



## NOTICE TO CENTRES

FAO: Exams Officer/Centre Coordinator for verified qualifications

Date: December 2013

Subject: Recording documents for OCR's verified qualifications

### **GENERIC RECORDING DOCUMENTS LAUNCHED FOR VERIFIED QUALIFICATIONS**

Following a review of the forms we provide to help centres track and record the assessment process for verified qualifications, we have decided to introduce generic recording documents for all verified qualifications.

This replaces the previous system of 'customised' recording forms for specific qualifications.

The following generic forms have been made available in Word format as separate files. These are available in the 'forms' section of each verified qualification's web page ([www.ocr.org.uk/qualifications](http://www.ocr.org.uk/qualifications)).

- RD01 Candidate profile
- RD02 Sample signatures of centre assessment team
- RD03 Record of unit achievement
- RD04 Index of evidence
- RD05 Record of assessment planning
- RD06 Record of assessment feedback
- RD07 Record of internal quality assurance feedback
- RD08 Record of witness/expert witness
- RD09 Record of observation/professional discussion/questioning
- RD10 Evidence record sheet
- RD11 Record of internal quality assurance.

Centres can either use these forms as they are, amend them to suit their particular situation, or devise their own forms. If centres amend the forms or devise their own they must ensure that these capture similar information to the OCR forms and are acceptable to the OCR External Verifier. The following forms (or forms that capture similar information) are mandatory: RD02, RD05, RD06, RD07, RD10 and RD11.

There may be some instances where specific qualifications require customised forms. These will be the exception and the need to use customised forms will be highlighted in the relevant qualification handbook.

If you have any queries about this notice, please call our Customer Contact Centre on 024 76 851509. OCR External Verifiers are also able to answer queries on this notice.