

## **OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

### **PUBLICATION SCHEME**

#### **SECTION 1: INTRODUCTION**

##### **1. Legal requirement**

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

##### **2. What is a publication scheme?**

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

##### **3. The 'model' publication scheme for higher education**

- 3.1 Oxford Cambridge and RSA Examinations has developed the model publication scheme prepared for the Higher Education sector and is committed to publishing the information it describes.
- 3.2 This model is designed for universities across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

- 3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) website at: [www.jisc.ac.uk/index.cfm?name=mps\\_overview](http://www.jisc.ac.uk/index.cfm?name=mps_overview)

#### **4. Who we are**

Set up in October 1998 OCR is a company limited by guarantee and an exempt charity. It is a Unitary Awarding Body formed by the University of Cambridge Local Examinations Syndicate and the RSA Examinations Board. It is responsible in the UK for GCSE, AS and A levels, Certificate of Achievement, GNVQ's, NVQ's and own brand qualifications. OCR is a wholly-owned subsidiary of the University of Cambridge and is following the Higher Education Scheme.

#### **5. Accessing information covered by the publication scheme**

- 5.1 The classes of information we publish are described in the second part of the scheme.
- 5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.
- 5.3 To request information available through our publication scheme, please contact the Company Secretary.
- 5.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

#### **6. What about information not covered by the publication scheme?**

- 6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.
- 6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

#### **7. Feedback**

- 7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or feedback about this scheme should be sent in writing to the Company Secretary at the address below.

Progress House  
Westwood Business Park  
Coventry  
CV4 8JQ  
Tel: 02476 470033

- 7.2 Complaints must be submitted in writing by letter or e-mail to the Cambridge Assessment Group Finance Director:  
Mrs J Rippeth  
1 Hills Road  
Cambridge  
CB1 2EU

or [rippeth.j@cambridgeassessment.org.uk](mailto:rippeth.j@cambridgeassessment.org.uk))

We will respond to the complaint within 25 working days. The complainant will be advised that they have the right to complain directly to the Information Commissioner if they are dissatisfied with the outcome of the procedure.

## **8. Further Information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

[www.scotland.gov.uk/government/foi](http://www.scotland.gov.uk/government/foi)

## **SECTION 2: CLASSES OF INFORMATION PUBLISHED**

### **2.1 GOVERNANCE**

- Legal framework
- Governance structure
- How the Company is organised
- Company context
- Management structure

### **2.2 FINANCIAL RESOURCES**

- Finance

### **2.3 HUMAN RESOURCES/PERSONNEL**

- Employment and Employee Relations
- Equal Opportunities
- Staff Development

### **2.4 PHYSICAL RESOURCES**

- Estates

### **2.5 CANDIDATE ADMINISTRATION AND SUPPORT**

### **2.6 INFORMATION SERVICES**

- Availability and conditions of use of facilities
- Policies with regard to Data and Information

### **2.7 TEACHING AND LEARNING**

### **2.8 RESEARCH AND DEVELOPMENT**

### **2.9 EXTERNAL RELATIONS**

- Government and Regulator Relations
- Public Relations

## 2.1 GOVERNANCE

### Legal Framework

Memorandum and Articles of Association

Description	The Memorandum and Articles of Association of the Company
Availability	Hard copy from the Company Secretary
Charge	Paper copy no charge.

### Governance Structure

Memorandum and Articles of Association – as above.

Annual Report

Description	Annual Report for each year, back copies are available.
Availability	Website <a href="http://www.ocr.org.uk">www.ocr.org.uk</a> Paper copy available on application to the Marketing Department.
Charge	Web version no charge. Paper copy no charge

### How the Company is organised

Description	Various web documents describing the divisions within the company.
Availability	Website <a href="http://www.ocr.org.uk">www.ocr.org.uk</a>
Charge	Web version no charge.

## Committees

### Minutes and Papers

Description	The non-confidential minutes and papers of the Committees of the OCR Board.
Availability	Available for inspection from the Company Secretary.
Charge	No charge

## Company Context

Description	Memorandum and Articles of Association state the company's objectives.
Availability	Paper copy on request.
Charge	No charge.

## Management Structure

Memorandum and Articles of Association – as above  
Annual Report – as above

## 2.2 FINANCIAL RESOURCES

### Finance

#### Statutory Accounts

Description	Annual Statutory accounts
Availability	Paper copy from the Company Secretary or Companies House
Charge	No charge.

## 2.3 HUMAN RESOURCES/PERSONNEL

### Employment and Employee Relations

#### Human Resources Division – Policies and Guidance for Staff

Description	Documents in the following categories: Policies and Procedures - Adoption leave Alcohol and substance abuse Code of Conduct Compassionate/Family leave Conduct and Capability Dress Code Grievance Long Service Recognition Relocation Retirement Sickness absence Salary Scales Job Opportunities
Availability	Paper copy available on application to the Human Resources directorate.
Charge	Paper copy no charge.

## Equal Opportunities

Description	Documents on Equality and diversity with the following content:  Flexible working Harassment and bullying at work Maternity leave Paternity leave
Availability	Paper copy available on application to the Human Resources Directorate.
Charge	Paper copy no charge.

## Staff Development

Description	Documents on staff development with the following content: 2003-04 programme, details on the programme of training or development courses and how to book a course.
Availability	Paper copy available from the Training and Development Team.
Charge	Paper copy no charge.

## 2.4 PHYSICAL RESOURCES

### Estates

Description	Location maps of the Cambridge, Birmingham and Coventry sites.
Availability	Paper copy from the Premises Division.
Charge	Paper copy no charge.

## 2.5 CANDIDATE ADMINISTRATION AND SUPPORT

Description	Web documents available to Candidates/Parents with the following content:  Understanding the exam system Study/revision tips Exam timetables Results explained  For AS/A level GCE; GCSE; GNVQ; VCE the following are available: Data Sheets, factsheets, overview and Information briefs Mark schemes and materials Specifications and syllabuses Specimen assessment materials Student guides and materials
Availability	<a href="http://www.ocr.org.uk">www.ocr.org.uk</a> .
Charge	No charge for web document

## 2.6 INFORMATION SERVICES

### Availability and Conditions of use of Facilities

Description	Documents with the following content: Opening hours of Cambridge, Coventry and Birmingham sites for staff only. Location maps of premises.
Availability	Paper copy available from the Premises Division.
Charge	No charge for paper copy.

### Policies with regard to Data and Information

Description	Documents with the following content: Security policy Email Risk Management policy Data protection policy
Availability	Paper copy available from the Company Secretary.
Charge	No charge for paper copy.

## 2.7 TEACHING AND LEARNING

Description	<p>Web documents available to centres for General Qualifications including AEA, Entry level certificates, FSMQ, GCE, GCSE, GNVQ, Part One GNVQ, STEP and VCE:</p> <ul style="list-style-type: none"> <li>Handbook for Centres</li> <li>Administration Guide for General Qualifications</li> <li>AS/A level GCE Specifications</li> <li>Entry level and national skills specification</li> <li>GCSE specifications</li> <li>VCE and GNVQ (including Part One) specifications</li> <li>Factsheets, Specimen Assessment materials, question papers, mark schemes</li> <li>Factsheets, Specimen Assessment materials, question papers, mark schemes</li> <li>Promotional literature list</li> <li>Regulations for the conduct of exams</li> <li>Special Requirements booklet</li> <li>Comprehensive list of examination types</li> <li>Training Booklet 2003-04</li> <li>Examination Timetable 2004</li> <li>GCSE and AS/A level GCE – changes to set texts, topics and themes</li> <li>Fees Booklet</li> <li>Publications Catalogue</li> <li>Provisional Results and Services explained</li> <li>Special consideration/ Special arrangements documentation</li> <li>Publications catalogue</li> </ul> <p>Web documents available to centres for Vocational Qualifications, including Basic Skills, CLAIT, Key Skills, NVQ, Skills Test Technical Certificates and Vocationally Related Certificates:</p> <ul style="list-style-type: none"> <li>Fees Booklet</li> <li>Publications Catalogue</li> <li>Promotional literature list</li> <li>Regulations for the conduct of exams</li> <li>Special Requirement booklet</li> <li>Access to Vocational Assessment – Regulations and Guidance with relation to candidates with Particular Requirements</li> <li>Administration Catalogue for verified schemes</li> <li>Administration Catalogue for vocationally-related qualifications accredited into the National Qualifications Framework</li> <li>NVQ and verified qualifications – Centre guidance</li> <li>Internal verification guidance notes</li> <li>Joint Awarding Body guidance on Internal Verification of NVQs.</li> <li>The NVQ Code of Practice</li> <li>Training Booklet 2003-04</li> <li>Examination timetable 2004</li> <li>Publications Catalogue</li> </ul>
Availability Charge	<p><a href="http://www.ocr.org.uk">www.ocr.org.uk</a> No charge for web document</p>

## 2.8 RESEARCH AND DEVELOPMENT

Description	Web documents about OCR's programme of development: e-assessment; e-testing; e-portfolio; e-communications; e-research.
Availability	<a href="http://www.ocr.org.uk">www.ocr.org.uk</a>
Charge	No charge for web document

## 2.9 EXTERNAL RELATIONS

### Government and Regulator relations

Description	Non-confidential reports to DfES/QCA
Availability	Paper copy no charge. Analysis of Summer 2003 Results Statistics
Availability	<a href="http://www.ocr.org.uk">www.ocr.org.uk</a>
Charge	No charge for web document

### Public Relations

Description	Web documents with the following content:  Press Releases, Annual Review, Customer Charter, OCR newsletters, Back copies of newsletters available. Web links to key educational organisations.
Availability	Website <a href="http://www.ocr.org.uk">www.ocr.org.uk</a> ; paper copy available from the UCLES Public Affairs directorate.
Charge	No charge for web document or paper copies.