

Key Dates and Timetables: **2015/16**

CAMBRIDGE PROGRESSION IN ENGLISH AND MATHEMATICS

CAMBRIDGE TECHNICALS

FUNCTIONAL SKILLS

TEXT PROCESSING (BUSINESS PROFESSIONAL)

CERTIFICATE IN MANAGEMENT CONSULTING

CERTIFICATES IN PROFESSIONAL COMPETENCE

OTHER VOCATIONAL QUALIFICATIONS

CAMBRIDGE PROGRESSION IN ENGLISH AND MATHEMATICS

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)
September 2015	24 August 2015	4 September 2015	21–25 September 2015	23 October 2015
October 2015	21 September 2015	2 October 2015	19–23 October 2015	20 November 2015
November 2015	19 October 2015	30 October 2015	16–20 November 2015	18 December 2015
December 2015	09 November 2015	20 November 2015	7–11 December 2015	15 January 2016
January 2016	07 December 2015	4 January 2016	18–22 January 2016	19 February 2016
February 2016	18 January 2016	29 January 2016	15–19 February 2016	18 March 2016
March 2016	15 February 2016	26 February 2016	14–18 March 2016	15 April 2016
April 2016	24 March 2016	8 April 2016	25–29 April 2016	27 May 2016
May 2016	25 April 2016	6 May 2016	23–27 May 2016	24 June 2016
June 2016	23 May 2016	3 June 2016	20–24 June 2016	22 July 2016
June 2016	20 June 2016	1 July 2016	18–22 July 2016	19 August 2016
August 2016	25 July 2016	5 August 2016	22–26 August 2016	23 September 2016

On-screen tests on-demand

Some units are available for on-screen testing on-demand, with testing taking place at a time that suits your needs and the needs of your candidates. Results will be available to view electronically on the 'Results' tab of the Secure Assess administration website and via Interchange in as little as two working days of the test being taken.

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 1 June to ensure the visit is completed by 10 July. Please note that your moderation visit cannot take place between 18 and 31 August.

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
1–30 September 2015	9 October 2015
1–31 October 2015	6 November 2015
1–30 November 2015	4 December 2015
1–31 December 2015	8 January 2016
1–31 January 2016	5 February 2016
1–28 February 2016	4 March 2016
1–31 March 2016	8 April 2016
1–30 April 2016	6 May 2016
1–31 May 2016	3 June 2016
1–30 June 2016	8 July 2016
1–31 July 2016	5 August 2016
1–31 August 2016	9 September 2016

*Cambridge Technicals for Engineering

In addition to moderated units, Cambridge Technicals for Engineering are made up of timetabled exams. See the next page for details of entry deadlines, test dates and results issue dates.

June 2016 series timetabled tests

Before entering a learner for a Cambridge Technicals in Engineering examination, you need to first make a 'qualification entry'. There are no specific deadlines for making a qualification entry but they should be made before the test entry deadline of the learner's first exam series (or at least four weeks before a planned moderation visit).

Once you have made a qualification entry, you need to make a 'test unit entry' by the deadline below. Late entry fees may apply to test unit entries made after the deadline.

Qualification		Test date	Test entry window	Results	
				Restricted release to centres only	Release to candidates
Unit 1	Mathematics for engineering	16 May PM	7–21 March 2016	17 August 2016	18 August 2016
Unit 2	Science for engineering	19 May PM			
Unit 3	Principles of mechanical engineering	23 May PM			
Unit 4	Principles of electrical and electronic engineering	24 May PM			
Unit 23	Applied mathematics for engineering	25 May PM			



FUNCTIONAL SKILLS

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, no matter how you made your entry 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. This allows 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. Candidate entries are made via the computer-based test (CBT) system.

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.

A2C results dates A2C results are issued on a monthly basis, as shown below.	A2C results issue date
1–30 September 2015	9 October 2015
1–31 October 2015	6 November 2015
1–30 November 2015	4 December 2015
1–31 December 2015	8 January 2016
1–31 January 2016	5 February 2016
1–28 February 2016	4 March 2016
1–31 March 2016	8 April 2016
1–30 April 2016	6 May 2016
1–31 May 2016	3 June 2016
1–30 June 2016	8 July 2016
1–31 July 2016	5 August 2016
1–31 August 2016	9 September 2016



TEXT PROCESSING (BUSINESS PROFESSIONAL)

OCR Text Processing (Business Professional) are paper-based **timetabled exams** and **exams that take place in a testing window**. Entries must be made by the relevant entry deadlines. Results issue 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 number of scripts being received by OCR for quality assurance purposes.

AUTUMN 2015

Dates	Unit	Title
Entry window: 14 Sep–6 Nov 2015	06976	Audio-Transcription Level 2
	06968 06977	Business Presentations Level 1 Business Presentations Level 2
Test window: 12 Oct–27 Nov 2015	06969	Computer Keyboard Skills Level 1
	06978 03934	Document Presentation Level 2 Document Presentation Level 3
	06970	Legal Text Processing Level 1
	06971 06994	Mailmerge Level 1 Mailmerge Level 2
	06965 06973 06998 03937	Speed Keying Entry Level 3 Speed Keying Level 1 Speed Keying Level 2 Speed Keying Level 3
	06964 06966 06975 03932	Text Production Entry Level 3 Text Production Level 1 Text Production Level 2 Text Production Level 3
	06974 06999 03938	Word Processing Level 1 Word Processing Level 2 Word Processing Level 3

SPRING 2016

Dates	Unit	Title
Entry window: 28 Jan–9 Feb 2016	06972 06997 03936	Shorthand Speed Skills Level 1 Shorthand Speed Skills Level 2 Shorthand Speed Skills Level 3
Test date: 3 March 2016		
Results issue: 22 April 2016		
Entry window: 4 Jan–26 Feb 2016	06967 03933	Audio-Transcription Level 1 Audio-Transcription Level 3
	06996	Medical Word Processing Level 2
Test window: 25 Jan–18 Mar 2016		
Entry window: 4 Jan–8 Apr 2016	06976	Audio-Transcription Level 2
	06968 06977	Business Presentations Level 1 Business Presentations Level 2
Test window: 25 Jan–29 Apr 2016	06969	Computer Keyboard Skills Level 1
	06978 03934	Document Presentation Level 2 Document Presentation Level 3
	06970	Legal Text Processing Level 1
	06971 06994	Mailmerge Level 1 Mailmerge Level 2
	06965 06973 06998 03937	Speed Keying Entry Level 3 Speed Keying Level 1 Speed Keying Level 2 Speed Keying Level 3
	06964 06966 06975 03932	Text Production Entry Level 3 Text Production Level 1 Text Production Level 2 Text Production Level 3
	06974 06999 03938	Word Processing Level 1 Word Processing Level 2 Word Processing Level 3

SUMMER 2016

Dates	Unit	Title
Entry window: 5 Apr–28 Apr 2016	06972 06997 03936	Shorthand Speed Skills Level 1 Shorthand Speed Skills Level 2 Shorthand Speed Skills Level 3
Test date: 19 May 2016		
Results issue: 11 July 2016		
Entry window: 5 Apr–3 Jun 2016	06967 03933	Audio-Transcription Level 1 Audio-Transcription Level 3
	03935	Legal Word Processing Level 3
Test window: 3 May–24 Jun 2016	06995 06996	Medical Audio-Transcription Level 2 Medical Word Processing Level 2
Entry window: 5 Apr–15 Jul 2016	06976	Audio-Transcription Level 2
	06968 06977	Business Presentations Level 1 Business Presentations Level 2
Test window: 3 May–5 Aug 2016	06969	Computer Keyboard Skills Level 1
	06978 03934	Document Presentation Level 2 Document Presentation Level 3
	06970 06980	Legal Text Processing Level 1 Legal Audio-Transcription Level 2
	06971 06994	Mailmerge Level 1 Mailmerge Level 2
	06965 06973 06998 03937	Speed Keying Entry Level 3 Speed Keying Level 1 Speed Keying Level 2 Speed Keying Level 3
	06964 06966 06975 03932	Text Production Entry Level 3 Text Production Level 1 Text Production Level 2 Text Production Level 3
	00003 00004 00005 00007	Text Production - Screen Reader Entry Level 3 Text Production - Screen Reader Level 1 Text Production - Screen Reader Level 2 Text Production - Screen Reader Level 3
	06974 06999 03938	Word Processing Level 1 Word Processing Level 2 Word Processing Level 3



CERTIFICATE IN MANAGEMENT CONSULTING

Level 4 Certificate in Management Consulting (10331)

Centres make qualification entries via Interchange by the qualification entry deadline below. Once you've made qualification entries, approximately six weeks before each relevant test entry deadline, test entry forms will be sent to you. These should be completed and returned by the test entry deadline below.

January series

Qualification		Test date	Test entry window	Qualification entry deadline/window	Results
Unit 1	Understanding industry sectors and the drivers which impact them	18 January 2016	26 Nov–24 Dec 2015	16 November 2015	4 March 2016
Unit 2	Analysing financial statements and reports	19 January 2016			
Unit 3	Understanding the management consulting industry	18 January 2016			
Unit 4	Business Environment	20 January 2016			
Unit 5	Business environment, structure and governance	18 January 2016			

June series

Qualification		Test date	Test entry window	Qualification entry deadline/window	Results
Unit 1	Understanding industry sectors and the drivers which impact them	13 June 2016	27 Apr–26 May 2016	15 April 2016	29 July 2016
Unit 2	Analysing financial statements and reports	14 June 2016			
Unit 3	Understanding the management consulting industry	13 June 2016			
Unit 4	Business Environment	15 June 2016			
Unit 5	Business environment, structure and governance	13 June 2016			

CERTIFICATES OF PROFESSIONAL COMPETENCE

Paper-based tests

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

Qualification	Series	Test entry window	Test date	Results
05680 – Unit R1: Certificate of Professional Competence (Road Haulage) (multiple choice)				
05677 – Unit P1: Certificate of Professional Competence (Passenger Transport) (multiple choice)	September 2015	3–28 August	18 September 2015	30 October
	December 2015	19 October–13 November	4 December 2015	22 January
	March 2016	18 January–12 February	4 March 2016	15 April
05689 – Unit R2: Certificate of Professional Competence (Road Haulage) (case study)	June 2016	3–27 May	17 June 2016	29 July
05678 – Unit P2: Certificate of Professional Competence (Passenger Transport) (case study)				

On-screen tests on-demand

The multiple choice units are available for on-screen testing on-demand, with testing taking place at a time that suits your needs and the needs of your candidates. Results will be available to view electronically on the 'Results' tab of the SecureAssess administration website as soon as the tests have been completed.

OTHER VOCATIONAL QUALIFICATIONS

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.

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.

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



Important information:

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





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