

Importing Functional Skills Results to SIMS in the Summer Series

## 1 Download and import the Basedata

## **Please note that SIMS cannot import summer results before June 15th of any year.**

Go to your June/Summer season within SIMS Exams Organiser.

Download the revised Basedata for the summer series from the OCR website at <http://www.ocr.org.uk/ocr-for/exams-officers/basedata/>

Import the revised Basedata into SIMS Exams Organiser.

**Nothing more needs to be done with the Basedata files.**

## 2 Take a copy of the results file

Download your results files from A2C

Go to your Sims 🡪 Examin folder1. Find the OCR Nationals results file you want to amend. The file(s) will be named ‘R*nnnnn*72.X*nn*’

Copy and save somewhere separately. Keeping a copy of the original is good practice.

1 The directory name is usually ‘Examin’. However it could be different in your centre. Check with your SIMS support if you are unsure.

## 3 Edit your results file

Open the results file saved in ‘Examin’1 with a text editor, eg Notepad ([see page 2](#_Opening_a_file_1)).

At the top you will see two lines containing the season details. In the example below the header reference is BF14 for November 2014:

R19937372**BF14**MUCLES01CMS14

R39937372**BF14**495AL5 3AE

R5993739190175030129190W5145337506 9877011P

R5993739194175030129194A4667899823 9876011F

R5993739191175030129191C3439712787 9876011F

R7993730000005060314

Amend this to 6F15 for June 2015 as shown below. Remember to edit the year so that the results go into the correct season. Save the file in the ‘Examin’1 directory.

R19937372**6F15**MUCLES01CMS14

R39937372**6F15**495AL5 3AE

R5993739190175030129190W5145337506 9877011P

R5993739194175030129194A4667899823 9876011F

R5993739191175030129191C3439712787 9876011F

R7993730000005060314

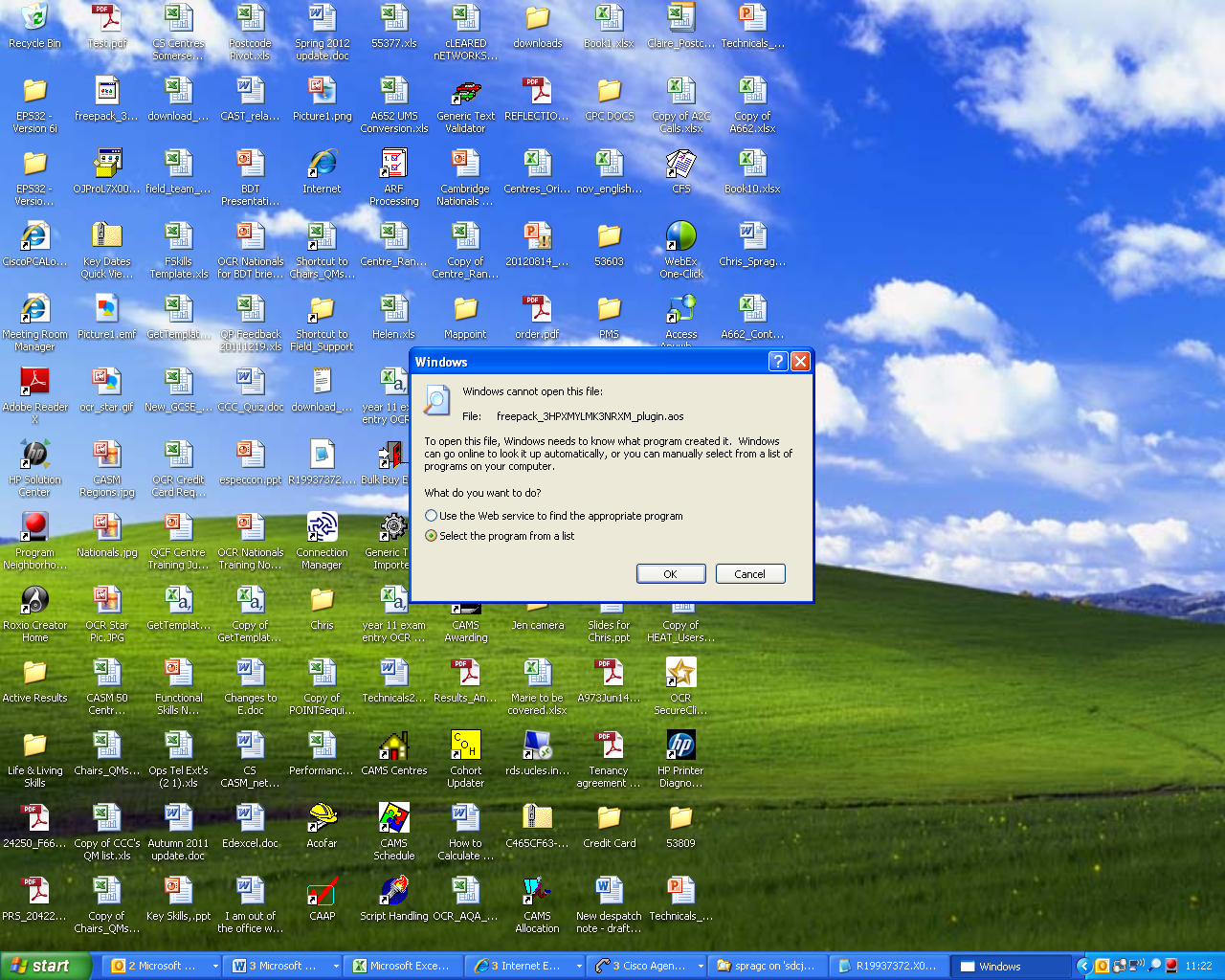
1 The directory name is usually ‘Examin’. However it could be different in your centre. Check with your SIMS support if you are unsure.

## 4 Import the results file

You can now import the amended file (e.g. Rnnnnn72.Xnn) to the June series as per your normal process. Remember to import the amended file and not the backup of the original.

## Opening a file using Microsoft Notepad

When you open a basedata file for the first time, you will receive the following prompt:



Choose ‘Select the program from a list’, click ‘OK’ and select ‘Notepad’ from the list of programs.

