![OCR Oxford Cambridge and RSA logo]

FREQUENTLY ASKED QUESTIONS – DIGITAL EMPLOYABILITY ENTRY 3 AND LEVEL 1 INTERNAL ASSESSMENT

Q: What do I need to be familiar with before I start delivering?
A: You should look at the units and teaching guidance first of all. We would then advise you to download the sample assessments from the website, along with the data files. In each assessment you will be given full details of the assessment criteria.

Q: Does OCR provide the assessments for the internally assessed units?
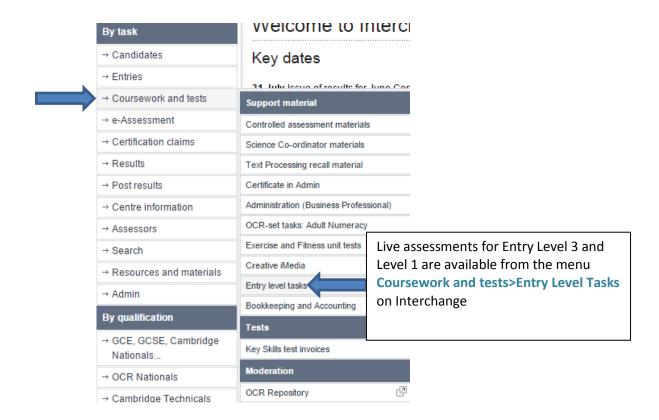A: Yes, OCR provides the assessments for the internally assessed units.

Q: Will the OCR assessments 'expire'?
A: The assignments will be reviewed annually to ensure they remain current. If we withdraw an assignment, we will give at least 12 months' notice of the withdrawal to enable learners to submit well in advance of expiry.

Q: Where do I download the assessments for the internally assessed units?
A: The assessments are downloaded from Interchange. Tutors with the 'Tutor/Teacher' role on Interchange can download the live assessments from the '***Coursework and Tests***' menu.

If you do not have access, your examination officer can set you up with an account or download the assessments for you. If you encounter difficulties downloading the assignments please contact our support team at cast@ocr.org.uk or call 02476 851509.

Live assessments for Entry Level 3 and Level 1 are available from the menu **Coursework and tests>Entry Level Tasks** on Interchange

Q: Can we amend the OCR Live assignments (by changing the context for example?)
A: No, the OCR assignments should not be modified in any way.

Q: Can we create our own assignments? Are evidence checklists required?
A: No, the OCR supplied assignments must be used. Evidence checklists are not required; the assignments contain a marking sheet to use to record assessment decisions.

Q: Can we mix and match tasks from different assignment sets?
A: No, if an assignment has more than one task, all the tasks from that assignment set (for that unit) must be completed. You can use different sets for different units (e.g. use Set A for unit 2 and Set B for unit 3) but the tasks within a unit must be from the same assignment set.

Q: Do learners have to use a computer or laptop? Is any other equipment required?
A: No, they can use any device that enables them to access the assessment criteria – this might be a tablet or a mobile phone. Access to a shared printer as a minimum is required if you intend to submit the work in paper form via postal moderation.

Q: Are tutor-worked copies required?
A: Tutor worked copies (where the tutor completes the assessment) are not required to be submitted for Digital Employability but it is suggested that tutors do work through the assignment in advance of the assessment (using the hardware and software to be used by the candidates).

Conducting the Assessments

Q: How long are the assessments and can they be split over more than one session?
A: The OCR set assignments for all internally-assessed units at Entry 3 have a notional assessment duration of 1 hour 15 minutes. The Level 1 assessments have a notional assessment duration of 1 hour. Learners may have additional time to complete the assignment if required but they have been designed for completion within these times.

The assessment can be split over shorter, consecutive sessions if required. Centres must ensure all assessment material and work in progress is kept secure in the intervening period. Candidate work must be locked in a secure place. No teaching sessions or tutorials can be held between assessment sessions.

Q: Do the assessments need to be completed under examination conditions?
A: Examination conditions are not required but the assessments must be completed under supervised conditions in a quiet atmosphere.

It is acceptable to carry out the assessment during normal timetabled lessons/sessions. Candidates cannot ask for, nor be given any assistance during the assessment except in the case of a system or hardware failure. Once candidates start the assignment, no further tuition on that unit may be given.

Q: What are the invigilation requirements for the internally assessed units?
A: A suitably competent invigilator must be present throughout to supervise the assessment. This would normally be the tutor or centre assessor and should ensure candidates do not communicate with each other in any way during the assessment.

Data-files

Q: Where are the required data-files for each assessment?
A: The data-files are provided with the live assignment on Interchange.

Q: The data-files provided by OCR are not in a format easily handled by the software we have at the centre. Can they be amended?
A: The data-files can be converted or saved into other formats but must retain all of the content and characteristics of the OCR supplied original file. For example you can save supplied .docx files as .doc in advance of the learners completing the assignment but any changes must still allow the learner to fully meet the criteria for the unit.

Q: Do the data-files need to be kept securely?
A: Candidates must not have access to files for live assessments until the time of assessment. At the time of assessment, candidates must only have access to the file(s) for the relevant unit. Local assessors presenting themselves as candidates should also not have access to the assignments or files before they take the assessment.

Marking and Submission

Q: Do I need to mark the assignments before submitting them for moderation?
A: Yes, all assignment must be marked internally before submission. Only units that the centre assessor are satisfied meet all of the necessary criteria for the award of the unit should be submitted to the OCR examiner-moderator.

Q: How are the assignments assessed?
A: A marking grid is supplied with each assignment. Candidates are required to complete the assignments with no critical errors and no more than the specified allowable accuracy errors for that unit. Critical errors and accuracy errors are detailed on the marking grid for each unit.

Repeat Attempts/Re-sits and Feedback

Q: What feedback can be given during the completion of the assignment?
A: Support can be given to learners as they complete the tasks within the assignment but this support must be generic. For example, it is permitted to explain or clarify the wording of the task(s) to ensure learners understand the requirements of the assessment. It is not permitted to explain how evidence should be generated for each of the task(s).

Q: Once an assignment has been submitted for final assessment by the tutor can feedback still be given?
A: A clear distinction should be made between any interim review and the final assessment by the tutor (when the critical and accuracy errors are identified). If when the work has been submitted for final assessment, the internal assessment identifies that the learner has not achieved the unit because either a critical error is discovered or the permitted accuracy threshold is exceeded, then learners must be given a new assignment should they wish to re-sit the unit assessment.

Q: How many attempts does a candidate have at each assignment?
A: Each assignment should be attempted only once per Learner. Only assignments deemed a pass by the internal assessor should be submitted to OCR for external moderation. A different assignment must be used if the learner needs to repeat the assessment for that unit.

Live assignments must not be used as practice. The Live assignments should only be attempted by a learner once the teaching for that unit is complete. A sample assignment is available for each unit from the website. The sample assignments cannot be submitted for external moderation and can be repeated as many times as the learner needs.