OCR
Oxford Cambridge and RSA

Getting ready for summer 2022:
Managing OCR's exams and assessments

OCR Customer Support Team
February 2022

Adaptations to exams and assessments in 2021/22

Arrangements for GCSEs, AS and A Levels

Arrangements for summer 2022

In our **subject update** we've summarised the adaptations to exams and non-exam assessment for our GCSE, AS and A Level qualifications

Changes to assessment

Information for teachers about the changes is available on the **Qualification pages** of our website

Select the **'Changes for 2022'** link on the relevant qualification page

Summer 2022 advance information

To support student revision, advance information about the focus of content of exams will be provided for:

The majority of GCSEs, AS and A Levels
Released 7 February 2022

Level 3 Certificate Core Maths and FSMQ
Released 7 February 2022

Cambridge National in Information Technologies J808
Released week beginning 21 March 2022 (unit R012)

Summer 2022 advance information

Advance information is available on the OCR public website

Read our **news story**

Use our **finder tool** to download advance information

Breadth, depth and presentation of the information will vary between subjects

Support from OCR

- Live Q&A webinars
- Blogs for teachers and students
- OCR guidance for teachers for Cambridge National in Information Technologies

Support from JCQ

- Information available on JCQ's advance information webpage. Includes:
  - FAQs for students and teachers
  - New student guide

- Advance information can be used from the point of release

- The materials cannot be brought into the exam room

Student support materials for summer 2022

GCSE Maths F & H Tier

Level 3 FSMQ

GCSE Physics A & B

GCSE Combined Science A & B

Formulae sheet **Formulae sheet** **Equation sheet** **Equation sheet**

- Students will be provided with formulae and equation sheets and won't have to memorise as much

- Teachers and students can use the <u>materials</u> now as part of their preparations for exams

- Students will be given a clean printed copy in each exam. Clean copies will be included with the question papers

Arrangements for Cambridge Nationals and Cambridge Technicals

Arrangements for 2021/2022

In our **subject update** we've summarised the adaptations for 2021/2022

More information is available in our FAQs

Changes to assessment

Guides to the adaptations for each qualification are available on the '**Changes for 2022'** pages, which can be viewed from the relevant Qualification page on our website

Cambridge National in Information Technologies
Information is available in our subject update and FAQs for units R013 and R012

Cambridge Nationals and Cambridge Technicals in 2021/22

Adaptations for units due to be taken in 2021/22

Reduction in the number of assessments taken of moderated units – teach the content but do not assess

Unit-level adaptations

Cambridge National in Information Technologies

No reduction in assessment – alternative arrangements in place

Allowing work for assessment to be done from home

Summer 2022 entries

Cambridge Nationals and Cambridge Technicals

Guidance on **entry arrangements for the reduction in assessments** in 2021/22 is available in our **FAQ**

We will be asking you to tell us which units and candidates you want to reduce the assessments for after Easter. This will be done via Interchange and we will provide more details about how to do this as soon as we can

Cambridge Nationals

Students certificating in June 2022
Make unit entries in the June 2022 series for those units you are planning on reducing. You will also need to make a certification entry

Students certificating after June 2022
Do not make your unit entries now. You will need to make unit entries in the series of certification

Cambridge Technicals
Please make sure you have made qualification entries for the qualification the student is currently working towards to allow them to achieve qualification results in summer 2022 and beyond
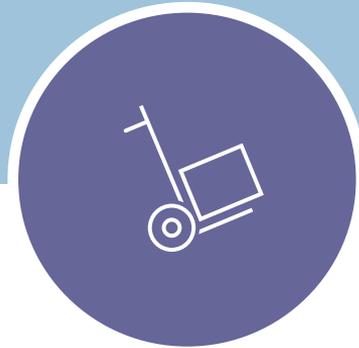
Summer 2022

Resources and support for summer 2022

Key Dates and Timetables

Available on our website in the 'Key dates and timetables' area

Administration and Guidance

All the information you need is available from our Administration area and useful admin overviews

Question Papers and Exam Materials

Information is available on our website and despatch dates are given in our key dates documents

Support and Tools

Access our communications and find out about training and networks from our dedicated area

Non-exam assessment and coursework – general qualifications and Cambridge Nationals

Submitting centre marks

- Marks can be submitted to OCR via EDI and Interchange

- Postal moderation option: marks must be posted to the OCR moderator

- Digital moderation option: marks are uploaded to our secure system

Summer 2022 centre mark/grade submission deadlines

Qualification	Deadline
AS, A Level and GCSE Physical Education	31 March
AS, A Level, GCSE, Entry Level Certificate, Extended Project	15 May
A Level sciences and GCSE English Language practical endorsement grade	15 May
Cambridge Nationals	15 May
AS and A Level Art and Design	31 May

Internal appeals procedure

Centres are required to have a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates

Centres must inform candidates of their centre assessed marks as a candidate can request a review of the centre's marking **before marks are submitted to the awarding body**

The requirement applies to:

- AS and A Levels
- Cambridge Nationals
- Entry Level Certificates
- GCSEs
- Project qualifications
- A Level sciences practical endorsement
- GCSE English Language Spoken Language endorsement

Information and guidance

- JCQ General Regulations section 5.7f
- JCQ Instructions for conducting coursework section 13.5
- JCQ Instructions for conducting non-examination assessments section 6.1, page 11
- JCQ Notice to Centres: Informing candidates of their centre assessed marks

Non-exam assessment and coursework

General qualifications & Cambridge Nationals

Authentication forms

Candidate authentication and centre authentication (CCS160) forms do not need to be sent to OCR or the OCR moderator *

Authentication forms should be kept within the centre until all reviews of results, malpractice and appeals have been resolved

* Specific candidate authentication forms must be submitted with the centre sample for **GCSE, AS and A Level Design and Technology and A Level Geography**

Subject-specific forms

Subject-specific forms may be required to mark and administer candidate work

Download these from our handy forms finder (they are also available on each qualification page)

GCSE English Language J351

Teachers do not need to submit a sample of audio-visual recordings for monitoring for the **Spoken Language endorsement** in summer 2022

The Spoken Language assessment can:

- Take place in front of one teacher who will represent the 'audience'

- Be conducted virtually at any point during the course

Teachers will still need to keep secure records of students' assessment outcomes, should we need to refer to them

NEA Centre Declaration Form

We've updated the **OCR NEA Centre Declaration Form** for summer 2022

This form must be completed by your Head of Centre and submitted to us by **15 May** for the following qualifications:

- GCSE English Language

- A Level Sciences – Biology, Chemistry, Physics and Geology

There is no requirement this year to complete the form for GCSE Sciences

GCSE Computer Science J277

We updated our GCSE Computer Science qualification to meet Ofqual's requirement to assess practical programming skills by external examination from 2022

The entry code for the updated qualification is J277

First teach was September 2020 with first entry and assessment in summer 2022

Centres are required to give candidates the opportunity to develop programming skills during their course of study

To confirm that your centre has met the programming requirements laid out in the specification, the online **practical programming statement** must be completed and submitted by **15 May**

The statement must be completed by someone who can declare that the requirements have been met. This may be your Head of Centre or Head of Department

More information is available on our website

Qualifications with visiting moderation and examination

The following arrangements apply in 2021/22:

Qualification	Arrangements in 2021/22
Cambridge Technicals (2012 and 2016) All subjects	▪ On demand virtual visits via MS Teams in 2021/22
Art and Design GCSE, AS and A Level	▪ It's our intention to return to visiting moderation in summer 2022 ▪ Digital evidence is required as a alternative basis for moderation if visits cannot go ahead ▪ In summer 2022 students complete component 01 only (portfolio) – there is no awarding body set task
Drama and Theatre GCSE Drama, A Level Drama and Theatre	▪ No visiting examiners in summer 2022 ▪ Performances filmed and sent by post or digital upload
Physical Education GCSE, AS and A Level	▪ It's our intention to return to visiting moderation in summer 2022 ▪ Contingency filming requirements in place should visits not be able to go ahead
Physical Education Entry Level	▪ Visiting, postal and digital moderation options available for summer 2022

Summer 2022 question papers

AS and A Level, FSMQ, GCSE, Level 3 Core Maths and Cambridge Nationals

- Question papers will be despatched weekly – dates are provided in our key dates document

- Attendance registers and script return labels are packed and sent with the question papers

Did you know?

- You can request an emergency script return label from Interchange. Select 'Resources and materials' from the main Interchange menu

- We send a despatch email which confirms what's been sent, together with a tracking reference so you can track and manage the receipt of question papers
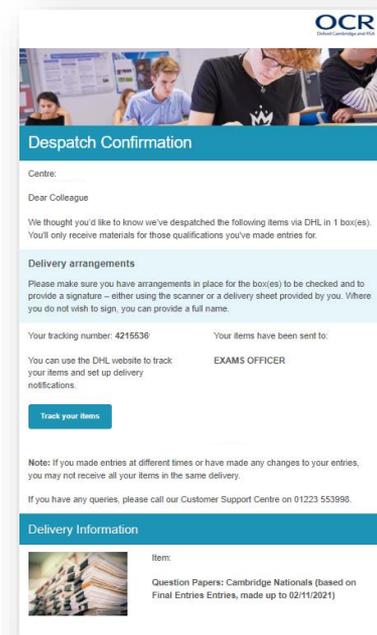
Electronic question papers

General qualifications, Cambridge Nationals and Cambridge Technicals

Non-interactive PDF modified question papers	Emergency question papers on the day of the exam
Make a request via the 'Order Modified Paper' section of Access Arrangements Online (AAO)	Call our Customer Support Centre on 01223 553998
Question papers will be made available for download 90 minutes before the published starting time of the exam from our secure system, Digital File Despatch	Question papers will be made available from our secure system, Digital File Despatch

Exam stationery and materials: AS and A Level, FSMQ, GCSE, Level 3 Core Maths and Cambridge Nationals

We send stationery such as generic answer booklets, graph paper and script return envelopes before the exams in a **general exam stationery despatch**

The summer 2022 despatch will be sent to centres by **8 April**

Did you know?

- If you need any additional stationery, you can request it from our Customer Support Centre

- We provide a full spreadsheet stationery listing of materials for all exams each series. The summer 2022 spreadsheet will be available on our website in March

Yes, no… or maybe?

AS and A Level, GCSE, Cambridge Nationals and Cambridge Technicals

Scribe Cover Sheet?

Make sure the candidate completes the front cover of the question paper or answer booklet

Where an application for a scribe is processed using Access Arrangements Online, print a pre-populated scribe cover sheet from the system

✔

Treasury Tags?

Please don't use treasury tags or staples to attach additional answer booklets, word-processed pages or cover sheets to the exam script

These should be inserted inside the candidate's exam script

✘

Word Processor Cover Sheet?

Make sure the candidate completes the front cover of the question paper or answer booklet

You no longer need to use a word processor cover sheet. However, if you would like to use one, we have provided one for you

?

GCSEs with a choice of topics or content

Students are not required to cover the usual range of topics and content in their exams in summer 2022 for the GCSEs listed below. There will be a choice of topics or content to answer questions on in the exams

GCSE Ancient History

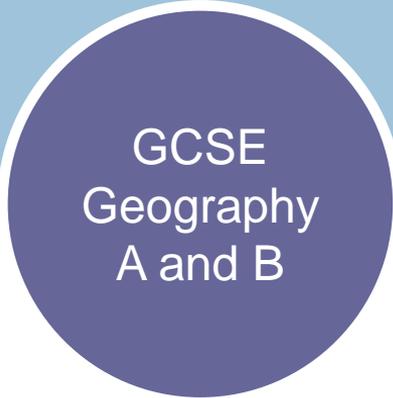Changes to entry codes for summer 2022

More than one exam timetabled in the same session

GCSE English Literature
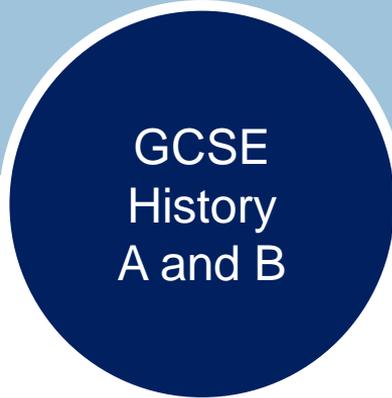
Changes to entry codes for summer 2022

More than one exam timetabled in the same session

GCSE Geography A and B

No change to entry codes for summer 2022

Exams timetabled in separate slots

GCSE History A and B

Changes to entry codes for summer 2022

Exams timetabled in separate slots

GCSE English Literature

J352A   11 Modern prose or drama
12 19th century prose
22 Shakespeare

J352B   11 Modern prose or drama
21 Poetry across time
22 Shakespeare

J352C   12 19th century prose
21 Poetry across time
22 Shakespeare

The entry codes are different for summer 2022 because of the changes made to the assessment of the qualification

Exam timetable

J352/11	Modern prose or drama (1hr 15m)	25 May AM
J352/12	19th century prose (50m)	25 May AM
J352/21	Poetry across time (1hr 15m)	8 June AM
J352/22	Shakespeare (50m)	8 June AM

Where candidates are sitting two exams timetabled in the same session:

- Standard JCQ regulations apply (JCQ ICE section 7)

- Question papers must not be handed out at the same time. The first paper must be collected **before** the second question paper is distributed

- Centres can decide the order candidates sit the exams

GCSE Ancient History

J198A   11 The Persian Empire
            12 Greek depth study
            21 The foundations of Rome

J198B   11 The Persian Empire
            21 The foundations of Rome
            22 Roman depth study

The entry codes are different for summer 2022 because of changes made to the assessment of the qualification

Exam timetable

J198/11	The Persian Empire (1h)	20 May PM
J198/12	Greek depth study (45m)	20 May PM
J198/21	The foundations of Rome (1hr)	13 June PM
J198/22	Roman depth study (45m)	13 June PM

Where candidates are sitting two exams timetabled in the same session:

- Standard JCQ regulations apply (JCQ ICE section 7)

- Question papers must not be handed out at the same time. The first paper must be collected **before** the second question paper is distributed

- Centres can decide the order candidates sit the exams

Special consideration

General Qualifications	Cambridge Nationals	Cambridge Technicals
Information and guidance	Information and guidance	Information and guidance

- If a candidate has been disadvantaged by **sitting the wrong paper**, apply for special consideration as 'absent' for the paper they missed. Keep the original entry if it was correct before the wrong paper was taken. Do not change entries to match the wrong paper

- If a candidate **leaves the exam early** and you are applying for special consideration then please let us know how long they were present for, as well as the duration of the overall exam

Supporting you in 2022

What's available for exams officers?

- Exams officer **communications**

- Exams officer **networks**

- Regional **'check-in' sessions** for new exams officers and anyone who has not managed exams in a summer series

- Exams officer **online updates**

- **'Admin Essentials' training** for Cambridge Nationals and Cambridge Technicals

- The Exams Office 'Spring into Summer**' new exams officer training events**

Emergency exams officer contingency service

We know exams officers are essential to the management of exams and assessments. With this in mind, we can provide additional support for centres who find themselves unexpectedly without an exams officer

Call our Customer Support Centre on 01223 553998 and let us know you have an 'emergency exams officer'. We'll make sure you have everything you need to manage the exam series

Thank you to all exams officers

I just wanted to say a huge thank you for everything you are doing in your school or college to get ready for summer 2022.

We are here at OCR to support you throughout the coming months.

If this is your first summer series with exams, do come along to our **'regional check-in sessions'** and if your centre finds themselves without an exams officer, either in the short term or due to succession planning issues, take advantage of our new **'emergency exams officer contingency service'**.

Whatever your question, big or small, please do get in touch with us and if there's anything else you think we could do to help, just let us know.

With best wishes and thank you again for all you are doing
Chris
Chris Powley **–** OCR Director

Questions

It's now time for your
questions!

You can also email us at
networks@ocr.org.uk

Thank you for attending

We hope you found it useful

OCR Customer Support Team