

## NOTICE TO CENTRES

FAO: Exams Officer and all teachers of OCR Entry Level Certificate (ELC) qualifications  
(**excluding** Physical Education, Art and Design and Science)

Date: February 2012

Subject: ELC moderation arrangements

### CHANGES TO ELC MODERATION ARRANGEMENTS

From the June 2012 series onwards the moderation arrangements for most ELC qualifications will be changing. Details of these changes are given below.

- **If you are making ELC entries for the first time, or you did not have entries for the qualification in the previous series,** your centre will be subject to the normal moderation process.
- **If your centre's internally assessed marks were not adjusted through the moderation process in the previous series, you:**
  - Will not be required to submit a moderation sample (unless you are selected as part of a random sample of unadjusted centres – see below)
  - Will receive a label indicating that the sample should be retained in the centre and not submitted for moderation
  - Will not be allocated a moderator or receive a moderator's report.
- **If your centre's internally assessed marks were not adjusted in the previous series but you are selected as part of a random sample,** your centre will be subject to the normal moderation process.

Please note that this notice **does not apply** to OCR ELC Physical Education, Art and Design or Science qualifications.

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