

CAMBRIDGE NATIONALS



INCLUDED ON THE
KS4 PERFORMANCE TABLES

OCR Level 1/Level 2

Cambridge Nationals

A teacher's guide
to administration

Version 1 (September 2022)



ocr.org.uk/cambridgenationals



Welcome to this guide

This guide takes you through the key administration steps in your Cambridge Nationals journey. We've provided guidance to help support you working with your exams officer on making entries, administering NEA, managing exams and post-results. You can read more detailed information on the [Cambridge Nationals administration section](#) of our website.



Making entries

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Unit entries

Certification entries



Administration for non-examined assessment (NEA)

Before you start the assessment

Before your student submits

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Submitting to OCR



Managing exams

Exams

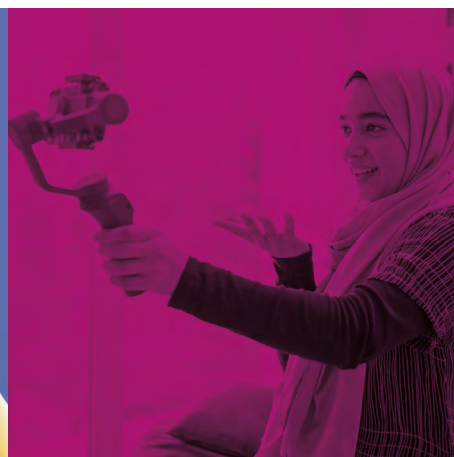
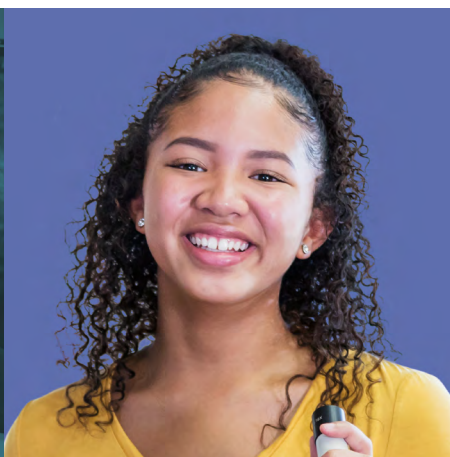
The terminal rule



After the exams




Results

Post-results



Making entries

Entries allow us to unitize key documents with students' details, allocate moderators to centres and exam scripts to examiners, send you question papers and supply students with results, so they're a key part of the assessment cycle.

	Qualification structure	<p>Cambridge Nationals are unitized qualifications. Students must achieve three units: one examined and two non-examined assessment (NEA) units.</p> <p>The units which make up each qualification, including entry codes and the rules of combination are available in the entry codes booklet.</p>
	Series	<p>Cambridge Nationals are series based and all units, both externally and internally assessed, will be available every January and June from 2024.</p> <ul style="list-style-type: none"> • All NEA units are available in January and June 2023 • First assessment of examined units is January 2024
	Unit entries	<p>Students don't need to be registered for the qualification in advance; each individual unit is simply entered in the series you want it to be marked or moderated by OCR.</p> <p>Your exams officer will need to make unit entries by the relevant series deadline – any unit entries made after the deadline will incur late fees:</p> <ul style="list-style-type: none"> • January series: 21 October • June series: 21 February <p>An extended entry deadline is available for students who took an assessment in January and need to wait until the results are available before deciding whether to re-enter for the same unit in the June series.</p> <p>Unit entry codes all start with an 'R'.</p> <p>Examined unit</p> <ul style="list-style-type: none"> • The examined unit must be taken as terminal assessment – there's more information about the terminal rule in the Exams section of this guide. <p>Non-examined assessment (NEA) units</p> <ul style="list-style-type: none"> • Samples for NEA units can either be uploaded to OCR or sent by post. • The entry option code specifies how the sample will be submitted for moderation – your exams officer will need to select the relevant entry option when making entries.



Certification entries

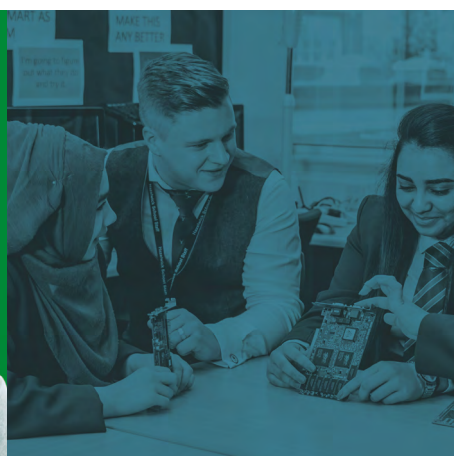
When your students are ready to certificate the qualification, a certification ('cash-in') entry is made to pull together the unit results into an overall subject grade. There's no fee for certification entries.

Certification entry codes start with a 'J'.

Without a certification entry, students won't receive an overall subject grade on results day, and you'll need to make a late certification request.






More information and guidance on making entries can be found on the [Entries and registrations](#) page of our website.



Administering NEA

For non-examined assessments (NEA), there are a number of important steps to complete:

	Before you start the assessment	<p>Before you mark any NEA, you need to complete our compulsory online 'Essentials for the NEA' training. The course is available in two places on Teach Cambridge: under Training > Training or under Assessment > NEA/Coursework. This covers everything you need to know, including moderation, plagiarism, and more.</p>
	Before your student submits	<p>Each student must sign a declaration before submitting their work to confirm the work is their own and any assistance given and/or sources used have been acknowledged.</p> <p>You must retain these statements securely within your centre until all reviews of results, malpractice, and appeals issues have been resolved.</p>
	After your student submits	<p>You first need to mark and standardise the submitted work to make sure you are providing the correct mark to students. At that point, you will need to complete the unit recording sheet (URS) for each student and attach it to the assessed work. Unit recording sheets can be found on the qualifications pages of our website and on Teach Cambridge. It is important that the unit recording sheets are completed correctly and fully, including centre name and number and student name and number, in order for us to correctly attribute marks and grades.</p> <p>Before you submit your marks to us, you need to inform students of their centre-assessed marks and provide enough time for them to appeal these marks (see section 13.5 of the JCQ Instructions for conducting coursework document).</p> <p>Students' marks will also be subject to moderation by OCR, which means the marks can change after they've been submitted.</p> <p>Check you're happy with the moderation method you have chosen (upload or postal); if you need to amend your entries, please do this before you submit your marks to OCR.</p> <p>You must declare the work submitted is the student's own work by completing a centre authentication form (CCS160) for each unit. These should be kept within your centre until reviews of results, malpractice and appeals have been resolved.</p>



Submitting to OCR

Submit your marks by the relevant deadline for each series:

January series mark submission deadline	June series mark submission deadline
10 January	15 May

Marks are submitted electronically to OCR by one of the following methods:

1. Interchange – see our [step-by-step instructions](#)
2. EDI files sent via A2C

Moderation sample requests will be sent via email to the email address we hold on the JCQ National Centre Number Register (usually your exams officer).

Once you receive the sample request, you should upload or post the work within **three working days** of receiving the request.

Once you have submitted your sample, the moderator may come back to you to ask for more information or to mark the sample again. You should have already completed our 'Essentials for the NEA' course on Teach Cambridge, which provides more details on submitting samples of work.



Exams

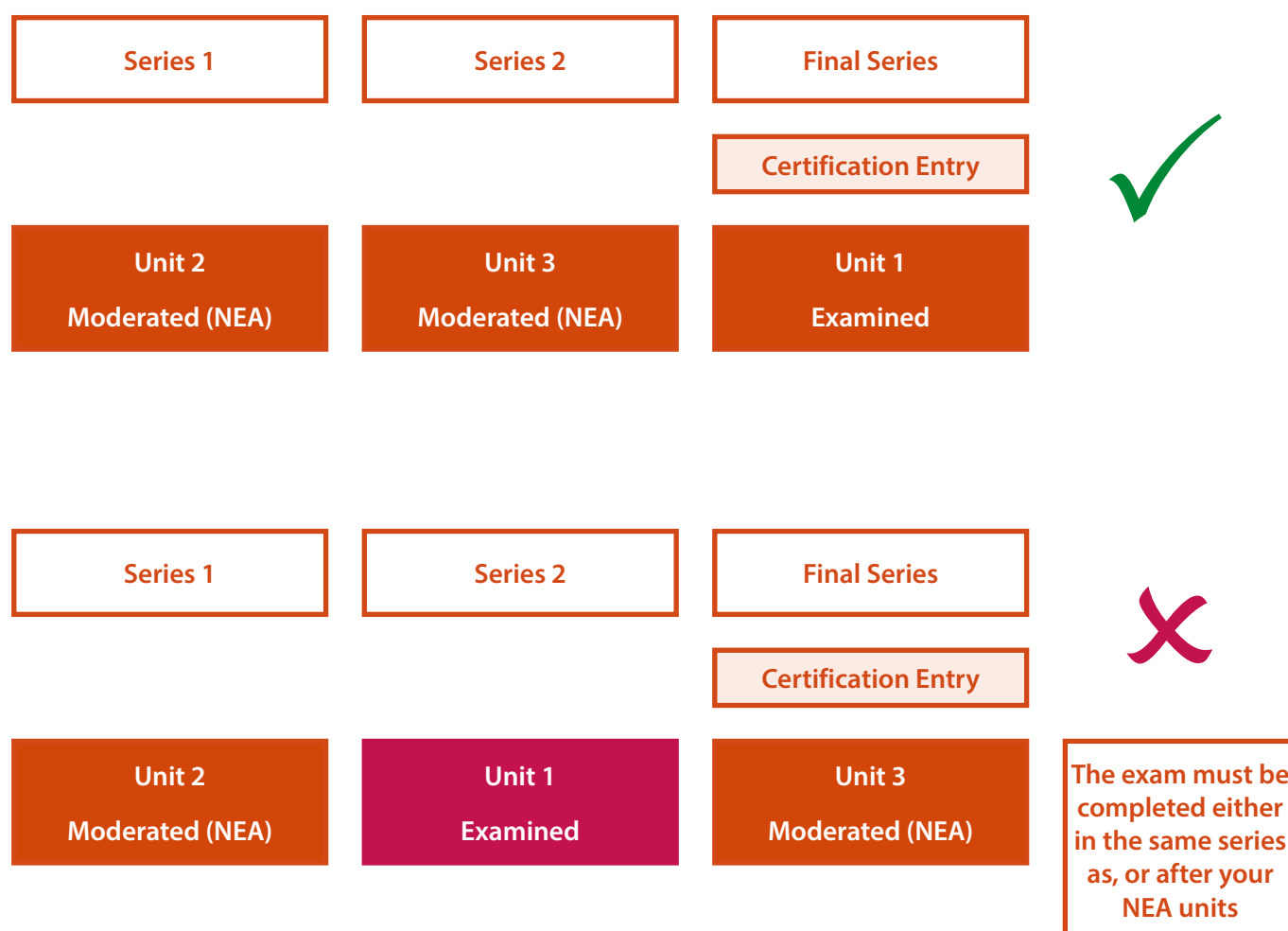
Exam timetables are available from the [key dates and timetables](#) area of our website.

Regulations governing exam arrangements are contained in the JCQ [Instructions for conducting examinations](#).

The terminal rule

The examined unit must be taken as terminal assessment. This means that the exam must be taken in the final series, at the end of the student's course of study.

Non-examined assessment (NEA) units can be submitted in any series (January or June), either before the exam is taken or in the same series as the exam.



More information about how the terminal rule works can be found on the [Entry rules](#) page of our website.

Results

Results are released to centres and students to allow any queries to be resolved before certificates are issued. Until certificates are issued, results are deemed to be **provisional** and may be subject to amendment.

Results release dates are provided on [our website](#).

A number of [results reports](#) will be available to download from Interchange - ask your exams officer about accessing these.

Post-results services

If you don't have a result, have questions about or are unhappy with a student's result then you may wish to use one of our post-results services. More information on each of the services we provide for Cambridge Nationals can be found on [our website](#).



More information can be found on the [Results](#) and [Post-results](#) pages of our website.

Need to get in touch?

If you ever have any questions about OCR qualifications or services (including administration, logistics and teaching) please feel free to get in touch with our customer support centre.

Call us on
01223 553998

Alternatively, you can email us on
support@ocr.org.uk


For more information visit


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