



Accessing Controlled Assessment Materials on Interchange

User Guide

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Before you start:


Controlled Assessment Materials will be available to download from OCR Interchange from June 2009.

To set up an Interchange user account please contact the OCR Customer Contact Centre on 01223 553998.

If your centre already has an Interchange user account, your Centre Administrator can assign the 'Tutor / Teacher' Interchange role to all users who wish to access Controlled Assessment Materials.

Step 1 – Log into Interchange

- Click on the following link <http://interchange.ocr.org.uk>
- Enter your log in details

OCR  **interchange**
RECOGNISING ACHIEVEMENT

Help

Welcome

You can use Interchange to securely access candidate information and online services for all OCR qualifications, 24 hours a day.

New features will be added over the coming months. Please check the [OCR website](#) and your email for information.

Login

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

Username:

Password: (case sensitive)

[Forgotten Your Password?](#)

New User

To sign up please complete and return the [OCR Interchange Agreement \(118kb\)](#) to receive your login details.

Step 2 – Navigate to Controlled Assessment Materials area

- Click on 'Coursework and tests'
- Click on 'Controlled Assessment Materials'

The screenshot shows the OCR Interchange website interface. At the top left is the OCR logo with the tagline 'RECOGNISING ACHIEVEMENT' and the 'interchange' brand name. On the top right, it says 'You are logged in as: 99373 brawle' with links for 'Help' and 'Log out'. Below the header, there is a 'Print page' link. A breadcrumb trail indicates 'You are here: Home'.

The main content area is divided into two columns. The left column contains a navigation menu with two sections: 'By task' and 'By qualification'. Under 'By task', 'Coursework and tests' is highlighted. Under 'By qualification', 'GCE, GCSE, Principal Learning...' is selected.

The right column displays the 'Controlled assessment materials' section. It includes a sub-section 'Support material' with a link to 'Controlled assessment materials'. Below this, there are several news items:

- Active Results**: A free results analysis service to help teachers review the performance of individual candidates or whole schools. [Read more](#)
- ULN**: A new 'identifier' is being introduced called the Unique Learner Number (ULN). This ULN is a personal 10-digit number, which is essential for learners taking a Diploma programme of study. [Read more](#)
- Controlled assessment materials**: Information of internally assessed marks has now passed and it is therefore no longer possible to submit marks via the system. [Read more](#)
- Science co-ordinator materials**: A new section for science co-ordinators. [Read more](#)
- Controlled assessment materials**: New functionality has been added to Interchange. [Read more](#)
- Enter coursework marks**: A new feature where centres can download past question papers. [Read more](#)
- Find coursework marks**: A new feature to find the Controlled Materials area of the site which provides secure access to Science materials for GCSE. [Read more](#)
- Submit coursework marks**: Feedback we have amended our functionality to allow read-only access of your estimated entry data after the submission. [Read more](#)
- View submitted coursework marks**: Site statements of entry now include examination timetable dates. [Read more](#)
- Tests**: Key Skills test invoices can now be generated. [Read more](#)
- Functional Skills attendance lists**: Modified Papers previously centre-delegated and awarding body approved, can be made using the new Access Arrangements. [Read more](#)
- Add Functional Skills test results**: OCR Repository. [Read more](#)
- Key Skills test invoices**: Important information regarding the submission of Internally Assessed Marks. <https://interchange-uat.ocr.org.uk/Home.mvc/WhatsNew>
- Moderation**: OCR Repository. [Read more](#)

Step 3 – Search for materials

- Search for materials via the unit code or the drop-down menus.
- All available documents will be displayed below the search.

The screenshot shows the OCR Interchange website interface. At the top, the OCR logo is on the left and 'interchange' is on the right. Below the logo is the tagline 'RECOGNISING ACHIEVEMENT'. On the right side of the header, there are links for 'Help' and 'Log out'. Below the header, there is a 'Print page' link. The main content area is titled 'Controlled Assessment Materials'. On the left, there is a navigation menu with two sections: 'By task' and 'By qualification'. The 'By task' section includes links for 'Entries', 'Coursework and tests', 'e-assessment', 'Certification claims', 'Results', 'Post results', 'Centre information', 'Assessors', 'Search', 'Resources', and 'Admin'. The 'By qualification' section includes links for 'GCE, GCSE, Principal Learning...', 'OCR Nationals', 'Functional Skills', 'Skills for Life', 'NVQ', 'Vocationally related', and 'CLAIT and iPro'. The main content area has a 'Notices' section with a message: 'Controlled Assessment materials for GCSE specifications will be available to download from June 2009'. Below this, there is a search form with a 'Unit Code (eg, F123)' input field, a 'Search' button, and three dropdown menus: 'Select qualification type:' (set to 'GCSE'), 'Select subject:' (set to 'Art and Design'), and 'Select subject detail:' (set to '3D Design'). Below the search form, there are two search results: 'A266 - Controlled Assessment (PDF 254KB)' and 'A266 - Resource Booklet (PDF 254KB)'. At the bottom of the page, there is a 'Page notes' section with text about zip extraction: 'Windows XP and Windows Vista have a built in zip extractor. If you use Windows 95, 98, 2000, ME, or NT, use a zip program such as WinZip or PKZip to extract the files.' The footer contains links for 'Download Adobe Acrobat software', 'Accessibility', 'Terms of use', and '© 2000-2009 OCR'.

Step 4 – Open materials

- Click on the document link, the document will open in your browser
- Click on 'Save As' to save the document to your desktop.

The screenshot shows a web browser window with the address bar displaying 'https://interchange'. The browser's toolbar includes 'Back', 'Forward', 'Home', 'Search', 'Favorites', and 'PDF' options. The document content is as follows:

OCR
RECOGNISING ACHIEVEMENT

SPECIMEN

General Certificate of Secondary Education
Geography B
Unit B562: Geographical Enquiry
Specimen Controlled Assessment Material

B562 CA

INFORMATION FOR TEACHERS

- The enclosed task is an example of possible areas of study
- Please refer to Section 3.3 and Section 5 of the Geography specification for further information concerning the task

This unit consists of two tasks, one is a fieldwork investigation of a hypothesis or question and the other is an issue investigation linked to one of 9 topics.
Each candidate's submission should be no more than about 2000 words in total (approximately 1200 words for 'Fieldwork Focus' and 800 words for 'Geographical Investigation'.)

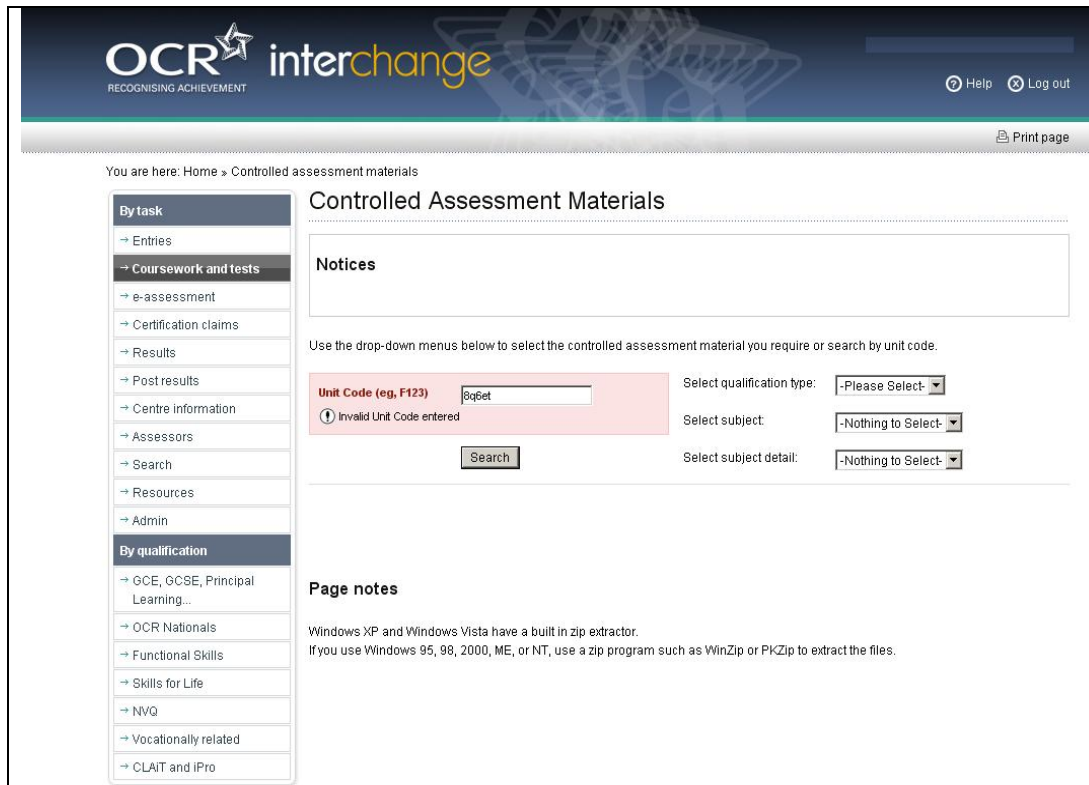
The maximum mark for these tasks is a total of 60

This document consists of 7 printed pages and 1 blank page.
SP (SLM) T12103 © OCR 2008 50014538/6 OCR is an exempt Charity

[Turn over

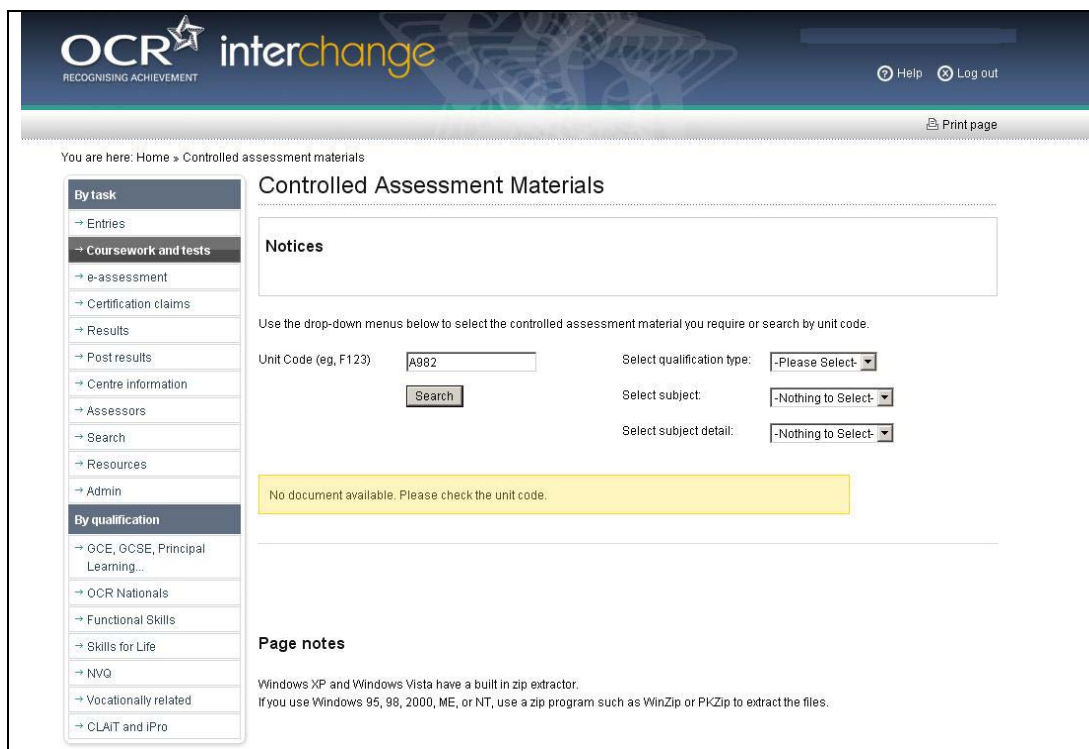
Step 5 – Troubleshooting

If you search for an invalid unit code, the following error message will be displayed.



The screenshot shows the OCR Interchange website interface. The header includes the OCR logo and 'interchange' text, with 'RECOGNISING ACHIEVEMENT' below. Navigation links for 'Help' and 'Log out' are in the top right. A breadcrumb trail reads 'You are here: Home > Controlled assessment materials'. A left-hand menu is divided into 'By task' and 'By qualification' sections. The main content area is titled 'Controlled Assessment Materials' and features a 'Notices' section. Below this, a search form is displayed with the following fields: 'Unit Code (eg, F123)' containing '006et', 'Select qualification type:' with a dropdown menu set to '-Please Select', 'Select subject:' with a dropdown menu set to '-Nothing to Select', and 'Select subject detail:' with a dropdown menu set to '-Nothing to Select'. A red error message box is visible below the unit code field, stating 'Invalid Unit Code entered'. A 'Search' button is located below the form. Below the search form is a 'Page notes' section with text about zip extractors for Windows XP, Vista, 95, 98, 2000, ME, or NT.

If you search for a valid unit code but there is no document currently available, the following message will be displayed.



The screenshot shows the same OCR Interchange website interface as the previous one. The search form now has 'A982' entered in the 'Unit Code (eg, F123)' field. The error message box is no longer present. Instead, a yellow message box is displayed below the search form, stating 'No document available. Please check the unit code.' The 'Page notes' section remains visible at the bottom of the main content area.

If you search via the 'drop down' menus but there is no document currently available, the following message will be displayed.

The screenshot shows the OCR Interchange website interface. At the top, the logo 'OCR interchange' is displayed with the tagline 'RECOGNISING ACHIEVEMENT'. Navigation links for 'Help' and 'Log out' are visible. Below the header, a breadcrumb trail reads 'You are here: Home > Controlled assessment materials'. The main heading is 'Controlled Assessment Materials'. A 'Notices' section contains an information icon and the text: 'Controlled Assessment materials for GCSE specifications will be available to download from June 2009'. Below this, a search instruction states: 'Use the drop-down menus below to select the controlled assessment material you require or search by unit code.' The search form includes a text input for 'Unit Code (eg, F123)', a 'Search' button, a 'Select qualification type' dropdown menu set to 'GCSE', a 'Select subject' dropdown menu set to 'Business and Communications', and a 'Select subject detail' dropdown menu set to 'Developing Bus Comm Systems'. A yellow highlighted box displays the message: 'No document available. Please check the search details.' On the left side, there is a navigation menu with two sections: 'By task' (including Entries, Coursework and tests, e-assessment, Certification claims, Results, Post results, Centre information, Assessors, Search, Resources, Admin) and 'By qualification' (including OCE, GCSE, Principal Learning..., OCR Nationals, Functional Skills, Skills for Life, NVQ, Vocationally related, CLAIT and iPro). A 'Page notes' section at the bottom provides information about zip file extraction for Windows XP, Vista, 95, 98, 2000, ME, or NT. The footer contains links for 'Download Adobe Acrobat software', 'Accessibility', 'Terms of use', and a copyright notice '© 2000-2009 OCR'.