

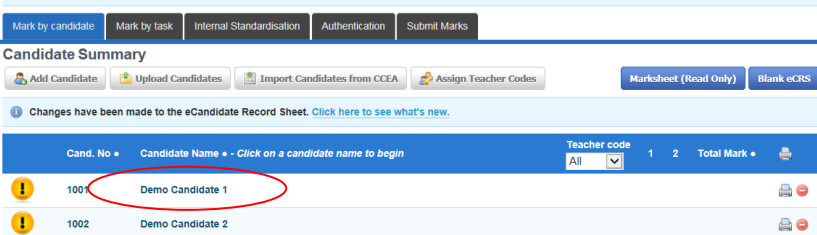
E-Moderation FAQs: Compulsory use of eCandidate Record Sheet (eCRS)

GCSE Drama - Summer 2019

1 Registering and getting started

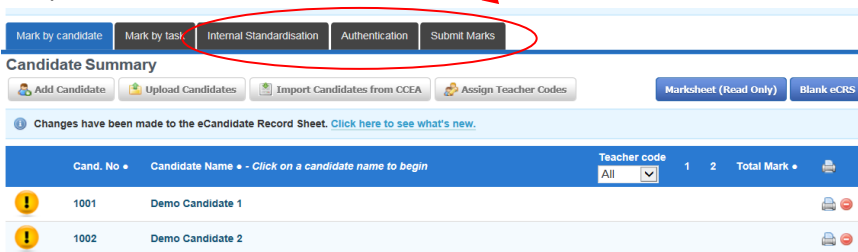
Question	Answer
a Who can register to use eCRS?	Multiple teachers or an individual can be registered for a specific unit/component to complete the eCRS.
b Do all registered teachers have the same access?	<ul style="list-style-type: none"> No. When multiple teachers are registered for the same unit/component one of the teachers must be identified as the 'lead teacher'. The 'lead teacher' will have additional facilities including the final submission of marks.
c When can I register?	Once you have agreed within your department who will be registered as the 'lead teacher' / 'teacher' you can get registered. The GCSE Drama components will be available for registration from November 2018.
d How do I register?	<ul style="list-style-type: none"> Contact the Exams Officer in your centre. The Exams Officer can register you via the CCEA Central Login application for the relevant eCRS units/components. If you already have access to other application(s) on the CCEA Central Login then eCRS application will be added to your access, once the Exams Officers registers you for the unit/component. If you are registering on the CCEA Central Login for the first time you will receive an email with your login details.
e Where do I login?	Use the login button on the E-Moderation microsite.
f How do I access the E-Moderation website?	You can access the site via www.ccea.org.uk either by clicking on the E-Moderation tile or by selecting it from the 'Qualifications' tab.
g How do I login?	Enter your login details and click 'Start' at the eCandidate Record Sheet application.


2 Recording Marks/Comments & Teacher Codes

Question	Answer
a When can I start to record marks?	Marks can be recorded as soon as the candidates' work has been marked and the candidate has been entered with CCEA. Candidate details will be displayed on the eCRS screen. (There is a facility to add candidates to the eCRS before they have been entered with CCEA – please contact CCEA for advice before using this facility).
b How do I open the eCRS?	<p>After logging in to the eCRS application ensure you select the component you wish to record marks for. Click on the candidate name on the eCRS screen and their record sheet will open.</p>  <p>The screenshot shows the 'Candidate Summary' page with a table of candidates. The table has columns for 'Cand. No', 'Candidate Name', 'Teacher code', and 'Total Mark'. The first row shows '1001 Demo Candidate 1' with a red circle around the name. The second row shows '1002 Demo Candidate 2'.</p>

Question	Answer
c How do I record marks/comments?	Insert marks/comment in the boxes provided and click 'Save eCRS'.
d Do I have to complete the comment box?	Candidates who are selected for moderation should have teacher comments completed on their record sheets. There is no requirement to complete comments for candidates who are not part of the sample.
e What is the teacher code?	The teacher code is a short unique reference to identify each teacher who has marked the controlled assessment (eg teacher's initials). The correct teacher codes must be assigned to candidates.
f What are teacher codes used for?	<ul style="list-style-type: none"> Teacher codes are used to link candidates with the teacher who marked the controlled assessment. This information will also be used when confirming Internal Standardisation has been carried out.
g Who sets up the teacher codes?	<ul style="list-style-type: none"> All registered users for the unit have access to 'manage teacher codes'. The teacher or the lead teacher can set up all the codes or they can be set up individually by each teacher.
h How do candidates/teachers authenticate work?	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. This hardcopy authentication form must be signed by all candidates and the relevant teacher(s). The signed document must be retained in the centre to be available to CCEA on request.
i How does the lead teacher confirm authentication of the work?	Within the authentication tab the lead teacher must tick to endorse the onscreen statements before authentication can be confirmed. Any work that has not been authenticated by the candidate or the teacher must be awarded a zero mark.

3 Finalising Marks and completing the eCRS process

Question	Answer
a Can I change the marks if I make a mistake or a change is required?	Yes. Marks can be changed as necessary up to the deadline for the submission of marks.
b What are the DEADLINES for recording GCSE Drama marks?	<ul style="list-style-type: none"> The deadline for G9261 submission is: 5.00 pm on 1 May 2019. NB: Samples being submitted for moderation must be available for collection from 8.30 am on 1 May. The deadline for G9262 submission is: 5.00 pm on 28 February 2019. The process can be completed and submitted by the lead teacher before this date.
c Who will complete the process / submit marks?	<ul style="list-style-type: none"> Only the registered lead teacher 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. 

Question	Answer
<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"> • all activities have been completed; • marks/outcomes have been provided for all entered candidates • any specific requirements within the eCRS have been met. <p>Any outstanding activities will be listed on the screen. When all required actions are complete the following screen will appear.</p>  <p>The screenshot shows a navigation bar with tabs: Candidates, Attach Form, Internal Standardisation, Authentication, and Submit Marks. Below the navigation bar, the title is 'Submit Marks' and the instruction is 'Please click the 'Submit Marks' button to complete the process.' The current status is 'Ready to submit: Submit Marks'. A list of seven green checkmarks indicates that all validation steps are complete: Authentication is confirmed, Internal standardisation is complete, Additional information form has been attached, No missing marks, No missing teacher codes, No missing entries, and No missing record sheets. All candidates match entered name. A red arrow points to the 'Submit Marks' button.</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>
<p>f Will the lead teacher receive confirmation that the process has been completed?</p>	<ul style="list-style-type: none"> • Yes. There will be an onscreen successful submission message, which can be printed. The lead teacher will also receive an email confirming successful submission. • Any subsequent changes, after successful submission, must be re-submitted before the closing date.
<p>g Are there any changes to the moderation process?</p>	<p>Component 1 (G9261) – (new to product type moderation)</p> <ul style="list-style-type: none"> • General CCEA Instructions for all Product Type subjects must be adhered to. • The video recordings and student log books for the candidates in the sample (including work representing the highest and lowest mark in the component) to be sorted in rank order and ready for collection from 8.30 am on 1 May 2019. • It is not necessary to send hardcopy candidate record sheets with the samples, however work should be labelled correctly with the centre number, candidate number and total mark. A coversheet for samples is available on the E-Moderation microsite. <p>Component 2 (G9262)</p> <ul style="list-style-type: none"> • See Appendix 1 of this document for the main changes relating to the moderation process for the GCSE Drama visit. • Further guidance will be included in the Instructions to Teachers for GCSE Drama.

4 Support and Recommendations

Question	Answer
<p>a How can I find out more or get help with eCRS?</p>	<ul style="list-style-type: none"> • Further communications will be issued to centres. • Regular updates will be available in the E-Moderation microsite – including updated support materials: <ul style="list-style-type: none"> ○ quick start guide; ○ detailed user manual; ○ online tutorial/captivate. • Support during initial use of eCRS in 2018/19 will be provided by CCEA’s Operations Modernisation team – 028 9026 1200 extn 2254 or 2230. • Queries can be emailed to moderationteam@ccea.org.uk
<p>b What am I recommended to do now?</p>	<ol style="list-style-type: none"> i. 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. ii. Registration will be available from November 2018. 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. iv. Ensure any consortium arrangements have been registered with CCEA. v. Ensure candidates are entered as early as possible to allow their details to appear on the eCRS application. vi. Refer to the guidance materials available on the E-Moderation microsite when using the eCRS application. vii. Don’t leave it all to do in the last few days.

Summer 2019 visiting moderated units using eCandidate Record Sheets (eCRS)

Level: GCSE

Subject: Drama

Component: G9262

Old Process	New Process
Liaise with Exams Officer regarding any consortium arrangements required	No Change
Centres submit Entries	No Change
Centres complete hardcopy candidate record sheets	Centre complete online candidate record sheets using the eCRS application
Mark changes arising from Internal Standardisation annotated on hardcopy candidate record sheets and labelled (IS)	Details of any changes arising from Internal Standardisation can be recorded in the comments box within the eCRS application or on a printed hardcopy of the eCRS
TAC2 form – Internal Standardisation: teacher details completed on a manual form and provided to moderator	Confirmation within the application that Internal Standardisation has been carried out
Candidates/teachers sign hardcopy candidate record sheets	Candidates/teachers sign authentication statement downloaded from eCRS application
Provide hardcopy candidate record sheets for candidates selected for moderation	Candidate Record Sheets for candidates selected for moderation printed from eCRS application prior to the moderator's visit
Centres provide hardcopy candidate record sheets for all remaining candidates as instructed	Not required - only to be printed if requested by the moderator
ExA39 form completed with marks recorded for candidates selected for moderation	No Change
TAC1 OMR completed with total marks for candidates with top copy provided to moderator	Marks submitted using the eCRS application