CAMBRIDGE OCR

Supporting NEA success for Cambridge OCR qualifications

A practical guide for exams officers

Customer Support Team | Winter Conferences 2026

Submit your questions, comments and top tips

Join at menti.com | using the relevant session code below

Venue	Session code
Bristol	5215 5203
Coventry	6512 6288
London	4825 7383
Manchester	5863 7096
Leeds	6976 0059

Supporting you
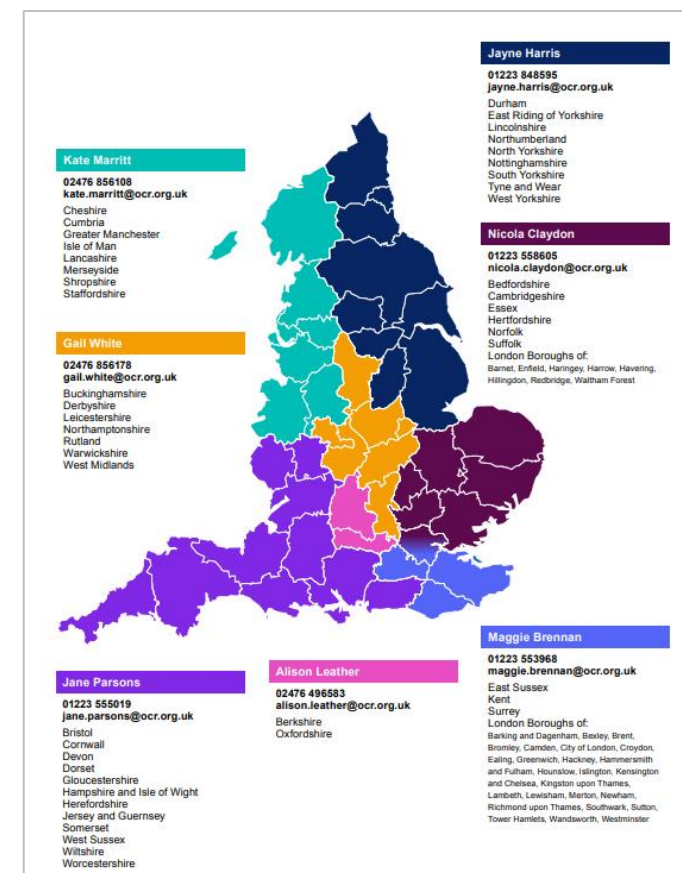
Our **Customer Support Team** provides dedicated support, guidance and training for centres

Senior Customer Support Manager

- Lauren McLachlan

Customer Support Managers

- Maggie Brennan
- Nikki Claydon
- Jayne Harris

- Ali Leather
- Kate Marritt

- Jane Parsons
- Gail White

Jayne Harris
01223 848595
jayne.harris@ocr.org.uk
Durham
East Riding of Yorkshire
Lincolnshire
Northumberland
North Yorkshire
Nottinghamshire
South Yorkshire
Tyne and Wear
West Yorkshire

Kate Marritt
02476 856108
kate.marritt@ocr.org.uk
Cheshire
Cumbria
Greater Manchester
Isle of Man
Lancashire
Merseyside
Shropshire
Staffordshire

Nicola Claydon
01223 558605
nicola.claydon@ocr.org.uk
Bedfordshire
Cambridgeshire
Essex
Hertfordshire
Norfolk
Suffolk
London Boroughs of:
Barnet, Enfield, Haringey, Harrow, Havering, Hillingdon, Redbridge, Waltham Forest

Gail White
02476 856178
gail.white@ocr.org.uk
Buckinghamshire
Derbyshire
Leicestershire
Northamptonshire
Rutland
Warwickshire
West Midlands

Jane Parsons
01223 555019
jane.parsons@ocr.org.uk
Bristol
Cornwall
Devon
Dorset
Gloucestershire
Hampshire and Isle of Wight
Herefordshire
Jersey and Guernsey
Somerset
West Sussex
Wiltshire
Worcestershire

Alison Leather
02476 496583
alison.leather@ocr.org.uk
Berkshire
Oxfordshire

Maggie Brennan
01223 553968
maggie.brennan@ocr.org.uk
East Sussex
Kent
Surrey
London Boroughs of:
Barking and Dagenham, Bexley, Brent, Bromley, Camden, City of London, Croydon, Ealing, Greenwich, Hackney, Hammersmith and Fulham, Hounslow, Islington, Kensington and Chelsea, Kingston upon Thames, Lambeth, Lewisham, Merton, Newham, Richmond upon Thames, Southwark, Sutton, Tower Hamlets, Wandsworth, Westminster

Our regional map shows the areas each Customer Support Manager covers

Session objectives

- To highlight best practice and share key reminders and practical tips to help you confidently manage and administer non-exam assessment (NEA)

- To help you plan and prepare for Summer 2026

Qualifications referenced include:

- General qualifications

- Cambridge Nationals

- Cambridge Advanced Nationals
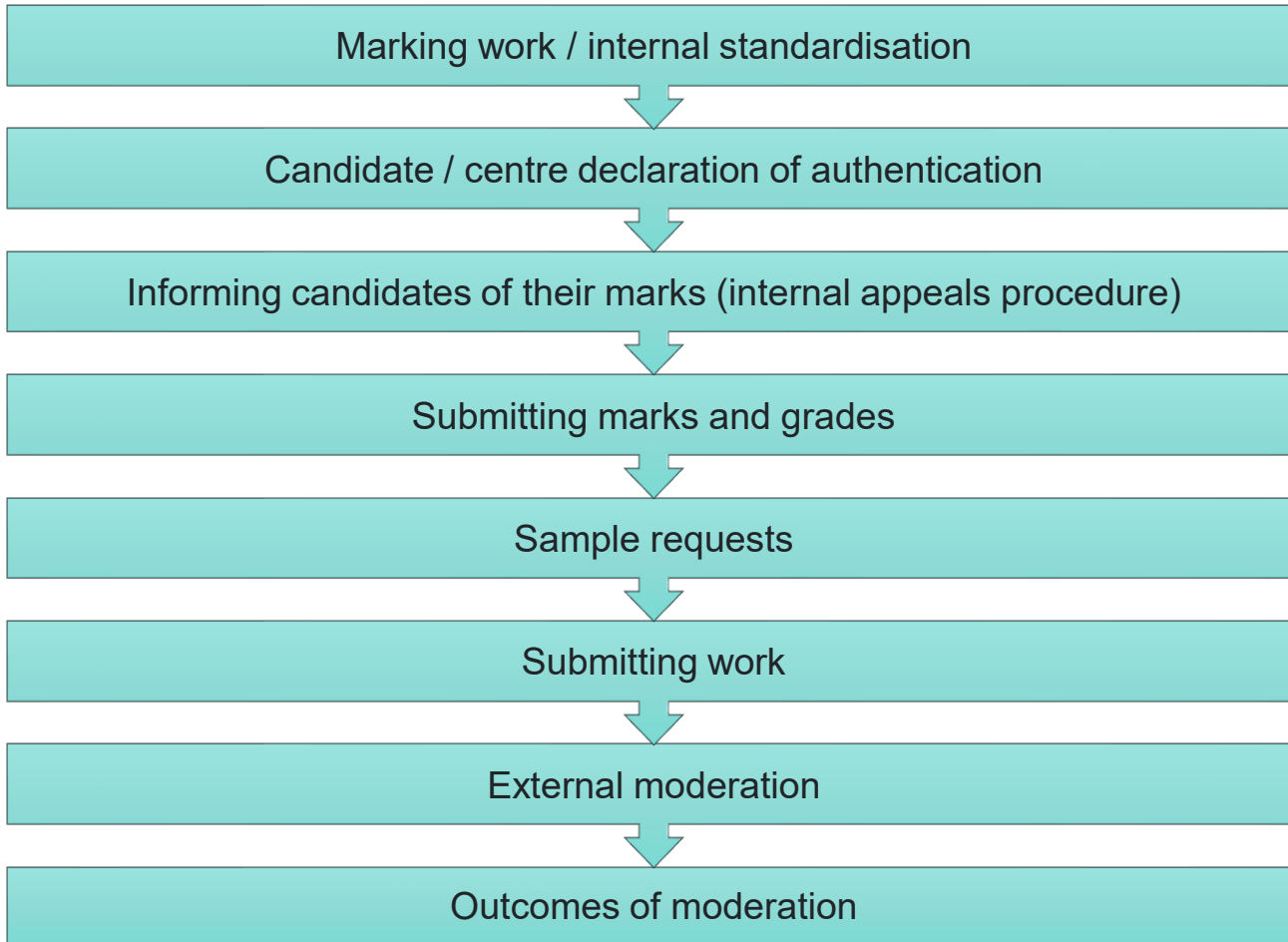
- Cambridge Technicals

- Enrichment qualifications

Managing non-exam assessment

Cambridge OCR qualifications

Qualification	NEA	Availability	JCQ document
General qualifications – AS/A Level, Entry Level Certificate, Extended Project, GCSE	Moderated components, endorsements, externally set practical exams, practical performances (Upload or postal moderation with exceptions for certain qualifications)	November series (GCSE English Language) June series	Instructions for conducting non-examination assessments – AS/A Level and GCSE Instructions for conducting coursework – Entry Level Certificate and Projects
Cambridge Nationals	Moderated units (Upload or postal moderation)	January and June series	Instructions for conducting non-examination assessments (VTQs)
Cambridge Advanced Nationals	Moderated units (Face-to-face or virtual visit)	February and June series	Instructions for conducting non-examination assessments (VTQs)
Enrichment qualifications – Level 3 Certificate in Sustainability	Moderated unit (Face-to-face or virtual visit)	February and June series	Instructions for conducting non-examination assessments (VTQs)
Cambridge Technicals	Moderated units (Face-to-face or virtual visit)	On-demand	Guidance provided in Centre Handbooks

Planning and preparation

Marking work / internal standardisation

↓

Candidate / centre declaration of authentication

↓

Informing candidates of their marks (internal appeals procedure)

↓

Submitting marks and grades

↓

Sample requests

↓

Submitting work

↓

External moderation

↓

Outcomes of moderation

Consider and confirm:

- Roles and responsibilities

- Key activities and tasks for each qualification type

- Key dates and the importance of meeting deadlines

- System access

- Your centre's assessment schedule

- Contingency arrangements

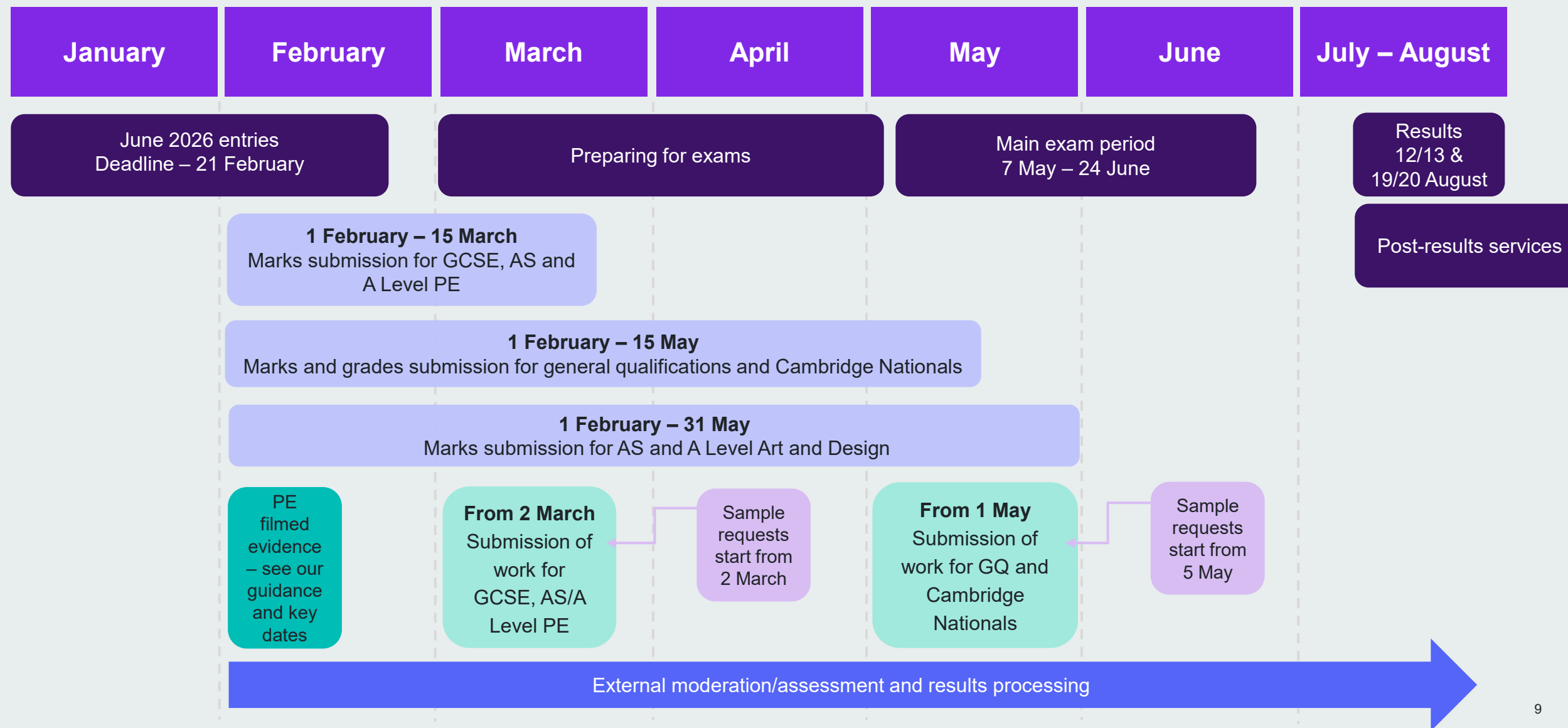- Policies and procedures

Ask the audience!

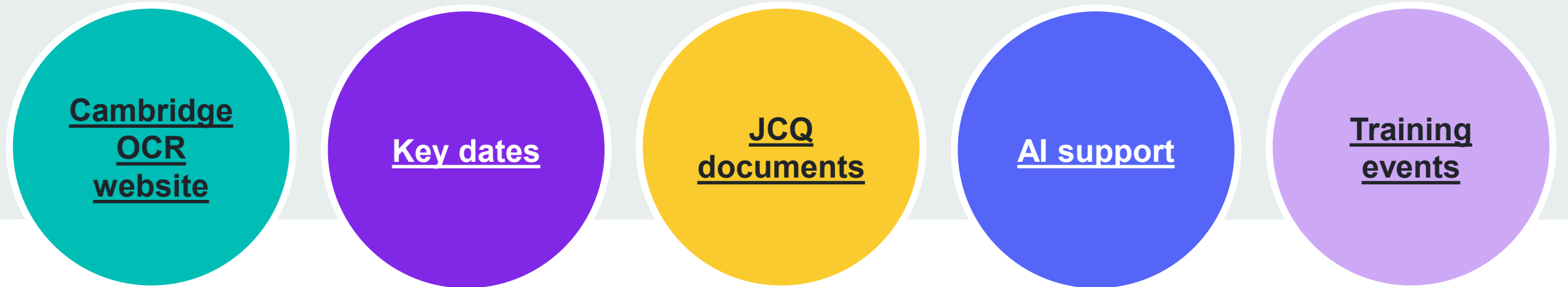What do you find most challenging?

Do you have any top tips to share?

Is there any additional support you would like us to provide?

Summer 2026 timeline – submitting marks and work
Example: general qualifications and Cambridge Nationals

January	February	March	April	May	June	July – August

June 2026 entries
Deadline – 21 February

Preparing for exams

Main exam period
7 May – 24 June

Results
12/13 &
19/20 August

Post-results services

1 February – 15 March
Marks submission for GCSE, AS and A Level PE

1 February – 15 May
Marks and grades submission for general qualifications and Cambridge Nationals

1 February – 31 May
Marks submission for AS and A Level Art and Design

PE filmed evidence – see our guidance and key dates

From 2 March
Submission of work for GCSE, AS/A Level PE

Sample requests start from 2 March

From 1 May
Submission of work for GQ and Cambridge Nationals

Sample requests start from 5 May

External moderation/assessment and results processing

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Support, guidance and resources

Cambridge OCR website

Key dates

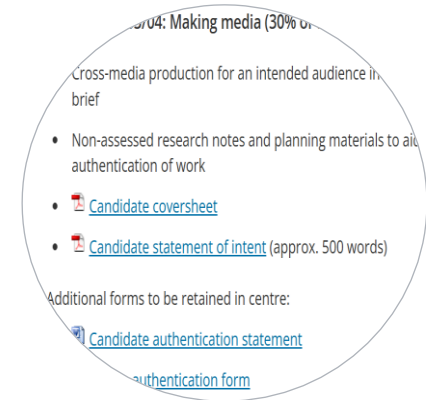**JCQ documents**

AI support

Training events

- Full guidance on administering non-exam assessment is provided on our website. You can access our most recent communications from the 'Support and Tools' area
- All key dates and deadlines are available in the key dates documents – you can filter by 'key date type'
- Relevant JCQ documents are available on the JCQ website
- AI guidance from our Subject Advisors is available on our website
- To support you, we run live, online training and update events. Teachers can access training and support via Teach Cambridge

Cambridge OCR website – key reminders and top tips

Additional guidance to help you administer the NEA for <u>specific general qualification subjects</u> is available on our website (this includes Art and Design, Design and Technology, Physical Education and Media Studies)

To support you with the submission of candidate work, we've provided a summary of the **submission requirements,** together with links to required forms, for the following qualifications:

- <u>Cambridge Nationals</u>

- <u>AS and A Levels</u>

- <u>GCSEs</u>

- <u>Extended Project</u>

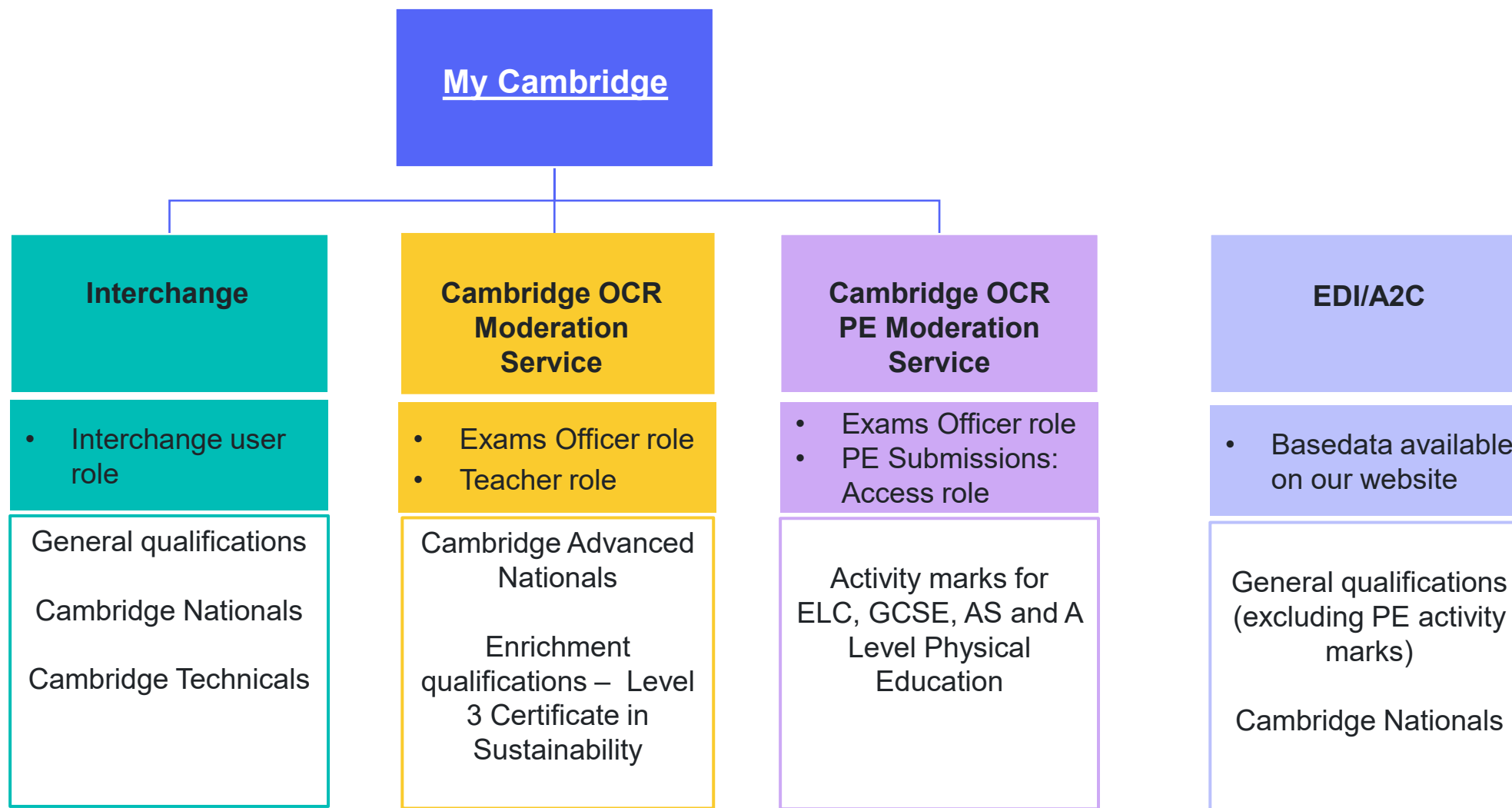All the **forms** you need to mark and administer students' work can be downloaded from <u>Teach Cambridge</u>

Submitting marks and grades – key reminders and top tips

Ask the audience!

Within your centre, who is responsible for managing the processing and submission of marks and grades?

- Exams officer

- Head of department/teacher

- Varies by qualification/subject

- Shared responsibility – exams officer and teacher working together

- Other

Submitting marks and grades

My Cambridge

Interchange	**Cambridge OCR Moderation Service**	**Cambridge OCR PE Moderation Service**	**EDI/A2C**
• Interchange user role	• Exams Officer role • Teacher role	• Exams Officer role • PE Submissions: Access role	• Basedata available on our website
General qualifications Cambridge Nationals Cambridge Technicals	Cambridge Advanced Nationals Enrichment qualifications – Level 3 Certificate in Sustainability	Activity marks for ELC, GCSE, AS and A Level Physical Education	General qualifications (excluding PE activity marks) Cambridge Nationals

Submitting marks and grades – key reminders and top tips

You don't need to wait until the mark submission deadlines. Submitting marks earlier means an earlier sample request!

Absent or '0' (zero)?

Submit 'Absent' **if** no work submitted, candidate withdrawn **or** extension given

Submit '0' only **if** work isn't worthy of credit **or** candidate cannot confirm authenticity of their work

Make sure your centre processes are robust – it is the responsibility of the centre to carefully check the marks it is submitting to an awarding body (JCQ GR, 5.7e)

Check marks and grades match those recorded on any forms – eg Unit Recording Sheets (URS)

Using Interchange – key reminders and top tips

Step-by-step instructions for submitting marks and grades are provided on our website

Check Interchange roles – teachers can be given access

Remember to submit marks on the separate 'Enter and submit coursework marks/grades' page

Print a copy of your marks for your centre

Sample requests – key reminders and top tips

Sample requests – key reminders and top tips

Once you have submitted your marks, you will be informed of the sample

General qualifications and Cambridge Nationals

- Email sent to NCN contact

- View sample details in the email

Cambridge Advanced Nationals and Level 3 Certificate in Sustainability

- Email sent to main contact; NCN contact cc'd

- View sample details in Cambridge OCR Moderation Service

Cambridge Technicals

- Email sent to the contact specified in the claim by the centre

- View sample details in claims area of Interchange

Sample requests – key reminders and top tips

Make sure your National Centre Number (NCN) email address is correct
Consider contingency arrangements – who can access the sample request emails?

For general qualifications and Cambridge Nationals, all samples must be submitted within three working days of receiving the sample request. If you have a cohort of 15 or fewer candidates, you don't need to wait for a sample request as you'll need to submit the work for the whole cohort

Please don't ignore emails for the same specification – you may have been asked for an additional sample!
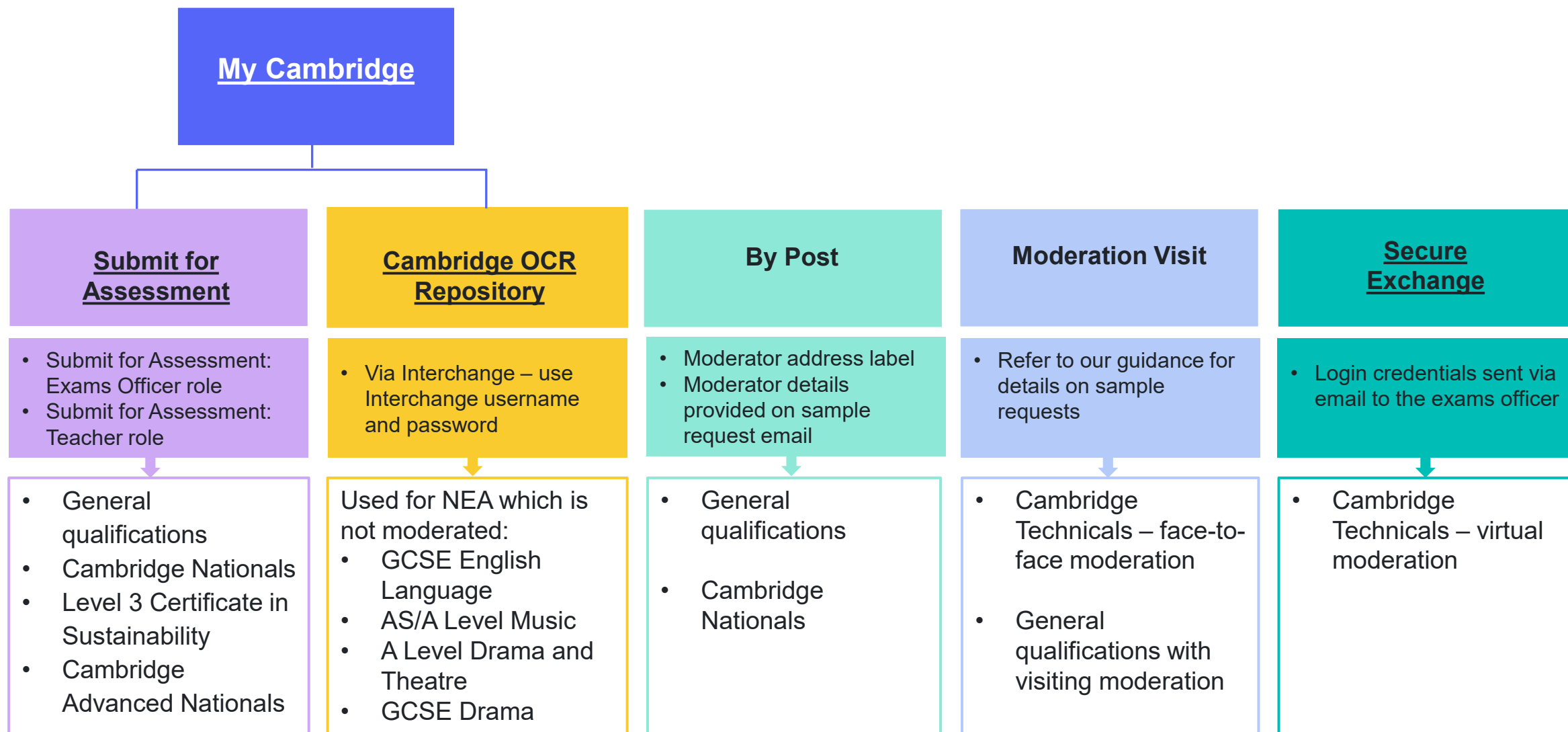
Submitting candidate work and evidence – key reminders and top tips

Ask the audience!

Within your centre, who is responsible for uploading candidate work?

- Exams officer

- Head of department/teacher

- Varies by qualification/subject

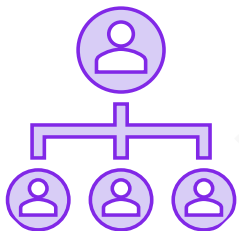- Shared responsibility – exams officer and teacher working together

- Other

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Submitting candidate work and evidence

My Cambridge

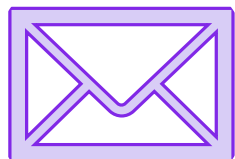| Submit for Assessment	Cambridge OCR Repository	By Post	Moderation Visit	Secure Exchange
• Submit for Assessment: Exams Officer role • Submit for Assessment: Teacher role	• Via Interchange – use Interchange username and password	• Moderator address label • Moderator details provided on sample request email	• Refer to our guidance for details on sample requests	• Login credentials sent via email to the exams officer
• General qualifications • Cambridge Nationals • Level 3 Certificate in Sustainability • Cambridge Advanced Nationals	Used for NEA which is not moderated: • GCSE English Language • AS/A Level Music • A Level Drama and Theatre • GCSE Drama	• General qualifications • Cambridge Nationals	• Cambridge Technicals – face-to-face moderation • General qualifications with visiting moderation	• Cambridge Technicals – virtual moderation

Submitting work and evidence – key reminders and top tips

If using Submit for Assessment, make sure candidate work is uploaded to the correct folder

Consider contingency arrangements – if a key member of staff is absent, who else can access the Cambridge OCR system and the candidate work?

If using the postal method, make sure the moderator address label matches the sample request email

We strongly advise you keep copies of the work and use a trackable **non-signed for** service

Questions and comments

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Thank you for attending, we hope you found it helpful