

A Level History A H505

Y100 Non Examination Assessed Unit

Title proposal tool FAQs

What is the title proposal tool?

The title proposal tool replaces the previous title proposal service for A Level History non-exam assessment. The title proposal tool enables you to find and propose titles for the non-exam assessment using our database of pre-approved titles.

The title proposal tool can be used to:

- submit pre-approved titles for your cohort
- propose additional titles for approval.

It is the centre's responsibility to make sure that all A Level History non-exam assessment tasks for all students are submitted via the title proposal tool.

You are strongly advised to wait until you have received confirmation of approval before learners begin working on the tasks.

How do I access the new title proposal tool?

The title proposal tools can be found on the A Level History H505 webpages, on the left-hand menu tabs.

How does it work for pre-approved questions?

For pre-approved questions, you can search for a question either by entering the country and/or timeframe **OR** by using the keyword search tool. The keyword search tool is perhaps the most straight forward way of finding a general topic for a title. Entering a word, such as 'Vietnam' will display every title 'tagged' to that country. As you type, the list of tags beginning with that letter(s) will appear and you can click on any of the words as they appear to generate the list.

My chosen title is not appearing on the title proposal tool. What do I do?

If your chosen title is not available, you can use the tool to propose a new title to use. To propose a new title use the link on the webpage.

All new proposals are sent to the history team for approval. The history team will confirm approval by email

or otherwise offer guidance as to how your proposed title can meet the requirements. **Please do note, choosing a pre-approved title means an instant confirmation of question choice.** We have a large number of titles, with new ones being added periodically, this should mean that variations of your question will already exist, using these versions, particularly if the difference is in the nature of the stem, will make sure you are not waiting for any confirmation to be received.

I've submitted a proposal for a new title. When will I hear back?

New title proposals will be sent to the subject teams for approval. We aim to respond to all new proposals within 10 working days.

I've had a new title approved by the History subject team. Do I still need to submit my choices on the title proposal tool?

If your title submission for all students consists only of newly approved options that are not available on the title proposal tool, you do not need to re-submit your choice via the tool. The subject team will send confirmation of approval via email. Please keep this confirmation for your records. We will then add these new titles to the tool so that they can be used for future submissions.

If your submission for all students consists of some newly approved titles and some that are available on the titles tool, you will need to complete your full submission via the tool. Students will be able to start work on the non-exam assessment as soon as all new elements have been approved and you have received a confirmation email from the subject team. When new titles are approved, these will be added to tool. You will then be able to go back into the tool to complete your submission. You will need to make sure that you have completed your submission by the submission deadline (31 January in the year of assessment).



I want to use titles that have been previously approved. Do I need to use the title proposal tool?

Yes. You must use the title proposal tool to submit titles every year, even if the titles have been used previously.

I want to tweak a previously approved task title. Do I need to use the title proposal tool?

Previously approved tasks will be available to select on the title proposal tool. If you want to make tweaks to a title, please contact the history team in the first instance. Depending on the extent of the change we may be able to approve your task straight away or ask you to submit a new title proposal. In order to save time, we would urge you to use the pre-approved question, particularly if the change is around the stem of the question, e.g. from 'Assess the view...'; to 'To what extent...'

When is the deadline for submitting title choices?

The deadline for submitting History titles is 31 January of the year of assessment, so if students are sitting exams and submitting their NEA in summer 2020 the deadline for title submissions would be 31 January 2020.

Where can I get support on what makes a good title?

The specification and the guide to Y100 both contain information and advice to support you in the formulation of titles.

Who do I contact if I have a question about a title proposal?

You can contact our subject teams directly.
History queries: 01223 553998 or history@ocr.org.uk.

Need to get in touch?

If you ever have any questions about OCR qualifications or services (including administration, logistics and teaching) please feel free to get in touch with our **Customer Support Centre**.

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

www.ocr.org.uk

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