



## NOTICE TO CENTRES

FAO: Exams Officer

Date: September 2012

Subject: Cambridge Nationals

### Getting started with Cambridge Nationals

We are aware that you may be preparing to start delivering the new qualifications in September 2012. But before you get going, there are a couple of very important steps you need to take.

#### 1. Choose the right moderation method for you

For all moderated units, a choice of moderation methods is available:

- Moderation via the OCR Repository
- Postal moderation
- Visiting moderation.

To help you choose the right one, please read our **Administration Overview**, which is available to download from the OCR website at [www.ocr.org.uk/administration/documents/general.aspx](http://www.ocr.org.uk/administration/documents/general.aspx).

#### 2. Submit your estimated entries for 2013

It is **essential** that you make estimated entries for any of the Cambridge Nationals qualifications you are planning to deliver. Without these, **we will not be able to allocate a visiting moderator to your centre**. Please ensure you submit your estimated entries via Interchange by the deadlines below:

- January 2013 series – **21 September 2012**
- June 2013 series – **10 October 2012**

#### Coming soon: administrative guidance

We're working on a brand-new Admin Guide to help you administer Cambridge Nationals, and we'll let you know as soon as it's ready. In the meantime, please refer to the Administration Overview at [www.ocr.org.uk/administration/documents/general.aspx](http://www.ocr.org.uk/administration/documents/general.aspx). This contains further advice on how to get started, as well as a summary of the key dates for 2012/13.