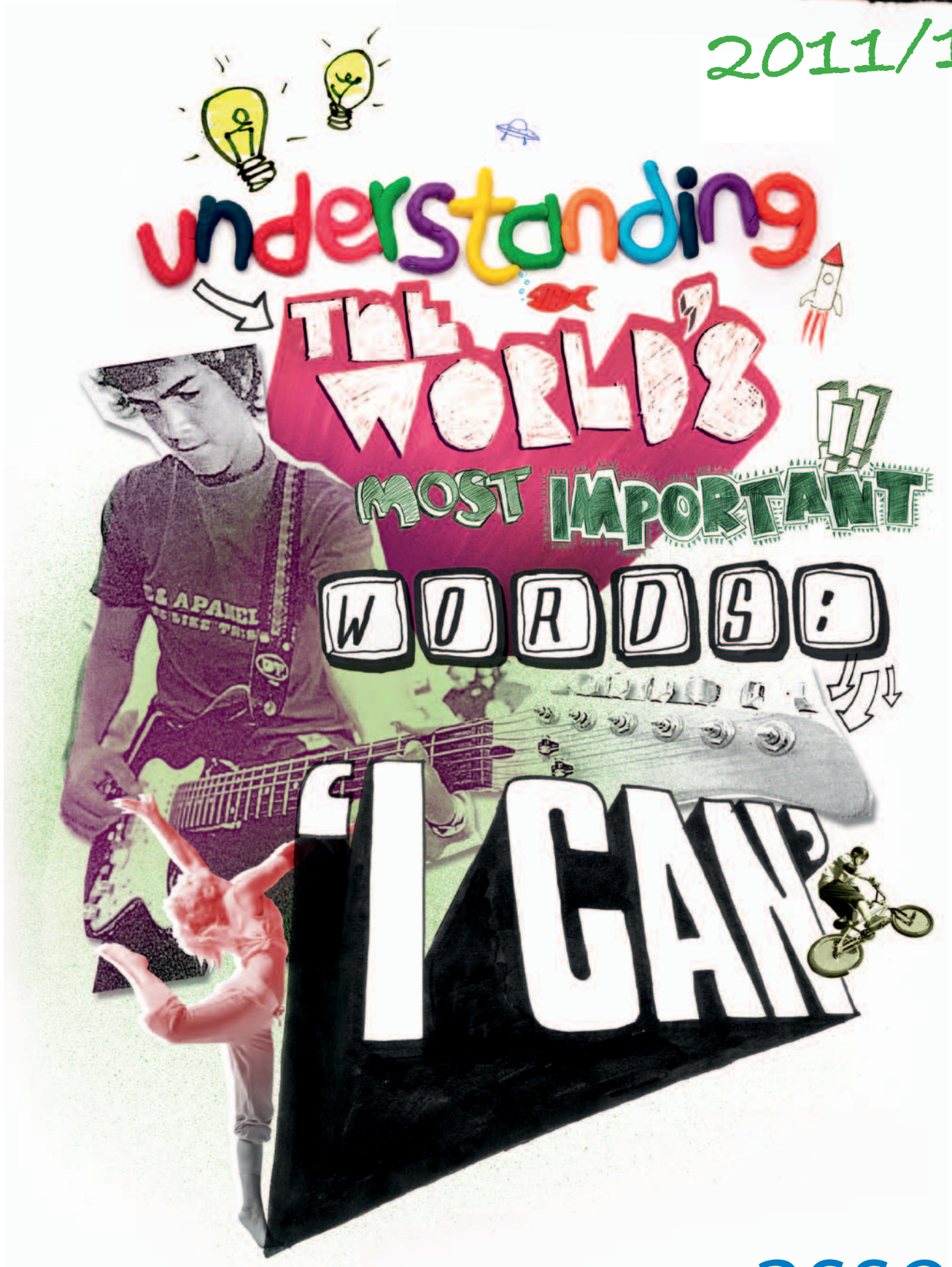
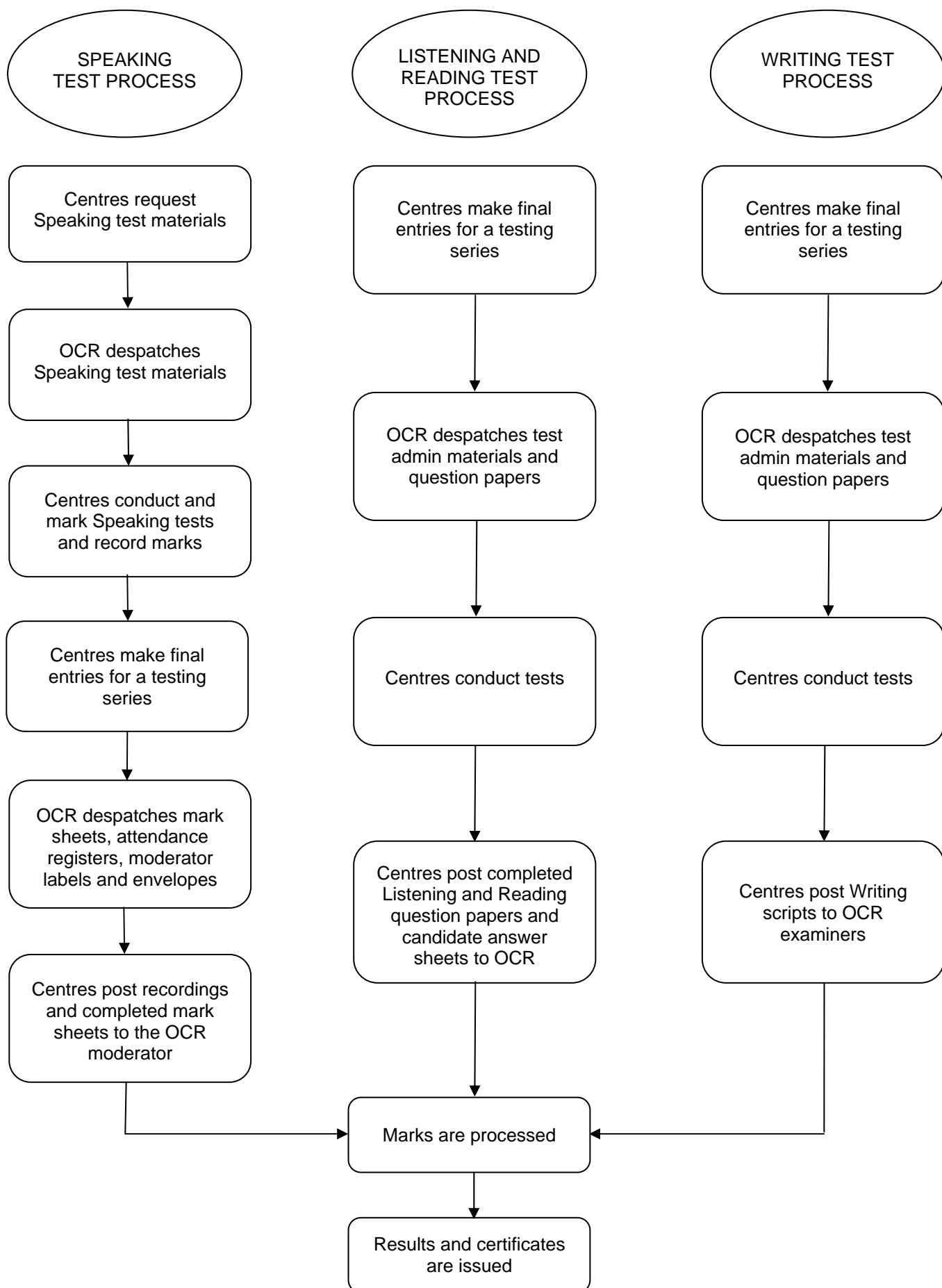


Admin Guide

2011/12



Overview



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1 Introduction

1.1 Purpose and scope of the *Guide*

The purpose of this *Admin Guide* is to assist centres with the administration of Asset Languages external assessments. **Please note that this *Guide* is not relevant for conducting teacher assessment.**

The *Guide* provides an explanation of the external assessment process and a detailed description of the procedures that need to be followed. You have received this *Guide* because you are already approved to offer Asset Languages external assessments. However, more information about centre approval is available on the OCR website.



Where applicable, we have illustrated where a process may differ for particular types of consortium. This is shown by the use of the symbol opposite.

External assessment is carried out under controlled conditions, as described in this *Guide*. These conditions are designed to ensure that the qualification is valid and reliable. It is expected that most external assessment will take place within the normal classroom environment, although other models may be used.

We hope that you find this document useful. Further support and guidance can be found on the Asset Languages website at www.assetlanguages.org.uk.

OCR will notify centres of any amendments to the *Admin Guide* in a circular or Notice to Centres.

1.2 Roles and responsibilities

Asset Languages has been designed to be used by a range of educational centres. However, in order to simplify interaction between OCR and centres, three roles (described below) have been identified. The roles should be allocated in a way that fits the organisational structure of your centre (one person may carry out more than one role).

Head of Centre

The Head of Centre is the most senior officer in the organisation, e.g. the Headteacher or Principal of a school or college. The Head of Centre accepts full responsibility for the correct administration and conduct of OCR examinations, and for ensuring that the OCR Credit Policy is upheld (i.e. that invoices are paid within 28 days).

Exams Officer

The person appointed by the Head of Centre to act on behalf of the centre to administer external tests. OCR corresponds formally with the exams officer regarding the administration of exams.



The exams officer is responsible for administering external assessment on behalf of **all** the attached centres within a consortium.

Centre Coordinator

The Centre Coordinator will normally have attended Asset Languages Centre Coordinator training or, since 2009, Get Started training. They will:

- Liaise with the teachers in the centre and the exams officer
- Support teachers to ensure that they understand the practical issues involved with running the tests
- Liaise with OCR on general queries related to Asset Languages
- Be responsible for ensuring external Speaking tests are conducted and marked according to the standards set down by OCR. This includes responsibility for standardisation where more than one teacher has conducted and marked external Speaking tests for the same language and stage.

1.3 Testing windows for 2011/12

The following testing windows are available during 2011/12:

Series	Dates
November Asset 2011	21 November–9 December 2011
March Asset 2012	5–23 March 2012
May Asset 2012	30 April–18 May 2012
June Asset 2012	18 June–6 July 2012

Listening, Reading and Writing tests

- All Listening, Reading and Writing tests must be conducted during one or more of these testing windows.
- All completed question papers (scripts) and answer sheets must be despatched on or before the last day of the relevant testing window.
- Failure to return scripts and answer sheets by the deadline may result in a delay in the issue of results.
- Each test series has its own entry closing date. Details of these dates can be found in Section 3.2 of this *Guide*.

Speaking tests

- Speaking test materials (see Section 4.1) will be sent on the basis of requests from centres.
- Speaking tests are not restricted to the testing window and can be conducted at any time after materials have been received by your centre.
- Once Speaking tests have been conducted and marked in the centre, candidates should be entered for the subsequent testing series (by the entry deadline). Entry deadlines for Speaking tests are the same as for Listening, Reading and Writing tests (see Section 3.2). **NB Centres must request materials before making final entries (see Section 2).**
- Speaking test mark sheets and cassettes/CDs must then be returned no later than the first day of the relevant testing window.

- A record of candidate marks must be retained in the centre on the Internal Form for Speaking Test Marks.
- Speaking booklets must be retained until the **end** of the academic year and then destroyed.

Key points

- A summary of Asset Languages external assessment dates can be found in Appendix A. Please photocopy this and circulate to all teachers involved in running external assessments.
- Candidates should only be entered for Speaking tests for a particular series once test materials have been received and you are confident that the tests will be completed in time for the deadline.

1.4 Contacting OCR

For general enquiries about Asset Languages qualifications, please contact the OCR Customer Contact Centre:

Tel: 01223 553998 (8am–5.30pm Monday to Friday)

Fax: 01223 552627

Email: assetlanguages@ocr.org.uk (please include centre name and number)

Post: OCR, 1 Hills Road, Cambridge, CB1 2EU

Alternatively, please refer to our website: www.ocr.org.uk/administration/asset.

All correspondence on any aspect of a candidate's assessment will be conducted between OCR and the exams officer responsible for the candidate's entry.



OCR will only communicate with the parent centre within any consortium. Any Asset-related queries from attached centres should be communicated to OCR via the parent centre.

OCR reserves the right to use Speaking and Writing test samples (or extracts from them) on an anonymous basis for the purposes of standardisation and training.

2 Requesting Speaking Test Materials

Key point

Speaking test materials will be despatched on request; they will **not** be sent on the basis of final entries.

2.1 What are Speaking test materials requests?

If you wish to conduct Asset Languages Speaking tests, you must request the Speaking test materials for each language and stage that you require. These materials are free and do not commit your centre to making final entries (see Section 3).

2.2 How to request Speaking test materials

To request your Speaking test materials, simply complete the Request for Speaking Test Materials form, specifying the language and stage you require, and return it to the OCR Centre Services Team. The form can be downloaded from the OCR website.

If, after submitting your request for Speaking test materials, there are any changes to the stages you expect to enter for, or any significant changes to the number of candidates you expect to enter, please complete another request form.

2.3 Deadline for requesting Speaking test materials

Requests for 2011/12 should be submitted to OCR by **5 October 2011**. Once the request is received, Speaking test examiner and candidate booklets for the **whole year** will be despatched.

Centres joining the Asset Languages scheme after this date and wishing to make Speaking test entries (or centres wishing to amend their requests after the deadline) should request Speaking test materials as soon as possible.

Materials will normally be despatched to centres within four weeks of receipt of the request.

2.4 Cassettes and CDs

Asset Languages is phasing out the use of cassettes for recording Speaking tests during 2011/12.

With effect from the November 2011 series, Asset Languages will send out cassette(s) and CD(s) for the recording of Speaking tests for the academic year 2011/12. Centres must use either the cassette(s) or CD(s) to record Speaking tests and send to OCR via the moderator.

Cassette(s) and CD(s) will be sent out in the normal way.

3 Final Entries

Key point

Estimated entries are no longer required. Materials for Speaking tests will be despatched following requests for Speaking test materials; materials for Listening, Reading and Writing tests will be despatched on the basis of final entries.

3.1 What are final entries?

Final entries provide OCR with detailed data for each candidate, showing each assessment to be taken. You must make final entries for **each** candidate for **each** assessment and option required. Final entries are used by OCR to:

- Send centres essential assessment materials, including question papers for Listening, Reading and Writing tests
- Send administrative materials to centres
- Allocate Speaking tests to moderators
- Allocate Writing test scripts to examiners
- Supply candidates with results and certificates.

3.2 Deadlines for submitting final entries

Series	Final entry deadline
November Asset 2011	21 October 2011
March Asset 2012	21 January 2012
May Asset 2012	21 March 2012
June Asset 2012	3 May 2012

Listening, Reading and Writing tests

Entries should be made by the final entry deadline. If entries are made after this point, a late entry fee will be charged and OCR cannot guarantee that question papers will arrive by the start of the testing window. (In this case, centres may need to reschedule their tests.)

Speaking tests

Speaking test marks and recordings must be submitted by the start of the testing window for which the entries have been made. Therefore, final entries must not be submitted for candidates taking Speaking tests until the centre is confident that all tests have or will have been completed before the start of the testing window. If Speaking tests have not been completed in time, the entries must be withdrawn from that series. The candidates will then need to be re-entered for a later series. Entries withdrawn before the above deadlines will be refunded, but entries withdrawn after these dates will not be eligible for a refund.

3.3 How to make final entries

There are two methods of submitting final entries, which are described below.

EDI

EDI is an electronic method of transmitting entry and results data to and from OCR using a third party carrier. We are currently working on the JCQ A2C Project, which will replace the current EDI method with an improved system. During 2011/12, although centres will continue to create and send entries via EDI, a new system will be introduced which will allow centres to send EDI entries without using a third party carrier. The A2C Project will be in touch before centres need to do anything but, in the meantime, more information can be found on the A2C website at <http://a2c.jcq.org.uk>.

To make entries using EDI, electronic entry files need to be created using basedata. Basedata is examination data which is used to process entries and results using EDI. 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. Please ensure that the basedata you download is for the series you wish to make entries for. Using an incorrect basedata file will result in entries being made for another series.

Basedata can be downloaded from our website at www.ocr.org.uk/administration/basedata/asset as soon as it is published. How you load the basedata will depend upon your examination administration software. Basedata will be published as follows:

Series	EDI series	Basedata publication
November 2011	bz11	3 October 2011
March 2012	3z12	3 January 2012
May 2012	5z12	1 February 2012
June 2012	6z12	1 March 2012

Until you move to the new system, you will need to be signed up to one of the approved EDI carriers: AVCO, Redstone (formerly DIALnet) or RM. Upon installation of the software, instruction on the use of the application will be issued and should be referred to for guidance.

AVCO Systems Ltd

Software: Exam Service
Tel: 01753 213700
Fax: 01753 213701
Email: examsupport@avcosystems.com
Website: www.avcosystems.com/Products/ExamCentre

Redstone Managed Solutions Ltd

Service: webXchange
Tel: 0845 200 2000 (Support)
Fax: 0845 2010 271
Email: sales@webxchange.co.uk
Website: www.webxchange.co.uk

RM

Service: RM SecureNet
Tel: 08453 077 855 (Technical Support)
Email: support@rm.com
Website: www.rm.com/support

Web entries

Centres can submit, view and amend final entries using the secure Asset Languages Online Entries and Results System (<https://entries.assetlanguages.org.uk/>).

Entries can be made either directly on the website or by uploading a spreadsheet. Spreadsheet templates can be downloaded from the Online Entries and Results System.

To access the site and make entries, centres should sign and return the site Terms of Use, which can be downloaded from the OCR website. An individual username and password will then be emailed to the Asset Exams Officer.

Further instructions on how to submit final entries can be found in the *Asset Languages Online Entries and Results System User Guide*, which can be downloaded from the OCR website.

Centres which are unable to use the Online Entries and Results System or EDI to submit entries should contact the OCR Customer Contact Centre for further guidance.



Model B consortia (see Section 7.1) should use the Online Entries and Results System to make final entries if they wish to receive individual results reports.

3.4 What information is required?

Candidate number

You must assign a number to each candidate. This number, which is determined by you, must be no longer than four digits. A candidate must not be assigned more than one candidate number in any series. You must not assign the same candidate number to more than one candidate in the same series.

Unique learner number (Diploma learners only)

Asset Languages qualifications can be counted towards the 14–19 Diplomas under the Additional and Specialist Learning (ASL) category. If your candidates would like to count their Asset qualifications towards their Diploma, you will need to ensure that their unique learner number (ULN) is provided when submitting final entries.

The ULN is a personal ten-digit number, which is essential for candidates taking a Diploma programme of study. It is used to link the Diploma component results together for Diploma certification. If a candidate is not working towards a Diploma, no ULN needs to be submitted with their entries.

Where a ULN is included with an entry, OCR will check the ULN and candidate details with the Learning Records Service (LRS). Candidate details submitted to OCR need to match those held by the LRS exactly. If there are any differences, we will be unable to validate the ULN. This will not prevent your entries from being processed, but OCR will not be able to send Diploma component results to the Diploma Aggregation Service until the ULN and candidate details held by OCR match the records held by the LRS.

For more information, and to generate a ULN, please refer to the Learning Records Service: www.learningrecordsservice.org.uk/products/uln.

Forenames and surname

Please ensure that this information is accurate as it will appear on the candidate's certificate.

Gender and date of birth

These are not mandatory fields.

Access arrangements (Online Entries and Results System only)

If a candidate requires assistance in taking the test, tick this box. More information about access arrangements, together with the relevant application forms, can be found in Section 6.

School ID (Online Entries and Results System only)

This field must be left blank unless your centre has registered as a Model B consortium (parent centre with attached centres), in which case this field should be completed with the centre number of the candidate's centre. See Section 7 for details about consortium arrangements.

Status

Asset Languages qualifications are primarily designed for candidates who follow courses of study at a registered Asset centre. However, it is recognised that there are candidates who may not study at a registered centre but who may wish to sit Asset Languages assessments. Such individuals are referred to as private candidates. If you have any private candidates to make entries for, select 'Private'; otherwise, the default is 'School'.

Assessment code

This identifies the stage, language and skill. For details of the codes for each assessment, see Sections 11 and 12. The Online Entries and Results System and spreadsheet templates list the assessment title next to each code.

Option code

This indicates the context of the test, i.e. Primary (P), Secondary (S), Post-16 (A) or Context-free (C). The option allows OCR to send centres the appropriate question papers. The context is indicated on the question papers by the use of a component code. (The component codes are 01: Primary, 02: Secondary and 03: Post-16. Where the assessment is 'Context-free', the component code will also be 01.)

Test opportunity

To preserve the security and integrity of Asset Languages assessments, if different groups of candidates are to sit the same assessment at different points during the testing window, each group should be allocated to a different test opportunity so that we can send out versions of the tests in separate packets. The version is indicated with a letter from A to L. If you have only one group of candidates all sitting the assessment at the same time, please use test opportunity A. See Section 5.3 for more information about test opportunities and scheduling tests.

3.5 Confirmation of final entries

Suggestion

Making entries ahead of the deadline date will allow you to check for any potential errors and amend them without additional cost.

You will no longer receive hard copy candidate entry lists detailing your final entry information. Instead, after making your entries, it is possible to view them on the Online Entries and Results System.

The candidates' personal information shown is the information that will appear on certificates. It is therefore **essential** that any errors are amended at this stage.

Assessment and option code details should also be checked carefully for each candidate to ensure that they are entered for the correct assessment and context (Primary, Secondary, Post-16 or Context-free).

3.6 Amending and withdrawing entries

Entry amendments and withdrawals should be made via either EDI or the Online Entries and Results System. We will not accept paper-based amendments or withdrawals. Amendments made after the entry deadline for the relevant series will incur a charge, and withdrawals made after the deadline will not be refunded.

3.7 Entry fees

Entry fees are charged for each individual skill (Listening, Speaking, Reading and Writing). Fees will be charged at one of two rates, depending on whether they are received before or after the deadline. Entries received after the deadline will incur a late entry fee. See the OCR Fees List for further details.

4 Speaking Test Arrangements

Key points

- OCR will only send you the Speaking test materials that you request.
- All centres must submit Speaking test recordings and mark sheets.
- At Breakthrough, Preliminary and Intermediate Stages, only Part 1 of the test is recorded and submitted. At Advanced Stage, the whole test must be recorded and submitted.
- If more than one teacher is conducting and marking the same Speaking test, it is **essential** that centres ensure marks are standardised before submitting them to OCR.

An information sheet for teachers conducting Speaking tests is provided in Appendix A. Please photocopy this document and give it to all appropriate teachers.

4.1 Despatch of Speaking test materials

Based on your requests, we will send you the following materials for the **whole year** within four weeks of receipt of the request:

Instructions for Internally Conducted Speaking Tests Booklet	This provides information for teachers who will be conducting the Speaking tests. Teachers conducting Speaking tests may access this booklet on receipt to allow them to prepare.
Speaking Test Examiner's Booklet	This provides test materials for teachers who will be conducting the Speaking tests. Teachers conducting Speaking tests may access this one week before conducting the first test to allow them to prepare (see Section 4.6). It must be stored under secure conditions when not in use.
Speaking Test Candidate's Booklet	This is used by candidates during the Speaking tests. It must be stored under secure conditions when not in use.
Speaking test blank cassettes/CDs	These are to be used to record the Speaking tests (see Section 4.7).
Internal Form for Speaking Test Marks	Speaking test marks should be recorded on this form and retained in the centre.
Return envelopes	These envelopes should be used to return the mark sheets and cassettes to the OCR moderator.

The following materials will be despatched once we have received your final entries for the **series**, no later than one week before the start of the relevant testing window:

Speaking test mark sheets	These OMR mark sheets should be used to submit Speaking test marks. Separate mark sheets are provided for each Speaking test your centre requests materials for.
Attendance register	This document will be pre-populated with the candidate details entered for a particular assessment and should be used to indicate whether a candidate has taken a Speaking test or not.
Moderator address labels	Speaking test mark sheets and cassettes are sent directly to an OCR moderator. These personalised address labels should be fixed to the front of the relevant envelope.

4.2 When can Speaking tests be conducted?

Unlike the Listening, Reading and Writing tests, centres do not conduct Speaking tests during the testing windows. They can conduct them from when they receive the Speaking test materials (sent out following receipt of requests) until the last Speaking test return deadline (i.e. the first day of the last testing window – see Section 1.3). Speaking tests can only be submitted if final entries have been made by the relevant final entry deadline (see Section 3.2).

4.3 Who can conduct Speaking tests?

Speaking tests can be conducted and marked by any teacher. However, if more than one person is conducting the same Speaking test, centres must conduct internal standardisation and verify that the assessment criteria have been correctly applied before marks are submitted to OCR (see Section 4.8).

4.4 When should Speaking test final entries be submitted?

Although tests can be conducted throughout the year, final entries must still be made for a series before marks can be submitted. Final entries should not be made until the teachers are confident that all tests have or will have been completed before the Speaking test return deadline (i.e. the first day of the relevant testing window).

Key points

- If Speaking tests have not been completed in time for a series for which the relevant candidates have been entered, their Speaking test entries **must** be withdrawn from that series. The candidates will then **need to be re-entered** for a later series.
- Please note that entries withdrawn after the final entry deadlines for the relevant series will not be eligible for a refund.
- It is the responsibility of the centre to ensure that adequate planning has taken place.

4.5 What equipment is needed to conduct a Speaking test?

Centres need:

- A cassette or CD recorder
- A suitable external microphone
- A clock or watch – This should be easily visible to ensure that the test is conducted within the time limit. Time keeping is important as it ensures that all candidates at all centres are given the same opportunity.
- Blank 90-minute cassettes or CDs – These will be supplied by OCR on the basis of materials requests (additional cassettes or CDs can be supplied by the centre).

Guidelines for preparing a room and equipment for Speaking tests can be found in Appendix A.

4.6 Preparing for and conducting Speaking tests

Speaking test materials are confidential assessment documents and must be stored securely when not in use. Teachers conducting the tests may open the package containing the Examiner's Booklet a week before the first Speaking test to prepare for their tests and familiarise themselves with the test materials. This preparation must take place in a secure area and the booklet may not be taken away by the teacher during his/her preparation time.

World of Work Speaking tests

For the World of Work Speaking tests, a Task Preparation Sheet is provided. This should be photocopied and given to candidates up to one week before the test. For more details, see the *Instructions for Internally Conducted Speaking Tests* booklet, available from the OCR website.

4.7 Recording Speaking tests

At Breakthrough, Preliminary and Intermediate Stages, teachers should record **Part 1** of the Speaking test for **all** candidates. At Advanced Stage, teachers should record the **whole test** for **all** candidates.

Key points

- Before **any** Speaking tests are conducted, teachers **must** complete a brief test recording to check that the microphone is suitably positioned to capture the voices of both the teacher and the candidate clearly. If the quality of the recording is poor, the OCR moderator will have difficulty moderating the tests.
- Before **each** candidate's test begins, the teacher must introduce the candidate by name and candidate number.

Each cassette or CD **must** be clearly labelled on both the cassette box/CD sleeve and the cassette/CD with:

- Assessment title
- Assessment code
- Centre name
- Centre number
- Series name (e.g. June 2012).

A list of candidates recorded on each cassette/CD **must** be included in each cassette box/CD sleeve so that candidates can be identified:

- Only one stage and/or language should be recorded on each cassette/CD.
- Candidates must be listed in the order they have been recorded.
- All candidate numbers must be given.
- If using cassettes, candidates recorded on side A must be distinguished from those on side B.

4.8 Standardisation by the centre

During or immediately after a Speaking test, the teacher **must** fill in the marks on the Internal Form for Speaking Test Marks. If Speaking tests for an assessment are conducted by more than one person, it is **essential** that marks are standardised before sending them to the OCR moderator. If tests have not been standardised by the centre, OCR reserves the right to return them to be standardised.

Standardisation ensures that a valid set of marks is produced for candidates in that assessment from that centre. Standardisation is to be achieved by all teachers involved in a particular assessment coming to an agreement on the marks to be awarded. It may be necessary to adjust marks for some teaching groups in order to ensure consistency for the whole centre.

4.9 Submitting Speaking test marks and recordings

Cassettes/CDs should be spot-checked for recording quality before being posted to the moderator. It is the centre's responsibility to ensure recordings are clear and complete. If using cassettes, these should be rewound to the start of side A. Candidate marks should be transferred to the individual candidate mark sheets after standardisation and included with the cassettes/CDs sent to the OCR moderator.



Mark sheets and cassettes/CDs for **all** centres in a consortium that have entered for the same assessment in the same series **must** be sent to the OCR moderator in the same package.

Packet(s) **must** be sent to arrive by the specified deadlines. **This is the first day of the testing window for each series** (see Section 1.3). Centres must use a method of despatch which is reliable and ensures prompt delivery, and must obtain proof of postage for each packet (which should be retained on the centre's files until the results are published).

4.10 Post-test materials despatch checklist

Return to OCR	When?	Notes
<ul style="list-style-type: none">Completed mark sheetsUsed cassettes/CDsAttendance register	After the last test for the particular assessment (once final entries have been made and moderator labels received) and before the return deadline.	Each assessment must be packaged separately. Attendance registers must be completed accurately.

At the end of the year, when the final Speaking tests for the year have been conducted, Candidate's Booklets, Examiner's Booklets and unused mark sheets must be **securely destroyed**. If you are unable to destroy them confidentially, they should be returned to OCR.

The centre **must** retain the following until certificates are issued or all outstanding enquiries about results are resolved (see Section 10.3):

- A record of the marks awarded on the Internal Form for Speaking Test Marks
- A summary of how internal standardisation was carried out (if applicable).

5 Listening, Reading and Writing Test Arrangements

Key points

- You must check question paper packets carefully on receipt and notify OCR **immediately** if there are any problems.
- Question paper packets must not be opened until immediately before the test.
- Question paper materials, candidate answer sheets and administrative materials are **series specific**, i.e. they are not interchangeable between the different testing series.

5.1 Despatch of Listening, Reading and Writing test materials

Question paper materials for Listening, Reading and Writing tests are sent to you on the basis of your final entry information. They are normally despatched seven to ten days before the start of the relevant testing window.

Question papers	<p>Confidential question papers are despatched in separate sealed packets for each assessment. Wherever possible, a separate packet will be supplied for each test opportunity as indicated by your final entries.</p> <p>Each packet has a window on the front displaying the assessment title, assessment code and component code (01: Primary, 02: Secondary, 03: Post-16; where the assessment is 'Context-free', the component code will also be 01).</p> <p>The test opportunity appears on the label on the front of each packet, together with the number of papers supplied.</p> <p>They must be stored under secure conditions when not in use (see Section 5.2).</p>
Listening test CDs	<p>Listening test CDs are despatched in separate sealed packets for each assessment. Wherever possible, a separate packet will be supplied for each test opportunity as indicated by your final entries.</p> <p>The test opportunity appears on the label on the front of each packet, together with the number of CDs supplied.</p> <p>They must be stored under secure conditions when not in use (see Section 5.2).</p>
Return envelopes	<p>These should be used to return completed question papers, individual candidate OMR answer sheets and attendance registers.</p>

Candidate answer sheets and administrative materials are also sent to you on the basis of your final entry information. They are normally despatched approximately two weeks before the start of the relevant testing window.

Candidate answer sheets	<p>Candidates entered for Reading and Listening papers will be provided with individual OMR answer sheets on which to submit their answers.</p> <p>Each sheet is pre-printed with the candidate name, candidate number, and assessment and component codes.</p> <p>They must be stored under secure conditions when not in use (see Section 5.2).</p>
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Address labels	These should be attached to the return envelopes for the relevant assessments.
Attendance registers	These should be used to record the presence or absence of each candidate, even if the candidates take the test at different times. Separate attendance registers are provided for each assessment. They are pre-populated with names and candidate numbers.



All question papers and supporting materials for a consortium will be sent to the parent centre.

5.2 Security of question papers and test materials

Upon receipt of question paper packets, you must check that the contents listed on the label match what you expected to receive. Checks include ensuring that:

- The information visible in the window of the question paper packet is correct and consistent with the information on the label and on the advice note (in particular, the component code)
- The materials have not been significantly damaged in transit
- The Listening test CDs (packaged separately) are not defective
- There are no indications of possible breaches in security whilst the material was in transit.

Question paper packets **must** be stored under secure conditions, ideally a secure room with access restricted to two or three authorised persons. The materials should be opened as follows:

Materials	When?	Notes
Listening CDs	Immediately on receipt	CDs must be checked to ensure that they are not defective.
Listening, Reading and Writing question papers	At the start of the test	Question paper packets should be opened in the presence of candidates.

Key point

Under no circumstances may any packet be opened earlier than specified above.

If a candidate entered for Asset Languages external assessment has a relative (or a person whose relationship to a candidate could compromise the integrity of the examination) employed at the centre, that relative **must not** have unaccompanied access to the confidential materials either before or after the test has taken place.

OCR reserves the right to visit centres during the testing series to inspect the arrangements made for the security of confidential test material and for the conduct of the tests.

5.3 Scheduling Listening, Reading and Writing tests

You can choose to conduct Asset Languages Listening, Reading and Writing tests at any point within a testing window. The date and time when an assessment is carried out is called a test opportunity. You can run more than one test opportunity within a testing window, so more than one group can take the same assessment.

When you make final entries (see Section 3), you must decide how many test opportunities you need. (Use letters A–L in sequence to indicate this.) **Each candidate must be allocated to a test opportunity.** If you have only one group of candidates all sitting the exam at the same time, please use test opportunity A. You do not have to tell OCR the date and time of each test opportunity.

OCR will send a separate set of question papers for each test opportunity, so it is important that your final entry information is accurate.

OCR will send you a small number of extra papers for each test opportunity you have created, to cover last-minute amendments, e.g. changes to candidate groups.

OCR will also send one extra set of papers for each assessment, in case you have absent candidates or need to schedule an extra test opportunity for any reason. There is no need to inform OCR of changes to test opportunities.

How to allocate test opportunities

The following examples illustrate how to use test opportunities:

- **Example 1** – Teaching group 1 is sitting Preliminary Spanish Reading (P613) on Monday morning. Group 2 is sitting the same test on Wednesday afternoon. Group 1 is entered for test opportunity A and Group 2 is entered for test opportunity B.
- **Example 2** – Teaching groups 1 and 2 are sitting Breakthrough German Listening (P217) on Tuesday afternoon. Group 3 is sitting the same test on Thursday morning. In this scenario, Groups 1 and 2 could both be entered for test opportunity A and Group 3 for test opportunity B.

5.4 Preparation of rooms

Listening tests **must** take place in a room where the audio CD can be played and clearly heard. For further guidance, see Checking Acoustics in Rooms for Listening Tests in Appendix A. Guidelines which should be adhered to when preparing a room for Reading, Writing and Listening external assessments can also be found in Appendix A.

5.5 Supervision arrangements

Centres **must** ensure that supervision is carried out by suitably qualified and experienced adults and that they are fully briefed on supervision requirements. Any relative (or person whose relationship to a candidate could compromise the integrity of the examination) is not eligible to serve as the **sole** supervisor.

The supervisor is the person in the test room responsible for the conduct of a particular test. Supervisors **must** give their whole attention to the proper conduct of the test. Supervisors must not perform any additional task (e.g. marking) in the test room.

- At least one supervisor must be present for every 30 candidates.
- When one supervisor is present, he/she must be able to summon assistance easily, without leaving the test room or disturbing the candidates (e.g. by using a mobile phone which should only be turned on for this purpose).
- Each candidate in the test room should be observable by a supervisor at all times.
- Supervisors may be changed, provided that the number present in the test room does not fall below the number prescribed.

Prior to the test, supervisors should be given copies of the following documents (provided in Appendix A):

- Regulations for External Assessment
- Supervision Arrangements
- Documents relevant to the test they are conducting.

5.6 Guide for Candidates

There are two versions of the Guide for Candidates (provided in Appendix A):

- Guide for Candidates (Primary Version) – This should be read to primary candidates a few days before their first test and immediately before each test.
- Guide for Candidates (Secondary and Post-16 Version) – Secondary and post-16 candidates should be given a copy of this document before the day of their test.

5.7 Using answer sheets

OMR candidate answer sheets are provided for Reading and Listening tests. A guide for teachers is provided in Appendix A. If candidates are unable to use these answer sheets, please see Section 6.

5.8 Absent candidates

As each testing window is three weeks long, centres have the flexibility to schedule tests as necessary. A spare set of question papers is provided to enable absent candidates to take the tests at a later date during the testing window. This is marked 'The contents of this packet are for use in the event of an additional test opportunity being needed to cater for absence.'

You must remember to return the attendance register and mark sheets even if the candidates are absent.

5.9 Packaging scripts

Great care must be taken when packing the scripts, answer sheets and relevant attendance registers. If an assessment is being carried out using a number of test opportunities, scripts should be stored under secure conditions until the end of the last test opportunity for that assessment and then despatched **together** for marking. For example:

- Teaching group 1 (test opportunity A) sits Preliminary Spanish Reading (assessment P613) on Monday morning.
- Teaching group 2 (test opportunity B) sits the same test on Wednesday afternoon.

The tests for **both** test opportunities should be returned in the **same envelope** on Wednesday afternoon or as soon as possible thereafter.

Scripts for different assessments (e.g. P601 French Preliminary Listening and P605 French Preliminary Reading) **must not** be despatched in the same envelope.

Answer sheets and question papers should be packed in candidate number order as per the attendance register.

Please check to ensure the question paper version used is indicated on the candidate answer sheets.

Key point

All scripts, question papers and answer sheets **must** be despatched as soon as possible after the completion of each assessment and **no later than the last day of the testing window**. Failure to do this may result in a delay in the issue of results.

Centres must use a method of despatch which is reliable and ensures prompt delivery, and must obtain proof of postage for each packet (which should be retained on the centre's files until the results are published). Under no circumstances must any correspondence be included with the scripts sent to OCR.

5.10 What details need to be filled in on the return envelope?

Centres should ensure that they fill in the following details on each return envelope:

- Centre number.
- Syllabus code – This is the assessment code, e.g. P201.

- Component code – 01: Primary, 02: Secondary, 03: Post-16; where the assessment is 'Context-free', the component code will also be 01.
- Number of scripts enclosed.

5.11 Unused question paper materials

Unused question papers **must not** be used by centres as practice tests. Centres **must not** retain the following materials:

- Unused question papers
- Spare candidate answer sheets
- Listening CDs.

Any confidential question paper item which does not form part of a candidate's answer script **must** be securely destroyed (e.g. shredded) by the exams officer. Materials **must not** be placed in the standard refuse collection. If you are unable to destroy materials confidentially, they should be packaged and returned to OCR.

5.12 Post-test materials despatch checklist

Test	Return	When?	Notes
Listening Reading	Return to OCR: <ul style="list-style-type: none"> • Completed question papers (scripts) • Candidate answer sheets • Attendance register 	Immediately upon completion of the last test opportunity for each assessment.	Attendance registers, question papers and answer sheets should be placed in the return envelope together. Address labels are provided. Unused question papers and all Listening test CDs should be securely destroyed (see Section 5.11).
Writing	Return to the examiner: <ul style="list-style-type: none"> • Completed question papers (scripts) • Attendance register 	Immediately upon completion of the last test opportunity for each assessment.	Question papers and attendance registers should be placed in the return envelope together. Individual address labels are provided. The materials are sent directly to examiners. Unused question papers should be securely destroyed (see Section 5.11).

Key point

To ensure that OCR has an accurate record of candidates taking the tests, attendance registers **must** be completed accurately and returned to OCR. Failure to do this could affect the timely processing of your candidates' results.

6 Access Arrangements

OCR is committed to ensuring that Asset Languages external assessments are accessible to all. To this end, the following guidelines have been provided for your use. If you need further guidance on Asset Languages access arrangements, please contact the OCR Special Requirements Team on 01223 552505.

6.1 What is an access arrangement?

If a candidate has a permanent disability or suffers from a temporary condition (e.g. broken arm) which will affect their performance, an appropriate access arrangement may be put in place to ensure that the candidate can demonstrate attainment (see the eligibility criteria below).

6.2 Eligibility

Candidates with a permanent disability will be eligible for access arrangements, provided they have been previously identified as eligible for the purposes of the following:

- Key Stage tests
- Entry level
- GCSE
- GCE
- Additional Learning Support (Further or Higher Education) – For adult learners, in the absence of Additional Learning Support, you should obtain formal proof from a qualified assessor.

Candidates with a temporary injury can be given appropriate access arrangements at the discretion of the exams officer and Head of Centre, provided that such arrangements do not interfere with the skills being assessed. Please see the table in Section 6.3.

In order to ensure the validity of the qualification, all candidates, including those with a disability, learning difficulty or injury, will be required to demonstrate the same standards of competence in the skill tested.

Key point

There is no allowance for candidates who are unable to take, or fail to complete, a test for **whatever reason**. However, as each skill forms a separate qualification, candidates can be assessed separately in those skills that they can demonstrate.

Candidates who fail to complete a test should be re-entered at the next possible opportunity.

6.3 Arrangements available

The following arrangements are available for each paper (subject to availability in that language):

Arrangement	Listening	Speaking	Reading	Writing
A3 enlarged paper	✓	✓	✓	✓
Coloured paper	✓	✓	✓	✓
Coloured overlays	✓	✓	✓	✓
Braille	✓	✓	✓	✓
Extra time	✓	✓	✓	✓
Word processor	✓	n/a	✓	✓
Scribe	✓	n/a	✓	✓
Transcription of script	✓	n/a	✓	✓
Reader	✓	n/a	✗	✓
Transfer to answer sheet	✓	n/a	✓	n/a
Extra Listening test CD	✓	n/a	n/a	n/a
Transcript of Listening test	✓	n/a	n/a	n/a

Notes

- **A3 enlarged paper** – Centres should create their own A3 enlarged paper from the A4 paper supplied immediately prior to the beginning of the test.
- **Coloured paper** – Centres should photocopy the A4 paper supplied on to the appropriate coloured paper immediately prior to the beginning of the test.
- **Coloured overlays** – Centres may permit candidates to use coloured overlays which are normally used by the candidate and which do not have any bearing on the assessment.
- **Braille** – See Section 6.4 for guidance.
- **Extra time** – This should be awarded at the centre's discretion, in accordance with the candidate's normal way of working in the classroom.
- **Word processor** – A word processor is permitted in Listening, Reading or Writing tests where a candidate's handwriting is illegible or the candidate is unable to write with a pen/pencil. The word processor must be used as a typewriter.
- **Scribe** – A scribe must write exactly what the candidate dictates, without discussion and without any form of correction. In Writing tests, a scribe is permitted on condition that any words to be written in the foreign language are spelt letter by letter.
- **Transcription of script** – A script may be transcribed where a candidate's handwriting is illegible or so difficult to read that it would be beneficial for an examiner to be able to refer to a transcript of the candidate's work for clarification. The transcript must be word for word, an exact copy of the candidate's script. In Writing tests, no corrections can be made to the spelling. In other papers, the transcriber may write the word correctly in the transcript, but **must not** insert or omit any words, nor alter their order. If only a partial transcript is necessary, this should be done on a photocopy of the candidate's script (not on the script itself). The candidate's script must be attached to the transcript in all cases.

- **Reader** – Note that a reader is not permitted in Reading tests, since this will create an invalid result. For Listening, Speaking and Writing tests, the reader must not explain the question or describe any pictures but must read exactly what is printed on the question paper. In Listening tests, the CD may be paused so that the reader can read the question. However, the questions are read to the candidate on the CD, so a reader may not be necessary.
- **Transfer to answer sheet** – If you have candidates who are unable to transfer their answers on to the OMR candidate answer sheets provided (Listening and Reading tests), you may transfer the work yourself. This **must** be done directly from the original paper with no reference to the candidate. You may also intervene and transfer if it becomes clear that the candidate is not able to transfer the answers properly. In this instance, you may only transfer exactly what is on the original answer sheet. Only complete papers may be transferred; not individual questions. For more information, see Appendix A.
- **Extra Listening test CD** – See Section 6.4 for guidance.
- **Transcript of Listening test** – A transcript of the Listening test, which is read out by a teacher so that a candidate can lip-read, may be requested for hearing impaired candidates. See Section 6.4 for guidance.

6.4 Applications for access arrangements

Applications for access arrangements in advance of the testing window in which a candidate is sitting are not required for candidates who satisfy the eligibility requirements (unless Braille papers, extra CDs or Listening test transcripts are required). A Notification of Access Arrangements (provided in Appendix B) should be completed, stating the access arrangements that have been allowed. This should be attached to the front of the script.

A Word Processor Cover Sheet, Scribe Cover Sheet or Transcription Cover Sheet should be completed if any of these has been granted as an access arrangement (these forms can be found in Appendix B). The appropriate cover sheet should be attached to the back of the Notification of Access Arrangements form before it is attached to the front of the script.

Applications for Braille papers, extra CDs or Listening test transcripts **must** be submitted **at least eight weeks** prior to the beginning of the relevant testing window. If you require any of these materials for your centre, please complete an Application for Modified Papers (provided in Appendix B).

7 Consortia/Multi-Site Arrangements

7.1 What models are available?

In order to provide the best possible service to centres, and recognising the diverse relationships within and between centres, OCR has devised three external assessment consortium models:

- **Model A: Regional hosting centre** – This model is particularly suitable for a local centre that agrees to host small numbers of candidates from a number of different centres or is running a minority language on behalf of schools in the area. (It would probably not be suitable for a secondary school and its primary feeder schools that share language teaching resources – in this case, please see Model B.)
- **Model B: Parent centre with attached centres** – This model is ideally suited to a group of centres that wishes to share the administration for Asset Languages, e.g. a secondary school and its primary feeder schools that share resources for language teaching. The parent centre must be willing to coordinate **all** the administration on behalf of the attached centres.
- **Model C: Single organisation with multiple sites** – This model is intended for centres with a single administrative venue, but multiple teaching/testing venues, e.g. an FE College with several sites across a city.

7.2 Registering as a consortium

Model A

A single centre registers for Asset Languages and acts as a testing venue for its own candidates and other candidates within the area. No further action is required.

Model B

- 1 Parent centre completes Form B1 (in Appendix B), listing all the attached centres.
- 2 Attached centres each complete Form B2 (in Appendix B).
- 3 Parent centre returns all forms to the OCR Centre Services Team.
- 4 OCR sends a list of school ID codes for the attached centres to the parent centre. The parent centre will use these ID codes to identify candidates from attached centres when making final entries (see Section 7.4).

Model C

- 1 The administrative venue completes Form C (in Appendix B), listing the name and address of each alternative venue within the consortium.
- 2 This form should be returned to the OCR Centre Services Team. If any venue details change, a new form must be sent to OCR.

7.3 Administration

All contact between OCR and the consortium goes via the host centre, parent centre or administrative venue. OCR delegates authority to this centre to ensure that any assessment conducted at another site within the consortium is completed in accordance with the regulations.

7.4 Entries

- **Model A** – All entries are submitted under the regional hosting centre number. Any candidates that do not attend the main centre can be entered as private candidates.
- **Model B** – All entries are submitted under the parent centre number, but with the school ID code for each candidate entered in the school ID field on the Online Entries and Results System. Results reports are provided separately for each centre in the consortium. **This facility is not available for centres making entries using EDI (see Section 3.3).**
- **Model C** – All entries are submitted under the centre number of the administrative venue and all entry/results documentation bears this number.

7.5 Despatches

All despatches go to the regional hosting centre, parent centre or administrative venue.

7.6 Venues for Listening, Reading and Writing tests

- **Model A** – Candidates sit tests at the regional hosting centre.
- **Model B** – Candidates take the tests either at their own centre **or** at the parent centre.
- **Model C** – Candidates can sit the tests at **any** of the venues within the consortium.

7.7 Venues for Speaking tests

Speaking tests may be carried out at any site within the consortium.

7.8 Security of materials

When not in use, testing materials **must** be stored under secure conditions at the regional hosting centre, parent centre or administrative venue.

The centre arranges for a member of staff to transport assessment material securely between sites on the day of the test. Question paper materials provided by OCR **must** be stored securely at all times so that no unauthorised person has access to them. OCR reserves the right to inspect alternative venues.

8 Malpractice

8.1 What is malpractice?

Malpractice is any attempt to gain an unfair advantage or any breach of the regulations governing the conduct of assessment which may threaten the integrity of Asset Languages. This may happen before, during or after a test has taken place.

For further information regarding centre procedures for dealing with malpractice on the part of candidates, centre staff and any others involved in providing qualifications, please refer to the JCQ *Suspected Malpractice in Examinations and Assessments* together with *OCR Malpractice Procedures – A Guide for Centres*. All cases of malpractice are subject to the guidelines set out in these documents.

8.2 What to do if a suspected malpractice case is identified

The Head of Centre is required to report to OCR any established, suspected or alleged cases of dishonesty or malpractice by candidates. They should also report any cases of malpractice or maladministration by a member of the centre staff. Form JCQ/M1 (available in the above-mentioned JCQ document) may be used as the basis of the report.

8.3 What action will OCR take?

OCR will request that the Head of Centre conducts a full investigation into each case of suspected malpractice or maladministration. OCR will inform centres in writing of final decisions. The following outcomes may be imposed:

- No action if the candidate is not found guilty of malpractice.
- A warning may be issued.
- Marks may be deducted or no marks awarded for an assessment.
- Candidates may be disqualified from all assessments in a series.
- In the event of centre staff being found guilty of maladministration or malpractice, the centre's eligibility to enter for Asset Languages external assessments may be lost.

8.4 Can centres appeal against OCR's decisions?

Yes; information regarding lodging an appeal, and further guidance regarding OCR's malpractice procedures, can be found in the documents *OCR Malpractice Procedures – A Guide for Centres* and *OCR Appeals Processes in Vocational Qualifications – A Guidance Note*, which are available on the OCR website.

9 Results and Certificates

9.1 When will results and certificates be issued?

Results and certificates will be issued as follows:

Series	Electronic results released to centres only	Results published	Certificates published
November Asset 2011	8 February 2012	9 February 2012	9 February 2012
March Asset 2012	2 May 2012	3 May 2012	3 May 2012
May Asset 2012	27 June 2012	28 June 2012	28 June 2012
June Asset 2012	15 August 2012	16 August 2012	26 September 2012

Unless notified otherwise by OCR, results for those centres using electronic data interchange (EDI) or the Online Entries and Results System will be available from 00.01 the day before the results publication date, when centres will receive hard copy results reports and certificates (apart from the June series, when certificates are sent out later).

These arrangements are conditional on strict confidentiality being observed by centres until 6am the following day (i.e. the results publication date). Under no circumstances should these results be released to any third party (including universities, HE colleges, teachers and candidates) before this time. If a centre breaches a confidentiality condition imposed by OCR, OCR reserves the right at any time to refuse to provide results to the centre before the approved publication date.



For Model B consortia, individual results summary documents will be issued for each centre within the consortium.

9.2 Interpreting the results

Each external assessment covers an entire stage of the Languages Ladder. Candidates who achieve marks at or above the minimum standard will be awarded one of three grades:

Advanced	12	Preliminary	6
	11		5
	10		4
Intermediate	9	Breakthrough	3
	8		2
	7		1

All of these grades count as a 'Pass'.

For each stage, the highest number is the highest grade available (e.g. 3 is the highest grade for Breakthrough Stage).

Candidates who have not achieved the minimum standard for an assessment (e.g. 4 is the lowest grade for Preliminary Stage) will be shown as U (Unclassified). This applies to all stages.

Absent candidates are shown as X.

9.3 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 assessment, detailing their achievements during the series.

When making entries, centres should have checked that candidates' details are correct, as these are the details that will appear on the certificate. Once certificates are issued, centres should check that they have received certificates for those candidates listed on the certificate register.

Certificates are issued in the candidate's name 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 results for which a grade other than Unclassified is attained. Assessments with Unclassified or No Result will not be shown.

A Qualification Accreditation 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 upon OCR's request. OCR reserves the right to replace certificates if necessary.
- It is the responsibility of the centre to forward certificates to its candidates. 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 OCR Centre Services Team. A record of certificates that have been destroyed should be retained for four years from their date of destruction.
- Any untraceable certificates lost in transit between the centre and candidate cannot be replaced. In such cases, centres or candidates may apply for a certifying statement of results (see Section 9.4).
- 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.

Missing certificates

If certificates are lost by the centre (before they are issued to candidates), OCR will issue replacement certificates for a limited time. (If candidates lose a certificate, they may apply for a certifying statement of results – see Section 9.4.) Replacements are initially free of charge. Following this period, a charge will be made. Details of charges can be found in the OCR Fees List. 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.

Series	Deadline for free replacement certificates	Deadline for all replacement certificates
November Asset 2011	3 March 2012	3 August 2012
March Asset 2012	28 May 2012	28 October 2012
May Asset 2012	23 July 2012	23 December 2012
June Asset 2012	18 September 2012	18 February 2013

Requests to replace missing certificates should be sent on centre headed stationery to the OCR Centre Services Team.

Certificate amendments

Once certificates have been issued, there will be a charge for personal detail amendments, e.g. to correct name misspellings (see the OCR Fees List). Requests should be sent on centre headed stationery to the OCR Centre Services Team. Amended 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 9.4).

9.4 Certifying statements of results

OCR cannot supply replacement certificates to:

- Candidates
- Centres requiring them more than six months after issue (see Section 9.3).

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 issued (see the OCR Fees List).

The application form for a certifying statement can be downloaded from the OCR website.

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).

10 Post-Results Services

10.1 Post-results service deadlines

The services available to centres for Asset Languages in 2011/12 are described in this section. It is essential that the deadlines for these services are adhered to by centres. If you wish to submit an application for one of our post-results services, please ensure that your application reaches us no later than:

Series	Deadline
November Asset 2011	9 March 2012
March Asset 2012	1 June 2012
May Asset 2012	3 August 2012
June Asset 2012	20 September 2012

10.2 Missing and incomplete results (MIR)

Centres may query the results for candidates who have received results showing 'No Result' (X) or Pending (Q), or whose results are missing.

An MIR query form will be provided in the results despatch. Centres are requested to submit evidence in support of their query (such as a photocopy of the relevant attendance register) at the same time as submitting their query. Queries regarding missing results should be faxed to the OCR Data Capture Team on 01223 552661. OCR will investigate the query and report the outcome without charge.

10.3 Enquiries about results (EAR)

Available services

The following is a summary of the services provided.

- **Service 1: Clerical re-check (Listening and Reading only)** – This service will include the following checks:
 - That all parts of the answer sheet have been marked
 - The totalling of marks
 - The recording of marks
 - The application of any adjustments
 - The application of grade thresholds.
- **Service 2: Review of marking (Writing only)** – This service will include the clerical re-checks detailed in Service 1 plus the re-assessment by a senior examiner.

- **Service 3: Re-moderation of Speaking test** – A re-moderation of the centre's Speaking test marks by a senior moderator. The re-moderation will:
 - Be undertaken on the original moderator's sample of candidates' work
 - Replicate the original moderation procedures
 - Apply to all candidates at the centre who were entered for the relevant assessment in the series concerned
 - Include a report on the re-moderation.

Submitting enquiries

All enquiries about results must be submitted by the post-results services deadlines.

Enquiries about results should be submitted using the application forms that can be downloaded from the OCR website and emailed to asset_result_enquiries@ocr.org.uk.

Application forms must be emailed by the Head of Centre, an authorised member of staff or a private candidate. OCR will not accept applications submitted by any other individuals, e.g. candidates entered through a centre or parents.

An emailed application form will be accepted by OCR as confirmation that the centre agrees to pay any fees applicable should the enquiry be unsuccessful. Your centre will be invoiced for enquiries; please do not send payment with the enquiries about results form. If a grade changes, there will be no charge for the enquiry.

Consent

Before submitting a request, centres must obtain candidate consent for clerical checks and post-results reviews of marking (Services 1 and 2) since, with these services, candidates' marks and subject grades may be lowered. (A suggested form is available on the OCR website.)

For candidates under the age of 11, written consent must be obtained from their parent/carer before an application is submitted. In such cases, the parent/carer must have been informed of the possible outcomes of an enquiry about results.

Consent forms should be retained by the centre and kept for at least six months following the outcome of an enquiry or any subsequent appeal.

The submission of an EAR application form is confirmation to OCR that informed consent has been obtained by the Head of Centre from the candidate or their parent/carer.

Acknowledgements and outcomes

All applications will be acknowledged within seven working days and the outcome of each enquiry will be confirmed in writing. Should the outcome of an enquiry cause concern to OCR then further candidates' work may be reviewed. The certificate will be re-issued upon the return of an original certificate showing a different grade. Your centre will be invoiced unless a grade changes.

Cancelling enquiries about results

Once you have submitted an enquiry about results, if you wish to cancel it, you should fax a written confirmation of your request to the Post Assessment Services Team on 01223 553639. We will then contact you to confirm whether or not your request has been accepted. If a review of marking or a re-moderation of a Speaking test 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.

Fees

The fees associated with the review of marking and the re-moderation of a Speaking test are provided in the OCR Fees List. Centres will only be charged if a subject grade does not change. Where the subject grade changes as a consequence of the enquiry, no fee will be charged.

If a cancellation is accepted (if the review of marking or re-moderation of a Speaking test has not already begun), 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, you may appeal against it. This must be done in writing, within 14 calendar days of receipt of the outcome, and addressed to the Appeals Unit. More information about appeals can be found in *OCR Appeals Processes in Vocational Qualifications – A Guide for Centres*, which is available on the OCR website.

11 Assessment Codes by Language

Arabic

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P265	P S A	Listening	W	100/6310/9
P267	P S A	Speaking	X	100/6311/0
P269	P S A	Reading	W	100/6312/2
P271	P S A	Writing	W	100/6313/4
Preliminary				
P665	P S A	Listening	W	500/1100/5
P667	P S A	Speaking	X	500/1074/8
P669	P S A	Reading	W	500/1090/6
P671	P S A	Writing	W	500/1059/1
Intermediate				
T065	S A	Listening	W	500/1386/5
T067	S A	Speaking	X	500/1309/9
T069	S A	Reading	W	500/1255/1
T071	S A	Writing	W	500/1270/8
Advanced				
T465	C	Listening	W	500/3192/2
T467	C	Speaking	X	500/3287/2
T469	C	Reading	W	500/3187/9
T471	C	Writing	W	500/3221/5

Key to assessment

W = Exams that take place in a testing window
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Bengali

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P273	P S A	Listening	W	100/6316/X
P275	P S A	Speaking	X	100/6317/1
P277	P S A	Reading	W	100/6318/3
P279	P S A	Writing	W	100/6319/5
Preliminary				
P673	P S A	Listening	W	500/1098/0
P675	P S A	Speaking	X	500/1073/6
P677	P S A	Reading	W	500/1089/X
P679	P S A	Writing	W	500/1058/X
Intermediate				
T073	S A	Listening	W	500/1242/3
T075	S A	Speaking	X	500/1310/5
T077	S A	Reading	W	500/1256/3
T079	S A	Writing	W	500/1271/X

Key to assessment

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Chinese

Candidates who are entering for Chinese (**Cantonese**) Listening and Speaking may wish to enter for Chinese (**Traditional**) Reading and Writing. Candidates who are entering for Chinese (**Mandarin**) Listening and Speaking may wish to enter for Chinese (**Simplified**) Reading and Writing.

Chinese (Cantonese)

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P393	P S A	Listening	W	500/3293/8
P395	P S A	Speaking	X	500/3300/1
Preliminary				
P793	P S A	Listening	W	500/3173/9
P795	P S A	Speaking	X	500/3286/0
Intermediate				
T193	S A	Listening	W	500/3150/8
T195	S A	Speaking	X	500/3185/5
Advanced				
T593	C	Listening	W	500/5061/8
T595	C	Speaking	X	500/5059/X

Chinese (Traditional)

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P397	P S A	Reading	W	500/3152/1
P399	P S A	Writing	W	500/3291/4
Preliminary				
P797	P S A	Reading	W	500/3194/6
P799	P S A	Writing	W	500/3219/7
Intermediate				
T197	S A	Reading	W	500/3298/7
T199	S A	Writing	W	500/3148/X
Advanced				
T597	C	Reading	W	500/5063/1
T599	C	Writing	W	500/5062/X

Key to assessment

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Chinese (Mandarin)

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P233	P S A	Listening	W	100/6320/1
P235	P S A	Speaking	X	100/6321/3
Preliminary				
P633	P S A	Listening	W	500/1019/0
P635	P S A	Speaking	X	500/1071/2
Intermediate				
T033	S A	Listening	W	500/1239/3
T035	S A	Speaking	X	500/1334/8
Advanced				
T433	C	Listening	W	500/4763/2
T435	C	Speaking	X	500/4762/0

Chinese (Simplified)

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P237	P S A	Reading	W	100/6322/5
P239	P S A	Writing	W	100/6323/7
Preliminary				
P637	P S A	Reading	W	500/1190/X
P639	P S A	Writing	W	500/1060/8
Intermediate				
T037	S A	Reading	W	500/1250/2
T039	S A	Writing	W	500/1287/3
Advanced				
T437	C	Reading	W	500/4761/9
T439	C	Writing	W	500/4865/X

Key to assessment

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Cornish

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P385	P S A	Listening	W	500/3231/8
P387	P S A	Speaking	X	500/3295/1
P389	P S A	Reading	W	500/3299/9
P391	P S A	Writing	W	500/3285/9
Preliminary				
P785	P S A	Listening	W	500/3175/2
P787	P S A	Speaking	X	500/3184/3
P789	P S A	Reading	W	500/3220/3
P791	P S A	Writing	W	500/3213/6

Key to assessment

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French

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P201	P S A	Listening	W	100/6324/9
P203	P S A	Speaking	X	100/6325/0
P205	P S A	Reading	W	100/6326/2
P207	P S A	Writing	W	100/6327/4
Preliminary				
P601	P S A	Listening	W	500/1017/7
P603	P S A	Speaking	X	500/1065/7
P605	P S A	Reading	W	500/1099/2
P607	P S A	Writing	W	500/1053/0
Intermediate				
T001	S A	Listening	W	500/1235/6
T003	S A	Speaking	X	500/1302/6
T005	S A	Reading	W	500/1247/2
T007	S A	Writing	W	500/1263/0
Advanced				
T401	C	Listening	W	500/1025/6
T403	C	Speaking	X	500/1022/0
T405	C	Reading	W	500/1020/7
T407	C	Writing	W	500/1013/X

French (World of Work)

Assessment code	Option code	Skill	Type of test	Qualification number
Preliminary				
P801	S A	Listening	W	500/1017/7
P803	S A	Speaking	X	500/1065/7
P805	S A	Reading	W	500/1099/2
P807	S A	Writing	W	500/1053/0
Intermediate				
T201	S A	Listening	W	500/1235/6
T203	S A	Speaking	X	500/1302/6
T205	S A	Reading	W	500/1247/2
T207	S A	Writing	W	500/1263/0

Key to assessment

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German

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P217	P S A	Listening	W	100/6328/6
P219	P S A	Speaking	X	100/6329/8
P221	P S A	Reading	W	100/6330/4
P223	P S A	Writing	W	100/6331/6
Preliminary				
P617	P S A	Listening	W	500/1104/2
P619	P S A	Speaking	X	500/1064/5
P621	P S A	Reading	W	500/1080/3
P623	P S A	Writing	W	500/1189/3
Intermediate				
T017	S A	Listening	W	500/1237/X
T019	S A	Speaking	X	500/1304/X
T021	S A	Reading	W	500/1249/6
T023	S A	Writing	W	500/1266/6
Advanced				
T417	C	Listening	W	500/1027/X
T419	C	Speaking	X	500/1024/4
T421	C	Reading	W	500/1105/4
T423	C	Writing	W	500/1012/8

German (World of Work)

Assessment code	Option code	Skill	Type of test	Qualification number
Preliminary				
P817	S A	Listening	W	500/1104/2
P819	S A	Speaking	X	500/1064/5
P821	S A	Reading	W	500/1080/3
P823	S A	Writing	W	500/1189/3
Intermediate				
T217	S A	Listening	W	500/1237/X
T219	S A	Speaking	X	500/1304/X
T221	S A	Reading	W	500/1249/6
T223	S A	Writing	W	500/1266/6

Key to assessment

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Greek (Modern)

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P305	P S A	Listening	W	100/6332/8
P307	P S A	Speaking	X	100/6333/X
P309	P S A	Reading	W	100/6334/1
P311	P S A	Writing	W	100/6335/3
Preliminary				
P705	P S A	Listening	W	500/1096/7
P707	P S A	Speaking	X	500/1192/3
P709	P S A	Reading	W	500/1086/4
P711	P S A	Writing	W	500/1063/3
Intermediate				
T105	S A	Listening	W	500/1389/0
T107	S A	Speaking	X	500/1312/9
T109	S A	Reading	W	500/1258/7
T111	S A	Writing	W	500/1286/1
Advanced				
T505	C	Listening	W	500/3534/4
T507	C	Speaking	X	500/3533/2
T509	C	Reading	W	500/3531/9
T511	C	Writing	W	500/3532/0

Key to assessment

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Gujarati

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P289	P S A	Listening	W	100/6336/5
P291	P S A	Speaking	X	100/6337/7
P293	P S A	Reading	W	100/6338/9
P295	P S A	Writing	W	100/6339/0
Preliminary				
P689	P S A	Listening	W	500/1097/9
P691	P S A	Speaking	X	500/1072/4
P693	P S A	Reading	W	500/1087/6
P695	P S A	Writing	W	500/1057/8
Intermediate				
T089	S A	Listening	W	500/1243/5
T091	S A	Speaking	X	500/1311/7
T093	S A	Reading	W	500/1257/5
T095	S A	Writing	W	500/1272/1

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Hindi

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P297	P S A	Listening	W	100/6340/7
P299	P S A	Speaking	X	100/6341/9
P301	P S A	Reading	W	100/6342/0
P303	P S A	Writing	W	100/6343/2
Preliminary				
P697	P S A	Listening	W	500/3174/0
P699	P S A	Speaking	X	500/3209/4
P701	P S A	Reading	W	500/3190/9
P703	P S A	Writing	W	500/3188/0
Intermediate				
T097	S A	Listening	W	500/5018/7
T099	S A	Speaking	X	500/5011/4
T101	S A	Reading	W	500/5010/2
T103	S A	Writing	W	500/5014/X

Key to assessment

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Irish

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P281	P S A	Listening	W	500/3233/1
P283	P S A	Speaking	X	500/3232/X
P285	P S A	Reading	W	500/3230/6
P287	P S A	Writing	W	500/3290/2
Preliminary				
P681	P S A	Listening	W	500/3178/8
P683	P S A	Speaking	X	500/3201/X
P685	P S A	Reading	W	500/3193/4
P687	P S A	Writing	W	500/3222/7
Intermediate				
T081	S A	Listening	W	500/3140/5
T083	S A	Speaking	X	500/3199/5
T085	S A	Reading	W	500/3149/1
T087	S A	Writing	W	500/3147/8

Key to assessment

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Italian

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P225	P S A	Listening	W	100/6344/4
P227	P S A	Speaking	X	100/6345/6
P229	P S A	Reading	W	100/6346/8
P231	P S A	Writing	W	100/6347/X
Preliminary				
P625	P S A	Listening	W	500/1028/1
P627	P S A	Speaking	X	500/1068/2
P629	P S A	Reading	W	500/1079/7
P631	P S A	Writing	W	500/1051/7
Intermediate				
T025	S A	Listening	W	500/1238/1
T027	S A	Speaking	X	500/1305/1
T029	S A	Reading	W	500/1251/4
T031	S A	Writing	W	500/1265/4
Advanced				
T425	C	Listening	W	500/3216/1
T427	C	Speaking	X	500/3229/X
T429	C	Reading	W	500/3204/5
T431	C	Writing	W	500/3191/0

Key to assessment

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Japanese

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P241	P S A	Listening	W	100/6348/1
P243	P S A	Speaking	X	100/6349/3
P245	P S A	Reading	W	100/6350/X
P247	P S A	Writing	W	100/6351/1
Preliminary				
P641	P S A	Listening	W	500/1029/3
P643	P S A	Speaking	X	500/1070/0
P645	P S A	Reading	W	500/1094/3
P647	P S A	Writing	W	500/1056/6
Intermediate				
T041	S A	Listening	W	500/1316/6
T043	S A	Speaking	X	500/1306/3
T045	S A	Reading	W	500/1252/6
T047	S A	Writing	W	500/1267/8
Advanced				
T441	C	Listening	W	500/3207/0
T443	C	Speaking	X	500/3235/5
T445	C	Reading	W	500/3288/4
T447	C	Writing	W	500/3297/5

Key to assessment

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Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P249	P S A	Listening	W	100/6352/3
P251	P S A	Speaking	X	100/6353/5
P253	P S A	Reading	W	100/6354/7
P255	P S A	Writing	W	100/6355/9
Preliminary				
P649	P S A	Listening	W	500/1103/0
P651	P S A	Speaking	X	500/1069/4
P653	P S A	Reading	W	500/1093/1
P655	P S A	Writing	W	500/1055/4
Intermediate				
T049	S A	Listening	W	500/1240/X
T051	S A	Speaking	X	500/1307/5
T053	S A	Reading	W	500/1253/8
T055	S A	Writing	W	500/1268/X

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Polish

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P313	P S A	Listening	W	100/6356/0
P315	P S A	Speaking	X	100/6357/2
P317	P S A	Reading	W	100/6358/4
P319	P S A	Writing	W	100/6359/6
Preliminary				
P713	P S A	Listening	W	500/1095/5
P715	P S A	Speaking	X	500/1050/5
P717	P S A	Reading	W	500/1085/2
P719	P S A	Writing	W	500/1062/1
Intermediate				
T113	S A	Listening	W	500/1388/9
T115	S A	Speaking	X	500/1313/0
T117	S A	Reading	W	500/1260/5
T119	S A	Writing	W	500/1288/5
Advanced				
T513	C	Listening	W	500/3224/0
T515	C	Speaking	X	500/3236/7
T517	C	Reading	W	500/3225/2
T519	C	Writing	W	500/3227/6

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Portuguese

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P321	P S A	Listening	W	100/6360/2
P323	P S A	Speaking	X	100/6361/4
P325	P S A	Reading	W	100/6362/6
P327	P S A	Writing	W	100/6363/8
Preliminary				
P721	P S A	Listening	W	500/1092/X
P723	P S A	Speaking	X	500/1078/5
P725	P S A	Reading	W	500/1083/9
P727	P S A	Writing	W	500/1061/X
Intermediate				
T121	S A	Listening	W	500/1244/7
T123	S A	Speaking	X	500/1314/2
T125	S A	Reading	W	500/1259/9
T127	S A	Writing	W	500/1289/7
Advanced				
T521	C	Listening	W	500/3212/4
T523	C	Speaking	X	500/3214/8
T525	C	Reading	W	500/3211/2
T527	C	Writing	W	500/3215/X

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Russian

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P329	P S A	Listening	W	100/6364/X
P331	P S A	Speaking	X	100/6365/1
P333	P S A	Reading	W	100/6366/3
P335	P S A	Writing	W	100/6367/5
Preliminary				
P729	P S A	Listening	W	500/1088/8
P731	P S A	Speaking	X	500/1077/3
P733	P S A	Reading	W	500/1082/7
P735	P S A	Writing	W	500/1067/0
Intermediate				
T129	S A	Listening	W	500/1245/9
T131	S A	Speaking	X	500/1317/8
T133	S A	Reading	W	500/1261/7
T135	S A	Writing	W	500/1290/3
Advanced				
T529	C	Listening	W	500/3208/2
T531	C	Speaking	X	500/3205/7
T533	C	Reading	W	500/3294/X
T535	C	Writing	W	500/3217/3

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Somali

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P337	P S A	Listening	W	100/6372/9
P339	P S A	Speaking	X	100/6373/0
P341	P S A	Reading	W	100/6374/2
P343	P S A	Writing	W	100/6375/4
Preliminary				
P737	P S A	Listening	W	500/3180/6
P739	P S A	Speaking	X	500/3179/X
P741	P S A	Reading	W	500/3186/7
P743	P S A	Writing	W	500/3210/0
Intermediate				
T137	S A	Listening	W	500/5019/9
T139	S A	Speaking	X	500/5017/5
T141	S A	Reading	W	500/5015/1
T143	S A	Writing	W	500/5016/3

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Spanish

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P209	P S A	Listening	W	100/6368/7
P211	P S A	Speaking	X	100/6369/9
P213	P S A	Reading	W	100/6370/5
P215	P S A	Writing	W	100/6371/7
Preliminary				
P609	P S A	Listening	W	500/1018/9
P611	P S A	Speaking	X	500/1191/1
P613	P S A	Reading	W	500/1081/5
P615	P S A	Writing	W	500/1052/9
Intermediate				
T009	S A	Listening	W	500/1236/8
T011	S A	Speaking	X	500/1303/8
T013	S A	Reading	W	500/1248/4
T015	S A	Writing	W	500/1264/2
Advanced				
T409	C	Listening	W	500/1026/8
T411	C	Speaking	X	500/1023/2
T413	C	Reading	W	500/1021/9
T415	C	Writing	W	500/1011/6

Spanish (World of Work)

Assessment code	Option code	Skill	Type of test	Qualification number
Preliminary				
P809	S A	Listening	W	500/1018/9
P811	S A	Speaking	X	500/1191/1
P813	S A	Reading	W	500/1081/5
P815	S A	Writing	W	500/1052/9
Intermediate				
T209	S A	Listening	W	500/1236/8
T211	S A	Speaking	X	500/1303/8
T213	S A	Reading	W	500/1248/4
T215	S A	Writing	W	500/1264/2

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Swedish

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P345	P S A	Listening	W	100/6376/6
P347	P S A	Speaking	X	100/6377/8
P349	P S A	Reading	W	100/6378/X
P351	P S A	Writing	W	100/6379/1
Preliminary				
P745	P S A	Listening	W	500/3177/6
P747	P S A	Speaking	X	500/3176/4
P749	P S A	Reading	W	500/3189/2
P751	P S A	Writing	W	500/3223/9
Intermediate				
T145	S A	Listening	W	500/5024/2
T147	S A	Speaking	X	500/5007/2
T149	S A	Reading	W	500/5021/7
T151	S A	Writing	W	500/5023/0

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C = Context-Free

Tamil

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P369	P S A	Listening	W	100/6380/8
P371	P S A	Speaking	X	100/6381/X
P373	P S A	Reading	W	100/6383/3
P375	P S A	Writing	W	100/6382/1
Preliminary				
P769	P S A	Listening	W	500/3197/1
P771	P S A	Speaking	X	500/3183/1
P773	P S A	Reading	W	500/3237/9
P775	P S A	Writing	W	500/3195/8
Intermediate				
T169	S A	Listening	W	500/5096/5
T171	S A	Speaking	X	500/5094/1
T173	S A	Reading	W	500/5060/6
T175	S A	Writing	W	500/5095/3

Key to assessment

W = Exams that take place in a testing window
X = Speaking Test

P = Primary
S = Secondary

A = Post-16
C = Context-Free

Turkish

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P353	P S A	Listening	W	100/6384/5
P355	P S A	Speaking	X	100/6385/7
P357	P S A	Reading	W	100/6386/9
P359	P S A	Writing	W	100/6387/0
Preliminary				
P753	P S A	Listening	W	500/1102/9
P755	P S A	Speaking	X	500/1076/1
P757	P S A	Reading	W	500/1084/0
P759	P S A	Writing	W	500/1066/9
Intermediate				
T153	S A	Listening	W	500/1246/0
T155	S A	Speaking	X	500/1315/4
T157	S A	Reading	W	500/1262/9
T159	S A	Writing	W	500/1301/4
Advanced				
T553	C	Listening	W	500/3218/5
T555	C	Speaking	X	500/3228/8
T557	C	Reading	W	500/3226/4
T559	C	Writing	W	500/3206/9

Key to assessment

W = Exams that take place in a testing window
X = Speaking Test

P = Primary
S = Secondary

A = Post-16
C = Context-Free

Urdu

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P257	P S A	Listening	W	100/6391/2
P259	P S A	Speaking	X	100/6388/2
P261	P S A	Reading	W	100/6389/4
P263	P S A	Writing	W	100/6390/0
Preliminary				
P657	P S A	Listening	W	500/1101/7
P659	P S A	Speaking	X	500/1075/X
P661	P S A	Reading	W	500/1091/8
P663	P S A	Writing	W	500/1054/2
Intermediate				
T057	S A	Listening	W	500/1241/1
T059	S A	Speaking	X	500/1308/7
T061	S A	Reading	W	500/1254/X
T063	S A	Writing	W	500/1269/1
Advanced				
T457	C	Listening	W	500/5020/5
T459	C	Speaking	X	500/5022/9
T461	C	Reading	W	500/5064/3
T463	C	Writing	W	500/5065/5

Key to assessment

W = Exams that take place in a testing window
X = Speaking Test

P = Primary
S = Secondary

A = Post-16
C = Context-Free

Welsh

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P361	P S A	Listening	W	500/3234/3
P363	P S A	Speaking	X	500/3141/7
P365	P S A	Reading	W	500/3296/3
P367	P S A	Writing	W	500/3289/6
Preliminary				
P761	P S A	Listening	W	500/3198/3
P763	P S A	Speaking	X	500/3171/5
P765	P S A	Reading	W	500/3238/0
P767	P S A	Writing	W	500/3292/6
Intermediate				
T161	S A	Listening	W	500/3146/6
T163	S A	Speaking	X	500/3151/X
T165	S A	Reading	W	500/3153/3
T167	S A	Writing	W	500/3145/4

Key to assessment

W = Exams that take place in a testing window
X = Speaking Test

P = Primary
S = Secondary

A = Post-16
C = Context-Free

Yoruba

Assessment code	Option code	Skill	Type of test	Qualification number
Breakthrough				
P377	P S A	Listening	W	100/6392/4
P379	P S A	Speaking	X	100/6393/6
P381	P S A	Reading	W	100/6394/8
P383	P S A	Writing	W	100/6395/X
Preliminary				
P777	P S A	Listening	W	500/3181/8
P779	P S A	Speaking	X	500/3172/7
P781	P S A	Reading	W	500/3239/2
P783	P S A	Writing	W	500/3182/X
Intermediate				
T177	S A	Listening	W	500/5013/8
T179	S A	Speaking	X	500/5008/4
T181	S A	Reading	W	500/5009/6
T183	S A	Writing	W	500/5012/6

Key to assessment

W = Exams that take place in a testing window
X = Speaking Test

P = Primary
S = Secondary

A = Post-16
C = Context-Free

12 Assessment Codes by Code

Qualification code and title	Qualification number
P201 Breakthrough French Listening	100/6324/9
P203 Breakthrough French Speaking	100/6325/0
P205 Breakthrough French Reading	100/6325/0
P207 Breakthrough French Writing	100/6327/4
P209 Breakthrough Spanish Listening	100/6368/7
P211 Breakthrough Spanish Speaking	100/6369/9
P213 Breakthrough Spanish Reading	100/6370/5
P215 Breakthrough Spanish Writing	100/6371/7
P217 Breakthrough German Listening	100/6328/6
P219 Breakthrough German Speaking	100/6329/8
P221 Breakthrough German Reading	100/6330/4
P223 Breakthrough German Writing	100/6331/6
P225 Breakthrough Italian Listening	100/6344/4
P227 Breakthrough Italian Speaking	100/6345/6
P229 Breakthrough Italian Reading	100/6346/8
P231 Breakthrough Italian Writing	100/6347/X
P233 Breakthrough Chinese (Mandarin) Listening	100/6320/1
P235 Breakthrough Chinese (Mandarin) Speaking	100/6321/3
P237 Breakthrough Chinese (Simplified) Reading	100/6322/5
P239 Breakthrough Chinese (Simplified) Writing	100/6323/7
P241 Breakthrough Japanese Listening	100/6348/1
P243 Breakthrough Japanese Speaking	100/6349/3
P245 Breakthrough Japanese Reading	100/6350/X
P247 Breakthrough Japanese Writing	100/6351/1
P249 Breakthrough Panjabi Listening	100/6352/3
P251 Breakthrough Panjabi Speaking	100/6353/5
P253 Breakthrough Panjabi Reading	100/6354/7
P255 Breakthrough Panjabi Writing	100/6355/9
P257 Breakthrough Urdu Listening	100/6391/2
P259 Breakthrough Urdu Speaking	100/6388/2
P261 Breakthrough Urdu Reading	100/6389/4
P263 Breakthrough Urdu Writing	100/6390/0
P265 Breakthrough Arabic Listening	100/6310/9
P267 Breakthrough Arabic Speaking	100/6311/0
P269 Breakthrough Arabic Reading	100/6312/2
P271 Breakthrough Arabic Writing	100/6313/4
P273 Breakthrough Bengali Listening	100/6316/X
P275 Breakthrough Bengali Speaking	100/6317/1
P277 Breakthrough Bengali Reading	100/6318/3
P279 Breakthrough Bengali Writing	100/6319/5
P281 Breakthrough Irish Listening	500/3233/1
P283 Breakthrough Irish Speaking	500/3232/X

Qualification code and title	Qualification number
P285 Breakthrough Irish Reading	500/3230/6
P287 Breakthrough Irish Writing	500/3290/2
P289 Breakthrough Gujarati Listening	100/6336/5
P291 Breakthrough Gujarati Speaking	100/6337/7
P293 Breakthrough Gujarati Reading	100/6338/9
P295 Breakthrough Gujarati Writing	100/6339/0
P297 Breakthrough Hindi Listening	100/6340/7
P299 Breakthrough Hindi Speaking	100/6341/9
P301 Breakthrough Hindi Reading	100/6342/0
P303 Breakthrough Hindi Writing	100/6343/2
P305 Breakthrough Greek (Modern) Listening	100/6332/8
P307 Breakthrough Greek (Modern) Speaking	100/6333/X
P309 Breakthrough Greek (Modern) Reading	100/6334/1
P311 Breakthrough Greek (Modern) Writing	100/6335/3
P313 Breakthrough Polish Listening	100/6356/0
P315 Breakthrough Polish Speaking	100/6357/2
P317 Breakthrough Polish Reading	100/6358/4
P319 Breakthrough Polish Writing	100/6359/6
P321 Breakthrough Portuguese Listening	100/6360/2
P323 Breakthrough Portuguese Speaking	100/6361/4
P325 Breakthrough Portuguese Reading	100/6362/6
P327 Breakthrough Portuguese Writing	100/6363/8
P329 Breakthrough Russian Listening	100/6364/X
P331 Breakthrough Russian Speaking	100/6365/1
P333 Breakthrough Russian Reading	100/6366/3
P335 Breakthrough Russian Writing	100/6367/5
P337 Breakthrough Somali Listening	100/6372/9
P339 Breakthrough Somali Speaking	100/6373/0
P341 Breakthrough Somali Reading	100/6374/2
P343 Breakthrough Somali Writing	100/6375/4
P345 Breakthrough Swedish Listening	100/6376/6
P347 Breakthrough Swedish Speaking	100/6377/8
P349 Breakthrough Swedish Reading	100/6378/X
P351 Breakthrough Swedish Writing	100/6379/1
P353 Breakthrough Turkish Listening	100/6384/5
P355 Breakthrough Turkish Speaking	100/6385/7
P357 Breakthrough Turkish Reading	100/6386/9
P359 Breakthrough Turkish Writing	100/6387/0
P361 Breakthrough Welsh Listening	500/3234/3
P363 Breakthrough Welsh Speaking	500/3141/7
P365 Breakthrough Welsh Reading	500/3296/3
P367 Breakthrough Welsh Writing	500/3289/6
P369 Breakthrough Tamil Listening	100/6380/8
P371 Breakthrough Tamil Speaking	100/6381/X
P373 Breakthrough Tamil Reading	100/6383/3
P375 Breakthrough Tamil Writing	100/6382/1

Qualification code and title	Qualification number
P377 Breakthrough Yoruba Listening	100/6392/4
P379 Breakthrough Yoruba Speaking	100/6393/6
P381 Breakthrough Yoruba Reading	100/6394/8
P383 Breakthrough Yoruba Writing	100/6395/X
P385 Breakthrough Cornish Listening	500/3231/8
P387 Breakthrough Cornish Speaking	500/3295/1
P389 Breakthrough Cornish Reading	500/3299/9
P391 Breakthrough Cornish Writing	500/3285/9
P393 Breakthrough Chinese (Cantonese) Listening	500/3293/8
P395 Breakthrough Chinese (Cantonese) Speaking	500/3300/1
P397 Breakthrough Chinese (Traditional) Reading	500/3152/1
P399 Breakthrough Chinese (Traditional) Writing	500/3291/4
P601 Preliminary French Listening	500/1017/7
P603 Preliminary French Speaking	500/1065/7
P605 Preliminary French Reading	500/1099/2
P607 Preliminary French Writing	500/1053/0
P609 Preliminary Spanish Listening	500/1018/9
P611 Preliminary Spanish Speaking	500/1191/1
P613 Preliminary Spanish Reading	500/1081/5
P615 Preliminary Spanish Writing	500/1052/9
P617 Preliminary German Listening	500/1104/2
P619 Preliminary German Speaking	500/1064/5
P621 Preliminary German Reading	500/1080/3
P623 Preliminary German Writing	500/1189/3
P625 Preliminary Italian Listening	500/1028/1
P627 Preliminary Italian Speaking	500/1068/2
P629 Preliminary Italian Reading	500/1079/7
P631 Preliminary Italian Writing	500/1051/7
P633 Preliminary Chinese (Mandarin) Listening	500/1019/0
P635 Preliminary Chinese (Mandarin) Speaking	500/1071/2
P637 Preliminary Chinese (Simplified) Reading	500/1190/X
P639 Preliminary Chinese (Simplified) Writing	500/1060/8
P641 Preliminary Japanese Listening	500/1029/3
P643 Preliminary Japanese Speaking	500/1070/0
P645 Preliminary Japanese Reading	500/1094/3
P647 Preliminary Japanese Writing	500/1056/6
P649 Preliminary Panjabi Listening	500/1103/0
P651 Preliminary Panjabi Speaking	500/1069/4
P653 Preliminary Panjabi Reading	500/1093/1
P655 Preliminary Panjabi Writing	500/1055/4
P657 Preliminary Urdu Listening	500/1101/7
P659 Preliminary Urdu Speaking	500/1075/X
P661 Preliminary Urdu Reading	500/1091/8
P663 Preliminary Urdu Writing	500/1054/2
P665 Preliminary Arabic Listening	500/1100/5
P667 Preliminary Arabic Speaking	500/1074/8

Qualification code and title	Qualification number
P669 Preliminary Arabic Reading	500/1090/6
P671 Preliminary Arabic Writing	500/1059/1
P673 Preliminary Bengali Listening	500/1098/0
P675 Preliminary Bengali Speaking	500/1073/6
P677 Preliminary Bengali Reading	500/1089/X
P679 Preliminary Bengali Writing	500/1058/X
P681 Preliminary Irish Listening	500/3178/8
P683 Preliminary Irish Speaking	500/3201/X
P685 Preliminary Irish Reading	500/3193/4
P687 Preliminary Irish Writing	500/3222/7
P689 Preliminary Gujarati Listening	500/1097/9
P691 Preliminary Gujarati Speaking	500/1072/4
P693 Preliminary Gujarati Reading	500/1087/6
P695 Preliminary Gujarati Writing	500/1057/8
P697 Preliminary Hindi Listening	500/3174/0
P699 Preliminary Hindi Speaking	500/3209/4
P701 Preliminary Hindi Reading	500/3190/9
P703 Preliminary Hindi Writing	500/3188/0
P705 Preliminary Greek (Modern) Listening	500/1096/7
P707 Preliminary Greek (Modern) Speaking	500/1192/3
P709 Preliminary Greek (Modern) Reading	500/1086/4
P711 Preliminary Greek (Modern) Writing	500/1063/3
P713 Preliminary Polish Listening	500/1095/5
P715 Preliminary Polish Speaking	500/1050/5
P717 Preliminary Polish Reading	500/1085/2
P719 Preliminary Polish Writing	500/1062/1
P721 Preliminary Portuguese Listening	500/1092/X
P723 Preliminary Portuguese Speaking	500/1078/5
P725 Preliminary Portuguese Reading	500/1083/9
P727 Preliminary Portuguese Writing	500/1061/X
P729 Preliminary Russian Listening	500/1088/8
P731 Preliminary Russian Speaking	500/1077/3
P733 Preliminary Russian Reading	500/1082/7
P735 Preliminary Russian Writing	500/1067/0
P737 Preliminary Somali Listening	500/3180/6
P739 Preliminary Somali Speaking	500/3179/X
P741 Preliminary Somali Reading	500/3186/7
P743 Preliminary Somali Writing	500/3210/0
P745 Preliminary Swedish Listening	500/3177/6
P747 Preliminary Swedish Speaking	500/3176/4
P749 Preliminary Swedish Reading	500/3189/2
P751 Preliminary Swedish Writing	500/3223/9
P753 Preliminary Turkish Listening	500/1102/9
P755 Preliminary Turkish Speaking	500/1076/1
P757 Preliminary Turkish Reading	500/1084/0
P759 Preliminary Turkish Writing	500/1066/9

Qualification code and title	Qualification number
P761 Preliminary Welsh Listening	500/3198/3
P763 Preliminary Welsh Speaking	500/3171/5
P765 Preliminary Welsh Reading	500/3238/0
P767 Preliminary Welsh Writing	500/3292/6
P769 Preliminary Tamil Listening	500/3197/1
P771 Preliminary Tamil Speaking	500/3183/1
P773 Preliminary Tamil Reading	500/3237/9
P775 Preliminary Tamil Writing	500/3195/8
P777 Preliminary Yoruba Listening	500/3181/8
P779 Preliminary Yoruba Speaking	500/3172/7
P781 Preliminary Yoruba Reading	500/3239/2
P783 Preliminary Yoruba Writing	500/3182/X
P785 Preliminary Cornish Listening	500/3175/2
P787 Preliminary Cornish Speaking	500/3184/3
P789 Preliminary Cornish Reading	500/3220/3
P791 Preliminary Cornish Writing	500/3213/6
P793 Preliminary Chinese (Cantonese) Listening	500/3173/9
P795 Preliminary Chinese (Cantonese) Speaking	500/3286/0
P797 Preliminary Chinese (Traditional) Reading	500/3194/6
P799 Preliminary Chinese (Traditional) Writing	500/3219/7
P801 Preliminary French (World of Work) Listening	500/1017/7
P803 Preliminary French (World of Work) Speaking	500/1065/7
P805 Preliminary French (World of Work) Reading	500/1099/2
P807 Preliminary French (World of Work) Writing	500/1053/0
P809 Preliminary Spanish (World of Work) Listening	500/1018/9
P811 Preliminary Spanish (World of Work) Speaking	500/1191/1
P813 Preliminary Spanish (World of Work) Reading	500/1081/5
P815 Preliminary Spanish (World of Work) Writing	500/1052/9
P817 Preliminary German (World of Work) Listening	500/1104/2
P819 Preliminary German (World of Work) Speaking	500/1064/5
P821 Preliminary German (World of Work) Reading	500/1080/3
P823 Preliminary German (World of Work) Writing	500/1189/3
T001 Intermediate French Listening	500/1235/6
T003 Intermediate French Speaking	500/1302/6
T005 Intermediate French Reading	500/1247/2
T007 Intermediate French Writing	500/1263/0
T009 Intermediate Spanish Listening	500/1236/8
T011 Intermediate Spanish Speaking	500/1303/8
T013 Intermediate Spanish Reading	500/1248/4
T015 Intermediate Spanish Writing	500/1264/2
T017 Intermediate German Listening	500/1237/X
T019 Intermediate German Speaking	500/1304/X
T021 Intermediate German Reading	500/1249/6
T023 Intermediate German Writing	500/1266/6
T025 Intermediate Italian Listening	500/1238/1
T027 Intermediate Italian Speaking	500/1305/1

Qualification code and title	Qualification number
T029 Intermediate Italian Reading	500/1251/4
T031 Intermediate Italian Writing	500/1265/4
T033 Intermediate Chinese (Mandarin) Listening	500/1239/3
T035 Intermediate Chinese (Mandarin) Speaking	500/1334/8
T037 Intermediate Chinese (Simplified) Reading	500/1250/2
T039 Intermediate Chinese (Simplified) Writing	500/1287/3
T041 Intermediate Japanese Listening	500/1316/6
T043 Intermediate Japanese Speaking	500/1306/3
T045 Intermediate Japanese Reading	500/1252/6
T047 Intermediate Japanese Writing	500/1267/8
T049 Intermediate Panjabi Listening	500/1240/X
T051 Intermediate Panjabi Speaking	500/1307/5
T053 Intermediate Panjabi Reading	500/1253/8
T055 Intermediate Panjabi Writing	500/1268/X
T057 Intermediate Urdu Listening	500/1241/1
T059 Intermediate Urdu Speaking	500/1308/7
T061 Intermediate Urdu Reading	500/1254/X
T063 Intermediate Urdu Writing	500/1269/1
T065 Intermediate Arabic Listening	500/1386/5
T067 Intermediate Arabic Speaking	500/1309/9
T069 Intermediate Arabic Reading	500/1255/1
T071 Intermediate Arabic Writing	500/1270/8
T073 Intermediate Bengali Listening	500/1242/3
T075 Intermediate Bengali Speaking	500/1310/5
T077 Intermediate Bengali Reading	500/1256/3
T079 Intermediate Bengali Writing	500/1271/X
T081 Intermediate Irish Listening	500/3140/5
T083 Intermediate Irish Speaking	500/3199/5
T085 Intermediate Irish Reading	500/3149/1
T087 Intermediate Irish Writing	500/3147/8
T089 Intermediate Gujarati Listening	500/1243/5
T091 Intermediate Gujarati Speaking	500/1311/7
T093 Intermediate Gujarati Reading	500/1257/5
T095 Intermediate Gujarati Writing	500/1272/1
T097 Intermediate Hindi Listening	500/5018/7
T099 Intermediate Hindi Speaking	500/5011/4
T101 Intermediate Hindi Reading	500/5010/2
T103 Intermediate Hindi Writing	500/5014/X
T105 Intermediate Greek (Modern) Listening	500/1389/0
T107 Intermediate Greek (Modern) Speaking	500/1312/9
T109 Intermediate Greek (Modern) Reading	500/1258/7
T111 Intermediate Greek (Modern) Writing	500/1286/1
T113 Intermediate Polish Listening	500/1388/9
T115 Intermediate Polish Speaking	500/1313/0
T117 Intermediate Polish Reading	500/1260/5
T119 Intermediate Polish Writing	500/1288/5

Qualification code and title	Qualification number
T121 Intermediate Portuguese Listening	500/1244/7
T123 Intermediate Portuguese Speaking	500/1314/2
T125 Intermediate Portuguese Reading	500/1259/9
T127 Intermediate Portuguese Writing	500/1289/7
T129 Intermediate Russian Listening	500/1245/9
T131 Intermediate Russian Speaking	500/1317/8
T133 Intermediate Russian Reading	500/1261/7
T135 Intermediate Russian Writing	500/1290/3
T137 Intermediate Somali Listening	500/5019/9
T139 Intermediate Somali Speaking	500/5017/5
T141 Intermediate Somali Reading	500/5015/1
T143 Intermediate Somali Writing	500/5016/3
T145 Intermediate Swedish Listening	500/5024/2
T147 Intermediate Swedish Speaking	500/5007/2
T149 Intermediate Swedish Reading	500/5021/7
T151 Intermediate Swedish Writing	500/5023/0
T153 Intermediate Turkish Listening	500/1246/0
T155 Intermediate Turkish Speaking	500/1315/4
T157 Intermediate Turkish Reading	500/1262/9
T159 Intermediate Turkish Writing	500/1301/4
T161 Intermediate Welsh Listening	500/3146/6
T163 Intermediate Welsh Speaking	500/3151/X
T165 Intermediate Welsh Reading	500/3153/3
T167 Intermediate Welsh Writing	500/3145/4
T169 Intermediate Tamil Listening	500/5096/5
T171 Intermediate Tamil Speaking	500/5094/1
T173 Intermediate Tamil Reading	500/5060/6
T175 Intermediate Tamil Writing	500/5095/3
T177 Intermediate Yoruba Listening	500/5013/8
T179 Intermediate Yoruba Speaking	500/5008/4
T181 Intermediate Yoruba Reading	500/5009/6
T183 Intermediate Yoruba Writing	500/5012/6
T193 Intermediate Chinese (Cantonese) Listening	500/3150/8
T195 Intermediate Chinese (Cantonese) Speaking	500/3185/5
T197 Intermediate Chinese (Traditional) Reading	500/3298/7
T199 Intermediate Chinese (Traditional) Writing	500/3148/X
T201 Intermediate French (World of Work) Listening	500/1235/6
T203 Intermediate French (World of Work) Speaking	500/1302/6
T205 Intermediate French (World of Work) Reading	500/1247/2
T207 Intermediate French (World of Work) Writing	500/1263/0
T209 Intermediate Spanish (World of Work) Listening	500/1236/8
T211 Intermediate Spanish (World of Work) Speaking	500/1303/8
T213 Intermediate Spanish (World of Work) Reading	500/1248/4
T215 Intermediate Spanish (World of Work) Writing	500/1264/2
T217 Intermediate German (World of Work) Listening	500/1237/X
T219 Intermediate German (World of Work) Speaking	500/1304/X

Qualification code and title	Qualification number
T221 Intermediate German (World of Work) Reading	500/1249/6
T223 Intermediate German (World of Work) Writing	500/1266/6
T401 Advanced French Listening	500/1025/6
T403 Advanced French Speaking	500/1022/0
T405 Advanced French Reading	500/1020/7
T407 Advanced French Writing	500/1013/X
T409 Advanced Spanish Listening	500/1026/8
T411 Advanced Spanish Speaking	500/1023/2
T413 Advanced Spanish Reading	500/1021/9
T415 Advanced Spanish Writing	500/1011/6
T417 Advanced German Listening	500/1027/X
T419 Advanced German Speaking	500/1024/4
T421 Advanced German Reading	500/1105/4
T423 Advanced German Writing	500/1012/8
T425 Advanced Italian Listening	500/3216/1
T427 Advanced Italian Speaking	500/3229/X
T429 Advanced Italian Reading	500/3204/5
T431 Advanced Italian Writing	500/3191/0
T433 Advanced Chinese (Mandarin) Listening	500/4763/2
T435 Advanced Chinese (Mandarin) Speaking	500/4762/0
T437 Advanced Chinese (Simplified) Reading	500/4761/9
T439 Advanced Chinese (Simplified) Writing	500/4865/X
T441 Advanced Japanese Listening	500/3207/0
T443 Advanced Japanese Speaking	500/3235/5
T445 Advanced Japanese Reading	500/3288/4
T447 Advanced Japanese Writing	500/3297/5
T457 Advanced Urdu Listening	500/5020/5
T459 Advanced Urdu Speaking	500/5022/9
T461 Advanced Urdu Reading	500/5064/3
T463 Advanced Urdu Writing	500/5065/5
T465 Advanced Arabic Listening	500/3192/2
T467 Advanced Arabic Speaking	500/3287/2
T469 Advanced Arabic Reading	500/3187/9
T471 Advanced Arabic Writing	500/3221/5
T505 Advanced Greek (Modern) Listening	500/3534/4
T507 Advanced Greek (Modern) Speaking	500/3533/2
T509 Advanced Greek (Modern) Reading	500/3531/9
T511 Advanced Greek (Modern) Writing	500/3532/0
T513 Advanced Polish Listening	500/3224/0
T515 Advanced Polish Speaking	500/3236/7
T517 Advanced Polish Reading	500/3225/2
T519 Advanced Polish Writing	500/3227/6
T521 Advanced Portuguese Listening	500/3212/4
T523 Advanced Portuguese Speaking	500/3214/8
T525 Advanced Portuguese Reading	500/3211/2
T527 Advanced Portuguese Writing	500/3215/X

Qualification code and title	Qualification number
T529 Advanced Russian Listening	500/3208/2
T531 Advanced Russian Speaking	500/3205/7
T533 Advanced Russian Reading	500/3294/X
T535 Advanced Russian Writing	500/3217/3
T553 Advanced Turkish Listening	500/3218/5
T555 Advanced Turkish Speaking	500/3228/8
T557 Advanced Turkish Reading	500/3226/4
T559 Advanced Turkish Writing	500/3206/9
T593 Advanced Chinese (Cantonese) Listening	500/5061/8
T595 Advanced Chinese (Cantonese) Speaking	500/5059/X
T597 Advanced Chinese (Traditional) Reading	500/5063/1
T599 Advanced Chinese (Traditional) Writing	500/5062/X

13 Reference

13.1 Glossary

Assessment code	A four-character code that identifies a particular assessment (e.g. French Breakthrough Listening – P201). This code is used for the purpose of making entries.
Centre/examination centre	A school, college, establishment or institution approved and registered by Asset Languages for the entry of candidates to Asset Languages tests and for the conduct of those tests.
Component code	A two-digit code, often appearing after the assessment code (e.g. P201/01), used on question papers to identify a component of a given assessment. The component codes are 01: Primary, 02: Secondary and 03: Post-16. Where the assessment is 'Context-free', the component code will also be 01.
EDI (electronic data interchange)	An electronic method of submitting final entry data to OCR, for use by centres which run examination administration software.
External assessment	A form of independent assessment in which an awarding body sets or defines assignments, tests or examinations, specifies the conditions under which they are to be taken (including details of supervision and duration), and assesses candidates' responses.
Final entries	Information containing details about individual candidates (name, gender, date of birth) and the assessments/options for which each candidate will be entered.
Moderation	OCR moderates Speaking tests by listening to a selection of tests from each centre. This is to ensure that all candidates at all centres receive the same standard of marking for their Speaking tests.
OMR (optical mark reader)	This refers to candidate answer sheets and Speaking test mark sheets which are machine-read.
Option code	A one-letter code appended to the assessment code when making entries to identify which context is to be taken (e.g. P201/P). The option codes are Primary: P, Secondary: S, Post-16: A and Context-free: C. This determines which components are to be taken by the candidate.
Private candidate	Asset Languages qualifications are primarily designed for candidates who follow courses of study at a registered Asset centre. However, it is recognised that there are candidates who may not study at a registered centre but who may wish to sit Asset Languages assessments. Such individuals are referred to as private candidates.
Rubric	A set of instructions and other items of guidance provided for candidates on a question paper.
Scribe	A person appointed by the centre to write out answers dictated by a candidate who is unable to write for themselves.
Script	Once a question paper has been completed by a candidate, it is referred to as a script.

Series/testing series	The period during which final entries are made, external assessments are conducted, and results and certificates are issued.
Standardisation	If more than one teacher in a centre conducts Speaking tests, the Centre Coordinator must ensure that the marking criteria have been consistently applied.
Supervisor	The person in the test room responsible for the conduct of a particular test.
Test opportunity	Asset Languages assessments have been designed to allow centres to schedule different groups of candidates to take the same Listening, Reading or Writing assessment at different times in the testing window. These 'sittings' are called test opportunities.
Testing window	The period when Listening, Reading and Writing external assessments must be taken. (Speaking tests can be conducted outside this testing window but must be completed and returned by the appropriate series deadline.)
Transcriber	A person appointed by the centre to create a transcript where a candidate's handwriting is illegible or difficult to read.
Version	For a given assessment/component in any series, there may be more than one question paper available. The different papers are referred to by a version letter (A, B, C, etc.), which appears on the front of the question paper.

13.2 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 *Suspected Malpractice in Examinations and Assessments – Policies and Procedures*

OCR *Appeals Processes in Vocational Qualifications – A Guidance Note*

OCR *Asset Languages Online Entries and Results System User Guide*

OCR Fees List

OCR *Instructions for Internally Conducted Speaking Tests*

OCR *Malpractice Procedures – A Guide for Centres*

13.3 Useful websites

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

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

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

Interchange – <https://interchange.ocr.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

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

Appendix A: Information Sheets

The following documents, contained within this section, should be given to the staff involved in running all Speaking (S), Listening (L), Reading (R) and Writing (W) external assessments:

Document	Staff	S	L	R	W
Asset Languages 2011/12 External Assessment Dates	Centre Coordinator		✓		
Regulations for External Assessment	Head of Centre and Centre Coordinator		✓		
Guide for Candidates (Primary Version)	To be read to Primary candidates before their test		✓		
Guide for Candidates (Secondary and Post-16 Version)	To be given to Secondary/Post-16 candidates before their test. A copy must be displayed inside the test room		✓		
Preparation of Rooms and Equipment for Speaking Tests	All staff conducting Speaking tests	✓			
Checking Acoustics in Rooms for Listening Tests	All staff conducting Listening tests		✓		
Layout of Rooms and Equipment for Listening, Reading and Writing Tests	All staff conducting Listening, Reading and Writing tests		✓	✓	✓
Supervision Arrangements	All staff supervising Listening, Reading and Writing tests		✓	✓	✓
Using OMR Candidate Answer Sheets	All staff conducting Listening and Reading Secondary/Post-16 tests		✓	✓	

Asset Languages 2011/12 External Assessment Dates

Series	Deadline for requests for Speaking test materials	Final entry deadline	Deadline for return of Speaking tests	Testing window begins (Listening, Reading and Writing)	Testing window ends (Listening, Reading and Writing)	Results issue (all skills)	Certificate issue (all skills)	Deadline for post-results service requests
November 2011		21/10/11	21/11/11	21/11/11	09/12/11	09/02/12	09/02/12	09/03/12
March 2012	05/10/11 (or as soon as possible after joining the Asset Languages Scheme)	21/01/12	05/03/12	05/03/12	23/03/12	03/05/12	03/05/12	01/06/12
May 2012		21/03/12	30/04/12	30/04/12	18/05/12	28/06/12	28/06/12	03/08/12
June 2012		03/05/12	18/06/12	18/06/12	06/07/12	16/08/12	26/09/12	20/09/12

Despatch of materials: Speaking test materials for the **whole year** will be despatched after receiving centres' request by the 05/10/11 deadline above. Centres who start using Asset Languages later in the academic year and who wish to make entries for Speaking, should request Speaking tests materials as soon as possible. The materials will normally be despatched four weeks after receiving the request.

Listening, Reading and Writing test materials for **each series** will normally be despatched, on the basis of final entries, 7 to 10 days before a testing window begins.

To be given to the Head of Centre and Centre Coordinator prior to tests



Regulations for External Assessment

In order to maintain the security of the tests, centres that have different cohorts sitting for the same assessment, but at different times, will need to request a number of test opportunities so that, where available, a different version of each paper can be provided. For example:

- Set 1 are taking Breakthrough French Writing in the morning
- Sets 2 and 3 are taking Breakthrough French Writing in the afternoon.

The centre would need to request two test opportunities – one for use in the morning, and another for the afternoon.

Question paper packets should be checked upon receipt by the centre and stored under secure conditions with restricted access. Under no circumstances may any packet be opened prior to the nominated date/time at which the test will be conducted. Listening CDs should be checked prior to the test so that any defects can be reported to OCR. (NB Speaking test materials may be opened in advance of the tests to allow teachers to prepare.)

Tests should be directly supervised by a responsible individual. Supervisors must give their full attention to the proper conduct of the test. At least one supervisor must be present for every group of 30 candidates or part thereof.

The seating arrangements must be such as to prevent candidates from seeing, intentionally or otherwise, the work of others.

No display material (e.g. wall charts/posters) that may be explicitly helpful to candidates must be visible in the test room.

Unauthorised material, including mobile telephones, pagers, pocket translators, and any other products with text facilities, are not permitted in the test room. Any such materials must be handed to a supervisor prior to the start of the test.

For the duration of the test there should be silence in the room where candidates are taking the test and there should be no opportunity for the candidates to communicate with each other. The supervisor should remind candidates that they are forbidden to communicate with another candidate whilst they are in the test room.

The tests should last for the duration stated on the front of the question paper.

At the end of the test candidates must be told to stop writing. Candidates who have been awarded the access arrangement of extra time must be allowed to continue writing for the permitted period of time.

All question papers and candidate answer sheets (where applicable) must be collected in and accounted for before the candidates leave the room. If test opportunities are being held over a number of days, scripts should be stored under secure conditions until the end of the last test opportunity and then despatched together.

Any question paper which does not form part of a candidate's answer script should be securely destroyed. If this is not possible, it must be securely packaged and returned to OCR.

It is the duty of the Head of Centre to ensure that all cases of irregular conduct or suspected malpractice are reported to OCR.

Guide for Candidates (Primary Version)

THINGS YOU MUST DO BEFORE THE DAY OF YOUR TEST...

- ✓ Ask your teacher what you have to bring with you for the test
- ✓ Make sure you know the right time and room to go to for the test

THINGS YOU MUST DO ON THE DAY OF YOUR TEST...

- ✓ Listen carefully to the person who tells you what to do
- ✓ If you have a phone with you, you must switch it off and give it to that person. It will be given back to you at the end of the test
- ✓ If you do not have pencils or a test paper tell that person
- ✓ If you do not feel well or have to go to the toilet tell that person
- ✓ Write your name on the front of the test paper when you are told
- ✓ Ask any questions you have before the test starts
- ✓ Stop writing and put your pencil down when you are told to

THINGS YOU MUST NOT DO ON THE DAY OF YOUR TEST...

- ✗ Do not keep your mobile phone with you or have a dictionary or spell-checker
- ✗ Do not make a noise outside or inside the test room
- ✗ Do not take food or drink into the room, except plain water in a container with a lid if that is allowed
- ✗ Do not talk to other children or ask anyone to tell you the answers to the test
- ✗ Do not copy answers from anyone
- ✗ Do not help anyone with their answers
- ✗ Do not take any test papers out of the room

Guide for Candidates (Secondary and Post-16 Version)

This Guide for Candidates has been written to help you. Read it carefully and do what you are asked. If there is anything you do not understand, ask your teacher.

A REGULATIONS: MAKE SURE YOU KNOW THE RULES

- 1 You **must** be on time for all tests. If you are late, your work might not be accepted.
- 2 You may take into the test room only the materials and equipment which are allowed.
- 3 Take into the test room the pencils and erasers you need for the test.
- 4 You may not borrow anything from another candidate during the test.
- 5 Correcting fluid/correcting pens **must not** be used.
- 6 You **must not** talk to or otherwise communicate with or disturb other candidates once the test has started.
- 7 If you are allowed to leave before the end of the test, you will not be allowed to return.
- 8 If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your tests.

B DICTIONARIES AND COMPUTER SPELL-CHECKERS

- 1 You **must not** use a dictionary or computer spell-checker.

C TEST INSTRUCTIONS

- 1 The supervisor will tell you what to do and when to start.
- 2 Tell the supervisor at once:
 - If you think you have not been given the right question paper or all the materials listed on the front of the paper
 - If the question paper is incomplete or badly printed.
- 3 Do your rough work only on the question paper. Cross it through and hand it in with your answers. You should write your name and candidate number clearly on the question paper.

D ADVICE AND ASSISTANCE

- 1 If, during the test,
 - you have a problem and are in doubt about what you should do
 - you feel ill
 - you need more paperput up your hand.
- 2 You **must not** ask for, and will not be given, any explanation of the questions.

Preparation of Rooms and Equipment for Speaking Tests

Please read this information before you prepare the room and equipment.

The following guidelines should be adhered to when preparing a room for Part 1 of the Speaking test (Breakthrough, Preliminary and Intermediate Stages) or the whole test (Advanced Stage):

- A room to accommodate the teacher/interlocutor and the candidate in reasonable comfort should be provided, equipped with a suitably sized table and two chairs.
- A watch/small alarm clock must be provided for the teacher/interlocutor to time the tests.
- The possibility of unacceptable extraneous noise which will affect the quality of the recording must be considered when selecting a suitable room.
- Tests must not be held simultaneously in a shared room.
- Where the test needs to be recorded, a cassette/CD recorder should be placed on the table. A suitable external microphone should be provided.
- Each room must provide suitable conditions for the test, including acceptable air temperature, ventilation, lighting and cleanliness.
- Materials which could be helpful to candidates should not be on display.
- If there is a waiting area, it should be some distance from the test room. It should ideally contain enough chairs for candidates to sit on while they wait.
- An ordered and quiet atmosphere must be maintained throughout.

Key points

Before any Speaking tests are conducted, teachers/interlocutors must complete a brief test recording to check that the microphone is suitably positioned on the desk to capture the voices of both the teacher/interlocutor and the candidate clearly. When recording tests, remember:

- Before the beginning of a Speaking test, the teacher/interlocutor must introduce the candidate by name and candidate number.
- Each cassette/CD must be clearly and securely labelled with the assessment title, assessment code, centre name and centre number on both the cassette/CD box and the sticky label applied to the cassette/CD.
- Careful lists must be kept of the order in which Speaking tests are conducted so that the moderator/assessor can identify each candidate on the cassette. This information should be included in each cassette/CD box. Candidates should be listed in the order they have been recorded on the cassette/CD and all candidate numbers should be given. If using cassettes, candidates recorded on side A should be distinguished from those recorded on side B. Only one stage and/or language should be recorded on each cassette/CD.
- From time to time, check that recording is taking place.

To be given to the person conducting the Listening test prior to the test



Checking Acoustics in Rooms for Listening Tests

Please read this information before you prepare the room and equipment.

It is essential that the acoustic characteristics of each room are suitable. You may need to check in advance. If you have not conducted a Listening test before, the following general points may be helpful:

- Listen for background noise such as air conditioning, traffic, telephones, etc on the same day of the week and at the same time as the scheduled test.
- Listen for reverberation caused by large rooms, high ceilings, etc.
- Stepped auditoria may not be suitable for administering Listening tests because of the problems caused by high ceilings.
- Room acoustics will vary, depending on whether a room is empty or full. It is a good idea to test each room with a CD that is familiar to the person testing the acoustic so that a meaningful assessment can be made of audibility and quality of sound reproduction.
- Take note of sound direction and the distance between speakers and candidates. Also be alert to the possibility of extraneous noise, no matter how faint, and how the direction of the sound and its proximity may impact on candidates' hearing. Note that curtains may muffle sound and pillars will block the 'line of sound' between speaker and candidate.
- Where possible, hold a practice test in the test rooms to allow more accurate assessment of the most appropriate tone and volume settings to use.
- Sound reproduction can often be improved where bass is reduced, treble is boosted and volume is kept as low as is reasonable for the CD to be heard clearly in all parts of the room. If playback facilities are equipped with a 'Dolby' noise reduction system, it should be switched to the 'off' position.
- If a number of loudspeakers can be distributed around larger rooms, preferably above the head height of seated candidates, the volume of sound can be kept at a lower level. This will reduce boom/echo-related distortion.
- If multiple loudspeakers are available, it is essential to check the best positioning of these in each room to ensure an even distribution of sound throughout the room. If this is not done, candidates may be disadvantaged simply as a result of the places assigned to them within the room.
- If a language/computer laboratory is used, the Head of Centre must be satisfied that the supervisor's view of candidates is unobstructed. If necessary, extra supervisors should be employed to ensure this requirement can be satisfied.
- In addition to the above checks, it may be advantageous to have a person available on the day of the test who is experienced in the technical aspects of sound equipment and reproduction, in addition to supervisory staff having previously been familiarised with its usage.

Key point

Remember to check the Listening CD before the test takes place.

To be given to the person conducting the Listening, Reading or Writing test prior to the test



Layout of Rooms and Equipment for Listening, Reading and Writing Tests

Please read this information before you prepare the room and equipment.

External assessment leads to a formal qualification and should therefore be conducted in a formal environment. The following guidelines should be adhered to when preparing a classroom/hall for Asset Languages external assessments:

- The test should be directly supervised by a responsible individual, and there should be no opportunity for the candidates to communicate with each other.
- For the duration of the test there should be silence in the room where candidates are taking the test and they should be under direct observation at all times.
- A copy of the Guide for Candidates (Secondary/Post-16 only) must be visibly displayed in each test room.
- No display material (e.g. wall charts or posters) that may be explicitly helpful to candidates must be visible in the test room.
- A reliable clock must be visible to each candidate in the examination room. The clock must be big enough for all candidates to read clearly.
- The seating arrangements must be such as to prevent candidates from seeing, intentionally or otherwise, the work of others. Wherever possible, all candidates should face in the same direction.
- Dictionaries are not allowed to be used in Asset Languages external assessments.

To be given to all supervisors prior to the test they are supervising



Supervision Arrangements

Please read this information before the test you are supervising.

Overview

External assessment leads to a formal qualification and should therefore be conducted in a formal environment. The test should be directly supervised by a responsible individual, and there should be no opportunity for the candidates to communicate with each other. For the duration of the test, there should be silence in the room where candidates are taking the test and they should be under the direct observation of an individual.

Role of the supervisor

The Head of Centre must ensure that supervision is carried out by suitably qualified and experienced adults. Any relative (or person whose relationship to a candidate could compromise the integrity of the examination) is not eligible to serve as the sole supervisor.

The supervisor is the person in the test room responsible for the conduct of a particular testing series in the presence of the candidates. Supervisors must give their whole attention to the proper conduct of the test. Supervisors must not perform any additional task (e.g. marking) in the test room.

Sufficient supervisors must be appointed to ensure that the test is conducted in accordance with the following requirements:

- At least one supervisor must be present for every group of 30 candidates or part thereof.
- When one supervisor is present, he/she must be able to summon assistance easily, without leaving the test room and without disturbing the candidates (e.g. by using a mobile phone which should only be turned on for this purpose).
- Arrangements must be made to ensure that each candidate in the test room can be observed by a supervisor at all times.
- Supervisors may be changed, provided that the number present in the test room does not fall below the number prescribed.

Supervisors must be familiar with the Guide for Candidates and documents relating to the tests taking place.

Before the test

1 Candidate numbers

Candidates should be informed of their candidate numbers in advance of the test.

2 Persons present during a test

Only persons authorised by the Head of Centre are allowed in the test room.

3 Attendance registers and seating arrangements

The attendance register provided by OCR should be completed for the test. Full instructions are provided on the attendance register.

If a candidate is not shown on the attendance register, he/she must be entered on the register and a formal entry made to OCR if this has not already been done.

Centres must keep signed records of the seating and supervision arrangements for each test. It must be possible to generate a seating plan from this record. The seating and supervision records may be required by OCR at any time up to the enquiries about results deadline.

4 Unauthorised materials

Unauthorised material, including dictionaries, mobile telephones, pagers, pocket translators and any other products with text facilities, should not be brought in to the test room, or should be handed to the supervisor before the start of the test. All electronic devices (mobile telephones, pagers) must be switched off. No display material (e.g. wall charts/posters) that may be explicitly helpful to candidates is permitted in the test room.

5 Stationery and writing materials

Correcting fluid/correcting pens must not be used.

In Listening and Reading assessments (Secondary/Post-16 contexts), where individual pre-printed OMR candidate answer sheets are provided, the supervisor must ensure that each individual answer sheet is given to the candidate whose name appears on it and that the sheets relate to the assessment/component concerned.

Any rough work for Listening and Reading tests must be done on the question paper and not on the candidate answer sheet (where one is provided).

Candidates must provide themselves with pencils, ink and erasers. Where an answer sheet is used, a soft pencil must be used (type B or HB is recommended). Where answers are entered on the question paper, candidates must write their answers legibly in black or dark blue ink (Primary candidates may use pencil) unless otherwise instructed on the front of the paper. Red or green ink must not be used.

6 Private candidates

Where private candidates have been permitted to sit for an external assessment test at a centre, supervisors must be made aware of their identity in advance of the test. Centres may wish private candidates to bring a piece of formal identification with them on the day of the test.

7 CDs for Listening tests

CDs for Listening tests should have been checked according to the instructions issued by OCR before the start of the test.

Start of the test

The supervisor should check:

- The Guide for Candidates is displayed in the test room (Secondary/Post-16 candidates only)
- Candidates are seated using appropriate seating arrangements
- Candidates have all the necessary material to enable them to complete the test.

Candidates should be told:

- To look at the instructions on the front of the question paper and to check they have received the correct paper. They should also be made aware of the time limit for the test
- To ask questions, if they have any, before the test begins. They should be told that, once the test begins, the supervisor must not help them with test content in any way
- That any unauthorised material, including mobile phones, pagers and other products with text facilities, must be handed in
- That correcting pens/fluid must not be used
- That dictionaries must not be used
- That they are forbidden to communicate in any way with another candidate whilst they are in the test room
- That they must write in black or blue ink or ballpoint pen (unless the instructions printed on the front of the question paper state otherwise)
- That all work, including rough work, must be done on the question paper (unless the instructions printed on the front of the question paper state otherwise). Any rough work should be crossed through but not obscured.

Question paper packets should be opened in the presence of candidates. If you need to enlarge a question paper or copy it on to another colour for a candidate who qualifies for access arrangements, one copy of the paper should be removed ten minutes before the start of the test and photocopied by the supervisor or the Exams Officer.

The supervisor should read aloud the rubric on the front of the question paper, then announce clearly to the candidates when they may begin to write their answers, specifying the time allowed for the paper.

For a Listening test, once candidates have been instructed to open their question papers and the test has begun, supervisors should take a suitable position from which they can monitor all candidates. They should not walk around the room as this might disturb and distract candidates.

During the test

Key points

- Supervisors must give their full attention to the proper conduct of the test.
- Supervisors must not comment on the work of candidates.

1 Late arrival of candidates

- A candidate who arrives after the start of a Reading or Writing test but before the test has finished may be allowed the full time of the test subject to the centre's organisational arrangements. The actual start and finish time of the candidate should be recorded.
- Candidates who arrive after the scheduled finish time of the test must be recorded as absent and should not be allowed to take the test. They may be permitted to take a different version of the test with another group.
- Late arrivals for Listening tests should not be admitted to the test.

2 Leaving the test room

- Candidates who leave the test room temporarily must be accompanied by a member of staff.
- A candidate who has finished his/her work and has been allowed to leave the test room early must hand in his/her work and must not be re-admitted.

3 Emergencies

- In the event of an evacuation (e.g. fire alarm), question papers should be left in the room.
- Candidates should be supervised as closely as possible to ensure that there is no collusion.
- The time and duration of the interruption should be noted so that candidates can be given the full working time prescribed for the test.
- A report of the incident and the action taken should be submitted to OCR as soon as possible after the incident has occurred. Reports must not be included in the script packet.

End of the test

- Candidates should be told when there are five minutes remaining before the test ends.
- At the end of the test candidates must be told to stop writing. Access arrangement candidates who have been awarded extra time must be allowed to continue writing for the permitted period of time.
- The supervisor must instruct candidates to ensure that all required information has been entered on their scripts.
- All answer scripts and question papers must be collected in and accounted for before the candidates leave the room. Scripts should be sorted into candidate number order, in accordance with the attendance register. Scripts should be checked to ensure that candidates have used their correct centre and candidate numbers. The attendance register must be included with the scripts.
- After collation, the scripts should be handed to the person responsible for their despatch.
- If test opportunities for a particular assessment are being held for different groups over a number of days, scripts should be stored under secure conditions until the end of the last test and then despatched together.
- Any question paper that does not form part of a candidate's answer script should be securely destroyed. Alternatively, it can also be returned in the envelopes provided.
- It is the duty of the Head of Centre to ensure that all cases of irregular conduct or suspected malpractice are reported to OCR.

Using OMR Candidate Answer Sheets

Before the test

Preparing and supporting your students

OMR candidate answer sheets are used for Listening and Reading tests. (Answer sheets are not used with Primary context tests.)

Your students may not be familiar with using OMR candidate answer sheets and you may wish to spend a little time familiarising them with their format. Copies of blank answer sheets and examples of how to complete them may be found on the OCR website.

In order to reduce any unwanted stress through the use of answer sheets in the live Listening tests, we ask candidates to complete the test first on the question paper and then, at the end, to transfer their answers. In the Reading test, candidates may either write their answers directly on the answer sheets or write them on the question paper and then transfer their answers to the answer sheet.

If necessary, you may support candidates who have difficulties with transferring their answers (see Section 6).

At the start of the test

Equipment

Each candidate will need an HB pencil and an eraser. Candidates **must not** use pens on the answer sheet.

Details candidates need to check/complete on the answer sheet

Candidates already entered for the assessment

Your centre will receive pre-populated answer sheets for the assessment for all candidates for whom entries have been made. The answer sheets will have the candidate name, candidate number, centre number and test details on them. When you have given out the answer sheets to your candidates, please ask them to check that the candidate and assessment details are correct.

Candidates not already entered for the assessment

You will also receive a supply of supplementary answer sheets. These will display details of the test but will leave space for candidate details. To use these supplementary answer sheets:

- 1 Check the answer sheets display the details of the relevant test.
- 2 Ask your candidate(s) to complete:
 - The 'First name' field (in block capitals)
 - The 'Family name' field (in block capitals)
 - The candidate number in the 'Candidate No.' box.
- 3 Also ask the candidate(s) to shade the corresponding areas underneath the numbers in the 'Candidate No.' box.
For all candidates taking the test who were not originally entered for it, a final entry must be made to ensure that their answers can be processed.

All candidates need to complete the following:

- **First Language** – The box which indicates the candidate’s native language should be shaded. If the language is not listed, the ‘Other’ box should be shaded and the name of the language should be entered in the area below the box.
- **Version** – The test version will be printed on the front of the question paper and will be indicated by a letter. The box beneath the corresponding letter should be shaded. **This is essential as we may not be able to produce a result without this information.**

During the test

In the Listening test, questions are answered directly onto the question paper in the spaces provided. The answer sheet is not used. Candidates are given five minutes at the end of the test to transfer their answers onto the answer sheet.

In the Reading test, candidates have five minutes of ‘transfer time’ incorporated into the test.

Filling in the answer sheet

Where the answer is indicated by a letter, the relevant letter should be shaded against the question number. Where the answer requires a word, phrase or number, this should be written in the space provided.

When candidates are transferring answers, please ensure they are aware that:

- Only one answer should be entered on each line
- The question number relates to the answer entered
- Any answer entered in error should be erased.

Candidates who have difficulty filling in their answers

If you have candidates who you believe may have difficulty with transferring their answers, you may transcribe the work yourself. This must be done directly from the original paper with no reference to the candidate. You may also intervene and transfer if it becomes clear to you that the candidate is not able to transfer properly. In this instance, you may only transfer **exactly** what is on the original answer sheet. **Only complete papers may be transferred** – not individual questions. You should complete a Notification of Access Arrangements and attach it to the completed script.

After the test has been handed in, you may not make any further changes apart from those identified in the previous paragraph. In particular, if a candidate appears to have transferred incorrectly you must not correct it – it is quite possible that the candidate has changed their mind during the transferral process.

Appendix B: Useful Forms

This section contains a number of forms concerning access arrangements and consortium models.

Applications for access arrangements

Notification of Access Arrangements

Applications for access arrangements in advance of the testing window in which a candidate is sitting are not required for candidates who satisfy the eligibility requirements (unless Braille papers, extra CDs or Listening test transcripts are required). A Notification of Access Arrangements should be completed stating the access arrangements that have been allowed. This should be attached to the front of the script.

Word Processor, Scribe or Transcription Cover Sheets

A Word Processor Cover Sheet, Scribe Cover Sheet or Transcription Cover Sheet should be completed if any of these has been granted as an access arrangement. The appropriate Cover Sheet should be attached to the back of the Notification of Access Arrangements form before it is attached to the front of the script.

Application for Modified Papers

Applications for Braille papers, extra CDs or Listening test transcripts must be submitted at least **eight weeks** prior to the beginning of the relevant testing window. If you require any of these materials for your centre, please complete an Application for Modified Papers.

Registering as a consortium

Model B – Forms B1 and B2

The parent centre completes Form B1, listing all the attached centres. Attached centres each complete Form B2. The parent centre returns all forms to the OCR Centre Services Team. OCR then sends a list of school ID codes for the attached centres to the parent centre. The parent centre will use these ID codes to identify candidates from attached centres when making final entries.

Model C – Form C

The administrative venue completes Form C, detailing the name and address of each alternative venue within the consortium.

Notification of Access Arrangements

This form should be used when notifying OCR of access arrangements for candidates with permanent disabilities, or who have sustained a temporary injury which will impair their ability to complete the test, or require a scribe or transcription of their answers.

Candidate number		Candidate name	
Centre number		Centre name	
Series			
Disability/injury:			
Details/circumstances:			

Candidates with a permanent disability were considered eligible because arrangements were approved for (please tick):

Entry level GCE GCSE Key Stage Tests
 Candidate in FE/HE eligible for Additional Learning Support

Access arrangements given (please tick):

Arrangement	Listening	Speaking	Reading	Writing
A3 enlarged paper				
Coloured paper				
Coloured overlays				
Braille				
Extra time				
Word processor		n/a		
Scribe		n/a		
Transcription of script		n/a		
Extra Listening test CD		n/a	n/a	n/a
Transcript of Listening test		n/a	n/a	n/a
Reader		n/a	x	
Transfer to answer sheet		n/a		n/a

If extra time was given, please specify the amount of extra time given:

I unreservedly support the access arrangements for this candidate and am satisfied that the information on this form is correct.

Signed	Name	Date
(Exams Officer)	(Block capitals please)	

FORM AA (PDC/TI)

Word Processor Cover Sheet

A word processor is permitted in Listening, Reading or Writing tests where a candidate's handwriting is illegible or the candidate is unable to write with a pen/pencil. The word processor must be used as a typewriter.

Candidate number		Candidate name	
Centre number		Centre name	
Assessment code		Assessment title	

Were there any problems with the production of the script which you consider should be drawn to the attention of the examiner and/or OCR? (The reason why the use of a word processor was necessary must not be given.)

Some questions were answered on the question paper which is attached to this print-out.

Yes No

The above named candidate produced this script during the test in accordance with the guidelines.

Signed	Name	Date
(Supervisor)	(Block capitals please)	
Signed	Name	Date
(Head of Centre)	(Block capitals please)	

To be completed by the examiner:

Comments (if appropriate):

Signed	Name	Date
	(Block capitals please)	

FORM AA (WP)

Scribe Cover Sheet

A scribe is permitted in Listening, Reading and Writing tests. A scribe must write exactly what the candidate dictates, without discussion and without any form of correction. A scribe is permitted in Writing tests on condition that only multiple choice answers are involved and/or any words in the foreign language are spelt letter by letter. Teaching or classroom assistants can act as a scribe, but must have an appropriate level of knowledge of the target language.

Candidate number		Candidate name	
Centre number		Centre name	
Assessment code		Assessment title	

Were there any problems with the production of the script which you consider should be drawn to the attention of the examiner and/or OCR? (The reason why the use of a scribe was necessary must not be given.)

The above named candidate produced this script during the test in accordance with the guidelines.

Signed	Name	Date
(Scribe)	(Block capitals please)	
Signed	Name	Date
(Head of Centre)	(Block capitals please)	

To be completed by the examiner:

Comments (if appropriate):

Signed	Name	Date
	(Block capitals please)	

FORM AA (SCR)

Transcription Cover Sheet

A transcript may be produced where a candidate's handwriting is illegible or so difficult to read that it would be beneficial for an examiner to be able to refer to a transcript of the candidate's work for clarification. The transcript must be word for word, an exact copy of the candidate's script. In Writing tests, no corrections can be made to the spelling. In Listening and Reading tests, the transcriber may write the word correctly in the transcript, but **must not** insert or omit any words, nor alter their order. If only a partial transcript is necessary, this should be done on a photocopy of the candidate's script, not on the script itself. The candidate's script must be attached to the transcript in all cases. Teaching or classroom assistants can act as a transcriber, but must have an appropriate level of knowledge of the target language.

Candidate number		Candidate name	
Centre number		Centre name	
Assessment code		Assessment title	

Have any corrections been made on the transcript or were there any problems with the production of the transcript which you consider should be drawn to the attention of the examiner and/or OCR? (The reason why the transcript was necessary must not be given.)

The attached copy of the above named candidate's script was prepared by a transcriber after the test in accordance with the guidelines.

Signed	Name	Date
(Transcriber)	(Block capitals please)	
Signed	Name	Date
(Head of Centre)	(Block capitals please)	

To be completed by the examiner:

Comments (if appropriate):

Signed	Name	Date
	(Block capitals please)	

Attached Centre Agreement Form

Please complete the details below and return this form to the Exams Officer at the parent centre of your consortium. They will then send this form to OCR.

Parent centre number		Parent centre name	
Name of consortium			

Name of your centre (maximum 30 characters):				
If your centre has an NCN¹, please indicate it here:				
Full address of your centre				
Postcode		Tel		

Name of your LA	
------------------------	--

Declaration			
I agree that my centre will conform to the consortium arrangements listed here:			
<ul style="list-style-type: none"> Any query which my centre has regarding OCR procedures will be directed to the parent centre of my consortium who will resolve the query on my behalf. My centre will supply entry details to the parent centre of the consortium accurately and promptly when requested, to ensure that the consortium meets the entry deadlines published by OCR. If there are any changes to my centre's entries between the entry deadline and the point at which my candidates sit their tests, I will immediately communicate these changes to the parent centre. OCR reserves the right to inspect any inspection venues. 			
Head of Centre			
Signature		Date	

FORM B2

¹ If your centre enters candidates for GCSE/GCE qualifications, then it will have a National Centre Number (NCN). If you are unsure of this, please contact your Exams Officer. If you do not have an NCN as you do not offer these qualifications, leave this blank.

Notification of Multiple-Site Centre Venues

This form should be completed by the administrative centre of a multiple-site organisation following Model C. If any venue details change, a new form must be completed.

Centre number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Centre name	<input type="text"/>
Academic year	<input type="text"/>						

The venues listed below will be used by this centre in the above-mentioned academic year. The Exams Officer is responsible for ensuring the secure delivery of confidential question paper materials to these venues on the day of the test(s) for which candidates are entered.

Name of venue	<input type="text"/>						
Address	<input type="text"/>						
<input type="text"/>	<input type="text"/>						
Postcode	<input type="text"/>			Tel	<input type="text"/>		

Name of venue	<input type="text"/>						
Address	<input type="text"/>						
<input type="text"/>	<input type="text"/>						
Postcode	<input type="text"/>			Tel	<input type="text"/>		

Name of venue	<input type="text"/>						
Address	<input type="text"/>						
<input type="text"/>	<input type="text"/>						
Postcode	<input type="text"/>			Tel	<input type="text"/>		

Name of venue	<input type="text"/>						
Address	<input type="text"/>						
<input type="text"/>	<input type="text"/>						
Postcode	<input type="text"/>			Tel	<input type="text"/>		

If more than four alternative venues are being used, please complete additional copies of this form and securely attach the pages together before submitting to OCR.

Declaration: I declare that the information given on this form is accurate, and that any subsequent changes will be notified to OCR in writing.							
Exams Officer	<input type="text"/>						
Signature	<input type="text"/>			Date	<input type="text"/>		

FORM C