OCR
Oxford Cambridge and RSA

Cambridge Technicals (2012 and 2016)

Guidance on file formats for digital submissions

Level 2: All qualifications

Level 3: All qualifications

Introduction

As the moderators won't be visiting your centre, you will need to send all required evidence to them. For most subjects, there will be options for both postal and digital submission*. The exception is Art and Design, for this **only** digital submissions are possible. Digital submission is the preferred way of sending evidence as it avoids security, health and assessment risks for both you and our moderators.

> *When sending evidence by post, you **must not** store evidence on a USB or any other portable drive or disk. You must make all digital submissions through our digital submission platform, Secure Exchange.*

This document gives advice, guidance and best practice on the following:

- Acceptable file formats
- Preparing files to be uploaded
- Labelling files.

Acceptable file formats

We can accept most common file types, but there are file types that are not compatible with Secure Exchange. Therefore, it's important that you are aware of supported file types and share this information with your students so that preparing work for submission is straight forward.

We accept files in the following formats:

Audio or sound formats

MPEG Audio Layer III (*.mp3)

Graphics formats

JPEG (*.jpg)
MS bitmap (*.bmp)
GIF images (*.gif)
Portable Network Graphic (*.png)

Movie formats for digital video evidence

MPEG (*.mpg)
MPEG Video Layer 4 (*.mp4)
QuickTime movie (*.mov)
Windows Media Video (*.wmv)

Microsoft Office suite

PowerPoint (*.ppt, *.pptx)
Word (*.doc, *.docx)
Excel (*.xls, *.xlsx)

Note that these must be no larger than 20 MB.

Text formats

Portable Document Format (*.pdf)

What if the file format I need isn't supported?

You can use other methods to allow moderators to view evidence. For example:

- Use QR codes. (Please make sure that they are not blurred, and check that they can be scanned before you send them).
- Give a URL to link directly to a document or video hosted on another accessible web page
- Provide HTML to link directly to a website that was created as evidence

If you use any of these methods to share evidence, it's important that you test the links before you include them within a submitted file. If a link is broken because it was edited after the link was shared, the evidence will not be admissible for assessment.

Preparing files to be uploaded

When uploading files there will be separate folders for each candidate in the requested sample, so assessors can easily find candidate's work. These candidate folders will have two sub-folders, one for the candidate's evidence and one for the Unit Recording Sheet (URS) for that candidate.

File size

Make sure uploaded files are within the following size limits:

Microsoft Office formats must be under 20 MB.
Movie formats – must be under 750 MB.
All other file formats – must be under 250 MB.

This should be enough capacity for even large evidence files. However , please consider file size and if possible reducing file size by:

- editing video files
- reducing the resolution of graphic files as long as this does not affect the quality of evidence
- not embedding video or graphic files within PowerPoints. Instead, you could include screen-shots, or upload videos to the candidate's folder in Secure Exchange, clearly labelling the video file and sign-posting to the file from within the PowerPoint
- splitting a larger video down into a sequence of videos that directly follow on from each other. Not missing any footage or creating a clip reel.

Zipping files

Zipped files and folders will **not** be able to be uploaded to Secure Exchange.

Labelling files

Though files should be uploaded into the specific candidate folders within the sample request, there is always the risk of a file being uploaded to the wrong folder. As this can cause problems with moderation, it's essential to label files clearly.

We recommend you use the following naming conventions. Elements should be separated by underscore characters, not spaces. Always use shortened descriptions for File Content, ensuring the naming of a file does not exceed 50 characters.

The following symbols must not be used when naming files;
! " £ $ % ^ & ( ) = + { } [ ] : ; @ ' ~ # < > , ? / \ |

Individual candidate files

Candidate Number_Candidate Surname and First Initial_Unit Number_Brief Description of File Content
(for example: **12345678_BloggsJ_Unit12_Performance**, or
98765432_AliM_Unit8_Video1.0, or
34567890_WoodwardE_Unit23_SketchbookPgs1and2)

Files containing a candidate's complete unit submission

Centre Number_Candidate Number_Candidate Surname and First Initial_Qualification Level_Five Digit Entry Code_Unit Number
(for example: **12345_23456789_LeeB_L3_05367_Unit19**)

Unit Recording Sheets

Centre Number_Candidate Number_Candidate Surname and First Initial_Qualification Level_Four Digit Entry Code_Unit Number_URS
(for example: **12345_23456789_LeeB_L3_05367_Unit19_URS**)

Further help and support

Do you need any more help and support? If you have any questions about this guidance, or about the arrangements for Cambridge Technical assessments, please contact us.

Telephone

Call the Customer Support Centre on 01223 553998.

Email

Email the Customer Support Centre on vocational.qualifications@ocr.org.uk