

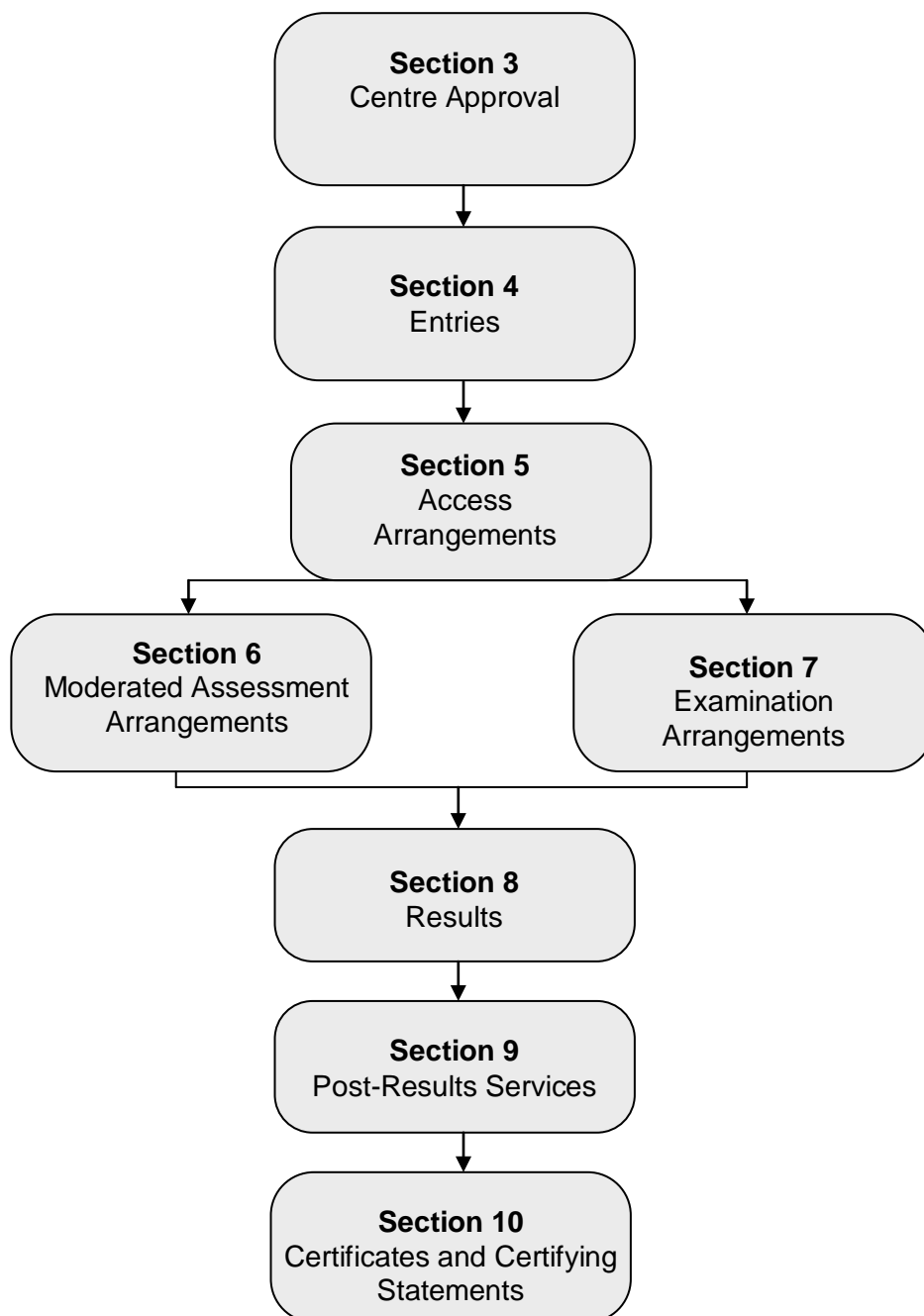
CAMBRIDGE NATIONALS

ADMIN GUIDE
2015/16



Overview of the *Admin Guide*

This document is structured in chronological order of activity for each examination series. Each box in the flow chart below corresponds to a section in this *Guide*.



Version Control

This page lists all changes to this *Admin Guide* since publication on the OCR website (www.ocr.org.uk/admin-guides). See [Section 1.2](#) for details of how we communicate any changes to centres.

Version number	Section	Page number	Details of change	Date changed
1.2	Entry codes	13	Update to rules of combination for J810	13/11/2015
1.1	5.2	26	Clarification regarding the automatic extension of access arrangements for vocational qualifications.	18/09/2015
1.0	1 st version published September 2015			

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1 Introduction

This *Admin Guide* is designed to assist exams officers and teachers with the administration of Cambridge Nationals. This document should be read in conjunction with the JCQ guidance.

1.1 What are Cambridge Nationals?

Cambridge Nationals were created in partnership and in consultation with students, teachers, education specialists and employers to ensure that they reflect the real world and prepare students for future study and the workplace. Aimed at 14- to 16-year-olds, the Cambridge Nationals are vocationally related qualifications that take an engaging, practical and inspiring approach to learning and assessment. They are industry-relevant and geared to key sector requirements, and they suit a broad range of learning styles and abilities.

Cambridge Nationals qualifications **follow many of the administrative processes of GCSEs and A Levels**, so centres which already offer these will be familiar with these processes.

1.2 Qualification structure

Each subject within Cambridge Nationals contains a number of qualifications, each building on the previous achievement. Please note that not all sizes of qualification are available in all subjects (see the Entry Codes section for details of available qualifications).

Qualification	Total guided learning hours (glh)	Qualifications of same level/ similar size
Award	60	1 GCSE Short Course
Certificate	120	1 GCSE
Diploma	240	1 GCSE Double Award

Cambridge Nationals qualifications are unitised, so you will need to make both unit and certification entries (see [Section 4](#)). Like GCSEs and A Levels, these qualifications are series-based. There is a November, January and June series.

1.3 Changes to this *Admin Guide*

The first version of this *Admin Guide* is v1.0, published online September 2015.

All qualifications within this *Guide* have an accreditation period assigned to them, which means that they have a start date and an end date. We publish a monthly guide to our vocational qualifications which are approaching last entry or last certification date within the next six months. It is important that centres check this document regularly for updates. The guide can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/key-dates-and-timetables).

If there are any subsequent changes to this *Admin Guide*, we will update the online version, available to download from the OCR website (www.ocr.org.uk/admin-guides). Any changes will be clearly identified on the *version control* page in the *Admin Guide* (online version only) and the version number will be updated accordingly in the footer. We will also notify centres of any updates to this *Admin Guide* in our monthly [Subject Information Update](#) email. These can also be found on the OCR website (www.ocr.org.uk/ocr-for/exams-officers/subject-information-updates).

Changes to this *Admin Guide* from last year include:

- Adding a 'contact us' table with all the email addresses included within the *Guide*
- Combining the preliminary, estimated and final entries sections into one 'entries' section ([Section 4](#))
- Splitting the information about special consideration and adding it to the internal assessment and examination arrangement sections, as relevant.

Please note: within each sub-section the first reference to a webpage provides a live link and the full URL address. Subsequent references within the same sub-section provide a live link to the website. Email addresses throughout this guide are always provided in full.

1.4 Obtaining further support and information

OCR website

The best way to obtain up-to-date information is via the OCR website (www.ocr.org.uk). The website includes essential support materials such as copies of specifications, specimen assessment materials and teacher support materials together with details about entries (including basedata), results and fees. New administrative and qualification information is added regularly.

Interchange

Interchange (<https://interchange.ocr.org.uk>) is a free, secure website that has been developed to help exams officers and teachers carry out day-to-day administrative functions online quickly and efficiently. The site supports every stage of the exam cycle – allowing you to make entries, submit internal assessment marks, view results, download controlled assessment, past papers and mark schemes, and apply for post-results services. It also provides links to allow you to request access arrangements, modified papers and special consideration. As [Interchange](#) is updated daily, it is always the place to view the most accurate information. In order to use [Interchange](#) for the first time, you just need to register your centre by returning the Interchange Agreement. This, together with a quick start guide, can be downloaded from the OCR website (www.ocr.org.uk/interchange).

OCR Customer Support Managers

Our Customer Support Managers are a dedicated team of staff covering England, Wales, and Northern Ireland. We are committed to supporting our centres and do this in a number of ways:

- **Network meetings for exams officers** – We attend as many of your local network meetings as possible bringing you all the latest news and information that will impact you in the Exams Office. If you would like us to attend your meeting then please get in touch by contacting networks@ocr.org.uk.

- **Network meetings for teachers** – We are running **free** regional network meetings for teachers of our specifications. Each event will give teachers the opportunity to hear the latest news, discuss teaching specifications and resources, talk to our subject experts and connect with other teachers of their subject. Our support networks will run each term and are designed to keep teachers up-to-date. They are also a great opportunity to share passion for a subject and pick up tips from colleagues. You can view a full listing of the events we are running on the OCR website (www.ocr.org.uk/ocr-for/teachers/teacher-networks). If you are interested in hosting a network at your centre please let us know by contacting us at networks@ocr.org.uk.
- **Training for exams officers** – We deliver bespoke training for exams officers to help them understand the administration aspects of our qualifications and use of OCR systems. We will consider all requests for training and work with you to make the session relevant to your needs. If you would like to find out more please contact cast@ocr.org.uk.
- **Via our blog and Twitter feeds** – To provide you with additional support and information we've created a regular blog post, available at OCR Blogs (<http://ocrblogs.org.uk/author/olearyh>). You can also find useful hints and tips on Twitter (<https://twitter.com>). Follow us [@OCRexams](https://twitter.com/OCRexams) or hear from our Customer Support Managers [@OCR_CSM](https://twitter.com/OCR_CSM).

OCR professional development

We also offer professional development for teachers. You can find out what professional development is available for each qualification by accessing the CPD Hub (www.cpdhub.ocr.org.uk). Our professional development includes online training, a series of premier events and face-to-face training. If you would like more information, please contact us at cpdhub@ocr.org.uk.

Community

Our social network site enables teachers to share best practice, offer guidance and upload and access a range of support materials such as lesson plans, presentations, videos and links to other helpful sites. Visit <http://social.ocr.org.uk> to find out more.

1.5 Contacting OCR

For general enquiries, please contact the **OCR Customer Contact Centre**:

Telephone: 01223 553998 (08:00–17:30 Monday to Friday)
 Fax: 01223 552627
 Email: general.qualifications@ocr.org.uk
 (Please include centre name and number in the email.)
 Post: OCR, 1 Hills Road, Cambridge, CB1 2EU

As part of our quality assurance programme, calls may be recorded or monitored for training purposes.

When providing your contact details, please ensure that the email address you provide is either the main email address of the centre or the email address of the person responsible for the administration of exams. Personal email addresses should not be used.

Section	Query	Contact	Email address and notes
1.4	Info about network meetings and training	Customer Support Managers	networks@ocr.org.uk
4.4	Personal detail changes after the entry deadline	Entries Team	OCRGQ.entryprocessing@ocr.org.uk Amendments should be emailed from your centre's registered email address
4.5	Entry withdrawals on medical grounds/ after bereavement	Entries Team	OCRGQ.entryprocessing@ocr.org.uk Cases must be supported by a medical certificate or, in the case of a bereaved or deceased candidate, a letter on centre-headed paper
4.5	Fees invoice query	OCR Credit Control	credit.control@cambridgeassessment.org.uk Quote your centre number and invoice number in all correspondence
4.6	Multiple unique candidate identifier (UCI)	Entries Team	OCRGQ.entryprocessing@ocr.org.uk Email details of the UCIs in use and the candidate's name
4.11	ULN validation query	Entries Team	OCRULNAdmin@ocr.org.uk
4.14	Transferred candidates request	EAR Team	OCR.TransferredCandidates@ocr.org.uk A JCQ Transferred Candidates Form (JCQ/TC), must be completed and signed by the entering and host centres
4.15	Assessment in Welsh request	Assessment Materials Team	WelshAssessment@ocr.org.uk ICT R001–R0011 only
6.1	Consortium arrangements	Deployment Team	TraditionalCov.TraditionalCov@ocr.org.uk Email an Application for Centre Consortium Arrangements for centre-assessed work (Form JCQ/CCA)
6.6	Coursework mark amendments	Post Assessment Services	centre.markamends@ocr.org.uk Email Amendment to Centre Marks form from a centre email address, ensuring a copy is also sent to the moderator
6.8	Update centre details	Centres Team	ncn@ocr.org.uk Email updated details as an attachment on centre-headed paper to the JCQ National Centre Number Register
7.3	Provisional timetable feedback	JCQ/OCR Centres Team	centresupport@jcq.org.uk – November 2016 and June 2017 series ocr.timetable@ocr.org.uk – January 2017 series Centres have approximately two months to comment once the provisional timetables are published
7.3	Managing timetable clashes	Special Requirements Team	specialrequirements@ocr.org.uk For unplanned situations or circumstances not specifically outlined in the JCQ ICE booklet. Quote 'Timetable deviation' and your centre number in the subject line

7.6	Report suspected malpractice	Malpractice and Appeals Team	malpractice@ocr.org.uk Email a JCQ Report of Suspected Malpractice form (JCQ/M1) as soon as possible
9.1	Cancelling enquiries about results	EAR Team	result.enquiries@ocr.org.uk Quote 'Cancellation of EAR' in the subject line
9.1	Appeal against the outcome of an enquiry about results	Appeals Team	appeals@ocr.org.uk This must be done by your Head of Centre within 14 calendar days of receipt of the outcome
10.1	Different certificate delivery address	Results Team	ocr.results@ocr.org.uk Send your request on centre-headed paper
10.1	Request replacement certificates	Results Team	ocr.results@ocr.org.uk For missing or damaged certificates and any amendments

2 The Assessment Year

This table shows the key dates of the assessment year 2015/16 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 2015 basedata (EDI series code Ba15) available on the OCR website.
	11	January 2016 basedata (EDI series code 1a16) available on the OCR website.
	20	Deadline for receipt of enquiries about results 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.
	20	Deadline for applications for access arrangements involving modified question papers for November 2015 series.
	21	Earliest date non-priority scripts will be returned to centres for June 2015 series.
	21	Deadline for estimated entries for January 2016 series.
	30	Deadline to request Welsh medium papers (ICT only) for January 2016 series
October	4	Deadline for the submission of non-priority script requests for June 2015 series.
	4	Deadline for final entries for November 2015 series.
	4	Deadline for applications for access arrangements for November 2015 series (other than modified question papers).
	4	Deadline for applications for access arrangements involving modified question papers for January 2016 series.
	5	Late November 2015 entries attract Stage 1 late entry fees.
	6	Deadline for requesting transferred candidate arrangements for November 2015 series.
	10	Deadline for estimated entries for June 2016 series.
	21	Deadline for final entries for January 2016 series.
	21	Deadline for applications for access arrangements for January 2016 series (other than modified question papers).
	22	Late January 2016 entries attract Stage 1 late entry fees.
	31	Latest date for receipt of certificates by centres for June 2015 series.
November		<i>Check certification warning reports for January 2016 series and, using Interchange, check that candidate details are correct – send amendments electronically to OCR.</i>
	2 Nov–13 Nov	NOVEMBER EXAMINATIONS Applications for special consideration must be made within 7 days of the examination.
	4	Last date for November 2015 entries to be withdrawn with refund of entry fees.
	5	November 2015 late entries and changes of tier attract Stage 2 late entry fees.
	5	Deadline for internally assessed marks for November 2015 series (OCR Repository and postal moderation only) to reach OCR and the moderator.
	13	June 2016 basedata (EDI series codes 6a16) available on the OCR website.
	13	Latest date for the receipt of non-priority scripts by centres for June 2015 series.
	20	Earliest date for the disposal of scripts by centres for June 2015 series.
	21	Last date for January 2016 entries to be withdrawn with refund of entry fees.
	22	January 2016 late entries and changes of tier attract Stage 2 late entry fees.
	30	Deadline for all replacement certificate requests for January 2015 series.
	30	Deadline for free replacement certificate requests for June 2015 series.

	Date	Action
December		<i>Collect information on candidates who may need access arrangements for June 2016 series. Finalise arrangements for internally assessed units and components.</i>
	1	Deadline for requesting transferred candidate arrangements for January 2016 series.
	10	Deadline for internally assessed marks for January 2016 series (visiting moderation only) to reach OCR and the moderator.
	10	Date by which visiting moderators will contact centres to arrange a visit for January 2016 series
	22	Last date for withdrawing or amending November 2015 entries.
January	4 Jan–15 Jan	JANUARY EXAMINATIONS Applications for special consideration must be made within 7 days of the examination.
	6	Restricted release of results via A2C and Interchange for November 2015 series.
	7	Release of results to candidates for November 2015 series.
	10	Deadline for internally assessed marks for January 2016 series (OCR Repository and postal moderation only) to reach OCR and the moderator.
	15	Deadline to request Welsh medium papers (ICT only) for June 2016 series
	31	Deadline for applications for access arrangements involving modified question papers for June 2016 series.
	31	Deadline for comments on November 2016 provisional exam timetable to be sent to the JCQ.
February		<i>Collect information for final entries for June 2016 series.</i>
	4	Deadline for receipt of enquiries about results for November 2015 series.
	4	Deadline for receipt of missing and incomplete results queries for November 2015 series.
	4	Deadline for late certification requests for November 2015 series.
	5	Earliest date non-priority scripts will be returned to centres for November 2015 series.
	21	Deadline for final entries for June 2016 series.
	22	Late June 2016 entries attract Stage 1 late entry fees.
	24	Last date for withdrawing or amending January 2016 entries.
	28	Deadline for the submission of non-priority script requests for November 2015 series.
	28	Latest date for receipt of certificates by centres for November 2015 series.
March		<i>Check resit entry requirements.</i>
		<i>Enquiries about results for January 2016 series.</i>
	2	Restricted release of results via A2C and Interchange for January 2016 series.
	3	Release of results to candidates for January 2016 series.
	21	Deadline for applications for access arrangements for June 2016 series (other than modified question papers).
	21	Last date for entering June 2016 resit entries following the issue of the January 2016 results without incurring late entry fees.
	21	Deadline for applications for access arrangements involving modified question papers for June 2016 series for those candidates taking resits following the publication of January 2016 results.
	21	Last date for June 2016 entries to be withdrawn with refund of entry fees.
	22	Late June 2016 entries and changes of tier attract Stage 2 late entry fees.
	28	Date by which visiting moderators will contact centres to arrange a visit for June 2016 series
	31	Deadline for internally assessed marks for June 2016 series (visiting moderation only) to reach OCR and the moderator.
	31	Deadline for free replacement certificate requests for November 2015 series.
	31	Deadline for comments on January 2017 provisional exam timetable to be sent to OCR.
April		<i>Check certification warning reports for June 2016 series and, using Interchange, check that candidate details are correct – send amendments to OCR.</i>
		<i>Finalise arrangements for internal assessments.</i>
	1	Latest date for the receipt of non-priority scripts by centres for November 2015 series.
	7	Deadline for receipt of enquiries about results for January 2016 series.
	7	Deadline for receipt of missing and incomplete results queries for January 2016 series.
	7	Deadline for late certification requests for January 2016 series.

	Date	Action
	8	Earliest date non-priority scripts will be returned to centres for January 2016 series.
	15	Deadline for the submission of non-priority script requests for January 2016 series.
	18	Deadline for requesting transferred candidate arrangements for June 2016 series.
	30	Deadline for all replacement certificate requests for June 2015 series.
	30	Deadline for comments on June 2017 provisional exam timetable to be sent to the JCQ.
May	16 May– 1 Jul	JUNE EXAMINATIONS Applications for special consideration must be made within 7 days of the examination
	15	Deadline for internally assessed marks for June 2016 series (OCR Repository and postal moderation only) to reach OCR and the moderator.
	20	Latest date for the receipt of non-priority scripts by centres for January 2016 series.
	31	Latest date by which certificates for January 2016 series will be despatched by OCR.
June	30	Deadline for free replacement certificate requests for January 2016 series.
August		<i>Enquiries about results for June 2016 series.</i>
		<i>Check resit requirements.</i>
	17	Last date for withdrawing or amending June 2016 entries.
	24	Restricted release of results via A2C and Interchange for June 2016 series.
	25	Release of results to candidates for June 2016 series.
	31	Deadline for all replacement certificate requests for November 2015 series.
September	20	Deadline for receipt of enquiries about results for June 2016 series.
	20	Deadline for receipt of missing and incomplete results queries for June 2016 series.
	20	Deadline for late certification requests for June 2016 series.
	21	Earliest date non-priority scripts will be returned to centres for June 2016 series.
October	4	Deadline for the submission of non-priority script requests for June 2016 series.
	31	Latest date by which certificates for June 2016 series will be despatched by OCR.
November	11	Latest date for the receipt of non-priority scripts by centres for June 2016 series.
	30	Deadline for all replacement certificate requests for January 2016 series.
	30	Deadline for free replacement certificate requests for June 2016 series.

3 Centre Approval

If your centre is already approved for GCSEs, A Levels, Level 1/2 Certificate, Level 2 Award or Principal Learning qualifications with OCR, you will automatically be approved to offer Cambridge Nationals. However, if you do not already offer 14–19 qualifications with OCR, please follow the instructions below to apply for centre approval.

3.1 Applying for centre approval

To apply for centre approval, you need to complete an application form. Please contact the OCR Customer Contact Centre (see [Section 1.5](#)) to request a form.

When we receive the completed form, we may contact other awarding bodies for references, arrange for a JCQ representative to visit your centre or carry out a credit check, depending on your circumstances. For more information about JCQ inspections, please see the *General Regulations for Approved Centres*, which is available to download from the JCQ website (www.jcq.org.uk/exams-office/general-regulations).

All changes of centre address should be sent to the Centres Team on centre-headed paper via email to ncn@ocr.org.uk or via post to Centres Team, OCR, 1 Hills Road, Cambridge CB1 2EU.

3.2 Credit checking

If you are a company, sole trader or partnership, we have a credit checking process in place to help us verify your credit worthiness. You need to have been established, and trading on credit terms, for a minimum of six months and be able to supply us with two credit references (banks, solicitors and accountants are not considered as trade creditors and cannot be used as referees).

If you cannot satisfy these requirements then we will be unable to process your application; however, we can review your application after six months of trading. If you cannot satisfy these requirements but think there are extenuating circumstances, please email the details to the Customer Contact Centre at general.qualifications@ocr.org.uk

4 Entries

4.1 Estimated entries

Key points

- Estimated entries are required for the January and June series only.
- Estimated entries can only be submitted via Interchange (<https://interchange.ocr.org.uk>).

What are estimated entries?

Estimated entries are your centre's best projection of the number of candidates that will be entered for a unit or option in a particular series. **They are not required at certification level.** Estimated entries are free and do not commit your centre in any way.

If you do not make estimated entries, you will not receive despatches of early examination materials (for example, instructions for practical examinations and pre-release materials) when you require them. For subjects with a visiting examiner/moderator, we will not be able to allocate an examiner/moderator to your centre, which could cause delays in the examination/moderation process and may mean you need to transfer your entries to the postal moderation option, which has a cost implication. See the Fees List (www.ocr.org.uk/fees) for more information. If you do not update your entry information, you may receive materials based on last year's entry data which you may not need.

To help with your estimates, estimated entries are automatically calculated from your final entries for the last appropriate series. For example, final entries from the June 2015 series will be used to create estimated entries for the June 2016 series; however, it is important to update this information to ensure that it is as accurate as possible. In particular:

- If you wish to make entries for a new qualification
- If the volumes you plan to enter change greatly
- If you are no longer going to make entries for an OCR unit or option.

Estimated entry deadlines

Deadlines for submitting estimated entries are as follows. Estimated entries are **not** required for the November series.

Series	Deadline
January 2016	21 September 2015
June 2016	10 October 2015

Submitting and amending estimated entries

Estimated entries can only be submitted through Interchange (<https://interchange.ocr.org.uk>). Just log in to [Interchange](#), hover over 'Entries' in the left-hand menu and then click on 'Submit estimated entries'. At this stage, we do not need full details of the candidates; these will be required when you make final entries (see [Section 4.4](#)).

If you need to change your estimated entries after you've submitted them, you can amend your estimates via [Interchange](#) until the relevant final entry deadline.

Please make sure you select the right entry option. For internally assessed units, the four-digit unit code is suffixed as follows:

Option code	Represents
A	Moderation via the OCR Repository
B	Postal moderation
C	Visiting moderation*

* Visiting moderation is not available for Cambridge Nationals in Engineering.

Please note: It is important you choose the most appropriate moderation method for your centre. For more information about choosing the right moderation method, please see [Section 6.2](#).

Informing OCR of a 'nil return'

If you do not intend to enter any candidates for the January or June 2016 series, please log in to [Interchange](#) and click the 'nil return' box in the 'Estimated entries' area. Letting us know this means you won't be chased for information unnecessarily.

4.2 What are final entries?

Key points

- For Cambridge Nationals, both unit and certification entries must be made to claim a full award.
- Unique candidate identifiers (UCIs) **must** be used for all entries.

Final entries provide OCR with detailed data for each candidate, showing each assessment to be taken. Final entries are used by OCR to:

- Personalise key documents with candidates' details
- Establish which moderation method you wish to use for internally assessed work (see [Section 6](#))
- Allocate moderators to centres
- Allocate exam scripts to examiners
- Send centres essential assessment materials, such as question papers
- Send administrative materials to centres
- Supply candidates with results.

Centres must make individual **unit entries** for each unit a candidate intends to complete. In addition, in order for candidates to achieve the full qualification once they have completed the necessary units, **certification entries** must be made.

It is essential you use the correct entry codes.

As you make your final entries, you might find our *Essential Entries Guide* useful. This can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/entries) and has been designed to help new and experienced exams officers avoid common entry issues and make final entries smoothly.

4.3 Entry and resit entry rules

There are no terminal rules for Cambridge Nationals.

There are no resit rules for Cambridge Nationals; candidates may resit units as many times as they wish. Centres simply need to make the required unit entries. The best result will then count towards certification.

To retake a Cambridge National qualification, candidates can resit all units or resit some units and re-use others. The best result for each unit will then count towards certification.

However, candidates may only re-enter for certification if they have retaken at least one unit which was used towards the first certification result or, where there are optional units, if they have taken another option. Candidates may not re-certificate with exactly the same unit results, whether for the purpose of getting all their subject grades on the same certificate or for any other reason.

Entries for tiered units

The Cambridge Nationals in Science and Science in the Workplace include tiered externally assessed question papers at Level 1 and Level 2 with some overlapping questions, allowing candidates performing at the top of Level 1 to achieve a Pass grade at Level 2.

The entry option 'A' is used for the Level 1 tier and the entry option 'B' is used for the Level 2 tier. In the Level 1 tier option, the maximum uniform mark available will be equivalent to a bottom grade Pass at Level 2.

Entering for qualifications of different sizes

Candidates may certificate for the Award, Certificate and Diploma concurrently, or they may certificate for a qualification of one size and later certificate for a larger qualification, with the units used towards the first qualification being reused towards the subsequent qualification(s).

Cambridge National Certificate in ICT and 2017 performance tables

Cambridge Nationals in ICT have now been included on Key Stage 4 performance tables for 2017. As there is some overlapping content between three of the optional units (the technical strand) and GCSE Computer Science, we have removed these units from the Cambridge Nationals Certificate in ICT. This means:

- Candidates starting the Cambridge Nationals Certificate in ICT in September 2015 and completing Key Stage 4 in June 2017 cannot take Units R008, R009 or R010.
- Candidates who have already taken one or more of Units R008, R009 or R010 and complete Key Stage 4 in June 2016 can still use these units when making a certification entry for the Cambridge National Certificate in ICT, J810 and can resit them in the November 2015 series.

- Candidates can still use Units R008, R009 or R010 towards the Cambridge National Diploma in ICT.

4.4 Deadlines for submitting final entries

Series	Deadline
November 2015	4 October 2015
January 2016	21 October 2015
June 2016	21 February 2016

Resit entry deadlines

Where a candidate is resitting exactly the same Cambridge National unit in June as taken in January, the entry deadline of 21 February is extended as follows. Please note that the deadline is extended **only** for the particular unit(s) the candidate is resitting.

Original entry series	Resit series	Deadline
January 2016	June 2016	21 March 2016

Late entries

Centres should make entries as soon as possible as essential exam materials will be despatched following their receipt. We cannot guarantee that materials (e.g. question papers) will be supplied on time if you submit entries within two weeks of a timetabled exam. Late entry fees will apply to entries made after the deadline (see [Section 4.5](#)).

Due to the availability of moderators, we may not be able to accommodate late entries for internally assessed units using the visiting moderation method. If this is the case, we will ask you to amend your entries to either the OCR Repository or postal moderation option, which has a cost implication; see our Fees List (www.ocr.org.uk/fees).

Entry amendments and withdrawals

After you have made final entries, we automatically send you entry feedback documents (see [Section 4.11](#)) to confirm the entries made and candidates' personal details.

Please double-check all entry information prior to the examination period. If changes need to be made, you should make the amendments and/or withdrawals via Interchange (<https://interchange.ocr.org.uk>) or A2C by the following deadlines (hard copy amendments will not be accepted):

Series	Deadline
November 2015	22 December 2015
January 2016	24 February 2016
June 2016	17 August 2016

After these deadlines, only corrections to a candidate's name, date of birth, UCI or ULN will be accepted and we do not process electronic amendment files – this is to avoid any mismatch of entry and results data. Amendments should be emailed to the Entries Team at OCRGQ.entryprocessing@ocr.org.uk from your centre's registered email address. We may

request a copy of a legal document (birth certificate or passport) where proof of identity is necessary.

Where a candidate sits an examination but has no entry or is incorrectly entered for a different option/tier (referred to as a 'pirate candidate'), please ensure that you submit an entry amendment via either A2C or [Interchange](#) **immediately** after the examination. If you make the amendment via [Interchange](#), remember to update your IT system to ensure that it will accept the result later. Note that late entry fees will apply.

Please note centres will not be informed of the outcome of external moderation until results publication (see [Sections 8.2](#) and [8.3](#)). If you choose to withdraw any candidates at the moderation stage, refunds will not be available for the entry fees.

4.5 Entry fees

A basic charge is made for every final unit entry; certification entries are free for Cambridge Nationals. Details of fees are provided in the Fees List (www.ocr.org.uk/fees). **Unit and option entries made after the final entry deadlines will incur late entry fees.**

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 2015	4 Oct	5 Oct–4 Nov	5 Nov onwards	4 Nov
January 2016	21 Oct	22 Oct–21 Nov	22 Nov onwards	21 Nov
June 2016	21 Feb	22 Feb–21 Mar	22 Mar onwards	21 Mar

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 – we will refund these entry fees if they are withdrawn up to one week before the results publication date (see [Section 8.2](#)). 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 to the Entries Team at OCRGQ.entryprocessing@ocr.org.uk.

Querying a fees invoice

To query an invoice, please forward a copy of the invoice and supporting documentation to OCR Credit Control at credit.control@ocr.org.uk, quoting your centre number and invoice number in all correspondence.

4.6 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.

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

- **A choice between methods of moderation** – For internally assessed units, you can choose moderation via the OCR Repository, postal moderation or visiting moderation (please note that visiting moderation is not available for Cambridge Nationals in Engineering). For each of these units, all candidates' work **must** be submitted using the **same entry option**.
- **A choice between tiers** – For Cambridge Nationals in Science and Science in the Workplace only. See [Section 4.3](#).
- **A choice between languages** – For ICT Unit R001 only (see [Section 4.14](#)). This unit is offered in Welsh as well as English, and the option determines the language in which the candidate will take the assessment.

Candidate personal details

You need to provide the following personal details for each candidate:

- **Name** – Ensure names can be verified in future against legal documents. You should enter candidates under names that can be verified against suitable identification, such as a birth certificate, passport or driver's licence. You may need to check that the name that they are using within the centre is their legal name rather than a 'known as' name. This helps prevent issues at a later date, when they need to verify that they are the person named on the certificate. Please ensure candidates know the name they are entered under and use that on their exam script.
- **Date of birth** – Be careful not to transpose the information! We often receive requests to swap the day and month.
- **Gender** – This is mandatory.

The candidate's name and date of birth appear on the certificate exactly as you make the entry so, if you don't get it right, making changes after the certificate has been issued will mean you have to pay for replacement certificates (see [Section 10.1](#)).

Candidate number

Candidates must be allocated a four-digit candidate number, which they will need to write on their question papers. Centres normally allocate these candidate numbers at the time of entry. You should ensure that the four-digit candidate numbers are unique for the series.

Candidate numbers cannot be changed during a series. If you can, it is best to use the same candidate number throughout the candidate's exam career.

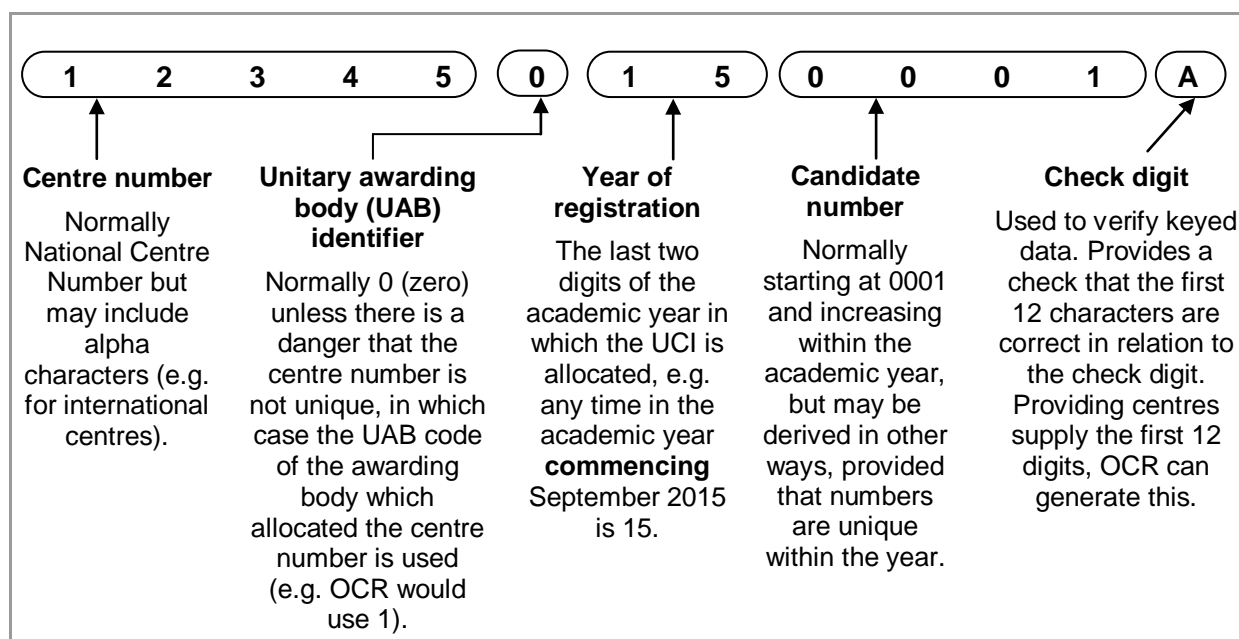
Unique candidate identifier (UCI)

The unique candidate identifier (UCI) is a 13-character code which is used as a unique attribute in addition to a candidate's name, gender and date of birth. The UCI is used mainly to link a candidate's unit results so that they can be certificated. Therefore, candidates **must not be issued with multiple UCIs**. A candidate's UCI should remain with them even if they move to a different centre or progress to higher qualifications. If you find a candidate has more than one UCI, please email our Entries Team at OCRGQ.entryprocessing@ocr.org.uk from your centre's registered email address with details of the UCIs in use and the candidate's name. We will then merge the candidate details.

Any entries submitted without a UCI will be rejected and you will be requested to supply them.

Examination administration software packages will usually have the facility to generate UCIs. Please check with your software provider. A UCI check character calculator is provided on the OCR website (www.ocr.org.uk/ocr-for/exams-officers/entries).

The following diagram shows the components of a UCI:



Unique learner number (ULN)

The unique learner number (ULN) is a personal ten-digit number, which is used to ensure learner achievement information can be provided to the Personal Learning Record (PLR) Service.

If a candidate does not have a ULN, the ULN field should be left **blank**; you **must not** add a piece of placeholder text, such as '9999999999' or 'TBC'.

Where a ULN is included with an entry, we will check the ULN and candidate details with the Learning Records Service (LRS). Candidate details submitted to OCR need to match those held on the LRS. If there are any differences, we may not be able to validate the ULN. This will not prevent your entries from being processed, but OCR will not be able to send result data to the PLR Service until the ULN and candidate details held by OCR have been validated correctly with the PLR.

If you make a change to a learner's details, you must update them in a number of places:

- Within the PLR
- Within your management information system
- You then need to send updated candidate details to OCR.

For more information, and to generate a ULN, please refer to the Learning Records Service (www.gov.uk/government/collections/learning-records-service).

4.7 Private candidates

OCR examinations are designed primarily for candidates who follow courses of study at schools and colleges acting as registered centres. It is recognised, however, that there are learners who may not attend schools or colleges but who may wish to enter for OCR examinations. Such individuals are referred to as private candidates and must enter through a registered centre. If you wish to make an entry for a private candidate, please ensure that the 'Private' status is selected.

It is also good practice to ask private candidates if they have any entries at another centre. This helps to avoid timetable clashes when the exams take place. Our *Guidance for Private Candidates* is available to download from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/admin-guides).

4.8 Methods of submitting final entries

There are two methods of submitting final entries:

- **A2C** – An electronic method of transmitting entry and results data to and from OCR using EDI (electronic data interchange) files. More information can be found on the A2C website (<http://a2c.jcq.org.uk>).
- **Interchange** – OCR's secure extranet (<https://interchange.ocr.org.uk>). If your centre does not currently have an [Interchange](#) account, please complete and return the Interchange Agreement, which can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/interchange) to receive your login details. If your centre has an account but you are a new user, or your existing account needs to be updated, please contact your Centre Administrator (usually the exams officer).

4.9 Making entries via A2C

Basedata

To make entries via A2C, electronic entry files (**EDI files**) need to be created using OCR's basedata. Basedata is examination data which is used to process entries and results using EDI files. Designed to be electronically imported into a centre's administration software, it includes the specification codes, entry codes, timetables and fees. Basedata is series-specific and needs to be refreshed for each new series.



There are separate basedata files for centres in **Northern Ireland** (for the November 2015 and June 2016 series).

OCR basedata can be downloaded from the general qualifications basedata page of the OCR website (www.ocr.org.uk/ocr-for/exams-officers/basedata) as soon as it is published (as shown in the table below). How you load the basedata will depend upon your examination administration software.

OCR will issue the following basedata files:

Series	EDI series	Qualification	Basedata publication
November 2015	Ba15	GCSE GCSE Unit CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	1 September 2015
November 2015 (Northern Ireland only)*	Ba15	GCSE GCSE Unit CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	1 September 2015
January 2016	1a16	Int FSMQ Entry Level Cert Level 1/2 Certificate Level 1/2 Certificate Unit Level 2 Award Level 2 Award Unit Level 3 Certificate Principal Learning Principal Learning Unit Project CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	11 September 2015
June 2016	6a16	GCSE GCSE Short Course GCSE Unit Entry Level Cert Level 2 Award Level 2 Award Unit Level 1/2 Certificate Level 1/2 Certificate Unit CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	13 November 2015
June 2016 (Northern Ireland only)*	6a16	GCSE GCSE Short Course GCSE Unit Entry Level Cert Level 2 Award Level 2 Award Unit Level 1/2 Certificate Level 1/2 Certificate Unit CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	13 November 2015

How to submit your EDI entry file via A2C

Instructions on how to send your EDI file via A2C are provided on the A2C Migration Application download website (<http://a2c.avcosystems.com>).

Acknowledgement of EDI files

Once OCR has downloaded your entry or amendment file, this will be acknowledged within the 'Logs' screen of the A2C migration application under the 'Sent Files' tab. We download files at least four times each working day. However, an acknowledgement does not mean that the file has been successfully loaded to our system as, at this point, no validation checks have been performed.

Validation checks

Once OCR receives your entries, a number of checks are carried out. If your entries fail the validation checks, we will contact you. It is important for you to be available once files have been submitted, in case there are any queries on your entries.

Avoiding A2C entry issues

Each series, many entry files fail to load to our systems, which leads to delays in processing these centres' entries. To avoid any problems, please ensure that you check the following:

- **Correct EDI version** – Ensure your management information system (MIS) is set up to generate files in the current JCQ file format – currently version 14. These are defined in the JCQ document, *Formats for the Exchange of Examination Related Data*, available on the JCQ website (www.jcq.org.uk/exams-office/entries/jcq-formats). If you are unsure which version you are using, check with your MIS provider.
- **Correct basedata** – Use the right basedata for the series.
- **More than one 'entry' file** – Entry files begin with 'E'. Amendment files begin with 'A'. You should only produce **one** entry file for a series code, ensuring you generate amendment files beginning with 'A' thereafter. There is no limit to the number of amendment files you can send us. However, if you send us more than one entry file, each new entry file will overwrite previous ones, which could mean previous entries are deleted.
- **Amendment files** – If you make your initial entries via Interchange (<https://interchange.ocr.org.uk>), but submit EDI files subsequently, please ensure your system can generate EDI amendment files beginning with 'A' straight away without producing an 'E' entry file first.
- **Different file extensions** – EDI files end with a number which indicates the sequence of production, for example 'x02'. Please ensure that your files end in different numbers; otherwise, they may overwrite each other during our processing, which could mean that previous entries are deleted.
- **Candidates without entries** – Please do not submit files including only a candidate's details, with no associated entries. Only include candidates that have entries for that series with OCR. We do not need details of the candidates you plan to enter in future series or with other awarding bodies.

- **Duplicate entries for different options** – Ensure you enter candidates for just one entry option. Don't enter all candidates for both the Repository and postal moderation entry options.

Technical support for A2C entries

Technical support for examination software packages used by centres is not available from OCR; please contact your software supplier. If you have any queries about the receipt of your entry files or require technical support for A2C, please contact our Customer Contact Centre (see [Section 1.5](#)).

JCQ A2C data exchange project

The JCQ A2C data exchange project is replacing legacy systems and sets out to modernise and upgrade the electronic data interchange (EDI) process. The first stage, which removed the need for files to be sent via an approved EDI carrier, was implemented in September 2012. The next stage will be piloted with a small number of centres from September 2015. It will be rolled out from September 2015 and will finally replace the old-style EDI files by the end of December 2016. This will result in much more streamlined transfer of data between awarding organisations and centres. All centres can still download the migration application, for use with the old-style EDI format files, from the A2C website (<http://a2c.jcq.org.uk>).

4.10 Making entries using Interchange

Getting started

To make entries using Interchange (<https://interchange.ocr.org.uk>) for Cambridge Nationals qualifications, once you are logged in, hover over 'Entries' in the left-hand menu and then click on 'Make entries'.

Click on 'GCE, GCSE, Entry Level Certificate, FSMQ, Cambridge Nationals, Principal Learning, Project' and then 'Use web-based entry form'.

Select your assessment

You will be asked to select your assessment. You can find your assessment by entering the assessment code, title or part title in the search box. Note that entering an assessment code together with part of a title will not bring up any results; e.g. to find the Cambridge National Award in ICT J800, you would need to enter 'J800' or 'ICT', not 'J800 ICT'.

Select your candidates

Next, you need to select your candidates. You should select existing candidates rather than creating new ones; however, if you cannot find a candidate, you can enter their details. When searching for existing candidates, you can restrict the search to show only candidates added during a given time period, from 'today' to 'in the last five years'.

Selecting entry options and submitting entries

You will be asked to select your entry options, if applicable. For internally assessed units, the four-digit unit code is suffixed as follows:

Option code	Represents
A	Moderation via the OCR Repository
B	Postal moderation
C	Visiting moderation*

* Visiting moderation is not available for Cambridge Nationals in Engineering.

For the examined ICT unit R001, 'Understanding computer systems', assessment is available in Welsh. To enter for this, select the entry code 'R001W'.

You can then review your entries before submitting them. Please ensure you are submitting entries for the correct series and remember to update your IT system with the same information, and if you send any entry amendments to OCR via [Interchange](#).

Useful features

Whilst creating entries for a unit or qualification, you can go back and add/remove candidates or change entry options without cancelling your entry. Once you have selected a group of candidates, you can add additional entries to the same group without having to search for them again. If you find you have duplicated a candidate, provided you have not yet made an entry for both candidates, it is possible to delete one of the candidates.

Within [Interchange](#), you can also create candidate groups, which can be tailored to include candidates of your choice. To create a bespoke candidate group, log in to [Interchange](#), hover over 'Candidates' in the left hand menu and click on 'Candidate groups'.

4.11 Checking final entry information

Please do not assume that your entries have automatically been received and processed by OCR. There are a number of ways to check your entries, as described below. Please try to resolve any problems or errors at this stage.

Using the entry feedback documents

We will send you entry feedback documents automatically to confirm the entries you have made. This is another chance to check candidates' personal details – do not wait until certificates are issued as charges are made for replacement certificates. We issue the following reports:

Report	Shows
Certification warning report	Warnings for any candidates entered for certification who have an error with their entry, e.g. the wrong certification entry or an invalid combination of units or not satisfying the terminal rule. You must resolve any problems so that candidates will receive the correct certification grade.
Centre summary of entries	The total number of entries made for each unit, option and certification.
Centre statement of entry by candidate	A summary of all entries made for your centre, listing candidate details and the units, options or certifications for which they have been entered.

Report	Shows
Individual candidate statements of entry (if a centre has opted to receive them)	Details of candidates' entries and the associated timetable details by candidate. OCR will not send these unless you have opted to receive them via Interchange. Statements of entry can also be printed from Interchange.
Timetable clash report	Details of timetable clashes between OCR exams.

Using Interchange

Interchange (<https://interchange.ocr.org.uk>) is ideal for checking your entries as it always displays the most up-to-date information. You can view entries by assessment or by individual candidate. You can do this, once you have logged in, by hovering over 'Entries' and then selecting 'View entries' or 'Make and view entries' under the relevant heading in the left-hand menu.

View the entry submission history to check we've processed your entries. To access the entry submission history, once you have logged into [Interchange](#), hover over 'Entries' and click on 'Entry submission history' in the left-hand menu.

Click on the 'GCE, GCSE, Entry Level Certificate, FSMQ, Cambridge Nationals, Principal Learning, Project' tab at the top of the page, and then click the 'View entry submission history' link.

You can search or filter to find any entries that have not been processed. If you have any entries with 'No' in the 'Processed' column for more than 72 hours, please contact our Customer Contact Centre (see [Section 1.5](#)).

Receiving an invalid ULN notification

In cases where a candidate's ULN cannot be validated, we will send an automatic email notifying you of the problem. At this point we will then ask you to:

- Check the details held by the LRS are correct and update them if required. If you do amend the details, there is no longer any need to notify us as we will revalidate it automatically but please allow ten days for the record to be updated within [Interchange](#).
- Provide us with either the correct ULN for the candidate or updated candidate details (name, gender and date of birth) that match the details held in the LRS.

If you use a management information system (MIS), please send candidate detail updates via A2C in an amendment file. In order to import results to your MIS it is important the candidate details contained within the results file match your centre records.

Alternatively, you can update the candidates' details via [Interchange](#). Once logged in to [Interchange](#), hover over 'Candidates' in the left-hand menu and click on 'Find candidates'. You can then search for a candidate and view or edit candidate details.

If you make amendments to your candidate's OCR details, [Interchange](#) will show if the ULN is valid within ten days.

If you have any ULN validation queries, you can email our Entries Team at OCRULNAdmin@ocr.org.uk

4.12 Identifying entry problems

When looking at the feedback documents and/or Interchange (<https://interchange.ocr.org.uk>) you may wish to consider the following general questions:

- Have the right entries been made? For the correct option and tier?
- Is the candidate eligible for certification?
- Should you have made the certification entry or do you need to withdraw it?
- If the candidate is taking a qualification for the second time, has a new certification entry been made?
- Are the candidate's details correct?
- Has the candidate's ULN validated?

The following questions relate specifically to the certification warning report:

- Has the candidate been entered for the correct certification code?
- If some of the candidate's units are missing from the report, has the candidate got more than one UCI?
- Has the candidate been entered for a valid combination of units?

4.13 Transfer candidates

Transferring centre after final entries (in exceptional circumstances)

After final entries have been made, in exceptional circumstances, a candidate may transfer to another school or college. In these cases, the candidate remains the responsibility of the centre through which the entry was made and retains his/her candidate number and unique candidate identifier (UCI) throughout the examination series.

To ensure that the integrity of the examination process is maintained, candidates may transfer only to centres approved by one of the unitary awarding bodies.

A JCQ Transferred Candidates Form (JCQ/TC), available from the JCQ website (www.jcq.org.uk/exams-office/entries/transferred-candidates) must be completed and signed by the entering and host centres before being returned to OCR at the address on the form or to OCR.TransferredCandidates@ocr.org.uk by the following deadlines:

Series	Deadline
November 2015	6 October 2015
January 2016	1 December 2015
June 2016	18 April 2016

Once we have approved the proposal, arrangements will be made for sending question papers, stationery and other essential materials to the centre to which the candidate is transferring (the host centre). It is essential the attendance register at the centre of entry clearly indicates the candidate has transferred to another centre – **do not write 'absent'**.

We charge an administrative fee for the transfer of each candidate. Details can be found in the Fees List (www.ocr.org.uk/fees). Any administrative fees charged by the host centre are the responsibility of the candidate's centre of entry.

Where necessary, arrangements must be made between the two centres to complete any internal assessments and the associated marks must be submitted to OCR with the centre of entry's marks. For further instructions on transferring candidates, please refer to the JCQ *Guidance Notes Concerning Transferred Candidates*, available on the JCQ website (www.jcq.org.uk/exams-office/entries/transferred-candidates).

4.14 Assessment in Welsh (ICT only)

This section applies only to the Cambridge National in ICT, for which assessment is available in the Welsh language. This qualification is **only available to centres in Wales**.

- Question papers in Welsh for the examined unit, R001 ('Understanding computer systems')
- A bilingual moderator for the internally assessed units, R002–R011.

Informing OCR of your requirements

Please use the JCQ form 'Request for Welsh Medium Papers' to tell us that you will have candidates taking units in Welsh for each series. This form is available to download from the relevant qualifications pages of the OCR website (www.ocr.org.uk/qualifications/by-type/cambridge-nationals). Please return the form to the address given on the form or by email to WelshAssessment@ocr.org.uk as early as possible in the academic year, and by the dates below at the latest. If you submit your form by email, you will receive an automatic acknowledgement of its receipt.

Series	Deadline
January 2016	30 September 2015
June 2016	15 January 2016

Please ensure you include on the form **all** units for which you will require Welsh arrangements. We will use the information provided to ensure you are provided with a question paper in the medium of Welsh and to allocate a bilingual moderator to your centre for your internally assessed units.

Arrangements for externally assessed units

When making entries, please note that the examined units have a **specific entry option** for assessment in Welsh. Please ensure you use the correct codes for both estimated and final entries (see the Entry Codes booklet). For assessment in Welsh, the entry code is suffixed with 'W'.

Specific Welsh question paper materials will be provided for candidates entered for the Welsh option.

Please note: If a candidate entered for the Welsh option decides on the day of the exam to answer the English version of the paper (or vice versa), they will be classed as a pirate candidate. This means that their entry will need to be amended to the correct option and the standard late entry fees will apply (see [Section 4.5](#)).

Arrangements for internally assessed units

There are no specific entry option codes for Welsh for the internally assessed units. You should just choose the entry option for the appropriate moderation method (see [Section 6.2](#)).

Once we have received your form telling us you will have candidates submitting work in Welsh, we will allocate an English-Welsh bilingual moderator, who will be able to moderate all the work from your centre, even if different candidates have used different languages. We do not provide any assessment materials for the internally assessed units in Welsh. Model assignments are available in advance on the qualifications pages of the OCR website (www.ocr.org.uk/qualifications/by-type/cambridge-nationals) and centres will need to make their own arrangements for translation into Welsh.

5 Access Arrangements

5.1 What are access arrangements?

Access arrangements are made before an examination series to enable a candidate with particular requirements to demonstrate attainment. Detailed information about access arrangements can be found in the JCQ *Access Arrangements and Reasonable Adjustments*, available on the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration).

5.2 Applying for access arrangements

If applicable, access arrangements should be applied for as soon as possible after the course has begun.

For vocational qualifications, any online approval that has been granted for GCSE and GCE qualifications extends to the following qualifications: Cambridge Nationals, Cambridge Progression qualifications, Cambridge Technicals and Functional Skills qualifications. For any application for other qualifications, please email JCQ Form 1 (for physical disabilities) or JCQ Form 8 (for learning difficulties) to the OCR Special Requirements Team at ocrspecialrequirements@ocr.org.uk.

In all cases, centres should consider the nature of the assessment being undertaken. For example, a scribe or practical assistant would not be allowed in the realisation of design, performance and artwork.

More information is available in the JCQ *Access Arrangements and Reasonable Adjustments*.

Emergency access arrangements

Emergency access arrangements can be made for unforeseen circumstances arising at the time of the examination by applying online or via the appropriate forms above.

Modified papers

To apply for modified papers, please complete the JCQ Form 7, Application for Modified Papers, which can be downloaded from the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-7---application-for-modified-papers). Forms should be emailed to the Assessment Production Team at modified.papers@ocr.org.uk.

5.3 Key dates

Requests for **modified question papers** must be received by the following dates:

Series	Deadline
November 2015	20 September 2015

January 2016	4 October 2015
June 2016	31 January 2016*

*For those candidates who decide to resit units in June 2015, following the publication of the January 2015 examination results, applications for modified papers must be received by 21 March 2015.

All other access arrangements requests should be made by the following dates:

Series	Date
November 2015	4 October 2015
January 2016	21 October 2015
June 2016	21 March 2016

It is possible to make applications after these dates; however, if a referral to OCR becomes necessary, we cannot guarantee that we will be able to process the application in time for the assessment.

6 Moderated Assessment Arrangements

Key points

- Centres must make an entry for a unit or option in order for us to supply the appropriate forms and moderator details.
- You must only use one moderation method per unit, but you may choose different methods for different units.
- Before submitting marks, you must undertake a thorough check for accuracy.
- Centres can submit marks using Interchange (<https://interchange.ocr.org.uk>), A2C or internal assessment mark sheets (MS1s).
- Moderation cannot begin until OCR has received the marks.

Internal assessment arrangements include coursework, portfolios and controlled assessment, which are all referred to as **candidate work**. This section should be read in conjunction with the JCQ *Instructions for conducting coursework* and *Instructions for conducting controlled assessments*, available on the JCQ website (www.jcq.org.uk/).

Approximately one month before the exam series, centres can also view the OCR exams directory on Interchange, which provides information on the materials that are required for each assessment they have made entries for. For details of how to present candidate work, please see the JCQ Instructions.

6.1 Consortium arrangements

Where candidates from different centres have been taught together, you must inform us that you wish to be treated as a consortium. The centres in the consortium must nominate a consortium co-ordinator, who liaises with us on behalf of all the centres.

An Application for Centre Consortium Arrangements for centre-assessed work (Form JCQ/CCA), which is available from the JCQ website (www.jcq.org.uk/exams-office/forms/centre-consortium-arrangements-form) should be completed **every series** by the consortium co-ordinator for each specification that has one or more centre-assessed units/components. The forms should be sent to OCR E&L Deployment, OCR, Progress House, Westwood Way, Business Park, Westwood Way, Coventry, CV4 8JQ or can be emailed to TraditionalCov.TraditionalCov@ocr.org.uk by the following deadlines:

Series	Deadline
November 2015	1 October 2015
January 2016	31 October 2015
June 2016	31 January 2016

We will allocate the same moderator to each centre in the consortium and the candidates will be treated as a single group for the purpose of moderation. The sample is selected randomly so it is possible not every centre in the consortium will receive a sample request. Moderator reports will be produced for the consortium sample and provided to each centre in the consortium, either by download from Interchange (<https://interchange.ocr.org.uk>) if the

consortium centre was sampled, or in hard copy to arrive on restricted results release if the consortium centre was not sampled. If scaling is required, the same scaling will apply to all centres in the consortium.

6.2 Choosing a moderation method for Cambridge Nationals

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

- **Option A: Moderation via the OCR Repository** – Where you upload electronic copies of the work included in the sample to the OCR Repository and your moderator accesses the work from there.
- **Option B: Postal moderation** – Where you post the sample of work to the moderator.
- **Option C: Visiting moderation** – Where the moderator will visit you to look at the work included in the moderation sample (visiting moderation is not available for Cambridge Nationals in Engineering).

You must only use one moderation method per unit, but you may choose different methods for different units and in different series. The November series is available for the OCR Repository and postal moderation options only.

If you are considering visiting moderation, there are some important things to be aware of:

- **Marks return deadlines** – The deadlines for marks to be returned to OCR for all candidates entered for visiting moderation are much earlier than for postal and OCR Repository methods. Please see [Section 6.6](#) for marks return deadlines. If you choose visiting moderation, please make sure your candidates will have completed their work far enough ahead of the marks deadline for you to mark the work and internally standardise and submit the marks to OCR by the deadline.
- **Scheduling the visits** – As Cambridge Nationals are series-based, there will be specified periods during which visiting moderation must take place. For the January series, this will be mid-December to early February. For the June series, this will be mid-April to early July. To ensure all visits can be completed during these periods, your moderator might be restricted as to how flexible they can be over the date of the visit and, wherever possible, you will need to work around the availability of the moderator.

6.3 Obtaining internal assessment materials

Cambridge Nationals model assignments and unit recording sheets are available from the relevant qualifications pages of the OCR website (www.ocr.org.uk/qualifications/by-type/cambridge-nationals).

Coursework materials will be made available to centres in October for the November series, December for the January series and March for the June series.

6.4 Marking the assessments

Centres should mark each piece of work according to the instructions and criteria provided in the specification for each unit.

Forms to help you mark and administer candidate work – many of them interactive – are provided on the qualification pages of the OCR website (www.ocr.org.uk/qualifications/by-type/cambridge-nationals):

- **Unit recording sheet** – Complete one per candidate and attach it to the front of the work.
- **Centre authentication form (CCS160)** – Complete one per unit.

Authenticating candidates' work

Both candidates and centres must declare that the work is the candidate's own.

Candidate authentication

Each candidate must sign a declaration before submitting their work to their teacher to confirm the work is their own and any assistance given and/or sources used have been acknowledged. A candidate authentication statement that can be used is available to download from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/internal-assessment). It is the responsibility of centres to ensure that every candidate does this (see the JCQ *Instructions for conducting controlled assessments* and *Instructions for conducting coursework* on the JCQ website (www.jcq.org.uk/exams-office/controlled-assessments)). These statements should be retained within the centre until all enquiries about results, malpractice and appeals issues have been resolved. **A mark of zero must be recorded if a candidate cannot confirm the authenticity of their work.**

Centre authentication

Teachers are required to declare that the work submitted for internal assessment is the candidate's own work by sending the moderator (or uploading to the Repository) a centre authentication form (CCS160) for each unit at the same time as the marks. (This is also a requirement for private candidates.) If a centre fails to provide evidence of authentication, **we will set the mark for that candidate to Pending (Q) for that component until authentication can be provided.**

Incomplete candidate work

Where the internally assessed element of the specification requires candidates to produce several distinct pieces of work (e.g. three assignments or ten essays), a candidate who does not complete all parts must still be credited for the parts they have completed. Candidates who have an entry but do not submit any work for assessment must be recorded as 'absent'. This means that the candidate can be awarded a certification grade if they have completed other units which meet the requirements of the specification.

6.5 Carrying out internal standardisation

Centres must carry out internal standardisation to ensure that marks awarded by different teachers are accurate and consistent across all candidates entered for the unit from that centre. If centres are working together in a consortium, you must carry out internal standardisation of marking across the consortium.

It is the responsibility of centres to check the marks they are submitting carefully in order to minimise errors. You must ensure that marks for all candidates, not just those in the sample, are checked for both addition and transcription errors before submission.

Using the electronic methods of submitting marks as outlined in [Section 6.6](#) will help reduce the risk of error.

6.6 Submitting marks and authentication

Deadlines

All marking and internal standardisation must be completed in good time and before the marks are submitted to OCR and the moderator. Please ensure that marks are submitted to arrive by the following deadlines **at the latest**.

Please note the early submission deadlines for visiting moderation. If you miss the marks return deadlines for visiting moderation, we may need to transfer your entries to the postal moderation option, which has a cost implication. Please see the Fees List (www.ocr.org.uk/fees).

Series	Moderation method	Deadline
November 2015	OCR Repository	5 November 2015
	Postal moderation	
January 2016	Visiting moderation	10 December 2015
	OCR Repository	10 January 2016
	Postal moderation	
June 2016	Visiting moderation	31 March 2016
	OCR Repository	15 May 2016
	Postal moderation	

Ways to submit marks

Marks may be submitted to OCR by one of the following methods:

- Interchange (<https://interchange.ocr.org.uk>)
- EDI files sent via A2C
- Internal assessment mark sheets (MS1).

Moderation cannot begin until we have received all the marks. Submitting marks electronically (either via [Interchange](https://interchange.ocr.org.uk) or A2C) allows marks to be loaded more quickly to our systems and reduces the risk of mark sheets being damaged or lost in the post. However, whichever method of submission is chosen, marks must also be posted to the OCR moderator (or uploaded to the OCR Repository).

If there are 15 or fewer candidates, the work of all candidates needs to be sent to the moderator. In this case, the candidate work should be provided to the moderator at the same time as the marks and the centre authentication form (CCS160) are submitted.

If a candidate did not produce work, the candidate should be submitted as **absent** rather than giving them zero marks or an 'X' or leaving the mark blank.

Using Interchange to submit marks

Teachers and other support staff can be given access to Interchange by their Centre Administrator in order to submit the marks: the 'Add coursework marks' role allows you to enter marks and the 'Submit coursework marks' role allows you to check marks and submit them to OCR.

To submit marks, log in to [Interchange](#), hover over 'Coursework and tests' and click on 'Enter coursework marks' in the left-hand menu.

Then carry out the following steps:

- Enter and save marks.
- Check and save marks.
- Submit marks via the separate 'Enter and submit coursework marks' page. **We will not receive your marks until the 'Submit' button has been clicked.** You can see whether your marks are submitted by checking the status has changed to 'Submitted'.
- Read and tick declaration.
- Finally, you need to print a copy of the marks (IMS1). Keep a copy for your centre and post a copy to the moderator with the centre authentication forms (CCS160) or upload them to the Repository.

Summary

Send to OCR	Send to moderator/ upload to Repository	Retain in centre
Submit marks via Interchange	<ul style="list-style-type: none"> • Copy of marks from Interchange (IMS1) • Centre authentication forms (CCS160) 	<ul style="list-style-type: none"> • Copy of marks from Interchange (IMS1) • Candidate authentication forms

Using A2C to submit marks

Follow the instructions in your own management information system for inputting marks for the relevant units. The common format for submitting marks is outlined in the JCQ *Formats for the Exchange of Examination Related Data*; see the JCQ website (www.jcq.org.uk/exams-office/entries/jcq-formats/jcq-formats-for-the-exchange-of-examination-related-data-effective-from-sept-2011). It is essential you use the correct EDI version.

You should print a copy of the EDI file and sign it, ensuring the centre number is clearly marked on the printout, before posting to the moderator together with the centre authentication forms (CCS160). Alternatively, you could scan them and upload them to the OCR Repository.

Summary

Send to OCR	Send to moderator/ upload to Repository	Retain in centre
Submit marks via an EDI file using the A2C migration application	<ul style="list-style-type: none"> • Signed copy of EDI file • Centre authentication forms (CCS160) 	<ul style="list-style-type: none"> • Copy of marks submitted • Candidate authentication forms

Using internal assessment mark sheets (MS1) to submit marks

When completing the mark sheets, remember to:

- Enter marks in the mark column, as well as filling in the lozenges on the right-hand side. The scanner reads the lozenges, but the moderator will look at the written marks, so you need to fill in both.

- If errors have been made with the mark lozenges, make sure that the mark given in the mark column is clear.
- Always shade the tens **and** the units – for example:
 - To enter a mark of 30, shade the ‘30’ lozenge **and the ‘0’ lozenge on the row underneath.**
 - To enter a mark of 9, shade the ‘9’ lozenge **and the ‘00’ lozenge on the row above.**
- **For marks over 100:**
 - To enter a mark of 100, shade the ‘100’ lozenge, the ‘00’ lozenge and the ‘0’ lozenge.
 - To enter a mark of 110, shade the ‘100’ lozenge, the ‘10’ lozenge and the ‘0’ lozenge.
- Check that marks entered are not above the maximum mark, which can be found in the top right-hand corner of the sheet.
- Enter the details of any extra candidates at the bottom of the last sheet, using the candidate number lozenges where possible, so the MS1 can be scanned. Ensure that the relevant entries have been made for the additional candidates.
- If a candidate has withdrawn, or you are submitting a candidate as absent, ensure that the ‘A’ lozenge is shaded. It is important that we receive notifications of absence as well as marks.
- Always sign each sheet.
- Check that the marks and any additional candidates can be clearly read on all copies of the MS1.

Summary

Send to OCR	Send to moderator/ upload to Repository	Retain in centre
Top copy of MS1: OMR Unit, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ	<ul style="list-style-type: none"> • Middle copy of MS1 • Centre authentication forms (CCS160) 	<ul style="list-style-type: none"> • Bottom copy of MS1 • Candidate authentication forms

Submitting mark amendments

If you discover an error with a previously submitted candidate mark, you will need to complete the Amendment to Centre Marks form. There is now an interactive form for you to use, which can be downloaded from [Interchange](#). Click on ‘Resources and Materials’ and then ‘Pre-release Materials’. The form should be emailed to the Post Assessment Services Team at centre.markamends@ocr.org.uk from a centre email address. You must provide the original **total** and amended **total** mark(s) for the component. Please ensure a copy is also sent to the moderator.

Where a mark is amended by the centre after moderation has started, we may require the work relating to the relevant candidate to be submitted for validation purposes. If this is the case, we will notify you and provide you with a despatch address.

If your moderator informs you of a clerical error, please follow the instructions in [Section 6.10](#).

Moderator address information

Your exams officer will be sent address labels to send the marks and forms to the moderator. (You will also be sent enough copies of the labels to send candidate work to the moderator.)

If you have still not received your labels **three days** before the mark submission deadline, you can request emergency moderator address information from [Interchange](#).

To do this, log in to [Interchange](#), hover over 'Resources and materials' in the left-hand menu, click on 'Emergency exam labels' and follow the on-screen instructions. Requests should be processed within 12 hours.

Before posting the sample of work to the moderator, please ensure that the address on the moderator label corresponds to the address provided on the sample request. If it does not, please contact the OCR Customer Contact Centre (see [Section 1.5](#)).

If we do not receive your marks, we will contact you.

6.7 Special consideration

Special consideration is a post-assessment adjustment reflecting temporary injury, illness or other indisposition at the time the assessment was taken.

As assessments are designed to assess what the candidate knows and can do, some circumstances which affect learning or preparation (e.g. staffing difficulties) cannot be taken into account. Centres should refer to the JCQ *A guide to the special consideration process* for detailed information about eligibility. This is available on the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2015-2016).

Incomplete internally assessed work

Candidates who, for good reason, are unable to meet the full internal assessment requirements of a specification should submit as much work as possible. OCR may give special consideration if the candidate has actually submitted their work.

Where internally assessed work is set in a very short, timetabled period, candidates who have not submitted any work cannot be given special consideration unless certification has been requested in the same series and the minimum requirements have been met. Candidates must have been fully prepared for the course but unable to finish their writing up of the work. For ephemeral assessments (e.g. in subjects such as Sport), it is good practice to keep a record of participation and achievement by candidates on an ongoing basis throughout the course, using appropriate forms of evidence such as witness statements, awards achieved, performance logs/records and filmed evidence. The unit must otherwise be taken in a later series.

Applying for special consideration

Applications must be submitted to the OCR Special Requirements Team via the online tool, **Special consideration online**, which can be accessed via Interchange (<https://interchange.ocr.org.uk>). Applications must be by the deadlines for receipt of marks (see [Section 6.6](#)). Applications must be accompanied by a breakdown of marks across assessment criteria. Enhancement is not always possible where components are testing different skills in different pieces of coursework or where only one piece is required.

Lost or damaged internally assessed work

If all or part of a candidate's work is lost or damaged inadvertently, in certain circumstances, we may make special arrangements to enable the candidate's attainment to be assessed. Marks should be submitted in the normal way and an application must be made via Special consideration online and a copy of the application must be sent to the moderator. Where this is not possible, a Notification of Lost Centre Assessed Work (JCQ/LCW Form 15), which is available from the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-15---notification-of-lost-centre-assessed-work) must be submitted to the moderator. Moderators should be informed of lost work applications only and should not be informed of candidate's circumstances relating to any present but disadvantaged applications.

If the candidate was included in the sample requested for moderation (see [Section 6.8](#)), the work of the candidate with the nearest mark should, where possible, be sent instead.

6.8 Sample requests

Once you have submitted your marks to OCR and your moderator, you will receive a moderation sample request. If you are part of a consortium, we will wait until we have received marks from each centre before sending a sample request. If there are fewer than 15 candidates, all the work should have been submitted at the same time as the marks were submitted. Samples will include work from across the range of attainment of the candidates' work.

Sample requests via email

Once we have received your marks, you will receive an email from no-reply@ocr.org.uk requesting a sample for moderation. Emails will be sent to the Exams Office email address we hold for you within your centre records. This is not necessarily the email address that you use for your Interchange (<https://interchange.ocr.org.uk>) account. **It is therefore essential that this email address is correct.**

If you need to change the email address that we hold for your exams officer, please notify us by emailing the updated details as an attachment on centre-headed paper to the JCQ National Centre Number Register at ncn@ocr.org.uk.

If you have already submitted all of your candidates' work (if there were fewer than 15 candidates), please ignore the email – if the moderator has not received the work, they will contact you directly.

If you receive more than one email for the same specification, please read the email carefully – you may have received a request for an **additional** sample. An additional sample request will be sent if the moderator needs you to provide additional candidates' work for moderation.

6.9 Submitting a sample of candidate work

There are several ways to submit a sample, as described below. When making your entries, the entry option specifies how the sample for each unit is to be submitted. For each of these units, all candidate work must be submitted to the moderator using the **same entry option**, as per [Section 6.6](#). It is not possible for centres to offer both options for a unit within the same series, but you can choose different options for different units.

Electronic candidate work (OCR Repository)

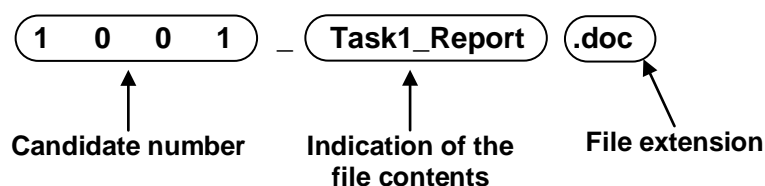
The OCR Repository is a system which has been created to enable centres to submit candidate work electronically for moderation. It allows centre staff to upload work for several candidates at once but does not function as an e-portfolio for candidates.

Once you receive your sample request, you should upload the work to the OCR Repository within three days of receiving the request.

To access the OCR Repository, you need either the 'Centre Administrator' or 'Tutor/Teacher' role within Interchange (<https://interchange.ocr.org.uk>). Log in to Interchange, hover over 'Coursework and tests' in the left-hand menu and click on 'OCR Repository'.

It is good practice to store candidates' documents using their four-digit candidate number at the beginning of the file name followed by an indication of the contents of the file.

For example:



This will allow you to use the bulk upload facility when submitting work, which matches the files electronically to the correct candidates.

Individual files should be no larger than 20MB, but an unlimited number of files can be uploaded. However, you must ensure you submit the minimum number of files necessary to provide evidence of candidate achievement – we would encourage you to collate documents wherever possible.

It is the centre's responsibility to ensure any work submitted to OCR electronically is virus-free.

Paper-based candidate work (postal moderation)

The sample of candidate work must be posted to the moderator within three days of receiving the request. Please ensure that the address on the moderator label corresponds to the address provided on the sample request. Please ensure you use labels for the correct series (not leftover labels from previous series).

On rare occasions, work can get lost in the postal system. We strongly advise you to keep evidence of work submitted to the moderator, e.g. copies of annotated versions of written work or photographs of practical work. You should also obtain a certificate of posting for all work that is posted to the moderator. Please ensure you include a return address on the packaging, just in case there is a problem with the delivery.

We recommend you do not use courier services or other specialist postage methods, as moderators may experience difficulty receiving deliveries, which can delay moderation.

Visiting moderation

If you have selected visiting moderation, the moderator will contact centres by the following dates to arrange the visit at a date and time convenient to both parties.

Series	Moderators will contact centres by	Period in which visits take place
January 2016	10 December 2015	Mid December–early February
June 2016	28 March 2016	Mid April–early July

Most visits for Cambridge Nationals will last one day. Centres must provide the moderator with a copy of the unit recording sheet for each learner listed in the sample, which the moderator will take away with them. At the visit, the moderator will provide limited verbal feedback. However, centres will not be notified of the outcome of moderation until results day (see [Section 8.2](#)).

If moderation is not completed during the visit, the moderator may take work away to continue or, if practical, the visit may be extended or another day arranged. Moderators may also take work away for quality assurance and awarding purposes. If the moderator is unable to transport the work with them, they will supply you with a UPS courier bag and a pre-printed address label. UPS will collect and deliver the work to the moderator free of charge.

6.10 External moderation

Internally assessed units are externally moderated. Moderation is designed to bring the marking of internally assessed units in all participating centres to an agreed standard by checking a sample of the marking of candidate work.

Resolving issues with internal marking

At this stage, centres may be required to resolve any issues that the moderator discovers during the external moderation. Centres may receive one of the following requests, usually by email:

- **Additional sample request** – If the moderator needs you to provide additional work for moderation, please ensure that you respond as quickly as possible to ensure that your candidates' results are not delayed.
- **Notification of clerical errors** – This is sent to advise you that we have amended the internally assessed marks you provided, usually following an incorrect transcription or incorrect addition of the marks. If you disagree with the amendment, you should notify us as soon as possible (instructions are provided with the notification). Please encourage teachers to make use of the relevant subject-specific interactive assessment forms (where available) from the [OCR website](#), as this should help to reduce the number of clerical errors.
- **Notification of invalid order of merit** – If, on the evidence of the sample, the moderator is not satisfied that the marking has produced a single valid and reliable order of merit of your candidates' performances, the work will be returned to you to re-mark. You will need to submit the new marks to OCR and return the sample to the moderator before moderation can continue. Please ensure that you respond as quickly as possible to ensure that your candidates' results are not delayed.

6.11 Outcomes of moderation

Centres will usually receive the outcome of moderation when the provisional results are issued (see [Section 8.2](#)). The following reports will be issued via Interchange (<https://interchange.ocr.org.uk>):

- **Moderation adjustments report** – This lists any scaling that has been applied to internally assessed units or components.
- **Moderator report to centres** – This is a brief report by the moderator on the internal assessment of candidates' work.

For consortia, separate reports will be produced for each centre sampled in the consortium.

Centres may request a review of moderation of internally assessed coursework or a review of marking of externally assessed coursework by submitting an enquiry about results (see [Section 9.1](#)). If one centre in a consortium submits an enquiry about results, the work must be available from all the centres, as it is the original sample that is reviewed.

6.12 Use of candidate work

If work was posted to OCR for moderation or selected during visiting moderation, it will normally be returned to centres. However, we may be required to retain some items as exemplar material for awarding, regulation and archive purposes. We will inform you if work is required. In some circumstances, we may need to request work from a centre. In such cases, your co-operation in supplying material is much appreciated. Candidate work should be retained by centres for a minimum of six months from submission.

7 Examination Arrangements

Key points

- This section must be read in conjunction with the JCQ *Instructions for conducting examinations*, available on the JCQ website (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations).
- You will receive question papers at least five working days before the relevant exam.
- You must return examination scripts, together with the completed attendance register(s), on the same day as the examination. If this is not possible, please keep them secure overnight and send them within one working day.
- Scripts for different components must not be sent in the same envelope, even if the address is the same.
- Please make applications for special consideration within seven days of the last examination in the series in each subject.

7.1 Examination regulations

Regulations governing examination arrangements are contained in the [Instructions for conducting examinations](#) (published by the JCQ on behalf of the awarding bodies) and within this section of this *Guide*.

7.2 Contingency planning

For the academic year 2015/16, and **with effect from the June 2016 examination series onwards**, all centres **must** have an examination contingency plan/examinations policy on file for inspection. The *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*, which can be downloaded from www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland, is a good starting point.

7.3 Timetabling of examinations

The common structure of the timetable is agreed by all the JCQ awarding bodies and many factors are considered. We do not timetable examinations for weekends, bank holidays or school holidays, and religious festivals are taken into account wherever possible. We also use 'clash statistics' from previous series to avoid major clashes and feedback from centres to identify significant problems.

The provisional timetables are produced approximately a year in advance of an examination series and, once they are available, centres have two months to comment. If we do not receive any feedback, we assume that centres are happy with the timetables.

For the following series, feedback should be sent to the JCQ at centresupport@jcq.org.uk by the following dates:

Series	Deadline
November 2016	31 January 2016
June 2017	30 April 2016

For the following series, feedback should be sent to OCR at ocr.timetable@ocr.org.uk by the following date:

Series	Deadline
January 2017	31 March 2016

Timetables can be viewed via the OCR website (www.ocr.org.uk/i-want-to/key-dates-and-timetables).

Start and finish times

The published start times for examination sessions are 9.00am and 1.30pm. Candidates are not permitted to take a paper **before** the date shown on the timetable.

Managing timetable clashes and variations

Any clashes of OCR examinations will be reported on a timetable clash report (see [Section 4.11](#)). It may, therefore, be necessary to implement timetable variations.

For guidance on how to manage timetable variations, please refer to the JCQ [Instructions for conducting examinations](#). Most variations can be managed by centres, provided that appropriate supervision is maintained and all guidelines laid down in the guidance are followed. The JCQ form *Timetable Variation and Confidentiality Declaration for Overnight Supervision*, see the JCQ website (www.jcq.org.uk/exams-office/forms/overnight-supervision-form), must be completed before the exam and **kept on file** within your centre. It must not be sent to OCR.

For unplanned situations or circumstances not specifically outlined in the JCQ [Instructions for conducting examinations](#), please email your requests to ocrspecialrequirementsteam@ocr.org.uk, quoting 'Timetable Variation' and your centre number in the subject line.

Additional sessions

Centres that have insufficient equipment to enable all their candidates to take an examination at the same time may arrange one or more additional sessions, as long as the normal security arrangements are applied (see the JCQ [Instructions](#)). However, accurate seating plans and attendance records for each session must be kept and may be asked for by OCR at any time up to the enquiries about results deadline (see [Section 9.1](#)).

7.4 Despatch of materials from OCR

Despatch of question papers

Question papers are despatched to arrive in centres at least five working days before the relevant exam. Question papers are provided on the basis of final entries for a particular unit or component and thus OCR cannot guarantee question papers will be supplied where late entries have been made less than two weeks prior to the examination date. We recommend you check thoroughly that you have submitted all final entries before the deadline and received all the relevant materials in advance of the examination. Under **exceptional circumstances**, OCR can make question papers available for secure download from Interchange (<https://interchange.ocr.org.uk>) shortly before the start of the examination. Please contact the Customer Contact Centre (see [Section 1.5](#)) if you have not received the necessary materials for an exam.

The regulations governing the security of question papers are contained within the JCQ *Instructions for conducting examinations*, available from the JCQ website (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations).

Despatch of early question paper materials

Early question paper material for particular units is despatched to centres based on entry information (usually estimated entries). Instructions for the distribution of the materials to candidates are included within the despatch. The dates for the despatches of early question paper materials are given on the OCR Key Dates document, which can be downloaded from the OCR website (www.ocr.org.uk/i-want-to/key-dates-and-timetables).

Attendance registers

Attendance registers and instructions for their use will be sent to centres before the examination. Please indicate presence or absence of candidates; **all** candidates listed on the attendance register should have an annotation. If you know the candidate has withdrawn, please cross through their candidate number and name. Do not forget to include on the attendance register those candidates who have:

- Been entered late and whose names do not appear on the register (even if they are absent)
- Taken the exams in separate rooms
- Transferred elsewhere – mark them as ‘Transferred to [centre no]’.

Accurate attendance records for each session must be kept and may be asked for by us at any time up to the enquiries about results deadline (see [Section 9.1](#)). The names on the attendance register must match the names on the scripts. If a candidate has used a different name on the script, please indicate this on the attendance register.

Examination stationery

Stationery items such as envelopes, graph paper, drawing paper and data booklets are sent to centres before the examination. A list of contents is provided for checking purposes and a list of all the items can be found in the exams directory, which is available from [Interchange](#). If you would like to receive a paper version of the exams directory, you can opt in to this service via [Interchange](#). To do this, once you have logged in, hover over ‘Centre information’ and then click on ‘Set centre preferences’ in the left-hand menu. Ensure the tick box is selected.

Heads of Centre/exams officers must ensure that they have everything they require well in advance of the examination.

Formulae booklets are issued by us for use in Mathematics examinations of certain specifications and, where appropriate, will include mathematical and statistical tables. Candidates must not take their own copies of tables or formulae booklets into the examination room. Centres will receive one copy of the appropriate booklet for each candidate for the series.

Examination stationery **must** be stored under secure conditions.

As the adhesive on envelopes can deteriorate over time and we supply new ones each series, please ensure that you dispose of the old ones. A 'use-by date' can be found in the bottom right-hand corner of some envelopes. You should not be able to reopen a sealed envelope without damaging it. Please check that envelopes containing scripts are securely sealed before despatching them.

It is also worth checking there is an OCR return address on the label or the packet in case there is a problem with the delivery of the scripts. Either OCR, 1 Hills Road, Cambridge, CB1 2EU, or DC10 (OCR) Hill Farm Road, CB22 4FZ, can be used for this purpose.

Answer booklets

Information about answer booklets will be found on the front cover of relevant question papers, in the grey box under the heading of 'OCR Supplied Materials'.

In most cases, a **generic answer booklet** will be supplied. These are sent to centres separately from question papers, as part of the general exam stationery despatch. These are 12-page answer booklets (OCR12) and four-page continuation booklets (OCR4). To find out which units require the use of the **12-page generic answer booklet**, please consult the exams directory, which is available from [Interchange](#).

In a few cases, a **specific answer booklet** may be required. These are sent to centres as part of the confidential question paper despatch and come in three formats:

- **Answer booklet with the question paper inserted** – The front covers of the answer booklet and question paper give details of the assessment they are to be used for. As the grey box on the front cover of the answer booklet says, the question paper should be inserted into the booklet.
- **Question paper with an answer booklet inserted** – The front covers of the question paper and answer booklet give details of the assessment they are to be used for. As the grey box on the front cover of the question paper says, the answer booklet should be inserted.
- **Answer booklet separate from the question paper** – If the answer booklet is not provided as an insert, it will be sent in a separate envelope in the same despatch as the question paper.

Remember: the correct answer booklet **must** be used for each paper. If a candidate runs out of space, they should be given one or more of the OCR four-page continuation booklets (OCR4) to continue their answers. Continuation booklets are sent as part of the general exam stationery despatch. The candidate's name, candidate number, centre number and unit code must be clearly written on any continuation booklets, which should be **inserted inside** their exam script or 12-page answer booklet. Treasury tags should not be used.

Ordering additional assessment materials

If you require any additional stationery or assessment materials, please email the Customer Contact Centre (see [Section 1.5](#)).

7.5 Posters

The JCQ *Notice to Candidates* is now called *Information for candidates* and is only issued electronically. The JCQ *No Mobile Phones Poster* and the JCQ *Warning to Candidates* are similarly only issued electronically. The JCQ *No Mobile Phones Poster* must be displayed outside the exam room. The posters are available on the JCQ website (www.jcq.org.uk).

7.6 Reporting suspected malpractice

It is the responsibility of the Head of Centre to report in writing all cases of suspected malpractice involving centre staff or candidates. A JCQ Report of Suspected Malpractice form (JCQ/M1), available to download from the JCQ website (www.jcq.org.uk/exams-office/forms/jcq-form-m1---report-of-suspected-malpractice) should be completed and emailed to malpractice@ocr.org.uk as soon as possible after the incident. Delays in reporting cases of suspected malpractice may lead to delays in the issue of results.

When asked to do so by OCR, Heads of Centres are required to investigate instances of malpractice promptly and report the outcomes to OCR.

Further information is contained in the publication *OCR Malpractice Procedures – A Guide for Centres*, available on the OCR website (www.ocr.org.uk/about-us/our-policies/regulations) and the JCQ publication: *General and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments*, available from the JCQ website (www.jcq.org.uk/exams-office/malpractice).

7.7 Despatch of scripts from centres

Centres are sent the following materials for each examination series:

- Attendance register(s) for each examination
- Address labels (for the despatch of scripts)
- Plastic OCR script return packets.

These must be stored safely when not in use.

After an examination, centres should despatch the scripts with the attendance registers in accordance with the JCQ *Instructions for conducting examinations*, see the JCQ website (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations). You must ensure that packages containing scripts are securely sealed. It is essential that the scripts are returned in the correct envelope; **scripts for different components must not be despatched in the same envelope, even if the address is the same.**

If labels have not been received at least one week prior to the relevant examination, please call the OCR Customer Contact Centre (see [Section 1.5](#)) to request replacement labels. Within three days of an examination, centres can download or request emergency replacement labels (depending on the type of label) from Interchange (<https://interchange.ocr.org.uk>).

Handling contaminated scripts

Occasionally, scripts can become contaminated during an examination. Examples of contamination include bodily fluids (e.g. vomit or blood), or warnings of a specific infectious illness that the candidate was suffering from. If you are despatching a contaminated script, we advise you to follow the instructions below when handling the script:

- Wear gloves when handling the script and then dispose of the gloves in a clinical waste bag.
- Even though you have been wearing gloves, wash your hands immediately after handling the script.
- Restrict access to the script.
- Scan a copy and then disinfect the scanner.
- Seal the script in a plastic folder and then in an envelope.
- Clearly mark the envelope as containing a contaminated script and indicating that gloves must be worn when handling it.
- Put the clean, scanned copy in a separate envelope and seal securely. Clearly mark the envelope as containing a scanned copy of the contaminated script.
- Pack both envelopes into the script envelope with the rest of the scripts for the component and return as normal.

7.8 Use of candidate scripts

We may be required to retain some scripts as exemplar material for awarding, regulation and archive purposes.

7.9 Special consideration

Special consideration is a post-assessment adjustment reflecting temporary injury, illness or other indisposition at the time the assessment was taken.

As assessments are designed to assess what the candidate knows and can do, some circumstances which affect learning or preparation (e.g. staffing difficulties) cannot be taken into account. Centres should refer to the JCQ *A guide to the special consideration process* for detailed information about eligibility, please see the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2015-2016).

Applying for special consideration

Applications must be submitted to the OCR Special Requirements Team within seven days of the last exam in the series in each subject, via the online tool, **Special consideration online**, which can be accessed via Interchange (<https://interchange.ocr.org.uk>).

Examined units missed for acceptable reasons

Special consideration is available only when the candidate has been fully prepared for and covered the whole course. If a unit is missed, and there is no result from a previous series, the unit must be taken in a later series. If the unit was missed in the certification series, an estimated mark for the unit may be issued; provided the JCQ minimum requirements have been met. Please refer to JCQ [*A guide to the special consideration process*](#).

8 Results

Key points

- Results will be provided to centres electronically before the candidate release dates, as long as confidentiality conditions are observed (see [Section 8.2](#)).
- To access the most up-to-date results information, please go to Interchange (<https://interchange.ocr.org.uk>).
- To view results statistics, including raw mark and UMS grade boundaries, please go to the OCR website (www.ocr.org.uk/results-statistics).
- It is not possible to withdraw entries once results have been issued.

8.1 What are provisional results?

Results are released to centres and candidates to allow any queries to be resolved before certificates are issued. Until certificates are issued, results are deemed to be provisional and may be subject to amendment.

8.2 When will results be issued?

Unless specified otherwise by OCR or the JCQ, electronic results, via A2C or Interchange (<https://interchange.ocr.org.uk>), will be available to centres from 00:01 the day before results can be issued to candidates:

Series	Restricted release to centres only	Release to candidates
November 2015	6 January 2016	7 January 2016
January 2016	2 March 2016	3 March 2016
June 2016	24 August 2016	25 August 2015

These arrangements are conditional on the results files and their contents remaining strictly confidential to the Head of Centre, Exams Office staff and those teaching staff who, in the opinion of the Head of Centre, need to be made aware of the information, until **06:00** on the candidate release date. Under no circumstances should these results be released to any third party (including universities, HE colleges, other teachers and candidates) before this time.

Centres must not release results data to Local Authorities until after **09:30** on the appropriate date for the publication of results. Similarly, centres must not release press releases or statements to the media under any circumstances until after **09:30** on the appropriate date for the publication of results.

If a centre breaches a confidentiality condition imposed by OCR or any other examining body, OCR reserves the right at any time to refuse to provide results to the centre before the approved candidate release date. OCR also reserves the right to exchange information regarding breaches of confidentiality with other awarding bodies.

We will not usually provide results directly to candidates. However, we reserve the right to inform candidates in extreme circumstances upon satisfactory proof of identity.

8.3 What will be issued?

The following materials are published or issued on the restricted results release date (unless specified otherwise).

A2C

Results files which can be downloaded to your management information system will be issued on the restricted results date.

Interchange

Together with results data, a number of separate reports will be available for you to download from the restricted results release date. To access the reports, log in to Interchange (<https://interchange.ocr.org.uk>) hover over 'Results' and click on 'Results documents' in the left-hand menu. You can then choose the report you wish to access from the list. (To access the report on coursework moderation, hover over 'Results' and click on 'Reports on moderated work'.)

What is available	For	Details
Results data	EOs	Access to all your centre's results. You can view results by candidate and specification, with unit and qualification data.
Results and grade thresholds report	HoDs and teachers	Shows results for linear specifications and units. For each candidate, it shows raw marks, any weighted or uniform marks and grades. It also includes a results summary and the grade thresholds. This report is updated twice – once after results are released and once after the post-results period.
Results broadsheet	EOs and teachers	A matrix showing all candidates and their qualification grades. Grade A* is represented by an asterisk (*). This report is dynamic and updated taking into account any changes that are made.
Moderation adjustments report	EOs and HoDs	Lists any scaling adjustments that have been applied to internally assessed units/components. This report is updated twice – once after results are released and once after the post-results period.
Cumulative specification results report	EOs, HoDs and teachers	Shows results for unitised specifications. For each candidate it shows their qualification grade, total uniform mark, unit uniform marks and an indicator to show which units were used towards the qualification grade. It also includes a results summary and the uniform mark grade thresholds. This report is updated twice – once after results are released and once after the post-results period.
Statement of results	Candidates	One statement per candidate showing the unit and qualification results achieved. This report is dynamic and updated taking into account any changes that are made.

Report to a centre on coursework moderation	EOs and HoDs	For each internally assessed component or unit, a brief report by the moderator on the internal assessment of candidates' work.
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OCR website

The following PDFs will be published on the results statistics page of the OCR website (www.ocr.org.uk/i-want-to/check-results/results-statistics).

What is available	Details
Unit level raw mark grade boundaries	Lists raw mark and UMS grade boundaries at unit level for all specifications.
Provisional examination statistics	Published on the release to candidates date, this lists the cumulative number and percentage of candidates achieving each grade, for all specifications.

Active Results

Available each series from the release to candidates date, Active Results is a free results analysis service designed to help teachers review the performance of individual candidates, cohorts, or whole schools. You can compare your centre against national averages, gain information to support resit decisions and analyse question level results where available.

For the 2015/16 academic year, all Cambridge Nationals subjects are available through the service. See the OCR website (www.ocr.org.uk/activeresults) for further details.

8.4 Certification grade scales

Cambridge Nationals qualifications are graded on the scales below, with the A2C and Interchange results indicators as follows:

Grade scale	A2C and Interchange indicator
Distinction at Level 1	D1
Merit at Level 1	M1
Pass at Level 1	P1
Distinction* at Level 2	*2
Distinction at Level 2	D2
Merit at Level 2	M2
Pass at Level 2	P2

Candidates who fail to reach the minimum standard will be unclassified (U).

Only subjects in which the above grades are attained will be recorded on certificates.

8.5 Other results indicators

In addition to grades, the following results indicators could appear for some candidates within the Interchange and A2C results data:

- **X** (No Result) – A result has not been issued. This may be because the candidate failed to submit work for any of the subject's components; there was an incorrect combination of units for certification; a candidate has been issued with more than one UCI or a script was not available to be marked. This will show as 'No Result' on statements of results.
- **#** (partial absence) – This character, used to denote partial absence, may be shown next to a grade if the candidate submitted work for some, but not all, of the subject's components/units.
- **Q** (Pending) – This is where a result is pending or is currently unavailable. In each instance we should have contacted your centre in advance to explain why the result is pending. If you have not received any communication from us, please speak with your Head of Centre who will have more information about the issue.

If you believe that any of these indicators have been applied incorrectly, you may report this to OCR using the missing and incomplete results service (see [Section 9.2](#)).

Note: Where candidates have been given an enhancement due to special consideration (see [Section 6.7](#)), there may not be an obvious correlation between the marks and grades shown on some of the results documents.

8.6 Unitised qualification results

What are uniform marks and why do we use them?

Cambridge Nationals are unitised specifications, so candidates can take units across several different series. They can also take units more than once or choose from the optional units available.

When working out candidates' overall grades, OCR needs to be able to compare performance on the same unit in different series (as the difficulty of a unit may vary slightly from series to series) and between different units. OCR uses **uniform marks** to enable this to be done.

Once a script has been marked by the examiner (giving it a raw mark), to ensure fairness and consistency across series and within subjects, an awarding meeting takes place. In this meeting, a group of experienced senior examiners look at a sample of papers from that year and compare them to previous papers and statistics, using their professional judgement to decide what the grade thresholds should be (see example below).

The raw marks for the unit are already established (by the examiner or moderator), but they do not mean very much on their own. They have to be converted to a uniform mark scale (or score), known as UMS. The weighting of units may vary, so conversion to UMS makes the marks compatible and comparable. UMS gives a fixed scale of marks with common thresholds that are unchanged series on series.

Example

Sally and Peter both sat the same unit, but in different years.

There are four equally weighted units needed to achieve the qualification.

Both papers are marked out of 80 and both students score 61. But, as Sally's exam included more complex questions than Peter's, the grade threshold for achieving an 'a' is set at 61 (at the awarding meeting). Peter's exam was relatively straightforward and the 'a' threshold is set at 64. Therefore, for this unit, Sally achieves an 'a' and Peter achieves a 'b'. Their marks are converted to UMS (out of a maximum of 80) as shown below.

Raw mark			UMS (Max 80)		
a	64		64	a	
b	58		56	b	
c	52		48	c	
d	46		40	d	
e	40		32	e	

Raw mark			UMS (Max 80)		
a	61		64	a	
b	55		56	b	
c	49		48	c	
d	43		40	d	
e	37		32	e	

Peter, therefore, has 61 raw marks with the 'a' threshold for his unit set at 64. When this is converted into UMS, he has 60 uniform marks.

Sally also has 61 raw marks with the 'a' threshold for her unit set at 61. When this is converted into UMS, she has 64 uniform marks.

When unit results are issued, the candidate's unit grade and uniform mark are given. The uniform mark is shown out of the maximum uniform mark for the unit, e.g. 58/80. Special rules for the conversion from raw marks to uniform marks apply between the top grade and the maximum and below the bottom grade and zero. This includes the application of the 90% conversion point for GCE A2 units.

Calculating qualification results in unitised specifications

When calculating a candidate's qualification result, we:

- Find all the candidate's unit results for the specification along with any previous certification results.
- If the candidate is re-certificating, check that they have taken something new since their last certification.
- Find all the valid unit combinations for that certification.
- Add up the unit UMS scores for each valid combination and compare it with the qualification UMS grade boundaries (see below).
- Choose the combination that gives the best grade and highest UMS score.

If the candidate is absent for one of the units needed to satisfy the qualification rules, the unit will be treated as achieving zero uniform marks when calculating the certification grade. This will be shown as '#' against the certification grade on results documentation.

Candidates cannot specify which units they would like to use towards an award, and 're-aggregating' an award is not permitted after results have been issued.

UMS for Cambridge Nationals

Cambridge Nationals units and qualifications are graded on the following scale.

The uniform mark boundaries for each unit are shown below:

Unit GLH	Max unit uniform mark	Unit grade						
		*2	d2	m2	p2	d1	m1	p1
30	60	54	48	42	36	30	24	18
60	120	108	96	84	72	60	48	36

For the tiered units in Science and Science in the Workplace, the uniform mark boundaries are as follows:

Tier	Unit GLH	Max unit uniform mark	Unit grade						
			*2	d2	m2	p2	d1	m1	p1
L1	30	36	–	–	–	36	30	24	18
L2	30	60	54	48	42	36	–	–	–

The total uniform marks relating to the certification grades are as follows:

Qualification	Max uniform mark	Qualification grade						
		*2	D2	M2	P2	D1	M1	P1
Award	120	108	96	84	72	60	48	36
Certificate	240	216	192	168	144	120	96	72
Diploma	480	432	384	336	288	240	192	144

9 Post-Results Services

This section provides details about OCR's post-results services. Please refer to the JCQ *Post-Results Services* booklet, available on the JCQ website (www.jcq.org.uk/exams-office/post-results-services) for further guidance about action on the release of results.

Key points

- The most up-to-date results information will be available on Interchange (<https://interchange.ocr.org.uk>).
- All post-results services must be submitted online via [Interchange](#).
- Candidates and centres must check personal details carefully as this information will be printed on certificates.
- Enquiries about results and appeals can result in unit and/or qualification grades being confirmed, raised or lowered.

9.1 Enquiries about results (EAR)

If you are not happy with the outcome of a candidate's results, centres and private candidates may submit an enquiry about results. Depending on the type of assessment, several services are available. These are described below.

Available services

Enquiries about results include requests for clerical checking and the review of marking or review of moderation. The following nationally agreed services are available:

- **Service 1** (Clerical re-check) – This is a re-check of all clerical procedures leading to the issue of a result.
- **Service 2** (Post-results review of marking) – This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of Cambridge Nationals.
- **Service 3** (Post-results review of moderation) – This is a review of the original moderation to ensure that assessment criteria have been fairly, reliably and consistently applied.

Deadlines for submitting enquiries about results

All enquiries about results must be made immediately after the relevant examination series by the deadlines below. Enquiries about results cannot be accepted at a later date.

Series	Deadline
November 2015	4 February 2016
January 2016	7 April 2016
June 2016	20 September 2016

Candidate consent

Before submitting a request, centres must obtain the written consent of candidates for clerical checks and post-results reviews of marking since, with these services, candidates' marks and subject grades may be lowered. A candidate consent form can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/results/post-results-services). By submitting your online application, you are confirming that candidate consent has already been obtained.

Please note: Candidate consent is **not** required for the post-results review of moderation as candidates' marks may be lowered but their published subject grades will **not** be lowered in the series concerned.

Submitting enquiries and viewing the outcome

Enquiries about results should be submitted by an authorised member of staff using Interchange: log in to Interchange (<https://interchange.ocr.org.uk>) hover over 'Post results' in the left-hand menu, click on 'Enquiries about results' and follow the on-screen instructions. You will need either the 'Centre Administrator' or 'Post Result Full Access (GQ)' role within [Interchange](#) to access this area.

On receipt of your enquiry, an acknowledgement will be emailed to you (centres should retain this acknowledgement for their own records). As soon as an enquiry has been completed, an email will also be sent to notify you that the outcome is available to view on [Interchange](#). If a candidate's marks or grade change, both the old and new information will be published so that a comparison can be made.

NB We send you outcomes of individual units as soon as they're available. This means your certification result will not be updated until you receive all of the outcomes. If the certification result has not been updated, this is stated at the bottom of the screen when you view the outcome for your enquiry. (If there is no statement, the enquiry is complete.)

If you are unable to submit a request using [Interchange](#), please call the Customer Contact Centre for further guidance (see [Section 1.5](#)).

Please note that centres can only submit an enquiry about results for Sport Science if they have DVD evidence of the candidate's performance.

Cancelling enquiries

Once you have submitted an enquiry about results, if you wish to cancel it, you should email your request to the Enquiries about Results Team at result.enquiries@ocr.org.uk. We will then contact you to confirm whether or not your request has been accepted. If the review of marking or moderation has already begun, an enquiry cannot be cancelled. If a cancellation is accepted, a cancellation fee of 50% of the original fee will be applied.

Appeals

If you still have concerns following the outcome of an enquiry about results, your Head of Centre may appeal against it. This must be done in writing, within 14 calendar days of receipt of the outcome, and addressed to the Appeals Team at appeals@ocr.org.uk. More information about appeals can be found in the JCQ *Guide to the awarding bodies' appeals processes*, available from the JCQ website (www.jcq.org.uk/exams-office/appeals).

Fees

The fees associated with enquiries about results and appeals are provided in the Fees List (www.ocr.org.uk/fees). In addition, further detail about how we charge for post-results services is available in our document, *Post-results services: our charging policy explained*, which can be downloaded from the [OCR website](http://www.ocr.org.uk).

If a cancellation is accepted (if the review of marking or moderation has not already begun), a cancellation fee of 50% of the original fee will be applied.

Payment should not accompany the submission of an enquiry about results. Centres will be invoiced at the conclusion of the series – this is deemed to be when all outstanding enquiries have been resolved.

Private candidates

Private candidates (see [Section 4.7](#)) may apply directly to OCR for post-results services. However, proof of identity must be supplied and the appropriate fee paid before a request will be processed. Forms and further information are available on request from the Customer Contact Centre (see [Section 1.5](#)).

9.2 Missing and incomplete results (MIR)

Centres may request an investigation into a candidate's results where it is believed that one of the following result indicators has been incorrectly applied (for a full explanation of these indicators, please refer to [Section 8.5](#)):

- X (No Result)
- # (partial absence)
- Q (Pending).

This service should also be used if an individual subject result for a candidate is missing, or the candidate has been omitted entirely from the results supplied. Please do not use this service if you wish to apply for late certification, or for results you know are subject to a malpractice investigation.

MIR queries should be requested by the following dates:

Series	Deadline
November 2015	4 February 2016
January 2016	7 April 2016
June 2016	20 September 2016

To submit your query, log in to Interchange (<https://interchange.ocr.org.uk>) hover over 'Post results' in the left-hand menu, click on 'Missing and incomplete results' and then follow the on-screen instructions.

Each series, we receive a variety of missing and incomplete result (MIR) queries. To help you to understand whether an MIR query should be submitted, we have produced a brief guide for exams officers called *Understanding Results Indicators*, which can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/results).

9.3 Access to scripts

Centres and private candidates can request access to marked scripts for Cambridge Nationals. A 'script' refers to any candidate's work deriving from an externally assessed component which is primarily written. These arrangements do not apply to internally assessed components, orals and audio/video tapes.

The script may have been marked in one of two ways:

- **On-screen** – Scripts are sent to a scanning bureau where they are scanned and supplied to examiners electronically to mark.
- **Traditionally** – Scripts are sent to examiners who mark the hard copy and return marks and scripts, separately, to OCR.

Key dates for access to scripts

Activity	November 2015	January 2016	June 2016
Earliest date non-priority scripts will be provided to centres	5 Feb 2016	8 Apr 2016	21 Sep 2016
Deadline for submitting non-priority requests	28 Feb 2016	15 Apr 2016	4 Oct 2016
Latest date for the receipt of non-priority scripts by centres	1 Apr 2016	20 May 2016	11 Nov 2016

Non-priority scripts

Scripts to support teaching and learning (non-priority scripts) may be requested for Cambridge Nationals (priority scripts to support enquiries about results are only available for Level 3 qualifications and are therefore not available for Cambridge Nationals). OCR may not provide scripts before the deadline for enquiries about results (see [Section 9.1](#)) and must provide them no later than eight weeks after that date.

Conditions of access

OCR will only release scripts to centres under the following conditions:

- Scripts must only be seen by teachers who are members of staff at that centre or returned directly to candidates.
- Where teachers intend to use scripts as examples for other students, prior written permission must be obtained from the candidates concerned. This permission may be sought only after the candidates have received their results. Candidates who grant their permission have the right to anonymise their scripts before use.
- Scripts used by teachers at the centre must be kept securely within the centre. When no longer required, scripts must be disposed of confidentially. Confidential disposal must not take place earlier than three months after the publication of results or any appeal involving those scripts.
- Candidates have the right to instruct their centres not to request their scripts.
- If applicable, scripts that are or have been the subject of any malpractice investigation may be withheld by OCR.

Please ensure both you and your staff are fully aware of the guidelines controlling these arrangements. Centres must make candidates aware of the arrangements for access to scripts before candidates sit any examination to which the arrangements apply.

Making requests and receiving the script

Centres wishing to request OCR scripts should use Interchange (<https://interchange.ocr.org.uk>): log in, hover over 'Post results' in the left-hand menu, click on 'Access to scripts' and then follow the on-screen instructions. If you are unable to submit a request using [Interchange](#), please call the Customer Contact Centre for further guidance (see [Section 1.5](#)). Once you have submitted your request, the screen will show a confirmation message and you will also be able to see your request in the 'Previous Requests' tab.

The scripts (and associated marks information) will be returned to you by the deadlines above. You will receive an email when your PDF images are ready to download from [Interchange](#). Therefore, please ensure you include your up-to-date email address when submitting your request. Scripts will only be available to download for a limited period (the expiry date will be shown on the download page within [Interchange](#)). We therefore recommend you download the PDF images and store them on your own system as soon as you receive your email.

Guidance on how to interpret the script annotation can be found in the post-results services area of the OCR website (www.ocr.org.uk/ocr-for/exams-officers/results/post-results-services).

Fees

Fees for OCR's access to scripts service are published in the Fees List (www.ocr.org.uk/fees).

Mark schemes

Mark schemes for the most recent examination series will be available from [Interchange](#) on the results publication date (see [Section 8.2](#)). Centre Administrators can allow teaching colleagues to access mark schemes (and past papers) from [Interchange](#) by adding the 'Tutor/Teacher' role to user profiles.

Private candidates

Private candidates (see [Section 4.7](#)) may apply directly to OCR for access to scripts services; however, proof of identity must be supplied and the appropriate fee paid before a request will be processed. Forms and further information are available on request from the Customer Contact Centre (see [Section 1.5](#)).

9.4 Late certification requests

Following the release of unit results, a centre may opt to make a late request for a subject grade, for one or more candidates, known as a 'late certification'. There is no charge for this service for Cambridge Nationals.

To submit your query, log in to Interchange (<https://interchange.ocr.org.uk>), hover over 'Post results' in the left-hand menu, click on 'Late certification' and then follow the on-screen instructions.

When making your request, only those candidates who satisfy the certification criteria will be available to view. Within this area, you can monitor the progress of each request as well as viewing requests previously submitted for the current series. An automated email alert will be sent when results become available to view online.

Please note: The facility to submit late certifications will not be available after the JCQ deadlines shown below; after these dates, centres need to submit requests in the next available series instead.

Series	Deadline
November 2015	4 February 2016
January 2016	7 April 2016
June 2016	20 September 2016

10 Certificates and Certifying Statements

10.1 Certificates

A candidate's final results will be recorded on an OCR certificate. An individual certificate will be sent for each candidate at your centre who has passed at least one qualification, detailing their achievements during the series.

Before certificates are issued, centres should have checked that candidates' details are correct using the entry and results feedback information (see [Sections 4.11](#) and [8.3](#)). Once certificates are issued, **centres should check that they have received certificates for those candidates listed on the certificate register**. If you require certificates to be delivered to a different centre address (for example, due to a centre closure), please email your request on centre-headed paper to the Results Team to ocr.results@ocr.org.uk.

Missing certificates

If individual certificates are lost or damaged within the centre, we will issue replacement certificates for a limited time. (If candidates lose a certificate, they may apply for a certifying statement of results – see [Section 10.2](#).) Replacements for missing or damaged certificates are initially free of charge. Following this period, a charge will be made. Details of charges can be found in the Fees List (www.ocr.org.uk/fees). The table below shows when charges apply and for how long replacements will be issued. After the final deadline, centres must apply for a certifying statement of results.

Requests to replace missing or damaged certificates should be sent to the Results Team at ocr.results@ocr.org.uk.

Series	Certificates will be despatched by	Deadline for free replacement certificate requests	Deadline for all replacement certificate requests
November 2015	28 February 2016	31 March 2016	31 August 2016
January 2016	31 May 2016	30 June 2016	30 November 2016
June 2016	31 October 2016	30 November 2016	30 April 2017

Certificate amendments

Once certificates have been issued, there will be a charge for **any** personal detail amendments, e.g. to correct name misspellings, see the [Fees List](#). Requests should be sent to the Results Team at ocr.results@ocr.org.uk, together with appropriate documentation, e.g. birth certificate. Replacement certificates will only be issued for a limited time (see above). After this time, centres must apply for a certifying statement of results (see [Section 10.2](#)).

Unit certificates

You can opt in to receive unit certificates for the June 2016, November 2016 and January 2017 series by replying to the email sent to centres by the OCR Results Team in June 2016.

If you did not opt in to receive unit certificates in June 2015 and would like to receive unit certificates for the November 2015 and January 2016 series, please email our Results Team at ocr.results@ocr.org.uk by the end of January 2016.

What appears on the certificate?

Certificates are issued in the name we have for the candidate at the time the award is made. Centres are advised to enter candidates in their legal name, which can be supported by appropriate documentation, e.g. birth certificate. Replacements will not be provided to accommodate a subsequent change of name (including a change by deed poll).

Certificates will show subject awards in which a grade other than unclassified is attained. Assessments with unclassified or 'No Result' will not be shown. Certificates will indicate a candidate's partial absence by a hash symbol (#) next to the grade.

A qualification number is printed where the specification has been accredited by the regulators of external qualifications in England, Wales and Northern Ireland.

Certificate conditions of issue

A certificate is and remains the property of OCR and is issued on the following conditions:

- A certificate must be returned to OCR upon request. We reserve the right to replace certificates if necessary.
- It is the responsibility of the centre to forward certificates to its candidates without any delay regardless of any disputes (such as non-payment of fees). Certificates must not be withheld without prior permission from OCR.
- Certificates may be handed to the candidates, and centres should obtain proof of identity and signatures confirming receipt. Alternatively, certificates may be posted to candidates by a traceable method, e.g. **Recorded Signed For™**, at the centre's discretion and responsibility.
- Any alteration or defacement of a certificate renders it invalid and may result in the withdrawal of grades.
- Centres must retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.
- Centres can destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the Results Team. A record of certificates that have been destroyed should be retained in the centre for four years from their date of destruction.
- Any untraceable certificates lost in transit between the centre and the candidate cannot be replaced. In such cases, centres or candidates may apply for a certifying statement of results (see [Section 10.2](#)).
- If you have any pending post-results service requests, we recommend that you retain the original certificates until you receive the outcome of the enquiry.

10.2 Certifying statements of results

OCR cannot supply replacement certificates to candidates, or to centres requiring them after six months of issue (see [Section 10.1](#)).

Instead, centres and candidates must apply for a certifying statement of results. This is an official copy of the final examination results held by OCR. There is a charge for each certifying statement, see the Fees List (www.ocr.org.uk/fees).

The application form for a certifying statement can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/results/post-results-services).

Certifying statements of results are issued in the candidate's legal name at the time the award is made. Replacements will **not** be provided to accommodate a subsequent change of name (including a change by deed poll).

11 Reference

11.1 Glossary

A2C	The JCQ A2C migration application has replaced the old EDI system, allowing centres to transmit entry and results data to and from OCR without using a third party carrier.
Aggregation	The process whereby results achieved for individual units are combined to give a grade for a qualification or certification. Also known as 'certification'.
Amendment file	When making entries via A2C, any entry amendments should be submitted in a dedicated amendment file.
ATS (access to scripts)	A post-results service which provides centres with access to marked scripts for GCE, FSMQ, GCSE, Principal Learning, Level 2 Award, Level 1/2 Certificate and Level 3 Certificate.
Basedata	Examination data which is used to process entries and results via A2C. Designed to be electronically imported into a centre's administration software. Includes the specification codes, entry codes, timetables and fees. Basedata is series-specific and needs to be refreshed for each new series.
Certification	The process of awarding a grade for a subject, specification or whole qualification.
Component	An assessable part of a specification that is not certificated as a separate entity.
EAR (enquiries about results)	A post-results service available from OCR which allows for clerical checks, reviews of marking and reviews of moderation.
EDI (electronic data interchange) file	The file format used when allowing centres to transmit entry and results data to and from OCR via A2C.
Exams officer	The person appointed by the Head of Centre to act on behalf of the centre to administer examinations. OCR corresponds formally with the exams officer.
Interchange	OCR's secure extranet, which allows centres to make entries, submit internally assessed marks, view results and apply for post-results services.
JCQ (Joint Council for Qualifications)	A forum of examining boards in England, Wales and Northern Ireland, which seeks to create common standards, regulations and guidance.
MIR (missing and incomplete results)	A post-results service available from OCR, which allows centres to query missing results, partial absence and cases where no results have been received.
OCR Repository	A secure website, accessed via Interchange, which allows centres to upload candidate work for marking or moderation.
Option	When making entries, you may have to choose an option. The option can represent a legitimate or 'true' choice between papers, a choice between tiers or a choice between methods of moderation.
Personal Learning Record Service (PLR)	This is a Skills Funding Agency (SFA) initiative designed to help learners access their academic and vocational achievement data so that data can be more effectively shared between learners, education providers, training providers and employers.

	All learners over the age of 16 can log onto a secure website to access their PLR, assuming they have a ULN. The PLR is populated with data direct from awarding organisations.
Script	Once a question paper has been completed by a candidate, it is referred to as a script.
Series	A group of examinations in the same range (for example, GCE or GCSE) with a common closing date for entries. The series is defined by a series year, code and name.
Session	A period in a day in which an examination may take place, i.e. am or pm. Each session is usually of not more than three hours' duration.
Terminal series	The series in which certification is requested.
Tier	A level of entry at GCSE that offers a restricted range of grades. Adjacent tiers for a given specification have overlapping grades.
UCI (unique candidate identifier)	A unique 13-character code allocated to a candidate by a centre that must be supplied when entering for units or certification.
ULN (unique learner number)	A personal ten-digit number, which is used to ensure funded learner achievement information can be provided to the Personal Learning Record Service.
UMS (uniform mark scale or score)	A scale that converts raw unitised examination marks into a common scale to use in the modular or unitised assessment system.

11.2 Useful websites

A2C Migration Application download website – <http://a2c.avcosystems.com>

Answers@OCR (our online bank of FAQs) – <http://answers.ocr.org.uk>

DfE (Department for Education) – www.education.gov.uk

EOA (Examination Officers' Association) – www.examofficers.org.uk

JCQ (Joint Council for Qualifications) – www.jcq.org.uk

LRS (Learning Records Service) – <https://www.gov.uk/government/collections/learning-records-service>

OCR (Oxford Cambridge and RSA Examinations) – www.ocr.org.uk

OCR Interchange – <https://interchange.ocr.org.uk>

Ofqual (Office of Qualifications and Examinations Regulation) – www.gov.uk/government/organisations/ofqual

Ofqual Register of Regulated Qualifications – <http://register.ofqual.gov.uk>

TEO (The Exams Office) – <http://theexamsoffice.org/>

11.3 Documents referred to in the text

The following documents are referred to in this *Admin Guide*. Additional copies can be downloaded from the relevant organisation's website unless specified otherwise.

JCQ *Access Arrangements and Reasonable Adjustments*

JCQ *Formats for the Exchange of Examination Related Data*

JCQ *General and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments*

JCQ *Guidance Notes Concerning Transferred Candidates*

JCQ *Guide to the awarding bodies' appeals processes*

JCQ *A guide to the special consideration process*

JCQ *Information for candidates*

JCQ *Instructions for conducting controlled assessments*

JCQ *Instructions for conducting coursework*

JCQ *Instructions for conducting examinations*

JCQ *No Mobile Phones Poster*

JCQ *Post-Results Services*

JCQ *Suspected Malpractice in Examinations and Assessments*

JCQ *Warning to Candidates*

OCR *Essential Entries*

OCR *Fees List*

OCR *Guidance for Private Candidates*

OCR *Key Dates*

OCR *Malpractice Procedures – A Guide for Centres*

OCR *Post-results services: our charging policy explained*

Ofqual, JCQ, CCEA, UCAS, DfE *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

Cambridge Nationals Entry Codes and Rules of Combination

This section contains the OCR Cambridge Nationals entry codes and rules of combination together with assessment availability for 2015/16. Subjects are listed alphabetically.

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BUSINESS AND ENTERPRISE

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J804	Level 1/2 Cambridge National Award in Business (Certification) QN: 60050792	!	!	!	60	120
	For a certificate candidates must have taken two units as follows:					
	→ one mandatory unit					
R061	Introduction to business	-	T	T	30	60
	→ and one from:					
	Planning for work					
R062A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R062B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R062C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
J814	Level 1/2 Cambridge National Certificate in Business and Enterprise (Certification) QN: 60050809	!	!	!	120	240
	For a certificate candidates must have taken three units as follows:					
	→ one mandatory unit					
R061	Introduction to business	-	T	T	30	60
	→ and one from:					
	Planning for work					
R062A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R062B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R062C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ and one from:					
	Setting up and running an enterprise					
R063A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	60	120
R063B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	60	120
R063C	◇ 03 Visiting Moderation	-	M ^V	M ^V	60	120
Note:	◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.					

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M^P = Moderated: postal

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M^V = Moderated: visiting moderator

W = Exams that take place in a testing window

CREATIVE iMEDIA

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J807	Level 1/2 Cambridge National Award in Creative iMedia (Certification) QN: 60076525	!	!	!	60	120
For a certificate candidates must have taken two units as follows:						
→ one mandatory unit						
R081	Pre-production skills	-	T	T	30	60
→ and one from:						
Creating digital graphics						
R082A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R082B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R082C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
J817	Level 1/2 Cambridge National Certificate in Creative iMedia (Certification) QN: 60070432	!	!	!	120	240
For a certificate candidates must have taken four units as follows:						
→ one mandatory unit						
R081	Pre-production skills	-	T	T	30	60
→ and one from:						
Creating digital graphics						
R082A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R082B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R082C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ and two from the following units:						
Creating 2D and 3D digital characters						
R083A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R083B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R083C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Story telling with a comic strip						
R084A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R084B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R084C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Creating a multipage website						
R085A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R085B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R085C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Creating a digital animation						
R086A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R086B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R086C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Creating interactive multimedia products						
R087A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R087B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R087C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Creating a digital sound sequence						
R088A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R088B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R088C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60

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CREATIVE iMEDIA (continued)

Entry Codes and Rules of Combination (continued)		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
→ AND/OR Creating a digital video sequence						
R089A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R089B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R089C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR Digital photography						
R090A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R090B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R090C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR Designing a game concept						
R091A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R091B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R091C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR Developing digital games						
R092A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R092B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R092C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
J827	Level 1/2 Cambridge National Diploma in Creative iMedia (Certification) QN: 60092580	!	!	!	240	480
For a certificate candidates must have taken eight units as follows:						
→ one mandatory unit						
R081	Pre-production skills	-	T	T	30	60
→ and one from:						
Creating digital graphics						
R082A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R082B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R082C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ and six from the following units:						
Creating 2D and 3D digital characters						
R083A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R083B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R083C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR Story telling with a comic strip						
R084A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R084B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R084C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR Creating a multipage website						
R085A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R085B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R085C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR Creating a digital animation						
R086A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R086B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R086C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60

continued...

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CREATIVE iMEDIA (continued)

Entry Codes and Rules of Combination (continued)		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
→ AND/OR						
Creating interactive multimedia products						
R087A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R087B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R087C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Creating a digital sound sequence						
R088A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R088B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R088C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Creating a digital video sequence						
R089A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R089B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R089C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Digital photography						
R090A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R090B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R090C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Designing a game concept						
R091A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R091B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R091C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Developing digital games						
R092A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R092B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R092C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
Notes:		Candidates may only take one from units R088 and R089.				
		◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.				

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ENGINEERING

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J830	Level 1/2 Cambridge National Award in Principles in Engineering and Engineering Business (Certification) QN: 60112724	!	!	!	60	120
	For a certificate candidates must have taken two units as follows:					
	→ one mandatory unit					
R101	Engineering Principles	-	T	T	30	60
	→ and one from:					
	The Engineered Business					
R102A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R102B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
J840	Level 1/2 Cambridge National Certificate in Principles in Engineering and Engineering Business (Certification) QN: 60112736	!	!	!	120	240
	For a certificate candidates must have taken four units as follows:					
	→ one mandatory unit					
R101	Engineering Principles	-	T	T	30	60
	→ and one from:					
	The Engineered Business					
R102A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R102B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
	→ and two from the following units:					
	Sustainable Engineering					
R103A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R103B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
	→ AND/OR					
	Optimising performance in engineering systems and products					
R104A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R104B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
J831	Level 1/2 Cambridge National Award in Engineering Design (Certification) QN: 60114101	!	!	!	60	120
	For a certificate candidates must have taken two units as follows:					
	→ one mandatory unit					
R105	Design briefs, design specifications and user requirements	-	T	T	30	60
	→ and one from:					
	Product analysis and research					
R106A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R106B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60

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ENGINEERING (continued)

Entry Codes and Rules of Combination (continued)		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J841	Level 1/2 Cambridge National Certificate in Engineering Design (Certification) QN: 60114113	!	!	!	120	240
	For a certificate candidates must have taken four units as follows:					
	→ one mandatory unit					
R105	Design briefs, design specifications and user	-	T	T	30	60
	→ and one from:					
	Product analysis and research					
R106A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R106B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
	→ and two from the following units:					
	Developing and presenting engineering designs					
R107A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R107B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
	→ AND/OR					
	3D design realisation					
R108A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R108B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
J832	Level 1/2 Cambridge National Award in Engineering Manufacturing (Certification) QN: 60112189	!	!	!	60	120
	For a certificate candidates must have taken two units as follows:					
	→ one mandatory unit					
R109	Engineering materials, processes and production	-	T	T	30	60
	→ and one from:					
	Preparing and planning for manufacture					
R110A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R110B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
J842	Level 1/2 Cambridge National Certificate in Engineering Manufacturing (Certification) QN: 60112190	!	!	!	120	240
	For a certificate candidates must have taken four units as follows:					
	→ one mandatory unit					
R109	Engineering materials, processes and production	-	T	T	30	60
	→ and one from:					
	Preparing and planning for manufacture					
R110A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R110B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
	→ and two from the following units:					
	Computer aided manufacturing					
R111A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R111B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
	→ AND/OR					
	Quality control of engineered products					
R112A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R112B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60

continued...

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ENGINEERING (continued)

Entry Codes and Rules of Combination (continued)		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J833	Level 1/2 Cambridge National Award in Systems Control in Engineering (Certification) QN: 6011406X	!	!	!	60	120
For a certificate candidates must have taken two units as follows:						
→ one mandatory unit						
R113	Electronic principles	-	T	T	30	60
→ and one from:						
Simulate, construct and test electronic circuits						
R114A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R114B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
J843	Level 1/2 Cambridge National Certificate in Systems Control in Engineering (Certification) QN: 60114071	!	!	!	120	240
For a certificate candidates must have taken four units as follows:						
→ one mandatory unit						
R113	Electronic principles	-	T	T	30	60
→ and one from:						
Simulate, construct and test electronic circuits						
R114A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R114B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
→ and two from the following units:						
Engineering applications of computers						
R115A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R115B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
→ AND/OR						
Process control systems						
R116A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R116B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
Note:	◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.					

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HEALTH AND SOCIAL CARE

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J801	Level 1/2 Cambridge National Award in Health and Social Care (Certification) QN: 6004777X	!	!	!	60	120
	For a certificate candidates must have taken two units as follows:					
	→ one mandatory unit					
R021	Essential values of care for use with individuals in	-	T	T	30	60
	→ and one from:					
	Communicating and working with individuals in health, social care and early years settings					
R022A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R022B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R022C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
J811	Level 1/2 Cambridge National Certificate in Health and Social Care (Certification) QN: 6004780X	!	!	!	120	240
	For a certificate candidates must have taken four units as follows:					
	→ one mandatory unit					
R021	Essential values of care for use with individuals in	-	T	T	30	60
	→ and one from:					
	Communicating and working with individuals in					
R022A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R022B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R022C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ and two from the following units:					
	Understanding body systems and disorders					
R023A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R023B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R023C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Pathways for providing care in health, social care and early years settings					
R024A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R024B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R024C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Understanding life stages					
R025A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R025B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R025C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Planning for employment in health, social care and children and young people's workforce					
R026A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R026B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R026C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Creative activities to support individuals in health, social care and early years settings					
R027A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R027B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R027C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60

continued...

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HEALTH AND SOCIAL CARE (continued)

Entry Codes and Rules of Combination (continued)		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
R028A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R028B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R028C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Understanding the nutrients needed for good health						
R029A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R029B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R029C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Research - a project approach						
R030A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R030B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R030C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Using basic first aid procedures						
R031A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R031B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R031C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
J821	Level 1/2 Cambridge National Diploma in Health and Social Care (Certification) QN: 60047719	!	!	!	240	480
For a certificate candidates must have taken eight units as follows:						
→ one mandatory unit						
R021	Essential values of care for use with individuals in care settings	-	T	T	30	60
→ and one from:						
Communicating and working with individuals in health, social care and early years settings						
R022A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R022B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R022C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ and six from the following units:						
Understanding body systems and disorders						
R023A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R023B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R023C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Pathways for providing care in health, social care and early years settings						
R024A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R024B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R024C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Understanding life stages						
R025A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R025B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R025C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60

continued...

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HEALTH AND SOCIAL CARE (continued)

Entry Codes and Rules of Combination (continued)		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
	→ AND/OR Planning for employment in health, social care and children and young people's workforce					
R026A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R026B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R026C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR Creative activities to support individuals in health, social care and early years settings					
R027A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R027B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R027C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR Understanding the development and protection of young children in an early years setting					
R028A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R028B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R028C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR Understanding the nutrients needed for good health					
R029A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R029B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R029C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR Research - a project approach					
R030A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R030B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R030C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR Using basic first aid procedures					
R031A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R031B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R031C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
Note: ◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.						

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ICT

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J800	Level 1/2 Cambridge National Award in ICT (Certification) QN: 60047744	!	!	!	60	120
For a certificate candidates must have taken two units as follows:						
→ one from:						
Understanding computer systems						
R001	◇ 01 Written paper	-	T	T	30	60
R001W	◇ 02 Welsh language written paper	-	T	T	30	60
→ and one from:						
Using ICT to create business solutions						
R002A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R002B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R002C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
Note:	◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.					

ICT

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J810	Level 1/2 Cambridge National Certificate in ICT (Certification) QN: 60047768	!	!	!	120	240
For a certificate candidates must have taken four units as follows:						
→ one from:						
Understanding computer systems						
R001	◇ 01 Written paper	-	T	T	30	60
R001W	◇ 02 Welsh language written paper	-	T	T	30	60
→ and one from:						
Using ICT to create business solutions						
R002A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R002B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R002C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ and two from the following units:						
Handling data using spreadsheets						
R003A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R003B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R003C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Handling data using databases						
R004A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R004B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R004C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Creating an interactive product using multimedia components						
R005A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R005B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R005C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60

continued...

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ICT (continued)

Entry Codes and Rules of Combination (continued)		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
→ AND/OR						
Creating digital images						
R006A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R006B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R006C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Creating dynamic products using sound and vision						
R007A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R007B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R007C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Introduction to computer programming						
*R008A	◇ 01 OCR Repository	M ^R	-	-	30	60
*R008B	◇ 02 Postal Moderation	M ^P	-	-	30	60
*R008C	◇ 03 Visiting Moderation	-	-	-	30	60
→ AND/OR						
Exploring computer hardware and networks						
*R009A	◇ 01 OCR Repository	M ^R	-	-	30	60
*R009B	◇ 02 Postal Moderation	M ^P	-	-	30	60
*R009C	◇ 03 Visiting Moderation	-	-	-	30	60
→ AND/OR						
Developing control systems						
*R010A	◇ 01 OCR Repository	M ^R	-	-	30	60
*R010B	◇ 02 Postal Moderation	M ^P	-	-	30	60
*R010C	◇ 03 Visiting Moderation	-	-	-	30	60
→ AND/OR						
Understanding technology - a project approach						
R011A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R011B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R011C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
Notes:		Candidates starting the Cambridge National Certificate in ICT in September 2015 and completing Key Stage 4 in Summer 2017 cannot choose to take units R008, R009 or R010. Candidates who have already taken one or more of these units and complete Key Stage 4 in Summer 2016 can still use them when making a certification entry ('cashing in') for the Cambridge National Certificate in ICT, J810. For further guidance please refer to the Admin Guide.				
◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.						
* The final assessment opportunity for units R008, R009 and R010 is November 2015 for the Certificate (J810), however; these units are still available for the Diploma (J820)						

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ICT

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J820	Level 1/2 Cambridge National Diploma in ICT (Certification) QN: 60047781	!	!	!	240	480
	For a certificate candidates must have taken eight units as follows:					
	→ one from:					
	Understanding computer systems					
R001	01 Written paper	-	T	T	30	60
R001W	02 Welsh language written paper	-	T	T	30	60
	→ and one from:					
	Using ICT to create business solutions					
R002A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R002B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R002C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ and six from the following units:					
	Handling data using spreadsheets					
R003A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R003B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R003C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Handling data using databases					
R004A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R004B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R004C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Creating an interactive product using multimedia					
R005A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R005B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R005C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Creating digital images					
R006A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R006B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R006C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Creating dynamic products using sound and vision					
R007A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R007B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R007C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Introduction to computer programming					
R008A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R008B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R008C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60

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ICT (continued)

Entry Codes and Rules of Combination (continued)		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
→ AND/OR						
Exploring computer hardware and networks						
R009A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R009B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R009C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Developing control systems						
R010A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R010B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R010C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ AND/OR						
Understanding technology - a project approach						
R011A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R011B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R011C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
Notes: Candidates must take at least one from units R003 and R004.						
◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.						

SCIENCE

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J815	Level 1/2 Cambridge National Certificate in Science (Certification) QN: 60047902	!	!	!	120	240
For a certificate candidates must have taken three units as follows:						
→ one from:						
How scientific ideas have an impact on our lives						
R071A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	60	120
R071B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	60	120
R071C	◇ 03 Visiting Moderation	-	M ^V	M ^V	60	120
→ and one from:						
How scientific ideas have developed						
R072A	01 Level 1	-	T	T	30	36
R072B	02 Level 2	-	T	T	30	60
→ and one from:						
How scientists test their ideas						
R073A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R073B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R073C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
Note: ◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.						

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SCIENCE IN THE WORKPLACE

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J816	Level 1/2 Cambridge National Certificate in Science in the Workplace (Certification) QN: 60070420	!	!	!	120	240
For a certificate candidates must have taken three units as follows:						
→ one from: How scientists use analytical techniques to collect						
R074A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R074B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R074C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
→ and one from: How scientific data is used						
R075A	01 Level 1	-	T	T	30	36
R075B	02 Level 2	-	T	T	30	60
→ and one from the following units: → EITHER: Environmental science						
R076A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	60	120
R076B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	60	120
R076C	◇ 03 Visiting Moderation	-	M ^V	M ^V	60	120
→ OR The science of fitness and health						
R077A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	60	120
R077B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	60	120
R077C	◇ 03 Visiting Moderation	-	M ^V	M ^V	60	120
→ OR The science of production						
R078A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	60	120
R078B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	60	120
R078C	◇ 03 Visiting Moderation	-	M ^V	M ^V	60	120
Note:	◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.					

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SPORT SCIENCE

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J802	Level 1/2 Cambridge National Award in Sport Science (Certification) QN: 60051206	!	!	!	60	120
	For a certificate candidates must have taken two units as follows:					
	→ one mandatory unit					
R041	Reducing the risk of sports injuries	-	T	T	30	60
	→ and one from:					
	Applying principles of training					
R042A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R042B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R042C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
J812	Level 1/2 Cambridge National Certificate in Sport Science (Certification) QN: 60051218	!	!	!	120	240
	For a certificate candidates must have taken four units as follows:					
	→ one mandatory unit					
R041	Reducing the risk of sports injuries	-	T	T	30	60
	→ and one from:					
	Applying principles of training					
R042A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R042B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R042C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ and two from the following units:					
	The body's response to physical activity					
R043A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R043B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R043C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Sport psychology					
R044A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R044B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R044C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Sports nutrition					
R045A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R045B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R045C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Technology in sport					
R046A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R046B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R046C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
Note:	◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.					

Key to availability

- = Not available this series

C = Carry forward component mark

M^P = Moderated: postal

T = Timetabled

▲ = Any scaling applied to Task 1 will be applied on a pro-rata basis to Task 2

E = Examiner-marked coursework

M^R = Moderated: OCR Repository

VE = OCR visiting examiner

M^V = Moderated: visiting moderator

W = Exams that take place in a testing window

SPORT STUDIES

Entry Codes and Rules of Combination		Availability			GLH	Max Uniform Mark
		Nov 2015 BA15	January 2016 1A16	June 2016 6A16		
J803	Level 1/2 Cambridge National Award in Sport Studies (Certification) QN: 6005122X	!	!	!	60	120
	For a certificate candidates must have taken two units as follows:					
	→ one mandatory unit					
R051	Contemporary issues in sport	-	T	T	30	60
	→ and one from:					
	Developing sports skills					
R052A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R052B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R052C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
J813	Level 1/2 Cambridge National Certificate in Sport Studies (Certification) QN: 60051231	!	!	!	120	240
	For a certificate candidates must have taken four units as follows:					
	→ one mandatory unit					
R051	Contemporary issues in sport	-	T	T	30	60
	→ and one from:					
	Developing sports skills					
R052A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R052B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R052C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ and two from the following units:					
	Sports leadership					
R053A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R053B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R053C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Sport and the media					
R054A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R054B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R054C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Working in the sports industry					
R055A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R055B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R055C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
	→ AND/OR					
	Developing knowledge and skills in outdoor					
R056A	◇ 01 OCR Repository	M ^R	M ^R	M ^R	30	60
R056B	◇ 02 Postal Moderation	M ^P	M ^P	M ^P	30	60
R056C	◇ 03 Visiting Moderation	-	M ^V	M ^V	30	60
Note:	◇ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.					

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Contact us

Staff at the OCR Customer Contact Centre are available to take your call between 8am and 5.30pm, Monday to Friday.

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