



# Access to HE Tutor Guidance The Pre-RAC

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## QAA GRADING SCHEME HANDBOOK

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## PURPOSE OF THE PRE-RAC

The pre-RAC (pre-recommendation for the award of credit) is an online form that is completed for each learner with their results. It is designed to:

- display the units that each learner has been registered against;
- enable tutors to enter the results that learners have achieved for each unit;
- match when learners have met the Rules of Combination (RoC) and achieved the Diploma (tick appears);
- allow tutors to print off a copy of the learners' results to be used as portfolio contents or cover sheets;
- enable the recommendation for the award of credit to be reviewed and confirmed at the Awards Board.

No other paperwork (e.g. centre tracking sheets) is acceptable to claim achievement of the Access to HE Diploma – the pre-RAC must be completed for each learner where achievement (full or partial) is claimed.

The Pre-RACs are available from the summer term of the academic year, and can be edited up until **4pm** the day before the final moderation date (or 4pm on the Friday before if final moderation is on a Monday).

Entries can be made as and when units have been achieved by learners. Changes are saved automatically. As learner achievement is entered into the Pre-RAC, the unit credits being recommended for each learner under the specified RoC for the Diploma are added up automatically and displayed at the top of the module next to each module header. Users can easily see when the learner has achieved the Diploma.

The Pre-RACs should be fully completed online before final moderation. Any changes agreed at or after final moderation will be completed by OCN London, before being presented at the AVA Awards Board providing suitable supporting evidence has been agreed by the Centre Moderator.

## USING THE PRE-RAC

### LOGGING IN

The pre-RAC is available at: <https://secure.ocnlondon.org.uk/access>

Each centre has its own username and password for the pre-RAC. There is one username per centre, beginning tutor@...

Ensure that the **I Agree** tick box has been ticked once you have read this guidance and agree to the general terms and conditions.

Entering the wrong password multiple times will lock the login. The Access Coordinator can ask for it to be unlocked by contacting OCN London.

**Access to HE Pre-RAC login**

By logging into this Pre-RAC system you are agreeing to the terms and conditions below.

Log In

User Name: your username

Password: •••••

Log In

I Agree. I have read and agree to the terms and conditions below.

## TELL US WHO YOU ARE

The following screen will show a list of tutor names which have been entered onto the system (this year and previously). Either click on the right name or 'My name is not on this list'.

Centre name: Anywhere College

**Confirm Details – Tell us who you are**

Please click on your name on the list below so that we can show courses that are relevant

[John Smith](#)  
[Mohammed Ali](#)  
[Jonathan Creek](#)  
[Ella Fitzgerald](#)

[My name is not on this list](#)

Clicking on **My name is not on this list** will lead to a page that where new tutor details can be entered. Click confirm once the form has been completed and the name should now appear on the list of tutors.

Click on the **tutor name** to continue to the Diploma title screen.

### Please update/confirm your details

Title:

Firstname:

Surname:

Email Address:

## CHOOSE THE DIPLOMA TITLE

This page lists all the Diplomas that learners are registered against at the centre. Click on the **Access to HE Diploma** to get to the learner lists.

### Choose Diploma

Please click on the Access to HE Diploma against which you wish to enter results

- [Access to HE Diploma \(Business Studies\)](#)
- [Access to HE Diploma \(Digital Media\)](#)
- [Access to HE Diploma \(Education Studies\)](#)
- [Access to HE Diploma \(Health and Human Sciences\)](#)
- [Access to HE Diploma \(Humanities and Social Science\)](#)
- [Access to HE Diploma \(Media Studies\)](#)
- [Access to HE Diploma \(Medicine and Medical Biosciences\)](#)
- [Access to HE Diploma \(Social Work\)](#)
- [Access to HE Diploma \(Teacher Training\)](#)

## CHECK THE GROUP OF LEARNERS

Welcome to the OCNLR online Pre-RAC

Access to HE Diploma (Computing) at Anywhere College

Click on 'Learners' to see the learner in each group.

	Run ID:	Tutor Name:	Your Ref:	Start Date:	End Date:		
<a href="#">Learners</a>	1428811			10/09/2012	28/06/2013	<input type="button" value="Unit List"/>	<input type="button" value="Learner List"/>

This page will list all the runs of learners that have been registered against each Diploma. Normally, there will be just one run. However, learners may be in different runs if they were registered as groups, or at a different time (e.g. a late registration). Click on the **Learner List** button to display the learners in a run.

## NAVIGATE TO LEARNER'S PRE-RAC

This page displays all the learners in the run – their learner ID (assigned by OCN London at registration), forename, surname, ULN ([unique learner number](#)), total credits that they have achieved, total credits at Level 3, rules failed (if the learner has achieved the Diploma this will read '0' and have a green tick), additional total (should be blank) and last result ID (identifies the last person to open the learner's pre-RAC).

To navigate to a learner's pre-RAC, click on **Go to Pre-RAC** for the required learner.

**Access to HE Diploma (Social Work)**

**Tutor:**  
**Run ID:** 123456    **Start Date:** 08/09/2014    **End Date:** 26/06/2015  
**Results Date:** 01/04/2015 11:59:13

 Refresh page to get latest results (after modifying learner's Pre-RAC).

You can sort by clicking on the column headers.

<a href="#">Learner ID</a>	<a href="#">Forename</a>	<a href="#">Surname</a>	<a href="#">ULN</a>	<a href="#">Tot*</a>	<a href="#">L3*</a>	<a href="#">Rules Failed</a>	<a href="#">Add Tot</a>	<a href="#">Last Result ID</a>
11000000	Charles	Dickens	0123456789	0	0	3 ❌		<a href="#">Go to Pre-RAC</a>
11000001	Elizabeth	Fry	1234567890	0	0	3 ❌		<a href="#">Go to Pre-RAC</a>
11000002	Florence	Nightingale	2345678910	0	0	3 ❌		<a href="#">Go to Pre-RAC</a>
11000003	Adam	Smith	3456789012	0	0	3 ❌		<a href="#">Go to Pre-RAC</a>

## ENTER LEARNER'S RESULTS

Enter the learner's results by choosing from the options in the drop-down. All changes are saved automatically on the online system.

Close
Print
Guidance

**Access to HE Diploma (Social Work) at Any College**  
**Run ID:** 123456    **Tutor name:** Not Specified    **Your Class Ref:**  
**Start date:** 15/09/2014    **End date:** 10/07/2015

**Last result ID: Modified on:**  
**Florence Nightingale (11000002)**

Mandatory Units		Learner's credit total:				L2 + L3	L3	L2	
Tot=9, 9 @L3, -		0	0	0				❌	
Module: Mandatory Units		Module ID: 143392							
Unit ID	Unit Name	Unit Code	Credits	Level	Achieved	TX/APL			
CBA782	Reading and Comprehension of Texts	HC7/3/LR/010	3	L3	-				
CBA784	Report Writing	HC7/3/LR/012	3	L3	-				
CBA655	The Role of the Health or Social Care Professional	PR1/3/LR/003	3	L3	-				
Module Credit Total:					-	0			
Study Skills		Learner's credit total:				L2 + L3	L3	L2	
Tot=9, -, 9 @L2/L3		0	0	0				❌	
Module: Study Skills		Module ID: 143393							
Unit ID	Unit Name	Unit Code	Credits	Level	Achieved	TX/APL			
BPM041	Basic Arithmetic Skills	RB1/2/LN/166	3	L2	-				

# THE PRE-RAC SCREEN EXPLAINED

Close | Print | Guidance

**Access to HE Diploma (Social Work) at Any College**  
**Run ID: 123456 Tutor name: Not Specified Your Class Ref:**  
**Start date: 15/09/2014 End date: 10/07/2015**

**Last result ID: Modified on:**  
**Florence Nightingale (11000002)**

Centre name, Learner name, details of the OCN London Run ID and unique learner registration number are displayed at the top of the screen

<b>Mandatory Units</b>	Pre-RAC can be printed	total:	L2 + L3	L3	L2	
			0	0	0	✗

Module:	Mandatory Units	Module ID:	143392			
Unit ID	Unit Name	Unit Code	Credits	Level	Achieved	TX/APL
CBA782	Reading and Comprehension of Texts	HC7/3/LR/010	3	L3	-	
CBA784	Report Writing	HC7/3/LR/012	3	L3	-	
CBA655	The Role of the Health or Social Care Professional	PR1/3/LR/003	3	L3	-	
Module Credit Total:					-	0

<b>Study Skills</b>	Tot=9, -, 9 @L2/L3	total:	L2 + L3	L3	L2	
			0	0	0	✗

Module:	Study Skills	Module ID:	143393			
Unit ID	Unit Name	Unit Code	Credits	Level	Achi	TX/APL
BPM041	Basic Arithmetic Skills	RB1/2/LN/166	3	L2	-	
CBA855	Writing and Delivering Seminar Papers	HC7/3/LR/019	3	L3	-	
CBA856	Writing Standard English	FN2/3/LR/006	3	L3	-	
Module Credit Total:					0	0

<b>Subject Specific Social Work</b>	Tot=42, 42 @L3, -	Leamer's credit total:	L2 + L3	L3	L2	
			0	0	0	✗

Module:	Social Work Theory and Practice	Module ID:	143394			
Unit ID	Unit Name	Unit Code	Credits	Level	Achieved	TX/APL
CBA801	Children & Families: Law and Services	EC7/3/LR/005	3	L3	-	
AHM845	Ethical Dilemmas	EC-1/3/LN/072	3	L3	-	
CBA812	Introduction to Community C					
ABE067	Principles and Skills in Soci					
CBA822	Reflecting on Your Work Pra					
BRV673	Values, Discrimination and I					
Module Credit Total:					0	0

Module:	Social Policy	Module ID:	143395			
Unit ID	Unit Name	Unit Code	Credits	Level	Achieved	TX/APL
BRU189	Poverty	EE2/3/LN/309	3	L3	-	
BMI560	Socialisation	EE2/3/LN/271	3	L3	-	
BRU191	The Development of the Welfare State	PR2/3/LN/009	3	L3	-	
Module Credit Total:					0	0

Module:	Psychology	Module ID:	143396			
Unit ID	Unit Name	Unit Code	Credits	Level	Achieved	TX/APL
BNF800	Cognitive Psychology	PK8/3/LN/036	3	L3	-	

## ACHIEVEMENT

When completing learner achievement the following options are available:

### Level 2 and Ungraded Level 3 Study Skills units –

- The drop down indicates 'Achieved'.

### Level 3 Graded Units

- Pass, Merit and Distn (Distinction) options are available in the drop-down.

The following options may appear by prior agreement between the centre and OCN London:

**PREAWD** – if the learner has previously been awarded credits for the same unit (i.e. on a previous Access course). In this case, the achievement cannot be edited.

**APCL/APEL** – Units that have been awarded by Accreditation of Prior Learning.

**TX** – Units that have been transferred in from a different Access to HE programme.

These options mean that the learner's achievement for that unit cannot be edited. Agreement about pre-award, APL or transfer of credits will be made when learners are registered against units.

## PRINTING

Once the learner's results have been entered, the Pre-RAC can be printed by clicking 'Print' at the top. This will format the pre-RAC into a printer-friendly version.

A copy of the pre-RAC should be included at the front of each learner's portfolio for final moderation. It is good practice to get the learner to check the printed pre-RAC against their portfolio to ensure their results have been entered accurately.

Once the pre-RAC is locked, pre-RACs can be viewed and printed but cannot be edited.