

Series				Year			
Unit Number		Component		Team & Position			
Assessor Name							

It is important that OCR is informed promptly of any missing scripts.

Only report candidates who meet one of the following criteria:

- A candidate's name appears on the attendance register and is not marked as absent but there is no corresponding script;
- A candidate's name does not appear on the attendance register but is printed on the MS2 and there is no corresponding script;
- An attendance register is not provided by the centre but a candidate's name appears on the MS2 and there is no corresponding script.

In the circumstances listed above you must record the candidates as 'M' Missing on the MS2 and complete the table below.

To report a missing candidate or recording, please complete this form on screen and save a copy. Email it to ocrex5@ocr.org.uk. Please complete an **EX5** form if reporting a missing packet.

Recorded units only (inc. speaking or music):

Is this based on a CD?	Yes	No	Or Repository Upload?	Yes	No
CD Blank?		CD Broken?		Notes	

If you later receive a script for a candidate you have previously reported as missing, please email: ocrex5@ocr.org.uk

Centre	Candidate no.	Name

Click on the button to email the completed form to OCR



Have a query? Call us 01223 552664