OCR Computer-Based Assessment (CBA)

CBA Guide for Level 1 ITQ 2009

August 2011

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1   Introduction

This guide is designed to inform centres on how to use the computer-based assessment (CBA) option for Level 1 ITQ 2009.

For additional support on CBA for Level 1 ITQ 2009 contact the Customer Administration Support Team (CAST) team on 024 7647 0033 extension 5194 or by email to cba@ocr.org.uk.

This document is structured in a chronological order of activity. Each box in the flow chart below corresponds to a section in this guide.

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2   Level 1 CBA for ITQ

Computer-based assessment (CBA) for Level 1 ITQ offers an alternative assessment option to local assessment and external moderation. It works by marking the candidate's work (files created from working an assignment) electronically against model assignments and identifies the critical/accuracy errors where present. It generates a marking report that is sent to the centre with an overall result and list of errors where present.

The system works in a similar way to CBA for Level 1 CLAiT, which has been available for many years, but instead the candidate's work is marked in the Level 1 ITQ context and successful achievements (passes) gain credits that count towards an ITQ 2009 qualification.

This means that centres can now enter candidates for an ITQ 2009 qualification, use the CBA system to mark the candidate's work, before claiming the achievement in the online claims system in the normal way for ITQ 2009.

A prerequisite for the use of CBA for Level 1 ITQ is that a centre must have access to OCR Interchange. Please see the OCR website for details of how to sign up for Interchange.

2.1   ITQ 2009 and the use of CLAiT assignments

The OCR ITQ 2009 qualification suite encompasses the following qualifications.

Qualification title	Scheme code
Level 1 ITQ Award in IT User Skills	03991
Level 1 ITQ Certificate in IT User Skills	03992
Level 1 ITQ Diploma in IT User Skills	03993
Level 2 ITQ Award in IT User Skills	03994
Level 2 ITQ Certificate in IT User Skills	03995
Level 2 ITQ Diploma in IT User Skills	03996
Level 3 ITQ Award in IT User Skills	03997
Level 3 ITQ Certificate in IT User Skills	03998
Level 3 ITQ Diploma in IT User Skills	03999

These qualifications allow centres to use OCR-set CLAiT 2006 assignments as evidence towards the equivalent unit in the ITQ 2009 qualification and this is outlined in the centre handbook available from the OCR website.

The following table shows the specific Level 1 units from the ITQ 2009 qualifications that have a CBA option and their New CLAiT 2006 equivalent. A centre wishing to use the Level 1 CBA option for ITQ 2009 can submit evidence for Units 18, 69 and 77 using the New CLAiT 2006 assignments for Units 3, 2 and 1. Guidance on how to do this is provided in the following sections.

ITQ 2009			New CLAiT 2006	
Unit	Title		Unit	Title
18	Database software	is equivalent to	3	Database Manipulation
69	Spreadsheet software		2	Creating Spreadsheets and Graphs
77	Word processing software		1	File Management and e-Document Production

2.2 Assignments and data files

The live Level 1 New CLAiT 2006 assignments and data files are available to download from Interchange. They are located in the Assignments tab, entitled 'CLAiT assignments', on the Computer-based assessment page.

To navigate to this page, hover over 'e-Assessment' and then click on 'Computer-based assessment' in the left-hand menu.

The page opens on the Assignments tab and the Level 1 New CLAiT 2006 assignment and data files are available in the top half of this page.

The only Level 1 New CLAiT 2006 assignments that can be used for CBA are:

- 2005–2006 Set A

- 2005–2006 Set B

- 2006–2007

- 2007–2008

For each of the four sets listed here, there are links to download the assignments and the associated data files. The assignments are provided as PDF files and contain the tasks to be worked by candidates and important notes for tutors on how to set up the data files for each unit (Units 1-8 for Level 1). The tasks for each unit can be printed out for candidates to use when completing their assignment but the important notes are not to be viewed by candidates.

The Level 1 New CLAiT 2006 assignments for 2008-2009 and 2009-2010 **cannot** be used for CBA.

3   Software utilities

There are two software utilities that have to be used to prepare each candidate's work for submission to the CBA marker.

Firstly, the candidate details form that is used to create an .inf file which is included with the candidate's worked assignment and contains details of the centre, candidate and the assignments sat.

Secondly, the CBA zipper that is used to zip together one or more candidates' worked assignments for a specific unit.

These two software utilities are explained below and instructions given on how to use them.

3.1   Candidate details form

The candidate details form has been updated for Level 1 CBA for ITQ and is now available within Interchange. The form is used to create a **candidate information file** (.inf file) for each candidate whose work is to be submitted for marking. The .inf file created, for each candidate, has to be submitted in the zip file with their work for marking.

The new candidate details form has its own section in Interchange with three pages entitled 'CLAiT candidate details form', 'ITQ candidate details form' and 'View .inf files'.

To navigate to these pages, hover over 'e-Assessment and then click on 'Add new CLAiT', 'Add new ITQ' or 'View .inf files' in the left-hand menu. The 'ITQ candidate details form' and 'View .inf file' pages are described below.

3.1.1 ITQ candidate details form

Use the method outlined in Section 3.1 to open the 'ITQ candidate details form' page from the 'Add new ITQ' link.

The 'ITQ candidate details form' contains eight fields, of which seven are mandatory (marked with an asterisk), that have to be completed to create an .inf file for each candidate. The key fields are explained in the table below.

Field name	Required	Description
Candidate ID[*]	Mandatory	A centre-determined identifier for the candidate that can be the candidate's initials or college ID. A maximum of 15 alpha-numeric characters can be used.
		The contents of the 'Candidate ID' field will be used as the name for the .inf file as shown in the following examples.
		<table><tr><td>**Candidate name**</td><td>**Candidate ID**</td><td>**.inf file name**</td></tr><tr><td>Mark Johnson</td><td>Mj</td><td>Mj.inf</td></tr><tr><td>Mary E Jones</td><td>Mej</td><td>Mej.inf</td></tr><tr><td>Pavinder Singh</td><td>Ps</td><td>Ps.inf</td></tr><tr><td>Peter Cuthbert</td><td>Pc1</td><td>Pc1.inf</td></tr></table>
		Where two or more candidates have the same first and second initials a middle initial can be used to distinguish between candidates.

		It is possible to use the same 'Candidate ID' for different candidates but, in this case, the candidate's work cannot be submitted for marking in the same zip file. If the same 'Candidate ID' is used for different candidates then it is important to ensure that the work is attributed to the correct candidate.
Surname*	Mandatory	The candidate's surname. The maximum field length is 19 characters. This should be entered accurately as the surname will appear in the marking report.
First name*	Mandatory	The candidate's first name. The maximum field length is 19 characters. This should be entered accurately as the surname will appear in the marking report.
Middle initials	Optional	The candidate's middle initial.
Date of birth*	Mandatory	The candidate's date of birth in day (dd), month (mm) and year (yyyy) fields.
Gender*	Mandatory	The candidate's gender.
Tutor*	Mandatory	The tutor's name.
Assignment Details*	Mandatory	Drop down lists containing the assignment references for the Level 1 ITQ 2009 units with a CBA option.
		Refer to the table in Section 2.1 for the equivalencies between ITQ 2009 and New CLAiT 2006 units. For example, if the candidate has worked the New CLAiT 2006 Units 1, 2 and 3 assignment 05/A but the work is to be submitted for ITQ 2009 then the assignment references 77/05/A, 69/05/A and 18/05/A should be selected. This is shown in the screen shot below.
		When creating an .inf file for the first time, at least one assignment reference must be selected. However, if you know in advance which assignments the candidate will take then all assignment references can be selected.
		Each time a candidate's work is submitted for marking the accompanying .inf file must contain the correct assignment reference for the work being sent. Once created, an .inf file can be updated. Refer to Section 3.1.2.2 for instructions on how to do this.

To create an .inf file for a candidate complete the mandatory fields ('Candidate ID', 'Surname', 'First name', 'Date of birth', 'Gender', 'Tutor' and 'Assignment Details') as a minimum and the optional field if required.

When all of the fields have been completed, click the 'Save' button to save the data in Interchange. A successful save is indicated by the appearance of a green banner at the top of the page containing the wording 'Your data has now been saved'.

Following the save, the 'Candidate ID', 'Surname', 'First name', 'Date of birth' and 'Gender' fields will be greyed out indicating that they cannot be edited. In addition, a 'Download' button and 'Add new' link will appear to the right of the 'Save' button.

To create another .inf file, for a different candidate, click the 'Add new' link. This will clear the data from the ITQ candidate details form so that it can be completed for a different candidate.

To download the .inf file click the 'Download' button to open the File Download dialogue.

Then click the 'Save' button to open the Save As dialogue.
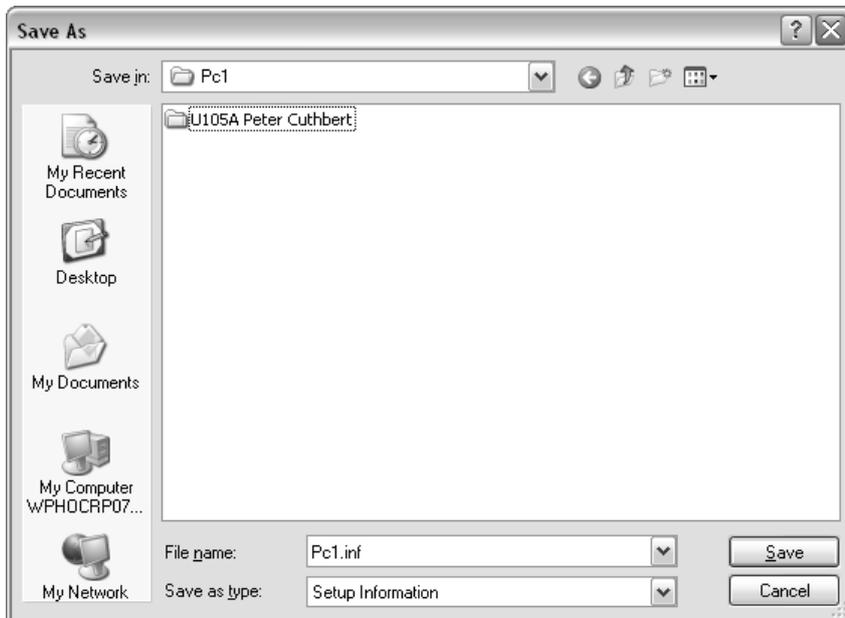
Browse to and select the location where the .inf file should be saved. Refer to Section 4.1 for more information.

Click the 'Save' button to complete the save. The file will be downloaded to the selected location.

Important note: There are differences between the main web browsers (Internet Explorer, Firefox, Chrome and Safari) and how they handle file downloads. In some cases, the browser may add a .txt file extension to the .inf file being downloaded. In this case, remove the .txt file extension and ensure that the file has an .inf file extension before saving.

The .inf file created contains the data entered in the 'ITQ candidate details form' and other data including the centre number which is derived from the Interchange user's account.

3.1.2 View .inf files

Use the method outlined in Section 3.1 to open the 'View .inf files' page from the 'View .inf files' link. The 'View .inf files' page has two parts. The top part of the page which has search options to allow the user to find the data entered for .inf files based on the search options entered. The bottom part of the page which contains a list of records, each containing the data entered for each .inf file, created by the centre.

The data is displayed in pages of 15 records and once more than 15 records exist, navigation is provided to move between the pages. A 'Show All' link is available to allow users to display all records on a single page.

The records can be sorted by clicking on any of the field title links as follows:

Field	Sorted by
Candidate ID	Numerically (0–9) and alphabetically (A–Z).
Surname	Alphabetically (A–Z).
First name	Alphabetically (A–Z).
Initials	Alphabetically (A–Z).
Date of birth	Date.
Gender	Alphabetically (A–Z).
Tutor	Alphabetically (A–Z).
Qualification	Alphabetically (A–Z).

The sort order can be toggled by clicking a second time on the field title link.

3.1.2.1 Search for an .inf file

To search for the data entered for an .inf file for a specific candidate enter one or more search options and click the 'Search' button. The search options available are explained in the table below.

Search option	Description
Candidate ID	The full Candidate ID or any number of characters from the Candidate ID.
First name(s)	The full first name or any number of characters from the first name.
Surname	The full surname or any number of characters from the surname.
Date of birth	The full date of birth in format dd/mm/yyyy.

The search will return one or more records that match the search options entered.

3.1.2.2   Edit an .inf file

To edit the data for an .inf file previously created first find the record either using the search options in Section 3.1.2.1 or by navigating between the pages. Once the record has been found click on the 'Edit' link to return the data to the 'ITQ candidate details form'.

The only data that can be updated are for the 'Tutor' and 'Assignment Details' fields. The 'Candidate ID', 'Surname', 'First name', 'Date of birth' and 'Gender' fields will be greyed out indicating that they cannot be updated.

Update the data in the 'Tutor' and 'Assignment Details' fields as required and click the 'Save' button to save the data in Interchange. A successful save is indicated by the appearance of a green banner at the top of the page containing the wording 'Your data has now been saved'. The updated data will save in the existing record meaning that only the latest data will be viewable on the 'View .inf files' page.


To download the updated .inf file follow the steps in Section 3.1.1. The .inf file created contains the updated data entered in the 'ITQ candidate details form'.

```
Pc1.inf - Notepad
File  Edit  Format  View  Help
Surname:Cuthbert
Forename:Peter
Other initials:
Centre#:99373
CRN:77/05/B,69/05/B,18/05/B,
DoB:23041975
Sex:1
Course:6
Previous:2
A:
B:
CCN:
Invig:Julie Thomas
DoE:
OCRNUM:
Version:7.0
```
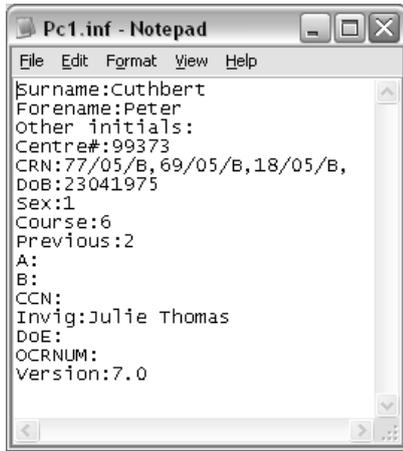
3.1.2.3   Delete an .inf file

To delete the data for an .inf file previously created first find the record either using the search options in Section 3.1.2.1 or by navigating between the pages. Once the record has been found click on the 'Delete' link.

A confirmation message will be displayed by the web browser.


```
Windows Internet Explorer                    X
   ?    Are you sure you want to delete the record?

              OK            Cancel
```

Click the 'OK' button to complete the delete.

Important note: If data has been entered incorrectly when creating an .inf file then another record can be created using the correct data. Therefore, it should only be necessary to delete the data for an .inf file previously created when either a candidate has left the centre or when tidying up data that has been entered incorrectly.

3.2   CBA zipper

The CBA zipper can be used to zip one or more candidates' work together, for a particular unit, for either CLAiT or ITQ prior to being submitted for marking.

The CBA zipper only needs to be used by tutors or test administrators who are preparing candidate's work prior to being submitted for marking.

3.2.1 Downloading

The CBA zipper is available to download from Interchange. It is located in the CBA software and documents tab, entitled 'CBA software and documents', on the Computer-based assessment page.

To navigate to this page, hover over 'e-Assessment' and then click on 'Computer-based assessment' in the left-hand menu.

The page opens on the Assignments tab. Click on the CBA software and documents tab to open the page.
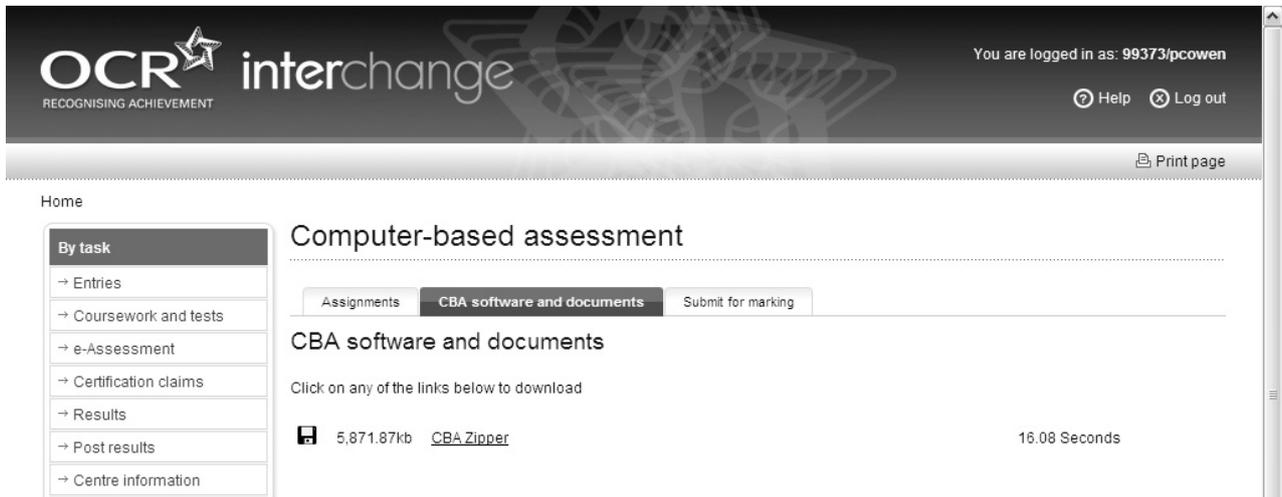
The CBA zipper is distributed as a self-extracting zip file which must be downloaded from the OCR website and unzipped before it can be installed.

To download the CBA zipper, click the 'CBA zipper' link to open the File Download dialogue.

Then click the 'Save' button to open the Save As dialogue.
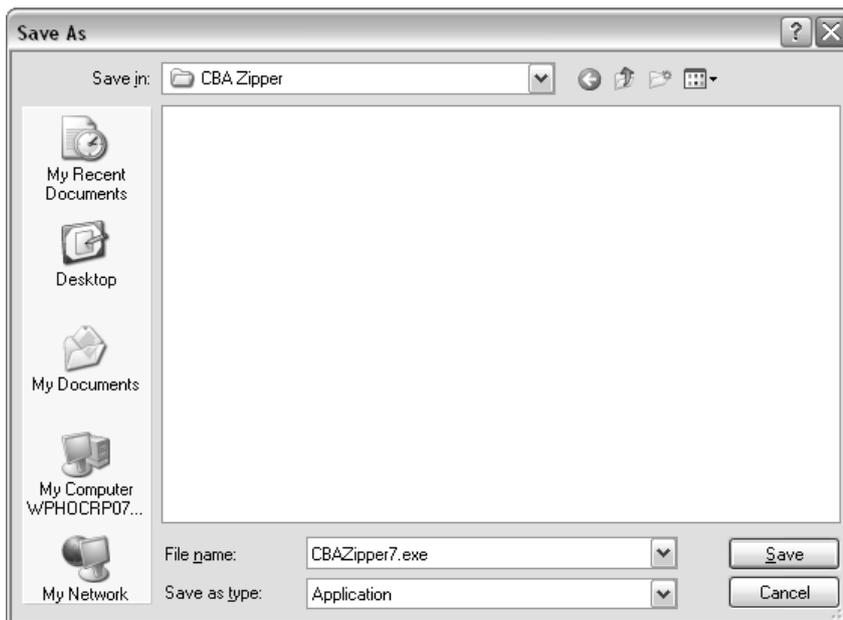
Browse to and select the location where you want to save the file to.

Click the 'Save' button to complete the save. The file will be downloaded to the selected location.

Please note that the behaviour of browsers differs so use the appropriate method for your choice of browser to download the file.

3.2.2 Unzipping

Once the file has been downloaded, the contents have to be extracted before the CBA zipper can be installed. The fact that the software has been packaged as a self-extracting zip file means that you do not need WinZip or other zip software present on the local machine used to extract the content.

Determine where you want to extract the file contents to, either on a local or network drive.

Create a folder appropriately named in the location you choose.

Browse to the location where the file was downloaded to. Double click the self-extracting zip file to initiate the WinZip Self-Extractor dialogue.
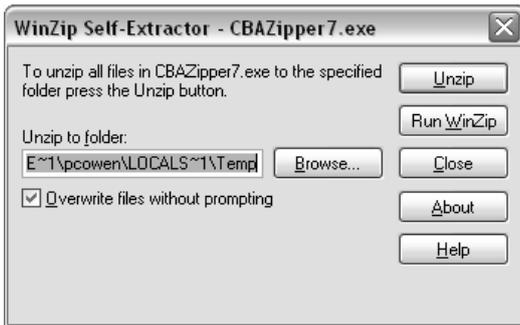
Click the 'Browse' button next to the 'Unzip to folder' field to open the Browse for Folder dialogue.

Browse to and select the folder created previously and click the 'OK' button to return to the WinZip Self-Extractor dialogue with the folder selected.
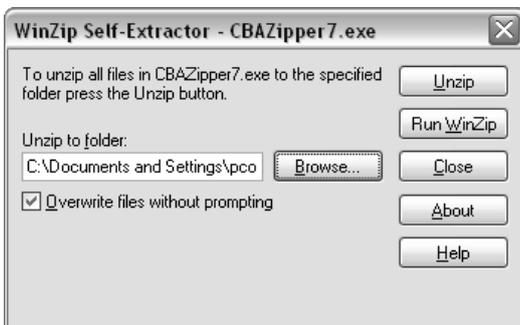
Click the 'Unzip' button to start the extraction process.

Once complete, click the 'OK' button and close the WinZip Self-Extractor window.

The extracted installation files can be used to install the CBA zipper. Refer to Section 3.2.3 for installation instructions.

3.2.3 Installation

From the desktop, click on 'Start' and then 'Run' to open the Run dialogue.

Browse to the location of the extracted installation files, open the CBAZipper7 folder and select the setup.exe file.
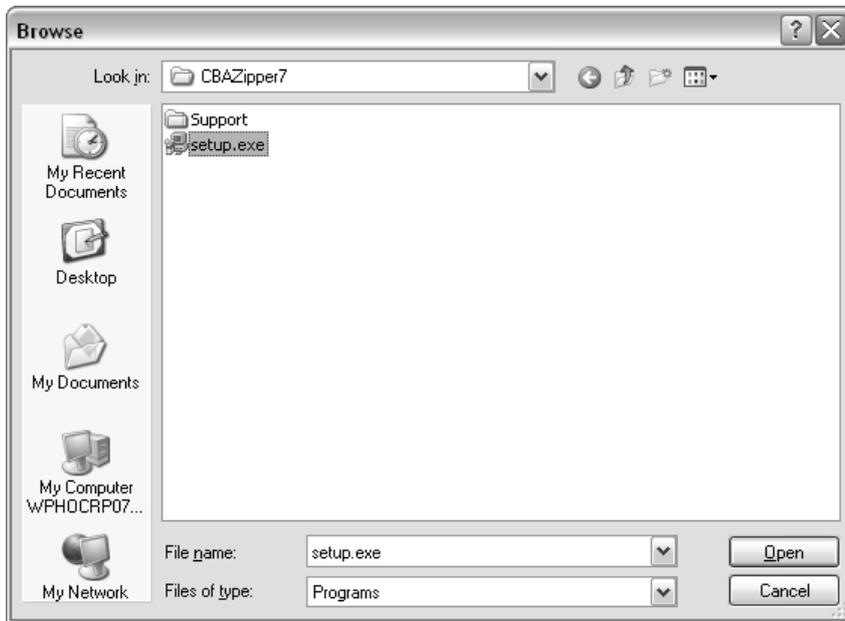
Click 'Open' to return to the Run dialogue with the setup.exe file selected.
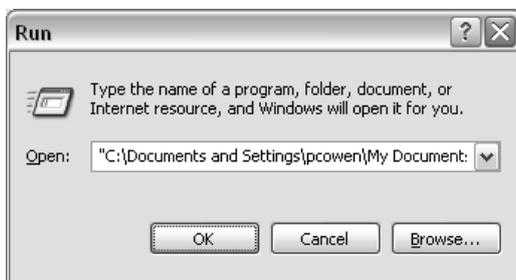
Click 'OK' to start the installation.

The CBA Zip Application V7 Setup – Welcome dialogue will be displayed.

Click 'OK' to continue.

The CBA Zip Application V7 Setup – Begin installation dialogue will be displayed.
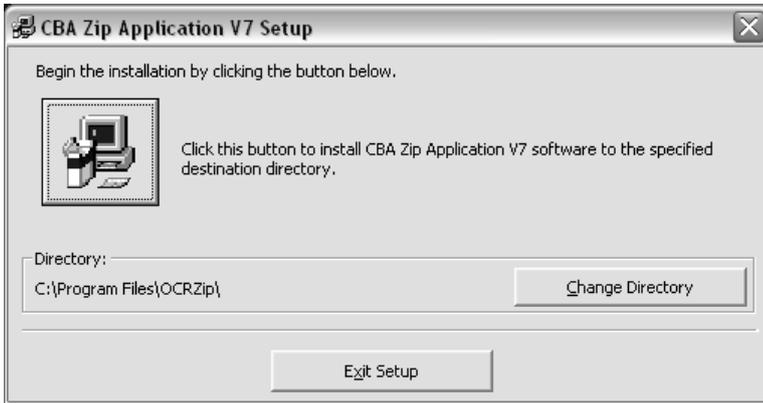
The default location for the installation, C:\Program Files\OCRZip\, is displayed in the dialogue. To install in this location click the button with the computer icon on.

To change the location for the installation click the 'Change Directory' button to display the Change Directory dialogue.
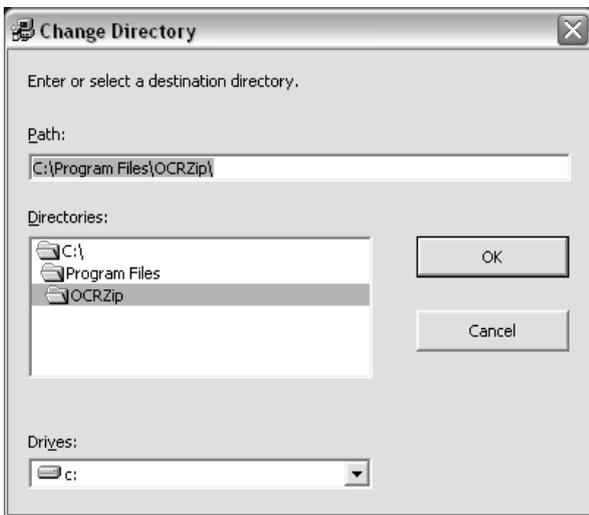
Browse to the directory required and ensure this is displayed in the 'Path' field. Then click the 'OK' button to return the location to the CBA Zip Application V7 Setup – Begin installation dialogue. To install in this location click the button with the computer icon on.

The CBA Zip Application V7 Setup – Choose Program Group dialogue will be displayed.
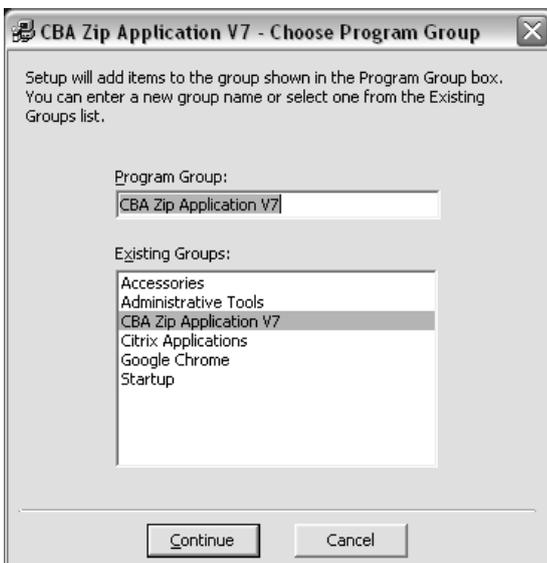
Click 'Continue' to proceed.

Depending on the operating system in use (Windows XP, Windows Vista, Windows 7) one or more Version Conflict dialogues may be displayed. This is caused by the fact that a newer version of a Windows system file present in the installation files is already installed on the computer.

Version Conflict

A file being copied is not newer than the file currently on your system. It is recommended that you keep your existing file.

File name: 'C:\WINDOWS\system32\scrrun.dll'

Description: 'Microsoft (R) Script Runtime

Your version: '5.7.0.18066'

Do you want to keep this file?

| Yes | No | No to All |
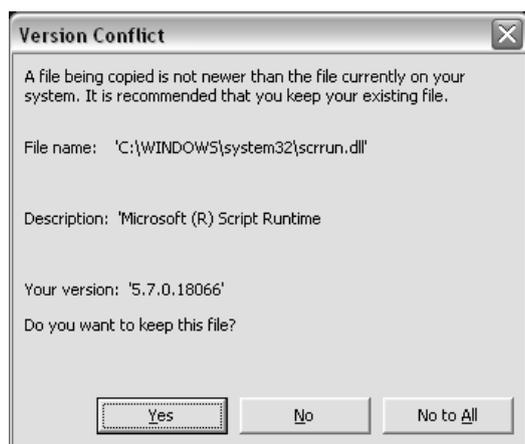
Click 'Yes' to continue.

The CBA Zip Application V7 Setup – Error dialogue will be displayed.

CBA Zip Application V7 Setup

⚠ An error occurred while registering the file 'C:\WINDOWS\system32\msxml4r.dll'

| Abort | Retry | Ignore |
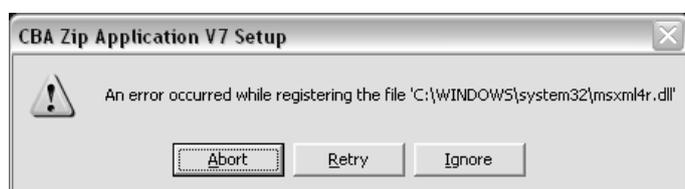
The reason for the error message is that the installer attempts to register the msxml4r as if it is an ActiveX file which it is not.

Click 'Ignore' to continue and complete the installation.

CBA Zip Application V7 Setup

CBA Zip Application V7 Setup was completed successfully.

| OK |

Click 'OK' to close the CBA Zip Application V7 Setup – Installation completed dialogue.

With the installation completed the following confirmatory checks can be carried out.

- Check that a shortcut has been created to CBA Zip Application V7.

- Check that an entry has been made to the Add/Remove Program List for the CBA Zip Application V7.

3.2.4 Un-installation

From the desktop click on 'Start', 'Settings' and 'Control Panel' to open the Control Panel.

Select Add or Remove Programs to open the Add and Remove Programs dialogue.
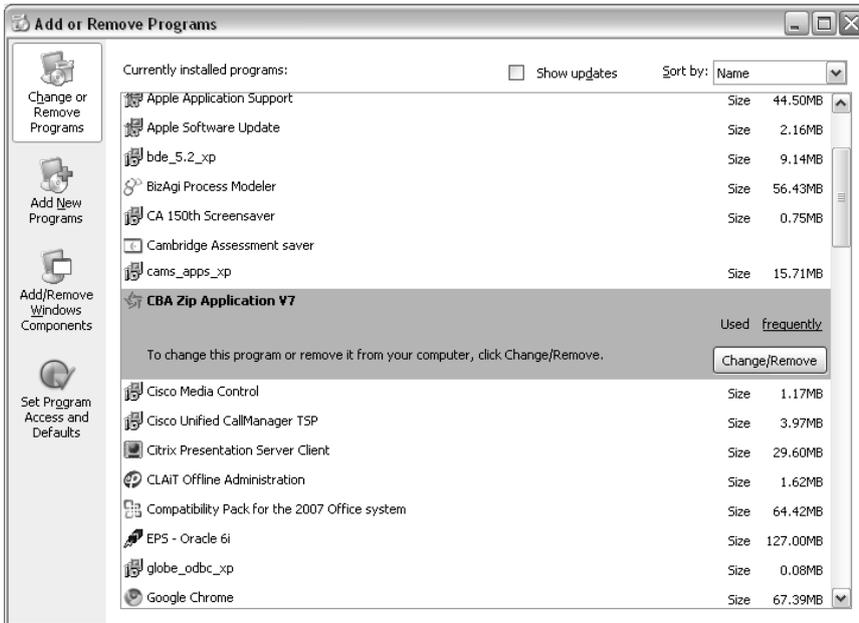
Highlight the CBA Zip Application V7 entry and click on the 'Change/Remove' button.

The Application Removal dialogue will be displayed.
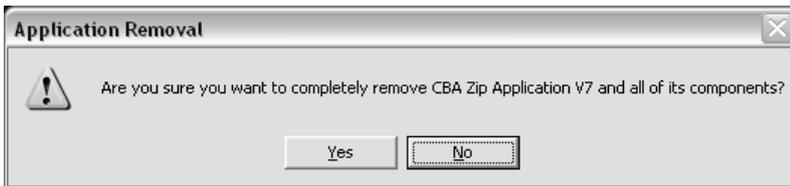
Click 'Yes' to continue and complete the un-installation.
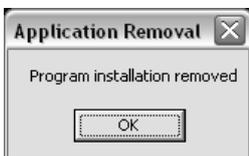
Click 'OK' to clear the Application Removal dialogue.

With the un-installation completed the following confirmatory checks can be carried out.

- Check that a shortcut to CBA Zip Application V7 has been removed.

- Check that the CBA Zip Application V7 entry has been removed from the Add/Remove Program List.

4 Preparing work for submission

The candidates sit the paper-based Level 1 New CLAiT 2006 assignments, listed in Section 2.2, saving and printing in the normal way. However instead of the local assessor marking the candidates' work and sending them to the OCR examiner-moderator, the candidates' work is submitted to the CBA marker to be marked electronically.

For each assignment there is a section entitled 'Important Notes for Tutors' in the assignment booklet that informs the centre how the data files need to be stored and made available to each candidate.

Whilst working on an assignment, the candidate accesses the data files as required by the tasks in that assignment. Once the candidate has completed the assignment, the work (files created from working on an assignment) have to be submitted for marking to the CBA marker.

Care should be taken in preparing the data files for the assignment and the completed work for submission. The following sections explain how this should be done.

4.1 Top level folder containing .inf file

Ahead of the candidate working on the assignment the data files have to be made available in a **secure** area of the file system or on external media (floppy disk or memory stick).

Each candidate requires a top level folder to save their worked files into. The candidate's .inf file must be stored in this top level folder and this can be added once the candidate has completed their assignment. A candidate must have a separate top level folder for each unit.

The examples below show the candidate's top level folder named after their Candidate ID and unit number.

All candidate work **must** be virus checked before being submitted for marking to the CBA marker and **must not** be password protected.

4.1.1 Unit 1

In this example for Unit 1, assignment 2005–2006 Set A, a top level folder has been created with the name 'Pc1 u1' for the candidate Peter Cuthbert.
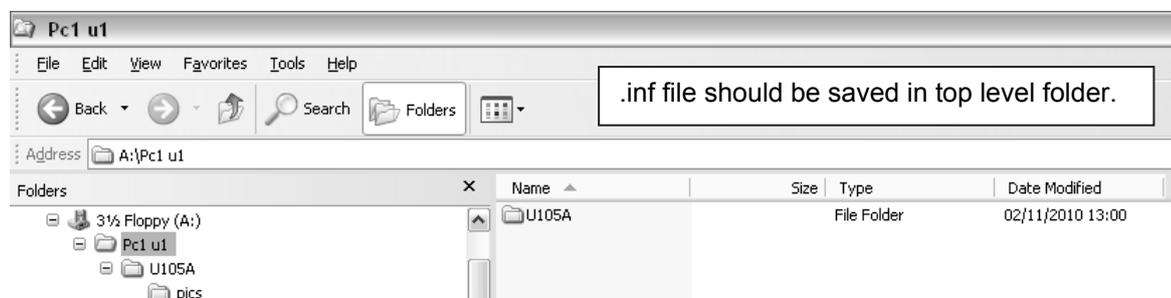
In this folder the data files have been set up as per the instruction in the 'Important Notes for Tutors' section in the assignment booklet for Unit 1. For this assignment the data files have been supplied by OCR in a folder called 'U105A'.
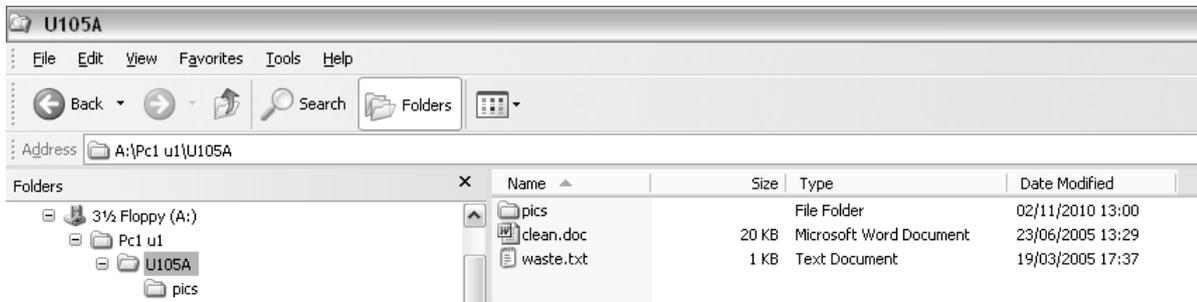
The 'U105A' folder contains a sub-folder called 'pics' and several files.
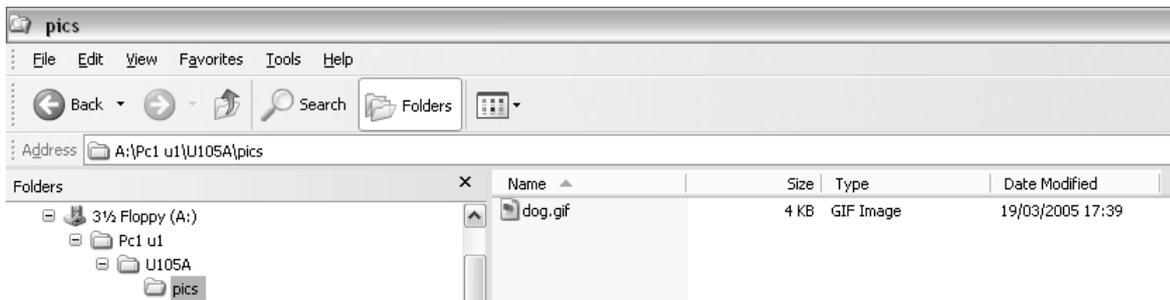
The sub-folder 'pics' contains a single file.

This folder structure, which consists of a top level folder for the candidate containing the data files, should be created as the starting point for the candidate preparing to work on their assignment.

A similar folder structure should be used for the other Unit 1 assignments, 2005–2006 Set B, 2006–2007 and 2007–2008 but using the specific data files for these assignments.

The candidate should work on their assignment following the tasks in the assignment. The resulting files and folders should be stored in the folder structure as dictated by the assignment.

An .inf file should be created for the candidate following the steps in Section 3.1 and this should be saved in the top level folder which in this example is named 'Pc1 u1'. From Section 2.1 the table of unit equivalencies of ITQ 2009 to New CLAiT 2006 it can be seen that to submit a Unit 1 New CLAiT 2006 assignment for marking in the ITQ 2009 context the .inf file created should contain an assignment reference to Unit 77.

4.1.2 Unit 2

In this example for Unit 2, assignment 2005–2006 Set A, a top level folder has been created with the name 'Pc1 u2' for the candidate Peter Cuthbert.
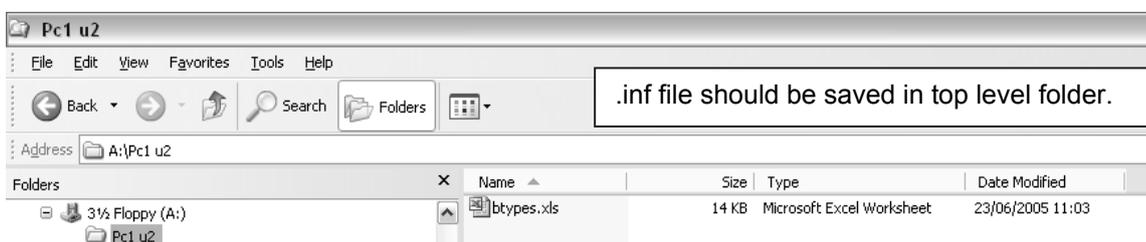
In this folder the data files have been set up as per the instruction in the 'Important Notes for Tutors' section in the assignment booklet for Unit 2. For this assignment the data files supplied by OCR were btypes.xls and btypes.csv. The 'Pc1 u2' folder contains a single file. In this example only btypes.xls has been provided to the candidate.

This folder structure, which consists of a top level folder for the candidate containing the data files, should be created as the starting point for the candidate preparing to work on their assignment.

A similar folder structure should be used for the other Unit 2 assignments, 2005–2006 Set B, 2006–2007 and 2007–2008 but using the specific data files for these assignments.

The candidate should work on their assignment following the tasks in the assignment. The resulting files and folders should be stored in the folder structure as dictated by the assignment.

An .inf file should be created for the candidate following the steps in Section 3.1 and this should be saved in the top level folder which in this example is named 'Pc1 u2'. From Section 2.1 the table of unit equivalencies of ITQ 2009 to New CLAiT 2006 it can be seen that to submit a Unit 2 New CLAiT 2006 assignment for marking in the ITQ 2009 context the .inf file created should contain an assignment reference to Unit 69.

4.1.3 Unit 3

In this example for Unit 3, assignment 2005–2006 Set A, a top level folder has been created with the name 'Pc1 u3' for the candidate Peter Cuthbert.
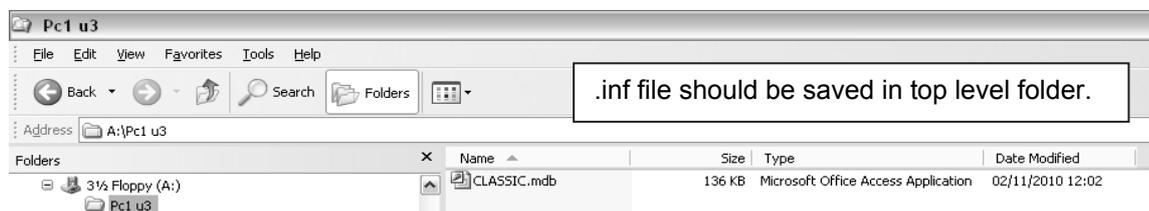
In this folder the data files have been set up as per the instruction in the 'Important Notes for Tutors' section in the assignment booklet for Unit 3. For this assignment the data files supplied by OCR were CLASSIC.xls and CLASSIC.csv. The 'Pc1 u3' folder contains a single file. In this example only the CLASSIC.xls has been imported into a blank database by the centre and the CLASSIC.mdb file provided to the candidate.

This folder structure, which consists of a top level folder for the candidate containing the data files, should be created as the starting point for the candidate preparing to work on their assignment.

A similar folder structure should be used for the other Unit 3 assignments, 2005–2006 Set B, 2006–2007 and 2007–2008 but using the specific data files for these assignments.

The candidate should work on their assignment following the tasks in the assignment. The resulting files and folders should be stored in the folder structure as dictated by the assignment.

An .inf file should be created for the candidate following the steps in Section 3.1 and this should be saved in the top level folder which in this example is named 'Pc1 u3'. From Section 2.1 the table of unit equivalencies of ITQ 2009 to New CLAiT 2006 it can be seen that to submit a Unit 3 New CLAiT 2006 assignment for marking in the ITQ 2009 context the .inf file created should contain an assignment reference to Unit 18.

4.2   Zipping candidates' work

To submit the candidate's work for marking it has to be zipped using the CBA zipper.

From the desktop where the CBA zipper was installed click on 'Start', 'Programs', 'CBA Zip Application V7' and 'CBA Zip Application V7'. The CBA zipper application will launch and the following dialogue displayed.
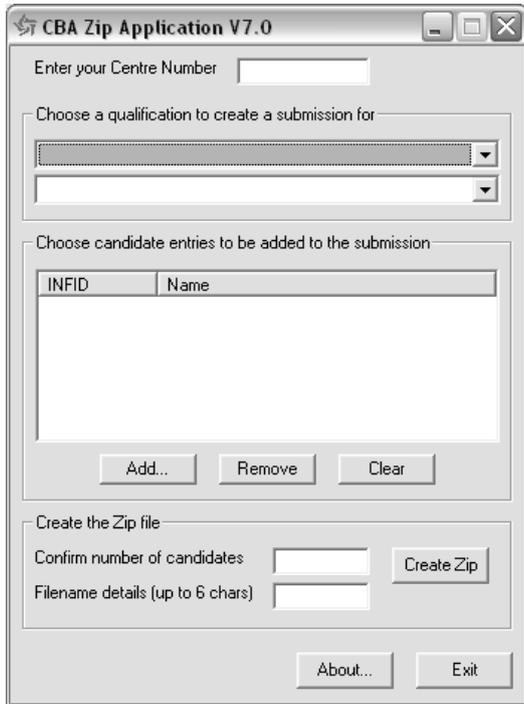
The dialogue contains six fields, of which five are mandatory, that have to be completed to create the zip file containing the candidate's work. The key fields are explained in the table below.

Field Name	Required	Description
Centre Number	Mandatory	A five digit centre number.
Qualification	Mandatory	A drop down list containing the qualification name with two options: New CLAiT (05538) ITQ (03991 – 03999) The selection of the qualification will determine the content of the unit field. To submit work for marking in the ITQ context select the ITQ (03991–03999) option.
Unit	Mandatory	A drop down list containing the unit number and name for each of the two qualifications. New CLAiT (05538): Unit 1 – File Management and e-Document Production; Unit 2 – Creating Spreadsheets and Graphs; Unit 3 – Database Manipulation ITQ (03991–03999): Unit 18 – Database software; Unit 69 – Spreadsheet software; Unit 77 – Word processing software Select the unit for which work is to be submitted for marking.
Add candidate	Mandatory	A list of candidates whose work will be included in the zip file. Each candidate is selected in turn and their work added to the zip file. The work for any number of candidates can be added to the zip file provided it is for the same unit (any assignment).
Number of candidates	Mandatory	The number of candidates whose work will be included in the zip file.
File name prefix	Optional	A prefix that can be added to the start of the file name up to a maximum of six characters.

To create the zip file containing the candidate's work complete the mandatory fields as a minimum and the optional field if required. The following example is for the candidate Peter Cuthbert submitting an assignment for Unit 77.
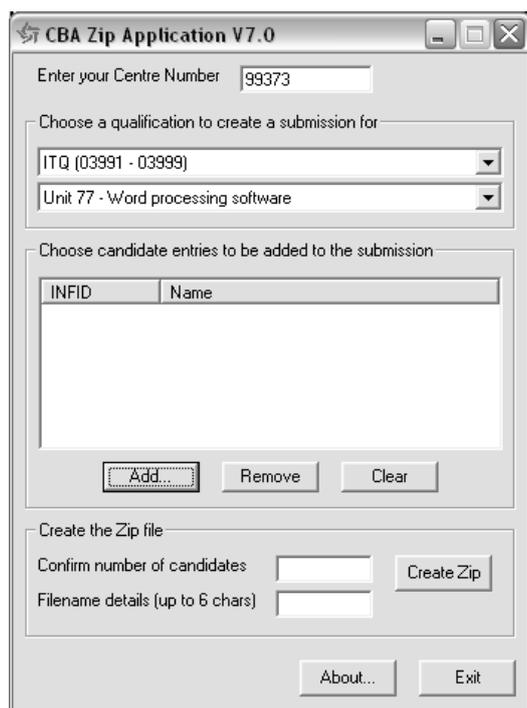
To add the candidate's work click the 'Add' button to open the Choose submission folder or candidate entry (INF file) dialogue.
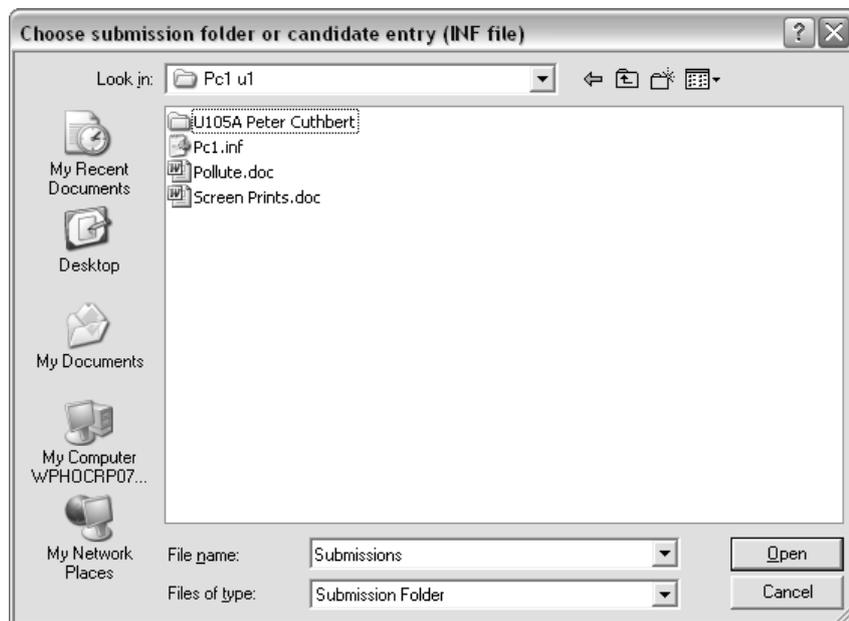
Browse to the top level folder containing the candidate's work and .inf file and click 'Open' to continue.
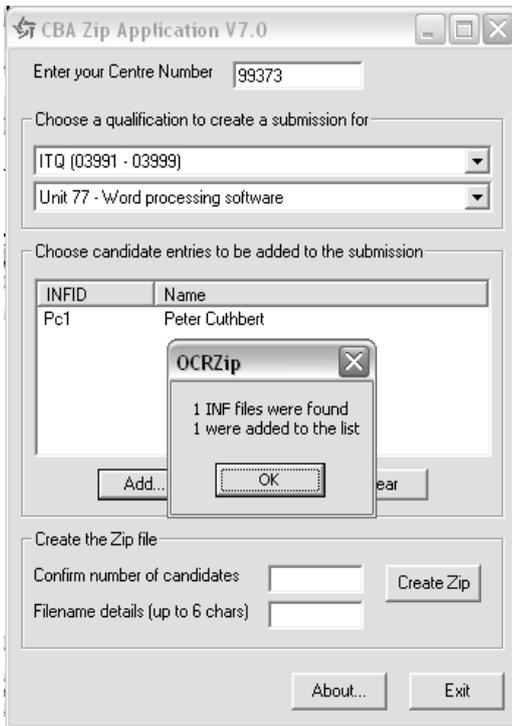
The CBA zipper adds the candidate's work to the zip file. It also verifies that the centre number and unit reference in the .inf file matches those entered in the CBA zipper dialogue. In this case the candidate .inf file name and name are added to the list of candidates whose work will be included in the zip file.


The message displayed shows the number of .inf files found and candidates added to the list.

Important note: It is not necessary to select the .inf file itself but merely browse to the folder containing the .inf file. If a folder contained the work for several candidates for the same unit then it would be possible to browse to this folder and the CBA zipper would verify the .inf files and add the work to the zip file one by one.

When all of the candidate's work has been selected enter the number of candidates to be included in the zip file and if required a file name prefix (test added in this example).
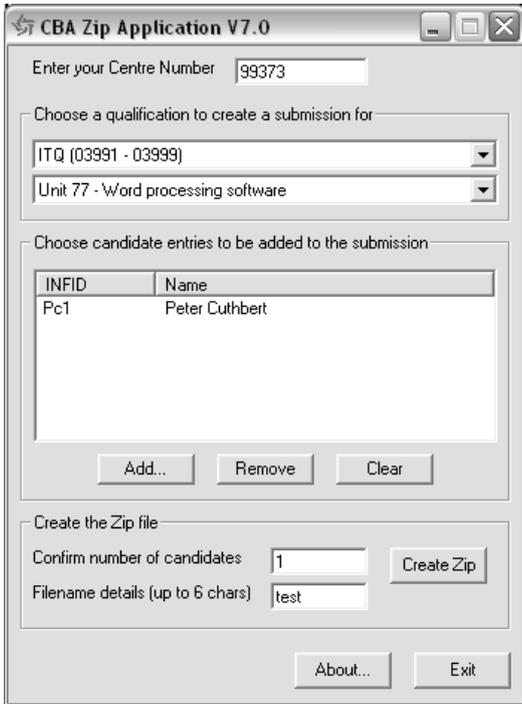
Click the 'Create Zip' button to open the Please specify the directory for the completed ZIP file to be saved in dialogue.

Browse to and select the directory where the zip file should be saved.
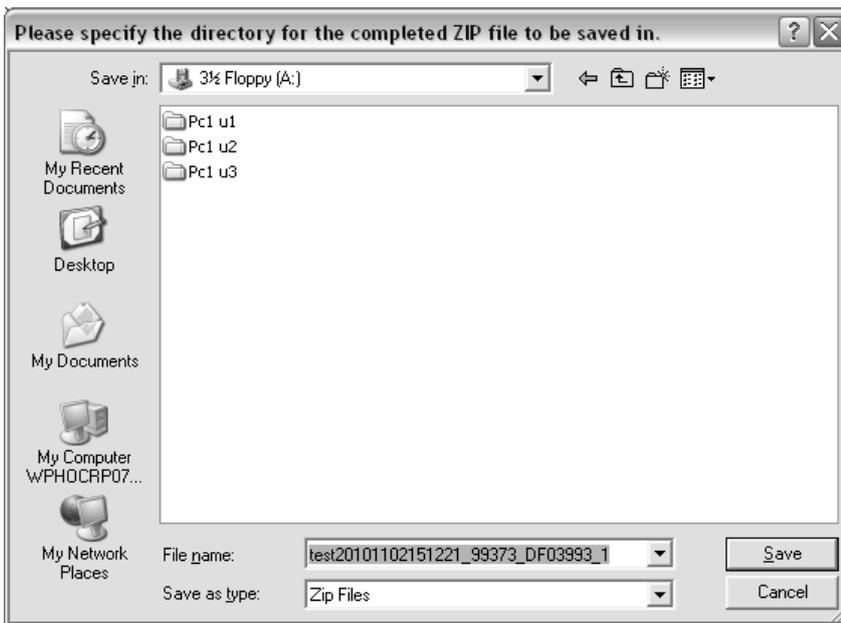
The zip file name is automatically generated by the CBA zipper as follows.

test	20101102	151221	99373	DF	03993	1
Optional file name prefix.	Date when the zip file was created in format yyyymmdd taken from the computer clock.	Time when the zip file was created in format hhmmss taken from the computer clock.	Centre number.	Unit type. DF = Unit 1 or 77. SG = Unit 2 or 69. DB = Unit 3 or 18.	Qualification scheme code. 05538 = New CLAiT. 03993 = ITQ 2009.	Number of candidates whose work is included in the zip file.

Click the 'Save' button to complete the save. The file will be saved to the selected location. A confirmation message will be displayed to confirm that the zip file has been created.

Click the 'Yes' button to clear the list of candidates from the Add candidate field on the CBA zipper dialogue.

Click 'Exit' to close the CBA zipper.

5 Submit for marking

To submit work for marking to the CBA marker, first log in to Interchange. The CBA marker is located in the 'Submit for marking' tab, entitled 'CBA marker', on the Computer-based assessment page.

To navigate to this page, hover over 'e-Assessment' and then click on 'Computer-based assessment' in the left-hand menu.

The page opens on the Assignments tab. Click on the 'Submit for marking' tab to open the page.

To submit a zip file for marking click on the 'Browse' button next to the 'Select a zip file' field to open the Choose file dialogue.
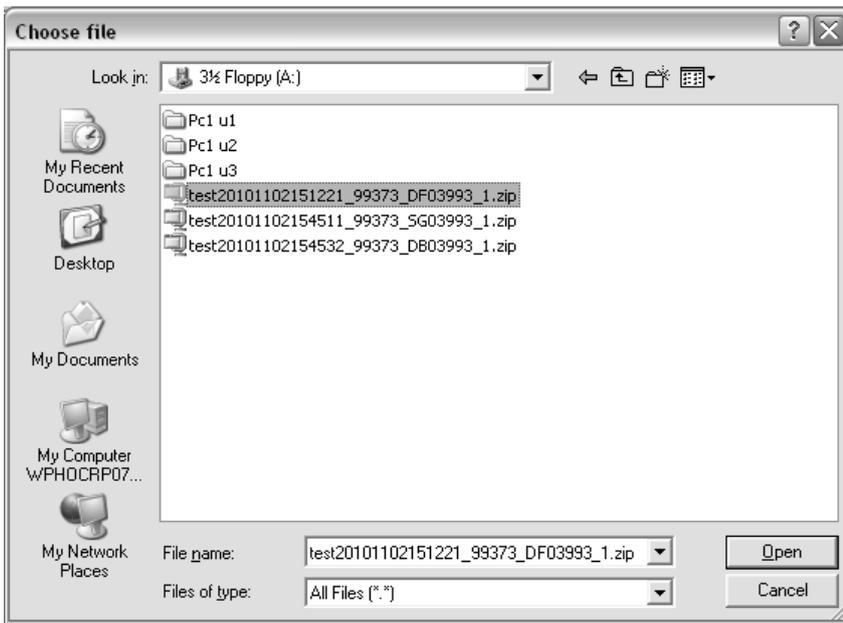
Browse to and select the zip file.

Click 'Open' to return the selected file to the 'Select a zip file' field.

Add any notes pertinent to the zip file being uploaded in the 'Add a description for the file you are sending' field. This is an optional field that can be used to identify the zip file being uploaded. Any notes added to this field will appear in the Notes field in the list of submitted zip files lower down the page.

The marking report, giving the results of the candidate's work submitted to the CBA marker, is emailed to the centre. Add an email address in the 'Add the return email address' field where the marking report should be sent.

Important note: It is important that the email address is added accurately as the marking report will not be delivered if the email address is incorrect.

Add the number of candidates whose work is included in the zip file in the 'How many candidates in this file' field. A quick way to determine the number of candidates is to look at the digit at the end of the zip file name (_99373_DF03993_**1**.zip).

Click on the 'Submit to OCR' button to upload the zip file for marking.

Once the file has uploaded the contents of the fields clear and the details of the upload is added to the top of the list of submitted zip files lower down the page.

The status of the marking can be seen from the 'Status' field in the list of submitted zip files. The status changes through four states: **Uploaded**, **Read and Recognised**, **Processing** and **Completed**. By refreshing the page, the progress of marking through these states can be seen.

In most cases, the marking should happen within a few minutes but if it takes longer it is **not** necessary to upload the same zip file again.

It is possible to view the details of the submitted zip files by clicking on the magnifying glass to the right of a specific file. This opens the File Details page where the details can be seen and the zip file downloaded if required.

A copy of all candidates' work should be retained by the centre but if there is a need to retrieve a zip file previously submitted it can be downloaded by clicking on the icon in the 'To download this file click on disk icon' field. This opens the File Download dialogue where the centre can click the 'Save' button and then browse to and select a location where the zip file should be downloaded to.

6　Marking report

The marking report is sent to the email address entered when the zip file was submitted to the CBA marker (see Section 5).

The marking report is sent from an automated mailbox (ComputerBasedAssessment@ocr.org.uk) and an example is shown below. This mailbox is not monitored so enquiries should **not** be sent to this email address.

The marking report email contains an attachment with the naming convention ITQ_<OCR REF>.txt or ITQERR_<OCR REF>.txt.
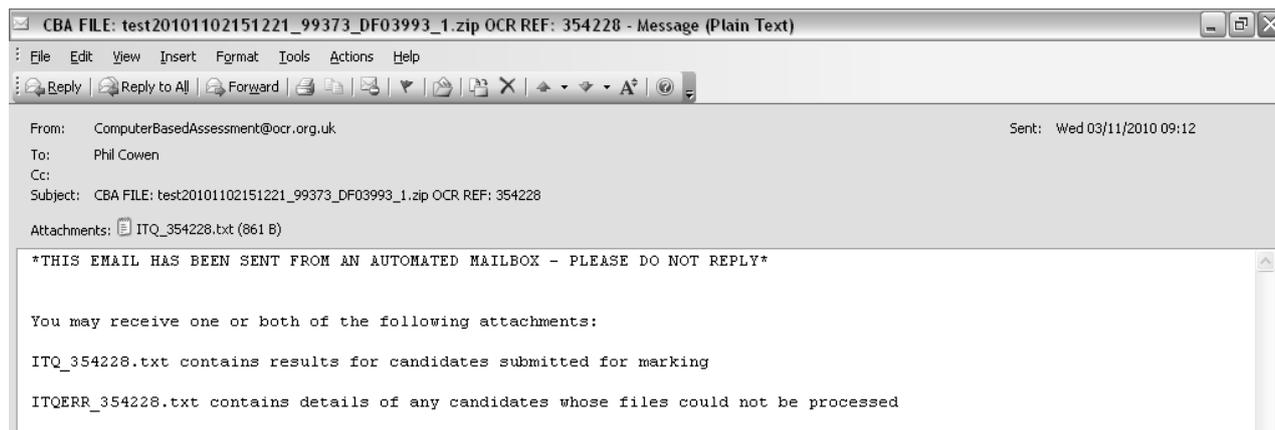
The <OCR REF> is a unique reference assigned to the submitted zip file and this should be quoted in any correspondence with OCR regarding the marking report.

Occasionally the CBA marker may not be able to process the zip file submitted. In this case the marking report email should provide details of why the zip file could not be processed and will not contain any attachments.
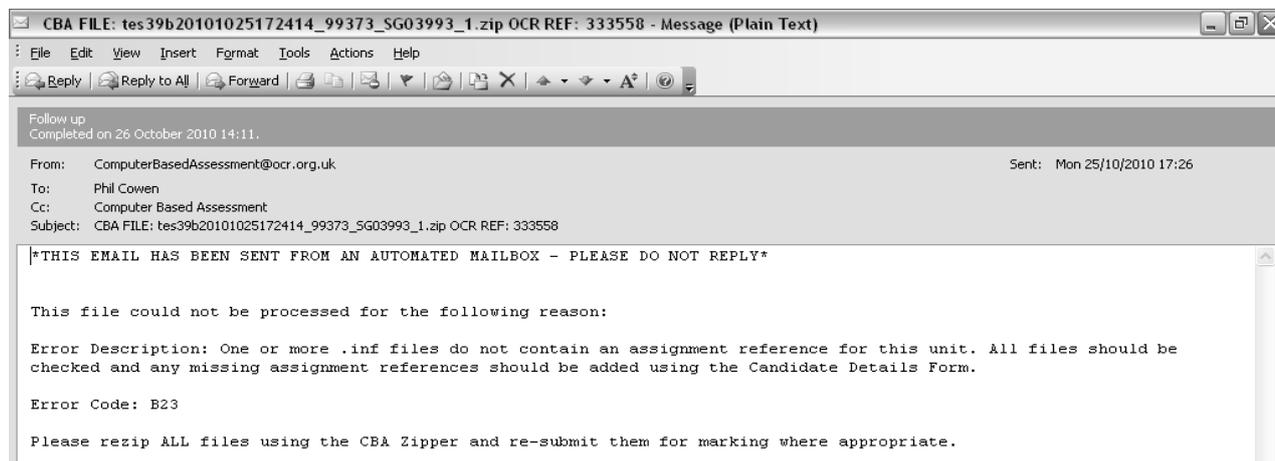
6.1　ITQ_<OCR REF>.txt

If the attachment is a text file named ITQ_<OCR REF>.txt it contains the names and results of those candidates whose work was successfully processed by the CBA marker.

The text file contains details about the qualification/unit, the candidate, the tutor, the submission date and the result. The result can either be a Pass or No Award depending on the number of accuracy and critical errors identified.

For a pass a maximum of four accuracy errors and no critical errors are allowed.
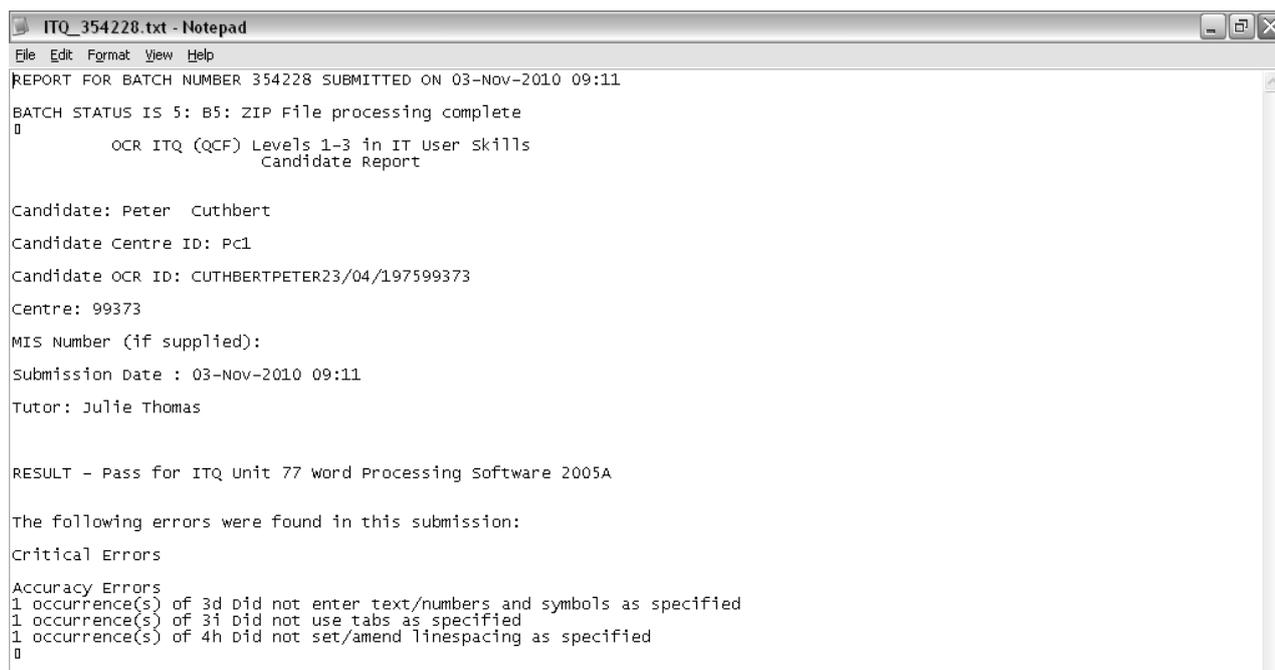

```
ITQ_354228.txt - Notepad
File  Edit  Format  View  Help
REPORT FOR BATCH NUMBER 354228 SUBMITTED ON 03-Nov-2010 09:11

BATCH STATUS IS 5: B5: ZIP File processing complete

            OCR ITQ (QCF) Levels 1-3 in IT User Skills
                        Candidate Report


Candidate: Peter  Cuthbert

Candidate Centre ID: Pc1

Candidate OCR ID: CUTHBERTPETER23/04/197599373

Centre: 99373

MIS Number (if supplied):

Submission Date : 03-Nov-2010 09:11

Tutor: Julie Thomas



RESULT - Pass for ITQ Unit 77 Word Processing Software 2005A


The following errors were found in this submission:

Critical Errors

Accuracy Errors
1 occurrence(s) of 3d Did not enter text/numbers and symbols as specified
1 occurrence(s) of 3i Did not use tabs as specified
1 occurrence(s) of 4h Did not set/amend linespacing as specified
```

Where errors are identified the area of the Level 1 New CLAiT 2006 syllabus are identified to help the centre target additional teaching for the candidate before they re-sit the assignment.

The text file should be saved in a secure location and can be printed out if necessary. For ITQ 2009 this text file has to be submitted as evidence of the achievement when claiming the unit certificate (see Section 7 for more details).

If the work for multiple candidates was submitted in the zip file then the text file will contain all of their results listed in turn. If you wish to print each candidate's result separately then the text file should be opened using word processing software to add breaks between each candidate's result before printing.

6.2   ITQERR_<OCR REF>.txt

If the attachment is a text file named ITQERR_<OCR REF>.txt it contains the names of those candidates whose work cannot be processed by the CBA marker.
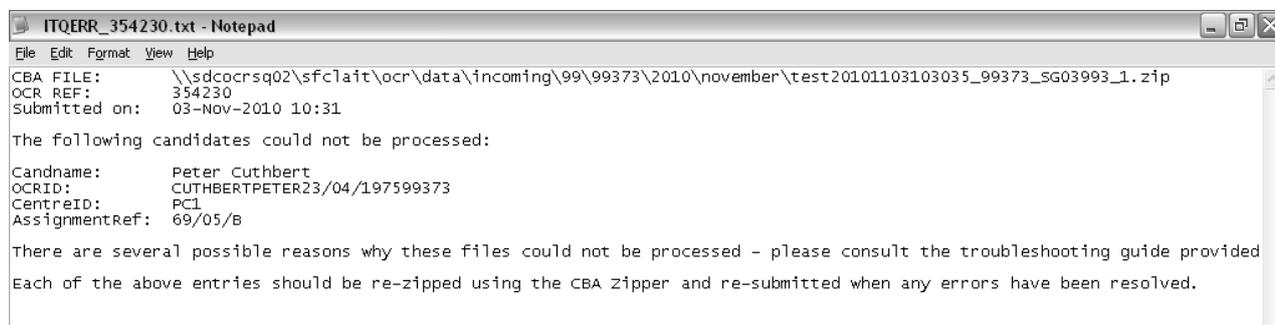

```
ITQERR_354230.txt - Notepad
File  Edit  Format  View  Help
CBA FILE:        \\sdcocrsq02\sfclait\ocr\data\incoming\99\99373\2010\november\test20101103103035_99373_SG03993_1.zip
OCR REF:         354230
Submitted on:    03-Nov-2010 10:31

The following candidates could not be processed:

Candname:        Peter Cuthbert
OCRID:           CUTHBERTPETER23/04/197599373
CentreID:        PC1
AssignmentRef:   69/05/B

There are several possible reasons why these files could not be processed - please consult the troubleshooting guide provided

Each of the above entries should be re-zipped using the CBA Zipper and re-submitted when any errors have been resolved.
```

The most commons reasons why work cannot be processed are listed in Section 8.

7 Certification

For ITQ 2009 it is necessary to claim the unit certificates from OCR using the online claims system in Interchange.

As the qualification is within the QCF each unit achieved is worth a number of credits that can contribute towards an overall qualification across all levels (1–3) of ITQ 2009 (03991–03999). As such, the centre has to decide which qualification the unit credits are to be claimed against. This can be done by making a claim in the online claims system.

In making an online claim the centre has to:

- Select an entry to use for the unit claim.

- This entry has previously been made for a unit or qualification (Award/Certificate/Diploma) at Levels 1–3.

- This entry can be named (specific candidate) or unnamed in which case the centre has to enter the candidate's details.

Further information on creating a claim using the online claims system can be found on the OCR website at www.ocr.org.uk/interchange/docs.

Each claim created in the online claims system is identified by a claim number. This number should be recorded and used when submitting evidence to OCR.

When the centre creates and then submits a claim the OCR examiner-moderator is notified by email. They will then expect that the evidence, in support of the claim, will be sent to them. For the ITQ 2009 units achieved by CBA they will still need to be sent the evidence for moderation.

Once the candidate has achieved a pass, for an ITQ 2009 unit (18, 69, 77) by CBA, the centre should claim the unit using the online claims system in Interchange. The CBA marking report should be sent as evidence to the allocated ITQ 2009 examiner-moderator. Refer to Section 7.1 for further details on the different ways of submitting the evidence.

Important note: Unit certificates for ITQ 2009 Units 18, 69 and 77 will not automatically be generated. They will only be generated once an online claim has been created in Interchange and the evidence of achievement (the marking report text file showing the candidate's pass) has been moderated by OCR.

7.1 Submitting evidence

For each candidate included in the claim an OCR ITQ (QCF) Submission Cover Sheet has to be completed. This is available on the ITQ 2009 page of the OCR website at www.ocr.org.uk/qualifications/type/qcf/ict_tec/itq under the key documents section.

This form should be downloaded and then completed in one of the following ways:

- Open the form in Adobe Acrobat Reader software and enter the details required electronically before printing out the completed form.

- Open the form in Adobe Acrobat Reader software and enter the details required electronically saving the completed form.

The details required include the candidate details, the qualification/unit entry and the units being claimed. For ITQ 2009 only Units 18, 69 and 77 have a CBA option so these units would be marked on the Submission Cover Sheet.

Important note: The information on the Submission Cover Sheet for each candidate should reflect the information in the claim.

Other units could also be marked on the Submission Cover Sheet but their evidence would be from another assessment option and **not** CBA. As such it may take longer for claims with a mix of CBA and other assessment options to be moderated. The certificates will be processed more efficiently if centres submit claims for CBA units separately from claims for non CBA units.

In addition to a completed Submission Cover Sheet the marking report text file showing the candidate's pass needs to be submitted. This marking report text file shows the qualification/unit, the candidate, the tutor, the submission date and the result.

7.1.2 Manually

Send the following hard copy documents to the OCR examiner-moderator for all candidates in the claim.

- Completed OCR ITQ (QCF) Submission Cover Sheet.

- Marking report text file showing candidate pass.

To expedite the moderation process, mark the claim number on the documents submitted.

7.1.3 Electronically

Email the following documents as attachments to the OCR examiner-moderator for all candidates in the claim. The email address for the OCR examiner-moderator was supplied in the allocation letter sent when the centre made their first entry for a unit or qualification (Award/Certificate/Diploma) at Levels 1–3. The email address is in the format ocrem**@ocr.org.uk.

- Completed OCR ITQ (QCF) Submission Cover Sheet.

- Marking report text file showing candidate pass.

To expedite the moderation process, mark the email subject with **CBA** together with the **centre number**, **scheme code** and the **claim number** of the reports attached.

Once the OCR examiner-moderator has moderated the evidence they will produce a centre feedback report for each claim submitted. This confirms the evidence and the claim will proceed to certification.

The centre feedback report will be available on Interchange.

8   Troubleshooting

Administration	
Do I have to register for Level 1 CBA for ITQ 2009?	No, but to be able to offer CBA for Level 1 ITQ 2009 units a centre must: • Be approved for ITQ 2009. • Be registered to use Interchange to get access to the New CLAiT 2006 assignments, data files, candidate details form, CBA zipper and CBA marker.
Is there a charge for using Level 1 CBA for ITQ 2009?	No, but the centre will have to make an entry (named/unnamed, unit/qualification) for each candidate for ITQ 2009 before being able to claim any certificates.
Is there a charge for candidates who don't achieve a pass?	No because in the paper-based system you would not submit work unless you thought that the candidate had passed. With Level 1 CBA for ITQ 2009, a centre would not claim a certificate if the candidate has not passed the unit.
How do I register for Interchange?	To register for this free service download and complete an Interchange Agreement from www.ocr.org.uk/interchange. Alternatively, if your centre is already registered and you require login details, contact the Interchange System Administrator at your centre or the OCR Customer Contact Centre on 02476 851 509 or at vocational.qualifications@ocr.org.uk.
I am having problems logging onto Interchange with my login details. What should I do?	If you enter your login details incorrectly on three occasions your account will be blocked. If your account becomes locked please contact the Interchange System Administrator at your centre or the OCR Customer Contact Centre on 02476 851 509 or at vocational.qualifications@ocr.org.uk.
Assignments and data files	
Which ITQ 2009 units can be submitted for CBA marking at Level 1?	Only the three units listed here can be submitted for CBA marking at Level 1: • Unit 18 Database software • Unit 69 Spreadsheet software • Unit 77 Word processing software
Which Level 1 New CLAiT 2006 assignments do my candidates work on to submit to the CBA marker?	The candidates have to work on the equivalent New CLAiT 2006 units and submit them to the CBA marker in the ITQ 2009 context. • Unit 3 Database Manipulation and submit in ITQ 2009 context as Unit 18 Database software. • Unit 2 Creating Spreadsheets and Graphs and submit in the ITQ 2009 context as Unit 69 Spreadsheet software. • Unit 1 File Management and e-Document Production and submit in the ITQ 2009 context as Unit 77 Word processing software.

How many attempts can my candidates have at each assignment?	There are four versions of the New CLAiT 2006 units (1, 2 and 3) that can be used for CBA. These are 2005 Set A, 2005 Set B, 2006 and 2007. The 2008 and 2009 versions **cannot** be used for CBA.
Can the candidates use any software they wish to work on the assignments?	The CBA marker can only process files in the following formats. - Unit 1 – The files created or amended by the candidate must be saved as .doc or .rtf. - Unit 2 – The files created or amended by the candidate must be saved as .xls. - Unit 3 – The files amended by the candidate must be saved as .mdb. Currently, the native file formats of the Office 2007 applications (.docx, .xlsx, .accdb) cannot be marked and have to be converted to Office 2003 formats before being submitted to the CBA marker. Centres can configure these applications in compatibility mode to ensure that the Office 2003 formats are used.
Software utilities	
What is the candidate details form?	The candidate details form is a page in Interchange that is used to provide the details of the centre, candidate, tutor and assignments taken to OCR in the form on an .inf file. The .inf file has to be created for each candidate whose work is submitted to the CBA marker. The .inf file has to be included with each candidate's work submitted to the CBA marker.
What is the CBA zipper?	The CBA zipper is a software utility that has to be used to zip one or more candidates work together for submission to the CBA marker.
Preparing work for submission	
How important is it to prepare the top level folder containing the .inf file correctly?	It is very important to prepare the top level folder containing the .inf file as specified in the user guide. Additional levels of folders can cause marking problems and this is especially true for Unit 1 (Unit 77 for ITQ 2009).
How important is it to have the correct assignment references in the .inf file included with the candidate work submitted?	It is very important to have the correct assignment references in the .inf file for the working being submitted. If the wrong assignment references are used in the .inf file then the work will either not mark or will mark incorrectly.

My candidate's files work cannot be zipped using the CBA zipper?	The reason why a candidate's work cannot be zipped will normally be given in the results window of the CBA zipper. Common reasons include. • Missing .inf files in the work being zipped. • Missing assignment reference in one or more .inf files in the work being zipped. • Password protected or read only files included in the work being zipped. These issue need to be corrected individually before the work can be zipped using the CBA zipper.
Submit for marking	
How do I submit a candidate's work for marking?	Log in to Interchange and navigate to the CBA marker page under e-Assessment, Computer-based assessment. The zip file created by the CBA zipper has to be uploaded to the CBA marker from this page.
Can I get feedback on how a candidate's work is progressing with marking?	The status of the submitted zip file is shown on the CBA marker page in Interchange. Once the status is completed an email should be sent to the address entered when submitting the zip file.
I sent a zip file recently but haven't had an email back. Should I resend it?	No, you should never resend a zip file unless specifically asked to do so by OCR. If you suspect that the email address entered was incorrect, you can contact OCR who will resend the results.
I submitted some work for marking but the return email says that a particular candidate's work cannot be processed. What is the reason?	There are many different reasons why a candidate's work cannot be processed. Try to identify the reason before re-submitting the candidate's work where appropriate. Common reasons include. • **Has the candidate submitted the correct files for the assignment taken?** If not, the candidate has not achieved the assessment objectives relating to any missing files and will need to attempt a different assignment. • **Does the assignment reference in the .inf file match the assignment submitted?** If the assignment has not marked due to the wrong assignment references in the .inf file then update the .inf file to include the correct assignment references before re-submitting. • **Is the work produced by the candidate in the correct file formats?** At present the CBA marker cannot accept Office 2007 native files. Resave the files in the correct format before re-submitting the work. • **Can each of the files submitted in the work be opened successfully?** If not the candidate has not achieved the assessment objectives relating to any files that cannot be opened and will need to attempt a different assignment. • **Do all of the files submitted in the work contain some data?** If not the candidate has not

	achieved the assessment objectives relating to any blank files and will need to attempt a different assignment.
	• **Does the database contain the required table, queries and report?** Any extra tables, queries, reports the candidate has produced during the course of attempting the assignment should be removed before re-submitting the work. If any queries or reports are missing, the candidate has not achieved the assessment objectives relating those queries or reports and will need to attempt a different assignment.
	• **Can each of the queries and report be opened successfully?** If not, the candidate has not achieved the assessment objectives relating to any query or report that cannot be opened and will need to attempt a different assignment.
Marking report	
Do I need to retain the marking reports?	The marking report acts as the evidence of a candidate's result for the assignment. This is required to claim each candidate's certificate for any passes obtained. Therefore, you should retain the marking reports at least until you have received the candidate's certificate.
Do I need to print out the marking reports?	This depends on whether you submit the marking report as evidence in hard copy or electronically. If you intend to do this in hard copy you will need to print out the marking report.
Certification	
Do I have to claim my candidates' certificates?	Yes, for ITQ 2009 units it is necessary to claim certificates using the online claims system in Interchange.