

Claim number:

Reference number:
(OCR use only)

This is an interactive pdf. You can complete the candidate details and the boxes shown on the right onscreen and save a copy then print or email as an attachment.

This cover sheet is to be used to accompany the work submitted for a single candidate. Please complete, selecting the most appropriate description of the candidate's work being submitted. **Do not** use the 'Submit' button that some versions of Adobe Reader may show on the top right of your screen.

**Single
Unit(s)**

**Full
Qualification**

05809 OCR Entry Level Award in Digital Employability (Entry 3)

**Unit 2 – Use digital technologies to
organise documents**

**Unit 3 – Use digital technologies to
produce documents from templates**

**Unit 4 – Use digital technologies to
process data**

**Unit 5 – Use digital technologies to
process images to make graphics**

**Unit 6 – Use digital technologies to
send and reply to emails**

**Unit 7 – Use digital technologies to
find information**

Centre Number:

Candidate's surname or family name:

Candidate's first forename:

Candidate's second forename (if any):

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

Candidate number:

Gender:

The centre assessor must initial the unit number. Under no circumstances should any unit be submitted to OCR unless the centre assessor is satisfied that all the necessary criteria for the award of the unit has been met. The unit/s should be claimed on Interchange and then sent to the Examiner/Moderator within 24 hours.

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

Please confirm you hold signed candidate declarations authenticating the work of all candidates submitted on the claim.

Centre assessor's name

Examiner-moderator's name