

Key Dates and Timetables: **2013/14**

CAMBRIDGE AWARDS/CERTIFICATES IN ENGLISH AND
MATHEMATICS (CAMBRIDGE PROGRESSION)

CAMBRIDGE TECHNICALS

ESSENTIAL SKILLS WALES

FUNCTIONAL SKILLS

OCR NATIONALS

VOCATIONAL QUALIFICATIONS – INCLUDING TEXT PROCESSING,
TEXT PROCESSING (BUSINESS PROFESSIONAL), YOUNG
ENTERPRISE, CERTIFICATE IN MANAGEMENT CONSULTING AND
CERTIFICATES IN PROFESSIONAL COMPETENCE (CPC)



Paper-based and on-screen tests

Entries for paper-based tests should be made by the following entry deadlines. Entries for on-screen tests are made via the computer-based test system. Once entries have been made for a series, assessments must take place during a five-day testing window.

Series	Entry window opens (paper-based only)	Entry deadline (paper-based only)	Testing window (paper-based and on-screen tests)	Results issued (paper-based and on-screen tests)
October 2013	23 September 2013	4 October 2013	21–25 October 2013	22 November 2013
November 2013	21 October 2013	1 November 2013	18–22 November 2013	20 December 2013
December 2013	11 November 2013	22 November 2013	9–13 December 2013	17 January 2014
January 2014	9 December 2013	3 January 2014	20–24 January 2014	21 February 2014
February 2014	27 January 2013	7 February 2014	24–28 February 2014	28 March 2014
March 2014	24 February 2014	7 March 2014	24–28 March 2014	25 April 2014
April 2014	24 March 2014	4 April 2014	28 April–2 May 2014	30 May 2014
May 2014	18 April 2014	2 May 2014	19–23 May 2014	20 June 2014
June 2014	19 May 2014	30 May 2014	16–20 June 2014	18 July 2014
July 2014	16 June 2014	27 June 2014	14–18 July 2014	15 August 2014
August 2014	21 July 2014	1 August 2014	18–22 August 2014	19 September 2014

Internally-assessed

Candidates can be entered for internally assessed Cambridge Awards 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.

You should expect to receive hard copy results up to 21 working days after submitting your work to the examiner-moderator. Results will also be available via Interchange.

Entry deadlines

There are no specific entry deadlines for Cambridge Technicals. However, you must ensure that all entries (including top-up and move down entries) that you want to claim for are made **at least four weeks before a planned moderation visit**. Candidates should be entered for either the full award **or** individual units.

Assessment and Moderation

Assessment and moderation can take place at any time. All of the units in each of the Cambridge Technicals qualifications are **centre assessed**. Candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR Visiting Moderator.

The OCR Visiting Moderator will contact you to provisionally agree mutually convenient dates for their visits.

In order to receive results in time for university entrance or to coincide with the GCSE results release, moderation visits should be booked by 15 May to ensure the visit is completed by 30 June. Please note that your moderation visit cannot take place between 18 and 31 August 2014.

Claims

When you are ready to submit candidates' work for external moderation, you should make a claim for each candidate; this must be done via Interchange.

You must ensure that all entries (including top-up and move down entries) are made **at least four weeks** before a planned moderation visit.

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

Results

Once visiting moderation has taken place and the OCR Visiting Moderator has confirmed your candidates' claims, we will issue electronic results and a hard copy certification report.

Results will appear on Interchange as and when results are processed. Results are issued via A2C on a monthly basis, as shown below.

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



Entry deadlines

Entry Level

Candidates can be entered for Essential Skills Wales on an ongoing basis – there are no specific entry deadlines and entries are processed within 24 to 48 hours.

Levels 1–3

Candidates can be entered for Essential Skills Wales on an ongoing basis – there are no specific entry deadlines and entries are processed within 24 to 48 hours. However, for candidates who require their Essential Skills Wales results in time for submission of the results for the Welsh Baccalaureate, it is recommended that centres with accredited centre status (ACS) plan and request the moderation visit before the end of May. For centres without accredited centre status (also known as non-ACS centres) the moderation visit should be planned and requested no later than mid-May.

Assessment date/window

Entry Level

These qualifications are on-demand, portfolio-based qualifications, which can take place at any time at a centre's request. OCR-set tasks are assessed in the centre and the candidates' work is then sent by post to be moderated by an OCR examiner-moderator.

You should submit a claim at least two weeks before you expect the examiner-moderator to review your candidates' work. (Certificates will be issued 35 days after submitting your candidate work to the examiner-moderator.)

Levels 1–3

Essential Skills Wales qualifications at Levels 1–3 are centre assessed. This means that candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR visiting moderator. Assessment and moderation can take place at any time.

Once you have made your qualification entries, we will allocate a visiting moderator to your centre. The OCR visiting moderator will contact you to provisionally agree mutually convenient dates for their visit.

Results

Results for all levels (Entry and Levels 1–3) will appear on Interchange as and when results are processed and Interchange will always show the most up-to-date results information.



Important information:

OCR assessors are not available to conduct any assessment between **18 and 31 August 2014**.



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

There are no specific entry deadlines for Functional Skills paper-based on-demand tests. This means that centres can enter for tests at any time. Once entries have been made, 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.

You should expect to receive hard copy results up to 20 working days after submitting your work to the examiner. Results will also be available via Interchange, and could be available in as little as 15 days.

On-screen tests (Levels 1 & 2 Maths, English Reading and Writing)

Centres can schedule on-screen Functional Skills tests to run at a time that suits their needs and the needs of their candidates. Candidate entries are made via the computer-based test (CBT) system.

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

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 centres greater flexibility in scheduling and faster turnaround in results. There is no restriction on scheduling tests in advance, allowing Centres greater control over managing their exam sittings. Results will be available to view electronically on the 'Results' tab of the SecureAssess administration website and via Interchange, within as little as 12 days of the test being taken.

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.

A hard copy results report will be sent out up to 20 working days after submitting your work to the examiner-moderator. Results will also be available via Interchange.



Entry deadlines

The last date to make entries for OCR Nationals was 31 August 2012. It is no longer possible to make entries for OCR Nationals qualifications, except top-up entries. Please see the [OCR Admin Guide](#) for further details.

Top-up entries must be made at least four weeks before a planned moderation visit.

Assessment date/window

All of the units in each of the OCR Nationals qualifications are **centre assessed**. This means that candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR visiting moderator. **Assessment and moderation can take place at any time.**



Helpful reminder:

If candidates require their OCR Nationals results in time for university entrance or to coincide with the GCSE results release, we strongly recommend that you book your moderation visit by 15 May so that the visit takes place no later than 30 June.



Important information:

OCR assessors are not available to conduct any assessment between **18 and 31 August 2014**.

Results

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

Results will appear on **Interchange** as and when results are processed and Interchange will always show the most up-to-date results information. **A2C** results are issued on a monthly basis, as shown below:

Results issued between	A2C results issue date
1–31 October 2013	8 November 2013
1–30 November 2013	6 December 2013
1–31 December 2013	10 January 2014
1–31 January 2014	7 February 2014
1–28 February 2014	7 March 2014
1–31 March 2014	4 April 2014
1–30 April 2014	9 May 2014
1–31 May 2014	6 June 2014
1–30 June 2014	4 July 2014
1–31 July 2014	8 August 2014
1–31 August 2014	5 September 2014
1–30 September 2014	3 October 2014
1–31 October 2014	7 November 2014
1–30 November 2014	5 December 2014
1–31 December 2014	9 January 2015



Entries

Candidates can be entered for **moderated** or **verified qualifications/units** on an ongoing basis – there are no specific entry deadlines and entries are processed within 24 to 48 hours. However, if your qualification requires assessment materials to be sent to you (please see the relevant centre handbook for details), please allow the following time between making your entries and the first intended assessment.

- **Named entries** – Five working days.
- **Unnamed entries** – Ten working days.

Assessment

Remote/moderated assessments – These qualifications are on-demand qualifications, which can take place at any time at a centre's request. This means that candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR visiting moderator. Once the assessment is complete, you need to make a claim via Interchange in order to obtain the certification. The candidate work is then sent by post, email or accessed through an electronic portfolio (depending on the qualification), to be moderated or examined remotely by an OCR

examiner moderator. Once the examiner moderator has processed the claim, certificates are generated automatically.

Verified assessments – This means that candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR visiting verifier. Once you have made your entries, we will allocate an external verifier to your centre. The external verifier will contact you to plan and confirm arrangements for each visit.

Results

Remote/moderated assessments – You should expect to receive your certificates 21 working days after submitting your work to the examiner-moderator.

Verified assessments – You should expect to receive your certificates six to ten working days after the claim has been finalised by the external verifier.

Please note that OCR assessors are not available to conduct any assessment between 18 and 31 August 2014.

On-demand qualifications

Centres can enter candidates, schedule tests and receive results at any time - there are no specific deadlines for on-demand qualifications. However, please note that **OCR assessors are not available to conduct any assessment between 18 and 31 August 2014.**

Paper-based exams and e-tests

Entries for OCR paper-based **timetabled exams** and **exams that take place in a testing window** must be made by the relevant entry deadlines.

See next page for entry deadlines, assessment timetables and results release dates.



Important information:

OCR assessors are not available to conduct any assessment between **18 and 31 August 2014.**



Qualification	Series	Entry deadline/window	Test date/window	Results
Text Processing (Business Professional) Please see Section 9.1 of the <i>OCR Admin guide: Vocational qualifications 2013/14</i> for details of which units are available in each testing window.	October–November 2013	16 September–8 November 2013	14 October–29 November 2013	For Text Processing, the issuing of results may take longer than the usual 21 days (after submitting your work to the examiner-moderator). This is because the issuing of results is dependent on an adequate volume of scripts being received by OCR for quality assurance purposes.
	January–March 2014	2 January–28 February 2014	27 January–21 March 2014	
	January–May 2014	2 January–11 April 2014	27 January–2 May 2014	
	May–June 2014	7 April–6 June 2014	6 May–27 June 2014	
	May–August 2014	7 April–18 July 2014	6 May–8 August 2014	
Text Processing (Business Professional) Shorthand Speed Skills units	November 2013	16 September–18 October 2013	7 November 2013	10 January 2014
	March 2014	2 January–14 February 2014	6 March 2014	24 April 2014
	May 2014	7 April–2 May 2014	22 May 2014	11 July 2014
Young Enterprise	May 2014	2 September 2013–11 April 2014	6 May 2014	27 June 2014



Level 4 Certificate in Management Consulting (10331)

Qualification	Series	Qualification entry deadline/window	Test entry deadline/window	Test date/window	Results
Unit 1: Understanding industry sectors and the drivers which impact them	January 2014	18 November 2013	26 Nov 2013–3 Jan 2014	20 January 2014	7 March 2014
	June 2014	16 April 2014	28 Apr–30 May 2014	16 June 2014	1 August 2014
Unit 2: Analysing financial statements and reports	January 2014	18 November 2013	26 Nov 2013–3 Jan 2014	21 January 2014	7 March 2014
	June 2014	16 April 2014	28 Apr–30 May 2014	17 June 2014	1 August 2014
Unit 3: Understanding the management consulting industry	January 2014	18 November 2013	26 Nov 2013–3 Jan 2014	20 January 2014	7 March 2014
	June 2014	16 April 2014	28 Apr–30 May 2014	16 June 2014	1 August 2014
Unit 4: Business Environment	January 2014	18 November 2013	26 Nov 2013–3 Jan 2014	22 January 2014	7 March 2014
	June 2014	16 April 2014	28 Apr–30 May 2014	18 June 2014	1 August 2014
Unit 5: Business environment, structure and governance	January 2014	18 November 2013	26 Nov 2013–3 Jan 2014	20 January 2014	7 March 2014
	June 2014	16 April 2014	28 Apr–30 May 2014	16 June 2014	1 August 2014



CERTIFICATES OF PROFESSIONAL COMPETENCE

Unless stated otherwise, entries for all new CPC qualifications and legacy International units must be made online, via Interchange, using the web-based named form.

Qualification	Series	Test entry deadline/window	Test date	Results
05610 – Legacy Unit 6: Managing International Road Haulage Transport Operations	September 2013	22 Jul–16 Aug 2013	6 September 2013	18 October 2013
	December 2013	21 Oct–15 Nov 2013	6 December 2013	17 January 2014
05643 – Legacy Unit 7: Managing International Road Passenger Transport Operations	December 2013	21 Oct–15 Nov 2013	6 December 2013	17 January 2014
05680 – Unit R1: Certificate of Professional Competence (Road Haulage) (multiple choice)	September 2013	22 Jul–16 Aug 2013	6 September 2013	27 September 2013
	December 2013	21 Oct–15 Nov 2013	6 December 2013	6 January 2014
	March 2014	20 Jan–14 Feb 2014	7 March 2014	28 March 2014
05677 – Unit P1: Certificate of Professional Competence (Passenger Transport) (multiple choice)	June 2014	24 Apr–23 May 2014	13 June 2014	4 July 2014
05689 – Unit R2: Certificate of Professional Competence (Road Haulage) (case study)	September 2013	22 Jul–16 Aug 2013	6 September 2013	18 October 2013
	December 2013	21 Oct–15 Nov 2013	6 December 2013	17 January 2014
	March 2014	20 Jan–14 Feb 2014	7 March 2014	17 April 2014
05678 – Unit P2: Certificate of Professional Competence (Passenger Transport) (case study)	June 2014	24 Apr–23 May 2014	13 June 2014	25 July 2014





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