

# OCR OCR Level 4 Diploma in Business and Administration Submission Cover Sheet

**Claim number:**

**Reference number:**  
(OCR use only)

This is an interactive pdf. You can complete the candidate details below onscreen and then print this pdf. On the printed copy please complete the relevant unit boxes shown on the right.

	<b>Scheme Code</b>	<b>Full Qualification</b>	<b>Single Unit</b>
<b>Level 4 Diploma in Business and Administration</b>	10337		

**Centre Number:**

**Candidate's surname or family name:**

**Candidate's first forename:**

**Candidate's second forename (if any):**

**Candidate's Date of Birth (dd/mm/yyyy):**

**Candidate number:**

**Gender:**

## Assessment Record

The centre assessor must complete the drop down menu underneath each unit number being claimed for those units that they have assessed. Under no circumstances should any unit be submitted to OCR unless the centre assessor is satisfied that all the necessary criteria for the award of the unit has been met. The units should be claimed on Interchange and then sent to the Examiner/Moderator within 24 hours.

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*I confirm that all of the submitted evidence was produced unaided by the above candidate.*

**Centre assessor's name**

**Examiner-moderator's name**