

Cambridge Technicals Entries

Introduction

- **Log in to Interchange**
- Uploading a spreadsheet
- Using the web-based form
- Viewing entries
- Further support



A step-by-step guide for centres





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Introduction

This guidance demonstrates how to make entries for Cambridge Technicals via Interchange.

Interchange

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

Interchange quick start guide





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Log into Interchange

To get started, log in to Interchange, hover over Cambridge Technicals in the left-hand menu and then click on 'Make entries'. You then have a choice you can either upload a spreadsheet or use a named web-based entry form.

Choose Cambridge Technicals from the left-hand menu



Choose entry method

You

By task	Make entries
- Candidates	GPE GPEE Entry Lavel Cartificate EEMO Cambridge Nationale Brincipal Lawring Depiert
- Entries	and another and the analysis and community and a support of a support of a support
- Special consideration	OPD Half-rande
-+ Coursework and tests	UCA RELUKES
→ e-Assessment	
- Certification claims	Cambridge Lechnicals
- Results	You can either upload a spreadsheet (ideal if you have large numbers of candidates) or create entries using a web-based form
Post results	(useful if your candidates arready exist on interchange or you have small numbers of candidates). You will only be shown schemes for which you have approval.
- Centre information	
- Search	Uproad Camprode Technicals entres spreadsneer
- Resources and materials	Use Cambridge Technicals web-based entry form
• Admin	
By qualification	
→ GCE, GCSE, Cambridge Nationals	Functional Skills
- OCR Nationals	Skills for Life (Key Skills, Basic Skills)
- Cambridge Technicals	





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Uploading a spreadsheet

Download and complete the entries spreadsheet

This method is ideal if you have large numbers of candidates. Click on 'Upload Cambridge Technicals entries spreadsheet' and then download and save the spreadsheet template. Complete the spreadsheet – either manually or by importing data from your management information system.

Note: If you need help filling out the spreadsheet, read the instructions on how to complete it by clicking on the help link (delete this line from the spreadsheet before you submit it).

When you have completed the spreadsheet and are ready to make your entries, click on 'Browse' to find your saved spreadsheet, add an order number or reference in the box provided and then click on 'Submit entries spreadsheet'.

Download spreadsheet



Where possible, please enter the candidate's unique candidate identifier (UCI). Also, please ensure date of birth and scheme code fields are formatted as text, as this will reduce the number of validation errors you are likely to receive.

When making full award entries, enter the main entry code, leaving the unit columns blank. If you are making unit entries, enter the main entry code plus the unit number(s) in the relevant columns.

Please see 'Click here for Help' for further guidance.

Complete spreadsheet



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Spreadsheet validation

Once you've clicked 'Submit entries spreadsheet', Interchange will automatically validate the information. Any errors will show up in red. You will need to correct these before your entries can be processed. If necessary, make the amendments to your entry information and then click on 'Submit'.

You will then see a confirmation page where you can download a copy of your entries for your records.

Spreadsheet validation

Spread	sheet	validati	on result	ts								
There are in	valid values i	n your spread	Isheet Please c	orrect the data bei	low and click on the v	alidate button.						
 Show : Just sh 	ill rows ow rows with	errors										
Please note dd a row D Click en dre	1 rows have	been selecte	d from a total of	1 rows uploaded i	in your spreadsheet.							
OCR	ULN	uci	Centre candidate number	Sumarne	Forename	Date of birth	Gender	Scheme code	Unit no 1	Unit no 2	Unit no 3	
number												

Upload confirmation

Entries > Spreadsheets > Upload a spreadsheet	Exit \$3
Upload Confirmation	
Your file has been uploaded.	
Download a copy of your file	





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Using the web-based form

This method is useful if your candidates already exist on Interchange or you only have a few candidates to enter.

Select assessment

Click on 'Use Cambridge Technicals web-based entry form'. You will be asked to select your assessment.

Note: You can find your assessment by searching for the assessment code, title or part title. If you leave the search box blank, all the Cambridge Technicals qualifications for which you are approved will appear in the dropdown list.

Select the qualification you require and click 'OK'.

oe Technicals - OCR Level 2 Cambridge Technical Certificate in L

Select assessment

	Make	entries	-	select	assessment
--	------	---------	---	--------	------------

Enter candidates for Cambridge Technicals 🖌 OK

Enter assessment code, title or part title

(1) e.g. 1490, 06526, Art and design 05340

lect assessment

OK Cancel

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. 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'.

Select the candidate 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'.

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'.

Select candidates

Find assessment







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Select entry options

You will then be asked to select your entry options for each candidate. You can choose to make either a full award entry or unit entries. If you're making unit entries, you can make up to three unit entries at once.

Select the entry option you need by clicking in the relevant radio button (either 'Full award entry' or 'Unit entry'). Next, tick the boxes next to the candidates you want to enter for your chosen option and click on 'Apply to selected'. Repeat this process until you have input entry options for all candidates in the list and, once you're finished, click 'Next'.

Note: Candidates should be entered for a full award if they are intending to complete the whole qualification rather than just individual units. Full award entry will allow you to make top-up entries.

Select entry options

	7 - 1			
05340: Camb	oridge Technicals - OCR I	Level 2 Cambridge Tec	chnical Certificate in IT	
Please specify	entry details for these candid	ates		
Please select the t	ype of entry for these candidates			
• Full award ent	ny .			
O Unit entry	Enter up to 3 un	nit numbers at a time		
Apply to selected	٥			
_	1			
Cand.	no. Name	Date of birth	Entry details	
	and the second second	· · · · · · · · · · · · · · · · · · ·	Full award	Remove
	1000	10000	Full award	Remove
	100.000	10000	Full award	Remove
	100.007	interest (Not yet specified	Remove
	and the second sec		Not yet specified	Remove

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. The order number will be quoted on your centre's invoice.

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

You will then see a confirmation page where you can download a copy of your entries for your records.

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Next »



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Submit your entries

Select assessment > Select candidates > Entry options > Entry summary > Entry confirmation	Change entry options D	Add more candidates 💠	Exit and cancel entry 🔅
Make entries - entry summary			
0E240: Combridge Technicale OCB Lovel 2 Combridge Tech	nical Cartificato i	T	

05340: Cambridge Technicals - OCR Level 2 Cambridge Technical Certificate in IT Candidates entries (5)

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100.000			Full award	Remove
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March 1997		1000	Unit 1	Remove

Entry confirmation

	t > Select candidates > Entry option	is > Entry summary > Entr	y confirmatio	n	Return to homepage
Make enti	ies - entry confirm	nation			
Make new entr	ies .				
Make new Ca	mbridge Technicals 🐱 entries	for the same candidates	w Go		
)5340: Cam	bridge Technicals - OC	CR Level 2 Camb	oridge Te	chnical Certificate in	IT
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You have succes Candidates e Cand No.	estully submitted the following ent ntries (5) Manue	vies UCI	ULN	Date of brith	Entry details Full avaid
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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 'Entry submission history'. Click on the Cambridge Technicals heading and then 'View Cambridge Technicals entry submission history'.

Note: It is possible to view entry information for a specific candidate group.

Entry submission history

By task	Entry submission history
- Candidates	
+ Entries	Online Submissions Uploaded spreadsheets
+ Special consideration	GCE, GCSE, Entry Level Certificate, FSMQ, Cambridge Nationals, Principal Learning, Project
- Coursework and tests	
+ e-Assessment	OCP Battonals
+ Certification claims	a de las antes
+ Results	Cambridan Tachalcale
+ Post results	Canaditage Inclasses
Centre information	To view what entries have been created using the web-based entry form, by whom and when, please click on the link below. T
+ Search	nen marener spreadunieus nare open upoaded, aux or are oppoaded spreadunets ab above.
+ Resources and materials	View Cambridge Technicals entry submission history
→ Admin	
By qualification	
+ GCE, GCSE, Cambridge Nationals	Functional Skills
+ OCR Nationals	Skills for Life (Key Shills, Basic Skills)
Cambridge Technicals	

Entry submission history (search results)

By task	View entry submissions					
- Candidates	Named Cambridge Technicals					
- Entries	Named Cambridge Technicals					
- Special consideration	Filter results	_			_	_
- Coursework and tests	Destates				-	
- e-Assessment	Code Or	der no.	-			
- Certification claims	Date submitted	ibmitted by		Y		
- Results	Viocessed O Yes O No O Don't mind					
- Post results	Go					
- Centre information						
- Search	Showing 1.15 of 109	678 Novt				Show all
- Resources and materials		TOTO NEAL	-	-	-	anow an
- Admin	Submitted Code Title	Qualification	Order no.	Entries	Processe	d Actions
By qualification	10/08/2012 05340 OCR Level 2 Cambridge Technical Certificate in IT	Cambridge Technicals	Entry 05340	5	No	View
→ GCE, GCSE, Cambridge Nationals	09/08/2012 05340 OCR Level 2 Cambridge Technical Certificate in IT	Cambridge Technicals	Entry 05340	5	No	View
- OCR Nationals	31/07/2012 05340 OCR Level 2 Cambridge Technical Certificate in IT	Cambridge	TestN	1	Yes	View
- Cambridge Technicale		Technicals				

By task	Entry sul	omission					
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+ Entries	Jucilisatori	in the second					
Special consideration	Submitted	10-August-20	012 at 14:39		Submitted by	1	
- Coursework and tests	Processed	No			Order no.	Entry 05340	
+ e-Assessment							
+ Certification claims	Assessment	details	_				_
+ Results							
+ Post results	Code	05340			Title	Combridge Technical Certificate	TIN
Centre information			Qualification Cambridge Technicals				s
· Search							
Resources and materials		a ser a s					
+ Admin	Entries for thi	s assessment (5)					
ly qualification	Cand. no.	Name	UCI	ULN	Date of birth	Option	Action
GCE, GCSE, Cambridge	13530481	100.000	-		-	Full entry	View
Nationals	13530455	-				Full entry	View
+ OCR Nationals	13530509	1000				Full entry	View
Cambridge Technicals	13530515	-				Single unit entry : 1	View
OCF	13530456	(and the second				Single unit entry : 1	View
• Functional Skills	Return to entry lis						

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If you've submitted your entries using the spreadsheet, an 'entry status' will be visible for each entry. The status will indicate whether you need to take any action to help us process your entries successfully.

Descriptions of each of the status messages (including any action required) are given in the table below:

Status	Description	Action required?
Duplicate file	The spreadsheet could not be processed as it contains duplicate entries	Please call the OCR Customer Contact Centre to resolve this issue
Empty file	The spreadsheet does not contain any details	Please check and upload the spreadsheet again
OCR handling this	We are currently resolving the outstanding issues with the spreadsheet	None required
Processing complete	The spreadsheet has been successfully uploaded and processed	None required
Processing in progress	We are currently resolving any issues with the spreadsheet	None required
Read and recognised	The spreadsheet has been successfully uploaded and is currently being processed	None required
Read and rejected	The spreadsheet is incorrectly formatted or there was a problem processing the file	Please call the OCR Customer Contact Centre to resolve this issue
Upload failed	The spreadsheet could not be uploaded	Please check and upload the spreadsheet again

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Making a top-up entry (moving up)

Candidates can 'top up' from one qualification to the next, eg from a Certificate to an Extended Certificate. Topping up allows candidates to complete only the additional units required to complete the next qualification in the suite. Provided that you have made a full award entry previously (**it is not possible to top up unit entries**), you simply make an entry using the appropriate top-up entry code.

A full list of entry codes and fees are provided on the OCR website <u>www.ocr.org.uk</u>

Making a moving down entry

Where a candidate is entered for a qualification, but is unable to complete all the units required for that qualification, the candidate can move down to a smaller qualification, provided they have achieved the right number and combinations of units for the smaller qualification (**it is not possible to do this with unit entries**), you simply make an entry using the appropriate moving down entry code.

A full list of entry codes and fees are provided on the OCR website <u>www.ocr.org.uk</u>







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OCR Customer Contact Centre 02476 851509 vocational.qualifications@ocr.org.uk

Please quote your centre number, entry code and claim number in all communications.

