

Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 Select a candidate 12 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 Select a series 17 Select a candidate 18 Select unit(s)/component(s) 19 20 Coursework details 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications 34

35

36 37

38

40

41

Select a series

Select candidates

Summary details

Further support

Coursework details

Select unit/component

View submitted applications

Application details - accepted, rejected, pending 39

Submitting special consideration requests via Interchange

A step-by-step guide to support the submission of special consideration requests for 14–19 gualifications.





Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 Select candidates 25 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Introduction

This guide demonstrates how to guickly and easily submit a special consideration request via Interchange for an individual or multiple candidates entered for a 14–19 gualification.

https://interchange.ocr.org.uk

Remember:

2

3

4

5

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7

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9

- Requests concerning timetabled exams should be submitted within seven days of the last exam in the series in that subject.
- Please submit requests concerning coursework/controlled assessment as soon as you are aware of a problem affecting the assessment.

For more information about the regulations and guidance surrounding special consideration applications, see the JCQ website.

www.jcq.org.uk/exams office/access arrangements/regulationsandguidance/

For help getting started with Interchange, please see our quick start guide.

Quick start guide: www.ocr.org.uk/interchange



Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) Coursework details 20 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 Select candidates 25 Provide details of disadvantage 26 Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application Coursework applications 33 Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Log in to Interchange

Log in to Interchange, hover over 'Special consideration' in the left-hand menu and click on 'Special consideration online'.

Choose 'Special consideration' from left-hand menu

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ou are here. Home	
By task	Welcome to Interchange
- Candidates	Upcoming key dates
- Entries	
- Access anangements	Pleasant - or an indicate internal data of the hold the barrier of the set
- Special consideration	Special consideration
- Coursework and tests	Special consideration online
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+ Admin	Order your free eBooks for AS and A2 students and teachers
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https://interchange.ocr.org.uk

41

TOU are

- Skills for Life



3

4

5

6

7

8

9

Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 15 Confirm and submit the application Coursework applications 16 Select a series 17 Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details Summary details 21 **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 Select candidates 25 Provide details of disadvantage 26 Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application Coursework applications 33 34 Select a series Select unit/component 35 Select candidates 36 Coursework details 37 Summary details 38 Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Special Consideration Online homepage select your application type

You will then see the Special Consideration Online homepage. From here, you can:

- Submit a request for present but disadvantaged candidates
- Submit a request for absent candidates
- Submit a request related to **coursework** or controlled assessment (including practicals and orals)
- View previously submitted requests for your centre.

To get started, follow the instructions for either individual starting on page 5 or for multiple candidates starting on page 22.

Special Consideration Online homepage





3

4

5

6

7

8

9

10

11

12

13

14

15

16 17

18

19 20

21

22

23

24

25

26

27

28

29

30

31 32

33

34

35

36 37

38

40

41

Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details **Multiple candidates** Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39

View submitted applications

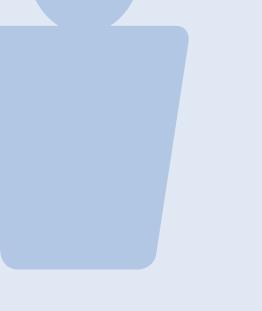
Further support

Individual candidates

The following pages guide you through each of the required steps for special consideration applications for individual candidates.

For individual candidates, you can:

- Submit a request for present but disadvantaged candidate
- Submit a request for **absent candidate**
- Submit a request related to coursework or controlled assessment (including practicals and orals)
- View previously submitted requests for your centre.





Interchange Step-by-step guide

Special Consideration Online

Introduction

Log in to Interchange	3
Special Consideration Online homepage	4
Individual candidates	5
Present but disadvantaged candidates	6
Select a candidate	7
Provide details of the disadvantaged candidate	8
Select unit(s)/component(s)	9
Confirm and submit the application	10
Absent candidates	11
Select a candidate	12
Provide details of the absence	13
Select unit(s)/component(s)	14
Confirm and submit the application	15
Coursework applications	16
Select a series	17
Select a candidate	18
Select unit(s)/component(s)	19
Coursework details	20
Summary details	21
Multiple candidates	22
Present but disadvantaged candidates	23
Select unit/component	24
Select candidates	25
Provide details of disadvantage	26
Provide details of disadvantage Confirm and submit the application	26 27
Confirm and submit the application	27
Confirm and submit the application Absent candidates	27 28
Confirm and submit the application Absent candidates Select unit/component	27 28 29
Confirm and submit the application Absent candidates Select unit/component Select candidates	27 28 29 30
Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence	27 28 29 30 31
Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application	27 28 29 30 31 32
Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications	27 28 29 30 31 32 33
Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates	27 28 29 30 31 32 33 34 35 36
Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details	27 28 29 30 31 32 33 34 35 36 37
Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates	27 28 29 30 31 32 33 34 35 36
Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details	27 28 29 30 31 32 33 34 35 36 37

Further support

Present but disadvantaged candidates

Use this option if a candidate took a 14–19 qualification assessment, but was disadvantaged by unforeseen circumstances beyond their control.

First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

Note – Applications for special consideration must be made within a designated application window, which is different for each series. If the series you would like to submit an application for does not appear in the dropdown list for selection, it may be that the application window for that series has now closed. Check the Special Consideration Online homepage for a list of all application window dates, by series.

Next, you will need to select the number of candidates you are submitting an application for – a single candidate or multiple candidates.

Note – This section of the guide is designed to support the submission of special consideration applications for **individual candidates**. If you'd like to submit an application for multiple candidates, see page 22.

Choose series and single or multiple candidate application

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Select series and single or multiple candidate application	
Request Special Consideration for candidates who sait an assessment but were disadvantaged by unforseen circumstances beyond the	er control
Series	
.Anna 2011 🖌	
Candidate(s)	
* Single Candidate	
C Multiple Candidates	
C fconfirm that the candidate(s) were present but disadvantaged at the time of the assessment	
Back Back	

You will then need to tick the declaration box, to confirm that the candidate you are submitting an application for was present but disadvantaged at the time of the assessment, before clicking on the 'Next' button at the bottom of the page. **If you do not tick the declaration box, you will not be permitted to continue with the application**.

Declaration

🗌 I confirm	m that the candidate(s) were present but	disadvantaged at the time of the assessment
You must tio	k the confirmation box in order to proceed	
Back Ne	ext	



Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 Select a series 17 Select a candidate 18 Select unit(s)/component(s) 19 Coursework details 20 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 Select candidates 25 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 31 Provide details of the absence 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39

View submitted applications

Further support

Select a candidate

Next, you will need to select the affected candidate for whom you'd like to submit an application. You can find this candidate in Interchange using the search terms provided: Cand. No., Surname, Forename, DOB, UCI or ULN.

Select a candidate

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			m m Pag	ot0 +1			No records to view

Once you have entered one or more search terms, click on the 'Search' button to display the matching candidate details.

Note - If more than one candidate appears (for example, if you used 'Surname' as the search term and more than one candidate at your centre has the same surname) you can rearrange your search results by clicking on any of the column headings: Cand. No., Surname, Forename, Gender, DOB, UCI or ULN.

If you have several results spanning multiple pages, you can scroll through each page using the arrows.

If you cannot see the candidate you need in this list, it may be that the candidate does not have any entries for the selected series. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505.

Next, select the relevant candidate by clicking on the row containing their details. The selected row will be highlighted in yellow.

Note - You can only select one candidate. If you need to submit a request for more than one candidate, see page 22.

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Summary						
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(1000)					-	Search
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5009	Conference of Co	Cardinana - Conta				
5009 5010 5023		m m Page 1 of 117 ↔				View 1 - 10 of 1 162

When you are satisfied that you have selected the correct candidate, click the 'Next' button at the bottom of the page.

40



3

Interchange Step-by-step guide

Special Consideration Online

Introduction Log in to Interchange

Further support

Special Consideration Online homepage	4
Individual candidates	5
Present but disadvantaged candidates	6
Select a candidate	7
Provide details of the disadvantaged candidate	8
Select unit(s)/component(s)	9
Confirm and submit the application	10
Absent candidates	11
Select a candidate	12
Provide details of the absence	13
Select unit(s)/component(s)	14
Confirm and submit the application	15
Coursework applications	16
Select a series	17
Select a candidate	18
Select unit(s)/component(s)	19
Coursework details	20
Summary details	21
Multiple candidates	22
Present but disadvantaged candidates	23
Select unit/component	24
Select candidates	25
Provide details of disadvantage	26
Confirm and submit the application	27
Absent candidates	28
Select unit/component	29
Select candidates	30
Provide details of the absence	31
Confirm and submit the application	32
Coursework applications	33
Select a series	34
Select unit/component	35
Select candidates	36
Coursework details	37
Summary details	38
Application details – accepted, rejected, pending	39
View submitted applications	40

Provide details of the disadvantaged candidate

You will then see the 'Provide details of disadvantage' page. This page is split into four key sections:

- Summary This shows the series, type of request and the details of the affected candidate. **If any of these details are incorrect**, you can click the 'Back' button at the bottom of the page to go back and amend them.
- Enter details of disadvantage In this section you will need to answer some questions about the candidate's disadvantage. All fields require an answer.
- *Type of disadvantage* Similar to the 'Enter details of disadvantage' section; you will need to select an option from the dropdown list.

Note – If none of the options in the dropdown list are appropriate, select 'Other causes of possible disadvantage'.

• Details of disadvantage – This is a text box for you to add further details of the candidate's disadvantage. The text box has a 300 character limit, with a character countdown telling you how many you have left to use. **You must provide information here**. You will not be permitted to continue with the application until you provide details.

Once you have checked and completed each section of the page, click on the 'Next' button at the bottom of the page.

Provide details of the disadvantaged candidate

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21

22

23

24

25 26

27

28

29

30

31 32

33

34

35

36 37

38

40

41

Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details **Multiple candidates** Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39

View submitted applications

Further support

Select unit(s)/component(s)

The next page is split into two sections:

- Summary The summary on this page includes details of the candidate as well as the information you entered about the candidate's disadvantage on the previous page. Please check these details carefully. If any of these details are incorrect, you can click on the 'Back' button at the bottom of the page to go back and amend them.
- Select the unit(s)/component(s) for which the candidate was disadvantaged – Here you will see a list of all the 14–19 gualification units/components the candidate has entries for in the selected series, for which an application for special consideration can be made. To select a unit/component, click in the tick box of the relevant row before clicking on the 'Next' button at the bottom of the page.

Select unit(s)/component(s)

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	nit(s)/compoi	nent(s)				
Summary						
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Did the proble	em have consequences	for the candidate(s) at the time of the	Type of dis	advantage:		second price and all the
		relevant part of the course leading to	Specific die	advantage:		1.2
the exam? Yo	•					
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Uni			oute Micheratio	nn -		1414
г я	F24381	n	onte Moderatio onte Moderatio			NUA NUA
-	F24381 F24182	n n		an		

Note – If you cannot see the unit(s)/component(s) you require on this page, it may be that this candidate does not have any entries for the unit(s)/component(s) in the selected series. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505



Interchange Step-by-step guide

Special Consideration Online

Introduction

Log in to Interchange	3
Special Consideration Online homepage	4
Individual candidates	5
Present but disadvantaged candidates	6
Select a candidate	7
Provide details of the disadvantaged candidate	8
Select unit(s)/component(s)	9
Confirm and submit the application	10
Absent candidates	11
Select a candidate	12
Provide details of the absence	13
Select unit(s)/component(s)	14
Confirm and submit the application	15
Coursework applications	16
Select a series	17
Select a candidate	18
Select unit(s)/component(s)	19
Coursework details	20
Summary details	21
Multiple candidates	22
Present but disadvantaged candidates	23
Select unit/component	24
Select candidates	25
Provide details of disadvantage	26
Confirm and submit the application	27
Absent candidates	28
Select unit/component	29
Select candidates	30
Provide details of the absence	31
Confirm and submit the application	32
Coursework applications	33
Select a series	34
Select unit/component	35
Select candidates	36
Coursework details	37
Summary details	38
Application details - accepted, rejected, pending	39
View submitted applications	40
Further support	41

Confirm and submit the application

You will then see the 'Summary details' page. This will show you a complete summary of your application: the type of request, series, candidate details, details of the disadvantage and the unit(s)/ component(s) affected. Please check these details carefully. **If any of these details are incorrect**, you can click on the 'Back' button at the bottom of the page to go back and amend them.

Once you have checked these details and are happy that all the information listed is correct, please click in the declaration tick box, before clicking on the 'Confirm' button at the bottom of the page.

Note – Please check all details of your application carefully as you will **not** be able to amend them once you have clicked 'Confirm' and submitted your application. If you have submitted an application in error, please contact the Special Requirements team on 01223 552505 as soon as possible.

Confirm and submit the application

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Summary						
Cand. no.	Sumame	Forename	Gender	DOB	UCI	ULN
5009	(and other states)	Conference of the local division of the loca		09/04/1992	-	-
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Date problem o	occurred or began: 300	4/2011	Are you sat	sfied that the reas	on given for the request is	genuine? Yes
Did the problem exam? Yes	n have consequences t	or the candicate(s) at the time of the	Type of dis	advantage		
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Do you hold me	edical or other evidence	e supporting your request? Is:	Details of d	isadvantage:		
Unit/Compone	ent code	Unit/Compone	ent name		E care date	(4)
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F247/02		Posta Voderat	101		NA	
Confirm and	submit the application	ition				
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Back Con						



Interchange **Step-by-step** guide

Special Consideration Online

Introduction	2
Log in to Interchange	3
Special Consideration Online homepage	4
Individual candidates	5
Present but disadvantaged candidates	6
Select a candidate	7
Provide details of the disadvantaged candidate	8
Select unit(s)/component(s)	9
Confirm and submit the application	10
Absent candidates	11
Select a candidate	12
Provide details of the absence	13
Select unit(s)/component(s)	14
Confirm and submit the application	15
Coursework applications	16
Select a series	17
Select a candidate	18
Select unit(s)/component(s)	19
Coursework details	20
Summary details	21
Multiple candidates	22
Present but disadvantaged candidates	23
Select unit/component	24
Select candidates	25
Provide details of disadvantage	26 27
Confirm and submit the application	
Absent candidates	28
Select unit/component	29 30
Select candidates Provide details of the absence	30
Confirm and submit the application	32
	33
Coursework applications Select a series	33 34
Select unit/component	35
Select candidates	36
Coursework details	50
	37
	37 38
Summary details	38

Further support

Absent candidates

Use this option for a candidate who is certificating in the current series but was absent from a 14–19 qualification assessment.

First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

Note – Applications for special consideration must be made within a designated application window, which is different for each series. If the series you would like to submit an application for does not appear in the dropdown list for selection, it may be that the application window for that series has now closed. Check the Special Consideration Online homepage for a list of all application window dates, by series.

Next, you will need to select the number of candidates you are submitting an application for - a single candidate or multiple candidates.

Note – This section of the guide is designed to support the submission of special consideration applications for **individual candidates**. If you'd like to submit an application for multiple candidates, see page 22.

Choose series and single or multiple candidate application

/ Home > Absent candidates	📓 Help 😹 Printpag
Select series and single or multiple candidate application	
Request Special Consideration for candidates who are certificating in the current series but were absent from a timetabled exem	
Series	
June 2311 💌	
Candidate(s)	
* Single Candidate	
C Multiple Candidates	

You will then need to tick the declaration box, to confirm that the candidate you are submitting an application for was absent from the assessment, before clicking on the 'Next' button at the bottom of the page. If you do not tick the declaration box, you will not be permitted to continue with the application.

Declaration

I confirm that the candidate(s) were not present at the time of the assessment You must tick the confirmation box in order to proceed Back Next



Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 Select a candidate 12 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 Select a series 17 Select a candidate 18 Select unit(s)/component(s) 19 Coursework details 20 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 Select candidates 25 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Select a candidate

Next, you will need to select the affected candidate for whom you'd like to submit an application. You can find this candidate in Interchange using the search terms provided: Cand. No., Surname, Forename, DOB, UCL or ULN

Select a candidate

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Cand. no. Sumame	Forename	DOB (ddmm/yyy)	00	ULN	
	-	_	-		Search
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Once you have entered one or more search terms, click on the 'Search' button to display the matching candidate details.

Note – If more than one candidate appears (for example, if you used 'Surname' as the search term and more than one candidate at your centre has the same surname) you can rearrange your search results by clicking on any of the column headings: Cand. No, Surname, Forename, Gender, DOB, UCI or ULN.

If you have several results spanning multiple pages, you can scroll through each page using the arrows.

If you **cannot see the candidate you need** in this list, it may be that the candidate does not have any entries for the selected series. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505

Next, select the relevant candidate by clicking on the row containing their details. The selected row will be highlighted in yellow.

	andidate				-			Carlo M Porton
elect c	andidate							
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Type: Absent	candidate			Series: Are 2019				
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_	100					_	-	Search
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			H - Pape	at 117				View 1 - 10 of 1 162
	ne l							

Note - You can only select one candidate. If you need to submit a request for more than one candidate, see page 22.

When you are satisfied that you have selected the correct candidate, click the 'Next' button at the bottom of the page.



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Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 Select candidates 25 Provide details of disadvantage 26 Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Provide details of the absence

You will then see the 'Absence details' page. This page is split into three key sections:

- Summary This shows the series, type of request and details of the absent candidate. If any of these details are incorrect, you can click the 'Back' button at the bottom of the page to go back and amend them.
- Enter details of absence In this section you will need to answer some questions about the candidate's absence. All fields require an answer.
- Reason for absence This is a text box for you to add further details of the candidate's absence. The text box has a 300 character limit, with a character countdown telling you how many you have left to use. You must provide information here. You will not be permitted to continue with the application until you provide details.

Once you have checked and completed each section of the page, click on the 'Next' button at the bottom of the page.

Provide details of the absence

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Summary						
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Type: Absent t	andidate		Series: Arr	2019		
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a the candidat	te certificating in the or	arrent series?				
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Do you held m	edical or other eviden	te supporting your request?				
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Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) Coursework details 20 21 Summary details **Multiple candidates** 22 23 Present but disadvantaged candidates Select unit/component 24 25 Select candidates Provide details of disadvantage 26 Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 31 Provide details of the absence 32 Confirm and submit the application Coursework applications 33 Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Select unit(s)/component(s)

The next page is split into two sections:

- Summary The summary on this page includes details of the candidate as well as the information you entered about the candidate's absence on the previous page. Please check these details carefully. **If any of these details are incorrect**, you can click on the 'Back' button at the bottom of the page to go back and amend them.
- Select the unit(s)/component(s) for which the candidate was absent Here you will see a list of all 14–19 qualification units/components the candidate has entries for on the selected assessment date, for which an application for special consideration can be made. To select a unit/component, click in the tick box of the relevant row before clicking on the 'Next' button at the bottom of the page.

Note – When submitting an application for special consideration for absent candidates, only the units/components that were assessed on the **date of absence** will appear for selection on this page.

If a candidate was absent for assessments on more than one date, you will need to submit a separate application for special consideration for each assessment date.

Note – If you cannot see the unit(s)/component(s) you require on this page, it may be that this candidate does not have any entries for units/ components that were assessed on the selected date. If you believe that this is incorrect, please contact the OCR Special Requirements Team on 01223 552505.

Select unit(s)/component(s)

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41

Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details **Multiple candidates** Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39 View submitted applications

Further support

Confirm and submit the application

You will then see the 'Summary details' page. This will show you a complete summary of your application: the type of request, series, candidate details, details of the absence as well as the unit(s)/ component(s) affected. Please check these details carefully. If any of these details are incorrect, you can click on the 'Back' button at the bottom of the page to go back and amend them.

Once you have checked these details and are happy that all the information listed is correct, please click in the declaration tick box, before clicking on the 'Confirm' button at the bottom of the page.

Note – Please check all details of your application carefully as you will not be able to amend them once you have clicked 'Confirm' and submitted your application. If you have submitted an application in error, please contact the Special Requirements team on 01223 552505 as soon as possible.

Confirm and submit the application

	ent candidates					1 He
Summar	y details					
Summary						
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Have the care the exam? Yo Is the candida	lidate(s) completed the t te certificating in the cu edical or other evident	ment sectors? Yes	Reason for		on given for the request in	
Have the care the exam? Yo Is the candida Do you hold n	lidate(s) completed the t te certificating in the cu edical or other evident	ment series? Yes e supporting your request? No	Reason for		angenter -	#(S1)



Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates Present but disadvantaged candidates 6 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40 **Further support** 41

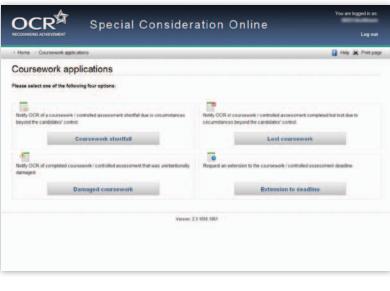
Coursework applications

Use this option to:

- Notify OCR of a coursework/controlled assessment shortfall due to circumstances beyond the candidate's control
- Notify OCR of coursework/controlled assessment completed but **lost** due to circumstances beyond the candidate's control
- Notify OCR of completed coursework/controlled assessment that was unintentionally damaged
- Request an **extension** to the coursework/controlled assessment deadline

To get started, click on the button for the service you require.

Coursework applications





Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series 18 Select a candidate 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage 27 Confirm and submit the application Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 Coursework details 37 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Select a series

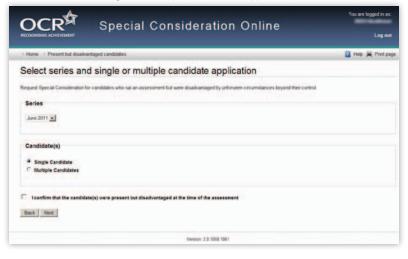
First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

Note – Applications for special consideration must be made within a designated application window, which is different for each series. If the series you would like to submit an application for does not appear in the dropdown list for selection, it may be that the application window for that series has now closed. Check the Special Consideration Online homepage for a list of all application window dates, by series.

Next, you will need to select the number of candidates you are submitting an application for – a single candidate or multiple candidates, before clicking on the 'Next' button at the bottom of the page.

Note – This guide is designed to support the submission of special consideration applications for **individual candidates**. If you'd like to submit an application for multiple candidates, see page 22.

Choose series and single or multiple candidate application





Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 Select a series 17 Select a candidate 18 Select unit(s)/component(s) 19 Coursework details 20 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 Select candidates 25 Provide details of disadvantage 26 Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application Coursework applications 33 Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Select a candidate

Next, you will need to select the affected candidate for whom you'd like to submit an application. You can find this candidate in Interchange using the search terms provided: *Cand. No., Surname, Forename, DOB, UCI* or *ULN*.

Select a candidate

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8015		-		Married Woman of Concerning	M 0505105	-	
			H e Fag	a at a s			Vex 1+1401

Once you have entered one or more search terms, click on the 'Search' button to display the matching candidate details.

Note – If more than one candidate appears (for example, if you used 'Surname' as the search term and more than one candidate at your centre has the same surname) you can rearrange your search results by clicking on any of the column headings: *Cand. No., Surname, Forename, Gender, DOB, UCI* or *ULN*.

If you have several results spanning multiple pages, you can scroll through each page using the arrows.

If you **cannot see the candidate** you need in this list, it may be that the candidate does not have any entries for the selected series. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505.

Next, select the relevant candidate by clicking on the row containing their details. The selected row will be highlighted in yellow.

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Summary							
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4429	CandSaname	Cand	Varme13723390	F	0504/1991	380270052751	5771981639
	CandSumame	Cand	kame13105134		1011/1991	392310055001	1065745538
5001	CandSumarre	Cand	Kame13105135	- 11	09041992	392310055002	2208245764
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Note – **You can only select one candidate**. If you'd like to submit an application for multiple candidates, see page 22.

When you are satisfied that you have selected the correct candidate, click the 'Next' button at the bottom of the page.



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Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Select unit(s)/component(s)

The next page is split into two sections:

- Summary The summary on this page includes details of the candidate as well as the series and type of application. Please check these details carefully. If any of these details are incorrect, you can click on the 'Back' button at the bottom of the page to go back and amend them.
- Select the unit(s)/component(s) of which the coursework was affected - Here you will see a list of all the 14-19 qualification coursework/ controlled assessment units/components the candidate has entries for in the selected series, for which an application for special consideration can be made. To select a unit/component, click in the tick box of the relevant row before clicking on the 'Next' button at the bottom of the page.

Note – If you cannot see the unit(s)/component(s) you require on this page, it may be that the candidate does not have any entries for the unit(s)/component(s) in the selected series. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505.

Select unit(s)/component(s)

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elect u	nit(s)/compon	ent(s)				
Summary						
Cand. no.	Sumame	Forename	Gender	DOB	UCI	ULN
8013	(anthropole	(and an entropy of		08/06/1995	-	and the set
	date with damaged coursew		Series: Jun	2011		
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Select the	unit(s)/component(s)	of which the coursewo	ork was affected	UBe	dy)	Exam date(s) N/A
Select the Uni	unit(s)/component(s)	of which the coursewo	ork was affected Unit/Component	title elysis and Case Stu	dy)	
Select the	unit(s)/component(s) It/Component code A21901	of which the coursewo Science A I	Unit/Component Unit/Component Unit 5 (Practical Data An	tible Hysis and Case Stu tal Moderation	dy)	N/A



Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Coursework details

You will then see the 'Coursework details' page. This page is split into three key sections:

- Summary This shows the series, type of request and details of the absent candidate. If any of these details are incorrect, you can click the 'Back' button at the bottom of the page to go back and amend them.
- Enter coursework details In this section you will need to answer some questions about the candidate's coursework. All fields require an answer.
- Details of the shortfall/loss/extension/damage to coursework This is a text box for you to add further details of the candidate's coursework situation. The text box has a 300 character limit, with a character countdown telling you how many you have left to use. **You must provide information here**. You will not be permitted to continue with the application until you provide details.

Once you have checked and completed each section of the page, click on the 'Next' button at the bottom of the page. Enter details of the shortfall/loss/extension/damage to coursework

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Coursew	ork details					
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Type: A candid	ate with damaged course	work	Series: Jun	e 2011		
Unit/Compon	ent code	Unit/Component nam			6	xam date(s)
A553/02		Controlled Assessmen	nt - Postal Moderation		N	A
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C No C Yes	e a consequence of ne	gligence on part of the candidate	**			
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Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates 11 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications 17 Select a series Select a candidate Select unit(s)/component(s) 20 Coursework details 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Summary details

You will then see the 'Summary details' page. This will show you a complete summary of your application: the type of request, series, candidate details, details of the coursework as well as the unit(s)/ component(s) affected. Please check these details carefully. If any of these details are incorrect, you can click on the 'Back' button at the bottom of the page to go back and amend them.

Once you have checked these details and are happy that all the information listed is correct, please click in the declaration tick box, before clicking on the 'Confirm' button at the bottom of the page.

Note – Please check all details of your application carefully as you will not be able to amend them once you have clicked 'Confirm' and submitted your application. If you have submitted an application in error, please contact the Special Requirements team on 01223 552505 as soon as possible.

Confirm and submit the application

Home + Cour	sework > Damaged co	ursework				🚰 Help 🙀 Print
ummar	y details					
Summary						
Cand. no.	Sumame	Forename	Gender	DOB	UCI	ULN
8013	induces.	100000-0000	м	08/06/1995	and the second s	our residence
Was all of the v Was the candid	date's work monitored v	ed before it was damaged? No whilst in progress? Yes egligence on part of the candidate?	Reason	June 2011 \$	-	
Unit/Compone Controlled As	ent isessment - Postal Mod	leration (A553/02)			Marks	
	sessment - Postal Mod	leration (A553/02) UnitiComponent name			-	Exam date(s)
Controlled As Unit/Compone A553/02	sessment - Postal Mod	Unit/Component name Controlled Assessment	Postal Moderation		-	Exam date(s) NA



Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details **Multiple candidates** 22 Present but disadvantaged candidates 23 Select unit/component 24 Select candidates 25 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40 **Further support** 41

Multiple candidates

The following pages guide you through each of the required steps for special consideration applications for **multiple candidates**.

For multiple candidates, you can:

- Submit a request for present but disadvantaged candidates
- Submit a request for **absent candidates**
- Submit a request related to coursework or controlled assessment (including practicals and orals)
- View previously submitted requests for your centre.





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24 25

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30 31

32

33

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36 37

38

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41

Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details **Multiple candidates** Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39

View submitted applications

Further support

Present but disadvantaged candidates

Use this option if candidates took a 14–19 gualification assessment, but were disadvantaged by unforeseen circumstances beyond their control.

First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

Note – Applications for special consideration must be made within a designated application window, which is different for each series. If the series you would like to submit an application for does not appear in the dropdown list for selection, it may be that the application window for that series has now closed. Check the Special Consideration Online homepage for a list of all application window dates, by series.

Next, you will need to select the number of candidates you are submitting an application for - a single candidate or multiple candidates.

Note – This section of the guide is designed to support the submission of special consideration applications for **multiple candidates**. If you'd like to submit an application for an individual candidate, see page 5.

Choose series and single or multiple candidate application

Special Consideration Online	You are logged in as: Log out
Home Absent candidates	🖬 Help 💻 Print pag
Select series and single or multiple candidate application	
Request Special Consideration for candidates who are certificating in the current series but were absent from a timetabled exam.	
Series	
Aure 2011 💌	
Candidate(s)	
Single Candidate	
C Multiple Candidates	
C & confirm that the candidate(s) were not present at the time of the assessment	
Back Next	

You will then need to tick the declaration box, to confirm that **each** candidate you are submitting an application for was present but disadvantaged at the time of the assessment, before clicking on the 'Next' button at the bottom of the page. If you do not tick the declaration box, you will not be permitted to continue with the application.

Declaration

I confirm that the candidate(s) were present but	disadvantaged at the time of the assessment
You must tick the confirmation box in order to proceed	
Back Next	



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25 26

27

28

29

30

31 32

33

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38

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41

Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details **Multiple candidates** Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39 View submitted applications

Further support

Select unit/component

Next, select the unit/component for which the candidates were disadvantaged.

Note – If the candidates were disadvantaged for more than one unit/component, please submit a separate application for each affected unit/component. You cannot select more than one unit/component in a single application.

All the 14–19 qualification unit/components you have submitted entries for in the selected series, for which an application for special consideration can be made will appear on this page. To select a unit/ component, click on the row containing the relevant details. The selected row will be highlighted in yellow.

Select unit/component

OCR ^M Spe	cial Consideration Online	Log and
rune Pesentut disavantaget candidate		ann 😹 firraid
elect unit(s)/component		
Contract of the second second		
Summary		
Type Preserval Stationspot	Sarthar Jone 2011	
Select the unit(s) component(s) for	which the candidate was disadvantaged	
Unit Component sode	1	
Unit/Companient code	Unit/Component Mile	Exam dela(x)
672309	Kindee Paper	1308(2011
472401	Northern Property	1606/2011
4727881	Turber Paper	1306/2011
472391	Torthen Paper	22506/2011
475401	Validant Pagint	2508/2011
A215408	Science & Keit 1/81, C1, Pt) Foundation	1905/2011
A211302	Scene & Let 1 (01 C1 P1) Hyper	1905/2011
A21261	Science A Viet 2 (02, C2, F2) Foundation	24002011
APT240P	Science A ther2432 CZ P20Higher	24062041
A21301	Science A Unit 3 (B3, C3, F3) Foundation	17/06/2011
A21302	Boarce A 4hei 3(82 C3 P2)Higher	17.06/2011
A21801 045501	Bioence A: Unit # #dears in Contexts Foundation Kontext Fages	2005/2041
6452.01	Practical	10000001
045301	Virden Paper	2406/2011
DANAD1	Precion	10000011
049501	Witten Paper	24/05/20/1
949201	Notice Paper	0606/2011
6495-91	Coursework	NAM
Gabaon	Notes Paper	2706/2011
DADGOT	Witten Paper	21062081
Careeon1	Causeen	144
0520/01	Porticies	
GAPEOT	Portoia	
GADTION	Porticle	
0828-01	Estematy Assessed	1500/2011
0832/01	Portisau	
0724.02	Finial Medicators	
6722/02	Fostal Moderation	
0726-01	fit dan Papa	16/06/2011
12729/02	Postal Mederatory	NA .
0790/02	Foodal Ministeration	18A 0404/2011
251292	Paper 1 (Foundation)	100002011
840201	Page 2 / conditions Ports Tate	10002011
and the second sec	Trans 1994	100

Note – If you have entered for multiple units/components, you can rearrange the list by clicking on any of the column headings to find the unit/component you'd like to submit an application for: *Unit/Component code, Unit/Component title* or *Exam date(s)*. Alternatively, you can search for the relevant unit/component by entering a unit/component code in the search box provided and clicking on the 'Search' button.

When you are satisfied that you have selected the correct unit/component, click the 'Next' button at the bottom of the page.

Note – If you cannot see the unit/component you require on this page, it may be that you do not have any entries for the unit/component in the selected series. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505.



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28

29

30 31

32

33

34

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36 37

38

40

41

Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details **Multiple candidates** Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39 View submitted applications

Further support

Select candidates

Once you have selected the unit/component, you will need to select the affected candidates for whom you'd like to submit an application. You will see a list of all candidates entered for the selected unit/component in the selected series.

Note - The list is automatically arranged by candidate number. However, you can rearrange the list by clicking on any of the column headings: Cand. No., Surname, Forename, Gender, DOB, UCI or ULN.

If you have several results spanning multiple pages, you can scroll through each page using the arrows.

If you cannot see the candidate(s) you need in this list, it may be that they have no entries for the selected unit/component in the selected series.

To select a candidate, click in the tick box in the row containing their details. The selected row will be highlighted in yellow.

Select candidates

	e · Present but disadvertag	ed condicates						🖬 Hop 🙀 Print pa
Sele	ect candidate							
Sun	smary							
Uni	Component code		Un&Component nam				nam date(s)	
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Type: Presett but disativardaged			Series Are 2011					
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	Cand. no. 1 (011)	Barname	Ferm		Gender	17/06/1963	UCI	ULN
12	6215	Canal Street of Canad Street o	-	-		07/10/1962	-	-
				(1				
			Page 1 4					View 1-3 of 3

Note – Any candidates that are shown as 'greyed out', with no tick box, will not be available for selection. This means an application has already been submitted for this candidate. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505.

Continue to select all affected candidates and, once you are satisfied that you have selected all the correct candidates, click on the 'Next' button at the bottom of the page.



Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details Multiple candidates 22 Present but disadvantaged candidates 23 Select unit/component 24 Select candidates 25 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 31 Provide details of the absence 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40 **Further support** 41

Provide details of disadvantage

You will then see the 'Provide details of disadvantage' page. This page is split into four key sections:

- Summary This shows the series, type of request, unit/component information as well as the details of the affected candidates. If any of these details are incorrect, you can click the 'Back' button at the bottom of the page to go back and amend them.
- Enter details of disadvantage In this section you will need to answer some questions about the disadvantage that affected the selected candidates. All fields require an answer.
- Type of disadvantage Similar to the 'Enter details of disadvantage' section; you will need to select an option from the dropdown list.

Note – If none of the options in the dropdown list are appropriate, select 'Other causes of possible disadvantage'.

 Details of disadvantage – This is a text box for you to add further details of the disadvantage that affected the candidates. The text box has a 300 character limit, with a character countdown telling you how many you have left to use. You must provide information here. You will not be permitted to continue with the application until you provide details.

Once you have checked and completed each section of the page, click on the 'Next' button at the bottom of the page.

Provide details of the disadvantaged candidates

OCR ^G s	pecial Consideration Online	You are togged in as
Home - Present but disadvantaged ca	andidanes	🖬 Hets 😹 Firstange
Provide details of disa	advantage	
Summary		
Unit/Component code	UNINComponent name	Even detail)
473401	Witten Faper	23/86/2011
Type: Presetting disable taget	Sarvas, Arm 2011	
+ Candidates (2)		
Enter details of disadvantage		
D Al helds are required		
Date problem occurred or began	demonyyy	
Did the problem have consequences	for the candidate(s) at the time of the exam?	
C No C Yes		
Have the sandidate(s) completed the	relevant part of the course leading to the exam?	
C No C Yas		
Do you hold medical or other evidence	ce supporting your request?	
C No C Yes		
Type of disadvantage		
Please selectivelyze of disadvariage		
Details of disadvantage		
	2	
	2	
500 characters remaining (max. 300)		
Data Neal		



Interchange Step-by-step guide

Special Consideration Online

Introduction

Log in to Interchange	3
Special Consideration Online homepage	4
Individual candidates	5
Present but disadvantaged candidates	6
Select a candidate	7
Provide details of the disadvantaged candidate	8
Select unit(s)/component(s)	9
Confirm and submit the application	10
Absent candidates	11
Select a candidate	12
Provide details of the absence	13
Select unit(s)/component(s)	14
Confirm and submit the application	15
Coursework applications	16
Select a series	17
Select a candidate	18
Select unit(s)/component(s)	19
Coursework details	20
Summary details	21
Multiple candidates	22
Present but disadvantaged candidates	23
Select unit/component	24
Select candidates	25
Provide details of disadvantage	26
Confirm and submit the application	27
Absent candidates	28
Select unit/component	29
Select candidates	30
Provide details of the absence	31
Confirm and submit the application	32
Coursework applications	33
Select a series	34
Select unit/component	35
Select candidates	36
Coursework details	37
Summary details	38
Application details – accepted, rejected, pending	39
View submitted applications	40
Further support	41

Confirm and submit the application

You will then see the 'Summary details' page. This will show you a complete summary of your application: the type of request, series, candidate details, details of the disadvantage and the unit/component affected. Please check these details carefully. **If any of these details are incorrect**, you can click on the 'Back' button at the bottom of the page to go back and amend them.

Once you have checked these details and are happy that all the information listed is correct, please click in the declaration tick box, before clicking on the 'Confirm' button at the bottom of the page.

Confirm and submit the application

Home Present but disadvantaged candidate	s.)		🚰 Help 🚊 Pirtpa
Summary details			
Summary			
Unit/Component code	UnitiCompone	nt name	Exam date(s)
4754/01	Written Paper		23/06/2011
Date problem occurred of Fagure 12/64/2011 Did the problem have consequences for the axem? Yes Have the candidate(c) completed the releva the exam? Yes Day control medical an other evidence supp Candidates (2)	nt part of the course leading to	kre per standhed that the reason give Type of disadvantage Specific disadvantage Details of disadvantage	
Confirm and submit the application	ed in this application is correct a	nd I fully support it.	

Note – Please check all details of your application carefully as you will **not** be able to amend them once you have clicked 'Confirm' and submitted your application. If you have submitted an application in error, please contact the Special Requirements team on 01223 552505 as soon as possible.



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Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details Multiple candidates 22 23 Present but disadvantaged candidates Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 31 Provide details of the absence 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Absent candidates

Use this option for candidates who are certificating in the current series but were absent from a 14–19 gualification assessment.

First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

Note – Applications for special consideration must be made within a designated application window, which is different for each series. If the series you would like to submit an application for does not appear in the dropdown list for selection, it may be that the application window for that series has now closed. Check the Special Consideration Online homepage for a list of all application window dates, by series.

Next, you will need to select the number of candidates you are submitting an application for - a single candidate or multiple candidates.

Note – This section of the guide is designed to support the submission of special consideration applications for **multiple candidates**. If you'd like to submit an application for an individual candidate, see page 5.

Choose series and single or multiple candidate application

Home > Absent candidates	
Select series an	d single or multiple candidate application
equest Special Consideration 1	or candidates who are certificating in the current series but were absent from a timetabled exam
Series	
June 2011 -	
Candidate(s)	
Single Candidate	
Multiple Candidates	
- Longton that the second de	use(s) were not present at the time of the assessment

You will then need to tick the declaration box, to confirm that **each** candidate you are submitting an application for was absent from the assessment, before clicking on the 'Next' button at the bottom of the page. If you do not tick the declaration box, you will not be permitted to continue with the application.

Declaration

I confirm that the candidate(s) were not present	at the time of the assessment
You must tick the confirmation box in order to proceed	
Back Next	



Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details Multiple candidates 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Select unit/component

Next, select the unit/component for which the candidates were absent.

Note – If the candidates were absent from more than one unit/component, please submit a separate application for each affected unit/component. You cannot select more than one unit/component in a single application.

All the 14–19 qualification units/components you have submitted entries for in the selected series for which an application for special consideration can be made will appear on this page. To select a unit/ component, click on the row containing the relevant details. The selected row will be highlighted in yellow.

Select unit/component

OCR ^M	Special Consideration Online	
Home - Absent candidates		- II 14 # 1
Select unit(s)/compo	onent(s)	
Summary		
Type: About candidate	Series. June 2011	
Select the unit(s)/component	(s) for which the candidate was absent	
UnitCorporant orde	Sect	
Unit/Component code	Unit/Component the	Exam date(s)
472501	Writer Paper	1300(2011
472601	Witten Paper	1606/2011
4727.01	Writes Paper	1300/2011
4729/01	Written Paper	22/06/2011
4734/01	Wildon Paper	23/06/2011
A211/01	Science A Link 1 (01 C1 P1) Foundation	1965/2011
A211.02	Science A: Lint1 (01, C1, P1) Higher	1905/2011
A212/01	Econor A Unit 2 (82, C2, P2) Foundation	2406/2011
A212/02	Dicience A: Unit 2 (ED, C2, P2) Higher	2405/2011
A213/01	Science A Unit 3 (83, C3, P3) Examination	17662011
015101	Widen Paper	2065/2011
0152/01	Witten Paper	25/05/2011
0153/01	Writen Paper	22/06/2011
G15403	Written Paper	25/06/2014
G45101	Woten Paper	25652011
6452101	Factor	
G453/01	Witten Paper	2406/2011
645401	Practical	2404.00
G49201	Witten Paper Witten Paper	2405/2011
G49201	Witten Pager	2/505/2011
049401	Witter Paper	2100/2011
062001	Pottan	erween i
662101	Potta	
6627/01	Pathia	
0628.01	Educatly Assessed	1506/2011
9632/01	Pottoko	
6/2162	Postal Moderation	
072240	Postal Moderation	
0728/01	Witten Paper	15052011
351201	Paper 1 (Foundation)	06662911
3912/02	Faces 2 (Foundation)	10/06/2011
Back how		

Note – If you have entered for multiple units/components, you can rearrange the list by clicking on any of the column headings to find the unit/component you'd like to submit an application for: *Unit/Component code, Unit/Component title* or *Exam date(s)*. Alternatively, you can search for the relevant unit(s)/component(s) by entering a unit/component code in the search box provided and clicking on the 'Search' button.

When you are satisfied that you have selected the correct unit/ component, click the 'Next' button at the bottom of the page.

Note – If you cannot see the unit/component you require on this page, it may be that you do not have any entries for the unit/component in the selected series. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505.



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30 31

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40 41

Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details **Multiple candidates** Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39 View submitted applications

Further support

Select candidates

Once you have selected the unit/component, you will need to select the affected candidates for whom you'd like to submit an application. You will see a list of all candidates entered for the selected unit/component in the selected series.

Note – The list is automatically arranged by candidate number. However, you can rearrange the list by clicking on any of the column headings: Cand. No., Surname, Forename, Gender, DOB, UCI or ULN.

If you have several results spanning multiple pages, you can scroll through each page using the arrows.

If you cannot see the candidate(s) you need in this list, it may be that they have no entries for the selected unit/component in the selected series.

To select a candidate, click in the tick box in the row containing their details. The selected row will be highlighted in yellow.

Select candidates

							🖬 Heb 🙀 Print pag
ele	ct candidate						
Sum	mary						
Unit	Component code		Unit/Component name		6	are date(s)	
4734	1 1		Anter Paper		25/06/2011		
-	Aborn candidate		Series: Are 201				
Sele	ct the candidate(s)	Sumane	Forename	Gender	DOB	UCI	ULN
	9019			M	17/00/1990		
8	0084		Canadiana Constant		04407/1998		
1	6215			F	07/10/1982	_	

Note – Any candidates that are shown as 'greyed out', with no tick box, will not be available for selection. This means that an application has already been submitted for this candidate. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505.

Continue to select all affected candidates and, once you are satisfied that you have selected all the correct candidates, click on the 'Next' button at the bottom of the page.



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Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates 11 Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) 20 Coursework details 21 Summary details Multiple candidates 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Provide details of the absence

You will then see the 'Absence details' page. This page is split into three key sections:

- Summary This shows the series, type of request, unit/component information as well as the details of the affected candidates. If any of these details are incorrect, you can click the 'Back' button at the bottom of the page to go back and amend them.
- Enter details of absence In this section you will need to answer some questions about the candidates' absence. All fields require an answer.
- *Reason for absence* This is a text box for you to add further details of the reason for the candidates' absence. The text box has a 300 character limit, with a character countdown telling you how many you have left to use. You must provide information here. You will not be permitted to continue with the application until you provide details.

Once you have checked and completed each section of the page, click on the 'Next' button at the bottom of the page.

Provide details of the absence

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sence details mmary mCoeseens coe information Conditions Condition	onsidera	tion Unit	ne	Leg sut
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2013 ■ Kloset carlidize Candidates (2) for details of absence At lefting as request a of absence of discrete manufactures and the relevant gars of the court to C Task Task C Task to C Task to C Task to C Task to C Task				
er Abert en Hider Candidates (2) for details of absence a d'attence a d'attence	Unit/Component nam		Exam das	e(s)
Candidates (?) for details of absence At India an equival a of absence	Written Paper		23/06/201	
ter details of absence al lefts as repart of the cardinatio completed the relevant part of the cou- the C Yes Teo C Yes Teo C Yes	-	les: June 2011		
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Interchange Step-by-step guide

Special Consideration Online

Introduction

Log in to interchange	5
Special Consideration Online homepage	4
Individual candidates	5
Present but disadvantaged candidates	6
Select a candidate	7
Provide details of the disadvantaged candidate	8
Select unit(s)/component(s)	9
Confirm and submit the application	10
Absent candidates	11
Select a candidate	12
Provide details of the absence	13
Select unit(s)/component(s)	14
Confirm and submit the application	15
Coursework applications	16
Select a series	17
Select a candidate	18
Select unit(s)/component(s)	19
Coursework details	20
Summary details	21
Multiple candidates	22
Present but disadvantaged candidates	23
Select unit/component	24
Select candidates	25
Provide details of disadvantage	26
Confirm and submit the application	27
Absent candidates	28
Select unit/component	29
Select candidates	30
Provide details of the absence	31
Confirm and submit the application	32
Coursework applications	33
Select a series	34
Select unit/component	35
Select candidates	36
Coursework details	37
Summary details	38
Application details – accepted, rejected, pending	39
View submitted applications	40
Further support	41

Confirm and submit the application

You will then see the 'Summary details' page. This will show you a complete summary of your application: the type of request, series, candidate details, details of the absence and the unit/component affected. Please check these details carefully. **If any of these details are incorrect**, you can click on the 'Back' button at the bottom of the page to go back and amend them.

Once you have checked these details and are happy that all the information listed is correct, please click in the declaration tick box, before clicking on the 'Confirm' button at the bottom of the page.

Note – Please check all details of your application carefully as you will **not** be able to amend them once you have clicked 'Confirm' and submitted your application. If you have submitted an application in error, please contact the Special Requirements team on 01223 552505 as soon as possible.

Confirm and submit the application

None Absett cashcates			Log or
Summary details			R He K HAD
Summary details			
Summary			
Unit/Component code	Unit Compone	int name	Exam date(s)
4736/01	Witten Paper		23/06/2011
Type: Absent candidate		Sarles: Arie 2011	
Date of absence: 2305/2011		Are you satisfied that the reason	given for the request is genuine? Yes
Have the candidate(s) completed the relevance of the scatt? Yes	ant part of the ocurse leading to	Resson for absence	-
Is the candidate certificating in the current	series? Yes		
Do you hold medical or other evidence sup	porting your request? Is		
+ Candidates (2)			
Confirm and save the application			
- Test water and a straight on the state	ded in this application is correct a	nd I fully support it.	
Confirm and save the application			



Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates Present but disadvantaged candidates 6 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details Multiple candidates 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Coursework applications

Use this option to:

- Notify OCR of a coursework/controlled assessment shortfall due to circumstances beyond the candidates' control
- Notify OCR of coursework/controlled assessment completed but **lost** due to circumstances beyond the candidates' control
- Notify OCR of completed coursework/controlled assessment that was unintentionally damaged
- Request an **extension** to the coursework/controlled assessment deadline.

To get started, click on the button for the service you require.

Coursework applications





Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series 18 Select a candidate 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details Multiple candidates 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage 27 Confirm and submit the application Absent candidates 28 Select unit/component 29 Select candidates 30 31 Provide details of the absence 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 Coursework details 37 38 Summary details Application details - accepted, rejected, pending 39

View submitted applications

Further support

Select a series

First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

Note – Applications for special consideration must be made within a designated application window, which is different for each series. If the series you would like to submit an application for does not appear in the dropdown list for selection, it may be that the application window for that series has now closed. Check the Special Consideration Online homepage for a list of all application window dates, by series.

Next, you will need to select the number of candidates you are submitting an application for – a single candidate or multiple candidates, before clicking on the 'Next' button at the bottom of the page.

Note – This section of the guide is designed to support the submission of special consideration applications for multiple candidates. If you'd like to submit an application for individual candidates, see page 5.

Choose series and single or multiple candidate application



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Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details Multiple candidates 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Select unit/component

Next, select the unit/component of which the coursework was affected.

Note – If this affects more than unit/component, please submit a separate application for each unit/component. **You cannot select more than one unit/component in a single application**.

All the 14–19 qualification coursework/controlled assessment units/ components you have submitted entries for in the selected series for which an application for special consideration can be made will appear on this page. To select a unit/component, click on the row containing the relevant details. The selected row will be highlighted in yellow.

Select unit/component

DCR [≌] Sp	ecial Consideration Online	Lagour
Home Coursework Shortfall in cours	ework	👔 Help 🚊 Print på
elect unit(s)/compone	nt(s)	
Summary		
ype: A candidate with a shortfall in coursev	Series: June 2011	
elect the unit(s)/component(s) of	f which the coursework was affected	
Unit/Component code	Unit/Component title	Exam date(s)
A219/01	Science A: Unit 5 (Practical Data Analysis and Case Study)	NA
A220/01	Additional Science A: Unit 5 (Practical Investigation)	NA
A230/01	Biology A: Unit 5 (Practical Investigation)	NA
A329/01	Chemistry A Unit 4 (Practical Data Analysis and Case Study)	NA
A330/01	Chemistry A: Unit 5 (Practical Investigation)	NA
A337/01	Additional Applied Science A: Unit 7 (Work-related Portfolio)	NA
A339/01	Physics A: Unit 4 (Practical Data Analysis and Case Study)	NA
A340/01	Physics A: Unit 5 (Practical Investigation)	NA
A551/02	Controlled Assessment - Postal Moderation	NA
A553/02	Controlled Assessment - Postal Moderation	NA
B452/01	Controlled Assessment	NA
F912/02	Posta Moderation	NA
F919/02	Posta Moderation	NA
F922/02	Posta Moderation	NIA
F923/02	Postal Moderation	NA
G493/01	Coursework	NA
G496/01	Coursework	NA
G729/02	Posta Moderation	NA
G730/02	Posta Moderation	NA
R482/01	Points Total	NA

Note – If you have entered for multiple units/components, you can rearrange the list by clicking on any of the column headings to find the unit/component you'd like to submit an application for: *Unit/Component code*, *Unit/Component title* or *Exam date(s)*. Alternatively, you can search for the relevant unit/component by entering a unit/component code in the search box provided and clicking on the 'Search' button.

When you are satisfied that you have selected the correct unit/ component, click the 'Next' button at the bottom of the page.

Note – If you cannot see the unit/component you require on this page, it may be that you do not have any entries for the unit/component in the selected series. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505.



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41

Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details **Multiple candidates** Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39 View submitted applications

Further support

Select candidates

Once you have selected the unit/component, you will need to select the affected candidates for whom you'd like to submit an application. You will see a list of all candidates entered for the selected unit/component in the selected series.

Note – The list is automatically arranged by candidate number. However, you can rearrange the list by clicking on any of the column headings: Cand. No., Surname, Forename, Gender, DOB, UCI or ULN.

If you have several results spanning multiple pages, you can scroll through each page using the arrows.

If you cannot see the candidate(s) you need in this list, it may be that they have no entries for the selected unit/component in the selected series.

To select a candidate, click in the tick box in the row containing their details. The selected row will be highlighted in yellow.

Select candidates

	certail in coursework							Di Hata Mi Pa
Select candidate	,							
Summary								
Unit/Component code		Unit/Component ner					Exam da	m(m)
A230101		Brigg& UNES (http://www.sciences.org)	cical investigation				NA	
	tal in countered		larias.	Jane 2011				
Cantina Sumana		Forename	000	(ddimm (yyy))	UCI		SEN:	
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F Cand. no. 1 0002 0003 0003 0009 F 8079 F 8079			Foresar		Cander U F F U U F U	DOB 11001100 17/02/000 02/07/000 02/07/000 02/07/000 02/07/000 14/01/1000 04/02/1000	uci	ULN
F Cent. so. 5 600 800 F 800 F 800 F 800 F 800 F 800 F 800 F 800 F			Format		Cander U F F U U F	COB 114471000 17712-1004 17702-1005 5241-1005 5441-10055	UCI	ULN

Note – Any candidates that are shown as 'greyed out', with no tick box, will not be available for selection. This means an application for this unit for this candidate has already been made. If you believe this is incorrect, please contact the OCR Special Requirements Team on 01223 552505.

Continue to select all affected candidates and, once you are satisfied that you have selected all the correct candidates, click on the 'Next' button at the bottom of the page.



Special Consideration Online

Introduction 2 3 Log in to Interchange 4 Special Consideration Online homepage 5 Individual candidates 6 Present but disadvantaged candidates 7 Select a candidate Provide details of the disadvantaged candidate 8 Select unit(s)/component(s) 9 Confirm and submit the application 10 Absent candidates 11 12 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) 14 Confirm and submit the application 15 Coursework applications 16 17 Select a series Select a candidate 18 19 Select unit(s)/component(s) 20 Coursework details 21 Summary details Multiple candidates 22 Present but disadvantaged candidates 23 Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40

Further support

Coursework details

You will then see the 'Coursework details' page. This page is split into three key sections:

- Summary This shows the series, type of request, unit/component information as well as details of the affected candidates. If any of these details are incorrect, you can click the 'Back' button at the bottom of the page to go back and amend them.
- Enter coursework details In this section you will need to answer some questions about the candidate's coursework. All fields require an answer.
- Details of the shortfall/loss/extension/damage to coursework This is a text box for you to add further details of the candidates' coursework situation. The text box has a 300 character limit, with a character countdown telling you how many you have left to use. **You must provide information here**. You will not be permitted to continue with the application until you provide details.

Once you have checked and completed each section of the page, click on the 'Next' button at the bottom of the page.

Enter details of the shortfall/loss/extension/damage to coursework

Home - Coursework Shortfall in course	Por Port	Hup M Pre
Coursework details		
Summary		
Unit/Component code	Unit/Component name	Exam date(s)
A23901	Biology & Unit 5 (Fractical Investigation)	N/A
Type: A consider with a shortfall in course w	ak Series: June 2011	
• Candidates (2)		
Enter coursework details		
Altheids are required		
Was the candidate's work monitored while	t in progress?	
C No C Yes.		
Have all of the assessment objectives bee	en covered at least once?	
C No C Yes		
Candidate	Breakdown of marks for the shortfall in coursemore	
	Please state the breakdown of marks across the oritoria covered, including as	encentage of the work completed. Do not include
Candidate	Please state the local-base of marks servers the oritoris existent including as an estimate for the work tex completed by the candidate	sercentage of the work completed. Do not include
	Please state the local-base of marks servers the oritoris existent including as an estimate for the work tex completed by the candidate	errentage at the work connotated. Do not include
Candidate	Please state the local-base of marks servers the oritoris existent including as an estimate for the work tex completed by the candidate	percellage of the wark completed Dorset relate
Candidate	Please state the invalidient of mains acreas the orients covered, including as an estimate for the work too completed by the candidate.	
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Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details Multiple candidates Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39 View submitted applications

Further support

Summary details

You will then see the 'Summary details' page. This will show you a complete summary of your application: the type of request, series, candidate details, details of the coursework as well as the unit/ component affected. Please check these details carefully. If any of these details are incorrect, you can click on the 'Back' button at the bottom of the page to go back and amend them.

Once you have checked these details and are happy that all the information listed is correct, please click in the declaration tick box, before clicking on the 'Confirm' button at the bottom of the page.

Note – Please check all details of your application carefully as you will not be able to amend them once you have clicked 'Confirm' and submitted your application. If you have submitted an application in error, please contact the Special Requirements team on 01223 552505 as soon as possible.

Confirm and submit the application

	rsework			📔 Help 🚊 Print
Summary details				
Summary				
Unit/Component code	Unit/Component name		Ex	am date(s)
A551/02	Controlled Assessment Por	stal Moderation	14/1	
Type: A candidate with damaged coursew	vork	Series: June 2011		
Was all of the work for that unit marked	d before it was damaged? No	Reasons	and the state of t	
Was the candidate's work monitored wi	fullet in anonymen? Van			
	and the second second second second			
Was the damage a consequence of neg	gligence on part of the candidate? No			
Candidate			Marks	
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Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates 11 Select a candidate 13 Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) 20 Coursework details 21 Summary details Multiple candidates 22 23 Present but disadvantaged candidates Select unit/component 24 25 Select candidates 26 Provide details of disadvantage Confirm and submit the application 27 Absent candidates 28 Select unit/component 29 Select candidates 30 Provide details of the absence 31 32 Confirm and submit the application 33 Coursework applications Select a series 34 Select unit/component 35 Select candidates 36 37 Coursework details 38 Summary details Application details - accepted, rejected, pending 39 View submitted applications 40 **Further support** 41

Application details – accepted, rejected, pending

Once you have clicked 'Confirm' and submitted your application, you will be taken to the 'Application details' page. Here, you will see a summary of the details of your application, including the unique application/ request ID. You should make a note of this ID, as you can use it to view your application at a later stage. You will also see a 'Status' message for the application:

- Accepted OCR will now apply special consideration in accordance with JCQ regulations. No further action is required from your centre.
- Rejected The details supplied in your request do not allow us to apply special consideration on this occasion. If you believe that this is incorrect and special consideration should be applied, please put the details in writing, together with any supporting evidence and a printed copy of the 'Application details' page, to OCR Special Requirements, OCR, 1 Hills Road, Cambridge, CB1 2EU.
- Pending Your application has been submitted and will shortly be investigated by the Special Requirements team. The outcome of your request will be visible in Interchange, usually within ten working days of the application being received. We will contact you if we require any additional information.

To view the outcome, after ten working days, log in to the Special Consideration Online system and click on the 'View submitted applications' button from the homepage. Use your application/request ID to view the relevant application.



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Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details Multiple candidates Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39 View submitted applications

Further support

View submitted applications

Click on the 'View submitted applications' button on the Special Consideration Online homepage to view all applications submitted by vour centre.

You can find one or more of your previous special consideration applications using multiple search terms: series, request outcome, request type, UCI, ULN, candidate number, surname, first name, request ID, unit/ component code, unit/component title.

Note - Every application for special consideration will generate a 'Request ID'. This ID is unique to each individual application, so it's often the most effective search term to use when you're trying to find one, particular application (for example, when you log in to find the outcome to a 'pending' application).

Enter one or more search terms and click on the 'Show requests' button. All applications for your centre that match your search terms will be displayed.

View submitted applications

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liew	submitter	d applica	tions						
Filter	requests by								
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Cand			Sumarre		Farm	-		_	
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Ener	search options		Unk/Camponent code		UHCA	reponent litte			
			Unit/Camponent code		UHC	mponeri ilis			
	search options	-	Unit/Camponent code	Unit/Component a01201 - Pape 1 (Four		Outcome Accepted	Submitted 25/11/1	Actions	
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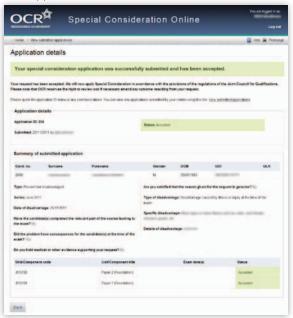
Note – If your search returns multiple results, you can rearrange these by clicking on any of the column headings: *Id, Type, Candidate, Unit/* Component, Outcome, Submitted or Actions.

Once you have found the application you'd like to view, click on the 'View' button in the 'Actions' column. This will bring up the 'Application details' screen, showing you all the information available for that application.

You can view and/or print all the details of your application from this screen

To view another application, click on the 'Back' button at the bottom of the page.

View application details





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Interchange **Step-by-step** guide

Special Consideration Online

Introduction Log in to Interchange Special Consideration Online homepage Individual candidates Present but disadvantaged candidates Select a candidate Provide details of the disadvantaged candidate Select unit(s)/component(s) Confirm and submit the application Absent candidates Select a candidate Provide details of the absence Select unit(s)/component(s) Confirm and submit the application Coursework applications Select a series Select a candidate Select unit(s)/component(s) Coursework details Summary details **Multiple candidates** Present but disadvantaged candidates Select unit/component Select candidates Provide details of disadvantage Confirm and submit the application Absent candidates Select unit/component Select candidates Provide details of the absence Confirm and submit the application Coursework applications Select a series Select unit/component Select candidates Coursework details Summary details Application details - accepted, rejected, pending 39 View submitted applications **Further support**

Further support

Using Special Consideration Online:

OCR Customer Contact Centre 01223 55399 general.gualifications@ocr.org.uk

The special consideration process:

JCQ Regulations and Guidance

www.jcq.org.uk/attachments/published/1096/AA%20regs%202011-2012%20edited%2011102011.pdf

OCR Special Requirements Team OCR 1 Hills Road Cambridge CB1 2EU 01223 552505