![OCR - Recognising Achievement]

ENTRY CHECKLIST

This is an entry checklist for centres delivering specifications offering submission of work using the OCR Repository

1 Liaise with relevant examinations officers/teaching staff to agree whether all entries for each unit should be made either using the OCR Repository or paper-based submission. **A mixture of both is not permitted**.

2 Make the correct entry, using the correct component code in the Administration Guide. Be sure not to enter for the OCR Repository if you do not wish to do so.

3 Decide, before commencing task(s) for submission, what form the electronic evidence should take. To enable a smoother upload, aim to prepare the smallest possible number of files that will fully cover the assessment requirements.

4 Ensure that your file types are compatible with the OCR Repository – a list is available in the qualification specification. Note that files should be no larger than 20Mb in size.

5 Decide who is going to save the completed files and where they should be stored.

6 Save the files with the 4 digit candidate number at the front of each filename (e.g. 1234_Evaluation.doc). This will allow you to use the OCR Repository's 'bulk upload' facility, uploading files for multiple candidates with a single mouse click. The OCR Repository will then automatically allocate the files to the correct candidates online.

7 Check that the correct files of final candidate work are all saved and ready for upload. An 'Index of Contents' document with clear file names or paths is recommended.

8 After you have made your entries, check that the names of the candidates you have entered appear on the OCR Repository.

9 Once the email sample request has been sent to your centre by OCR, check that the candidates required by the OCR sample are flagged on the Repository. (**Note**: For Modern Foreign Languages examined work, all candidate work should be submitted to OCR. From January 2011, sample requests for Applied GCEs will now be received by email).

10 Upload any generic files relating to all the candidate submissions for that unit (under the 'Administration' tab in the OCR Repository), and then upload the candidates' work to the candidate specific areas; either manually or using the bulk upload facility.