

ONLINE ENTRIES AND RESULTS SYSTEM USER GUIDE

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Online Entries and Results System User Guide

The Asset Languages Online Entries and Results System allows you to:

- View and make candidate entries and amendments online for paper- and computer-based assessments
- View your candidates' results.

This guide has been designed to help the Asset Exams Officer and those in centres administering Asset Languages external assessments to use and make the most of all the features of the Online Entries and Results System. It should be used in conjunction with the following documents, which can be downloaded from the Asset Languages website (www.assetlanguages.org.uk):

- External Assessment Reference Guide
- Final Entries Guide
- Asset Languages Fees List
- External Assessment Dates.

Support

It is hoped that you will find the Asset Languages Online Entries and Results System reliable and easy to use. However, if you need more detailed support or to report problems, please do not hesitate to contact us at assetlanguages@ocr.org.uk. Please be sure to note down as much information as possible about your system, what you were attempting to do, and how it was failing, as this information can help to find a solution more quickly.

Feedback

The Asset Languages Online Entries and Results System is a developing site. We would appreciate your feedback on how you have found using it and will attempt to incorporate suggestions for improvement in later editions of the site. Please send any comments to the email address shown above.

Site contents

There are four main areas of the site:

- **Assessments** – This section allows you to view and submit entries, and to view results for Asset Languages external assessments. The site will only display assessments that are available in the selected series.
- **Candidates** – This section allows you to view, enter and update candidate details.
- **CBT Calendar** – If you wish to run computer-based tests, this section must be used to inform OCR of the times and dates of tests that you wish to set up and allocate candidates to them. This allows OCR to make the correct test available for download at the right time with the details of the candidates taking the test.
- **File Upload** – This section allows you to make entries by uploading pre-populated spreadsheets.

To access these areas of the site, click on the tabs at the top of each page or use the appropriate links, buttons and searches throughout the site.

Getting Started

Logging in

To access the Asset Languages Entries and Results System, go to <https://entries.assetlanguages.org.uk/>. You should see a screen similar to the one shown below:

The screenshot shows the login page for the Asset Languages Entries and Results System. At the top, there is a blue header with the 'asset languages' logo and the text 'Asset Languages Entries and Results'. Below the header, there is a 'Login' section on the left with fields for 'Email Address:' (containing 'examsoffice@sampleschool.sch.uk') and 'Password:' (with a masked password). There is a 'Forgot your password?' link and a 'Login' button. To the right, there is a 'Welcome to the Asset Languages Entries and Results System.' message, followed by a disclaimer: 'This on-line service is provided exclusively for authorised Asset examination centres. By accessing Asset Languages Entries and Results System, you agree to be bound by the [Terms of Use](#)'.

When your centre returned the signed Terms of Use, you should have provided an email address for the Exams Officer. (Since confidential exams information is sent to this address, it is important that this email account can only be accessed by the Exams Office.) Enter this address together with the password that was supplied when your access to the site was confirmed and click on '**Login**'. If you have forgotten or lost your password, click on '**Forgotten your password?**' beneath the password box and follow the instructions provided.

Homepage

Upon successful login, you will be directed to the homepage. This should look similar to the screen below:

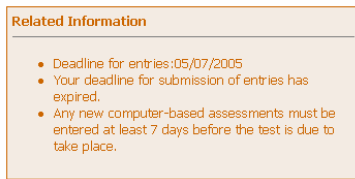
The screenshot shows the homepage of the Asset Languages Entries and Results System. At the top, there is a blue header with the 'asset languages' logo and the text 'Asset Languages Entries and Results'. Below the header, there is a navigation menu with 'Home', 'Assessments', 'Candidates', and 'CBT Calendar'. The main content area is titled 'Welcome to the Asset Languages Entries and Results System' and contains a message: 'You can view and make entries for your centre on this site. You can also make amendments to both candidate details and assessment entries. This website is still being developed and more pages and functions will be added soon. We would be grateful for any feedback you have. Please email comments to assetlanguages@ocr.org.uk'. Below this, there are two dropdown menus: 'Show assessments for:' (set to 'September Asset 2005') and 'Show candidates for:' (set to 'September Asset 2005'). There is a 'Quick Search' section with a 'Search for:' field and radio buttons for 'Assessments' and 'Candidates'. A 'Search' button is also present. The main content area displays 'September Asset 2005' with a date range of '01/02/2005 - 31/12/2005'. Under 'Entries: Overview', it shows '0 candidates registered for September Asset 2005'. A 'Related Information' box contains a list of bullet points: 'Deadline for entries: 05/07/2005', 'Your deadline for submission of entries has expired.', and 'Any new computer-based assessments must be entered at'.

The homepage initially displays basic summary information about the next scheduled external assessment series for your centre. You can change this to another series by changing the options on the dropdown arrows shown below:

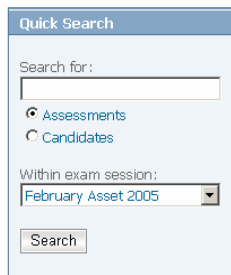
The screenshot shows two dropdown menus. The first is 'Show assessments for:' with 'September Asset 2005' selected and a 'Summary' dropdown next to it, and a 'Show' button. The second is 'Show candidates for:' with 'September Asset 2005' selected and a 'Show' button.

All information is shown in the context of an assessment series. For ease of use, most pages on the site allow you to change the series displayed. Note that, as you move throughout the site, your series selection will be saved.

Series-related information is shown in 'orange boxes' throughout the site. The information displayed in these boxes will depend on the stage the series has reached. They will look similar to the box shown below:



The homepage also has a '**Quick Search**' function. This allows you to find information relating to particular candidates or assessments directly. Both searches work only in the context of the selected series.



If you do not enter any criteria in the search box, you will find all the assessments/candidates for the selected series. (This is an alternative to clicking on the '**Assessments**' and '**Candidates**' tabs.)

Making Entries

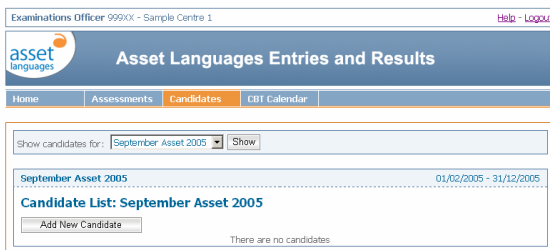
Data entered on the site is automatically submitted to OCR but can be viewed and amended in subsequent login sessions. Centres will be charged (either by direct debit or invoice) as per the Asset Languages Fees List shortly after the entry deadline. Deletions or amendments made after the deadline may incur charges as per the fees list.

There are four main ways to make entries. These are:

- **Adding assessments to a candidate** – In this method, you create candidate records individually and add assessment entries to each candidate. This method is useful if you need to enter candidates for a number of different assessments.
- **Adding multiple candidates to an assessment** – This method allows you first to build up a list of candidates for a series. Multiple candidates from this list can then be entered for a selected assessment.
- **Adding single candidates to an assessment** – This method allows you to add new individual candidates to a selected assessment without having to return to the ‘Candidate List’ page. This method is probably best used for amending assessment entries rather than for making the initial entries for a series.
- **Uploading a spreadsheet** – In this method, you upload a pre-populated spreadsheet. This method is ideal if you have a large number of candidates and have the entry information electronically, perhaps in a school management system.

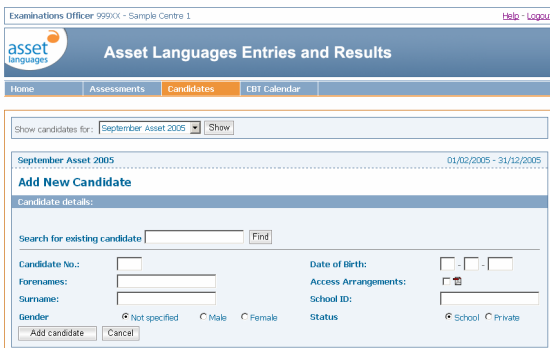
Adding assessments to a candidate

- 1 Either click on the ‘**Candidates**’ tab at the top of the page or click on the ‘**x candidates**’ link from the homepage. This will take you to the ‘**Candidate List**’ page, which should look similar to the following screen:



The screenshot shows the 'Asset Languages Entries and Results' interface. At the top, there is a navigation bar with 'Home', 'Assessments', 'Candidates', and 'CET Calendar'. Below this, a dropdown menu is set to 'September Asset 2005'. The main content area displays 'Candidate List: September Asset 2005' with a date range of '01/02/2005 - 31/12/2005'. There is an 'Add New Candidate' button and a message that says 'There are no candidates'.

- 2 Check that the correct series is showing in the dropdown list at the top of the page.
- 3 To add candidates, click on the ‘**Add New Candidate**’ button and enter the appropriate information for a candidate. The only mandatory fields are ‘**Candidate No.**’ and ‘**Surname**’ although there are default options for ‘**Gender**’ and ‘**Status**’.



The screenshot shows the 'Add New Candidate' form. It includes a search field for existing candidates. The form fields are: Candidate No., Date of Birth, Forenames, Access Arrangements, Surname, School ID, Gender (radio buttons for Not specified, Male, Female), and Status (radio buttons for School, Private). There are 'Add candidate' and 'Cancel' buttons at the bottom.

- When you have completed the required fields, click on **'Add candidate'**. You will be returned to the **'Candidate List'**.
- Click on the candidate's name and then **'Make new entry for this candidate'**. You should see a screen similar to the following:

September Asset 2005 01/02/2005 - 31/12/2005

JAMES GREEN

Candidate details: JAMES GREEN

Candidate No.: 1234 Status: S Date of Birth: 05/04/1990
 Gender: M School ID: 12345 Access Arrangements: None

Entries Results

Make new entry

1. Choose Options

Qualification: Asset Breakthrough Assessment: P201 - French Listening (Breakthrough)
 Option Code: Adult Test Opportunity: A

Make Entry Cancel

(Note that no details of real candidate details have been used in the production of this guide.)

- Enter the details of the assessment you wish to enter the candidate for using the dropdown lists and click **'Make Entry'**.
- Repeat instructions 1 to 6 for each candidate you wish to enter.

Adding multiple candidates to an assessment

- Repeat instructions 1 to 4 of the previous entry method until you have created a group of candidates.
- Once a group of candidates exists, click on the **'Assessments'** tab at the top of the page.
- Choose the qualification you wish to enter these candidates for, e.g. Asset Breakthrough. You can do this either by choosing from the dropdown list at the top of the page or selecting from the list at the bottom of the page:

Examinations Officer: 999XX - Sample Centre 1 Help Logout

asset languages Asset Languages Entries and Results

Home Assessments Candidates CBT Calendar

Show assessments for: September Asset 2005 Summary Show

September Asset 2005 01/02/2005 - 31/12/2005

Entries: Overview
 6 candidates registered for September Asset 2005

Related Information

- Deadline for entries: 05/07/2005
- Your deadline for submission of entries has expired.
- Any new computer-based assessments must be entered at least 7 days before the test is due to take place.

Qualification Name	Number of entries	Results available?
Asset Breakthrough	9	No
Asset Preliminary	3	No
Asset Intermediate	2	No

- Then, click on the **'Show all assessments'** button at the bottom of the page. All available assessments in the series will be displayed. You should see a screen similar to the following:

Show assessments for:

September Asset 2005 : Asset Breakthrough 01/02/2005 - 31/12/2005

Asset Breakthrough Assessments
0 candidates entered for Asset Breakthrough

Related Information

- Deadline for entries: 05/07/2005
- Your deadline for submission of entries has expired.
- Any new computer-based assessments must be entered at least 7 days before the test is due to take place.

Assessment Code	Assessment Title	Number of entries	Results available?
P201	French Listening (Breakthrough)	0	No
P202	French Listening (Breakthrough) (CB)	0	No
P203	French Speaking (Breakthrough)	0	No
P205	Breakthrough French Reading	0	No
P206	French Reading (Breakthrough) (CB)	0	No
P217	German Listening	0	No
P219	German Speaking (Breakthrough)	0	No
P223	German Writing (Breakthrough)	0	No

5 Next, choose an assessment from the list that appears followed by **'Make new entry for this assessment'**. You should see a screen similar to the following:

September Asset 2005 : Asset Breakthrough 01/02/2005 - 31/12/2005

P202 - French Listening (Breakthrough) (CB)
0 students currently entered

Related Information

- Deadline for entries: 05/07/2005
- Your deadline for submission of entries has expired.
- Any new computer-based assessments must be entered at least 7 days before the test is due to take place.

Entries | **Results**

Make new entry

1. Choose Options

Option Code: Test Opportunity:

2. Enter Candidates

Search for: [\[View all available candidates in session\]](#)

6 Choose your option code – Primary, Secondary or Post-16 – from the dropdown list. If there is no context for the assessment (e.g. Advanced Stage qualifications), the option code will default to be **'Context-free'**.

7 Allocate a test opportunity (if appropriate) from the dropdown list. Test opportunities should be used to indicate where different groups of candidates are taking the same assessment on different occasions. This allows OCR to provide appropriate quantities of alternative versions of the assessment. For Speaking and computer-based tests, this option will display **'Not applicable'**. (See the Final Entries Guide for more details on option codes and test opportunities.)

8 Click on the **'Find'** button or the **'[View all available candidates in session]'** link. You should see a screen listing all candidates entered for this series. (If you wish to search for a particular candidate entered in this series, type their name in the search box and then click **'Find'**.) A pop-up screen should appear. This should look similar to the following screen:

Examinations Officer 9999XX - Sample Centre 1 Help - Logout

asset languages **Asset Languages Entries and Results**

Candidates

Items per page:

Candidate #	Candidate Name	Date of Birth	Gender	Status	School ID	Access Arrangements	Actions
1234	JAMES GREEN	06/04/1990	M	S	12345	None	<input type="checkbox"/>
1235	CLARE BROWN		F	S	12345	None	<input type="checkbox"/>
1236	FLEUR WHITE		F	S	-	None	<input type="checkbox"/>
1237	HOMA ARSHAD		F	S	-	None	<input type="checkbox"/>
1238	XIN CHENG		M	S	-	None	<input type="checkbox"/>

- For those candidates that you wish to enter in this assessment, tick the check boxes in the Actions column and then click the **'Make entries'** button in the top left-hand corner of the pop-up screen. The pop-up screen will close and these candidates will now be displayed in the list of candidates entered for the assessment.

Adding single candidates to an assessment

- Follow instructions 2 to 8 of the previous entry method.
- Click on 'Add New Candidate'.
- Enter the details for the candidate you wish to enter in the fields shown. Then click **'Add candidate'**. You should see a screen similar to the following:

Examinations Officer: 9990X - Sample Centre 1 Help - Logout

asset languages Asset Languages Entries and Results

Candidates

Make entries Add New Candidate

Items per page: 20

Candidate #	Candidate Name	Date of Birth	Gender	Status	School ID	Access Arrangements	Actions
1239	LUIS GARCIA		M	S	-	None	<input checked="" type="checkbox"/>
1238	XIN CHENG		M	S	-	None	<input type="checkbox"/>
1237	HOMA ARSHAD		F	S	-	None	<input type="checkbox"/>
1236	FLEUR WHITE		F	S	-	None	<input type="checkbox"/>
1235	CLARE BROWN		F	S	12345	None	<input type="checkbox"/>
1234	JAMES GREEN	06/04/1990	M	S	12345	None	<input type="checkbox"/>

- The candidate you have just entered should be highlighted in yellow and the actions box should be checked. (You can repeat this process for a number of new candidates.) To enter this candidate for the assessment, click the **'Make entries'** button in the top left-hand corner of the screen. The candidate name will now be displayed in the list of candidates entered for the assessment.

Uploading a spreadsheet

- Click on the tab labelled **'File Upload'**. This will take you to a page which should look similar to the following screen:

asset languages Asset Languages Entries and Results

Home Assessments Candidates EBT Calendar **File Upload**

Upload a file:

Please select a session: Entries will be done for this session.

Please select a file: Browse

Please select files with a '.txt', '.csv' or '.xls' extension

Bulk Entry Templates:

Use the following as templates for creating:

[CSV Template](#)

[Excel Template](#)

[Excel Template \(with Dropdowns\)](#)

Upload history:

Click on the column headers to order the list.

There are no history records

- You should first download a spreadsheet template. Click on one of the links under the **'Bulk Entry Templates'** heading to open, save and rename one of the following spreadsheet templates:
 - Excel Template** – This spreadsheet is ideal if you wish to export information from a school management system.
 - Excel Template (with Dropdowns)** – This spreadsheet is useful if you are entering data by hand as it allows you to choose each option from a dropdown arrow (although it is possible to copy and paste information into the cells). Note: This spreadsheet is series specific and a new spreadsheet for each series must be downloaded.

- 3 Complete your chosen spreadsheet with your entry information. Use the instructions on the spreadsheet to do this. Further information is available in the Final Entries Guide.
- 4 Once you have filled in the spreadsheet and saved it, return to the File Upload page and check that the correct series is showing in the dropdown list at the top of the page.
- 5 Click on the '**Browse**' button to select your file.
- 6 Click on the '**Import**' button.
- 7 A message will tell you that the file has uploaded. Details of all upload attempts will be listed under '**Upload history**' on the File Upload page.
- 8 You will shortly receive an email, either confirming that the entries have been processed successfully or showing where there are errors. As soon as you receive this email, you will be able to view and amend your entries in the '**Assessments**' and '**Candidates**' sections of the Asset Languages Online Entries and Results System.
- 9 If you receive an 'error email', follow the instructions in the email to correct any errors. There are two types of error file:
 - **Automatic** – There was a problem with the candidate details, e.g. the candidate number was duplicated, and the record was completely rejected. In this case, you can repeat instructions 3 to 6 for the rejected candidates.
 - **Manual** – The candidate details were correct but there was a problem with the assessment details, e.g. the assessment code was incorrect. In this case, the candidate details will be uploaded without any assessment information. To amend the details you cannot upload another spreadsheet; any amendments will need to be made manually (see the instructions below).

Amending Details

Once you have added a candidate's details or made entries, it is possible to amend them or add further information or entries before the assessment takes place. NB Some amendments may incur a charge if they are made after the entry deadline (see the Asset Languages Fees List for further details).

Editing a candidate's details

To edit a candidate's details:

- 1 Either browse for them by clicking on the **'Candidates'** tab or, from the homepage, enter their name in the Quick Search box.
- 2 To amend their details, click on the candidate's name and then click on the **'Edit'** button.
- 3 Amend or update the details you wish to change and then click **'Update candidate'**.

Deleting candidates and entries

To delete a candidate and all the entries made for that candidate:

- 1 Click on the **'Candidates'** tab or, from the homepage, enter their name in the Quick Search box.
- 2 Click on **'Delete'** and then **'OK'**.

To delete an assessment from a candidate record:

- 1 Click on the **'Candidates'** tab or, from the homepage, enter their name in the Quick Search box.
- 2 Click on the candidate name link. The list of assessments for which the candidate is entered will appear.
- 3 Click on **'Delete'** for those assessments you wish to withdraw the candidate from.

To delete a candidate from an assessment:

- 1 Click on the **'Assessments'** tab and choose the series and assessment from the dropdown lists.
- 2 Click on the assessment title you wish to amend. The list of candidates entered for that assessment will appear.
- 3 Click on **'Delete'** and then **'OK'** for those candidates that you wish to withdraw.

Amending the details of an assessment for a candidate

If you wish to change the details of an assessment for a candidate, e.g. change the option code from 'Primary' to 'Secondary', you should delete the assessment from the candidate record (as above) and then make a new assessment entry with the updated details.

NB Once a series has 'closed' (a few days after the end of the testing window), all **'Edit'**, **'Add'** and **'Delete'** links and buttons will not be visible and no further changes can be made.

Entry Submission Status

Entries made on the site will be submitted to OCR automatically. The processing status of either candidate details or assessment entries is displayed in the relevant pages of the site as follows:

- **Unsubmitted** – The entries have not yet been passed from the Entries and Results System to OCR. This happens at regular intervals. You do not need to do anything.
- **Pending** – Submitted to OCR, but not fully processed.
- **Confirmed** – Received and processed by OCR.

Note that only candidates with assessment entries will be submitted to OCR. Once entries have been submitted to OCR, they are subject to published entry fees (see the Asset Languages Fees List).

Viewing Results

Once the results are published (see External Assessment Dates), it is possible to view candidate results on the Asset Languages Entries and Results System. As with entries, results can be viewed either by assessment or by candidate.

Viewing results for an assessment

- 1 Click on the **'Home'** or **'Assessments'** tab at the top of the page.
- 2 Choose the series and qualification for which you would like to view results from the dropdown lists and click **'Show'**.
- 3 If results are available for an assessment, click on the **'View Results'** link in the **'Results available?'** column. You should see a screen listing the candidates for this particular assessment together with their results, similar to the following screen:

The screenshot shows the 'Asset Languages Entries and Results' interface. At the top, there are navigation tabs: Home, Assessments (selected), Candidates, and CBT Calendar. Below the navigation, there are dropdown menus for 'Show assessments for:' (September Asset 2005) and 'Asset Breakthrough', with a 'Show' button. The main content area displays 'September Asset 2005 : Asset Breakthrough' with the date range '01/02/2005 - 31/12/2005'. Below this, it says 'P201 - French Listening (Breakthrough)' and '4 students currently entered'. There are two tabs: 'Entries' and 'Results'. The 'Results' tab is active, showing a table with columns: Candidate #, Candidate Name, Date of Birth, Gender, Status, and Result. The table contains five rows of candidate data.

Candidate #	Candidate Name	Date of Birth	Gender	Status	Result
1234	JAMES GREEN	06/04/1990	M	S	2
1236	FLUR WHITE		F	S	U
1237	HOMA ARSHAD		F	S	3
1238	YIN CHENG		M	S	1

Viewing results for a particular candidate

- 1 Click on the **'Home'** or **'Candidates'** tab at the top of the page.
- 2 Choose which series results you would like to view from the dropdown lists and click **'Show'**.
- 3 Click on a candidate name. This will show the entries for a particular candidate.
- 4 To view the results for this candidate, click on the results tab. You should see a screen similar to the following:

The screenshot shows the 'Asset Languages Entries and Results' interface for a specific candidate. At the top, there are navigation tabs: Home, Assessments, Candidates (selected), and CBT Calendar. Below the navigation, there are dropdown menus for 'Show candidates for:' (September Asset 2005) and a 'Show' button. The main content area displays 'September Asset 2005' with the date range '01/02/2005 - 31/12/2005'. Below this, it says 'JAMES GREEN'. There are two tabs: 'Entries' and 'Results'. The 'Results' tab is active, showing candidate details for James Green: Candidate No.: 1234, Status: S, Date of Birth: 06/04/1990, Gender: M, School ID: 12345, Access Arrangements: None. Below the details, there is an 'Edit candidate' button. At the bottom, there is a table with columns: Qualification, Assessment, and Result. The table contains two rows of assessment data for James Green.

Qualification	Assessment	Result
Asset Breakthrough	P201 - French Listening (Breakthrough)	2
Asset Breakthrough	P202 - French Listening (Breakthrough) (CB)	3

Using the Computer-Based Test Calendar

Computer-based assessments are made available as secure on-screen tests, requiring candidates to log in. Centres are able to choose the date and time of these tests within a testing window. To enable OCR to provide the correct assessment for the right candidate on the specified test day, centres must supply details of the date and time the assessments are due to take place. They must also assign specific candidates to each test date and time created.

Details for computer-based assessments must be supplied at least seven days before the test is due to take place, to allow assessment materials to be prepared for you to download.

To create a new computer-based test date:

- 1 Click on the **'CBT Calendar'** tab.
- 2 Click on **'Create new CB Test date'**. A screen similar to the following should appear:

The screenshot shows the 'Create new CB Test Date' form. At the top, there is a navigation bar with 'Show assessments for: September Asset 2005' and a 'Summary' button. Below this, the page title is 'September Asset 2005' with the session dates '01/02/2005 - 31/12/2005'. The main heading is 'Computer-Based Test Calendar' with a sub-heading 'You will need to allocate all candidates entered for computer-based assessments in this session against the test dates and times which you create in this page.' A note states: 'This must be completed at least 7 days before the test is due to take place to ensure that the required tests can be made available to you.' To the right, there is a 'Related Information' box with a list of bullet points: 'Deadline for entries: 05/07/2005', 'Your deadline for submission of entries has expired.', and 'Any new computer-based assessments must be entered at least 7 days before the test is due to take place.' The form fields include: 'Qualification' (Asset Breakthrough), 'Assessment' (P202 - French Listening (Breakthrough) (CB)), 'Option Code' (Adult), 'Test Date' (calendar input), and 'Time of day' (AM). At the bottom, there are 'Create new CB Test Date' and 'Cancel' buttons.

- 3 Fill in the fields from the dropdown lists. You will only be allowed to enter dates that fall between the session start and finish dates and that are seven or more days from the current date. Then click on **'Create new CB Test Date'**. You should see a screen similar to the following:

The screenshot shows the 'View Candidates' table. At the top, there is a navigation bar with 'Show assessments for: September Asset 2005' and a 'Summary' button. Below this, the page title is 'September Asset 2005' with the session dates '01/02/2005 - 31/12/2005'. The main heading is 'Computer-Based Test Calendar' with a sub-heading 'You will need to allocate all candidates entered for computer-based assessments in this session against the test dates and times which you create in this page.' A note states: 'This must be completed at least 7 days before the test is due to take place to ensure that the required tests can be made available to you.' To the right, there is a 'Related Information' box with a list of bullet points: 'Deadline for entries: 05/07/2005', 'Your deadline for submission of entries has expired.', and 'Any new computer-based assessments must be entered at least 7 days before the test is due to take place.' Below the table, there is a 'Create new CB Test date' button. The table has columns: 'Qualification', 'Assessment', 'Option', 'Test Date & Time', 'Actions', and 'Allocations'. The data rows are: 'Asset Breakthrough P202 - French Listening (Breakthrough) (CB) Adult 04/09/2005-AM Edit Delete View Candidates 2' and 'Asset Breakthrough P202 - French Listening (Breakthrough) (CB) Adult 05/09/2005-AM Edit Delete View Candidates 0'. At the bottom, there is a 'Select an assessment: All' dropdown and a 'Show' button.

- 4 Click on **'View Candidates'** for the assessment you wish to allocate candidates to. You should see a screen like the following:

September Asset 2005 01/02/2005 - 31/12/2005

Computer Based Test Date: 04/08/2005-AM
 You will need to allocate all candidates entered for computer-based assessments in this session against the test dates and times which you create in this page.
 This must be completed at least 7 days before the test is due to take place to ensure that the required tests can be made available to you.

Related Information

- Deadline for entries: 05/07/2005
- Your deadline for submission of entries has expired.
- Any new computer-based assessments must be entered at least 7 days before the test is due to take place.

Select an assessment: P202 - French Listening (Breakthrough) (CB)

Allocated (0) **Unallocated (2)**

There are no allocations for this CB Test date

You may select any other CB Test date for this assessment from the list below

No other CB Test dates available

5 Click on the **'Unallocated'** tab. You will see a list of candidates available to take the assessment:

Computer Based Test Date: 04/08/2005-AM
 You will need to allocate all candidates entered for computer-based assessments in this session against the test dates and times which you create in this page.
 This must be completed at least 7 days before the test is due to take place to ensure that the required tests can be made available to you.

Related Information

- Deadline for entries: 05/07/2005
- Your deadline for submission of entries has expired.
- Any new computer-based assessments must be entered at least 7 days before the test is due to take place.

Select an assessment: P202 - French Listening (Breakthrough) (CB)

Allocated (0) **Unallocated (5)**

Candidate Number	Candidate Name	Date of Birth	Gender	Status	Select All
1234	JAMES GREEN	06/04/1990	M	S	<input type="checkbox"/>
1235	CLARE BROWN		F	S	<input type="checkbox"/>
1236	FLEUR WHITE		F	S	<input type="checkbox"/>
1237	HOMA ABSHAD		F	S	<input type="checkbox"/>
1238	VIN CHENG		M	S	<input type="checkbox"/>

You may select any other CB Test date for this assessment from the list below

No other CB Test dates available

6 Check the boxes for those candidates you wish to allocate to the assessment and click on the **'Allocate to this CB Test date'** button. Your candidates should now have been allocated to this test.

7 To change the allocation, click on the **'Allocated'** tab and then change your options on the dropdown list as shown below:

Computer Based Test Date: 12/08/2005-AM
 You will need to allocate all candidates entered for computer-based assessments in this session against the test dates and times which you create in this page.
 This must be completed at least 7 days before the test is due to take place to ensure that the required tests can be made available to you.

Related Information

- Deadline for entries: 05/07/2005
- Your deadline for submission of entries has expired.
- Any new computer-based assessments must be entered at least 7 days before the test is due to take place.

Select an assessment: P202 - French Listening (Breakthrough) (CB)

Allocated (5) **Unallocated (0)**

Candidate Number	Candidate Name	Date of Birth	Gender	Status	Change Test Date & Time To
1234	JAMES GREEN	06/04/1990	M	S	Please select...
1235	CLARE BROWN		F	S	Please select...
1236	FLEUR WHITE		F	S	Please select...
1237	HOMA ABSHAD		F	S	Please select...
1238	VIN CHENG		M	S	Please select...

You may select any other CB Test date for this assessment from the list below

8 You can either move the candidate to another date and/or time or 'unallocate' them entirely. Once you have changed the allocation, click on **'Change allocation'**.

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