

Erratum

OCR Admin Guide and Entry Codes: 14–19 Qualifications 2014/15

The OCR *Admin Guide and Entry Codes: 14–19 qualifications 2014/15* should have arrived in OCR centres registered for general qualifications during the week commencing 8 September 2014.

The online version is available to download at www.ocr.org.uk/admin-guides.

We have made some amendments as follows to this *Admin Guide*. We apologise for any inconvenience caused. This new version will be version number 1.2.

Key Dates Update

Assessment Year 2014/15: Pages ii, iii and 13

Please note that the key date for refunds for withdrawn entries for June 2015 for GCE, FSMQ, Principal Learning, Project and Level 3 Certificate has changed.

The last date for refunds for withdrawn entries for June 2015 for the above qualifications is now 21 April 2015.

Replacement pages of the assessment year 2014/15 and pages 13 and 14 are provided below – you may wish to update these in your hard copy *Admin Guide*.

If you have any queries about this notice, please contact the Customer Contact Centre on 01223 553998.

The Assessment Year 2014/15

This table shows the key dates of the assessment year month by month. **All deadline dates are important; please ensure they are met.** The statements in *italic* are included as helpful reminders.

	Date	Action
September		<i>Collect information on likely entries for January 2015 series and liaise with your SENCO for information on any access arrangements.</i>
	1	November 2014 basedata (EDI series code Ba14) available on the OCR website.
	10	Latest date for the receipt of priority copies of scripts by centres for June 2014 series.
	12	January 2015 basedata (EDI series code 1a15) available on the OCR website.
	20	Deadline for receipt of enquiries about results (other than Priority Service 2) for June 2014 series.
	20	Deadline for receipt of missing and incomplete results queries for June 2014 series.
	20	Deadline for late certification requests for June 2014 series.
	20	Deadline for applications for access arrangements involving modified question papers for November 2014 series.
	21	Earliest date non-priority scripts will be returned to centres for June 2014 series.
	21	Deadline for estimated entries for January 2015 series.
October	4	Deadline for the submission of non-priority script requests for June 2014 series.
	4	Deadline for final entries for November 2014 series.
	4	Deadline for applications for access arrangements for November 2014 series (other than modified question papers).
	4	Deadline for applications for access arrangements involving modified question papers for January 2015 series.
	5	Late November 2014 entries attract Stage 1 late entry fees.
	7	Deadline for requesting transferred candidate arrangements for November 2014 series.
	10	Deadline for estimated entries for June 2015 series.
	15	Deadline for GCSE, GCE and ELC Physical Education Special Activity Submission Forms to be sent to OCR.
	21	Deadline for final entries for January 2015 series.
	21	Deadline for applications for access arrangements for January 2015 series (other than modified question papers).
	21	Deadline for applications for transferring GCE credit from other specifications for June 2015 series.
	22	Late January 2015 entries attract Stage 1 late entry fees.
	31	Latest date for receipt of certificates by centres for June 2014 series.
November		<i>Check certification warning reports for January 2015 series and, using Interchange, check that candidate details are correct – send amendments electronically to OCR.</i>
	4 Nov – 12 Nov	NOVEMBER EXAMINATIONS Applications for special consideration must be made within 7 days of the examination.
	4	Last date for November 2014 entries to be withdrawn with refund of entry fees.
	5	November 2014 late entries and changes of tier attract Stage 2 late entry fees.
	5	Deadline for estimated grades to reach OCR for November 2014 series.
	5	Deadline for internally assessed marks for November 2014 series to reach OCR and the moderator.
	14	June 2015 basedata (EDI series codes 6a15 and 6b15) available on the OCR website.
	14	Latest date for the receipt of non-priority scripts by centres for June 2014 series.
	21	Last date for January 2015 entries to be withdrawn with refund of entry fees.
	21	Earliest date for the disposal of scripts by centres for June 2014 series.
	22	January 2015 late entries and changes of tier attract Stage 2 late entry fees.

	Date	Action
	30	Deadline for all replacement certificate requests for January 2014 series.
	30	Deadline for free replacement certificate requests for June 2014 series.
December		<i>Collect information on candidates who may need access arrangements for June 2015 series. Collect estimated grades for January 2015 units and qualifications. Finalise arrangements for internally assessed units and components.</i>
	1	Deadline for requesting transferred candidate arrangements for January 2015 series.
	5	Deadline for June 2015 GCE Music visit arrangement forms to be sent to OCR.
	31	Last date for withdrawing or amending November 2014 entries.
January	7 Jan – 16 Jan	JANUARY EXAMINATIONS Applications for special consideration must be made within 7 days of the examination.
	7	Restricted release of results via A2C and Interchange for November 2014 series.
	8	Release of results to candidates for November 2014 series.
	10	Deadline for estimated grades to reach OCR for January 2015 series.
	10	Deadline for internally assessed marks for January 2015 units or components to reach OCR and the moderator.
	14	Deadline for June 2015 GCE, GCSE and ELC PE, GCE Performing Arts and Performance Studies and GCSE Drama and Expressive Arts visit arrangement forms to be sent to OCR.
	31	Deadline for applications for access arrangements involving modified question papers for June 2015 series.
	31	Deadline for comments on November 2015 provisional exam timetable to be sent to the JCQ.
February		<i>Collect information for final entries for June 2015 series.</i>
	5	Deadline for receipt of enquiries about results for November 2014 series.
	5	Deadline for receipt of missing and incomplete results queries for November 2014 series.
	5	Deadline for late certification requests for November 2014 series.
	6	Earliest date non-priority scripts will be returned to centres for November 2014 series.
	21	Deadline for final entries for the June 2015 series.
	22	Late June 2015 entries attract Stage 1 late entry fees.
	26	Last date for withdrawing or amending January 2015 entries.
	28	Deadline for the submission of non-priority script requests for November 2014 series.
	28	Latest date for receipt of certificates by centres for November 2014 series.
March		<i>Check resit entry requirements.</i>
		<i>Enquiries about results for January 2015 series.</i>
	4	Restricted release of results via A2C and Interchange for January 2015 series.
	5	Release of results to candidates for January 2015 series.
	13	Advance Notice materials available on OCR website for GCE Science specifications for June 2015 series.
	13	Deadline for the submission of requests for priority copies of scripts (Advanced FSMQ, Level 3 Principal Learning and Level 3 Certificate) for January 2015 series.
	21	Deadline for applications for access arrangements for June 2015 series (other than modified question papers).
	21	Last date for entering June 2015 resit entries following the issue of the January 2015 results without incurring late entry fees.
	21	Deadline for applications for access arrangements involving modified question papers for June 2015 series for those candidates taking resits following the publication of January 2015 results.
	21	Last date for June 2015 entries for GCSE, Level 2 Award, Level 1/2 Certificate and Entry Level Certificate to be withdrawn with refund of entry fees.
	22	Late June 2015 entries and changes of tier attract Stage 2 late entry fees.
	30	Latest date for the receipt of priority copies of scripts by centres for January 2015 series.
	31	Deadline for free replacement certificate requests for November 2014 series.
	31	Deadline for GCE PE units G452 (with the exception of summer-only activities) and G454 marks to reach the OCR moderator.

	Date	Action
	31	Deadline for comments on January 2016 provisional exam timetable to be sent to OCR.
April		<i>Check certification warning reports for June 2015 series and, using Interchange, check that candidate details are correct – send amendments to OCR. Collect estimated grades for June 2015 units and qualifications.</i>
		<i>Finalise arrangements for internal assessments.</i>
	1	Deadline for June 2015 GCSE D&T visit arrangement forms to be sent to OCR.
	2	Latest date for the receipt of non-priority scripts by centres for November 2014 series.
	9	Deadline for receipt of enquiries about results for January 2015 series.
	9	Deadline for receipt of missing and incomplete results queries for January 2015 series.
	9	Deadline for late certification requests for January 2015 series.
	10	Earliest date non-priority scripts will be returned to centres for January 2015 series.
	13	Deadline for requesting transferred candidate arrangements for June 2015 series.
	16	Deadline for the submission of non-priority script requests for January 2015 series.
	21	Last date for June 2015 entries for GCE, FSMQ, Principal Learning, Project and Level 3 Certificate to be withdrawn with refund of entry fees.
	30	Deadline for all replacement certificate requests for June 2014 series.
	30	Deadline for comments on June 2016 provisional exam timetable to be sent to the JCQ.
May	11 May–24 Jun	JUNE EXAMINATIONS Applications for special consideration must be made within 7 days of the examination
	15	Deadline for estimated grades to reach OCR for June 2015 series.
	15	Deadline for GCE (excluding Art and Design), GCSE, ELC, Principal Learning and Project internally assessed marks for June 2015 series to reach OCR and the moderator.
	20	Latest date for the receipt of non-priority scripts by centres for January 2015 series.
	31	Latest date for receipt of certificates by centres for January 2015 series.
	31	Deadline for GCE Art and Design marks for June 2015 series to reach OCR and the moderator.
June	30	Deadline for free replacement certificate requests for January 2015 series.
August		<i>Enquiries about results for June 2015 series.</i>
		<i>Check resit requirements.</i>
	5	Last date for withdrawing or amending June 2015 entries for GCE, FSMQ, Principal Learning, Project and Level 3 Certificate.
	12	Last date for withdrawing or amending June 2015 entries for GCSE, Level 2 Award, Level 1/2 Certificate and ELC.
	12	Restricted release of results via A2C and Interchange for June 2015 GCE, FSMQ, Extended Project, Level 3 Principal Learning and Level 3 Certificate.
	13	Release of results to candidates for June 2015 GCE, FSMQ, Extended Project, Level 3 Principal Learning and Level 3 Certificate.
	19	Restricted release of results via A2C and Interchange for June 2015 GCSE, ELC, Project, Levels 1 and 2 Principal Learning, Level 2 Award and Level 1/2 Certificate.
	20	Release of results to candidates for June 2015 GCSE, ELC, Project, Levels 1 and 2 Principal Learning, Level 2 Award and Level 1/2 Certificate.
	21	Deadline for receipt of Priority Service 2 enquiries about results for June 2015 series.
	21	Deadline for the submission of requests for priority copies of scripts (GCE, Advanced FSMQ, Level 3 Principal Learning and Level 3 Certificate) for June 2015 series.
	31	Deadline for all replacement certificate requests for November 2014 series.
September	10	Latest date for the receipt of priority copies of scripts by centres for June 2015 series.
	20	Deadline for receipt of enquiries about results (other than Priority Service 2) for June 2015 series.
	20	Deadline for receipt of missing and incomplete results queries for June 2015 series.
	20	Deadline for late certification requests for June 2015 series.
	21	Earliest date non-priority scripts will be returned to centres for June 2015 series.

	Date	Action
October	4	Deadline for the submission of non-priority script requests for June 2015 series.
	31	Latest date for receipt of certificates by centres for June 2015 series.
November	13	Latest date for the receipt of non-priority scripts by centres for June 2015 series.
	30	Deadline for all replacement certificate requests for January 2015 series.
	30	Deadline for free replacement certificate requests for June 2015 series.

Late entry dates and charges

Submitting entries accurately and on time is critical to the successful delivery of OCR's services to centres, including the final production and delivery of results. Late entry fees are, therefore, applied in addition to the original entry fee, both to recover the costs associated with the additional processing requirements and to encourage centres to submit entries by the deadlines.

Late entry fees will be applied as follows (fees are provided in the [Fees List](#)).

Series	Entry deadline	Stage 1 late entry fees	Stage 2 late entry fees/ tier changes	Refunds for withdrawn entries available until
November 2014 (GCSE Maths, English and English Language) – Resits only	4 Oct	5 Oct–4 Nov	5 Nov onwards	4 Nov
January 2015 (Level 2 Award, Entry Level Certificate, FSMQ, Principal Learning, Project, Level 1/2 Certificate, Level 3 Certificate)	21 Oct	22 Oct–21 Nov	22 Nov onwards	21 Nov
June 2015 (GCSE, Level 2 Award, Level 1/2 Certificate, Entry Level Certificate)*	21 Feb	22 Feb–21 Mar	22 Mar onwards	21 Mar
June 2015 (GCE, FSMQ, Principal Learning, Project, Level 3 Certificate)*	21 Feb	22 Feb–21 Mar	22 Mar onwards	21 Apr



* Please note that the late entry dates for the June 2015 series are the same for all qualifications.

Refunding withdrawn entries

Withdrawals received up to the deadlines above will be refunded automatically.

Withdrawals received after this deadline will not be eligible for a refund. The only exceptions to this are candidates withdrawn on medical grounds or following bereavement – OCR will refund these entry fees if they are withdrawn up to one week before the results publication date (see [Section 11.2](#)). These cases must be supported by a medical certificate or, in the case of a bereaved or deceased candidate, a letter on centre-headed paper. To claim a refund, please forward the supporting documentation together with a copy of the invoice:

- By email to creditcontrol@cambridgeassessment.org.uk
- By post to OCR Sales Ordering, Finance Division, OCR, 1 Hills Road, Cambridge, CB1 2EU
- By fax to 01223 553048.

Querying a fees invoice

To query an invoice, please forward a copy of the invoice and supporting documentation to OCR Sales Ordering at the address above, quoting your centre number and invoice number in all correspondence.

3.6 What entry information is required?

Qualification details

Entries are made using a four-digit entry code and option codes (where needed). These details are provided in the Entry Codes section of this *Admin Guide*.

Candidates **must** be entered for the correct entry option. The option code can represent any of the following:

- **A legitimate or ‘true’ choice between papers** – For example, in GCSE History, each option determines which paper a candidate will take.
- **A choice between tiers** – For example, Foundation and Higher.
- **A choice between methods of moderation** – For many moderated units or externally marked speaking tests, the option specifies whether the work is uploaded electronically to the OCR Repository (see [Section 7.7](#)), submitted via post or, in some cases, moderated by a visiting moderator. For each of these units, all candidates’ work **must** be submitted using the **same entry option**.
- **A choice to carry forward a candidate’s result for a controlled assessment unit.**
- **A choice between languages** – For GCSE Latin only (see [Section 10](#)). This subject is offered in Welsh as well as English, and the option determines the language in which the candidate will take the assessment.

Example

You have ten candidates taking GCSE Citizenship Studies (J269). There are two internally assessed units:

- For the Rights and Responsibilities unit (A341), you choose to submit the work via the OCR Repository so make ten entries for A341A (component 01).
- For the Identity, Democracy and Justice unit (A344), you decide to submit the work via post so make ten entries for A344B (component 02).

You cannot have different submission methods within the same unit in the same series.

A candidate must not be entered for more than one option for a single assessment in the same series.