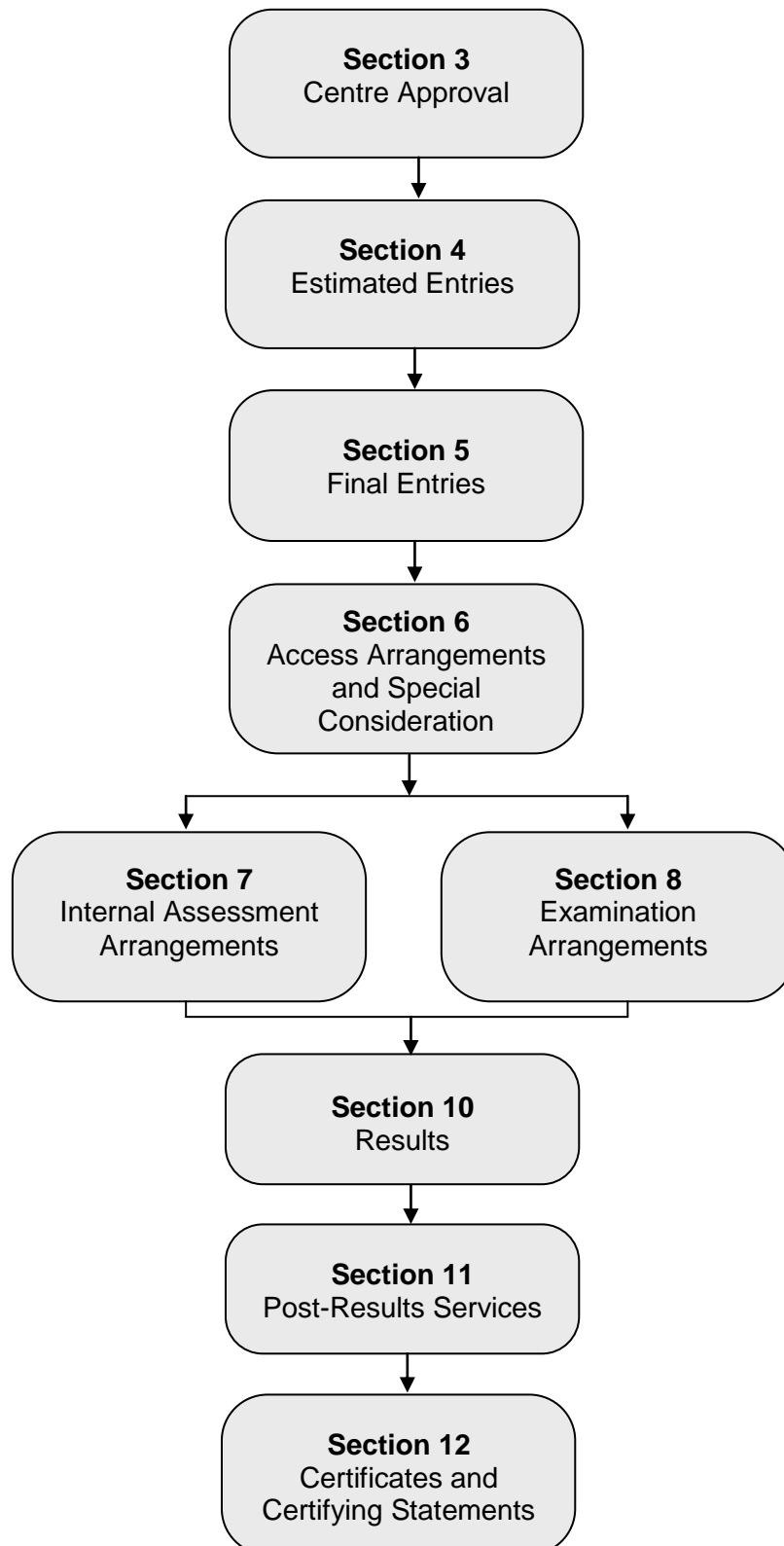# CAMBRIDGE NATIONALS

ADMIN GUIDE 2012/13

Overview

The following flow chart provides a brief summary of how Cambridge Nationals are delivered. Each section is explained more fully within the *Guide*.

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Contents

1 Introduction

This Admin Guide is designed to assist exams officers and teachers with the administration of Cambridge Nationals. Centres with existing entries for the OCR Nationals qualifications should refer to the *Admin Guide: OCR Nationals*, which is available on the OCR website at www.ocr.org.uk/administration/documents/vocational.aspx.

1.1 What are Cambridge Nationals?

Cambridge Nationals were created in partnership and in consultation with students, teachers, education specialists and employers to ensure that they reflect the real world and prepare students for future study and the workplace. Aimed at 14- to 16-year-olds, the Cambridge Nationals are vocationally-related qualifications that take an engaging, practical and inspiring approach to learning and assessment. They are industry-relevant and geared to key sector requirements, and they suit a broad range of learning styles and abilities.

Cambridge Nationals qualifications follow many of the administrative processes of 14–19 qualifications, so centres which already offer these will be familiar with these processes. However, please note that **the administration of Cambridge Nationals is very different from that of OCR Nationals, so this guide should be read carefully**.

1.2 Accreditation update

The Cambridge Nationals in the following subjects are accredited at Level 1/2:

- Business and Enterprise
- Health and Social Care
- ICT
- Science
- Science in the Workplace (awaiting accreditation)
- Sport Science
- Sport Studies.

For details of our Cambridge Technicals at Level 2 and Level 3, which are aimed at 16- to 19-year-olds, please visit www.cambridgetechnicals.org.

1.3 Qualification structure

Each subject within Cambridge Nationals contains a number of qualifications, each building on the previous. Please note that not all sizes of qualification are available in all subjects (see Section 13 for details of available qualifications).

Qualification	Total guided learning hours (glh)	Qualifications of same level/ similar size
Award	60	1 GCSE Short Course
Certificate	120	1 GCSE
Diploma	240	1 GCSE Double Award

Cambridge Nationals qualifications are unitised, so you will need to make both unit and certification entries (see Section 5). Like GCSEs and A Levels, these qualifications are series-based. In the academic year 2012/13, there will be a January and a June series. From 2013 onwards, a November series will also be available for the OCR Repository and postal moderation options for internally assessed units.

1.4 Obtaining further support and information

OCR website

The best way to obtain up-to-date information is via the OCR website at www.ocr.org.uk. The website includes essential support materials including specifications, model assignments, brochures and datasheets, together with details about entries (including basedata), results and fees. New administrative and qualification information is added regularly.

In addition, Cambridge Nationals have a dedicated website at www.cambridgenationals.org.uk.

Interchange

Interchange (https://interchange.ocr.org.uk) is a free, secure website that has been developed to help exams officers and teachers carry out day-to-day administrative functions online quickly and efficiently. The site allows you to check your approval status, make and view entries, submit marks and view results. As Interchange is updated daily, it is always the place to view the most accurate information. In order to use Interchange for the first time, you just need to register your centre by returning the Interchange Agreement, which can be downloaded from the OCR website at www.ocr.org.uk/interchange/.

OCR support and training

OCR's Customer Admin Support Team (CAST) offers free training specifically for groups of exams officers, as well as attending network meetings. To find out more about the training we can offer to give you more confidence in administering OCR qualifications, or to invite us to your network meetings, please see www.ocr.org.uk/examsofficers/training or email the team at cast@ocr.org.uk.

We also offer professional development for teachers. You can find out what professional development is available for each qualification by accessing our new self-managed learning site at www.ocronlinetraining.org.uk. Our professional development includes online training, a series of 'not to be missed' premier events and face-to-face training. If you would like more information, please contact us at professionaldevelopment@ocr.org.uk.

Community

Our social network site enables teachers to share best practice, offer guidance and upload and access a range of support materials such as lesson plans, presentations, videos and links to other helpful sites. Visit www.social.ocr.org.uk to find out more.

1.5   Contacting OCR

For general enquiries, please contact the OCR Customer Contact Centre:

Telephone:	01223 553998 (08:00–17:30 Monday to Friday)
Fax:	01223 552627
Email:	general.qualifications@ocr.org.uk
	(Please include centre name and number in the email.)
Post:	OCR, 1 Hills Road, Cambridge, CB1 2EU

As part of our quality assurance programme, calls may be recorded or monitored for training purposes.

For email communications, please note that we may not be able to provide specific information unless a centre email address (and not a personal email address) is used. When providing your contact details, please ensure that the email address you provide is either the main email address of the centre or the email address of the person responsible for the administration of exams. Personal email addresses should not be used.

2 Key dates

This table shows the key dates of the assessment year month by month. **All deadline dates are important; please ensure they are met.** The statements in *italic* are included as helpful reminders to centres.

	Date	Action
September		*Collect information on likely entries for January 2013 series and liaise with your SENCO for information on any access arrangements.*
	14	January 2013 basedata available on the OCR website.
	21	Deadline for estimated entries and consortia forms for January 2013 series.
	30	Deadline for returning the form 'Request for Welsh Medium Papers' for January 2013 series.
October	4	Deadline for applications for access arrangements involving modified question papers for January 2013 series.
	10	Deadline for estimated entries and consortia forms for June 2013 series.
	10	Deadline for returning the form 'Request for Welsh Medium Papers' for June 2013 series for centres entering for visiting moderation.
	21	Deadline for final entries for January 2013 series.
	21	Deadline for applications for access arrangements for January 2013 series (other than modified question papers).
	22	Late January 2013 final entries attract Stage 1 late entry fees.
November		*Check certification warning reports for January 2013 series and, using Interchange, check that candidate details are correct – send amendments electronically to OCR.*
	16	June 2013 basedata available on the OCR website.
	21	Last date for January 2013 entries to be withdrawn with refund of entry fees.
	22	January 2013 late entries and changes of tier attract Stage 2 late entry fees.
December		*Collect information on candidates who may need access arrangements for June 2013 series.*
	1	Deadline for requesting transferred candidate arrangements for January 2013 series.
	10	Deadline for marks to reach OCR for January 2013 units with visiting moderation.
	10	Date by which centres with entries for visiting moderation should have heard from their visiting moderator to arrange a visit for January 2013 series.
January	9 Jan– 1 Feb	JANUARY EXAMINATIONS Applications for special consideration must be made within 7 days of the examination.
	10	Deadline for marks to reach OCR for January 2013 units with moderation via post or the OCR Repository.
	15	Deadline for returning the form 'Request for Welsh Medium Papers' for June 2013 series for centres not entering for visiting moderation.
February		*Collect information for final entries for June 2013 series.*
	21	Deadline for final entries for June 2013 series.
	21	Deadline for applications for access arrangements involving modified question papers for June 2013 series.
	22	Late June 2013 entries attract Stage 1 late entry fees.
	27	Last date for withdrawing or amending January 2013 entries.
March		*Check resit entry requirements.*
		Enquiries about results for January 2013 series.
	6	Restricted release of EDI and Interchange results and moderator reports for January 2013 series.
	7	Release of results to candidates for January 2013 series.
	21	Last date for June 2013 entries to be withdrawn with refund of entry fees.
	21	Deadline for applications for access arrangements for June 2013 series (other than modified question papers).

	Date	Action
March	**21**	Last date for entering June 2013 resit entries following the issue of the January 2013 results without incurring late entry fees.
	21	Deadline for applications for access arrangements involving modified question papers for June 2013 series for those candidates taking resits following the publication of January 2013 results.
	22	June 2013 late entries and changes of tier attract Stage 2 late entry fees.
	28	Date by which centres with entries for visiting moderation should have heard from their visiting moderator to arrange a visit for June 2013 series.
	31	Deadline for marks to reach OCR for June 2013 units with visiting moderation.
April		*Check certification warning reports for June 2013 series and, using Interchange, check that candidate details are correct – send amendments to OCR.*
	15	Deadline for requesting transferred candidate arrangements for June 2013 series.
	16	Deadline for receipt of enquiries about results for January 2013 series.
	16	Deadline for receipt of missing and incomplete results queries for January 2013 series.
	16	Deadline for late certification requests for January 2013 series.
	17	Earliest date scripts will be returned to centres for January 2013 series.
	28	Deadline for the submission of script requests for January 2013 series.
May	**13 May– 25 Jun**	JUNE EXAMINATIONS Applications for special consideration must be made within 7 days of the examination.
	15	Deadline for marks to reach OCR for June 2013 units with moderation via post or the OCR Repository.
	31	Latest date for receipt of certificates by centres for January 2013 series.
June	**10**	Latest date for the receipt of scripts by centres for January 2013 series.
	12	Earliest date for the disposal of scripts by centres for January 2013 series.
	30	Deadline for free replacement certificate requests for January 2013 series.
August		*Enquiries about results for June 2013 series.*
		Check resit requirements.
	14	Last date for withdrawing or amending June 2013 entries.
	21	Restricted release of EDI and Interchange results and moderator reports for June 2013 series.
	22	Release of results to candidates for June 2013 series.
September	**20**	Deadline for receipt of enquiries about results for June 2013 series.
	20	Deadline for receipt of missing and incomplete results queries for June 2013 series.
	20	Deadline for late certification requests for June 2013 series.
	21	Earliest date scripts will be returned to centres for June 2013 series.
October	**4**	Deadline for the submission of script requests for June 2013 series.
	31	Latest date for receipt of certificates by centres for June 2013 series.
November	**16**	Latest date for the receipt of scripts by centres for June 2013 series.
	23	Earliest date for the disposal of scripts by centres for June 2013 series.
	30	Deadline for all replacement certificate requests for January 2013 series.
	30	Deadline for free replacement certificate requests for June 2013 series.

3 Centre Approval

If your centre is already approved for GCSEs, A Levels, Level 1/2 Certificate, Level 2 Award or Principal Learning qualifications with OCR, you will automatically be approved to offer Cambridge Nationals. However, if you do not already offer 14–19 qualifications with OCR, please follow the instructions below to apply for centre approval.

3.1 Applying for centre approval

To apply for centre approval, you need to complete an application form. Please contact the OCR Customer Contact Centre to request a form. The form asks for general information about the centre and for more specific details about the way the centre will deliver the qualifications for which it seeks approval. Completed forms should be returned to OCR Centre Services, 1 Hills Road, Cambridge, CB1 2EU, or by fax to 01223 552646.

When we receive the completed form, we may contact other awarding bodies for references, arrange for a JCQ representative to visit your centre or carry out a credit check, depending on your circumstances. For more information about JCQ representative visits, please see the *General Regulations for Approved Centres*, which is available to download from the JCQ website.

All changes of centre address should be sent to the Centre Services Team on centre-headed paper.

3.2 Credit checking

If you are a company, sole trader or partnership, we have a credit checking process in place to help us verify your credit worthiness. You need to have been established, and trading on credit terms, for a minimum of six months and be able to supply us with two credit references (banks, solicitors and accountants are not considered as trade creditors and cannot be used as referees).

If you cannot satisfy these requirements then we will be unable to process your application; however, we can review your application after six months of trading. If you cannot satisfy these requirements but think there are extenuating circumstances, please email the details to the Customer Contact Centre at general.qualifications@ocr.org.uk.

4   Estimated Entries

Key points

- Estimated entries are required for both the January and June series.

- Estimated entries are essential, particularly if you have selected visiting moderation. If they are not made in time, we cannot guarantee we will be able to allocate a visiting moderator.

- Estimated entries can only be submitted via Interchange.

4.1   Estimated entries

Estimated entries are your centre's best projection of the number of candidates that will be entered for a unit or option in a particular series. **They are not required at certification level.** Estimated entries are free and do not commit your centre in any way. They are used by OCR to:

- Send pre-release and early examination and internal assessment materials

- Allocate visiting moderators to centres

- Ensure enough examiners and moderators are recruited and trained

- Ensure enough assessment materials are available for centres.

If you do not have estimated entries, you will not receive despatches of pre-release and early examination and internal assessment materials when you require them. If you have chosen visiting moderation for any of your units, **OCR will not be able to allocate a visiting moderator to your centre** and may need to transfer your entries to the postal moderation option.

4.2   How to submit estimated entries

Estimated entries can only be submitted through Interchange (https://interchange.ocr.org.uk). Just log in to Interchange, hover over 'Entries' in the left-hand menu and then click on 'Submit estimated entries'. Please make sure you select the right entry option. For internally assessed units, the four-digit unit code is suffixed as follows:

Option code	Represents
A	Moderation via the OCR Repository
B	Postal moderation
C	Visiting moderation

Please note: It is important that you choose the most appropriate moderation method for your centre. For more information about choosing the right moderation method, please see Section 7.1.

For the ICT examined unit R001, 'Understanding computer systems', assessment is available in Welsh for centres in Wales. To enter for this, select the entry code 'R001W'. (See Section 9.)

At this stage, OCR does not need full details of the candidates; these will be required when you make final entries (see Section 5.5).

4.3   Estimated entry deadlines

Deadlines for submitting estimated entries are as follows:

Series	Deadline
January 2013	21 September 2012
June 2013	10 October 2012

4.4   Amending estimated entries

If your centre's requirements change after you have submitted estimated entries, you can amend your estimates via Interchange until the relevant final entry deadline (see Section 5.3). However, this facility should only be used to make minor changes to ensure we despatch enough materials to meet your needs.

5   Final Entries

5.1   What are final entries?

Final entries provide OCR with detailed data for each candidate, showing each assessment to be taken. Final entries are used by OCR to:

- Personalise key documents with candidates' details

- Send centres essential assessment materials, such as question papers

- Establish which moderation method you wish to use for internally assessed work (see Section 7)

- Allocate moderators to centres

- Send administrative materials to centres

- Supply candidates with results.

Centres must make individual **unit entries** for each unit a candidate intends to complete. In addition, in order for candidates to achieve the full qualification once they have completed the necessary units, **certification entries** must be made.

5.2   Entry rules

There are no resit rules for Cambridge Nationals; candidates may resit units as many times as they wish. Centres simply need to make the required unit entries. The best result will then count towards certification.

To retake a Cambridge National qualification, candidates can resit all units or resit some units and re-use others. The best result for each unit will then count towards certification.

However, candidates may only re-enter for certification if they have retaken at least one unit which was used towards the first certification result or, where there are optional units, if they have taken another option. Otherwise, candidates may not re-certificate with a set of unit results which is identical to that which existed previously, whether for the purpose of getting all their subject grades on the same certificate or for any other reason.

There are no terminal rules for Cambridge Nationals.

Entries for tiered units

The Cambridge Nationals in Science and Science in the Workplace* include tiered externally assessed question papers at Level 1 and Level 2 with some overlapping questions, allowing candidates performing at the top of Level 1 to achieve a Pass grade at Level 2.

The entry option 'A' is used for the Level 1 tier and the entry option 'B' is used for the Level 2 tier. In the Level 1 tier option, the maximum uniform mark available will be equivalent to a bottom grade Pass at Level 2.

* Science in the workplace is currently waiting accreditation.

Entering for qualifications of different sizes

Candidates may certificate for the Award, Certificate and Diploma concurrently, or they may certificate for a qualification of one size and later certificate for a larger qualification, with the units used towards the first qualification being reused towards the subsequent qualification(s).

5.3   Deadlines for submitting final entries

Series	Deadline
January 2013	21 October 2012
June 2013	21 February 2013

Resit entry deadlines

Where a candidate is resitting exactly the same Cambridge National unit in June as taken in January, the entry deadline of 21 February is extended as follows:

Resit series	Original entry series	Deadline
June 2013	January 2013	21 March 2013

Late entries

Centres should make entries as soon as possible as essential administrative and exam materials will be despatched following their receipt. We cannot guarantee that materials (e.g. question papers) will be supplied on time if you submit entries within two weeks of a timetabled exam. Late entry fees will apply to entries made after the deadline (see Section 5.4).

Due to the availability of moderators, we may not be able to accommodate late entries for internally assessed units using the visiting moderation method. If this is the case, we will ask you to amend your entries to either the OCR Repository or postal moderation option.

Entry amendments and withdrawals

Please double-check all entry information (see Section 5.10) prior to the examination period. If changes need to be made, you should make the amendments and/or withdrawals via Interchange or EDI by the following deadlines (hard copy amendments will not be accepted):

Series	Deadline
January 2013	27 February 2013
June 2013	14 August 2013

After these deadlines, only corrections to a candidate's name, date of birth, UCI or ULN will be accepted and we do not process electronic amendment files – this is to avoid any mismatch of entry and results data. Amendments should be faxed to the Centre Services Team on 01223 552742 on centre-headed paper. We may request a copy of a legal document (birth certificate or passport) where proof of identity is necessary.

Where a candidate sits an examination but has no entry or is incorrectly entered for a different option/tier (referred to as a 'pirate candidate'), please ensure that you submit an entry amendment via either Interchange or EDI **immediately** after the examination.

Please note that centres will not be informed of the outcome of external moderation until results publication (see Sections 7.10 and 10.2). If you choose to withdraw any candidates at moderation stage, refunds will not be available for the entry fees.

5.4   Entry fees

A basic charge is made for every final unit entry; certification entries are free. Details of fees are provided in the OCR Fees List, which is available at www.ocr.org.uk/fees. **Unit entries made after the final entry deadlines will incur late entry fees.**

Late entry dates and charges

Submitting entries accurately and on time is critical to the successful delivery of OCR's services to centres. Entries received after the advertised deadlines can ultimately jeopardise the final production and delivery of results. Late entry fees are, therefore, applied in addition to the original entry fee, both to recover the costs associated with the additional processing requirements and to encourage centres to submit entries by the deadlines. Full details are provided in the OCR Fees List; however, the following table provides a summary of when late entry fees will be applied:

Series	Entry deadline	Stage 1 late entry fees	Stage 2 late entry fees	Refunds for withdrawn entries available until
January 2013	21 Oct	22 Oct–21 Nov	22 Nov onwards	21 Nov
June 2013	21 Feb*	22 Feb–21 Mar	22 Mar onwards	21 Mar

* See Section 5.3 for resit entry deadlines.

Refunding withdrawn entries

Withdrawals received up to one month after the entry closing date will be refunded automatically.

Withdrawals received more than one month after the entry deadline will not be eligible for a refund. The only exceptions to this are candidates withdrawn on medical grounds or following bereavement – OCR will refund these entry fees if they are withdrawn up to one week before the results publication date (see Section 10.2). These cases must be supported by a medical certificate or, in the case of a bereaved or deceased candidate, a letter on centre-headed paper. To claim a refund, please forward the supporting documentation together with a copy of the invoice to OCR Sales Ordering, Finance Division, 1 Hills Road, Cambridge, CB1 2EU.

Querying a fees invoice

To query an invoice, please forward a copy of the invoice and supporting documentation to OCR Sales Ordering, Finance Division, quoting your centre number and invoice number in all correspondence.

5.5   What entry information is required?

Qualification details

Entries are made using a four-digit entry code and option code. These details are provided in Section 13. The option code can represent any of the following:

- **A choice between methods of moderation** – For internally assessed units, you can choose moderation via the OCR Repository, postal moderation, or visiting moderation.

- **A choice between tiers** – For Cambridge Nationals in Science and Science in the Workplace* only. See Section 5.2.

- **A choice between languages** – For ICT Unit R001 only. This unit is offered in Welsh as well as English, and the option determines the language in which the candidate will take the assessment. See Section 9.

* Science in the workplace is currently waiting accreditation.

Candidate personal details

You need to provide the following personal details for each candidate:

- **Name** – Ensure names can be verified in future against legal documents. You should enter candidates under names that can be verified against suitable identification, such as a birth certificate, passport or driver's licence. You may need to check that the name that they are using within the centre is their legal name rather than a 'known as' name. This helps prevent issues at a later date, when they need to verify that they are the person named on the certificate. Please ensure candidates know the name they are entered under and use that on their exam script.

- **Date of birth** – Be careful not to transpose the information. We often get requests to swap the date and month.

- **Gender** – This is mandatory.

The candidate's name and date of birth appear on the certificate exactly as you make the entry so, if the details you provide are not correct, making changes after the certificate has been issued will mean you have to pay for replacement certificates (see Section 12.1).

Candidate number

Candidates must be allocated a four-figure candidate number, which they will need to write on their question papers. Centres normally allocate these candidate numbers at the time of entry. You should ensure that the four-figure candidate numbers are unique for the series. **Candidate numbers cannot be changed during a series.** If you can, it is best to use the same candidate number throughout the candidate's exam career.
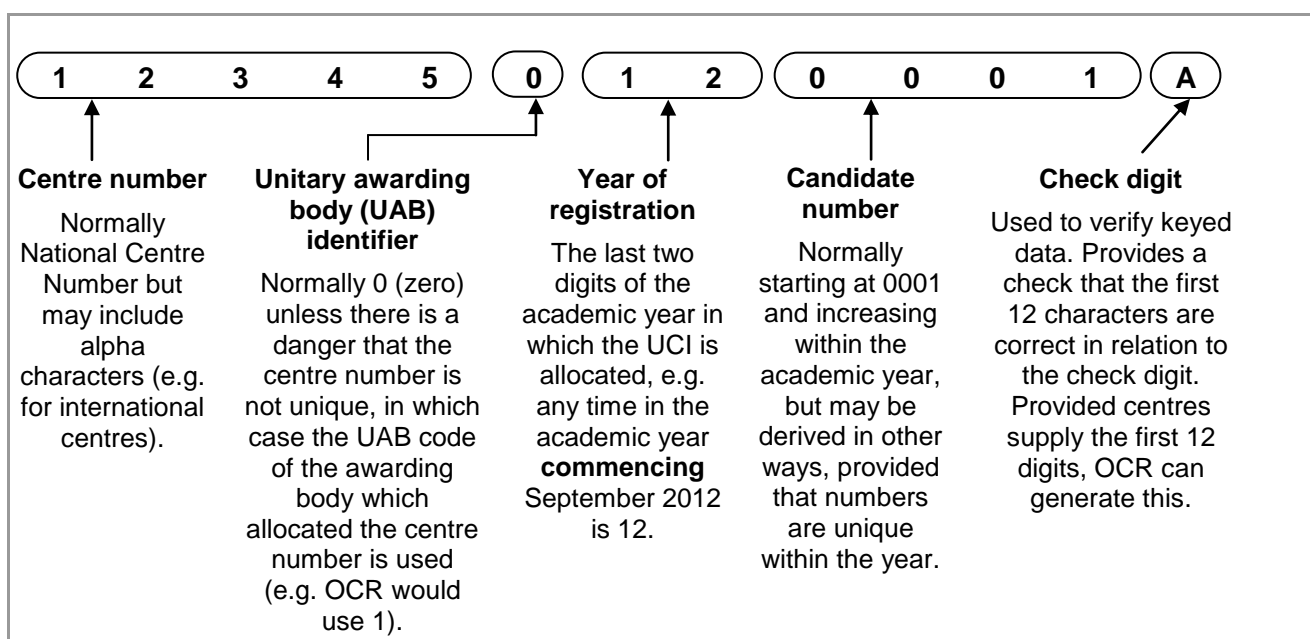
Unique candidate identifier (UCI)

The unique candidate identifier (UCI) is a 13-character code which is used as a unique attribute in addition to a candidate's name, gender and date of birth. The UCI is used mainly to link a candidate's unit results across series for all of their entries so that they can be certificated. Therefore, **candidates must not be issued multiple UCIs**. A candidate's UCI should remain with them even if they move to a different centre or progress to higher qualifications. If you find that a candidate has more than one UCI, you need to fax our Centre Services team with details of the UCIs in use and the candidate's name on centre headed paper to 01223 552646. We will then merge the candidate details.

Any entries submitted without a UCI will be rejected and you will be requested to supply them.

Examination administration software packages will usually have the facility to generate UCIs. Please check with your software provider. A UCI check character calculator is provided on the OCR website.

The following diagram shows the components of a UCI:

Centre number	**Unitary awarding body (UAB) identifier**	**Year of registration**	**Candidate number**	**Check digit**
Normally National Centre Number but may include alpha characters (e.g. for international centres).	Normally 0 (zero) unless there is a danger that the centre number is not unique, in which case the UAB code of the awarding body which allocated the centre number is used (e.g. OCR would use 1).	The last two digits of the academic year in which the UCI is allocated, e.g. any time in the academic year **commencing** September 2012 is 12.	Normally starting at 0001 and increasing within the academic year, but may be derived in other ways, provided that numbers are unique within the year.	Used to verify keyed data. Provides a check that the first 12 characters are correct in relation to the check digit. Provided centres supply the first 12 digits, OCR can generate this.

Unique learner number (ULN)

The unique learner number (ULN) is a personal ten-digit number, which is used to ensure funded learner achievement information can be provided to the Personal Learning Record service. It is also essential for candidates taking a 14–19 Diploma programme of study as it is used to link the Diploma component results together for Diploma certification.

If you do not have a ULN, the ULN field should be left **blank**; you **must not** add a piece of placeholder text, such as '9999999999' or 'TBC'.

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 on 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 achievement data to the Personal Learning Record service or Diploma component results to the Diploma Aggregation Service until the ULN and candidate details held by OCR match the records held by the LRS.

5.6   Private candidates

OCR examinations are designed primarily for candidates who follow courses of study at schools and colleges acting as registered centres. It is recognised, however, that there are learners who may not attend schools or colleges but who may wish to enter for OCR assessments. Such individuals are referred to as private candidates and must enter through a registered centre. If you wish to make an entry for a private candidate, please ensure that the 'Private' status is selected. It is also good practice to ask private candidates if they have any entries at another centre. This then helps to avoid timetable clashes when the exams take place. Our *Guidance for Private Candidates* is available to download from the OCR website.

5.7   Methods of submitting final entries

There are two methods of submitting final entries:

- **Interchange** – OCR's secure extranet (https://interchange.ocr.org.uk). If your centre does not currently have an Interchange account, please complete and return the Interchange Agreement, which can be downloaded from the OCR website, to receive your login details. If your centre has an account but you are a new user, or your existing account needs to be updated, please contact your Centre Administrator (usually the exams officer).

- **EDI (Electronic Data Interchange)** – An electronic method of transmitting entry and results data to and from OCR. The JCQ A2C migration application has replaced the old system, allowing centres to transmit entry and results data to and from OCR without using a third party carrier. All centres should by now have downloaded the migration application and allowed their carrier contracts to lapse.

It is possible to make entries using a combination of Interchange and EDI; however, you must ensure that you update your management information system so that entries made via Interchange are not overwritten when you submit an EDI file. This will also enable you to import your EDI results files successfully. We recommend that if you make entries via EDI then you continue to make any amendments via EDI too. If you cannot make entries via either of these methods, please call the Customer Contact Centre for further guidance.

5.8   Making entries using Interchange

Getting started

To make entries using Interchange for Cambridge Nationals qualifications, once you are logged in, hover over 'Entries' in the left-hand menu and then click on 'Make entries'.

Click on 'GCE, GCSE, Entry Level Certificate, FSMQ, Cambridge Nationals, Principal Learning, Project' and then 'Use web-based entry form'. Please note that it is not possible to make entries by uploading a spreadsheet.

Select your assessment

You will be asked to select your assessment. You can find your assessment by entering the assessment code, title or part title in the search box.

Note that entering an assessment code together with part of a title will not bring up any results; e.g. to find the Cambridge National Award in ICT J800, you would need to enter 'J800' **or** 'ICT', **not** 'J800 ICT'.

Select your candidates

Next, you need to select your candidates. You should select existing candidates rather than creating new ones; however, if you cannot find a candidate, you can create a new candidate record by entering their details. When searching for existing candidates, you can restrict the search to only show candidates added during a given time period, from 'today' to 'in the last five years'.

Selecting entry options and submitting entries

You will be asked to select your entry options, if applicable. Please make sure you select the right entry option. For internally assessed units, the four-digit unit code is suffixed as follows:

Option code	Represents
A	Moderation via the OCR Repository
B	Postal moderation
C	Visiting moderation

For the examined ICT unit R001, 'Understanding computer systems', assessment is available in Welsh. To enter for this, select the entry code 'R001W'.

You can then review your entries before submitting them.

Useful features

Whilst creating unit or certification entries, you can go back and add/remove candidates or change entry options without cancelling your entry. Once you have selected a group of candidates, you can add additional entries to the same group without having to search for them again. If you find that you have duplicated a candidate, provided you have not yet made an entry for both candidates, it is possible to delete one of the candidates.

Within Interchange, you can also create candidate groups, which can be tailored to include candidates of your choice. To create a bespoke candidate group, log in to Interchange, hover over 'Candidates' in the left hand menu and click on 'Candidate groups'.

5.9   Making EDI entries

What is basedata?

To make entries using EDI, electronic entry files need to be created using OCR's 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.

OCR basedata can be downloaded from the general qualifications basedata page of our website as soon as it is published (as shown in the table below). How you load the basedata will depend upon your examination administration software.

OCR will issue the following basedata files:

Series	EDI series	Qualification	Basedata publication
January 2013	1a13	Adv GCE Adv Sub GCE Adv GCE (Double Award) Adv Sub GCE (Double Award) Adv GCE Unit Int FSMQ GCSE GCSE Short Course GCSE Unit Entry Level Cert Level 2 Award Level 2 Award Unit Level 3 Certificate Entry Level Unit Principal Learning Principal Learning Unit Project CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	14 September 2012
June 2013	6a13	GCSE GCSE Short Course GCSE Unit Entry Level Cert Entry Level Unit Level 2 Award Level 2 Award Unit Level ½ Certificate Level ½ Certificate Unit CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	16 November 2012

How to submit your EDI entry file to OCR

The JCQ A2C migration application has replaced the old system, allowing centres to transmit entry and results data to and from OCR without using a third party carrier. All centres should by now have downloaded the migration application and allowed their carrier contracts to lapse. More information can be found on the A2C website at http://a2c.jcq.org.uk.

Important: Entry files begin with 'E' and amendment files begin with 'A'. Within a series, you must only submit one entry file; all subsequent files must be amendment files. If you send us more than one entry file, each new entry file will overwrite previous ones, which could result in previous entries being deleted.

Acknowledgements of EDI files

Once OCR has downloaded your entry or amendment file, this will be acknowledged within the 'Logs' screen of the migration application under the 'Sent Files' tab. OCR downloads files at least three times each working day. An acknowledgement does not mean that the file has been successfully loaded to our system as, at this point, no validation checks have been performed.

EDI validation checks

Once OCR receives your entries, a number of checks are carried out. If your entries fail the validation checks, we will contact you. It is important for you to be available once files have been submitted, in case there are any queries on your entries.

Avoiding EDI entry issues

Each series, many entry files fail to load to our systems, which leads to delays in processing these centres' entries. To avoid any problems, please ensure that you check the following:

- **Correct EDI version** – Ensure your management information system (MIS) is set up to generate files in the current JCQ file format – currently version 14. These are defined in the JCQ document, *Formats for the Exchange of Examination Related Data.* If you are unsure which version you are using, check with your MIS provider.

- **Correct basedata** – Use the right basedata for the series.

- **More than one 'entry' file** – Entry files begin with 'E'. Amendment files begin with 'A'. Only produce one entry file for a series code, ensuring that you generate amendment files beginning with 'A' thereafter. There is no limit to the number of amendment files you can send us. However, if you send us more than one entry file, each new entry file will overwrite previous ones, which could mean that previous entries are deleted.

- **Amendment files** – If you make your initial entries via Interchange, but submit EDI files subsequently, please ensure your system can generate EDI amendment files beginning with 'A' straight away without producing an 'E' entry file first.

- **Different file extensions** – EDI files end with a number which indicates the sequence of production, for example 'x02'. Please ensure that your files end in different numbers; otherwise, they may overwrite each other during our processing, which could mean that previous entries are deleted.

- **Candidates without entries** – Please do not submit files including only a candidate's details, with no associated entries. Only include candidates that have entries for that series with OCR. We don't need details of the candidates you plan to enter in future series or with other awarding bodies.

In addition, you must ensure that you update your management information system if you send any entry amendments to OCR.

Technical support for EDI entries

Technical support for the examination software packages used by centres is not available from OCR; please contact your software supplier. However, if you have any queries relating to the receipt of your entry files, please contact our Customer Contact Centre.

5.10 Checking final entry information

Please do not assume that your entries have automatically been received and processed by OCR. There are a number of ways to check your entries, as described below. Please try to resolve any problems or errors at this stage.

Using the entry feedback documents

Entry feedback documents are generated automatically to confirm the entries that you have made. This is another chance to check candidates' personal details – don't wait until certificates are issued as charges are made for replacement certificates. We issue the following reports:

Report	Shows
Certification warning report	Warnings for any candidates entered for certification who have an error with their entry, e.g. the wrong certification entry or an invalid combination of units. You must resolve any problems so that candidates will receive the correct certification grade.
Centre summary of entries	The total number of entries made for each unit, option and certification.
Centre statement of entry by candidate	A summary of all entries made for your centre, listing candidate details and the units, options or certifications for which they have been entered.
Individual candidate statements of entry (if a centre has opted to receive them)	Details of candidates' entries and the associated timetable details by candidate. OCR will not send these unless you have opted to receive them via Interchange. Statements of entry can also be printed from Interchange.
Timetable clash report	Details of timetable clashes between OCR exams.

Using Interchange

Interchange is ideal for checking your entries as it always displays the most up-to-date information. You can view entries by assessment or by individual candidate. You can do this, once you have logged in, by hovering over 'Entries' and then selecting 'View entries' or 'Make and view entries' under the relevant heading in the left-hand menu.

View the entry submission history to check that we've processed your entries. To access the entry submission history, once you have logged into Interchange, hover over 'Entries' and click on 'Entry submission history' in the left-hand menu. Click on the 'GCE, GCSE, Entry Level Certificate, FSMQ, Cambridge Nationals, Principal Learning, Project' tab at the top of the page. Click the 'View entry submission history' link.

You can search or filter to find any entries that have not been processed. If you have any entries with 'No' in the Processed column for more than 72 hours, please contact the Customer Contact Centre.

5.11 Identifying entry problems

General issues

When looking at the feedback documents and/or Interchange, you may wish to consider the following general questions:

- Have the right entries been made?

- Is the candidate eligible for certification?

- Should you have made the certification entry or do you need to withdraw it?

- Are the candidate's details correct?

The following questions relate specifically to the certification warning report:

- Has the candidate been entered for the correct certification code?

- If some of the candidates' units are missing from the report, has the candidate got more than one UCI?

- Has the candidate been entered for a valid combination of units?

- Does the candidate need additional unit entries to meet the rules of combination for certification of the qualification?

6 Access Arrangements and Special Consideration

6.1 Access arrangements

Access arrangements are made prior to an examination series to enable a candidate with particular requirements to demonstrate attainment. Detailed information about access arrangements can be found in the JCQ document, *Access Arrangements, Reasonable Adjustments and Special Consideration*.

If a request for access arrangements has already been approved for GCE or GCSE, this will extend to Cambridge Nationals and there will be no need to submit a new request. Otherwise, access arrangements should be applied for as soon as possible after the course has begun using the forms available from the JCQ website. More information is available in the JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration*.

Key dates

Requests for **modified question papers** must be received by the following dates:

Series	Deadline
January 2013	4 October 2012
June 2013	21 February 2013*

*For those candidates who decide to resit units in June 2013, following the publication of the January 2013 examination results, applications for modified papers must be received by 21 March 2013.

It is good practice to make requests for **all other access arrangements** by the following dates:

Series	Date
January 2013	21 October 2012
June 2013	21 March 2013

It is possible to make applications after these dates; however, if a referral to OCR becomes necessary, we cannot guarantee that we will be able to process the application in time for the assessment.

Emergency access arrangements

Emergency access arrangements can be made for unforeseen circumstances arising at the time of the examination. Centres should fax the relevant JCQ forms to the OCR Special Requirements Team on 01223 553051, unless the emergency access arrangement has already been granted for the candidate for other exams in that series.

In all cases, centres should consider the nature of the assessment being undertaken. For example, a scribe or practical assistant would not be allowed in the realisation of design, performance and artwork.

6.2   Special consideration

Special consideration is a post-assessment adjustment reflecting temporary injury, illness or other indisposition at the time the assessment was taken.

As assessments are designed to assess what the candidate knows and can do, some circumstances which affect attainment (e.g. staffing difficulties) cannot be taken into account. Centres should refer to the JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration* for detailed information about eligibility.

Applying for special consideration

Applications must be submitted to the OCR Special Requirements Team as indicated below, via the online tool, **Special consideration online**, which can be accessed via Interchange.

- **Timetabled exams** – Within seven days of the last exam in the series in each subject.

- **Internal assessments** – By the deadlines for receipt of marks (see Section 7.6). Applications must be accompanied by a breakdown of marks across assessment criteria. Enhancement is not always possible where components are testing different skills in different pieces of internal assessment or where only one piece is required.

Examined units missed for acceptable reasons

Special consideration is available only when the candidate has been fully prepared for and covered the whole course. If a unit is missed, and there is no result from a previous series, the unit must be taken in a later series. If the unit was missed in the certification series, an estimated mark for the unit will be issued, provided the minimum requirements have been met, as outlined in the JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration*.

Incomplete internally assessed work

Candidates who, for good reason, are unable to meet the full internal assessment requirements of a specification should submit as much work as possible.

Where internally assessed work is set in a very short, timetabled period, candidates who have not submitted any work cannot be given special consideration unless certification has been requested in the same series and the minimum requirements have been met (see above). Candidates must have been fully prepared for the course but unable to finish their writing up of the work. For ephemeral assessments (e.g. in practical performance in subjects such as Sport), it is good practice to keep a record of participation and achievement by candidates on an ongoing basis throughout the course, using appropriate forms of evidence such as witness statements, awards achieved, performance logs/records and filmed evidence. The unit must otherwise be taken in a later series.

Lost or damaged candidate work

Candidates are responsible for taking care of their work. However, if work is lost through no fault of the candidate, centres can complete and return the Notification of Lost Centre-Assessed Work, which is available to download from the OCR website. Instructions on completing this are provided on the form. In all cases, the centre must be able to verify that the work was completed by the candidate and that it was monitored whilst it was in progress.

7 Internal Assessment Arrangements

Key points

- You must only use one moderation method per unit, but you may choose different methods for different units.

- Marks return deadlines are considerably earlier for visiting moderation than for postal or OCR Repository methods.

- For visiting moderation, you will need to be prepared to be flexible to accommodate the moderator's availability.

This section should be read in conjunction with the JCQ *Instructions for conducting coursework*.

Approximately one month before the exam series, centres can view the OCR exams directory on Interchange, which provides information on the materials that are required for each assessment they have made entries for.

For details of how to present candidate work, please see the JCQ *Instructions.*

7.1 Choosing a moderation method

For all moderated units, a choice of moderation methods is available:

- **Option A: Moderation via the OCR Repository** – Where you upload electronic copies of the work included in the sample to the OCR Repository and your moderator accesses the work from there.

- **Option B: Postal moderation** – Where you post the sample of work to the moderator.

- **Option C: Visiting moderation** – Where the moderator will visit you to look at the work included in the moderation sample.

You must only use one moderation method per unit, but you may choose different methods for different units and in different series. From 2013 onwards, there will be a November series, which will be available for the OCR Repository and postal moderation options only.

If you are considering visiting moderation, there are some important things to be aware of:

- **Marks return deadlines** – The deadlines for marks to be returned to OCR for all candidates entered for visiting moderation are much earlier than for postal and OCR Repository methods. Please see Section 7.6 for marks return deadlines. If you choose visiting moderation, please make sure that your candidates will have completed their work far enough ahead of the marks deadline for you to mark the work and internally standardise and submit the marks to OCR by the deadline.

- **Scheduling the visits** – As Cambridge Nationals are series-based, there will be specified periods during which visiting moderation must take place. For the January series, this will be mid-December to early February. For the June series, this will be mid-April to early July. To ensure that all visits can be completed during these periods, your moderator might be restricted as to how flexible they can be over the date of the visit and, wherever possible, you will need to work around the availability of the moderator.

7.2   Consortium arrangements

Where candidates from different centres have been taught together, you must inform us that you wish to be treated as a consortium. The centres in the consortium must nominate a consortium co-ordinator, who liaises with OCR on behalf of all the centres.

An application for centre consortium arrangements for centre-assessed work (Form JCQ/CCA), which is available from the JCQ website, should be completed **every series** by the consortium co-ordinator for each specification that has one or more centre-assessed units/components. The forms should be sent to OCR Assessor Deployment, 1 Hills Road, Cambridge, CB1 2EU at the same time as you make your estimated entries.

OCR will allocate the same moderator to each centre in the consortium and the candidates will be treated as a single group for the purpose of moderation: it is likely that each centre will receive part of the sample request, although a centre contributing proportionately few candidates may not be sampled. Separate mark reports and moderator reports will be produced for each centre in the consortium which enters candidates. Consortium centres that are not sampled will receive these in hard copy rather than accessing them via Interchange.

We recommend that centres within the consortium that receive reports provide copies to any other centre in their consortium which did not receive a report. (This may happen because the latter's entries were made through a separate 'assessment' centre or because they were not required to provide part of the consortium sample.)

7.3   Obtaining internal assessment materials

Centres can obtain model assignments and unit recording sheets from the relevant qualifications pages of the OCR website at www.ocr.org.uk/qualifications/type/cambridge_nationals/.

7.4   Marking the assessments

You should mark each piece of work according to the instructions and criteria provided in the specification for each unit. Forms to help you mark and administer candidate work – many of them interactive – are provided on the qualification pages of the OCR website:

- **Unit recording sheet** – Complete one per candidate and attach it to the front of the work.

- **Centre authentication form (CCS160)** – Complete one per unit.

Authenticating candidates' work

Both candidates and centres must declare that the work is the candidate's own.

- **Candidate authentication**
  Each candidate must sign a declaration before submitting their work to their teacher to confirm that the work is their own and that any assistance given and/or sources used have been acknowledged. A candidate authentication statement that can be used is available to download from the OCR website. It is the responsibility of centres to ensure that every candidate does this (see the JCQ *Instructions for conducting controlled assessments* and *Instructions for conducting coursework*). These statements should be retained within the centre until all enquiries about results, malpractice and appeals issues have been resolved. A mark of zero must be recorded if a candidate cannot confirm the authenticity of their work.

- **Centre authentication**
  Teachers are required to declare that the work submitted for internal assessment is the candidate's own work by sending the moderator a centre authentication form (CCS160) for each unit at the same time as the marks. Depending on the moderation method, this can be done by post, by uploading to the OCR Repository, or by handing a copy to the visiting moderator. In the latter case, the visiting moderator will not begin moderation unless they have received the CCS160 prior to, or at the start of, the visit. If a centre fails to provide evidence of authentication, we will set the mark for that candidate to Pending (Q) for that component until authentication can be provided.

Incomplete candidate work

Where the internally assessed element of the specification requires candidates to produce several distinct pieces of work, a candidate who does not complete all parts must still be credited for the parts they have completed. Candidates who do not submit any work for assessment must be recorded as 'absent'. This means that the candidate can be awarded a certification grade if they have completed other units which meet the requirements of the specification.

7.5 Carrying out internal standardisation

Centres must carry out internal standardisation to ensure that marks awarded by different teachers are accurate and consistent across all candidates entered for the unit from that centre.

If centres are working together in a consortium, you must carry out internal standardisation of marking across the consortium.

7.6 Submitting marks and authentication

Deadlines

All marking and internal standardisation must be completed in good time and before the marks are submitted to OCR and the moderator.

Please ensure that marks are submitted to arrive by the following deadlines **at the latest**. Please note the early submission deadlines for visiting moderation. If you miss the marks return deadlines for visiting moderation, we may need to transfer your entries to the postal moderation option.

Series	Moderation method	Deadline
January 2013	Visiting moderation	10 December 2012
	OCR Repository	10 January 2013
	Postal moderation	
June 2013	Visiting moderation	31 March 2013
	OCR Repository	15 May 2013
	Postal moderation	

Ways to submit marks

Marks may be submitted to OCR by one of the following methods:

- Interchange

- EDI

- Internal assessment mark sheets (MS1).

Marks must also be posted to the OCR moderator. However, moderation cannot begin until OCR has received all the marks.

For postal moderation, if there are ten or fewer candidates, the work of all candidates needs to be sent to the moderator. In this case, the candidate work should be sent to the moderator at the same time as the marks are submitted.

If a candidate did not produce work, the candidate should be submitted as **absent** rather than giving them zero marks or an 'X' or leaving the mark blank.

Using Interchange to submit marks

Teachers and other support staff can be given access to Interchange by their Centre Administrator in order to submit the marks: the 'Add coursework marks' role allows you to enter marks and the 'Submit coursework marks' role allows you to check marks and submit them to OCR.

To submit marks, log in to Interchange, hover over 'Coursework and tests' and click on 'Enter coursework marks' in the left-hand menu.

Then carry out the following steps:

- Enter and save marks.

- Check and save marks.

- Submit marks via the separate 'Enter and submit coursework marks' page. We will not receive your marks until the 'Submit' button has been clicked. You can see whether your marks are submitted by checking that the status has changed to 'Submitted'.

- Read and tick declaration.

- Finally, you need to print a copy of the marks (IMS1). Keep a copy for your centre and post a copy to the moderator. You must also send the centre authentication forms (CCS160).

Summary

Send to OCR	Send to moderator	Retain in centre
- Submit marks via Interchange	- Printed copy of marks from Interchange (IMS1) - Centre authentication forms (CCS160)	- Copy of marks from Interchange (IMS1) - Candidate authentication forms

Using EDI to submit marks

Follow the instructions in your own management information system for inputting marks for the relevant units/components. The common format for submitting marks is outlined in the JCQ *Formats for the Exchange of Examination Related Data*. It is essential that you use the correct EDI version.

You should print a copy of the EDI file and sign it, ensuring the centre number is clearly marked on the printout, before posting to the moderator together with the centre authentication forms (CCS160).

Summary

Send to OCR	Send to moderator	Retain in centre
• Submit marks via EDI using the A2C migration application	• Printed, signed copy of EDI file • Centre authentication forms (CCS160)	• Copy of marks submitted • Candidate authentication forms

Using internal assessment mark sheets (MS1) to submit marks

When completing the mark sheets, remember to:

- Enter marks in the mark column, as well as filling in the lozenges on the right-hand side. The scanner reads the lozenges, but the moderator will look at the written marks, so you need to fill in both.

- If errors have been made with the mark lozenges, make sure that the mark given in the mark column is clear.

- Always shade the tens and the units – for example, to enter a mark of 30, shade the '30' lozenge and the '0' lozenge on the row underneath.

- Check that marks entered are not above the maximum mark, which can be found in the top right-hand corner of the sheet.

- Enter the details of any extra candidates at the bottom of the last sheet, using the candidate number lozenges where possible, so the MS1 can be scanned.

- If a candidate has withdrawn, or you are submitting a candidate as absent, ensure that the 'A' is lozenged.

- Always sign each sheet.

Summary

Send to OCR	Send to moderator	Retain in centre
• Top copy of MS1: OMR Unit, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ	• Middle copy of MS1 • Centre authentication forms (CCS160)	• Bottom copy of MS1 • Candidate authentication forms

Submitting mark amendments

If you discover an error with a previously submitted candidate mark, the amendments should be sent to the Data Capture team, either by fax on centre-headed paper to 01223 552661, or by email to centre.markamends@ocr.org.uk (please note that a centre email address must be used). A copy must also be sent to the moderator. Please ensure you provide the following information:

- Centre number (in the subject line as well as the body, if sending by email)

- Candidate names and numbers

- Unit **and** component code (e.g. R002/01)

- The original and amended marks

- The amended **total** mark for the unit

- Name and position of the member of staff submitting the amendments.

If your moderator informs you of a clerical error, please follow the instructions in Section 7.9.

Moderator address information

Your exams officer will be sent address labels to send the marks and forms to the moderator. (You will also be sent enough copies of the labels to send candidate work to the moderator.)

If you have still not received your labels **three days** before the mark submission deadline, you can request emergency moderator address information from Interchange. To do this, log in to Interchange, hover over 'Resources and materials' in the left-hand menu, click on 'Emergency exam labels' and follow the on-screen instructions. Requests should be processed within 12 hours.

If we do not receive your marks, we will contact you.

7.7 Sample requests

Once you have submitted your marks to OCR and your moderator, you will receive a moderation sample request. If you are part of a consortium (see Section 7.2), we will wait until we have received marks from each centre before sending a sample request. If there are fewer than ten candidates, all the work should have been submitted at the same time as the marks were submitted.

Samples will include work from across the range of attainment of the candidates' work.

Once we have received your marks, you will receive an email from no-reply@ocr.org.uk requesting a sample for moderation. Emails will be sent to the Exams Office email address we hold for you within your centre records. (This is not necessarily the email address that you use for your Interchange account.) **It is therefore essential that this email address is correct.**

If you need to change the email address that we hold for your exams officer, please notify OCR by sending the updated details on centre-headed paper to the JCQ National Centre Number Register. You can send this:

- By post to OCR Centre Services, 1 Hills Road, Cambridge, CB1 2EU

- By fax to 01223 552646

- As an email attachment to ncn@ocr.org.uk.

If you have already submitted all of your candidates' work (if there were fewer than ten candidates), please ignore the email – if the moderator has not received the work, they will contact you directly.

If you receive more than one email for the same specification, please read the email carefully – you may have received a request for an **additional** sample. An additional sample request will be sent if the moderator needs you to provide additional candidates' work to moderate.

7.8   Submitting a sample of candidate work

There are several ways to submit a sample, as described below. When making your entries, the entry option specifies how the sample for each unit is to be submitted. For each of these units, all candidate work must be submitted using the **same entry option**. It is not possible for centres to offer more than one option for a unit within the same series, but you can choose different options for different units.

Electronic candidate work (OCR Repository)

The OCR Repository is a system which has been created to enable centres to submit candidate work electronically for moderation. It allows centre staff to upload work for several candidates at once but does not function as an e-portfolio for candidates.

Once you receive your sample request, you should upload the work to the OCR Repository within three days of receiving the request.

To access the OCR Repository, you need either the 'Centre Administrator' or 'Tutor/Teacher' role within Interchange. Log in to Interchange, hover over 'Coursework and tests' in the left-hand menu and click on 'OCR Repository'.

It is good practice to store candidates' documents using their four-digit candidate number at the beginning of the file name followed by an indication of the contents of the file.

For example:

| Candidate number | Indication of the file contents | File extension |
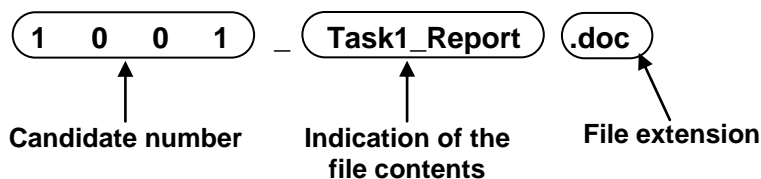
This will allow you to use the bulk upload facility when submitting work, which matches the files electronically to the correct candidates.

Individual files should be no larger than 20MB, but an unlimited number of files can be uploaded. However, you must ensure you submit the minimum number of files necessary to provide evidence of candidate achievement – we would encourage you to collate documents wherever possible.

It is the centre's responsibility to ensure that any work submitted to OCR electronically is virus-free.

Paper-based candidate work (postal moderation)

The sample of candidate work must be posted to the moderator within three days of receiving the request. You should use one of the labels provided to send the candidate work. We advise you to keep evidence of work submitted to the moderator, e.g. copies of written work or photographs of practical work. You should also obtain a certificate of posting for all work that is posted to the moderator.

Visiting moderation

If you have selected visiting moderation, the moderator will contact you to arrange a visit. Centres should have heard from their visiting moderator by the following dates:

Series	Date by which visiting moderators should have contacted centres
January 2013	10 December 2012
June 2013	28 March 2013

Please note that it may not be possible for you to choose a date for the visit. Centres need to be prepared to be flexible to accommodate the moderator's availability. Centres may request a weekend visit if convenient, subject to the moderator's availability. However, neither the moderator nor the centre can insist on a weekend visit. For the January series, visits will take place between mid-December and early February. For the June series, visits will take place between mid-April and early July.

Most visits will last one day. Centres must provide the moderator with a copy of the unit recording sheet for each learner listed in the sample, which the moderator will take away with them. At the visit, the moderator will provide limited verbal feedback. However, centres will not be notified of the outcome of moderation until results day (see Section 10.2). If moderation is not completed during the visit, the moderator may take work away to continue or, if practical, the visit may be extended or another day arranged. Moderators may also take work away for quality assurance and awarding purposes. If the moderator is unable to transport the work with them, the centre may be required to post the work to the moderator.

7.9   External moderation

Internally assessed units are externally moderated. Moderation is designed to bring the marking of internally assessed units in all participating centres to an agreed national standard by checking a sample of the marking of candidate work.

Resolving issues with internal marking

At this stage, centres may be required to resolve any issues that the moderator discovers during the external moderation. Centres may receive one of the following requests by email:

- **Additional sample request** – If the moderator needs you to provide additional work for moderation, please ensure that you respond as quickly as possible to ensure that your candidates' results are not delayed.

- **Notification of clerical errors** – This is sent to advise you that we have amended the internally assessed marks you provided, usually following an incorrect transcription or incorrect addition of the marks. If you disagree with the amendment, you should notify us as soon as possible (instructions are provided with the notification). Please encourage teachers to make use of the relevant subject-specific interactive assessment forms (where available) from the OCR website, as this should help to reduce the number of clerical errors.

- **Notification of invalid order of merit** – If, on the evidence of the sample, the moderator is not satisfied that the marking has produced a single valid and reliable order of merit of your candidates' performances, the work will be returned to you to re-mark. You will need to submit the new marks to OCR and resubmit the sample to the moderator before moderation can continue. Please ensure that you respond as quickly as possible to ensure that your candidates' results are not delayed.

7.10 Outcomes of moderation

Centres will receive the outcome of moderation when the provisional results are issued (see Section 10.2). The following reports will be issued via Interchange:

- **Moderation adjustments report** – This lists any scaling that has been applied to internally assessed units or components.

- **Moderator report to centres** – This is a brief report by the moderator on the internal assessment of candidates' work.

For consortia, reports will be produced for each centre in the consortium.

Centres may request a review of moderation of internal assessment by submitting an enquiry about results (see Section 11.1). If one centre in a consortium submits an enquiry about results, the work must be available from all the centres, as it is the original sample that is reviewed.

7.11 Use of candidate work

If work was posted to OCR for moderation, it will normally be returned to centres. However, we may be required to retain some items as exemplar material for awarding, regulation and archive purposes. We will inform centres if work is required. In some circumstances, we may need to request work from a centre. In such cases, your co-operation in supplying material is much appreciated. Candidate work should be retained securely by centres in its original state until the relevant enquiries about results deadline has passed or any relevant enquiry about results or appeal has been completed (see Section 11.1).

8 Examination Arrangements

Key points

- This section must be read in conjunction with the JCQ *Instructions for conducting examinations*.

- You will receive question papers approximately two weeks before the relevant exam.

- You must return examination scripts, together with the completed attendance register(s), on the same day as the examination. If this is not possible, please keep them secure overnight and send them within one working day.

- Scripts for different components must not be sent in the same envelope, even if the address is the same.

- Please make applications for special consideration within seven days of the last examination in the series in each subject.

8.1 Examination regulations

Regulations governing examination arrangements are contained in the *Instructions for conducting examinations* (published by the JCQ on behalf of the awarding bodies) and within Section 8 of this *Guide*.

8.2 Timetabling of examinations

The common structure of the timetable is agreed by all the JCQ awarding bodies and many factors are considered. We do not timetable examinations for weekends, bank holidays or school holidays, and religious festivals are taken into account wherever possible. We also use 'clash statistics' from previous series to avoid major clashes, and feedback from centres to identify significant problems.

The provisional timetables are produced approximately a year in advance of an examination series and, once they are available, centres have two months to comment. If we do not receive any feedback, we assume that centres are happy with the timetables. Feedback should be sent to the JCQ at centresupport@jcq.org.uk by the following dates:

Series	Deadline
January 2014	31 March 2013
June 2014	31 May 2013

As we no longer produce hardcopy versions, timetables can be viewed via the OCR website at www.ocr.org.uk/administration/timetables_key_dates/general.aspx.

Start and finish times

The published start times for examination sessions are 9.00am and 1.30pm. Candidates are not permitted to take a paper **before** the date shown on the timetable.

Managing timetable clashes and variations

Any clashes of OCR examinations will be reported on a Timetable Clash Report. It may, therefore, be necessary to implement timetable variations.

For guidance on how to manage timetable variations, please refer to the JCQ *Instructions for conducting examinations*. Most variations can be managed by centres, provided that appropriate supervision is maintained and all guidelines laid down in the guidance are followed. If you have a requirement for overnight supervision, the JCQ form (Timetable Variation and Confidentiality Declaration for Overnight Supervision) must be completed before the exam and **kept on file** within your centre. It must not be sent to OCR.

For unplanned situations or circumstances not specifically outlined in the JCQ *Instructions for conducting examinations*, please fax your requests on centre-headed paper to Timetable Deviations on 01223 553639.

Additional sessions

Centres that have insufficient equipment to enable all their candidates to take an examination at the same time may arrange one or more additional sessions, as long as the normal security arrangements are applied (see the JCQ *Instructions*). However, accurate seating plans and attendance records for each session must be kept and may be asked for by OCR at any time up to the enquiries about results deadline (see Section 11.1).

8.3   Despatch of materials from OCR

Despatch of question papers

Question papers are despatched to centres two weeks before the relevant exam. Question papers are provided on the basis of final entries for a particular unit and thus OCR cannot guarantee question papers will be supplied where late entries have been made less than two weeks prior to the examination date. We recommend that you check thoroughly that you have submitted all final entries before the deadline and received all the relevant materials in advance of the examination. Under **exceptional circumstances**, OCR can make question papers available for secure download from OCR Interchange shortly before the start of the examination. Please contact the Customer Contact Centre if you have not received the necessary materials for an exam.

The regulations governing the security of question papers are contained within the JCQ *Instructions for conducting examinations*.

Despatch of early examination materials

Early question paper material for particular units is despatched to centres based on entry information (usually estimated entries). Instructions for the distribution of the materials to candidates are included within the despatch. The dates for the despatches of early question paper materials are given on the OCR Key Dates document, which can be downloaded from the OCR website at www.ocr.org.uk/administration/timetables_key_dates/general.aspx.

Attendance registers

Attendance registers and instructions for their use will be sent to centres before the examination. Please indicate presence or absence of candidates; **all** candidates should have an annotation. If you know the candidate has withdrawn, please cross through their candidate number and name. Do not forget to include on the attendance register those candidates who have:

- Been entered late and whose names do not appear on the register (even if they are absent)

- Taken the exams in separate rooms

- Transferred elsewhere – mark them as 'Transferred to [centre no]'.

Accurate attendance records for each session must be kept and may be asked for by OCR at any time up to the enquiries about results deadline (see Section 11.1). The names on the attendance register must match the names on the scripts.

Examination stationery

Stationery items such as envelopes, graph paper, drawing paper and data booklets are sent to centres in advance of the examination. A list of contents is provided for checking purposes and a list of all the items can be found in the exams directory, which is available from Interchange. If you would like to receive a paper version of the exams directory, you can opt in to this service via Interchange. Once you have logged in, hover over 'Centre information' and then click on 'Set centre preferences' in the left-hand menu. Ensure that the tick box is selected.

Heads of Centre/exams officers must ensure that they have everything they require well in advance of the examination.

Examination stationery **must** be stored under secure conditions.

As the adhesive on envelopes can deteriorate over time and we supply new ones each series, please ensure that you dispose of the old ones. A 'use-by date' can be found in the bottom right-hand corner of each envelope. You should not be able to reopen a sealed envelope. Please check that envelopes containing scripts are securely sealed before despatching them.

8.4   Malpractice

If candidates commit malpractice, OCR may decide to penalise or disqualify them. For more details, please see the JCQ *Suspected Malpractice in Examinations and Assessments* together with the OCR *Malpractice Procedures – A Guide for Centres*, which is available on the OCR website at www.ocr.org.uk/administration/malpractice/.

The Head of Centre must report all cases of suspected or actual malpractice in connection with the examination as soon as possible to OCR. A JCQ report of suspected malpractice form (JCQ/M1, available at the end of the JCQ *Suspected Malpractice in Examinations and Assessments*) should be completed and returned to malpractice@ocr.org.uk. The Head of Centre has the authority to remove a candidate from the examination room, but should do so only if the candidate would disrupt others by remaining in the room.

The Head of Centre has a duty to monitor and report suspected malpractice by invigilators or other members of centre staff.

8.5   Despatch of scripts from centres

Centres are sent the following materials for each examination series:

- Attendance register(s) for each examination

- Address labels (for the despatch of scripts).

These must be stored safely when not in use.

After an examination, centres should despatch the scripts with the attendance registers in accordance with the JCQ *Instructions for conducting examinations*. You must ensure that packages containing scripts are securely sealed. It is essential that the scripts are returned in the correct envelope; **scripts for different components must not be despatched in the same envelope, even if the address is the same.**

If labels have not been received at least one week prior to the relevant examination, please call the Customer Contact Centre to request replacement labels. Within three days of an examination, centres can download or request emergency replacement labels (depending on the type of label) from Interchange.

8.6   Use of candidate scripts

We may be required to retain some scripts as exemplar material for awarding, regulation and archive purposes. When work is used for these purposes, any identification of the centre or candidate is removed.

9 Assessment in Welsh (ICT only)

For centres in Wales, assessment is available in the Welsh language for Cambridge Nationals qualifications in ICT only. You can request:

- Question papers in Welsh for the examined unit, R001 ('Understanding computer systems')

- A bilingual moderator for the internally assessed units, R002–R011.

Please follow the instructions in this section to request these arrangements.

9.1 Informing OCR of your requirements

For each series, please use the JCQ form 'Request for Welsh Medium Papers' to tell us that you will have candidates taking ICT in Welsh. This form is available to download from the OCR website at www.ocr.org.uk/qualifications/type/cambridge_nationals/ict/ict/. Please return the form to the address given on the form or by email to WelshAssessment@ocr.org.uk as early as possible in the academic year, and by the dates below at the latest. If you submit your form by email, you will receive an automatic acknowledgement of its receipt.

Series	Deadline
January 2013	30 September 2012
June 2013 (centres entering for visiting moderation)	10 October 2012
June 2013 (centres not entering for visiting moderation)	15 January 2013

Please ensure that you include on the form **all** units for which you will require Welsh arrangements. We will use the information provided:

- To translate the examined unit, R001, into Welsh

- To allocate a bilingual moderator to your centre for internally assessed units.

9.2 Arrangements for the externally assessed unit

When making entries, please note that the examined unit, R001, has a specific entry option for assessment in Welsh. Please ensure you use the correct codes for both estimated and final entries (see Sections 4 and 5).

- **R001** Understanding computer systems – Assessment in English.

- **R001W** Understanding computer systems – Assessment in Welsh.

Specific Welsh question paper materials will be provided for candidates entered for R001W.

Please note: If a candidate entered for the Welsh option decides on the day of the exam to answer the English version of the paper (or vice versa), they will be classed as a pirate candidate. This means that their entry will need to be amended to the correct option and the standard penalty fees will apply (see Section 5.4).

9.3 Arrangements for internally assessed units

There are no specific entry option codes for Welsh for the internally assessed units. You should just choose the entry option for the appropriate moderation method (see Section 7.1).

Once we have received your form telling us you will have candidates submitting work in Welsh, we will allocate an English-Welsh bilingual moderator, who will be able to moderate all the work from your centre, even if different candidates have used different languages.

We do not provide any assessment materials for the internally assessed units in Welsh. Model assignments are available in advance on the qualifications pages of the OCR website and centres will need to make their own arrangements for translation into Welsh.

10 Results

> **Key points**
>
> - Results will be provided to centres electronically before the candidate release dates, as long as confidentiality conditions are observed (see Section 10.2).
>
> - To access the most up-to-date results information, please go to Interchange.
>
> - To view results statistics, including raw mark and UMS grade boundaries, please go to the OCR website at www.ocr.org.uk/administration/results/results_stats/.
>
> - It is not possible to withdraw entries once results have been issued.

10.1 What are provisional results?

Results are released to centres and candidates to allow any queries to be resolved before certificates are issued. Until certificates are issued, results are deemed to be provisional and may be subject to amendment.

10.2 When will results be issued?

Unless specified otherwise by OCR or the JCQ, electronic results (via EDI or Interchange) will be available to centres from 00.01 the day before results can be issued to candidates:

Series	Restricted release to centres only	Release to candidates
January 2013	6 March 2013	7 March 2013
June 2013	21 August 2013	22 August 2013

These arrangements are conditional on the results files and their contents remaining strictly confidential to the Head of Centre, Exams Office staff and those teaching staff who, in the opinion of the Head of Centre, need to be made aware of the information, until **6am** on the candidate release date. Under no circumstances should these results be released to any third party (including universities, HE colleges, other teachers and candidates) before this time. If a centre breaches a confidentiality condition imposed by OCR or any other examining body, OCR reserves the right at any time to refuse to provide results to the centre before the approved candidate release date. OCR also reserves the right to exchange information regarding breaches of confidentiality with other awarding bodies.

We will not usually provide results directly to candidates. However, we reserve the right to inform candidates in extreme circumstances upon satisfactory proof of identity.

10.3 What will be issued?

The following materials are published or issued on the restricted results release date (unless specified otherwise).

EDI

Results files which can be downloaded to your management information system will be issued on the restricted results date.

Interchange

Together with results data, a number of separate reports will be available for you to download from the restricted results release date. To access the reports, log in to Interchange, hover over 'Results' and click on 'Results documents' in the left-hand menu. You can then choose the report you wish to access from the list. (To access the report on coursework moderation, hover over 'Results' and click on 'Reports on moderated work'.)

What is available	For	Details
Results data	EOs	Access to all your centre's results. You can view results by candidate and specification, with unit and qualification data.
Results and grade thresholds report	HoDs and teachers	Shows results for linear specifications and units. For each candidate, it shows raw marks, any weighted or uniform marks and grades. It also includes a results summary and the grade thresholds.
Results broadsheet	EOs and teachers	A matrix showing all candidates and their qualification grades. Grade A* is represented by an asterisk (*).
Moderation adjustments report	EOs and HoDs	Lists any scaling adjustments that have been applied to internally assessed units/components.
Cumulative specification results report	EOs, HoDs and teachers	Shows results for unitised specifications. For each candidate it shows their qualification grade, total uniform mark, unit uniform marks and an indicator to show which units were used towards the qualification grade. It also includes a results summary and the uniform mark grade thresholds.
Statement of results	Candidates	One statement per candidate showing the unit and qualification results achieved.
Report to a centre on coursework moderation	EOs and HoDs	For each internally assessed component or unit, a brief report by the moderator on the internal assessment of candidates' work.

OCR website

The following PDFs will be published on the results statistics page of the OCR website at www.ocr.org.uk/administration/results/results_stats/.

What is available	Details
Unit level raw mark grade boundaries	Lists raw mark and UMS grade boundaries at unit level for all specifications.
Provisional examination statistics	Published on the release to candidates date, this lists the cumulative number and percentage of candidates achieving each grade, for all specifications.

Active Results

Available each series from the release to candidates date, Active Results is a free results analysis service designed to help teachers review the performance of individual candidates or whole schools. You can compare your centre against national averages, gain information to support resit decisions and analyse question level results where available.

See the OCR website at www.ocr.org.uk/activeresults for further details.

10.4 Calculating results

What are uniform marks and why do we use them?

Cambridge Nationals are unitised specifications, so candidates can take units across different series. They can also take units more than once or choose from the optional units available.

When working out candidates' overall grades, OCR needs to be able to compare performance on the same unit in different series (as the difficulty of a unit may vary slightly from series to series) and between different units. We use **uniform marks** to enable this to be done.

Once a script has been marked by the examiner (giving it a raw mark), to ensure fairness and consistency across series and within subjects, an awarding meeting takes place. In this meeting, a group of experienced senior examiners looks at a sample of papers from that year and compares them to previous papers and statistics, using their professional judgement to decide what the grade boundaries should be.

The raw marks for the unit are already established (by the examiner or moderator), but they do not mean very much on their own. They have to be converted to a uniform mark scale (or score), known as UMS. The weighting of units may vary, so conversion to UMS makes the marks compatible and comparable. UMS gives a fixed scale of marks with common boundaries that are unchanged series on series (see below).

When unit results are issued, the candidate's unit grade and uniform mark are given. The uniform mark is shown out of the maximum uniform mark for the unit, e.g. 48/60. Special rules for the conversion from raw marks to uniform marks apply between the top grade and the maximum and below the bottom grade and zero.

For an example of how UMS is calculated, please see the OCR website at www.ocr.org.uk/learners/ums/.

Calculating qualification results

When calculating a candidate's qualification result, we:

- Find all the candidate's unit results for the specification along with any previous certification results

- If the candidate is re-certificating, check that they have taken something new since their last certification

- Find all the valid unit combinations for that certification

- Add up the unit UMS scores for each valid combination and compare it with the qualification UMS grade boundaries (see below)

- Choose the combination that gives the best grade and highest UMS score. If the candidate has re-sat a unit, their best result for that unit will be used.

Candidates cannot specify which units they would like to use towards an award, and 're-aggregating' an award is not permitted after results have been issued.

UMS for Cambridge Nationals

Cambridge Nationals units and qualifications are graded on the following scale:

Unit grade	Displayed in EDI results files and Interchange as	Certification grade	Displayed in EDI results files and Interchange as
distinction* at Level 2	*2	Distinction* at Level 2	*2
distinction at Level 2	d2	Distinction at Level 2	D2
merit at Level 2	m2	Merit at Level 2	M2
pass at Level 2	p2	Pass at Level 2	P2
distinction at Level 1	d1	Distinction at Level 1	D1
merit at Level 1	m1	Merit at Level 1	M1
pass at Level 1	p1	Pass at Level 1	P1

The uniform mark boundaries for each unit are shown below:

Unit GLH	Max unit uniform mark	Unit grade						
		*2	d2	m2	p2	d1	m1	p1
30	60	54	48	42	36	30	24	18
60	120	108	96	84	72	60	48	36

For the tiered unit in Science, the uniform mark boundaries are as follows:

Tier	Unit GLH	Max unit uniform mark	Unit grade						
			*2	d2	m2	p2	d1	m1	p1
L1	30	36	-	-	-	36	30	24	18
L2	30	60	54	48	42	36	-	-	-

The total uniform marks relating to the certification grades are as follows:

Qualification	Max uniform mark	Qualification grade						
		*2	D2	M2	P2	D1	M1	P1
Award	120	108	96	84	72	60	48	36
Certificate	240	216	192	168	144	120	96	72
Diploma	480	432	384	336	288	240	192	144

Candidates who fail to reach the minimum standard for Pass at Level 1 will be unclassified (U). Only subjects in which grades Distinction* at Level 2 to Pass at Level 1 are attained will be recorded on certificates.

10.5 Other results indicators

In addition to grades, the following results indicators could appear for some candidates within the Interchange and EDI results data:

- **X** (No Result) – A result has not been issued. This may be because the candidate failed to submit work for any of the subject's components; there was an incorrect combination of units for certification; a candidate has been issued with more than one UCI; or a script was not available to be marked. This will show as 'No Result' on statements of results.

- **#** (partial absence) – This character, used to denote partial absence, may be shown next to a grade if the candidate submitted work for some, but not all, of the subject's units.

- **Q** (Pending) – This is normally applied to replace a result in cases of malpractice; occasionally, it could appear where a result could not be finalised prior to the generation of results. Where a replacement result is not provided at the time electronic results are issued, OCR will have been in contact with your centre. This will show as 'Pending' on statements of results.

If you believe that any of these indicators have been applied incorrectly, you may report this to OCR using the missing and incomplete results service (see Section 11.2).

Note: Where candidates have been given an enhancement due to special consideration (see Section 6.2), there may not be an obvious correlation between the marks and grades shown on some of the results documents.

11 Post-Results Services

Key points

- The most up-to-date results information will be available on Interchange.

- All post-results services must be submitted online via Interchange.

- Candidates and centres must check personal details carefully as this information will be printed on certificates.

- Enquiries about results and appeals can result in unit and/or qualification grades being confirmed, raised or lowered.

This section provides details about OCR's post-results services. Please refer to the JCQ *Post-Results Services* booklet for further guidance about action on the release of results.

11.1 Enquiries about results (EAR)

If you are not happy with the outcome of a candidate's results, centres and private candidates may submit an enquiry about results. Depending on the type of assessment, several services are available. These are described below.

Available services

- **Service 1** (Clerical re-check) – This is a re-check of all clerical procedures leading to the issue of a result.

- **Service 2** (Post-results review of marking) – This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components.

- **Service 3** (Post-results review of moderation) – This is a review of the original moderation to ensure that assessment criteria have been fairly, reliably and consistently applied.

Deadlines for submitting enquiries about results

All enquiries about results must be made immediately after the relevant examination series by the deadlines below. Enquiries about results cannot be accepted at a later date.

Series	Deadline
January 2013	16 April 2013
June 2013	20 September 2013

Candidate consent

Before submitting a request, centres must obtain the written consent of candidates for clerical checks and post-results reviews of marking since, with these services, candidates' marks and subject grades may be lowered. A candidate consent form can be downloaded from the OCR website.

Submitting enquiries and viewing the outcome

Enquiries about results should be submitted by an authorised member of staff using Interchange: log in to Interchange, hover over 'Post results' in the left-hand menu, click on 'Enquiries about results' and follow the on-screen instructions. You will need either the 'Centre Administrator' or 'Post Result Full Access (GQ)' role within Interchange to access this area.

On receipt of your enquiry, an acknowledgement will be emailed to you (centres should retain this acknowledgement for their own records). As soon as an enquiry has been completed, an email will also be sent to notify you that the outcome is available to view on Interchange. If a candidate's marks or grade change, both the old and new information will be published so that a comparison can be made.

If you are unable to submit a request using Interchange, please call the Customer Contact Centre for further guidance.

Cancelling enquiries

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 the review of marking or moderation 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.

Appeals

If you still have concerns following the outcome of an enquiry about results, your Head of Centre may appeal against it. This must be done in writing, within 14 calendar days of receipt of the outcome, and addressed to the Appeals Team at appeals@ocr.org.uk. More information about appeals can be found in the JCQ *Guide to the awarding bodies' appeals processes*.

Fees

The fees associated with enquiries about results and appeals are provided in the OCR Fees List. In addition, further detail about how we charge for post-results services is available in our document, *Post-results services: our charging policy explained*, which can be downloaded from the OCR website at www.ocr.org.uk/administration/post_results/general.aspx.

If a cancellation is accepted (if the review of marking or moderation has not already begun), a cancellation fee of 50% of the original fee will be applied.

Payment should not accompany the submission of an enquiry about results. Centres will be invoiced at the conclusion of the series – this is deemed to be when all outstanding enquiries have been resolved.

Private candidates

Private candidates (see Section 5.6) may apply directly to OCR for enquiries about results services. However, proof of identity must be supplied and the appropriate fee paid before a request will be processed. Forms and further information are available on request from the Customer Contact Centre.

11.2 Missing and incomplete results (MIR)

Centres may request an investigation into a candidate's results where it is believed that one of the following result indicators has been incorrectly applied (for a full explanation of these indicators, please refer to Section 10.6):

- X (No Result)

- # (partial absence)

- Q (Pending).

This service should also be used if an individual subject result for a candidate is missing, or the candidate has been omitted entirely from the results supplied. Please do not use this service if you wish to apply for late certification or special consideration, or for results you know are subject to a malpractice investigation.

MIR queries should be requested by the following dates:

Series	Deadline
January 2013	16 April 2013
June 2013	20 September 2013

To submit your query, log in to Interchange, hover over 'Post results' in the left-hand menu, click on 'Missing and incomplete results' and then follow the on-screen instructions.

Each series, we receive a variety of missing and incomplete result (MIR) queries, which, in many cases, are avoidable. We have produced a supplementary guide called *Smooth Running*, which provides advice on how to prevent missing and incomplete results. It highlights some of the main problems, as well as ways to help you avoid them in the future. The guide can be downloaded from the OCR website at www.ocr.org.uk/administration/post_results/general.aspx.

11.3 Access to scripts

Centres and private candidates can request access to marked scripts for Cambridge Nationals. A 'script' refers to any candidate's work deriving from an externally assessed component which is primarily written. These arrangements do not apply to internally assessed components.

Non-priority scripts

Scripts to support teaching and learning (non-priority scripts) may be requested for Cambridge Nationals (priority scripts to support enquiries about results are only available for Level 3 qualifications and are therefore not available for Cambridge Nationals). The deadline for non-priority script requests is no later than two weeks after the associated deadline for enquiries about results. OCR may not return scripts before the deadline for enquiries about results (see Section 11.1) and must provide them no later than eight weeks after that date.

Note: Scripts that have been the subject of an enquiry about results cannot be returned until the enquiry has been completed.

Key dates for access to scripts

Activity	January 2013	June 2013
Earliest date scripts will be returned to centres	17 April 2013	21 September 2013
Deadline for submitting requests	28 April 2013	4 October 2013
Latest date for the receipt of scripts by centres	10 June 2013	16 November 2013
Earliest date for the disposal of scripts by centres	12 June 2013	23 November 2013

Conditions of access

OCR will only release scripts to centres under the following conditions:

- Scripts must only be seen by teachers who are members of staff at that centre or returned directly to candidates.

- Where teachers intend to use scripts as examples for other students, prior written permission must be obtained from the candidates concerned. This permission may be sought only after the candidates have received their results. Candidates who grant their permission have the right to anonymise their scripts before use.

- Scripts used by teachers at the centre must be kept securely within the centre. When no longer required, scripts must be disposed of confidentially. Confidential disposal must not take place earlier than three months after the publication of results or any appeal involving those scripts.

- Candidates have the right to instruct their centres not to request their scripts.

- If applicable, the originals of scripts that are or have been the subject of any malpractice investigation can be withheld by OCR. In these circumstances, a copy of the scripts may be requested.

Please ensure that both you and your staff are fully aware of the guidelines controlling these arrangements. Centres must make candidates aware of the arrangements for access to scripts before candidates sit any examination to which the arrangements apply.

Making requests and receiving the script

Centres wishing to request OCR scripts should use Interchange: log in, hover over 'Post results' in the left-hand menu, click on 'Access to scripts' and then follow the on-screen instructions. If you are unable to submit a request using Interchange, please call the Customer Contact Centre for further guidance.

The scripts will be returned to you by the deadlines above. The script image (and, for scripts marked on screen, associated marks information) will be returned to you as a PDF which can be downloaded from Interchange. As soon as the script image is available, you will receive an email to say that the script is available to view within Interchange.

Guidance on how to interpret the script annotation can be found in the post-results services area of the OCR website.

Fees

Fees for OCR's access to scripts service are published in the OCR Fees List, which is available at www.ocr.org.uk/fees.

Mark schemes

Mark schemes for the most recent examination series will be available from Interchange on the results publication date (see Section 10.2). Centre Administrators can allow teaching colleagues to access mark schemes (and past papers) from Interchange by adding the 'Read Only (VQ)' role to user profiles.

Private candidates

Private candidates (see Section 5.6) may apply directly to OCR for access to scripts services; however, proof of identity must be supplied and the appropriate fee paid before a request will be processed. Forms and further information are available on request from the Customer Contact Centre.

11.4 Late certification requests

Following the release of unit results for the January and June series, a centre may opt to make a late request for a subject grade, for one or more candidates, known as a 'late certification'. There is no charge for this service.

To submit your query, log in to Interchange, hover over 'Post results' in the left-hand menu, click on 'Late certification' and then follow the on-screen instructions.

When making your request, only those candidates who satisfy the certification criteria will be available to view. Within this area, you can monitor the progress of each request as well as viewing requests previously submitted for the current series. An automated email alert will be sent when results become available to view online.

Please note: The facility to submit late certifications will not be available after the JCQ deadlines shown below; after these dates, centres would need to submit requests in the next available series instead.

Series	Deadline
January 2013	16 April 2013
June 2013	20 September 2013

12 Certificates and Certifying Statements

12.1 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 qualification, detailing their achievements during the series.

Before certificates are issued, centres should have checked that candidates' details are correct using the entry and results feedback information (see Sections 5.10 and 10.3). Once certificates are issued, centres should check that they have received certificates for those candidates listed on the certificate register. If you require certificates to be delivered to a different centre address (for example, due to a centre closure), please send your request on centre-headed paper to the Centre Services Team.

Missing certificates

If individual certificates are lost within the centre, 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 12.2.) 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.

Requests to replace missing certificates should be sent to the Centre Services Team.

Series	Centres can expect to receive certificates by	Deadline for free replacement certificate requests	Deadline for all replacement certificate requests
January 2013	31 May 2013	30 June 2013	30 November 2013
June 2013	31 October 2013	30 November 2013	30 April 2014

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 to the Data Capture Team, together with appropriate documentation, e.g. birth certificate. Replacement 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 12.2).

What appears on the certificate?

Certificates are issued in the name we have for the candidate 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 subject awards in which a grade other than unclassified is attained. Assessments with unclassified or 'No Result' will not be shown. Certificates will indicate a candidate's partial absence by a hash symbol (#) next to the grade.

A Qualification 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 to OCR upon request. We reserve the right to replace certificates if necessary.

- It is the responsibility of the centre to forward certificates to its candidates without any delay regardless of any disputes (such as non-payment of fees). Certificates must not be withheld without prior permission from OCR.

- 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 Data Capture Team. A record of certificates that have been destroyed should be retained in the centre for four years from their date of destruction.

- Any untraceable certificates lost in transit between the centre and the candidate cannot be replaced. In such cases, centres or candidates may apply for a certifying statement of results (see Section 12.2).

- 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.

12.2 Certifying statements of results

OCR cannot supply replacement certificates to candidates, or to centres requiring them after six months of issue (see Section 12.1).

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 (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).

13 Entry Codes

This section contains the entry codes and rules of combination for Cambridge Nationals qualifications, together with assessment availability for the January and June 2013 series. Subjects are listed alphabetically.

13.1 Business and Enterprise

Entry Codes and Rules of Combination			Availability January 2013 1A13	Availability June 2013 6A13	GLH	Max Uniform Mark
J804	**Level 1/2 Cambridge National Award in Business QN: 60050792**		**!**	**!**	**60**	**120**
For a certificate candidates must have taken: • Units R061 and R062.						
J814	**Level 1/2 Cambridge National Certificate in Business and Enterprise QN: 60050809**		**!**	**!**	**120**	**240**
For a certificate candidates must have taken: • Units R061, R062 and R063.						
R061	01	**Introduction to business**	T	T	30	60
		Planning for work				
R062A	◊ 01	OCR Repository	M^R	M^R	30	60
R062B	◊ 02	Postal moderation	M^P	M^P	30	60
R062C	◊ 03	Visiting moderation	M^V	M^V	30	60
		Setting up and running an enterprise				
R063A	◊ 01	OCR Repository	M^R	M^R	60	120
R063B	◊ 02	Postal moderation	M^P	M^P	60	120
R063C	◊ 03	Visiting moderation	M^V	M^V	60	120
Notes:	◊	For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.				

Key to assessment
T = Timetabled exam M^R = Moderation via the OCR Repository
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13.2 Health and Social Care

Entry Codes and Rules of Combination			Availability January 2013 1A13	Availability June 2013 6A13	GLH	Max Uniform Mark
J801		**Level 1/2 Cambridge National Award in Health and Social Care QN: 6004777X**	**!**	**!**	**60**	**120**
For a certificate candidates must have taken:						
• Units R021 and R022.						
J811		**Level 1/2 Cambridge National Certificate in Health and Social Care QN: 6004780X**	**!**	**!**	**120**	**240**
For a certificate candidates must have taken:						
• Units R021 and R022						
• Two of Units R023–R031.						
J821		**Level 1/2 Cambridge National Diploma in Health and Social Care QN: 60047719**	**!**	**!**	**240**	**480**
For a certificate candidates must have taken:						
• Units R021 and R022						
• Six of Units R023–R031.						
R021	01	**Essential values of care for use with individuals in care settings**	T	T	30	60
		Communicating and working with individuals in health, social care and early years settings				
R022A ◊	01	OCR Repository	M^R	M^R	30	60
R022B ◊	02	Postal moderation	M^P	M^P	30	60
R022C ◊	03	Visiting moderation	M^V	M^V	30	60
		Understanding body systems and disorders				
R023A ◊	01	OCR Repository	M^R	M^R	30	60
R023B ◊	02	Postal moderation	M^P	M^P	30	60
R023C ◊	03	Visiting moderation	M^V	M^V	30	60
		Pathways for providing care in health, social care and early years settings				
R024A ◊	01	OCR Repository	M^R	M^R	30	60
R024B ◊	02	Postal moderation	M^P	M^P	30	60
R024C ◊	03	Visiting moderation	M^V	M^V	30	60
		Understanding life stages				
R025A ◊	01	OCR Repository	M^R	M^R	30	60
R025B ◊	02	Postal moderation	M^P	M^P	30	60
R025C ◊	03	Visiting moderation	M^V	M^V	30	60
		Planning for employment in health, social care and children and young people's workforce				
R026A ◊	01	OCR Repository	M^R	M^R	30	60
R026B ◊	02	Postal moderation	M^P	M^P	30	60
R026C ◊	03	Visiting moderation	M^V	M^V	30	60

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Entry Codes and Rules of Combination				Availability		GLH	Max Uniform Mark
				January 2013 1A13	June 2013 6A13		
			Creative activities to support individuals in health, social care or early years settings				
R027A	◊	01	OCR Repository	M^R	M^R	30	60
R027B	◊	02	Postal moderation	M^P	M^P	30	60
R027C	◊	03	Visiting moderation	M^V	M^V	30	60
			Understanding the development and protection of young children in an early years setting				
R028A	◊	01	OCR Repository	M^R	M^R	30	60
R028B	◊	02	Postal moderation	M^P	M^P	30	60
R028C	◊	03	Visiting moderation	M^V	M^V	30	60
			Understanding the nutrients needed for good health				
R029A	◊	01	OCR Repository	M^R	M^R	30	60
R029B	◊	02	Postal moderation	M^P	M^P	30	60
R029C	◊	03	Visiting moderation	M^V	M^V	30	60
			Research – a project approach				
R030A	◊	01	OCR Repository	M^R	M^R	30	60
R030B	◊	02	Postal moderation	M^P	M^P	30	60
R030C	◊	03	Visiting moderation	M^V	M^V	30	60
			Using basic first aid procedures				
R031A	◊	01	OCR Repository	-	M^R	30	60
R031B	◊	02	Postal moderation	-	M^P	30	60
R031C	◊	03	Visiting moderation	-	M^V	30	60
Notes:	◊		For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.				

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13.3 ICT

Entry Codes and Rules of Combination				Availability		GLH	Max Uniform Mark
				January 2013 1A13	June 2013 6A13		
J800		**Level 1/2 Cambridge National Award in ICT** QN: 60047744		!	!	60	120
For a certificate candidates must have taken: • Units R001 and R002.							
J810		**Level 1/2 Cambridge National Certificate in ICT** QN: 60047768		!	!	120	240
For a certificate candidates must have taken: • Units R001 and R002 • Two of units R003–R011.							
J820		**Level 1/2 Cambridge National Diploma in ICT** QN: 60047781		!	!	240	480
For a certificate candidates must have taken: • Units R001 and R002 • Six of units R003–R011, which must include at least one of R003 and R004.							
			Understanding computer systems				
R001		01	Written paper	T	T	30	60
R001W		02	Welsh language written paper	T	T	30	60
			Using ICT to create business solutions				
R002A	◊	01	OCR Repository	M^R	M^R	30	60
R002B	◊	02	Postal moderation	M^P	M^P	30	60
R002C	◊	03	Visiting moderation	M^V	M^V	30	60
			Handling data using spreadsheets				
R003A	◊	01	OCR Repository	M^R	M^R	30	60
R003B	◊	02	Postal moderation	M^P	M^P	30	60
R003C	◊	03	Visiting moderation	M^V	M^V	30	60
			Handling data using databases				
R004A	◊	01	OCR Repository	M^R	M^R	30	60
R004B	◊	02	Postal moderation	M^P	M^P	30	60
R004C	◊	03	Visiting moderation	M^V	M^V	30	60
			Creating an interactive product using multimedia				
R005A	◊	01	OCR Repository	M^R	M^R	30	60
R005B	◊	02	Postal moderation	M^P	M^P	30	60
R005C	◊	03	Visiting moderation	M^V	M^V	30	60

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Entry Codes and Rules of Combination			Availability		GLH	Max Uniform Mark
			January 2013 1A13	June 2013 6A13		
Creating digital images						
R006A	◊	01	OCR Repository	M^R	M^R	30	60
R006B	◊	02	Postal moderation	M^P	M^P	30	60
R006C	◊	03	Visiting moderation	M^V	M^V	30	60
Creating dynamic products using sound and vision						
R007A	◊	01	OCR Repository	M^R	M^R	30	60
R007B	◊	02	Postal moderation	M^P	M^P	30	60
R007C	◊	03	Visiting moderation	M^V	M^V	30	60
Introduction to computer programming						
R008A	◊	01	OCR Repository	M^R	M^R	30	60
R008B	◊	02	Postal moderation	M^P	M^P	30	60
R008C	◊	03	Visiting moderation	M^V	M^V	30	60
Exploring computer hardware and networks						
R009A	◊	01	OCR Repository	M^R	M^R	30	60
R009B	◊	02	Postal moderation	M^P	M^P	30	60
R009C	◊	03	Visiting moderation	M^V	M^V	30	60
Developing control systems						
R010A	◊	01	OCR Repository	M^R	M^R	30	60
R010B	◊	02	Postal moderation	M^P	M^P	30	60
R010C	◊	03	Visiting moderation	M^V	M^V	30	60
Understanding technology – a project approach						
R011A	◊	01	OCR Repository	M^R	M^R	30	60
R011B	◊	02	Postal moderation	M^P	M^P	30	60
R011C	◊	03	Visiting moderation	M^V	M^V	30	60

Notes: ◊ For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.

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13.4 Science

Entry Codes and Rules of Combination				Availability		GLH	Max Uniform Mark
				January 2013 1A13	June 2013 6A13		
J815		**Level 1/2 Cambridge National Certificate in Science QN: 60047902**		!	!	120	240
For a certificate candidates must have taken: • Units R071, R072 and R073.							
			How scientific ideas have an impact on our lives				
R071A	◊	01	OCR Repository	M^R	M^R	60	120
R071B	◊	02	Postal moderation	M^P	M^P	60	120
R071C	◊	03	Visiting moderation	M^V	M^V	60	120
			How scientific ideas have developed				
R072A		01	Level 1	T	T	30	36
R072B		02	Level 2	T	T	30	60
			How scientists test their ideas				
R073A	◊	01	OCR Repository	M^R	M^R	30	60
R073B	◊	02	Postal moderation	M^P	M^P	30	60
R073C	◊	03	Visiting moderation	M^V	M^V	30	60
Notes:	◊	For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.					

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13.5 Science in the Workplace

Entry Codes and Rules of Combination				Availability		GLH	Max Uniform Mark
				January 2013 1A13	June 2013 6A13		
J816			**Level 1/2 Cambridge National Certificate in Science in the Workplace QN: 60070420**	**-**	**!**	**120**	**240**
For a certificate candidates must have taken: • Units R074 and R075 • One of units R076–R078.							
			How scientists use analytical techniques to collect data				
R074A	◊	01	OCR Repository	-	M^R	30	60
R074B	◊	02	Postal moderation	-	M^P	30	60
R071C	◊	03	Visiting moderation	-	M^V	30	60
			How scientific data is used				
R075A		01	Level 1	-	T	30	36
R075B		02	Level 2	-	T	30	60
			Environmental science				
R076A	◊	01	OCR Repository	-	M^R	60	120
R076B	◊	02	Postal moderation	-	M^P	60	120
R076C	◊	03	Visiting moderation	-	M^V	60	120
			The science of fitness and health				
R077A	◊	01	OCR Repository	-	M^R	60	120
R077B	◊	02	Postal moderation	-	M^P	60	120
R077C	◊	03	Visiting moderation	-	M^V	60	120
			The science of production				
R078A	◊	01	OCR Repository	-	M^R	60	120
R078B	◊	02	Postal moderation	-	M^P	60	120
R078C	◊	03	Visiting moderation	-	M^V	60	120
Notes:	◊		For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.				

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13.6 Sport Science

Entry Codes and Rules of Combination			Availability January 2013 1A13	Availability June 2013 6A13	GLH	Max Uniform Mark
J802	**Level 1/2 Cambridge National Award in Sport Science QN: 60051206**		**!**	**!**	**60**	**120**
For a certificate candidates must have taken: • Units R041 and R042.						
J812	**Level 1/2 Cambridge National Certificate in Sport Science QN: 60051218**		**!**	**!**	**120**	**240**
For a certificate candidates must have taken: • Units R041 and R042 • Two of units R043–R046.						
R041	01	**Reducing the risk of sports injuries**	T	T	30	60
		Applying principles of training				
R042A ◊	01	OCR Repository	M^R	M^R	30	60
R042B ◊	02	Postal moderation	M^P	M^P	30	60
R042C ◊	03	Visiting moderation	M^V	M^V	30	60
		The body's response to physical activity				
R043A ◊	01	OCR Repository	M^R	M^R	30	60
R043B ◊	02	Postal moderation	M^P	M^P	30	60
R043C ◊	03	Visiting moderation	M^V	M^V	30	60
		Sport psychology				
R044A ◊	01	OCR Repository	M^R	M^R	30	60
R044B ◊	02	Postal moderation	M^P	M^P	30	60
R044C ◊	03	Visiting moderation	M^V	M^V	30	60
		Sports nutrition				
R045A ◊	01	OCR Repository	-	M^R	30	60
R045B ◊	02	Postal moderation	-	M^P	30	60
R045C ◊	03	Visiting moderation	-	M^V	30	60
		Technology in sport				
R046A ◊	01	OCR Repository	-	M^R	30	60
R046B ◊	02	Postal moderation	-	M^P	30	60
R046C ◊	03	Visiting moderation	-	M^V	30	60
Notes:	◊	For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.				

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13.7 Sport Studies

Entry Codes and Rules of Combination			January 2013 1A13	June 2013 6A13	GLH	Max Uniform Mark
		Availability				
J803		**Level 1/2 Cambridge National Award in Sport Studies QN: 6005122X**	**!**	**!**	**60**	**120**
For a certificate candidates must have taken: • Units R051 and R052.						
J813		**Level 1/2 Cambridge National Certificate in Sport Studies QN: 60051231**	**!**	**!**	**120**	**240**
For a certificate candidates must have taken: • Units R051 and R052 • Two of units R053–R056.						
R051		01 **Contemporary issues in sport**	T	T	30	60
		Developing sports skills				
R052A	◊	01 OCR Repository	M^R	M^R	30	60
R052B	◊	02 Postal moderation	M^P	M^P	30	60
R052C	◊	03 Visiting moderation	M^V	M^V	30	60
		Sports leadership				
R053A	◊	01 OCR Repository	M^R	M^R	30	60
R053B	◊	02 Postal moderation	M^P	M^P	30	60
R053C	◊	03 Visiting moderation	M^V	M^V	30	60
		Sport and the media				
R054A	◊	01 OCR Repository	M^R	M^R	30	60
R054B	◊	02 Postal moderation	M^P	M^P	30	60
R054C	◊	03 Visiting moderation	M^V	M^V	30	60
		Working in the sports industry				
R055A	◊	01 OCR Repository	-	M^R	30	60
R055B	◊	02 Postal moderation	-	M^P	30	60
R055C	◊	03 Visiting moderation	-	M^V	30	60
		Developing knowledge and skills in outdoor activities				
R056A	◊	01 OCR Repository	-	M^R	30	60
R056B	◊	02 Postal moderation	-	M^P	30	60
R056C	◊	03 Visiting moderation	-	M^V	30	60
Notes:	◊	For each of these units all internal assessment must be submitted using the same moderation method. Centres can choose different methods for different units.				

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14 Reference

14.1 Glossary

A2C migration application	The JCQ A2C migration application has replaced the old EDI system, allowing centres to transmit entry and results data to and from OCR without using a third party carrier.
Aggregation	The process whereby results achieved for individual units are combined to give a grade for a qualification or certification. Also known as 'certification'.
Amendment file	When using EDI, any entry amendments should be submitted in a dedicated amendment file.
ATS (access to scripts)	A post-results service which provides centres with access to marked scripts.
Basedata	Examination data which is used to process entries and results using EDI. Designed to be electronically imported into a centre's administration software. Includes the specification codes, entry codes, timetables and fees. Basedata is series-specific and needs to be refreshed for each new series.
Certification	The process of awarding a grade for a subject, specification or whole qualification.
Component	An assessable part of a specification that is not certificated as a separate entity.
EAR (enquiries about results)	A post-results service available from OCR which allows for clerical checks, reviews of marking and reviews of moderation.
EDI (electronic data interchange)	An electronic method of transmitting entry and results data to and from OCR.
Exams officer	The person appointed by the Head of Centre to act on behalf of the centre to administer examinations. OCR corresponds formally with the exams officer.
Interchange	OCR's secure extranet, which allows centres to make entries, view results and apply for post-results services.
JCQ (Joint Council for Qualifications)	A forum of examining boards in England, Wales and Northern Ireland, which seeks to create common standards, regulations and guidance.
MIR (missing and incomplete results)	A post-results service available from OCR, which allows centres to query missing results, partial absence and cases where no results have been received.
OCR Repository	A secure website, accessed via Interchange, which allows centres to upload candidate work for marking or moderation.
Option	When making entries, you may have to choose an option. This may represent a choice between different methods of moderation, tiers (for Science) or languages (for ICT).
Personal Learning Record Service	This is a Skills Funding Agency (SFA) initiative designed to help learners access their academic and vocational achievement data so that data can be more effectively shared between learners, education providers, training providers and employers. All learners over the age of 16 can log onto a secure website to access their PLR, assuming they have a ULN. Currently, the PLR is being populated by the SFA. In the future, however, the PLR will be populated with data direct from awarding organisations.

Script	Once a question paper has been completed by a candidate, it is referred to as a script.
Series	A group of examinations in the same range (for example, Cambridge Nationals) with a common closing date for entries. The series is defined by a series year, code and name.
Session	A period in a day in which an examination may take place, i.e. am or pm. Each session is usually of not more than three hours' duration.
UCI (unique candidate identifier)	A unique 13-character code allocated to a candidate by a centre that must be supplied when entering for units or certification.
ULN (unique learner number)	A personal ten-digit number, which is used to ensure funded learner achievement information can be provided to the Personal Learning Record Service and by candidates taking a Diploma.
UMS (uniform mark scale or score)	A scale that converts raw unitised examination marks into a common scale to use in the unitised assessment system.

14.2 Useful websites

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

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

JCQ (Joint Council for Qualifications) – www.jcq.org.uk

LRS (Learning Records Service) – www.learningrecordsservice.org.uk

OCR (Oxford Cambridge and RSA Examinations) – www.ocr.org.uk

OCR Interchange – https://interchange.ocr.org.uk

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

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

14.3 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 *Access Arrangements, Reasonable Adjustments and Special Consideration*

JCQ *Formats for the Exchange of Examination Related Data*

JCQ *Guide to the awarding bodies' appeals processes*

JCQ *Instructions for conducting examinations*

JCQ *Post-Results Services*

JCQ *Suspected Malpractice in Examinations and Assessments*

OCR *Fees List*

OCR *Guidance for Private Candidates*

OCR *Malpractice Procedures – A Guide for Centres*

OCR *Post-results services: our charging policy explained*

OCR *Smooth Running*

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Contact us

Staff at the OCR Customer Contact Centre are
available to take your call between 8am and
5.30pm, Monday to Friday.

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