

# 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](http://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.

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Welcome to Interchange

Upcoming key dates

What's new?

Post results
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Enquiries about results

[feedbacktointerchange@ocr.org.uk](mailto:feedbacktointerchange@ocr.org.uk)

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/](http://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 scripts by specification / unit code

Specification / unit code:

# Select scripts – by candidate

## 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.

Find scripts by candidate

Find scripts | Current selection | Previous requests

Candidate number:

Search results

Candidate number: 2181  
 Candidate name: [REDACTED]  
 UCI: [REDACTED]  
 ULN: [REDACTED]  
 Date of birth: [REDACTED]

**Add ALL scripts for units**  
 Priority Copy Script [Add All](#) / [Remove All](#)  
 Non Priority Script [Add All](#) / [Remove All](#)

View  Items per page

Unit code	Unit name	Priority copy script	Non-priority script	ECopy
2873/01	BUSINESS BEHAVIOUR : BUSINESS BEHAVIOUR	<input checked="" type="checkbox"/> <a href="#">ATS000088578</a>	<input type="checkbox"/>	
2874/01	FURTHER MARKETING : FURTHER MARKETING	<input type="checkbox"/>	<input type="checkbox"/>	
2878/01	BUSINESS PROJECT : BUSINESS PROJECT	<input type="checkbox"/>	<input type="checkbox"/>	
2880/01	BUSINESS STRATEGY : BUSINESS STRATEGY	<input type="checkbox"/>	<input type="checkbox"/>	
G145/01	LAW OF CONTRACT : LAW OF CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	
G146/01	LAW OF CONTRACT SPECIAL STUDY : LAW OF CONTRACT SPECIAL STUDY	<input type="checkbox"/>	<input type="checkbox"/>	

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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.

Review your selected items

Find scripts | Current selection | Previous requests

Please review the following items. You may amend your request or add additional items as you require. When you are happy with your items please confirm the request by entering your details at the bottom of the page.

Priority Copy Script [Remove All](#)  
Non Priority Script [Remove All](#)

Candidate Number	Candidate Name	UCI	ULN	DOB	Unit Code	Unit Name	Priority copy script	Non-priority script
2181							<input checked="" type="checkbox"/>	N/A
2181							N/A	<input checked="" type="checkbox"/>
2181							N/A	<input checked="" type="checkbox"/>
							£	£

Find and add more Candidates [Find Candidate](#) [Amend Items](#)

Find and add more Units [Find Units](#)

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'.

Find and add more Candidates

Find and add more Units

### Confirm Your Request

If the above items are correct, please enter your details below and click 'Submit Request'.

Name:

Telephone Number:

Email address:

**IMPORTANT:** You can overwrite 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.



# Your ATS request is confirmed

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.

### Request scripts

[Find scripts](#) [Current selection](#) [Previous requests](#)

[View previous requests](#)

#### Your Request is now Confirmed

Name: [REDACTED]  
Email: test@test.com  
Telephone Number: 024 7624 3000  
Date Submitted: 12 Jul 2011  
Reference Number: **ATS000088581**

Unit Code and Name	Candidate Number and Name	Candidate UCI	Candidate ULN	Candidate DOB	Priority Copy Script	Non-priority Script
2873/01 - BUSINESS BEHAVIOUR	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	no	yes

[Make more requests by candidate](#)  
[Make more requests by unit](#)



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



Request scripts

Find scripts   Current selection   **Previous requests**

View previous requests

Use search for specific candidates or units **Search**

View 10 items per page   < previous 1 - 10 of 15 next >

Request Date	Submitted By	Reference
24-May-2011		ATS000088567
24-May-2011		ATS000088568
01-Jun-2011		ATS000088569
01-Jun-2011		ATS000088570
02-Jun-2011		<b>ATS000088571</b>
02-Jun-2011		ATS000088572
03-Jun-2011		ATS000088573
03-Jun-2011		ATS000088574
06-Jun-2011		ATS000088575
06-Jun-2011		ATS000088576

< previous 1 - 10 of 15 next >

[Make more requests by candidate](#)  
[Make more requests by unit](#)

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.



Find scripts   Current selection   **Previous requests**

View previous requests

Viewing previous request

Name: [blurred]  
 Email: [blurred]  
 Telephone Number: [blurred]  
 Date Submitted: [blurred]  
 Reference Number: [blurred]

Unit Code and Name	Candidate Number and Name	Candidate UCI	Candidate ULN	Candidate DOB	Priority Copy Script	Non-priority Script
2582/01 - DOCUMENT STUDIES 1774-1945	[blurred]	[blurred]	[blurred]	[blurred]	no	yes

[Make more requests by candidate](#)  
[Make more requests by unit](#)

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.

**From:** OCR Interchange [mailto:Interchange@ocr.org.uk]  
**Sent:** 20 July 2011 15:32  
**To:** [redacted]  
**Subject:** Your requested Script(s) are now available to download.

Dear [redacted],

The OCR script(s) you requested on 19-Jul-2011 for

Series: June

Unit: 2589 / 11 / Historical Investigations 1799-1955 : STALIN & COLD WAR IN EUROPE 1941-55

are now available for you to download from Interchange.

Please access your request by clicking on 'Post results' in the Interchange left-hand menu and selecting 'Access to scripts'. Then use the 'Find By Candidate' and 'Find By Unit' search boxes to search for the script(s), and you will find a link to download an electronic copy of the student script(s).

Regards,  
OCR Interchange

## Find scripts by specification / unit code

Find scripts | Current selection | Previous requests

Specification / unit code:

### Search results

Unit Name: HIST. INVESTIGATIONS 1799-1955 : NAPOLEON I

Add ALL scripts for candidates

Priority Copy Script [Add All](#) / [Remove All](#)

Non-priority Script [Add All](#) / [Remove All](#)

View  Items per page

Cand. no.	Unit code	UCI	ULN	Name	Date of birth	Priority copy script	Non-priority script	ECopy
36	2589/11					ATS000088584	ATS000088584	
2209	2589/11					ATS000088570	ATS000088584	
2540	2589/11					ATS000088571	ATS000088571	

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](mailto: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](#)