

Assessment Specialist Communications

Summer 2018 Assessment Specialist Update 1

26 April 2018



Thank you for agreeing to mark or moderate for us this summer.

Over the next few weeks we'll be sending updates to help you complete your assessment task this year. This is the first update, which includes RM Assessor support information, visitor information for our new Cambridge Assessment headquarters: Triangle and how to update your conflict of interest declaration.

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Accessing the latest Assessment Specialist instructions and forms

The [OCR Assessor Communications](#) website is regularly updated with the

latest instructions, task guides, and assessor forms needed to complete your assessment tasks for OCR. Please visit the site regularly to ensure you download the most recent versions of the forms you will need.

Key Dates

Marking target dates (batch dates) and completion of marking dates for examining and moderating can be found [here](#).

CONFIDENTIAL

Confidentiality of Assessment and Assessment Material

It is vital that we maintain the confidence of centres and candidates in the confidentiality of our assessments, so please remember:

- Marking/moderation must never be carried out in a public place.
- You must only discuss marking/moderation issues with members of your panel or OCR.
- You must not discuss your marking/moderation with anyone else, including work colleagues or family members.
- You should never discuss any aspect of your marking/moderation or candidates' responses with the media, or post comments on social media platforms.
- If you are involved in producing confidential assessment materials for an OCR specification, or have access to those materials, you cannot deliver advice, training or guidance on that specification. This includes face-to-face or webinar sessions, website and social media postings and blogs, informal training provided to colleagues, or training delivered on behalf of a publisher or other third party provider.

For further details about your obligations with regard to confidentiality, please refer to Section 5, Confidentiality and Disclosure, of the [Standard Terms for Assessment Services](#).



Keep your details up-to-date in the Cambridge Assessment Assessment Specialist Portal

Contact details can be updated via the Cambridge Assessment [Assessment Specialist Portal](#)

You will need your Assessment Specialist ID/Creditor No. to log in, as this is your username. You can select "Forgotten password" to create a new

password.

Once you have logged in, please review your details, especially your address, email address and bank details, updating them as necessary. This will ensure that communications and payments are being directed to the right place.

Since the upgrade last year, you will now notice a 'My Payments' tab to support your record-keeping. This space offers the convenience of keeping all your payments information together in one place.

The AS Portal support team will be ready to assist you if required:

Phone: 01223 553304

Email: ASPortal@cambridgeassessment.org.uk



Have your centre conflicts changed?

If your circumstances have changed, and you are now working for another centre, or you are preparing a new candidate undertaking an OCR qualification you'll need to update your declaration by advising the Assessor Management Deployment team.

Please email your conflict details to: as.deployment@ocr.org.uk

Please remember that we require this information to remain compliant with regulatory requirements.



On- screen marking support

On-screen marking support

If you are new to marking on-screen, or if you'd like to refresh your memory about RM Assessor, there is plenty of support available.

To access the latest updates and information for RM Assessor, including how to get the best performance from RM Assessor, access helpdesk support, or find the system requirements for summer 2018, please click [here](#).

Username and passwords for on-screen marking

If you are marking on-screen using RM Assessor and have marked on-screen before, you won't receive new login details. Your existing login is still valid. If you are new to on-screen marking you'll receive your username and password details via email shortly before the marking window opens.

Computer specifications and web browsers

In the June 2018 series you will not be able to access RM Assessor unless you are using an operating system that meets the specification. For example, you will not be able to access RM Assessor if you are using XP or Vista, so this is a good time to upgrade your computer.

Recommended and minimum operating systems at a glance

- The recommended specification for a PC is Windows 10 (NB: Windows 10S is not supported).
- The minimum specification for a PC is Windows 7 (NB: this will go out of support in 2020).
- The minimum specification for a Mac is macOS 10.12 Sierra (or above).

Web browsers

You also need to be using a supported web browser for the best experience when using RM Assessor. To check that you are using a supported browser, please view the [RM Assessor system requirements](#) document.

By ensuring you have an operating system that meets the specification, and by using a supported browser, you should have a positive marking experience in June.



OCR Assessment Specialist Support Portal

We have now launched the new OCR [Assessment Specialist Support Portal](#) which is a central point for you to access all the training and key resources you need to support you in your OCR assessment task.

If you are new to OCR your login details to access training packages and the individual portals relevant to your task will be communicated to you separately in due course.

The OCR Assessment Specialist Support Portal gives you direct access to all of the support tools and information available that relates to your assessment activity.

If you need to update your personal details or would like to register for job alerts this should be done in the Cambridge Assessment [Assessment Specialist Portal](#)



Moderation Manager and access to Interchange

Please be advised that it is no longer possible to use the messaging system in Moderation Manager. If you need to send a message to a member of your team we recommend that you do this outside of Moderation Manager using your external email provider.

If you have not received your login details for Interchange or you need to reset your account please email our Customer Contact Centre at OCR.GeneralQualifications@ocr.org.uk and they will email your details to you.



Triangle Now Open

Cambridge Assessment (OCR, CIE and Cambridge English) has now moved to The Triangle. This new headquarters brings together all Cambridge based staff from 11 locations across the city to under one roof.

The Triangle is located on the site that was previously Cambridge University Press's Edinburgh Building on Shaftesbury Road, Cambridge, to the South-East of Cambridge city centre.

All visitors to Triangle must enter the building through the main entrance via Shaftesbury Road. Visitors should bring a copy of their invitation and are required to report to reception and wear their visitor badge at all times.

New features for visitors include:

- Concierge service
- 83 ground floor and tower meeting rooms
- Large seminar space for up to 200 people
- Two restaurants
- Coffee bar
- Podium garden with outdoor seating
- Integrated and portable hearing loops
- Plenty of cycle storage

Triangle Contact Details:

Cambridge Assessment
The Triangle Building
Shaftesbury Road
Cambridge
CB2 8EA

Main reception telephone number: 01223 553 311

[Visitors' information about the Triangle](#) can be found under Library, Bulletins and alerts on the Assessor Communications website.



Car parking when attending a face to face meeting

Car parking at Cambridge Triangle

If you are attending a meeting at the Triangle in Cambridge, the nearest public parking is at Cambridge Leisure Park, Clifton Way CB1 7DY. Please see [Information for visitors](#) document for parking and transport options

A limited number of parking spaces for Blue Badge holders only are available at Triangle. If you are a Blue Badge holder and would like to request a parking space at Triangle, please send your parking space request to as.deployment@ocr.org.uk

Car parking at Coventry Progress House

Car parking spaces are available at Progress House (CV4 8JQ). However, spaces may be limited on the day of your meeting and are available on a first-come, first-served basis.

Additional parking is available at the Earlsdon Rugby Club (CV4 8DY) on the corner of Mitchell Avenue and Westwood Way. If you are unable to find a parking space on arrival at Progress House, go to Reception where you will be issued with a permit to park at the rugby club.

Please do not park there without a permit as the owners patrol the car park and have clamping and towing arrangements in place.

DHL Courier services

Assessor Courier Guide

The [Assessor Courier Guide](#) explains the arrangements for the movement of candidate material and how to use DHL's courier services.



Extended DHL Delivery options

To provide you with a more flexible service we've arranged with DHL to activate additional delivery options available via DHL On Demand Delivery.

The delivery options now include:

- Redelivery - 'Schedule Your Delivery'
- Redirection - 'Alternate Address'
- 'Collect from Service Point' or InPost locker
- 'Leave with Neighbour'

The objective is to reduce failed delivery attempts and maximise first time delivery success as well as improve your overall experience of using DHL.

These additional delivery services are enabled through SMS and email messages to keep you informed of scheduled delivery dates and times.

Information about this service can be found in the [DHL On Demand Delivery guidance document](#) which is posted on the Assessor Communications website under the 'Courier Services' tab.

Access the DHL On Demand Delivery website [here](#).

Please do not overfill despatch bags

Please don't exceed the 5KG weight limit printed on the DHL bags supplied for despatch. If they are overfilled this can cause them to split during transit. You can order additional bags using the [Stationery Request Form](#).

Booking a collection

When using online shipping to create your shipping label don't forget to arrange a collection within seven days of the creation date.

If you don't want to wait in for a DHL collection you can drop-off your package at a local Service Point. This service is explained in the Assessor Courier Guide.

No Saturday service

Please remember that DHL does not provide a Saturday collection service for OCR, so you can only book Monday to Friday collections.

Use only the Domestic Express service

When you arrange a collection please do not select the Express 9.00 or Express 12.00 services, as we do not have a contract with DHL for these services.

Updated expenses forms for printing and photocopying



For essential printing and photocopying related to your assessment task you can claim reimbursement of these costs at 5 pence per sheet up to a maximum of 100 sheets in any one claim. If the number of sheets you need to print is greater than 100, you can submit an additional claim.

You can submit claims using the new [EC11GQ](#) form, providing a list of the items you have printed. The previous EC43 form has now been withdrawn so please do not submit any claims using the previous form and delete any copies you have saved to your computer.

Join us on Yammer

With over 6700 Assessment Specialists registered on our Assessment Specialist Community, it's the perfect place for you to share your expertise and seek advice from other assessment specialists. There are over 80 groups with over 600 postings a month.



If you're new to assessing with OCR, it's worth joining the Support for New Assessment Specialists group for further guidance on what to expect over the coming months, as we move towards the summer series.

The Community is also the best place to keep up to date with the latest information, including details about recruitment, training events, and support with the marking system.

If you would like to join, please email your request to assessor.communications@ocr.org.uk

Contact us

If you have any queries about the information in this update, please email assessor.communications@ocr.org.uk



Assessment Specialist Communications



© 2018 OCR. The majority of OCR's communications with assessors is electronic. Information relevant to the assessment task you are undertaking will be sent to you via email. As part of your agreement to provide assessment services, OCR expects you to continue to accept these messages.

You have the option to unsubscribe, but should you do this you will not receive important updates.

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to remove your details.

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