

NOTICE TO CENTRES

FAO: Exams Officer/Heads of Department

Date: December 2010

Subject: Applied GCE and New Entry Level Certificates – Electronic enhancements to moderation

CHANGES TO SAMPLING AND MODERATOR REPORTS FOR APPLIED GCE AND NEW ENTRY LEVEL CERTIFICATES

Following the success in 2010 of our online moderator reports and the use of email for sample requests, we will be extending the use of these features to most of our qualifications.

From January 2011, **all Applied GCE** and **most Entry Level Certificates (new specifications only)** will receive sample requests by email and moderator reports will be available via OCR Interchange. A list of qualifications which are **exceptions** to this is provided on the OCR website at www.ocr.org.uk/administration/assessment (Electronic enhancements to moderation).

It is therefore important to check that the email address we hold for you is correct and that this designated email account is checked regularly throughout the moderation period.

It is important to note that, for new Entry Level Certificates, this is a significant change as OCR will now be choosing the sample, not the centre. The common JCQ rules governing the selection and size of the sample will now also apply to all Applied GCE and new Entry Level Certificate qualifications.

Once we have received your marks, you'll receive an email from no-reply@ocr.org.uk requesting the sample for moderation. If you receive more than one sample request email for the same specification, please read the email carefully – it may be a follow-up request for an additional sample. Notifications of clerical errors or an invalid order of merit will also be sent by email.

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.