

Top Tips for Administration	
How do I register my centre for Interchange?	Your centre will need to complete an OCR Interchange agreement. Go to the OCR website home page, there is a list of titles on the top banner, Interchange is one of them.
What do you mean by 'entries'?	<p>You need to enter your candidates for a qualification before you can make a claim for certification. Entries are made electronically via Interchange. Your candidate entries will appear on Interchange and you can then make a claim.</p> <p>You must enter for a qualification even if you are only submitting single units. Your claim will remain on Interchange until the qualification you have entered for has been achieved.</p>
What happens when I make a claim?	When you make a claim via Interchange, your OCR moderator gets an email to tell them to expect work from you. The work needs to be sent to your OCR moderator straight away. There is then a time lapse whilst the work is externally moderated. Results will be issued within 21 days. Your Centre Feedback Report will then be available to access directly from Interchange and the certificate/s will be posted directly to the centre. Centres can also track the progress of their claim on Interchange before they receive their certificates.
How do candidates get a Unique Learner Number (ULN)?	If your candidate does not have a Unique Learner Number (ULN), a qualification claim will still be accepted if you leave this field blank. To generate a ULN you will need to refer to the learners registration service http://www.learningrecordsservice.org.uk/
Do I have to sign and date all of the Candidate Evidence Record Sheets?	<p>Yes, the Candidate Evidence Record Sheet must be signed and dated by the assessor.</p> <p>You must confirm to us that the evidence produced by candidates is authentic. This is done by signing the Candidate Evidence Record Sheet and the Submission Cover Sheet (which includes a declaration for assessors to sign).</p> <p>Where the Candidate Evidence Record Sheet is submitted electronically, the insertion of the tutor's name fulfils the same purpose.</p>
What is a Submission	The Submission Cover Sheet is a record of the candidate's claim that is being submitted for moderation. A Submission Cover

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Cover Sheet?	Sheet must be completed for each candidate and then attached to their evidence when it is submitted to the OCR moderator. Submission Cover Sheets are available on the qualification page of the OCR website and can be completed electronically.
Do I need to send all of the units in the claim to the moderator or can I send a sample?	You must send all of the units in the claim to the moderator. This enables them to check all of the candidates' evidence if there is a problem with the centre's assessment.
How can I submit the candidate's evidence?	<p>You can submit candidate evidence by one of the following:</p> <ol style="list-style-type: none"> 1. Postal submission 2. Electronic submission via email 3. Electronic submission via e-portfolio <p>The centre handbook for these qualifications provides full details of how to submit for each of the above.</p>
Who do I send my candidates' evidence to?	When you make your first entry for any qualification within the Being Entrepreneurial scheme this will trigger the allocation of a moderator (this takes between one - three weeks). You will then be sent the details of where the evidence should be sent.
Is there a deadline sending evidence for moderation for candidates that will leave in June?	Centres should expect to receive certificates for successful candidates 21 days after submitting the work for moderation. This may be quicker at certain times of the year, but to be on the safe side you should allow this period of time between making your claim and getting your certificates.
What happens to the evidence that I have sent to the moderator? Will it be returned to my	No. The evidence you submit for moderation is retained by OCR and will not be returned to the centre. We would strongly advise that you make copies of all candidate evidence should you require it for a future claim if the unit is withdrawn, or the candidate wishes to take it with them when they leave your centre.

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