



## New Administration Step-by-Step Guide for OCR ITQ (QCF) @January 2013

### Scheme codes 03991-03999, 13995, 13996 and 13999

- 1 Centre completes Centre Approval Form, available from the [OCR Website](#), and sends it according to the instructions on that page.
- 2 OCR sends confirmation letter of approval containing links and password to the OCR Website for qualification documentation
- 3 Centre purchase either named or unnamed unit or full entries using OCR Interchange. Guidance notes available on:

[http://www.ocr.org.uk/download/interchange/ocr\\_37993\\_int\\_entries\\_vq.ppt](http://www.ocr.org.uk/download/interchange/ocr_37993_int_entries_vq.ppt)

- 4 In due course OCR sends the name, postal address and OCR mailbox address of Examiner-moderator
- 5 Once candidates have completed Unit(s), centre makes claim on Interchange, naming the candidate and the Unit(s) they wish to claim. Centre must send the evidence **within 24 hours** of the claim being made. Evidence should not be posted to the Examiner-moderator before the relevant Units have been claimed on Interchange. Guidance notes available on:

[http://www.ocr.org.uk/download/interchange/ocr\\_33895\\_int\\_qcf\\_and\\_fs\\_claims.ppt](http://www.ocr.org.uk/download/interchange/ocr_33895_int_qcf_and_fs_claims.ppt)

Evidence can be sent electronically to the Examiner-moderator. Please see section 6.6 in the Centre handbook for instructions of both sending work via e-mail and using an electronic portfolio:

<http://www.ocr.org.uk/images/80627-centre-handbook.pdf>

and section 9.7 in the Apprenticeship Centre Handbook

<http://www.ocr.org.uk/images/71350-centre-handbook-level-2-and-level-3-apprenticeships.pdf>

- 6 Centre Assessor collates work for each candidate and **MUST** ensure that there is a tutor worked copy of CLAiT/CLAiT Plus or Centre-set assignments together with an Evidence checklist for all Centre-set assignments or Work-based evidence. The tutor worked copy only needs to be sent once per unit and per assessor. CLAiT/CLAiT Plus assignments **do not require** an Evidence Checklist.

Submission Cover Sheets now optional for the ITQ suite

**Mandatory criteria for Centres who do not wish to submit Submission Cover Sheets:**

- Ensure all the correct centre assessor initials are entered on Interchange for each unit. This enables the moderator to choose the correct sample.
- Supply a print out of the claim on Interchange. This print out enables the moderator to

- record the sampling and moderation decision.
- If applicable, indicate which CLAiT exam and unit is being submitted on each script
- Ensure that the evidence for each candidate unit is stapled together and that it is clear for which candidate and unit the work belongs.

**This facility will be withdrawn if these criteria are not met.**

You do not need to claim for Units already certificated for CLAIT/ CLAiT Plus/ CLAiT Advanced/ OCR Entry level units or NVQ iTQ units (see ITQ handbook for details) – OCR systems will automatically include these for ITQ once you claim an ITQ unit. However, if you have to generate a new candidate number for the ITQ unit(s), you will need to ask Operations to merge the old and new candidate numbers once the ITQ unit(s) have been processed on Interchange.

- 7 Evidence Checklists are not required for all Units evidenced through STRATA, MOS/MCAS, ADOBE, a Unit from another OCR QCF qualification (submitted as a Sector Specific Unit) or an ITQ Unit from another Awarding Organisation. However, centres need to submit verified copies of certificates and ensure that a print out of the claim on Interchange accompanies the submission
- 8 Centres are requested **not** to complete separate claims for individual candidates. Where possible, claims should consist of multiple candidates and units.
- 9 Please note that units achieved using Computer Based Assessment must now be claimed on Interchange. Please see section 5.3 in the Centre Handbook for instructions:

<http://www.ocr.org.uk/images/80627-centre-handbook.pdf>

and section 5.8 in the in the Apprenticeship Centre Handbook

<http://www.ocr.org.uk/images/71350-centre-handbook-level-2-and-level-3-apprenticeships.pdf>

## **To achieve the Mandatory Unit**

- 10 **If a candidate is submitting OCR-set CLAiT/CLAiT Plus assignments as evidence for ITQ Units 1 or 2**

Claim the ITQ Improving Productivity Unit and any other optional Units on Interchange. Follow the advice in point 6 about the optional use of the Submission Cover Sheet and send the Interchange claim print out with a completed Evidence Review Form (ERF) at the relevant level, together with the CLAiT/CLAiT Plus assignment upon which the ERF has been based. The ERF based Unit can be claimed together with any other Units the candidate wishes to claim#. An Evidence Checklist will need to be produced for each of these optional Units.

### **If a candidate has previously achieved CLAiT Advanced Unit 1 certificate**

OCR systems will automatically include the ITQ Mandatory Unit 3 for ITQ once you claim another ITQ unit on Interchange.

### **If a candidate is submitting the Level 3 ITQ Mandatory Unit**

Claim the ITQ Improving Productivity Unit 3 and any other optional Units on Interchange. Follow the advice in point 6 about the optional use of the Submission Cover Sheet and

send the Interchange claim print out with a completed ITQ Evidence Checklist for unit 3 to send with the work. An Evidence Checklist will need to be produced for each optional Unit.

### **If a candidate is submitting Work-based evidence or Centre-set assignments**

Claim the ITQ Improving Productivity Unit and any other optional Units on Interchange. Follow the advice in point 6 about the optional use of the Submission Cover Sheet and send the Interchange claim print out with a completed Evidence Review Form (ERF) at the relevant level and the work-based evidence, or centre-set assignment or task(s)/assignment upon which the ERF has been based. The ERF based Unit can be claimed together with any other optional Units the candidate wishes to claim. An Evidence Checklist will need to be produced for each of these optional Units.

### **If a candidate is submitting a practice task(s) or assignment**

Claim the ITQ Improving Productivity Unit and any other optional Units on Interchange. Follow the advice in point 6 about the optional use of the Submission Cover Sheet and send the Interchange claim print out with a completed Evidence Review Form (ERF) at the relevant level and a copy of the practice task(s) or assignment that you have undertaken whilst learning the skills for your IT qualification. At Level 1 it must be straightforward, but detailed enough to allow you to answer **all** the questions in the ERF. At Level 2 the task(s) or assignment must be comprehensive and detailed enough to allow you to answer **all** the questions in the ERF.

**N.B. Centres may submit an audio file of a Candidate's responses to the questions posed in the ERF. The work evaluated must be sent electronically or in hard copy.**

- 11 Centres send **all** the candidate evidence together with all relevant documentation to the Examiner -moderator's postal address provided. Copies should be kept by the centre. Please mark the outside of the parcel with your centre number, the scheme code and the claim number. Please avoid including different scheme codes in the same parcel.
- 12 Alternatively, evidence may be sent electronically to the Examiner-moderator's OCR e-mail address provided. See section 6.6 in the Centre Handbook  
<http://www.ocr.org.uk/images/80627-centre-handbook.pdf>  
and section 9.7 in the Apprenticeship Centre Handbook  
<http://www.ocr.org.uk/images/71350-centre-handbook-level-2-and-level-3-apprenticeships.pdf>
- 13 Examiner-moderator checks and marks the work, then sends it to DC10, the OCR Warehouse. **The evidence is retained by OCR and will not be returned to the centre.**
- 14 OCR sends control report and auto-generated certificates to centre. An Electronic Centre Feedback Report is available to view via OCR Interchange *Centre Information > Examiner-Moderator reports*. The claim history can be checked on Interchange via *Certification Claims >View Claim History*.
- 15 If a candidate's unit is withdrawn, the unit must be claimed again and **all** of the evidence re-submitted to the moderator. **The original evidence is not returned to the centre.**

**Evidence that can be submitted with the mandatory units and the ERF includes one of the following options:**

1. A real work task

**or**

2. A New CLAiT or CLAiT Plus assignment

**or**

3. A centre-set assignment

**or**

4. A practice task(s) or assignment that you have undertaken whilst learning the skills for your IT qualification. At Level 1 it must be straightforward, but detailed enough to allow you to answer **all** the questions in the ERF. At Level 2 the task(s) or assignment must be comprehensive and detailed enough to allow you to answer **all** the questions in the ERF. The task(s) or assignment should be for a specific purpose or scenario.

**Tutors must ensure that the task(s)/assignments or Unit allows candidates to answer ALL the questions in the ERF. Answers of *Yes, No, None, N/A*, are not acceptable.**

**The ERF should be completed electronically rather than hand-written.**

**N.B. All tasks/unit evidence or assignments used must be included with the form.**

**If candidates are claiming other ITQ units they could cross reference the task(s) or unit evidence they have used for this unit.**

# CLAiT/CLAiT Plus Sample papers were no longer acceptable as evidence for ITQ units (other than as the evidence being evaluated for the ERF) after 31 July 2010.

**N.B Examination Officers and ITQ centre assessors are encouraged to check the ITQ web pages regularly for updates and advice**

**[ITQ Schemes 03991-03999-13995](#)**

**[ITQ Apprenticeships Schemes 13996-13999](#)**