ADMIN GUIDE

14–19 QUALIFICATIONS

2015/16

NOVEMBER 2015

JANUARY 2016

JUNE 2016

OCR
Oxford Cambridge and RSA
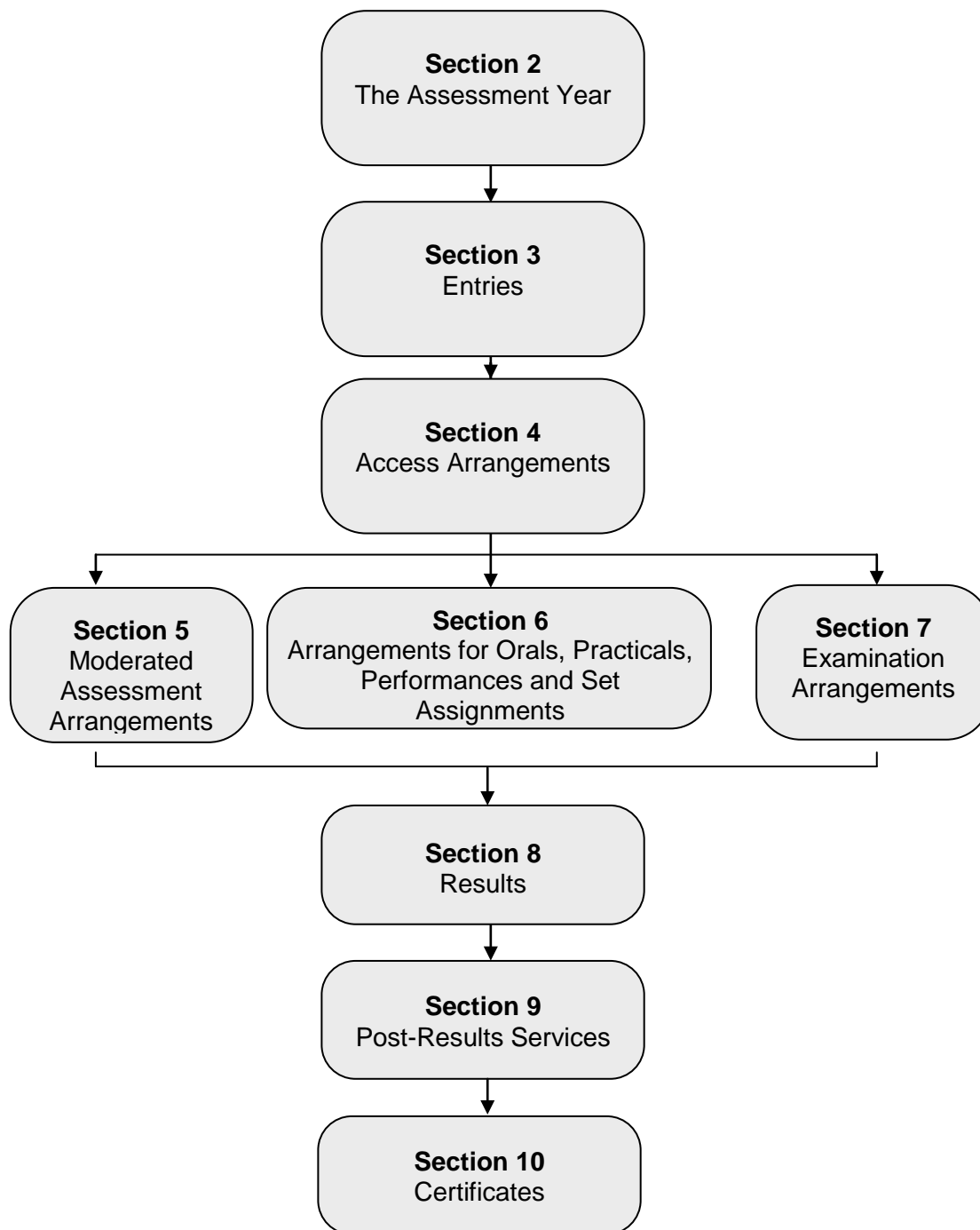
Overview of the *Admin Guide*

This document is structured in chronological order of activity for each examination series. Each box in the flow chart below corresponds to a section in this *Guide*.

Section 2
The Assessment Year

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Version control

This page lists all changes to the *Admin Guide* since publication on the OCR website at www.ocr.org.uk/admin-guides. See section 1.2 for details of how we communicate any changes to centres.

Version	Section	Page	Details of change	Date changed
2.0	6.8	57	Updated as visit arrangement form is not required for GCSE Expressive Arts Unit A693	05/02/2016
	All	All	Splitting the admin guide and entry codes booklet into two separate documents	
1.3	Current GCE	65	Updated 'Notes' section regarding the final assessment opportunity for AS Science (H178)	01/2/2016
1.2	Current GCE	8, 17, 40	Updated 'Notes' section regarding the final assessment opportunity for Applied Art and Design (H013), Applied Business (H426) and Human Biology (H023)	01/01/2015
1.1	Obtaining further support and information	3	Updated Twitter handle and link to blog	24/09/2015
	New AS Level	3, 4	Entry exclusions for Art and Design updated (H200–H206)	24/09/2015
		5	QN number for Business (H031) updated	24/09/2015
		4, 5, 8, 9	Entry exclusions for Sciences updated (H020, H022, H032, H033, H156, H157)	24/09/2015
	New A Level	20, 3	Details of History A (H505), Unit Y222 amended	24/09/2015
	New A Level	15–17, 22	Entry exclusions for Sciences updated (H420, H422, H432, H433, H556, H557)	24/09/2015
1.0	First version published online 1 August 2015			

Contents

1 Introduction

1.1 Purpose and scope

This *Admin Guide* is designed to help exams officers and teachers in registered OCR centres administer OCR assessments. It should be read together with the JCQ guidance and is governed by the Ofqual *GCSE, GCE, Principal Learning and Project Code of Practice.* The qualifications included are:

- AS and Advanced GCE (including Applied GCE)
- GCSE (including Applied GCSE)
- Entry Level Certificate
- FSMQ

- Level 2 Award
- Level 1/2 Certificate
- Level 3 Certificate
- Principal Learning
- Project.

The following qualifications have their own admin guides, which can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/admin-guides)

- Apprenticeships
- Cambridge Progression in English and Mathematics
- Cambridge Nationals

- Cambridge Technicals
- Essential Skills Wales
- Functional Skills
- Vocational qualifications.

1.2 Changes to this *Admin Guide*

The first version of this *Admin Guide* is v1.0, published online August 2015.

If there are any subsequent changes to this *Admin Guide,* we will update the online version, available to download from the OCR website (www.ocr.org.uk/admin-guides). Any changes will be clearly identified on the *version control* page in the *Admin Guide* and the version number will be updated accordingly in the footer. We will also notify centres of any updates to this *Admin Guide* in our monthly *Subject Information Update* email. These can also be found on the OCR website (www.ocr.org.uk/ocr-for/exams-officers/support-and-tools/siu).

Major changes to this *Admin Guide* from last year include:

- Adding a 'contact us' table with all the email addresses included within the *Guide.*
- Moving the assessment year into the main body of the admin guide as Section 2
- Combining the preliminary, estimated and final entries sections into one 'entries' section (Section 3)
- Removing the estimated grades section as these are no longer required
- Splitting the information about special consideration and adding it to the internal assessment and examination arrangement sections, as relevant
- Adding information on the changes required by qualifications as part of the GCSE and A Level reform.

Please note: within each sub-section the first reference to a webpage provides a live link and the full URL address. Subsequent references within the same sub-section provide a live link to the website. Email addresses throughout this guide are always provided in full.

1.3   Terminology: unitised or linear

Throughout this document, qualifications are referred to as being **unitised**, **linear** or **linear with a unitised entry structure**.

Unitised qualifications

The following are **unitised** qualifications, where the assessment has been split into separately assessed units, often taken at different stages of the course:

- Current GCEs (excluding the new GCEs – first teaching 2015)
- Level 2 Award
- Level 1/2 Certificate
- Principal Learning
- Level 3 Certificate Quantitative Methods (MEI) (H863).

Linear qualifications

The following are **linear** qualifications, where a single entry is made for the qualification and candidates sit the examination(s) at the end of the course:

- FSMQ
- Entry Level Certificates
- Projects
- GCSE Mathematics B (J567)
- Most Level 3 Certificates
- New GCE AS and A Levels (first teaching 2015) except GCE AS and A Level History, which are linear with a unitised entry
- New GCSEs (9–1) (first teaching 2015).

Linear qualifications with a unitised entry structure

The following qualifications are **linear with a unitised entry structure**. This means entries are made for individual units, but all assessment takes place at the end of the course:

- Current GCSEs except GCSE Mathematics B (J567), which is a linear qualification.
- New GCE AS and A Level History (first teaching 2015).

A glossary of common terms has been provided at the end of this *Admin Guide*, together with a list of where to obtain copies of documents referred to in the *Guide*.

1.4 Obtaining further support and information

OCR website

The best way to obtain up-to-date information is via the OCR website (www.ocr.org.uk). The website includes essential support materials such as copies of specifications, specimen assessment materials and teacher support materials together with details about entries (including basedata), results and fees. New administrative and qualification information is added regularly.

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 supports every stage of the exam cycle – allowing you to make entries, submit internal assessment marks, view results, download controlled assessment, past papers and mark schemes, and apply for post-results services. It also provides links to allow you to request access arrangements, modified papers and special consideration. 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. This, together with a quick start guide, can be downloaded from the OCR website (www.ocr.org.uk/interchange).

OCR Customer Support Managers

Our Customer Support Managers are a dedicated team of staff covering England, Wales and Northern Ireland. We are committed to supporting our centres and do this in a number of ways:

- **Network meetings for exams officers** – We attend as many of your local network meetings as possible bringing you all the latest news and information that will impact you in the Exams Office. If you would like us to attend your meeting then please get in touch by contacting networks@ocr.org.uk.

- **Network meetings for teachers** – We are running **free** regional network meetings for teachers of our specifications. Each event will give teachers the opportunity to hear the latest news, discuss teaching specifications and resources, talk to our subject experts and connect with other teachers of their subject. Our support networks will run each term and are designed to keep teachers up-to-date. They are also a great opportunity to share passion for a subject and pick up tips from colleagues. You can view a full listing of the events we are running on the OCR website (www.ocr.org.uk/ocr-for/teachers/teacher-networks). If you are interested in hosting a network at your centre please let us know by contacting us at networks@ocr.org.uk.

- **Training for exams officers** – We deliver bespoke training for exams officers to help them understand the administration aspects of our qualifications and use of OCR systems. We will consider all requests for training and work with you to make the session relevant to your needs. If you would like to find out more please contact cast@ocr.org.uk.

- **Via our blog and Twitter feeds** – To provide you with additional support and information we've created a regular blog post, available at OCR blogs (www.ocr.org.uk/blog). You can also find useful hints and tips on Twitter (https://twitter.com). Follow us @OCRexams or hear from our Customer Support Managers @OCRCustSupport.

OCR professional development

We also offer professional development for teachers. You can find out what professional development is available for each qualification by accessing the CPD hub (www.cpdhub.ocr.org.uk). Our professional development includes online training, a series of premier events and face-to-face training. If you would like more information, please contact us at cpdhub@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 http://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.

When providing your contact details, please ensure 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.

Section	Query	Contact	Email address and notes
1.4	Info about network meetings and training	Customer Support Managers	networks@ocr.org.uk
3.10	Personal detail changes after the entry deadline	Entries Team	OCRGQ.entryprocessing@ocr.org.uk Amendments should be emailed from your centre's registered email address
3.11	Entry withdrawals on medical grounds/ after bereavement	Entries Team	OCRGQ.entryprocessing@ocr.org.uk Cases must be supported by a medical certificate or, in the case of a bereaved or deceased candidate, a letter on centre-headed paper
3.11	Fees invoice query	OCR Credit Control	credit.control@cambridgeassessment.org.uk Quote your centre number and invoice number in all correspondence
3.12	Multiple unique candidate identifier (UCI)	Entries Team	OCRGQ.entryprocessing@ocr.org.uk Email details of the UCIs in use and the candidate's name
3.17	ULN validation query	Entries Team	OCRULNAdmin@ocr.org.uk
3.19	AS Transfer request	Centres Team	OCRASTransfers@ocr.org.uk

3.20	Transferred candidates request	EAR Team	OCR.TransferredCandidates@ocr.org.uk A JCQ Transferred Candidates Form (JCQ/TC), must be completed and signed by the entering and host centres
3.21	Assessment in Welsh request	Assessment Materials Team	WelshAssessment@ocr.org.uk GCSE Latin A401–A405 only
4.2	Applying for vocational access arrangements	Special Requirements Team	ocrspecialrequirementsteam@ocr.org.uk Email JCQ Form 1 or JCQ Form 8, as appropriate. For GCSE and GCE please use Access Arrangements Online, accessed via Interchange
5.1	Consortium arrangements	Deployment Team	TraditionalCov.TraditionalCov@ocr.org.uk Email an Application for Centre Consortium Arrangements for centre-assessed work (Form JCQ/CCA)
5.6	Coursework mark amendments	Post Assessment Services	centre.markamends@ocr.org.uk Email Amendment to Centre Marks form from a centre email address, ensuring a copy is also sent to the moderator
5.8	Update centre details	Centres Team	ncn@ocr.org.uk Email updated details as an attachment on centre-headed paper to the JCQ National Centre Number Register
5.11	Centre accreditation Programme Leader updates	Post Assessment Services	centre.accred@ocr.org.uk If the Programme Leader leaves their post or their responsibilities change
5.11	Centre accreditation authentication forms	Post Assessment Services	centre.auth@ocr.org.uk Email centre authentication forms for accredited units (with entries) each series
6.1	GCE Sciences email alert services	Science Team	GCEsciencetasks@ocr.org.uk – Current GCE A Level Sciences positiveaboutpractical@ocr.org.uk – New GCE A Level Sciences Email your centre number, centre name, contact name and the name of the GCE specification in the subject line
6.1	Questions about new GCE Sciences practical activities	Science Team	pass@ocr.org.uk
6.6	Request to reuse listening tests after the exam	Assessment Production Team	ocr.copyright@ocr.org.uk
7.3	Provisional timetable feedback	JCQ/OCR Centres Team	centresupport@jcq.org.uk – November 2016 and June 2017 series ocr.timetable@ocr.org.uk – January 2017 series Centres have approximately two months to comment once the provisional timetables are published

7.3	Managing timetable clashes	Special Requirements Team	specialrequirementsteam@ocr.org.uk For unplanned situations or circumstances not specifically outlined in the JCQ ICE booklet. Quote 'Timetable deviation' and your centre number in the subject line
7.6	Report suspected malpractice	Malpractice and Appeals Team	malpractice@ocr.org.uk Email a JCQ Report of Suspected Malpractice form (JCQ/M1) as soon as possible
9.1	Cancelling enquiries about results	EAR Team	result.enquiries@ocr.org.uk Quote 'Cancellation of EAR' in the subject line
9.1	Appeal against the outcome of an enquiry about results	Appeals Team	appeals@ocr.org.uk This must be done by your Head of Centre within 14 calendar days of receipt of the outcome
10.1	Different certificate delivery address	Results Team	ocr.results@ocr.org.uk Send your request on centre-headed paper
10.1	Request replacement certificates	Results Team	ocr.results@ocr.org.uk For missing or damaged certificates and any amendments

2　The Assessment Year

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.

	Date	Action
September		*Collect information on likely entries for January 2016 series and liaise with your SENCO for information on any access arrangements.*
	1	November 2015 basedata (EDI series code Ba15) available on the OCR website.
	10	Latest date for the receipt of priority copies of scripts by centres for June 2015 series.
	11	January 2016 basedata (EDI series code 1a16) available on the OCR website.
	20	Deadline for receipt of enquiries about results (other than Priority Service 2) for June 2015 series.
	20	Deadline for receipt of missing and incomplete results queries for June 2015 series.
	20	Deadline for late certification requests for June 2015 series.
	20	Deadline for applications for access arrangements involving modified question papers for November 2015 series.
	21	Earliest date non-priority scripts will be returned to centres for June 2015 series.
	21	Deadline for estimated entries for January 2016 series.
October	4	Deadline for the submission of non-priority script requests for June 2015 series.
	4	Deadline for final entries for November 2015 series.
	4	Deadline for applications for access arrangements for November 2015 series (other than modified question papers).
	4	Deadline for applications for access arrangements involving modified question papers for January 2016 series.
	5	Late November 2015 entries attract Stage 1 late entry fees.
	6	Deadline for requesting transferred candidate arrangements for November 2015 series.
	10	Deadline for estimated entries for June 2016 series.
	15	Deadline for GCSE, GCE and ELC Physical Education Special Activity Submission Forms to be sent to OCR.
	21	Deadline for final entries for January 2016 series.
	21	Deadline for applications for access arrangements for January 2016 series (other than modified question papers).
	21	Deadline for applications for transferring GCE credit from other specifications for June 2016 series.
	22	Late January 2016 entries attract Stage 1 late entry fees.
	31	Latest date by which certificates will be despatched by OCR for June 2015 series
November		*Check certification warning reports for January 2016 series and, using Interchange, check candidate details are correct – send amendments electronically to OCR.*
	2 Nov– 13 Nov	NOVEMBER EXAMINATIONS Applications for special consideration must be made within 7 days of the examination.
	4	Last date for November 2015 entries to be withdrawn with refund of entry fees.
	5	November 2015 late entries and changes of tier attract Stage 2 late entry fees.
	5	Deadline for internally assessed marks for November 2015 series to reach OCR and the moderator.
	13	June 2016 basedata (EDI series codes 6a16 and 6b16) available on the OCR website.
	13	Latest date for the receipt of non-priority scripts by centres for June 2015 series.
	20	Earliest date for the disposal of scripts by centres for June 2015 series.
	21	Last date for January 2016 entries to be withdrawn with refund of entry fees.
	22	January 2016 late entries and changes of tier attract Stage 2 late entry fees.
	30	Deadline for all replacement certificate requests for January 2015 series.

	Date	Action
	30	Deadline for free replacement certificate requests for June 2015 series.
December		*Collect information on candidates who may need access arrangements for June 2016 series. Finalise arrangements for internally assessed units and components.*
	1	Deadline for requesting transferred candidate arrangements for January 2016 series.
	5	Deadline for June 2016 GCE Music visit arrangement forms to be sent to OCR.
	22	Final date for entry withdrawals for November 2015
January	**4 Jan–15 Jan**	JANUARY EXAMINATIONS Applications for special consideration must be made within 7 days of the examination.
	1	Earliest date New AS Level Art and Design (H200–H206/01) materials will be available.
	6	Restricted release of results via A2C and Interchange for November 2015 series.
	7	Release of results to candidates for November 2015 series.
	10	Deadline for internally assessed marks for January 2016 units or components to reach OCR and the moderator.
	14	Deadline for June 2016 GCE, GCSE and ELC PE, GCE Performing Arts and Performance Studies and GCSE Drama and Expressive Arts visit arrangement forms to be sent to OCR.
	31	Deadline for applications for access arrangements involving modified question papers for June 2016 series.
	31	Deadline for comments on November 2016 provisional timetable to be sent to the JCQ.
February		*Collect information for final entries for June 2016 series.*
	4	Deadline for receipt of enquiries about results for November 2015 series.
	4	Deadline for receipt of missing and incomplete results queries for November 2015 series.
	4	Deadline for late certification requests for November 2015 series.
	5	Earliest date non-priority scripts will be returned to centres for November 2015 series.
	14	Earliest date Sampling, Testing and Processing – Applied Science (G628) case studies will be despatched to centres.
	21	Deadline for final entries for the June 2016 series.
	22	Late June 2016 entries attract Stage 1 late entry fees.
	24	Last date for withdrawing or amending January 2016 entries.
	28	Deadline for the submission of non-priority script requests for November 2015 series.
	28	Latest date by which certificates for November 2015 series will be despatched by OCR.
March		*Check resit entry requirements.*
		Enquiries about results for January 2016 series.
	2	Restricted release of results via A2C and Interchange for January 2016 series.
	3	Release of results to candidates for January 2016 series.
	13	Advance Notice materials available on OCR website for GCE Chemistry B (F332), Human Biology (F222) and Physics B – Advancing Physics (units G492 and G495) for June 2016 series.
	11	Deadline for the submission of requests for priority copies of scripts (Advanced FSMQ, Level 3 Principal Learning and Level 3 Certificate) for January 2016 series.
	21	Deadline for applications for access arrangements for June 2016 series (other than modified question papers).
	21	Last date for entering June 2016 resit entries following the issue of the January 2016 results without incurring late entry fees.
	21	Deadline for applications for access arrangements involving modified question papers for June 2016 series for those candidates taking resits following the publication of January 2016 results.
	21	Last date for June 2016 entries for GCSE, Level 2 Award, Level 1/2 Certificate and Entry Level Certificate to be withdrawn with refund of entry fees.
	22	Late June 2016 entries and changes of tier attract Stage 2 late entry fees.
	30	Latest date for the receipt of priority copies of scripts by centres for January 2016 series.
	31	Deadline for free replacement certificate requests for November 2015 series.
	31	Deadline for comments on January 2017 provisional exam timetable to be sent to OCR.

	Date	Action
	31	Deadline for GCE PE units G452 (with the exception of summer-only activities) and G454 marks to reach the OCR moderator for June 2016 series.
April		*Check certification warning reports for June 2016 series and, using Interchange, check candidate details are correct – send amendments to OCR.*
		Finalise arrangements for internal assessments.
	1	Deadline for June 2016 GCSE D&T visit arrangement forms to be sent to OCR.
	1	Latest date for the receipt of non-priority scripts by centres for November 2015 series.
	7	Deadline for receipt of enquiries about results for January 2016 series.
	7	Deadline for receipt of missing and incomplete results queries for January 2016 series.
	7	Deadline for late certification requests for January 2016 series.
	8	Earliest date non-priority scripts will be returned to centres for January 2016 series.
	15	Deadline for the submission of non-priority script requests for January 2016 series.
	18	Deadline for requesting transferred candidate arrangements for June 2016 series.
	21	Last date for June 2016 entries for GCE, FSMQ, Principal Learning, Project and Level 3 Certificate to be withdrawn with refund of entry fees.
	30	Deadline for all replacement certificate requests for June 2015 series.
	30	Deadline for comments on June 2017 provisional exam timetable to be sent to the JCQ.
May	**16 May– 1 Jul**	JUNE EXAMINATIONS Applications for special consideration must be made within 7 days of the examination
	15	Deadline for GCE (excluding Art and Design), GCSE, ELC, Principal Learning, Level 1/2 Certificate and Projects internally assessed marks for June 2016 series to reach OCR and the moderator.
	20	Latest date for the receipt of non-priority scripts by centres for January 2016 series.
	31	Latest date by which certificates for January 2016 series will be despatched by OCR.
	31	Deadline for GCE Art and Design marks for June 2016 series to reach OCR and the moderator.
June	**30**	Deadline for free replacement certificate requests for January 2016 series.
August		*Enquiries about results for June 2016 series.*
		Check resit requirements.
	10	Last date for withdrawing or amending June 2016 entries for GCE, FSMQ, Principal Learning, Project and Level 3 Certificate.
	17	Last date for withdrawing or amending June 2016 entries for GCSE, Level 2 Award, Level 1/2 Certificate and ELC.
	17	Restricted release of results via A2C and Interchange for June 2016 GCE, FSMQ, Extended Project, Level 3 Principal Learning and Level 3 Certificate.
	18	Release of results to candidates for June 2016 GCE, FSMQ, Extended Project, Level 3 Principal Learning and Level 3 Certificate.
	24	Restricted release of results via A2C and Interchange for June 2016 GCSE, ELC, Project, Levels 1 and 2 Principal Learning, Level 2 Award and Level 1/2 Certificate.
	25	Release of results to candidates for June 2016 GCSE, ELC, Project, Levels 1 and 2 Principal Learning, Level 2 Award and Level 1/2 Certificate.
	26	Deadline for receipt of Priority Service 2 enquiries about results for June 2016 series.
	26	Deadline for the submission of requests for priority copies of scripts (GCE, Level 3 Principal Learning) for June 2016 series.
	31	Deadline for all replacement certificate requests for November 2015 series.
September	**10**	Latest date for the receipt of priority copies of scripts by centres for June 2016 series.
	20	Deadline for receipt of enquiries about results (other than Priority Service 2) for June 2016 series.
	20	Deadline for receipt of missing and incomplete results queries for June 2016 series.
	20	Deadline for late certification requests for June 2016 series.
	21	Earliest date non-priority scripts will be returned to centres for June 2016 series.
obe	**4**	Deadline for the submission of non-priority script requests for June 2016 series.

	Date	Action
	31	Latest date by which certificates for June 2016 series will be despatched by OCR.
November	**11**	Latest date for the receipt of non-priority scripts by centres for June 2016 series.
	30	Deadline for all replacement certificate requests for January 2016 series.
	30	Deadline for free replacement certificate requests for June 2016 series.

3 Entries

3.1 Intention to teach

September 2015 is the start of a significant programme of change to the UK curriculum and, as such, we need to collect additional information from centres about the specifications that will be taught from 2015. We are referring to this process as 'intention to teach' and we will be asking for information about which of our new specifications you will be teaching at your centre, the size of the cohort, and a contact name and email address for the subject. You will receive an e-alert in September with a link to the online form and instructions on how to complete this form.

3.2 Preliminary entries and material orders

We currently collect preliminary entries for GCE Applied Art & Design and GCE ICT, where in-course teaching guides and question papers are required at a very early stage of the teaching process. All preliminary materials for other subjects will be available online from Interchange (https://interchange.ocr.org.uk) or, from 1 September, the OCR website (www.ocr.org.uk).

You will be emailed a link to the preliminary entry form at the beginning of the 2015/16 academic year for 2017. Additional copies of this form can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/entries). Please return the form by the date shown so we can send you the materials. You still need to make estimated (see Section 3.3) and final entries (see Section 3.4). If you are not teaching any of the subjects shown, or are not intending to enter candidates for the June 2017 series, you do not need to complete or return this form.

If your centre is planning to teach the new GCSE English Literature (9–1) J352 specification from September 2015, you can order free paper copies of the poetry anthology set text from the OCR website (www.ocr.org.uk/qualifications/by-subject/english/poetry-anthology-order-form).

3.3 Estimated entries

What are 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.

If you do not make estimated entries, you will not receive despatches of early examination materials (for example, instructions for practical examinations and pre-release materials) when you require them. For subjects with a visiting examiner/moderator, we will not be able to allocate an examiner/moderator to your centre, which could cause delays in the examination/moderation process. If you do not update your entry information, you may receive materials based on last year's entry data which you may not need.

To help with your estimates, estimated entries are automatically calculated from your final entries for the last appropriate series. For example, final entries from the June 2015 series will be used to create estimated entries for the June 2016 series; however, it is important to update this information to ensure it is as accurate as possible. In particular:

- If you wish to make entries for a new qualification, e.g. AS Levels (first teaching 2015)

- If the volumes you plan to enter change greatly

- If you are no longer going to make entries for an OCR unit or option.

Estimated entry deadlines

Deadlines for submitting estimated entries are as follows. Estimated entries are **not** required for the November series.

Series	Deadline
January 2016	21 September 2015
June 2016	10 October 2015

Submitting and amending 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'. At this stage, we do not need full details of the candidates; these will be required when you make final entries (see Section 3.4).

If you need to change your estimated entries after you've submitted them, you can amend your estimates via Interchange until the relevant final entry deadline.

Informing OCR of a 'nil return'

If you do not intend to enter any candidates for the January or June 2016 series, please log in to Interchange and click the 'nil return' box in the 'Estimated entries' area. Letting us know this means you won't be chased for information unnecessarily and won't receive unwanted materials.

3.4   What are final entries?

Key points

- For unitised qualifications (and linear qualifications with a unitised entry structure), both unit and certification entries **must** be made to claim a full award.

- Where we are running an old specification alongside a new specification, please ensure you use the correct entry codes.

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

- Personalise key documents with candidates' details

- Allocate moderators to centres

- Allocate exam scripts to examiners

- Send centres essential assessment materials, such as question papers

- Establish whether you wish to submit centre-assessed candidate work by post or upload the work via the OCR Repository (see Section 5.9)

- Supply candidates with results.

There are three different final entry structures (see Section 1.3):

- **Unitised qualifications** – To claim the full qualification, unit entries must be made first, followed by certification entries once the candidate is eligible for certification. Not all units are available in each series; details of available series are shown alongside the unit details in the Entry Codes booklet. Units remain available for certification for the life of the qualification.

- **Linear qualifications** – A single entry is made at the end of the course. The qualification may be made up of a number of examination papers and/or internal assessment.

- **Linear qualifications with a unitised entry structure** – Both unit and certification entries must be made, but 100% of the assessment is taken at the end of the course.

You must use the correct entry codes.

As you make your final entries, you might find our *Essential Entries Guide* useful. This can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/entries) and has been designed to help new and experienced exams officers avoid common entry issues and make final entries smoothly.

3.5   Current GCSE entry rules (including carry forward)

When making your entries, you must plan carefully, taking the entry, certification and carry forward rules into consideration. You will need to check that:

- **Unit combinations are valid** – Using the Entry Codes booklet.

- **All units have been entered in the same series as certification (the 100% terminal rule has been satisfied)** – You may find the section below useful.

Certification rules for current GCSE and GCSE (Short Course)

For GCSE and GCSE (Short Course), a **100% terminal rule** applies. Candidates must enter for all their units in the series in which the qualification is certificated.

In specifications with both GCSE and GCSE (Short Course), the two qualifications can be certificated concurrently if all units are taken in the same series. Candidates who have claimed GCSE (Short Course) and decide to move on to the GCSE from the same specification will need to retake all of the GCSE (Short Course) units alongside the additional units required for GCSE. The new results for the units that have been retaken will then be used to calculate the GCSE grade. Any results previously achieved cannot be re-used.

We strongly advise you make certification entries for your candidates by the final entry deadlines (see Section 3.10), and before results are released at the latest. However, if you have not made a certification entry, you may use the post-results late certification process up until the closing date for this service – see Section 9.3.

Certification rules for current GCSE (Double Award)

For GCSE (Double Award), where a candidate is taking a GCSE (Double Award) for the first time and where they have not previously been awarded the GCSE from the same specification, a **100% terminal rule** applies. Candidates must be entered for all their units in the series in which the qualification is certificated.

Candidates who have already been awarded the GCSE and decide to move on to the GCSE (Double Award) from the same specification have three options available to them for certification of the double award:

- Retake all of the GCSE units alongside the additional units required for GCSE (Double Award). The new results for the units that have been retaken will then be used to calculate the GCSE (Double Award) grade; any results previously achieved will not be re-used.

- Retake the externally assessed unit from the GCSE alongside the additional units required for GCSE (Double Award) and carry forward the result for the controlled assessment unit that was previously used towards the GCSE. The new result for the externally assessed GCSE unit will then be used in the calculation of the GCSE (Double Award) grade. Where a candidate decides to carry forward a result for the GCSE controlled assessment unit, they must be entered for this unit in the series in which the double award is certificated, using the carry forward entry code option (see the Entry Codes booklet). There is no charge for carry forward units.

- Take just the additional units required for GCSE (Double Award) and carry forward the result for the GCSE. Where a candidate decides to carry forward the complete result for the GCSE, they must be **entered for the carry forward code in the series in which the double award is certificated** (see the Entry Codes booklet).

Candidates must choose which of these options they want to follow before entries for the double award are made. All new and retaken units must be entered in the series in which the double award is certificated.

In specifications with both GCSE and GCSE (Double Award), the two qualifications can be certificated concurrently if all units are taken in the same series.

Rules for retaking a qualification and carrying forward results

Candidates may enter for current GCSE, GCSE (Short Course) and GCSE (Double Award) qualifications an unlimited number of times.

Where a candidate retakes a qualification, all units must be re-entered and all externally assessed units must be retaken in the same series as the qualification is re-certificated. The new results for these units will be used to calculate the new qualification grade. Any results previously achieved cannot be re-used.

For controlled assessment units, candidates who are retaking a qualification can choose either to retake a controlled assessment unit (Option 1) or to carry forward a result for that unit used towards the previous certification of the same qualification (Option 2).

Option 1: Retaking controlled assessment

- Where a candidate decides to retake the controlled assessment, the new result will be the one used to calculate the new qualification grade. In this case, any results previously achieved cannot be re-used.

Option 2: Carrying forward a result for controlled assessment

- This option is only available if the controlled assessment unit was used in a previous certification.

- Where a candidate decides to carry forward a result for controlled assessment, they must be entered for the controlled assessment unit in the retake series using the entry code for the carry forward option. **This will not happen automatically.**

- Results for controlled assessment units can be carried forward even if the previous certification was entered at a different centre; please make sure the candidate is entered with the same unique candidate identifier (UCI) as before (see Section 3.12).

For further details about carrying forward controlled assessment, including examples of permitted combinations, see *GCSE Controlled Assessment Carry Forward Rules from the June 2014 series: FAQs for centres,* available from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/entries).

Foundation and Higher Tier rules

Many current GCSE units are tiered and, where this is the case, the entry option 'F' is used for the Foundation tier and the entry option 'H' for the Higher tier. The Higher tier option is targeted at grades A*–D and the Foundation tier option is targeted at grades C–G. In the Foundation tier option, the maximum uniform mark available will be equivalent to a top grade C. In tiered subjects, candidates may take different units at different tiers.

Common units in current English, Religious Studies and Sciences

GCSE English, English Language, Religious Studies and the Science suites have common units across different specifications or certification titles.

Where two certifications of the same size have a common unit, these two qualifications cannot be certificated in the same series, as both qualifications have a 100% terminal rule and a single result is only allowed to count towards one qualification of a given size.

Where a controlled assessment unit is common to more than one certification, a result for the controlled assessment unit that has been used towards one qualification cannot be carried forward for use in a different qualification. Controlled assessment unit results can only be carried forward for use in a retake of the same qualification, except for GCSE English (J350) and GCSE English Language (J355) (see the Entry Codes booklet for further information).

November 2015 retake series

GCSE English, English Language and Mathematics have a retake opportunity available in November 2015. For the purpose of this rule, English and English Language are treated as the same subject. For example, a candidate could take GCSE English in June 2015 and then use the November 2015 series to take GCSE English Language.

This opportunity is only available to candidates who have previously certificated in the same subject with any awarding body. Candidates who have not certificated for the same subject in a previous series will not be permitted to enter in the November series.

However, awarding bodies are required to have evidence of the previous attempt before accepting an entry**, unless the learner is aged 16 years or older on 31 August** in the year that they wish to take an examination in November, in which case no evidence is required. Therefore, a candidate who is 16 years or older on 31 August can use the November series to sit an examination for the first time.

3.6 Current Level 3 entry and resit rules

Current GCE, Principal Learning and Level 3 Certificate entry rules

There are no resit rules for GCE, Principal Learning and Level 3 Certificate; 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 GCE or Principal Learning 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.

To obtain an Advanced GCE/Advanced GCE (Double Award), candidates do not need to have been entered for AS GCE/AS GCE (Double Award) first.

A 'carry forward' option exists for GCE MEI Mathematics Units 4753, 4758 and 4776 which allows candidates to carry forward a coursework mark from a previous series, whilst resitting the examined component.

Current GCE Mathematics: Unit locking rules

Once certification has been achieved and a unit has been used towards a qualification, it will become 'locked' to that qualification's group. This means this unit can only subsequently be used towards qualifications in the same 'qualification group'; the unit cannot be used towards a qualification in a different group. The qualification groups are defined as follows:

Group A	**Mathematics**	AS Level Mathematics
		A Level Mathematics
Group B	**Further Mathematics**	AS Level Further Mathematics
		A Level Further Mathematics
Group C	**Further Mathematics (Additional)**	AS Level Further Mathematics (Additional)
		A Level Further Mathematics (Additional)

There are two types of locking:

- **Single locking** – A unit has been used towards the award of only one of the qualifications in the group. To unlock the unit from a qualification group, you need to make a new certification entry for that qualification.

- **Double locking** – A unit has been used for the awards of both the AS and the A Level qualifications in the group. To unlock the unit from a qualification group, you need to make a new certification entry for the A Level qualification only.

When a candidate certificates for a GCE qualification in Mathematics, we strongly advise centres to make a new certification entry for any GCE Mathematics qualification for which they have previously certificated. This will ensure all units become unlocked and the best set of grades can be awarded. For more information, see the JCQ *GCE Mathematics Aggregation Rules – Guidance for Centres* available on the JCQ website (www.jcq.org.uk/exams-office/entries/gce-maths-information/gce-maths-aggregation-rules---guidance-for-heis).

Current GCE Art and Design and GCE Classics: Unit locking rules

Once a unit has been used towards a qualification at either AS Level or A Level, it becomes 'locked' to that certification title at that level. No results for that unit can be used towards another certification title at that level, unless it becomes 'unlocked' (see below). However, results from that unit can be used in a re-certification of the original qualification, or used towards any certification at the other level.

A unit becomes 'unlocked' from a certification if that certification is re-entered and where the re-certification result does not use that unit. Once a unit has been unlocked from a certification at a particular level, it can then be used towards any certification at that level.

Where a candidate is following both endorsed and unendorsed courses, we recommend all certification entries should be made at the end of the course.

3.7   Level 2 Award and Level 1/2 Certificate entry rules

The following rules apply to both the Level 2 Award and the Level 1/2 Certificate.

Unit resit rules before certification

- Candidates may resit each unit once before certification, i.e. each candidate can have two attempts at a unit before certification. If the candidate takes a unit twice and does not obtain a certification grade, a third entry for this unit will be rejected. If the candidate is absent from a unit, this is not considered to be one of their two attempts.

- Where there are optional units, candidates may have a maximum of two attempts for each optional unit before certification.

- For the purposes of the resit rule, units with entry options which provide a choice of moderation methods (e.g. postal or OCR Repository) are treated as the same unit, and hence may be resat only once.

- Where a candidate has taken a unit twice, the best result counts towards the final grade.

Rules for retaking a qualification

- Candidates may enter for Level 2 Award and Level 1/2 Certificate qualifications an unlimited number of times. Candidates can retake a qualification either by resitting all of the units or by resitting some units and re-using previous results for others.

- 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.

- Candidates may not re-certificate with a set of unit results which is identical to that which existed previously, for the purpose of receiving all their subject grades on the same certificate, or for any other reason.

- When a qualification is retaken (i.e. after certification), a candidate is allowed two further attempts at each unit. However, only the better of the two most recent non-absent results will count towards the final grade.

3.8 Current linear qualification entry rules

When retaking a linear qualification, candidates must take **all** the components.

3.9 New AS/A Level and GCSE (9–1) (first teaching 2015) entry rules

Since new AS, A Level and GCSE qualifications (9–1) (first teaching 2015) are linear qualifications, entries need to be made for the relevant qualification using the correct option code (just a single entry code). This includes A Level Sciences (Biology, Chemistry and Physics) and GCSE (9–1) English Language, whereby entering for the correct option also includes entry for the new endorsements (see Section 6).

AS and A Level History are the exception to this as they are linear qualifications with a unitised entry structure. Before making entries for A Level History, your centre must use OCR's Specification Creator, available from the OCR website (www.ocr.org.uk/qualifications/by-subject/history/a-level-specification-creator), to confirm that the units make up a valid course.

As for current linear qualifications, when retaking a new linear qualification, candidates must take **all** the components.

3.10 Deadlines for submitting final entries

Series	Qualification	Deadline
November 2015	GCSE (Maths, English and English Language) – resits only	4 October 2015
January 2016	Level 2 Award, Entry Level Certificate, FSMQ, Principal Learning, Project, Level 1/2 Certificate, Level 3 Certificate	21 October 2015
June 2016*	All available qualifications	21 February 2016

 * The entry deadline for the June 2016 series is the **same date** for all available qualifications.

January series resit deadlines

Where a candidate is resitting exactly the same unit in June as taken in January, the entry deadline of 21 February 2016 is extended as follows:

Original entry series	Resit series	Deadline
January 2016	June 2016	21 March 2016

Late entries

Centres should make entries as soon as possible as essential exam materials will be despatched following their receipt. We cannot guarantee 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 3.11).

Entry amendments and withdrawals

After you have made final entries, we automatically send you entry feedback documents (see Section 3.17) to confirm the entries made and candidate's personal details.

Please double-check all entry information before the examination period. If changes need to be made, you should make the amendments and/or withdrawals via A2C or Interchange (https://interchange.ocr.org.uk) by the following deadlines (hard copy amendments will not be accepted):

Series	Deadline
November 2015 (GCSE Maths, English and English Language) – Resits only	22 December 2015
January 2016 (Level 2 Award, Entry Level Certificate, FSMQ, Principal Learning, Project, Level 1/2 Certificate, Level 3 Certificate)	24 February 2016
June 2016 (GCE, FSMQ, Principal Learning, Project, Level 3 Certificate)	10 August 2016
June 2016 (GCSE, Level 2 Award, Level 1/2 Certificate, Entry Level Certificate)	17 August 2016

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 emailed to the Entries Team at OCRGQ.entryprocessing@ocr.org.uk from your centre's registered email address. 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 you submit an entry amendment via either A2C or Interchange **immediately** after the examination. If you make the amendment via Interchange, you **must** update your IT system to ensure it will accept the result later. Note that late entry fees will apply (see Section 3.11).

3.11 Entry fees

Entry fees are as follows:

- For **unitised** qualifications (and linear qualifications with a unitised entry structure), a basic charge is made for every final unit entry; certification entries are free, with the exception of GCSE Short Courses, for which a certification entry fee is made, see the Fees List (www.ocr.org.uk/fees). Unit entries for carried forward GCSE controlled assessment are also free.

- For **linear** specifications, a charge is made for each option entry.

Details of fees are provided in the Fees List. **Unit and option 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, including 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.

Late entry fees will be applied as follows (fees are provided in the Fees List).

Series	Entry deadline	Stage 1 late entry fees	Stage 2 late entry fees/ tier changes	Refunds for withdrawn entries available until
November 2015	4 Oct	5 Oct–4 Nov	5 Nov onwards	4 Nov
January 2016	21 Oct	22 Oct–21 Nov	22 Nov onwards	21 Nov
June 2016 (GCSE, Level 2 Award, Level 1/2 Certificate, Entry Level Certificate)	21 Feb	22 Feb–21 Mar	22 Mar onwards	21 Mar
June 2016 (GCE, FSMQ, Principal Learning, Project, Level 3 Certificate)	21 Feb	22 Feb–21 Mar	22 Mar onwards	21 Apr

Refunding withdrawn entries

Withdrawals received up to the deadlines above will be refunded automatically.

Withdrawals received after this deadline will not be eligible for a refund. The only exceptions to this are candidates withdrawn on medical grounds or following bereavement – we will refund these entry fees if they are withdrawn up to one week before the results publication date (see Section 8.2). 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 the Entries Team at OCRGQ.entryprocessing@ocr.org.uk.

Querying a fees invoice

To query an invoice, please forward a copy of the invoice and supporting documentation to OCR Credit Control at credit.control@ocr.org.uk, quoting your centre number and invoice number in all correspondence.

3.12 What entry information is required?

Qualification details

Entries are made using a four-digit entry code and option codes (where needed). These details are provided in the Entry Codes booklet.

Candidates **must** be entered for the correct entry option. The option code can represent any of the following:

- **A legitimate or 'true' choice between papers** – For example, in the current GCSE History, each option determines which paper a candidate will take.

- **A choice between tiers** – For example, Foundation and Higher.

- **A choice between methods of moderation** – For many moderated units/components or externally marked speaking tests, the option specifies whether the work is uploaded electronically to the OCR Repository (see Section 5.9), submitted via post or, in some cases, moderated by a visiting moderator. For each of these units, all candidates' work **must** be submitted using the **same entry option**.

- **A choice to carry forward a candidate's result for an internal assessment.**

- **A choice between languages** – For GCSE Latin only (see Section 3.21). This subject is offered in Welsh as well as English, and the option determines the language in which the candidate will take the assessment.

Example

You have ten candidates taking GCSE Citizenship Studies (J269). There are two internally assessed units:

- For the Rights and Responsibilities unit (A341), you choose to submit the work via the OCR Repository so make ten entries for A341A (component 01).

- For the Identity, Democracy and Justice unit (A344), you decide to submit the work via post so make ten entries for A344B (component 02).

You cannot have different submission methods within the same unit in the same series.

A candidate must not be entered for more than one option for a single assessment in the same series.

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 the name 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 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 receive requests to swap the day 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 you don't get it right, making changes after the certificate has been issued will mean you have to pay for replacement certificates (see Section 10).
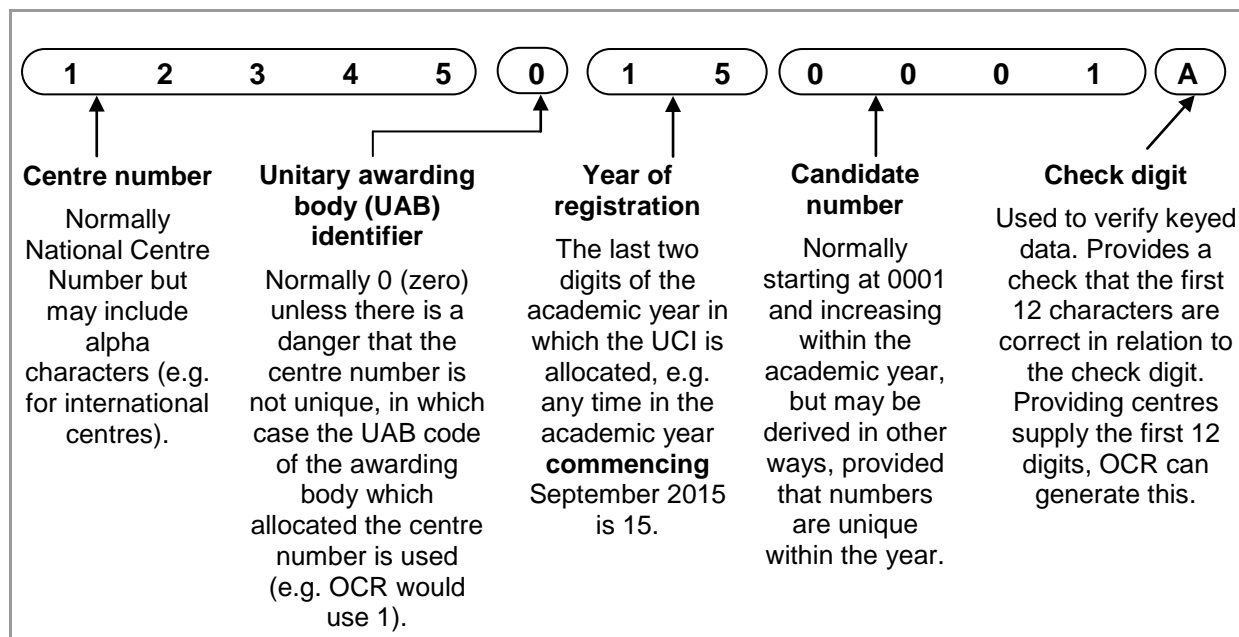
Candidate number

Candidates must be allocated a four-digit 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 the four-digit candidate numbers are unique for the series and a GCSE candidate does not have the same number as a GCE candidate. **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 so they can be certificated. Therefore, **candidates must not be issued with 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 a candidate has more than one UCI, please email our Entries Team at OCRGQ.entryprocessing@ocr.org.uk from your centre's registered email address with details of the UCIs in use and the candidate's name. 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 (www.ocr.org.uk/ocr-for/exams-officers/entries).

The following diagram shows the components of a UCI:

| 1 | 2 | 3 | 4 | 5 | 0 | 1 | 5 | 0 | 0 | 0 | 1 | A |

Centre number

Normally National Centre Number but may include alpha characters (e.g. for international centres).

Unitary awarding body (UAB) identifier

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).

Year of registration

The last two digits of the academic year in which the UCI is allocated, e.g. any time in the academic year **commencing** September 2015 is 15.

Candidate number

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.

Check digit

Used to verify keyed data. Provides a check that the first 12 characters are correct in relation to the check digit. Providing 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 learner achievement information can be provided to the Personal Learning Record (PLR).

If a candidate does 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, we will check the ULN and candidate details with the PLR. Candidate details submitted to OCR need to match exactly with those held on the PLR. If there are any differences, we will not be able to validate the ULN. This will not prevent your entries from being processed, but OCR will not be able to send result data to the PLR until

the ULN and candidate details held by OCR have been validated correctly with the PLR. If you need to make a change to a learner's details, you must update them in a number of places:

- Within the PLR

- Within your management information system

- You then need to send updated candidate details to OCR.

For more information, and to generate a ULN, please refer to the Learning Records Service (www.gov.uk/topic/further-education-skills/learning-records-service).

3.13 Private candidates

OCR examinations are designed primarily for candidates who follow courses of study at schools and colleges acting as registered centres. However, there are learners who may not attend schools or colleges but who wish to enter for OCR examinations. These 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 the 'Private' status is selected.

It is also good practice to ask private candidates if they have any entries at another centre. This helps to avoid timetable clashes when the exams take place. Our *Guidance for Private Candidates* is available to download from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/admin-guides).

3.14 Methods of submitting final entries

There are two methods of submitting final entries:

- **A2C** – An electronic method of transmitting entry and results data to and from OCR using EDI (electronic data interchange) files. More information can be found on the A2C website (http://a2c.jcq.org.uk).

- **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 (www.ocr.org.uk/ocr-for/exams-officers/interchange) 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).

3.15 Making entries via A2C

Basedata

To make entries via A2C, electronic entry files (**EDI files**) need to be created using OCR's basedata. Basedata is examination data which is used to process entries and results using EDI files. 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 uploaded for each new series.

There are separate basedata files for centres in **Northern Ireland** (for the November 2015 and June 2016 series).

OCR basedata can be downloaded from the general qualifications basedata page of the OCR website (www.ocr.org.uk/ocr-for/exams-officers/basedata/) as soon as it is published (as shown in the table below). How you load the basedata will depend upon your examination administration software. We will issue the following basedata files:

Series	EDI series	Qualification	Basedata publication
November 2015	Ba15	GCSE GCSE Unit CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	1 September 2015
November 2015 (Northern Ireland only)*	Ba15	GCSE GCSE Unit CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	1 September 2015
January 2016	1a16	Int FSMQ Entry Level Cert Level 1/2 Certificate Level 1/2 Certificate Unit Level 2 Award Level 2 Award Unit Level 3 Certificate Principal Learning Principal Learning Unit Project CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	11 September 2015
June 2016	6a16	GCSE GCSE Short Course GCSE Unit Entry Level Cert Level 2 Award Level 2 Award Unit Level 1/2 Certificate Level 1/2 Certificate Unit CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	13 November 2015
June 2016 (Northern Ireland only)[1]	6a16	GCSE GCSE Short Course GCSE Unit Entry Level Cert Level 2 Award Level 2 Award Unit Level 1/2 Certificate Level 1/2 Certificate Unit CAMNAT Award CAMNAT Certificate CAMNAT Diploma CAMNAT Unit	13 November 2015

[1] Includes GCSE English Language (Northern Ireland only) J345.

Series	EDI series	Qualification	Basedata publication
June 2016	6b16	Adv GCE Adv GCE (Double Award) Adv Sub GCE (Double Award) Adv Sub GCE Adv GCE Unit Adv FSMQ Int FSMQ Level 3 Certificate Principal Learning Principal Learning Unit Project	13 November 2015

How to submit your EDI entry file via A2C

Instructions on how to send your EDI file via A2C are provided on the A2C Migration Application download website (http://a2c.avcosystems.com).

Acknowledgement of EDI files

Once OCR has downloaded your entry or amendment file, this will be acknowledged within the 'Logs' screen of the A2C migration application under the 'Sent Files' tab. We download files at least four times each working day. However, an acknowledgement does not mean the file has been successfully loaded to our system as, at this point, no validation checks have been performed.

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 we have any queries on your entries.

Avoiding A2C entry issues

Each series, many entry files fail to load to our systems, which leads to processing delays. To avoid any problems, please ensure 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*, available on the JCQ website (www.jcq.org.uk/exams-office/entries/jcq-formats). 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'. You should only produce **one** entry file for a series code, ensuring 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 previous entries are deleted.

- **Amendment files** – If you make your initial entries via Interchange (https://interchange.ocr.org.uk), 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 your files end in different numbers; otherwise, they may overwrite each other during our processing, which could mean 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 do not need details of the candidates you plan to enter in future series or with other awarding bodies.

- **Duplicate entries for different options** – Ensure you enter candidates for just one entry option. Don't enter all candidates for both the Repository and postal moderation entry options.

Technical support for A2C entries

Technical support for examination software packages used by centres is not available from OCR; please contact your software supplier. If you have any queries about the receipt of your entry files or require technical support for A2C, please contact our Customer Contact Centre (see Section 1.6).

JCQ A2C data exchange project

The JCQ A2C data exchange project is replacing legacy systems and sets out to modernise and upgrade the electronic data interchange (EDI) process. The first stage, which removed the need for files to be sent via an approved EDI carrier, was implemented in September 2012. The next stage will be piloted with a small number of centres from September 2015. It will be rolled out from September 2015 and will finally replace the old-style EDI files by the end of December 2016. This will result in much more streamlined transfer of data between awarding organisations and centres. All centres can still download the migration application, for use with the old-style EDI format files, from the A2C website. More information can be found on the A2C website (http://a2c.jcq.org.uk).

3.16 Making entries using Interchange

Getting started

To make entries using Interchange (https://interchange.ocr.org.uk) for qualifications listed in this guide, 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'.

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 GCE Mathematics 7890, you would need to enter '7890' or 'math' **not** '7890 math' **nor** 'maths'.

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 enter their details. When searching for existing candidates, you can restrict the search to show only 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 see Section 3.12 for guidance on choosing the right entry option.) You can then review your entries before submitting them. Please ensure you are submitting entries for the correct series.

Update your management information system

Once you have made your entries via Interchange, you must update your management information system with this entry information. Otherwise, your entries may be overwritten if you make any subsequent amendments via A2C – even if they are for a different qualification or candidates. This also applies to making any entry amendments via Interchange.

Useful features

Whilst creating entries for a unit or qualification, 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 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'.

3.17 Checking final entry information

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

Using the entry feedback documents

We will send you entry feedback documents automatically to confirm the entries you have made. This is another chance to check candidates' personal details – do not wait until certificates are issued as charges are made for replacement certificates. We issue the following reports:

Report	Shows
Certification warning report	For unitised qualifications only. 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 or not satisfying the terminal rule. You must resolve any problems so candidates will receive the correct certification grade.

Report	Shows
Centre summary of entries	The total number of entries made for each unit/component, 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 (https://interchange.ocr.org.uk). 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 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, then 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 our Customer Contact Centre (see Section 1.5).

Receiving an invalid ULN notification

In cases where a candidate's ULN cannot be validated, we will send an automatic email notifying you of the problem. At this point we will then ask you to:

• Check the details held by the LRS are correct and update them if required. If you do amend the details, there is no longer any need to notify us as we will revalidate it automatically but please allow ten days for the record to be updated within Interchange.

• Provide us with either the correct ULN for the candidate, or updated candidate details (name, gender and date of birth) that match the details held in the LRS.

If you use a management information system (MIS), please send candidate detail updates via A2C in an amendment file. In order to import results to your MIS it is important the candidate details contained within the results file match your centre records.

Alternatively, you can update the candidates' details via Interchange. Once logged in to Interchange, hover over 'Candidates' in the left-hand menu and click on 'Find candidates'. You can then search for a candidate and view or edit candidate details. If you make amendments to your candidate's OCR details, Interchange will show if the ULN is valid within ten days.

If you have any ULN validation queries, you can email our Entries Team at OCRULNAdmin@ocr.org.uk

3.18 Identifying entry problems

Many of the issues to look out for apply to all qualifications, as suggested below; however, we have also listed issues which relate specifically to the current GCE Maths, Classics and Art and Design qualifications, which have complex rules of combination. Please see the Entry Codes booklet for details of valid combinations.

General issues

When looking at the feedback documents and/or Interchange (https://interchange.ocr.org.uk) you may wish to consider the following general questions:

- Have the right entries been made? For the correct option and tier?

- Is the candidate eligible for certification?

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

- If the candidate is taking a qualification for the second time, has a new certification entry been made?

- Are the candidate's details correct?

- Has the candidate's ULN validated?

The following questions relate specifically to the certification warning report:

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

- If some of the candidate's 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?

- For current GCSEs, has the 100% terminal rule been satisfied?

- For current GCEs, Principal Learning, Level 2 Award and Level 1/2 Certificate re-certifications, has the candidate taken any new units since the last certification?

- For current GCEs, has the candidate transferred from another specification (see Section 3.19)?

Current GCE Mathematics

- **Are some units locked?** This is often the greatest problem within GCE Maths. It may appear as though a valid combination is possible, but if the candidate has entered for some certifications previously, some units may be 'locked' to the original certification. Re-certification of all previously entered certifications solves this problem in almost all cases.

- **Have the 'certification dependencies' been satisfied?** For example, it is only possible to certificate Further Mathematics if you certificate Mathematics as well; either at the same time or earlier (see Section 3.5 and the Entry Codes booklet for more details).

- **Is there a valid combination of units for all entered certifications?**
  Common errors include:

  - The candidate wants to certificate AS Mathematics, but has not taken one of the three optional units permitted in AS Mathematics.

  - The candidate wants to certificate A Level Mathematics, but they have not been entered for one of the seven pairs of optional units permitted for A Level Mathematics.

- The candidate wants to certificate for A Level Mathematics and A Level Further Mathematics, but all possible combinations for A Level Mathematics do not leave enough A2 units available for A Level Further Mathematics.

Current GCE Art and Design and GCE Classics

- **Are some units locked?** If the candidate has entered for some certifications previously, some units may be 'locked' or 'used up' towards those certifications and not available for the new certifications. As long as there are enough units in total for all certifications, in most cases, re-certification of all previously entered certifications solves this problem.

- **Have you entered the wrong certification code?** Candidates do not need to be entered for the same subjects at AS **and** A2. For example, if they took two Classical Civilisation units at AS, and then one Classical Civilisation and one Ancient History at A2, they should be entered for AS Classical Civilisation (H041) followed by A2 Classics (H438). They must not be entered for AS Classics (H038).

3.19 AS Transfers

AS Transfers are not available for the new GCE AS and A Levels (first teaching 2015).

Transferring GCE credit from one specification to another

Candidates who started a unitised GCE course at another centre that used a different specification (possibly from a different awarding body) may be able to apply to complete their course with OCR. Current regulations and an application form (Application for the transfer of a GCE AS award between specifications and/or awarding bodies) are available on the JCQ website (www.jcq.org.uk/exams-office/forms/application-for-the-transfer-of-a-gce-as-award-between-specifications-andor-awarding-bodies). Email your completed and signed applications to OCRASTransfers@ocr.org.uk by the following deadline:

Series	Deadline
June 2016	21 October 2015

We will consider whether to approve a combination of units to ensure the candidate has covered the whole course, but cannot guarantee the application will be accepted. This provision will not be possible when there is undue overlap between the already assessed content of the first specification and the remaining units of the second specification. **Nor will it be possible if the candidate has already certificated the A2 with the original awarding body.**

Current GCE Mathematics and Further Mathematics

To take OCR's current GCE AS or A Level Further Mathematics, candidates must previously have taken GCE AS or A Level Mathematics. However, candidates who completed AS or A Level Mathematics using a different specification (e.g. from a different awarding body) may take AS or A Level Further Mathematics with OCR. A manual certification form (Application for manual certification of Further Mathematics when AS/A Level Mathematics is from a different specification or awarding body), available on the OCR website (www.ocr.org.uk/qualifications) must be completed. Further details can be found in the 'Current GCE' section of the Entry Codes booklet.

Legacy and new specifications

It is not possible to transfer credit from legacy specifications to new specifications. **This includes the new qualifications involved in GCSE and A Level reform which are for first teaching from 2015.** Therefore, it is not possible for candidates to combine legacy and new units to make up a whole qualification. Transfer of credit is only possible between specifications that have been written to the same criteria, as specified by the regulator.

Entry warnings

In the case of a candidate transferring credit, we will not have that candidate's historical results on our system. You will, therefore, receive a certification warning report (see Section 3.17) but there will not be a problem (grades will be calculated manually for such candidates), as long as the transfer has been satisfactorily completed.

3.20 Transfer candidates

Transferring centre after final entries (in exceptional circumstances)

After final entries have been made, in exceptional circumstances, a candidate may transfer to another school or college. In these cases, the candidate remains the responsibility of the centre through which the entry was made and retains his/her candidate number and unique candidate identifier (UCI) throughout the examination series.

To ensure the integrity of the examination process is maintained, candidates may transfer only to centres approved by one of the unitary awarding bodies.

A JCQ Transferred Candidates Form (JCQ/TC), available from the JCQ website (www.jcq.org.uk/exams-office/entries/transferred-candidates) must be completed and signed by the entering and host centres before being returned to OCR at the address on the form or to OCR.TransferredCandidates@ocr.org.uk by the following deadlines:

Series	Deadline
November 2015	6 October 2015
January 2016	1 December 2015
June 2016	18 April 2016

Once we have approved the proposal, arrangements will be made for sending question papers, stationery and other essential materials to the centre to which the candidate is transferring (the host centre). It is essential the attendance register at the centre of entry clearly indicates the candidate has transferred to another centre – **do not write 'absent'**.

We charge an administrative fee for the transfer of each candidate. Details can be found in the Fees List (www.ocr.org.uk/fees). Any administrative fees charged by the host centre are the responsibility of the candidate's centre of entry.

Where necessary, arrangements must be made between the two centres to complete any internal assessments and the associated marks must be submitted to OCR with the centre of entry's marks. For further instructions on transferring candidates, please refer to the JCQ *Guidance Notes Concerning Transferred Candidates*, available on the JCQ website (www.jcq.org.uk/exams-office/entries/transferred-candidates).

3.21 Assessment in Welsh

This section applies to GCSE Latin: Question papers in Welsh for all of the examined units, A401–A405, for which assessment is available in the Welsh language. This qualification is **only available to centres in Wales**.

Informing OCR of your requirements

Please use the JCQ form Request for Welsh Medium Papers to tell us you will have candidates taking units in Welsh for each series. This form is available to download from the relevant qualifications pages of the OCR website (www.ocr.org.uk/qualifications). 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 date below at the latest. If you submit your form by email, you will receive an automatic acknowledgement of its receipt.

Series	Deadline
June 2016 (GCSE Latin)	15 January 2016

Please ensure you include on the form **all** units for which you will require Welsh arrangements. We will use the information provided to ensure you are provided with a question paper in the medium of Welsh.

Arrangements for externally assessed units

When making entries, please note that the examined units have a specific entry option for assessment in Welsh. Please ensure you use the correct codes for both estimated and final entries (see the Entry Codes booklet). For assessment in Welsh, the entry code is suffixed with 'W'.

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

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 their entry will need to be amended to the correct option and the standard late entry fees will apply (see Section 3.11)

4   Access Arrangements

4.1   What are access arrangements?

Access arrangements are made before an examination series to enable a candidate with particular requirements to demonstrate attainment. Detailed information about access arrangements can be found in the JCQ *Access Arrangements and Reasonable Adjustments*. This is available on the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance).

4.2   Applying for access arrangements

Access arrangements should be applied for as soon as possible after the course has begun:

- **For GCSE and GCE qualifications**, centres should use the online tool, Access Arrangements Online, which is accessed via Interchange (https://interchange.ocr.org.uk) to apply for appropriate arrangements for disabilities, learning difficulties, permanent or temporary conditions. Centres must record whether the candidate has a medical condition or a temporary injury. More information about Access Arrangements Online can be found on the JCQ website (www.jcq.org.uk/exams-office/aao-access-arrangements-online).

- **For all other qualifications** (including vocational qualifications such as Cambridge Nationals, which are not covered in this *Guide*), where a candidate has been granted approval for GCSE/GCE via Access Arrangements Online, this approval will be automatically extended. For any application exclusively for other qualifications, please email JCQ Form 1 or JCQ Form 8, as appropriate, to the OCR Special Requirements Team at ocrspecialrequirementsteam@ocr.org.uk.

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.

More information is available in the JCQ *Access Arrangements and Reasonable Adjustments,* please see the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance).

Emergency access arrangements

Emergency access arrangements can be made for unforeseen circumstances arising at the time of the examination by applying online or via the appropriate forms above.

Modified papers

Access Arrangements Online also allows centres to request modified papers for GCSE, GCE, Entry Level and FSMQ timetabled assessments. However, these must be ordered separately in the relevant section of Access Arrangements Online and not as part of other Access Arrangement applications.

4.3   Key dates

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

Series	Deadline
November 2015	20 September 2015
January 2016	4 October 2015
June 2016	31 January 2016*

*For those candidates who decide to resit units in June 2015, following the publication of the January 2015 examination results, applications for modified papers must be received by 21 March 2016.

A**ll other access arrangements** requests should be made by the following dates:

Series	Date
November 2015	4 October 2015
January 2016	21 October 2015
June 2016	21 March 2016

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

For Physical Education, in some circumstances, specialist activities may allow candidates better access to the qualifications. In such cases a Special Activity Submission Form must be completed and returned to OCR by **15 October 2015**. Forms can be downloaded from the relevant qualification page of the OCR website (www.ocr.org.uk/qualifications).

5   Moderated Assessment Arrangements

> **Key points**
>
> • Centres must make an entry for a unit or option in order for us to supply the appropriate forms and moderator details.
>
> • Before submitting marks, centres must undertake a thorough check for accuracy against their source document.
>
> • Centres can submit marks using Interchange (https://interchange.ocr.org.uk), A2C or internal assessment mark sheets (MS1s).
>
> • Moderation cannot begin until OCR has received the marks.

Moderated assessment arrangements include non exam arrangements, coursework, portfolios and controlled assessment, which are all referred to as **candidate work**. This section should be read in conjunction with the JCQ *Instructions for conducting coursework, Instructions for conducting controlled assessments* and *Instructions for conducting non-examination assessments (new GCE & GCSE specifications).* All *Instructions* are available on the JCQ website (www.jcq.org.uk).

Approximately one month before the exam series, centres can also 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.*

5.1   Consortium arrangements

Where candidates from different centres have been taught together, you must inform us you wish to be treated as a consortium. The centres in the consortium must nominate a consortium co-ordinator, who liaises with us 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 (www.jcq.org.uk/exams-office/forms/centre-consortium-arrangements-form) should be completed **every series** by the consortium co-ordinator for each specification that has one or more centre-assessed units/components. This includes Principal Learning consortia. The forms should be sent to OCR E&L Deployment, OCR, Progress House, Westwood Way, Business Park, Westwood Way, Coventry, CV4 8JQ or can be emailed to TraditionalCov.TraditionalCov@ocr.org.uk by the following deadlines:

Series	Deadline
November 2015	1 October 2015
January 2016	31 October 2015
June 2016	31 January 2016

We 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. The sample is selected randomly so it is possible not every centre in the consortium will receive a sample request. Moderator reports will be produced for the consortium sample and provided to each centre in the consortium, either by download from Interchange (https://interchange.ocr.org.uk) if the consortium centre was sampled, or in hard copy to arrive on restricted results release if the

consortium centre was not sampled. If scaling is required, the same scaling will apply to all centres in the consortium.

5.2 Text, task and title approval for new GCE qualifications

For some of the new qualifications for first teaching from 2015, approval is required from OCR for the texts, tasks and/or titles of the non exam assessment that candidates will be carrying out:

- GCE A Level English Language and Literature (EMC) (H474)

- GCE A Level English Language (H470)

- GCE A Level English Literature (H472)

- GCE A Level History A (H505)

Centres must submit the chosen texts, tasks and/or titles using an online form, which can be accessed via the relevant qualification pages of the OCR website. This must be done by 31 January in the year of submission for each series even if the same texts, tasks and/or titles have been approved previously.

Centres should wait for approval before candidates begin working on their non exam assessment. Approval will be provided within ten working days of submitting the online form.

5.3 Carrying out internal assessment

Locating internal assessment materials

Centres can obtain materials as follows:

- **Coursework** materials are made available to centres on the basis of estimated entries. The exams directory will indicate whether these are sent out by OCR. Alternatively, they will be available to download from the OCR website (www.ocr.org.uk).

- **GCSE controlled assessment** tasks and other documents can be downloaded from Interchange (https://interchange.ocr.org.uk). Centre access to the Interchange controlled assessment area is available via the Interchange Centre Administrator (normally the exams officer). However, the Centre Administrator can allow others within their centre, e.g. heads of department, subject leaders or subject teachers, to access the materials by giving them the 'Tutor/Teacher' role within Interchange. Mark schemes and criteria are included in the specifications and can be accessed from the OCR website.

- **Entry Level English** tasks can be downloaded from Interchange.

- **Principal Learning controlled assessment** tasks (known as the OCR Model Assignment for Principal Learning) and other documents can be downloaded from the relevant qualification pages of the OCR website (www.ocr.org.uk/qualifications).

- **AS/A Level Art and Design (from 2015) non exam assessment materials** are sent to centres on the basis of estimated entries. They will be available to download from the OCR website.

See Section 6.1 for details of where to obtain materials for the endorsements.

When to obtain internal assessment materials

Materials will be available as follows:

- **Coursework** materials will be made available to centres in October for the November series, December for the January series and March for the June series. Please see the key dates calendars on the OCR website (www.ocr.org.uk/ocr-for/exams-officers/key-dates-and-timetables) for details.

- **GCSE controlled assessment** tasks will be available (at the latest) on 1 June of the year prior to an assessment series, i.e. 1 June 2015 for assessment in 2016. However, for certain subjects, they may be available up to two years in advance or even from the start of first teaching. Tasks will be regularly reviewed (often on a yearly basis) and it is the responsibility of centres to make sure candidates are submitting the correct task depending on when the centre is planning to submit the work to OCR. For GCSEs, centres can conduct the controlled assessment at any time during the course, but you must use the tasks that apply to the year in which the qualification is being certificated.

- **Principal Learning controlled assessment** tasks are available from the start of first teaching for the life of the assessment. Occasionally, new tasks, which can be used as alternatives, are uploaded to the OCR website.

- **AS/A Level Art and Design (from 2015) non exam assessment materials** will be available to download from the OCR website from 1 January and 1 February respectively in the year of assessment.

5.4 Marking the assessments

Centres 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 (www.ocr.org.uk/qualifications).

- **Cover sheet** – This may be called a cover sheet, unit recording sheet or centre assessment form, depending on the specification. Complete one per candidate and attach it to the front of the work.

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

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 the work is their own and 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 (www.ocr.org.uk/ocr-for/exams-officers/internal-assessment). It is the responsibility of centres to ensure every candidate does this; please see the JCQ *Instructions for conducting controlled assessments* and *Instructions for conducting coursework* which are available on the JCQ website (www.jcq.org.uk). 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 the work submitted for internal assessment is the candidate's own work by sending the moderator (or uploading to the Repository) a centre authentication form (CCS160) for each unit at the same time as the marks. (This is also a requirement for private candidates.) 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.** See Section 6.4 for information about authenticating pre-release tasks for GCE Applied ICT.

Incomplete candidate work

Where the internally assessed element of the specification requires candidates to produce several distinct pieces of work (e.g. three assignments or ten essays), a candidate who does not complete all parts must still be credited for the parts they have completed. Candidates who have an entry but do not submit any work for assessment must be recorded as 'absent'. This means the candidate can be awarded a certification grade if they have completed other units which meet the requirements of the specification. See Section 5.7 for applications for special consideration.

5.5 Carrying out internal standardisation

Centres must carry out internal standardisation to ensure 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.

It is the responsibility of centres to check the marks they are submitting carefully in order to minimise errors. You must ensure marks for all candidates, not just those in the sample, are checked for both addition and transcription errors before submission.

Using the electronic methods of submitting marks as outlined in Section 5.6 will help reduce the risk of error.

5.6 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 marks are submitted to arrive by the following deadlines **at the latest**:

Series	Qualification	Deadline
November 2015	GCSE English and GCSE Maths	5 November 2015
January 2016	Entry Level Certificate, Level 1/2 Certificate, Principal Learning, Project	10 January 2016
June 2016	GCE PE Units G452 (with the exception of summer-only activities) and G454	31 March 2016
	GCE, GCSE, Entry Level Certificate, Level 1/2 Certificate, Level 3 Certificate, Principal Learning, Project	15 May 2016

	Current GCE Art and Design New GCE AS Art and Design (first teaching 2015)	31 May 2016
	GCSE PE Units B452 and B454	See the visit arrangement form

Ways to submit marks

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

• Interchange (https://interchange.ocr.org.uk)

• EDI files sent via A2C

• Internal assessment mark sheets (MS1).

Moderation cannot begin until we have received all the marks. Submitting marks electronically (either via Interchange or A2C) allows marks to be loaded more quickly to our systems and reduces the risk of mark sheets being damaged or lost in the post. However, whichever method of submission is chosen, marks must also be posted to the OCR moderator (or uploaded to the OCR Repository).

If there are 15 or fewer candidates, the work of all candidates needs to be sent to the moderator. In this case, the candidate work should be provided to the moderator at the same time as the marks and the centre authentication form (CCS160) are submitted.

For GCSE English (J350) and GCSE English Language (J355) Speaking and Listening Units A640, at the same time as sending marks, the centre must send the moderator the completed internal standardisation record together with the controlled assessment forms (GCW316) for a sample of seven candidates for each teaching group (including the top and bottom mark in the group and a spread across the intervening mark range).

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 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 with the centre authentication forms (CCS160) or upload them to the Repository.

Summary

Send to OCR	Send to moderator/ upload to Repository	Retain in centre
Submit marks via Interchange	• Copy of marks from Interchange (IMS1) • Centre authentication forms (CCS160)	• Copy of marks from Interchange (IMS1) • Candidate authentication forms

Using A2C 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*, available on the JCQ website (www.jcq.org.uk/exams-office/entries/jcq-formats/jcq-formats-for-the-exchange-of-examination-related-data-effective-from-sept-2011). It is essential you use the correct EDI version.

You should print a copy of the EDI file and sign it, ensuring your centre number is clearly marked on the printout, before posting to the moderator together with the centre authentication forms (CCS160). Alternatively, you could scan them and upload them to the OCR Repository.

Summary

Send to OCR	Send to moderator/ upload to Repository	Retain in centre
Submit marks via an EDI file using the A2C migration application	• 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 the mark given in the mark column is clear.

- Always shade the tens **and** the units – for example:

  o To enter a mark of 30, shade the '30' lozenge **and the '0' lozenge on the row underneath.**

  o To enter a mark of 9, shade the '9' lozenge **and the '00' lozenge on the row above.**

- **For marks over 100:**

  o To enter a mark of 100, shade the **'100' lozenge, the '00' lozenge and the '0' lozenge.**

  o To enter a mark of 110, shade the **'100' lozenge, the '10' lozenge and the '0' lozenge.**

- Check 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. Ensure the relevant entries have been made for the additional candidates.

- If a candidate has withdrawn, or you are submitting a candidate as absent, ensure the 'A' lozenge is shaded. It is important we receive notifications of absence as well as marks.

- Always sign each sheet.

- Check the marks and any additional candidates can be clearly read on all copies of the MS1.

Summary

Send to OCR	Send to moderator/ upload to Repository	Retain in centre
Top copy of MS1: OMR Unit, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ	• Middle copy of MS1/ scanned 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, you will need to complete the Amendment to Centre Marks form. There is now an interactive form for you to use, which can be downloaded from Interchange. Click on 'Resources and Materials' and then 'Pre-release Materials'. The form should be emailed to the Post Assessment Services Team at centre.markamends@ocr.org.uk from a centre email address. You must provide the original **total** and amended **total** mark(s) for the component. Please ensure a copy is also sent to the moderator.

Where a mark is amended by the centre after moderation has started, we may require the work relating to the relevant candidate to be submitted for validation purposes. If this is the case, we will notify you and provide you with a despatch address.

If your moderator informs you of a clerical error, please follow the instructions in Section 5.10.

Moderator address information

You 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.

Before posting the sample of work to the moderator, please ensure the address on the moderator label corresponds to the address provided on the sample request. If it does not, please contact the OCR Customer Contact Centre (see Section 1.5). **If we do not receive your marks, we will contact you.**

5.7   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 learning or preparation (e.g. staffing difficulties) cannot be taken into account. Centres should refer to the JCQ *A guide to the special consideration process* for detailed information about eligibility. This is available on the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2015-2016).

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. We may give special consideration if the candidate has actually submitted their work:

- **Unitised qualifications (and linear qualifications with a unitised entry structure**) – 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 subjects such as Physical Education, Music or Performance Studies), 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.

- **Linear qualifications** – There will be no enhancement where the internally assessed component has not been submitted at all. A hash symbol (#) displayed next to the candidate's grade on results documents and certificates will indicate not all components were completed.

Applying for special consideration

Applications must be submitted to the OCR Special Requirements Team via the online tool, **Special consideration online**, which can be accessed via Interchange (https://interchange.ocr.org.uk). Applications must be submitted by the deadlines for receipt of marks (see Section 5.6) and 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 coursework or where only one piece is required.

Lost or damaged internally assessed work

If all or part of a candidate's work is lost or damaged inadvertently, in certain circumstances, we may make special arrangements to enable the candidate's attainment to be assessed. Marks should be submitted in the normal way and an application must be made via Special consideration online and a copy of the application must be sent to the moderator. Where this is not possible, a Notification of Lost Centre Assessed Work (JCQ/LCW Form 15), which is available from the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-15---notification-of-lost-centre-assessed-work) must be submitted to the moderator. Moderators should be informed of lost work applications only and should not be informed of candidate's circumstances relating to any present but disadvantaged applications.

If the candidate was included in the sample requested for moderation (see Section 5.8), the work of the candidate with the nearest mark should, where possible, be sent instead.

5.8   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, we will wait until we have received marks from each centre before sending a sample request. If there are fewer than 15 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.

For GCSE English (J350) and GCSE English Language (J355) Speaking and Listening Units A640, the sample is not requested by OCR, as you will have already selected the sample when you sent the marks to the moderator.

Sample requests via email

For most specifications, you will receive a sample request via email. A list of the exceptions, which will request the sample via post, is available on the internal assessment page of the OCR website (www.ocr.org.uk/ocr-for/exams-officers/internal-assessment) entitled *Electronic enhancements to moderation – How moderators communicate with you*.

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 you use for your Interchange (https://interchange.ocr.org.uk) account. **It is therefore essential this email address is correct.**

If you need to change the email address we hold for your exams officer, please notify us by emailing the updated details as an attachment on centre-headed paper to the JCQ National Centre Number Register at ncn@ocr.org.uk.

If you have already submitted all of your candidates' work (if there were fewer than 15 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 for moderation.

5.9   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 of work for each unit is to be submitted. For each of these units, all candidate marks and work must be submitted to the moderator using the **same entry option**, as per Section 5.6. It is not possible for centres to offer both options 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 (and, in the case of MFL, for marking). It allows centre staff to upload work for several candidates at once but does not function as an e-portfolio for candidates.

The OCR Repository is an option for most specifications. To check whether the OCR Repository is available for a specification, see the Entry Codes booklet. You should then select this option when you make your entries.

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 (https://interchange.ocr.org.uk). 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:
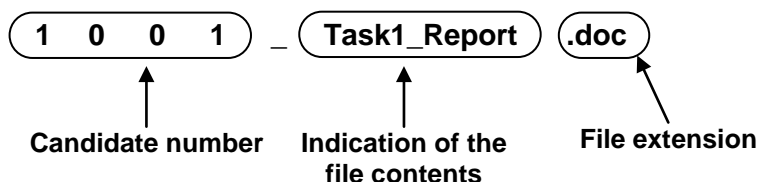
This will allow you to use the bulk upload facility when submitting work, which matches the files electronically to the correct candidates.

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 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. Please ensure the address on the moderator label corresponds to the address provided on the sample request. Please ensure you use labels for the correct series (not leftover labels from previous series).

On rare occasions, work can get lost in the postal system. We strongly advise you to keep evidence of work submitted to the moderator, e.g. copies of annotated versions of written work or photographs of practical work. You should also obtain a certificate of posting for all work posted to the moderator. Please ensure you include a return address on the packaging, just in case there is a problem with the delivery.

We recommend you do not use courier services or other specialist postage methods, as moderators may experience difficulty receiving deliveries, which can delay moderation.

Visiting moderation

For some units/components (see the Entry Codes booklet), rather than posting or uploading the sample, the sample will be viewed by a visiting moderator. The moderator arranges a visit at a date and time convenient to both parties.

For GCE/GCSE Art and Design (current and new specifications), the moderator will contact centres once the marks are received to arrange a visit.

For the following qualifications, visit arrangement forms are sent to centres and can also be downloaded from the relevant qualification pages of the OCR website (www.ocr.org.uk/qualifications). Forms should be returned to OCR by the following dates:

Qualification	Subject	June 2016 series
ELC	Physical Education (R462)	14 January 2016
GCE	Physical Education (G452, G454)	14 January 2016
GCSE	Physical Education (B452, B454)*	14 January 2016

*For GCSE PE Units B452 and B454, deadlines for submitting marks to the moderator can be found on the visit arrangement form.

5.10 External moderation

Usually, unless a centre has accredited status (specific to Applied GCE) (see Section 5.11), internally assessed units are externally moderated. Moderation is designed to bring the marking of internally assessed units in all participating centres to an agreed 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 the moderator discovers during the external moderation. Centres may receive one of the following requests, usually by email. Exceptions, which will be sent by post, can be found on the internal assessment page of the OCR website (www.ocr.org.uk/ocr-for/exams-officers/internal-assessment) in a document entitled *Electronic enhancements to moderation – How moderators communicate with you*:

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

- **Notification of clerical errors** – This is sent to advise you 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 (www.ocr.org.uk/qualifications) 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 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 return the sample to the moderator before moderation can continue. Please ensure you respond as quickly as possible to ensure your candidates' results are not delayed.

5.11 Centre accreditation (Applied GCE only)

If your centre demonstrates accurate marking of internally assessed units, you may be offered accredited status (by specification and level). This means you do not need to submit work for moderation for those specifications within a specified period.

The standard accreditation period begins in the June series of the academic year in which it is granted and lasts for the following two academic years. However, accreditation periods may differ in length for a number of reasons and you will be informed of any changes to your accreditation status before each series. Reasons include:

- If A2 Level accreditation is acquired in a subsequent series to AS accreditation, the A2 accreditation period will be shorter than the AS. The AS and A2 end dates will match (see example below):

Level	Start date	End date	Length of accreditation period
AS	June 2014	June 2016	Three series
A2	June 2015	June 2016	Two series

- If a centre is selected for random sampling for AS Level only and scaling is not applied, the AS end date will extend, but the A2 will not.

- If the centre is subsequently selected for random sampling for A2 Level and scaling is not applied, the A2 end date will extend to match the AS end date. Consequently, the A2 will have a shorter extended accreditation period (following reaccreditation) than the AS Level has (see example below):

	January 2013	June 2013	June 2014	June 2015	June 2016
AS	Gained accreditation	Sampled	Reaccredited until June 2016	→	Accreditation period ends
A2	Gained accreditation	→	Sampled	Reaccredited until June 2016	Accreditation period ends

Eligibility for accreditation is offered to a Programme Leader (nominated by the centre), who is responsible for the standardisation of internal assessment and must be personally involved in the assessment of candidates' work. The eligibility criteria which centres must meet are as follows:

AS Level

- Must demonstrate competence of marking in at least two units.

- Must have entries of five or more candidates (with marks) for at least two units.

- Must not have scaling applied to any unit within the specification.

- For Applied Art and Design, either Unit F142 or F143 must be included, as these are OCR-set, teacher-marked and OCR-moderated units.

AS and A2 Level

- Must be accredited or eligible for accreditation at AS Level.

- Must demonstrate competence of marking in at least three units (of which two must be at AS Level and one must be at A2 Level).

- In addition to the required AS entries described above, must have entries of five or more candidates (with marks) for at least one A2 unit.

- Must not have scaling applied to any unit within the specification at either level.

- For Applied ICT, Unit G048 must be included, which is an OCR-set, teacher-marked and OCR-moderated unit.

- For Applied Art and Design, Unit F149 must be included, which is an OCR-set, teacher-marked and OCR-moderated unit.

In each examination series, a number of accredited centres will be randomly selected for moderation as part of the control procedure. Every accredited centre will be 'sampled' at least once in every period of accreditation.

If random sampling shows moderator adjustments are required, that centre will no longer have accredited status for that specification. Moderator adjustment of an AS unit removes all accreditation, whereas adjustment of an A2 unit removes A2 accreditation only. The normal moderation process will be resumed for all further series until accreditation is offered again.

As accredited status is awarded to a Programme Leader based on their accurate marking, it must be reviewed when a centre informs OCR of a change to that Programme Leader. This may result in the removal of a centre's accredited status for the subject concerned.

Centres must ensure that:

- The Head of Centre/exams officer provides the Programme Leader details and initially accepts accreditation for each level.

- OCR is informed immediately if the Programme Leader leaves the post or their responsibilities change with respect to the specification(s) by emailing centre.accred@ocr.org.uk.

- All marks are submitted to OCR by the published deadlines (marks should not be sent to the moderator unless you have been selected for random sampling).

- Centre authentication forms for accredited units (with entries) are completed and emailed to centre.auth@ocr.org.uk each series.

Centres must have work available in case they receive requests for work required for awarding purposes.

5.12 Outcomes of moderation

Centres will usually receive the outcome of moderation when the provisional results are issued (see Section 8.2). The following reports will be issued via Interchange (https://interchange.ocr.org.uk).

- **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 a few units/components, the reports will be sent in hard copy on results publication day (rather than being published online). A list of these is available from the OCR website (www.ocr.org.uk/ocr-for-exams-officers/internal-assessment) in a document entitled *Electronic enhancements to moderation – How moderators communicate with you*.

For consortia, a single report will be produced for centres sampled in the consortium.

Centres may request a review of moderation of internally assessed coursework or a review of marking of externally assessed coursework by submitting an enquiry about results (see Section 9.1). 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.

5.13 Use of candidate work

If work was posted to OCR for moderation or selected during visiting 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 you 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 by centres for a minimum of six months from submission.

5.14 Externally assessed coursework/controlled assessment

For externally assessed coursework or controlled assessment, e.g. GCSE French Writing (A704), candidate work should be submitted to OCR by the deadlines listed in Section 5.6.

6 Arrangements for Orals, Practicals, Performances and Set Assignments

> **Key point**
>
> - Centres must make **estimated entries** so that materials can be supplied and examiners/moderators allocated in time (see Section 3.3).

6.1 Current/new GCE Sciences (Biology, Chemistry, Physics)

Access to practical tasks and activities

Where practical tasks are set by OCR, they may only be obtained by downloading them from Interchange (https://interchange.ocr.org.uk) (you will need the 'Science Co-ordinator' role to access these materials, even if you already have the Centre Administrator role). Details of the units concerned are given in the specifications, and instructions and further guidance are provided in the Practical Skills Handbooks (for GCE). These documents are available from the OCR website (www.ocr.org.uk/qualifications/by-type/as-a-level-gce).

It is the centre's responsibility to ensure downloaded tasks, mark schemes, instructions (including any copies made of these documents) and candidates' scripts are stored securely.

Subject staff **must trial practical tasks** before they are attempted by candidates, to ensure appropriate materials and equipment are available and the experiments work and generate the data expected.

Please check Interchange before using a task for assessment to ensure no modifications have been posted.

Advance Notice materials including for the new practical endorsements

In the following specifications, candidates will need to study Advance Notice materials in preparation for questions on external examination papers:

- Current and new Chemistry B (Salters)

- Current Human Biology

- Current and new Physics B (Advancing Physics)

- New Biology B (Advancing Biology)

Advance Notice materials for the above units/components will be available on the qualification pages of the OCR website (www.ocr.org.uk/qualifications) as follows:

Series	Available from
June 2016 (current AS/A Levels only)	13 March 2016
June 2017 (current AS/A Levels and new A Levels)	13 March 2017

Hard copies will be supplied in the examination only.

Email alert service

Email alert services are available for GCE Sciences. To be notified by email when changes are made to GCE subject pages and Advance Notice materials are published, please email the following addresses, including your centre number, centre name, contact name and the name of the GCE specification in the subject line.

- Current GCE A Level Sciences – GCEsciencetasks@ocr.org.uk

- New GCE A Level Sciences – positiveaboutpractical@ocr.org.uk

We recommend that the Head of Science or Teacher in Charge Biology/Chemistry/Physics at all centres registers for these services.

New A Level Sciences (Biology, Chemistry, Physics) practical endorsement (from 2015)

The practical skills and techniques relevant for each science will be assessed directly using the Common Practical Assessment Criteria (CPAC) in the practical endorsement. The practical endorsement will be reported separately on the certificate with a straightforward pass or not classified.

The assessment of the practical endorsement is undertaken by teachers as they directly observe students carrying out practical activities.

Quality assurance of the practical endorsement will be through visiting monitors from the awarding organisations. As the practical activities for the endorsement take place throughout the two years of the A Level course, monitoring will also take place throughout the duration of the course (i.e. visits could be in either the first or second year of the A Level). Each centre will be monitored once during the two years in one of the sciences, with that visit being limited to one of the sciences, except for very large centres who will be monitored for all sciences. The monitor who visits will be appointed by the awarding organisation with which the centre has registered for the science selected for the visit.

There is a distinct difference between monitoring and moderation, particularly in that the monitoring process is not intended to moderate (adjust) individual candidates' results. Rather it is to ensure that the centre is applying the CPAC, implementing the procedures and maintaining records as required to fulfil the requirements of the practical endorsement, as laid down in the specification.

In the first year of teaching, monitoring will not take place until January 2016 and it will not take place during the summer examination period. In subsequent years monitoring can take place from September, as A Level students are expected to have been undertaking work towards the practical endorsement and then continue until the start of the summer examination period.

By the end of September 2015 (and each September thereafter), each centre should register details for each science detailing the awarding organisation whose specification they intend to deliver and the named lead teacher for each science. This registration is free of charge and does not commit you to a specific awarding organisation for your final entries. If you have any questions about the practical activities, please email pass@ocr.org.uk. More information about how to register will be sent to centres at the start of September 2015.

6.2 GCSE (9–1) English Language Spoken Language endorsement

The centre is responsible for task setting for the Spoken Language endorsement. Candidates must undertake a prepared spoken presentation on a specific topic. As a guide, the duration should be no more than ten minutes.

Teachers should assess candidates live, using the common assessment criteria which have been developed collaboratively by the awarding bodies. Centres are required to submit audio visual evidence of presentations for a sample of their candidates. Centres with 30 or fewer candidates are required to provide audio visual evidence of the presentations of all candidates at the centre. The assessments for these small cohorts may be carried out using the audio visual recordings. Centres must not assess some candidates live and others from recordings, unless there are exceptional circumstances. More information about how to submit audio visual evidence will be provided later in the year.

Centres must make arrangements for internal standardisation of assessments. Teachers will assess candidates' performances and award a result, Pass, Merit or Distinction, using a competency approach with common assessment criteria which have been developed collaboratively by the awarding bodies. Candidates who do not reach the Pass standard will be recorded as 'Not Classified'.

Further details are given in the Spoken Language guidance outlined in the specification and in the support materials provided on the OCR website (www.ocr.org.uk/qualifications/gcse-english-language-j351-from-2015).

Monitoring arrangements are in place for the Spoken Language endorsement to ensure that centres are using the assessment criteria correctly and are applying the national standards accurately when assessing their candidates. Awarding bodies will carry out monitoring by assessing samples of presentations from the audio visual recordings made by centres. More information about the monitoring arrangements will be sent to centres later in the year.

6.3 Art and Design practical examinations

This information relates to Entry Level Certificate, GCSE, GCE and Applied GCE Art and Design. Centres are reminded Art examinations are public examinations and they must comply with the JCQ *Instructions for conducting examinations*, available on the JCQ website (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations). For example, no music is allowed in the examination room.

Question paper despatch and security

Question papers will be sent on the basis of estimated entries (see Section 3.3). Once the question papers arrive, the subject teacher can have brief access to them in the Exams Office (in the presence of the exams officer) to ensure adequate resources are available for candidates during their examination. The papers must then be stored securely until given to candidates.

For Applied GCE (H013/H213/H413/H613) Units F142, F143 and F149, question papers are despatched earlier (in May of the previous academic year), on the basis of preliminary entries (see Section 3.2). The question papers can be viewed as soon as they are received, and can be made available to candidates at any time to suit centres.

Time allocation

The table below outlines the amount of controlled examination and preparation time allocated to a specific qualification:

Qualification	Examination window	Examination time	Preparation time
Entry Level Certificate/GCSE	1 January to marks submission on 15 May	10 hours (including one block of 3 hours)	Determined by centre
Applied GCE	None specified; marks to be submitted by 15 May	No time limit	No time limit
GCE AS	1 February to marks submission on 31 May	5 hours	3 weeks minimum
GCE Advanced	1 February to marks submission on 31 May	15 hours	3 weeks minimum

These time limits **must not** be exceeded. All candidates must be given all the hours allocated for their examination. If a minimum or maximum preparation or examination time is not specified, this can be determined by centres. 'Weeks' refers to school teaching weeks.

Preparatory and examination periods

For the AS/Advanced Level qualifications (H160/H560), candidates must label their work as either 'preparatory' or 'controlled assignment'.

Candidates can discuss ideas with the teacher during the preparatory period. Candidates must not communicate with each other during the examination period.

Candidates should take their preparatory work into the examination at the start and, from that point onwards, no work for an examined unit should leave the centre. After the start of the examined time, candidates are not allowed to add any work to their preparatory work or bring in any additional work for the examination.

All preparatory and examination work should be left in the room and then locked away. This must happen after each examination sitting if the examination runs over more than one day. After the allotted examination time has been completed, work should again be stored securely awaiting marking and internal standardisation.

Electronic resources

Centres must also ensure use of computers during the examination (i.e. the supervised time period in the OCR-set task or controlled assignment) is controlled as per the examination regulations. Therefore, access to computers and the Internet needs to be monitored and even restricted if necessary. Work stored electronically must be stored safely and securely, i.e. candidates must not be able to access it outside the examination time. If candidates save their work using devices such as data sticks, these must be left in the examination room and the centre should have a backup procedure in place should the data stick become corrupted.

Invigilation

The art teacher is allowed to be the sole invigilator of the examination, since s/he should be aware of any health and safety issues and can provide clarification for candidates.

Authentication

It is the centre's responsibility to authenticate each submission, including preparatory work, as the candidate's own work (see Section 5.4). Centres must also be satisfied the work was completed solely in the allocated time. Centres must retain **all** candidates' work until results have been issued. Work should **not** be released under any circumstances (for example, for candidates to take to an interview) until the centre is absolutely clear that an enquiry about results is not required.

6.4   Authenticating pre-release tasks (GCE Applied ICT)

Three GCE Applied ICT units (G041, G054 and G055) have pre-release tasks and a case study which, together with the examination, provide the external assessment for the unit. The tasks and case study are sent to centres on the basis of estimated entries. Candidates can be given the pre-release tasks at any time before the examination, but it is essential candidates are adequately prepared before starting the pre-release tasks.

The work produced in response to the pre-release tasks must be submitted to the teacher when it is completed and kept secure until it is returned to the candidate at the start of the examination. This work should be submitted, in its entirety, with the question paper at the end of the examination. Both candidates and centres must declare that the work is the candidate's own:

- Each **candidate** must sign a declaration before submitting their work to their teacher to confirm the work is their own. A candidate authentication statement (CCS271) available from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/internal-assessment) should be retained within the centre.

- **Teachers** are required to declare the work submitted is the candidate's own work. A centre authentication form (CCS272) available from the OCR website should be completed and sent with the examination scripts to the examiner.

6.5   Speaking tests (MFL)

The speaking tests for AS/Advanced Level GCE and GCSE take place as follows:

Series	Qualification	Testing window
June 2016	GCE AS/Advanced	15 March–15 May 2016
	GCSE externally assessed: Dutch, Gujarati, Persian, Portuguese, Turkish	7 March–15 May 2016
	GCSE controlled assessment: French, German, Spanish	No specified date: please refer to the OCR *Guide to Controlled Assessment Speaking* for full instructions. This is available from the qualification pages of the OCR website (www.ocr.org.uk/qualifications).

Centres will be allocated examiners/moderators based on both estimated and final entries. Materials are despatched based on estimated entries. **It is, therefore, very important to make estimated entries for these tests.**

Confidential materials can be opened as follows:

- **GCE** – Three working days before the set date (unless there is a visiting examiner, in which case they should be given to the examiner unopened when s/he arrives at the centre).

- **GCSE** – Four working days before the set date.

Teachers must ensure sufficient time to prepare and familiarise themselves with the materials and procedures. **Materials must not be removed from the centre.**

GCE externally assessed speaking tests

In the French, German and Spanish GCE AS and Advanced specifications, there are three submission options (centres should choose one option for each unit when making entries):

- **Option A** (Component 01) – Centres record candidates' tests digitally in MP3 format and upload them to the **OCR Repository**.

- **Option B** (Component 02) – Centres record candidates' tests digitally in MP3 format, copy them onto CD and **post** them to an OCR examiner. Please ensure CDs are 'finalised' before sending so they can be played on all devices.

- **Option C** (Component 03) – Centres can be provided with a **visiting examiner** if they have a minimum of 20 candidates. Centres should send a completed visit arrangement form to OCR by **10 January 2016**, using the address given on the form. This will then be sent to a visiting examiner, who will contact the centre.

Centres will be sent:

- Assessor details

- Instructions for the conduct of speaking tests

- Working mark sheets – interactive electronic forms are available from the OCR website (www.ocr.org.uk/qualifications/by-type/as-a-level-gce)

- Oral Topic Form

- Blank CDs (components 02 and 03 only) – please ensure you retain these in the centre until the tests take place.

Unless there is a visiting examiner, centres should complete the working mark sheets with details for all candidates and send these with the completed Oral Topic Form and the recordings of all candidates to the examiner, or upload all of these to the OCR Repository (depending on the entry).

GCSE moderated speaking tests (French, German and Spanish)

For GCSE French, German and Spanish specifications – for both the full GCSE and the Spoken Short Courses – there are two submission options (centres should choose one option for each unit when making entries):

- **Option A** – Components 01 and 03.

- **Option B** – Components 02 and 03.

The components are as follows:

- **Component 01** – Centres conduct and mark Task 1. The task is recorded digitally in MP3 format and a sample is uploaded to the **OCR Repository** for moderation.

- **Component 02** – Centres conduct and mark Task 1. The task is recorded digitally in MP3 format and a sample is copied to a CD and **posted** to an OCR moderator. Please ensure CDs are 'finalised' before sending so they can be played on all devices.

- **Component 03** – Centres conduct and mark Task 2. The mark is recorded on the same working mark sheet as Task 1 and the mark sheet is either uploaded to the OCR Repository or posted to the OCR moderator (depending on the entry).

Centres will be sent:

- OCR *Instructions for the recording and submission of digitally recorded speaking tests* (form CWI747)

- Internal assessment mark sheets (MS1)

- Blank CDs (components 02 and 03 only)

- Working mark sheets – interactive electronic forms are available from the OCR website (www.ocr.org.uk/qualifications/by-type/gcse)

- Moderator details.

All related forms and instructions are available on the OCR website.

For all moderated components, teachers must assess candidates' work according to the specification, the information given in Section 5 of this *Guide* and the JCQ *Instructions for conducting controlled assessments*, available on the JCQ website (www.jcq.org.uk/exams-office/controlled-assessments). Marks should be submitted as described in Section 5.5.

GCSE externally assessed speaking tests

For GCSE Dutch, Gujarati, Persian, Portuguese and Turkish specifications, all speaking tests are conducted in the centre – no visiting examination for GCSE speaking tests is available. Centres record candidates' tests digitally in MP3 format and copy them onto CD. Centres must then ensure the CD is complete: recordings should be checked on a different player before posting them to the OCR examiner. Centres will be sent:

- Assessor details

- Instructions for the conduct of speaking tests

- Blank CDs

- Working mark sheets – interactive forms are available from the OCR website.

Centres should complete the working mark sheets with details for all candidates and send these and the recordings of all candidates to the examiner. The original recordings must be kept securely as we may need additional copies if the CD does not reach the examiner or the examiner is unable to access the recordings. Please ensure CDs are 'finalised' before sending so they can be played on all devices.

6.6   Listening tests in Languages and Music

Centres will be supplied with a CD for the listening tests. (These may be retained after the examination. Please contact the OCR Assessment Production Team at ocr.copyright@ocr.org.uk should you wish to reuse the CD after the exam.) We strongly advise centres to hold the listening test in a room which is suitable for no more than 30 candidates.

If a centre has equipment which is especially powerful, more candidates may be accommodated without special permission, **but no applications for special consideration will be considered on the grounds of inaudibility.** Language laboratories may be used, but particular care must be taken to ensure adequate supervision. The use of digital playback is permitted and the normal security requirements apply. Certain specifications allow the use of personal CD players with headphones.

Checking GCSE and GCE recordings

Listening tests in Languages
Listening CDs must be spot-checked for recording and sound quality upon receipt. In order to check the acoustics, one of the CDs (GCSE) should be spot-checked in the examination room in accordance with the instructions supplied with the CDs. The CDs must not be listened to in full and **must not** be removed from the centre for checking. After each check, the materials must be returned to the centre's confidential examination materials store.

Centres should contact OCR if equipment fails during the examination in order to make alternative arrangements for the conduct of the recorded listening test.

Listening tests in Music
The CD(s) must be spot-checked for recording and sound quality **two working days** before the date of the examination, preferably in the exam room using the playback equipment that will be used for the tests. For GCE, a single selected CD should be fully checked using the same equipment to be used by candidates if possible. CDs **must not** be removed from the centre for checking. After each check, the recording must be returned to the centre's confidential examination materials store.

Conduct of the listening test

In GCE AS/Advanced Level specifications, the operation of the listening CD is under the control of the individual candidates.

In specifications where the recordings are controlled by the invigilator, the CD, once started, must not be stopped except in the case of a serious emergency. Noise from outside the examination room does not constitute a serious emergency and the recording must not be stopped in these circumstances. Candidates should be warned of this before the test begins.

In the event of the CD being stopped in a serious emergency, it should be restarted at exactly the same place once the emergency has been dealt with. A statement from the invigilator indicating at which point on the recording the interruption took place, the nature of the incident and the length of the interruption, should be included with the candidates' scripts. If there is good reason to doubt whether certain items have been heard by all candidates, these items should be identified in the report and the reason for doubt given.

6.7   Textual analysis in GCSE and GCE Media Studies

The textual analysis examination papers for GCE Media Studies (G322/3) and GCSE Media Studies (B322/3) each comprise a textual analysis activity where candidates have to analyse an excerpt provided on DVD by OCR (audio extract only for G323). For Unit B323, candidates have to analyse an excerpt from a lifestyle magazine (the hardcopy excerpt is provided by OCR).

Centres need to follow carefully the instructions to teachers, which are issued with these DVDs, and ensure DVDs are checked (as stated in the instructions) two working days before the exam, maintaining confidentiality at all times.

6.8 Performance

Externally examined performances

The following arrangements apply in particular to:

- GCE Performing Arts Units G382, G383, G386, G387

- GCE Performance Studies Unit G404 (Performance Project)

- GCE Music Units G351 and G354

- GCSE Drama Unit A583 (Practical Examination).

The following materials are provided by OCR, based on estimated entries for externally assessed units that are examined by a visit to the centre:

- Visit arrangement form

- Instructions to teachers

- Starting points/commissions (where applicable).

Visit arrangement forms should be returned to OCR by the deadlines below. Examiners will contact centres to arrange a convenient time for their visit.

Qualification	Subject	June 2016 series
GCE	Music (G351, G354)	5 December 2015
	Performing Arts (G382/3, G386/7)	14 January 2016
	Performance Studies (G404)	14 January 2016
GCSE	Drama (A583)	14 January 2016

Internally assessed performance in Physical Education

The following arrangements apply to:

- GCE AS Physical Education controlled assessment unit (G452)

- GCE Advanced Physical Education controlled assessment unit (G454)

- GCSE Physical Education controlled assessment units (B452 and B454)

- Entry Level Certificate Physical Education (R462).

Estimated entries (see Section 3.3) are used as the basis for allocating a moderator, so it is important all centres intending to enter candidates provide estimated entries as well as final entries.

The following documents are provided by OCR for internally assessed units/components that are externally moderated:

- Visit arrangement form

- Name and address of moderator

- Instructions including deadline dates and controlled assessment forms.

Visit arrangement forms will be sent at the end of November and are to be completed and returned to OCR, using the address given on the forms, by the deadline below.

The information will be used by the moderator to select a host centre and the activities to be moderated.

Qualification	Visit arrangement deadline
Entry Level Certificate, GCE AS/Advanced, GCSE	14 January 2016

Moderation is usually by means of cluster groups based on geographical distribution. Moderators will contact centres to provide details of the date and venue of the cluster moderation meeting.

Filmed evidence of candidates' performances should be retained by centres. This is a requirement for all activities; centres should retain filmed evidence for all activities offered in case of candidate injury, centre appeal or issues which prevent moderation visits.

Full details about the quantity, range and format of the filmed evidence required can be found in the relevant specifications and associated support materials on the OCR website (www.ocr.org.uk/qualifications/by-type/gcse).

6.9 GCSE and GCE Design and Technology: Innovation Challenge in Product Design

The Designing and Making Innovation Challenges, for GCSE Design and Technology (Unit A552) and GCE Design and Technology (Unit F521), are teacher-led externally examined units, which are primarily designed to take place in a design room, studio or workshop rather than an examination hall.

GCSE Design and Technology: Unit A552

Centres have a window in which they can run the Designing and Making Innovation Challenge examination for Unit A552:

Series	Testing window
June 2016	1 April–21 June 2016

The activity lasts six hours 30 minutes, during which time the candidates record information in an OCR answer booklet. It is usual to run the activity over three sessions: two three-hour sessions followed by a 30 minute session.

Once centres have decided when they wish to run the challenge, they must let OCR know so that OCR can arrange to collect the work of a sample of centres for examiner standardisation. To do this, please return a visit arrangement form by the deadline below. Forms are available to download from the relevant qualification page of the OCR website (www.ocr.org.uk/qualifications).

Series	Visit arrangement deadline
June 2016	1 April 2016

Work not selected for standardisation must be sent to the allocated examiner as soon as the last session is completed. Full instructions concerning the conduct and pace for running this unit are provided in the *Teachers notes* (available from the OCR website).

GCE Design and Technology: Unit F521

Unit F521 is a seven-hour design challenge set by OCR, to be held under normal exam conditions. It is taken in two three-hour sessions over the period of one day in a design studio environment, and a one-hour session at a later date in an examination hall. All sessions are completed on dates set by OCR, which are available in the timetables on the OCR website (www.ocr.org.uk/ocr-for/exams-officers/key-dates-and-timetables).

A theme is released in September prior to the examination. Each theme runs for a year, enabling students to research and gather resources to form a personal handling collection known as a 'job bag'. There is a teacher script that guides the activities through sessions one and two. Centres preparing for the challenge must consider in detail the teacher script and use this and the theme to establish the nature of the 'job bag', which the candidates have limited time to access during the challenge.

Photocopied pages, books and printouts of webpages (with material lists, swatches, iconic design for instance) are all permitted. Computers are also permitted, but the Internet **must be disconnected.** However, please note candidates may find using Computer Aided Design packages more time-consuming than hand sketching in this environment, and therefore may risk losing marks.

Materials bought into the examination which might aid candidates when sitting the F521/02 paper, such as revision notes or theory notes, **must not** be attached to the F521/01 answer paper; this paper is handed out to candidates in session two. Any evidence of this will be treated as malpractice.

Once candidates have started session two, they cannot add additional work to the boxes in session one, although they are able to refer to this work. The answer booklet from sessions one and two must be retained by the centre in a secure location until it is issued again for session three, the Reflection Test.

Candidates may not take their job bag or their model from the earlier sessions into the Reflection Test examination.

Further instructions concerning the conduct and pace for running this unit are provided in the *Teachers notes*, available from the OCR website.

7   Examination Arrangements

> **Key points**
>
> - This section must be read in conjunction with the JCQ *Instructions for conducting examinations*, available on the JCQ website (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations).
>
> - You will receive question papers at least five working days 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.

7.1   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 this section of this *Guide*.

7.2   Contingency planning

For the academic year 2015/16, and **with effect from the June 2016 examination series onwards**, all centres **must** have an examination contingency plan/examinations policy on file for inspection. The *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*, which can be downloaded from www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland, is a good starting point.

7.3   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 centres are happy with the timetables.

For the following series, feedback should be sent to the JCQ at centresupport@jcq.org.uk by the following dates:

Series	Deadline
November 2016	31 January 2016
June 2017	30 April 2016

For the following series, feedback should be sent to OCR at ocr.timetable@ocr.org.uk by the following date:

Series	Deadline
January 2017	31 March 2016

Timetables can be viewed via the OCR website (www.ocr.org.uk/ocr-for/exams-officers/key-dates-and-timetables).

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 (see Section 3.17). 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*, available on the JCQ website (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations). Most variations can be managed by centres, provided appropriate supervision is maintained and all guidelines laid down in the guidance are followed. 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. It can be found on the JCQ website (www.jcq.org.uk/exams-office/forms/overnight-supervision-form).

For unplanned situations or circumstances not specifically outlined in the JCQ *Instructions for conducting examinations*, please email your requests to ocrspecialrequirementsteam@ocr.org.uk, quoting 'Timetable Variation' and your centre number in the subject line.

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 9.1).

7.4   Despatch of materials from OCR

Despatch of question papers

Question papers are despatched to arrive in centres at least five working days before the relevant exam. Question papers are provided on the basis of final entries for a particular unit or component and thus we cannot guarantee question papers will be supplied where late entries have been made less than two weeks before the examination date. We recommend you check thoroughly you have submitted all final entries before the deadline and received all the relevant materials in advance of the examination. Under **exceptional circumstances**, we can make question papers available for secure download from Interchange (https://interchange.ocr.org.uk) shortly before the start of the examination. Please contact the Customer Contact Centre (see Section 1.5) 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*, available on the JCQ website (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations).

Despatch of early question paper materials

Early question paper material for particular units or components 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 (www.ocr.org.uk/ocr-for/exams-officers/key-dates-and-timetables).

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 listed on the attendance register 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 us at any time up to the enquiries about results deadline (see Section 9.1). The names on the attendance register must match the names on the scripts. If a candidate has used a different name on the script, please indicate this on the attendance register.

Examination stationery

Stationery items such as envelopes, graph paper, drawing paper and data booklets are sent to centres before 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. To do this, once you have logged in, hover over 'Centre information'

and then click on 'Set centre preferences' in the left-hand menu. Ensure the tick box is selected.

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

Formulae booklets are issued by us for use in Mathematics examinations of certain specifications and, where appropriate, will include mathematical and statistical tables. Candidates must not take their own copies of tables or formulae booklets into the examination room. Centres will receive one copy of the appropriate booklet for each candidate for the series.

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 you dispose of the old ones. A 'use-by date' can be found in the bottom right-hand corner of some envelopes. You should not be able to reopen a sealed envelope without damaging it. Please check envelopes containing scripts are securely sealed before despatching them.

It is also worth checking there is an OCR return address on the label or the packet in case there is a problem with the delivery of the scripts. Either OCR, 1 Hills Road, Cambridge, CB1 2EU, or DC10 (OCR) Hill Farm Road, CB22 4FZ, can be used for this purpose.

Answer booklets

Information about answer booklets will be found on the front cover of relevant question papers, in the grey box under the heading of 'OCR Supplied Materials'.

In most cases, a **generic answer booklet** will be supplied. These are sent to centres separately from question papers, as part of the general exam stationery despatch. These are 12-page answer booklets (OCR12) and four-page continuation booklets (OCR4). To find out which units require the use of the **12-page generic answer booklet**, please consult the exams directory, which is available from [Interchange](#).

In a few cases, a **specific answer booklet** may be required. These are sent to centres as part of the confidential question paper despatch and come in three formats:

- **Answer booklet with the question paper inserted** – The front covers of the answer booklet and question paper give details of the assessment they are to be used for. As the grey box on the front cover of the answer booklet says, the question paper should be inserted into the booklet.

- **Question paper with an answer booklet inserted** – The front covers of the question paper and answer booklet give details of the assessment they are to be used for. As the grey box on the front cover of the question paper says, the answer booklet should be inserted.

- **Answer booklet separate from the question paper** – If the answer booklet is not provided as an insert, it will be sent in a separate envelope in the same despatch as the question paper.

Remember: the correct answer booklet **must** be used for each paper. If a candidate runs out of space, they should be given one or more of the OCR four-page continuation booklets (OCR4) to continue their answers. Continuation booklets are sent as part of the general exam stationery despatch. The candidate's name, candidate number, centre number and unit code must be clearly written on any continuation booklets, which should be **inserted inside** their exam script or 12-page answer booklet. Treasury tags should not be used.

Ordering additional assessment materials

If you require any additional stationery or assessment materials, please email the Customer Contact Centre (see Section 1.5).

7.5   Posters

The JCQ *Notice to Candidates* is now called *Information for candidates* and is only issued electronically. The JCQ *No Mobile Phones Poster* and the JCQ *Warning to Candidates* are similarly only issued electronically. The JCQ *No Mobile Phones Poster* must be displayed outside the exam room. The posters are available on the JCQ website (www.jcq.org.uk).

7.6   Reporting suspected malpractice

It is the responsibility of the Head of Centre to report in writing all cases of suspected malpractice involving centre staff or candidates. A JCQ Report of Suspected Malpractice form (JCQ/M1), available to download from the JCQ website (www.jcq.org.uk/exams-office/forms/jcq-form-m1---report-of-suspected-malpractice) should be completed and emailed to malpractice@ocr.org.uk as soon as possible after the incident. Delays in reporting cases of suspected malpractice may lead to delays in the issue of results.

When asked to do so by OCR, Heads of Centres are required to investigate instances of malpractice promptly and report the outcomes to OCR.

Further information is contained in the publication *OCR Malpractice Procedures – A Guide for Centres*, available on the OCR website (www.ocr.org.uk/about-us/our-policies/regulations) and the JCQ publication: *General and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments*, available from the JCQ website (www.jcq.org.uk/exams-office/malpractice).

7.7   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)

• Plastic OCR script return packets.

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*, available on the JCQ website (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations). You must ensure packages containing scripts are securely sealed. It is essential 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 OCR Customer Contact Centre (see Section 1.5) 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 (https://interchange.ocr.org.uk).

Handling contaminated scripts

Occasionally, scripts can become contaminated during an examination. Examples of contamination include bodily fluids (e.g. vomit or blood) or warnings of a specific infectious illness that the candidate was suffering from. If you are despatching a contaminated script, we advise you to follow the instructions below when handling the script:

- Wear gloves when handling the script and then dispose of the gloves in a clinical waste bag.

- Even though you have been wearing gloves, wash your hands immediately after handling the script.

- Restrict access to the script.

- Scan a copy and then disinfect the scanner.

- Seal the script in a plastic folder and then in an envelope.

- Clearly mark the envelope as containing a contaminated script and indicating gloves must be worn when handling it.

- Put the clean, scanned copy in a separate envelope and seal securely. Clearly mark the envelope as containing a scanned copy of the contaminated script.

- Pack both envelopes into the script envelope with the rest of the scripts for the component and return as normal.

7.8   Use of candidate scripts

We may be required to retain some scripts as exemplar material for awarding, regulation and archive purposes.

7.9   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 learning or preparation (e.g. staffing difficulties) cannot be taken into account. Centres should refer to the JCQ *A guide to the special consideration process*, which can be found on the JCQ website (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2015-2016), for detailed information about eligibility.

Applying for special consideration

Applications must be submitted to the OCR Special Requirements Team within seven days of the last exam in the series in each subject, via the online tool, **Special consideration online**, which can be accessed via Interchange (https://interchange.ocr.org.uk).

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 (see below). Certificating candidates will receive zero for a missing unit/component where no application for special consideration has been made or where we have not been able to accept the application.

GCE
The minimum requirement for current GCE qualifications is 50% of the total assessment. An Advanced GCE award will not be issued based on AS units only (even if AS units constitute 50% of the total assessment). At least one A2 unit, which may be coursework, must be completed. Please refer to the JCQ *A guide to the special consideration process.*

For a two-unit AS award, 50% must be completed, or one externally assessed unit out of two AS units that contributes at least 40% of the assessment. If an AS grade has been given and certificated, the candidate is not required to re-enter the missed unit if it is required for an Advanced award. Where a candidate has received an estimated mark for an AS unit and also is absent for an A2 unit, the 50% minimum requirement must be met overall.

Example

Taking a two-unit AS then a four-unit Advanced GCE award where all units are mandatory.

Series 1: Candidate takes Unit 1, worth 50% of the AS certification.

Candidate is entered for Unit 2 and AS certification but misses the unit for acceptable reasons.

An enhanced AS GCE grade is issued to the candidate. An estimated mark is issued for Unit 2.

Series 2: Candidate takes Units 3 and 4 and enters for certification of Advanced GCE.

An Advanced GCE grade is issued, including the estimated mark used to calculate the AS grade.

For the new GCE AS linear specifications (first teaching 2015), 50% of the total assessment must have been completed.

GCSE
The minimum requirement for GCSE is normally 50% of the total assessment. However, an exception will be made for those GCSE specifications originally designed to operate as unitised assessments. This is in recognition of the fact that the current terminal requirements were not in place when these qualifications were first developed.

In cases where there is a single examined unit worth 60% of the overall qualification, or two examined components totalling 60%, the minimum requirement for enhanced grading is reduced to 40%. Please refer to the JCQ *A guide to the special consideration process*.

8 Results

Key points

- Results will be provided to centres electronically before the candidate release dates, as long as confidentiality conditions are observed (see Section 8.2).

- To access the most up to date results information, please go to Interchange (https://interchange.ocr.org.uk).

- To view results statistics, including raw mark and UMS grade boundaries, please go to the OCR website (www.ocr.org.uk/results-statistics).

- It is not possible to withdraw entries once results have been issued.

8.1 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.

8.2 When will results be issued?

Unless specified otherwise by OCR or the JCQ, electronic results, via A2C or Interchange (https://interchange.ocr.org.uk), will be available to centres from 00:01 the day before results can be issued to candidates:

Series	Qualification	Restricted release to centres only	Release to candidates
November 2015	GCSE (Maths, English and English Language) – resits only	6 January 2016	7 January 2016
January 2016	Level 2 Award, Entry Level Certificate, FSMQ, Principal Learning, Project, Level 1/2 Certificate, Level 3 Certificate	2 March 2016	3 March 2016
June 2016	GCE, FSMQ, Extended Project, Level 3 Principal Learning, Level 3 Certificate	17 August 2016	18 August 2016
	GCSE, Entry Level Certificate, Project, Level 2 Principal Learning, Level 2 Award, Level 1/2 Certificate	24 August 2016	25 August 2016

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 **06:00** 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.

Centres must not release results data to Local Authorities until after **09:30** on the appropriate date for the publication of results. Similarly, centres must not release press releases or statements to the media under any circumstances until after **09:30** on the appropriate date for the publication of results.

If a centre breaches a confidentiality condition imposed by OCR or any other examining body, we reserve the right at any time to refuse to provide results to the centre before the approved candidate release date. We also reserve 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.

8.3　What will be issued?

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

A2C

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 (https://interchange.ocr.org.uk) 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. This report is updated twice – once after results are released and once after the post-results period.
Results broadsheet	EOs and teachers	A matrix showing all candidates and their qualification grades. Grade A* is represented by an asterisk (*). This report is dynamic and updated taking into account any changes that are made.
Moderation adjustments report	EOs and HoDs	Lists any scaling adjustments that have been applied to internally assessed units/components. This report is updated twice – once after results are released and once after the post-results period.

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. This report is updated twice – once after results are released and once after the post-results period.
Statement of results	Candidates	One statement per candidate showing the unit and qualification results achieved. This report is dynamic and updated taking into account any changes that are made.
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 (www.ocr.org.uk/results-statistics).

What is available	Details
Raw mark grade boundaries	Lists raw mark grade boundaries for all specifications and UMS grade boundaries at unit level for unitised specifications.
A2 units showing 90 per cent conversion points	Lists 90 per cent conversion points used in the calculation of uniform marks for all A2 units.
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 for GCSEs, A Levels and Cambridge Nationals designed to help teachers review the performance of individual candidates, cohorts, or whole schools. You can compare your centre against national averages, gain information to support resit decisions and analyse question level results where available. For more details, see the OCR website (www.ocr.org.uk/activeresults).

8.4   Certification grade scales

Qualifications will be awarded on the following grade scales:

Qualification	Grade scale
Entry Level Certificate	Entry 3, Entry 2, Entry 1
AS GCE (current and new qualifications for first teaching 2015), FSMQ	A, B, C, D, E
Advanced GCE (current and new qualifications for first teaching 2015), current Level 3 Certificate (apart from H863)	A*, A, B, C, D, E
Level 3 Certificate (H863 and new qualifications for first teaching 2015)	A, B, C, D, E
AS GCE (Double Award)	AA, AB, BB, BC, CC, CD, DD, DE, EE
Advanced GCE (Double Award)	A*A*, A*A, AA, AB, BB, BC, CC, CD, DD, DE, EE
GCSE and GCSE (Short Course)	A*, A, B, C, D, E, F, G
GCSE (Double Award)	A*A*, A*A, AA, AB, BB, BC, CC, CD, DD, DE, EE, EF, FF, FG, GG
GCSE (9–1)	9, 8, 7, 6, 5, 4, 3, 2, 1
GCSE (9–1) (Double Award) (Science only)	9-9, 9-8, 8-8, 8-7, 7-7, 7-6, 6-6, 6-5, 5-5, 5-4, 4-4, 4-3, 3-3, 3-2, 2-2, 2-1, 1-1
Level 2 Award	Distinction, Merit, Pass
Level 1/2 Certificate	A*, A, B, C, D, E, F, G
Level 1 Principal Learning	A*, A, B
Level 2 Principal Learning	A*, A, B, C
Level 3 Principal Learning	A*, A, B, C, D, E
Level 1 Foundation Project	A*, A, B
Level 2 Higher Project	A*, A, B, C
Level 3 Extended Project	A*, A, B, C, D, E

Candidates who fail to reach the minimum standard will be unclassified (U). Only subjects in which the grades shown above are attained will be recorded on certificates.

Endorsements

Results for Speaking and Listening for the current GCSE English (J350) and GCSE English Language (J355) will be shown independently of the qualification grade on the certificate as follows:

Endorsement	Grade scale
Speaking and Listening for GCSE English (J350) and GCSE English Language (J355)	5, 4, 3, 2, 1

Candidates who fail to reach the minimum standard will be unclassified (U).

An endorsement will not be shown on the certificate unless there is a graded result for the GCSE. Only endorsements in which the grades shown above will be recorded on certificates.

Absence from endorsement will not be indicated by a hash symbol (#) next to the grade, as the result for endorsement does not contribute to the calculation for the GCSE.

Results for the endorsements for the following qualifications will be shown independently of the qualification grade on the certificate as follows:

Endorsement	Grade scale
GCE A Level Sciences (Biology, Chemistry, Physics) practical endorsement (first teaching 2015)	Pass, Not Classified
GCSE (9–1) English Language Spoken Language endorsement (first teaching 2015)	Distinction, Merit, Pass, Not Classified

Candidates who fail to reach the minimum standard will be 'Not Classified' and **this will also be recorded on the certificate**.

8.5   Other results indicators

In addition to grades, the following results indicators could appear for some candidates within the Interchange (https://interchange.ocr.org.uk) and A2C 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 components/units.

- **Q** (Pending) – This is where a result is pending or is currently unavailable. In each instance we should have contacted your centre in advance to explain why the result is pending. If you have not received any communication from us, please speak with your Head of Centre who will have more information about the issue.

If you believe any of these indicators have been applied incorrectly, you may report this to OCR using the missing and incomplete results service (see Section 9.4).

Note: Where candidates have been given an enhancement due to special consideration (see Section 5.7), there may not be an obvious correlation between the marks and grades shown on some of the results documents.

8.6   Unitised qualification results

This section applies to both unitised qualifications and linear qualifications with a unitised entry structure.

What are uniform marks and why do we use them?

In unitised specifications, candidates can take units across several different series (where there is not a 100% terminal rule). 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. For GCE, GCSE, Level 2 Award and Level 1/2 Certificate, OCR uses **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 look at a sample of papers from that year and compare them to previous papers and statistics, using their professional judgement to decide what the grade thresholds should be (see example below).
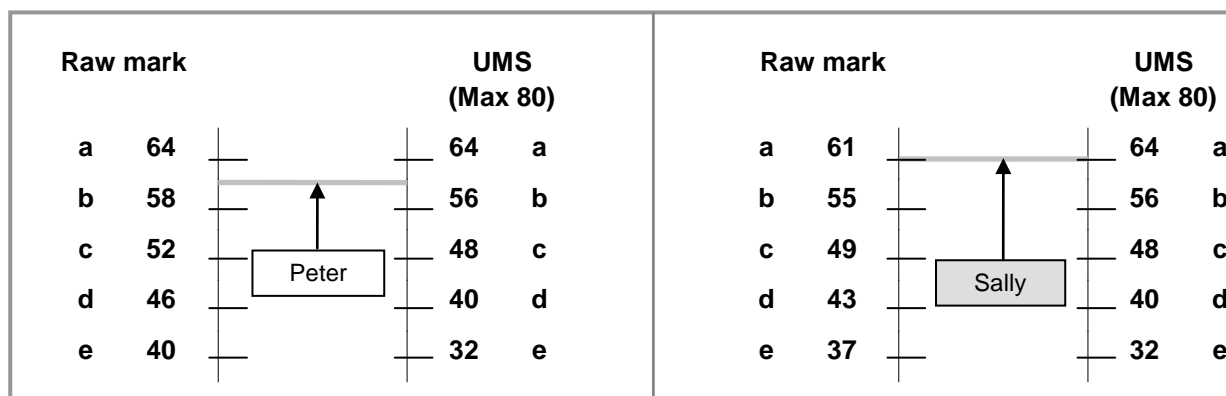
The raw marks for the unit are already established (by the examiner or moderator), but they do not mean very much on their own. They have to be converted to a uniform mark scale (or score), known as UMS. The weighting of units may vary, so conversion to UMS makes the marks compatible and comparable. UMS gives a fixed scale of marks with common thresholds that are unchanged series on series.

Example

Sally and Peter both sat an Advanced GCE Accounting unit, but in different years.

There are four equally weighted units needed to achieve the qualification.

Both papers are marked out of 80 and both students score 61. But, as Sally's exam included more complex questions than Peter's, the grade threshold for achieving an 'a' is set at 61 (at the awarding meeting). Peter's exam was relatively straightforward and the 'a' threshold is set at 64. Therefore, for this unit, Sally achieves an 'a' and Peter achieves a 'b'. Their marks are converted to UMS (out of a maximum of 80) as shown below.

Raw mark		UMS (Max 80)			Raw mark		UMS (Max 80)	
a	64	64	a		a	61	64	a
b	58	56	b		b	55	56	b
c	52	48	c		c	49	48	c
d	46	40	d		d	43	40	d
e	40	32	e		e	37	32	e

(Peter: 61 raw mark, between b and a threshold)
(Sally: 61 raw mark, at a threshold)

Peter, therefore, has 61 raw marks with the 'a' threshold for his unit set at 64. When this is converted into UMS, he has 60 uniform marks.

Sally also has 61 raw marks with the 'a' threshold for her unit set at 61. When this is converted into UMS, she has 64 uniform marks.

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. 58/80. 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. This includes the application of the 90% conversion point for current GCE A2 units.

Calculating qualification results in unitised specifications

When calculating a candidate's qualification result, we:

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

- For GCE, Principal Learning, Level 2 Award, Level 1/2 Certificate and Level 3 Certificate, if the candidate is re-certificating, check they have taken something new since their last certification.

- Find all the valid unit combinations for that certification.

- For GCSE, check the 100% terminal rule has been satisfied (see Section 3.5).

- Apply any other rules relevant to that specification:

    - Common units in some GCSEs (see Sections 3.5)

    - Locking in GCE Maths, Art and Design and Classics (see Section 3.6)

    - Certification dependencies in GCE Maths (see Section 3.18).

- 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 is absent for one of the units needed to satisfy the qualification rules, the unit will be treated as achieving zero uniform marks when calculating the certification grade. This will be shown as '#' against the certification grade on results documentation (with the exception of Speaking and Listening for GCSE English (J350) and GCSE English Language (J355). For details, see Section 10)

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.

Calculating the current GCE A* grade

The current A* at A Level is awarded to candidates who achieve a grade A on the A Level overall – at least 80% on the uniform mark scale (UMS) – and who also achieve at least 90% across the A2 units. For example, in a four-unit A Level which has a total of 400 UMS, 200 UMS are available for the A2 units. To achieve an A*, you need to achieve at least 320 UMS for the full A Level (i.e. an A overall) and 180 or more for the A2 units.

The A* is not awarded for individual units or for the AS Level.

The structure of A Level Mathematics is different from other subjects, and so uses a slightly different rule. It is currently possible to achieve A Level Mathematics with four AS and two A2 units or with three AS and three A2 units. Therefore, so that the same rule can be applied to all unit combinations, candidates must achieve a grade A on the A Level overall and achieve 90% of the UMS on the two mandatory A2 units combined (Units C3 and C4).

It is also possible to achieve A Level Further Mathematics with more than three A2 units. In this case, the A* is calculated in the same way as it is for all other subjects, based on the three best A2 units.

Maximisation of qualification results for current GCE Mathematics, Art and Design and Classics

When grading these qualifications, we carry out two steps:

- **Step 1** – Maximisation of the qualification grades (including A*).

- **Step 2** – For the qualification grades determined by step 1, maximisation of the uniform mark totals for each qualification.

Depending on the qualification, these are determined using the following sequences:

- GCE Mathematics > GCE Further Mathematics > GCE Further Mathematics (Additional)

- Endorsed GCE Art and Design qualifications > Unendorsed GCE Art and Design qualifications

- Endorsed GCE Classics qualifications > Unendorsed GCE Classics qualifications

The highest possible grade is awarded for the first qualification in the sequence, followed by the highest possible grade for the second qualification in the sequence, followed by the highest possible grade for the third qualification requested in the sequence (if the candidate has entered for three qualifications).

There are different unit locking rules (see Section 3.6) for Art and Design, Classics and Mathematics. In Art and Design and Classics, where the candidate is taking both AS and A Levels, the above steps are applied separately to each level. However, for Mathematics, the AS and A Levels cannot be considered separately. For a full explanation of the GCE Mathematics rules, see the JCQ *GCE Mathematics Aggregation Rules – Guidance for Centres*, this can be found on the JCQ website (www.jcq.org.uk/exams-office/entries/gce-maths-information/gce-maths-aggregation-rules---guidance-for-heis).

Examples

A candidate has entered for AS and A Level Mathematics and AS and A Level Further Mathematics; therefore, the highest possible grade is awarded for A Level Mathematics, followed by the highest possible grade for A Level Further Mathematics. The uniform mark totals for A Level Mathematics and Further Mathematics (in that order) are maximised before the AS qualification grades are considered.

A candidate has entered for A Level Classics: Classical Civilisation and A Level Classics; therefore, the highest possible grade is awarded for A Level Classics: Classical Civilisation followed by the highest possible grade for A Level Classics. The uniform mark totals for A Level Classics: Classical Civilisation and A Level Classics (in that order) are then maximised.

In addition to the rules above, where a candidate is entered for certification in more than one qualification, we will always grade them to maximise the number of qualifications awarded.

Please note: the above maximisation process places, for example, a grade combination of AU above a grade combination of, say, BE and a grade combination of BU above a grade combination of, say, CE.

Where a candidate's grade combination includes a 'U', a request from centres to change the aggregation will be granted. No other requests to change grading combinations will be accepted, e.g. a candidate who has been awarded AD cannot request a grading change that would result in BC.

UMS for GCE

Advanced GCE units are not always equally weighted, so different units may have different maximum uniform marks.

The grade thresholds on the uniform mark scale for each unit are fixed at the following percentages of the maximum uniform mark:

Unit grade	a	b	c	d	e
Uniform mark grade threshold as a percentage of the maximum uniform mark	80%	70%	60%	50%	40%

The weighting of each unit within AS and Advanced GCE is given in the specifications, and the maximum uniform mark for each unit is given in the 'Current GCE' section of the Entry Codes booklet.

The relationship between unit weighting and maximum uniform mark is given below:

4-unit GCE					
Maximum uniform mark for the unit	**60**	**80**	**100**	**120**	**140**
Weighting of the unit in AS GCE	30%	40%	50%	60%	70%
Weighting of the unit in Advanced GCE	15%	20%	25%	30%	35%

6-unit GCE							
Maximum uniform mark for the unit	**60**	**80**	**90**	**100**	**110**	**120**	**150**
Weighting of the unit in AS GCE	20%	27%	30%	33.3%	36.7%	40%	50%
Weighting of the unit in Advanced GCE	10%	13.3%	15%	16.7%	18.3%	20%	25%

AS GCE (Double Award) and Advanced GCE (Double Award) units are equally weighted, so each unit has a maximum uniform mark of 100.

The uniform marks covering each grade for each of the different maximum uniform marks and the total uniform marks relating to the certification grades can be downloaded from the results statistics area of the OCR website (www.ocr.org.uk/results-statistics).

UMS for GCSE and GCSE (Short Course)

For GCSE and GCSE (Short Course) specifications, the maximum uniform marks and uniform mark grade thresholds differ for each specification. The uniform mark thresholds for each unit and certification in each specification can be downloaded from the results statistics area of the OCR website.

UMS for GCSE English (J350) and GCSE English Language (J355) Speaking and Listening

(i) Results for Speaking and Listening (Unit A640) **do not** contribute to the overall GCSE English (J350) and GCSE English Language (J355) result. All candidates are awarded a UMS of zero for Unit A640.

8.7   Principal Learning and Project results – points system

Within Principal Learning, candidates can take units across several different series; they can also take units more than once.

When we work out the overall grade for Principal Learning, we need to be able to compare performance across the different elements and so we use points to achieve this.

A points score is very similar to a uniform mark scale or UMS; however, the points score is calculated from the raw mark differently. Each Principal Learning unit and Project result will be given a points score in addition to a grade (see Section 8.8).

Level 1 points boundaries

Unit grade	PL unit (30 glh) 1 point per grade	PL unit (60 glh) 2 points per grade	PL qualification	Foundation Project (60 glh) 2 points per grade
Max	4	8	32	8
a*	3	6	24	6
a	2	4	16	4
b	1	2	8	2
u	0	0	0	0

Level 1 Principal Learning is equivalent to eight units of 30 glh.

Level 2 points boundaries

Unit grade	PL unit (30 glh) 1 point per grade	PL unit (60 glh) 2 points per grade	PL qualification	Higher Project (60 glh) 2 points per grade
Max	5	10	70	10
a*	4	8	56	8
a	3	6	42	6
b	2	4	28	4
c	1	2	14	2
u	0	0	0	0

Level 2 Principal Learning is equivalent to 14 units of 30 glh.

Level 3 points boundaries

Unit grade	PL unit (30 glh) 1 point per grade	PL unit (60 glh) 2 points per grade	PL unit (90 glh) 3 points per grade	PL qualification	Ext. Project (120 glh) 4 points per grade
Max	7	14	21	126	28
a*	6	12	18	108	24
a	5	10	15	90	20

b	4	8	12	72	16
c	3	6	9	54	12
d	2	4	6	36	8
e	1	2	3	18	4
u	0	0	0	0	0

Level 3 Principal Learning is equivalent to 18 units of 30 glh.

8.8   Linear qualification results – weighting factors

Weighting factors are used within both current linear qualifications, e.g. GCSE Mathematics B (J567) and new qualifications (first teaching 2015).

What are weighting factors and why do we use them?

In linear specifications, each component has a given number of raw marks available (e.g. a written paper with ten compulsory questions, each worth five marks, gives a maximum raw mark of 50). However, the maximum raw marks across components within an entry option do not always reflect the relative value each component has within the overall specification. We use 'weighting factors' to ensure that, when a candidate's marks for each component are added together, the relative values are correctly reflected. The weighting factor is the maximum weighted mark of a given component divided by the maximum raw mark of the component.

For example, a qualification might have three components all marked out of 50. However, the specification structure is such that one component comprises 50% of the overall assessment (calculated out of a total of 200 'weighted' marks). This component has a raw mark of 50 and a weighted mark of 100 (i.e. a weighting factor of 2). The other two components, which comprise 25% of the overall assessment each, both have a weighted mark of 50 (i.e. a weighting factor of 1).

Grading

Grading of linear qualifications (including the new GCE and GCSEs for first teaching from 2015) comprises the following stages:

- The components applicable to the relevant entry option (where options exist) are identified.

- The raw marks achieved in each component are identified and the relevant weighting factors applied.

- These weighted marks are added together to give a total weighted mark.

- Grades are awarded by applying the weighted mark thresholds for that option to the total weighted mark.

- For Project, a points score is then calculated (see Section 8.7).

9   Post-Results Services

Key points

- The most up-to-date results information will be available on Interchange (https://interchange.ocr.org.uk).

- 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, available on the JCQ website (www.jcq.org.uk/exams-office/post-results-services) for further guidance about action on the release of results.

9.1   Enquiries about results (EARs)

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, which are described below. Enquiries should be submitted as follows:

- **Unitised qualifications** – Enquiries should be submitted for the relevant individual units.

- **Linear qualifications** – Enquiries should be submitted for the qualification as a whole. Arrangements for new qualifications for first teaching 2015 are still to be confirmed.

- **Linear qualifications with a unitised entry structure** – Enquiries about results should be submitted for the relevant individual units, and not for the qualification as a whole.

Available services

Enquiries about results include requests for clerical checking and the review of marking or review of moderation. The following nationally agreed services are available:

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

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

- **Priority Service 2** (June series only) – This is as Service 2 but is only available for Level 3 qualifications, e.g. GCE, Level 3 Principal Learning and Level 3 Certificate.

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

In addition, we offer the following services for specific GCE, GCSE and Principal Learning examinations for which the access to scripts service is not available:

- **Service 2a** – The review of marking of externally assessed units/components for an individual candidate. This service includes:

  - The clerical re-checks applied in Service 1

  - The review of the original marking to ensure the agreed mark scheme has been applied correctly

  - A report on the work of the individual candidate.

- **Service 2b** – The review of marking of externally assessed units/components for a group of candidates (no fewer than five and no more than 15 candidates per examination). This service includes:

  - The clerical re-checks applied in Service 1

  - The review of the original marking to ensure the agreed mark scheme has been applied correctly

  - A single report on the work of the group of candidates.

The following specifications/units are excluded from the access to scripts service and are, therefore, eligible for Services 2a and 2b.

GCE specifications		
French	F701/01/02/03	French Speaking (AS)
	F703/01/02/03	French Speaking (A2)
German	F711/01/02/03	German Speaking (AS)
	F713/01/02/03	German Speaking (A2)
Spanish	F721/01/02/03	Spanish Speaking (AS)
	F723/01/02/03	Spanish Speaking (A2)
Music	G351	Performing Music 1
	G354	Performing Music 2
Performing Arts	G382	Professional Practice: Performance
	G383	Professional Practice: Production
	G386	Producing Your Showcase
	G387	Production Demonstration
Performance Studies	G404	Performance Project

Principal Learning specifications			
Engineering	Level 2	F548	The engineered world

GCSE specifications			
Drama	A583	From Concept to Creation	
Expressive Arts	A693	Working in Response to a Commission in a Community Context	
Modern Foreign Languages	A802	Dutch	Externally assessed speaking component
	A812	Gujarati	
	A822	Persian	
	A832	Portuguese	
	A842	Turkish	
Music	B353	Creative Task	

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	Service	Deadline
November 2015	Services 1, 2, and 3	4 February 2016
January 2016	Services 1, 2, and 3	7 April 2016
June 2016	Priority Service 2	26 August 2016
	Services 1, 2, and 3	20 September 2016

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 (www.ocr.org.uk/ocr-for/exams-officers/results/post-results-services). By submitting your online application, you are confirming candidate consent has already been obtained. Copies of candidate consent forms do not need to be sent to OCR. Candidate consent is **not** required for the post-results review of moderation as candidates' marks may be lowered but their published subject grades will **not** be lowered in the series concerned.

Submitting enquiries and viewing the outcome

Enquiries about results should be submitted by an authorised member of staff using Interchange: log in to Interchange (https://interchange.ocr.org.uk), 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.

NB We send you outcomes of individual units as soon as they're available. This means your certification result will not be updated until you receive all of the outcomes. If the certification result has not been updated, this is stated at the bottom of the screen when you view the outcome for your enquiry. (If there is no statement, the enquiry is complete.)

If you are unable to submit a request using Interchange, please call the Customer Contact Centre for further guidance (see Section 1.5).

Please note that centres can only submit an enquiry about results for Physical Education if they have DVD evidence of the candidate's performance.

Cancelling enquiries

Once you have submitted an enquiry about results, if you wish to cancel it, you should email your request to the Enquiries about Results Team at result.enquiries@ocr.org.uk. 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*, available on the JCQ website (www.jcq.org.uk/exams-office/appeals).

Fees

The fees associated with enquiries about results and appeals are provided in the Fees List (www.ocr.org.uk/fees). 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 (www.ocr.org.uk/ocr-for/exams-officers/results/post-results-services). 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 when all outstanding enquiries have been resolved.

Private candidates

Private candidates (see Section 3.13) may apply directly to OCR for post-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 (see Section 1.5).

9.2   Access to scripts

Centres and private candidates can request access to PDF versions of the marked scripts for the qualifications included within this guide. 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, orals and audio/video tapes.

The script may have been marked in one of two ways:

- **On-screen** – Scripts are sent to a scanning bureau where they are scanned and supplied to examiners electronically to mark.

- **Traditionally** – Scripts are sent to examiners who mark the hard copy and return marks and scripts, separately, to OCR.

Key dates for access to scripts

Activity	November 2015	January 2016	June 2016
Deadline for submitting priority requests (GCE, Advanced FSMQ, Level 3 Principal Learning, Level 3 Certificate)	n/a	11 Mar 2016	26 Aug 2016
Latest date for the receipt of priority scripts by centres	n/a	30 Mar 2016	10 Sep 2016
Earliest date non-priority scripts will be provided to centres	5 Feb 2016	8 Apr 2016	21 Sep 2016

Deadline for submitting non-priority requests	28 Feb 2016	15 Apr 2016	4 Oct 2016
Latest date for the receipt of non-priority scripts by centres	1 Apr 2016	20 May 2016	11 Nov 2016

Priority copies of scripts to support EARs (Level 3 qualifications only)

To help you decide whether to request an enquiry about results for GCE, Level 3 Principal Learning, Advanced FSMQ or Level 3 Certificate, centres may request priority copies of the relevant scripts.

Note: This service should not be confused with the provision of a copy of a script as part of the outcome of an enquiry about results.

Non-priority scripts

Scripts to support teaching and learning (non-priority scripts) may be requested for all the qualifications within this guide. OCR may not provide scripts before the deadline for enquiries about results (see Section 9.1) and must provide them no later than eight weeks after that date.

Conditions of access

We 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, scripts that are or have been the subject of any malpractice investigation may be withheld by OCR.

Please ensure 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 (https://interchange.ocr.org.uk) 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 (see Section 1.5). Once you have submitted your request, the screen will show a confirmation message and you will also be able to see your request in the 'Previous Requests' tab.

The scripts (and associated marks information) will be returned to you by the deadlines above. You will receive an email when your PDF images are ready to download from Interchange. Therefore, please ensure you include your up-to-date email address when submitting your request. Scripts will only be available to download for a limited period (the expiry date will be shown on the download page within Interchange). We therefore recommend you download the PDF images and store them on your own system as soon as you receive your email.

Guidance on how to interpret the script annotation can be found in the post-results services area of the OCR website (www.ocr.org.uk/ocr-for-exams-officers/results/post-results-services).

Fees

Fees for OCR's access to scripts service are published in the Fees List (www.ocr.org.uk/fees). Priority access to scripts requests that result in a change of grade following a subsequent enquiry about results will not incur a charge.

Mark schemes

Mark schemes for the most recent examination series will be available from Interchange on the results publication date (see Section 8.2). Centre Administrators can allow teaching colleagues to access mark schemes (and past papers) from Interchange by adding the 'Tutor/Teacher' role to user profiles.

Private candidates

Private candidates (see Section 3.13) 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 (see Section 1.5).

9.3   Late certification requests

Following the release of unit results, 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, with the exception of current GCSE Short Courses, for which a certification entry fee is made. Please see the Fees List (www.ocr.org.uk/fees).

To submit your query, log in to Interchange (https://interchange.ocr.org.uk) 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.

ⓘ   For linear qualifications with a unitised entry structure, all necessary unit and certification entries should be made by the final entry deadlines (see Section 3.10) and before results are released at the latest. If a certification entry is not made, candidates cannot carry forward their unit result to another series. However, if you have not made a certification entry before results are released, you may use the post-results late certification process up to the closing date below.

The facility to submit late certifications will not be available after the JCQ deadlines shown below; after these dates, centres need to submit requests in the next available series instead, unless the terminal rule applies (in which case, please contact us via the Customer Contact Centre – see Section 1.5).

Series	Deadline
November 2015	4 February 2016
January 2016	7 April 2016
June 2016	20 September 2016

9.4   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 8.5):

- 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 for results you know are subject to a malpractice investigation.

MIR queries should be requested by the following dates:

Series	Deadline
November 2015	4 February 2016
January 2016	7 April 2016
June 2016	20 September 2016

To submit your query, log in to Interchange (https://interchange.ocr.org.uk) 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. To help you to understand whether an MIR query should be submitted, we have produced a brief guide for exams officers called *Understanding Results Indicators*, which can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/results).

10 Certificates and Certifying Statements

10.1 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 3.17 and 8.3). Once certificates are issued, **centres should check 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 email your request on centre-headed paper to the Results Team to ocr.results@ocr.org.uk.

Missing or damaged certificates

If individual certificates are lost or damaged within the centre, we will issue replacement certificates for a limited time. (If candidates lose or damage a certificate, they may apply for a certifying statement of results – see Section 10.2.) Replacements for missing or damaged certificates are initially free of charge. Following this period, a charge will be made. Details of charges can be found in the Fees List (www.ocr.org.uk/fees). 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 or damaged certificates should be sent to the Results Team at ocr.results@ocr.org.uk.

Series	Certificates will be despatched by	Deadline for free replacement certificate requests	Deadline for all replacement certificate requests
November 2015	28 February 2016	31 March 2016	31 August 2016
January 2016	31 May 2016	30 June 2016	30 November 2016
June 2016	31 October 2016	30 November 2016	30 April 2017

Certificate amendments

Once certificates have been issued, there will be a charge for **any** personal detail amendments, e.g. to correct name misspellings (see the Fees List). Requests should be sent to the Results Team at ocr.results@ocr.org.uk, 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 10.2).

Early certificates

If you wish to use them for award evenings, early certificates for GCSE and/or Entry Level Certificate for the June 2016 series can be requested by responding to the email sent to centres by the OCR Results Team in June 2016.

The earliest date on which certificates can be provided to centres is 15 September 2016.

Unit certificates

Unit certificates are **only** available for GCE and Level 3 Principal Learning. These can be requested by responding to the email sent to centres by the OCR Results Team in June 2016.

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.

> ⓘ Results for Speaking and Listening for GCSE English (J350) and GCSE English Language (J355) will be shown independently of the qualification grade on the certificate, on a five-point scale: 5, 4, 3, 2 and 1, of which 5 is the highest and 1 the lowest. A Speaking and Listening grade will not be shown on the certificate unless there is a graded (A*–G) result for the GCSE. An unclassified or 'No Result' grade will not be shown. Absence from Speaking and Listening will not be indicated by a hash symbol (#) next to the grade, as the result for Speaking and Listening does not contribute to the calculation for the GCSE.
> Results for the new A Level Sciences practical endorsements and GCSE (9–1) English Language Spoken Language endorsements will be shown independently of the qualification grade on the certificate. Candidates who fail to reach the minimum standard will be 'Not Classified' and this will also be recorded on the certificate.

A qualification number is printed where the specification has been accredited by the regulators of external qualifications in England, Wales and Northern Ireland.

Separate certificates will be issued for AS GCE/AS GCE (Double Award), Advanced GCE/Advanced GCE (Double Award), Level 2 Award, Level 1/2 Certificate, Level 3 Certificate, GCSE, Entry Level Certificate, Principal Learning and Project.

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 Results 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 10.2).

- If you have any pending post-results service requests, we recommend you retain the original certificates until you receive the outcome of the enquiry.

10.2 Certifying statements of results

We cannot supply replacement certificates to candidates or to centres requiring them after six months from issue (see Section 10).

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 Fees List (www.ocr.org.uk/fees).

The application form for a certifying statement can be downloaded from the OCR website (www.ocr.org.uk/ocr-for/exams-officers/results/post-results-services).

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).

11 Reference

11.1 Glossary

A2C	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 making entries via A2C, 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 for GCE, FSMQ, GCSE, Principal Learning, Level 2 Award, Level 1/2 Certificate and Level 3 Certificate.
Basedata	Examination data which is used to process entries and results via A2C. 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.
Carried forward	A result or mark awarded for an internally assessed component in one examination series and carried forward to another series to be used for certification when the corresponding option code is entered.
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) file	The file format used when allowing centres to transmit entry and results data to and from OCR via A2C.
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, submit internally assessed marks, 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.
Non exam assessment (NEA)	Non exam assessments measure subject-specific skills that cannot be tested by timed written papers.
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. The option can represent a legitimate or 'true' choice between papers, a choice between tiers or a choice between methods of moderation.
Personal Learning Record Service (PLR)	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. The PLR is 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, GCE or GCSE) 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.
Terminal series	The series in which certification is requested.
Tier	A level of entry at GCSE that offers a restricted range of grades. Adjacent tiers for a given specification have overlapping grades.
True option	When making entries, this option represents a legitimate choice between papers. For example, in GCSE History, each option determines which papers a candidate will take.
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.
UMS (uniform mark scale or score)	A scale that converts raw unitised examination marks into a common scale to use in the modular or unitised assessment system.

11.2 Useful websites

A2C Migration Application download website – http://a2c.avcosystems.com

Answers@OCR (our online bank of FAQs) – http://answers.ocr.org.uk

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.gov.uk/government/collections/learning-records-service

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.gov.uk/government/organisations/ofqual

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

TEO (The Exams Office) – http://theexamsoffice.org/

11.3 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 and Reasonable Adjustments*

JCQ *Formats for the Exchange of Examination Related Data*

JCQ *GCE Mathematics Aggregation Rules – Guidance for Centres*

JCQ publication: *General and Vocational Qualifications – Suspected Malpractice in Examinations and Assessments*

JCQ *Guidance Notes Concerning Transferred Candidates*

JCQ *Guide to the awarding bodies' appeals processes*

JCQ *A guide to the special consideration process*

JCQ *Information for candidates*

JCQ *Instructions for conducting controlled assessments*

JCQ *Instructions for conducting coursework*

JCQ *Instructions for conducting examinations*

JCQ *No Mobile Phones Poster*

JCQ *Post-Results Services*

JCQ *Suspected Malpractice in Examinations and Assessments*

JCQ *Warning to Candidates*

OCR *Electronic enhancements to moderation – How moderators communicate with you*

OCR *Essential Entries*

OCR *Fees List*

OCR *GCSE Controlled Assessment Carry Forward Rules from the June 2014 series: FAQs for centres*

OCR *Guidance for Private Candidates*

OCR *Guide to Controlled Assessment Speaking*

OCR *Key Dates*

OCR *Malpractice Procedures – A Guide for Centres*

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

Ofqual *GCSE, GCE, Principal Learning and Project Code of Practice*

Ofqual, JCQ, CCEA, UCAS, DfE *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

www.ocr.org.uk
OCR Customer Contact Centre

General qualifications
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