

Background

The computer-based assessment (CBA) option, which allows the CLAiT CBA assignments to be used as evidence for the equivalent ITQ units, is now only available at Level 1.

As a qualification, ITQ differs from CLAiT 2006 in that the unit certificates have to be claimed using the online claims system in Interchange. This is standard practice for the paper-based and CBA assessment options for ITQ but is a change from CLAiT 2006 where unit certificates were automatically generated.

Claiming units

The ITQ qualification is within the Qualifications and Credit Framework (QCF); therefore, each unit achieved is worth a number of credits that can contribute towards a full qualification across all levels (1–3) of ITQ (03991–03999). As such, the centre has to decide which qualification the unit credits are to be claimed against and this can be done by making a claim in the online claims system.

Once a candidate has achieved a pass for one ITQ unit using the CBA option (18, 69, 77), the centre can claim the unit. It is not necessary to wait until the candidate has achieved a pass for all the units needed to gain sufficient credits for a full qualification before claiming. In addition, a claim can include units for any number of candidates.

Making a claim

When making a claim the centre has to select an entry to use for the unit claim which has previously been made for a unit or full qualification (Award/Certificate/Diploma) at Levels 1–3. This entry can be named (specific candidate) or unnamed, in which case, the centre has to enter the candidate's details.

For further guidance on making a claim using the online claims system, please see our handy step-by-step guide, 'Making online claims for QCF and Functional Skills qualifications', which can be downloaded from the OCR website at www.ocr.org.uk/interchange/docs.

Each claim created in the online claims system can be identified by a unique claim number.

When the claim is submitted, the OCR examiner-moderator is notified by email. Evidence in support of the claim then needs to be sent to them. For the ITQ units achieved using the CBA option, you should send the evidence for moderation in the form of the CBA marking report.

- The CBA marking report is sent to the email address entered when the zip file was uploaded to the CBA marker.

Submitting evidence

For each candidate included in the claim, an OCR ITQ (QCF) Submission Cover Sheet must be completed. This interactive form is available from the ITQ page of the OCR website at www.ocr.org.uk/qualifications/vocational-qualifications-qcf-itq-2009-levels-1-3-in-it-user-skills-03991-03999-13995/ under the key documents section. It should be downloaded and then completed electronically with the following details:

- **Claim number** of the claim previously created in the online claims system.
- **Candidate details.**
- **Qualification/unit entry being used.**
- **Units being claimed.** For each unit to be claimed, the type of evidence being submitted can be selected from a dropdown list. For the units with a CBA option, the 'CBA Report' option should be selected against the units being claimed. In addition, the method of submission 'Paper' or 'Electronic' should also be selected.

The information entered on the OCR ITQ (QCF) Submission Cover Sheet should reflect the data in the previously created claim created in the online claims system.

Once completed, the form must be sent with the evidence to the OCR examiner-moderator:

- If the 'Paper' option was selected, the OCR ITQ (QCF) Submission Cover Sheet should be printed out and posted with printed copies of the CBA marking reports for the units being claimed to the OCR examiner-moderator.
- If the 'Electronic' option was selected, the OCR ITQ (QCF) Submission Cover Sheet should be emailed with electronic copies of the CBA marking reports for the units being claimed to the OCR examiner-moderator. The email address is in the format **ocrem****@ocr.org.uk**.

ITQ certificates will be processed more quickly if centres do not mix CBA claims with units using alternative evidence. It would also speed certificate production if the CBA reports were sent electronically to the OCR examiner-moderator, clearly stating in the email subject heading, **CBA** together with the **centre number**, **scheme code** and **claim number** of the reports attached.

Certification

The OCR examiner-moderator will receive notification of the claim that was created in the online claims system and shortly after should receive the completed OCR ITQ (QCF) Submission Cover Sheet for each candidate with the evidence for the units being claimed. They will then moderate the evidence against the claim and produce a centre feedback report. This confirms the evidence submitted and the claim will move onto certification. The centre feedback report will be available on Interchange.

If you have any queries about claiming units for Level 1 ITQ, achieved using the CBA assessment option, contact our Customer Administration Support Team at **cba@ocr.org.uk**.

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

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