

## Quick User Guide for Examination Officers – eCandidate Record Sheets (February 2014)

Please refer to the User Manual for full details on eCandidate Record Sheets



**NOTE:** The correct email address must be used when registering users. Once registered, the user will receive an automatic email providing login details.

Action	Instructions	Notes
1. Log In	Access the CCEA central Login page and enter your username and password.	
2. Selecting the application	Select 'E-Moderation Admin' from the application list.	
3. Setting up the Head of Centre	Click on  and enter the Head of Centre's name and email address and then click on  to save the record. If you do not want to save the record click on .	At issue of results time, the registered Head of Centre will receive a copy of all electronic Centre Reports (TAC6) as issued to the registered Lead Teachers for the relevant component.
4. Setting up components	Click on  and choose the appropriate component and then click on  to save the record. This component will now appear on your screen. Click on  if you do not want to save the record.	Components are added automatically when CCEA receive entries for the component from your centre.
5. Setting up teachers	Click on  and then 'add a user'. Key in the teacher's name and email address and then click on  to save the record. As this is the first teacher you have set up the system will recognise this teacher as the lead and you will see a gold  beside their name.	Only one registered teacher can be the 'Lead Teacher' for a component.
6. Setting up additional teachers	To set up more than one teacher click on  and this will let you key in another teacher. Once you have clicked on  this teacher's name will appear on the screen with this silver symbol .	There is no limit to the number of teachers you can register for each component.
7. Changing the Lead Teacher	If the role of the lead teacher has to move to a different teacher, double click on the  (silver) beside the teacher you now wish to be the lead teacher. This  (silver) will change to  (gold) and the new 'Lead Teacher' will be listed first.	There are no restrictions to the number of times you can change Lead Teachers. Each time you register a user as the 'Lead Teacher' they will receive an automatic email.
8. Deleting a teacher from a component	To delete a teacher from a component select the teacher name and click on .	If you delete a teacher in error you can easily register them again.

**For help**, e-mail: [centresupport@ccea.org.uk](mailto:centresupport@ccea.org.uk) or contact the CCEA Centre Support team on 028 90 261212.