



Accessing Controlled Assessment Materials on Interchange

User Guide

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Before you start:

Controlled Assessment Materials will be available to download from OCR Interchange from June 2009.

To set up an Interchange user account please contact the OCR Customer Contact Centre on 01223 553998.

If your centre already has an Interchange user account, your Centre Administrator can assign the 'Tutor / Teacher' Interchange role to all users who wish to access Controlled Assessment Materials.

Step 1 – Log into Interchange

- Click on the following link <http://interchange.ocr.org.uk>
- Enter your log in details

OCR  **interchange**
RECOGNISING ACHIEVEMENT

Help

Welcome

You can use Interchange to securely access candidate information and online services for all OCR qualifications, 24 hours a day.

New features will be added over the coming months. Please check the [OCR website](#) and your email for information.

Login

Login ID: (for centre users this will be your centre number)

Username:

Password: (case sensitive)

[Forgotten Your Password?](#)

New User

To sign up please complete and return the [OCR Interchange Agreement \(118kb\)](#) to receive your login details.

Step 2 – Navigate to Controlled Assessment Materials area

- Click on 'Coursework and tests'
- Click on 'Controlled Assessment Materials'

The screenshot shows the OCR Interchange website interface. At the top, the logo 'OCR interchange' is displayed with the tagline 'RECOGNISING ACHIEVEMENT'. The user is logged in as '99373 brawle'. Navigation links for 'Help' and 'Log out' are visible. A 'Print page' button is located in the top right corner.

The main content area is titled 'You are here: Home'. On the left, there is a navigation menu with two main sections: 'By task' and 'By qualification'. The 'By task' section includes links for Candidates, Entries, Coursework and tests, e-assessment, Certification claims, Results, Post results, Centre information, Assessors, Search, Resources, Admin, and OCR Nationals. The 'By qualification' section includes links for GCE, GCSE, Principal Learning..., OCR Nationals, Functional Skills, Skills for Life, NVQ, Vocationally related, and CLAIT and iPro.

The main content area displays several news items and announcements:

- Active Results** is a free results analysis service to help teachers review the performance of individual candidates or whole schools. [Read more](#)
- ULN** - A new 'identifier' is being introduced called the Unique Learner Number (ULN). This ULN is a personal 10-digit number, which is essential for learners taking a Diploma programme of study. [Read more](#)
- Support material**
 - Controlled assessment materials**: Information of internally assessed marks has now passed and it is therefore no longer possible to submit marks via [Read more](#)
 - Science co-ordinator materials**: [Controlled assessment materials](#)
- Coursework submissions**: New functionality has been added to Interchange [Read more](#)
- Enter coursework marks**: [Read more](#)
- Find coursework marks**: [Read more](#)
- Submit coursework marks**: [Read more](#)
- View submitted coursework marks**: [Read more](#)
- Tests**
 - Functional Skills attendance lists**: [Read more](#)
 - Add Functional Skills test results**: [Read more](#)
 - Key Skills test invoices**: [Read more](#)
- Moderation**: [Read more](#)
- OCR Repository**: [Read more](#)
- Important information regarding the submission of Internally Assessed Marks**: <https://interchange-uat.ocr.org.uk/Home.mvc/WhatsNew>

Step 3 – Search for materials

- Search for materials via the unit code or the drop-down menus.
- All available documents will be displayed below the search.

The screenshot shows the OCR Interchange website interface. At the top, the OCR logo and 'interchange' text are visible, along with 'RECOGNISING ACHIEVEMENT' and navigation links for 'Help' and 'Log out'. Below the header, the breadcrumb 'You are here: Home > Controlled assessment materials' is shown. The main content area is titled 'Controlled Assessment Materials' and features a 'Notices' section with an information icon and text stating that materials for GCSE specifications will be available for download from June 2009. A search instruction reads: 'Use the drop-down menu below to select the controlled assessment material you require or search by unit code.' The search form includes a 'Unit Code (eg, F123)' input field, a 'Search' button, and three dropdown menus: 'Select qualification type:' (set to 'GCSE'), 'Select subject:' (set to 'Art and Design'), and 'Select subject detail:' (set to '3D Design'). Below the search form, two search results are listed: 'A266 - Controlled Assessment' (PDF 254KB) and 'A266 - Resource Booklet' (PDF 254KB). A 'Page notes' section at the bottom provides instructions on how to extract zip files on different operating systems. The footer contains links for 'Download Adobe Acrobat software', 'Accessibility', 'Terms of use', and a copyright notice '© 2000-2009 OCR'.

Step 4 – Open materials

- Click on the document link, the document will open in your browser
- Click on 'Save As' to save the document to your desktop.

The screenshot shows a web browser window with the address bar displaying 'https://interchange'. The browser's toolbar includes 'Back', 'Forward', 'Home', 'Search', 'Favorites', and 'PDF' options. The document content is as follows:

OCR
RECOGNISING ACHIEVEMENT

SPECIMEN

General Certificate of Secondary Education
Geography B
Unit B562: Geographical Enquiry
Specimen Controlled Assessment Material

B562 CA

INFORMATION FOR TEACHERS

- The enclosed task is an example of possible areas of study
- Please refer to Section 3.3 and Section 5 of the Geography specification for further information concerning the task

This unit consists of two tasks, one is a fieldwork investigation of a hypothesis or question and the other is an issue investigation linked to one of 9 topics.
Each candidate's submission should be no more than about 2000 words in total (approximately 1200 words for 'Fieldwork Focus' and 800 words for 'Geographical Investigation'.)

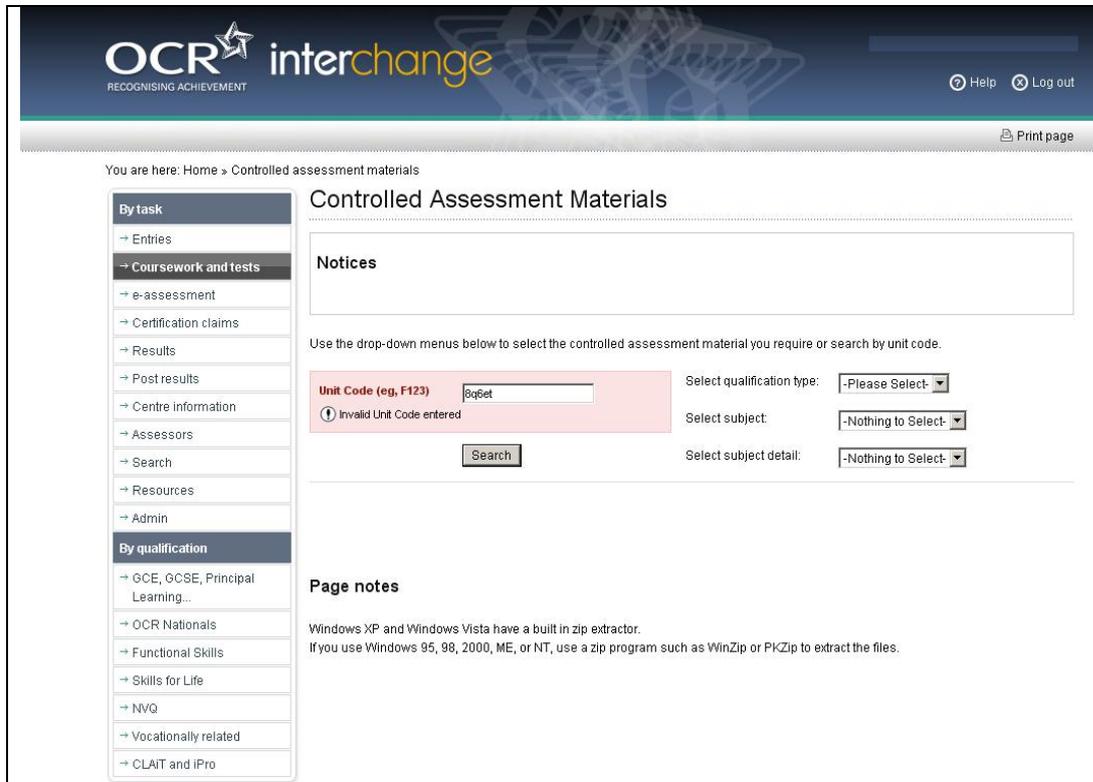
The maximum mark for these tasks is a total of 60

This document consists of 7 printed pages and 1 blank page.
SP (SLM) T12103 © OCR 2008 50014538/6 OCR is an exempt Charity

[Turn over

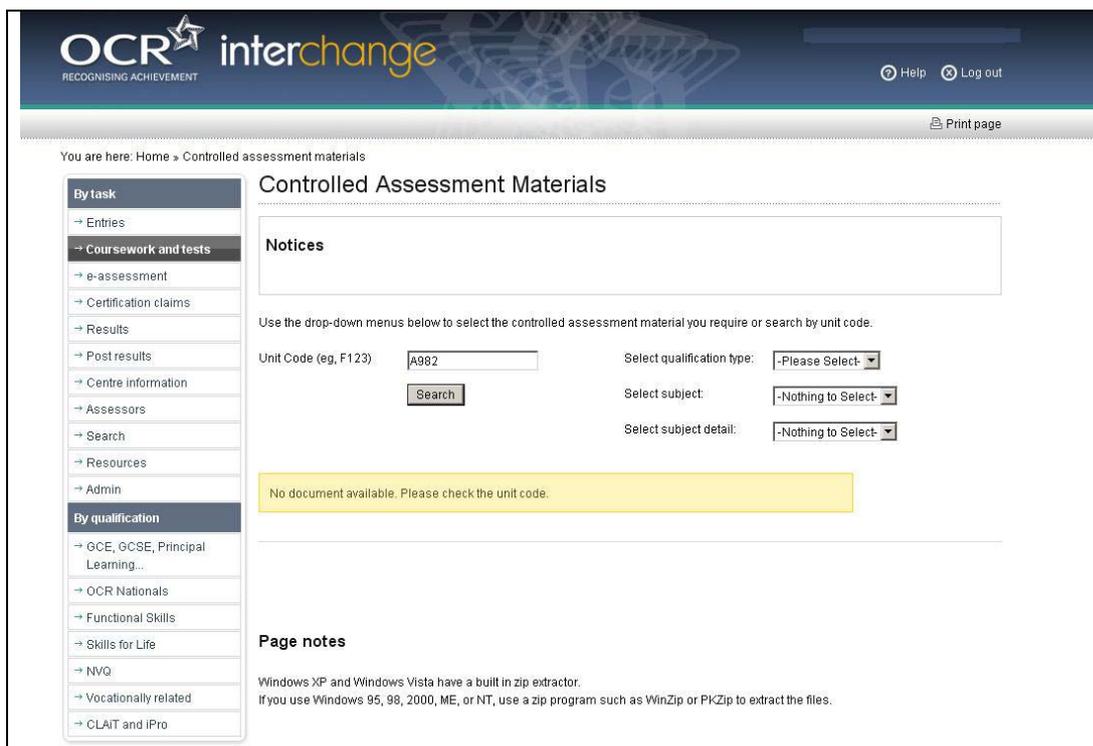
Step 5 – Troubleshooting

If you search for an invalid unit code, the following error message will be displayed.



The screenshot shows the OCR Interchange website interface. The header includes the OCR logo and 'interchange' text, with 'RECOGNISING ACHIEVEMENT' below. Navigation links for 'Help' and 'Log out' are in the top right. A breadcrumb trail reads 'You are here: Home > Controlled assessment materials'. A left sidebar menu is divided into 'By task' and 'By qualification' sections. The main content area is titled 'Controlled Assessment Materials' and features a 'Notices' section. Below this, a search form is displayed with the following fields: 'Unit Code (eg, F123)' containing '096et', 'Select qualification type:' with a dropdown menu set to '-Please Select', 'Select subject:' with a dropdown menu set to '-Nothing to Select', and 'Select subject detail:' with a dropdown menu set to '-Nothing to Select'. A red error message box is positioned below the unit code field, stating 'Invalid Unit Code entered'. A 'Search' button is located below the form. At the bottom of the page, a 'Page notes' section contains text about zip extractors for Windows XP, Vista, 95, 98, 2000, ME, and NT.

If you search for a valid unit code but there is no document currently available, the following message will be displayed.



The screenshot shows the same OCR Interchange website interface as the previous one. The search form now has 'A982' entered in the 'Unit Code (eg, F123)' field. The error message is gone, and a yellow message box is displayed below the search form, stating 'No document available. Please check the unit code.' The rest of the page, including the sidebar, notices, and page notes, remains the same.

If you search via the 'drop down' menus but there is no document currently available, the following message will be displayed.

The screenshot shows the OCR Interchange website interface. At the top, the logo for OCR Interchange is displayed with the tagline 'RECOGNISING ACHIEVEMENT'. Navigation links for 'Help' and 'Log out' are visible. Below the header, a breadcrumb trail indicates the user is in 'Home > Controlled assessment materials'. The main content area is titled 'Controlled Assessment Materials'. On the left, there is a sidebar menu with two sections: 'By task' and 'By qualification'. The 'By task' section includes links for Entries, Coursework and tests (which is highlighted), e-assessment, Certification claims, Results, Post results, Centre information, Assessors, Search, Resources, and Admin. The 'By qualification' section includes links for OCE, GCSE, Principal Learning..., OCR Nationals, Functional Skills, Skills for Life, NVQ, Vocationally related, and CLAIT and iPro. The main content area features a 'Notices' section with an information icon and a message: 'Controlled Assessment materials for GCSE specifications will be available to download from June 2009'. Below this, a search instruction reads: 'Use the drop-down menus below to select the controlled assessment material you require or search by unit code.' The search form includes a text input for 'Unit Code (eg, F123)', a 'Search' button, a dropdown for 'Select qualification type' (set to 'GCSE'), a dropdown for 'Select subject' (set to 'Business and Communications'), and a dropdown for 'Select subject detail' (set to 'Developing Bus Comm Systems'). A yellow message box states: 'No document available. Please check the search details.' At the bottom, a 'Page notes' section provides information about zip file extraction on different operating systems. The footer contains links for 'Download Adobe Acrobat software', 'Accessibility', 'Terms of use', and a copyright notice for 2000-2009 OCR.