

ENTRY CHECKLIST

This is an entry checklist for centres delivering specifications offering submission of work using the OCR Repository

- 1 Liaise with relevant examinations officers/teaching staff to agree whether all entries for each unit should be made either using the OCR Repository or paper-based submission. **A mixture of both is not permitted.**
- 2 Make the correct entry, using the correct component code in the Administration Guide. Be sure not to enter for the OCR Repository if you do not wish to do so.
- 3 Decide, before commencing task(s) for submission, what form the electronic evidence should take. To enable a smoother upload, aim to prepare the smallest possible number of files that will fully cover the assessment requirements.
- 4 Ensure that your file types are compatible with the OCR Repository – a list is available in the qualification specification. Note that files should be no larger than 20Mb in size.
- 5 Decide who is going to save the completed files and where they should be stored.
- 6 Save the files with the 4 digit candidate number at the front of each filename (e.g. 1234_Evaluation.doc). This will allow you to use the OCR Repository's 'bulk upload' facility, uploading files for multiple candidates with a single mouse click. The OCR Repository will then automatically allocate the files to the correct candidates online.
- 7 Check that the correct files of final candidate work are all saved and ready for upload. An 'Index of Contents' document with clear file names or paths is recommended.
- 8 After you have made your entries, check that the names of the candidates you have entered appear on the OCR Repository.
- 9 Once the email sample request has been sent to your centre by OCR, check that the candidates required by the OCR sample are flagged on the Repository. (**Note:** for Applied GCEs, the sample request will be sent by post and the required candidates will not be flagged; for Modern Foreign Languages examined work, all candidate work should be submitted to OCR).
- 10 Upload any generic files relating to all the candidate submissions for that unit (under the 'Administration' tab in the OCR Repository), and then upload the candidates' work.