



RECOGNISING ACHIEVEMENT

## NOTICE TO CENTRES

FAO: Head of Science

Date: June 2008

Subject: R482 Entry Level Science (Science Plus)

### R482 END OF ITEM TESTS AVAILABLE ON INTERCHANGE

OCR is delighted to inform you that from September 2008, it will be possible to download End of Item Tests, mark schemes, the Candidate Record Card and Interim Certificates *FREE OF CHARGE* from Interchange, OCR's secure internet site. They may then be photocopied as required.

To access these Entry Level materials, your centre will require an OCR Interchange account. Further details on how to use OCR Interchange are given overleaf.

*Paper copies of these materials will still be available by post by sending in the order form (attached) in the usual way.*

Although OCR will continue to print each year's set of tests in a different colour, there is no expectation that downloaded copies should be printed on coloured paper.

Downloading End of Item Tests or sending in the order form will *not* result in estimated entries being made. So please don't forget to make estimated entries by **October 10<sup>th</sup>** of the academic year in which your pupils are completing the course.

#### Other key dates.

<b>21<sup>st</sup> February</b>	Submit final entries to OCR by EDI or Interchange for the summer of the same year
<b>9<sup>th</sup> March</b>	Send the work of 6 final year candidates for moderation
<b>15<sup>th</sup> May</b>	Submit final points total to OCR on Interchange or form MS1

Remember that OCR expects that at least one member of staff at each centre – not necessarily a teacher – should have attended a *free R482 Get Started* course. Though this is not mandatory, attendance will enable students to gain maximum benefit from following the Entry Level Science course. Details are given on the OCR web site at [www.ocr.org.uk/training/](http://www.ocr.org.uk/training/)

Please see the next side for *How to use OCR Interchange*.

## How to use OCR Interchange

OCR Interchange is a secure extranet enabling registered users to administer qualifications on-line. Your Examinations Officer is probably using OCR Interchange to administer qualifications already. If this is not the case, then your centre will need to register.

### Registering for Interchange

If your Examinations Officer is not already a registered user of Interchange, then he/she will need to register before the Entry Level Science materials can be downloaded.

This is a straightforward process:

- Go to the website – <https://interchange.ocr.org.uk>.
- The first page has a New User section.
- Click on *Sign Up* to access the OCR Interchange Agreement Form 1.
- Download this document and fill in your details.
- Return the form by post to OCR Customer Contact Centre, Westwood Way, Coventry, CV4 8JQ or fax the form to 024 76 851633.
- OCR will then contact the Head of Centre with the details needed for the Examinations Officer to access OCR Interchange.

### Downloading Entry Level Science Materials

Your Examinations Officer will be able to:

- download the relevant documents for you by adding the role of 'Science Coordinator' to their other roles or
- make you a New User (Science Coordinator role) so that you can access the Entry Level Science pages and download the documents when you need them.

The teacher who has downloaded these materials is responsible for ensuring that they are stored securely so that students do not have the opportunity to access them. A record should be kept of the dates on which materials are downloaded.

**(PDF files require the use of adobe acrobat reader. Free copies of acrobat reader are available from <http://www.adobe.com/uk/products/acrobat>)**

Any enquiry about this notice should be referred to the OCR Customer Contact Centre, (01223 553998), OCR, 1 Hills Road, Cambridge, CB1 2EU.



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**R482: ENTRY LEVEL CERTIFICATE  
in SCIENCE (SCIENCE PLUS)**

**Order Form for End of Item Tests**

**!** **THIS FORM DOES NOT REGISTER CANDIDATES FOR CERTIFICATION.**  
Please ensure entries are submitted to OCR using either Interchange or EDI  
– see KEY DATES below

**The Centre will be invoiced at the rate of £3.00 per student set of materials.**  
Please note that these materials may also be downloaded free of charge from  
**Interchange**, OCR’s secure website: <https://interchange.ocr.org.uk>.

**All materials must be stored securely.**

Centre Number					
Centre Name					
Number of students for whom tests are required					
Date this form sent to OCR					

**Please allow 28 days for delivery of materials**

The despatch will include the requested number of sets of the End of Item Tests, together with mark schemes, Candidate Record Cards and Interim Certificates.

Please post or fax this order form to:

OCR Candidate Data, 1 Hills Road, Cambridge, CB1 2EU

Fax: 01223 552742

**KEY DATES**

- 10<sup>th</sup> October**      Submit estimated entries to OCR by EDI or Interchange for candidates completing the course at the end of the current academic year.
- 21<sup>st</sup> February**      Submit final entries to OCR by EDI or Interchange for the summer of the same year  
OCR will dispatch moderator contact details and cover sheets for candidates’ work
- 9<sup>th</sup> March**              Send the work of 6 final year candidates for moderation
- 15<sup>th</sup> May**                 Submit final points total to OCR on Interchange or on form MS1

For any queries please call the OCR Customer Contact Centre on 01223 553998.

*It may be useful to photocopy this form for your own records.*