



KEY DATES TIMETABLES 2011/12

FUNCTIONAL SKILLS
KEY SKILLS
ESSENTIAL SKILLS WALES
VOCATIONAL QUALIFICATIONS
OCR NATIONALS

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FUNCTIONAL SKILLS

Series	Entry window	Testing window	Results
July 2011	6–17 June 2011	4–8 July 2011	12 August 2011
August 2011	4–22 July 2011	8–12 August 2011	9 September 2011
September 2011	8–19 August 2011	5–9 September 2011	7 October 2011
October 2011	12–23 September 2011	10–14 October 2011	11 November 2011
November 2011	10–21 October 2011	7–11 November 2011	9 December 2011
December 2011	7–18 November 2011	5–9 December 2011	13 January 2012
January 2012	5–16 December 2011	16–20 January 2012	17 February 2012
February 2012	30 January – 10 February 2012	27 February – 2 March 2012	30 March 2012
March 2012	27 February – 9 March 2012	26–30 March 2012	27 April 2012
April 2012	19 March – 5 April 2012	23–27 April 2012	25 May 2012
May 2012	23 April – 4 May 2012	21–25 May 2012	22 June 2012
June 2012	21 May – 1 June 2012	18–22 June 2012	20 July 2012
July 2012	11–22 June 2012	9–13 July 2012	10 August 2012



Important information:

OCR assessors are not available to conduct any assessment between **18 and 31 August**.

KEY SKILLS

Entries

Series	Entry deadline
September 2011	12 August 2011
December 2011	11 November
January 2012	2 December
March 2012	10 February
May 2012	13 April
June 2012	11 May
September 2012	10 August

Tests

Series	Levels 1 and 2			Level 3			Level 4		
	AoN	Comm	ICT	AoN	Comm	ICT	AoN	Comm	ICT
September 2011	5 September	6 September	7 September	12 September	13 September	14–16 September			
December 2011	5 December	6 December	7 December						
January 2012	4 January	5 January	6 January						
March 2012	5 March	6 March	7 March	5 March	6 March	7–9 March			
May 2012	9 May	10 May	11 May	14 May	15 May	16–18 May			
June 2012	11 June	12 June	13 June				11 June	12 June	13–15 June
September 2012	5 September	6 September	7 September	10 September	11 September	12–14 September			

Results

Series	Levels 1 and 2	Level 3	Level 4
	Results issued	Results issued	Results issued
September 2011	30 September 2011	11 November 2011	
December 2011	6 January 2012		
January 2012	27 January 2012		
March 2012	30 March 2012	4 May 2012	
May 2012	1 June 2012	13 July 2012	
June 2012	6 July 2012		10 August 2012
September 2012	28 September 2012	9 November 2012	



Important information:

OCR assessors are not available to conduct any assessment between **18 and 31 August**.

KEY SKILLS

Levels 1 and 2

Series	Entry deadline	AoN tests	Comm tests	ICT tests	Results issued
September 2011	12 August	5 September	6 September	7 September	30 September
December 2011	11 November	5 December	6 December	7 December	6 January
January 2012	2 December	4 January	5 January	6 January	27 January
March 2012	10 February	5 March	6 March	7 March	30 March
May 2012	13 April	9 May	10 May	11 May	1 June
June 2012	11 May	11 June	12 June	13 June	6 July
September 2012	10 August	5 September	6 September	7 September	28 September

Level 3

Series	Entry deadline	AoN tests	Comm tests	ICT tests	Results issued
September 2011	12 August	12 September	13 September	14–16 September	11 November
March 2012	10 February	5 March	6 March	7–9 March	4 May
May 2012	13 April	14 May	15 May	16–18 May	13 July
September 2012	10 August	10 September	11 September	12–14 September	9 November

Level 4

Series	Entry deadline	AoN tests	Comm tests	ICT tests	Results issued
June 2012	11 May	11 June	12 June	13–15 June	10 August



Important information:

OCR assessors are not available to conduct any assessment between **18 and 31 August**.



ESSENTIAL SKILLS WALES

Entry deadlines

Entry Level

Candidates can be entered for Essential Skills Wales on an ongoing basis – there are no specific entry deadlines and entries are processed within 24 to 48 hours.

Levels 1–3

Candidates can be entered for Essential Skills Wales on an ongoing basis – there are no specific entry deadlines and entries are processed within 24 to 48 hours. However, for candidates who require their Essential Skills Wales results in time for submission of the results for the Welsh Baccalaureate, it is recommended that centres with accredited centre status (ACS) plan and request the moderation visit before the end of May. For centres without accredited centre status (also known as non-ACS centres) the moderation visit should be planned and requested no later than mid-May.

Assessment date/window

Entry Level

These qualifications are on-demand, portfolio-based qualifications, which can take place at any time at a centre's request. OCR-set tasks are assessed in the centre and the candidates' work is then sent by post to be moderated by an OCR examiner-moderator.

You should submit a claim at least two weeks before you expect the examiner-moderator to review your candidates' work. (Certificates will be issued 35 days after submitting your candidate work to the examiner-moderator.)

Levels 1–3

Essential Skills Wales qualifications at Levels 1–3 are centre assessed. This means that candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR visiting moderator. Assessment and moderation can take place at any time.

Once you have made your qualification entries, we will allocate a visiting moderator to your centre. The OCR visiting moderator will contact you to provisionally agree mutually convenient dates for their visit.

Results

Results for all levels (Entry and Levels 1–3) will appear on Interchange as and when results are processed and Interchange will always show the most up-to-date results information.



Important information:

OCR assessors are not available to conduct any assessment between **18 and 31 August**.



VOCATIONAL QUALIFICATIONS

Qualification	Series	Entry deadline/window	Test date/window	Results
Accounting	December 2011	4 November	1–9 December	3 February
	June 2012	4 May	1–15 June	3 August
Bookkeeping	December 2011	4 November	1–9 December	3 February
Certificates of Professional Competence (CPC)	September 2011	12 August	9 September	21 October
	December 2011	11 November	2 December	20 January
Principles of Business and Administration	November 2011	The e-test session can be scheduled at any time during the testing window. However, when the access token is created, the end date/time has to be before the end of the testing window.	10–23 November	11 January
	January 2012		12–25 January	6 March
	June 2012		14–27 June	7 August
Text Processing	November/December 2011	3 October–25 November	31 October–16 December	For Text Processing, the issuing of results may take longer than the usual 35 days (after submitting your work to the examiner-moderator). This is because the issuing of results is dependent on an adequate volume of scripts being received by OCR for quality assurance purposes.
	February/March 2012	3 January –2 March	30 January–23 March	
	February/May 2012	3 January–30 March	30 January–4 May	
	May/July 2012	10 April–8 June	8 May–29 June	
	May/August 2012	10 April–13 July	8 May–10 August	
Text Processing (shorthand)	November 2011	3–14 October 2011	3 November	6 January
	March 2012	3 January–10 February 2012	8 March	27 April
	June 2012	10 April–11 May 2012	31 May	20 July
Young Enterprise	May 2012	13 December–10 April	8 May	2 July



Nationals



Entry deadlines

Unlike general qualifications such as GCSEs or A Levels, there are no specific entry deadlines for OCR Nationals. However, you must ensure that all entries (including top-up entries) are made **at least four weeks before a planned moderation visit**. It is also good practice to make a few entries early in the course so that your visiting moderator, who will be allocated to you when you make your first entries, can provide you with support.

Assessment date/window

All of the units in each of the OCR Nationals qualifications are **centre assessed**. This means that candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR visiting moderator. **Assessment and moderation can take place at any time.**



Helpful reminder:

If candidates require their OCR Nationals results in time for university entrance or to coincide with the GCSE results release, we strongly recommend that you book your moderation visit by 15 May so that the visit takes place no later than 30 June.



Important information:

OCR assessors are not available to conduct any assessment between **18 and 31 August**.

Results

Once visiting moderation has taken place and the OCR visiting moderator has confirmed your candidates' claims, we will issue electronic results and a hard copy awarding report. We will also send candidate unit and full award certificates.

Results will appear on **Interchange** as and when results are processed and Interchange will always show the most up-to-date results information. **EDI** results are issued on a monthly basis, as shown below:

Results issued between	EDI results issue date
1–30 September 2011	7 October 2011
1–31 October 2011	11 November 2011
1–30 November 2011	9 December 2011
1–31 December 2011	13 January 2012
1–31 January 2012	17 February 2012
1–29 February 2012	9 March 2012
1–31 March 2012	5 April 2012
1–30 April 2012	4 May 2012
1–31 May 2012	8 June 2012
1–30 June 2012	6 July 2012
1–31 July 2012	10 August 2012
1–31 August 2012	14 September 2012
1–30 September 2012	5 October 2012



OCR Training

OCR Training offers a comprehensive programme of training events to provide essential support in the delivery and assessment of the full range of OCR qualifications.

Each year, we organise more than 1,500 courses of half or one day's duration at accessible locations around the UK, employing trainers who are experts in their field. We can also arrange for our courses to be delivered in-house and tailored as necessary to meet your needs.

Details of our programmes are mailed to your centre in June and December each year and are also available on the [OCR website](#). To supplement this, your centre will receive a number of other training updates as our training programme develops.

You can now search and book on training events through [EventBooker](#), our new online booking service.



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