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## Making entries for Certificates of Professional Competence (CPC) qualifications via Interchange

A step-by-step guide for centres



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## Introduction

This guide demonstrates how to make entries for CPC qualifications via Interchange.

### Interchange

For help getting started with Interchange, see our quick start guide

### Interchange quick start guide

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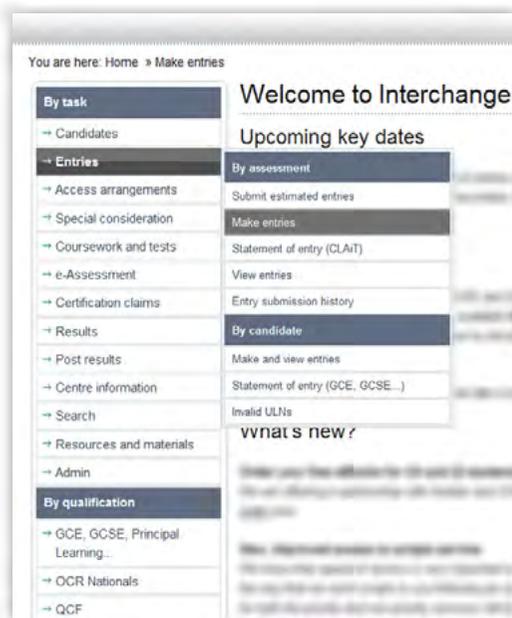
Further support

## Log in to Interchange

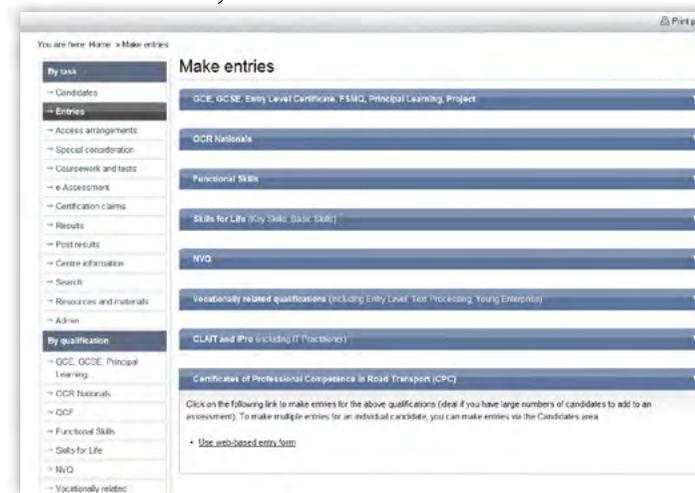
To get started, log in to Interchange, hover over 'Entries' in the left-hand menu and then click on 'Make entries'. Next, click on the 'Certificates of Professional Competence in Road Transport (CPC)' heading and then the 'Use web-based entry form' link.

**Note:** CPC entries can only be made during the current test entry window.

Choose 'Entries' from the left-hand menu



Use web-based entry form



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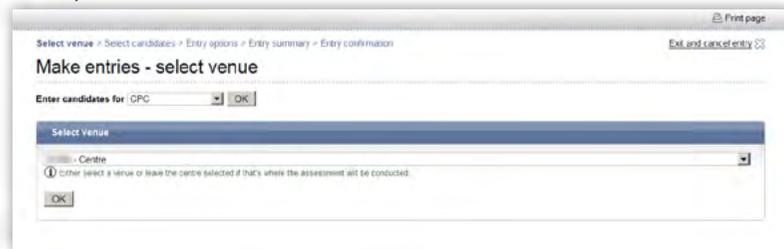
Further support

## Select your venue

Choose from the dropdown list the venue where the candidates will take the assessment (this will either be your centre or an approved venue). Once you have selected the venue, click 'OK'.

**Note:** If the venue you want to select does not appear in the dropdown list, you must get this venue approved. To do this, contact the OCR QAP team on 02476 496557.

Select your venue



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## Select candidates

Next, you need to select your candidates. You can do this by choosing individual candidates or whole candidate groups. You should select existing candidates rather than creating new ones; however, if you cannot find a candidate, you can enter their details.

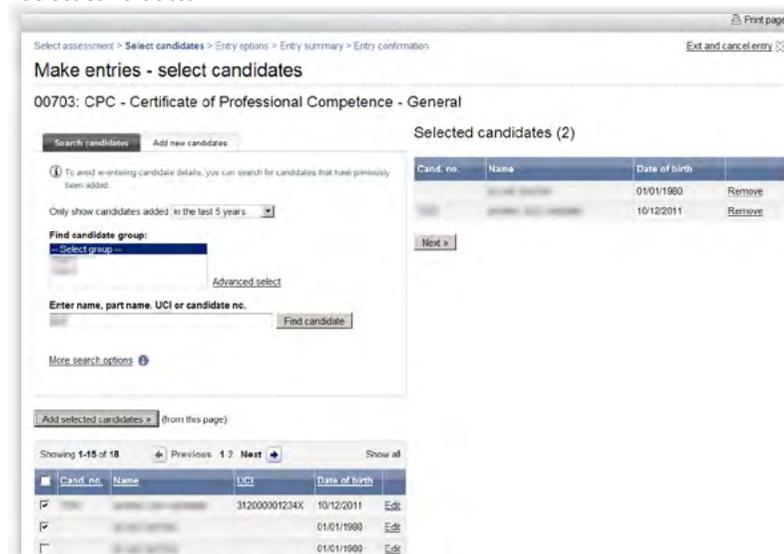
**Note:** You can create bespoke candidate groups within Interchange, tailored to include candidates of your choice. To create a bespoke candidate group, log in to Interchange, hover over 'Candidates' in the left hand menu and click on 'Candidate groups'.

When searching for existing candidates, you can restrict the search to show only candidates added during a given time period, from 'today' to 'in the last five years'. You can also find the candidate by searching for their name, part name, UCI or candidate number. Enter your search criteria and click 'Find candidate'.

**Note:** If your search returns multiple results, you can arrange them by clicking on any one of the following column headings: *Candidate number, Name, UCI or Date of birth*.

Next, select the candidate you would like to make entries for by clicking in the tick box next to their details and then clicking the 'Add selected candidates' button. These candidates will then appear in the list on the right-hand side of the screen. Once you have selected all the candidates you need, click 'Next'.

Select candidates



The screenshot shows the 'Make entries - select candidates' page for '00703: CPC - Certificate of Professional Competence - General'. It includes a search interface with options to search for candidates added in the last 5 years, and a table of 'Selected candidates (2)'. Below the search interface is a table of search results with columns for 'Cand. no.', 'Name', 'UCI', and 'Date of birth'.

Cand. no.	Name	UCI	Date of birth
<input checked="" type="checkbox"/>	[Redacted]	31200001234X	10/12/2011
<input checked="" type="checkbox"/>	[Redacted]		01/01/1980
<input type="checkbox"/>	[Redacted]		01/01/1980

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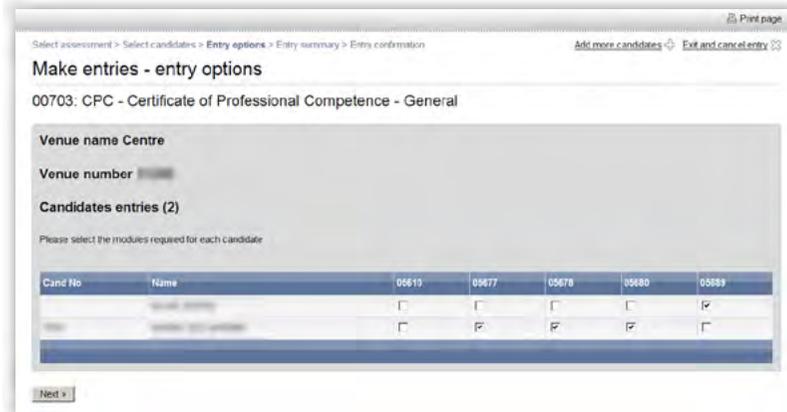
Further support

## Select units

You will then need to select the units you'd like to enter for each candidate.

To add a unit for a candidate, click in the tick-box of the relevant unit column. Once you have added entry details for all candidates, click on 'Next'.

*Select units*



Select assessment > Select candidate > Entry options > Entry summary > Entry confirmation

[Add more candidates](#) [Exit and cancel entry](#)

### Make entries - entry options

00703: CPC - Certificate of Professional Competence - General

Venue name Centre

Venue number

Candidates entries (2)

Please select the modules required for each candidate

Cand No	Name	05619	05677	05678	05680	05689
1	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Next >](#)

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## Submit your entries

You will then see the entry summary screen. Here, you can review the details of your entries before submitting them.

**Note:** If any of these details are incorrect, you must amend them **before** you submit. If you want to go back and amend the entry details, click on the relevant link on the right-hand side of the screen ('Change entry options', 'Add more candidates' or 'Exit and cancel entry') or, if you simply want to remove a candidate from the entry, click 'Remove' next to their name.

You can enter an order number/reference here if you wish.

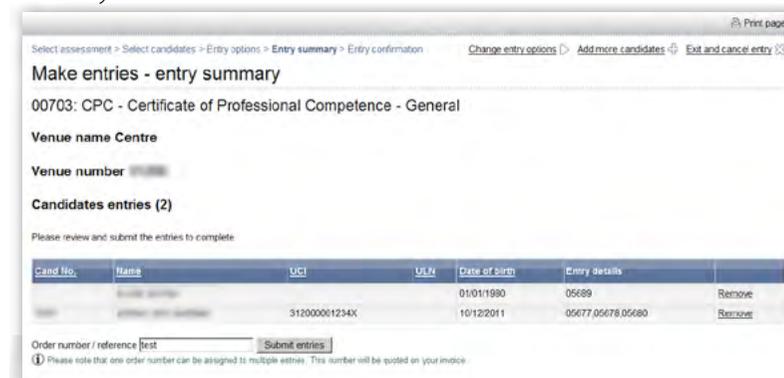
**Note:** You can use the same order number for as many entry submissions as you like.

Once you've checked the details, added an order number/reference (if necessary) and you're happy that everything is correct, click on 'Submit entries' to submit your CPC entries.

You will then see a confirmation page.

**Note:** If you'd like to make additional entries for candidates to take a test at a **different venue**, choose the relevant options from the drop-down lists at the top of the page and click 'Go'.

Submit your entries



Select assessment > Select candidates > Entry options > Entry summary > Entry confirmation

Change entry options | Add more candidates | Exit and cancel entry

### Make entries - entry summary

00703: CPC - Certificate of Professional Competence - General

Venue name Centre

Venue number

Candidates entries (2)

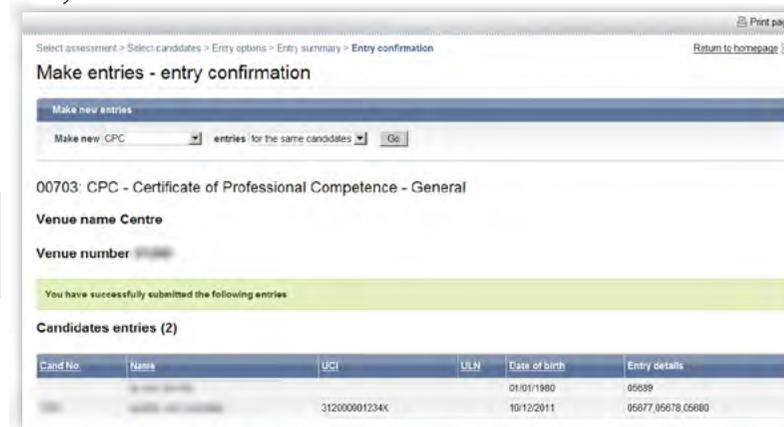
Please review and submit the entries to complete

Cand No.	Name	UCI	UEN	Date of birth	Entry details	
		312000001234X		01/01/1980	05689	Remove
				10/12/2011	05677,05678,05680	Remove

Order number / reference

Please note that one order number can be assigned to multiple entries. This number will be quoted on your invoice.

Entry confirmation



Select assessment > Select candidates > Entry options > Entry summary > Entry confirmation

Return to homepage

### Make entries - entry confirmation

Make new entries

Make new: CPC | entries for the same candidates | Go

00703: CPC - Certificate of Professional Competence - General

Venue name Centre

Venue number

You have successfully submitted the following entries

Candidates entries (2)

Cand No.	Name	UCI	UEN	Date of birth	Entry details
		312000001234X		01/01/1980	05689
				10/12/2011	05677,05678,05680

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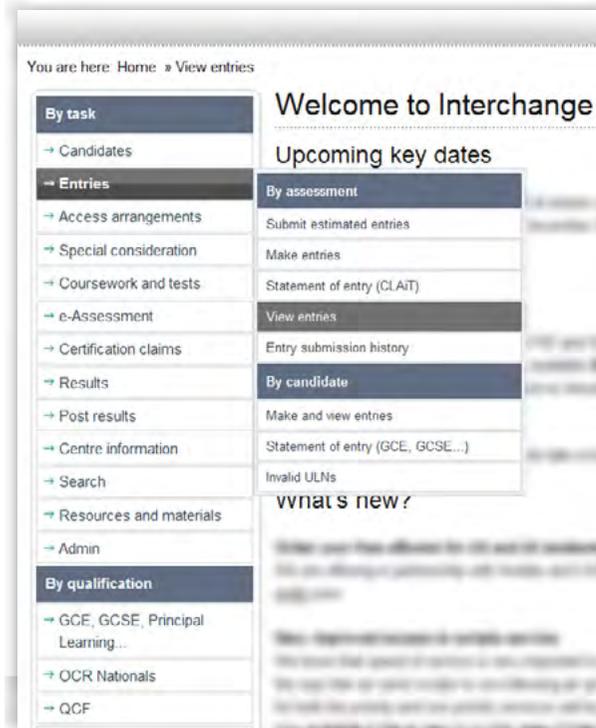
Viewing entries

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## Viewing entries

You can view all entry information within Interchange. To access this area, hover over 'Entries' in the left-hand menu and then click on 'View entries'. Click on the 'Certificates of Professional Competence in Road Transport (CPC)' heading and then the 'Find named CPC entries' link to view all your CPC entries.

*View entries*



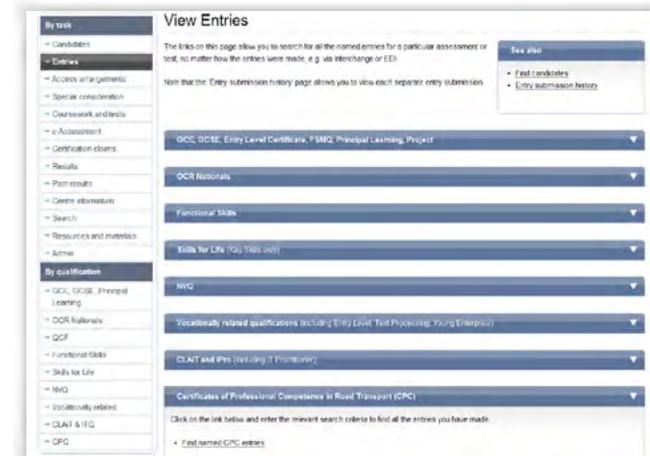
You are here: Home » View entries

**Welcome to Interchange**

Upcoming key dates

- By assessment
  - Submit estimated entries
  - Make entries
  - Statement of entry (CLAIT)
  - View entries
  - Entry submission history
- By candidate
  - Make and view entries
  - Statement of entry (GCE, GCSE...)
  - Invalid ULNs

What's new?



**View Entries**

The links on this page allow you to search for all the named entries for a particular assessment or test, no matter how the entries were made, e.g. via Interchange or ECI

Note that the Entry submission history page allows you to view each separate entry submission

See also:
 

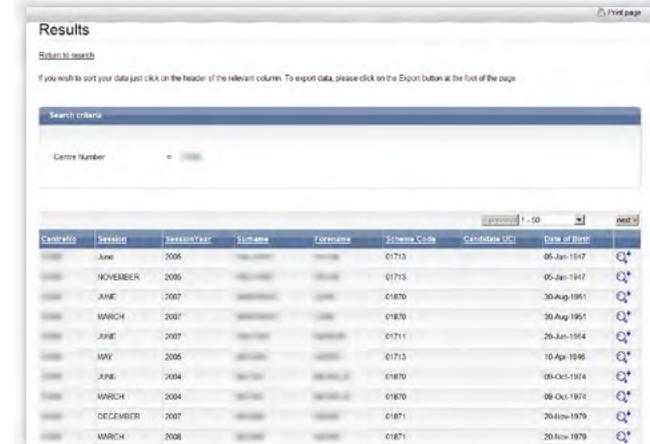
- Find candidates
- Entry submission history

Search criteria:

- By task
  - GCE, GCSE, Entry Level Certificate, FSMQ, Principal Learning, Project
  - OCR Nationals
  - Functional Skills
  - Skills for Life (20 Skills 000)
- By qualification
  - GCE, GCSE, Principal Learning
  - OCR Nationals
  - GCE
  - Functional Skills
  - Skills for Life
  - NVQ
  - Vocationaly related
  - CLAIT & ITQ
  - CPC

Click on the link below and enter the relevant search criteria to find all the entries you have made

Find named CPC entries



**Results**

Return to search

If you wish to sort your data just click on the header of the relevant column. To export data, please click on the Export button at the foot of the page.

Search criteria

Centre Number = 0000

Centre No	Session	Session Year	Scheme	Forename	Surname	Scheme Code	Candidate UCI	Date of Birth	
0000	JUNE	2006	01713			01713		05-Jan-1947	Q*
0000	NOVEMBER	2005	01713			01713		05-Jan-1947	Q*
0000	JUNE	2007	01870			01870		30-Aug-1951	Q*
0000	MARCH	2007	01870			01870		30-Aug-1951	Q*
0000	JUNE	2007	01711			01711		26-Jun-1954	Q*
0000	MAY	2005	01713			01713		10-Apr-1946	Q*
0000	JUNE	2004	01870			01870		09-Oct-1974	Q*
0000	MARCH	2004	01870			01870		09-Oct-1974	Q*
0000	DECEMBER	2007	01871			01871		20-Nov-1979	Q*
0000	MARCH	2008	01871			01871		20-Nov-1979	Q*

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## Further support

**OCR Customer Contact Centre**

02476 851509

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