

## Compulsory use of eCandidate Record Sheet (eCRS)

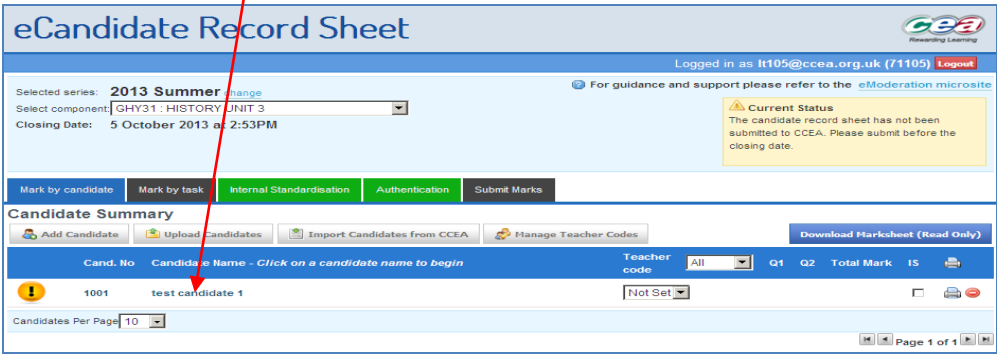
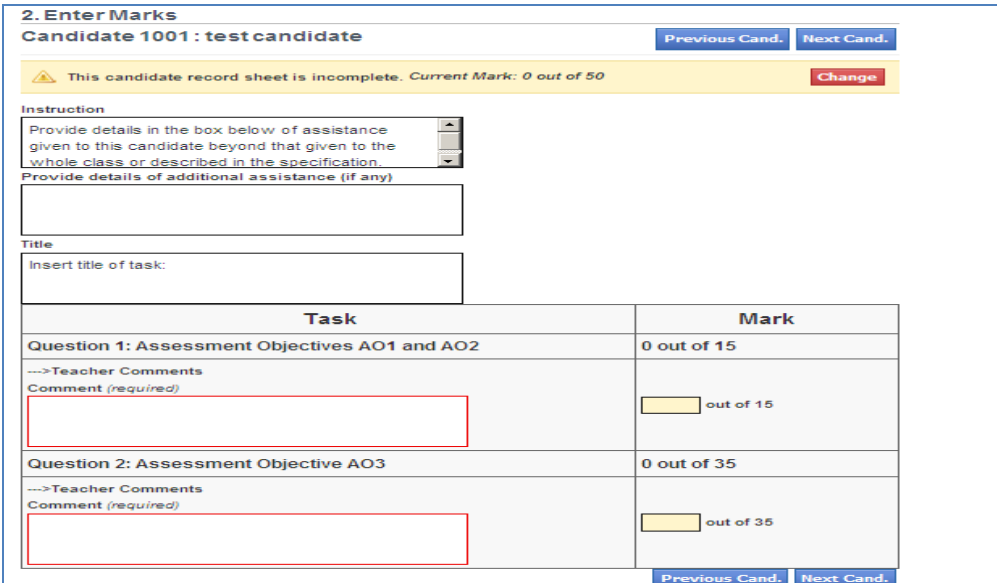
Summer 2016

### Handout at CCEA Agreement Trials October - December 2015

#### 1 Registering and getting started

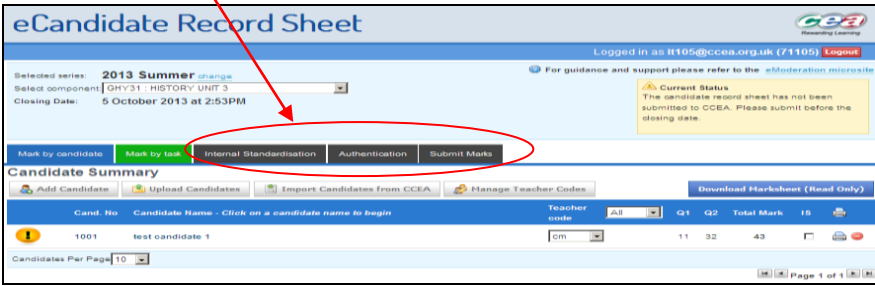
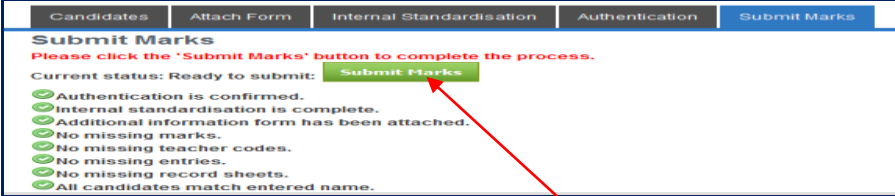
Question	Answer
<b>a How do I register?</b>	Contact the Exams Officer in your centre. The Exams Officer can register you via the CCEA Central Login application. Once registered, you will receive an email with your login details.
<b>b Who can register to use eCRS?</b>	Multiple teachers or an individual can be registered for a specific unit to complete the eCRS.
<b>c Do all registered teachers have the same access?</b>	<ul style="list-style-type: none"><li>• No. When multiple teachers are registered for the same unit, one of them must be identified as the 'lead teacher'.</li><li>• This 'lead teacher' will have additional facilities to make the final submission of marks.</li></ul>
<b>d When can I register?</b>	Once you have agreed within your department who will be registered and who will act as lead (if necessary), your Examinations Officer can register you from <b>Monday 2<sup>nd</sup> November 2015</b> .
<b>e Where do I login?</b>	Use the login button on the E-Moderation microsite.
<b>f How do I access the E-Moderation microsite?</b>	<ul style="list-style-type: none"><li>• The link to the E-Moderation microsite will be included in the email providing your login details.</li><li>• You can also gain access via the CCEA website <a href="http://www.ccea.org.uk">www.ccea.org.uk</a>. On the homepage click on the 'Qualifications' tab and select 'E-Moderation'.</li></ul>
<b>g How do I login?</b>	Click 'Login Here' and enter the login details provided by email. Select the eCandidate Record Sheet application and click on the red link.
<b>h Can I change my password?</b>	Yes. There is a change password facility. Once you are logged in you can use the 'User Admin' tab to change your password.
<b>i What can I do if I have forgotten/lost my login details?</b>	<p><b>Forgotten/lost passwords</b> can be retrieved by clicking on the '<b>Forgot Password</b>' tab on the login screen. You will be required to enter your registered email address and answer the security question previously asked when you first logged in.</p> <p>If you have forgotten or never set the <b>security question</b>, the Exams Officer in your centre can reset your password via CCEA's central login. This will issue an automatic email to you with new login details.</p>

## 2 Recording Marks/Comments & Teacher Codes

Question	Answer				
<p><b>a</b> When can I start to record marks?</p>	<p>Marks can be recorded as soon as the candidates' work has been marked.</p> <table border="1" data-bbox="483 510 1455 902"> <thead> <tr> <th data-bbox="483 510 895 584">Candidates already entered with CCEA?</th> <th data-bbox="895 510 1455 584">Too early to enter candidates with CCEA?</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 584 895 902">Candidate details (number and name) will appear on the screen.</td> <td data-bbox="895 584 1455 902"> <ul style="list-style-type: none"> <li>Facility to add an individual candidate or a group of candidates' details: <i>the correct candidate number must be used.</i></li> <li>Validation will be carried out when the actual entries are received by CCEA; <i>any discrepancies will be flagged on the screen.</i></li> </ul> </td> </tr> </tbody> </table>	Candidates already entered with CCEA?	Too early to enter candidates with CCEA?	Candidate details (number and name) will appear on the screen.	<ul style="list-style-type: none"> <li>Facility to add an individual candidate or a group of candidates' details: <i>the correct candidate number must be used.</i></li> <li>Validation will be carried out when the actual entries are received by CCEA; <i>any discrepancies will be flagged on the screen.</i></li> </ul>
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Candidate details (number and name) will appear on the screen.	<ul style="list-style-type: none"> <li>Facility to add an individual candidate or a group of candidates' details: <i>the correct candidate number must be used.</i></li> <li>Validation will be carried out when the actual entries are received by CCEA; <i>any discrepancies will be flagged on the screen.</i></li> </ul>				
<p><b>b</b> How do I open the eCRS?</p>	<p>Click on the candidate name on the eCRS screen and the candidate record sheet will open.</p>  <p>The screenshot shows the 'eCandidate Record Sheet' interface. At the top, it displays 'Selected series: 2013 Summer' and 'Closing Date: 5 October 2013 at 2:53PM'. Below this is a 'Candidate Summary' table with columns for 'Cand. No', 'Candidate Name', 'Teacher code', 'G1', 'G2', 'Total Mark', and 'IS'. The first row shows '1001' and 'test candidate 1'. A red arrow points from the text 'Click on the candidate name' to the name 'test candidate 1'.</p>				
<p><b>c</b> How do I record marks/comments?</p>	<p>Insert marks/comments in the boxes provided and click 'Save eCRS'.</p>  <p>The screenshot shows the '2. Enter Marks' interface for candidate 1001. It displays a table with 'Task' and 'Mark' columns. The first row is 'Question 1: Assessment Objectives AO1 and AO2' with a mark of '0 out of 15'. Below this is a 'Teacher Comments' section with a 'Comment (required)' field. The second row is 'Question 2: Assessment Objective AO3' with a mark of '0 out of 35', also with a 'Comment (required)' field. A yellow warning banner at the top states 'This candidate record sheet is incomplete. Current Mark: 0 out of 50'.</p>				

Question	Answer
<b>d Do I have to complete the comment box?</b>	The requirement to complete comments and other text boxes varies across subjects. Refer to the subject specific section of the E-Moderation microsite for guidance on what is required for your subject.
<b>e What is the teacher code?</b>	The teacher code is a short <b>unique</b> reference to identify each teacher who has marked the controlled assessment (eg teacher's initials).
<b>f What are teacher codes used for?</b>	<ul style="list-style-type: none"> <li>• Teacher codes are used to link candidates with the teacher who marked the controlled assessment.</li> <li>• This information will also be used when confirming Internal Standardisation has been carried out.</li> </ul>
<b>g Who sets up the teacher codes?</b>	All registered users for the unit have access to set up and manage teacher codes.
<b>h How does the candidate authenticate their work?</b>	<ul style="list-style-type: none"> <li>• Within the eCandidate Record Sheet application there is an authentication tab available to the 'lead teacher'. In this tab there is a link to view and print the authentication statement and the list of candidates. If the teacher codes have already been set up, the candidates' names will appear under the relevant teacher code. The hardcopy authentication form must be signed by all candidates and retained in the centre to be available upon request by CCEA.</li> </ul>
<b>i How does the teacher authenticate the work?</b>	<ul style="list-style-type: none"> <li>• Within the eCandidate Record Sheet application there is an authentication tab available to the 'lead teacher' to confirm authentication has been obtained. A comment box is available for the lead teacher to report the details of any cases when work cannot be authenticated and a zero mark awarded.</li> </ul>

### 3 Finalising Marks and completing the eCRS process

Question	Answer
<p>a Can I change the marks if I make a mistake or a change is required?</p>	<p>Yes. Marks can be changed as necessary up until the closing date for the submission of marks.</p>
<p>b What is the <b>DEADLINE</b> for recording marks?</p>	<ul style="list-style-type: none"> <li>The deadline for completing eCRS submissions is <b>5.00 pm</b> on the date samples will be collected from centres. This information will be displayed on the eCRS screen.</li> <li><b>NB: Samples being submitted for moderation must be available for collection at 8.30 am on the deadline date.</b></li> <li>The eCRS can be completed and submitted by the 'lead teacher' before the submission date.</li> </ul>
<p>c Who will complete the process / submit marks?</p>	<ul style="list-style-type: none"> <li>Only the registered '<b>lead teacher</b>' can make the final submission, which will include confirming Internal Standardisation and Authentication have been completed. The 'lead teacher' will have additional tabs available to complete the process.</li> </ul> 
<p>d How will the 'lead teacher' know if the process has been completed?</p>	<p>On selecting the 'Submit Marks' tab – a validation will be carried out to check:</p> <ul style="list-style-type: none"> <li>all activities have been completed;</li> <li>marks/outcomes have been provided for all entered candidates.</li> </ul> <p>Any outstanding activities will be listed on the screen. When all required actions are complete the following screen will appear.</p> 
<p>e How will the 'lead teacher' make the final submission?</p>	<p>When the screen above appears select the 'Submit Marks' button.</p>

Question	Answer
<p><b>f Will the lead teacher receive confirmation that the process has been completed?</b></p>	<ul style="list-style-type: none"> <li>• Yes. There will be an onscreen 'successful submission' message, which can be printed. The 'lead teacher' will also receive an email confirming successful submission.</li> <li>• Any subsequent changes, after successful submission, must be re-submitted before the closing date.</li> </ul>
<p><b>g Are there any changes to the process for sending samples when using eCRS?</b></p>	<p>There are minor changes for the submission of samples. These are:</p> <ul style="list-style-type: none"> <li>• <b>Do not</b> send (hardcopy/printed) Candidate Record Sheets with samples.</li> <li>• <b>Do</b> label each sample provided for moderation with: <ul style="list-style-type: none"> <li>• centre number;</li> <li>• candidate number;</li> <li>• total mark;</li> </ul> </li> </ul> <p>A cover sheet is available in the eCandidate Record Sheet section of the E-Moderation microsite. Place samples in rank order of marks (highest to lowest).</p> <ul style="list-style-type: none"> <li>• <b>Do</b> provide the sample of work requested by CCEA. If not already included in the requested sample, please submit work from the: <ul style="list-style-type: none"> <li>• Highest scoring candidate.</li> <li>• Lowest scoring candidate (complete work).</li> </ul> </li> </ul> <p>If the sample of work provided differs from the work requested by CCEA, complete the sample change form and submit it with the sample of work. Sample change forms will be provided with the sample lists.</p>

## 4 Support and Recommendations

Question	Answer
<p><b>a</b> How can I find out more or get help with eCRS?</p>	<ul style="list-style-type: none"> <li>• Further communications will be issued to centres.</li> <li>• Regular updates will be available on the E-Moderation microsite.</li> <li>• Support materials are available on the E-Moderation microsite:               <ul style="list-style-type: none"> <li>○ online tutorial/captivate</li> <li>○ quick start guide;</li> <li>○ detailed user manual;</li> </ul> </li> <li>• Queries can be emailed to <a href="mailto:moderationteam@ccea.org.uk">moderationteam@ccea.org.uk</a></li> </ul>
<p><b>b</b> What am I recommended to do now?</p>	<ol style="list-style-type: none"> <li>i. View the online tutorial/captivate on the E-Moderation microsite.</li> <li>ii. Agree who will be registered in your department. For centres with large entries it is recommended that more than one teacher is registered to record marks.</li> <li>iii. Get registered early so you can login and get familiar with the system – you can do this before you have any marks to record.</li> <li>iv. Decide when you want to record marks for candidates:           <ul style="list-style-type: none"> <li>• before the entry is made with CCEA; or</li> <li>• wait until the candidates have been entered with CCEA by the Exams Officer. The candidate details will appear automatically on the screen.</li> </ul> </li> <li>v. Refer to the guidance materials available on the E-Moderation microsite when using the eCRS application.</li> <li>vi. <b>Lead teachers</b> - as the 'submit mark' button carries out a full validation of all the data it may take a few minutes to complete. It is recommended that you only use the button when you need to check progress or when submitting marks.</li> <li>vii. Don't leave it all to do in the last few days before the deadline.</li> </ol>

# eCandidate Record Sheets (eCRS)

## Subjects with compulsory use of eCRS in Summer 2016

Level	Subject	Unit /Component	1 <sup>st</sup> time using eCRS
GCE	Applied Business (Units 1,2,5,6,8,9,10 & 11)	A3B11	✓
		A3B21	✓
		A3B51	✓
		A3B61	✓
		A6B21	✓
		A6B31	✓
		A6B41	✓
		A6B51	✓
GCE	Applied ICT (Units 1,3,4,5,6,8,9,10,11,12 & 14)	A3J11	✓
		A3J31	✓
		A3J41	✓
		A3J51	✓
		A3J61	✓
		A6J21	✓
		A6J31	✓
		A6J41	✓
		A6J51	✓
		A6J61	✓
		A6J81	✓
GCE AS	Biology (Unit 3)	AB131	✓
GCE A2	Biology (Unit 3)	AB231	✓
GCE AS	English Literature (Unit 1)	AL111	✓
GCE AS	Environmental Technology (Unit 2)	A1E21	✓
GCE A2	Environmental Technology (Unit 2)	A2EB1	✓
GCE	Health & Social Care (Units 1,2,4,6,7,8,10 & 11)	A3H11	✓
		A3H21	✓
		A3H41	✓
		A3H61	✓
		A6H11	✓
		A6H21	✓
		A6H41	✓
		A6H51	✓
GCE A2	Home Economics (Unit 2)	AN221	✓
GCE AS	ICT (Unit 2)	AP121	✓
GCE A2	ICT (Unit 2)	AP221	✓
GCE AS	Journalism in the Media and Communications Industry (Unit 2)	A1J21	✓
GCE A2	Journalism in the Media and Communications Industry (Unit 2)	A2JB1	✓

Level	Subject	Unit /Component	1 <sup>st</sup> time using eCRS
GCE AS	Moving Image Arts (Unit 1)	AX111	
GCE A2	Moving Image Arts (Unit 1)	AX211	
GCE AS	Performing Arts (Unit 1)	A1P11	✓
GCE A2	Performing Arts (Unit 1)	A2PA1	✓
GCE AS	Software Systems Dev (Unit 2)	A1S21	✓
GCE A2	Software Systems Dev (Unit 2)	A2S21	✓
GCE AS	Sports Science (Unit 1)	A1L11	✓
GCE A2	Sports Science (Unit 1)	A2LA1	✓
GCSE	Agriculture & Land Use (Unit 3)	GAL31	✓
GCSE	Applied Business (Unit 1)	G9371	✓
GCSE	Applied ICT (Units 2 & 3)	GDJ21	✓
		GDJ31	✓
GCSE	Biology (Unit 3)	GBY31	✓
GCSE	Business & Communication Systems (Unit 3)	GBC31	✓
GCSE	Business Studies (Unit 2)	GBS22	
GCSE	Chemistry (Unit 3)	GCH31	✓
GCSE	Child Development (Units 3 & 4)	GHC31	
		GHC41	
GCSE	Construction (Unit 3)	GCB31	✓
GCSE	Double Award Science (Unit 7)	GSD71	✓
GCSE	Engineering (Unit 1)	GEE11	
GCSE	English Language (Unit 4)	GEG41	
	English (Unit 4)	GEG51	
GCSE	English Literature (Unit 3)	GET31	
GCSE	French speaking tests (Unit 1)	GFR11	
		GFR12	
GCSE	Gaeilge	G9561	
		G9562	
		G9564	
		G9565	
GCSE	Geography (Unit 3)	GGG31	
GCSE	German speaking tests (Unit 1)	GGE11	
		GGE12	
GCSE	Health & Social Care (Units 1 & 3)	GHS11	✓
		GHS31	✓
GCSE	History (Unit 3) NEW	GHT31	✓
GCSE	History (Unit 3)	GHY31	
GCSE	Home Economics (Units 2 & 3)	GHE21	
		GHE31	
GCSE	Hospitality (Unit 3)	GHP31	✓
		GHP32	✓
		GHP33	✓
GCSE	ICT (Units 1 & 2)	GIT11	



Level	Subject	Unit /Component	1 <sup>st</sup> time using eCRS
		GIT21	
GCSE	Irish speaking tests (Unit 1)	GIR11	
		GIR12	
GCSE	Journalism (Units 2 & 3)	GJR21	
		GJR31	
GCSE	Learning for Life and Work (Units 1 & 2)	GLW1	
		GLW2	
GCSE	Leisure & Tourism (Units 2,3 & 4)	GLT21	✓
		GLT31	✓
		GLT41	✓
GCSE	Manufacturing (Unit 1)	GMA11	
GCSE	Motor Vehicle & Road User Studies (Unit 2)	GMV21	
GCSE	Moving Image Arts (Units 1 & 2)	GMX11	
		GMX21	
GCSE	Physics (Unit 3)	GPH31	✓
GCSE	Single Award Science (Unit 4)	GSS41	✓
GCSE	Spanish speaking tests (Unit 1)	GSP11	
		GSP12	
GCSE	Technology and Design (Unit 4)	GTD41	
GCSE	Moving Image Arts (Units 2 & 3) NEW	G9692	✓
		G9693	✓