

OCR Repository – Assessor User Guide

Go to: <https://repository.ocr.org.uk/> or Interchange at <https://interchange.ocr.org.uk> (find under Assessors menu item). You will need your login ID, username and password.

The OCR Repository has been designed to be quick and easy to use. You can use the OCR Repository for accessing marked candidate work for moderation, or unmarked work for external assessment that has been uploaded by a centre.

The Homepage – find the unit/component you wish to assess

Click on the OCR logo to get back to this screen at any time

Don't forget to Log out when you have finished

OCR RECOGNISING ACHIEVEMENT OCR Repository Help Log out

An Assessor

Centres Overview

Centres Overview

Search Criteria

Series: [-Please Select-] Panel: [-Nothing to Display-] Unit/component: [-Nothing to Display-] Go

Welcome to the OCR Repository
Please use the search criteria above to find your apportioned centres.

Contact us © 2009 OCR

Download Resources
ZIP Get ADOBE® READER® Get ADOBE® FLASH® PLAYER

Choose the series, panel and unit/component for the centres you wish to search for. Click **Go**

OCR RECOGNISING ACHIEVEMENT OCR Repository Help Log out

Centre name

Contact Us back

If you have any queries about the OCR Repository or are having difficulty using the site, please look at the Help page. If your query is not resolved, then please contact the OCR Customer Contact Centre:

Email: general.qualifications@ocr.org.uk (Please include contact details)

Tel: 01223 553998 (We are open to take your calls between 8.00am and 5.30pm, Monday to Friday)

Fax: 01223 552627

Links to useful downloads to get the most out of the site

Find the centre and candidates you wish to assess

OCR Repository Help Log out

Centres Overview

Centres Overview

Search Criteria

Series: June 2008 Panel: B496/01 ELBS: Unit 6 Portfolio Unit/component: B496/01

June 2008 / B496/01 ELBS: Unit 6 Portfolio / B496/01

Centres

Show only centre(s) that contain:

Team/position	Moderator name	Centre number	Centre name	Files
01.02	An Assessor	12345	CENTRE ONE	
01.02	An Assessor	23456	CENTRE TWO	
01.02	An Assessor	34567	CENTRE THREE	

© 2009 OCR

Download Resources: ZIP, Adobe Reader, Flash Player

Callouts:

- The table of results will populate with the centres in your apportionment. If you are a team leader, you will also see the centres apportioned to members of your team
- Use the filter box to locate a candidate or click on the black arrows to change the sort order of the table
- Click on a centre name or number to view the Centre Overview page
- This icon indicates that files have been loaded for this centre

OCR Repository Help Log out

An Assessor

Centres Overview Candidate Overview

Candidate Overview: 12345 Centre One back

June 2008 / B496/01 ELBS: Unit 6 Portfolio / B496/01

Candidates Administration

Show only candidate(s) that contain:

Sample?	Candidate number	Candidate name	File
	1001	CANDIDATE ONE	
	1002	CANDIDATE TWO	
	1003	CANDIDATE THREE	
	1004	CANDIDATE FOUR	
	1005	CANDIDATE FIVE	

Download Resources: ZIP, Adobe Reader, Flash Player

Callouts:

- Click on a candidate name or number to view the Candidate Details page
- A green tick in the 'Sample?' column indicates that the candidate is part of the moderation sample, where applicable

View the candidate work

Use the 'breadcrumb' to go back to the list of candidates or centres

Click on the file name to open or save the file

Select one or more files and click **Download** to download into a compressed folder for viewing offline

File Download

Do you want to open or save this file?

Name: 12621_1001_B496_evidence.ppt
Type: Microsoft PowerPoint Presentation, 7.64 MB
From: ocrepositoryuat.ocr.org.uk

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

File type	File name	File size	Select	Uploaded on
ppt	12345_1001_B496_evidence.ppt	7 MB	<input type="checkbox"/>	12/05/2008
doc	12345_1001_B496_portfolio.doc	109 KB	<input type="checkbox"/>	12/05/2008

Select: All None Download

View the administration files

From the Candidate Overview page, click on the **Administration** tab

File Download

Do you want to open or save this file?

Name: 12345_12345_B496_CCS160.doc
Type: Microsoft Word Document, 109 KB
From: ocrepositoryuat.ocr.org.uk

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

File type	File name	File size	Select	Uploaded on
doc	12345_12345_B496_CCS160.doc	109 KB	<input type="checkbox"/>	12/05/2009

Select: All None Download