Functional Skills

ICT

Entry Level 1, 2 and 3 ICT – **09873, 09874, 09875**

OCR Report to Centres 2013-2014

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OCR REPORT TO CENTRES

Functional Skills ICT Entry Level 1, 2 and 3 09873, 09874, 09875

The qualifications and standards

- **Structure and content**

Centre Assessment:

Findings:

Some excellent work has been submitted, suggesting that candidates have been well prepared. However, some centres are still not submitting all the evidence required. Every part of the coverage and range listed in the Assessment Record Forms (ARFs) must be evidenced and where this is provided by observation, then comments on each candidate's ARF should be detailed and informative. For other evidence, which is not by observation, it is expected that each candidate will submit printouts, showing searches undertaken of all sources to find images and required information, as well as emails received and sent (where this applies) and of the draft and final documents produced.

Some centres are not submitting all the required documentation, particularly a completed Centre Authentication Form, which must be signed by all the Centre Assessors for each claim. OCR Moderators are unable to moderate work until they receive the required documentation and this can delay the issue of results and certificates.

Assessors should note that, when marks have been deducted, the comments on the ARFs must prioritise why these have been deducted, rather than stating why marks have been awarded. Moderators will then be able to verify the marks awarded.

Centres are advised that numerous pages of search results, showing every step in the assessment process, are not required. The specific information and image(s) candidate use in their documents from search results should be highlighted on the printouts of the search results.

Screen dumps should be of a size and good enough print quality so that the contents can be read easily. Too many assessors are squeezing a number of small screen dumps onto one sheet of A4 paper. It is essential that Moderators can easily read the printouts submitted and, where appropriate, full-page printouts should be considered.

Internal Moderation:

Findings:

The majority of centres have good procedures for internal moderation. Many internal moderators have submitted their findings in a report, which has accompanied candidate work, or have annotated candidate printouts. Others have simply completed the Assessment Record Front Sheet, printing their name as well as signing in the space provided – this is the minimum that can be accepted as evidence of internal moderation.

Centres are reminded that internal moderation should be undertaken for all claims, but must ensure that assessors do not also act as internal moderators for candidate work that they have assessed.

Administration/Documentation:

Findings:

Most centres are correctly making claims on Interchange and sending candidate work to Moderators with correctly completed documentation within a day or two. However, there are some centres who need to follow OCR procedures more closely in order to avoid delays to results and certificates. OCR Moderators are having to submit request letters to centres to send candidate work, which is causing unnecessary delays to certification.

The majority of centre assessors are completing ARFs accurately and in full. There have been instances, however, where assessors have not included full details on the ARFs of how candidates achieved the marks awarded, especially where the evidence is by observation.

Assessors are advised to refer to the OCR document "Marking Guidance" which is available on the OCR website. This contains detailed information on acceptable evidence.

OCR Support and Resources:

Findings:

OCR Moderators provide feedback to centres for each claim. This feedback is contained within electronic reports that are uploaded to Interchange. The feedback is particularly important where gaps in evidence have been identified. Centres must ensure that assessors have access to the Moderator's feedback reports so that the points raised can be actioned. A small number of candidates have been withdrawn because, even though advice has been given by Moderators to assessors on several occasions in their reports, gaps in candidate evidence have continued.

Centres requiring further support and advice should contact OCR's Customer Care Centre.

Assessment Summary:

Findings:

The range of centres entering candidates is very broad and includes schools, colleges, adult education, special education, training and commercial organisations, offender institutes and voluntary/charitable organisations.

The candidate evidence has shown that the majority of learners have been able to apply their knowledge and skills to produce documents, such as posters, leaflets, information sheets, notices, flyers and presentation slides that are fit for the purpose for which they have been set.

Developments

There are currently no developments taking place within Functional Skills, Entry Level ICT.

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