Electronic submissions for CLAiT International

Candidate work can be submitted electronically to the Examiner- Moderator.

All Examiner-Moderators have a 4 digit OCR mailbox ocremxxxx@ocr.org.uk

Candidate evidence can be e-mailed direct to this address, as soon as the unit(s) have been claimed on Interchange.

The subject heading should include **the centre number, the scheme code and the claim number** as indicated on Interchange. Each email should only contain the evidence of one claim number.

Please follow these guidelines:

1. Please create one folder for each candidate and include their Submission Cover Sheet (SSC), together with the relevant files in that folder.
2. If you are submitting more than one unit, please create a sub-folder for each unit and include the SSC in the main folder.
3. Remember to enclose tutor's worked copies for the first batch. Please ensure all files show evidence of the assessor's marking, If there are no errors on a print, please tick or mark as 'no errors'.
4. Evidence can be scanned to show marking, or a tracking, marking spreadsheet can be used.
5. If evidence is scanned, please scan all pages the correct way (it is difficult to view pages on screen if they are scanned upside down). Also, please scan prints in the correct sequence, as specified in the assignment.
6. We cannot accept accounts software files
7. We can accept any pdf, rar, zip, MS Office files (any version)
8. Size should be restricted to 10mb per email. If it is any larger, it should be split between emails and clearly labelled **email 1of 2**, **email 2 of 2** etc.
9. Not all software packages are available to Examiner-Moderators, so please screen shoot candidate evidence into a word document. In a graphic's unit please save images as a .jpg

N.B. The Examiner- Moderator's OCR mailbox can only be used to send candidate evidence. It cannot be used to ask questions, or enter into any other dialogue. Supplementary information or explanations to the Examiner-moderator must not be provided in the email

For assessment queries please use the CLAiT marking query mailboxes

Level 1 units markingquery05538@ocr.org.uk

Level 2 units markingquery05539@ocr.org.uk

Level 3 units markingquery05540@ocr.org.uk