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Admin Instructions for Cambridge Technicals

Level 2 and Level 3 2012 and 2016 suites

A step-by-step guide for OCR Visiting Moderators



Welcome to Interchange

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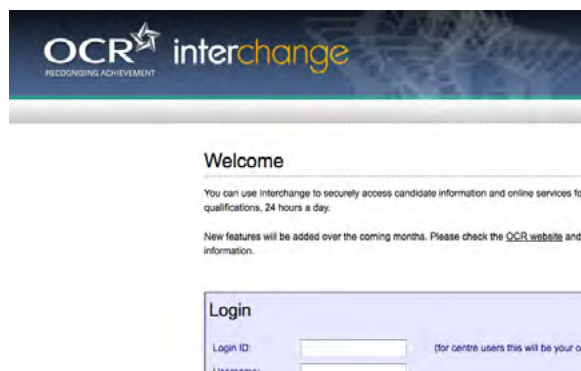
Introduction

This guidance demonstrates how to administer sampling and claims for Cambridge Technicals via Interchange.

Getting started with Interchange

OCR Interchange is a free secure website which offers a variety of services for centres and assessors. These include the ability to carry out day-to-day administrative functions online quickly and efficiently. Interchange is updated daily, so it is always the most accurate way to view any exam-related information. The site supports every stage of the exam cycle eg entries, claims, results and much more.

Interchange



Login ID – Usually your assessor ID number

Username – Usually a combination of your first name and surname

Password – You can change your password to something easy to remember at any time after logging in by hovering over 'Admin' from the main menu and clicking on 'Change your password'.

Password security

Keep your password safe.

You should keep your password secure, if you forget your password; are unable to log into your account or your password has expired (**passwords expire every six months**), use the 'Forgotten password' link, which enables you to reset your own password. To avoid getting locked out, only put in your password twice as on your third attempt you will get locked out. You will then need to contact our Customer Contact Centre on 02476 851509.

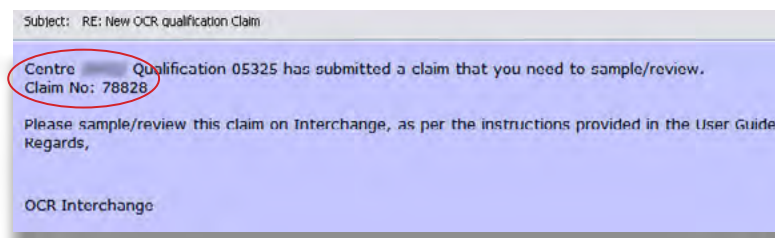


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Summary of the process

- A centre will make entries for their candidates for Cambridge Technicals qualifications, via Interchange or EDI.
- The Allocations Team (Assessor Management) will allocate a Visiting Moderator
- Notification of the centre and the qualifications entered is sent in writing to the Visiting Moderator.
- Notification of the OCR Visiting Moderator allocated is sent in writing to the centre
- The centre completes their claim via Interchange and details of the centre number, entry code and claim number is emailed to the Visiting Moderator.

Email notification message



- The Visiting Moderator arranges the visit directly with the centre within four weeks and confirms in writing to the centre.

Please refer to the ['Cambridge Technicals 2012 Suite Moderation Instructions'](#) or ['Cambridge Technicals 2016 Suite Moderation Instructions'](#) for full details

- The Visiting Moderator selects a sample of the candidates online, via Interchange.

... continued




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Starting your online claim via Interchange

Request a sample

To get started, log in to Interchange, hover over Assessors in the left-hand menu and then click on 'Request a sample'.

Choose Assessors from the left-hand menu



The screenshot shows the OCR Interchange website interface. At the top left is the OCR logo with the tagline 'RECOGNISING ACHIEVEMENT'. Below the logo is a breadcrumb trail: 'You are here: Home'. The main navigation area is divided into two columns. The left column is titled 'By task' and lists: Candidates, Coursework and tests, e-Assessment, Certification claims, Results, Centre information, Assessors, Search, and Admin. The right column lists: Reporting (Quality assurance report (NVQ), Approval report (NVQ), Centre feedback report, Find mark sheets), Moderation (OCR Repository, Moderation Manager), Documents (OCR Nationals documents, Skills for Life documents, NVQ documents, Vocationally related documents), and Online claims (Request a sample, Review claim, View claim history).



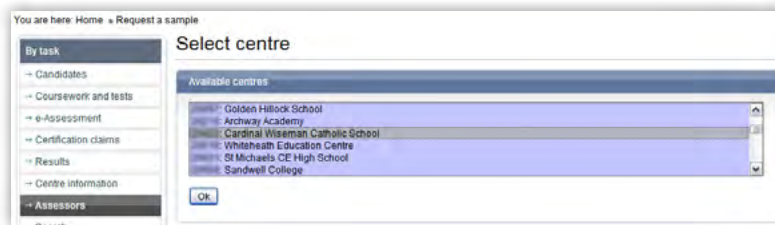
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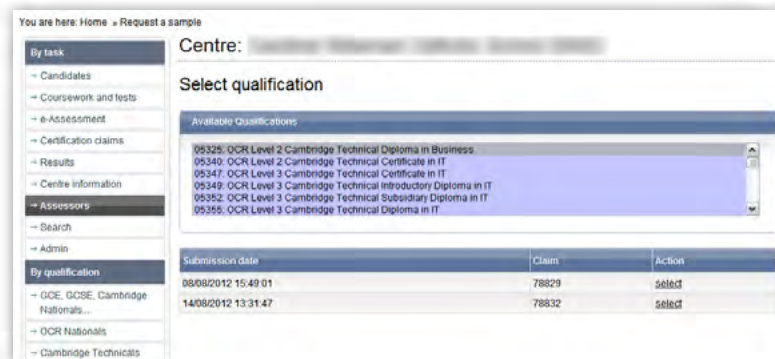
Select the centre

All available centres are displayed in a list under 'Request a sample'

Select the relevant centre from the dropdown list

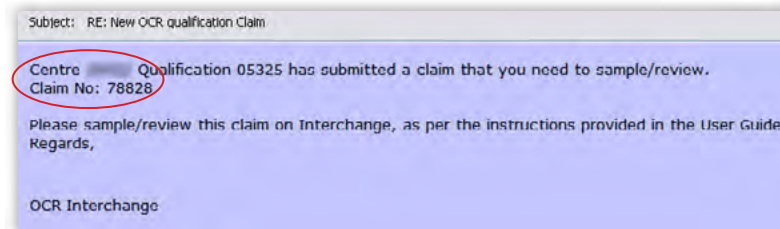














All available qualification claims for this centre are listed by entry code and title. Find the correct qualification in the list and click on select under the 'Action' heading to view details of the claim.



Submission date	Claim	Action
08/08/2012 15:49:01	78829	select
14/08/2012 13:31:47	78832	select

Note: You can match the claim number shown under the 'claim' heading in Interchange with the number displayed in the claim email. Please be aware that the centre may submit more than one claim.



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Select candidates for sampling

Place a tick in the boxes for the candidates/units you wish to sample during your visit.

Request a sample (Claim number 78829)

05325: OCR Level 2 Cambridge Technical Diploma in Business

Centre: [redacted]

View

Units:

Centre assessor:

Centre grade:

Units Available To Sample

Name	Candidate number	3	4	7
[redacted]	13530790	P <input checked="" type="checkbox"/> SA	P <input type="checkbox"/> SA	P <input type="checkbox"/> SA
[redacted]	13530792	P <input checked="" type="checkbox"/> SA		P <input checked="" type="checkbox"/> SA
[redacted]	13530795	P <input checked="" type="checkbox"/> SA		P <input type="checkbox"/> SA
[redacted]	13530793	P <input checked="" type="checkbox"/> SA		P <input checked="" type="checkbox"/> SA
[redacted]	13530794	P <input checked="" type="checkbox"/> SA		P <input type="checkbox"/> SA

A confirmation message will appear on screen and an email will be sent to the centre notifying them that the sample has been selected.

You are here: Home » Request a sample

Sample request success

05325: OCR Level 2 Cambridge Technical Diploma in Business

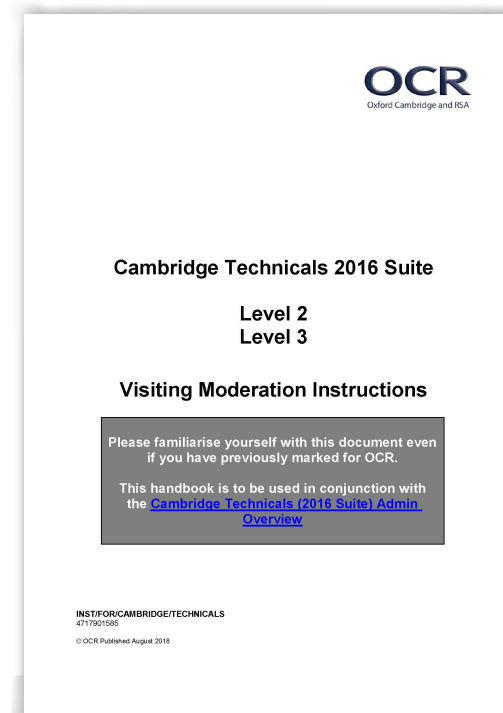
Centre: [redacted]

The sample request has been successfully sent to the centre.

[Create another sample](#)

Please refer to the '[Cambridge Technicals 2016 Suite Moderation Instructions](#)' or '[Cambridge Technicals 2016 Suite Moderation Instructions](#)' for full details regarding sampling

Please refer to the section called 'Selecting a sample via Interchange'



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The Visit

- The Visiting Moderator moderates the candidates' work at the centre
- The Visiting Moderator provides advice and guidance, completes the Moderating by Visit Report form, agrees action required and validates the claim.

Moderating by Visit Report

Note: The Moderating by Visit Report form is now an online form to be completed electronically:
['Cambridge Technicals Moderating by Visit Report 2012 suite'](#) or
['Cambridge Technicals Moderating by Visit Report 2016 suite'](#)

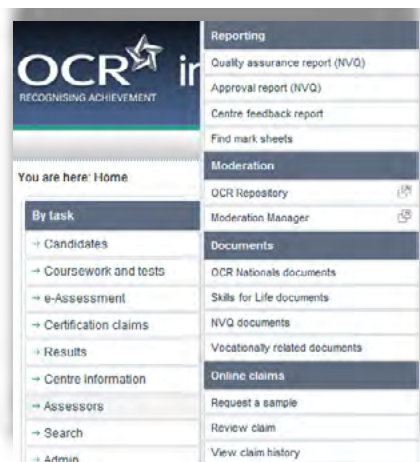
Please refer to the '[Cambridge Technicals 2012 Suite Moderation Instructions](#)' or '[Cambridge Technicals 2016 Suite Moderation Instructions](#)' for full details

- The Visiting Moderator reviews and validates the claim online, via Interchange.

Review the Claim

Log in to Interchange, hover over Assessors in the left-hand menu and then click on 'Review claim'.

Choose Assessors from the left-hand menu



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Select the centre

All available centres are displayed in a list under 'Review claim'

Select the relevant centre from the dropdown list

You are here: Home » Review claim

By task

- ▶ Candidates
- ▶ Coursework and tests
- ▶ e-Assessment
- ▶ Certification claims
- ▶ Results
- ▶ Centre information
- ▶ Assessors
- ▶ Search
- ▶ Admin

Select centre

Available centres

- Golden Hillock School
- Anchway Academy
- Cardinal Wiseman Catholic School
- Whitehall Education Centre
- St Michaels CE High School
- Sandwell College

OK

All available qualification claims for this centre are listed by entry code and title. Find the correct qualification in the list and click on select under the 'Action' heading to view details of the claim.

You are here: Home » Review claim

Centre: [Selected Centre]

Select qualification

Available Qualifications

- 05302: OCR Level 2 Cambridge Technical Diploma in Business
- 05340: OCR Level 2 Cambridge Technical Certificate in IT
- 05347: OCR Level 3 Cambridge Technical Certificate in IT
- 05348: OCR Level 3 Cambridge Technical Introductory Diploma in IT
- 05302: OCR Level 3 Cambridge Technical Subsidiary Diploma in IT
- 05358: OCR Level 3 Cambridge Technical Diploma in IT

Submission date	Claim	Action
14/09/2012 13:31:47	78832	select
09/09/2012 16:40:01	78829	select

By task

- ▶ Candidates
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- ▶ e-Assessment
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By qualification

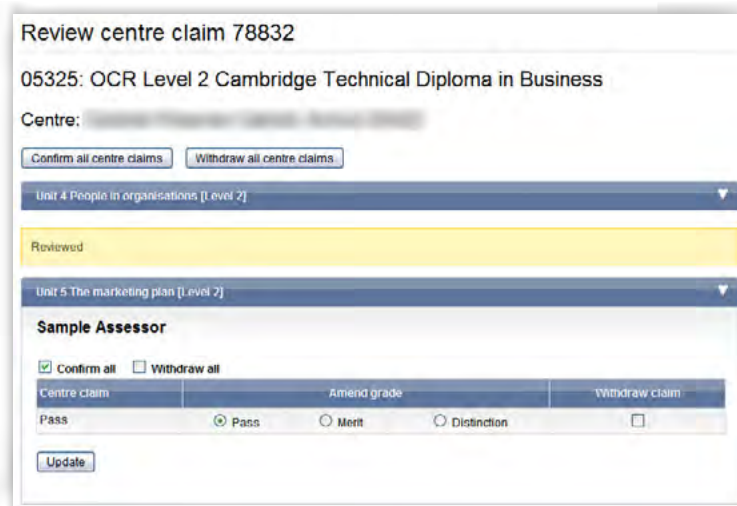
- ▶ OCR, OCR, Cambridge National
- ▶ OCR National
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Confirming the claim

Place a tick in the 'Confirm all' box if you are happy with the claim and the grades are confirmed, you will need to click 'Update' for each unit.

As you confirm each unit a Reviewed message will appear



Review centre claim 78832
05325: OCR Level 2 Cambridge Technical Diploma in Business

Centre: [redacted]

Unit 4 People in organisations [Level 2]

Reviewed

Unit 5 The marketing plan [Level 2]

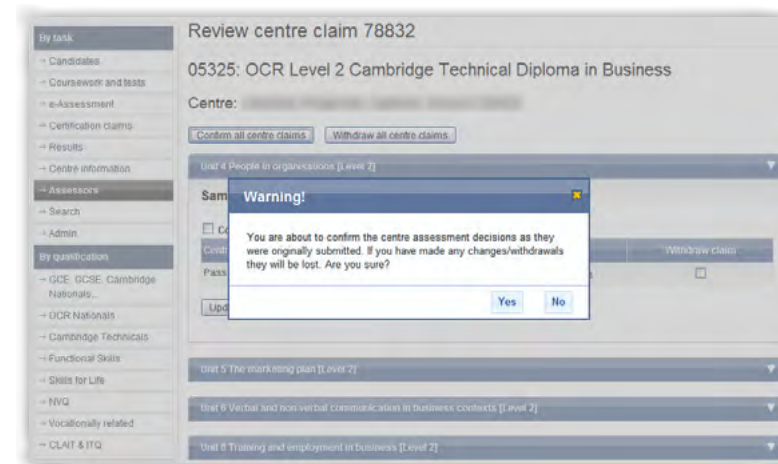
Sample Assessor

Confirm all Withdraw all

Centre claim	Amend grade	Withdraw claim
Pass	<input checked="" type="radio"/> Pass <input type="radio"/> Merit <input type="radio"/> Distinction	<input type="checkbox"/>

Note: If you are happy to 'Confirm all centre claims', click the button for all units to be updated.

You will be prompted with a warning message to validate you are happy with the centre assessment decisions, click Yes to confirm.



Review centre claim 78832
05325: OCR Level 2 Cambridge Technical Diploma in Business

Centre: [redacted]

Unit 4 People in organisations [Level 2]

Warning!

You are about to confirm the centre assessment decisions as they were originally submitted. If you have made any changes/withdrawals they will be lost. Are you sure?

Unit 5 The marketing plan [Level 2]

Unit 6 Verbal and non-verbal communication in business contexts [Level 2]

Unit 8 Training and employment in business [Level 2]

All units will be updated to Reviewed



Unit 5 The marketing plan [Level 2]

Reviewed

Unit 6 Verbal and non-verbal communication in business contexts [Level 2]

Reviewed

Unit 8 Training and employment in business [Level 2]

Reviewed

... continued



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You will be prompted at the end of reviewing the claim, 'OCR Review of centre required?'

Select No, if you are happy with the claim and wish this to be submitted to OCR for certificates to be produced.

Select Yes, if you feel there has been any suspicious behaviour or malpractice at the centre – this claim will be highlighted for investigation.

OCR Review of centre required

Summary of the claim

A summary of the claim is available to download, edit or submit

Submit claim 78832

05325 : OCR Level 2 Cambridge Technical Diploma in Business

ⓘ This claim is not editable because it is Submitted [Download claim as csv file](#)

In sample	Candidate name	OCR candidate number	4	5	6	7
No		13530790		P	P	P
				SA	SA	SA
No		13530792		P		
				SA		
No		13530793		P		
				SA		
No		13530794		P		
				SA		
No		13530795		P		
				SA		

• Total number of claimed units: 7
 • Total number of candidates: 5

[click here to edit](#)

Important:

You cannot review a claim in stages – the whole claim must be reviewed in one sitting. If you allow your Interchange session to time out before submitting the claim, you will lose any changes you have made.

Once the Submit to OCR button is selected a confirmation message will appear 'All claims have been submitted to OCR'













Review centre claim

05325: OCR Level 2 Cambridge Technical Diploma in Business

Centre:

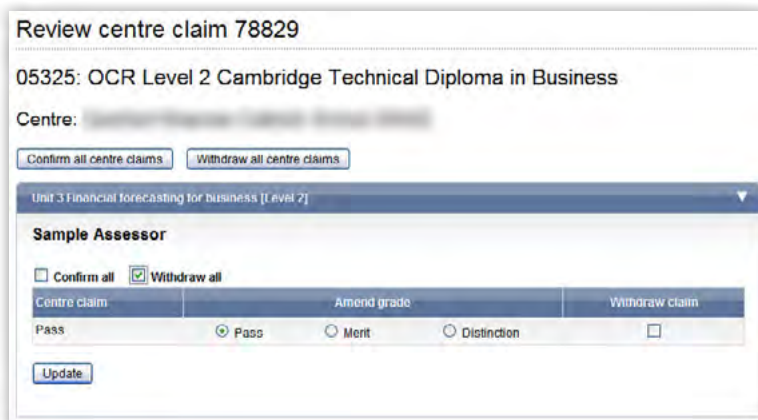
All claims have been submitted successfully to OCR



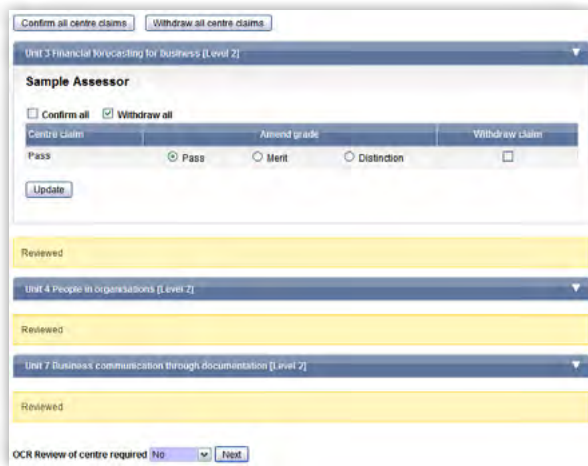
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Withdrawing claims

Place a tick in the 'Withdraw all' box, if wish to withdraw a unit claim and click 'Update' to confirm for that unit.



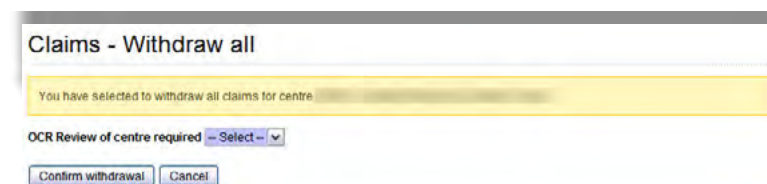
Note: You may withdraw a unit from a claim, but continue to confirm other units within the same claim.



Please refer to the section called 'Withdrawing Claims' in the '[Cambridge Technicals 2012 suite Moderation Instructions](#)' or '[Cambridge Technicals 2016 suite Moderation Instructions](#)'. The rules for withdrawing claims are different between the 2012 suite and 2016 suite and must be correctly applied.

Note: Alternatively, if necessary, you can 'Withdraw all centre claims by clicking the button for all claims to be withdrawn.

You will be prompted that you have selected to withdraw all claims for the centre. Confirm withdrawal if this is correct or cancel to return to the claims screen. If you feel the centre needs to be reviewed select Yes to confirm, otherwise select No.



Important: Ticking a box under any of the assessor's names will affect all grades for all assessors.



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Amending a grade

If you disagree with the decision of a particular centre assessor, for one or more units, you can **amend the centre assessor's grade(s)**.

Summary of the claim

A summary of the claim is available to download, edit or submit

Submit claim 78829

05325 : OCR Level 2 Cambridge Technical Diploma in Business

This claim is not editable because it is sampled [Download claim as csv file >](#)

Unit	Candidate name	OCR candidate number	3	4	7
Yes ✓	BUSINESS; CAMBRIDGE	13530790	X(P) SA	P SA	P SA
Yes ✓	SAMPLEFOUR; TEST	13530792	X(P) SA	✓ SA	P SA
Yes ✓	SAMPLETHREE; TEST	13530793	X(P) SA	✓ SA	P SA
Yes ✓	SAMPLETWO; TEST	13530794	X(P) SA	✓ SA	P SA
Yes ✓	SAMPLEONE; TEST	13530795	X(P) SA	✓ SA	P SA

• Total number of claimed units: 11
• Total number of candidates: 5

[Submit to OCR](#) [click here to edit](#)

Navigate to the unit you would like to amend, click the radio button in the Pass, Merit or Distinction column you wish to amend and click 'Update' to confirm the change. You can change all candidate unit grades up or down from here.

Note: If you make changes within a claim you must confirm all remaining units individually, remembering to click 'Update' for every unit as you go along.

Once the 'Submit to OCR' button is selected a confirmation message will appear 'All claims have been submitted to OCR'

Review centre claim

05325: OCR Level 2 Cambridge Technical Diploma in Business

Centre: XXXXXXXXXXXXXXXXXXXX

All claims have been submitted successfully to OCR

[Review another claim](#)



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Checking the progress of a claim

To view your claims, hover over 'Assessors' in the left-hand menu and then click on 'View claim history'.

Select the centre from the dropdown list

Your most recent claim should be at the top of the list. You can also filter by qualification and order the columns alphabetically by clicking on the column headings.

You can check the whole claim or export the claim for your own records. The claim will stay available on Interchange for 12 months.

Claim Ref	Centre Code	Qualification	Submitted	Sampled	Processed	Candidates Contained	Type	Status	Action
78832	20422	05325 OCR Level 2 Cambridge Technical Diploma in Business	14/08/2012 13:31:47		14/08/2012 17:03:55	5	Standard	Processed	View
78829	20422	05325 OCR Level 2 Cambridge Technical Diploma in Business	08/08/2012 15:49:01	14/08/2012 15:08:23	14/08/2012 17:14:55	5	Standard	Processed	View

Note: You may also search by qualification from the list, or by claim number.

Note: The claim number is generated when the centre submits the claim. The reference is generated once you have submitted the claim to OCR.

05325 : OCR Level 2 Cambridge Technical Diploma in Business

This claim is not eligible because it is Processed. [View another assessment's claim history](#) [Download claim as csv file](#)

Unit	Candidate name	OCR candidate number	4	5	6	7
No		13530790		P	P	P
				SA	SA	SA
No		13530792		P		
				SA		
No		13530793		P		
				SA		
No		13530794		P		
				SA		
No		13530795		P		
				SA		

• Total number of claimed units: 7
• Total number of candidates: 5





Interchange **Step-by-step** guide

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Further support

OCR Customer Contact Centre

02476 851509

OCR.VocationalQualifications@ocr.org.uk

Please quote your assessor ID number in all communications.

