

## CPC Examination and Invigilation requirements

Recent CPC centre inspections have highlighted some misunderstanding surrounding examination/invigilation requirements. In particular inspectors reported concerns regarding the security of examination papers, use of mobile phones/electronic organisers, availability of unauthorised material and the need to confirm the identity of candidates prior to an examination.

For a detailed list of requirements and regulations concerning this, centres should regularly refer to the Instructions for Conducting Examinations, available from the Joint Council for Qualifications (JCQ) website, [www.jcq.org.uk](http://www.jcq.org.uk), prior to each examination session to ensure compliance.

## CPC (Northern Ireland) Examination Session Update

Following consultation with CPC NI Centres, there will be only one examination session to be held in June of each year for Unit 2 NI (05600) and Unit 3 NI (05607). This change will come into effect as of June 2009.

## New versions of the D101 form available online soon

In response to centre requests, a Word version of the D101 candidate entry form will shortly be available on the CPC pages of the OCR website. This means that you will be able to type or mail merge candidate entries into the document for easy submission by email, fax or post to OCR. An interactive pdf version of the form will also soon be made available, this will enable centres to enter (a) larger number of candidate entries on one form.



# Accessing candidate results on OCR Interchange

Did you know that you can access candidate results up to two weeks earlier than the issue of paper results slips? If your centre is set up as an OCR Interchange user, you can view full and unit results for your candidates and also export the results into a spreadsheet to produce your own results slips and mail merges.

Once you have logged into Interchange, go to **Search OCR data > Query data** and then follow the instructions below:

## Test Results

The Test Results search allows you to search for test results. This includes absent candidates and those who have failed.

1. Select the number of results per page you want to display (50 or 100).
2. If you require more in depth search results, check the **Detailed Results** box.
3. Select the **Test Results** search.
4. Enter details in one or more of the fields shown (see the search table at the top of this section on searching and the table below for help with this).
5. Click **Search**.

## Candidate Achievements

You can use this search to view candidate achievements. You can search for data using candidate and/or scheme details.

1. Select the number of results per page you want to display (50 or 100).
2. If you require more in depth search results, check the **Detailed Results** box.
3. Select the **Candidate Achievements** search.

4. Enter details in one or more of the fields shown (see the search table at the top of this section on searching for help with this).
5. Click **Search**.

You should note:

The way that data is stored in this area may vary for different qualifications. As a general rule, if you are unsure how to find an achievement, it is useful to look for a candidate who has achieved the qualification you are looking for and see how the data is displayed.

## Exporting Search Results

If you wish to view or manipulate results, it is easiest to export them in to a spreadsheet or text file.

1. Click the **Export** button underneath the search results.
2. Select the format you require - MS Excel or CSV File.
3. Name your export by typing in a name in to the **Title field**.
4. Click **Export**.
5. You will automatically be taken to the View Exported Queries screen.
6. Press **F5** to refresh the screen. Continue to refresh until the file status changes to completed.
7. Click on the **Exported Filename** to open the file.

Exports remain in the View Exported Queries area for a period of 28 days. Should you wish to keep exports, it is recommended that you save them to your own centre's system.

If you are not currently set up on Interchange, you can apply for access by visiting the OCR website [www.ocr.org.uk/interchange](http://www.ocr.org.uk/interchange).



## OCR Training Days

OCR Certificates of Professional Competence (CPC):  
*Get started* – an introduction to the 2008 specification  
 Have you or your centre considered the benefits that could be gained from attending an OCR CPC training day?  
 The one day course:

- provides an insight into future EU changes that will impact on the CPC examination
- gives an overview of the quality assurance processes for CPC
- consider the assessment of candidates with the review of sample assessment materials
- offer advice on preparing candidates for the external assessment
- review the support and resources available from OCR.

Date	Location	Course Code
Tues 23 Sept 08	Manchester	OCPA101
Fri 3 Oct 08	London	OCPA102
Tues 14 Oct 08	Coventry	OCPA103
Tues 18 Nov 08	Bristol	OCPA104
Tues 2 Dec 08	Newport	OCPA105
Wed 17 Dec 08	Leeds	OCPA106

The booking form and full terms and conditions can be found on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) or in the training booklets sent to your centre. Alternatively, email [training@ocr.org.uk](mailto:training@ocr.org.uk) or telephone **024 7649 6398** for a copy.

## Useful links

Below are suggestions of suitable websites that might be of use. The list is neither prescriptive nor exhaustive, tutors and candidates should be encouraged to gather information from a variety of sources. Some suggested resources are intended for tutor use.

<b>Skills for Logistics</b>	<a href="http://www.skillsforlogistics.org">www.skillsforlogistics.org</a>	<a href="#">Link</a>
<b>VOSA</b>	<a href="http://www.vosa.gov.uk">www.vosa.gov.uk</a>	<a href="#">Link</a>
<b>Department for Transport</b>	<a href="http://www.dft.gov.uk">www.dft.gov.uk</a>	<a href="#">Link</a>
<b>GoSkills</b>	<a href="http://www.goskills.org">www.goskills.org</a>	<a href="#">Link</a>
<b>JCQ</b>	<a href="http://www.jcq.org.uk">www.jcq.org.uk</a>	<a href="#">Link</a>
<b>Road Haulage Association</b>	<a href="http://www.rha.net">www.rha.net</a>	<a href="#">Link</a>
<b>Department of Environment Northern Ireland</b>	<a href="http://www.doeni.gov.uk">www.doeni.gov.uk</a>	<a href="#">Link</a>

## National pass rates for June 2008

Unit	Code	Title	No. of Candidates Passed %
1	05598	Understanding the Legal and Business Context for Road Transport Operations	61.88
2	05599	Understanding National Road Haulage Transport Operations	58.53
3	05606	Understanding National Road Passenger Transport Operations	48.83
4	05608	Managing National Road Haulage Transport Operations	49.81
5	05609	Managing National Road Passenger Transport Operations	19.47
6	05610	Managing International Road Haulage Transport Operations	68.15
7	05643	Managing International Road Passenger Transport Operations	51.00

[www.ocr.org.uk](http://www.ocr.org.uk)

OCR customer contact centre

### Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 421944

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

### General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

### OCR

1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

Facsimile 01223 553377

**150**  
YEARS  
1858-2008  
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