Cambridge TECHNICALS LEVEL 3 (2016) PERFORMING ARTS

How to submit Unit 2C: Proposal for a commissioning brief (L/507/6467)

This document contains information and step-by-step instructions for centres on how to submit learner's work for Level 3 Cambridge Technicals in Performing Arts unit 2C (Proposal for a commissioning brief) to OCR for assessment.

Introduction

Files of completed learner work are uploaded by centres into a web based **Surpass** project. Surpass is the software used by OCR for on-screen assessment, and a project is a type of file repository. Any references to a 'test' in Surpass also relate to a 'project.'

OCR will schedule a project for each learner, linked to a valid unit test entry for a specific examination series, which is only available within the timetabled window.

The centre administrator (centre Exams Officer or class teacher) will be required to upload their learner's **completed** work to the project. The project is **not** a workspace; work in progress should be undertaken and saved outside of Surpass.

Files of learner work must be uploaded during or immediately following the published window for the examination series in question. Therefore to allow you time to resolve any issues that may be preventing you from uploading files it is recommended that:

- Each learner's project is opened, using the keycode, at the earliest possible opportunity in the timetabled window to check it can be accessed without any issue.
- Completed files of learner's work are uploaded to the project throughout the timetabled window rather than at the last minute.

The timetabled window for uploading **completed** learner's work runs for 14 consecutive calendar days for each examination series. It starts at 00:00 hours on the timetabled day 1 and ends at 23:59 hours on the timetabled day 14. Projects cannot be worked on outside this window but we have allowed two days immediately after the timetabled window for you to finalise the upload of the learner's **completed** work (finished proposals).

Our Customer Support Centre (support@ocr.org.uk and 01223 553998) can help with any queries about Surpass.

System requirements

The system requirements for the computer(s) you will be using to upload the files of completed learner work in to Surpass are:

- A web browser: recent versions of Google Chrome, Mozilla Firefox and Microsoft Edge are supported. This is used to login to Surpass to obtain the keycodes for each learner (step 1).
- An active and constant internet connection.

File upload information

Formats	The following file types **are** permitted. Word processing file: .doc, .docx, .odt Portable document format: .pdf Other file types are **not** permitted and cannot be uploaded into projects; this includes .zip files.
Names	File names should only contain letters, numbers and underscores. Although it may be possible to save files with special characters in the name, these should **not** be used because Surpass functions in a different way to other commonly used software packages. Although it is possible to upload a file with a name 100 characters in length, we recommend that file names are meaningful and as short as possible. File names do **not** have to include information to identify the learner. A suggested format is: <Centre Number>_<Unit Number>_<Candidate Number>_<<Surname_ Initials> E.g., 12345_1_0126_Jackson_B However information to identify the candidate should be evident when the file is opened.
Size	The maximum individual file size permitted is 5MB.
Amendments	It is **not** possible to save amendments to the content of files once they have been uploaded; only completed work should be uploaded. It is possible to remove and replace files within any given project as many times as required within the timetabled window prior to the project being submitted, or the end of the timetabled window.
Upload	A file **must** be closed for an upload to be successful. It is **not** possible to upload the same file more than once, i.e., a file of the same name and type. Note: it is possible to upload files with the same name provided they are different types.

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Process

1. The centre administrator logs in to Surpass (https://ocr.surpass.com/) using a web browser to obtain **keycodes** for each learner. These keycodes will be available in the Invigilate screen in Surpass 24 hours before the start of the 14 day timetabled window.

   If this is the first time your centre is using Surpass, your centre administrator will receive a link to activate your account in advance of the timetabled window.

   If your centre has used Surpass in a previous examination series, and your centre administrator cannot remember their account details, they will need to recover them by following the steps below:

   - **Click on the 'Can't access your account?' link** on the login screen.
   - **Enter either the user name or email address** associated with your account. You will receive an email with an account recovery link.
   - **Click this link, enter a new password and answer the security question**.
   - **Click the change password button** and you will be logged into Surpass.

   The centre administrator can print the keycodes for the class teacher if they are intending to upload the learner's completed work instead of the administrator.

2. In a web browser navigate to the following address to display the Launch Test screen.

   https://ocr.surpass.com/LaunchTest
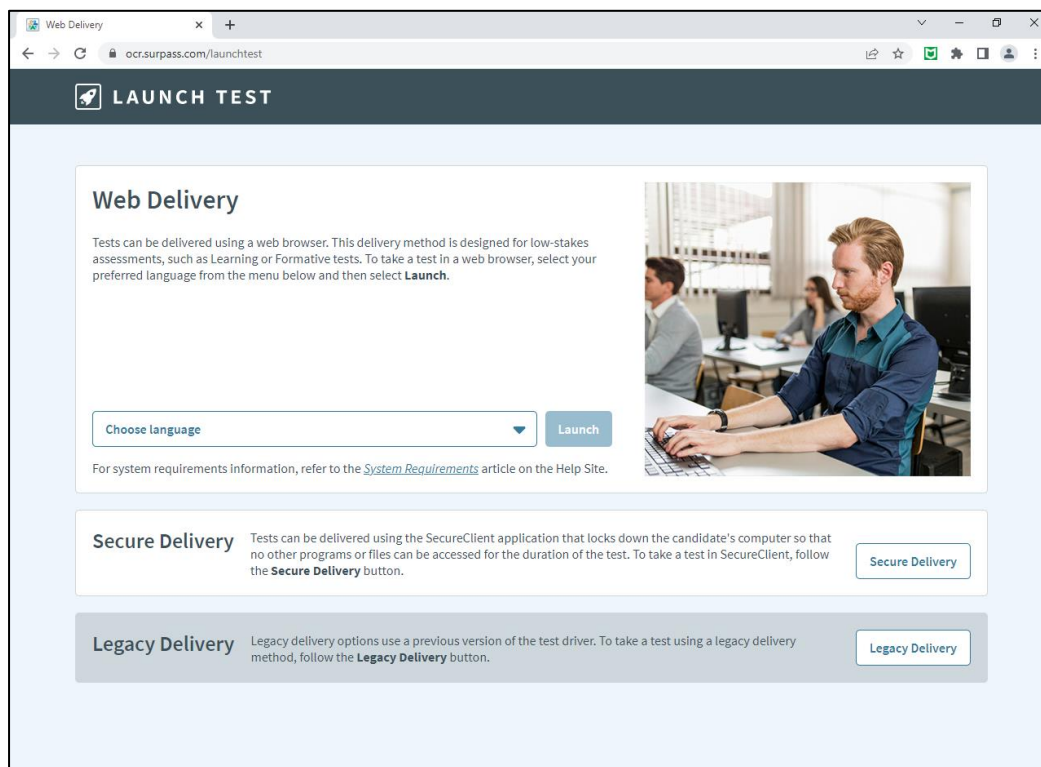
3. Select the English (UK) from the Web Delivery Choose language dropdown and click the **Launch** button to display the Enter Keycode screen.

    Alternatively, you can browse directly to the Enter Keycode screen from either of the following addresses:

    https://ocr.surpass.com/secureassess/htmldelivery/
    https://ocr.surpass.com/takeatest
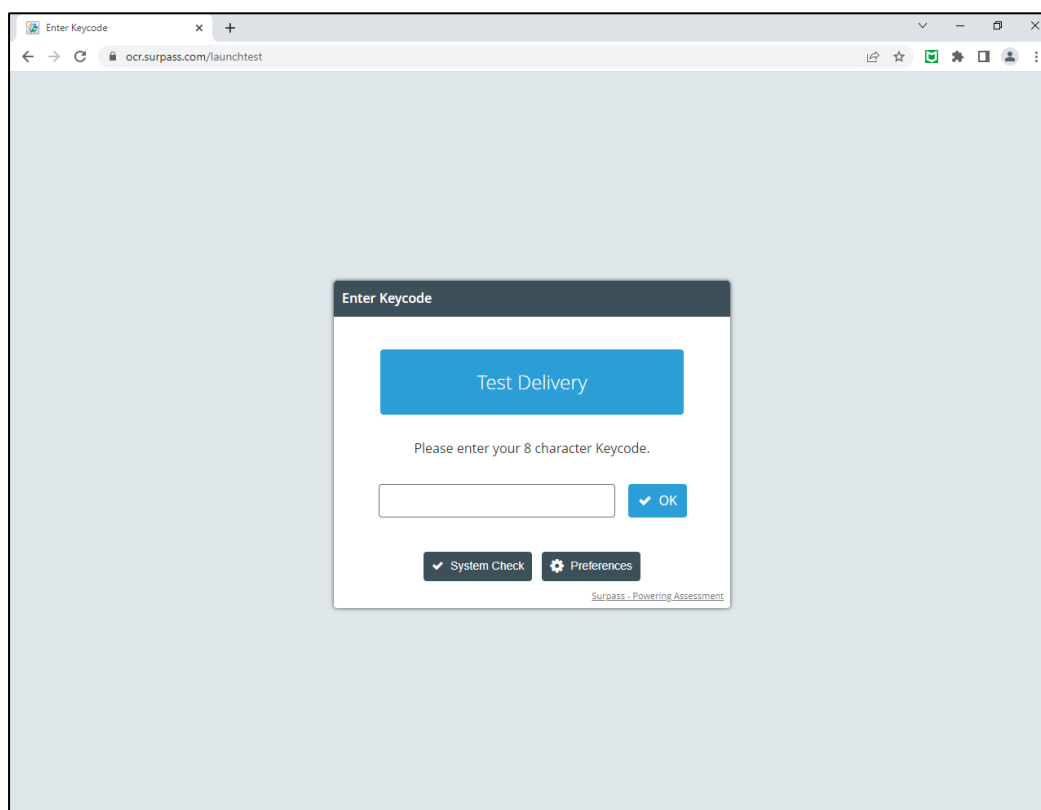
Each learner scheduled for a project will have an eight character alphanumeric keycode available in the Invigilate screen in Surpass. The keycode is unique to them for the project they are entered for in the examination series.

The keycodes can be used an unlimited number of times within the timetabled window for each examination series.

4. Enter the keycode and click the **OK** button.

The **Preferences** button allows the colour scheme to be changed.

5. The Confirm Details screen will be displayed showing the learner the project relates to.

Check the learner's details are correct and click the **Confirm** button to continue.

6. The Introduction page is displayed and includes information about the assessment. It will only be displayed when the project is opened for the first time but can be returned to if needed.
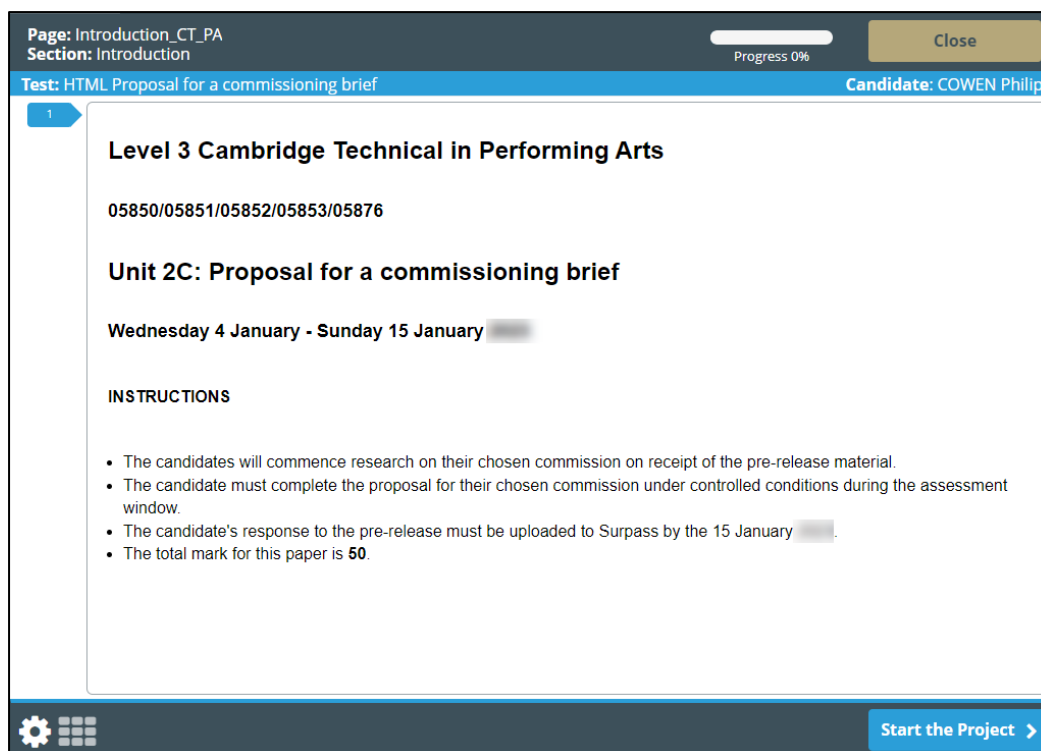
Click the **Start the Project** button to continue.

7. The project moves to question 1 which is where the learner's completed work is uploaded.
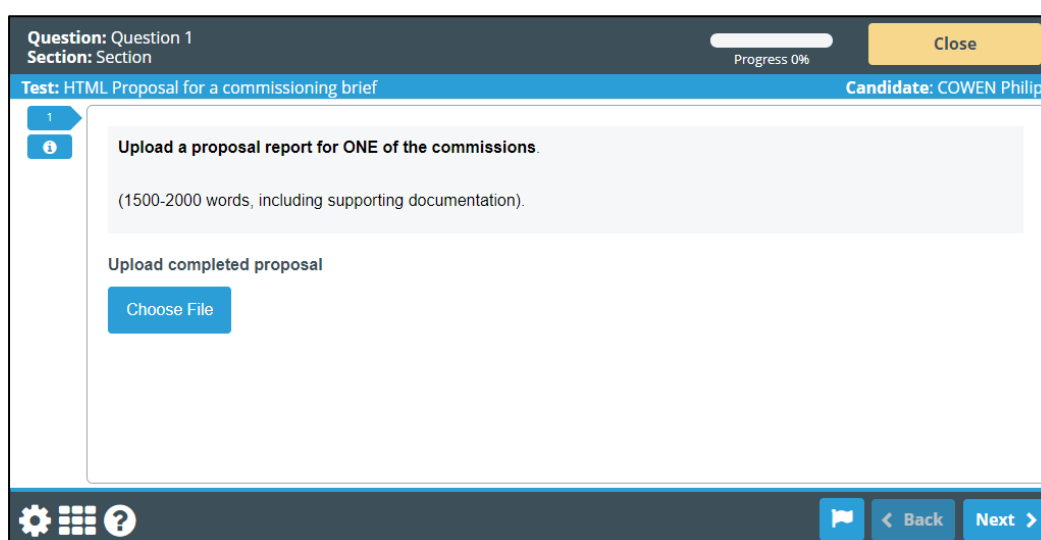
Click the symbol to return to the Introduction page.

Click the symbol to open the Preferences screen.

It is possible to open and close a learner's project as many times as required during the

timetabled window. The project will automatically open at the point that it was closed.

8. Files of **completed** learner work are uploaded to question 1 in the project.

   Click the **Choose File** button to access the computer's directory and navigate to the folder containing the **completed** learner work.

   In Google Chrome and Microsoft Edge the file types will default to displaying *Custom Files* and show the permitted file types only (shown below).
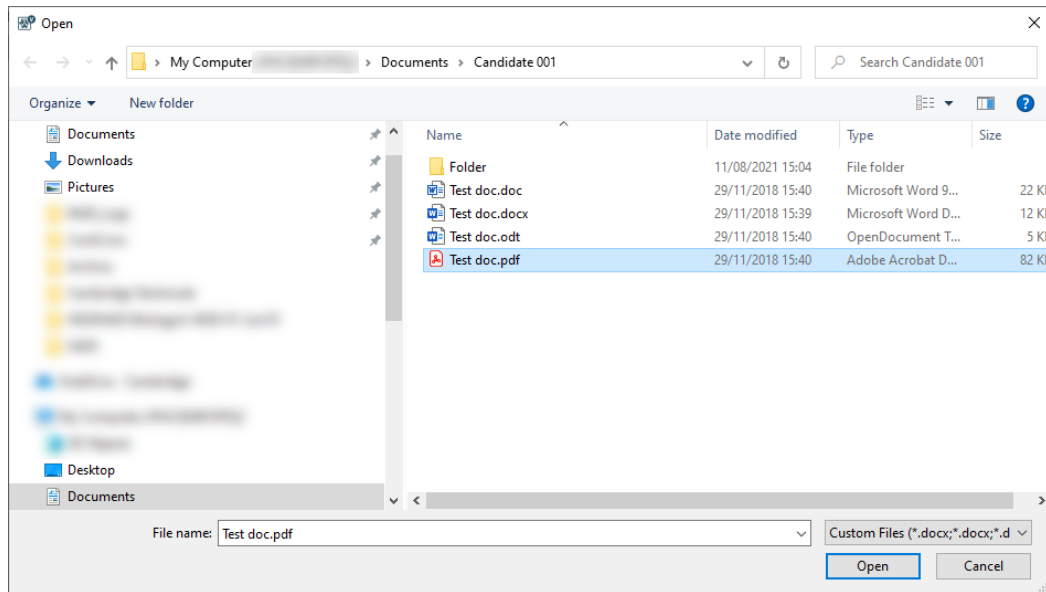
Highlighting *Custom Files* will show the permitted file types.
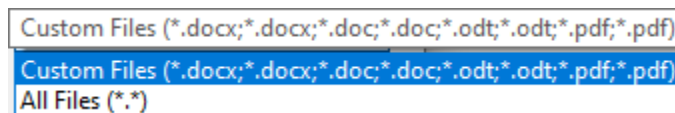
Highlighting *All Files* will display all the files in the folder but it will only be possible to upload those saved in the permitted file formats.

In Mozilla Firefox instead of *Custom Files* this shows as *All Supported Types* and will show the permitted file types.

Select the file containing the completed learner work and click the **Open** button to upload it.

9. The uploaded file is displayed below the **Choose File** button.

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Once a file has been uploaded it is possible to add additional files by repeating the steps in section 8.

It is also possible to rename, replace, download or delete a file that has been uploaded using the controls to the right of each file uploaded.

10. When at least one file has been uploaded the progress indicator shows as 100% and the colour of question 1 in the left-hand navigation changes. Both indicate that the uploaded file has been saved.

11. Click the **Next** button to move to the final information page. This gives the options for closing the project.
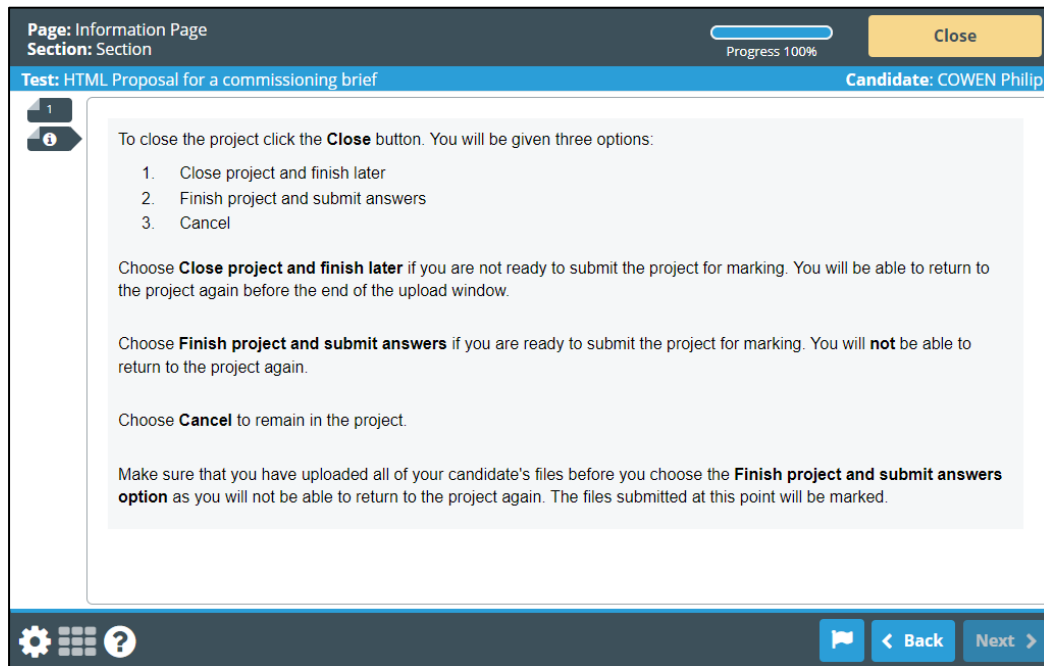
12. If the **completed** learner work has been uploaded click the **Close** button to exit the project.

13. The Close screen is displayed giving the option to close and finish later, finish and submit or cancel.
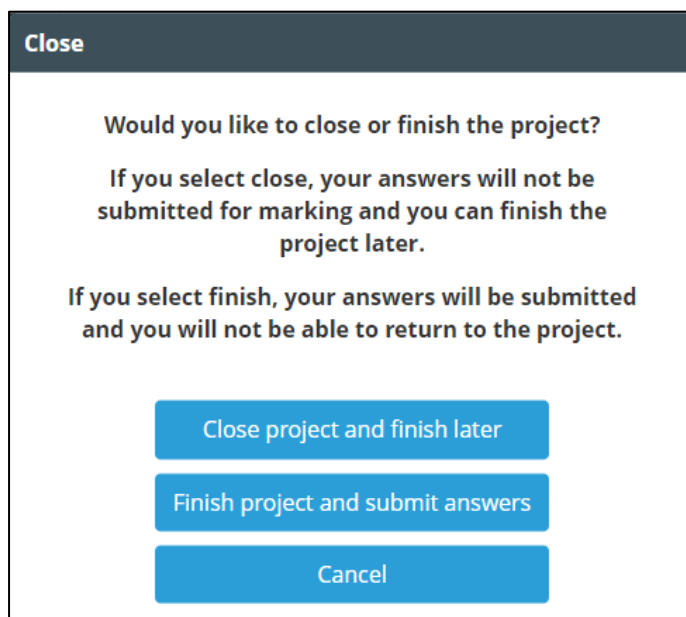
Choose the **Close project and finish later** button to close the project with the option to open it again within the timetabled window.
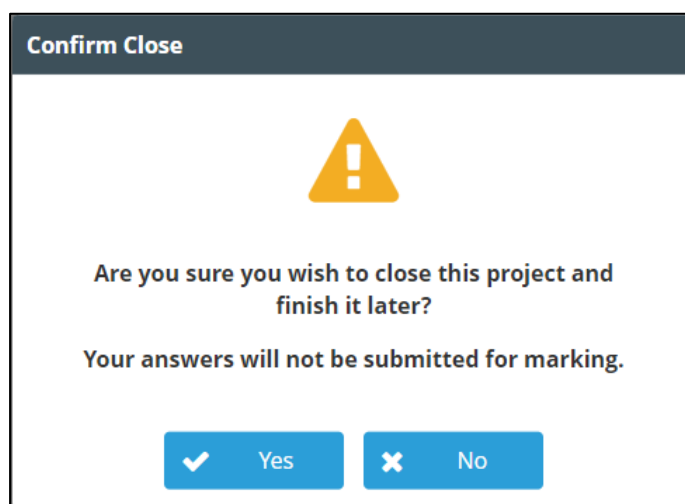
Choose the **Finish project and submit answers** button when all the completed learner work has been uploaded and is ready to be submitted. The project is completed and ready for assessment. The project cannot be opened again even if there is time remaining in the timetabled window.

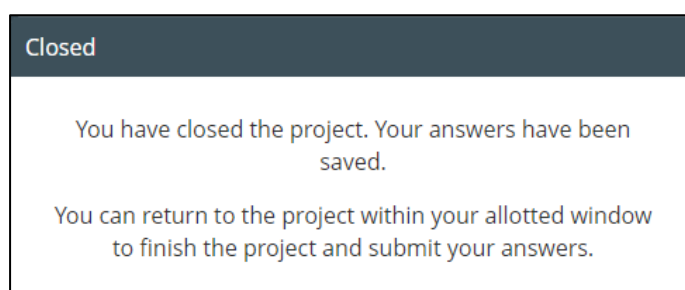Choose the **Cancel** button to remain in the project.

14. Click on the required button to confirm the close option.

   a. Close project and finish later

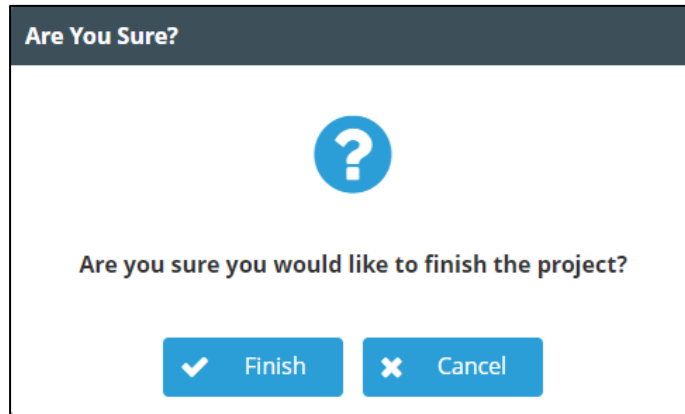   The Confirm Close dialogue is displayed.

   Click the **Yes** button to close. The Closed message is displayed in the web browser which can then be closed.

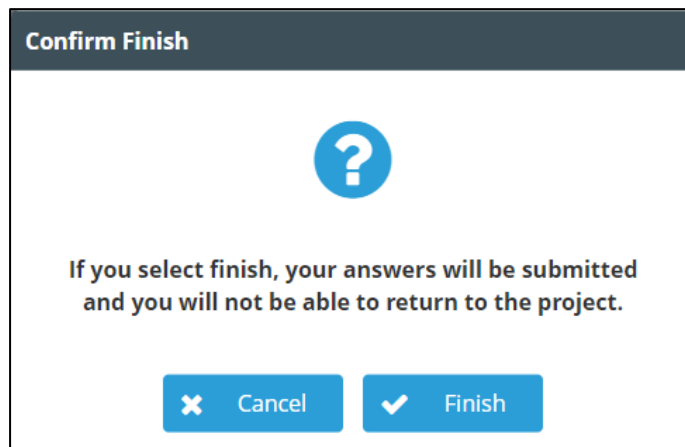   Click the **No** button to remain in the project.

   b. Finish project and Submit answers

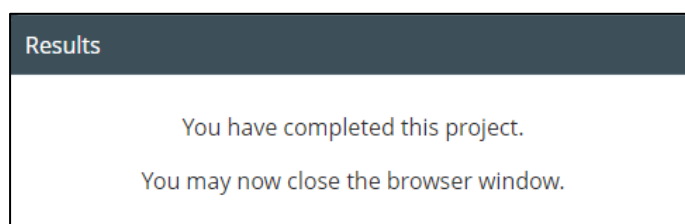   The Are You Sure? dialogue is displayed.

Click the **Finish** button to continue or the **Cancel** button to remain in the project.

A second Confirm Finish dialogue is displayed. Click the **Finish** button to finish.
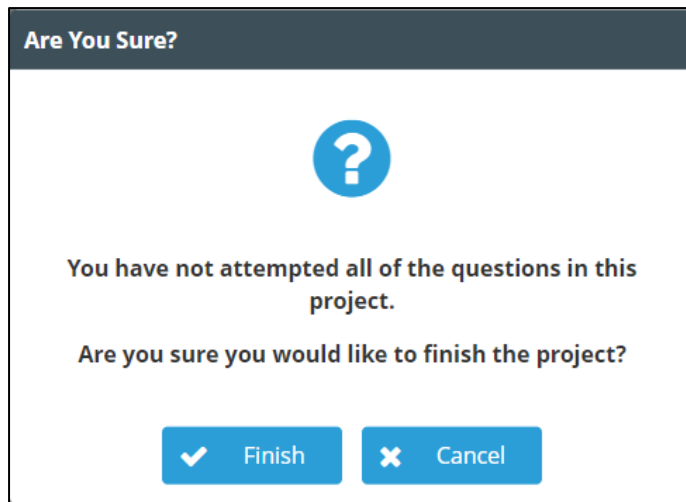

The Results message is displayed in the web browser which can then be closed.

Click the **Cancel** button to remain in the project.

15. If no files have been uploaded to the project, the Are You Sure? dialogue will display a warning.

Click the **Cancel** button to remain in the project and upload the **completed** learner work.

16. Any projects that have not been submitted by the time the timetabled window has ended will be automatically submitted by Surpass. Only files uploaded to the project at the point of the timetabled window ending will be available to the examiner for assessment.

17. The centre administrator can monitor the status of each project in the Invigilate screen in Surpass using the State column.

The list of states is shown below.

Symbol	Definition
✔	The project has finished and been submitted for assessment
✖	The project has been voided
⏵	The project is currently in use
⏵ 🚫	The project has been started but is not currently in use
Ⓡ	The project is ready for use but has not been started
⏸ 🚫	The project has been paused