

## Guide to completing online standardisation (on OSCA2) 2010 - 11

### Online Standardisation via OSCA2

A Lead Internal Verifier (Lead IV) designated to lead a Principal Subject Area (PSA) at a centre is required to register on the online standardisation system (OSCA2) and to complete an available assessment exercise. There are a number of assessment windows for Lead IVs throughout the year, but please note that not all Programme Groups are available for assessment in each window.

### Step by step guide to Registration on OSCA2

1. A nominated Lead Internal Verifier at each centre will need to register themselves on OSCA2.



2. To register as the Lead IV, access Edexcel Online (EOL) at [www.edexcelonline.com](http://www.edexcelonline.com) and select OSCA2 from the left hand menu of the EOL homepage.



3. The OSCA launch page will appear. From the drop down menu, select the qualification and click “Select”

20/09/2010 21:46

**Select a Qualification**

Select a Qualification  
Please select a qualification  
Qualification: BTEC Levels 2 and 3

**Announcements** **Your Messages**

Welcome to OSCA2! (19/09/10 18:57)

4. Your OSCA2 homepage features Announcements and Your Messages that have been sent you by email from OSCA2. You are advised to read any new messages and announcements for updates.

5. From the menu, select "Registration" to begin the registration process.

20/09/2010 21:48

**BTEC Levels 2 and 3 - Registrations for BTEC Levels 2 and 3**

Qualification  
Qualification: BTEC Levels 2 and 3 Registration Type: Centre:

Qualification Registrations  
There are no registrations for this qualification.

Programme Group Registrations  
**Active Registrations**  
No subjects/registrations currently meet this criteria

**Lapsed/Withdrawn Registrations**  
No subjects/registrations currently meet this criteria  
[Click here](#) to register as a Lead Internal Verifier for a Programme Group not listed above.  
[Terms & Conditions](#)

6. If you are registering for the first time and your centre has not previously registered a Lead IV, then select "Click here" to register. The Terms and Conditions that you will accept during the registration are available to view.

**BTEC Levels 2 and 3 - Registration for a Programme Group**

Qualification  
Qualification: BTEC Levels 2 and 3

Registration  
Please select a Programme Group to register as Lead IV.  
You should register on the highest level programme that your centre is approved to offer.

Subject Area [All Subject Areas]

Programme Group  
AGRICULTURE Animal Care QCF  
TECHNOLOGY Applied Sciences QCF  
TECHNOLOGY Art and Design QCF  
AGRICULTURE Business QCF  
TECHNOLOGY Construction QCF  
ANIMAL CARE Countryside QCF  
ANIMAL CARE Dance QCF  
MANAGEMENT Engineering QCF  
MANAGEMENT Forensic Science QCF  
APPLIED LEARNING Health and Social Care QCF  
APPLIED LEARNING Horticulture QCF  
APPLIED LEARNING ICT QCF  
APPLIED LEARNING Management QCF  
ART AND DESIGN Mech and Man Engineering QCF  
ART AND DESIGN Media QCF  
ART AND DESIGN Music QCF  
BUSINESS Performance and Production QCF  
BUSINESS Public Services QCF  
BUSINESS Retail QCF  
BUSINESS Service Hospitality QCF

Registration  
Please select a Programme Group to register as Lead IV.  
You should register on the highest level programme that your centre is approved to offer.

Subject Area  
Construction QCF

Programme Group  
CONSTRUCTION LEVEL 1 AND ENTRY LEVEL   
CONSTRUCTION LEVEL 2   
CONSTRUCTION LEVEL 3

7. Filter the list of Programme Groups available by using the Principal Subject Area (PSA) drop down to select the PSA that you are the Lead IV for at your centre.

8. Programme Groups under the Principal Subject Area that you have selected will appear onscreen - select the appropriate programme group and then click "Next"

9a) OSCA2 will confirm the Programme Group level that you are registering for and **also** the Programme Groups that are covered by it. Click the “Next” button to continue with your registration.

**Registration**

### Did You Know?

By registering as Lead IV on this Programme Group, your registration covers the following Programme Groups:

CONSTRUCTION LEVEL 1 AND ENTRY LEVEL  
 CONSTRUCTION LEVEL 2

Previous Next

9b) If you have not selected the highest level Programme Group that your centre offers, then OSCA2 will recommend the correct level. You may choose to continue with registration at the recommended level or your original choice, but remember that you will not cover the higher level with your registration if you do not select it.

**Registration**

### Did You Know?

Your selected Programme Group is linked to **CONSTRUCTION LEVEL 2**. By registering as Lead IV on the Programme at your centre and may need to take additional steps. Do you wish to continue?

☒ **Yes** - I want to continue with registration upon **CONSTRUCTION LEVEL 2** so that I can be accredited for the following Programme Groups:

CONSTRUCTION LEVEL 1 AND ENTRY LEVEL  
 CONSTRUCTION LEVEL 2

☐ **No** - I want to change my registration to **CONSTRUCTION LEVEL 3** so that my accreditation status covers the following Programme Groups:

CONSTRUCTION LEVEL 1 AND ENTRY LEVEL  
 CONSTRUCTION LEVEL 2

Previous Next Cancel

**Qualification**

**Qualification:** Work Skills

**Registration**

Please select whether you want to register for your centre, subsite or consortium:

☒ Centre: DUMMY SCHOOL CENTRE - FOR TESTING PURPOSES ONLY (99999)

☐ Subsite: TESTING EMAIL ENTRIES - 1 (99950)

☐ Subsite: TESTING E-MAIL ENTRIES - 2 (99951)

☐ Subsite: DUMMY HONG KONG P.C. CENTRE - FOR TESTING (99997)

Previous Next Cancel

10. Tick the location level(s) at which you are registering (ie. consortium level, centre level or subsite level) and click on “Next”

**BTEC Levels 2 and 3 - Registration for a Programme Group**

**Qualification**  
**Qualification:** BTEC Levels 2 and 3

**Registration**  
**OSCA Terms and Conditions**

You are registering for **CONSTRUCTION LEVEL 3**

Please confirm that you (D. [REDACTED]) are the Lead Internal Verifier for this qualification and that you accept the [Terms & Conditions](#), by selecting 'I Agree' below.

11. View and save the Terms and Conditions of use and then click on "I Agree" to complete the registration process or "Cancel" to return to the homepage

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advancing learning, changing lives

**Terms and Conditions**

The following terms and conditions apply to the use of online standardisation materials, which consists of practice exercises and assessed exercises, by Lead Internal Verifiers:

- Participation in this exercise is restricted to your sole use of example material in connection with your delivery of an Edexcel Limited qualification and programme.
- Any decisions for the online standardisation material will be entirely your own.
- Exchanging of online standardisation material information during an assessment window is prohibited.
- The opinions expressed within the work are those of the candidates only. Edexcel does not endorse or support the view of the individuals concerned.
- You may not sell, copy or distribute online standardisation material without express consent from Edexcel.
- Edexcel disclaims all liability in connection with any claims which may be brought against you for unauthorised use of the work.
- Registering for online standardisation materials binds you to the terms and conditions stated above.

Failure to comply with the terms and conditions may result in non-certification for the suite of programmes that you are registered as Lead Internal Verifier for.

**Registration**


**Registration Complete**

This confirms that you completed the registration process and are registered as the Lead Internal Verifier for **Development Level 2, Level 1 and Entry Level**

12. You will receive confirmation onscreen and by email to your registered email address within 1 hour of registration

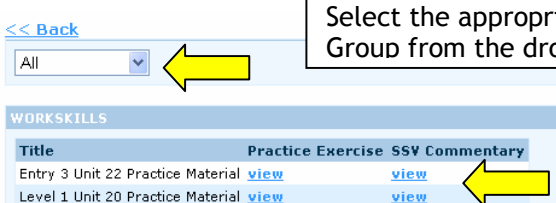
**13. Guidance and Practice Exercises** - Lead IVs have an opportunity to run through the standardisation process using practice materials: these will be accessible from 25<sup>th</sup> October 2010. It is important that you attempt the Practice exercise in advance of your chosen Assessment window in order to adequately prepare.

The Practice exercise also includes important information and guidance about the Assessment exercise which you must read before attempting an Assessment window.



**14.** Select 'Practice Exercises' from the menu on the OSCA2 homepage.

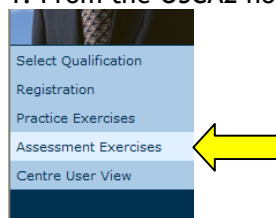
**15.** This will take you through to the Practice material page. Select the appropriate Program Group from the drop down



**16.** By clicking "View" you can download practice exercises and the accompanying Senior Standards Verifier's commentary and answers

## Step by step guide to completing Assessment on OSCA2:


1. From the OSCA2 homepage select 'Assessment Exercises'.



2. This will take you through to the Assessment exercises windows. On this screen you can see which Assessment windows are available and when they are open and closed for your Programme Group.

Assessment Windows				
These are the available windows for this academic year for this Programme Group. If you have already attempted a window in this academic year you will not be able to attempt another.				
Open	Close	Results & SSV Commentary Release	Status	
W4 14/09/2009 00:00	16/10/2009 22:30	23/10/2009 00:00	Closed	
W1 23/11/2009 16:00	08/01/2010 23:59	15/01/2010 23:59	Closed	
W2 08/02/2010 00:00	26/03/2010 23:59	02/04/2010 23:59	Open	
W3 03/05/2010 00:00	28/05/2010 23:59	05/06/2010 23:59	Not Yet Available	

3. Selecting a window that is open will take you through to the Assessment exercise.



WORKSKILLS				
Exercise Name	Assessment Material	LIV Answers and Commentary	SSV Commentary	Exercise Status
Entry 3, Unit 21: Learning from Work Placement	<a href="#">View Document</a>	<a href="#">Start Online</a>	Document Not Available	Not Started
Level 1, Unit 3: Managing your own Money	<a href="#">View Document</a>	<a href="#">Start Online</a>	Document Not Available	Not Started
Level 2, Unit 16: Working in a Team	<a href="#">View Document</a>	<a href="#">Start Online</a>	Document Not Available	Not Started

The exercises need to be completed by the 16 October 2009.

- Clicking “View Document” under Assessment Material will display the material for assessment as a PDF document.
- Clicking “Start Online” under Lead IV Answers and Commentary will give you access to a window for input of your answers.
- The SSV (Senior Standards Verifier) commentary and answers to the exercises will be available to view after the assessment window period has ended.
- The Exercise Status will change according to the progress you have made:
  - Red** indicates that a part of the exercise has not been started
  - Amber** indicates that a part of the exercise is incomplete
  - Green** indicates that a part of the exercise is complete

Please note that an Assessment exercise may be in more than one part but will always consist of 36 questions in total which must all be completed.

4. Lead IVs should be aware that they may only attempt standardisation ONCE. Saving any responses to any questions counts as one attempt and therefore you should complete all of the exercises by the end of the window you have chosen. (N.B. Each window lasts just under 3 weeks).

5. The outcome of your assessment will be emailed to you one week after the close of the Assessment window.

6. Should you be successful in gaining accreditation, then your accreditation will run for the remainder of the current academic year plus a further three years, provided that you remain in post as Lead IV for your Principal Subject Area at your centre.

7. Should you be unsuccessful in gaining accreditation, then we will allocate a Standards Verifier (SV) to your centre within two weeks of your email. The SV will sample the Programme Group and if it passes on the first sample then you will gain your accredited status. If the first sample is unsuccessful, then the SV will work with you to address any issues and release certification for your centre for the year. You will be permitted to attempt to gain accreditation as Lead IV on OSCA2 again in the following academic year.

## Step by Step Guide to maintaining your registration and accreditation

Your OSCA2 registrations screen will show you key details regarding your Lead IV accreditation.

Programme Group	Centre/Subsite	Date Registered	Registration Status	Accreditation Status	Accreditation Expiry Date
★ WorkSkills (L2, L1 and Entry 3)	DUMMY SCHOOL CENTRE - FOR TESTING P (99999)	11/05/2010	Active	Accredited	31/08/2013

[Click here](#) to register as a Lead Internal Verifier for a Programme Group not listed above.

[Terms & Conditions](#)

If you have not yet attempted an online standardisation window then the Accreditation Status will read “Not attempted” and the Accreditation Expiry Date will be “N/A”

If you have attempted an online standardisation window and not passed, or should you have lost your accredited status, then the Accreditation Status will read “Not accredited”

Should you need to withdraw yourself at any point as Lead IV for a Programme Group at your centre, then click the “Withdraw” link under the Actions column by scrolling along to the far right.

Accreditation Expiry Date	Actions
N/A	<a href="#">Withdraw</a>

Your centre will be covered by your accreditation until 31<sup>st</sup> August, and should look to put in place a new Lead IV to undertake online standardisation at the earliest opportunity to become accredited.

If you are an **existing** Lead IV for a Programme Group at your centre, your registration will require reactivating in October of each year to maintain your accreditation status. Scroll down and across right and click the “Reinstate” link.

Lapsed/Withdrawn Registrations					
Programme Group	Centre/Subsite	Date Registered	Registration Status	Accreditation Date	Accreditation Status
★ WORKSKILLS	DUMMY SCHOOL CENTRE - FOR TESTING PURPOSES ONLY (99999)	06/05/2009	Withdrawn	08/06/2009	Active

**Actions**  
[Reinstate](#)