

CAMBRIDGE TECHNICALS

Performing Arts Examined Coursework

Examiner Instructions for completing the Interchange online mark sheet

There have been some minor changes to the content of this document since the previous version (February 2024); any changes to the instructions are marked in **green text**.

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Introduction

Please note that all units except Performing Arts examined coursework (units 1, 3 and 33) are now marked onscreen on RM Assessor

Mark sheets for Performing Arts examined coursework are electronic and must be submitted online via OCR Interchange.

These instructions will guide you through how to:

- SECTION 1: Log onto the OCR Interchange examiner area
- SECTION 2: Access the mark sheet
- SECTION 3: Input candidate marks onto the mark sheet
- SECTION 4: Identify and report suspected malpractice
- SECTION 5: Submit the mark sheet to OCR
- SECTION 6: Troubleshooting

Accessing OCR Interchange

To access and submit mark sheets you will require an OCR Interchange account.

If you have not been issued with your Interchange account details, please contact OCR's Customer Support Centre
Telephone: 01223 552556
Email: support@ocr.org.uk

NB: There are two exam sessions per year: January and June for all externally assessed units

Safeguarding

Before you undertake any assessment activities, you must read you must read [Safeguarding - The Protection of Children and Adults at Risk](#). This can be found on the [Assessment Specialist Communications](#) website, under 'Policies and guidance', 'Legal and policy documents'

Section 1 – Log onto the OCR Interchange Examiner area

OCR interchange
Oxford Cambridge and RSA

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?](#)

Login

Forgotten your password?

If you forget your password, the **'forgotten password' link above** enables you to reset your own password, rather than needing to contact us or your centre administrator. **To avoid getting locked out, only put in your password TWICE as on your third attempt, you WILL get locked out.** You will then not be able to utilise the 'forgotten password' link and will need to contact us or your centre administrator.

New centre

If your centre is new to Interchange and does not currently have an account, please complete and return the [OCR Interchange Agreement \(118kb\)](#) to receive your login details.

If you are a new user, or need your existing account updated, please contact your Centre Administrator (usually the Exams Officer). If you are unsure whether your centre is registered on Interchange or you cannot locate your Centre Administrator, please email cast@ocr.org.uk

Sign Up

- Log onto OCR Interchange <https://interchange.ocr.org.uk>
- Enter your Login ID (this will be a 4 or 6-digit number and used on any correspondence from OCR)
- Enter your username
- Enter your password (NB: you will be asked to change this when you log in for the first time)
- Click on the [Login](#) button
- The main homepage should then be displayed

You are here: Home

By task

- Candidates
- Entries
- Coursework and tests
- e-Assessment
- Certification claims
- Results
- Post results
- Centre information
- Assessors
- Search
- Resources and materials
- Admin

By qualification

- GCE, GCSE, Cambridge Nationals...
- Cambridge Technicals
- OCR Nationals
- Functional Skills
- Skills for Life
- NVQ
- Vocationally related
- CLAIT & ITQ
- Progression Qualifications

Welcome to Interchange

Key dates

15 May Centre coursework marks for GCSE, GCE (except Art and Design), Entry Level Certificate, Level 1&2 Certificate, Principal Learning (postal moderation), Projects and Cambridge Nationals to be received by OCR for the June 2016 series

15 May Examiner marked coursework for GCE to be received by the examiner for the June 2016 series

15 May Centre coursework marks for GCE Applied Art and Design to be received by OCR for the June 2016 series

31 May Centre coursework marks for GCE Art and Design to be received by OCR for the June 2016 series

Important information

Submitting marks via Interchange (16/5/2016, 8am)
We're pleased the intermittent issues centres were experiencing using Interchange to submit their coursework/controlled assessment marks are now fixed. We're sorry if this affected you and we're happy to accept marks today (Monday) if you had any issues.

Need to amend your submitted internal assessment marks?
Just download an [Amendment to Centre Marks form](#) (also available from the 'Pre-release materials' page in 'Resources and materials') and email it to centre.markamends@ocr.org.uk. You must provide the original total and amended total mark(s) for the component. Please ensure a copy is also sent to the moderator.

Resources

ExamCreator
ExamCreator is our online service that enables you to build your own test papers from OCR past exam questions, is now live on the OCR website. [Click here](#) to find out more.

Maths and English Initial and Diagnostic Assessments
OCR has a free online [Functional Skills Level Checker](#), which is available for you to use. The Maths and English assessments can help you identify the profile of skills that a learner has, to help pinpoint the most appropriate level as a starting point, before further Diagnostic screening. To access OCR's Diagnostic assessments go to [Functional Skills - Support Material - Assessment Materials](#)

Free online resources for Apprenticeships qualifications
OCR has teamed up with our resource partners at Apprenticeship eAcademy (AeA), run by Virtual College, to bring you a suite of free online resources that complement our range of Apprenticeship qualifications. Register [here](#).

Tell us what you think

- Select Assessors from the main menu
- Select *Find mark sheets* from the sub menu

You are here: Home

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Welcome to Interchange

Key dates

15 May Centre coursework marks for GCSE, GCE (except Art and Design), Entry Level Certificate, Level 1&2 Certificate, Principal Learning (postal moderation), Projects and Cambridge Nationals to be received by OCR for the June 2016 series

15 May Examiner marked coursework for GCE to be received by the examiner for the June 2016 series

15 May Centre coursework marks for GCE Applied Art and Design to be received by OCR for the June 2016 series

15 May Centre coursework marks for GCE Art and Design to be received by OCR for the June 2016 series

Reporting

- Quality assurance report (NVQ)
- Approval report (NVQ)
- Centre feedback report
- Find mark sheets**
- Find on demand mark sheets
- Review on demand mark sheets
- View on demand review marksheet history

Moderation

- OCR Repository
- Moderation Manager

Documents

- OCR Nationals documents
- Skills for Life documents
- NVQ documents
- Vocationally related documents
- View Centre Allocation

Online claims

- Request a sample
- Review claim
- View claim history

As with all of our products and services, we value your feedback and would appreciate any comments that you might have. [Send us your feedback to interchange@ocr.org.uk](mailto:feedbackto@interchange@ocr.org.uk).

- This will take you to the Search mark sheets page as shown below

You are here: Home » Find mark sheets

Search Marksheets

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By qualification

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- CLAIT & ITQ
- Progression Qualifications

Please enter the necessary data to retrieve the mark sheet. If using the batch number, there is no need to enter data in the other fields.

Examiner:

Batch Number:

Centre:

Series:

Scheme:

Assessment:

NB: Your examiner ID and name will be shown on this page

Section 2 – Access the Mark Sheet

You are here: Home » Find mark sheets

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Search Marksheets

Please enter the necessary data to retrieve the mark sheet. If using the batch number, there is no need to enter data in the other fields.

Examiner:

Batch Number:

Centre:

Series:

Scheme:

Assessment:

- You will need to filter by using the following dropdown options:
 - Centre: (number and name is displayed on the dropdown). Centres shown are your allocated centres
 - Series: A variety of series are available but only January and June sessions are valid for Cambridge Technicals schemes
 - Scheme: Your available schemes for the centre selected will display
 - Assessment: Here you can select the appropriate unit number
- Alternatively, if the centre has provided a printout of their online attendance list you may use the 'batch/reference' number.
- There should only be one mark sheet per centre, per scheme/unit for each session
- Select search

Assessor > Marksheets > Edit Marksheet [Exit and cancel editing](#)

Please enter the necessary marksheet values for each of the candidates below. Once you have entered all the data, press SUBMIT to send the marksheet for processing.

Centre Number: 67676
 Exam Series: January 2016
 Examiner: 3262
 Batch Number: 44299
 Scheme: 05823 - OCR Level 3 Cambridge Technical Extended Certificate in Engineering
 Assessment ID: 1

Paper Sub't'd	Absent	Candidate ULN	Candidate Number	Candidate Name	Birth Date	1 */5	2 */5	3 */5	4 */5	Total
☒			14707901	TEST-D INVOICE	10/03/90					0
☒			14707902	TEST-C INVOICE	10/03/90					0

☐ Malpractice

Once you have entered results for each candidate who submitted a paper you must submit the data for processing.

Number of papers being submitted: 2

- The mark sheet includes the following information:
 - Centre number
 - Exam series (also referred to as exam session)
 - Examiner ID (your 4-digit ID)
 - Batch number (also referred to as reference number)
 - Scheme code and name
 - Assessment ID which is the unit number
 - Candidate name
 - Total count of number of papers being submitted (marks entered)
- Paper Subt'd & Absent tick-boxes

Paper Subt'd	Absent	Candidate ULN	Candidate Number	Candidate Name	Birth Date	1 */5	2 */5	3 */5	4 */5	Total
☒			14707901	TEST-D INVOICE	10/03/90	☐	☐	☐	☐	0
☒			14707902	TEST-C INVOICE	10/03/90	☐	☐	☐	☐	0

Paper submitted (paper subt'd) – this is ticked when the centre has confirmed via the online attendance list that the candidate was present for the assessment

Absent – this is ticked when the centre has confirmed via the online attendance list that the candidate was absent for the assessment and therefore you should not receive work for that/those candidates

It is possible to override these selections in some scenarios, or upon OCR confirmation:

- If the centre has marked a candidate as absent, but you have received their work, you are able tick the paper submitted box which will allow you to enter the candidate marks.
- If a candidate has been marked present but you have not received their work, you **must not** override the status. If this happens, please contact VQ Assessment Processing team (Operations) vqprocessing@ocr.org.uk immediately, so they can investigate. You can continue to input marks – however please only 'save' your mark sheet at this time, do not submit your marksheet. The VQ Processing team will advise you how to proceed once they have investigated.

Paper Subt'd	Absent	Candidate ULN	Candidate Number	Candidate Name	Birth Date	1 */5	2 */5	3 */5	4 */5	Total
☐	Absent		14707901	TEST-D INVOICE	10/03/90	☐	☐	☐	☐	0
☒			14707902	TEST-C INVOICE	10/03/90	☐	☐	☐	☐	0

Paper Subt'd	Absent	Candidate ULN	Candidate Number	Candidate Name	Birth Date	1 */5	2 */5	3 */5	4 */5	Total
☐	Absent		14707901	TEST-D INVOICE	10/03/90	☐	☐	☐	☐	0
☒			14707902	TEST-C INVOICE	10/03/90	☐	☐	☐	☐	0

☐ Main practice

☒ save

Once you have entered results for each candidate who submitted a paper you must submit the data for processing.

Number of papers being submitted: 1

Once you have confirmed that your mark sheet correctly matches the candidate work you have received, you are able to input your marks.

Section 3 – Input Marks onto the Mark Sheet

The mark sheet will show the questions and maximum number of marks per question. Therefore, mark sheets for different units may have differing number of questions and the number of marks allowed.

1 */5	2 */5	3 */5	4 */5	Total
				0
				0

- Input the marks achieved per question for the candidate(s)
- If a mark is entered that is greater than the maximum mark available for that question, the box will be highlighted, and the mark sheet will not allow you to save this mark

Paper Sub't'd	Absent	Candidate ULN	Candidate Number	Candidate Name	Birth Date	1 */5	2 */5	3 */5	4 */5	Total
☒	Present		14707901	TEST-D INVOICE	10/03/90	4	3	7		14
☒			14707902	TEST-C INVOICE	10/03/90					0

- Input all marks then click the save button (we recommend saving your marks at regular intervals - so they are not lost should you be timed-out) prior to submitting to complete final checks
- The total mark updates as you enter each mark (a rolling total)
- Saving the mark sheet allows you to retrieve it at any time prior to it being submitted. Saved mark sheets can still be edited, submitted mark sheets cannot.

Centre Number: 67676
Exam Series: January 2016
Examiner: 3262
Batch Number: 44299
Scheme: 05823 - OCR Level 3 Cambridge Technical Extended Certificate in Engineering
Assessment ID: 1

This marksheet has been saved successfully.

Paper Sub't'd	Absent	Candidate ULN	Candidate Number	Candidate Name	Birth Date	1 */5	2 */5	3 */5	4 */5	Total
☒			14707901	TEST-D INVOICE	10/03/90	5	4	3	2	14
☒			14707902	TEST-C INVOICE	10/03/90	4	5	3	4	16

☐ Malpractice

Once you have entered results for each candidate who submitted a paper you must submit the data for processing.

Number of papers being submitted: 2

Section 4 – Identifying and Reporting Suspected Malpractice

Malpractice is when you suspect that a candidate or centre may have breached the regulations in some way, intentionally or not. It is important that you report **all** cases of suspected malpractice to OCR as quickly as possible to allow the Risk and Compliance Team to investigate. You should not alter your marking or make any judgement on whether malpractice has occurred.

If you are unsure what is suspected malpractice or how to report it, please contact OCR and/or refer to the Cambridge Technicals examining – 2016 suite, *Instructions for Examiners* document, available from the [Assessment specialist communications](#) website, [Live assessment instructions](#) / [Cambridge Technicals examining – 2016 suite](#)

If you suspect malpractice, you **must** indicate this against the mark sheet, by ticking the “Malpractice” box before **you submit**. By ticking the “Malpractice” box, results are held until the investigation into the suspected malpractice is concluded.

Assessor > Marksheet > Edit Marksheet Exit and cancel editing ✕

Please enter the necessary marksheet values for each of the candidates below. Once you have entered all the data, press SUBMIT to send the marksheet for processing.

Centre Number: 67676
Exam Series: January 2016
Examiner: 3262
Batch Number: 44299
Scheme: 05823 - OCR Level 3 Cambridge Technical Extended Certificate in Engineering
Assessment ID: 1

Paper Sub't'd	Absent	Candidate ULN	Candidate Number	Candidate Name	Birth Date	1 *1/5	2 *1/5	3 *1/5	4 *1/5	Total
☒			14707901	TEST-D INVOICE	10/03/90	☐	☐	☐	☐	0
☒			14707902	TEST-C INVOICE	10/03/90	☐	☐	☐	☐	0

☐ Malpractice

Once you have entered results for each candidate who submitted a paper you must submit the data for processing.

Number of papers being submitted: 2

The mark sheet can then be saved and submitted in the usual way.

If you suspect malpractice, and omit to tick the “Malpractice” box, results and certificates could be issued to centres and candidates in error. If OCR issues invalid results/certificates these will have to be withdrawn and the regulator, Ofqual, notified.

Once you have ticked the “Malpractice” box and submitted the mark sheet you **must** complete a **VQs suspected malpractice report AQVQ1** available on [Assessment specialist communications](#) website, [Live assessment instructions](#) / [Malpractice documents/VQs suspected malpractice report AQVQ1](#).

For guidance on completing this report and returning candidate work to OCR please refer to the *Instructions for Examiners – Paper based assessment* document found on [Assessment specialist communications](#) website, [Live assessment instructions](#).

Section 5 – Submit the Mark Sheet to OCR

Prior to submitting your mark sheet, please complete a final check to ensure:

- The candidates on the mark sheet match the candidates work received
- The marks are correctly shown
- If there is any evidence of suspected malpractice the “Malpractice” box needs to be selected
- All ‘absent’ candidates are correct (i.e. no assessments have been received for marking)
- The total numbers of papers being submitted on Interchange, matches the number of papers you have received for that centre/session/scheme/unit

Centre Number: 67676
Exam Series: January 2016
Examiner: 3262
Batch Number: 44299
Scheme: 05823 - OCR Level 3 Cambridge Technical Extended Certificate in Engineering
Assessment ID: 1

This marksheet has been saved successfully.

Paper Sub'd	Absent	Candidate ULN	Candidate Number	Candidate Name	Birth Date	1 */5	2 */5	3 */5	4 */5	Total
☒			14707901	TEST-D INVOICE	10/03/90	5	4	3	2	14
☒			14707902	TEST-C INVOICE	10/03/90	4	5	3	4	16

☐ Malpractice

Once you have entered results for each candidate who submitted a paper you must submit the data for processing.

Number of papers being submitted: 2

NB: marks must be added / paper not submitted box(s) checked as applicable for ALL candidates on the mark sheet before Interchange will allow you to **submit**.

If you wish to keep a copy of the mark sheet for your own records, when you have inserted all the candidate marks print a paper copy of the mark sheet before you select submit. It is important to print this before submitting the mark sheet **as you will not be able to re-access it once it has been submitted**. Select **FILE>PRINT** from your browser menu to do this.

NB: You will not be able to re-access the mark sheet once it has been submitted.

- To submit the mark sheet to OCR click **submit**. An acknowledgement message will be displayed.

Marksheet submitted

[Exit](#) 

The marksheet for centre: 67676 / series: January 2016 / scheme: 05823 - OCR Level 3 Cambridge Technical Extended Certificate in Engineering has been successfully submitted.

Section 6 – Troubleshooting

1. How do I know which centres to expect?

VQ Assessment Processing will send you an email with your expected allocation. This will show you the centres and number of candidates you should expect to receive.

2. I'm unable to access OCR Interchange

If you have been provided with an Interchange user account but are unable to successfully log onto Interchange, please contact OCR's Customer Support Centre on 01223 552556. The Customer Support Centre is open from 8.00am – 5.00pm Monday to Friday. If you are experiencing problems outside of these hours, please email support@ocr.org.uk

3. I can't see the 'Find Mark Sheets' menu item in the navigation menu under 'Assessors'

Please contact OCR's Customer Support Centre on 01223 552556. They will be able to check your access level.

4. I have received a paper version of the attendance list with the candidate work. What should I do with it?

Check on OCR Interchange to see if you can access the corresponding mark sheet. If not the VQ Assessment Processing Team will be contacting centres daily, until the attendance list is submitted. Please do not return your marks on the paper copy. All marks must be submitted electronically.

5. I tried to access a mark sheet and got the following message. What does this mean?

You are here: Home » Find mark sheets

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Search Marksheets

Please enter the necessary data to retrieve the mark sheet. If using the batch number, there is no need to enter data in the other fields.

Examiner:
Batch Number:

Centre:

Series:

Scheme:

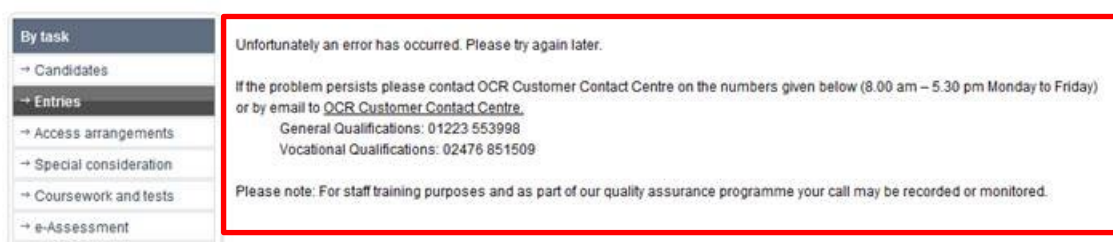
Assessment:

Requested Marksheet's Attendance List is not ready to be edited

This message can mean that the centre has not yet submitted their attendance list for this scheme/unit or that you have already submitted a mark sheet for it. Where attendance lists have not been submitted the VQ Assessment Processing Team will be contacting centres daily, until the attendance list is submitted.

6. ***I have encountered a general error message, what does this mean?***

You are here: Home » Make entries



Occasionally you may see this message during peak periods. Please try to re-run your request/search. If you still experience issues, then you will need to contact the Customer Support Centre via the links provided on-screen.

7. ***I have not received work for a candidate who is marked as present on the mark sheet. What should I do?***

If you have not received candidate work that is marked as present, this should be reported to the VQ Assessment Processing Team by emailing vqprocessing@ocr.org.uk. You should **not** submit the marksheet; you should save the mark sheet at this time until a response is received from the VQ Assessment Processing Team.

8. ***I have submitted the mark sheet in error and need to amend it.***

Please contact the VQ Assessment Processing Team in OCR Operations via vqprocessing@ocr.org.uk or call the Customer Support Centre on 01223 552556.

9. ***Do I have to input all the marks from a batch at the same time?***

No. OCR Interchange allows you to access the mark sheets at any time prior to submission. You will need to save your marks as you work, and we recommend that you do this throughout your inputting as standard practice. Please ensure that if you want to return to a mark sheet that you click 'save' prior to exiting. Failure to save will result in all marks being lost.

The mark sheet can be re-accessed by following the steps in **SECTION 1**.

10. ***I have a mark sheet where a candidate's name appears more than once. What should I do?***

- Mark one entry as normal
- Mark any further entries as absent and inform the VQ Assessment Processing Team in OCR Operations via vqprocessing@ocr.org.uk noting the name, centre number, scheme, and unit where the duplication has occurred.

11. ***I have work for a candidate who hasn't attempted a question or scores no marks, what should I do?***

- a) If this is only applicable to individual question(s), please input a zero in the relevant question number box(s)
- b) If the candidate hasn't attempted **any** of the questions, this should be reported to the VQ Assessment Processing Team by emailing vqprocessing@ocr.org.uk. You should **not** submit the marksheet; you should save the mark sheet until a response is received from the VQ Assessment Processing Team

12. ***I have work for a candidate whose name does not appear on the mark sheet, what should I do?***
Please submit the marksheet and contact the VQ Assessment Processing Team in OCR Operations via vgprocessing@ocr.org.uk or the Customer Support Centre on 01223 552556.
You will be provided with a manual marksheet to complete the marks.
13. ***I have work for a candidate who I am not marking that scheme/unit/centre for. What should I do?***
Please email VQ.panelmanagement@ocr.org.uk with a list of the centre numbers/scheme codes and unit numbers involved (and how many candidates) and return the candidate work with a short explanatory note (or copy of your email) via DHL to VQ Panel Management Team, OCR, **Bourn, 1 Manor House Drive, Coventry, CV1 2FX**. The candidate work will be forwarded to the correct examiner(s).
14. ***I have not received candidate work from a particular centre(s), what should I do?***View the mark sheets on Interchange, check if the centre(s) has submitted all candidates as absent.
If absent, you will not receive candidate work.
If candidate names are listed as present, contact the VQ Assessment Processing Team in OCR Operations via vgprocessing@ocr.org.uk or the Customer Support Centre on 01223 552556
15. ***I have received work for a candidate who is marked as absent on the mark sheet, what should I do?***
You can select the candidate as present by ticking the paper submitted box. Full details are shown in **SECTION 2** of this document.
16. ***I cannot see one of my allocated centres on my dropdown list when searching for the mark sheet, what should I do?***
If you have received notification of an allocated centre but cannot see them on your drop down, please contact the Customer Support Centre on 01223 552556 or email the VQ Panel Management Team: VQ.panelmanagement@ocr.org.uk who will be able to assist you further.
17. ***I think I may have found malpractice but I'm not 100% sure, what should I do?***Please report it. You do not have to be sure malpractice has occurred just that there is evidence of suspected malpractice. The Compliance Team (compliance@ocr.org.uk) investigate all instances of reported suspected malpractice and determine if malpractice has occurred.
18. ***Should I stop marking the work if I identify malpractice, or alter my marks to account for the malpractice?***
No, it is important you do not alter or stop your marking. You should continue as normal but ensure you follow the appropriate process for indicating suspected malpractice and reporting it to OCR as soon as possible. The Compliance Team investigate all instances of reported suspected malpractice and decisions regarding the candidate work/marks are made on conclusion of each case.

19. ***If I need to contact somebody at OCR about suspected malpractice, who can I contact?***

Telephone the Customer Support Centre and they will transfer you to the appropriate team or email compliance@ocr.org.uk

20. ***Will I be informed about the outcome of a malpractice investigation?***

No, investigations into suspected malpractice are confidential so you will not be updated on the progress or outcome of a case. However, you may be contacted for additional information or to provide clarification of an issue you have raised.

21. ***I have a question or scenario that has not been covered above***

Please contact the VQ Assessment Processing Team immediately, via vqprocessing@ocr.org.uk or the Customer Support Centre on 01223 552556. Please do not submit your marks or return the work until the VQ Assessment Processing team have advised how to proceed.