

Centre Administrator Application Form

My Cambridge, Interchange and Associated Services

A Cambridge OCR centre administrator has full access to all Cambridge OCR secure websites and manages secure website access for their centre. This includes adding new users, removing existing users and controlling access levels. This role will often be carried out by the exams officer.

Every user wishing to be a centre administrator must complete this application form. Applicants cannot authorise their own application. If the applicant is also the head of centre, another senior member of centre staff must authorise the form.

Please complete all sections of the form, scan and email the completed form to support@ocr.org.uk.

Centre name

Centre number

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Centre administrator applicant name

Centre administrator job title

For example, Exams Officer or Exams Manager

Centre administrator email address

Please use your official centre email address. Personal email addresses (eg, Hotmail, Gmail) are not permitted.

Reason for request

For example, exams officer has left or additional centre administrator required.

Centre administrator applicant declaration

- I confirm I have read and agree to the [terms and conditions](#) for Cambridge OCR secure websites.
- I understand I am responsible for adding and removing users and permissions for Cambridge OCR secure websites.
- I will make sure that any new users are aware of the [terms and conditions](#) and that they must comply with them.

Centre administrator signature*: Date:

Head of centre authorisation

I confirm that the above-mentioned individual has been authorised by me to act as a centre administrator for the purposes of accessing Cambridge OCR's secure websites.

Head of centre name:

Head of centre signature*: Date:

*Electronic signatures are not permitted