

## Online developments – NEW!!



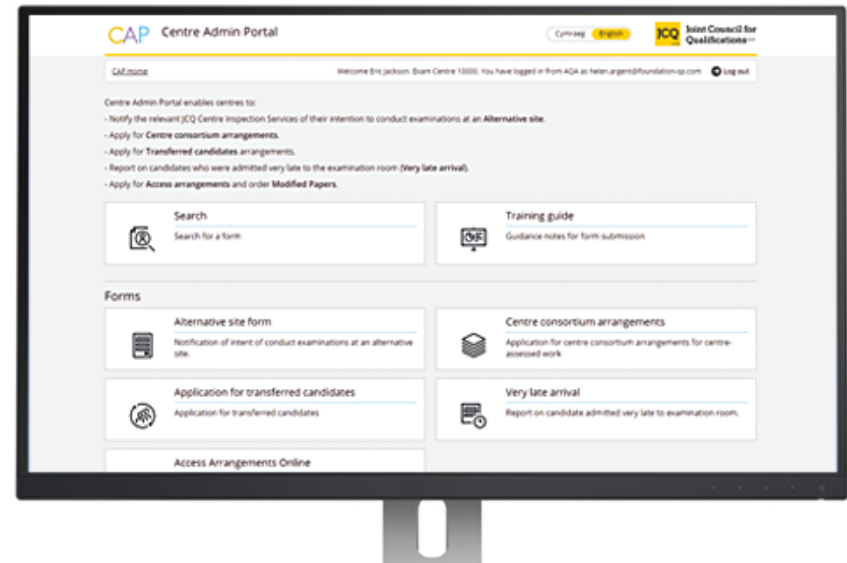
# Introducing CAP

**CAP** Centre Admin Portal

# Introducing CAP

Through CAP you will be able to complete these forms online:

- Alternative Site arrangements
- Centre Consortium Arrangements
- Transferred Candidate arrangements
- Very Late Arrivals



# Clean and easy to use

CAP will improve the experience for centres and enable them to work efficiently

You will access the AAO system from the CAP homepage, pulling all of your key activities into one 'clean' and modern experience



# CAP Training Site

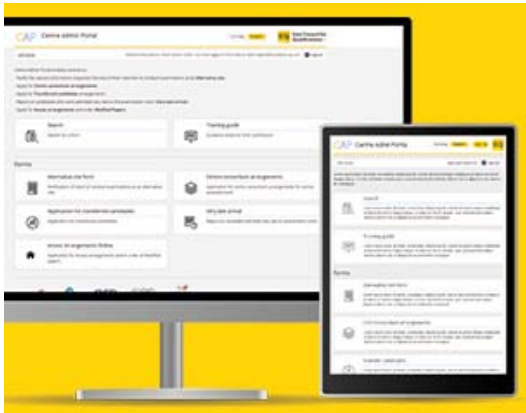
A CAP training site is available at:

<http://jcq.training.jcq.org.uk>

You can use this to become familiar with the online forms and processes



## Available on tablets as well as computers



We are all using different devices (computers, iPads or tablets) both at home and in the office. CAP will be available on tablet devices as well as your computer



## Simple and intuitive forms

Forms will be easy to navigate and complete



## Search and submit easily

You will be able to search from the home page to make things as easy as possible



## Training Guides

You will be able to access Training Documents for guidance

# CAP communications

The first e-mail message (pre-launch) was sent to centres on 11<sup>th</sup> July

A second e-mail message, (at the launch stage) was sent to centres on 9<sup>th</sup> August





# CAP

So CAP, Centre Admin Portal, covers:

- Alternative Site arrangements
- Centre Consortium Arrangements
- Transferred Candidate arrangements
- Very Late Arrivals &
- AAO – Access Arrangements and Modified Papers

 CAP Centre Admin Portal

# CAP

The awarding body Customer Service Teams can help with any queries regarding CAP

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OCR [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

Pearson [examsofficers@pearson.com](mailto:examsofficers@pearson.com)

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