

Key Dates and Timetables: **2016/17**

CAMBRIDGE PROGRESSION IN ENGLISH AND MATHEMATICS

CAMBRIDGE TECHNICALS

FUNCTIONAL SKILLS

TEXT PROCESSING (BUSINESS PROFESSIONAL)

CERTIFICATE IN MANAGEMENT CONSULTING

CERTIFICATES IN PROFESSIONAL COMPETENCE

OTHER VOCATIONAL QUALIFICATIONS

OCR has reluctantly decided to withdraw the OCR Cambridge Awards/Extended Awards/Certificates in English and Mathematics (Cambridge Progression) qualifications. The last date for entries is as follows:

- The last series for paper and on-screen tests will be December 2016.
- For English moderated units, the final submission should be received by the OCR moderator no later than 21 days prior to the last certification date of 31 January 2017.

Paper-based and on-screen tests

Entries for paper-based tests should be made by the following entry deadlines. Entries for on-screen tests are made via the computer-based test system. Once entries have been made for a series, assessments must take place during a five-day testing window.

Series	Entry window opens (paper-based only)	Entry deadline (paper-based only)	Testing window (paper-based and on-screen tests)	Results issued (paper-based and on-screen tests)
September 2016	22 August 2016	7 September 2016	19–23 September 2016	21 October 2016
October 2016	19 September 2016	30 September 2016	17–21 October 2016	18 November 2016
November 2016	17 October 2016	28 October 2016	14–18 November 2016	16 December 2016
December 2016	14 November 2016	25 November 2016	12–16 December 2016	20 January 2017

On-screen tests on-demand

Some units are available for on-screen testing on-demand, with testing taking place at a time that suits your needs and the needs of your candidates. Results will be available to view electronically on the 'Results' tab of the Secure Assess administration website and via Interchange in as little as two working days of the test being taken.

Internally-assessed

Candidates can be entered for internally assessed Cambridge Awards on an ongoing basis – there are no specific entry deadlines; however, you should allow the following time between making your entries and the first intended assessment for entries to be processed:

- **Unnamed entries** – Approximately ten working days.
- **Named entries** – Six to ten working days.

Results will be available via Interchange up to 21 working days after submitting your work.

Certificates will be issued five working days after results are available.

Entry deadlines

There are no specific entry deadlines for Cambridge Technicals (2012 suite). However, you must ensure that all entries (including top-up and move down entries) that you want to claim for are made **at least four weeks before a planned moderation visit**. Candidates should be entered for either the full award **or** individual units.

Assessment and Moderation

Assessment and moderation can take place at any time. All of the units in each of the Cambridge Technicals (2012 suite) qualifications are **centre assessed**. Candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR Visiting Moderator.

The OCR Visiting Moderator will contact you to provisionally agree mutually convenient dates for their visits.

In order to receive results in time for university entrance or to coincide with the GCSE results release, moderation visits should be booked by 1 June to ensure the visit is completed by 30 June. Please note that your moderation visit cannot take place between 18 and 31 August.

Claims

When you are ready to submit candidates' work for external moderation, you should make a claim for each candidate; this must be done via Interchange.

You must ensure that all entries (including top-up and move down entries) are made **at least four weeks** before a planned moderation visit.

To allow Visiting Moderators time to select a sample of candidates' work for moderation, centres must ensure that the claim is made **at least two weeks** before the scheduled moderation visit.

Results

Once visiting moderation has taken place and the OCR Visiting Moderator has confirmed your candidates' claims, we will issue electronic results and a hard copy certification report.

Results will appear on Interchange as and when results are processed. Results are issued via A2C on a monthly basis, as shown below.

Results issued between	A2C results issue date
1–30 September 2016	7 October 2016
1–31 October 2016	4 November 2016
1–30 November 2016	9 December 2016
1–31 December 2016	6 January 2017
1–31 January 2017	10 February 2017
1–28 February 2017	10 March 2017
1–31 March 2017	7 April 2017
1–30 April 2017	5 May 2017
1–31 May 2017	9 June 2017
1–30 June 2017	7 July 2017
1–31 July 2017	4 August 2017
1–31 August 2017	8 September 2017

For the Cambridge Technicals (2016 suite), you need to make **qualification entries**. These provide OCR with detailed data for each candidate, showing each qualification to be taken. This is also known as the 'named entry route'. In addition, you will also need to make **test unit entries** for timetabled tests. As for the 2012 suite, assessment and moderation for the internally assessed units can take place at any time. Results for internally assessed units and full awards are issued via A2C on a monthly basis, as shown on the previous page.

Qualification entries

Candidates can be entered for Cambridge Technicals (2016) on an ongoing basis – there are no specific entry deadlines and entries are processed within 24 to 48 hours. However, you must ensure qualification entries are made in time to allow you to meet the relevant test unit entries deadline. You must also ensure that all entries for qualifications you want to claim for are made **at least four weeks before a planned moderation**.

Test unit entries for paper-based exams

Once you have made qualification entries, entries for OCR paper-based timetabled exams must be made by the relevant test entry deadline for the series. Late entry fees will apply to test unit entries made after the deadline and are available until the late entry deadline. Late entries **will not be accepted** after the late entry deadline.

Series	Modified paper request deadline	Entry window	Late entry deadline	Testing window	Results issued
January	4 October 2016	7 October–21 October 2016	28 November 2016	9 Jan–18 Jan 2017 See 'Exam timetables' for individual exam dates*	2 March 2017 (Restricted release 1 March 2017)
June	31 January 2017	6 March–21 March 2017	28 April 2017	15 May–19 June 2017 See 'Exam timetables' for individual exam dates*	By 16 August 2017 There is no longer a restricted release - results can be issued as soon as available

* <http://www.ocr.org.uk/ocr-for/exams-officers/stage-1-preparation/key-dates-and-timetables/exam-timetables/>

Modified question papers

If you require modified question papers, please email a completed JCQ Form 7 to modified.papers@ocr.org.uk by the deadlines above. For more information about access arrangements, see www.ocr.org.uk/ocr-for/exams-officers/stage-1-preparation/access-arrangements/ or contact the OCR Special Requirements Team at ocrspecialrequirementsteam@ocr.org.uk.

Paper-based on-demand tests (Levels 1 & 2 ICT, Maths, English Reading and Writing)

There are no specific entry deadlines for Functional Skills paper-based on-demand tests. This means that centres can enter for tests at any time. Once entries have been made, test materials will arrive within five working days. On receipt of question papers, a centre has ten working days in which to administer and use these papers.

Results will be available via Interchange up to 20 working days after submitting your work.

Certificates will be issued five working days after results are available.

On-screen tests (Levels 1 & 2 Maths, English Reading and Writing)

Centres can schedule on-screen Functional Skills tests to run at a time that suits their needs and the needs of their candidates. This allows centres greater flexibility in scheduling and faster turnaround in results. There is no restriction on scheduling tests in advance, allowing Centres greater control over managing their exam sittings. Results will be available to view electronically on the 'Results' tab of the SecureAssess administration website and via Interchange, within as little as 12 days of the text being taken. Candidate entries are made via the computer-based test (CBT) system. Certificates will be issued five working days later.

Internal assessment (Entry Level and Levels 1 & 2 English SLC)

Candidates can be entered for internally assessed units on an ongoing basis – there are no specific entry deadlines; however, you should allow the following time between making your entries and the first intended assessment for entries to be processed:

- **Unnamed entries** – Approximately ten working days.
- **Named entries** – Six to ten working days.

Results will be available via Interchange up to 20 working days after submitting your work.

Certificates will be issued five working days after results are available.

A2C results dates A2C results are issued on a monthly basis, as shown below.	A2C results issue date
1–30 September 2016	7 October 2016
1–31 October 2016	4 November 2016
1–30 November 2016	9 December 2016
1–31 December 2016	6 January 2017
1–31 January 2017	10 February 2017
1–28 February 2017	10 March 2017
1–31 March 2017	7 April 2017
1–30 April 2017	5 May 2017
1–31 May 2017	9 June 2017
1–30 June 2017	7 July 2017
1–31 July 2017	4 August 2017
1–31 August 2017	8 September 2017

TEXT PROCESSING (BUSINESS PROFESSIONAL)

Following a review of our qualification offer in the light of changes to market demand and funding arrangements, OCR has reluctantly decided that all qualifications in this suite are being withdrawn. The final series will be Summer 2017 with a resit opportunity in Autumn 2017. We will make all units available for examination in Autumn 2017, including those that would not normally be offered in an autumn series (see next page).

OCR Text Processing (Business Professional) are paper-based **timetabled exams** and **exams that take place in a testing window**. Entries must be made by the relevant entry deadlines. Results issue may take longer than the usual 21 days (after submitting your work to the examiner-moderator). This is because the issuing of results is dependent on an adequate number of scripts being received by OCR for quality assurance purposes.

AUTUMN 2016

Dates	Unit	Title
Entry window: 12 Sep–4 Nov 2016	06976	Audio-Transcription Level 2
	06968	Business Presentations Level 1
Test window: 10 Oct–25 Nov 2016	06977	Business Presentations Level 2
	06969	Computer Keyboard Skills Level 1
	06978	Document Presentation Level 2
	03934	Document Presentation Level 3
	06970	Legal Text Processing Level 1
	06971	Mailmerge Level 1
	06994	Mailmerge Level 2
	06965	Speed Keying Entry Level 3
	06973	Speed Keying Level 1
	06998	Speed Keying Level 2
	03937	Speed Keying Level 3
	06964	Text Production Entry Level 1
	06966	Text Production Level 1
	06975	Text Production Level 2
	03932	Text Production Level 3
	06974	Word Processing Level 1
	06999	Word Processing Level 2
	03938	Word Processing Level 3

SPRING 2017

Dates	Unit	Title
Entry window: 3 Jan–7 Feb 2017	06972	Shorthand Speed Skills Level 1
	06997	Shorthand Speed Skills Level 2
	03936	Shorthand Speed Skills Level 3
Test date: 2 March 2017		
Results issue: 21 Apr 2017		
Entry window: 3 Jan–24 Feb 2017	06967	Audio-Transcription Level 1
	03933	Audio-Transcription Level 3
	06996	Medical Word Processing Level 2
Test window: 23 Jan–17 Mar 2017		
Entry window: 3 Jan–7 Apr 2017	06976	Audio-Transcription Level 2
	06968	Business Presentations Level 1
	06977	Business Presentations Level 2
	06969	Computer Keyboard Skills Level 1
	06978	Document Presentation Level 2
	03934	Document Presentation Level 3
	06970	Legal Text Processing Level 1
	06971	Mailmerge Level 1
	06994	Mailmerge Level 2
	06965	Speed Keying Entry Level 3
	06973	Speed Keying Level 1
	06998	Speed Keying Level 2
	03937	Speed Keying Level 3
	06964	Text Production Entry Level 1
	06966	Text Production Level 1
	06975	Text Production Level 2
	03932	Text Production Level 3
	06974	Word Processing Level 1
06999	Word Processing Level 2	
03938	Word Processing Level 3	

SUMMER 2017

Dates	Unit	Title
Entry window: 3 Apr–27 Apr 2017	06972	Shorthand Speed Skills Level 1
	06997	Shorthand Speed Skills Level 2
	03936	Shorthand Speed Skills Level 3
Test date: 18 May 2017		
Results issue: 10 Jul 2017		
Entry window: 3 Apr–2 Jun 2017	06967	Audio-Transcription Level 1
	03933	Audio-Transcription Level 3
	03935	Legal Word Processing Level 3
	06995	Medical Audio-Transcription Level 2
	06996	Medical Word Processing Level 2
Test window: 2 May–23 June 2017		
Entry window: 3 Apr–14 Jul 2017	06976	Audio-Transcription Level 2
	06968	Business Presentations Level 1
	06977	Business Presentations Level 2
	06969	Computer Keyboard Skills Level 1
	06978	Document Presentation Level 2
	03934	Document Presentation Level 3
	06970	Legal Text Processing Level 1
	06980	Legal Audio-Transcription Level 2
	06971	Mailmerge Level 1
	06994	Mailmerge Level 2
	06965	Speed Keying Entry Level 3
	06973	Speed Keying Level 1
	06998	Speed Keying Level 2
	03937	Speed Keying Level 3
	06964	Text Production Entry Level 1
	06966	Text Production Level 1
	06975	Text Production Level 2
	03932	Text Production Level 3
0003	Text Production - Screen Reader Entry Level 3	
0004	Text Production - Screen Reader Level 1	
0005	Text Production - Screen Reader Level 2	
0007	Text Production - Screen Reader Level 3	
06974	Word Processing Level 1	
06999	Word Processing Level 2	
03938	Word Processing Level 3	

TEXT PROCESSING (BUSINESS PROFESSIONAL)

AUTUMN 2017 (RESIT SERIES ONLY)

Dates	Unit	Title	
Entry window: 11 Sep–16 Oct 2017	06972	Shorthand Speed Skills Level 1	
	06997	Shorthand Speed Skills Level 2	
	03936	Shorthand Speed Skills Level 3	
Test date: 8 Nov 2017			
Results issue: 19 Jan 2018			
Entry window: 11 Sep–3 Nov 2017	06967	Audio-Transcription Level 1	
	03933	Audio-Transcription Level 3	
	Test window: 9 Oct–24 Nov 2017	03935	Legal Word Processing Level 3
		06995	Medical Audio-Transcription Level 2
	06996	Medical Word Processing Level 2	
	06976	Audio-Transcription Level 2	
	06968	Business Presentations Level 1	
	06977	Business Presentations Level 2	
	06969	Computer Keyboard Skills Level 1	
	06978	Document Presentation Level 2	
	03934	Document Presentation Level 3	
	06970	Legal Text Processing Level 1	
	06980	Legal Audio-Transcription Level 2	
	06971	Mailmerge Level 1	
	06994	Mailmerge Level 2	
	06965	Speed Keying Entry Level 3	
	06973	Speed Keying Level 1	
	06998	Speed Keying Level 2	
	03937	Speed Keying Level 3	
	06964	Text Production Entry Level 1	
	06966	Text Production Level 1	
	06975	Text Production Level 2	
	03932	Text Production Level 3	
	0003	Text Production - Screen Reader Entry Level 3	
	0004	Text Production - Screen Reader Level 1	
	0005	Text Production - Screen Reader Level 2	
	0007	Text Production - Screen Reader Level 3	
06974	Word Processing Level 1		
06999	Word Processing Level 2		
03938	Word Processing Level 3		

CERTIFICATE IN MANAGEMENT CONSULTING

Level 4 Certificate in Management Consulting (10331)

Centres make qualification entries via Interchange by the qualification entry deadline below. Once you've made qualification entries, approximately six weeks before each relevant test entry deadline, test entry forms will be sent to you. These should be completed and returned by the test entry deadline below.

January series

Qualification entry deadline	Test entry window	Qualification		Test date	Results issued
11 Nov 2016	17 Nov–15 Dec 2016	Unit 1	Understanding industry sectors and the drivers which impact them	16 January 2017	3 Mar 2017
		Unit 2	Analysing financial statements and reports	17 January 2017	
		Unit 3	Understanding the management consulting industry	16 January 2017	
		Unit 4	Business Environment	18 January 2017	
		Unit 5	Business environment, structure and governance	16 January 2017	

June series

Qualification entry deadline	Test entry window	Qualification		Test date	Results issued
21 Apr 2017	26 Apr–25 May 2017	Unit 1	Understanding industry sectors and the drivers which impact them	12 June 2017	28 Jul 2017
		Unit 2	Analysing financial statements and reports	13 June 2017	
		Unit 3	Understanding the management consulting industry	12 June 2017	
		Unit 4	Business Environment	14 June 2017	
		Unit 5	Business environment, structure and governance	12 June 2017	

CERTIFICATES OF PROFESSIONAL COMPETENCE

Paper-based tests

Unless stated otherwise, entries for all paper-based qualifications and legacy International units must be made online, via Interchange, using the web-based named form.

Qualification	Series	Test entry window	Test date	Results issued
05680 – Unit R1: Certificate of Professional Competence (Road Haulage) (multiple choice)				
05677 – Unit P1: Certificate of Professional Competence (Passenger Transport) (multiple choice)	September 2016	25 Jul–19 Aug 2016	16 Sep 2016	28 Oct 2016
	December 2016	17 Oct–11 Nov 2016	2 Dec 2016	20 Jan 2017
05689 – Unit R2: Certificate of Professional Competence (Road Haulage) (case study)	March 2017	16 Jan–10 Feb 2017	3 Mar 2017	21 Apr 2017
	June 2017	24 Apr–26 May 2017	16 Jun 2017	28 July 2017
05678 – Unit P2: Certificate of Professional Competence (Passenger Transport) (case study)				

On-screen tests on-demand

The multiple choice units are available for on-screen testing on-demand, with testing taking place at a time that suits your needs and the needs of your candidates. Results will be available to view electronically on the 'Results' tab of the SecureAssess administration website as soon as the tests have been completed.

Entries

Candidates can be entered for **moderated** or **verified qualifications/units** on an ongoing basis – there are no specific entry deadlines and entries are processed within 24 to 48 hours.

Assessment

Remote/moderated assessments – These qualifications are on-demand qualifications, which can take place at any time at a centre's request. This means that candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR visiting moderator. Once the assessment is complete, you need to make a claim via Interchange in order to obtain the certification. The candidate work is then sent by post, email or accessed through an electronic portfolio (depending on the qualification), to be moderated or examined remotely by an OCR examiner moderator. Once the examiner moderator has processed the claim, certificates are generated automatically.

Verified assessments – This means that candidates' work is assessed and standardised by centre staff and then externally moderated by an OCR visiting verifier. Once you have made your entries, we will allocate an external verifier to your centre. The external verifier will contact you to plan and confirm arrangements for each visit.

Results

Remote/moderated assessments – Results will be issued and available to view on Interchange 21 working days after submitting your work to the examiner-moderator.

Verified assessments – You will see the results as soon as the claim has been finalised by the external verifier, which will be within five working days of the visit.

Certificates

Certificates will be issued five working days after results are published.

Entries for OCR paper-based **timetabled exams** and **exams that take place in a testing window** must be made by the relevant entry deadlines.



Important information:

OCR assessors are not available to conduct any assessment between **18 and 31 August**.

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

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