

- ▶ Introduction
- ▶ Log into Interchange
- ▶ Search non-submitted attendance lists
- ▶ View your search results
- ▶ Update attendance lists:  
present candidates
- ▶ Update attendance lists:  
absent candidates
- ▶ Submit your attendance lists
- ▶ View previously submitted  
attendance lists
- ▶ Further support

## Submitting attendance lists for Young Enterprise qualifications via Interchange

A step-by-step guide for centres



Welcome to Interchange

- ▶ **Introduction**
- ▶ Log into Interchange
- ▶ Search non-submitted attendance lists
- ▶ View your search results
- ▶ Update attendance lists:  
present candidates
- ▶ Update attendance lists:  
absent candidates
- ▶ Submit your attendance lists
- ▶ View previously submitted  
attendance lists
- ▶ Further support

## Introduction

This guide demonstrates how to submit attendance lists for Young Enterprise qualifications via Interchange.

### Interchange

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

### Interchange quick start guide



**Attendance lists should be submitted on the day of the assessment.**

### ▶ Introduction

### ▶ Log into Interchange

### ▶ Search non-submitted attendance lists

### ▶ View your search results

### ▶ Update attendance lists: present candidates

### ▶ Update attendance lists: absent candidates

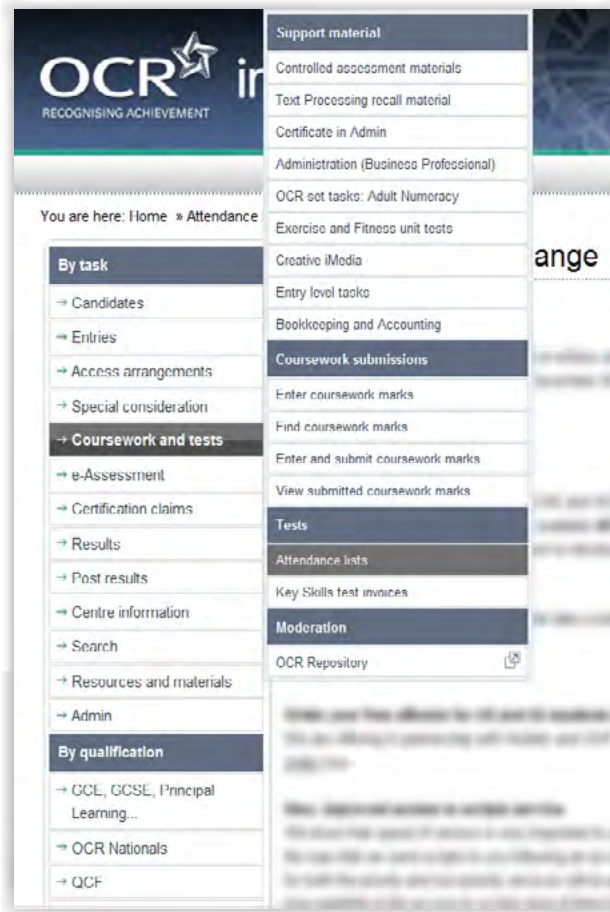
### ▶ Submit your attendance lists

### ▶ View previously submitted attendance lists

### ▶ Further support

## Log in to Interchange

To get started, log in to Interchange, hover over 'Coursework and tests' in the left-hand menu and then click on 'Attendance lists' under the 'Tests' heading.



### Introduction

### Log into Interchange

### Search non-submitted attendance lists

### View your search results

### Update attendance lists: present candidates

### Update attendance lists: absent candidates

### Submit your attendance lists

### View previously submitted attendance lists

### Further support

## Search non-submitted attendance lists

### 1. Select a series

For Young Enterprise, select 'May (YE) 20xx' from the 'Select a series' drop-down menu where '20xx' represents the year of the test.

### 2. Select a qualification

Choose one from:

**03982 – OCR Level 1 Award for Young Enterprise**

**03983 – OCR Level 2 Certificate for Young Enterprise**

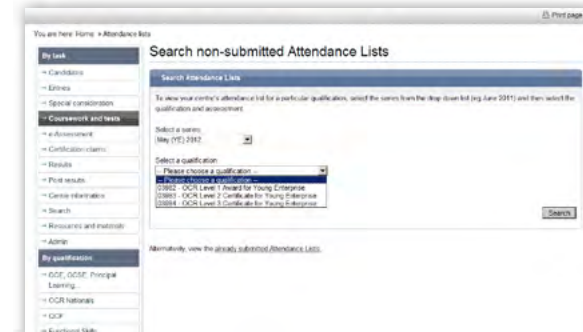
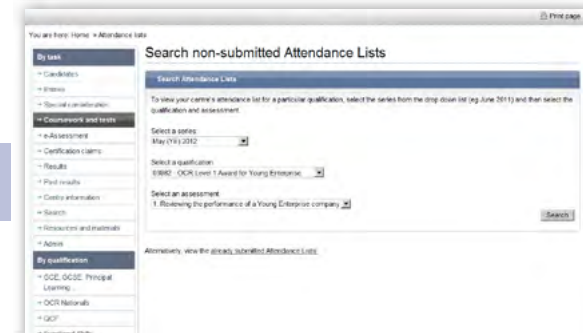
**03984 – OCR Level 3 Certificate for Young Enterprise**

### 3. Select an assessment

Select the required assessment from the drop-down list before clicking on 'Search'.

**Note:** Only those assessments that are available for selection for the chosen qualification will appear in the 'Select assessment' drop-down list.

Search non-submitted attendance lists

### ▶ Introduction

### ▶ Log into Interchange

### ▶ Search non-submitted attendance lists

### ▶ View your search results

### ▶ Update attendance lists: present candidates

### ▶ Update attendance lists: absent candidates

### ▶ Submit your attendance lists

### ▶ View previously submitted attendance lists

### ▶ Further support

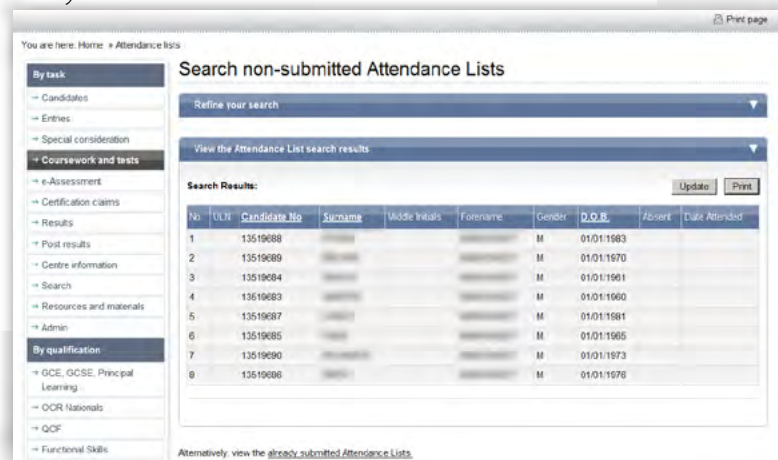
## View your search results

On the search results page, you will see a list of all candidates who have entries for the assessment you selected. From here you can either **print** or **update** your attendance list. Click 'print' to view a printable version of your entries which can be used to mark candidates present/absent at the time of the assessment. **This is for your records only** and should not be returned to OCR as an official attendance list.

To update the attendance list with present and/or absent candidates, click on the 'Update' button.

**Note:** Once you have submitted an attendance list, the 'Update' button will no longer be visible. **You cannot update an attendance list that has already been submitted.**

*View your search results*



You are here: Home > Attendance lists

By task

- Candidates
- Entries
- Special consideration
- Coursework and tests
- e-Assessment
- Certification claims
- Results
- Post results
- Centre information
- Search
- Resources and materials
- Admin

By qualification

- GCE, GCSE, Principal Learning
- OCR Nationals
- QCF
- Functional Skills

### Search non-submitted Attendance Lists

Refine your search

View the Attendance List search results

Search Results: [Update] [Print]

No.	UIN	Candidate No.	Surname	Middle initials	Forename	Gender	D.O.B.	Absent	Date Attended
1	13519088					M	01/01/1983		
2	13519089					M	01/01/1970		
3	13519084					M	01/01/1961		
4	13519083					M	01/01/1960		
5	13519087					M	01/01/1981		
6	13519085					M	01/01/1965		
7	13519090					M	01/01/1973		
8	13519096					M	01/01/1976		

Alternatively, view the already submitted Attendance Lists.



## Introduction

## Log into Interchange

## Search non-submitted attendance lists

## View your search results

## Update attendance lists: present candidates

## Update attendance lists: absent candidates

## Submit your attendance lists

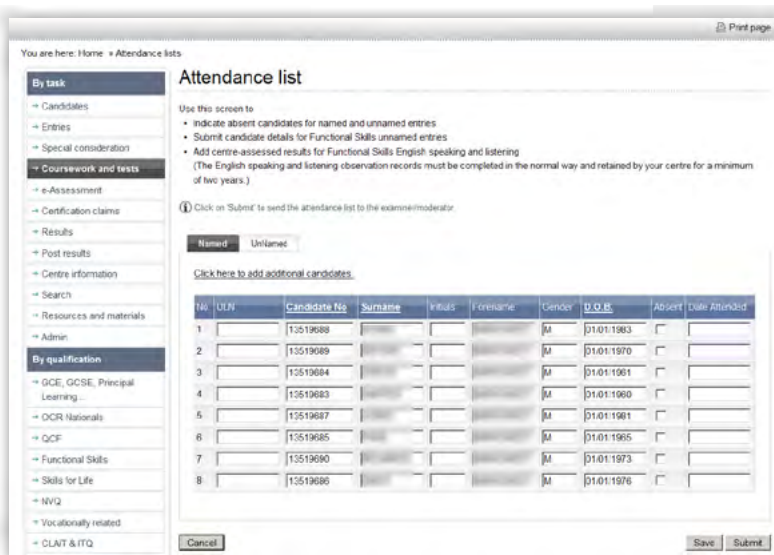
## View previously submitted attendance lists

## Further support

## Update attendance list: present candidates

Once you click 'Update', the attendance list will become editable.

*The attendance list is editable*



First, update the attendance list with **present candidates**. Click in the first blank box under the 'Date Attended' column heading to include the date of the assessment. This will bring up a calendar. Select the date of the assessment by clicking on the appropriate date.

**Note:** To use the same date for multiple (or all) candidates, tick the 'Copy to rows below' box **before** selecting the assessment date. This will apply the date to those candidates appearing below the currently selected candidate in the list.



**Note:** On this page you can also update candidate details including: ULN, candidate number, surname, initials, forename and date of birth. Remember to click 'Save' after updating any of these details.

Once you have updated the list, click 'Save' at the bottom-right of the screen. Do not click on 'Submit' unless you have completed and wish to submit the attendance list. **You will not be able to make any changes to the attendance list once it has been submitted.**

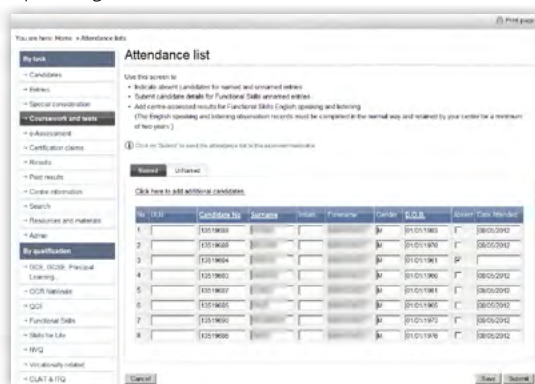
- ▶ Introduction
- ▶ Log into Interchange
- ▶ Search non-submitted attendance lists
- ▶ View your search results
- ▶ Update attendance lists: present candidates
- ▶ Update attendance lists: absent candidates
- ▶ Submit your attendance lists
- ▶ View previously submitted attendance lists
- ▶ Further support

### Update attendance list: absent candidates

Once you have updated the attendance list to include all present candidates, you should identify any **absent candidates**.

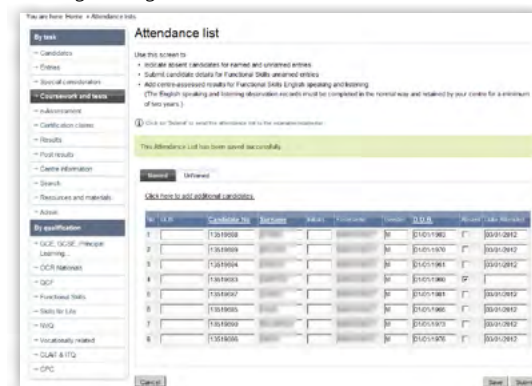
To mark a candidate as being absent from the assessment, tick the box in the 'Absent' column for the relevant candidate. Repeat this process for every absent candidate.

*Updating the attendance list with absent candidates*



The screenshot shows the 'Attendance list' page with a table of candidates. The table has columns: No, ULN, Candidate No, Surname, Initial, Forename, Gender, ULN, and Absent/Task Result. There are 8 rows of candidates. The 'Absent' column has checkboxes for each candidate. The 'Task Result' column has checkboxes for each candidate.

*Saving changes*



The screenshot shows the 'Attendance list' page with a confirmation message: 'This attendance list has been saved successfully.' and a 'Save' button.

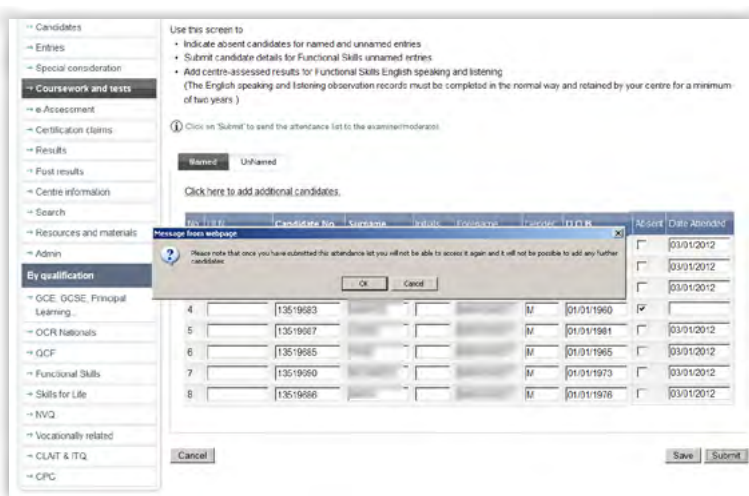
**Note:** On this page you can also update candidate details including: ULN, candidate number, surname, initials, forename and date of birth. Remember to click 'Save' after updating any of these details.

Once you have updated the list, click 'Save' at the bottom-right of the screen. Do not click on 'Submit' unless you have completed and wish to submit the attendance list. **You will not be able to make any changes to the attendance list once it has been submitted.**

- ▶ Introduction
- ▶ Log into Interchange
- ▶ Search non-submitted attendance lists
- ▶ View your search results
- ▶ Update attendance lists: present candidates
- ▶ Update attendance lists: absent candidates
- ▶ Submit your attendance lists
- ▶ View previously submitted attendance lists
- ▶ Further support

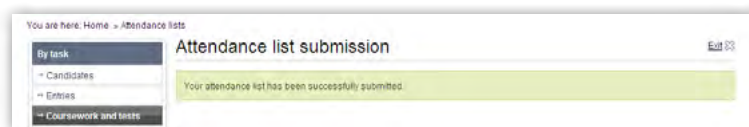
## Submit your attendance list

Once you've marked all candidates as either present or absent, you can submit your attendance list, by clicking on the 'Submit' button. You will see a warning message, reminding you that **you will not be able to make any changes to the attendance list once it has been submitted**. Only click 'OK' to the warning message if you are ready to submit the attendance list.



The screenshot shows the 'Submit' button in the Interchange system. A warning message is displayed, stating: "Please note that once you have submitted this attendance list you will not be able to access it again and it will not be possible to add any further candidates." The message includes 'OK' and 'Cancel' buttons. Below the message, there is a table of candidates with columns for 'Candidate No.', 'Surname', 'Forename', 'Gender', 'Date of Birth', 'Absent', and 'Date Absent'.

	Candidate No.	Surname	Forename	Gender	Date of Birth	Absent	Date Absent
4	13519983			M	01/01/1960	<input checked="" type="checkbox"/>	
5	13519987			M	01/01/1961	<input type="checkbox"/>	03/01/2012
6	13519985			M	01/01/1965	<input type="checkbox"/>	03/01/2012
7	13519980			M	01/01/1973	<input type="checkbox"/>	03/01/2012
8	13519986			M	01/01/1978	<input type="checkbox"/>	03/01/2012



The screenshot shows the 'Attendance list submission' confirmation message. The message states: "Your attendance list has been successfully submitted." The message is displayed in a green box with a yellow border. The page title is "Attendance list submission" and the breadcrumb trail is "You are here: Home > Attendance lists".



### Introduction

### Log into Interchange

### Search non-submitted attendance lists

### View your search results

### Update attendance lists: present candidates

### Update attendance lists: absent candidates

### Submit your attendance lists

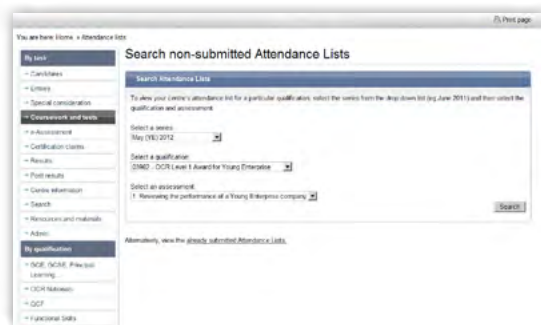
### View previously submitted attendance lists

### Further support

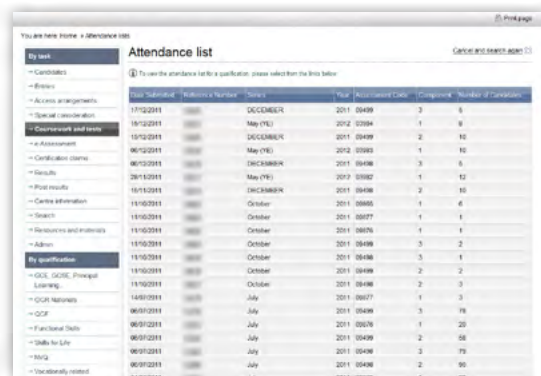
## View previously submitted attendance lists

To view previously submitted attendance lists, once logged in to Interchange, hover over 'Coursework and tests' in the left-hand menu and then click on 'Attendance lists' under the 'Tests' heading.

Next, click on the 'already submitted Attendance Lists' link to view previously submitted lists.



All your submitted attendance lists will appear on this page, with the most recently submitted at the top of the list.



Year	Submission Date	Reference Number	Status	Year	Assessment Date	Progressed	Number of Candidates
2011	17/10/2011	00000000	OSCE/MLR	2011	09/09	3	6
2011	19/10/2011	00000000	May YEL	2012	09/09	1	6
2011	19/10/2011	00000000	OSCE/MLR	2011	09/09	2	10
2011	06/10/2011	00000000	May YEL	2012	09/09	1	10
2011	06/10/2011	00000000	DISC/MLR	2011	09/09	3	6
2011	28/10/2011	00000000	May YEL	2012	09/09	1	12
2011	16/10/2011	00000000	DISC/MLR	2011	09/09	2	10
2011	11/10/2011	00000000	October	2011	09/09	1	6
2011	11/10/2011	00000000	October	2011	09/09	1	6
2011	11/10/2011	00000000	October	2011	09/09	1	6
2011	11/10/2011	00000000	October	2011	09/09	3	2
2011	11/10/2011	00000000	October	2011	09/09	3	1
2011	11/10/2011	00000000	October	2011	09/09	2	2
2011	11/10/2011	00000000	October	2011	09/09	2	3
2011	14/09/2011	00000000	July	2011	09/09	1	3
2011	06/09/2011	00000000	July	2011	09/09	3	19
2011	06/09/2011	00000000	July	2011	09/09	1	20
2011	06/09/2011	00000000	July	2011	09/09	2	56
2011	06/09/2011	00000000	July	2011	09/09	3	19
2011	06/09/2011	00000000	July	2011	09/09	2	56

To view an attendance list, click on the reference number. The full details of the attendance list will be listed on the following page.

**Note:** From this page, you can print the attendance list for your records.



# Interchange **Step-by-step** guide

## Young Enterprise: Attendance lists

- ▶ Introduction
- ▶ Log into Interchange
- ▶ Search non-submitted attendance lists
- ▶ View your search results
- ▶ Update attendance lists:  
present candidates
- ▶ Update attendance lists:  
absent candidates
- ▶ Submit your attendance lists
- ▶ View previously submitted  
attendance lists
- ▶ Further support

### Further support

#### **OCR Customer Contact Centre**

02476 851509

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