

## Guidance for accessing the OCR set tasks

Entry Level Certificate in Adult Numeracy



guidance



**OXFORD CAMBRIDGE AND RSA EXAMINATIONS  
ENTRY LEVEL CERTIFICATE IN ADULT NUMERACY**

**GUIDANCE FOR ACCESSING THE OCR SET TASKS**

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## INTRODUCTION

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The Set and Marked Tasks for Units 1, 3 and 5 (Using Number) for OCR Entry Level Certificate in Adult Numeracy are now electronic and must be accessed online via OCR Interchange. These instructions will guide you through the following sections:

SECTION 1: Log onto the OCR Interchange website area

SECTION 2: Troubleshooting

### **Accessing OCR Interchange**

To access the Set and Marked Tasks for Units 1, 3 and 5 (Using Number) you will require an OCR Interchange account.

If you have not been issued with your Interchange account details, please contact OCR's Customer Contact Centre on 02476 851509.

### **OCR Entry Level Certificate in Adult Numeracy Scheme Code**

Please find below the OCR Entry Level Certificate in Adult Numeracy scheme code:

03393

## SECTION 1 – LOG ONTO THE OCR INTERCHANGE WEBSITE AREA

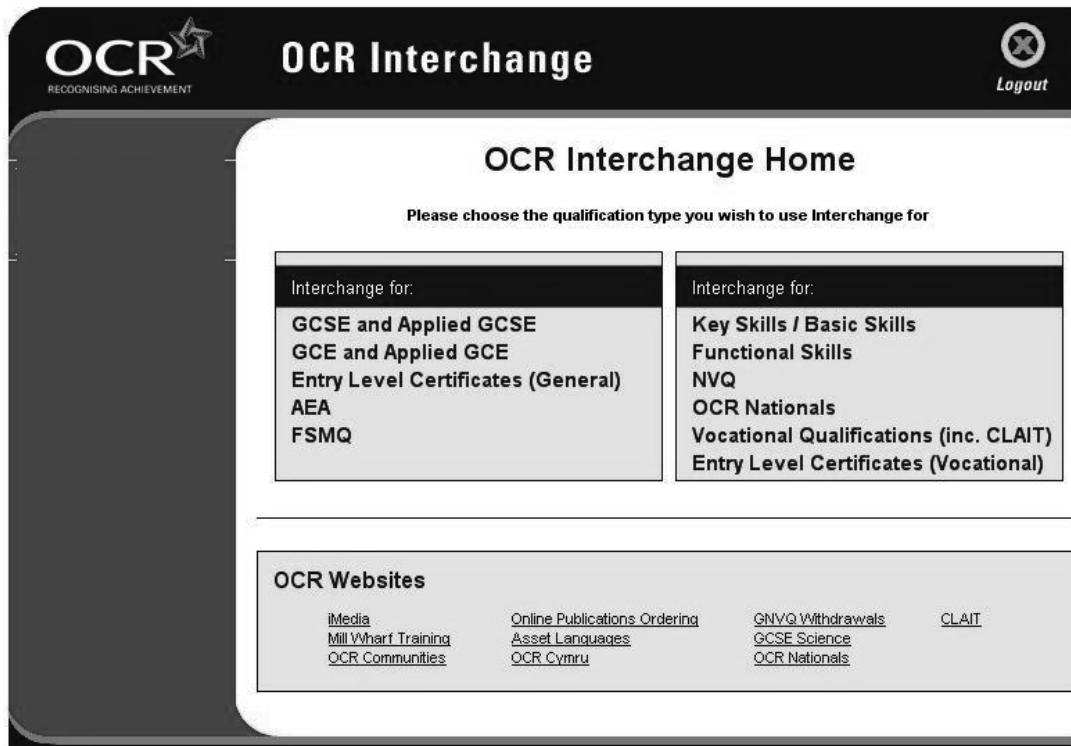
The screenshot shows the OCR Interchange website. The header features the OCR logo with the tagline 'RECOGNISING ACHIEVEMENT' and the text 'OCR Interchange'. On the left sidebar, there is a 'SECURED by digicert' badge with the date '09-06-08' and 'Identity Assured'. The main content area is titled 'Welcome' and contains the following text: 'You can use Interchange to securely access candidate information and online services for all OCR qualifications, 24 hours a day.' and 'New features will be added over the coming months. Please check the [OCR website](#) and your email for information.'

The 'Login' section includes three input fields: 'Login ID:' (with a note '(for centre users this will be your centre number)'), 'Username:', and 'Password:' (with a note '(case sensitive)'). Below the password field is a link 'Forgotten Your Password?'. A 'Login' button is located at the bottom right of this section.

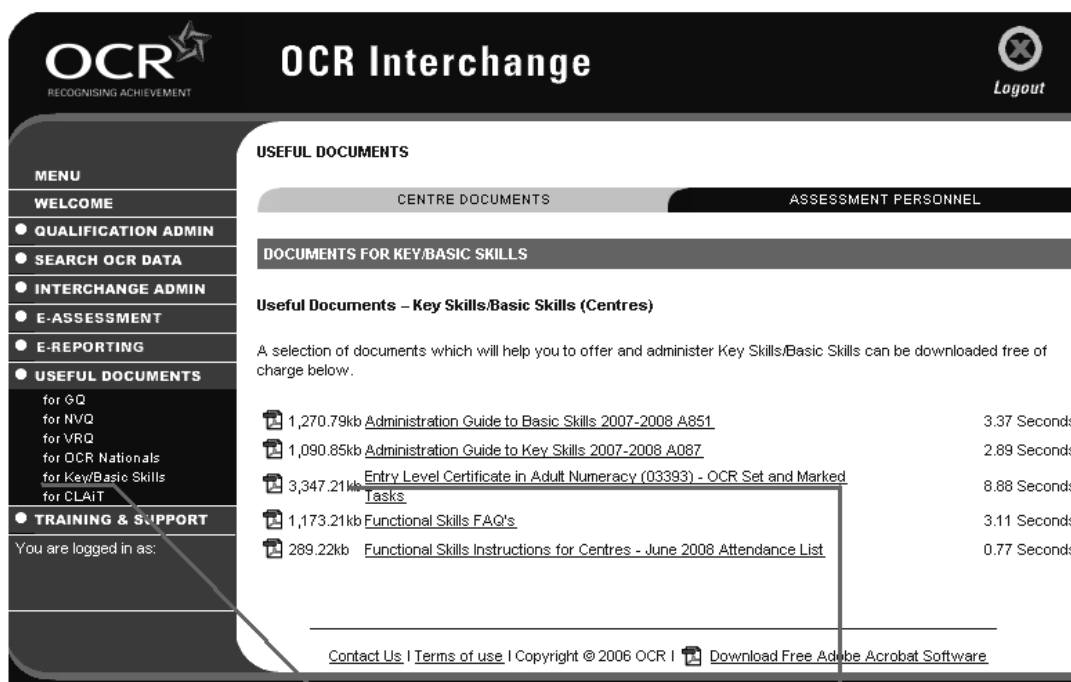
The 'New User' section contains the text: 'To sign up please complete and return the [OCR Interchange Agreement \(118kb\)](#) to receive your login details.' and a 'Sign Up' button.

The 'Interchange Info' section has two sub-sections: 'Adobe Acrobat Reader' and 'Revised Terms and Conditions for use of the Interchange'. The 'Adobe Acrobat Reader' section states: 'You will need Adobe Acrobat Reader software to open PDF files on this site. Most computers will open PDF documents automatically, but you may need to download Adobe Acrobat Reader. If you don't have the software, you can download a copy free of charge [here](#).' The 'Revised Terms and Conditions for use of the Interchange' section states: 'Read revised [Terms and Conditions \(118kb\)](#) for the OCR Interchange Service - effective from 1 January 2005. Please note that it is a breach of the Interchange Terms and Conditions to share login details and passwords.'

- Log onto OCR Interchange <http://interchange.ocr.org.uk>
- Enter your Login ID. This will be a 4 digit number.
- Enter your username.
- Enter your password. You will be asked to change this when you log in for the first time.
- Click on the **LOGIN** button.



- Select **Key Skills / Basic Skills** from the right hand box.



Select 'for Key/Basic Skills' from the Navigation Menu

PDF of The OCR Set and Marked Tasks booklet

- Select **USEFUL DOCUMENTS** from the navigation menu.
- Select **FOR KEY/BASIC SKILLS** menu item. This will take you to the **USEFUL DOCUMENTS – KEY SKILLS/BASIC SKILLS (CENTRES)** page as shown.
- Select the **ENTRY LEVEL CERTIFICATE IN ADULT NUMERACY (03393) – OCR SET AND MARKED TASKS** document.

## **SECTION 2 – TROUBLESHOOTING**

### ***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 Contact Centre on 02476 851509. The Customer Contact Centre is open from 8.00am – 5.30pm Monday to Friday. If you're experiencing problems outside of these hours, please email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

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**www.ocr.org.uk**  
OCR customer contact centre

**Vocational qualifications**

Telephone 024 76 851509

Facsimile 024 76 421944

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

**General qualifications**

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Facsimile 01223 552627

Email [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

**OCR**

1 Hills Road, Cambridge CB1 2EU

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**150**  
YEARS  
1858–2008  
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