



RECOGNISING ACHIEVEMENT

NOTICE TO CENTRES

FAO: The Head of ICT
Date: February 2008
Subject: Applied GCE ICT (H115/315/515/715)

CENTRE AUTHENTICATION FORMS

It is now a requirement of the Code of Practice that all centres must obtain from each candidate a signed declaration that authenticates the coursework/pre-release material they produce as their own. Teachers are required to declare that the work submitted for internal and external assessment is the candidates' own work. If a centre declines to authenticate the work of any candidate or fails to provide evidence of authentication, the mark for that candidate or those candidates will be set to zero for that unit.

One copy of a Centre Authentication form must be completed for each unit and must be signed by the appropriate person(s). The completed coursework forms must accompany the portfolio submission to the correct moderator. The completed examined unit forms, for the pre-release material, must be sent with the exam scripts to the examiner.

Copies of relevant Centre Authentication forms can be found on the OCR website on the following page:

http://www.ocr.org.uk/qualifications/as_alevelgce/applied_ict/documents.html

Any enquiry about this notice should be referred to the OCR Customer Contact Centre, (01223 553998), OCR, 1 Hills Road, Cambridge, CB1 2EU.