



RECOGNISING ACHIEVEMENT

NOTICE TO CENTRES

FAO: **Exams Officers and teachers of J650 GCSE Environmental and Land-Based Science**

Date: March 2008

Subject: Preparation for June 2008 submission of unit B496 coursework portfolio

E-PORTFOLIO SUBMISSION

For J650 GCSE Environmental and Land-Based Science: unit B496

Dear Colleague

In June 2008 the first submission for GCSE Environmental and Land-Based Science coursework portfolio unit B496 will take place.

Candidate coursework portfolios can only be submitted for moderation via the new OCR Repository. This is a secure website which enables you to upload your centre's coursework and make it available for the moderator to view. Further information regarding the coursework portfolio can be found in the J650 Teacher Specification and the Coursework Guidance Booklet.

The procedures for moderation can be found in the OCR Administrative Guide, section 5. These procedures remain the same for unit B496, with the only exception being that centres are required to upload the e-portfolios to the OCR Repository, rather than posting the sample to the moderator.

Entries should be made in the normal way. **Work cannot be submitted for candidates without an entry.**

To access the OCR Repository:

- Login to Interchange (<https://interchange.ocr.org.uk/>)
- At the home page, click on the box on the left (for GCSEs etc)
- On the menu on the left hand side, click on e-assessment
- Click on e-repository
- A user guide can be found in the Training and Support section of Interchange

If your centre has made entries for B496 for the June 2008 series, you will be taken directly to the candidate list in the OCR Repository. Click on the relevant candidate to upload the work. A user guide can be found in the Training and Support area of Interchange, and in the Help pages of the OCR Repository site. The site can only be accessed by users with the Centre Administrator security role.

Any enquiry about this notice should be referred to the OCR Customer Contact Centre on:

Telephone 01223 553998 (8.00 - 17.30, Monday to Friday)

Fax 01223 552627

Email general.qualifications@ocr.org.uk