OXFORD CAMBRIDGE AND RSA EXAMINATIONS

Instructions for Examiners for Text Processing (Business Professional)

2015-16

Please familiarise yourself with this document even if you have previously marked for OCR.

This handbook is to be used in conjunction with the
Admin Guide (Vocational Qualifications)

QUALIFICATIONS

This document is for examiners on the following examination units:

Level	Unit Title	Scheme Code
Entry	06964	Initial Text Production
Entry	00003	Initial Text Production (screen reader)
Entry	06965	Speed Keying
1	06966	Text Production
1	00004	Text Production (screen reader)
1	06967	Audio-transcription
1	06968	Business Presentations
1	06969	Computer Keyboard Skills
1	06970	Legal Text Processing
1	06971	Mailmerge
1	06972	Shorthand Speed Skills
1	06973	Speed Keying
1	06974	Word Processing
2	06975	Text Production
2	00005	Text Production (screen reader)
2	06976	Audio-transcription
2	06977	Business Presentations
2	06978	Document Presentation
2	06980	Legal Audio-transcription
2	06994	Mailmerge
2	06995	Medical Audio-transcription
2	06996	Medical Word Processing
2	06997	Shorthand Speed Skills
2	06998	Speed Keying
2	06999	Word Processing
3	03932	Text Production
3	00007	Text Production (screen reader)
3	03933	Audio-transcription
3	03934	Document Presentation
3	03935	Legal Word Processing
3	03936	Shorthand Speed Skills
3	03937	Speed Keying
3	03938	Word Processing

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1   RESPONSIBILITIES OF AN EXAMINER

You are reminded of the importance of your task, the wide public interest that it attracts and the consequent expectation that the task will be carried out with due responsibility and concentration.

1.1   Examiners are required to:

- apply the marking scheme **and** standardisation points correctly

- mark the scripts

- complete administration documentation correctly and accurately

  and submit to OCR in line with specified timescales

- participate in standardisation as required
- where required, produce a report about the performance of candidates for that assessment session. The Examiner Report Template is available to download from: www.ocr.org.uk/assessor-communications
  - o   Forms
  - o   Generic (Examining and Moderating)
  - o   Report of Senior or Assistant Examiner (095b)

1.2   The nature of your task is strictly confidential. Please ensure that you:

- never leave scripts in cars or other insecure areas
- never mark in a public place (eg on trains, in a communal staff room);
- take care to avoid accidental damage to scripts
- never communicate with third parties (eg the media) about your task without the specific permission of the Chief Executive of OCR.

1.3   You are not permitted to mark scripts from centres with which you have had any recent connection as a teacher/tutor or other professional or personal relationship. You must declare a **conflict of interest** if this is the case.

- You must inform the Allocations Team **immediately** if scripts of this type appear on your allocation list.
- Under no circumstances should you make contact with centres either in writing or by telephone. You must contact the **SkillsTeam, Operations** (opsvrqteam@ocr.org.uk) immediately if you are contacted (either by telephone or in person) by a centre.

1.4   You must make yourself thoroughly familiar with these instructions and the associated documents, as well as any other instructions that may be issued by OCR, the Chief Examiner/Team Leader to whom you are reporting.

1.5   At the earliest opportunity, you must notify opsalloc@ocr.org.uk of any change in personal circumstances, eg:

- change of address (which must also be confirmed in writing)
- change of email address
- if you are going to be at a different address to the one you have supplied to OCR, at any

time during the marking period, you must advise the Allocations Team and the Chief
- Examiner/Team Leader. If you are a Chief Examiner/Team Leader you must also notify your team of Assistant Examiners.
- illness or other circumstances which are likely to prevent you from meeting the deadlines for the completion of the task
- if you will not be available for the duration of the marking period
- any changes that may result in a conflict of interest.

1.6 On the rare occasions when you may have to take any OCR materials outside the UK, it is your responsibility to ensure that all such materials are kept secure in transit. OCR material includes but is not limited to candidate material (eg scripts, coursework), hard copy material, discs, memory sticks, and laptops containing OCR related information.

The taking of such materials outside the UK and their return to the UK must always be undertaken by you personally. You must not ask someone else to do this on your behalf. Once in the UK, if you need to return the materials to OCR please utilise the specified returns service.

1.7 Before you undertake any assessment activities, you must read our *Safeguarding – The Protection of Children and Vulnerable Adults* booklet. A link to this can be found on the Assessor Communications website at: www.ocr.org.uk/assessor-communications/ under the Library panel in the Legal/Policy/Malpractice section.

1.8 Escalation of Issues of Concern

Assistant Examiners

If while undertaking your assessment task you come across something that causes you concern you must report this immediately to your Chief Examiner or Team Leader.

Team Leaders

If while undertaking your assessment task you come across something that causes you concern you must report this immediately to your Chief Examiner.

If an assessor in your team reports a concern to you, you must acknowledge receipt and then, where appropriate, escalate this to your Chief Examiner.

Chief Examiners

If while undertaking an assessment task, or any other Chief Examiner task, you come across something that causes you concern you must report this immediately to the Monitoring and Support Managers (Examiners and Assessors Team) OCR, Coventry..

If any assessor reports a concern to you, you must acknowledge receipt and then, where appropriate, escalate this to the Monitoring and Support Managers (Examiners and Assessors Team) OCR, Coventry.

1.9 Health and Safety

Please ensure you are familiar with the most up-to-date health and safety advice and guidance which can be found at: www.hsegov.uk/

2   EXAMINER TEAM STRUCTURE

2.1   There are three levels of Examiner – Chief Examiner, Team Leader and Assistant Examiner.
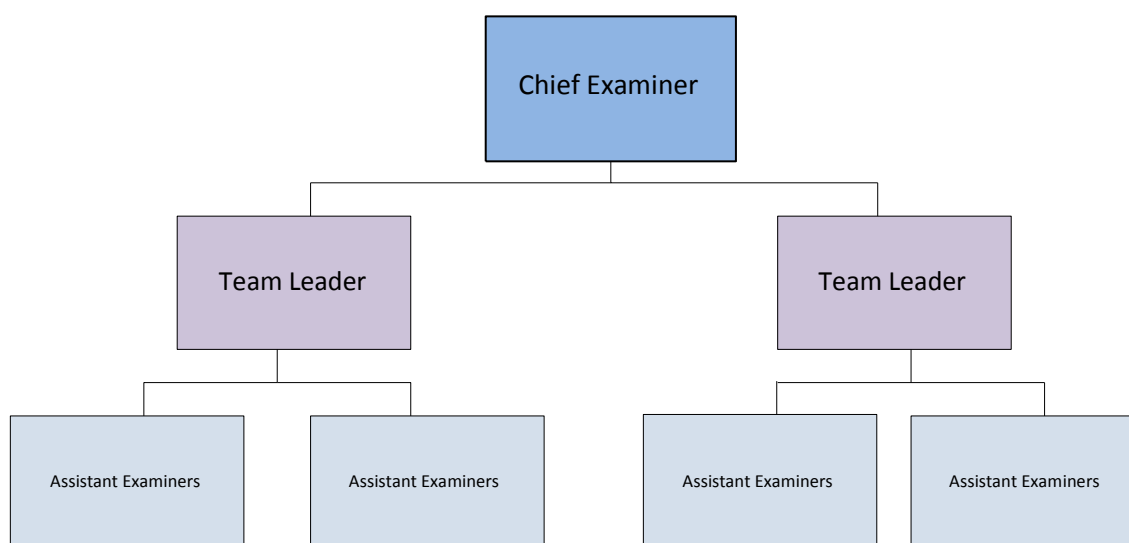
2.2   As a Chief Examiner you are required to:

- attend Assessment Material Evaluation Committee (AMEC) Meetings and take part in AMEC Teleconferences during the development of examination papers
- check examination papers at proofing stages and send comments to OCR
- lead and take part in standardisation conferences ensuring that standardisation points are submitted to OCR without delay
- support the Team Leaders and/or Assistant Examiners in your team on the marking of the examinations and answer queries from them
- check the quality of marking using a sample of scripts marked by Team Leaders and Assistant Examiners, produce constructive script sampling reports to help them improve their marking, and communicate these comments directly and speedily to each Assistant Examiner
- using a sample of scripts marked by Team Leaders and Assistant Examiners, check the adding of marks and the transposition of marks to the front of the Unit Submission Folder and mark sheets (NQF4)
- using a sample of scripts marked by Team Leaders and Assistant Examiners, check the adding of marks and the transposition of marks to the front of the Unit Submission Folder and mark sheets (NQF4)
- check that scripts for sampling are received from **all** Assistant Examiners and Team Leaders in your team. Chase up urgently any Assistant Examiners who have not sent you scripts for sampling by the fourth week in a series

- submit a sample of 25 of your own marked scripts to OCR's allocated checker for the quality assurance of your own marking
- provide advice and comment to your Chair of Examiners to assist with the setting of grade boundaries
- prepare a report for website publication on the performance of candidates in each examination series
- prepare reports as requested in response to results enquiries on the performance of either a group of candidates or an individual candidate.
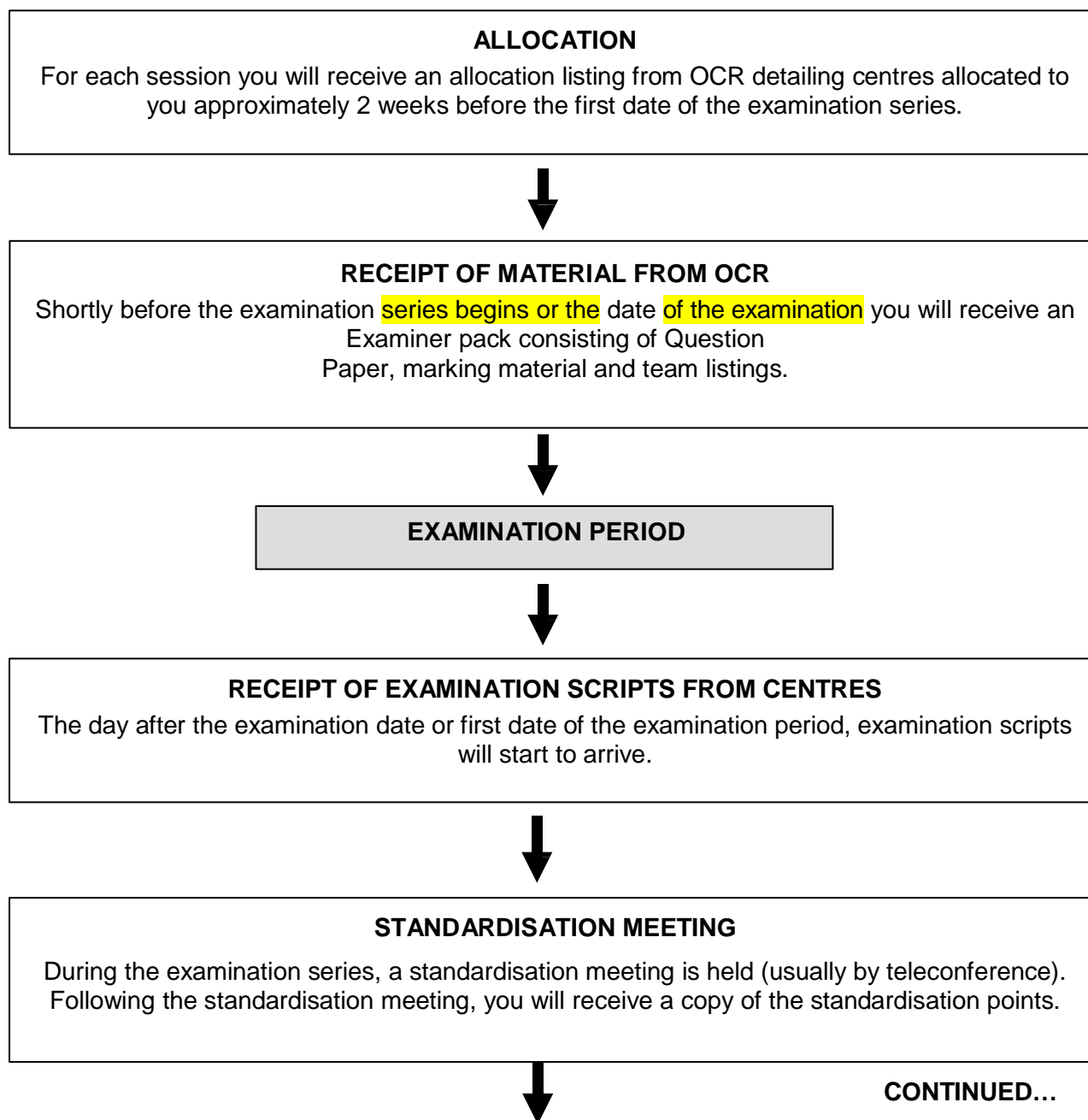
2.3   As a Team Leader you are required to:

- take part in standardisation conferences when requested
- support and promptly answer queries from the Assistant Examiners in your team by telephone or email
- pass on promptly any queries you are unable to answer to your Chief Examiner
- check the quality of marking using a sample of scripts marked by Assistant
- Examiners, produce constructive script sampling reports to help them improve
- their marking, and communicate these comments directly and speedily to each
- Assistant Examiner
- check that scripts for sampling are received from **all** Assistant Examiners in
- your team. Chase up urgently any Assistant Examiners who have not sent you scripts for sampling by the fourth week in a series and inform your Chief Examiner when scripts have not been received from any Assistant Examiner
- submit a sample of 25 of your own marked scripts to your Chief Examiner for the quality assurance of your own marking
- prepare and submit a report on the performance of candidates in each examination series.

2.4   As an Assistant Examiner you are required to:

- take part in standardisation conferences when requested
- mark scripts received from centres and check Unit Submission Folders are complete and submit required documentation
- submit a sample of 25 of your own marked scripts to your Chief Examiner or
- Team Leader for the quality assurance of your marking
- return all other marked scripts direct to OCR
- prepare and submit a report on the performance of candidates in each examination series.

3 EXAMINING PROCESS FLOWCHART

FLOWCHART OF EXAMINATION PROCESS

ALLOCATION

For each session you will receive an allocation listing from OCR detailing centres allocated to you approximately 2 weeks before the first date of the examination series.

⬇

RECEIPT OF MATERIAL FROM OCR

Shortly before the examination series begins or the date of the examination you will receive an Examiner pack consisting of Question
Paper, marking material and team listings.

⬇

EXAMINATION PERIOD

⬇

RECEIPT OF EXAMINATION SCRIPTS FROM CENTRES

The day after the examination date or first date of the examination period, examination scripts will start to arrive.

⬇

STANDARDISATION MEETING

During the examination series, a standardisation meeting is held (usually by teleconference). Following the standardisation meeting, you will receive a copy of the standardisation points.

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CONTINUED…

EXAMINING PROCESS FLOWCHART – CONTINUED

MARKING OF SCRIPTS AND COMPLETION OF MARK SHEETS (See Section 9)

Scripts must be returned to Cambridge Assessment, Cambridge and mark sheets must be returned to OCR Coventry within **10 days** of either the date of receiving scripts <u>or</u> the date that the standardisation points were issued. You should also submit your pay claim at this point to OCR Coventry.

⬇

ALL ASSISTANT EXAMINERS (new and experienced) SEND 25 MARKED SCRIPTS TO CHIEF EXAMINER/TEAM LEADER (See Section 10)

All Assistant Examiners must send 25 marked scripts to their Chief Examiner/Team Leader.

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REPORT WRITING (See Section 13)

Chief Examiner Reports must be sent to the Chair of Examiners within 14 days of the completion of an examination series.

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FEEDBACK AND PAYMENTS

Feedback will be provided to identify good practice and highlight issues raised by your marking.

4   ALLOCATION OF MARKING

Assessors may indicate availability to mark each assessment session – the volume of candidate entries determines the number of examiners required for any one unit – therefore an assessor might not receive an allocation for each assessment session.

4.1   If allocated to an assessment session ,centres will be given your address as their Examiner and they will send parcels of scripts directly to you. During the weeks not included in your agreements (known as Assessor downtime) you must not carry out any tasks for OCR.

4.2   It is essential that you contact the **Examiners & Assessors Allocations Team** (opsalloc@ocr.org.uk) immediately if you are unavailable to mark through sickness or other exceptional circumstances.

4.3   You must give the **Examiners & Assessors Allocation Teams** (opsalloc@ocr.org.uk) at least 4 weeks' notice of any holiday or other periods of unavailability using the Holiday Form. This will enable the Examiners & Assessors Allocations Team to advise centres to redirect scripts etc.

4.4   It is expected that you will be unavailable to mark for no more than 2 weeks during any of the following periods of each year;

> NOVEMBER – DECEMBER
>
> FEBRUARY – MAY
>
> JUNE – AUGUST

4.5   Centres will be allocated to you at the discretion of OCR. Your allocation of centres will be set and adjusted according to criteria that include your:

- administrative performance
- marking quality
- experience
- stated preferences

4.6   If you are allocated a centre where you work or have any other strong link (eg a student is a family member), please contact the **Examiners & Assessors Allocations Team** (opsalloc@ocr.org.uk) immediately, another Examiner may then be allocated to the centre.

4.7   You are likely to be required to mark the scripts from an initial maximum allocation of 50 centres (if there are sufficient centres).

4.8   Your allocation of centres may be adjusted if necessary. You should contact the **Examiners & Assessors Allocations Team** if you want to request an increase or reduction in the number of centres allocated to you.

5   VOLUME OF MARKING AND TIMESCALE

5.1   You are responsible to OCR for marking the scripts for a defined unit from a number of centres. You must not mark scripts for units for which you are not currently allocated to a centre. If you receive scripts for which you **do not** have a current allocation, please send them immediately by DHL to the **Examiners & Assessors Allocations Team** at Coventry with an explanatory letter and inform them of the situation by email to opsalloc@ocr.org.uk

5.2   The volume of marking will depend upon the number of times centres submit batches of scripts and the volume of entries. The submission of batches of scripts from centres is likely to be irregular and you may receive several batches from each centre at different times in each series.

5.3   Whilst scripts may be submitted at any time, it is likely that some centres will work to the normal academic year, finishing courses in May or June and the bulk of scripts will be received in the summer series.

5.4   You must complete marking and send completed mark sheets (NQF4 Candidate Submission Sheets) to OCR **within 10 days from the receipt of scripts or standardisation points**.

5.5   If you become aware that you will not meet the above deadline for any batch of scripts you **must** inform the **Skills Team, Operations** (Ops.VRQTeam@ocr.org.uk) by telephone or email.

5.6   Where batches have not been received at OCR within 10 days, and no suitable explanation for the delay has been received by the **Skills Team, Operations**, you will be sent a reminder letter. Repeated reminders may result in the reduction of your allocation, and may influence future agreements and allocations.

5.7   You should not have any direct contact with your allocated centres, and you must contact the **Skills Team, Operations** (Ops.VRQTeam@ocr.org.uk) immediately if you are contacted (either by telephone or in person) by a centre. Any letters sent to you by a centre querying unit content or marking issues should be forwarded to the **Skills Team, Operations** or your Chair of Examiners at OCR.

6   RECEIPT OF MATERIALS

6.1   You will need to request a stationery pack which contains the documents and material you will need to carry out your assessment activities (as required). Requests for stationery must be sent via the online Stationery Request Form which is downloaded from: http://www.ocr.org.uk/assessor-communications/
- Library
- Stationery
- Stationery request form

The completed form must be emailed to: exammodws@ocr.org.uk

The A012 Stationery pack includes:
- A supply of Script Sampling Report Forms.
- Holiday Forms.
- Malpractice Forms (AQVQ1).
- A supply of NQF4 and NQF5 blank forms.
- DHL Stationery Pack.
- Team Leaders/Assistant Examiners Report Form 095b.

Standardisation points will be sent by email from the Allocations Team once the standardisation meeting has taken place and they are approved.

6.2   For information about using DHL to move scripts, please view the Assessor Courier Guide which can be downloaded from www.ocr.org.uk/assessor-communications/
- Courier services

6.3   You must download the resource files for the current series from OCR Interchange.

6.4   You must keep OCR informed of your current **email address**. Email communications will be used by OCR to send reports to Examiners.

7 RECEIPT OF EXAMININATION SCRIPTS FROM CENTRES

7.1 When you receive each batch of scripts check that the following items are also included:
   o **Unit Submission Folder(s) (USF)**
   o **Candidate Submission Sheet(s) NQF4**
   o **(pink) Despatch Notification Sheet NQF5**
   o **(green) Invigilation Certificate(s)**

7.1.1 **Unit Submission Folder (USF)** containing each candidate's work.

Each candidate is provided with a Unit Submission Folder (USF) which is used by centres to submit candidate work for assessment. Special USFs are provided for Computer Keyboard Skills, Shorthand Speed Skills and Speed Keying. If these special USFs are used for any other units you should inform the Skills Team, Operations (opsvrqteam@ocr.org.uk). Generic USFs may still be used for Computer Keyboard Skills, Shorthand Speed Skills and Speed Keying.

The USFs are colour-coded:

Entry Level	*White*
Level 1	Yellow
Level 2	Pink
Level 3	Green

- Check that the correct type and number of USFs are present as stated on the centre's Despatch Notification Sheet – NQF5.

- If the scripts are not in USFs, or if any USF appears to have been photocopied, you should inform the **Skills Team, Operations** (opsvrqteam@ocr.org.uk)

- Check that the correct 'Level' and 'type' of USF has been used.

- For the Shorthand Speed Skills units, check that only one 'speed'
   o transcript has been submitted in each USF.

- Check that the special USFs for Computer Keyboard Skills, Shorthand
   o Speed Skills and Speed Keying have not been used for other units.

- An example of a completed USF is given in Appendix A.

7.1.2   **Candidate Submission Sheet(s) NQF4 (pink)**

The NQF4 lists the names of candidates who have been entered in a batch of work. The candidate details should be completed by the centre. You will use the NQF4 to record the number of faults incurred by candidates (with the exception of the **Shorthand Speed Skills** and **Speed Keying** units where the **words per minute** achieved or a **zero** are entered). The form is a three-part
'No Carbon Required' (NCR) document. The centre sends the white copy to OCR, the pink copy to the Examiner and keeps the yellow copy.

- Check that candidates' names are listed on the NQF4(s).
- Check that each NQF4 has been used by the centre to record candidate submissions for one scheme code only.
- Check that the scheme code entered by the centre matches the work submitted.
- Each examination is a single unit. Centres should not have written anything in the 'Unit Numbers Submitted' columns. If a centre has inserted any numbers in the 'Unit Numbers Submitted' columns, Examiners should cross through these numbers **very clearly.**
- If candidates' names are not listed:
  o Notify the **Skills Team, Operations** (opsvrqteam@ocr.org.uk) so that the centre can be advised of the procedure for the future.
  o Enter them on the NQF4(s) using the information from the front covers of the USFs.
- Check that the number of candidates listed matches the number of USFs received.
- Write the date the work was received in the space provided – 'Date received from Centre'.
- An example of a completed NQF4 is given in Appendix B.

If the wrong question paper appears to have been used

- Check the date that the examination was taken on the Invigilation Certificate.

- If the examination was taken outside of the current Series, write on the NQF4 the Series in which it was taken, eg Sum 016 and refer to 'section 11 malpractice'

7.1.3 Despatch Notification Sheet NQF5 (green)

The NQF5 (Despatch Notification Sheet) is used by OCR to track batches of work. Each NQF5 has a unique identification number (Batch number) printed
at the top left of each form. The NQF5 is completed by centres and sent to you
with the NQF4(s) and the USFs containing the scripts. The form is a three-part NCR document. The centre sends the white copy to OCR, the green copy to you and keeps the yellow copy.

- Check that the Batch Number **matches** the number that the centre has entered on the NQF4(s).
- If the centre has not written your name as Examiner in the space provided, **please enter your name.**
- An example of an NQF5 is given in Appendix C.

Important: never separate the NQF5 from its batch of work

7.1.4 Invigilation certificate

Check that the details on the Invigilation Certificate agree with the details on the NQF4(s) and the number and type of USFs received.

Damaged Parcels

If you receive a parcel of scripts that has been damaged in the post and there is a possibility that some of the contents of the parcel may have been lost, please inform the **Skills Team, Operations** (opsvrqteam@ocr.org.uk) immediately. Keep all the parcel packing and labelling.

Missing documentation

If you do not receive the NQF4 and/or NQF5 form(s) with the scripts, then you should complete the relevant missing form(s) and write clearly at the top of them "Completed by Examiner". The Skills Team, Operations will send a letter to the centre about this.

If you receive NQF4 and/or NQF5 form(s) but no USFs are attached please contact the **Skills Team, Operations** (opsvrqteam@ocr.org.uk) immediately

If you receive USFs that do not contain candidate scripts please contact the **Skills Team, Operations** (opsvrqteam@ocr.org.uk) immediately

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8   STANDARDISATION

A standardisation meeting (usually by teleconference) is held at the beginning of each examination series to resolve any ambiguities or anomalies on a question paper. This meeting will create a list of standardisation points to be used by all Examiners to clarify any points specific to that paper. The meeting is usually "attended" by the Chief Examiner and other invited Team Leaders and Assistant Examiners. To take part in a standardisation meeting fully a participating Examiner should have trial marked a number of scripts (ideally about ten) for the current series. All Examiners who are required to attend will be notified by telephone or email.

Any queries relating to the set-up of standardisation meetings or the despatch of standardisation points should be raised with the Examiners & Assessors Allocation Team (opsalloc@ocr.org.uk).

8.1   The meetings are usually held by teleconference. All meetings are set-up by the Allocations team at OCR.

8.2   Dates for standardisation meetings will be arranged as soon as possible after the first batches of scripts have been received by a number of Examiners.

8.3   If you receive scripts before you receive the standardisation points you must mark them **in pencil** and look for any anomalies specific to that question paper. You may subsequently be invited to take part in the standardisation meeting.

8.4   You **must not** send scripts for sampling before you receive the final agreed standardisation points. You may communicate any potential points through to your Chief Examiner before the meeting even if you will not be taking part.

8.5   The length of the meeting should be recorded and the Chief Examiner should notify the **Examiners & AssessorsAllocations Team (opsalloc@ocr.org.uk)** of the length of the meeting.

8.6   Where small numbers of scripts have been received eg where there is only a Chief and one other Assistant Examiner, a telephone conference will **not** be booked by OCR and Chief Examiners are expected to telephone the Assistant Examiner directly.

8.7   Where low entries are expected you may be asked to thoroughly work the paper and raise potential standardisation points without marking scripts. This will enable you to take part in the standardisation meeting.

8.8   Where only a Chief Examiner is marking, any points must be agreed with your OCRallocated checker. The Allocations Team will confirm the name and contact details of your allocated checker.

8.9   Standardisation meetings are not held for Computer Keyboard Skills, Shorthand Speed Skills and Speed Keying Units.

8.10   A written Standardisation Report must be submitted to the **Examiners & AssessorsAllocations Team (opsalloc@ocr.org.uk) as an email attachment** confirming the attendees and standardisation points **or confirming that there are no standardisation points**.

8.12 **The Standardisation Meeting**

If you are invited to take part in a standardisation meeting you will be contacted on your preferred telephone number as held on OCR records. Examiners who will not be available on that number must notify the Allocation Team of the alternative telephone number where they can be contacted for the meeting.

You should keep your telephone free at the agreed time to prevent any delay in starting the meeting.

It may take 5-8 minutes to connect all the lines. Sometimes music is played or the line may sound dead while the connections are being made. You should continue to hold until the Operator confirms that all callers have been connected.

When all lines are connected the Operator will notify all callers and the meeting will commence.

The Chief Examiner will normally act as Chair for the meeting and will make the decisions on the standardisation points to be included in the list to be sent to OCR.

If someone has not been connected, the Chief Examiner will decide whether to proceed with the meeting.

The Chief Examiner will go through each document, highlight points for standardisation, and then ask for comments. If more than one Examiner wishes to comment, the Chief Examiner will invite each to speak in turn.

It is important that only points for standardisation are discussed and not the question paper in general, as the conference call is booked for a maximum time of one hour.

Please speak clearly. The telephone lines vary in quality of sound and volume.
Please use your 'mute' button if possible when not speaking.

Do not talk over another speaker and direct all comments and points to the meeting Chair.

If you are disconnected during the meeting:

- replace the telephone receiver
- wait for 2-3 minutes
- telephone 020 8288 4411 if the line is not reconnected.

The Chief Examiner will note the standardisation points and e-mail them to the **Examiners & Assessors AllocationsTeam (opsalloc@ocr.org.uk)**

The standardisation points must be emailed to OCR as soon as possible to enable them to be dispatched to all other Examiners.

Any unresolved points should be noted and referred to the Chair of Examiners the next day.

8.13 Standardisation Points

Your standardisation points will be sent by email.

- Chief Examiners must advise the Allocations Team (opsalloc@ocr.org.uk) by email if there are no standardisation points.
- Do **not** start confirmed marking until you have received the standardisation points from OCR.
- Contact the **Examiners & Assessors Allocations Team (opsalloc@ocr.org.uk)** if you have **not** received the standardisation points and have scripts to mark.

9   MARKING OF SCRIPTS

The marking process involves **clerical checks**, for example, correctly totalling the number of faults and transferring these to the USF. Clerical errors (such as incorrect addition or transpositions of marks) can change a candidate's result and, therefore, accuracy is extremely important.

Clerical errors are taken very seriously and examiners who are found to have made clerical errors may be prevented from future marking. Accuracy in the annotation of scripts and the clerical aspects of marking is essential and we ask that you take every care in undertaking the marking of scripts and clerical checking of the marks awarded.

9.1 **Use of correct colour ink**

Examiners must use **red** ink when marking allocated candidate scripts.

Chiefs/Team Leaders must use **green** ink when sampling and remarking other Examiners' marking. (Note: Chiefs/Team Leaders must use **red** ink when marking their own scripts.)

9.2 **Transfer of marks to the front covers of scripts**

Examiners must record, using **red** ink, the total number of faults for each document and the overall total of faults, in the boxes provided on the front cover of the Unit Submission Folder (USF).

When sampling the work of other Examiners, Chiefs/Team Leaders must record, using **green** ink either the total number of faults and/or the total number of faults for each document, on the front cover of the Unit Submission Folder (USF) alongside the Examiner's original mark.

9.3 **Transfer of marks to the NQF4**

Transfer the **total number of faults** recorded on the USFs (or wpm achieved for Shorthand Speed Skills and Speed Keying units) into the boxes in a suitable blank column of the 'Unit Numbers Submitted' columns in **red** ink.

Please write the number of faults (or wpm or zero) in one "box" against each candidate name. (There are no printed boxes on the NQF4 form specifically for entering the number of faults – see Appendix B.)

When sampling the work of other Examiners, Chiefs/Team Leaders must transfer the amended total onto the NQF4 using **green** ink and complete the script sampling report form.

You must complete the marking of each document in accordance with the marking scheme in the unit and the standardisation list.

9.4   The time allowed for you to mark each batch of scripts is 10 days from either the date it was received or the date the standardisation points were issued.

9.5   You should start marking a script only if the candidate has started all documents. If document has not been started, the maximum penalty should be awarded against the missing document. (These maximums are not applicable to the Shorthand Speed Skills and Speed Keying)

Maximum penalties to be entered on USFs and NQF4s for each Level:	
Initial Text Production	30 faults
Levels 1 and 2	20 faults
Level 3	25 faults
Computer Keyboard Skills	12 faults

9.6   Record the total number of faults at the bottom of each document. Transfer these to the front cover of the USF against the appropriate document number (this is not applicable to Shorthand Speed Skills and Speed Keying units). Where Section 4 faults have been incurred in a document, the document number must be recorded next to the relevant letter (eg "J") on the inside back cover of the USF.

9.7   Once the maximum penalty has been reached (see 9.5), marking should cease and the stated "maximum" must be inserted as the total on the USF (this is not applicable to Shorthand Speed Skills and Speed Keying units).

9.8   Every page of the script should show evidence that the work has been checked.

9.9   If you have any queries or problems about the marking of scripts you should contact your Chief Examiner or Team Leader before continuing to mark.

9.10 **Shorthand Speed Skills and Speed Keying Units:**
   - Candidates are only permitted to take and achieve speeds within the relevant 'level' ranges.
   - Only one speed transcript should be enclosed within each USF.
   - For the Speed Keying Units candidates must complete at least the core unit for the script to be considered for marking.
   - The additional unit should only be marked if completed.
   - If all faults are in the additional unit the candidate may achieve the core unit speed only.
   - Examiners may stop marking at the 7th error.

- Enter the **words per minute (wpm)** speed achieved in the **'total'** or **'speed'** box on the front of the USF (use the faults box if a generic USF is used). Where a candidate has **failed** the unit a **'zero'** should be entered in this box, indicating that a wpm speed has not been achieved.

- Enter the **wpm speed** or **zero** in the unit column on the mark sheet NQF4.

PLEASE DO NOT ENTER ANY OTHER INFORMATION IN THE "UNIT COLUMNS" ON THE NQF4 (SUCH AS NUMBER OF FAULTS) AS OCR'S SYSTEMS CANNOT CORRECTLY PROCESS THIS INFORMATION AND RESULTS WILL BE DELAYED.

9.11 Adding final details to the NQF4 on completion of marking and transferring marks totals to the NQF4, complete the details in the box provided for Examiners, ie 'Date sent to OCR', 'Examiner Name' and 'Examiner Signature'.

9.12 Candidates are **not** allowed additional time for any unit. If any document received indicates that a candidate has been allowed extra time please submit the scripts with an AQVQ1 following the malpractice procedure.

10 QUALITY ASSURANCE/SAMPLING

In line with OCR policy for the marking of scripts, marking will be carried out against criteria established in the marking scheme (in the unit), subject to any standardisation points. No other criteria may be used.

OCR will undertake sample checks of all marked scripts from every Examiner to ensure reliability of marking. Your sample scripts will be re-marked by your Team Leader, Chief Examiner or OCR's allocated checker (Chief Examiners only).

Please note, if your marking is found to be unsatisfactory, you may be required to send a further sample for checking. Should this second sample still be found to be unsatisfactory, OCR may require a re-mark of all your scripts, and your centres could be reallocated to another Examiner.

10.1 Assistant Examiners, Team Leaders and Chief Examiners

10.1.1 All Assistant Examiners must mark and send the first batch(es) of approximately 25 scripts in total **per scheme** (if possible selected from 3 batches) from a new question paper to the relevant Team Leader or Chief Examiner. A Chief Examiner must send his/her own batches to the OCR's allocated checker. (For Speed Keying and Computer Keyboard Skills units, a sample from **each** of the live papers should be sent where possible.) It may be necessary for Examiners to send several small batches of scripts for sampling via separate postings. It is vital that the Quality Assurance procedure does not adversely affect the issue of results.

10.1.2 Where low numbers of scripts are received, Examiners should forward all marked scripts to their Team Leader/Chief immediately after they have been marked.

10.1.3 Batches of marked scripts should be sent to Team Leaders/Chiefs/OCR as soon as possible so that results are not delayed.

10.1.4 Enter the total number of faults incurred by candidates on the NQF4(s) **before** sending the sample scripts to the relevant Team Leader/Chief/OCR.

10.1.5 **Keep a photocopy (or other written record) of all NQF4s before sending them with batches of scripts for sampling. You will be asked for this copy if a package of marked scripts is lost in transit.**

10.1.6 Send **complete batches** of scripts to the Team Leader/Chief/OCR. Enclose the NQF4(s), NQF5(s), Invigilation Certificate(s) with the scripts. If the NQF4 is not included the Team Leader/Chief may need to complete another NQF4 in order to amend the total number of faults recorded.

10.1.7 Enclose a separate sheet of paper, showing your name, address and telephone number, with each package of scripts sent for sampling.

10.1.8 Tie each batch of scripts with string or rubber bands and pack them securely in a parcel before posting.

10.1.9   Scripts must be sent using **DHL** to your Team Leader, Chief Examiner or OCR's allocated checker. Scripts sent for sampling **must be accompanied by all 3 copies of a Script Sampling Report**, the top sections of which should be completed showing *Series, Unit Title, Scheme Code, Examiner, Examiner Number, First, New Examiner.*

10.1.10 Continue marking - if there are any problems with your marking you will be contacted by your Team Leader, Chief Examiner or . the Monitoring and Support Managers (Examiners and Assessors Team) OCR, Coventry.

10.1.11 "New" Assistant Examiners, ie those who have marked a specific unit for less than 5 examination series, should contact their Team Leader, Chief Examiner for feedback 4 days from the date of posting their sample batches.

10.2 **General Information applicable to all Examiners**

10.2.1   Under **no** circumstances should work be returned to a centre.

10.2.2   Under **no** circumstances should a batch be split.

10.2.3   Assistant Examiners should enclose a Script Sampling Report form on top of scripts sent to either the Team Leader/Chief or OCR.

10.2.4   Please remember that the NQF5 (Dispatch Notification Sheet) should **ALWAYS** remain with its batch of scripts.

10.3 **Quality Assurance of Marking – Team Leaders and Chiefs**

All Assistant Examiners' marking will be checked. Checking will be recorded on a Script Sampling Report (SSR) *(See Appendix D)*, completed by Chief Examiners or Team Leaders and sent to Assistant Examiners as feedback via email from OCR.

10.3.1   Where several small batches of scripts are received, a proportion of scripts should be sampled – for example, if 10 scripts are received, then 4 would be sampled; the next sampling received may contain 15 scripts – a further 6 would then be sampled, completing the 10 required for that Assistant Examiner.

10.3.2   Please ensure that only 10 are sampled unless further scripts have been requested due to unacceptable marking. Team Leaders and Chief Examiners should keep a note of how many scripts have been checked for each of their Assistant Examiners and Team Leaders.

10.3.3   It is important that sampling of scripts is across the range whenever possible, ie some Distinction, some Pass and some Fail (or across wpm ranges for the Shorthand Speed Skills and Speed Keying units).

10.3.4   Do not remove scripts from their respective batches.

10.3.5   **If a specific error in marking has been identified, check all scripts for this error and amend results on the scripts. The Examiner should then be contacted by telephone to ensure the error does not affect future marking.**

10.3.6   If it is necessary to change the total number of faults for a candidate, this should be recorded on the NQF4 and a comment added to the Script Sampling Report.

10.3.7 Complete the Script Sampling Report form giving constructive comments to the Examiner. Where possible Chief Examiners and Team Leaders should contact Examiners by phone or email to give feedback on marking and ensure that any errors in marking are corrected as soon as possible (an example SSR can be seen at – Appendix D.)

10.3.8 Return the white and pink copies of the SSR with the NQF4(s) and Invigilation Certificate(s) by 1st Class Recorded Delivery to the Skills Team, Operations, **to arrive no later than 7 days from the date of receipt of the scripts**. If for any reason an Examiner cannot return an SSR within this timescale please notify Operations immediately.

10.3.9 Chief Examiners and Team Leaders should keep the yellow copy of each SSR they complete.

10.3.10 All scripts sent for sampling must be returned to OCR as soon as possible, using the DHL signature service. Please keep each Examiner's scripts separate by putting a rubber band or string round them. Ensure the NQF5 is not separated from its batch and is placed on top of the batch. Please write the Examiner's name and number on the NQF5 on top of each sample.

10.4 **Grading of Examiners**

10.4.1 Chiefs and Team Leaders should provide a numerical grade on the SSR to indicate the quality of the Examiner's marking.

As an approximate rule, the following grades should be given where a sample of 10 is available:

1-10 discrepancies = Grade 1 Good

11-18 discrepancies = Grade 2 Acceptable

18 + discrepancies = Grade 3 Poor

However, this guidance is not rigid. For example, if an Examiner has misunderstood just one marking point over all scripts, or missed an entire sentence in just one script which leads to, say, 12 faults, but otherwise their marking was impeccable, a grade 1 could still be given. You will need to use your discretion and make some allowance when grading.

You will need to "pro-rata" these gradings where smaller samples are received. For example, 9 faults over 3 scripts may warrant a grade 2, and 15 faults over 6 scripts a grade 3 (poor).

10.4.2 If the Chief Examiner or Team Leader awards a Grade 3 'Poor' on the SSR they must contact the Examiner in question by telephone or email as soon as possible to give them feedback and request a further sample of scripts. Chief Examiners and Team Leaders must also contact the Monitoring and Support Managers (Examiners and Assessors Team) OCR, Coventry. by email to let them know of this marking problem. A note should be added to the SSR to indicate that this request has been made.

10.4.3 The ongoing allocation of marking both of the current series Text Processing (Business Professional) scripts and future series allocations will be considered by the the Monitoring and Support Managers (Examiners and Assessors Team) OCR, Coventry.if an Examiner is graded 3 (poor) on two or more samples.

11 IDENTIFYING AND REPORTING SUSPECTED MALPRACTICE

11.1 What is Malpractice?

OCR has a requirement, as stated in the Ofqual General Conditions of Recognition, to have procedures in place for dealing with suspected malpractice on the part of candidates, centre staff or others involved in providing a qualification.

In the context of delivering OCR qualifications, malpractice, which includes maladministration, is defined as any act, default or practice which is a breach of the regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or

- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

This definition is taken from the *JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures* http://www.jcq.org.uk/exams-office/malpractice

Failure by a centre to investigate allegations of suspected malpractice in accordance with the *JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures* also constitutes malpractice.

All instances of malpractice in relation to examinations and assessment need to be investigated in order to protect the integrity of the qualification and to be fair to the centre and all learners. In order to provide this safeguard, OCR officers may investigate any claims of suspected malpractice.

The guidance that follows identifies the procedure that must be followed by examiners if malpractice is suspected.

11.2 Malpractice Indicators

There are several forms of malpractice that can be associated with a submission of candidate work from a centre. The list below is not exhaustive but is intended to provide an indication of the types of issues that OCR would expect to be reported as suspected malpractice, for example:

Copying
You can usually detect copying between candidates by one of the following:

- identical unusual errors, especially in spellings;
- correct answers after wrong working/calculations;
- identical wording, often with identical unusual grammar or vocabulary.

If you suspect copying then it is helpful if you can indicate who has copied from whom, and which passages are affected. If it seems that both candidates have been copying then this offence is described as collusion.

Collusion
Collusion is defined as evidence that the candidate has worked collaboratively with other candidates beyond what is permitted by the specification. Collusion can occur between two or more candidates, and is apparent when:

- candidate work follows an unusually identical format which is not a result of following the

instructions in the examination paper.

Inappropriate, offensive or disturbing material

As an Assessor you are the judge of what is offensive in a candidate's work. As a guide – if it offends you, report it. You can ignore facetiousness, mild criticism of the examination and political statements. However, obscenities, lewd comments or drawings, offensive comments aimed at a member of staff or assessor, and racist remarks should all be treated as malpractice. If you are assessing a foreign language then it is helpful if you could translate the offensive material in your report. You should also report any material which suggests that the candidate is disturbed, or gives you cause for concern. Please refer to Safeguarding – The protection of children and vulnerable adults http://www.ocr.org.uk/assessor-communications/

Improper assistance by Teachers or others

This occurs when a teacher or assistant gives excessive guidance with internally assessed work to an individual candidate (who may have fallen behind) or to the whole group. The moderator must express a view on this if they suspect improper assistance. Clues to this may be:
- marked drafts are included with the final copy;
- the exam papers have been marked and/or comments and suggestions for improvements are found in the work;
- "writing frames/templates" or other guidance/handouts are found in the candidate's work.

Plagiarism

Plagiarism means unacknowledged copying from published and electronic sources. It also includes incomplete referencing, where it is clear that a candidate has not acknowledged the source of a piece of writing. Some of the clues in writing that point to plagiarism are:

- varying quality of content or style of writing;
- dated expressions and references to past events as being current;
- use of American expressions, vocabulary or spelling;
- use of specialised words or jargon;
- inconsistent use of font or format (if the document is typed).

It would be helpful to try to find the source of a piece that you suspect is plagiarised. You can often do this by typing in a few distinctive phrases from the piece into Google, or another internet search engine, but we suggest that you do not spend much time on this. The Compliance Team are able to use software to detect plagiarism.

You must not attempt to make allowance for plagiarism by downward adjustment of the candidates' marks.

For further information on plagiarism, it may be helpful to consult the JCQ guidelines on Plagiarism in Examinations http://www.jcq.org.uk/exams-office/malpractice.

Other types of suspected malpractice which should be reported to OCR include:
- Unauthorised changes to the assessment material, eg: use of template other than those provided by OCR.
- Late submission of candidates' work.
- Examination taken out of the examination period, without prior written approval from OCR.
- Candidates have sat the same assessment twice.
- Submission of candidate work for out of date or sample assignments.
- The introduction into an examination room of unauthorised material or equipment, eg: mobile phones, notes, computerised files.
- Any non-compliance with examination procedures (usually noted on the Invigilation Certificate) eg: disruptive behaviour, use of mobile phone.
- The use of access arrangements such as extra time given to complete the exam without appropriate prior approval from OCR.

The list below identifies some errors that are **not** considered to be malpractice:

- machine faults, for example, printer errors, when reported on the Invigilation Certificate.

- identical layout may be a good indicator of potential malpractice but if the issue is likely to be explained by system defaults, for example, horizontal spacing, margins, which could be due to the computer or printer set-up, then it is not worth reporting.

However, if there is any suspicion that there is more to possible printer/software errors than is/can be explained then this should be reported. Please expand/explain on the AQVQ1.

Each case must be taken on its own merits

11.3   Suspected Malpractice – Notifying OCR

Examiners must not contact the centre directly if issues of suspected malpractice arise.

In all reports please keep your comments factual and do not use emotive language. We aim to avoid needless offence. Remember - if an incident is referred to the Malpractice Committee or the Appeals Committee your comments will be read by the centre, although your identity will be protected.

You should report suspected malpractice even if the candidate has not gained from the breach of regulations or if they have clearly not achieved. It is the **evidence** of suspected malpractice that is important. OCR review statistics and patterns within centres and/or qualifications which can indicate more widespread problems within a centre and/or qualification.

If any form of malpractice is suspected during the marking of candidates' work the examiner must:

- continue to mark the work in the usual manner. **Never** adjust your marking to take the suspected malpractice into account. No comments or annotations regarding the suspected malpractice should be made on the script(s), although it is useful to highlight these using post-it type tags on the pages concerned;

- check **all** the candidates' work in the batch for similar issues;

- complete the NQF4(s) in the usual way.

- complete the AQVQ1 form (malpractice form), which is available as a word document in the Library section of the Assessor communications area of the OCR website under Legal/Policy/Malpractice http://www.ocr.org.uk/assessor-communications/

11.4   Guidance for completing the AQVQ1

- Fill in the centre details on the front page of the AQVQ1 form, together with the names (and OCR candidate number, if available) of only those candidates involved in the suspected malpractice.

- Provide, on the second page of the AQVQ1 details of the regulation which has been broken (eg: copying) details of the unit references where necessary, and the evidence which has given rise to the suspected malpractice, also any other relevant information and statements

- Make sure all explanations are clear, accurate and can be understood by a non-subject specialist, the Compliance Team will need to be able to understand the suspected malpractice and provide evidence of it to the centre.

- Indicate where in the script/printouts the issues are.

- When reporting plagiarism please provide a link or reference to the material which has been plagiarised

11.5 Returning the work and AQVQ1 to OCR

- The AQVQ1 should be emailed to OCR Operations (Skills Team) at opsvrqteam@ocr.org.uk with the batch/claim number and centre number clearly visible in the subject of the email.

- Take and keep a copy of the NQF4(s) to protect against the loss of the batch

- The following documents should be returned to OCR as soon as possible using the DHL secure signature service. This is the only time NQF4(s) and Invigilation Certificates are returned to OCR with the scripts:

  - the completed AQVQ1 form with the scripts involved in the suspected malpractice enclosed/attached;
  - the completed original (not photocopy) NQF4(s);
  - the NQF5;
  - the Invigilation Certificate;
  - the rest of the candidate scripts in the batch (not involved in the suspected malpractice) **do not split the batch**;
  - any other relevant documents.

- The work must be returned using the DHL secure signature service. You must create a DHL Waybill, using the On-line Shipping Tool (please see the Assessor Courier Guide for further information), address it to Skills Team, Operations – Malpractice, OCR, Progress House, Westwood Way, Coventry, CV4 8JQ.

11.6 Suspected Malpractice – Additional Information

- When notification of suspected malpractice in Vocational Qualifications is reported by an examiner the results/certification claims are not processed for the batch until the investigation into the suspected malpractice has been concluded.

- Payment to examiners for their marking of the batch(es) will **not** be delayed. Examiners should claim their expenses in the normal way.

12 RETURNING MATERIALS

Group each centre's scripts in their USF(s) together with the Despatch Notification Sheet(s) NQF5. Secure each batch with an elastic band or string, even if there is only one script, **ensuring that the NQF5 is on top of the batch for easy identification**.

Send your completed NQF4(s), Invigilation Certificates, claim forms and Script Sampling Reports **in a separate package** from the scripts to the **Skills Team,   Operations** by **1st class recorded delivery**.

Scripts **must never** be sent to OCR using a green pre-paid label.

The Assessor Communications website includes instructions that provide guidance on the administrative processes for the movement of Vocational scripts which can be found in the Library section under Candidate material movement and delivery information. They should be read in conjunction with the latest version of the *Assessor Courier Guide* which can be found on the Assessor Communications website.

This document outlines:

> Sending scripts between yourself and your Chief Examiner/Team Leader.

> Returning scripts to OCR once marking is complete.

You must follow these procedures correctly so that any problems can be resolved before the results are published.

13 EXAMINER REPORTS

13.1 Team Leader Reports (095b)

All Team Leaders must complete the 095b Report form, within the marking period. This is a report on the work of candidates and comments on the question paper and marking scheme. The information in this report should be detailed to enable the Chief Examiner to compile their report for publication.

A copy of Report form 095b must be emailed to your Chief Examiner no later than 3 weeks after the date of the examination. You will find a template to the 095b Report form on the Assessor Communications website www.ocr.org.uk/assessor-communications
- Forms
- Generic (Examining and Moderating)
- Report of Senior or Assistant Examiner (095b)

13.2 Chief Examiner Reports (095 & 095a)

OCR publishes general reports from Chief Examiners on candidates' overall performance in the examinations. You will find a template to the 095 Report form on the Assessor Communications website in the Assessment Forms section under the heading Generic (Examining and Moderating).

Your reports must be completed electronically and sent as an email attachment to your Chair of Examiners **within 14 days** of the completion of an examination series. This form is then used as the basis of the OCR published reports.

As the substance of the report will be used for publication, Chief Examiners are asked to bear the following points in mind:

- Your reports must be written in **complete sentences**, using correct English –please do **not** use note or bullet point form.
- Provide objective comments on candidates' performance – documents that were done well, areas of weakness, constructive criticism or guidance. Use mark scheme references wherever possible. Remember that your report will be published and must be helpful to the centre.
- Value judgements should not be made, for example: about how well or badly candidates were prepared for the examination or how they have relied on a spell checker. Speculative comments can give offence to centres, especially as some candidates enter for examinations without following courses, or as external candidates.
- If there was a mistake on a question paper, or an instruction was discovered to have been ambiguous, it should be noted in the report if necessary, together with an assurance that appropriate allowances were made.
- Do not make jokes, offer congratulations or offer personal opinions.
- Refer only to candidates (not students, pupils etc).
- Do not refer to specific numbers of penalties incurred.

14 FEES/EXPENSES AND CLAIM FORMS

You will find details of OCR's expenses allowances in the Assessor Expenses Information document on the [Assessor Communications](#) website under the Library panel in the Expenses Claims section. You will also find the claim form and the user guide on this panel.

OCR is required by the Inland Revenue to deduct tax from all **fees** paid to Examiners. Keep the remittance advice in a safe place in case of enquiries from the Inland Revenue. OCR makes an annual return to the Inland Revenue detailing all fees paid and tax deducted for the current tax year. Examiners must include the fees paid by OCR on their self-assessment return.

14.1 Fees Claim Form and Expenses Claim Form

For attendance at the teleconference call, travelling expenses and subsistence claims (if relevant) complete the Fees Claim Form and Expenses Claim Form which is available from the [Assessor Communications](#) website on the Library panel under the Expenses Claims tab.

Send these claim forms in a pre-paid envelope to Finance (Examiner Payments) Cambridge. Please ensure all associated receipts are stapled to the form(s).

Do not use A310 claim forms (these will be returned unpaid).
For marking scripts complete an electronic claim form (EC50) indicating the number of scripts marked for each skill area. Include all postal and associated expenses on this form. If you mark additional scripts after you have sent off your EC50 claim form, please complete another form(s) as required.

Send claim form (EC50) to The Examiners & Assessors Allocations Team, OCR Coventry.

- When claiming telephone expenses for making telephone calls on behalf of, or to OCR, an itemised bill from the telephone service provider of calls and costs **must** be stapled to the claim form.

- Those calls relating to OCR business must be highlighted.

- If an itemised bill is not available at the time you submit your expenses claim form, you may submit a claim at a later date.

If you are a Chief Examiner or Team Leader, please ensure that you indicate how many scripts you have remarked from the Assistant Examiners in your team.

- Ensure claim forms are dated and signed.

- Enter your name and payment code number in the appropriate boxes.

- You should retain a copy of the EC50 claim form for your own records.

15 **CONTACTS**

Topic	Who to contact
Stationery requests	Please complete to online Stationery Request Form http://www.ocr.org.uk/images/16413-stationery-request-form.pdf and email it to exammodws@ocr.org.uk (include your creditor number)
Allocation of centres	**Examiners & Assessors Allocations Team**, Progress House, Westwood Way, Coventry, CV4 8JQ Tel: 024 7647 0033 (Ext. 5556) Email: opsalloc@ocr.org.uk
Damaged scripts sent from a centre	**Skills Team**, OCR Operations, Progress House, Coventry, CV4 8JQ Tel: 024 7647 0033 (Ext. 5555) Email: opsvrqteam@ocr.org.uk
Examiner payments and expenses	Please refer to the Assessor Expenses Information which can be found at http://www.ocr.org.uk/assessor-communications/ • Expenses For queries, email: examiner.pmts@cambridgeassessment.org.uk
General Administration (batch queries) Deadlines for completion of marking	Skills Team, OCR Operations, Progress House, Coventry, CV4 8JQ Tel: 024 7647 0033 (Ext. 5555) Email: opsvrqteam@ocr.org.uk
Interpretation of mark scheme	Chief Examiner or Team Leader.
DHL Service	Please view the Assessor Courier Guide with FAQs which can be found in the 'Library > Courier services' panel on the Assessor Communications website: http://www.ocr.org.uk/assessor-communications/ For queries, email: wsparcelqueries@ocr.org.uk OCR Customer Contact Centre Tel: 024 7685 1509

Monitoring and Support Managers (Examiners and Assessors)	senior.assessors@ocr.org.uk Telephone: 024 7685 6007
General Enquiries	OCR Customer Contact Centre Tel: 024 7685 1509 Email: vocational.qualifications@ocr.org.uk

APPENDIX A

OCR
RECOGNISING ACHIEVEMENT

Vocational

Certificate in Text Processing (Business Professional)

Level 1

Unit Submission Folder

For OCR use only	
	Faults
1	2
2	2
3	2
4	
Total	6

Please complete in block letters

Centre Number	99999
Scheme Code	06966
Exam date (DD / MM / YYYY)	18 / 10 / 2008
Question Paper Reference	Autumn 08
Candidate's surname	SOBIA
Candidate's forename	KHALIL
Other initial(s)	
Date of birth	24.01.1987
Gender M/F	F

Unit Number	Unit Title
1	TEXT PRODUCTION (LEVEL 1)

Record any significant examination issues here:

None

T. Brains
Invigilator (Signature)

T. Brains
Invigilator (Printed name)

17-11-08
Date

A437 0810

OCR Vocational Qualifications
CANDIDATE SUBMISSION SHEET (Unnamed Route)

NQF4

Scheme Code: 0 6 9 6 6

OCR
RECOGNISING ACHIEVEMENT

Centre Number: 9 9 9 9 9

Sheet number [I] of [I] sheets submitted for Batch Number: 0 I 2 3 5 I

Distribution
Top Copy (White) — to OCR
2nd Copy (Pink) — to your Examiner/moderator with APPs/USPs
3rd Copy (Yellow) — retain at centre

Session and Year (if applicable): Autumn 2008

Please complete this form using black ink. Please use correction fluid if you need to amend an entry. DO NOT overwrite errors. Please indicate the units submitted by writing the unit number(s) in the boxes in the end section. Please enter the surname, first forename and up to 3 Other Middle initials as you wish them to appear on the certificate.

OCR Candidate Number	Surname	First Forename	Other Middle Initials	Date of Birth D D M M Y Y Y Y	M/F	ULN	Unit Numbers Submitted
0 9 8 7 6 5 4 3	KHALIL	SOBIA		2 4 0 I I 9 8 7	F	0 I 2 3 4 5 6 7 8 9	6
0 9 8 7 6 5 4 4	VARMA	KRISHAN	P	I 6 0 5 I 9 8 7	M	0 I 2 3 4 5 6 7 9 0	8
0 9 8 7 6 5 4 5	FIRTH	MARY	VA	0 6 I I I 9 8 6	F	0 I 2 3 4 5 6 7 9 I	10
0 9 8 7 6 5 4 6	JONES	GWENNO		I 7 0 2 I 9 4 0	F	0 I 2 3 4 5 6 7 9 2	2
0 9 8 7 6 5 4 7	BIBI	ANGELO	K	2 I I 2 I 9 4 7	M	0 I 2 3 4 5 6 7 9 3	5
0 9 8 7 6 5 4 8	PRESTON	TACI		0 I 0 I I 9 8 0	F	0 I 2 3 4 5 6 7 9 4	20

To be completed by the Centre
Date to Examiner-moderator: 25 / 11 / 08
Centre Name: FIRST CLASS TRAINING
Contact Name: TOBI BRAINS

To be completed by OCR Examiner-moderator
Date received from Centre: 26 / 11 / 08
Date sent to OCR: 27 / 11 / 08
Name (Printed):
Signature: AN Examiner

A746 0806
OCR752/0807/21K

If the unit is Shorthand Speed Skills or Speed Keying a zero or the wpm achieved will appear in this column. Do not enter the number of faults.

36

APPENDIX C

Batch Number 01 2 14

OCR
RECOGNISING ACHIEVEMENT

OCR Vocational Qualifications
DISPATCH NOTIFICATION SHEET

One Dispatch Notification Sheet must be completed for each parcel of work submitted. Several Submission Sheets may be submitted with one Dispatch Notification Sheet.

Top Copy (White) to OCR at Coventry, attached to the Submission Sheet(s)
2nd Copy (Green) to OCR Examiner-moderator
3rd Copy (Yellow) remain as Centre record

Qualification Title	TEXT PRODUCTION (LEVEL 1)

Please use CAPITAL LETTERS for all names

Scheme Code:	O	6	9	6	6

For OCR Use Only

Unit No. (if appropriate)

Centre Number:	9	9	9	9	9

Session _____

Centre Name: FIRST CLASS TRAINING

Centre Address: THE MANOR

NEWTON ABBOT

TQ12 4TF

Contact Name: TO BE TRAINING

Total No of ARFs/USFs in batch: 6   Total No of Submission Sheets in batch: 1

First name on first Submission Sheet in batch: KHALUL

Last name on last Submission Sheet in batch: PRESTON

Name of OCR Examiner-moderator: AN EXAMINER

Date ARFs/USFs to Examiner-moderator: 25/11/08   Examiner-moderator No 919

The purpose of this form is to allow OCR to identify the work you have submitted through the Batch Number in the top left hand corner. If you have any queries relating to your candidates' results you should quote this Batch Number.

A742A

APPENDIX D

OCR ⭐
RECOGNISING ACHIEVEMENT

Script Sampling Report (SSR)

Series AUTUMN 2008

Unit Title Text PRODUCTION (LEVEL 1)   Scheme Code 0 6 9 6 6

Examiner AN EXAMINER   Checked by T LEADER

Examiner Number 919   Sampling: First ✓ Second ☐   New Examiner: YES/NO

Centre Number	99989	99468	99999		
Batch Number	16016	03717	0901		
Number of Scripts Checked	3	3	4		
1 Was the examiner's marking accurate?	✓	✓	✓		
2 Were errors penalised in accordance with the Marking Scheme and Standardisation Points?	✓	✓	✓		
3 Were errors totalled and grades awarded correctly on Unit Submission Folders?	✓	✓	✓		

(Use ✓ for Yes and ✗ for No)		Total discrepancy	2-

Tick this box if telephone feedback has been given to examiner (eg if specific marking problems identified)

Comments (Comment fully below if ✗ is given in any of boxes 1, 2, and 3):

Very accurate marking in line with the marking scheme.

Date: 26.11.08   Signature: T Leader

Examiner grade: [1]	FOR OCR USE:		
1 = Good; 2 = Satisfactory; 3 = Poor	PO: ___ Date ___	Issue results: YES/NO	Re-allocate: YES/NO

All Examiners: Complete the details for Series, Unit Title, Scheme Code, Examiner, Examiner Number, New Examiner YES/NO. Place all 4 copies of this form on the top of the sample of scripts. Send to Team Leader/Chief/OCR.

Chiefs/Team Leaders: On completion of this form, please send the two white copies and the pink copy to OCR; keep the yellow copy for your records.

A064/0703/OC150/0807R/350