

IMPORTANT NOTICE

ACTION NEEDED FOR ALL FUNCTIONAL SKILLS TESTS

FAO: Exams Officer

Subject: OCR Functional Skills paper-based on-demand tests

RETURN OF QUESTION PAPERS FOR ALL FUNCTIONAL SKILLS EXAMINED PAPER BASED TESTS

In accordance with the regulations set by OCR for the delivery of Functional Skills:

- Centres **must not retain** any Functional Skills Question Papers
- All **used** and **unused** question papers including modified papers and/or CDs with modified papers must be returned to OCR no later than **ten working days** after receipt
- **Complete and return the section below** with all unused papers and completed scripts
- Unused papers **must not be used as past papers** for teaching or examination practice.

Any delay in returning your scripts and unused papers will cause a delay in the issue of results.

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PLEASE RETURN THIS DOCUMENT (SIGNED) AND ALL USED AND UNUSED QUESTION PAPERS TO THE CORRECT EXAMINER

I, the undersigned, confirm that we have:

- not retained any Functional Skills question papers
- returned all scripts and unused papers by the required date (which is **ten working days** after receipt).

Number of papers being returned:	Used:	<input type="text"/>	Unused:	<input type="text"/>
Name (PRINT):	<input type="text"/>			EO/CC
Signature:	<input type="text"/>		Date:	<input type="text"/>
Centre name:	<input type="text"/>		Centre no:	<input type="text"/>

TO BE COMPLETED BY OCR EXAMINER

Examiner Name (PRINT)	<input type="text"/>	Date:	<input type="text"/>
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Number of papers returned:	Used:	<input type="text"/>	Unused:	<input type="text"/>
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