

NOTICE TO CENTRES

FAO: Exams Officer and Head of Health and Social Care Department

Date: February 2012

Subject: QCF Health and Social Care qualifications (04700, 04711, 05921, 04701, 05919)

SUBMITTING ELECTRONIC CANDIDATE EVIDENCE (04700, 04711, 05921, 04701, 05919)

If you are intending to submit an online claim for any of the following Health and Social Care qualifications, please note that you can submit candidate evidence electronically to the OCR examiner-moderator, via email.

04700 – OCR Level 2 Certificate in Preparing to Work in Adult Social Care

04711 – OCR Level 2 Award in Employment Responsibilities and Rights in Health, Social Care and Children and Young People's Settings

05921 – OCR Level 3 Award in Awareness of Dementia

04701 – OCR Level 3 Certificate in Preparing to Work in Adult Social Care

05919 – OCR Level 2 Award in Awareness of Dementia.

Full details of how to submit electronic evidence are available in the relevant Centre Handbooks (on the [OCR website](#)) and a brief description is also provided below:

Electronic submissions – You can send the candidate work to the examiner-moderator at their dedicated candidate evidence email address, as an attachment to your email.

Submissions using e-portfolios – If you're using e-portfolios to organise your candidates' work, you can email your examiner-moderator at their dedicated candidate evidence email address, with login details for the e-portfolio and instructions on how to navigate around the site. The examiner-moderator can then access the evidence directly.

Specific guidelines for what to include in the email and the requirements of any attachments can be found in the qualification Centre Handbooks, available on the [OCR website](#).

Please note that this email account should only be used for submitting/granting access to candidate evidence. It should not be used to ask questions or enter into any other dialogue.

If you have any queries about this notice, please call our Customer Contact Centre on 024 76 851509.