

# Functional Skills

## Entry Level

### Assessment Record Front Sheet

Complete this form for each claim you submit (a claim may include a number of candidates)

Centre number:

Entry Code:

Please complete in block letters

Online claim number:

First candidate's name in online claim: \_\_\_\_\_

Last candidate's name in online claim: \_\_\_\_\_

Total number of candidates in online claim: \_\_\_\_\_

All candidate work must be assessed, internally moderated and complete before being submitted to the OCR examiner-moderator. Only work that meets all of the required assessment criteria should be submitted for external moderation. Certification claims for Entry Level Functional Skills are made online via Interchange. For information and guidance on how to build an online claim please refer to the OCR Admin Guide: *Functional Skills* and the step-by-step user guide (which is available from the OCR website [www.ocr.org.uk/interchange](http://www.ocr.org.uk/interchange)). As soon as you have submitted your claim online, you need to send the candidate work (for all of the candidates for whom you have made a claim) to your OCR examiner-moderator. **Failure to submit an online claim will result in your examiner-moderator being unable to moderate the work.**

Tick the subject and level being submitted (only one subject and level should be submitted with each front sheet).

Subject	Entry Level 1	Entry Level 2	Entry Level 3
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Centre internal moderation confirmation:

Internal moderator signature(s) _____	Date(s): _____
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Ensure you have included all candidate work, any relevant assessment records showing assessment decisions and candidate feedback, and this front sheet in any submission to the OCR Examiner-moderator. A Centre Authentication Form (CCS160 --- available from [www.ocr.org.uk](http://www.ocr.org.uk)) must be completed and held in the centre (one form per claim per level should be completed).

#### For OCR Examiner-moderator use only

Tick unit numbers moderated and whether fully or partially moderated (FM – Fully Moderated, PM – Partially Moderated). Tick to confirm units awarded or cross to indicate units to be deleted. Use assessor initials for FM or PM where there is more than one assessor.

Subject	Entry Level 1	Entry Level 2	Entry Level 3	FM	PM	Award	QA
English	s <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/>	s <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/>	s <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/>				
Maths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
ICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

OCR Examiner-moderator signature ..... Date: .....