



Winning photo by *Linda Royston*



OCR Repository



Entry Level Functional Skills



Cover photo competition



OCR Repository

The OCR Repository is a new system which has been created to enable centres to **submit moderation samples and MFL speaking tests electronically**. Accessible via the 'Coursework and tests' section of Interchange, the Repository allows Exams Officers, Tutors and Teachers to upload work in a variety of electronic formats.

As Exams Officer, you will usually have the 'Centre Administrator' role within Interchange – this will allow you to allocate a 'Tutor/Teacher' role to other staff at your centre to enable them to upload candidates' work themselves if they wish to do so.

The Repository has a variety of benefits:

- There is a bulk upload facility, allowing you to upload work for multiple candidates simultaneously to the Repository.
- Submitting work electronically means that it can be available to moderators almost instantly, dispensing with the time and cost involved with postal submissions.
- Submitting work online via Interchange ensures greater security than postal submissions.

The Repository is the only way to submit work for the ELBS (Environmental and Land-Based Science) qualification and is an option for an increasing number of qualifications. To find out which qualifications the Repository is available for, please refer to the **Entry codes** section of the *14–19 Admin Guide*.

Hot topics! Have you used – or are you planning to use – the OCR Repository?

We would welcome feedback from those of you who have already used the Repository (what do you like or dislike about it?) – and we would also be happy to answer any comments or queries from those of you who are considering using it in the future.

Please send your comments or ideas to cast@ocr.org.uk with 'Hot Topics' in the subject line.



Dates for your diary

Internally assessed marks must reach OCR and the moderator by:

- 10 December 2009 (GCE Mathematics (MEI) units only)
- 10 January 2010 (except GCE Mathematics (MEI) and ELC Geography unit 2422)
- 29 January 2010 (ELC Geography unit 2422 only)

Internal assessment forms – January 2010

We are pleased to let you know that internal assessment forms for the January 2010 series for GCE, GCSE, Principal Learning and Entry Level units will be **available on the OCR website from November**. Many of these can be completed electronically and saved, as required.

If you have made estimated entries, we will continue to send you paper copies of these forms for all qualifications except Principal Learning units.

The internal assessment forms are subject specific and need to be completed in addition to the Internal Assessment Mark Sheets (MS1).



Online claims for OCR Nationals

In response to feedback, we are pleased to announce that we have improved the way centres claim achievements for OCR Nationals. You are now able to **claim online via Interchange** and we will no longer be sending paper claim forms following receipt of entries.

The system enables teachers to record candidates' achievements over time, eliminating the need to keep separate records. The claim can be built by adding candidates at suitable points and inputting unit grades once assessment decisions have been made within the centre. Information can be printed for your records at any stage or exported for electronic filing. Claims are also sent electronically to your Visiting Moderator, and your centre will receive information about your sample via the online system.

To set up teachers with Interchange access to the OCR Nationals claims area you should create an Interchange account with the role Tutor/Teacher.

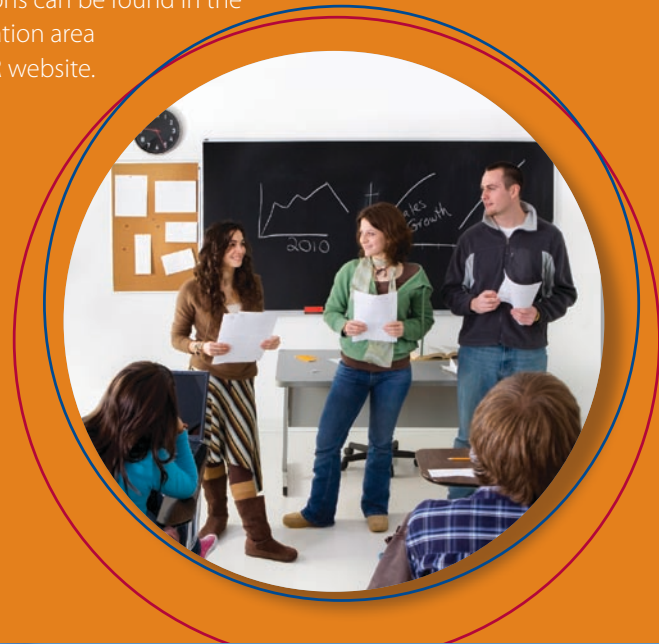
OCR Entry Level Functional Skills

The new **OCR Functional Skills Entry Level** qualifications are now ready for centres to deliver. Unlike our Level 1 and 2 Functional Skills, for Entry Level, there is no need to make entries. All assessment materials are available to download from the OCR website and are designed to be marked by centre tutors and assessors, internally moderated and then sent to OCR for external moderation. When sending work for external moderation you also need to download and complete a cover sheet.

Any existing OCR centre that offers Level 1 and 2 Functional Skills or Skills for Life qualifications in England will automatically be approved – a letter will have already been sent to your centre confirming this. However, centres offering GCSEs in the relevant subject or other similar qualifications will need to apply for approval.

As no entries are made for these qualifications, you will not automatically be allocated an OCR examiner-moderator. A letter will be sent to you on approval, which will include an email address to use when requesting a named OCR examiner-moderator when you want to submit work for moderation for the first time.

More information on the administration of these qualifications can be found in the Administration area of the OCR website.



New e-test software – Over the coming months OCR will be updating the software used for on-screen Key and Basic Skills tests. Look out for information concerning the release of the new software, which will give you advance notice of installation dates.

Taking your professional development to **another** level

As we enter a new period of change within the exam community there is an even greater need for all Exams Office staff to address their personal development. To manage and administer existing and new exam systems there will be a demand for more experienced and qualified Exams Office staff across the education spectrum.

So, whether you are new or experienced, the **Examination Officers' Association** is committed to helping to develop a professionally trained workforce through its suite of qualifications which you can access online from the comfort of your centre or home. This online provision, which is linked to a workshop programme, should you need it, will allow you to acquire your professional qualifications quickly alongside your busy role.

The EOA CPD provision is now on the Training and Development Agency's (TDA) website at www.tda.gov.uk, with funding available for support staff to help support your personal development in this area and in all centres within your Local Authority.

The EOA is working closely with the DCSF, QCDA, OCR, and other awarding bodies and stakeholder groups such as the Association of Colleges, to help develop our Exams Office community.

For more information, visit our website at www.examofficers.org.uk, or email us at info@examofficers.org.uk



Jan Martin - EOA CPD Manager



Examination
Officers' Association

The new Qualifications and Credit Framework

The structure of vocational qualifications is changing as they transfer to the Qualifications and Credit Framework (QCF), the new credit-based qualifications framework (we are informing centres before each qualification is added to the QCF). However, you will make entries as normal, via Interchange or EDI. When you make a claim, you will be able to do this quickly and easily online via Interchange. Regardless of the way the qualification is assessed, you will use the same claim approach. There will be no duplication, no complex paperwork and you will be able to track your claim at the click of a button. Your results will be available via Interchange and your certificates will be sent as usual as soon as your results are processed.



Key Skills spreadsheet

We are pleased to announce improved Key Skills test entry functionality via Interchange.

When you upload an Excel spreadsheet containing your test entries for Key Skills qualifications, Interchange will now automatically check the contents of the spreadsheet and highlight any errors it finds.

This will enable you to identify and resolve any errors before your spreadsheet is sent to us, which, in turn, will help prevent unnecessary delays with processing your entries. In addition, this new functionality will save you time by auto-populating some fields with information that OCR already holds, such as your centre number.

If your centre makes Key Skills test entries via Interchange using a spreadsheet, please make sure that you update any saved versions with the updated spreadsheet template (downloadable from Interchange). This will help ensure your submissions are successfully and speedily processed.



JCQ and you

You should have recently received your JCQ pack for the 2009/10 academic year. The pack contains essential JCQ documents for the administration of exams and assessments.

New this year is the JCQ publication *Instructions for conducting controlled assessments*. Additionally provided in hard copy format is the pink booklet, *Access Arrangements, Reasonable Adjustments and Special Consideration*, and the yellow 'ICE' booklet, *Instructions for conducting examinations*. We have also provided the Notice to Candidates, the Warning to Candidates and the No Mobile Phone posters in hard copy format. Accompanying the pack is a CD which will enable you to print further copies of the booklets and notices, as well as other forms.

The JCQ particularly welcomes comments from Exams Officers as to how these documents may be improved in future years, examples of good practice in centres, or hints and tips which may benefit other Exams Officers up and down the country. Please feel free to send your comments and suggestions to Nick Lait, Servicing Officer, JCQ at laitn@jcq.org.uk

For more information, visit our website at www.jcq.org.uk



You should, by now, have received the **Admin Guides for 2009/10**. These have been completely revised to make them more user-friendly. We would be delighted to hear your feedback – please email cast@ocr.org.uk

Diploma support

To help centres administer OCR Diplomas, we have issued a new *Diploma Admin Guide* together with useful information sheets, which are now available on the OCR website. You can find full details of the qualification codes and availability in the *14–19 Admin Guide*.

In addition, QCDA, in collaboration with awarding bodies, will be running 16 training events across the country to help prepare Exams Officers for all aspects of Diploma administration. Further details can be found at www.qcda.gov.uk



Estimated entries

Your estimated entry data is now available on Interchange for June 2010. Please review and revise your estimates for all the assessments you intend to enter. This information enables us to supply you with the materials you will need to deliver the qualification. Don't forget to add any assessments you are doing for the first time (including new GCE and GCSE specifications) and set to zero those you no longer offer.

Final resit for legacy GCEs

Don't forget that the last time you can make legacy A2 GCE re-sit entries is for the June 2010 series. Please check the *14-19 Admin Guide* for details.

Certificates

June 2009 series certificates will be with you by 31 October. If you find you are missing any, let us know by 30 November to get a free re-issue.

If you need to make changes to your candidates' personal details, a charge of £33 will be made for replacements. Requests must be submitted by 30 April 2010, after which you will receive a certifying statement of results.



Paperless entries

As the January 2010 final entry deadline approaches for general qualifications, don't forget that we no longer accept paper-based entries or amendments; these should be submitted via EDI or Interchange.

Controlled assessment for new GCSEs

Controlled assessment is internal assessment which is completed in a supervised environment and replaces coursework in GCSEs from September 2009. Materials required to deliver controlled assessment for GCSE specifications are now available to download from Interchange in the 'Coursework and tests' area.

More information on controlled assessment is available on the OCR website, where you can download a *Guide to Controlled Assessment* and a Teacher Handbook for each specification. Don't forget to consult the Jcq guide, *Instructions for conducting controlled assessments*, for further information about the regulations.

activeresults

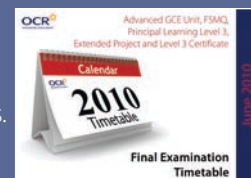
OCR's new results analysis service was launched on 16 March, with centres offering OCR's GCSE Twenty First Century sciences and GCSE Gateway sciences being the first to benefit. At the beginning of September we also added GCSE Maths & GCSE ICT to the service. Teachers and exams officers will require the 'Teacher/Tutor' role in Interchange to access the service.

For more information on Active Results please visit:

www.ocr.org.uk/interchange/active_results.html

Timetables

Thank you to all who submitted comments on the provisional timetables. Where possible, we have worked with the other awarding bodies to accommodate any changes. We do appreciate that timetabling is becoming more challenging and, with this in mind, we'll be providing more information about how timetables are constructed in a future issue of this publication.



In addition, as the vast majority of centres use either their MIS or the QCDA online tool to create personalised timetables, OCR timetables will no longer be available in hard copy. If required, you will still be able to download copies from our website.

Timetable variations and candidates who arrive late

There are some important changes to the Jcq ruling regarding the application for a timetable variation and candidates who arrive late. To find out more about these changes, see sections 2.9 (timetable variations) and 12.4 (candidates who arrive late) of the Jcq *Instructions for conducting examinations*, available at www.jcq.org.uk

Up-to-date contacts

Email is becoming an increasingly popular method of communication between awarding bodies and centres.

One particular area where OCR is increasing the use of email is for the moderation process, including requests for samples of work and identification of clerical errors.

You should have recently received Jcq's NCN annual update to check and amend. It is vitally important that you check your contact details carefully, in particular, ensuring you provide an up-to-date centre email address, which is in regular use. You should ideally use an address such as 'examsofficer@' or 'exams@' rather than a personal or named address.

If your email details change after you have returned your NCN update, please fax the updated details on centre-headed paper to the National Centre Number Register on **01223 552646**.

Key dates – June 2009 series

Results

Requests for non-priority scripts to be received by OCR by	4 October 2009
Certificates will be despatched by	31 October 2009

Key dates – January 2010 series

Entries

Final unit and certification entries to be received by OCR by	21 October 2009
Final entry withdrawals, to be eligible for refunds, must be received by OCR no later than	21 November 2009

Access Arrangements

Access arrangement applications not involving modified question papers to be received by OCR by the start of the two-year course and at the latest by	21 October 2009
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Internal Assessment

Centre coursework marks for GCE MEI Mathematics to be received by OCR by	10 December 2009
Centre coursework marks for GCE (except MEI Mathematics), GCSE, Entry Level Certificate (except Geography unit 2422), Principal Learning and Extended Project to be received by OCR by	10 January 2010
Centre coursework marks for Entry Level Certificate Geography unit 2422 to be received by OCR by	29 January 2010

Timetable

Timetable deviation applications to be received by OCR by	10 December 2009
Final date for requesting transferred candidate arrangements	1 December 2009
Main period of examinations	11 January – 3 February 2010

Key dates – March 2010 series

Entries

Basedata will be available on the OCR website by	19 October 2009
Final entries to be received by OCR by	21 January 2010

Access Arrangements

Access arrangement applications involving modified question papers to be received by OCR by	30 November 2009
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Other key dates

Functional and Key Skills November 2009 test entry closing date	9 October 2009
NQF Timetabled December 2009 test entry closing date	3 November 2009
Key Skills December 2009 test entry closing date	13 November 2009
Functional & Key Skills January 2010 test entry closing date	4 December 2009



Candidate initials – When entering candidates or claiming certificates for vocational qualifications, please take care only to enter middle initials when completing the initials field. This will ensure that certificates are correct when received.



Interchange access – Has an Interchange user recently left your centre? If so, please don't forget to delete their account – this is important for the security of your centre's online exam data. Anyone with 'Centre Administrator' access at your centre can do this quickly and easily via the 'Admin' area of Interchange.

Get snappy

Congratulations to the winner of our cover competition, **Linda Royston**, who recently retired from The Keighley Training Group, Keighley. A **£50** Amazon voucher is on its way!

Thanks to everyone who entered – please keep them coming for our January edition. Email your photos to **cast@ocr.org.uk**. Please check out the Exams Officer section of the OCR website for more information and Terms and Conditions.



OCR Customer Contact Centre

Vocational qualifications

Telephone 024 76 851509
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Email vocational.qualifications@ocr.org.uk

General qualifications

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Facsimile 01223 552627
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