

Guide to completing OSCA2 (online support for centre assessors)

Online Standardisation via OSCA2

The Lead Internal Verifier (Lead IV) designated to lead BTEC program groups at a centre is required to register on the online standardisation system (OSCA2) and to complete the assessment exercises available. There will be a number of windows of assessment for Lead IVs throughout the year.

Remedial Action

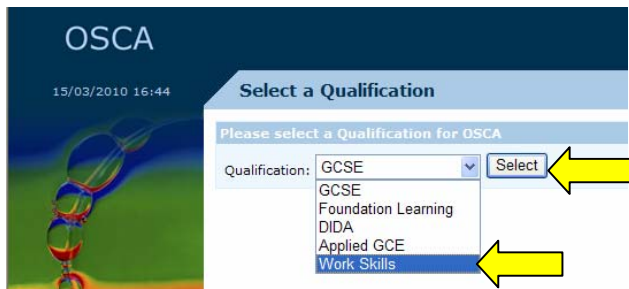
Where the Lead IV does not complete standardisation or is not successful in the assessed exercise, then remedial action will be undertaken to address the centre's understanding of assessment standards and centre quality assurance. Centres may also be identified for remedial action through centre risk assessment or through failure to attend training.

Step by step guide to OSCA2 Registration and Re-registration

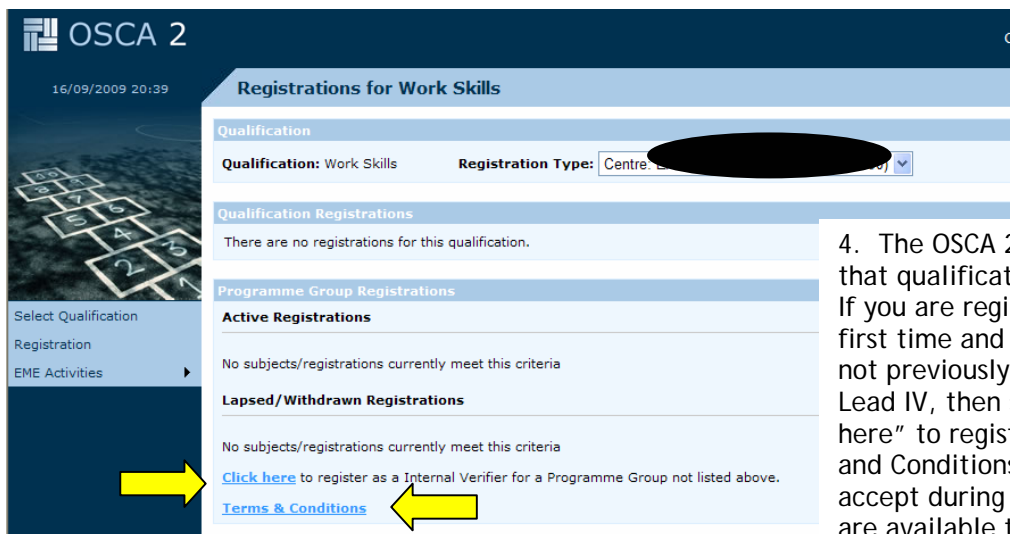
1. The nominated Lead Internal Verifier at each centre will need to register themselves on OSCA2.



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



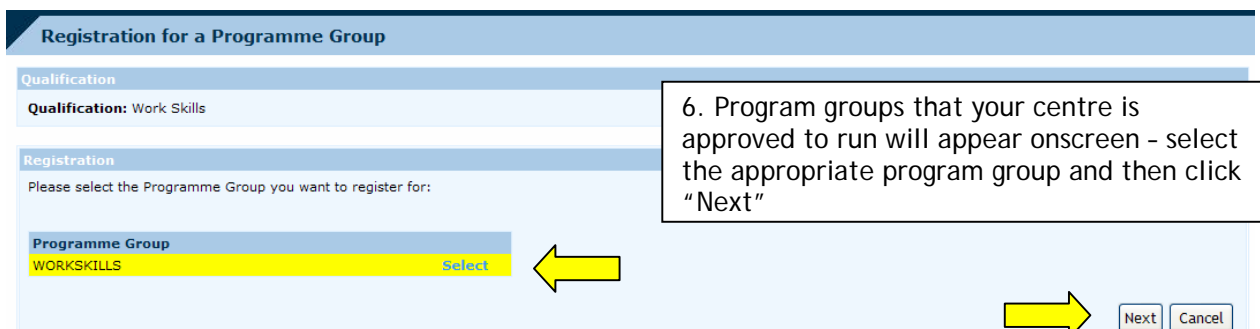
3. The OSCA launch page will appear. From the drop down menu, select the qualification and click "Select"



4. The OSCA 2 homepage for that qualification will appear. 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.

5. If you are an existing Lead IV for a program group at your centre, your registration will require reactivating in September of each year to maintain your accreditation status. Scroll down and across right and click the re-register link.

Lapsed/Withdrawn Registrations							
Programme Group	Centre/Subsite	Date Registered	Registration Status	Accreditation Date	Accreditation Status	Accreditation Period	Actions
★ WORKSKILLS	DUMMY SCHOOL CENTRE - FOR TESTING PURPOSES ONLY (99999)	06/05/2009	Withdrawn	08/06/2009	Active	3	Re-Register



6. Program groups that your centre is approved to run will appear onscreen - select the appropriate program group and then click "Next"

Registration for a Programme Group

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 TESTIN (99997)

Next Cancel

7. Tick the level(s) at which you are registering (ie. consortium level, centre level or subsite level) and click on "Next"

Registration for a Programme Group

Qualification
Qualification: Work Skills

Registration
OSCA Terms and Conditions

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

I Agree Cancel

8. 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

Registration

Qualification
Qualification: Work Skills

Registration
Registration Complete

This confirms that you completed the registration process and are registered as the Internal Verifier for **WORKSKILLS**

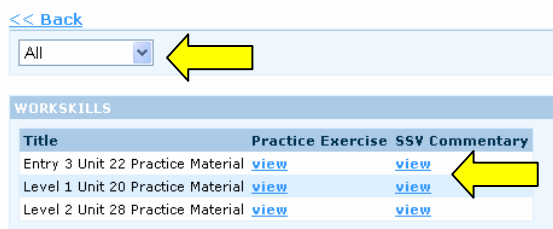
9. You will receive confirmation onscreen and by email to your registered email address within 1 hour of registration

10. **Practice Materials** - Lead IVs have an opportunity to run through the standardisation process using practice materials: these will be accessible once registration for the program group has been completed. Please note that the practice materials will only be available from October 2010.

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



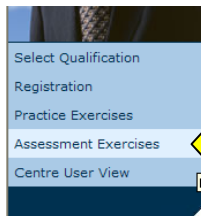
11. Select 'Practice Exercises' from the menu on the OSCA2 homepage.



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

Guide to completing online standardisation on OSCA 2:

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



2. This will take you through to the Assessment exercises windows.

Assessment Windows for Work Skills				
Qualification/Programme Group				
Qualification: Work Skills				
Programme Group: <input type="text" value="WorkSkills (L2, L1 and Entry 3)"/>				
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 exercises.

17/09/2009 13:21

Exemplar Material Exercises for Work Skills

[<< Back](#) [Window Details](#)

Select a Programme Group

All

WORKSKILLS

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

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

Select Qualification
Registration
EME Activities

- 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 Exercise Status will change accordingly).
- The SSV (Senior Standards Verifier) commentary and answers to the exercises will be available to view after the assessment window period has ended.

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 approximately 1-2 months).

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