

Circular S/IF/47/18

August 2018

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

For circulation to: Examinations Officer and Head of Department for Technology & Design

GCE/GCSE Technology & Design

Further information on the use of eCandidate Record Sheets in 2019

As communicated in June's circular (S/IF/34/18), GCE and GCSE Technology & Design will be among those subjects using eCandidate Record Sheets (eCRS) to submit marks to CCEA for visiting moderated units in summer 2019. While most Technology & Design departments may have prior experience of using eCRS, the visiting units will work to different deadlines and information on these is provided below.

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 Technology & Design GTY31	12 th November 2018	29 th April 2019	30 th April – 13 th May 2019
AS Technology & Design STE21		7 th May 2019	10 th – 16 th May 2019
A2 Technology & Design ATE21		7 th May 2019	17 th – 23 rd May 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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