26 			
05415	OCR Level 3 Cambridge Technical Diploma in Sport	120	600/6141/8
05414	OCR Level 3 Cambridge Technical Diploma in Sport (top-up from Subsidiary Diploma)		
05419	OCR Level 3 Cambridge Technical Diploma in Sport (move down from Extended Diploma)		
Made up of:			
<ul style="list-style-type: none"> Units 1–4 (30 credits) 90 credits from Units 5–26 			

! You should make **either** unit **or** full award entries.

Entry code	Title	Credit value	Reference
05418	OCR Level 3 Cambridge Technical Extended Diploma in Sport	180	600/6144/3
05417	OCR Level 3 Cambridge Technical Extended Diploma in Sport (top-up from Diploma)		
Made up of:			
<ul style="list-style-type: none">Units 1–4 (30 credits)150 credits from Units 5–26			
1	Principles of anatomy and physiology in sport	5	D/502/4888
2	Sports coaching	10	Y/502/5621
3	Current issues in sport	10	H/502/5721
4	The physiology of fitness	5	R/502/5486
5	Sports nutrition	10	H/502/5640
6	Psychology for sports performance	10	A/502/5739
7	Practical team sports	10	R/502/5634
8	Sport as a business	10	Y/502/5781
9	Exercise for specific groups	10	Y/502/5733
10	Outdoor and adventurous activities	10	K/502/5638
11	Practical individual sports	10	D/502/5636
12	Applied sport and exercise physiology	10	L/600/0046
13	Leadership in sport	10	K/502/5722
14	Instructing physical activity and exercise	10	F/502/5726
15	Sports injuries	10	R/502/5746
16	Analysis of sports performance	10	M/502/5754
17	Talent identification and development in sport	10	L/502/5759
18	Sport and exercise massage	10	R/502/5763
19	Organising sports events	10	F/502/5774
20	Technical and tactical skills in sport	10	K/502/5784
21	The athlete's lifestyle	10	A/502/5790
22	Assessing risk in sport	10	R/502/5617
23	Fitness training and programming	10	D/502/5619
24	Sports development	10	H/502/5623
25	Fitness testing for sport and exercise	10	A/502/5630
26	Work experience in sport	10	T/600/2275

9 Reference

9.1 Glossary

A2C	An electronic method of transmitting entry and results data to and from OCR using EDI (electronic data interchange) files.
Basedata	Examination data which is used to process entries and results via A2C. Designed to be electronically imported into a centre's administration software.
Centre approval	To offer Cambridge Technicals, you must first gain approval from OCR. Unlike 'general qualification approval', which allows you to enter for any GCSE or A Level you wish, approval needs to be obtained for each suite qualifications (e.g. IT or Media) and you will only be able to enter candidates for the qualifications that you are approved to offer.
Centre handbook	Provides essential information for tutors/teachers (for example, qualification specifications and assessment requirements). These can be downloaded from the OCR website.
EAR (enquiry about results)	A post-results service available from OCR.
Exams officer	The person appointed by the Head of Centre to act on behalf of the centre to administer examinations. OCR corresponds formally with the exams officer.
Head of Centre	The most senior officer in the organisation, directly responsible for the delivery of OCR qualifications, e.g. the Principal of a College, the Head Teacher of a school, the Managing Director of a Private Training Provider or the Group Training Manager of a major company.
Interchange	OCR's secure extranet, which allows centres to make entries and claims and view results.
JCQ (Joint Council for Qualifications)	A forum of examining boards in England, Wales and Northern Ireland, which seeks to create common standards, regulations and guidance.
Model assignments	These have been designed to meet the full assessment requirements of the unit and are available to download from the OCR website. There is one model assignment per level and subject.
Moving down	When a candidate is entered for a qualification and has claimed some units towards it, but is unable to complete all the units required for that qualification, the candidate can move down to a smaller qualification, provided they have achieved enough units.
Named entry route	To register candidates for Cambridge Technicals qualifications, you need to make candidate entries. These provide OCR with detailed data for each candidate, showing each assessment to be taken. This is known as the 'named entry route'.
Online claim	This is the way to certificate for Cambridge Technicals qualifications. Claims should be made via Interchange.

Personal Learning Record (PLR) Service	This is a Skills Funding Agency (SFA) initiative designed to help learners access their academic and vocational achievement data so that data can be more effectively shared between learners, education providers, training providers and employers. All learners over the age of 16 can log onto a secure website to access their PLR, assuming they have a ULN. Currently, the PLR is being populated by the SFA. In the future, however, the PLR will be populated with data direct from awarding organisations.
Top-up entry	This allows candidates to complete only the additional units required to complete the next qualification. Provided that you have made a full award entry previously (it is not possible to top up unit entries), you simply make an entry using the appropriate top-up entry code.
Transfer	Where a candidate would like to change the scheme or unit they are entered for, providing a certification claim has not been made.
UCI (unique candidate identifier)	A unique 13-character code allocated to a candidate by a centre, which must be supplied if you wish to make entries and receive results via A2C.
ULN (unique learner number)	A personal ten-digit number, which is used to ensure funded learner achievement information can be provided to the Personal Learning Record Service.
Visiting Moderator	A Visiting Moderator visits centres to carry out the moderation of certain forms of work which are centre assessed. A Visiting Moderator will review the centre assessment of candidates' work in accordance with the agreed assessment criteria.

9.2 Documents referred to in the text

The following documents are referred to within the *Admin Guide*. Additional copies can be downloaded from the relevant organisation's website (OCR: www.ocr.org.uk; JCQ: www.jcq.org.uk).

JCQ *Access Arrangements and Reasonable Adjustments*

JCQ *A guide to the special consideration process*

JCQ *Formats for the Exchange of Examination Related Data*

JCQ *General Regulations for Approved Centres*

JCQ Report of Suspected Malpractice form (JCQ/M1)

JCQ *Suspected Malpractice in Examinations and Assessments – Policies and Procedures*

OCR *Appeals Processes in Vocational Qualifications – A Guide for Centres*

OCR Fees List

OCR *Malpractice Procedures – A Guide for Centres*

This is a printer friendly pdf

Printing this pdf will output a printer friendly version



CONTACT US

Staff at the OCR Customer Contact Centre are available to take your call between 8am and 5.30pm, Monday to Friday.

We're always delighted to answer questions and give advice.

Telephone 02476 851509

Email cambridgetechnicals@ocr.org.uk

cambridgetechnical.org.uk

