

Circular S/IF/44/18

August 2018

To: The Principals of Post-Primary Schools and Directors of Further and Higher Education Colleges

For circulation to: Examinations Officer, Head of Department for GCSE English

GCSE English

Further information on the use of eCandidate Record Sheets in 2019

As communicated in June's circular (S/IF/34/18), GCSE English Language will be among those subjects using eCandidate Record Sheets (eCRS) to submit marks to CCEA for visiting moderated units in summer 2019. While most English departments may have prior experience of using eCRS, the visiting unit will work to different deadlines and information on these is provided below. **Please note that eCRS for GCSE English Language Speaking and Listening will not be available for the January 2019 series.**

Using eCRS will remove the need to complete record sheets manually, as well as the requirement to fill in and submit hard copy TAC1 and TAC2 forms. Submission of marks, in addition to declarations of authentication and internal standardisation, will now be done online. Examinations officers must register users to appropriate units to allow eCRS to be accessed. Further details on the use of eCRS will be provided at the Agreement Trials, and attendance at these is therefore recommended.

In the grid below are the intended key dates (at time of publication) for eCRS in 2018-19. These will be confirmed at Agreement Trials. Closing dates will also be displayed within the eCRS application.

Subject	eCRS Available to Centres	Closing date for eCRS Submission	Visiting Moderation Period (Timetabled)
GCSE English Language Speaking & Listening – GEN21	12 th November 2018	28 th February 2019	1 st – 26 th March 2019

There is a range of eCRS support available to teachers:

- CCEA staff will be at Agreement Trials to answer any questions you might have;
- The E-Moderation microsite contains support documents and a tutorial video. Go to http://ccea.org.uk/qualifications/e_moderation/application_details/ecandidate_record_sheet;
- You can contact the Operations Modernisation team using the details at the bottom of this circular.

If you have any queries regarding the content of this circular please contact:

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