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Submitting special consideration requests via Interchange

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



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Introduction

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

<https://interchange.ocr.org.uk>

Remember:

- 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:

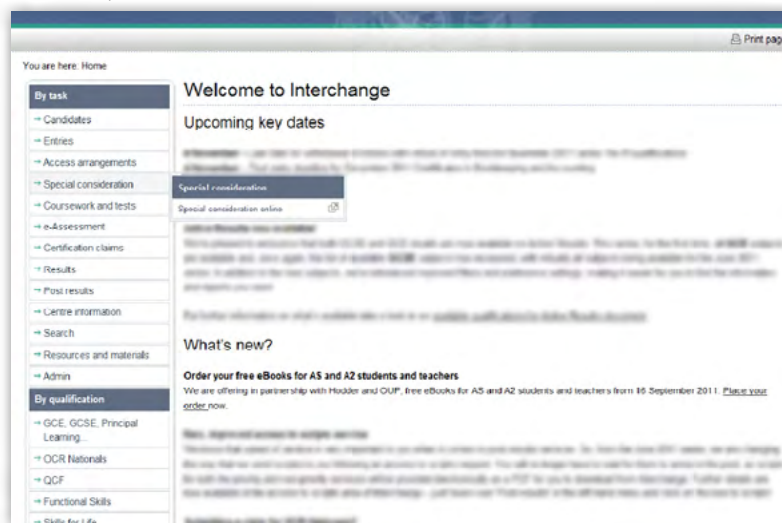
www.ocr.org.uk/interchange

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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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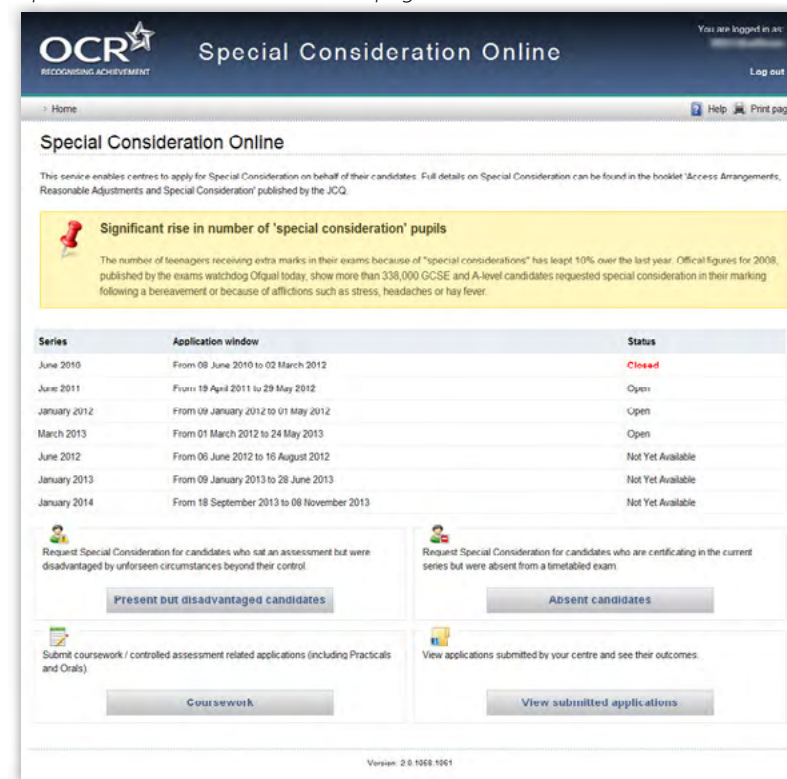
Special Consideration Online homepage – select your application type

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



The screenshot shows the Special Consideration Online homepage. At the top, there is a navigation bar with the OCR logo, the text 'Special Consideration Online', and a 'Log out' link. Below the navigation bar, there is a 'Home' link and a 'Help' link. The main content area features a yellow banner with a red pushpin icon and the text: 'Significant rise in number of 'special consideration' pupils'. Below the banner, there is a table with the following data:

Series	Application window	Status
June 2010	From 08 June 2010 to 02 March 2012	Closed
June 2011	From 19 April 2011 to 29 May 2012	Open
January 2012	From 09 January 2012 to 01 May 2012	Open
March 2013	From 01 March 2012 to 24 May 2013	Open
June 2012	From 06 June 2012 to 16 August 2012	Not Yet Available
January 2013	From 09 January 2013 to 28 June 2013	Not Yet Available
January 2014	From 18 September 2013 to 08 November 2013	Not Yet Available

Below the table, there are four buttons for different application types: 'Present but disadvantaged candidates', 'Absent candidates', 'Coursework', and 'View submitted applications'. At the bottom of the page, there is a version number: 'Version: 2.0.1068.1061'.

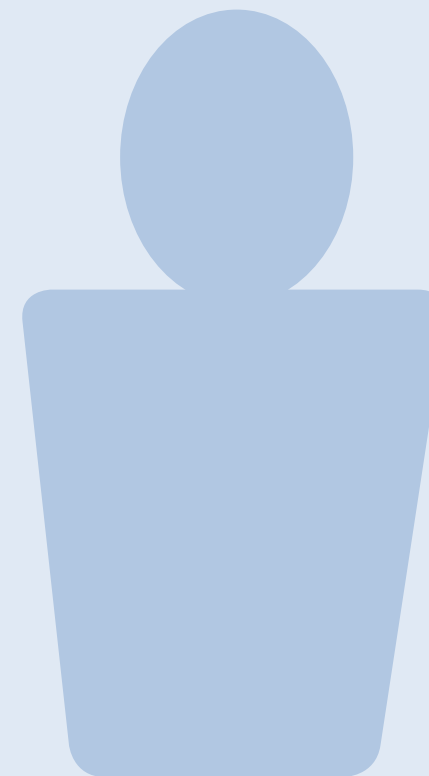
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Individual candidates

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.



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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.

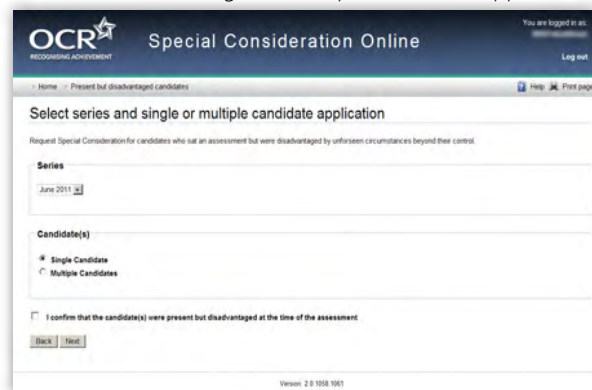
First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

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



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

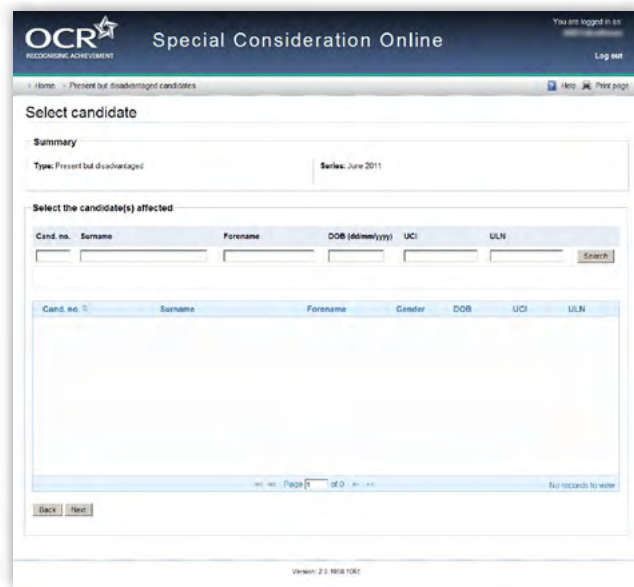


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Select a candidate

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



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

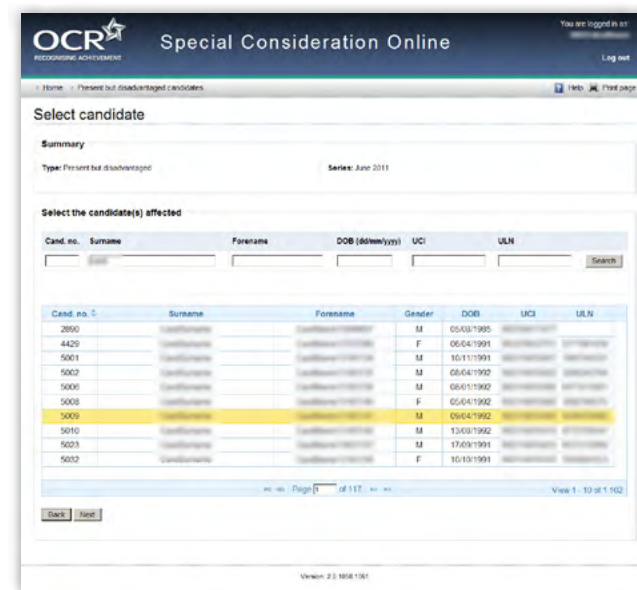
Note – If more than one candidate appears (for example, if you used 'Surname' as the search term and more than one candidate at your centre has the same surname) you can rearrange your search results by clicking on any of the column headings: *Cand. No., Surname, Forename, Gender, DOB, UCI* or *ULN*.

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.



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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Provide details of the disadvantaged candidate

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

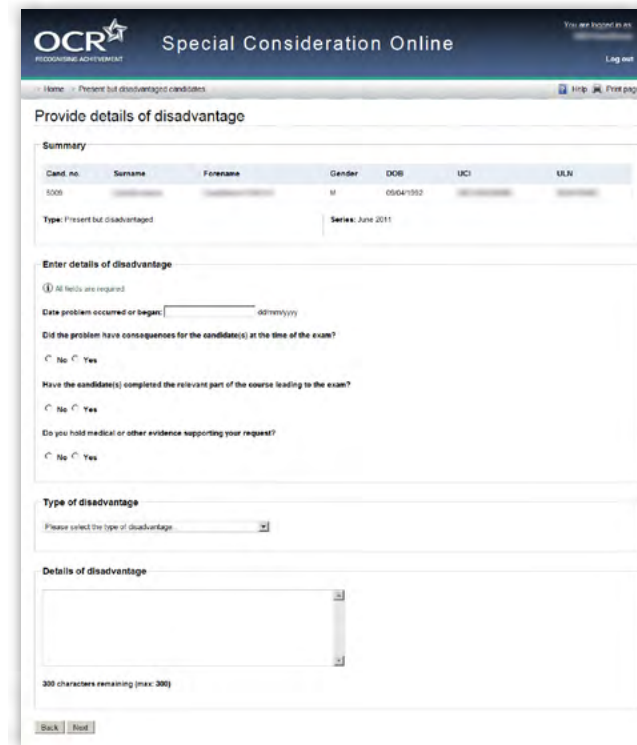
- **Summary** – This shows the series, type of request and the details of the affected candidate. **If any of these details are incorrect**, you can click the 'Back' button at the bottom of the page to go back and amend them.
- **Enter details of disadvantage** – In this section you will need to answer 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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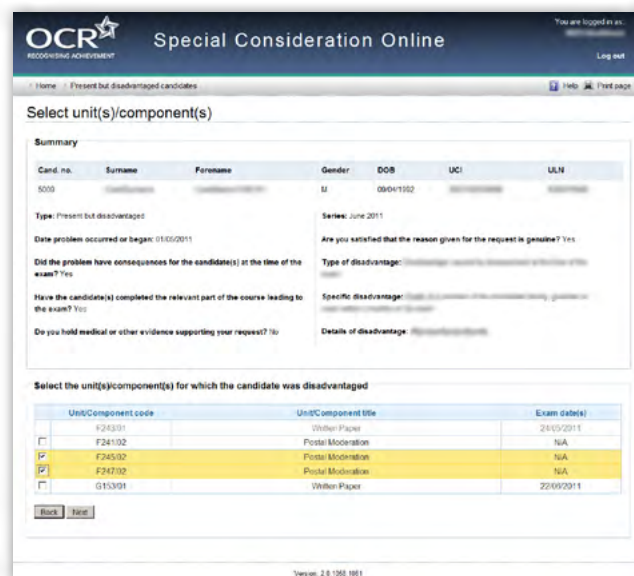
Select unit(s)/component(s)

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 qualification 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 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.

Select unit(s)/component(s)



The screenshot shows the 'Special Consideration Online' interface. The main heading is 'Select unit(s)/component(s)'. Below this is a 'Summary' section with the following details:

- Card no.:** 5000
- Surname:** [REDACTED]
- Forename:** [REDACTED]
- Gender:** M
- DOB:** 09/04/1992
- UCI:** [REDACTED]
- ULN:** [REDACTED]
- Type:** Present but disadvantaged
- Date problem occurred or began:** 01/05/2011
- Series:** June 2011
- Are you satisfied that the reason given for the request is genuine?** Yes
- Did the problem have consequences for the candidate(s) at the time of the exam?** Yes
- Type of disadvantage:** [REDACTED]
- Have the candidate(s) completed the relevant part of the course leading to the exam?** Yes
- Specific disadvantage:** [REDACTED]
- Do you hold medical or other evidence supporting your request?** No
- Details of disadvantage:** [REDACTED]

Below the summary is a table titled 'Select the unit(s)/component(s) for which the candidate was disadvantaged':

Unit/Component code	Unit/Component title	Exam date(s)
<input type="checkbox"/> F243/01	Written Papers	24/05/2011
<input type="checkbox"/> F241/02	Postal Moderation	NA
<input checked="" type="checkbox"/> F245/02	Postal Moderation	NA
<input checked="" type="checkbox"/> F247/02	Postal Moderation	NA
<input type="checkbox"/> G113/01	Written Papers	22/06/2011

At the bottom of the table are 'Back' and 'Next' buttons.

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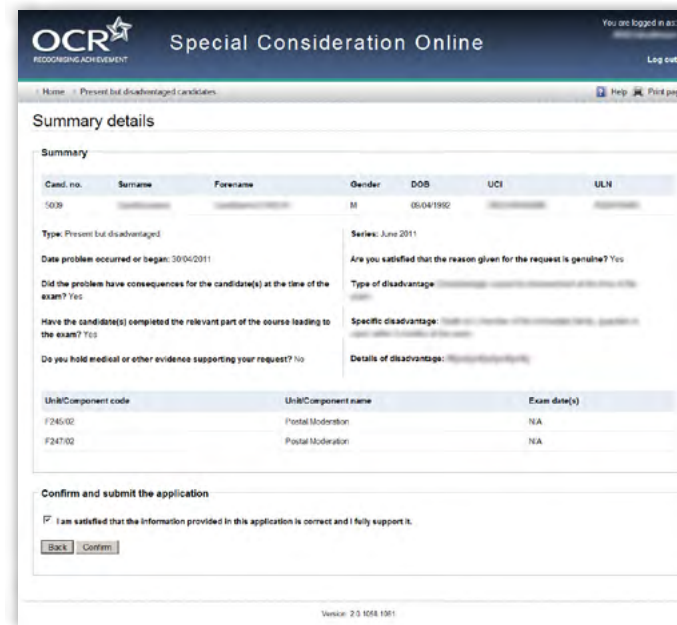
Confirm and submit the application

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



Summary details

Cand. no.	Surname	Forename	Gender	DOB	UCI	ULN
5039			M	05/04/1992		

Type: Present but disadvantaged

Date problem occurred or began: 30/04/2011

Series: June 2011

Are you satisfied that the reason given for the request is genuine? Yes

Did the problem have consequences for the candidate(s) at the time of the exam? Yes

Type of disadvantage: [dropdown]

Have the candidate(s) completed the relevant part of the course leading to the exam? Yes

Specific disadvantage: [dropdown]

Do you hold medical or other evidence supporting your request? No

Details of disadvantage: [dropdown]

Unit/Component code	Unit/Component name	Exam date(s)
F246/02	Postal Moderation	NA
F247/02	Postal Moderation	NA

Confirm and submit the application

I am satisfied that the information provided in this application is correct and I fully support it.

Version: 2.3.1058.1301

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Absent candidates

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

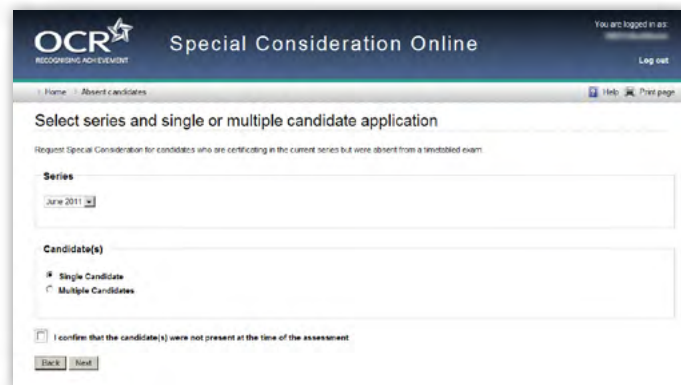
First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

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.

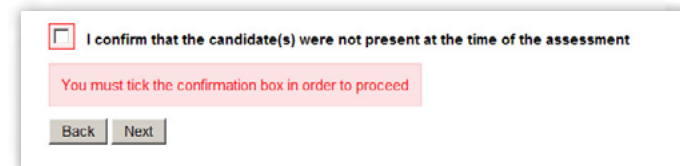
Choose series and single or multiple candidate application



The screenshot shows the 'Special Consideration Online' interface. The page title is 'Select series and single or multiple candidate application'. Below the title, there is a dropdown menu for 'Series' with 'June 2011' selected. Under 'Candidate(s)', there are two radio buttons: 'Single Candidate' (which is selected) and 'Multiple Candidates'. At the bottom, there is a declaration box with a checkbox and the text 'I confirm that the candidate(s) were not present at the time of the assessment'. There are 'Back' and 'Next' buttons at the bottom of the form.

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



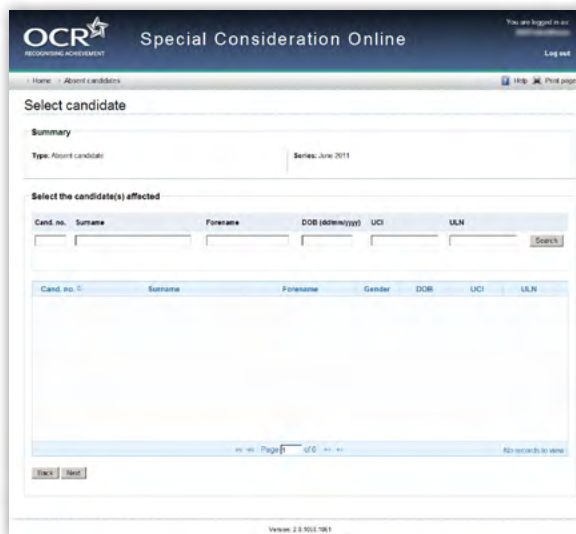
The screenshot shows a declaration box with a checkbox and the text 'I confirm that the candidate(s) were not present at the time of the assessment'. Below the checkbox, there is a red message box that says 'You must tick the confirmation box in order to proceed'. At the bottom of the box, there are 'Back' and 'Next' buttons.

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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



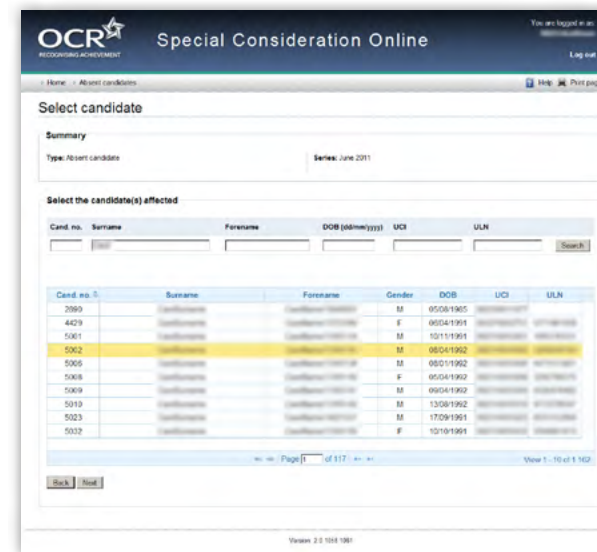
Once you have entered one or more search terms, click on the 'Search' button to display the matching candidate details.

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.

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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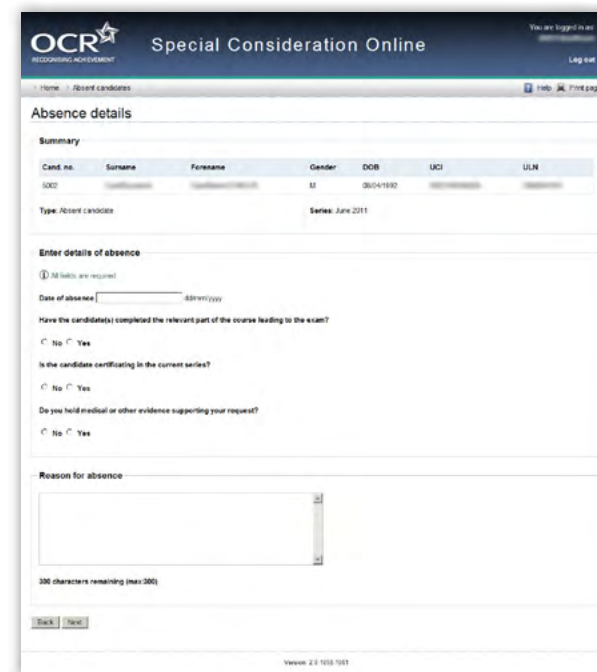
Provide details of the absence

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



The screenshot shows the 'Absence details' page in the OCR Special Consideration Online system. At the top, there's a navigation bar with 'Home', 'Absent candidates', 'Help', and 'Print page'. The main content area is titled 'Absence details' and includes a 'Summary' section with a table of candidate information. Below this, there are three main sections: 'Enter details of absence' with radio button questions, and 'Reason for absence' with a text input field and a character count.

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Select unit(s)/component(s)

The next page is split into two sections:

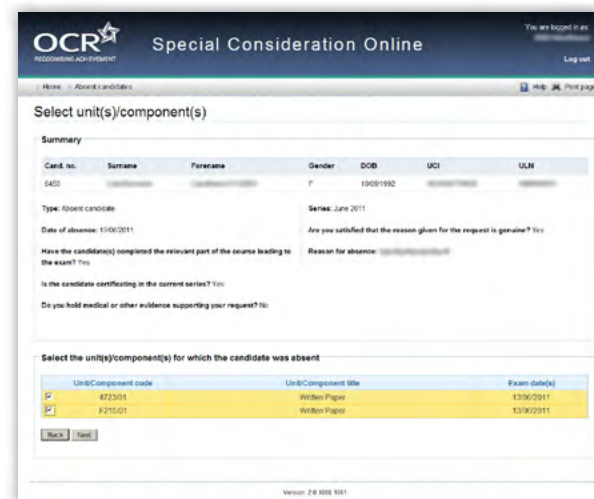
- **Summary** – The summary on this page includes details of the candidate as well as the information you entered about the candidate's absence on the previous page. Please check these details carefully. **If any of these details are incorrect**, you can click on the 'Back' button at the bottom of the 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)



The screenshot shows the 'Select unit(s)/component(s)' page in the OCR Special Consideration Online system. The page is divided into two main sections: a 'Summary' section and a section for selecting units/components.

Summary Section:

- Card. no.:** 0455
- Surname:** [Redacted]
- Forename:** [Redacted]
- Gender:** F
- DOB:** 1992-1992
- UCI:** [Redacted]
- UJN:** [Redacted]
- Type:** Absent candidate
- Series:** June 2011
- Date of absence:** 13/06/2011
- Are you satisfied that the reason given for the request is genuine? Yes:** [Redacted]
- Reason for absence:** [Redacted]
- Have the candidate(s) completed the relevant part of the course leading to the exam? Yes:** [Redacted]
- Is the candidate certifying in the current series? Yes:** [Redacted]
- Do you hold medical or other evidence supporting your request? No:** [Redacted]

Select the unit(s)/component(s) for which the candidate was absent:

Unit/Component code	Unit/Component title	Exam date(s)
<input checked="" type="checkbox"/> 4723/01	Written Paper	13/06/2011
<input checked="" type="checkbox"/> 4725/01	Written Paper	13/06/2011

Buttons: [Back] [Next]

Version: 2.0.1008.1001

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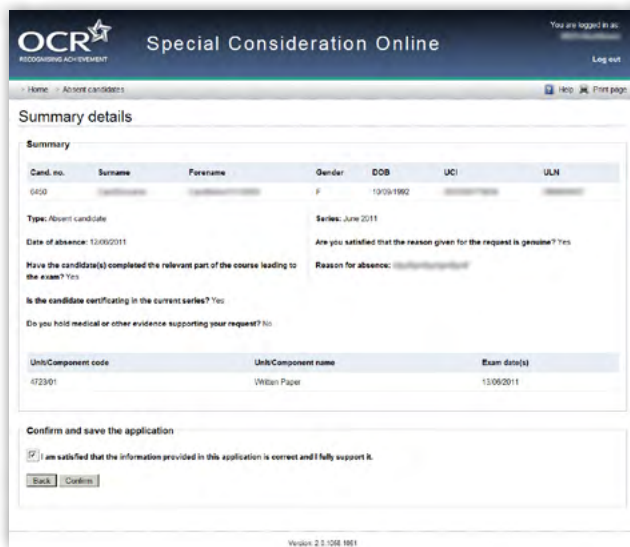
Confirm and submit the application

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



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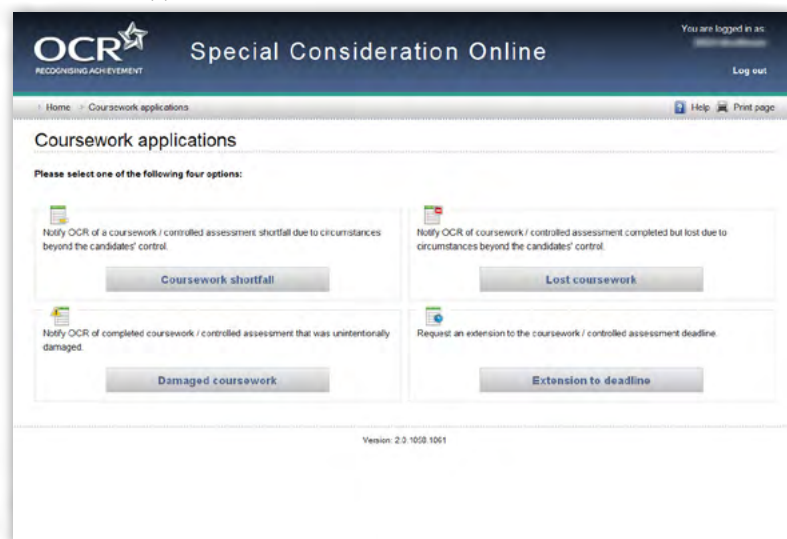
Coursework applications

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



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Select a series

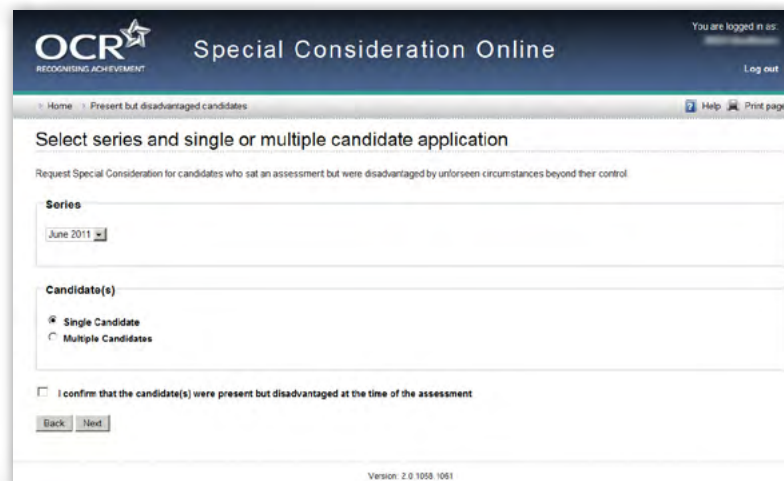
First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

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



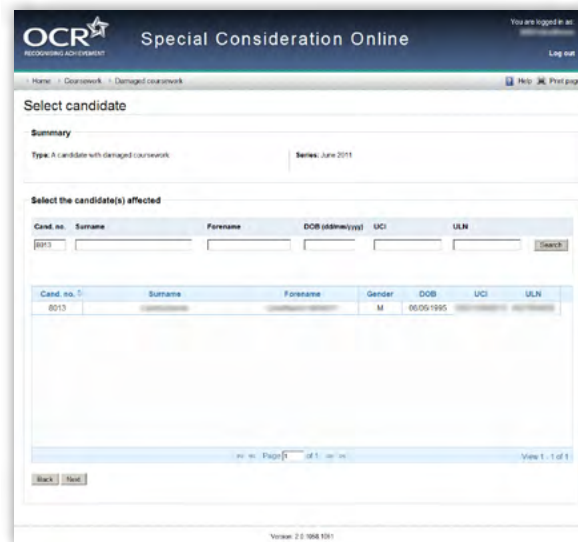
The screenshot shows the 'Special Consideration Online' interface. At the top, there is a navigation bar with the OCR logo and the text 'Special Consideration Online'. Below this, there is a breadcrumb trail: 'Home > Present but disadvantaged candidates'. The main heading is 'Select series and single or multiple candidate application'. Below the heading, there is a sub-heading: 'Request Special Consideration for candidates who sat an assessment but were disadvantaged by unforeseen circumstances beyond their control'. The form contains two main sections: 'Series' and 'Candidate(s)'. The 'Series' section has a dropdown menu currently set to 'June 2011'. The 'Candidate(s)' section has two radio buttons: 'Single Candidate' (which is selected) and 'Multiple Candidates'. At the bottom of the form, there is a checkbox labeled 'I confirm that the candidate(s) were present but disadvantaged at the time of the assessment'. Below the checkbox are 'Back' and 'Next' buttons. The version number 'Version: 2.0 1008 1061' is visible at the bottom of the page.

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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



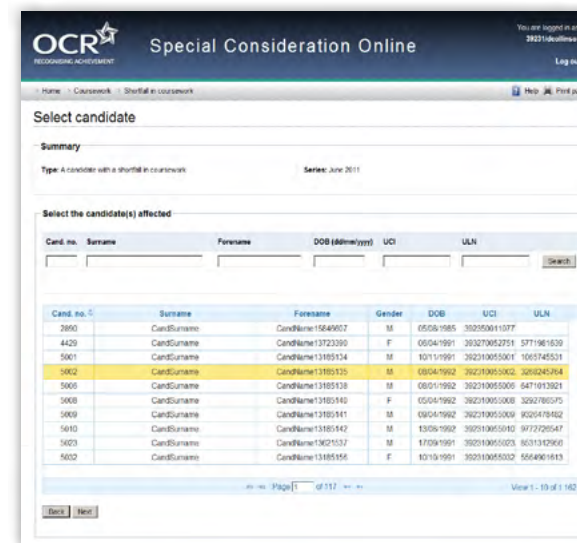
Once you have entered one or more search terms, click on the 'Search' button to display the matching candidate details.

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'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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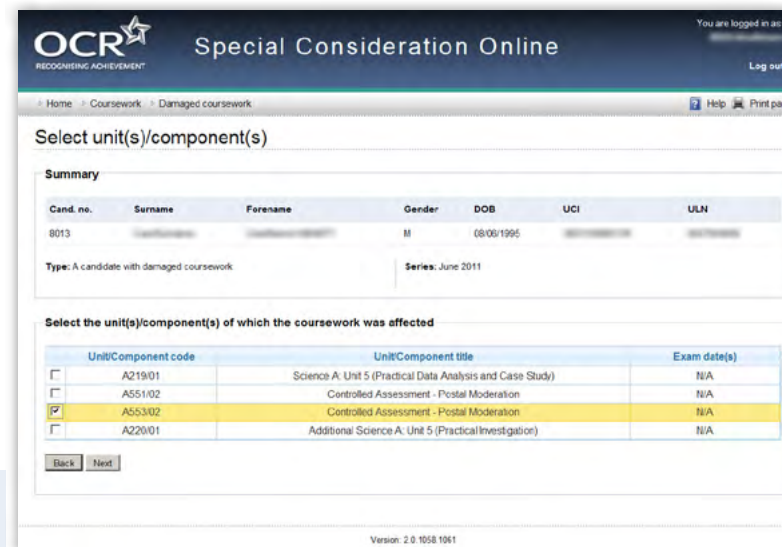
Select unit(s)/component(s)

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)



The screenshot shows the OCR Special Consideration Online interface. The page title is "Select unit(s)/component(s)". It features a "Summary" section with a table of candidate details:

Cand. no.	Surname	Forename	Gender	DOB	UCI	ULN
8013			M	08/08/1995		

Below the summary, it states "Type: A candidate with damaged coursework" and "Series: June 2011".

The main section is "Select the unit(s)/component(s) of which the coursework was affected", which contains a table with columns for "Unit/Component code", "Unit/Component title", and "Exam date(s)".

Unit/Component code	Unit/Component title	Exam date(s)
<input type="checkbox"/> A219/01	Science A: Unit 5 (Practical Data Analysis and Case Study)	N/A
<input type="checkbox"/> A551/02	Controlled Assessment - Postal Moderation	N/A
<input checked="" type="checkbox"/> A653/02	Controlled Assessment - Postal Moderation	N/A
<input type="checkbox"/> A220/01	Additional Science A: Unit 5 (Practical Investigation)	N/A

At the bottom of the table are "Back" and "Next" buttons. The version number "Version: 2.0.1058.1061" is visible at the bottom right of the page.

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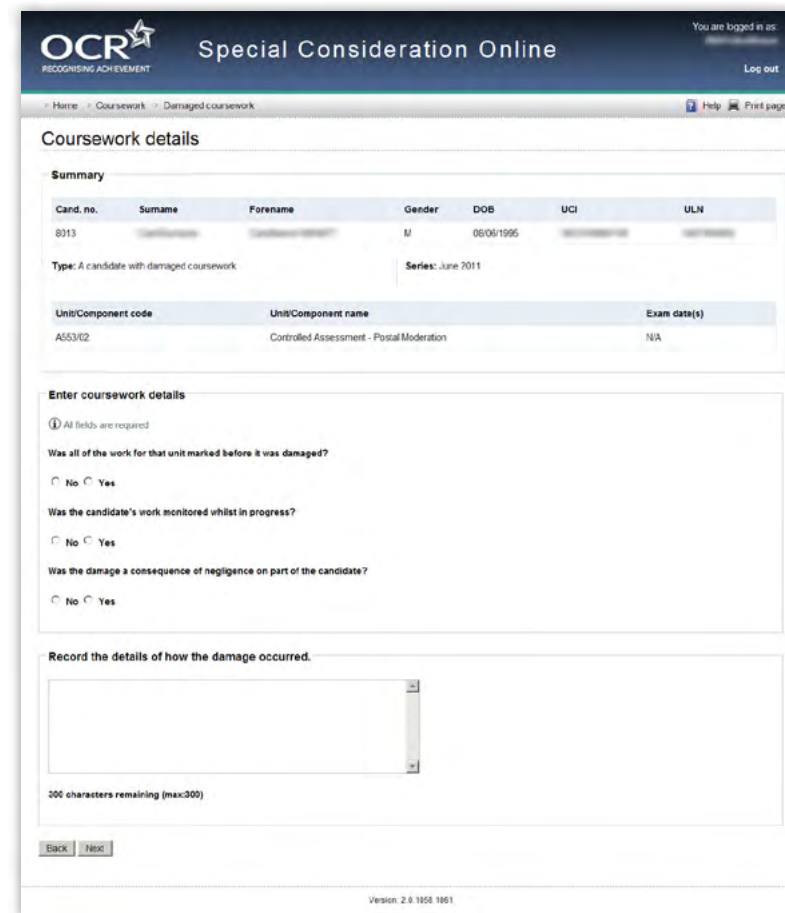
Coursework details

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



Coursework details

Summary

Card no.	Surname	Forename	Gender	DOB	UCI	ULN
8113			M	08/08/1995		

Type: A candidate with damaged coursework Series: June 2011

Unit/Component code	Unit/Component name	Exam date(s)
A553/02	Controlled Assessment - Postal Moderation	N/A

Enter coursework details

All fields are required

Was all of the work for that unit marked before it was damaged?
 No Yes

Was the candidate's work monitored whilst in progress?
 No Yes

Was the damage a consequence of negligence on part of the candidate?
 No Yes

Record the details of how the damage occurred.

000 characters remaining (max:300)

Version: 2.0.1958.1861

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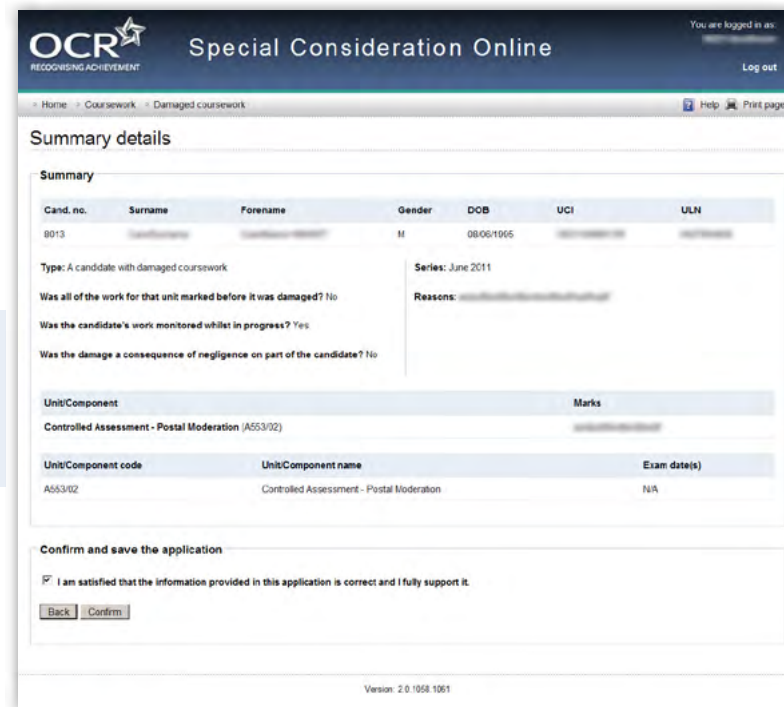
Summary details

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



The screenshot shows the 'Summary details' page in the OCR Special Consideration Online system. The page header includes the OCR logo and the text 'Special Consideration Online'. Below the header, there is a navigation menu with 'Home', 'Coursework', and 'Damaged coursework'. The main content area is titled 'Summary details' and contains a 'Summary' section with a table of candidate information. The table has columns for 'Cand. no.', 'Surname', 'Forename', 'Gender', 'DOB', 'UCI', and 'ULN'. The candidate information shown is: 8013, [redacted], [redacted], M, 08/08/1965, [redacted], [redacted]. Below the table, there are several sections: 'Type: A candidate with damaged coursework', 'Series: June 2011', 'Was all of the work for that unit marked before it was damaged? No', 'Was the candidate's work monitored whilst in progress? Yes', 'Was the damage a consequence of negligence on part of the candidate? No', 'Unit/Component' table, and 'Confirm and save the application' section with a checked declaration box and 'Back' and 'Confirm' buttons.

Cand. no.	Surname	Forename	Gender	DOB	UCI	ULN
8013	[redacted]	[redacted]	M	08/08/1965	[redacted]	[redacted]

Unit/Component	Marks
Controlled Assessment - Postal Moderation (A553/02)	[redacted]

Unit/Component code	Unit/Component name	Exam date(s)
A553/02	Controlled Assessment - Postal Moderation	N/A

I am satisfied that the information provided in this application is correct and I fully support it.

Version: 2.0.1058.1061

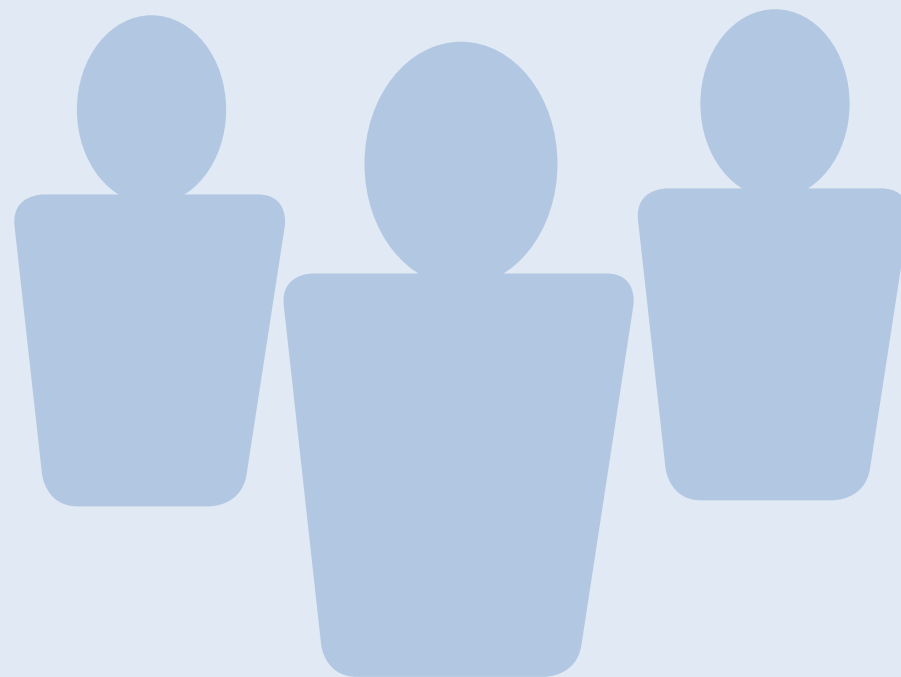
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Multiple candidates

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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Present but disadvantaged candidates

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

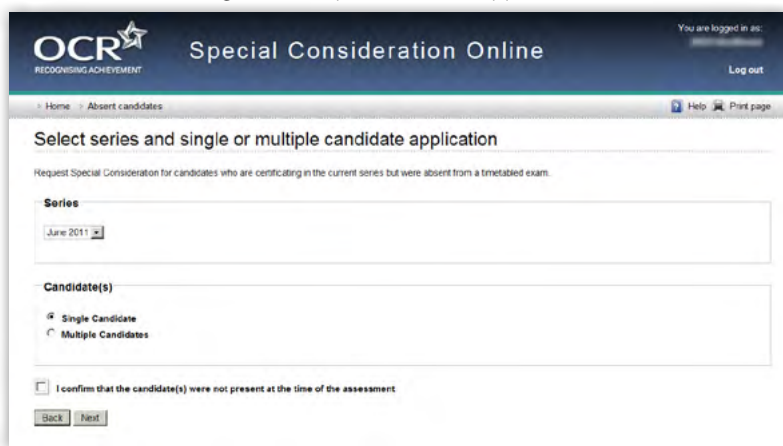
First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

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



The screenshot shows the 'Special Consideration Online' interface. The page title is 'Select series and single or multiple candidate application'. Below the title, there is a sub-header: 'Request Special Consideration for candidates who are certificating in the current series but were absent from a timetabled exam.' The form contains a 'Series' dropdown menu with 'June 2011' selected. Below that is a 'Candidate(s)' section with radio buttons for 'Single Candidate' (selected) and 'Multiple Candidates'. At the bottom, there is a checkbox for 'I confirm that the candidate(s) were not present at the time of the assessment' which is currently unchecked. 'Back' and 'Next' buttons are visible at the bottom of the form.

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



The screenshot shows a declaration box with a checkbox and the text: 'I confirm that the candidate(s) were present but disadvantaged at the time of the assessment'. Below the checkbox is a red error message: 'You must tick the confirmation box in order to proceed'. At the bottom of the box are 'Back' and 'Next' buttons.

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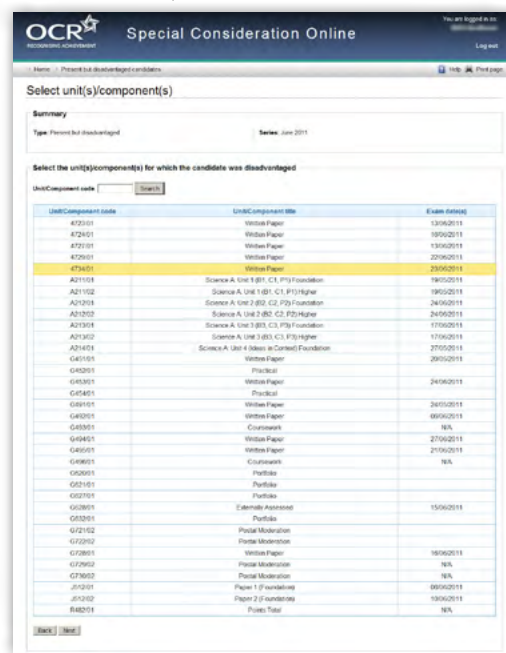
Select unit/component

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



The screenshot shows the 'Select unit(s)/component(s)' page in the OCR Special Consideration Online system. It displays a table with columns for Unit/Component code, Unit/Component title, and Exam date(s). The row for '47401' is highlighted in yellow.

Unit/Component code	Unit/Component title	Exam date(s)
40201	Written Paper	13/06/2011
47201	Written Paper	19/05/2011
47201	Written Paper	13/06/2011
47201	Written Paper	22/06/2011
47401	Written Paper	23/05/2011
A21101	Science A Unit 1 (B1, C1, F1) Foundation	19/05/2011
A21102	Science A Unit 1 (B1, C1, F1) Higher	19/05/2011
A21201	Science A Unit 2 (B2, C2, F2) Foundation	24/05/2011
A21202	Science A Unit 2 (B2, C2, F2) Higher	24/05/2011
A21301	Science A Unit 3 (B3, C3, F3) Foundation	17/05/2011
A21302	Science A Unit 3 (B3, C3, F3) Higher	17/05/2011
A21401	Science A Unit 4 (B4) in Context Foundation	27/05/2011
G4101	Written Paper	29/05/2011
G4201	Practical	
G4301	Written Paper	24/06/2011
G4401	Practical	
G4501	Written Paper	26/05/2011
G4601	Written Paper	06/05/2011
G4801	Coursework	N/A
G4801	Written Paper	27/05/2011
G4801	Written Paper	27/05/2011
G4901	Coursework	N/A
G5001	Portfolio	
G5101	Portfolio	
G5201	Portfolio	
G5301	Externally Assessed	15/06/2011
G5401	Portfolio	
G7102	Practical Moderation	
G7202	Practical Moderation	
G7301	Written Paper	18/06/2011
G7401	Practical Moderation	N/A
G7502	Practical Moderation	N/A
J5101	Paper 1 of examinations	09/05/2011
J5201	Paper 2 of examinations	15/05/2011
R4201	Paper Test	N/A

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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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.

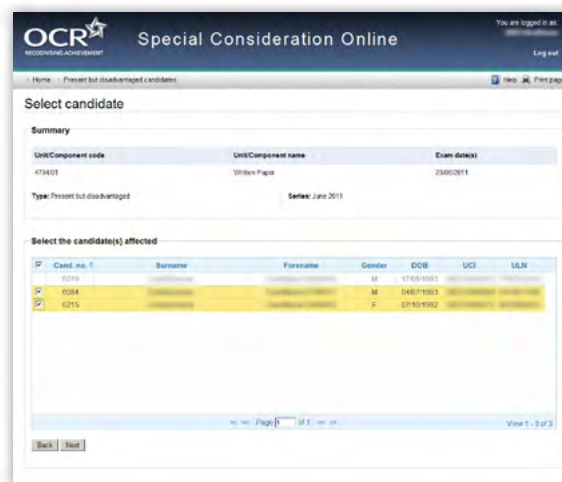
Note – The list is automatically arranged by candidate number. However, you can rearrange the list by clicking on any of the column headings: *Cand. No., Surname, Forename, Gender, DOB, UCI* or *ULN*.

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



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.

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Provide details of disadvantage

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

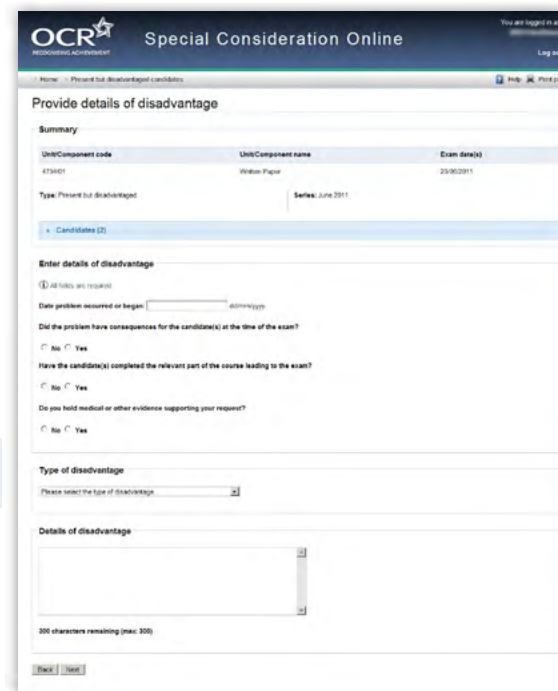
- **Summary** – This shows the series, type of request, unit/component information as well as the details of the affected candidates. **If any of these details are incorrect**, you can click the 'Back' button at the bottom of the page to go back and amend them.
- **Enter details of disadvantage** – In 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



The screenshot shows the 'Provide details of disadvantage' page. At the top, there's a navigation bar with the OCR logo and 'Special Consideration Online'. Below that, a breadcrumb trail reads 'Home > Present but disadvantaged candidates'. The main heading is 'Provide details of disadvantage'. Underneath is a 'Summary' section with a table:

Unit/Component code	Unit/Component name	Exam date(s)
473451	Written Paper	20/02/2011

Below the table, it says 'Type: Present but disadvantaged' and 'Series: June 2011'. There's a '+ Candidates (2)' link. The 'Enter details of disadvantage' section has three questions with radio buttons for 'Yes' and 'No':

- Did the problem occur or begin... (with a date field)
- Did the problem have consequences for the candidate(s) at the time of the exam?
- Have the candidate(s) completed the relevant part of the course leading to the exam?
- Do you hold medical or other evidence supporting your request?

The 'Type of disadvantage' section has a dropdown menu. The 'Details of disadvantage' section has a text area with a '300 characters remaining (max: 300)' indicator and 'Next' and 'Back' buttons at the bottom.

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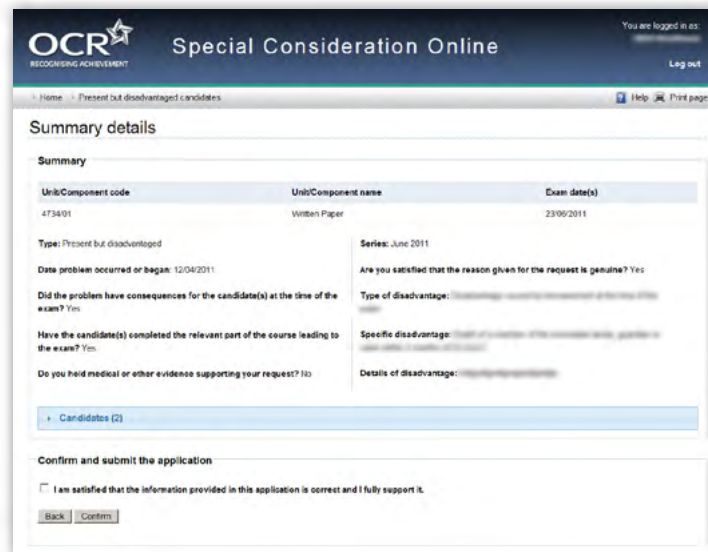
Confirm and submit the application

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.

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.

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



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Absent candidates

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

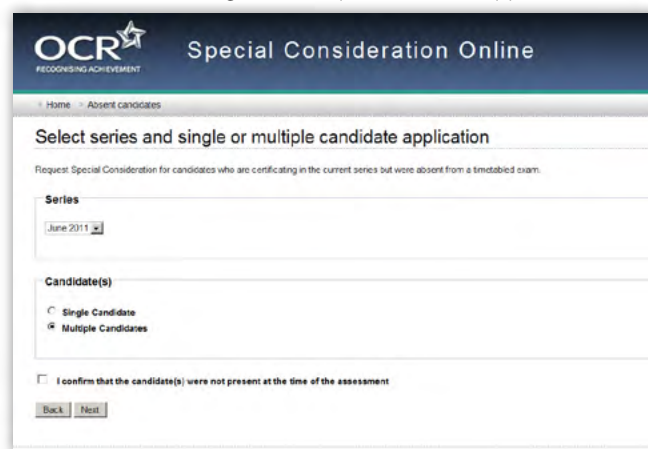
First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

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 **multiple candidates**. If you'd like to submit an application for an individual candidate, see page 5.

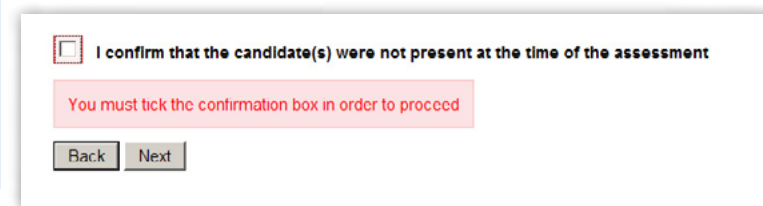
Choose series and single or multiple candidate application



The screenshot shows the 'Special Consideration Online' interface. The page title is 'Special Consideration Online' with the OCR logo. The breadcrumb trail is 'Home > Absent candidates'. The main heading is 'Select series and single or multiple candidate application'. Below this, there is a request description: 'Request: Special Consideration for candidates who are certificating in the current series but were absent from a timetabled exam.' The form has two main sections: 'Series' with a dropdown menu showing 'June 2011', and 'Candidate(s)' with radio buttons for 'Single Candidate' and 'Multiple Candidates' (which is selected). At the bottom, there is a declaration checkbox: 'I confirm that the candidate(s) were not present at the time of the assessment', followed by 'Back' and 'Next' buttons.

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



The screenshot shows a declaration box with a red border. It contains a checkbox that is currently unchecked, followed by the text: 'I confirm that the candidate(s) were not present at the time of the assessment'. Below this, a red error message reads: 'You must tick the confirmation box in order to proceed'. At the bottom of the box are 'Back' and 'Next' buttons.

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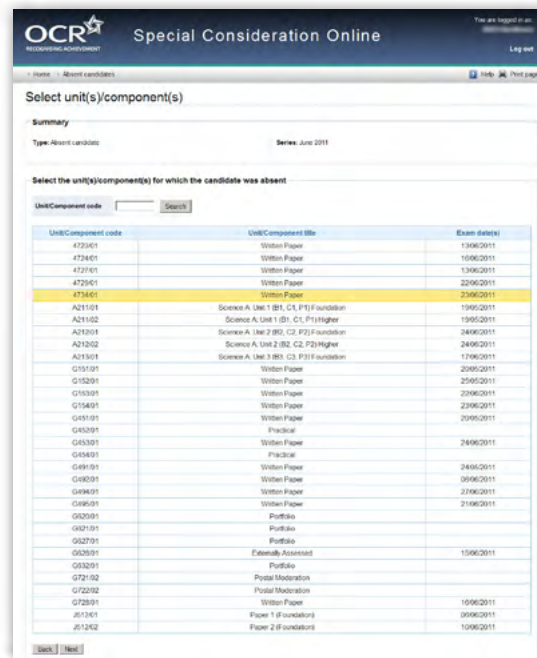
Select unit/component

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



Unit/Component code	Unit/Component title	Exam date(s)
472301	Written Paper	13/06/2011
473401	Written Paper	16/06/2011
472101	Written Paper	13/06/2011
472901	Written Paper	22/06/2011
473401	Written Paper	23/06/2011
A21101	Science A: Unit 1 (B1, C1, P1) Foundation	19/05/2011
A21102	Science A: Unit 1 (B1, C1, P1) Higher	19/05/2011
A21201	Science A: Unit 2 (B2, C2, P2) Foundation	24/06/2011
A21202	Science A: Unit 2 (B2, C2, P2) Higher	24/06/2011
A21301	Science A: Unit 3 (B3, C3, P3) Foundation	17/06/2011
G15101	Written Paper	20/05/2011
G15201	Written Paper	20/05/2011
G15301	Written Paper	23/06/2011
G15401	Written Paper	23/06/2011
G45101	Written Paper	20/05/2011
G45201	Practical	
G45301	Written Paper	24/06/2011
G45401	Practical	
G49101	Written Paper	24/06/2011
G49201	Written Paper	20/06/2011
G49301	Written Paper	23/06/2011
G49401	Written Paper	23/06/2011
G62001	Portfolio	
G62101	Portfolio	
G62201	Portfolio	
G62301	Portfolio	
G62401	Portfolio	
G62501	Externally Assessed	15/06/2011
G62601	Portfolio	
G72102	Postal Moderation	
G72202	Postal Moderation	
G72301	Written Paper	16/06/2011
J51201	Paper 1 (Foundation)	09/06/2011
J51202	Paper 2 (Foundation)	10/06/2011

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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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.

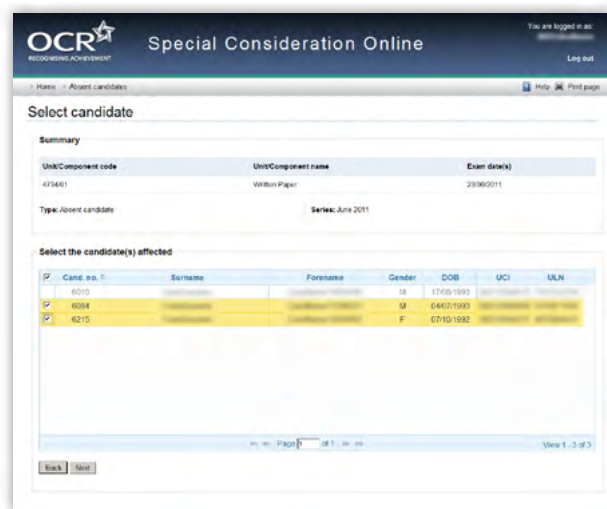
Note – The list is automatically arranged by candidate number. However, you can rearrange the list by clicking on any of the column headings: *Cand. No., Surname, Forename, Gender, DOB, UCI* or *ULN*.

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



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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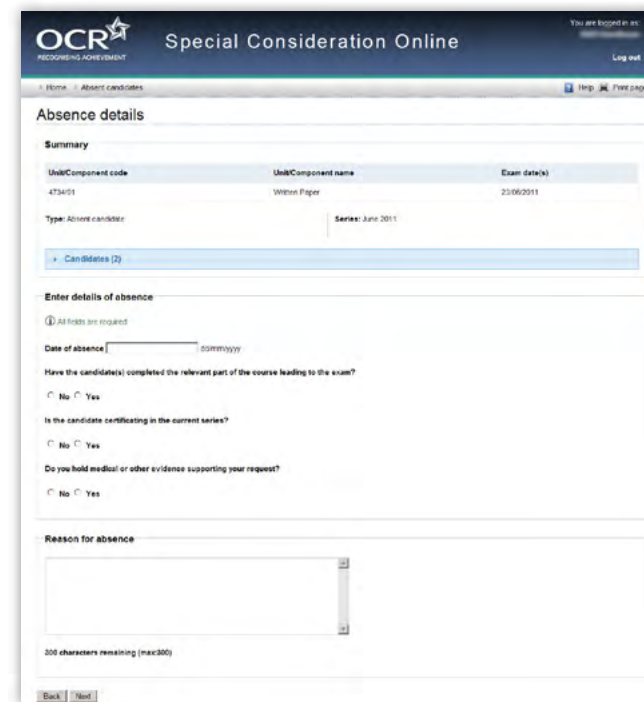
Provide details of the absence

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



The screenshot shows the 'Absence details' page in the OCR Special Consideration Online system. At the top, there is a navigation bar with 'Home', 'Absent candidates', 'Help', and 'Free page' links. The page title is 'Absence details'. Below the title, there is a 'Summary' section with a table:

Unit/Component code	Unit/Component name	Exam date(s)
473451	Written Paper	23/06/2011

Below the table, there are fields for 'Type: Absent candidate' and 'Series: June 2011'. A 'Candidates (2)' section is visible. The 'Enter details of absence' section contains three questions with radio button options:

- Have the candidate(s) completed the relevant part of the course leading to the exam? (No/Yes)
- Is the candidate certifying in the current series? (No/Yes)
- Do you hold medical or other evidence supporting your request? (No/Yes)

The 'Reason for absence' section features a large text area with a character count: '300 characters remaining (max:300)'. At the bottom, there are 'Back' and 'Next' buttons.

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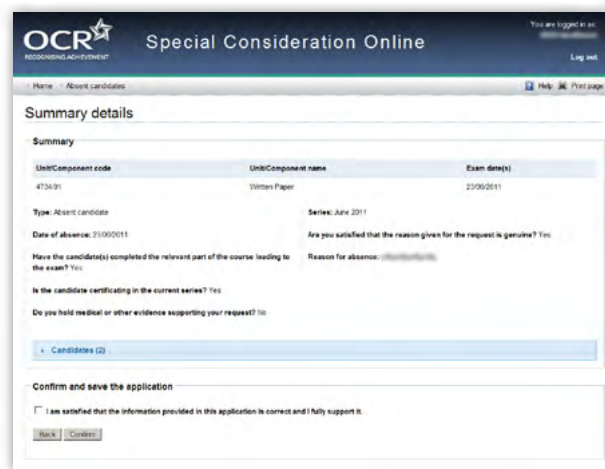
Confirm and submit the application

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



The screenshot shows the 'Summary details' page in the OCR Special Consideration Online system. The page is titled 'Summary details' and contains the following information:

- Unit/Component code:** 4734/01
- Unit/Component name:** Written Paper
- Exam date(s):** 23/09/2011
- Type:** Absent candidate
- Series:** June 2011
- Date of absence:** 21/09/2011
- Are you satisfied that the reason given for the request is genuine? Yes:** (checkbox)
- Have the candidate(s) completed the relevant part of the course leading to the exam? Yes:** (checkbox)
- Reason for absence:** (text field)
- Is the candidate certifying in the current series? Yes:** (checkbox)
- Do you hold medical or other evidence supporting your request? Yes:** (checkbox)
- Candidates (2):** (list)
- Confirm and save the application:**
 - I am satisfied that the information provided in this application is correct and I fully support it.
 -

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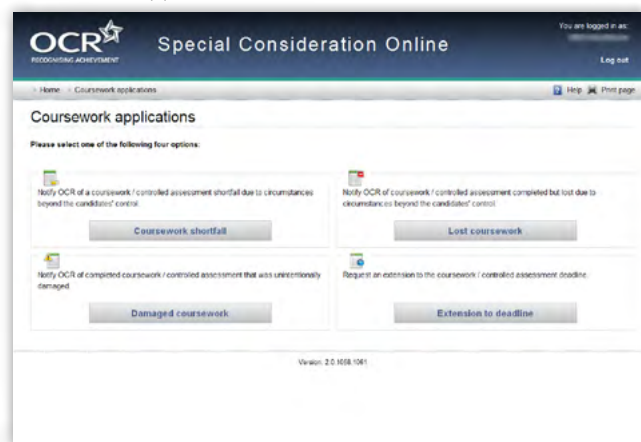
Coursework applications

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



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Select a series

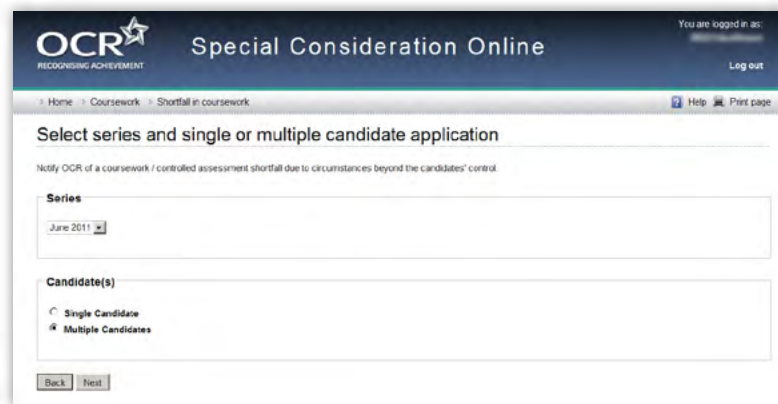
First, select a series from the dropdown list. This is the series within which the assessment took place (for example, June 2012).

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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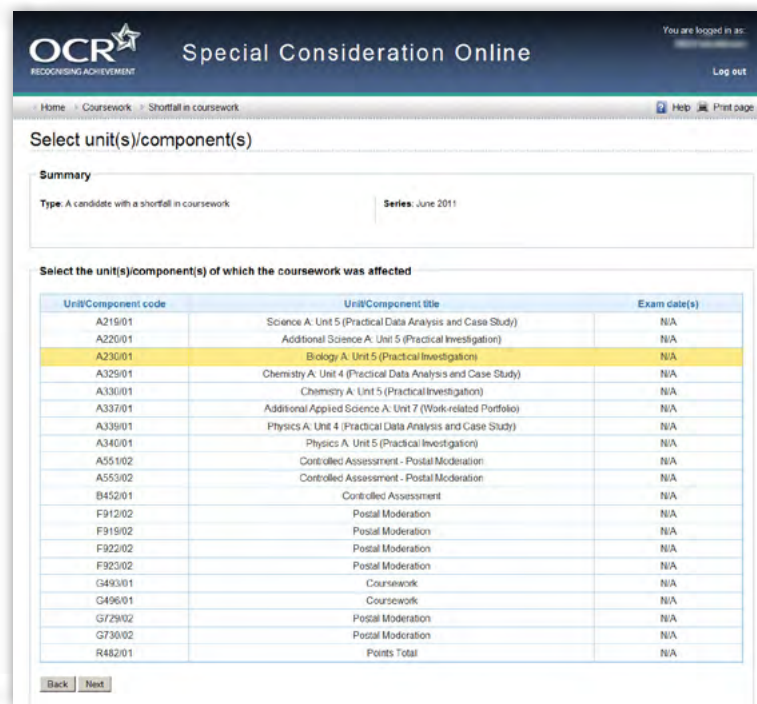
Select unit/component

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



The screenshot shows the 'Special Consideration Online' interface. At the top, it says 'You are logged in as: [username]' and 'Log out'. Below that, there's a breadcrumb trail: 'Home > Coursework > Shortfall in coursework'. The main heading is 'Select unit(s)/component(s)'. Underneath, there's a 'Summary' section with 'Type: A candidate with a shortfall in coursework' and 'Series: June 2011'. The main part of the page is a table titled 'Select the unit(s)/component(s) of which the coursework was affected'. The table has three columns: 'Unit/Component code', 'Unit/Component title', and 'Exam date(s)'. The row for 'A230/01 Biology A: Unit 5 (Practical Investigation)' is highlighted in yellow. At the bottom of the table, there are 'Back' and 'Next' buttons.

Unit/Component code	Unit/Component title	Exam date(s)
A219/01	Science A: Unit 5 (Practical Data Analysis and Case Study)	N/A
A220/01	Additional Science A: Unit 5 (Practical Investigation)	N/A
A230/01	Biology A: Unit 5 (Practical Investigation)	N/A
A329/01	Chemistry A: Unit 4 (Practical Data Analysis and Case Study)	N/A
A330/01	Chemistry A: Unit 5 (Practical Investigation)	N/A
A337/01	Additional Applied Science A: Unit 7 (Work-related Portfolio)	N/A
A339/01	Physics A: Unit 4 (Practical Data Analysis and Case Study)	N/A
A340/01	Physics A: Unit 5 (Practical Investigation)	N/A
A551/02	Controlled Assessment – Postal Moderation	N/A
A553/02	Controlled Assessment – Postal Moderation	N/A
B452/01	Controlled Assessment	N/A
F912/02	Postal Moderation	N/A
F919/02	Postal Moderation	N/A
F922/02	Postal Moderation	N/A
F923/02	Postal Moderation	N/A
G493/01	Coursework	N/A
G496/01	Coursework	N/A
G729/02	Postal Moderation	N/A
G730/02	Postal Moderation	N/A
R482/01	Points Total	N/A

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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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.

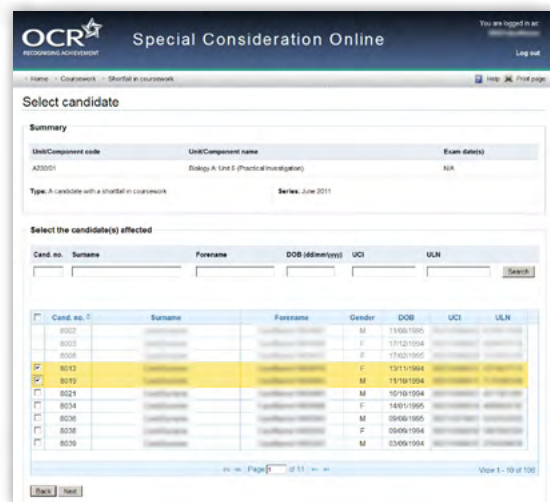
Note – The list is automatically arranged by candidate number. However, you can rearrange the list by clicking on any of the column headings: *Cand. No., Surname, Forename, Gender, DOB, UCI* or *ULN*.

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



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.

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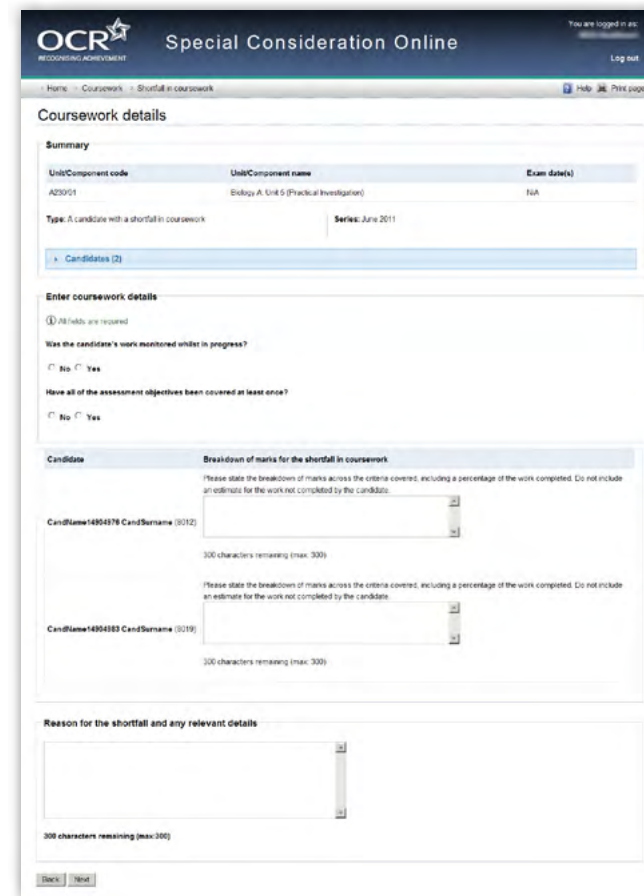
Coursework details

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



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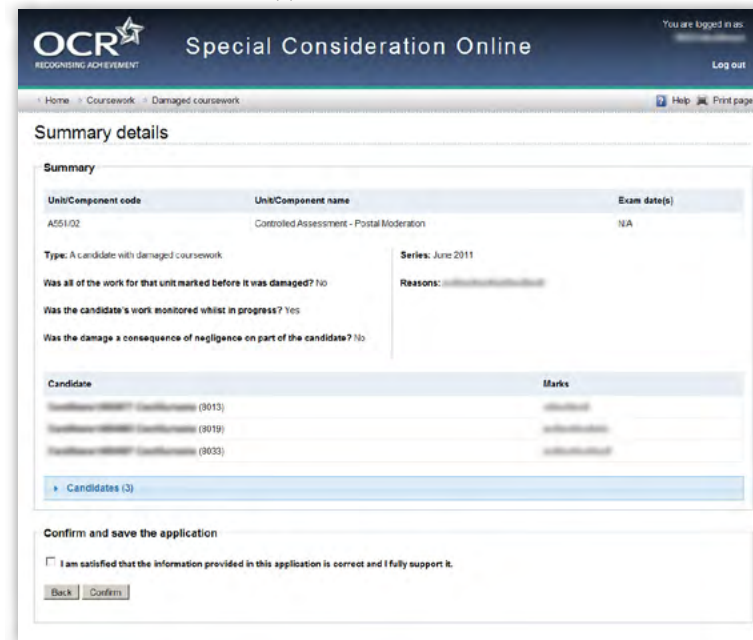
Summary details

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



The screenshot shows the 'Summary details' page in the OCR Special Consideration Online system. The page header includes the OCR logo and 'Special Consideration Online'. The main content area is titled 'Summary details' and contains a table with the following information:

Unit/Component code	Unit/Component name	Exam date(s)
A551/02	Controlled Assessment - Postal Moderation	N/A

Below the table, there are several sections:

- Type:** A candidate with damaged coursework.
- Series:** June 2011
- Was all of the work for that unit marked before it was damaged? No**
- Was the candidate's work monitored whilst in progress? Yes**
- Was the damage a consequence of negligence on part of the candidate? No**
- Reasons:** (A text area for providing reasons)

There is also a table for 'Candidate' and 'Marks':

Candidate	Marks
00000000000000000000 (8013)	0.00000000
00000000000000000000 (8019)	0.00000000
00000000000000000000 (8033)	0.00000000

At the bottom, there is a section titled 'Confirm and save the application' with a checkbox: I am satisfied that the information provided in this application is correct and I fully support it. Below this are 'Back' and 'Confirm' buttons.

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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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View submitted applications

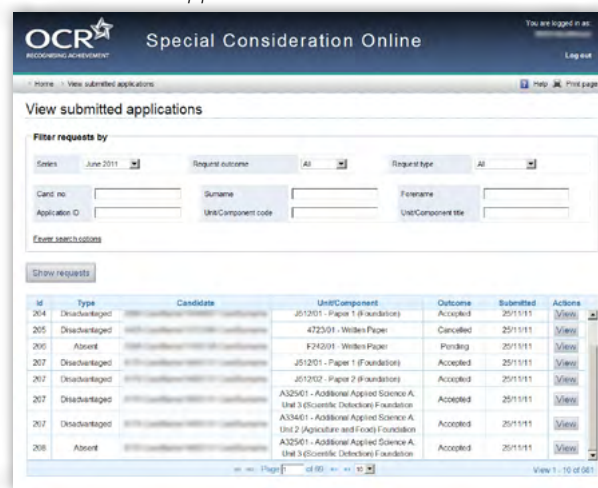
Click on the 'View submitted applications' button on the Special Consideration Online homepage to view all applications submitted by your centre.

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



ID	Type	Candidate	Unit/Component	Outcome	Submitted	Actions
264	Disadvantaged		351201 - Paper 1 (Foundation)	Accepted	25/11/11	View
265	Disadvantaged		472301 - Written Paper	Cancelled	25/11/11	View
266	Absent		F24201 - Written Paper	Pending	25/11/11	View
267	Disadvantaged		351201 - Paper 1 (Foundation)	Accepted	25/11/11	View
267	Disadvantaged		351202 - Paper 2 (Foundation)	Accepted	25/11/11	View
267	Disadvantaged		A32501 - Additional Applied Science A, Unit 3 (Scientific Detectors) Foundation	Accepted	25/11/11	View
267	Disadvantaged		A33401 - Additional Applied Science A, Unit 2 (Agriculture and Food) Foundation	Accepted	25/11/11	View
267	Disadvantaged		A32501 - Additional Applied Science A, Unit 3 (Scientific Detectors) Foundation	Accepted	25/11/11	View

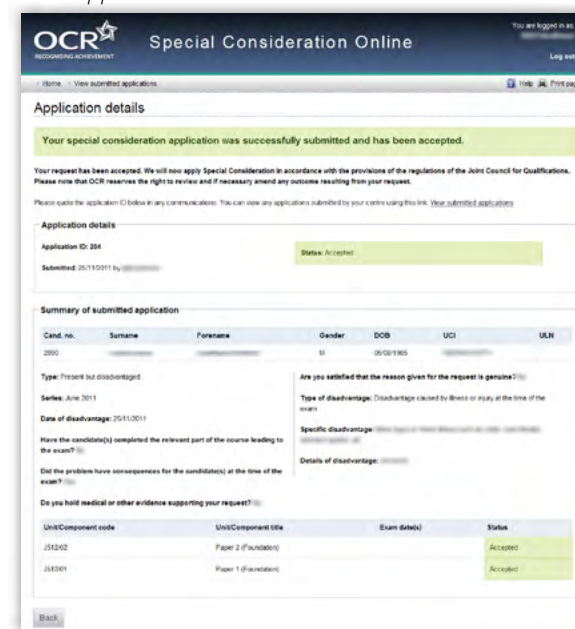
Note – If your search returns multiple results, you can rearrange these by clicking on any of the column headings: *Id, Type, Candidate, Unit/Component, Outcome, Submitted* or *Actions*.

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



Application details

Your special consideration application was successfully submitted and has been accepted.

Your request has been accepted. We will now apply Special Consideration in accordance with the provisions of the regulations of the Joint Council for Qualifications. Please note that OCR reserves the right to review and if necessary amend any outcome resulting from your request.

Please quote the application ID below in any communications. You can view any applications submitted by your centre using this link: [View submitted applications](#)

Application details

Application ID: 264 Status: Accepted

Submitted: 25/11/2011 by [User]

Summary of submitted application

Cand. no.	Surname	Forename	Gender	DOB	UCI	ULN
260			M	05/01/1985		

Type: Present but disadvantaged

Series: June 2011

Date of disadvantage: 25/11/2011

Have the candidate(s) completed the relevant part of the course leading to the exam?

Did the problem have consequences for the candidate(s) at the time of the exam?

Do you hold medical or other evidence supporting your request?

Unit/Component code	Unit/Component title	Exam date(s)	Status
351202	Paper 2 (Foundation)		Accepted
J33301	Paper 1 (Foundation)		Accepted

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Further support

Using Special Consideration Online:

OCR Customer Contact Centre

01223 553998
general.qualifications@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

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