Submitting access to scripts (ATS) requests via Interchange

A step-by-step guide to support the submission of access to scripts requests for 14–19 qualifications

See the OCR *Admin Guide* for deadlines for submitting priority and non-priority ATS requests.

This guidance demonstrates how to submit an access to scripts (ATS) request via Interchange (https://interchange.ocr.org.uk) quickly and easily.

For getting started with Interchange, see our quick start guide at www.ocr.org.uk/interchange.

ATS requests can only be submitted by using Interchange (unless you are a private candidate – see our Guidance for Private Candidates).

All scripts requested through the ATS service will be returned electronically via Interchange.

Log in to Interchange, hover over 'Post results' in the left-hand menu and click on 'Access to scripts'.

Find scripts by candidate or specification/unit code.

You can search by **either** candidate number **or** specification/unit code.

You can navigate between pages using these tabs:
Find scripts
Current selection (shows your currently selected scripts)
Previous requests

To find scripts **by candidate,** enter a candidate number in this search field and click on the 'Find Units' button.

OR

To find scripts **by specification or unit code**, enter a code in this search field and click on the 'Find Candidate' button.

Do **not** enter a certification code here.

Request scripts

Find scripts | Current selection | Previous requests

Access to scripts Series June 2011

Welcome to the OCR access to scripts service for June 2011. We are pleased to offer an updated service this year. Scripts for both the priority and non-priority services will be provided electronically as a PDF image for you to download from Interchange. This means that you will receive your scripts more quickly as you won't have to wait for them to arrive in the post.

The fees for 2011 are:

Priority service for GCE, Advanced FSMQ and Level 3 Principal Learning - £9.30

Non-priority service for GCE, FSMQ, Levels 1 and 2 Principal Learning and GCSE - £8.80

A handy step-by-step guide is available to download from www.ocr.org.uk/interchange/docs/ to guide you through using this service. Once you have requested your scripts via Interchange, you will receive an email confirming that the PDF images are ready to download. Therefore, please ensure that you include your up to date email address when submitting your request.

Find scripts by candidate

Candidate number: [_____] [Find Units]

Find scripts by specification / unit code

Specification / unit code: [_____] [Find Candidate]

[View previous requests]

Select the ATS service you need.

All units for the candidate will appear on 'Find scripts by candidate' screen. From here you can submit priority or non-priority script requests for **available units** by ticking the appropriate box. Where the service isn't available, 'N/A' will appear. Where the service is available, tick the box (either for priority or non-priority copy scripts) for the relevant unit(s), before clicking on 'Save and Proceed'.

You can use these links to add or remove **all** ATS requests.

You can sort your results by clicking on the first two column headings.

Where a request has already been submitted, the request reference number will appear here instead of the tick box. Clicking on the reference number will take you to the Previous requests screen where you can view the request details.

'N/A' will appear instead of a tick box in cases where it is not possible to submit an ATS request. For example, if the unit is moderated.

If you select both priority and non-priority scripts, you will receive and be charged for the **priority service only.**

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Select the ATS service you need.

All candidates with entries for the specification/unit will appear on the 'Find scripts by specification/unit code' screen. From here you can submit priority or non-priority script requests for **available units** by ticking the appropriate box. Where the service isn't available, 'N/A' will appear. Where the service is available, tick the box (either for priority or non-priority copy scripts) for the relevant candidate(s), before clicking on 'Save and Proceed'.

You can use these links to add or remove **all** ATS requests.

You can sort your results by clicking on the first six column headings.

Where a request has already been submitted, the request reference number will appear here instead of the tick box. Clicking on the reference number will take you to the Previous requests screen where you can view the request details.

'N/A' will appear instead of a tick box in cases where it is not possible to submit an ATS request. For example, if the unit is moderated.

If you select both priority and non-priority scripts, you will receive and be charged for the **priority service only.**

Review your selected items.

Once you have clicked 'save and proceed' you can review your selected items, including the relevant fees, on the 'Current selection' screen. If you want to remove an item from the request, simply un-tick the relevant box then click on 'Amend Items'. The list will then update accordingly. If you want to remove **everything** from the request, click one of the 'Remove all' links (either for priority or non-priority scripts). To continue adding items to your request, click on the 'Find Candidate' or 'Find Units' buttons.

You can remove all priority or non-priority requests by clicking on these links.

You can still add new candidates or units before submitting the request. Clicking on these buttons will take you back to the 'Find scripts' screen.

To remove something from the request, un-tick the relevant box.

Each time you click on 'Amend items', The total cost will adjust as necessary

Once you are happy that all the candidates and/or units you require are included in the request, you can submit it, by clicking the 'Submit Request' button. Before submitting, check that your **name**, **telephone number** and **email address** are correct in the 'Confirm your request' section, then click on 'Submit Request'.

IMPORTANT: You can overtype the email address to update it. You **must** ensure that this email address is correct as it will be used to notify you that electronic copies of scripts are available on Interchange. Please note that this can be different from your Interchange email address.

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You will see confirmation that your request has been submitted, on this screen as well as details of your successfully submitted request. Here, you will see your **reference number**, which uniquely identifies this request.

You can make additional requests by clicking on the appropriate link.

You can view all previously submitted requests on the 'Previous requests' screen,

by clicking on the 'Previous requests' tab at the top of the page. You can sort your requests by clicking on the column headings. Alternatively, to search for a specific candidate or unit, click on the 'Search' button. To view the request details in full, click on the reference number.

You can search for specific candidates or units, by clicking on the 'Search' button.

Accessing eCopy scripts

You will receive an email, confirming that your scripts are available to view online. This email will be sent to the address you provided when you submitted your request. To view a script, log in to Interchange, hover over 'Post results' in the left-hand menu and click on 'Access to scripts'. Next, navigate to your request by clicking on the 'Find scripts' tab. You can access a PDF of the script by clicking on the PDF logo in the 'ECopy' column for the relevant unit/candidate.

If you have any queries about the ATS service, please contact the OCR Customer Contact Centre on 01223 553998 or at general.qualifications@ocr.org.uk, quoting your centre number.

For more information on all our post-results services, please visit the OCR website.

Useful documents

Access to Marked Examination Scripts – Notes for Guidance

Script Annotation FAQs – Electronically marked scripts

OCR *Admin Guide*