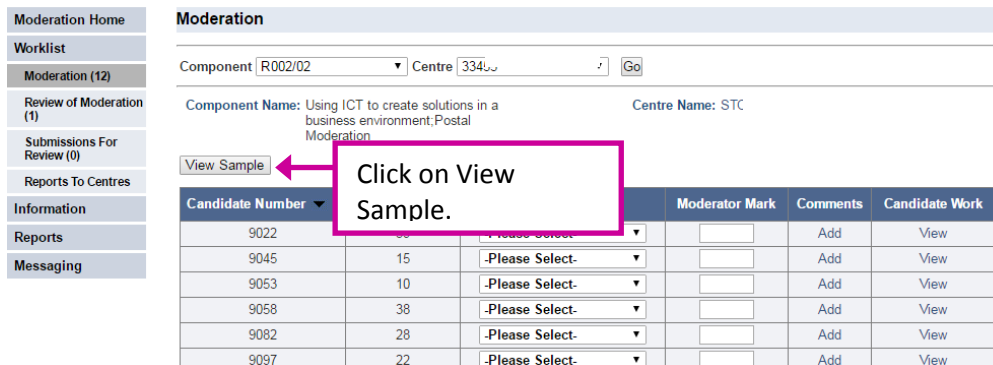


## How To: Understand the Clerical Error Process

Before moderation is undertaken you may come across an error in the submission of marks by a centre. In order to do this you will need to check all of the candidates in your sample (sub, full and additional) to ensure that all errors are picked up.

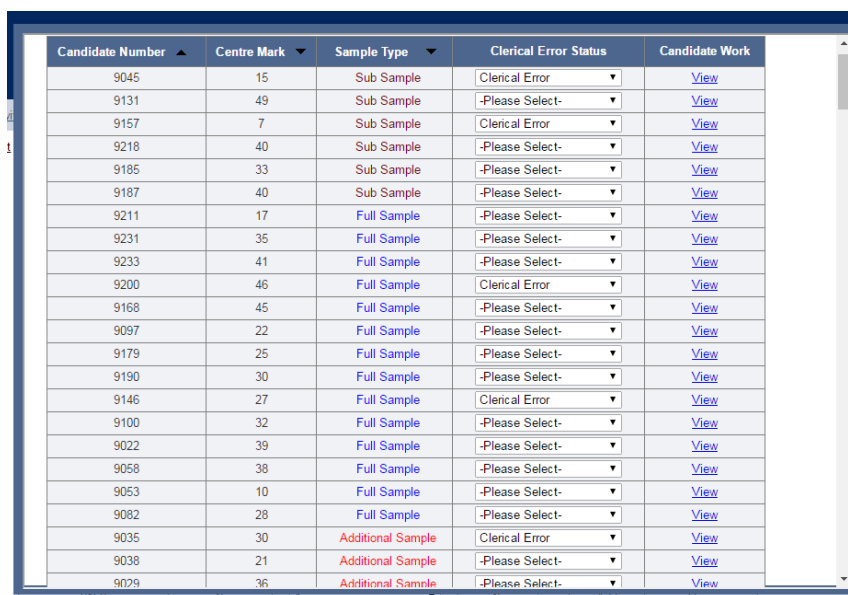
**Step 1.** To set a candidate status to Clerical Error, you will need to click on the View Sample button.



The screenshot shows the Moderation Home page with a sidebar on the left and a main content area. The main content area has a search bar for Component (R002/02) and Centre (33400). Below the search bar, there is a 'View Sample' button. A pink box highlights this button with an arrow pointing to it, and a text box says 'Click on View Sample.' Below the button is a table with columns: Candidate Number, Moderator Mark, Comments, and Candidate Work. The table contains several rows of candidate data.

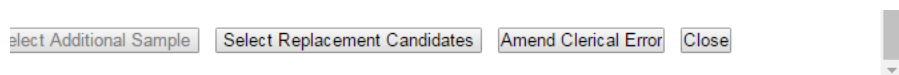
| Candidate Number | Moderator Mark | Comments | Candidate Work |
|------------------|----------------|----------|----------------|
| 9022             |                | Add      | View           |
| 9045             | 15             | Add      | View           |
| 9053             | 10             | Add      | View           |
| 9058             | 38             | Add      | View           |
| 9082             | 28             | Add      | View           |
| 9097             | 22             | Add      | View           |

**Step 2.** Set the status of the candidate(s) you require to Clerical Error. You can do this for the Sub, Full and Additional samples as required.



| Candidate Number | Centre Mark | Sample Type       | Clerical Error Status | Candidate Work |
|------------------|-------------|-------------------|-----------------------|----------------|
| 9045             | 15          | Sub Sample        | Clerical Error        | View           |
| 9131             | 49          | Sub Sample        | -Please Select-       | View           |
| 9157             | 7           | Sub Sample        | Clerical Error        | View           |
| 9218             | 40          | Sub Sample        | -Please Select-       | View           |
| 9185             | 33          | Sub Sample        | -Please Select-       | View           |
| 9187             | 40          | Sub Sample        | -Please Select-       | View           |
| 9211             | 17          | Full Sample       | -Please Select-       | View           |
| 9231             | 35          | Full Sample       | -Please Select-       | View           |
| 9233             | 41          | Full Sample       | -Please Select-       | View           |
| 9200             | 46          | Full Sample       | Clerical Error        | View           |
| 9168             | 45          | Full Sample       | -Please Select-       | View           |
| 9097             | 22          | Full Sample       | -Please Select-       | View           |
| 9179             | 25          | Full Sample       | -Please Select-       | View           |
| 9190             | 30          | Full Sample       | -Please Select-       | View           |
| 9146             | 27          | Full Sample       | Clerical Error        | View           |
| 9100             | 32          | Full Sample       | -Please Select-       | View           |
| 9022             | 39          | Full Sample       | -Please Select-       | View           |
| 9058             | 38          | Full Sample       | -Please Select-       | View           |
| 9053             | 10          | Full Sample       | -Please Select-       | View           |
| 9082             | 28          | Full Sample       | -Please Select-       | View           |
| 9035             | 30          | Additional Sample | Clerical Error        | View           |
| 9038             | 21          | Additional Sample | -Please Select-       | View           |
| 9029             | 36          | Additional Sample | -Please Select-       | View           |

**Step 3.** Once you have done this click on the Amend Clerical Error button. You may need to scroll down screen to view this button.



The screenshot shows a toolbar with four buttons: 'Select Additional Sample', 'Select Replacement Candidates', 'Amend Clerical Error', and 'Close'. The 'Amend Clerical Error' button is highlighted with a blue border.

**Step 4.**

| Candidate Number | Candidate Name | Original Centre Mark | New Total Raw Mark |
|------------------|----------------|----------------------|--------------------|
| 9045             |                | 15                   | 17                 |
| 9157             |                | 7                    |                    |
| 9146             |                | 27                   |                    |

Description of Clerical Error [Max char limit (4500)]

Back Close Send

If you have chosen a candidate in error click the Back button (begin from step 2), or click Send to generate an email to the centre

Provide details of the error here. Include candidate number(s) and a brief description of the error(s)

Enter the revised centre mark here

**Step 5. Review the Email**

OCR Moderation Manager

Send Mail

To: UATCentre@ocr.org.uk

Cc: c

Subject: UAT Centre 20027: Notification of Clerical error: 4753/02

Attach... ClericalErrorNotification.pdf Remove

This is an automatically generated email. Please do not reply to this email address.

Dear Head of Centre

Series: June 2012  
Centre: 20027  
Spec/Unit /02-MEI Methods for Advanced Mathematics;Coursework

Thank you for submitting marks and providing a sample of candidates' work for the specification above.

A clerical error(s) has been found in the sample of candidates' work.

For details of the candidates concerned, and instructions on what you now need to do, please see the attached form.

Review and send the email

Send Cancel

The email will have the pre-populated clerical error form automatically attached. You can open and review the attachment, if required.

Once you press send, the email will be sent to both the centre, OCR Post Assessment Services team and you will be blind copied in.

**Step 6.** Updated marks

The updated marks will display in Moderation Manager within 4 hours, when submitted between 08:00 – 22:00 Monday to Friday and you will be notified by e-mail when the new marks have been uploaded.