Instructions for the Movement of Vocational Scripts*

Please familiarise yourself with this document even if you have previously marked for OCR

*For the purposes of this booklet, 'script' is defined as a candidate's response for an externally assessed specification/unit. This therefore covers externally assessed coursework and tapes.

Contents

1. Introduction

These instructions provide guidance on the administrative processes for the movement of scripts.

They should be read in conjunction with the latest version of the [Assessor Courier Guide](). This can be downloaded from the [Assessor Communications]() website under the tab:

'Courier services > Assessor courier guide with FAQs'

This document outlines:

* Sending scripts between yourself and your Chief/Senior Examiner

* Returning scripts to OCR once marking is complete.

You must follow these procedures correctly so that any problems can be resolved before the results are published.

2. Dispatch of sample scripts

a) You must dispatch your sample scripts to your Chief/Senior Examiner using the DHL secure signature service. **This is a trackable service which requires a signature from your Chief/Senior Examiner on receipt.** Guidance on how to use this service is contained in the *Assessor Courier Guide.*

b) Complete a script sampling form to show the details of scripts being dispatched.

c) Put your sample scripts in one of the small sacks provided. Produce a printed Shipping Label (Waybill) as described in the *Assessor Courier Guide.*

d) Write your Chief/Senior Examiner's address clearly in ballpoint pen on the front of the sack.

e) You should hand one copy of the printed Shipping Label to the DHL Courier together with the package. You must keep the shipment receipt for **three months** in case of any queries. If any scripts go missing in transit OCR will contact you and ask you to provide the Shipping Label numbers.

f) Chief/Senior Examiners are also required to use this service for returning standardisation sample scripts to you.

3. Dispatch of scripts to OCR

a) Important - you must dispatch your marked scripts to OCR at DC10 using the DHL secure signature service. **You must not bring them to meetings or drop them off at OCR premises, as this makes it impossible to keep track of them.**

b) You must return both marked and unmarked scripts using the DHL secure signature service. This is a trackable service which requires a signature by OCR staff on receipt. Guidance on how to use this service is contained in the *Assessor Courier Guide.*

c) You should hand one copy of the printed Shipping Label to the DHL Courier, together with the package. You must keep the shipment receipt for **three months** in case of any queries. If any candidate work goes missing in transit, OCR will contact you and ask you to provide the Shipping Label numbers.

4. Missing scripts

Where scripts have not been received by your Chief/Senior Examiner within 3 days of dispatch, please telephone the OCR Assessor Support line on:
01223 552556.

You will be asked to provide the details of the specification/unit and component that you mark, your team and position, your creditor number, the centre number of the scripts that are missing and the Shipping Label number.

5. Assistance with the DHL service

If you need assistance with the DHL service, please call 01223 552556 or email:
OCR.GeneralQualifications@ocr.org.uk

6. Additional supplies of materials

If you require additional DHL bags, please call 01223 552556 or email
OCR.GeneralQualifications@ocr.org.uk with details of what you need.

Your request must include your creditor/identifier number.

You can also request items using the electoronic Stationery Request Form available at:
http://www.ocr.org.uk/images/16413-stationery-request-form.pdf