

Step-by-Step Administration Guide for OCR Understanding Business Enterprise (QCF) Scheme codes 10315 – 10317

NB full and comprehensive guidance is available in the OCR Administration Guide: Vocational Qualifications, available to download from <http://www.ocr.org.uk/ocr-for/schools-colleges-and-training-providers/admin-guides/>

If you would like to contact OCR, please refer to the contact list on the qualification page of the OCR website <http://www.ocr.org.uk/Images/85683-ocr-contact-list.pdf>

Centre Approval

Centre completes Centre Approval Form, available from the OCR Website (<http://www.ocr.org.uk/ocr-for/schools-colleges-and-training-providers/centre-approval/>), and sends it according to the instructions.

OCR sends confirmation letter of approval containing links and password to the OCR Interchange for qualification documentation.

Entering and certification

What to do...

Centre purchase either named or unnamed unit or full entries using OCR Interchange. Guidance notes available on:

http://www.ocr.org.uk/download/interchange/ocr_37993_int_entries_vq.ppt

The required details of the Examiner-moderator (ie name and postal address) will normally be available on Interchange within 2 days of the entry being processed.

Once candidates have completed Unit(s), centre makes claim on Interchange, naming the candidate and the Unit(s) they wish to claim. It is recommended that centres carefully check they have entered candidates for the correct units as any issues will cause a delay in certification. **Centres must send the evidence within 24 hours of the claim being made.** Evidence should not be posted to the Examiner-moderator before the relevant Units have been claimed on Interchange. Guidance notes are available on:

http://www.ocr.org.uk/download/interchange/ocr_33895_int_qcf_and_fs_claims.ppt

Centres do not need to claim for Units already certificated when claiming a full award - OCR systems will automatically identify whether the candidate has achieved sufficient credits for an overarching qualification, providing that the candidate details have been correctly provided by the centre.

Centres are requested not to complete separate claims for individual candidates. Where possible, claims should consist of multiple candidates and units.

Centres must ensure that:

- all candidates have completed all requirements of the assignment booklets for each of the units being submitted
- all candidates have signed a candidate declaration (to be stored at the centre) that the work is their own
- the assessor has assessed every candidate's work and where not considered to have met the required standard, has been returned to the candidate for amends. **ONLY PORTFOLIOS CONSIDERED TO HAVE MET THE REQUIRED STANDARD SHOULD BE SUBMITTED FOR CERTIFICATION.**
- each candidate portfolio includes a **Submission Cover Sheet** (downloadable from the qualification page of the OCR website <http://www.ocr.org.uk/Images/72909-submission-cover-sheet.pdf>) that is completed fully including: candidate details, units submitted and assessor signature.

Centres send all the candidate evidence together with all relevant documentation to the Examiner-moderator's postal address provided on Interchange via Centre information > View Examiner-Moderators. Copies should be kept by the centre. Please mark the outside of the parcel with your centre number, the scheme code and the claim number. Please avoid including different scheme codes in the same parcel.

Examiner-moderator, moderates the assignments received and then sends them to OCR. The evidence is retained by OCR and will not be returned to the centre.

OCR sends control report and auto-generated certificates to centre. An Electronic Centre Feedback Report is available to view via OCR Interchange. The claim history can be checked on Interchange via Certification Claims >View Claim History.

If a candidate's unit is withdrawn, the unit must be claimed again and all of the evidence re-submitted to the moderator. The original evidence is not returned to the centre.

NB Examination Officers and centre assessors are encouraged to check the qualification web pages regularly for updates and advice

<http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-understanding-business-enterprise-level-1-award-10315-from-2012/>

<http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-understanding-business-enterprise-level-2-award-10316-from-2012/>

<http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-understanding-business-enterprise-level-3-award-10317-from-2012/>