

## OSCA Quickstart Guide 2011-12

### Lead Internal Verifier Accreditation for BTEC Levels 2-3, FL and WorkSkills

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## Introduction

Online standardisation ensures that centre Lead Internal Verifiers (Lead IVs) understand the standards and processes which Edexcel expects to be maintained in all BTEC centres.

A Lead IV designated to lead a Principal Subject Area at a centre is required to register on the online standardisation system (OSCA) and to complete an available standardisation exercise.

Online standardisation is offered in 'windows' over the course of the year. Lead IVs need to select one window within which they must complete the standardisation exercise for their chosen programme group.

Successful completion of online standardisation will allow accredited status on for that programme group and all lower levels within the Principal Subject Area for the current academic year plus the following three years.

The purpose of this document is to provide a step by step guide to using OSCA.

## Support

### UK BTEC Quality Assurance Handbook 2011-12

The Lead Internal Verifier Accreditation section of the UK BTEC Quality Assurance Handbook 2011-12 contains essential guidance on quality assurance, the roles and responsibilities of Lead Internal Verifiers, and the accreditation process. The Handbook can be viewed here:

<http://www.edexcel.com/quals/BTEC/quality/Pages/documents.aspx>

### Centre Induction podcast

Centre Induction is a one-off training event designed to introduce Lead Internal Verifiers to online standardisation and accreditation for BTEC levels 1-3. All Lead Internal Verifiers are advised to view this podcast as it contains detailed guidance on the role. The podcast can be viewed here:

<http://www.edexcel.com/centreinduction>

### Videos

Video demos outlining how to use OSCA can be viewed here:

<http://www.edexcel.com/quals/BTEC/quality/Pages/osca2webtutorials.aspx>

### OSCA calculator

If you are unsure which Principal Subject Area you should register for in order to cover a given qualification delivered at your centre, you can use the OSCA calculator tool to help you. The calculator can be found here:

<http://www.edexcel.com/quals/BTEC/quality/Pages/osca2webtutorials.aspx>

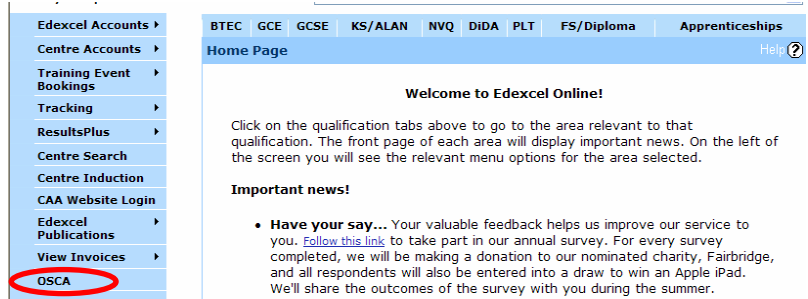
### Customer Services

If you have any queries regarding using OSCA, please contact our Customer Services Team on 0844 576 0026 and a BTEC advisor will be happy to help you.

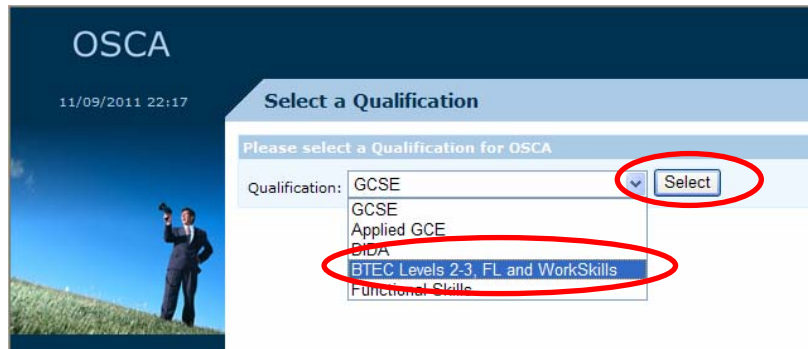
## Getting started

Access to OSCA is through your Edexcel Online (EOL) account.

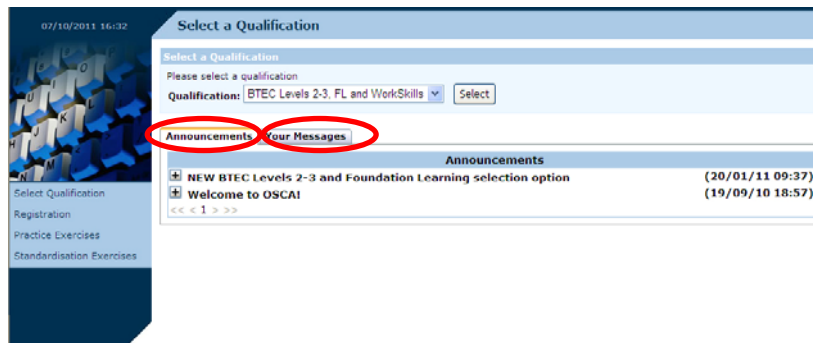
**1** Log into EOL at [www.edexcelonline.com](http://www.edexcelonline.com).  
Select OSCA from the left hand menu of the EOL homepage.



**2** From the drop down menu, select the BTEC option and click '**Select**'.


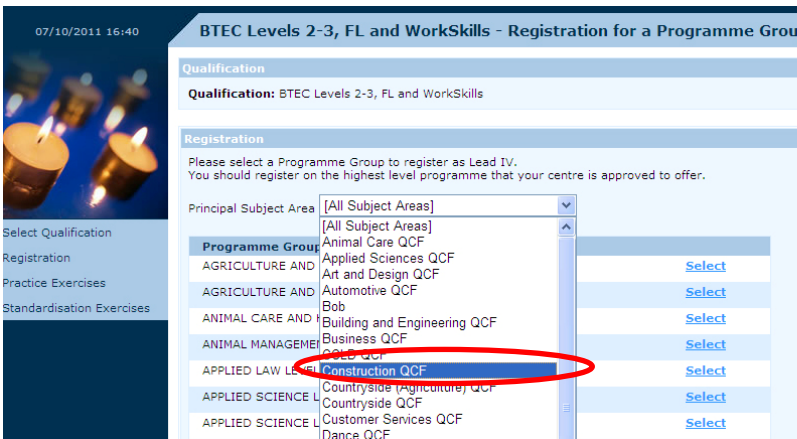
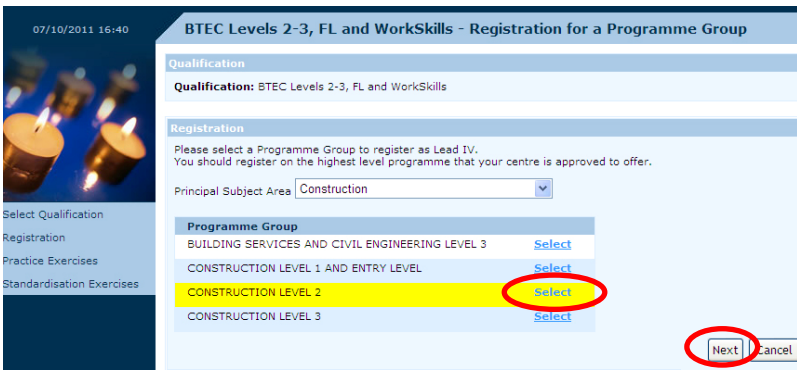



**3** Your OSCA homepage features Announcements and Your Messages tabs.  
The '**Announcements**' tab has important updates from us to our Lead IVs.  
The '**Your Messages**' tab is a record of any email that OSCA has sent to you.



## Registering as a Lead Internal Verifier

A nominated Lead Internal Verifier at each centre will need to register on OSCA for every Principal Subject Area delivered at the centre.

<p><b>1</b></p>	<p>Select <b>'Registration'</b> to begin the registration process.</p> <p>If you are registering for the first time and your centre has not previously registered a Lead IV, then select <b>'Click here'</b>.</p>	 <p>The screenshot shows the 'Qualification Registrations' page. In the left sidebar, 'Registration' is highlighted. In the main content area, under 'Lapsed/Withdrawn Registrations', the text 'Click here to register as a Lead Internal Verifier for a Programme Group not listed above.' is circled in red.</p>
<p><b>2</b></p>	<p>Select the Principal Subject Area that you are the Lead IV for using the drop down list.</p>	 <p>The screenshot shows the 'BTEC Levels 2-3, FL and WorkSkills - Registration for a Programme Group' page. The 'Principal Subject Area' dropdown menu is open, and 'Construction QCF' is selected and circled in red.</p>
<p><b>3</b></p>	<p>Programme groups under the Principal Subject Area that you have selected will appear onscreen.</p> <p>Select the appropriate programme group and then click <b>'Next'</b>.</p>	 <p>The screenshot shows the same registration page. The 'Principal Subject Area' is now 'Construction'. Under 'Programme Group', 'CONSTRUCTION LEVEL 2' is highlighted in yellow and its 'Select' button is circled in red. The 'Next' button at the bottom right is also circled in red.</p>
<p><b>4</b></p>	<p>OSCA will confirm the programme group level that you are registering for and also the programme groups that are covered by it.</p> <p>Click <b>'Next'</b> to continue.</p>	 <p>The screenshot shows the 'Registration' page with the heading 'Did You Know?'. It lists 'CONSTRUCTION LEVEL 1 AND ENTRY LEVEL' as a covered group. At the bottom, the 'Next' button is circled in red.</p>

**5** If you have not selected the highest level programme group that your centre offers, then OSCA will recommend the correct level.

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 another Programme Group which your centre is approved to run. By registering as Lead IV on the Programme Group you have selected, you may not have sufficient coverage for all of the qualifications at your centre and may need to take additional online standardisation tests. Do you wish to continue?

**Yes** - I want to continue with registration upon **CONSTRUCTION LEVEL 2** so that my registration **also** covers the following Programme Groups:  
CONSTRUCTION LEVEL 1 AND ENTRY LEVEL

**No** - I want to change my registration to **CONSTRUCTION LEVEL 3** so that my registration **also** covers the following Programme Groups:  
BUILDING SERVICES AND CIVIL ENGINEERING LEVEL 3  
CONSTRUCTION LEVEL 1 AND ENTRY LEVEL  
CONSTRUCTION LEVEL 2

Previous Next Cancel

**6** Tick the location at which you are registering and click 'Next'.

Note: If your centre already has a registered Lead IV or does not have approval to run the programme group, then you will not be able to register until either Lead IV has withdrawn or programme approval has been granted.

**Registration**

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

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

Previous Next Cancel

### Error Messages

**Registration**

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

Centre: **LEARNING WORLD GROUP (28674)** Your centre is already registered

**Registration**

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

Centre: **KINGSTON MAUNARD COLLEGE (88328)** Your centre is not approved for this programme group

**7** Read the Terms and Conditions of use and then click 'I Agree' to complete the registration process.

**Qualification**

**Qualification:** BTEC Levels 2-3, FL and WorkSkills

**Registration**

**OSCA Terms and Conditions**

You are registering for **WORKSKILLS LEVEL 2, 1 AND ENTRY (PRE 16 LEARNERS)**

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

Previous I Agree Cancel

**8** You will receive confirmation of registration onscreen and by email to your registered email address. A copy of this communication will also be available on the 'Your Messages' tab of the OSCA home page.

**Registration**

**Registration Complete**

This confirms that you completed the registration process and are registered as the Lead Internal Verifier for **CONSTRUCTION LEVEL 2**

## Subsite and Consortium registrations

OSCA allows you to register at subsite and consortium levels as well as centre level. It is important that the relationship between subsites and members of a consortium for specific Principal Subject Areas is clearly established before attempting to register as a Lead IV.

**1 Subsite level registration**

If your centre has subsites, you will be presented with the option to register for a single subsite or multiple subsites. If you intend to cover all subsites then select the **'Centre'** option.

Note: you can only register at centre level **or** subsite level **not** both.

Note: if another subsite already has a registered Lead IV, then you will not be able to register at centre level.

**Registration**

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

Centre: S & S TRAINING SERVICES (37962)

Subsite: 15 LION CHAMBERS (37962A)

Subsite: FLOOR, BRITANNIC BUILDINGS (VAT) (37962X)

**Please correct the following validation errors:**

- You cannot register for both centre and subsite

**Registration**

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

Centre: LEARNING WORLD GROUP (28674) *Your centre is already registered*

Subsite: CONSTRUCTION LEARNING WORLD (28674A) *You cannot register for both centre and subsite*

**2 Consortium level registration**

If your centre is part of a consortium, you will be presented with the option to register at both consortium and centre level.

Note: only the lead centre can register a Lead IV for the consortium programmes. If you do **not** have an EOL account at the lead centre of the consortium, you will be unable to register on behalf of the consortium.

Note: please contact the EOL administrator at the lead centre in your consortium to apply for an EOL account at the centre.

**Qualification**

**Qualification:** BTEC Levels 2-3, FL and WorkSkills

**Registration**

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

Consortium: REDCAR & MARSHES SCHOOLS AND COLLEGES PARTNERSHIP (RMSCP) (84)

Centre: S & S TRAINING SERVICES (37962)

Previous Next Cancel

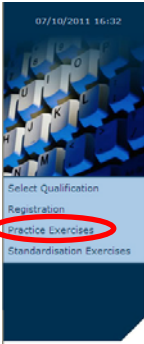
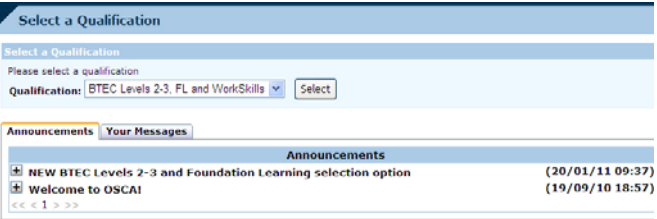
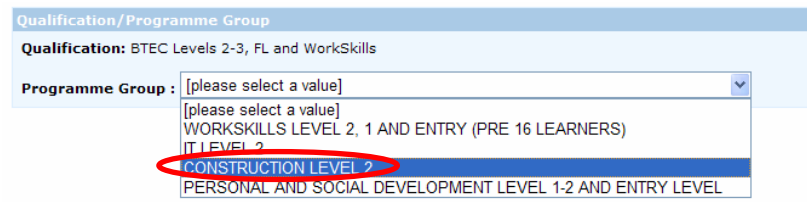
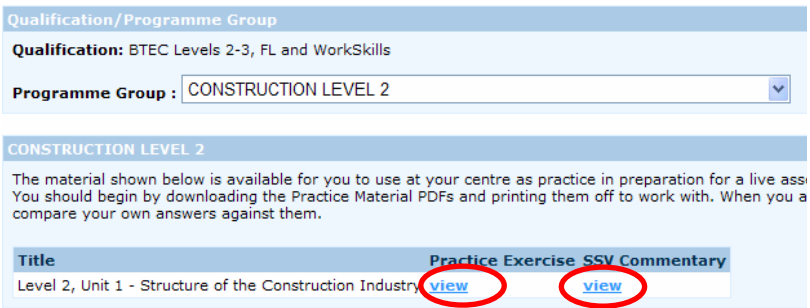
Consortium: REDCAR & MARSHES SCHOOLS (RMSCP) (84) *You are not the lead centre for your consortium*



**Failure to select all required locations within your registration will mean that your accreditation will not offer full coverage and may cause delays in learner certification.**


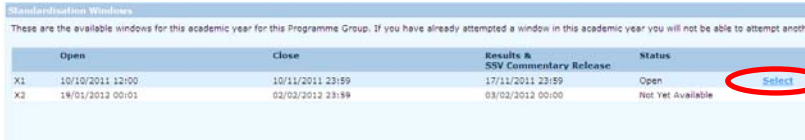


## Accessing practice materials

Lead IVs have an opportunity to run through the standardisation process using practice materials. These materials include important information and guidance to help you prepare for online standardisation.

<p><b>1</b></p>	<p>Select <b>'Practice Exercises'</b> from the menu on the OSCA homepage.</p>	 
<p><b>2</b></p>	<p>Select the appropriate programme group from the drop down list.</p>	
<p><b>3</b></p>	<p>Click <b>'View'</b> to download practice exercises and the accompanying Senior Standards Verifier's commentary and answers.</p>	

## Accessing standardisation exercises

Online standardisation is offered in 'windows' over the course of the year. Lead IVs need to select one window within which they must complete the standardisation exercise for their chosen programme group.

1	<p>Select '<b>Standardisation Exercises</b>' from the menu on the OSCA homepage.</p>	
2	<p>On this screen you can see which windows are available and when they are open and closed for your programme group.</p> <p>Selecting a window that is open will take you to the standardisation exercise.</p>	
3	<p>Click '<b>View Document</b>' to download the exercise as a PDF.</p> <p>Click '<b>Start Online</b>' under Lead IV Answers and Commentary when you are ready to enter your answers.</p>	
4	<p>The Exercise Status will change according to the progress you have made:</p> <p><b>Red</b> indicates that the exercise has not been started.</p> <p><b>Amber</b> indicates that the exercise is incomplete.</p> <p><b>Green</b> indicates that the exercise is complete.</p>	

5

Click **'Submit'** if you have inputted all of your answers.

Click **'Save'** if you want to revisit or complete your answers at a later date.

Note: Once any part of an exercise is started, the exercise must be completed in full before the close of the window, as only **one attempt** is allowed during the academic year.

The screenshot shows the 'ASSESSOR AND INTERNAL VERIFIER ACTIVITY' section of an assessment. It contains a table with the following data:

Ref.	Questions	Your Decision
C1	Does the material presented suggest a robust and reliable internal verification process at this centre?	<input type="radio"/> Yes <input checked="" type="radio"/> No
C2	Which statement best describes the IV's feedback on the assessed work? a) The internal verifier has made some basic comments but not enough to help the Assessor to understand why she has come to different assessment decisions. b) There is clear guidance about why the IV has disagreed with the Assessor. c) The IV provides accurate guidance to the learner at Level 2 on how to achieve the criteria fully.	<input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c
C3	Is it appropriate for the IV to disagree with the Assessor?	<input checked="" type="radio"/> Yes <input type="radio"/> No
C4	Do the dates, signatures and feedback on the IV of the Assignment brief show an effective internal verification process?	<input type="radio"/> Yes <input checked="" type="radio"/> No

At the bottom right of the interface, there are three buttons: 'Previous', 'Submit', and 'Quit | Save'. The 'Submit' button is circled in red.

## Maintaining your registration and accreditation

Each September Lead IVs must reinstate their registration to ensure that it continues to cover their Principal Subject Area. Without reinstating, the accreditation status will lapse and any future certification claims will be at risk.

**1** Select **'Registration'** from the menu on the OSCA homepage.

The registrations screen will show you key details regarding your Lead IV registration and accreditation status.

Programme Group Registrations

Active Registrations

Programme Group	Centre/Subsite	Date Registered	Registration Status	Accreditation Status	Accreditation Expiry Date
★ CONSTRUCTION LEVEL 1 AND ENTRY LEVEL	DUMMY SCHOOL CENTRE - FOR TESTING P (99999)	22/09/2011	Registered	Accredited	31/08/2015

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

[Terms & Conditions](#)

**2** If you are an **existing** Lead Internal Verifier, your registration will 'lapse' and require reinstating in September of each year.

Click **'Reinstate'** and follow the onscreen instructions.

Lapsed/Withdrawn Registrations

Programme Group	Centre/Subsite	Date Registered	Registration Status	Actions
WORKSKILLS LEVEL 2, 1 AND ENTRY (PRE 16 LEARNERS)	DUMMY SCHOOL CENTRE - FOR TESTING P (99999)	06/05/2009	Lapsed	<a href="#">Reinstate</a>

**3** Upon successful completion your registration status will change from 'Lapsed' to 'Registered' and any associated accreditations will be automatically reactivated.

Qualification

Qualification: BTEC Levels 2-3, FL and WorkSkills

Registration

OSCA Terms and Conditions

You are registering for **WORKSKILLS LEVEL 2, 1 AND ENTRY (PRE 16 LEARNERS)**

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



**Lead IVs are advised to reinstate their registration at the earliest opportunity from September onwards. Failure to do so may cause delays in learner certification.**

## Withdrawing your registration

A Lead IV should not be withdrawn during an academic year as this may affect a centre's ability to claim certificates. Lead IV registrations may only be withdrawn from July to October provided there is no further certification claim activity. Where a Lead IV has withdrawn it is the responsibility of the centre to nominate and register a new Lead IV who will then attempt online standardisation.

- 1** Select **'Registration'** from the menu on the OSCA homepage.

The registrations screen will show you key details regarding your Lead IV registration and accreditation status.
- 2** Click **'Withdraw'** and follow the onscreen instructions.

Note: If your registration status is currently lapsed you will need to reinstate the registration before you will be able to withdraw.
- 3** If you need to change a Lead IV registration before the end of the academic year then a request from the centre Quality Nominee should be sent to [btecdelivery@edexcel.com](mailto:btecdelivery@edexcel.com).

Programme Group Registrations

Active Registrations

Programme Group	Centre/Subsite	Date Registered	Registration Status	Accreditation Status	Accreditation Expiry Date
★ CONSTRUCTION LEVEL 1 AND ENTRY LEVEL	DUMMY SCHOOL CENTRE - FOR TESTING P (99999)	22/09/2011	Registered	Accredited	31/08/2015

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

[Terms & Conditions](#)

Programme Group Registrations

Active Registrations

Programme Group	Centre/Subsite	Date Registered	Registration Status	Accreditation Status	Actions
WORKSKILLS LEVEL 2, 1 AND ENTRY (PRE 16 LEARNERS)	DUMMY SCHOOL CENTRE - FOR TESTING P (99999)	06/05/2009	Registered	Not attempted	<a href="#">Withdraw</a>

## Quality Nominee view

All Quality Nominees at a centre will automatically receive 'OSCA 2 – VQ Centre Super User' access and be able to see all registration and accreditation details for the centre.

**1** Quality Nominees should be flagged for '**OSCA 2 – VQ Centre Super User**' on their EOL centre account page.

Note: please contact your centre EOL administrator if this box is not showing as ticked.

Edit User Access Profile:

- Profiles:
- Basic Access (Internal)
  - Results Analysis Service (RAS)
  - AA Secure
  - Online Publications
  - ResultsPlus Internal
  - OSCA2
  - OSCA 2 - GQ
  - OSCA 2 - VQ
  - OSCA 2 - VQ (read only)
  - OSCA 2 - VQ Centre Super User**
  - Learner Tracking Administrator
  - Learner Tracking Viewer

**2** Select '**Quality Nominee View**' from the menu on the OSCA homepage.



**3** This will display all Lead IV programme group registration details for the centre including the current accreditation status.

The screenshot displays the 'Registration Administration' page for 'BTEC Levels 2-3, FL and WorkSkills'. It shows a table of registrations with columns for Name, Email, Lead IV Registrations, Centre/Subsite, Consortium, Registration Date, Registration Status, and Accreditation Status. The 'Export' button is visible at the bottom left.

Name	Email	Lead IV Registrations	Centre/Subsite	Consortium	Consortium	Registration Date	Registration Status	Accreditation Status
Mr. Clarke	mr.clarke@osca.ac.uk	HOSPITALITY LEVEL 3	TUSDA	N/A	N/A	03/10/2010	Lapsed	Accredited
Mr. Clarke	mr.clarke@osca.ac.uk	HOSPITALITY LEVEL 3	N/A	76	OSCA EASTBESB (OSCA East of Scotland)	20/04/2011	Lapsed	Accredited
Mr. Clarke	mr.clarke@osca.ac.uk	MUSIC LEVEL 3	TUSDA	N/A	N/A	11/01/2011	Lapsed	Accredited
Mr. Clarke	mr.clarke@osca.ac.uk	PERFORMING ARTS LEVEL 3	TUSDA	N/A	N/A	11/01/2011	Lapsed	Accredited
Mr. Clarke	mr.clarke@osca.ac.uk	TRAVEL AND TOURISM LEVEL 3	TUSDA	N/A	N/A	27/09/2010	Registered	Accredited
Mr. Clarke	mr.clarke@osca.ac.uk	TRAVEL AND TOURISM LEVEL 3	N/A	N/A	124	20/04/2011	Registered	Accredited
Mr. Clarke	mr.clarke@osca.ac.uk	BUSINESS LEVEL 3	TUSDA	N/A	N/A	14/10/2010	Registered	Accredited
Mr. Clarke	mr.clarke@osca.ac.uk	BUSINESS LEVEL 3	N/A	N/A	124	20/04/2011	Lapsed	Accredited

**4** This view can be exported to an Excel spreadsheet by clicking '**Export**'.



## Glossary of terms

Statuses appear beside your Lead IV registration details so that you can quickly identify what the current status is and what, if anything, needs to happen next.

There are two kinds of status flags – registration and accreditation

### Registration Status

<b>Registered</b>	You are active as the designated Lead IV in your centre for the associated programme group.
<b>Lapsed</b>	You are the designated Lead IV in your centre for the associated programme group but your registration is inactive and needs to be reinstated in order to maintain the registration and any associated accreditation.
<b>Withdrawn</b>	You are no longer the designated Lead IV in your centre for the associated programme group.

### Accreditation Status

<b>Not Attempted</b>	You have not attempted online standardisation this academic year and need to in order to gain accreditation for the associated programme group.
<b>Accredited</b>	You have attempted online standardisation and are accredited for the associated programme group and all lower levels. Provided the registration is active, your centre has certification release for the associated programme group and all lower levels.
<b>Accredited Subject to Standards Verification</b>	You have attempted online standardisation but based on the results we judge that you would benefit from further support. A Standards Verifier will be allocated to support you in gaining full accreditation through sampling.
<b>Not Accredited</b>	You have attempted online standardisation and have also been accreditation sampled but we judge that you would still benefit from further support. You will need to reattempt online standardisation in the next academic year in order to gain accreditation.