

OCR Repository

Go to: <https://repository.ocr.org.uk/> or Interchange at <https://interchange.ocr.org.uk> (find under Coursework and Tests menu item). You will need either Centre Administrator or Tutor/Teacher Interchange role to access the site.

The OCR Repository has been designed to be quick and easy to use. You can use the OCR Repository for uploading marked candidate work for moderation, or unmarked work for external assessment.

The homepage

Don't forget to Log out when you have finished

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

The screenshot shows the 'Candidate Overview' page of the OCR Repository. At the top left is the OCR logo with the tagline 'RECOGNISING ACHIEVEMENT'. To its right is the text 'OCR Repository'. In the top right corner, there are links for 'Help' and 'Log out'. Below the header is a 'Centre name' field. The main content area is titled 'Candidate Overview' and contains a 'Search Criteria' section with four dropdown menus: 'Series' (set to '-Please Select-'), 'Qualification Type' (set to '-Nothing to Display-'), 'Specification Title' (set to '-Nothing to Display-'), and 'Unit/component' (set to '-Nothing to Display-'). A 'GO' button is to the right of these menus. Below the search criteria is a checked checkbox for 'Include sample candidates only'. A 'Welcome to the OCR Repository' message follows, with a note to use the search criteria for accessing candidates. At the bottom of the page, there is a 'Contact us' link, a copyright notice '© 2009 OCR', and a 'Download Resources' section with icons for ZIP, Adobe Reader, and Adobe Flash Player.

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

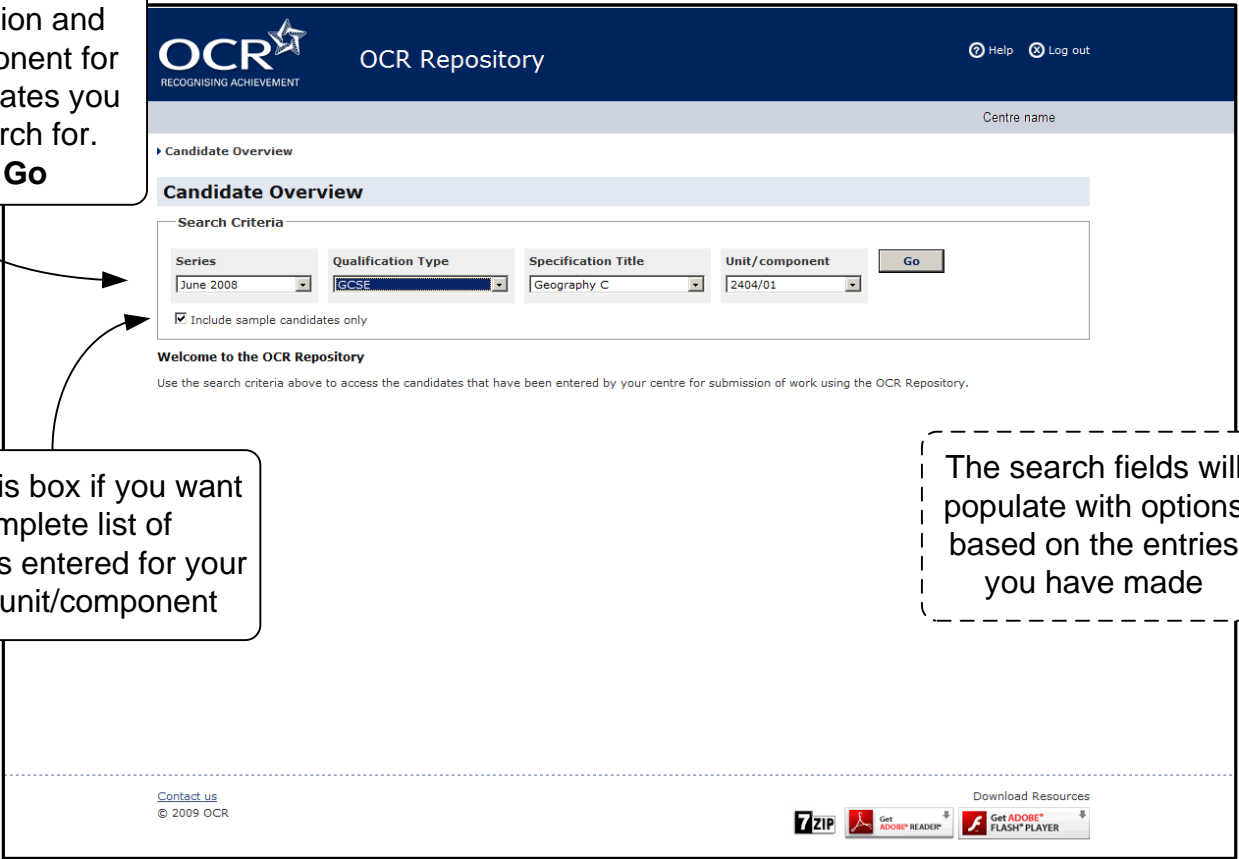
The screenshot shows the 'Contact Us' page of the OCR Repository. It features the OCR logo and 'OCR Repository' text at the top. A 'Centre name' field is present. The main heading is 'Contact Us' with a '< back' link. The page contains contact information: an email address 'general.qualifications@ocr.org.uk' with a note to include contact details, a telephone number '01223 553998' with operating hours, and a fax number '01223 552627'. There is also a reference to the 'Help page' for unresolved queries.

Find the unit/component that you want to load work for

Choose the series, qualification, specification and unit/component for the candidates you wish search for. Click **Go**

Un-tick this box if you want a complete list of candidates entered for your chosen unit/component

The search fields will populate with options based on the entries you have made



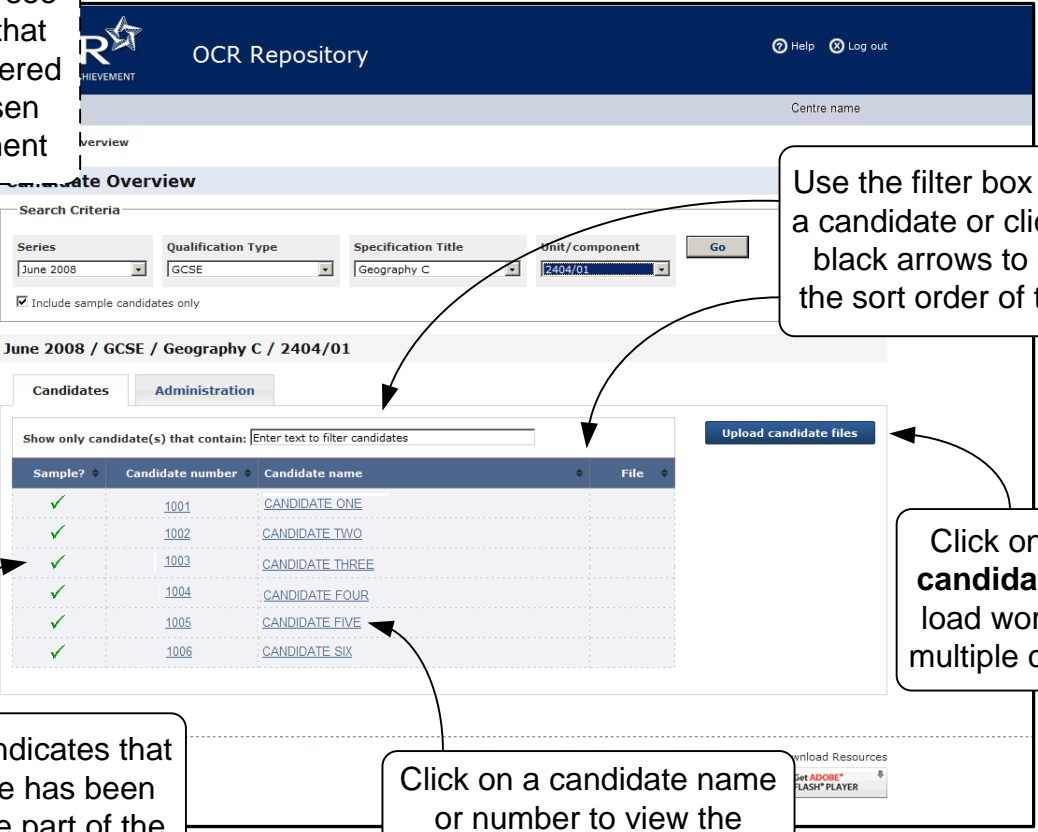
You will only see candidates that you have entered for the chosen unit/component

Use the filter box to locate a candidate or click on the black arrows to change the sort order of the table

Click on **Upload candidate files** to load work against multiple candidates

A green tick indicates that the candidate has been chosen as the part of the moderation sample

Click on a candidate name or number to view the Candidate Details page



There are three ways to load files to the OCR Repository:

1. You can load multiple files against multiple candidates by clicking on Upload candidate files in the Candidates tab of the Candidate Overview screen.
2. You can load multiple files against a specific candidate by clicking on Upload files in the Candidate Details screen.
3. You can load multiple administration files by clicking on Upload admin files in the Administration tab of the Candidate Overview screen.

Upload files for multiple candidates

You must have Adobe Flash installed to upload files for multiple candidates

Click on Browse and locate the files you wish to load

OCR Repository

Centre name

Candidate Overview > File Upload

Upload candidate files: 12345

June 2008 / GCSE / Geography C / 2404/01

Select file to upload

Browse Upload

Select file(s) to upload by ocrrepositoryuat.ocr.org.uk

Look in: 2404 GCSE Geography

1001_2404_CANDIDATE_ONE.doc
1002_2404_CANDIDATE_TWO.doc
1003_2404_CANDIDATE_THREE.doc
1004_2404_CANDIDATE_FOUR.doc
1005_2404_CANDIDATE_FIVE.doc
1006_2404_CANDIDATE_SIX.doc

File name: Open

Files of type: All Files (*.*) Cancel

You can select multiple files by either holding the left mouse button and dragging over the files, or click on each file while holding down Ctrl on your keyboard. Once selected, click **Open**

If loading files for multiple candidates, they **must** be named using the following format: 4 digit candidate number followed by an underscore, followed by any other text. For example: 1001_Science_portfolio. This is so the system can 'map' the file to the correct candidate.

The selected files will show in the blue box. Click on **Upload**

OCR Repository

Centre name

Candidate Overview File Upload

Upload candidate files: 12345 < back

June 2008 / GCSE / Geography C / 2404/01

Select file to upload

Browse Upload Cancel

- 1001_2404_CANDIDATE_ON E.doc
- 1002_2404_CANDIDATE_TW O.doc
- 1003_2404_CANDIDATE_TH REE.doc
- 1004_2404_CANDIDATE_FO UR.doc
- 1005_2404_CANDIDATE_FI VE.doc
- 1006_2404_CANDIDATE_SI X.doc

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A progress bar will show you how far through the system is with the upload. Multiple large files may take some minutes depending on your computer

Click the Candidate Overview 'breadcrumb' to go back to the list of candidates

When the upload is complete, the table will show you if the files have loaded successfully. If the file/s did not load, an error message will explain

The system will add your centre number to the beginning of the file name to help the assessor

OCR Repository

Candidate Overview File Upload

Upload candidate files: 12345

June 2008 / GCSE / Geography C / 2404/01

Select file to upload

Browse Upload

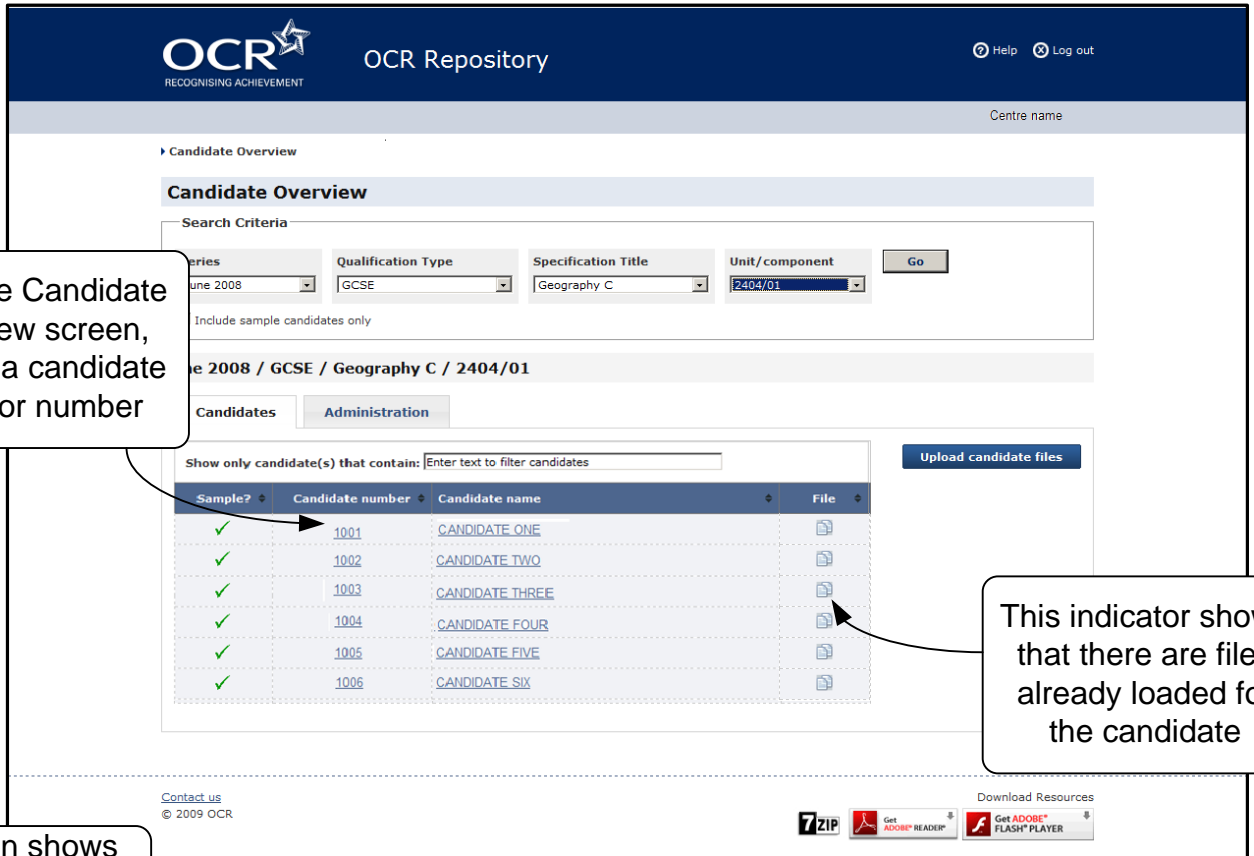
| File name | File size | Status | Message |
|-------------------------------------|-----------|--------|------------|
| 12345_3060_1001_CANDIDATE_ONE.doc | 130 KB | ✓ | Successful |
| 12345_4020_1005_CANDIDATE_FIVE.doc | 134 KB | ✓ | Successful |
| 12345_4032_1002_CANDIDATE_TWO.doc | 198 KB | ✓ | Successful |
| 12345_4037_1004_CANDIDATE_FOUR.doc | 134 KB | ✓ | Successful |
| 12345_4038_1006_CANDIDATE_SIX.doc | 134 KB | ✓ | Successful |
| 12345_4012_1003_CANDIDATE_THREE.doc | 134 KB | ✓ | Successful |

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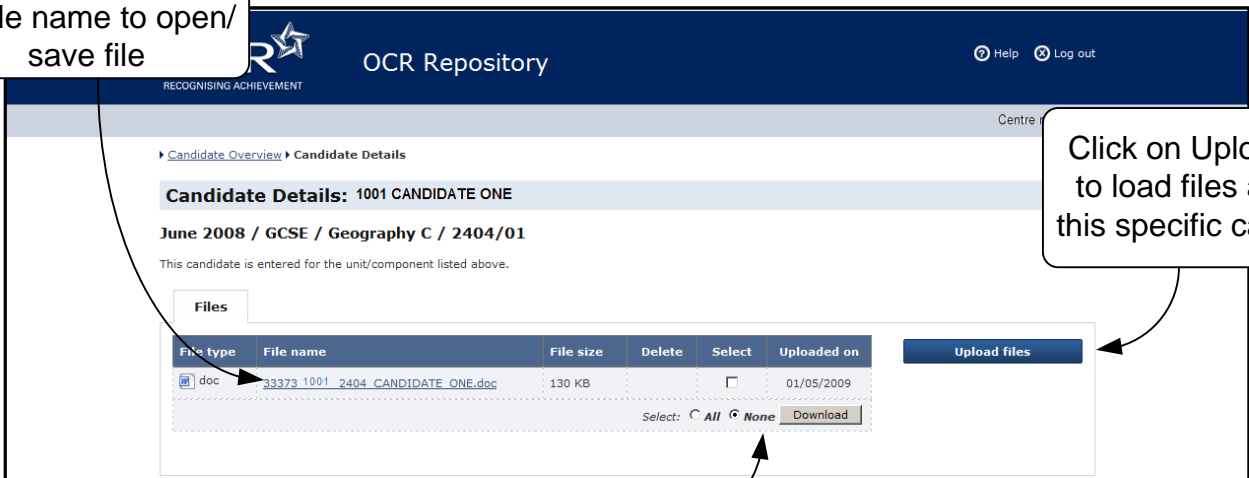
Upload files for a specific candidate



From the Candidate Overview screen, click on a candidate name or number

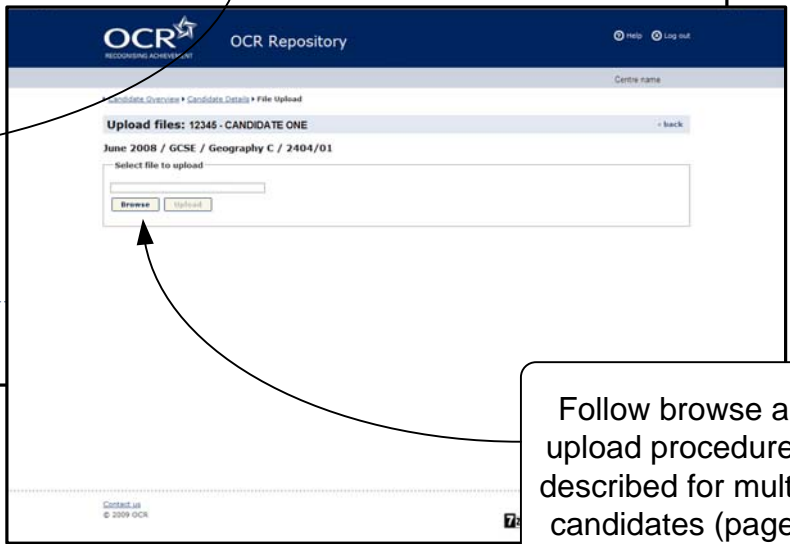
This indicator shows that there are files already loaded for the candidate

The screen shows files that loaded for the candidate. Click on file name to open/save file



Click on Upload files to load files against this specific candidate

Select and Download files to open a compressed folder of the selected work



Follow browse and upload procedure as described for multiple candidates (page 3)

Candidate files loaded directly from this page have no restriction on file name as the candidate is already identified

Upload Administration files (non-candidate specific)

From the Candidate Overview screen, click on the Administration tab

The screenshot shows the OCR Repository interface. At the top, there is a navigation bar with the OCR logo and 'OCR Repository' text. Below this, the 'Candidate Overview' section is visible. It includes search criteria for Series (June 2008), Qualification Type (GCSE), Specification Title (Geography C), and Unit/component (2404/01). The 'Administration' tab is selected, showing a table of candidates with columns for Sample?, Candidate number, Candidate name, and File. A yellow box highlights the 'Administration' tab. A callout box points to the 'Administration' tab with the text: 'From the Candidate Overview screen, click on the Administration tab'.

Click on Upload admin files to load administrative files that are *not* candidate specific

The screenshot shows the OCR Repository interface. The 'Administration' tab is selected, and a yellow box highlights the 'Upload admin files' button. A callout box points to the 'Upload admin files' button with the text: 'Click on Upload admin files to load administrative files that are not candidate specific'.

Follow browse and upload procedure as described for multiple candidates (page 3)

The screenshot shows the OCR Repository interface. The 'File Upload' section is visible, showing the 'Upload admin files: 12345' and the 'Select file to upload' section. A callout box points to the 'Browse' button with the text: 'Follow browse and upload procedure as described for multiple candidates (page 3)'.

Please Note: maximum file size is 20MB.

A wide variety of file formats is accepted – including all MS Office, compressed folders, pdf, jpg, mp3, etc. Open file formats for which a freely downloadable reader or player is available are acceptable. It is the responsibility of the centre to provide files in an acceptable format.