Electronic results documents
A user guide for Exams Officers and teaching staff

All of OCR's results documents will be available to view and/or download from Interchange. To help you make the most of what's available, we've produced this brief user guide for Exams Officers and teaching staff.

Top tip – There are plenty of other resources on results day – you can view results data (by candidate or by assessment) on Interchange, download results statistics documents from the OCR website and do some results analysis on Active Results. Take a look at the OCR website for full details of what information will be available and when.

Before you start – Interchange checklist

1. Check your centre is registered to use Interchange
To access the electronic results documents, you will need to have Interchange access.

? If you are not sure whether your centre is registered to use Interchange, please see the OCR website for more information or contact your Centre Administrator (usually the Exams Officer) or the Customer Admin Support Team for advice.

2. Make sure you have the right user role
Next, you'll need to make sure that you have the right Interchange user role so you can access the right results information when you need it. The three user roles that give you access to results information are:

- **Centre Administrator GQ** – Full access to all results information and documents from the **restricted results release date**. *Usually the Exams Officer, the Centre Administrator can also allocate all other user roles within Interchange.*

- **Results Full Access** – Full access to all results information and documents from the **restricted results release date**.

- **Tutor/teacher** – Access to the 'Results documents' area only from the candidate release date.

! **Important** – See the JCQ website for more information on the use and security of results data on restricted and candidate release dates.

? **Having problems with Interchange or forgotten your login details?** If you need further support or advice on getting set up correctly (or if you've forgotten your login details), contact your Centre Administrator. For further support (or if you are the Centre Administrator) please contact the Customer Admin Support Team.

Accessing electronic results documents – step-by-step instructions

Top tip – Before you get started downloading results documents, consider whether you could get the information you need by viewing results data, on screen instead. If you hover over 'Results' and click 'Results by candidate' or 'Results by assessment' in the left-hand menu, you can access all the most up-to-date results information in just a few clicks.

Once you're set up with Interchange (and have the right user role), you're ready to access all of the following results documents:

- Results and grade thresholds report
- Results broadsheet
- Moderation adjustments report
- Report to a centre on moderated work
- Cumulative specification results report
- Statement of results.

For instructions on accessing the **report to a centre on moderated work**, see page 4

To get started

1. **Log in to Interchange**
2. **Hover over 'Results' and click on 'Results documents' in the left-hand menu**
3. **Choose the results document you need**
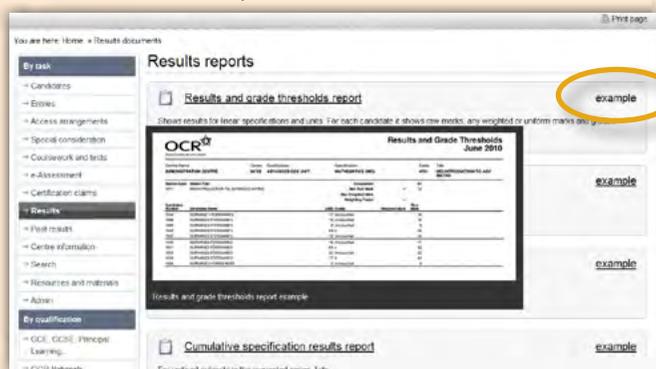
Top tip – If you're not sure which document you need, click on 'example' to the right of the document title. You will see a small, replicated image of the results document, to give you a visual reminder of what each type of document shows. Please note that clicking on the example will not take you to the document. To do this, click on the document title.

Results and grade thresholds report

Who's it for? Heads of Department and teachers

What does it show? The all new results and grade thresholds report shows all results for both linear and unitised specifications. It combines the old specification results and grade thresholds report (which showed results for linear specifications) and unitised results report (which showed results for unitised specifications). That means:

- Results for linear and unitised specifications are available in the **same format, in the same document**
- The document shows, by specification, the raw mark grade boundaries, any weighted or uniform marks and grades. This is the case for **every unit** for unitised specifications and all linear specifications.

Top tip – The results and grade thresholds report may take several minutes to process, particularly during busy periods. To help speed things up, make sure you set your report parameters to be as specific as possible – choose the relevant series, qualification, subject and/or assessment. The more specific you can be, the quicker the report will generate.

Top tip – Generating the document in an Excel/CSV format gives you greater control and flexibility over your results data. Not only does it make it easy for you to import the results data into your internal systems, but you can also manipulate it according to your preferences, share it electronically, or print it – all using only one format.

Top tip – You can use the results and grade thresholds report to help you decide whether to submit an EAR request for any of your candidates. Generate and download the document in Excel/CSV format and sort the data by candidates' raw marks. You can then check these raw marks against the grade boundaries (available on the results and grade thresholds report and from the results statistics area of the OCR website) to help you decide whether to submit any EAR requests.

Top tip – The data in the results and grade thresholds report will update after the results are issued and again following the post-results period.

Results broadsheet

Who's it for? Exams Officers and teachers

What does it show? The results broadsheet lists all candidates entered for a full qualification (linear and unitised) and their associated grades.
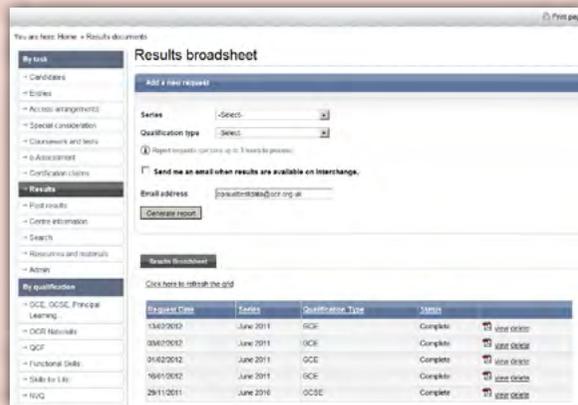
When your results broadsheet is ready to view, it will appear in this list. The most recent request will be at the top of the list. You can also reorder the list by clicking on any of the column headings.

Top tip – This is a **dynamic document** which updates throughout the results period, taking into account any changes to results following outcomes to post-results requests. So if you've submitted any post-results requests, remember you can generate an updated results broadsheet to get a quick and easy overview of grades achieved, by candidate. You can also get the most up-to-date results information by searching for 'Results by candidate' or 'Results by assessment' in the Interchange 'Results' menu.

Top tip – The results broadsheet can take up to three hours to process, particularly in busy periods. If you'd like to be notified when the document is available to view on Interchange, click in the tick box ('Send me an email when results are available on Interchange') and enter or amend the email address in the box provided. (This email address can be different from the address you have registered with Interchange.) If you don't want to receive an email, leave the tick box and email field blank.

Moderation adjustments report

Who's it for? Exams Officers and Heads of Department

What does it show? The moderation adjustments report lists any scaling adjustments that have been applied to internally assessed units/components.

Top tip – If no scaling adjustments have been applied, the moderation adjustments report will simply state "no adjustment" – including if your centre is accredited.

Top tip – The data in the moderation adjustments report will update after the results are issued and again following the post-results period.

Cumulative specification results report

Who's it for? Exams Officers, Heads of Department and teachers

What does it show? The cumulative specification results report shows results for unitised specifications and, in particular:

- The qualification grade for the current series (UMS/points/grades)
- Previous series unit results (UMS/points)
- The number of candidates at each certification grade
- UMS thresholds for each unit and certification
- For certification results, the units that have been combined to generate the grade shown.

Top tip – If you're unsure how the final certification grade has been calculated (including how any terminal rules have been applied), the cumulative specification results report is really useful. It lists all candidate attempts at all units included in the specification. The unit attempts that are **bold and underlined** have been used to calculate the final certification grade.

Top tip – The data in the cumulative specification results report will update after the results are issued and again following the post-results period.

Statement of results

Who's it for? Candidates

What does it show? Shows the unit and qualification results achieved for each subject in the selected series, by candidate.

> **Top tip** – If you'd like to **print** copies of one or more statements of results for candidates, save the document(s) as a PDF. To keep a copy of candidate results for your **own records** (importing into your MIS, for example) or to manipulate the data to your preferences, save it as an Excel/CSV.

> **Top tip** – Like the results broadsheet, statements of results are **dynamic documents** which update throughout the results period, taking into account any changes to results following outcomes to post-results requests. So if you've submitted any post-results requests, remember you can generate updated statements of results for any affected candidates. You can also get the most up-to-date results information by searching for 'Results by candidate' or 'Results by assessment' in the Interchange 'Results' menu.

> **Top tip** – Statements of results can take several minutes to process, particularly during busy periods and especially if you have a large cohort. If you choose to download statements for 'All candidates', this could significantly add to your download time. To help speed things up, only choose this option if you need statements for all candidates entered for the selected series.

The 'Select individual candidates' option is useful if you'd like to generate statements of results for specific candidates (for example, from a particular teaching group) or a small number of individuals.

The 'Range' setting for producing statements of results is useful if you use specific candidate numbers for groups of candidates. For example, if you use a certain range for Year 11 candidates, you can enter this range to produce statements for your Year 11s only.

Report to a centre on moderated work

Who's it for? Exams Officers and Heads of Department

What does it show? For each internally assessed component or unit, a brief report by the moderator on the internal assessment of candidates' work.

How do I access it? To access the report to a centre on moderated work:

1. Hover over 'Results' and click on 'Reports on moderated work' in the left-hand menu.
2. Select a **series** from the dropdown list and click '**Go**'.
3. Select an **assessment** and/or **component** and click 'OK'.

> **Top tip** – This document will be available electronically, via Interchange, for the majority of subjects. For certain subjects, however, this will still be issued in hard copy. See the exceptions list on the OCR website to find out more.

Welcome to Interchange

Login

Login ID: (for centre users this will be your centre number)

Username: (case sensitive)

Password:

Forgotten your password?

Login

Results documents FAQs

Q *Who can download the results documents and when?*

A To download results documents you need access to Interchange and an appropriate user role. Anyone with one of the following three user roles can download results documents, from the dates shown below:

- **Centre Administrator GQ** – Full access to all results information from the **restricted results release date**. *The Centre Administrator can also allocate all other roles within Interchange.* This is usually the Exams Officer.
- **Results Full Access** – Full access to all results information from the **restricted results release date**.
- **Tutor/teacher** – Access to the 'Results documents' area from the **candidate release date**.

Please see the JCQ website for more information on the use and security of results data on restricted and candidate release dates.

Q *How regularly will the documents update?*

A Results broadsheets and statements of results are dynamic documents – they update over time. This means that if you submit a post-results service request which could affect the grades for one or more candidates, these results documents will update to reflect the outcomes.

The results and grade thresholds report, moderation adjustments report and cumulative specification results report will each update after the results are issued and again following the post-results service period.

Q *Can we generate documents for previous years?*

A Yes. You can generate:

- Statements of results from January 2007 onwards
- Results broadsheets from January 2011 onwards
- Results and grade threshold reports, cumulative specification reports, moderation adjustment reports and reports to a centre on moderated work from January 2012 onwards.

Q *Are private candidates 'flagged' in any way on these documents?*

A Yes. On all results documents, any private candidates will be listed on the final page.

Q *Are UMS grade boundaries available on all results documents?*

A UMS grade boundaries are shown on the results and grade threshold report and cumulative specification results report. They are also available from the 'Results statistics' area of the OCR website.

Further support

OCR Customer Contact Centre
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