E-Moderation

ELECTRONIC CANDIDATE RECORD SHEET (ECRS)

USER MANUAL

**A Guide for Teachers and Lead Teachers
February 2015**

This document provides guidance and help for teachers submitting GCSE or GCE electronic candidate record sheets.

When using a printed version of this manual refer to the E-Moderation microsite to check you are using the latest version.

electronic candidate record sheet (eCRS) user manual

A GUIDE FOR TEACHERS AND LEAD TEACHERS – FEBRUARY 2015

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WHO IS THIS DOCUMENT FOR?

This document is intended primarily for those teachers who will be submitting controlled assessment or coursework marks (and associated information) electronically. In particular the manual will be of assistance for those in the role of Lead Teacher for a component or unit.

The Lead Teacher will normally be a Head of Department or Head of Subject.

The CCEA electronic Candidate Record System (eCRS) system allows both those nominated as Teachers and Lead Teachers of a unit/component to create Candidate Record Sheets. Please note that if you have been nominated as a Teacher you will not have full access to all the facilities described in this manual. For example, you will not be able to validate or finally submit the marks and associated information. This must be carried out by a Lead Teacher.

The Examinations Officer in your centre controls access to the system and nomination of roles using the CCEA Centralised Login Management system. Please contact this person if you do not have access to the system.

THE STEPS IN SUBMITTING AN ELECTRONIC CANDIDATE RECORD SHEET

Please take the following steps to complete your submission. Please note that step 13 will only need to be carried out if you are listing your candidates to record marks before your Examinations Officer has entered candidates for the unit/component in question.

1.	Log In
2.	Select Series
3.	Select Component
4.	Set up teacher codes
5.	Assign teacher codes
6.	Record outcomes for candidates
	a. Insert marks/comments on the eCandidate Record Sheets: or
	b. Record candidate as Absent: or
	c. Transfer a controlled assessment mark from a previous series
	d. Record marks by task
7.	Check progress
8.	Confirm Internal Standardisation – **(Lead teacher only)**
9.	Confirm Authentication – **(Lead teacher only)**
10.	Attach additional subject specific information
	– **(Languages / Gaeilge Lead teachers only)**
11.	Submit Marks – **(Lead teachers only)**
12.	Log out
13.	List/View Candidates not entered – **ONLY REQUIRED IF YOU WISH TO RECORD MARKS FOR CANDIDATES NOT ENTERED YET WITH CCEA.**

BEFORE YOU START

All C2K computers should have a supported version of Internet Explorer installed and therefore you should be able to use the eCRS application from a C2K computer. If you are not using a computer within the C2K network, please check that you are using Internet Explorer version 9 or greater. You can check this from the Help/About Internet Explorer menu. If your version of Internet Explorer is older than version 9, you can download it (for free) from here: http://windows.microsoft.com/en-US/internet-explorer/products/ie/home

When using Internet Explorer, please ensure your 'Browsing History Settings' under 'Internet Options' is set to **automatically** check for newer versions of stored pages.

The eCRS application also works with Google Chrome. If you are experiencing any issues with Internet Explorer, or if it's not available (for example, if you are using an Apple computer) we recommend that you try Google Chrome. You can download it (for free) from here: http://www.google.com/chrome/intl/en-GB/landing_tv.html.
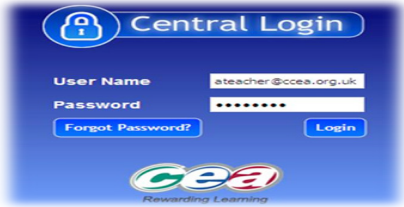
Regardless of the web browser that you are using, please turn off your pop-up blocker before you begin.
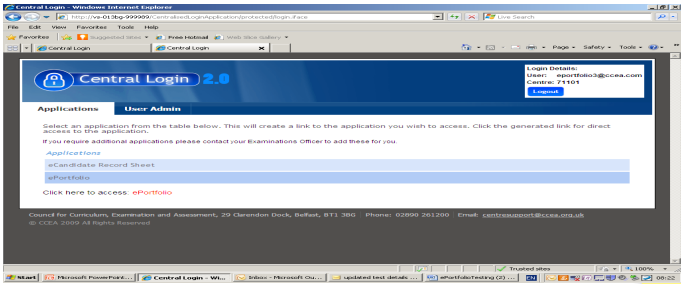
1 LOGGING IN

a   Click the 'Login Here' button on the E-Moderation microsite. The microsite is available in the 'Qualifications' tab of the CCEA website www.ccea.org.uk.

b   Enter login details as provided by email from EO Admin when registered by your Exams Officer.

c   Click on eCandidate Record Sheet from the applications list and click on the access link eCandidate Record Sheet.

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2. SELECTING SERIES

The system will automatically log you into the current series. You can click on 'change' to select a different series.

NOTES
The 'Extend Session' button allows you to reset the system countdown timer back to 30 minutes if inactive at any time.

This timer will countdown automatically and log you out if the application is not used after 30 minutes.

3. SELECTING A COMPONENT

a   Use the dropdown menu to select the appropriate unit/component.

b   If you have been registered for more than one component/unit all components/units will be listed.

c   Details of any linked components will be displayed on the screen.

NOTES
Contact the Exams Officer if the list does not include all the units/component you should have access to.

4. SET UP TEACHER CODES

a   Select the tab.   Assign Teacher Codes

b   Click   **Add Teacher Code**

c   Add a reference code, (e.g. teacher initials) in the Teacher Code box.

d   Add the teacher's name in the Teacher Name box.

e   Click '**Save**'.   .

f   Click '**Close**'.

Manage Teacher Codes		
Code	**Teacher Name**	
JS	John Smith	Assign Edit x
Add Teacher Code		Close
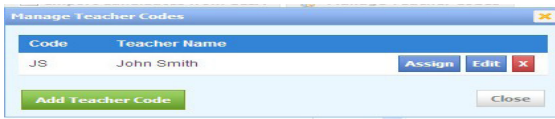
NOTES
The code or name can be amended using the 'Edit' button. The teacher reference code will be used to link with the candidates marked by that teacher. This step must be completed for all teachers involved in marking the candidates' work or if only one teacher is involved in marking.

5. ASSIGN TEACHER CODES

A teacher code can be assigned to all candidates or to a group of candidates.

Click on **'Assign Teacher Codes'** and click **'Assign'** beside the relevant teacher code. Follow the on screen instructions to assign the teacher code to all candidates or to a selection of candidates. A warning message will be displayed if you attempt to leave this screen before making changes and applying them.
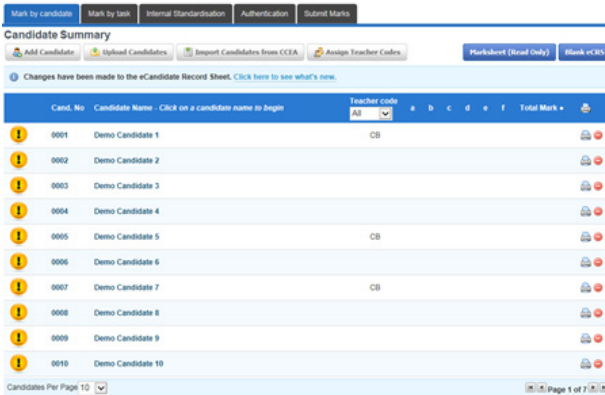
6. RECORD OUTCOMES FOR CANDIDATES

The eCRS screen default displays 10 candidates per page. This can be changed by selecting an alternative number shown on the dropdown list at 'Candidates Per Page' on the bottom left of the screen

The candidates displayed on the eCRS screen can be filtered by a selected teacher code using the dropdown list at 'Teacher code'.

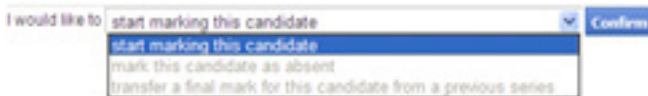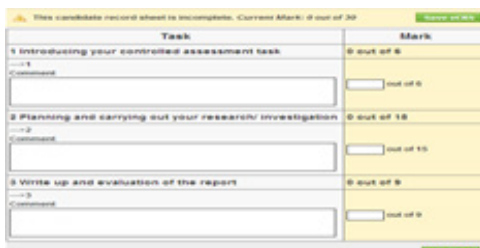## a Insert marks/comments on the eCandidate Record Sheets

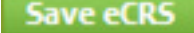i. Click on the candidate name – this will provide a dropdown facility. The dropdown will provide 3 options:-

ii. To view the candidate record sheet select 'start marking this candidate' and click 'Confirm'.

iii.   To save your marks/comments **you must click on** **Save eCRS** .
        A message will be displayed to confirm your marks/comments have
        saved successfully.

        The system will also warn you if you try to move away from the page
        without saving your marks/comments. The record sheets can be
        updated at different times up until the deadline for the submission of
        marks.

iv.   You can click **Next Cand.** or **Previous Cand.**
        to access the next/previous candidate or you can click

        Return to Candidate Summary

        and select a candidate from the full list.

v.   The screen will be automatically updated on a nightly basis with entry
        changes made with CCEA. If required, the **Import Candidates from CCEA**

        tab can be selected at any time to update the screen with entry
        changes.

b   Record candidate as Absent

        To record the outcome for an entered candidate who has
        not provided work for assessment, select 'mark this candidate
        as absent' and click 'Confirm'.

        ⊘ Candidate is marked as ABSENT.

NOTES
A teacher code must be
assigned to candidates
recorded as absent or
transferring a final mark
from a previous series.

c   Transfer a controlled assessment mark from a previous series

        This option is only applicable for linear subjects or units with both an
        examination and a controlled assessment component. Candidates may
        be re-sitting the examination only and wish to transfer their controlled
        assessment mark from a previous series. Select 'transfer a final mark of
        this candidate from a previous series' and click 'Confirm'. The final mark
        for the candidate from the previous series will appear. If there is no
        previous mark for the candidate an error message will be provided.

        ⊘ A mark of 92 was transferred from a previous series.

d   Record marks by task

If appropriate for the subject, marks can be recorded by task. Before recording marks by task it is recommended that any absent candidates or transferred marks are recorded first.

(i)   Click on **'Mark by task'** tab.
(ii) Click on the task part.
(iii) Insert the marks/comments for the selected task and click **'Save eCRS'**.

7. CHECK PROGRESS

a   For an **individual candidate:**

On the candidate summary screen:

 Indicates incomplete candidate. Hover the cursor over this symbol to show any missing actions.

 Indicates all the actions are complete for a candidate.

	Cand. No	Candidate Name
!	5108	CAMPBELL, HANNAH
	* Candidate marking incomplete BELL, SHONA	
✓	6009	REID, MATTHEW R T
✓	6010	CARSON, ALANNA E
✓	6011	COUSLEY, MATTHEW J J

b   For the **component (LEAD TEACHER ONLY)**

Click the **'Submit Marks'** tab.

 Prefixes missing actions.

NOTES
The 'Submit Marks' tab carries out a full validation of data and may take a few minutes to complete. It is recommended that you only use the function when you need to check progress or when submitting marks.

| Mark by candidate | Mark by task | Internal Standardisation | Authentication | Submit Marks |

Submit Marks
Action is required - see below

⬤ Authentication is confirmed.
⬤ Internal standardisation is complete.
⬤ No missing marks.
⬤ No missing teacher codes.

! There are missing entries!

Admin	Cand No.	Candidate Name
71999	1001	Demo Candidate 1
71999	1002	Demo Candidate 2
71999	1003	Demo Candidate 3
71999	1004	Demo Candidate 4
71999	1005	Demo Candidate 5
71999	1006	Demo Candidate 6
71999	1007	Demo Candidate 7
71999	1008	Demo Candidate 8
71999	1009	Demo Candidate 9

⬤ No missing record sheets.
⬤ All candidates match entered name.

Indicates all the actions are complete.

8. CONFIRM INTERNAL STANDARDISATION

(LEAD TEACHER ONLY)

a   Click on the **'Internal Standardisation'** tab.

b   The name(s) of teacher(s) with codes assigned to candidates will be listed
    under the Internal Standardisation statement.

c   Tick the statement to confirm either internal standardisation has been
    carried out in accordance with CCEA guidelines or that only one teacher
    has been involved in the marking. When completed, the tab will go green.

| Mark by candidate | Mark by task | Internal Standardisation | Authentication | Submit Marks |

Internal Standardisation

⊘ *I confirm that internal standardisation has been carried out in accordance with CCEA guidelines and samples of work marked by the teachers listed below were included in the process.* ☑
PLEASE NOTE: Any changes in teacher codes will require re-confirmation of Internal Standardisation.

Teacher Code	Teacher Name
CT	Chris Travers
LON	Laura O'Neill
DM	Donna Mullan

NOTES
You are required to confirm
Internal Standardisation
has been carried out or that
only one teacher has been
involved in the marking of
the candidates' work.
If the teacher code assigned
to a candidate is changed
after Internal
Standardisation has been
ticked you will be required
to re-confirm this before
the successful submission
of marks.

9. CONFIRM AUTHENTICATION

(LEAD TEACHER ONLY)

a   Click on the **'Authentication'** tab.

b   Click on **View/print authentication statement and list of candidates.**

c   Click on the print icon and print the statement listing the candidates' names.

d   Use the printed document to obtain signatures from candidates to authenticate their work and retain the completed document.

e   Click on the **tick box** to confirm authentication has been obtained for all candidates.

f   Do not complete the authentication statement text box unless you wish to report an authentication issue. Issues to be reported to CCEA can be keyed into the text box and click **'Save Authentication Statement'**.

NOTES
The authentication form, signed by all candidates, must be retained in the centre to be available to CCEA on request. A link to the JCQ notice/ information for candidates on coursework/ controlled assessment is available for ease of reference.

10. ATTACHING ADDITIONAL SUBJECT SPECIFIC INFORMATION

(LEAD TEACHER FOR GCSE LANGUAGES AND GAEILGE ONLY)

a   Click on the **'Attach Form'** tab.

b   Click 'browse'.

c   Select the saved file from you PC.

d   Click 'Upload'.

| Mark by candidate | Mark by task | Attach Form | Internal Standardisation | Authentication | Submit Marks |
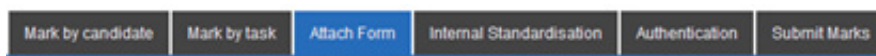
Attach Form

Please upload a file containing any additional information requiring submission

Browse...

Attach File

For further information please visit the CCEA Languages Microsite

NOTES
The subject specific form to be completed/attached must be the completed 'Task Identifier' PDF form. You can access the subject specific microsite directly from the 'Attach Form' screen.

11. SUBMIT MARKS
(LEAD TEACHER ONLY)

a   Click the 'Submit Marks' tab. ⚠ Indicates there are missing actions – these will be listed.

b   Complete all the missing actions listed on your screen and click the 'Submit Marks' tab again.

c   Once all the missing actions have been completed the **Submit Marks** button will appear.

d   Click the **Submit Marks** button and the following message will be displayed on your screen. Click on 'Submit Marks to CCEA'
You will also receive an email confirming successful submission.

Confirm Submission of Marks

Before submitting please ensure you have confirmed all candidate marks are correct.

⚠ A request to change a mark after the closing date will require the provision of evidence and authorisation from the Head of Centre.

Cancel   **Submit Marks to CCEA**

✔ Current Status
The candidate record sheet was successfully submitted on 28 January 2014 at 9:51AM. Any changes will require re-submission before the closing date.

e   Click the **Print Confirmation** button and the report will appear on your screen.Use the print icon to print the successful submission report.
When completed, the tab will go green.

NOTES
Any changes made after a successful validation will require a re-submission before the closing date.

The submit marks and validation process is required for each component.

12. LOGGING OUT

Click **Logout** to safely close the system.

Logged in as **demo@ccea.org.uk (71999)** Logout
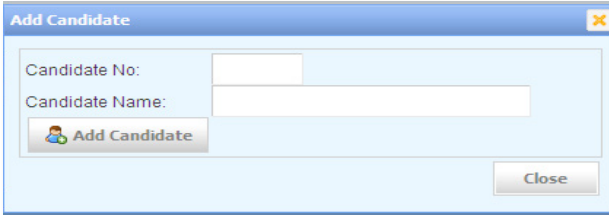
13. LISTING/VIEWING YOUR CANDIDATES

This step is only required if you wish to record marks for candidates NOT yet entered with CCEA. Entered candidates' names will appear automatically on the screen.

To add an **individual candidate** not yet entered with CCEA.

a   Click on the   [Add Candidate]   tab.

b   Insert the candidate number and candidate name and select   [Add Candidate]

To add a **group of candidates** not entered yet with CCEA.

a   Click on the   [Upload Candidates]   tab.

b   Click on Template and then click open. [A spreadsheet opens].

c   Complete candidates' numbers and names on spreadsheet – you can copy and paste the information into this template. You must use this template.

d   Save and close the spreadsheet. [Remember the file name and where you saved it.]

e   You can assign a teacher code to all the candidates you are uploading from the dropdown menu or you can assign individual codes later.

f   Click browse on the upload candidates screen and locate the saved spreadsheet. Click Open.

g   Click Upload and then click Close. [The candidates' numbers/names will appear on the screen.]

Upload Candidates

Instructions for Centres with SIMS

1. In the examinations module, select the exam series and subject details and generate an entry list.
2. Export the list as a CSV Excel File.
3. Download this template
Template
4. Copy and paste only the relevant columns from the CSV Excel file into the template.
5. Complete your spreadsheet and save it to a folder on your harddrive

Instructions for Centre without SIMS

1. Download this template
Template
2. Enter a list of candidate numbers and candidate names on to the spreadsheet.
3. Complete your spreadsheet and save it to a folder on your harddrive

Having an issue downloading the template? Click here

After completing the instructions above:

1. Select the teacher code : Assign Later
2. Browse for the Candidate file and upload it below
   Browse...
   Upload

Close

NOTES
When entries have been made and there are any discrepancies with the name previously uploaded you will be asked to confirm the details are correct.

If you encounter any difficulties downloading the template you can click on the 'Click here' option, which will give you further guidance on how to download the template.

Your internet settings may need updated. Try the following:

- Open Internet Explorer
- Go to Tools > Internet Options
- Click on the 'Advanced Tab'
- Scroll down to 'Security'
- De-select 'Do not save encrypted pages to disk' (this should be set to off in the default Internet Explorer setting)
- Click 'OK'
- Try and Download again

Close

CONSORTIA

Consortia arrangements are required when two or more centres have joint teaching arrangements for candidates from different centres for the same specification. The candidates must be entered by their own centre but will be treated as a single group for the centre-assessed work. The centres concerned must nominate a consortium co-ordinator who undertakes to liaise with CCEA on behalf of all centres in the consortium. The nominated co-ordinator's centre will be the 'lead centre' of the consortium. The co-ordinator will be the 'lead teacher' within the online system.

To allow the eCandidate Record Sheet application to show the correct information for the nominated co-ordinator of a consortium the following steps must be followed:

1. The consortium co-ordinator is required to complete and submit the Joint Council for Qualifications (JCQ) Application for Centre Consortium Arrangements for centre-assessed work form. The completed form must be with CCEA's Moderation section no later than the end of January for the forthcoming summer series. One form is required for each specification and for each series.

2. The Exams Officer in each centre must enter the candidates with CCEA.

3. The consortium co-ordinator must be registered by their Exams Officer, via the centralised login, for the eCandidate Record Sheet application as the 'lead teacher' for the specification's controlled assessment/ coursework unit(s).

The co-ordinator 'lead teacher' will have access to all the candidates in the consortium on the eCandidate Record Sheet application to record outcomes.

The co-ordinator 'lead teacher' will complete and validate the eCandidate Record Sheet application to submit marks for all candidates in the consortium and other required information relating to the moderation.

When required by the specification, the co-ordinator 'lead teacher' will use the ePortfolio application to provide samples for moderation.

COMPLETING THE TASK

a   Before the closing date/time, the lead teacher must check to ensure a successful validation has been made for each component.

b   CCEA will transfer these marks automatically to CCEA's computer system. The lead teacher will be contacted if there are any queries.

c   Any requests to change a mark after the closing date will require the provision of evidence and authorisation from the Head of Centre.

For centre purposes only

d   You may print individual, all, or candidate record sheets by teacher code using the print icon. **Do Not send any candidate record sheets to CCEA.**

e   **Download Marksheet (read only).** This allows you to open and save a spreadsheet.

SUBMISSION OF SAMPLES

There are minor changes for the submission of samples. These are:

a   **Do not send** (hardcopy/printed) Candidate Record Sheets with samples.
b   **Do** label each sample provided for moderation with:

-   Centre number;
-   Candidate number;
-   Total mark; and

place samples in rank order of marks (highest to lowest). A coversheet for samples will be available on the E-Moderation microsite.

c   **Do** provide the sample of work requested by CCEA. If not already included in the requested sample, please submit work from the:

-   Highest scoring candidate
-   Lowest scoring candidate

Details for each subject are available in the subject specific section of the E-Moderation website.

TROUBLESHOOTING

Issue	Resolution
What should I do if I forget my login details?	If you previously logged into the application and set a security question and answer you can use the **'Forgot Password?'** button on the login screen. You must enter the correct email address used to register you. If you have never logged into the application ask your Exams Officer to re-set your password. You will receive an email providing new login details.
I've recorded a candidate as 'Absent' or as marked by mistake.	Click on the red delete button and choose **'Confirm'** to delete that candidate. You will then need to click on the **'Import Candidates from CCEA'** button to add the relevant candidate(s) back onto the eCRS screen again.
I have not received my login details.	Contact your Exams Officer to check you are registered for the eCandidate Record Sheet application. If you have been registered, check if the email has gone to your Spam Mail inbox.
Candidates are not listed on the screen.	Select 'Import candidates from CCEA'. If no candidates appear the entry has not been made with CCEA. You can do a pre-entry upload of candidates to start recording marks before the Entries are made. (See step13).
There is no teacher code available in the dropdown list.	Teacher code must be set up in the Manage Teacher Codes tab before the code can be assigned
An error message appears when trying to upload a list of candidates not yet entered with CCEA.	Check the template does not include a candidate number already on the candidates' screen.
I have clicked on the candidate authentication statement but nothing happens.	Check your Pop-up blocker is turned off.
I have selected 'start marking this candidate' and clicked 'Confirm' but nothing happens.	Check your Pop-up blocker is turned off.
I have added an incorrect candidate to the eCRS screen.	Delete the eCRS for the candidate by using the red icon.

CONTACTS

Contact	Details
MODERATION TEAM	**Phone:** 028 90 261200 ext 2348 **E-mail:** moderationteam@ccea.org.uk