

How to submit Digital Media Unit 2C: Principles of concept design and pre-production (K/616/9412)

This document contains information and step-by-step instructions for centres on how to submit learner's work for Level 2 Cambridge Technicals in Digital Media Unit 2C (Principles of concept design and pre-production) to OCR for assessment.

Introduction

Files of completed learner work are uploaded by centres into a web based Surpass project. Surpass is the software used by OCR for on-screen assessment, and a project is a type of file repository. Any references to a 'test' in Surpass also relate to a 'project.'

OCR will schedule a project for each learner, linked to a valid unit test entry for a specific examination series, which is only available within the timetabled window.

The centre administrator (centre exams officer or class teacher) will be required to upload their learner's **completed** work to the project. The project is **not** a workspace; work in progress should be undertaken and saved outside of Surpass.

Files of learner work must be uploaded during or immediately following the published window for the examination series in question. Therefore, to allow you time to resolve any issues that may be preventing you from uploading files it is recommended that:

- Each learner's project is opened, using the keycode, at the earliest possible opportunity in the timetabled window to check it can be accessed without any issue.
- Completed files of learner's work are uploaded to the project throughout the timetabled window rather than at the last minute.

The period available for uploading **completed** learner's work is at the end of the timetabled window in each examination series. It starts at 00:00 hours on day 1 and ends at 23:59 hours on the last timetabled day. Learner's **completed** work cannot be worked on outside this window, but we will allow two days immediately after the timetabled window for you to finalise the upload of the learner's **completed** work.

If you have any queries about Surpass, please contact our Customer Support Centre on 01223 553998 or email support@ocr.org.uk.

System requirements

The system requirements for the computer(s) you will be using to upload the files of completed learner work in to Surpass are:

- A web browser: recent versions of Google Chrome, Mozilla Firefox and Microsoft Edge are supported. This is used to log in to Surpass to obtain the keycodes for each learner (step 1).
- An active and constant internet connection.

File upload information

Formats	<p>The following file types are permitted.</p> <ul style="list-style-type: none"> • Word processing file: .doc, .docx, .odt • Spreadsheet file: .xls, .xlsx • Presentation file: .ppt, .pptx, .odp • Desktop publishing file: .pub • Portable document format: .pdf • Other file types are not permitted and cannot be uploaded into projects; this includes .zip files.
Names	<p>File names should only contain letters, numbers, and underscores. Although it may be possible to save files with special characters in the name, these should not be used.</p> <p>Although it is possible to upload a file with a name 100 characters in length, we recommend that file names are meaningful and as short as possible.</p> <p>File names do not have to include information to identify the learner. A suggested format is:</p> <p><Centre Number>_<Unit Number>_<Candidate Number>_<Surname>_<Initials> eg: 12345_1_0126_Jackson_B</p> <p>However, information to identify the candidate should be evident when the file is opened.</p>
Size	The maximum individual file size permitted is 20MB.
Amendments	<p>It is not possible to save amendments to the content of files once they have been uploaded; only completed work should be uploaded.</p> <p>It is possible to remove and replace files within any given project as many times as required within the period available for uploading at the end of the timetabled window prior to the project being submitted, or the end of the timetabled window</p>
Upload	<p>A file must be closed for an upload to be successful.</p> <p>It is not possible to upload the same file more than once, i.e., a file of the same name and type. Note: it is possible to upload files with the same name provided they are different types.</p>
Number	A maximum of ten files can be uploaded to each task in the project.

Step-by-step instructions

1. The centre administrator logs in to Surpass (<https://ocr.surpass.com/>) using a web browser to obtain keycodes for each learner. These keycodes will be available in the Invigilate screen in Surpass 24 hours before the period available for uploading **completed** learner's work, at the end of the timetabled window.

If this is the first time your centre is using Surpass, your centre administrator will receive a link to activate your account in advance of the timetabled window.

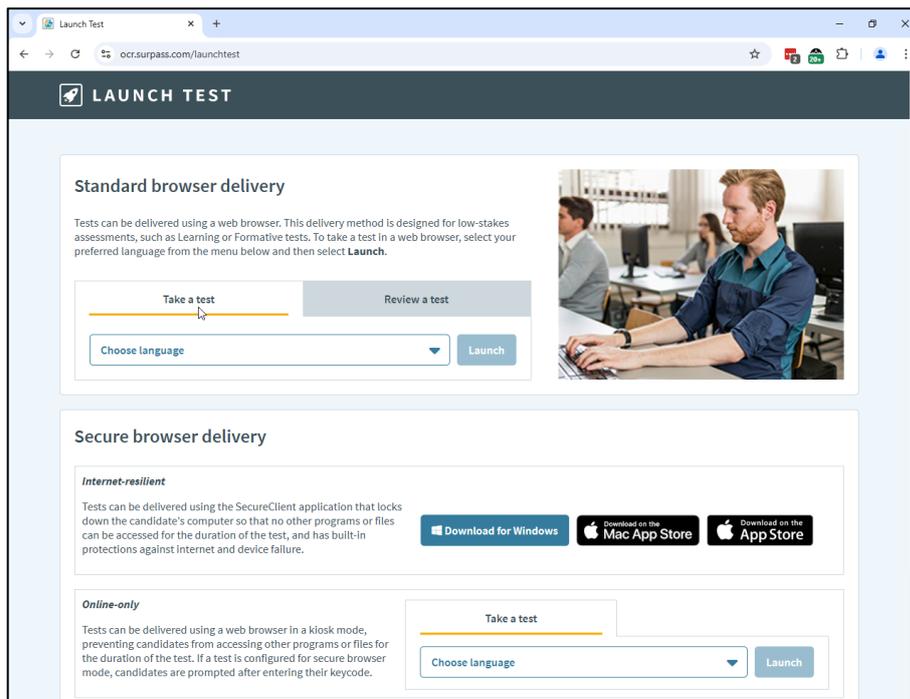
If your centre has used Surpass in a previous examination series, and your centre administrator cannot remember their account details, they will need to recover them by following the steps below:

- Click on the 'Can't access your account?' link on the [login screen](#).
- Enter either the username or email address associated with your account. You will receive an email with an account recovery link.
- Click this link, enter a new password, and answer the security question.
- Click the change password button and you will be logged into Surpass.

The centre administrator can print the keycodes for the class teacher if they are intending to upload the learner's completed work instead of the administrator.

2. In a web browser navigate to the following address to display the Launch Test screen:

<https://ocr.surpass.com/LaunchTest>

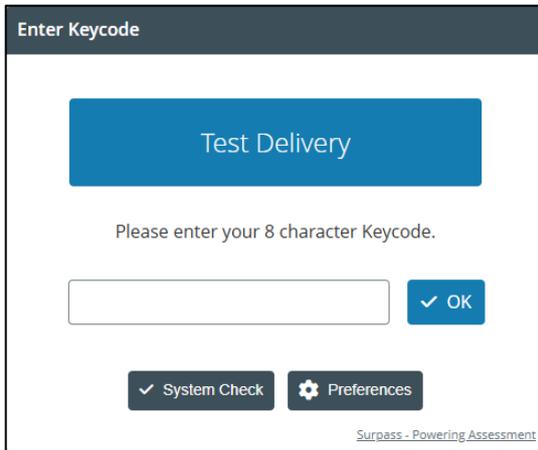


3. In the *Standard browser delivery* section in the *Take a test* tab select the English (UK) from the Choose language dropdown. Then click the **Launch** button to display the Enter Keycode screen.

Alternatively, you can browse directly to the Enter Keycode screen from either of the following addresses:

<https://ocr.surpass.com/secureassess/htmldelivery/>

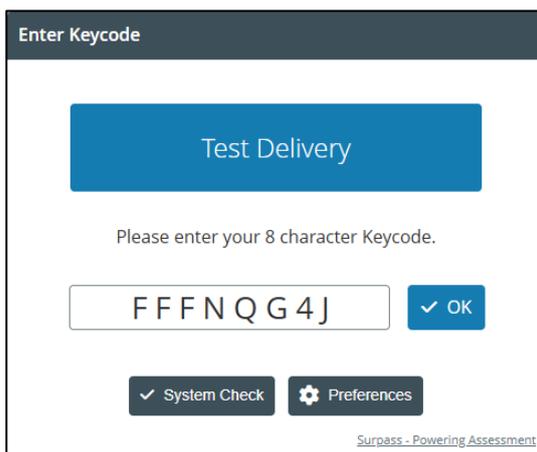
<https://ocr.surpass.com/takeatest>



Each learner scheduled for a project will have an eight-character alphanumeric keycode available in the Invigilate screen in Surpass. The keycode is unique to them for the project they are entered for in the examination series.

The keycodes can be used an unlimited number of times within the period available for uploading **completed** learner's work for each examination series.

4. Enter the keycode and click the **OK** button.



The **Preferences** button allows the colour scheme to be changed.

5. The Confirm Details screen will be displayed showing the learner the project relates to.

Confirm Details

OCR
Oxford Cambridge and RSA

Last name: [redacted]
First name: [redacted]
Date of Birth: 05/07/2017
Test Name: HTML Principles of concept design and pre-production
Language: English (UK)

Are the details above correct?

✓ Yes ✗ No

Surpass - Powering Assessment

Check the learner's details are correct and click the **Yes** button to continue.

6. The Introduction page is displayed and includes information about the assessment. It will only be displayed when the project is opened for the first time but can be returned to if needed.

Page: 1 Progress 0% Close

Test: HTML Principles of concept design and pre-production Candidate:

1

Level 2 Cambridge Technical in Digital Media

05898/05899

Unit 2C: Principles of concept design and pre-production

January 2025

PRE-RELEASE

INSTRUCTIONS

- You must undertake research to inform a proposal for the client brief.
- You will complete your proposal under controlled conditions.
- Complete all the parts of the task.
- You can use your own documents and/or you can download the OCR pre-production documents for this task.

INFORMATION

- The candidate's response to the pre-release must be uploaded to Surpass by **13 January 2025**.
- The total mark for this task is **50**.

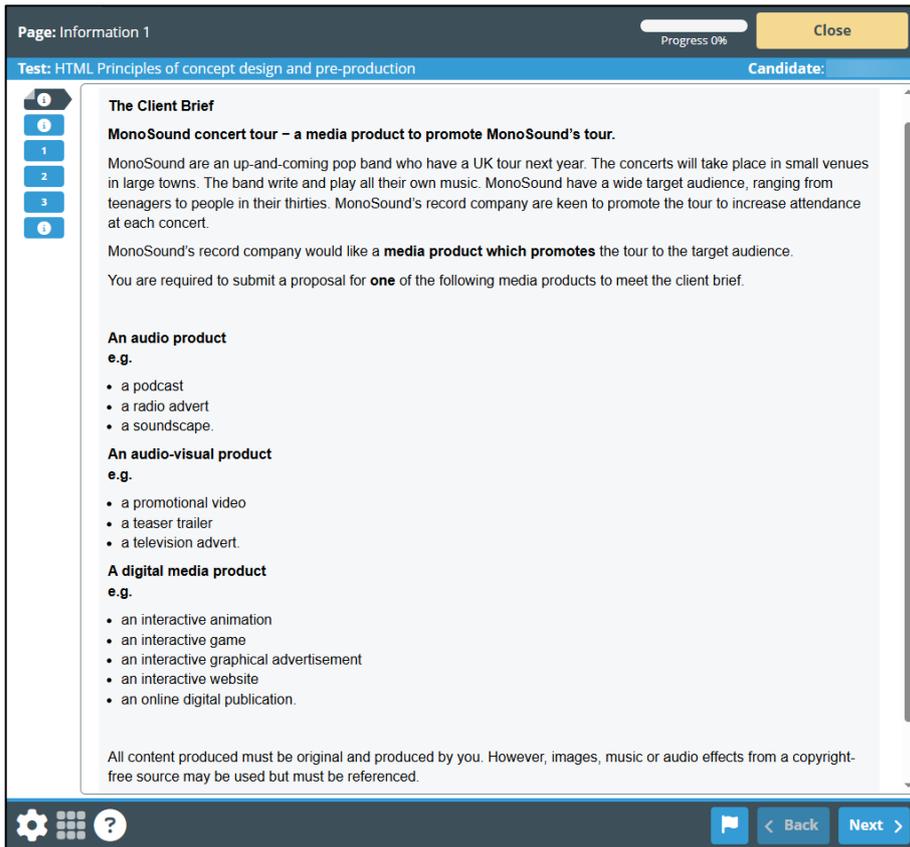
ADVICE

- Read each question carefully before you start your answer.

Start the Project >

Click the **Start the Project** button to continue.

The project moves to an information page which contains The Client Brief from the pre-release material.

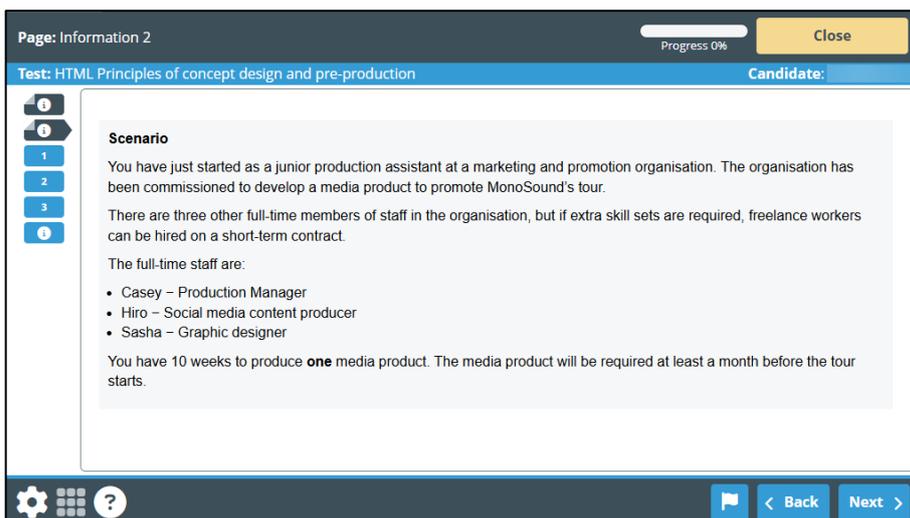


Click the  symbol to return to the Introduction page.

Click the  symbol to open the Preferences screen.

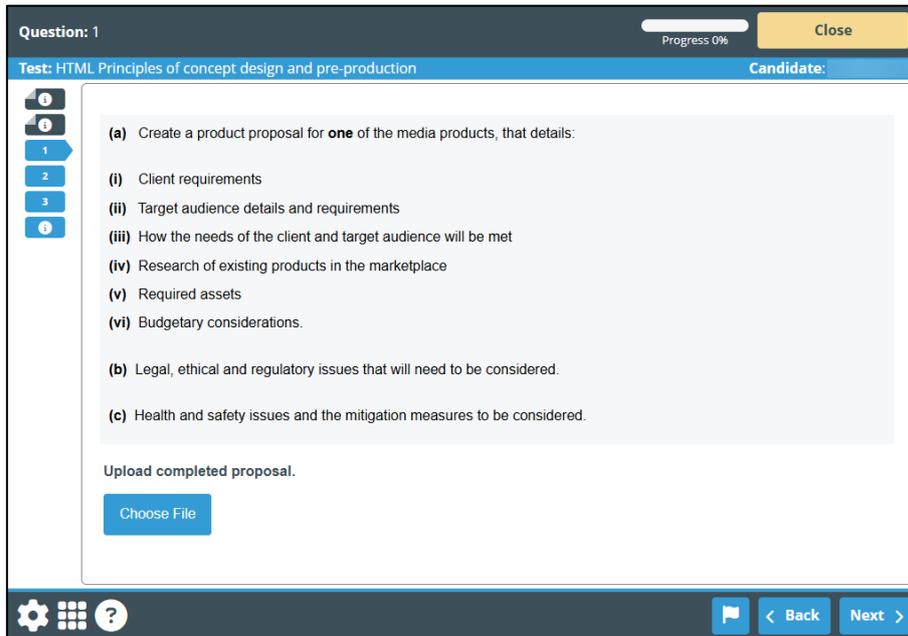
Click the **Next** button to continue.

7. The project moves to a second information page which contains the Scenario from the pre-release material.



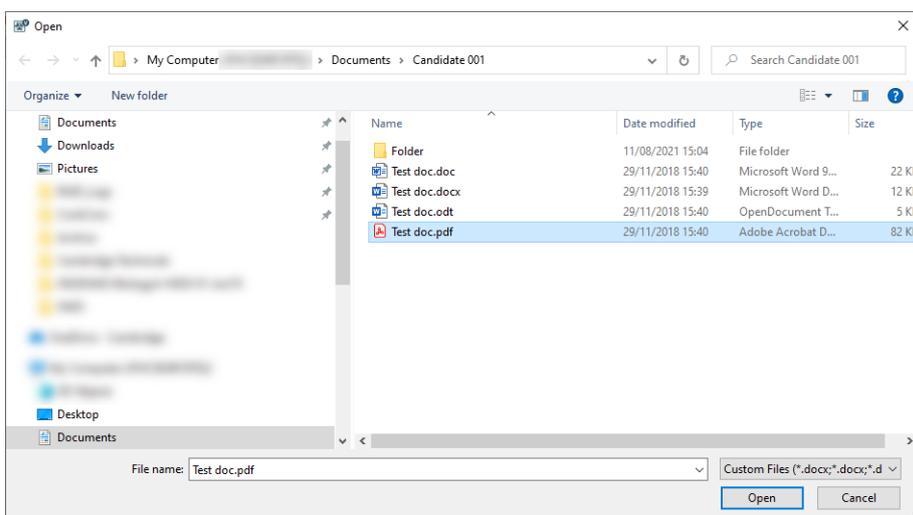
Click the **Next** button to continue.

- The project moves to Task 1, which is to create a proposal for one of the media products, and where the learner's **completed** work for this task is uploaded.

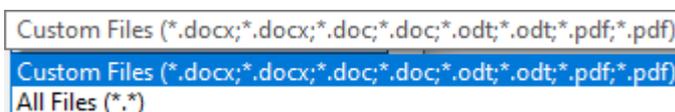


Click the **Choose File** button to access the computer's directory and navigate to the folder containing the **completed** learner work.

In Google Chrome and Microsoft Edge, the file types will default to displaying *Custom Files* and show the permitted file types only (shown below).



Highlighting *Custom Files* will show the permitted file types.

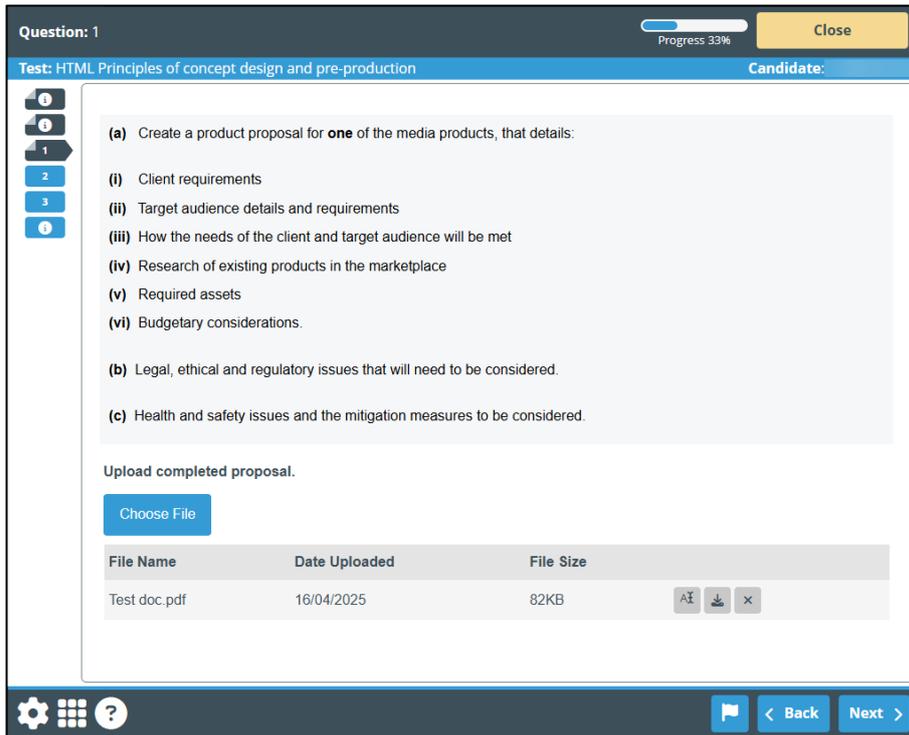


Highlighting *All Files* will display all the files in the folder, but it will only be possible to upload those saved in the permitted file formats.

In Mozilla Firefox instead of *Custom Files* this shows as *All Supported Types* and will show the permitted file types.

Select the file containing the completed learner work and click the **Open** button to upload it.

9. The uploaded file is displayed below the **Choose File** button.

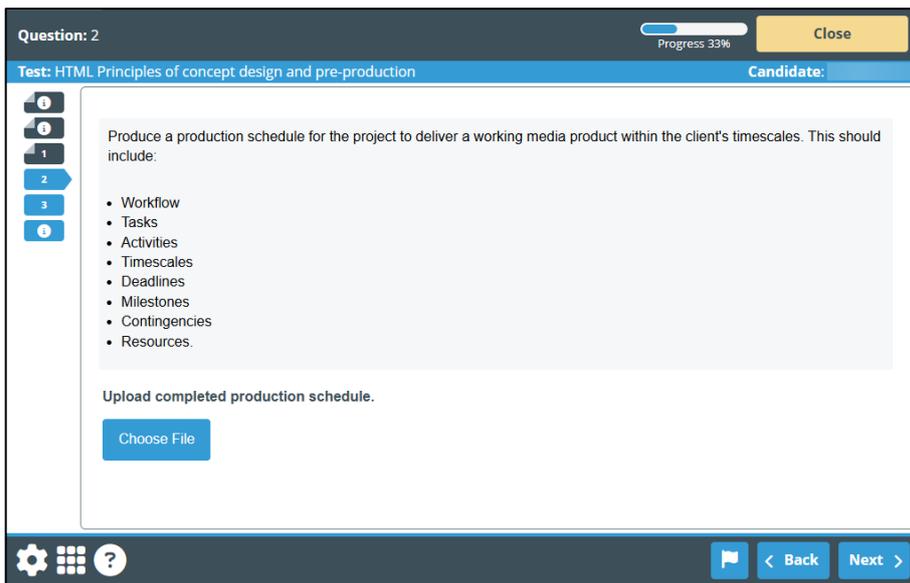


Once a file has been uploaded it is possible to add additional files by repeating these steps.

It is also possible to rename, replace, download, or delete a file that has been uploaded using the controls to the right of each file uploaded.

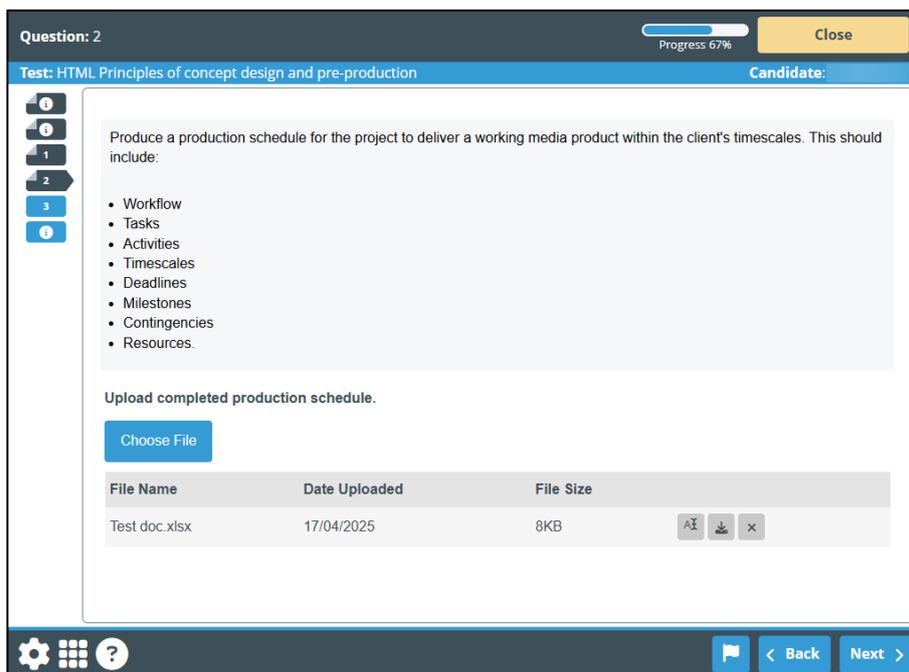
10. When at least one file has been uploaded the progress indicator shows as 33% and the colour of Task 1 in the left-hand navigation changes colour to grey. Both indicate that the uploaded file has been saved.

11. Click the **Next** button to move to Task 2, which is to produce a production schedule, and where the learner's completed work for this task is uploaded.

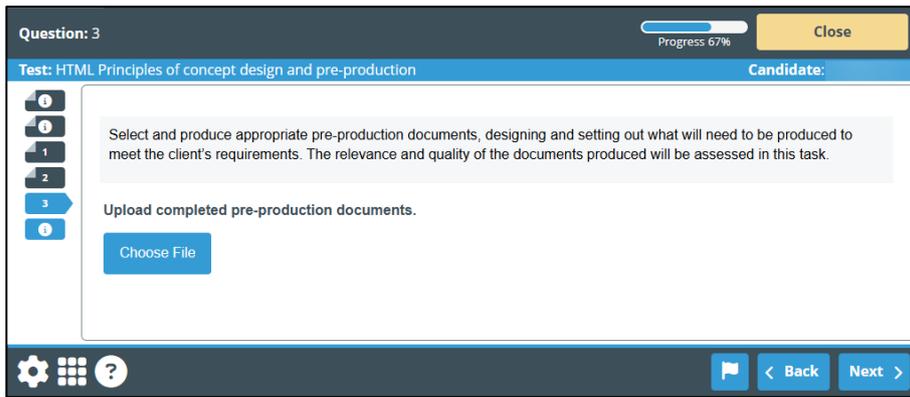


Click the **Choose File** button and upload the **completed** learner work for Task 2 using the same steps as for Task 1.

- When at least one file has been uploaded to Task 2 the progress indicator shows as 67% and the colour of Task 2 in the left-hand navigation changes colour to grey. Both indicate that the uploaded file has been saved.

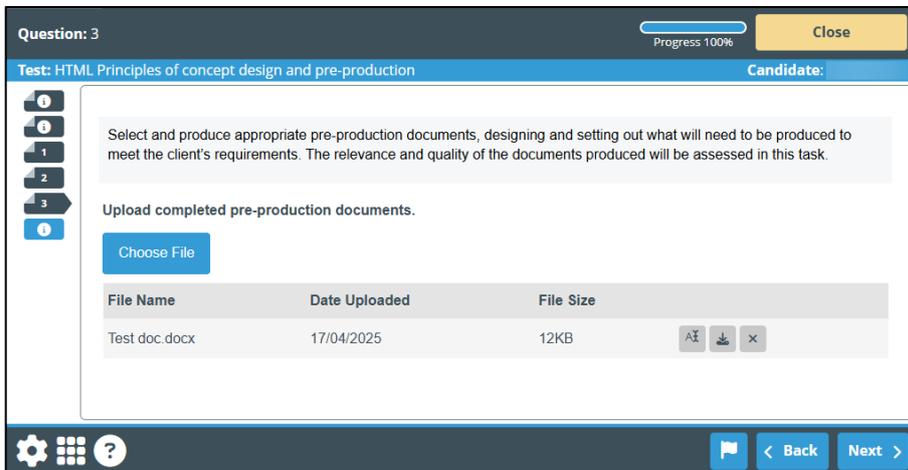


- Click the **Next** button to move to Task 3, which is to select and produce pre-production documents, and where the learner's completed work for this task is uploaded.

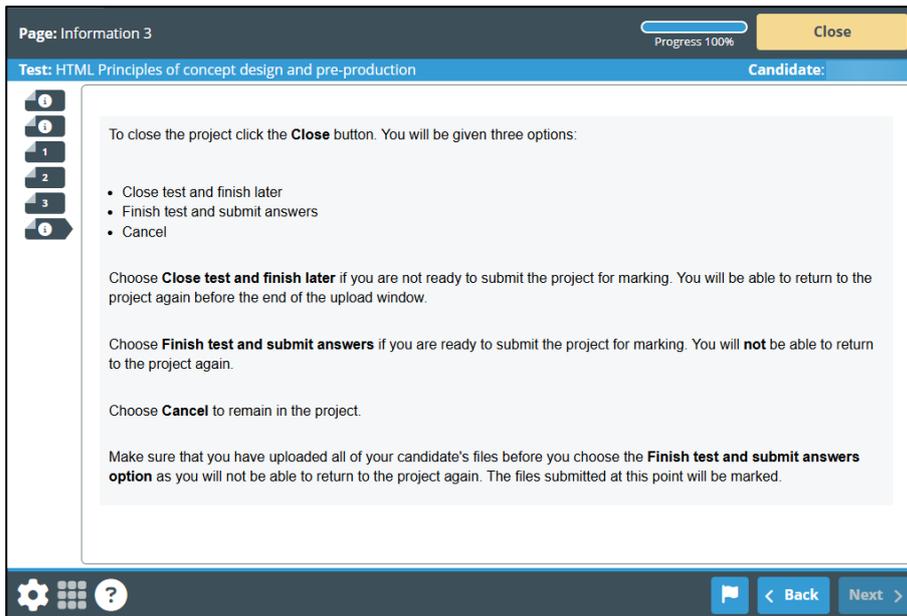


Click the **Choose File** button and upload the **completed** learner work for Task 3 using the same steps as for Tasks 1 and 2.

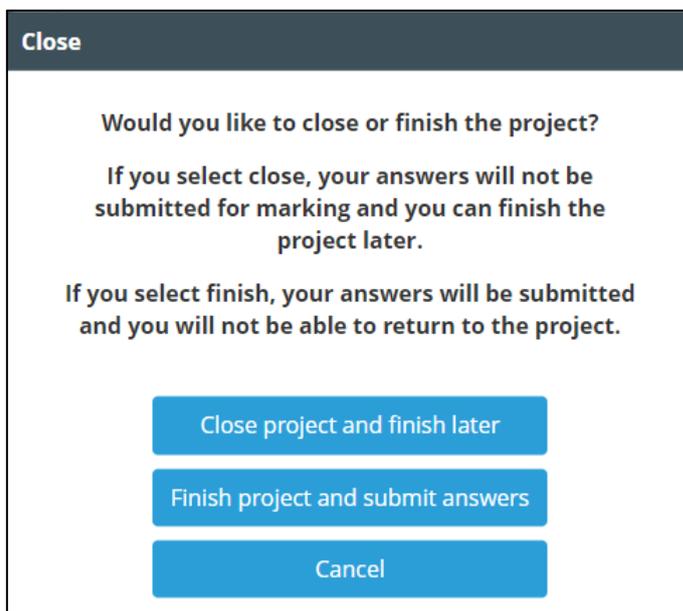
- When at least one file has been uploaded to Task 3 the progress indicator shows as 100% and the colour of Task 3 in the left-hand navigation changes. Both indicate that the uploaded file has been saved.



- Click the Next button to move to the final information page. This gives the options for closing the project.



16. If all the **completed** learner work for Tasks 1, 2 and 3 has been uploaded, click the **Close** button to exit the project.
17. The Close screen is displayed giving the option to close and finish later, finish and submit or cancel.



Choose the **Close project and finish later** button to close the project with the option to open it again within the timetabled window.

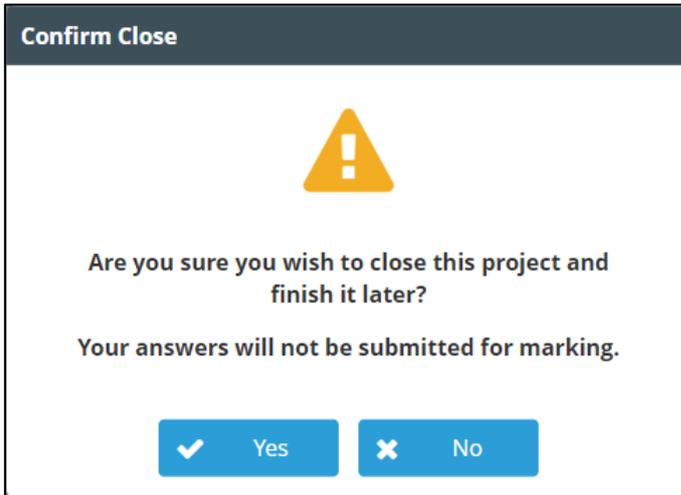
Choose the **Finish project and submit answers** button when all the completed learner work has been uploaded and is ready to be submitted. The project is completed and ready for assessment. The project cannot be opened again even if there is time remaining in the timetabled window.

Choose the **Cancel** button to remain in the project.

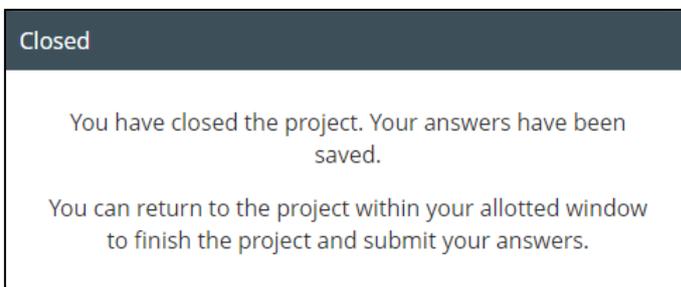
18. Click on the required button to confirm the close option.

Close project and finish later

The Confirm Close dialogue is displayed.



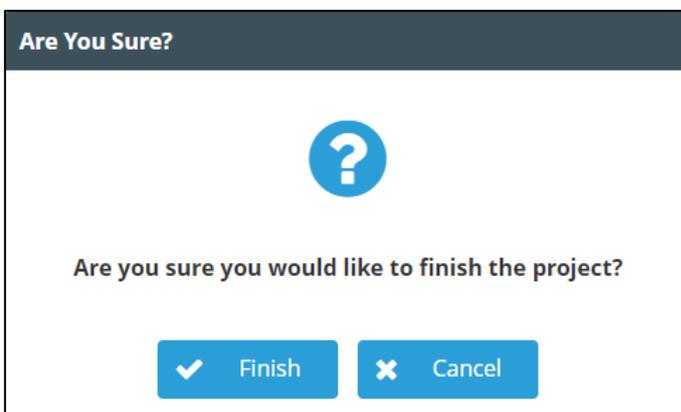
Click the **Yes** button to close. The Closed message is displayed in the web browser which can then be closed.



Click the **No** button to remain in the project.

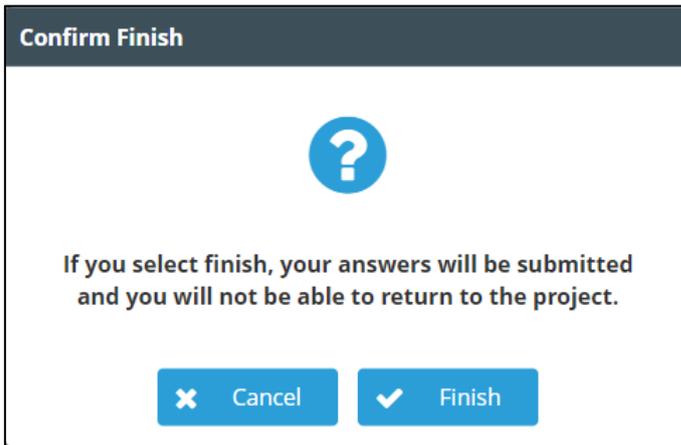
Finish project and Submit answers

The Are You Sure? dialogue is displayed.

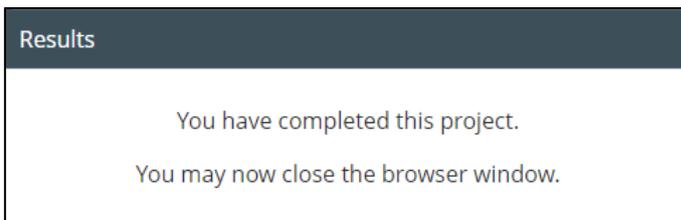


Click the **Finish** button to continue or the **Cancel** button to remain in the project.

A second Confirm Finish dialogue is displayed. Click the **Finish** button to finish.

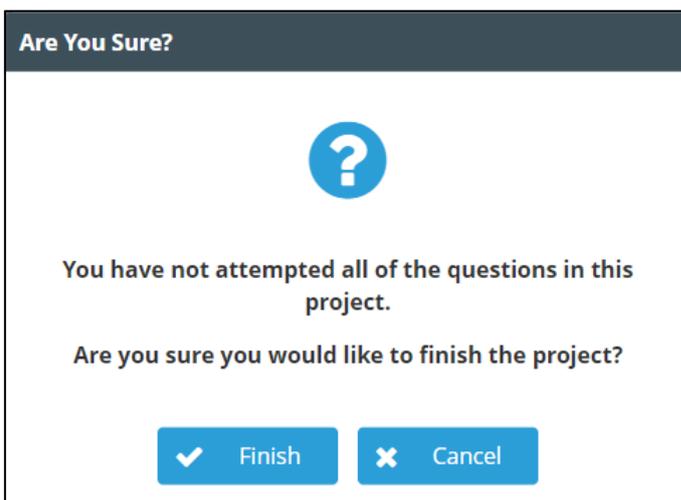


The Results message is displayed in the web browser which can then be closed.



Click the **Cancel** button to remain in the project.

19. If no files have been uploaded to the project, the Are You Sure? dialogue will display a warning.



Click the **Cancel** button to remain in the project and upload the **completed** learner work.

20. Any projects that have not been submitted by the last timetabled day will be automatically submitted by Surpass. Only files uploaded to the project at this point will be available to the examiner for assessment.

21. The centre administrator can monitor the status of each project in the Invigilate screen in Surpass using the State column.

<input type="checkbox"/>	State	PIN	Test Name	Keycode	Centre Name	Subject
<input type="checkbox"/>		Q		Q	Q 99373	
<input type="checkbox"/>		LHXGTK	HTML Principles of concept design and pre-production	FFNQG4J	_OCR Administration - 99373	HTML OCR Level 2 Cambridge Technicals in Digital Media
<input type="checkbox"/>		LHXGTK	HTML Principles of concept design and pre-production	6HTRY34J	_OCR Administration - 99373	HTML OCR Level 2 Cambridge Technicals in Digital Media
<input type="checkbox"/>		VJCVTN	HTML Principles of concept design and pre-production	4CR8LR4J	_OCR Administration - 99373	HTML OCR Level 2 Cambridge Technicals in Digital Media

The list of states is shown below.

Symbol	Definition
	The project has finished and been submitted for assessment
	The project has been voided
	The project is currently in use
	The project has been started but is not currently in use
	The project is ready for use but has not been started
	The project has been paused