



OCR Cambridge Technicals - Import of Results into the Summer Series 2019

Result files received from OCR for Cambridge Technicals will be designed to import into a September season. However, as in previous years, OCR will provide proxy basedata to enable the import of **Cambridge Technical** results into a Summer Series if required. Should schools decide that having these Results in the Summer Series in SIMS is preferable, full instructions are on the OCR website, via the following link <http://www.ocr.org.uk/administration/stage-2-entries/basedata/importing-results-into-summer-series/>

Important Note: Cambridge Nationals are now processed in the same way as GCSE's. The GCSE Summer basedata (**Z6a19_01**) also includes basedata for Cambridge Nationals. Results files received from OCR for Cambridge Nationals can therefore be imported in the Summer season without intervention. Ensure your basedata has been refreshed to include the elements for which you expect to import results for.

Importing Results - September Series Option

If the result file(s) are imported into the September series in the usual way:

- the result data will still be included in the PI data for the Summer series;
- it will be necessary to switch to the September series to produce some of the reports specifically for these results;
- the Candidate Statement of Results report can be run in the Summer series to include **all** results from both series by selecting scope of 'year' at run time (please bear in mind this will include any results recorded in a Domestic internal season). Otherwise, separate Statement of Results will be need to be printed from separate seasons.

Importing Results - Summer Series Option

If the result file(s) are imported into the Summer series:

- the result data will be included in the PI data for the Summer series;
- the results will appear on any reports generated in the Summer series, without the need to generate separate reports in the September series.

The steps required to import the results for Cambridge Technicals into your Summer season are as follows:

1 Download and import the Basedata (*Basedata available from 15/06/2019*)

Download basedata from the OCR website and import basedata into your Summer season under Exam Board **RSA**. Basedata will be available on the OCR website for the following series from 15/06/2018.

Z6c19_72 (Cambridge Technicals 2012 Suite)

Z6i19_72 (Cambridge Technicals 2016 Suite)

2 Take a copy of the results file(s)

Once you have downloaded the Result file(s) from A2C, navigate to your EXAMIN folder (normally S:\Sims\EXAMIN) and locate the file you wish to amend. The file will be named *Rnnnnn72.Xnn*. Copy and Save this file somewhere separately e.g. in a sub folder. Keeping a copy of the original is good practice.

3 Edit your results file(s)

- Open the copy of the results file with a text editor, e.g. Notepad.
- At the top you will see two lines containing the season details. In the example below the header reference is 9c18 for September 2018.

```
R199373729C18MUCLES01CMS14
R399373729C18495AL5 3AE
R5993739190175030129190W5145337506 5302011P
R5993739194175030129194A4667899823 5305011F
R5993739191175030129191C3439712787 5307011F
R7993730000005060314
```

- Amend this to **6c19** for June 2019 as shown below. Remember to edit the year so that the results go into the correct season. Save the file in the EXAMIN directory. Likewise, if editing series 9I18 change this to 6I19.

```
R199373726C19MUCLES01CMS14
R399373726C19495AL5 3AE
R5993739190175030129190W5145337506 5302011P
R5993739194175030129194A4667899823 5305011F
R5993739191175030129191C3439712787 5307011F
R7993730000005060314
```

4 Import the results file(s)

You can now import the amended file(s) (e.g. Rnnnnn72.Xnn) to the June series as per your normal process. Remember to import the amended file(s) and not the backup of the original(s).

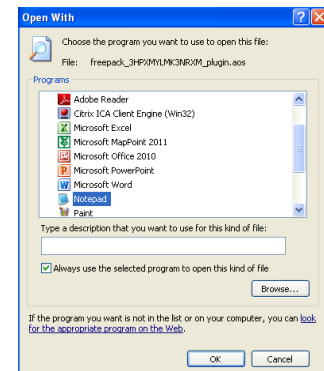
As the PI calculations will include the results regardless of whether the results are imported into either Series, schools can choose whether to follow this guidance.

If schools opt to import the results into the Summer series and the same results have already been imported into September, the results in the September series should be deleted, prior to re-importing the results into the Summer series. This can be achieved by accessing the marksheet for September results and deleting the results by right clicking on the result column header and selecting 'clear column contents'.

Opening a file using Microsoft Notepad

When you open a results file for the first time, you will receive the following prompt:

- Choose 'Select the program from a list'.
- Select 'Notepad' from the list of available programs and click 'OK'.



Note: This guidance is for Results files only and not to be confused with series **6E19** which is for Unit Test Entries only for Cambridge Technicals (2016 Suite).