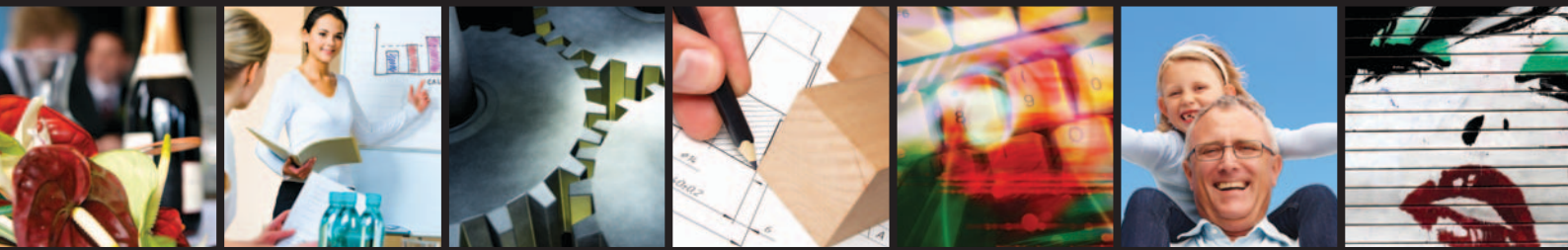


Diplomas

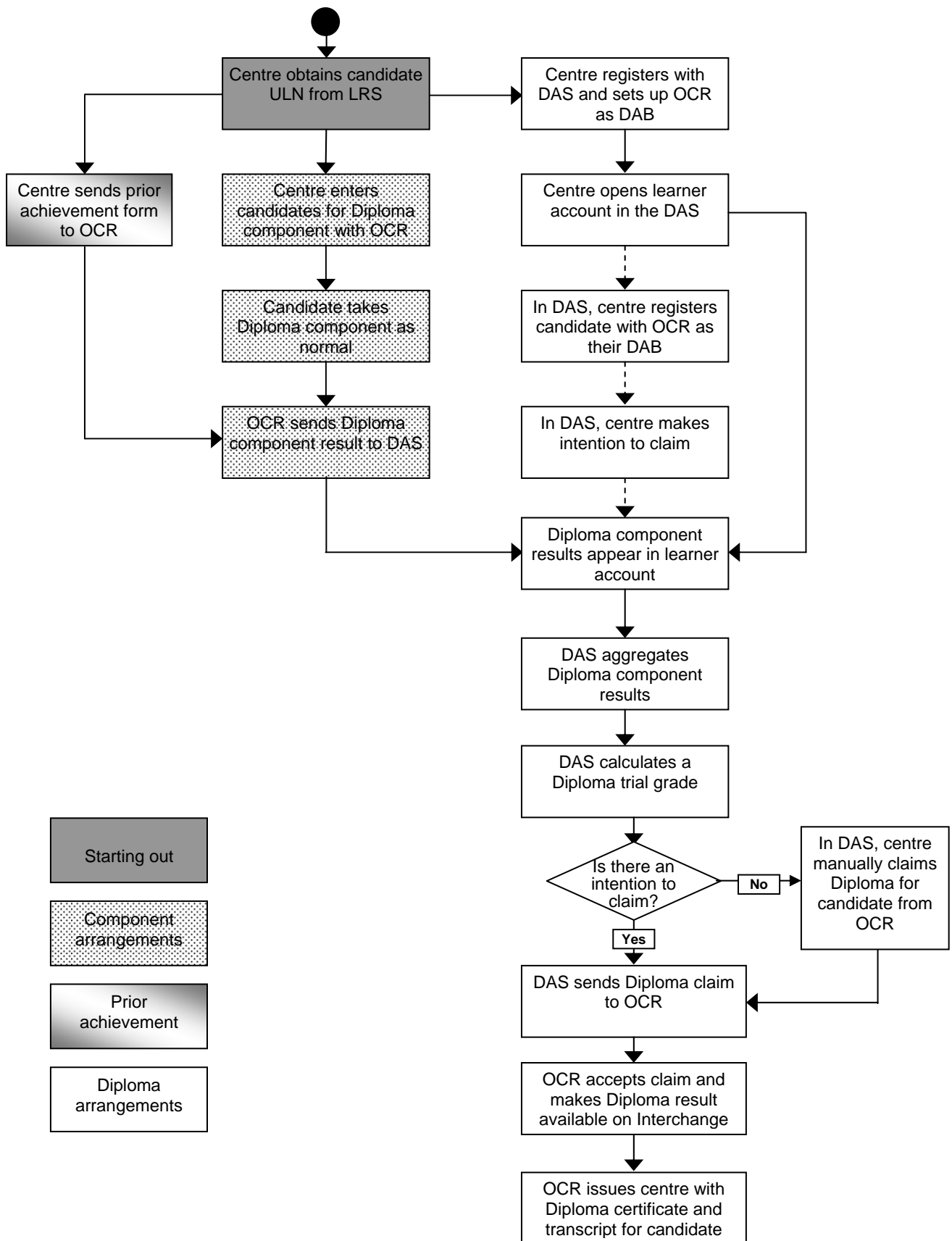
Admin Guide

2011/12



Overview of the Diploma process

The following diagram shows the process of administering a Diploma for a learner taking at least one OCR Diploma component.



Several terms used in this flowchart are described in the glossary in Section 8.1 of this document. In summary, these are LRS – Learning Records Service; DAB – Diploma awarding body; DAS – Diploma Aggregation Service; and ULN – unique learner number.

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1 Introduction

1.1 Purpose and scope of this *Guide*

The purpose of this *Admin Guide* is to assist exams officers and teachers within registered OCR centres with the administration of the Diploma. The *Guide* should be read in conjunction with the following documents:

- Diploma catalogues (<http://register.ofqual.gov.uk/>)
- OCR Diploma component administrative guides (see Section 3.2)
- JCQ guidance, e.g. *Instructions for conducting examinations* and *Instructions for conducting controlled assessment*

This *Admin Guide* is available to download from the OCR website (www.ocr.org.uk).

There are several terms used within this *Guide* that are associated with Diplomas and a glossary is provided at the end of the document together with a list of useful websites.

1.2 Structure and terminology

Diplomas are made up of a number of parts or **components**. Most Diploma components are standalone qualifications. The structure of the Diploma is shown below:

Principal Learning	Generic Learning Project (Foundation, Higher or Extended) Functional Skills Personal, Learning and Thinking Skills Work experience	Additional and Specialist Learning
---------------------------	---	---

The results achieved for **Principal Learning** and **Project** components combine to create the overall grade of the Diploma.

Functional Skills and **Additional and Specialist Learning (ASL)** are essential Diploma components but do not contribute to the overall grade. (ASL is not required for Progression Diplomas.)

Personal, Learning and Thinking Skills (PLTS) and **work experience** are essential Diploma components but are not qualifications. Work experience is not assessed by awarding bodies. PLTS are embedded in Principal Learning and the learner will have the opportunity to develop and apply the PLTS through the delivery and assessment of Principal Learning, but they are not assessed discretely by the awarding bodies. Centres, therefore, must ensure the learner achieves the PLTS and report this separately to the Diploma Aggregation Service.

A learner's Diploma may be made up of components from a number of different **component awarding bodies (CABs)**. In addition to component awards, an overall Diploma will be awarded by a **Diploma awarding body (DAB)**. OCR is both a CAB and a DAB (see Section 2 for further details of the role of CABs and DABs).

To offer the Diploma, centres need to be part of a consortium. This means that learners may undertake their programme of learning in a number of different locations. Within this *Guide*, the following distinctions are made:

- **Home centre** – The centre where a learner is enrolled and which has overall responsibility for the learner. This may also be the delivery and/or assessment centre.
- **Delivery centre** – The centre that delivers teaching to learners. This may also be the home centre and/or assessment centre.
- **Assessment centre** – Where an assessment actually takes place; this is normally the home centre for external assessments and the delivery centre for internal assessments but may be the home or delivery centre.

1.3 How to obtain support

There is a wealth of guidance and support provided by the organisations involved in the Diploma (see Section 8.2). However, if you have a general query regarding Diplomas or a query regarding an OCR Diploma or OCR Diploma component, please contact the OCR Customer Contact Centre:

Telephone: 01223 553998 (08:00–17:30 Mon–Fri)
 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.

You may find the following table useful in deciding where to address your enquiry:

Query	Contact	Notes	Section
Management information system	Software supplier	Technical support for the examination software packages used by centres is not available from OCR.	–
ULN allocation and maintenance	Learning Records Service help desk	Tel: 0845 602 2589 lrssupport@learningrecords.service.org.uk	3.3
Prior achievement	Component awarding body (CAB)	OCR is only able to provide support for OCR components.	3.4
Diploma Aggregation Service	Diploma Aggregation Service help desk	Tel: 0300 100 0100 das.helpdesk@qcda.gov.uk	6.1
Learner account in the Diploma Aggregation Service	Diploma awarding body (DAB)	OCR will be able to provide support if your learner is registered with OCR as their DAB.	6.2

2 Centre Approval

Key point

- Centres must be registered with OCR to offer OCR Diploma components and to use OCR as a Diploma awarding body.

2.1 Component awarding body (CAB) approval

OCR is the component awarding body for the qualifications listed in Section 3.2. This means that OCR can award these units or components of the Diploma. Most of the Diploma components are standalone qualifications.

To offer any OCR Diploma component, you must be a registered OCR centre:

- For **general qualifications**, e.g. Principal Learning, Foundation, Higher or Extended Project, GCE and GCSE, you need to have general qualification approval.
- For **vocational qualifications**, e.g. Functional Skills or OCR Nationals, you need approval for each scheme.

To obtain the correct centre approval application form or if you are not sure whether your centre has the appropriate centre approval, please contact the OCR Customer Contact Centre.

2.2 Diploma awarding body (DAB) approval

OCR is also a Diploma awarding body, which means that OCR can award a full Diploma qualification. The Diploma could be made up entirely of OCR components or may include components from other component awarding bodies.

Existing OCR centres do not need to gain additional approval to use OCR as their Diploma awarding body. If you are not an existing OCR centre and would like to use OCR as your Diploma awarding body, you will need to become an OCR centre; please contact the OCR Customer Contact Centre to discuss your requirements.

3 Component Entries

Key points

- Unique learner numbers are essential for any Diploma component entry for Diploma learners (see Section 3.3).
- Centres make entries for Diploma components in the same way as for standalone qualifications.
- The centre that makes the entries will be invoiced for them and receive the qualification result.
- Centres can make entries for Diploma components through different awarding bodies.

3.1 Who can make component entries?

Any centre can make component entries on behalf of any Diploma learner within their consortium; however, the preferred OCR model is for the **assessment** centre to make the entries:

- For **timetabled examinations**, we recommend that the assessment centre is the **home** centre.
- For **internally assessed units/qualifications**, we recommend that the assessment centre is the **delivery** centre.

3.2 Making component entries

OCR offers a number of Diploma components. A brief summary of each component type is provided below but centres should refer to the component administrative documentation for specific entry instructions and deadlines. If your learners want to count **any** of these qualifications towards a Diploma, please ensure that a unique learner number accompanies their entry (see Section 3.3).

Principal Learning

Structure	Unitised
Levels	Business, Administration and Finance: Levels 1, 2 and 3 Creative and Media: Levels 1, 2 and 3 Engineering: Levels 1, 2 and 3 Hospitality: Levels 1, 2 and 3 Information Technology: Levels 1, 2 and 3 Manufacturing and Product Design: Levels 1, 2 and *3 Public Services: Levels 1, 2 and *3 Retail Business: Levels 1, 2 and *3 Society, Health and Development: Levels 1, 2 and 3 Sport and Active Leisure: Levels 1, 2 and *3 Travel and Tourism: Levels 1, 2 and *3
Availability	January and June series *First certification available in June 2012.
Guidance	OCR <i>Admin Guide and Entry Codes: 14–19 Qualifications</i>

Any centre within the consortium can make entries for the learner, i.e. the learner may sit the units at a number of different assessment centres. However, the certification entry should be made by the centre that wants the Principal Learning result. It is not possible to combine Principal Learning units from different component awarding bodies.

Project

Structure	Linear
Levels	Foundation Project: Level 1 Higher Project: Level 2 Extended Project: Level 3
Availability	January and June series
Guidance	OCR <i>Admin Guide and Entry Codes: 14–19 Qualifications</i>

Functional Skills

Structure	English: unitised; Maths and ICT: linear
Levels	English, Maths and ICT: Levels 1 and 2
Availability	English (Reading and Writing), Maths and ICT: Monthly assessment opportunities English (Speaking, Listening and Communication): On demand
Guidance	OCR <i>Admin Guide: Functional Skills</i>

Additional and Specialist Learning (ASL)

All Diploma learners (apart from those undertaking a Progression Diploma) must achieve a valid combination of Additional and Specialist Learning qualifications. These must be at an **equivalent level or level above** the Diploma level and **must equal or exceed** an allocated number of guided learning hours. If your learners need to complete their Diploma by a particular date, we strongly recommend that, if possible, they have sufficient prior achievements in their learner account to act as backup (see Section 3.4).

Level	Number of guided learning hours
Foundation	120
Higher	180
Advanced	360

Additional and Specialist Learning qualifications must provide high-quality breadth and/or depth of curriculum experience without duplicating the Principal Learning. They will also provide progression opportunities for learners who want to progress into immediate employment with training or full-time further and/or higher education.

The OCR qualifications shown below are amongst those that can count towards a learner's ASL – relevant administrative guidance is shown in brackets. Please refer to the Diploma catalogues (<http://register.ofqual.gov.uk>) for details of precisely which qualifications can count towards a particular Diploma.

- **A Level** and **GCSE** (OCR Admin Guide and Entry Codes: 14–19 Qualifications)
- **Asset Languages** (OCR Admin Guide: Asset Languages)
- **NVQs** (OCR Admin Guide: Vocational Qualifications)
- **OCR Nationals** (OCR Admin Guide: OCR Nationals)
- **Vocationally related qualifications** (OCR Admin Guide: Vocational Qualifications).

Example

To achieve a Higher Diploma in Creative and Media, learners must complete:

- Level 2 Principal Learning qualification in Creative and Media
- Level 2 Higher Project qualification
- Level 2 Functional Skills in English, ICT and Mathematics
- Any valid combination of qualifications listed as Additional and/or Specialist Learning that **equal or exceed 180 guided learning hours**. For example, OCR Level 2 National Award in Media (180 GLH)
- Minimum 10 days work experience
- Personal, Learning and Thinking Skills.

Much of the Additional and Specialist Learning may already have been awarded as part of prior achievement (see Section 3.4).

3.3 Unique learner numbers

The unique learner number (ULN) is a personal 10-digit number, which is essential for learners taking a Diploma programme of study (but is not required if learners are not following a Diploma programme). This is used to link the Diploma component results together for Diploma certification. The ULN is obtained by the learner's home centre and must accompany a learner's entry for any qualification which they intend to count towards their Diploma, including Principal Learning, Foundation, Higher or Extended Project, Functional Skills, and Additional and Specialist Learning, e.g. GCE or GCSE.

To obtain a ULN, you will need the following information:

- Given name
- Family name
- Date of birth
- Gender
- Latest postcode.

For more information, and to generate or check an existing ULN, please refer to the Learning Records Service – Learner Registration area: www.learningrecordsservice.org.uk.

Verifying the ULN

Where a ULN is included with an entry, OCR will check the ULN and learner details (name, date of birth, gender) with the Learning Records Service (LRS). Where the records do not match, OCR will inform centres. This will not prevent your component entries from being processed but OCR will not be able to send Diploma component results to the Diploma Aggregation Service until the ULN and learner details held by OCR have been verified against the records held by the LRS.

If you have any invalid ULNs, you will receive an automatically generated email from Interchange. Within Interchange, you can then view the status of invalid ULNs for candidates associated with all live exam series across OCR qualifications. Just hover over 'Entries' in the left-hand menu and click on 'Invalid ULNs', and you will be presented with a list of all invalid ULNs for your centre.

You can export data from this page into an Excel spreadsheet to help you resolve these and identify any differences from the data held by the Learning Records Service.

If your learners' details change, you must update their records in a number of places (see Section 6.2).

3.4 Prior achievement

Learners are able to include qualifications taken from as far back as January 2005 as part of their Diploma. Qualifications achieved before the learner account (see Section 6.2) is opened are known as prior achievement. We would recommend that, wherever possible, learners have their prior achievements sent to the DAS. This will help to ensure that they are still able to achieve their Diploma if they are unable to complete, or do not achieve a grade for, any Additional or Specialist Learning which has been incorporated into their Diploma learning plan.

Automatic prior achievement

OCR offers two automatic prior achievement processes:

- We check the DAS regularly for newly opened learner accounts and compare the ULN associated with each new account with the data we hold. If we find a result with a matching, valid ULN against it then that result will automatically be sent to the DAS within ten days.
- When we receive a new entry with a valid ULN, if we have any historic results for that learner, we will check if they have a learner account and, if they do, we will send the results automatically to the DAS within ten days.

Manual prior achievement

If, after ten days, there are prior achievements which have not been sent to the DAS, it will be necessary to complete and send a prior achievement form to OCR. This is available to download from the OCR website. It is essential that the learner's ULN is included on the form so that it can be added to the learner's records. This will enable the results to be sent to the learner account in the DAS.

The result should then be visible within the learner account in the DAS within ten days of OCR receiving the correct information. If there is a problem with the application, OCR will contact you to resolve it.

Note that not all awarding bodies offer an automatic prior achievement process. If your learners have completed Diploma components with awarding bodies which do not offer this service, you will need to complete and send a prior achievement form to that awarding body in order for the achievements to appear in the DAS.

3.5 Diploma component entry fees

Details of all component entry fees can be found in the OCR Fees List. It is important to note that the centre that makes the entries will be invoiced for them.

See Section 6.5 for details of Diploma fees.

4 Component Arrangements

4.1 Access arrangements

Access arrangements should be made for each Diploma component separately rather than for the Diploma as a whole. Applications should be made by the **home centre** and then communicated to the relevant assessment centres.

Detailed information about access arrangements can be found in the *JCQ Access Arrangements, Reasonable Adjustments and Special Consideration*, which should be read together with each component's administrative documentation.

For queries relating to access arrangements for OCR qualifications, please call the Special Requirements Team on 01223 552505.

4.2 Estimated grades

Estimated grades (formerly known as forecast grades) are required for some Diploma components and should be sent to OCR in line with the deadlines listed in the component administrative guides. They should be sent by the centre that makes the entry, whether this is for a unit entry or a certification entry. If the delivery centre is not the same as the assessment centre, the delivery centre will need to forward the estimated grades to the assessment centre. Home centres might also wish to be informed of estimated grades. Estimated grades are not required for the overall Diploma.

4.3 Internal assessment arrangements

Centres must carry out internal standardisation of marking across the consortium. The assessment centre is responsible for ensuring that internal standardisation takes place.

It is the responsibility of the centre that enters learners for internally assessed units to send marks to the component awarding body (and to share those marks with the home centre, if required). The centre making entries will also be responsible for providing moderators with samples of learners' work.

4.4 Special consideration

Special consideration is given after the examination (or internal assessment) if a candidate's performance is affected by circumstances beyond their control. Please see the *JCQ Access Arrangements, Reasonable Adjustments and Special Consideration* for detailed information.

The centre that makes the entry should apply for special consideration.

5 Component Results

Key point

- The home centre must set up a learner account before Diploma component results are published.

5.1 Receiving component results

Diploma component results will be issued to centres in line with each component's timescale. Please see the individual component administrative documentation.

If the learner has a valid ULN (see Section 3.3) and a learner account within the Diploma Aggregation Service, the results will also be available to view in the DAS. If results do not appear in the DAS, you should first check whether the ULN is valid and then contact the relevant component awarding body.

Receiving on-demand component results

If a learner is using an on-demand OCR qualification to form part of their Additional and Specialist Learning, and they want to receive their Diploma result to coincide with the issue of Principal Learning/Project results, you must make certification claims for the on-demand qualification by:

Series	Deadline
January 2012	31 January 2012
June 2012	20 July 2012

Example

A learner is working towards a Higher Diploma in Creative and Media and will be certificating their Level 2 Principal Learning Creative and Media and Higher Project in the June 2012 series.

They are also working towards an OCR Level 2 National Award in Media as their ASL.

In order for the learner to receive their Diploma results at the same time as their Principal Learning and Project component results, they must make a certification claim for their OCR National by 20 July 2012.

5.2 Interpreting component results

Principal Learning and Project results

The results achieved for **Principal Learning** and **Project** components combine to create the overall grade of the Diploma.

Principal Learning units are graded on the following scales:

Units	Grade scale
Level 1 Principal Learning	a*, a, b or Unclassified
Level 2 Principal Learning	a*, a, b, c or Unclassified
Level 3 Principal Learning	a*, a, b, c, d, e or Unclassified

In addition to a grade, each Principal Learning unit result will also be given a points score. The points scores of the individual Principal Learning units are combined to give a total points score for Principal Learning which is used to determine the overall Principal Learning grade.

Principal Learning qualifications are graded on the following scales:

Qualification	Grade scale
Level 1 Principal Learning	A*, A, B or Unclassified
Level 2 Principal Learning	A*, A, B, C or Unclassified
Level 3 Principal Learning	A*, A, B, C, D, E or Unclassified

Principal Learning qualification results will include a total points score as well as a grade.

Project qualifications are graded on the following scales:

Qualification	Grade scale
Level 1 Foundation Project	A*, A, B or Unclassified
Level 2 Higher Project	A*, A, B, C or Unclassified
Level 3 Extended Project	A*, A, B, C, D, E or Unclassified

Project results also include a points score.

What is a points score and why is it used?

Within Principal Learning, candidates can take units across several different series; they can also take units more than once. Within the Diploma, learners can take Principal Learning and Project qualifications at different times and also with different component awarding bodies.

When OCR works out the overall grade for Principal Learning, or when the Diploma Aggregation Service works out the overall grade for the Diploma, we need to be able to compare performance across the different elements, no matter when or with whom they were taken. OCR, the DAS and the other Principal Learning and Project component awarding bodies use **points** to achieve this.

A points score is very similar to a uniform mark scale or UMS as used for GCE and some GCSEs; however, the points score is calculated from the raw mark differently.

The grade and points boundaries for the different levels of the Diploma components are as follows.

The Level 1 points boundaries are:

Grade	Principal Learning unit (30 glh) 1 point per grade	Principal Learning unit (60 glh) 2 points per grade	Principal Learning qualification	Foundation Project (60 glh) 2 points per grade	Foundation Diploma qualification
Max	4	8	32	8	40
a*	3	6	24	6	30
a	2	4	16	4	20
b	1	2	8	2	10
u	0	0	0	0	0

Level 1 Principal Learning is equivalent to eight 30-glh units.
The Foundation Diploma is equivalent to ten 30-glh units.

The Level 2 points boundaries are:

Grade	Principal Learning unit (30 glh) 1 point per grade	Principal Learning unit (60 glh) 2 points per grade	Principal Learning qualification	Higher Project (60 glh) 2 points per grade	Higher Diploma qualification
Max	5	10	70	10	80
a*	4	8	56	8	64
a	3	6	42	6	48
b	2	4	28	4	32
c	1	2	14	2	16
u	0	0	0	0	0

Level 2 Principal Learning is equivalent to 14 30-glh units.
The Higher Diploma is equivalent to 16 30-glh units.

The Level 3 points boundaries are:

Grade	Principal Learning unit (30 glh) 1 point per grade	Principal Learning unit (60 glh) 2 points per grade	Principal Learning unit (90 glh) 3 points per grade	Principal Learning qualification	Extended Project (120 glh) 4 points per grade	Advanced/ Progression Diploma qualification
Max	7	14	21	126	28	154
a*	6	12	18	108	24	132
a	5	10	15	90	20	110
b	4	8	12	72	16	88
c	3	6	9	54	12	66
d	2	4	6	36	8	44
e	1	2	3	18	4	22
u	0	0	0	0	0	0

Level 3 Principal Learning is equivalent to 18 30-glh units.
The Advanced/Progression Diploma is equivalent to 22 30-glh units.

5.3 Post-results services

Post-results services are available at component level, in line with each component's deadlines and fees (see the relevant component administrative documents).

The centre that makes the entries should apply for any post-results services.

6 Claiming a Diploma

6.1 Registering with the Diploma Aggregation Service

To obtain Diploma certificates, each home centre should register online with the Diploma Aggregation Service (www.diplomaaggregationservice.org/DAS/).

You should select OCR within the DAS as one of your Diploma awarding bodies. You will need to establish an 'alias' by which OCR will recognise requests made by your centre via the DAS. For OCR, you must use your National Centre Number as this alias.

We recommend that you set up a DAB alias with OCR from the start, even if you are not sure whether we will be one of your DABs. This will mean that you do not have to amend your settings at a later point.

Third Party Learner Administrator access

Within the Diploma Aggregation Service, it is possible to delegate Third Party Learner Administrator (TPLA) access to Diploma awarding bodies. This allows a DAB to amend details within your learners' accounts; however, as this is not something that OCR would do, you should ensure that, when you create your DAB alias for OCR, you do **not** delegate TPLA access to us.

6.2 Opening learner accounts

Once each learner has a ULN (see Section 3.3), it is possible to open a learner account for them. This is the responsibility of the home centre.

Transfer candidates

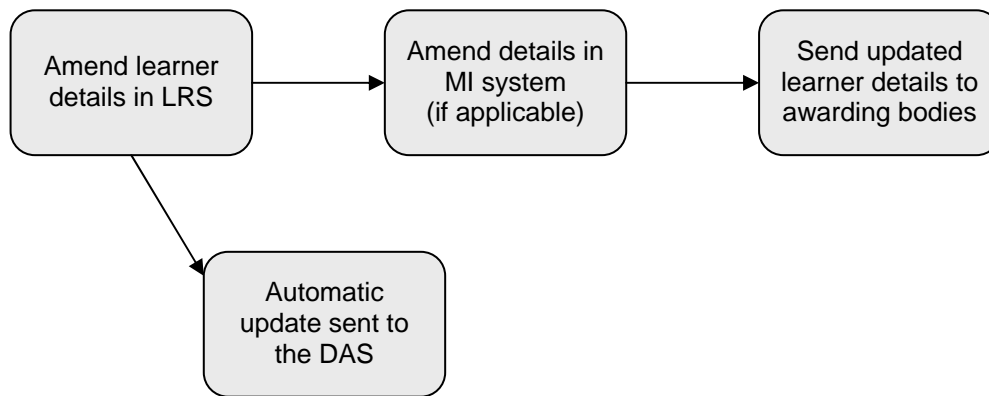
If a candidate moves to or from your centre during the course of their Diploma, the administration of their learner account on the DAS needs to be transferred to their new home centre.

Maintaining learners' personal details

It is **essential** that learners' details are maintained and kept up to date. If the component awarding bodies, LRS, DAS and Diploma awarding bodies do not hold all the same details, a learner's ULN will become invalid.

If a learner's personal details change, centres must:

- **Update the Learner Registration Service records** – This will automatically update the learner account within the DAS and Diploma awarding body records.
- **Update their management information system** – If applicable.
- **Inform the relevant component awarding bodies** – Updates to Diploma awarding bodies will not be used to update Diploma component entries.



6.3 Registering a learner with a Diploma awarding body

Once a learner has a learner account (see Section 6.2), and you have set up a DAB alias with OCR, you can choose to register OCR as a learner's Diploma awarding body.

Although this is an optional step, until learners are registered with OCR as their Diploma awarding body, OCR will not be able to view the learner details and will therefore be unable to provide any detailed support to centres for these learners.

6.4 Claiming a Diploma

There are two ways to claim a Diploma for your learner: either by making an **intention to claim** (ITC) before the component results are available or by **manually claiming** once all the component results have been issued.

Making an intention to claim

You can make an intention to claim for a learner at any time after a learner account has been opened. As soon as a valid combination of results is received, the Diploma Aggregation Service will automatically send the claim to OCR as the Diploma awarding body. We will then accept the claim and issue a Diploma grade to the centre. This will be followed by a certificate and transcript (see Section 7). It is possible to withdraw an intention to claim for a learner before the claim has been sent to the Diploma awarding body.

There is no fee for making an intention to claim; however, centres will be invoiced automatically by OCR once the DAS issues the claim to us and this is accepted. (See Section 6.5 for details of Diploma fees.)

If the learner has not already been registered with OCR as their DAB (see Section 6.3), making an intention to claim allows OCR to provide detailed support to centres at an early stage in the Diploma process.

If you would like your learners to receive their Diploma result to coincide with the Principal Learning/Project results issue (or Additional and Specialist Learning with fixed results issue dates), an intention to claim must be made by the following deadlines:

Series	Deadline
January 2012	31 January 2012
June 2012	30 June 2012

Making a manual claim

Once all the necessary component qualification results are available and the requirements for work experience and Personal, Learning and Thinking Skills have been met, the Diploma Aggregation Service will automatically calculate a Diploma grade; this is known as the **trial grade**.

Once the trial grade is visible in the DAS, if you have not made an intention to claim, you have the option to claim the trial grade manually. Alternatively, the learner may wish to re-sit Principal Learning or Project components in order to improve their overall Diploma grade; the trial grade will be automatically recalculated within the DAS once the new component result is received.

You should allow 35 days to receive your Diploma certificates and transcripts following a manual claim.

If you have not made an intention to claim for any of your learners, but would like them to have a Diploma certificate and transcript issued with the Principal Learning/Project certificates (see Section 7.5), you must make a manual claim by the following dates:

Series	Deadline
January 2012	12 April 2012
June 2012	20 September 2012

6.5 Diploma fees

There is no charge for registering OCR as a learner's Diploma awarding body (see Section 6.3).

The Diploma Aggregation Service charges a fee to the Diploma awarding body each time the awarding body confirms a Diploma claim (either from an intention to claim or from a manual claim). This 'Diploma Charge' will be passed on by OCR to the home centre. Home centres need to be aware that making an intention to claim or a manual claim in the Diploma Aggregation Service will lead to a Diploma Charge. There is no additional OCR charge for a Diploma.

See the OCR Fees List for details of these charges and the Diploma component fees.

7 Diploma Results and Certificates

7.1 Receiving results

Component awarding bodies will send component results to the learner account. The Diploma Aggregation Service will aggregate the component results and, once there are enough eligible components, calculate a Diploma trial grade.

If there is an intention to claim (see Section 6.4), the DAS will automatically send the claim for the trial grade to OCR. OCR will accept the claim and issue the Diploma results online via Interchange. This will normally be within seven days.

Results are available to centres via OCR Interchange, where results can be viewed on screen. For learners who have successfully completed the Diploma, provisional statements of results can be printed to give to them on results day (this is only available to centres which have selected OCR as their Diploma awarding body). The statement of results will show all results obtained by the learner, including, where applicable, results awarded by component awarding bodies other than OCR.

Results information can also be viewed on screen in the Diploma Aggregation Service.

If a learner has failed to complete all their Diploma components, a Diploma Progress Statement can be printed from the DAS to give to learners which will show them how far they have progressed with their Diploma.

If you have made an intention to claim so that Diploma results are issued to coincide with the Principal Learning/Project results issue (see Section 6.4), the Diploma results will be issued as shown below. (See Section 3 for Principal Learning availability.)

Series	Diploma level	Restricted release to centres only	Release to learners
January 2012	All levels	7 March 2012	8 March 2012
June 2012	Advanced/Progression (Level 3)	15 August 2012	16 August 2012
	Foundation (Level 1) and Higher (Level 2)	22 August 2012	23 August 2012

OCR will supply UCAS with Level 3 Diploma results ahead of results publication day, as per the existing process with A Levels. There is no requirement for centres to make contact with UCAS.

7.2 Calculating Diploma grades

Each level of the Diploma has a different grade scale:

Diploma level	Grade scale
Foundation (Level 1)	A*, A, B or U
Higher (Level 2)	A*, A, B, C or U
Advanced/Progression (Level 3)	A*, A, B, C, D, E or U

Only the grades for Principal Learning and Foundation, Higher or Extended Project qualifications contribute to the grade of the overall Diploma. When grading a Diploma, OCR converts grades for Principal Learning and the Project into points. These points are added together and then the total is converted into an overall Diploma grade.

7.3 Post-results services

Post-results services, including enquiries about results and appeals, will be dealt with as part of the component arrangements (see Section 5.3) and are not available for the whole Diploma qualification.

7.4 Improving on Diploma grades

Once a Diploma has been claimed, if a learner wishes to improve on their Diploma, they may retake the Principal Learning or Foundation, Higher or Extended Project qualifications, which contribute to the Diploma grade.

It is then possible to make another intention to claim or manual claim. The Diploma Aggregation Service will re-aggregate the learner's new component results in order to issue another Diploma trial grade.

7.5 Certificates and transcripts

Once Diploma results have been published, OCR will issue a certificate and a Diploma transcript to the home centre. Together, the certificate and transcript list all the learner's unit grades and qualifications, including achievement of Personal, Learning and Thinking Skills and completion of work experience.

You should allow 35 days for certificates and transcripts to be issued following a manual claim. If you have made an intention to claim or manual claim so that certificates and transcripts are issued to coincide with the Principal Learning/Project certificate despatch (see Section 6.4), certificates and transcripts will be issued as follows.

Series	Latest date certificates and transcripts will be in centres
January 2012	31 May 2012
June 2012	31 October 2012

8 Reference

8.1 Glossary

Assessment centre	Any centre in a consortium hosting an internal or external assessment for Diploma learners.
CAB (component awarding body)	An awarding body offering constituent qualifications for the Diploma.
DAB (Diploma awarding body)	An awarding body that awards the overall Diploma qualification.
DAB alias	The centre identifier by which OCR will recognise requests made by a centre via the Diploma Aggregation Service. OCR centres must use their National Centre Number.
DAS (Diploma Aggregation Service)	This supports the awarding of Diplomas to learners. It is used by exam centres and awarding bodies to share data and record learners' progress towards a Diploma award. It also aggregates the component grades in order to calculate a Diploma trial grade.
Delivery centre	The centre that delivers teaching to learners.
Diploma catalogues	The catalogues of the constituent qualifications, and the valid combinations of those qualifications, which can be used for the achievement of the Diploma qualification. These are published on the Ofqual website at http://register.ofqual.gov.uk .
Diploma component	Diplomas are made up of constituent qualifications which are called components. Not to be confused with a qualification component, which is an assessable part of a specification that is not certificated separately.
Home centre	The centre where a learner is enrolled or registered. This centre will have overall responsibility for the learner's Diploma and maintenance of their learner account.
Intention to claim	A mechanism by which a user of the Diploma Aggregation Service can state a learner's intention to claim a Diploma immediately upon receiving the results for the final component of their Diploma.
Learner account	This will indicate participation on a Diploma programme and act as the repository for results data for an individual learner, recording Line of Learning and level. It will normally be managed and monitored by a centre on behalf of a learner. Learners will not have direct access to their learner accounts.
LRS (Learning Records Service)	An Internet-based service capable of providing a ULN for every person in education and training in the UK. This will allow people to build a lifelong record of their learning participation and achievements, which they can access and share if they choose.
Prior achievement	Learners are able to include qualifications taken from as far back as January 2005 as part of their Diploma. Qualifications achieved before the learner account is opened are known as prior achievement.
Transcript	A report of the qualifications that make up a learner's Diploma. It lists the learner's grades for each qualification and records work experience and Personal, Learning and Thinking Skills.

Trial grade	Once all the necessary component qualification results are available and the requirements for work experience and Personal, Learning and Thinking Skills have been met, the Diploma Aggregation Service will automatically calculate a Diploma grade; this is known as the trial grade.
ULN (unique learner number)	This a personal 10-digit number, which is required by learners taking a Diploma.

8.2 Useful web links

DAS (Diploma Aggregation Service) – www.diplomaaggregationservice.org/DAS/

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) – www.learningrecordsservice.org.uk

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.ofqual.gov.uk

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

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk



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