

## NOTICE TO CENTRES

FAO: Exams Officer/Head of Science  
Date: 30th July 2008  
Subject: New GCE Sciences for first teaching from September 2008

### IMPORTANT

#### **Practical Skills Assessment for GCE Biology, Chemistry A, Chemistry B (Salters) (AS only), Geology, Human Biology (AS only) and Physics A**

Please note that all Tasks for the assessment of Practical Skills for Biology, Chemistry A, AS Chemistry B (Salters), Geology, AS Human Biology and Physics A are only available from OCR's secure Interchange website (<https://interchange.ocr.org.uk>).

The following page provides further information on accessing Interchange. Additional information on the Practical Skills Assessment model can be found in the subject specific Practical Skills Handbooks at [www.ocr.org.uk](http://www.ocr.org.uk)

Please ensure that you check Interchange before using a Task for assessment to ensure that no modifications have been posted. An e-mail alerts service is available. To be notified by e-mail when changes are made to **GCE Subject** pages please e-mail [GCesciencetasks@ocr.org.uk](mailto:GCesciencetasks@ocr.org.uk) including your centre number, centre name, a contact name and the subject line **GCE Subject**.

#### **Advance Notice items for Chemistry B (Salters), unit F332, and Human Biology, unit F222**

The Advance Notice items for these specifications will be available on Interchange and on the subject specific pages of [www.ocr.org.uk](http://www.ocr.org.uk) from 17 November (for the January examination series) and 13 March (for the June examination series). Hard copies will be supplied in the examination only. Please check the specification for first availability of units.

#### **Advance Notice item for Physics B (Advancing Physics), units G492 and G495**

The Advance Notice item for this specification will be available on the Physics B (Advancing Physics) page of [www.ocr.org.uk](http://www.ocr.org.uk) from 17 November (for the January examination series) and 13 March (for the June examination series). Hard copies will be supplied in the examination only. Please check the specification for first availability of units.

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

## INTERCHANGE HELP SHEET

### Q. What's the address for Interchange?

A. <https://interchange.ocr.org.uk> (do **not** add "www." before the word "interchange")

### Q. How do I register to use Interchange?

A. If your Centre is not already registered to use Interchange, your Examinations Officer will need to follow the information about how to register given in the Appendices of the GCE specifications and in the first chapter of the Practical Skills Handbooks. Once registered, your Examinations Officer (or whoever holds the role of 'Centre Administrator') must either assign the role of 'Science Coordinator' to themselves to enable them to download the Tasks, or must set you up as a user with the role of 'Science Coordinator' to allow you to download the Tasks.

### Q. How does my Examinations Officer set me up as a new user with the role of 'Science Coordinator'?

A. Tell your Examinations Officer (or whoever holds the role of 'Centre Administrator') to follow these steps in Interchange:

1. Click 'Add/Edit Users' to display a list of all current users at your Centre.
2. Click on 'Add New User'.
3. Enter user details as described in the table below:

User Name	Minimum of 2 characters.
Password	Minimum of 7 characters. Must be a combination of upper and lower case and numbers.
Surname	Minimum of 2 characters.
Forename	Minimum of 2 characters.
Email address	Enter a valid email address.

4. Click on the 'Roles' tab to set the user role and determine the user's level of access to OCR Interchange.
5. Select the role of 'Science Coordinator' on the left-hand side of the screen.
6. Click the greater than arrow, '>'. The role now appears on the right-hand side of the screen, indicating that it has been selected.
7. Click the 'User' tab.
8. Click 'Add'.

You will receive notification on screen of whether the new user was added successfully or not. Errors are indicated by a red asterisk (\*) and are detailed on screen. *Please note that it usually takes 20 minutes for the new user to be able to access Interchange.*

### Q. After I log in to Interchange, how do I find the Tasks?

A. After logging in, you should see the 'OCR Interchange Home' page with three pale blue boxes on it (if not, click the top option called 'Menu' from the options in the purple menu on the left-hand side). Click the pale blue box at the top left, which reads "Interchange for: GCE and Applied GCE". From the purple menu on the left-hand side, click 'Subject Specific', which should be the second bullet point from the bottom. Then click 'Controlled Materials'. A new page will open showing GCSE Gateway; click the right-hand tab that reads 'GCE AS/A2'. Finally, click the appropriate subject heading.

### Q. I don't have the 'Subject Specific' option in the purple menu...

A. You need to be set up with the role of 'Science Coordinator' in order to see the 'Subject Specific' option. Your Examinations Officer (or whoever holds the role of 'Centre Administrator') must assign the role of 'Science Coordinator' to you (see above).