



ELECTRONIC CANDIDATE RECORD SHEET (ECRS) EXAMINATION OFFICERS' MANUAL

**A Guide for Examination Officers –
February 2014**

This document provides guidance for Examination Officers registering teachers for the eCRS system.

electronic candidate record sheet (eCRS) examination officers' manual

A GUIDE FOR EXAMINATION OFFICERS – FEBRUARY 2014

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WHO IS THIS DOCUMENT FOR?

This document is intended primarily for Examination Officers who will be registering users as the Head of Centre, Lead Teacher and Teacher within the CCEA electronic Candidate Record Sheet (eCRS) application.

The eCRS application allows those nominated as Teachers and Lead Teachers to enter marks in Candidate Record Sheets. Please note that those nominated as a Teachers will not have full access to all facilities. For example, those nominated as Teachers will not be able to validate or finally submit the marks and associated information. This must be carried out by a Lead Teacher.

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

The Head of Centre is usually the Principal or Vice-Principal within the institution. They will receive copies of the centre report on moderation (TAC6).

THE STEPS IN SETTING UP THE ECRS SYSTEM IN YOUR CENTRE

Please take the following steps to complete the registration process.

1. Log In
2. Register Head Of Centre
3. Add Component/Unit
4. Register the Lead Teacher
5. Register Teachers
6. Change Lead Teacher
7. Delete Lead Teacher
8. Log Out

Please note that it is NOT possible to delete a component/unit from your centre at present. Please contact CCEA on the number at the back of this document if you need to delete a component/unit.

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 7 or greater. You can check this from the Help/About Internet Explorer menu. If your version of Internet Explorer is older than version 7, 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.

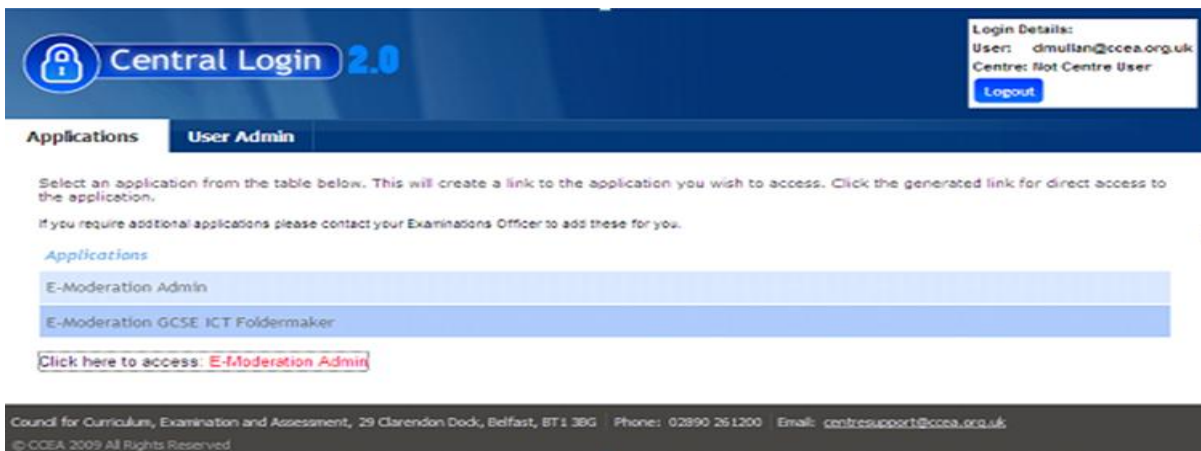
Regardless of the web browser that you are using, please turn off your pop-up blocker before you begin.

1 LOGGING IN

- A. Click the 'Please click here to access secure login' link on the Exam Officers section of the CCEA website www.ccea.org.uk.
- B. Enter login details.



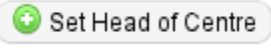

- C. Select 'E-Moderation Admin' from the applications list.




NOTES

If you do not have access to the E-Moderation Admin application, please use the 'Request New Online Application' to obtain access.

2 REGISTER HEAD OF CENTRE

- A. Click on  to access the Head of Centre drop-down menu.
- B. Select a name from the drop-down menu. If the name you require is not listed, select 'create new user' from the menu and click on the  button. Enter the name and email address for the Head of Centre and select the 'Create User' button. The new user will be registered as the Head of Centre.



E-Moderation Admin

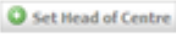

Assign Users

Assign Users

Logged in as ms@ceea.org.uk Logout

Assign Users

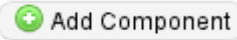


Add Unit

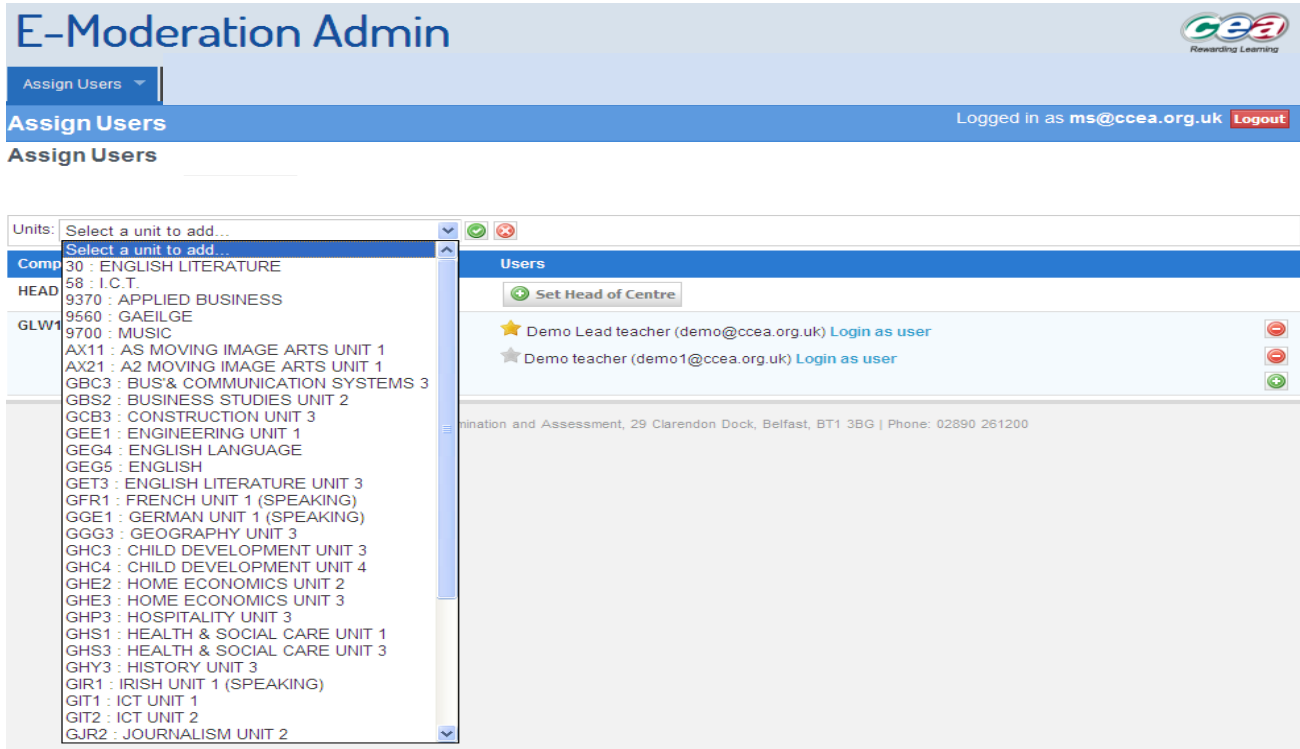
Component	Users
HEAD OF CENTRE	
GLW1* : GCSE LLW UNIT 1	<ul style="list-style-type: none"> ★ Demo Lead teacher (demo@ceea.org.uk) Login as user  ★ Demo teacher (demo1@ceea.org.uk) Login as user  

NOTES

It is essential that you register a Head of Centre. The Head of Centre will receive electronic copies of **all** TAC6s as issued to the registered lead teacher.

3 ADDING A COMPONENT/UNIT

Click on  and choose the appropriate component or unit and then click on  to save the component. This component will now appear on your screen. Click on  if you do not want to save the component.



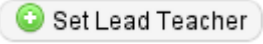


The screenshot shows the 'E-Moderation Admin' interface. The top navigation bar includes 'Assign Users' and 'Assign Users' buttons. The main content area is titled 'Assign Users' and shows a 'Units' dropdown menu with a list of components and units. The 'Users' section shows two demo users: 'Demo Lead teacher (demo@ccea.org.uk)' and 'Demo teacher (demo1@ccea.org.uk)'. The interface also includes a 'Set Head of Centre' button and a 'Logout' button.

NOTES

Only components with compulsory use of eCRS will be available for Exams Officers to add in.

New components are added automatically when CCEA receives entries for the component.

4 REGISTER THE LEAD TEACHER




- A. Click on  to access the Lead teacher drop-down menu.
- B. Select the name from the drop-down menu. If the name you require is not listed, select 'create new user' from the menu and click on the  button. Enter the name and email address of the Lead Teacher and click on the 'Create User' button. The new user will be registered as the Lead Teacher. There will be a gold coloured  beside their name to identify they are the Lead Teacher.



NOTES

The first teacher that you add will automatically be registered as the Lead Teacher. Instructions for changing the Lead Teacher are provided later in this document.

5 REGISTER TEACHERS

To register additional teachers click on  under the required component and add details. Once you have clicked on  the teacher's name will appear on the screen with a silver  beside their name.






E-Moderation Admin



Assign Users

Assign Users

Logged in as [ms@ccea.org.uk](#) [Logout](#)

[+ Add Unit](#)

Component	Users
HEAD OF CENTRE	Demo Lead teacher (demo@ccea.org.uk) Login as user  
GLW1* : GCSE LLW UNIT 1	★ Demo Lead teacher (demo@ccea.org.uk) Login as user  
	★ Demo teacher (demo1@ccea.org.uk) Login as user 



Select a user...  

Select a user...

Create new user...

Council for Curriculum, Examination and Assessment, 29 Clarendon Dock, Belfast, BT1 3BG | Phone: 02890 261200

NOTES

The Lead Teacher will have a gold  beside their name. All other registered teachers will have a silver .

6 CHANGE LEAD TEACHER

If you need to change the role of the Lead Teacher to another person double click on the silver ★ beside the teacher you wish to become the Lead Teacher. On confirming the change, the silver ★ symbol will change to a gold★ and the teacher you have chosen to be the lead will be listed first.


Set Lead Teacher

Demo teacher will become the lead teacher. An e-mail will be sent informing them of their role. Do you wish to continue?

NOTES

There are no restrictions to the number of times you can change Lead Teachers.

7 DELETE TEACHER

To delete a teacher from a component/unit, click on the  symbol beside their name under the relevant component and confirm that you want to delete them from this component/unit.

Confirm Remove

Are you sure you wish to remove this teacher from this component? CAUTION: If this is the lead teacher you will be required to re-assign another teacher to this role.

NOTES

If you delete a teacher in error you can register them again.

8 LOGGING OUT

Click 'Logout' on the screen to safely close the system.

Logged in as `ms@ccea.org.uk` **Logout**

NOTES

This ends your session.

CONTACT US

To obtain assistance with the Central Login software, please use the contact below.

Contact	Details
CCEA Centre Support Section	Phone: 028 9026 1293 or 028 9026 1212 E-mail: centresupport@ccea.org.uk