# FUNCTIONAL SKILLS

## ADMIN GUIDE

## 2013/14

SKILLS AND
EMPLOYABILITY

OCR

# Overview

This document is structured in chronological order of activity. Each box in the flow chart below corresponds to a section in this *Guide*.

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# Contents

# 1 Introduction

The purpose of this *Admin Guide* is to assist exams officers and teachers in registered OCR centres with the administration of OCR Functional Skills. This document must be read in conjunction with the OCR document, *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations*, the JCQ *Instructions for conducting coursework* and the JCQ *General Regulations for Approved Centres*.

This *Guide* is also available to download from the OCR website (www.ocr.org.uk). We will notify centres of any amendments to the *Admin Guide* in a Notice to Centres.

## 1.1 What are Functional Skills?

Functional Skills are practical skills in English, Maths and ICT that help learners gain the most out of work, education and everyday life. They have been introduced to address government and employers' concerns over current standards in basic literacy and numeracy for learners of all ages.

Functional Skills are a constituent of all 14–19 learning programmes. These qualifications are also for adults, whether they are in work, in training or preparing for work. They are not just about acquiring the basic skills of reading, writing, arithmetic and using a computer, but are an essential stepping stone towards the higher goal of functionality – or being functional.

Entry Level English, Maths and ICT and Levels 1 and 2 English Speaking, Listening and Communication (SLC) are internally assessed and OCR-moderated qualifications which can be taken at any time during the year.

Levels 1 and 2 English Reading and Writing, Maths and ICT are externally assessed by OCR-set and marked tests. Following your feedback, we now offer the following options:

- On-screen, on-demand assessment for Levels 1 and 2 English Reading and Writing, and Maths.

- Paper-based, on-demand assessment for Levels 1 and 2 English Reading and Writing, Maths and ICT.

OCR's Functional Skills qualifications have an accreditation end date of 31 August 2018, with an end certification date of 31 August 2020.

## 1.2 What's new for Functional Skills?

From October 2013, our paper-based tests have become on-demand. Although the new approach is very similar to the previous monthly assessment windows, the difference is that centres can now make entries and can conduct tests at any time they wish. Papers will arrive at the centre within five working days and, once received, the assessments can be carried out over a five-day period. Once the tests have been sent to the OCR examiner, results can be available on Interchange in as little as 15 days. More information about the process can be found in Section 6.

# 1.3   Apprenticeships and Traineeships

## Apprenticeships

Functional Skills also form part of Apprenticeships; Apprenticeships are currently made up of the following components:

- **Competence** – Was covered by an NVQ; now QCF competence equivalent.

- **Knowledge** – Was the Technical Certificate; now QCF knowledge equivalent.

- **Transferable skills** – Key Skills/Functional Skills/Essential Skills for Wales.

- **Employee Rights and Responsibilities (ERR)** – This must now be formally assessed.

- **Personal, Learning and Thinking Skills (PLTS)** – In England, PLTS have been introduced to the framework and must be formally assessed.

Currently, we offer the component qualifications for the following Apprenticeship Frameworks:

- Active Leisure and Learning (Levels 2 and 3)

- Business Administration (Levels 2 and 3)

- Children and Young People's Workforce (Levels 2 and 3)

- Creative and Digital Media (Level 3)

- Customer Service (Levels 2 and 3)

- Driving Goods Vehicles (Level 2)

- Employment Related Services (Level 3)

- Exercise and Fitness (Levels 2 and 3)

- Health and Social Care (Levels 2 and 3)

- IT, Software, Web and Telecoms Professionals (Levels 2 and 3)

- IT User (Levels 2 and 3)

- Logistics Operations Management (Level 3)

- Management (Levels 2 and 3)

- Retail (Levels 2 and 3)

- Supporting Teaching and Learning in Schools (Levels 2 and 3)

- Warehousing and Storage (Level 2).

For further information on OCR's Apprenticeships, please see the OCR website at www.ocr.org.uk/apprenticeships. Our *Admin Guide: Apprenticeships* is also available to download from the OCR website. For more information on Apprenticeship Frameworks, please see the National Apprenticeship Service website at www.apprenticeships.org.uk.

## Traineeships

Functional Skills also form a component part of **Cambridge Traineeships**. The three core elements are:

- A high-quality work placement

- Work preparation training

- English and maths.

Traineeships range from Entry Level to Level 2 and run for a maximum of six months. For further information on Cambridge Traineeships, please see the OCR website at www.ocr.org.uk/traineeships.


# 1.4    Obtaining further support and information

A glossary of common terms is provided at the end of this *Guide* together with a list of where to obtain copies of documents referred to in the *Guide*.

## OCR website

The best way to obtain up-to-date information is via the OCR website at www.ocr.org.uk. The website provides essential support materials, including centre handbooks, sample question papers and brochures, together with details about entries, results and fees. New administrative and qualification information is added regularly.

## 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 and claims, and view achievements. Assessment material for internally assessed units is also provided. 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, which can be downloaded from the OCR website.

## 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.

## 1.5   Contacting OCR

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

Telephone: 02476 851509 (08:00–17:30 Monday to Friday)
Fax:       02476 851633
Email:     functionalskills@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 Functional Skills qualifications, you must first gain approval from OCR. Approval is subject to continued centre activity; if there are no entries for a qualification for three consecutive years, centre approval will automatically lapse for that qualification.

If you wish to offer on-screen tests, you also need to sign up for these – please see Section 7 for details.

## 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.

OCR may approve the application on the basis of an approval form; however, a visit from an OCR representative may be required, in which case we will contact you to arrange this.

If your centre requires an inspection visit, you will be required to pay a visit fee which will be invoiced to your account. Centre approval fees are provided in the OCR Fees List, which is available on the OCR website.

If a visit is required, please allow six weeks for your application to be approved. If a visit is not required, your application should be approved within five working days.

When OCR approves each application, you will receive a letter of confirmation. You can then enter candidates for the qualifications that you are approved to offer (see Section 3).

All changes of centre address should be sent to the OCR Allocation Team on centre-headed paper. If an inspection visit is required, we will contact you.

## 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 functionalskills@ocr.org.uk.

# 3 Entries: Paper-based and internal assessment

This section applies to internally assessed units and paper-based tests only. Entries for on-screen tests are made within the computer-based test system (see Section 7).

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**Key points**

- For Functional Skills English, you must make unit entries for all three units of the assessment if you wish to claim the full award. However, you can make entries for each English unit at separate times if you wish. OCR will then automatically make a full qualification claim for you when all three units are achieved.

- If you would like to receive results for externally assessed Functional Skills units via A2C, you must make entries via A2C.

- To receive full award results via A2C, you must provide a UCI when making unit entries via A2C or Interchange.

- We will not refund any named or unnamed entry fees where the entry has been made in error – it is not possible to withdraw an entry.

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## 3.1 What are entries?

In order to let OCR know which qualifications your candidates wish to take, and before you can claim qualifications for candidates, you need to make **entries**.

### Entry routes

There are two main routes for making entries:

- **Named entry** – This is where you provide specific candidate information (e.g. name and date of birth) for each qualification. In general, this is OCR's preferred entry route.

- **Unnamed entry** – This allows you to order a number of units in bulk, without specifying who will be taking them. Although this increases the flexibility of the administration, it may increase the administrative burden later in the process.

### Unit entries only

For Functional Skills qualifications, you make **unit entries only**. You do not make full award entries (as for many vocational qualifications) and you do not need to make certification entries in addition to the unit entries (as you do for general qualifications such as A Levels and GCSEs).

Functional Skills **ICT and Mathematics** qualifications are single-unit qualifications, so you just need to make an entry for 'Unit 1'.

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Functional Skills **English** qualifications each consist of the following three units (you may also see these referred to as components):

- Unit 1: Speaking, Listening and Communication (SLC)

- Unit 2: Reading

- Unit 3: Writing.

**You must make individual unit entries for all three units of the assessment.** Candidates must pass all three units to achieve the qualification. Candidates can combine units from any level to make up a whole qualification; however, they will be awarded the qualification at the lowest level.

**Example**

A candidate completes the following English units:

- Unit 1: Speaking, Listening and Communication at **Level 1**

- Unit 2: Reading at **Entry 3**

- Unit 3: Writing at **Entry 2**

The candidate is awarded the following qualification:

- OCR Functional Skills qualification in English at **Entry 2**


# 3.2    Entry 'deadlines'


## Paper-based tests (Levels 1 & 2 ICT, Maths, English Reading and Writing)

From 21 October 2013, OCR Functional Skills paper-based assessment at Level 1 and Level 2 is available on-demand for English, Maths and ICT – there are no specific entry deadlines. This means that centres can enter for tests at any time. When entering for tests, centres must allow five working days between making an entry and the planned test date. This is to allow for delivery of papers to the centre in time for planned tests.

## Internal assessment (Entry Level and Levels 1 & 2 English SLC)

Candidates can be entered for internally assessed units on an ongoing basis – there are no specific entry deadlines; however, you should allow the following time between making your entries and the first intended assessment for entries to be processed:

- **Unnamed entries** – Approximately ten working days.

- **Named entries** – Six to ten working days.

## 3.3    Entry fees

Details of the entry fees for Functional Skills qualifications can be found in the OCR Fees List, which can be downloaded from the OCR website. Invoices will be sent (normally via email) to your accounts contact weekly after papers have been despatched from OCR. Please be aware that, even if entries for individual English units are made at the same time, invoices may be sent separately.

### Querying a fees invoice

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.

## 3.4    Information required to make named entries
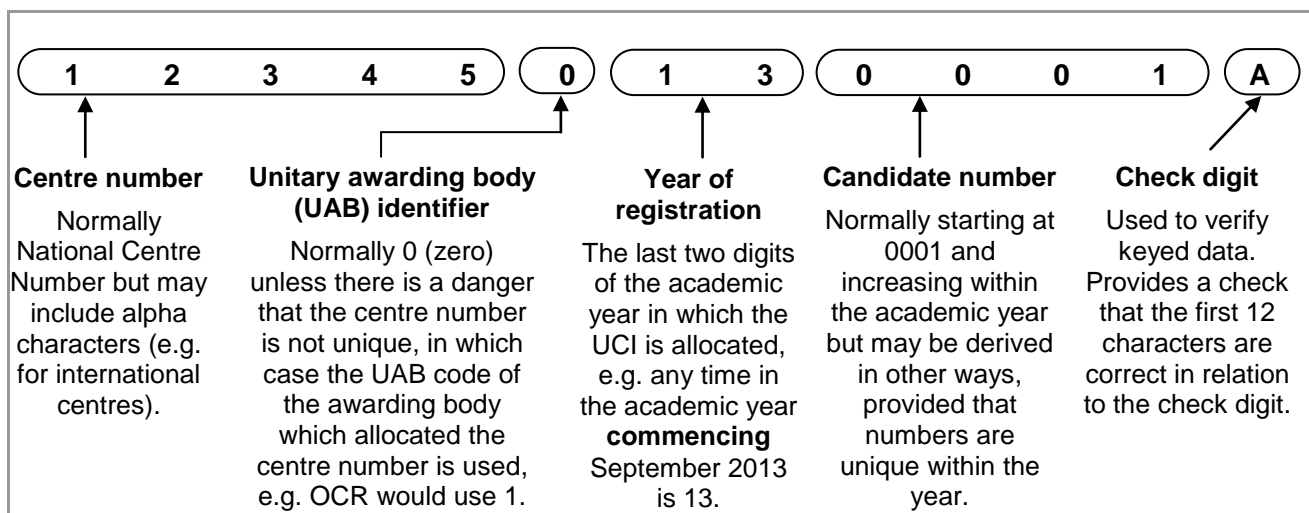
### Qualification details

You should provide the entry codes for the qualification(s) you are entering candidates for. See Section 10 for entry codes.

### Candidate personal details

You should 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.

### Unique candidate identifier (UCI)

Though optional for Functional Skills, the UCI must accompany a candidate's entry if centres wish to receive internally assessed and full award Functional Skills results via A2C. Examination administration software packages will usually be able to generate UCIs. Please check with your software provider. The following diagram shows the components of a UCI:

| 1 2 3 4 5 | 0 | 1 3 | 0 0 0 1 | A |
|---|---|---|---|---|

| **Centre number** | **Unitary awarding body (UAB) identifier** | **Year of registration** | **Candidate number** | **Check digit** |
|---|---|---|---|---|
| Normally National Centre Number but may include alpha characters (e.g. for international centres). | Normally 0 (zero) unless there is a danger that the centre number is not unique, in which case the UAB code of the awarding body which allocated the centre number is used, e.g. OCR would use 1. | The last two digits of the academic year in which the UCI is allocated, e.g. any time in the academic year **commencing** September 2013 is 13. | Normally starting at 0001 and increasing within the academic year but may be derived in other ways, provided that numbers are unique within the year. | Used to verify keyed data. Provides a check that the first 12 characters are correct in relation to the check digit. |

## Centre candidate number

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

## OCR candidate number

This is an eight-digit number allocated by OCR which allows candidates' units to be linked together. For candidates entering for OCR qualifications for the first time, this should be left blank. If the candidate has a previous OCR candidate number, you should provide this to avoid additional numbers being generated.

## 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 LRS 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.

## Order number

The order number is an optional field which will be quoted on your centre's invoice. It can be either an official order number or simply a reference, e.g. a teacher or tutor's name. It is good practice to provide an order number as this enables invoices to be matched to your entries easily. You can use the same order number for as many entry submissions as you wish.

## 3.5    Information required to make unnamed entries

### Qualification details

For the unnamed route, you simply need to specify the number of entries that you would like for each entry code. See Section 10 for entry codes.

### 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 teacher or tutor's name. It is good practice to provide an order number as this enables invoices to be matched to your entries easily. You can use the same order number for as many entry submissions as you wish.

## 3.6    Methods of submitting entries

There are two methods of entering candidates for Functional Skills. 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.jcq.org.uk.

## 3.7    Making entries via 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, log in to the system, hover over 'Functional Skills' in the left-hand menu and then click on 'Make entries'. For named entries, in most cases, you have a choice: you can either upload a spreadsheet or use a web-based form.

### Named entries: uploading a spreadsheet

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

For examined units (Levels 1 and 2 English Reading and Writing, ICT and Maths) you will need to enter the session as 'OnDemand 0000'. For English SLC and Entry Level qualifications, you will need to enter 'Annual 2014'.

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'.

Interchange will automatically validate the contents and highlight any errors it finds, allowing you to correct these before submitting the spreadsheet to OCR. This allows you to ensure that all the information is correct before it reaches us, which in turn helps us prevent any unnecessary delays in processing your entries.

### Named entries: using a web-based form

This method is useful if your candidates already exist on Interchange or you only have a few candidates to enter.

First, click on the named web-based entry form link. All the Functional Skills 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, 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 only show candidates added during a given time period, from 'today' to 'in the last five years'.

For examined units (Levels 1 and 2 English Reading and Writing, ICT and Maths) you will need to select 'OnDemand' from the 'Series' dropdown. For English SLC, which is internally assessed, you will need to select 'Annual 2014'; for Entry Level qualifications, 'Annual 2014' will be automatically displayed for you.

You then need to select an **option** (this is where you choose the relevant **unit**) from the dropdown list. For qualifications that only have one unit, this unit will automatically be displayed. Ensure that all the candidates are 'ticked' and then click 'Apply to selected'. Click 'Next' to review your entries and add an order number before clicking 'Submit entries'. You can then make additional entries for any other candidate(s).

## Unnamed entries: using a web-based form

To make unnamed entries, you use a web-based form. Click on the unnamed web-based entry form link. All the Functional Skills qualifications for which you are approved will appear in the dropdown list. Select the qualification you require and click 'OK'.

For examined units (Levels 1 and 2 English Reading and Writing, ICT and Maths) you will need to select 'OnDemand' from the 'Series' dropdown. For English SLC, which is internally assessed, you will need to select 'Annual 2014'; for Entry Level qualifications, 'Annual 2014' will be automatically displayed for you.

You then need to select an option (this is where you choose the relevant unit) from the dropdown list. For qualifications that only have one unit, this unit will automatically be displayed.

Enter the number of entries you wish to make and click 'Add'. You will be given an opportunity to add more entries to this order. When you have finished adding entries, click 'Next'. You should then add an order number and click 'Submit entries' to confirm your entries.

# 3.8    Making EDI entries via A2C

If you make entries via A2C, you can only make named entries. NB If you would like to receive examination results for Functional Skills via A2C, you must make entries via A2C. To receive full award results via A2C, you must provide a UCI when making entries via A2C or Interchange (see Section 3.4).

## Basedata

To make named 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/. 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 Functional Skills you use the awarding body identifier of **72 (OCR Coventry Office)**.

Basedata will be available to download from the OCR website for the whole year. The entries should come under the **November series**, BF13 (where B denotes November, F denotes Functional Skills entries, and 13 represents the academic year 2013/14), which may need to be created within your management information system.

Summer results basedata, which will allow centres to import results into a 'summer season' will be available from mid June 2014.

## Entry codes

To make entries, the qualification scheme code without the leading zero is followed by the unit number. For example, the entry code to make a unit entry for scheme 09865 (Functional Skills Maths Level 1), Unit 1, would be 986501. The entry codes are provided in Section 10.

## 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.

## Submitting additional entries via A2C

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, you **must not** send changes to candidates' **personal details** or changes to candidates' **existing entries** via A2C.

## 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.

## 3.9   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'. To view what unnamed entries have been created using the web-based entry form, by whom and when, click on the Functional Skills heading and then 'View unnamed Functional Skills entry submission history'. To view what entry spreadsheets have been uploaded, click on the 'Uploaded spreadsheets' tab. 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 |

## 3.10  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 Functional Skills 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).

## 3.11  Amending or withdrawing entries

**It is not possible to withdraw an entry. We will not refund any named or unnamed entry fees where the entry has been made in error.**

If you need to update candidates' personal details, e.g. name or date of birth (see Section 3.4), you can make the changes via 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 in Coventry.

## 3.12  Making resit entries

Candidates who need to resit an assessment will have to be entered again. To make a 'resit entry', you will need to make your entry via Interchange (even if you made your original entry via A2C), using the named or unnamed route (see Section 3.7).

# 4 Access Arrangements, Exemptions, Special Consideration and Transfers

## 4.1 Access arrangements and reasonable adjustments

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

Applications for alternative assessment arrangements and reasonable adjustments must only be made by the centre and cannot be made by parents or candidates.

Where a centre has approval from Access arrangements online for an access arrangement for a GCSE or A Level candidate, this permission will now extend to Functional Skills qualifications.

### Levels 1 and 2 English Reading and Writing tests

For the Reading component, a scribe is permitted but a reader is not permitted. For the Writing component, a reader is permitted but a scribe is not permitted.

Depending on the type and level of the assessment, centres will need to do one of the following:

- Apply to the Special Requirements Team (OCR, 1 Hills Road, Cambridge, CB1 2EU).

- Make the arrangement without consulting OCR and keep a record on file.

- Make the arrangement without consulting OCR; evidence is not required on file.

Specific information and guidance for each qualification can be found in the JCQ *Access Arrangements and Reasonable Adjustments*.

### Modified papers

If you require modified papers as part of an access arrangement or reasonable adjustment, you must make applications for Braille question papers and all other modified papers at least **ten weeks** before the planned test. To apply for modified papers, please complete the JCQ form 7, Application for Modified Papers, which can be downloaded from the JCQ website. Forms should be sent to the Special Requirements Team, OCR, 1 Hills Road, Cambridge, CB1 2EU.

## 4.2 Exemptions

In Functional Skills English, candidates who are unable to access part of the assessment, even after exploring all possibilities through reasonable adjustments, may be eligible for an **exemption** and an award based on the parts of the assessment they have taken. Candidates can be exempted from up to two of the three units. (Such an arrangement does not apply to Functional Skills ICT and Mathematics qualifications, as these qualifications consist of only one unit.)

To apply for an exemption, please complete the JCQ form, Application for an Exemption, which can be downloaded from the JCQ website. Forms should be sent to the Special Requirements Team, OCR, 1 Hills Road, Cambridge, CB1 2EU.

## 4.3   Special consideration

Special consideration is a post-assessment adjustment to the candidates' marks if their performance was negatively affected by temporary injury, illness or other indisposition at the time the assessment was taken.

Where an assessment has been missed, the centre should offer the learner an opportunity to take the assessment at a later time.

A learner will not be eligible for special consideration where:

- Evidence is not supplied by the centre that the learner was affected at the time of the assessment by a particular condition

- Any part of the assessment is missed.

### Obtaining special consideration

Applications for special consideration must be submitted to OCR within seven days of the affected assessment having taken place using the appropriate JCQ form (JCQ/SC/Form10), which can be downloaded from the JCQ website. Applications cannot be accepted after results have been issued.

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*.

## 4.4   Transfers – components achieved with other awarding bodies

For Functional Skills English qualifications, it is possible to use units achieved with another awarding body to contribute to an OCR award.

Candidates who achieve Functional Skills English units with another awarding body can transfer them in exceptional circumstances and complete the Functional Skills English qualification.

To apply, please send the application form, Application for the transfer of Functional Skills English components (A124), which can be downloaded from the OCR website, to the Special Requirements Team, OCR, 1 Hills Road, Cambridge, CB1 2EU.

# 5 Internal Assessment Arrangements

This section applies to Levels 1 and 2 English Speaking, Listening and Communication (SLC) and all Entry Level assessments. (For Levels 1 and 2 paper-based tests, see Section 6; for on-screen tests, see Section 7.)

## 5.1 Assessment

The assessments within this section can take place at any time.

Information about how the assessment for each qualification should be conducted can be found in the centre handbooks and the guidance for conducting Speaking, Listening and Communication, which are available to download from the OCR website. Recording documents and assessor observation records are also available from the OCR website.

All assessment materials that learners are required to complete will be available to download from our secure extranet, Interchange.

Once the assessment has been conducted and the candidate work has been marked by the centre, a claim should be made and then the candidate work sent by post to be moderated remotely by an OCR examiner-moderator. Information about making a claim and submitting work is provided in the sections below.

## 5.2 Certification claims

Once the assessment is complete, you need to make a claim in order to obtain the certification. There are two steps in this process. Step 1 is to submit an online claim and step 2 is to submit work to the OCR examiner-moderator.

There are no specific deadlines for making certification claims; however, it is important only to make claims when you are confident that the requirements for the unit have been met. Under no circumstances must claims be submitted unless, in the final opinion of the centre, the work meets the requirements for certification.

You should submit the claim **at least two weeks** before you expect the examiner-moderator to review your candidates' work. You should have been sent details of your OCR examiner-moderator on receipt of your entries. If you have not received these, please contact the OCR Customer Contact Centre.

Centres **must** clarify any assessment queries with OCR **before** making claims for centre-assessed work. The moderation process must not be used as a means of obtaining a second opinion on assessment decisions.

## 5.3 Making a claim

Certification claims for Functional Skills qualifications are made online via Interchange. You will need either the Centre Administrator or Tutor/Teacher role to access this area. You can only create a claim if entries have previously been made for that qualification (see Section 3).

For further help and support in making online claims for Functional Skills, please see the step-by-step guide, which is available from the OCR website.

To get started, log in to Interchange, hover over 'Functional Skills' in the left-hand menu and then click on 'Make claim'. You will then be able to see a list of all the vocational qualifications for which you have approval and the status of any claims being made.

You can only start a new claim for a particular qualification if all previous claims for that qualification have been submitted. To start a claim, click 'Create' next to a qualification title.

## 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 marking the assessment. NB This is **not** the OCR examiner-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.

NB Any number of centre assessors can build a claim, but only one of the assessors should submit it once it has been completed.

## Adding candidates

There are two ways to add candidates to a claim:

- **Named entries** – If you made named entries, you will see a list of all eligible candidates once you click to create a claim. Click on 'Create new' next to each candidate's name to add them to the claim.

- **Unnamed entries** – You will be shown how many unnamed units are available. This number will decrease when claims have been submitted.

  You will need to build up a list of candidates. If OCR already knows about a candidate (perhaps from a different qualification), you can search for their details. You must do this before you input new details. If you still cannot find a candidate, you will need to enter their details; you must provide surname, forename, date of birth and gender. In addition, if you want achievements to be available for lifelong learning, please provide the unique learner number (see Section 3.4). Once you have located the relevant candidates, click on 'Create new' next to each candidate's name to add them to the claim.

## Adding units to a claim

The claim will show you all the units that are available in the qualification selected:

- For Entry Level English, three units will be displayed.

- For Entry Level ICT and Maths (single-unit qualifications), the one unit available to claim will be automatically displayed.

- For Levels 1 and 2 English, where Speaking, Listening and Communication is the only unit that can be claimed, the one unit available to claim will be automatically displayed.

To add a unit, select the centre assessor from the dropdown list and click in the 'Claiming' column. If you have only entered one centre assessor, you will see that name pre-populated for every unit being claimed.

Where a previous claim has been made for a candidate, the claim will show those units as achieved.

For English qualifications which have three units, you can claim all of the units at the same time or just some of them. If you only claimed some units, you can return to this claim before you submit it and continue to add units as they are achieved. The full award will be issued automatically as soon as all the units have been achieved. For ICT and Maths, which are single-unit qualifications, you claim the unit (and then the full award is issued automatically).

If you made unnamed entries and want to claim more units for a candidate (having already started a claim for this candidate), you can return to this claim as though it is a named candidate; the candidate will appear on your list of candidates for you to edit or add to a subsequent claim.

Every unit you submit will decrease the total of your available unnamed unit purchases. If this gets low, you may need to make more unnamed entries before you can complete a claim.

## Editing the claim

You can build up claims over a period of time. As long as you do not submit the claim, you can keep adding to or editing an existing claim by clicking 'Edit' next to the qualification title or the candidate name.

**Remember to save your additions before leaving each page.** If you cancel or do not save a specific candidate claim, all the details you have entered will be lost – this includes candidate details if this is a new claim for a new candidate for an unnamed entry.

If you put the wrong candidate on the claim, remove all unit claims made for that candidate (clicking in the 'Not claiming' column for each unit) to remove the candidate.

## Submitting a claim

When you have included all the relevant candidate achievements, you can submit a claim by clicking on the 'View claim' button on the claim.

Please check your claim carefully before you submit. **You will not be able to amend any of the contents once it has been submitted.**

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 be a permanent change to your Interchange profile. If your address has permanently changed, you should ask your Centre Administrator to update your profile.

You will also see a declaration and tick box on this page. This requires you to confirm that you have printed a copy of the claim to be included with the work submitted for moderation. If you do not tick this box, an error message will appear and you will not be allowed to submit the claim. To print the claim, click on the 'Print page' link on the right-hand side of the page. Then, once printed, tick the declaration tick box and click on 'Submit to assessor'.

When you click to submit the claim, a warning message will appear, prompting you to confirm you want to submit the claim. **Only click 'yes' if you are ready to submit the claim** as, after this point, you will not be able to edit it.

Once submitted, you will see a message to confirm your claim has gone to the allocated OCR examiner-moderator. The OCR examiner-moderator will then receive an email to let them know that claims have been made.

## Viewing claims

You can see the status of each submitted claim you have made at each stage of the process as well as after certification. To view all submitted claims, hover over 'Functional Skills in the left-hand menu and then click on 'View claim history'. 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 |
|---|---|
| Submitted | The claim has been submitted to your examiner-moderator. It can no longer be edited. |
| Finalised | The claim has been revised/confirmed by the examiner-moderator. This will only appear for a short time. |
| Processed | The claim has been sent to OCR and results should appear on Interchange in approximately 48 hours. |
| Withdrawn | The OCR assessor has withdrawn the whole claim. If the assessor withdraws the claim, and the candidate wishes to achieve the qualification, when the candidate is ready, you simply need to make a new claim; there is no need to make a new entry. |

## 5.4  Submitting candidate work following an online claim

Within 24 hours of submitting your claim online, you need to send the candidate work (for all of the candidates for whom you have made a claim) to your examiner-moderator. Each time you wish to send candidate work, please check Interchange, where your up-to-date examiner-moderator details are held. Once you have logged into Interchange, hover over 'Centre information' and then click on 'View examiner-moderators' in the left-hand menu. Then just enter the qualification information into the relevant boxes and a list of the examiner-moderators for your qualifications will be produced. Click on the 'magnifying glass' for each qualification to view the full examiner-moderator address details.

Centres **must** internally assess and internally standardise all candidate work before submitting final versions of the assessment to OCR.

Once candidates are ready to submit work, centres should complete and return the following to the examiner-moderator:

- A **printout of the claim** – See 'Submitting the claim' above for details.

- **Candidates' work**, including any completed resource sheets required for the assessment. We are unable to return candidate work to centres, so you may wish to take a copy before submitting evidence.

- **Assessment record form and assessment front sheet** – These can be downloaded from the qualification pages of the OCR website; one per candidate should be completed.

- For Levels 1 and 2 English SLC, **observation records**, which can be downloaded from the OCR website, must be completed as well as an assessment record form and assessment front sheet for each candidate.

- **Centre authentication form** (CCS160) – These can be downloaded from the OCR website; one per submission per qualification should be completed, as shown below.

**The MS1 is not required**

**Add the entry code/scheme code**

**Add the date of submission**

**Ignore these boxes**

Please ensure that work for each claim is packaged separately; do not submit work for more than one claim in the same package.

We recommend that centres use a secure form of delivery, e.g. Parcelforce, to send the candidate work to their allocated examiner-moderator. We cannot take responsibility for any work lost in transit.

## 5.5   Processing an online claim

Your OCR examiner-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 item (look for Finalised/Processed statuses in the status column).

# 6 On-demand Paper-based Test Arrangements

This section applies to the following OCR Functional Skills qualifications (qualification code shown in brackets):

- ICT Level 1 (09876)

- ICT Level 2 (09877)

- Mathematics Level 1 (09865)

- Mathematics Level 2 (09866)

- English Reading and English Writing Level 1 (09498)

- English Reading and English Writing Level 2 (09499).

For ICT and Maths, there will be one test at each level. For English, there will be one test for Reading and one test for Writing at each level.

(For Entry Level and Levels 1 and 2 English Speaking, Listening and Communication, see Section 5; for Levels 1 and 2 on-screen tests, see Section 7.)

## 6.1 Centre responsibilities

When offering Functional Skills external tests, centres must undertake certain responsibilities to ensure the proper conduct of examinations and should follow the OCR *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations.* (This is available to download from the OCR website at www.ocr.org.uk/admin-guides.)*. OCR Functional Skills tests are subject to the inspection process outlined in Section 6.10.

There is no longer a requirement to suspend related teaching activity while planned assessment is taking place within the centre. However, you must still ensure that the OCR *Instructions* are followed when tests are being conducted.

## 6.2 Security of the test material

Once you have made your entries, you will be sent test papers and materials within five days of the entry being made. These materials include a declaration for you to return to confirm that all question papers are being returned to OCR.

Please note that hard copy attendance lists will not be sent to you; these can be printed from our secure extranet, Interchange, for use in the exam room. Attendance lists must be submitted online via Interchange (see Section 6.8).

Assessment material is highly confidential and should be secured as per the OCR *Instructions*. It is the responsibility of the Head of Centre to ensure that the security of the examination(s) is maintained at all times. Please see Section 1 of the OCR *Instructions* for more information. All question papers must be accounted for and held securely by the centre. Copies may not be issued to anyone, including teaching staff. All used question papers must be returned to OCR. All unused question papers must be returned to OCR with the completed scripts. Unused papers **must not** be used as past papers for teaching or examination practice.

## Paper variants

All question papers will be assigned a 'paper variant'. This is a code which is used to differentiate between the different assessments that will be available for any one qualification. For example, OCR Level 1 Functional Skills in Mathematics might have several paper variants such as MA01, MC10, MB1 and MB19.

Each paper variant will be 'live' for a selected period, which is why both used and unused papers must be returned within ten working days of receipt. If 'non-live' papers are returned, this will be treated as malpractice (see Section 6.9).

Centres do not need to make a note of the paper variants or add them to attendance lists; however, completed test papers should be returned in paper variant order.

# 6.3    Timetabling of tests

Centres are responsible for timetabling Functional Skills tests. Centres can timetable tests when they wish and there are no OCR-set test windows. It is also the centre's responsibility to inform candidates of the date and time of their test(s).

Once entries have been made (see Section 3), test materials will arrive within five working days. On receipt of question papers, a centre has ten working days in which to administer and use these papers before all papers (used and unused) must be returned to the nominated OCR examiner. Within this ten-day period, the test can only be taken by candidates over five consecutive working days.

Once test materials are opened (i.e. once a script packet is opened), the five-day period starts. It is the centre's responsibility to ensure no more assessment takes place beyond the five days for these papers.

The ten working day period starts when you receive the papers.

## Example timeline

The timeline below shows a centre making entries and receiving the test materials five working days later. The centre then has ten working days from receipt in which to use papers and return all papers. The centre opens assessments on day 5 and so must use all papers in the paper order within five working days. The centre then returns all assessments on day 10. The example below is only one possible scenario.
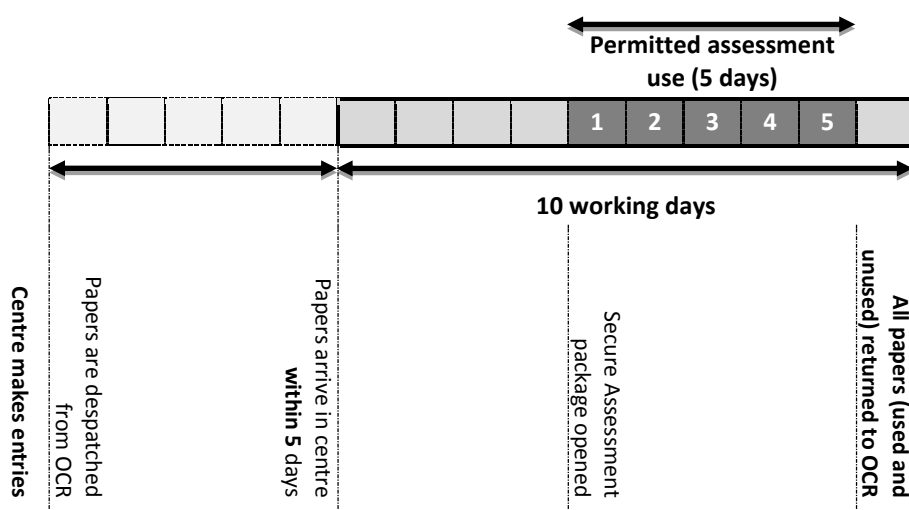
## 6.4 English tests (Reading and Writing)

English Reading and Writing tests consist of scenario-based questions and take place under examined conditions as per the OCR *Instructions*.

### Test duration

- At Level 1, 50 minutes for Reading and 50 minutes for Writing.

- At Level 2, 55 minutes for Reading and 55 minutes for Writing.

### Format of the English test papers

- **Reading tests** – Assessments are provided as a combined task, resource and answer booklet. There are no longer separate question papers, resource booklets and answer booklets. The resource documents are perforated along the left-hand side of the task, resource and answer booklet.

  o **Level 1** – Candidates can remove the two resource documents by folding page 5 and page 7 along the perforated strip before removing them from the task, resource and answer booklet.

  o **Level 2** – Candidates can remove the three resource documents by folding page 5, page 7 and page 9 along the perforated strip before removing them from the task, resource and answer booklet.

- **Writing tests** – Assessments are provided as a combined task and answer booklet. There are no longer separate question papers and answer booklets. There are no perforated pages in Writing assessments.

### Resources permitted for candidates in the examination room

- A pen with black ink **or** access to a computer and printer to print out their responses, which must be firmly attached to the answer booklet.

- For the Reading and Writing tests, candidates may use a dictionary and spell/grammar check facilities.

### At the end of the test

For candidates who have typed their responses using a computer, printing may be carried out after the time allocated for the test.

Candidates **must** check that their name appears on **every** printout. Printouts must be securely attached to the answer booklet in the correct order and handed to the supervisor. Candidates can handwrite their name on each printout.

## 6.5 ICT tests

ICT tests consist of practical tasks using a computer and take place under examined conditions.

## Test duration

The test is 2 hours at both Levels 1 and 2. Each test is divided into two parts (which must be taken in one sitting as one test). We recommend that the candidate spends approximately 15 minutes on Part A, after which access to the internet must be removed.

## Format of the ICT test papers (ICT Level 2 only)

The resource documents have been provided as perforated pages so that candidates can remove these and use them in Part B of the assessment.

## Resources permitted for candidates in the examination room

Candidates will need access to a computer, a printer and the Internet. Candidates will need a pen with black ink.

## Use of data files

Centres are required to download ICT data files for Functional Skills Levels 1 and 2 ICT tasks. These data files will be needed by candidates taking the ICT assessments. Candidates can use a variety of software applications to carry out these tasks. We will provide the data required for tests in the following formats:

- Microsoft 1997–2003 document (.doc)

- Image files are supplied as .jpg

- Video clips are supplied as .mpg, .mp4 and .wmv

- Sound clips are supplied as .mp3

Data files are available on the OCR website and you must download them to your centre's local network before the test. The data files will be located in the 'Pre-release materials' section of the relevant ICT Functional Skills web page at www.ocr.org.uk/fs.

If you have difficulties downloading the data files or making them available to candidates in a suitable format, please email us at functionalskills@ocr.org.uk.

If you are not able to open the zipped file then you should right-click (PC) or ctrl-click (Mac) on the link to the data file and choose the option 'Save target as', saving the zip file onto your local network.

If you are a Mac user, and are having problems with accessing the zip files, the Stuffit Expander can be used. This software is free to download from http://my.smithmicro.com/mac.

Centres must ensure that the data files are in a format that suits how their candidates have been prepared. For example, candidates can copy and paste the data provided in Microsoft Word into a spreadsheet application so that they can process numerical data, display numerical data in a graphical format and/or enter, search, sort and edit records. However, some database applications do not allow this facility and candidates will need to import the data from a text file. The data files must not be amended by centres (e.g. converted to different programme formats).

It is the centre's responsibility to ensure that the data files are saved in a place that is accessible to each candidate to work with during the test. The files **may** be provided **by OCR** in a folder structure (e.g. two folders, both containing files). **If provided in a folder structure**, the files must be presented to the candidate in this format.

Candidates will have to copy and paste or import the data provided into appropriate software applications that they have selected during the test, to do the tasks set. It is the centre's responsibility to ensure that candidates are prepared to do this.

Centres **must not** use these data files with candidates as test practice before the test, as this would constitute malpractice (see Section 6.9).

## During the test

The test is divided into two parts – Part A and Part B. Both parts must be taken in one sitting as one test, but candidates must start with Part A.

Where a question requires a written response, space is provided. Candidates may word process their answer and provide a printout. Word processed answers must be numbered correctly, e.g. '2c'.

For Part A:

- Space has been provided in the Part A booklet for candidates to write their answers but answers may be word processed if preferred. Candidates must ensure that each answer is numbered correctly (e.g. '2c').

- The candidate will require access to the Internet. Candidates may be required to save or print out information they have found on the Internet that they will then use as part of the Part B task(s).

For Part B:

- Candidates must not have access to the Internet during the time allowed for Part B. Candidates should not be able to send or receive emails but **must have access to email software** (such as Outlook or Outlook Express) so that they can demonstrate their ability, for example, to organise attachments when sending an email.

- **For Level 2 only:** Candidates should remove the resource documents at the start of the assessment ready to use in Part B task.

- Candidates must use data provided by OCR. Candidates should not have access to the data files after printing has been carried out.

## At the end of the test

The answer booklets should be collected. Printing may be carried out after the time allocated for the assessment.

Candidates must check that their name appears on **every** printout. Printouts must be inserted into the answer booklet in the correct order and handed to the supervisor when both Part A and Part B of the test have been completed. **Printouts without a name will be awarded no marks.** Candidates can handwrite their name on each document.

# 6.6   Maths tests

Maths tests consist of scenario-based questions and take place under examined conditions.

## Test duration

The test is 1 hour and 30 minutes at both Levels 1 and 2.

## Format of the paper

Assessments are provided as a combined task, resource and answer booklet. There are no longer separate question papers, resource booklets and answer booklets. The resource documents are perforated along the left hand side of the task, resource and answer booklet. Candidates can

remove the resource documents by folding the relevant pages along the perforated strip before removing them from the task, resource and answer booklet.

## Resources permitted for candidates in the examination room

- Pen with black ink

- Calculator (details of the type of calculator allowed can be found in the *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations*)

- HB pencil

- Eraser

- Ruler graduated in centimetres and millimetres.

## During the test

- There is no choice of questions in either paper at Level 1 or 2.

- Learners should write in black ink; pencil will not be accepted (except for diagrams).

- The answers must be written in the spaces provided on the test paper.

# 6.7    Attendance lists

## Creating and submitting your attendance list

To create your attendance list, log in to Interchange, hover over 'Functional Skills' in the left-hand menu and then select 'On demand attendance lists'. Select the relevant qualification from the dropdown list and choose the assessment and then select 'Search'. This will display any attendance lists that you have saved but not submitted. On this screen you can also search for attendance lists you have already submitted by clicking on the link 'already submitted attendance lists'.

To create a new attendance list, click 'Create Attendance List'.

You can search for candidates that you have made a named entry for by selecting 'Search named candidate' and inputting name, part name or UCI number then selecting 'Find candidate'.

If you select 'Search Unnamed candidate' then 'Find candidate', this will display all candidates you have entered for any qualification. At this stage, you can also create a new candidate.

For both options, leaving the find candidate field blank will display all candidates. From your search results, select the candidates you want to add to your attendance list by ticking the box and then clicking 'add selected candidates'. The attendance list will appear at the bottom of the page.

Note that you can add candidates made using named and unnamed entries on the same attendance list and you can also add different paper variants (see Section 6.2) on the same attendance list. If the total candidates exceeds the number of named and unnamed entries you have made you will receive an invoice for the difference (see Section 3.10).

**Complete the date attended.** If a number of candidates have all sat tests on the same date, click 'copy to rows below'. You can save the attendance list and return to it later to add more candidates or you can submit the list. If you save the list it will generate a reference number which you can select when you want retrieve the saved list to submit it. Once you click 'submit', a message will

appear advising that once you submit an attendance list you will not be able to add further candidates. Clicking 'ok' will display the attendance list confirmation screen.

**You must submit the attendance list on the same day you return the scripts to the OCR examiner.** Late submission of the attendance list may delay the issue of your candidates' results.

## Printing attendance lists and examiner labels

You will need to send a hard copy of the attendance list to the examiner with your scripts. To print an attendance list, you can either print the page as you create the list or, if already submitted, search for 'already submitted attendance lists', select the 'Ref Number' to display the list and then select print.

On this screen you can also print the examiner's address by selecting 'Print Examiner label'. The examiner's address is set up in a label format so you can print directly to a label if you wish.

You can also access this screen by searching for 'already submitted attendance lists'.

# 6.8  Submitting materials for marking

The completed answer booklets must be securely sealed and returned to OCR using the examiner address provided (see Section 6.7) together with the attendance list (see Section 6.7) and a completed declaration to confirm that all used/unused papers have been returned (form A507).

Answer booklets must not be marked by the centre or feedback given to candidates. No reworking of any part of the test is allowed once the test has been completed.

Responsibility for the candidates' work remains with the centre until it is received by the OCR examiner. Centres should use a secure form of delivery, e.g. Parcelforce, to send the candidate work to their allocated examiner.

All used question papers must be returned to the allocated OCR examiner and should be packed in paper variant order (see Section 6.2) rather than the order on the attendance list. All unused question papers must be returned to the nominated OCR examiner with the completed scripts. Unused papers **must not** be used as past papers for teaching or examination practice.

# 6.9  Centre malpractice guidance

It is the responsibility of the Head of Centre (see Section 11.1) 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).

# 6.10 Summary of differences in the JCQ *Instructions*

OCR has produced *Instructions for conducting OCR Functional Skills and Cambridge Progression examinations* using the Joint Council *Instructions for conducting examinations* (ICE) as its core. This is available to download from the OCR website at www.ocr.org.uk/admin-guides. This section provides a summary of the differences between these two documents.

The *Instructions* apply to written and on-screen examinations. Changes have been made to the JCQ ICE booklet to reflect the non-timetabled qualifications; OCR still requires high levels of security of examination materials, but the instructions include more flexibility in the storage and transport of materials and the opening of examination packets for OCR Functional Skills when travelling between the centre and exam venues. Specific differences include:

- References to other awarding organisations have been removed throughout.

- Various sections referring to general qualifications, such as GCSEs, have been removed throughout.

- References to the JCQ Centre Inspection Service have been removed; however, OCR has its own inspection service which may visit centres and their satellite exam venues.

- Conditions for storing confidential materials have been revised (see Section 1.3).

- The opening of packets for the purpose of transporting materials to exam venues has been changed, and arrangements for transporting materials between sites have been added (see Sections 1 and 5).

- Information regarding start times has been removed (Section 2) and timetabling is the responsibility of the centre.

- Information about the supervision of candidates has been added (Section 2).

- Centres no longer have to give JCQ or OCR six weeks' notice of the use of alternative venues for examinations. However, the Head of Centre must be satisfied that the venue meets the same requirements as the main centre for examination conditions and security of materials (see Section 5).

- If dictionaries are permitted, they must not contain annotation.

- The instructions regarding candidates arriving late have been amended.

# 7   On-Screen Test Arrangements

**Key points**

- Centres must be approved for Functional Skills before signing up for on-screen Functional Skills.

- Adding candidates in the computer-based test system is the **only** means of candidate entry required.

## 7.1   About on-screen Functional Skills tests

On-screen Functional Skills tests are computer-based tests (CBTs) which centres can schedule to run at a time that suits their needs and the needs of their candidates.

The following tests are currently available:

- English Reading Level 1

- English Reading Level 2

- English Writing Level 1

- English Writing Level 2

- Mathematics Level 1

- Mathematics Level 2

The CBT system comprises two parts:

- **SecureClient software** – This needs to be installed on all candidate computers and is an easy, wizard-driven installation. The software (along with details of the minimum computing requirements) can be downloaded from the OCR website. An installation guide is also available which includes how to test your setup. There is no fee for using the CBT system.

- **SecureAssess administration website** – When you have signed up for on-screen tests you will receive login details for the SecureAssess website from where you can schedule tests, add candidates and monitor the test sittings.

## 7.2   Signing up for on-screen Functional Skills tests

To sign up for on-screen Functional Skills tests, you need to fill in the online form on the 'Sign up for e-Tests' page of the OCR website at http://www.ocr.org.uk/i-want-to/do/e-assessment/e-testing/sign-up-for-e-tests. We will then send login details for the SecureAssess administration website (https://ocr.secureassess.btlsurpass.co.uk/). Access to this site allows you full administration where you can schedule when you want to run tests, add candidates to the sittings you create and monitor the sittings. We will also send information regarding the minimum computing requirements, where to download the SecureClient software installer and software installation guide.

## OCR installation test

Once you have installed the SecureClient software and have access to the SecureAssess administration website, you must complete an installation test on each candidate computer with SecureClient installed. This will confirm that the software has installed correctly and ensure that you understand the end-to-end process before scheduling future tests. For further details please see the SecureClient Install Guide.

During this process you will:

- Enter a dummy candidate

- Schedule a sitting

- Sit the test

- Be able to see feedback for the test (because it is a multiple choice test that is marked by the system).

## 7.3    Practice tests

Within the SecureAssess administration website, centres have access to six practice tests that cover the range of subjects and assessment levels provided with the live tests. Sitting these tests will enable candidates to become familiar with the on-screen exam environment, the question styles they are likely to encounter and how to navigate through the test from start to finish. As the tests are scheduled and run in the same way as live tests Centre staff will also become more experienced in setting up and administering on-screen tests. Centres must ensure that candidates and staff are familiar with on-screen testing before running live tests.

These practice tests are provided free of charge by OCR but please note that they will not be returned to OCR for marking.

Under **no** circumstances must live assessments be used for practice. This is improper use and will be treated as malpractice.

## 7.4    Making entries for on-screen Functional Skills

Once your centre has access to the SecureAssess administration website, you can add candidates to the CBT system. They can be added one at a time or in a bulk csv file upload. Note this is the only means of candidate entry required; you do not need to make entries via Interchange or A2C.

### Adding a single candidate

Once you have logged in, click on the 'Candidates' tab and then click on the 'Create Candidate' button. You should then fill in the fields for a single candidate:

- *Username – you must tick the 'Auto Generate' check box.

- *First Name

- Middle Name

- *Last Name

- *Date of Birth

- *Candidate No – you must tick the 'Auto Generate' check box.

- ULN

- *Gender

- *Associated Qualifications – please check all the tests the candidate can be entered for.

- *Associated Centres – please tick the box next to your centre.

- Contact Details

- Reasonable Adjustments

*These fields are mandatory and must be completed. The remaining fields are optional.

## Adding multiple candidates

If you wish to add many candidates at once, this can be done by uploading a CSV file. Once you have logged in, click on the 'Candidates' tab and click on 'Upload Candidates'.

Next, click on 'Download Sample CSV'; this allows you to download a sample CSV file which you can save locally and update with details of your candidates. The fields in the CSV file that you need to complete are as above; however, there is no 'Username' as this is created automatically by the system. Also, '*SCN' is the candidate number which, although starred, you must not complete as the number will be system generated.

Once you have filled in and saved your CSV file, in the 'Upload Candidates' screen, browse for the file that you have saved. Then select the associated qualifications that the candidates can be entered for. It is recommended that candidates are associated with all of the live and practice Functional Skills qualifications at this time as, once the candidates have been created, additional qualifications can only be added candidate by candidate. Click 'Upload' to upload the file and create the candidates associated with the qualifications selected.

## 7.5    Scheduling on-screen tests

In the SecureAssess administration website, select the 'Test Schedules' tab and 'Create Test'. The 'Schedule Exam Wizard' will then take you through the information required:

- Select the centre.

- Select the qualification and test.

- Set a date and time within which the test can be taken.

- Select the candidates that you want to add to the sitting.

- Click through delivery and the review screen shows what you have scheduled.

- At this point you can finish and save the schedule or go back to amend it.

This process is the same for live and practice tests.

## Scheduling resits

Resits can be scheduled as soon as you have received the result of the candidate's first attempt.

## 7.6   On-screen Functional Skills test fees

Please see the OCR Fees List for details of charges per on-screen test. You will be invoiced for tests that have been attempted.

## 7.7   Preparing candidates for on-screen Functional Skills tests

All candidates should be given as many opportunities as possible to sit the on-screen practice tests. This is intended to familiarise candidates with the on-screen exam environment, the question styles they are likely to encounter and how to navigate through the test from start to finish.

Candidates should understand:

- How to set colour preferences

- How to enter a keycode and start the test

- That there are information screens within the tests as well as the initial instruction screen

- How to navigate using 'Next' or 'Back'

- How to navigate using the buttons on the left-hand navigation bar

- How to answer different question styles

- Where to see the time remaining countdown

- That they can change their answers within the allocated time

- That they can flag questions so that they can return to them later

- How to finish the test

- What happens when the test ends.

## 7.8   Conducting on-screen tests

When offering OCR on-screen tests, centres must undertake certain responsibilities to ensure the proper conduct of examinations. The *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations* and in particular for conducting on-screen tests, apply and should be read in conjunction with the instructions below.

Rough note paper is permitted on a candidate's desk. However, this must not be removed from the test room and should be collected in at the end of the test by the invigilator/test administrator.

Before the start of each test sitting, the invigilator/test administrator is required to make an announcement to the candidates. The *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations* suggest wording that can be used at the beginning of a written test. This wording can be used appropriately for on-screen tests.

An example is given below.

| 1 | You must now follow the regulations of the examination. |
|---|---|
| 2 | The test duration is shown at the top of the Instruction screen: English Reading Level 1 – 50 minutes |

| | English Reading Level 2 – 55 minutes |
|---|---|
| | English Writing Level 1 – 50 minutes |
| | English Writing Level 2 – 55 minutes |
| | Mathematics Level 1 – 1 hour 30 minutes |
| | Mathematics Level 2 – 1 hour 30 minutes |
| 3 | Only material listed on instruction screen is allowed in the examination room. You must not have on or near you any other material: <br><br> English Reading Levels 1 and 2 – You may use a dictionary. <br><br> English Writing Levels 1 and 2 – You may use a dictionary. <br><br> Mathematics Levels 1 and 2 – You may use a calculator. <br><br> Other than your computer and this material you are only allowed to have rough paper and a pen or pencil on your desk. This must not be taken out of the room. The invigilator will collect all rough papers at the end of the test. |
| 4 | Check your pockets now. Check for things such as notes, books, papers, reading pens, iPods or mobile phones. This is your last chance to hand things in without any penalty. |
| 5 | If you are found to have any unauthorised item with you, **even if you did not intend to use it**, this will be reported to OCR. The normal practice in these circumstances is to award zero marks for the examination, and you could be disqualified from all of your examination subjects. |
| 6 | If you have any unauthorised items in your possession, you must hand them in to an invigilator now. **This is your last chance to hand in your mobile phone. Failure to do so may lead to disqualification**. |
| 7 | Check that your chair is comfortably positioned – adjust it if necessary. |
| 8 | Check that your computer is appropriately positioned so that you can see the screen clearly. |
| 9 | (For examinations with books that are allowed, add "Check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room. Check to ensure that you have the correct edition of the allowed set text(s)".) |
| 10 | Check that you are seeing the right test for your **subject, unit and level or tier**. |
| 11 | Check that you have everything you need to do the examination, including all the items listed on the instruction screen. |
| 12 | Read the instructions on the instruction screen. |
| 13 | When the invigilator is ready they will announce that you can start the test. |
| 14 | Once you have clicked on the Start Test button the test will begin. |
| 15 | Do not communicate with other candidates. You may not give help to another candidate or ask for help from another candidate. You should put up your hand to attract the invigilator's attention. |
| 16 | In the unlikely event of the fire alarm going off, please stay seated and wait for instructions from the invigilator. |
| 17 | Warnings advising you of the time you have left will be displayed at 30, 15 and five minutes before the end of test. |
| 18 | If you complete the test before the time runs out, you can use the time to check the answers that you have made. |
| 19 | If you do not complete the test before the time runs out, the answers to all the questions you have answered will be saved and will still be marked. |
| 20 | You may start now. |

During a test sitting the status of each candidate's test can be monitored by the test administrator from the 'Invigilator' tab in the SecureAssess administration website. At the end of a test sitting, the test administrator is required to check that all tests have been uploaded to OCR; the state of each candidate's test in the Invigilator tab should be ✔ (finished).

## 7.9   Security

Each time test responses are uploaded to OCR, you are guaranteeing and confirming that OCR's test invigilation requirements have been observed. Your Head of Centre will be held accountable for any breach of invigilation requirements.

In the event of any suspicion of malpractice, OCR must be notified immediately in writing. You must send such notifications to etest@ocr.org.uk, with 'On-screen Functional Skills – Malpractice Notification' as the subject.

In the event of any suspicion of a breach in test security, OCR must be notified immediately in writing. You must send such notifications to etest@ocr.org.uk, with 'On-screen Functional Skills – Security Breach' as the subject.

# 8   Results and Certification

## 8.1   Issuing results via hard copy and Interchange

### Paper-based tests

You will receive the following hard copy unit results for Levels 1 and 2 English Reading and Writing, ICT and Maths examinations:

- **Control report** – This lists all results (including units passed and failed). It also includes F\* and F(n) reporting:

    - F\* shows a candidate who has scored between 0 and 5.
    - F(n) shows a candidate who has scored within two/four/five/ten marks of the pass mark for English Reading/English Writing/Maths/ICT respectively.

- **Results slips** – These are provided for those candidates who fail the tests (they are not provided for candidates who achieve the tests).

We will not send out any other paper results (i.e. statement of results) before the certificate. If you require a formal statement of results for English, please email your request to statsrequests@ocr.org.uk. Please allow four weeks for your request to be processed.

You should expect to receive these **hard copy** results up to 20 working days after submitting your work to the examiner. Results will also be available via **Interchange**, no matter how you made your entry and could be available in as little as 15 days

Please note that there may be a small variation in the issue date for results. This is due to the different OCR examiners who may be marking the qualifications submitted (even where different qualifications are submitted on the same date). However, you should still receive your hard copy results up to 20 working days of submitting your work.

### Internal assessments

You will receive a hard copy **control report** for Entry Level qualifications and Levels 1 and 2 English Speaking, Listening and Communication. This lists all units submitted for moderation and will be sent out up to 20 working days after submitting your work to the examiner-moderator. Results will also be available via **Interchange**, no matter how you made your entry.

A **centre feedback report** will also be available on Interchange. This is a brief report by the examiner-moderator on the internal assessment of candidates' work. To view the report, log in to Interchange, hover over 'Centre information' and then click on 'Examiner-moderator reports'.

## 8.2 Issuing results for on-screen tests

Results will be available to view electronically on the 'Results' tab of the SecureAssess administration website and via Interchange. Results will be published on the following dates:

| Tests sat between | Results available on Interchange and SecureAssess |
|---|---|
| 16–29 November 2013 | 24 December 2013 |
| 30 November – 13 December 2013 | 15 January 2014 |
| 4–17 January 2014 | 12 February 2014 |
| 18–31 January 2014 | 26 February 2014 |
| 1–14 February 2014 | 12 March 2014 |
| 15–28 February 2014 | 26 March 2014 |
| 1–13 March 2014 (Maths only) | 9 April 2014 |
| 15–28 March 2014 (Maths only) | 25 April 2014 |

In addition, control reports will be issued as for paper-based tests.

### English on-screen tests taken after 1 March and Maths on-screen tests taken after 29 March 2014

Changes to on-demand on-screen tests for English on 1 March and Maths on 29 March 2014 allow a faster turnaround of results. Results will be available to view electronically on the 'Results' tab of the SecureAssess administration website and via Interchange, in as little as 12 days of the test being taken.

## 8.3 Issuing results via A2C

Depending on how you make your entries, you will receive results via A2C as follows:

| Entry method | Results via A2C? | | |
|---|---|---|---|
| | Internally assessed units | Examined units | Full awards |
| A2C | ✓ | ✓ | ✓ |
| Interchange (a UCI must be included) | ✓ | ✗ | ✓ |
| SecureAssess (on-screen tests) | n/a | ✗ | ✗ |

A2C results are issued on a monthly basis, as shown below. The results file will contain the previous month's full and unit results and you can download them into your system at any time. Centres will only receive EDI results files if entries were made via A2C. The results will be imported into your current November series (BF13).

| 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 | 9 August 2014 |
| 1–31 August 2014 | 5 September 2014 |

## 8.4   Certificates

### When will certificates be issued?

For **English**, once candidates have successfully completed the required number of units, the centre will be sent a full award certificate and results will be available via Interchange. If candidates have achieved any of the units with exemptions (see Section 4.2) and/or with another awarding body (see Section 4.4), this will be indicated within Interchange as follows:

- OCR Level x in FS English – with exemptions

- OCR Level x in FS English – with units achieved with another awarding body

- OCR Level x in FS English – with exemptions and with units achieved with another awarding body.

For **ICT and Maths**, which are single-unit qualifications, full award certificates will be issued as soon as the assessment or test has been successfully completed.

### 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.

For English qualifications, achievement is positively reported on the full award certificate, i.e. any units which are not completed due to exemptions (see Section 4.2) will not appear on the certificate.

### 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 or defacement of 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, Coventry. A record of certificates that have been destroyed should be retained for four years from their date of destruction.

## 8.5   Replacement certificates

For Functional Skills qualifications, 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 using the request form on the OCR website.

- **Candidates** should use the application form which can be downloaded from the Learners and Parents area of the OCR website.

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 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 in Cambridge and 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.

## Requests for name corrections

Although it is not possible to change names on certificates (see Section 8.4), requests to correct spelling mistakes can be made by the centre or the candidate. The request must be made in writing to the Historical Records team in Cambridge and 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.

# 9   Post-Results Services

## 9.1   Missing or incomplete results

If a candidate's work was submitted, but no result or certificate is received, please contact the OCR Customer Contact Centre.

## 9.2   Enquiries about results

### Available services

- **Clerical re-check** – This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:
  - That all parts of the script have been marked
  - The totalling of marks
  - The recording of marks
  - The application of any adjustments
  - The application of any grade thresholds
  - The application of any special consideration, where applicable – please indicate on your application if special consideration was requested at the time of the examination.

- **Post-results review without report (for an individual candidate)** – This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for both on-demand and timetabled specifications. This service will include:
  - The clerical re-checks detailed above
  - A review of marking as described above.

- **Post-results review with report (for an individual candidate)** – This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for both on-demand and timetabled specifications. This service will include:
  - The clerical re-checks detailed above
  - A review of marking as described above
  - A report produced by the Chief Examiner – This will be an individual report detailing the candidate's performance.

- **Post-results review with report (for a group of candidates)** – This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly, for a group of candidates (comprising a minimum of five candidates, and a maximum of fifteen). The service is available for both on-demand and timetabled specifications. This service will include:
  - The clerical re-checks detailed above
  - A review of marking as described above

- o A report produced by the Chief Examiner – This will be a group report, which will not refer to specific candidates but will report on the group as a whole.

- **Post-results review of moderation** – The original moderation is reviewed to ensure that the required assessment criteria have been fairly, reliably and consistently applied. This service should only be used when the centre disagrees with the moderator's comments. In all other cases, suggestions for improvements will be included on the centre feedback report. It is important that the centre carries out these improvements before submitting further work.

## Submitting enquiries about results

All enquiries about results must be submitted within three months of receipt of results.

Before submitting a request, centres must obtain candidate consent since, with these services, candidates' marks and subject grades may be lowered.

Enquiries about results should be submitted using the application form that can be downloaded from the OCR website and emailed to vqresult.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. candidates entered through a centre or parents. 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.

## Acknowledgements and outcomes

All applications will be acknowledged within seven working days.

The outcome of each enquiry will be confirmed via email. You should expect to receive an outcome as follows:

- **Clerical re-check** – Within 20 days of OCR receiving the request.

- **Post-results review without report** – Within four to six weeks of OCR receiving the request.

- **Post-results review with report** – Within four to six weeks of OCR receiving the request.

- **Post-results review of moderation** – 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.

## Cancelling enquiries about results

Once you have submitted an enquiry about results, if you wish to cancel it, you should email us at vqresult.enquiries@ocr.org.uk. We will then contact you to confirm whether or not your request has been accepted. If a post-results review has already begun, an enquiry cannot be cancelled. If a cancellation is accepted, a cancellation fee of 50% of the original fee will be applied.

## Fees

There is no charge for a clerical re-check. The fees associated with the post-results review services are provided in the OCR Fees List. Centres will only be charged if a grade does not change. Where the subject grade changes as a consequence of the enquiry, no fee will be charged. If a cancellation is accepted (if the post-results review has not already begun), a cancellation fee of 50% of the original fee will be applied.

## Appeals

If you still have concerns following the outcome of an enquiry about results, 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 Team at appeals@ocr.org.uk. More information about appeals can be found in the OCR *Appeals Processes in Vocational Qualifications – A Guide for Centres*.

# 10 Entry Codes

All of the following qualifications are currently accredited by Ofqual until 31 August 2018 (end certification date 31 August 2020). Entries must be made for each unit individually. **It is not possible to make full award entries.** Once the unit or units have been achieved, a full qualification will be awarded automatically.

## 10.1 English

Each of the English qualifications consists of three units (Speaking, Listening and Communication (SLC); Reading; and Writing). Candidates can combine units from any level to make up a whole qualification; however, they will be awarded the qualification at the lowest level of achievement.

| Code | A2C entry code | Description | Reference |
|---|---|---|---|
| **Entry Level Awards** | | | |
| **09495** | **n/a** | **OCR Functional Skills qualification in English at Entry 1** | **500/9085/9** |
| Unit 1 | 949501 | Speaking, Listening and Communication | n/a |
| Unit 2 | 949502 | Reading | n/a |
| Unit 3 | 949503 | Writing | n/a |
| | | | |
| **09496** | **n/a** | **OCR Functional Skills qualification in English at Entry 2** | **500/9086/0** |
| Unit 1 | 949601 | Speaking, Listening and Communication | n/a |
| Unit 2 | 949602 | Reading | n/a |
| Unit 3 | 949603 | Writing | n/a |
| | | | |
| **09497** | **n/a** | **OCR Functional Skills qualification in English at Entry 3** | **500/9197/9** |
| Unit 1 | 949701 | Speaking, Listening and Communication | n/a |
| Unit 2 | 949702 | Reading | n/a |
| Unit 3 | 949703 | Writing | n/a |
| | | | |
| **Level 1 Award** | | | |
| **09498** | **n/a** | **OCR Functional Skills qualification in English at Level 1** | **500/9111/6** |
| Unit 1 | 949801 | Speaking, Listening and Communication | n/a |
| Unit 2 | 949802 | Reading | n/a |
| Unit 3 | 949803 | Writing | n/a |
| | | | |
| **Level 2 Award** | | | |
| **09499** | **n/a** | **OCR Functional Skills qualification in English at Level 2** | **500/8963/8** |
| Unit 1 | 949901 | Speaking, Listening and Communication | n/a |
| Unit 2 | 949902 | Reading | n/a |
| Unit 3 | 949903 | Writing | n/a |

# 10.2 ICT

| Code | A2C entry code | Description | Reference |
|---|---|---|---|
| **Entry Level Awards** | | | |
| **09873** | **n/a** | **OCR Functional Skills qualification in information and communication technology (ICT) at Entry 1** | **500/8503/7** |
| Unit 1 | 987301 | OCR Functional Skills qualification in information and communication technology (ICT) at Entry 1 | J/601/2292 |
| | | | |
| **09874** | **n/a** | **OCR Functional Skills qualification in information and communication technology (ICT) at Entry 2** | **500/8502/5** |
| Unit 1 | 987401 | OCR Functional Skills qualification in information and communication technology (ICT) at Entry 2 | R/601/2344 |
| | | | |
| **09875** | **n/a** | **OCR Functional Skills qualification in information and communication technology (ICT) at Entry 3** | **500/8473/2** |
| Unit 1 | 987501 | OCR Functional Skills qualification in information and communication technology (ICT) at Entry 3 | L/601/2343 |
| | | | |
| **Level 1 Award** | | | |
| **09876** | **n/a** | **OCR Functional Skills qualification in information and communication technology (ICT) at Level 1** | **500/8505/0** |
| Unit 1 | 987601 | OCR Functional Skills qualification in information and communication technology (ICT) at Level 1 | M/601/2349 |
| | | | |
| **Level 2 Award** | | | |
| **09877** | **n/a** | **OCR Functional Skills qualification in information and communication technology (ICT) at Level 2** | **500/8509/8** |
| Unit 1 | 987701 | OCR Functional Skills qualification in information and communication technology (ICT) at Level 2 | K/601/2284 |

# 10.3 Mathematics

| Code | A2C entry code | Description | Reference |
|---|---|---|---|
| **Entry Level Awards** | | | |
| **09862** | **n/a** | **OCR Functional Skills qualification in mathematics at Entry 1** | **500/8496/3** |
| Unit 1 | 986201 | OCR Functional Skills qualification in mathematics at Entry 1 | H/601/2347 |
| | | | |
| **09863** | **n/a** | **OCR Functional Skills qualification in mathematics at Entry 2** | **500/8497/5** |
| Unit 1 | 986301 | OCR Functional Skills qualification in mathematics at Entry 2 | D/601/2346 |
| | | | |
| **09864** | **n/a** | **OCR Functional Skills qualification in mathematics at Entry 3** | **500/8498/7** |
| Unit 1 | 986401 | OCR Functional Skills qualification in mathematics at Entry 3 | Y/601/2345 |
| | | | |
| **Level 1 Award** | | | |
| **09865** | **n/a** | **OCR Functional Skills qualification in mathematics at Level 1** | **500/8910/9** |
| Unit 1 | 986501 | OCR Functional Skills qualification in mathematics at Level 1 | K/601/2348 |
| | | | |
| **Level 2 Award** | | | |
| **09866** | **n/a** | **OCR Functional Skills qualification in mathematics at Level 2** | **500/8908/0** |
| Unit 1 | 986601 | OCR Functional Skills qualification in mathematics at Level 2 | T/601/2286 |

# 11 Reference

## 11.1 Glossary

| A2C | An electronic method of transmitting entry and results data to and from OCR using EDI (electronic data interchange) files. |
|---|---|
| Annual | Internally assessed units take place on demand, at any time; they do not happen within a series. Therefore, within Interchange and the basedata, they are referred to as having an 'annual' series. |
| Basedata | Examination data, which is used to process entries and results using A2C. Designed to be electronically imported into a centre's administration software. Includes the specification codes, entry codes and timetables. Basedata is series specific and needs to be refreshed for each series. |
| Centre approval | To offer OCR qualifications, you must first gain approval from OCR. Approval needs to be obtained for each suite of qualifications and you will only be able to enter candidates for the qualifications that you are approved to offer. |
| English components/units | Functional Skills qualifications in English assess skills, knowledge and a problem-solving approach to Speaking, Listening and Communication, Reading and Writing. These are referred to as units or components. (Candidates need to pass all three units.) OCR uses the term 'units'; other organisations may use the term 'component'. |
| Enquiry about results | A post-results service available from OCR. |
| Examiner-moderator | An examiner-moderator will review the centre assessment of candidates' work in accordance with the agreed assessment criteria. |
| 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. |
| Exemption | In Functional Skills English, candidates who are unable to access part of the assessment, even after exploring all possibilities through reasonable adjustments, may be eligible for an exemption and an award based on the parts of the assessment they have taken. |
| Head of Centre | This is the most senior officer in the organisation, e.g. the Headteacher or Principal of a school/college. The Head of Centre accepts full responsibility for the correct administration and conduct of OCR exams. |
| Interchange | OCR's secure extranet, which allows centres to make entries and claims and view achievements. |
| 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. |
| On demand | Paper-based tests take place on demand, at any time; they do not happen within a series. However, since the model is slightly different to internally assessed units, to distinguish them, they are referred to as 'on demand' within Interchange and the basedata. |
| Script | Once a question paper has been completed by a candidate, it is referred to as a script. |
| Session | A period in a day in which an examination may take place, i.e. am or pm. |

| UCI (unique candidate identifier) | Unique 13-character code allocated to a candidate by a centre that must accompany a candidate's entry if centres wish to receive internally assessed and full award Functional Skills results via A2C. Examination administration software packages will usually be able to generate UCIs. |
|---|---|
| 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. |

## 11.2  Documents referred to in the text

The following documents are referred to within the *Admin Guide*. Additional copies can be downloaded from the relevant website.

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 and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments*

JCQ *General Regulations for Approved Centres*

JCQ *Instructions for conducting coursework*

JCQ *Instructions for conducting examinations*

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

OCR Fees List

OCR *Instructions for conducting OCR Functional Skills and Cambridge Progression Qualification examinations*

OCR *Malpractice Procedures – A Guide for Centres*

## 11.3  Useful websites

DfE (Department for Education) – www.education.gov.uk

EOA (Examination Officers' Association) – www.examofficers.org.uk

Interchange – https://interchange.ocr.org.uk

JCQ (Joint Council for Qualifications) – www.jcq.org.uk

LRS (Learning Records Service) – www.learningrecordsservice.org.uk

National Apprenticeship Service – www.apprenticeships.org.uk

OCR (Oxford Cambridge and RSA Examinations) – www.ocr.org.uk

Ofqual (Office of Qualifications and Examinations Regulation) – www.ofqual.gov.uk

Ofqual Register of Regulated Qualifications – http://register.ofqual.gov.uk

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