

CCEA Examiners' Online Training Resources

Log in Guide

Access to online resources

You are provided with access to the suite of CCEA Examiner online training resources.

Username and password

Your username and password will be sent to you by email from CCEA.

Which online resource is for me?

Some or all of the suite of CCEA Examiner online training resources will be relevant to you.

Step 1: Choose a course

Open your web browser and go to the appropriate course. Please choose from the links below:

[Online Marking Training](#)

Are you marking online components with CCEA using the RM Assessor software?

This course will guide you through the processes involved in Online Marking using RM Assessor software.

[New Examiners](#)

Are you a new Examiner with CCEA?

This course will provide an introduction to your role and responsibilities as a CCEA Examiner.

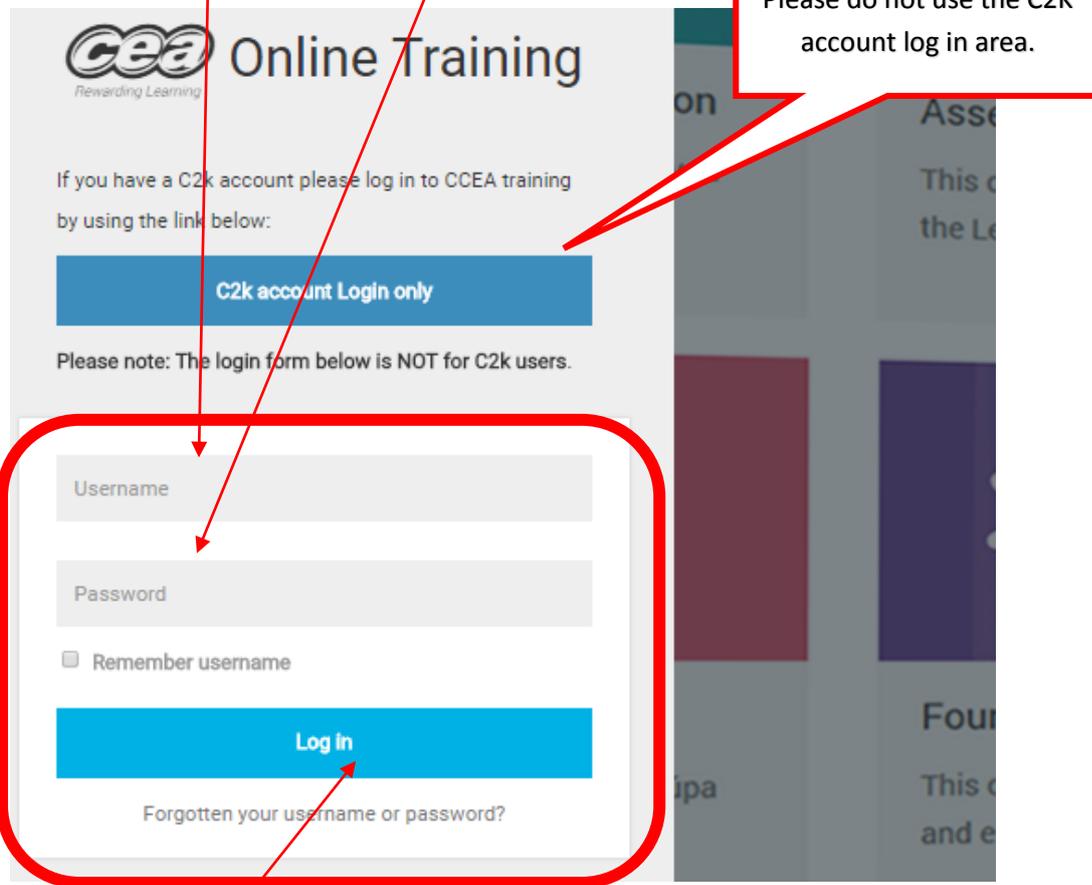
[Senior team](#)

Are you a member of the Senior Team, a Scrutineer or Reviser?

This course will provide an introduction to your role and responsibilities as a CCEA Senior Team member.

Step 2: Log in

After selecting a link the CCEA Online Training page will load. Enter your **username** and **password**.



The screenshot shows the CCEA Online Training login interface. At the top left is the CCEA logo with the tagline 'Rewarding Learning'. The main heading is 'Online Training'. Below this, a message reads: 'If you have a C2k account please log in to CCEA training by using the link below:'. A blue button labeled 'C2k account Login only' is positioned below the message. A note states: 'Please note: The login form below is NOT for C2k users.' The login form itself is enclosed in a red rounded rectangle and contains the following elements: a 'Username' input field, a 'Password' input field, a checkbox labeled 'Remember username', a blue 'Log in' button, and a link that says 'Forgotten your username or password?'. A red callout box with a white background and black border points to the 'C2k account Login only' button, containing the text: 'Please do not use the C2K account log in area.' Red arrows also point from the 'Step 2: Log in' heading to the 'Username' and 'Password' fields, and from the text 'Choose Log in.' to the 'Log in' button.

Choose **Log in**.

CCEA has provided you with an **initial password** and you will be prompted to change it on your first log in. The following step guided you through changing your password.

Step 2: Changing your password

You must change your password to proceed.

Change password

Username daccount

The password must have at least 8 characters

Enter the password provided by CCEA.

Current password*

New password*

New password (again)*

Create a new password.

Save changes

There are required fields in this form marked *.

Choose **Save changes**.

Choose **Continue**.

The **Site Policy** is presented. Review and choose **Yes** to accept.

Online Training

Home / Site policy agreement

Site policy agreement

CCEA Virtual Learning Environment (VLE)

Terms and Conditions

Introduction

Moodle is a virtual learning environment (VLE) that offers file sharing and communication tools to users. CCEA provides these services subject to the following rules and guidelines.

These guidelines should be used in conjunction with CCEA's [policies](#) and the following [legal statements](#) which are available at www.ccea.org.uk:

- Cookies
- Disclaimer
- Freedom of Information
- Data Protection
- Privacy
- Terms of Use

They should also be used in conjunction with any C2k or school policies that are in use.

Confirm

You must agree to this policy to continue using this site. Do you agree?

Yes

No

Step 3: Viewing the My Courses page

My Courses page opens – listing the online courses you have been enrolled in. Select a course to view it. Please note, **some** or **all** of the courses may be relevant to you.

MY COURSES

The screenshot displays a grid of seven course cards under the heading 'MY COURSES'. The cards are arranged in two rows. The top row contains four cards for 'Online Marking Training' for different roles: Top Team, Supervisor, Examiner, and Examiner RMA3. The bottom row contains three cards for 'Senior Team Training' for different roles: New Examiners' Training, Reviser, and Scrutineer. Each card includes a title, a brief description of the course content, and a set of icons at the bottom representing various actions like home, search, and refresh.

Course Title	Description
Online Marking Training - Top Team	This course will guide you through the processes involved in Online Marking as a member of the Top T.
Online Marking Training - Supervisor	This course will guide you through the processes involved in Online Marking as a member of the Super.
Online Marking Training - Examiner	This course will guide you through the processes involved in Online Marking as a member of the Exam.
Online Marking Training - Examiner RMA3	This course will guide you through the processes involved in Online Marking as a member of the RMA3.
New Examiners' Training	This course will provide an introduction to your role and responsibilities as a UOLA Examiner.
Senior Team Training - Reviser	This course will provide an introduction to your role and responsibilities as a UOLA Senior Team member.
Senior Team Training - Scrutineer	This course will provide an introduction to your role and responsibilities as a UOLA Senior Team Scrutineer.

Step 4: Returning to the My Courses page

When you are viewing a course, if you want to return to the **My Courses** page choose the **Home** link, found at the top of each course. For example:

