

GCSE Gaeilge

Use of eSubmission for Listening & Speaking Task 1 (G9571)

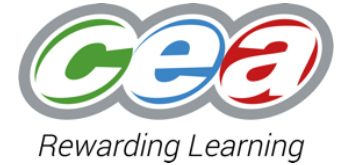
Revised March 2023

www.ccea.org.uk



Sampling Based on Marks Submitted

Sampling on the Mark - Screenshots



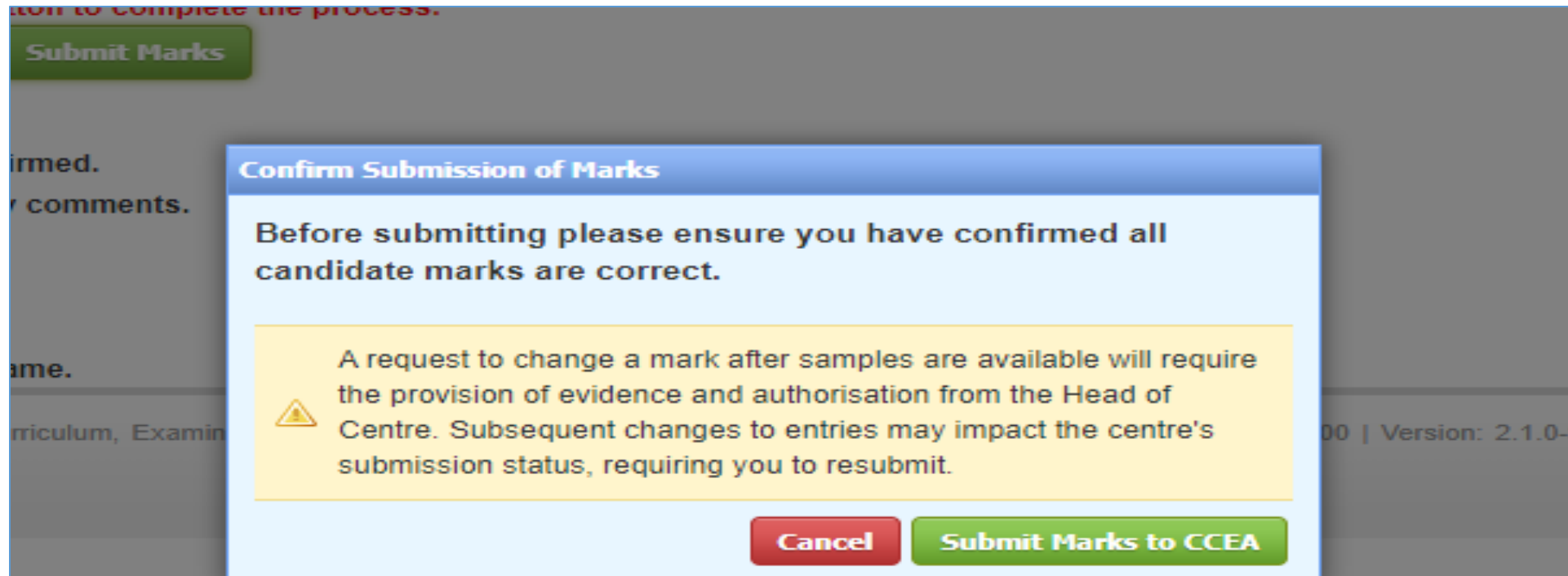
Process of completing eCandidate Record Sheets, Authentication and Internal Standardisation is unchanged. Lead Teacher makes submission as they have done in previous series. Check the E-Moderation area of the CCEA website for Key Dates information.

A screenshot of a web interface for submitting marks. At the top, there is a navigation bar with five buttons: 'Mark by candidate', 'Mark by task', 'Internal Standardisation', 'Authentication', and 'Submit Marks'. The 'Submit Marks' button is highlighted in blue. Below the navigation bar, the heading 'Submit Marks' is displayed. A red instruction reads: 'Please click the 'Submit Marks' button to complete the process.' Below this, the current status is shown as 'Ready to submit:' followed by a green 'Submit Marks' button. A list of seven green checkmarks indicates that all requirements are met:

- ✓ Authentication is confirmed.
- ✓ Internal Standardisation is confirmed.
- ✓ No missing marks or mandatory comments.
- ✓ No missing teacher codes.
- ✓ No missing entries.
- ✓ No missing record sheets.
- ✓ All candidates match entered name.

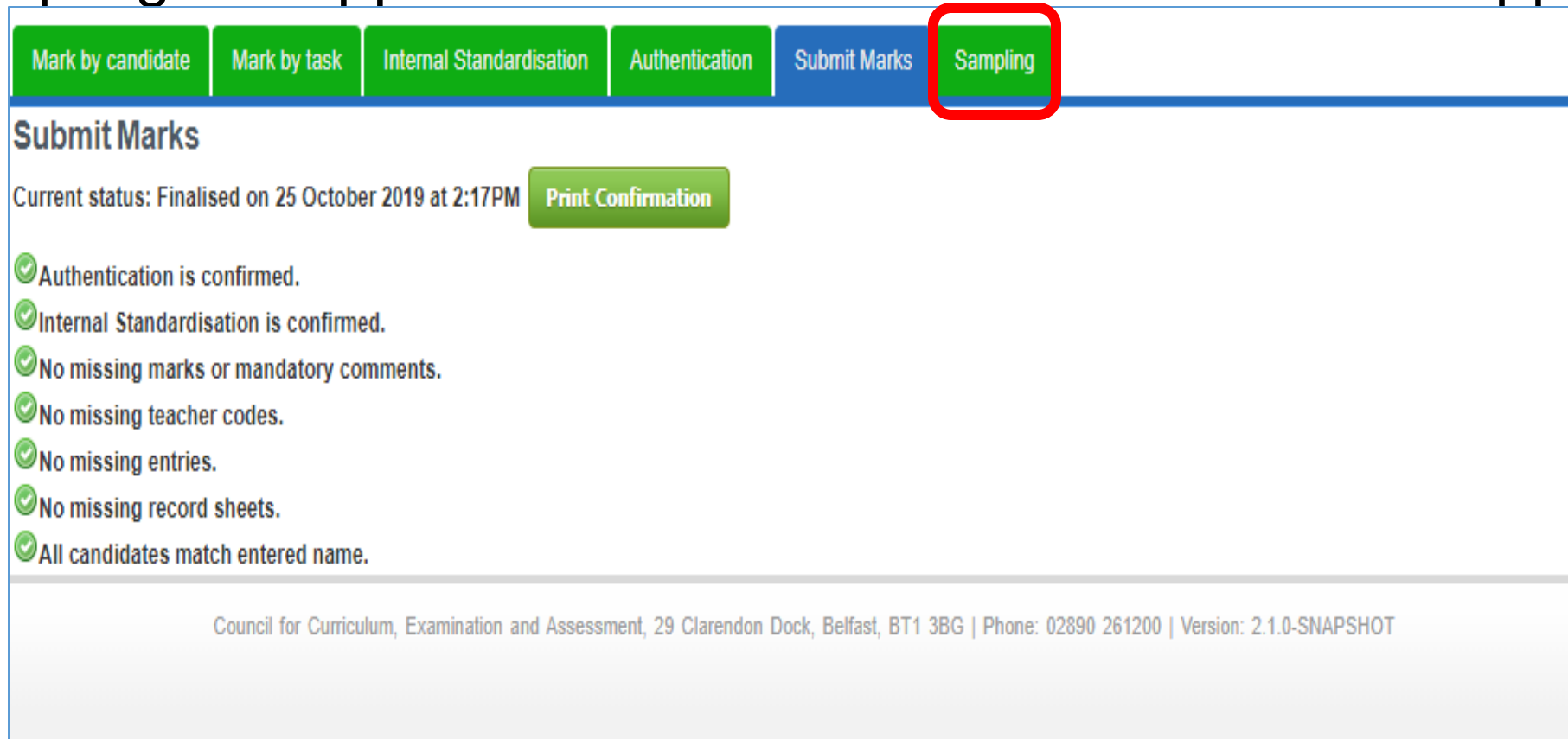
Sampling on the Mark - Screenshots

Lead Teachers will see this updated message when completing submission. If centres require access to make changes to eCandidate Record Sheets after submission, they should contact CCEA's Operations Modernisation team.



Sampling on the Mark - Screenshots

Following the Lead Teacher's submission, all registered users will see a Sampling tab appear in the eCandidate Record Sheet application.

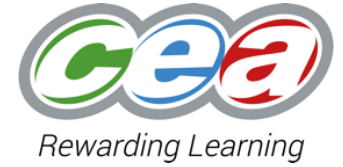


The screenshot displays a navigation bar with several tabs: 'Mark by candidate', 'Mark by task', 'Internal Standardisation', 'Authentication', 'Submit Marks', and 'Sampling'. The 'Sampling' tab is highlighted with a red rectangular border. Below the navigation bar, the 'Submit Marks' section is visible, showing a 'Current status: Finalised on 25 October 2019 at 2:17PM' and a 'Print Confirmation' button. A list of status messages follows, each preceded by a green checkmark icon:

- Authentication is confirmed.
- Internal Standardisation is confirmed.
- No missing marks or mandatory comments.
- No missing teacher codes.
- No missing entries.
- No missing record sheets.
- All candidates match entered name.

At the bottom of the page, the footer text reads: Council for Curriculum, Examination and Assessment, 29 Clarendon Dock, Belfast, BT1 3BG | Phone: 02890 261200 | Version: 2.1.0-SNAPSHOT

Sampling on the Mark - Screenshots



Centres completing submission before sampling instructions are available will see this message in the Sampling tab.

A screenshot of a software interface showing a navigation bar with tabs: 'Mark by candidate', 'Mark by task', 'Internal Standardisation', 'Authentication', 'Submit Marks', and 'Sampling'. The 'Sampling' tab is selected and highlighted in blue. Below the tabs, the word 'Sampling' is displayed in a large font. A light blue message box contains the following text: 'The sample will be displayed here from : 17/04/23 at 09:00' followed by 'Once the sample has been generated you will not be able to make changes to the eCandidate Record Sheets.' An information icon (i) is located to the left of the message box.

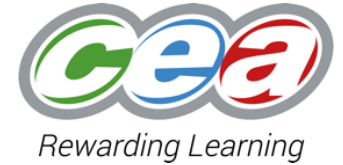
Mark by candidate Mark by task Internal Standardisation Authentication Submit Marks Sampling

Sampling

The sample will be displayed here from : 17/04/23 at 09:00

Once the sample has been generated you will not be able to make changes to the eCandidate Record Sheets.

Sampling on the Mark - Screenshots

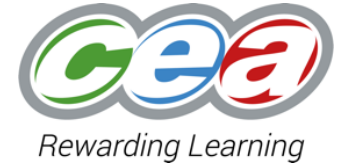



When samples are available, users will see their sampling information in the Sampling tab. This will appear in descending mark order, covering a range of marks and all teacher codes. Departments are required to submit the work of all listed candidates.

Print Sampled eCandidate Record Sheets

Candidate	Teacher Group	Total Mark
7057 : EATON, VICTORIA	Jenny Edgar (JE)	57
7071 : COOK, LILY	Jenny Edgar (JE)	57
7065 : BOLTON, EMMA	Moira Carter (MC)	54
7068 : BOYD, NOAH	Moira Carter (MC)	53
7072 : OSBORNE, BENTLEY	Moira Carter (MC)	53
7150 : DECKER, ANDREW	Jenny Edgar (JE)	52
7056 : HENDERSON, CAMERON	Moira Carter (MC)	51
7066 : FUENTES, AUTUMN	Jenny Edgar (JE)	51
7074 : HOUSE, BRODY	Dan Marshall (DM)	50
7092 : FRANKS, WYATT	Moira Carter (MC)	50
7069 : OLSON, JAYDEN	Moira Carter (MC)	49
7060 : BRADY, NATHANIEL	Dan Marshall (DM)	48

Sampling on the Mark - Screenshots

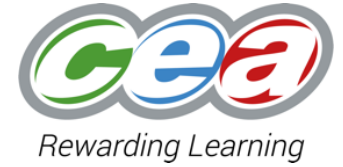


Clicking  will allow users to create cover sheet prints for all sampled candidates. These do not need to be sent to CCEA for G9571. However, teachers are encouraged to use these sheets, or the template cover sheets available in the E-Moderation area of the CCEA website, to record signed consent from candidates for their work to be used as exemplar material. This consent should then be retained by the centre in case requested by CCEA later.

The screenshot shows a web interface for printing candidate record sheets. On the left, a form contains the following information: Series: 2023 Summer; Component: G9571 : GCSE Gaelge Component 1 Task 1; Teaching Centre: 71007; Admin Centre: 71007; Candidate: 4296 : Byrne, Leah; Total Mark: 12 out of 20. Below this is a disclaimer in small text and two input fields for 'Authorised by (print name)' and 'Signature'. On the right, a 'Print' settings panel is open, showing '12 sheets of paper' and options for Destination (PR-013BG-FollowMe c), Pages (All), Copies (1), Layout (Portrait), and Colour (Colour). At the bottom right of the panel are 'Print' and 'Cancel' buttons. The URL 'https://java-ast-emod.ccea.local/MarkCollectionEngine/printCandidateWBStatement' is visible at the bottom left of the page.

Screenshot Examples

Central Login

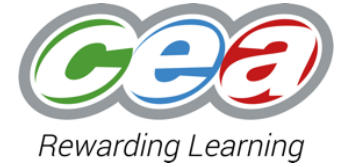




My Applications

[Redacted]			
EMAD	eModeration Admin	✔	▶ Start
EPTE	ePortfolio Sample Uploads	✔	▶ Start
ESBA	eSubmission Admin	✔	▶ Start
ESUB	eSubmission	✔	▶ Start
MCE	eCandidate Record Sheets	✔	▶ Start

When you have access to eSubmission, it will appear in your 'My Applications' list in CCEA's Central Login

Home Screen



INFO  / 





Component [view all](#)

G9571: GCSE Gaeilge Task 1
Closes on 06/05/22 at 17:00

Status


0 out of 13 completed (0%)

MENU

-  Home
-  Multiple Uploads
-  Group Setup
-  Complete Submission

Components

G9571: GCSE Gaeilge Listening & Speaking Task 1

 **Submission Period:** Closes on 06/05/22 at 17:00

Role: Lead Teacher

Completion: 0 out of 13 candidate(s) completed

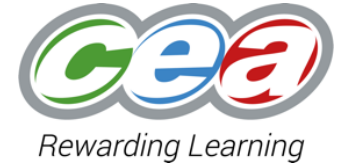
Status: Incomplete

[Return to Component](#)

CCEA All Rights Reserved

In eSubmission, you will be able to access all components assigned to you.

Component Main Screen



INFO

Component [view all](#)

G9571: GCSE
Gaeilge Task 1

Status

0 out of 12 completed (0%)

MENU

- Home
- Multiple Uploads
- Group Setup
- Complete Submission

Home

[Click here to display guidance...](#)

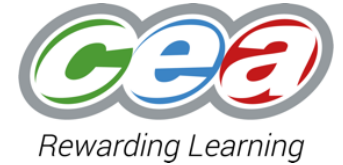
[Import Candidates from CCEA](#)

(1 of 1) ⏪ 1 ⏩

Candidate	Group	Upload Status	Size	Options
✘ 4296 : BYRNE, LEAH M E	Not Set	All		Upload
✘ 4300 : ALLEN, CHANYANUT	Not Set			Upload
✘ 4341 : BROWNE, LAUREN C	Not Set			Upload
✘ 4356 : GRAHAM, FREDERICK R	Not Set			Upload
✘ 4374 : CLANEY, EMMA	Not Set			Upload
✘ 4400 : GILLILAND, OISIN VINCENT	Not Set			Upload
✘ 4402 : BROWN, DONNFHLAITH	Not Set			Upload
✘ 4428 : BYRNE, ANDREW P	Not Set			Upload
✘ 4432 : GREEN, JENNIFER R	Not Set			Upload
✘ 4448 : CARDWELL, ABBIE JANE	Not Set			Upload
✘ 5480 : BELL, ELLEN JOAN	Not Set			Upload

When the sample has been generated on the eCandidate Record Sheets application, these candidates will appear in the eSubmission application the next day, and you will be able to upload files for them.

Setting Groups (optional)



Assign Candidates to Group

[Click here to display guidance...](#)

Group : Class 1 (C1)

Remaining Candidates		Candidates in Group
4296 : BYRNE, LEAH M E (Not Set)	>	4300 : ALLEN, CHANYANUT (Not Set)
4341 : BROWNE, LAUREN C (Not Set)	>>	4400 : GILLILAND, OISIN VINCENT (Not Set)
4356 : GRAHAM, FREDERICK R (Not Set)	<	4432 : GREEN, JENNIFER R (Not Set)
4374 : CLANEY, EMMA (Not Set)	<<	5480 : BELL, ELLEN JOAN (Not Set)
4402 : BROWN, DONNFHLAITH (Not Set)		
4428 : BYRNE, ANDREW P (Not Set)		
4448 : CARDWELL, ABBIE JANE (Not Set)		
7166 : CAHOON, AINE T (Not Set)		

✓ Confirm Group ✗ Cancel

Candidates can be assigned to specific groups if this will make uploading easier, but there is no requirement to do this.

Uploading Guidelines

Upload File ✕

Candidate: 4296 : BYRNE, LEAH M E
Upload: Assignment

- Click 'Choose' to select the file to upload
- The file must be in the following format(s): mp3
- The file must be named with the following structure:
 - [component code]-[centre number]-[candidate number].[extension]
 - Allowed name(s):
 - G9571-71007-4296.mp3

Users should note that files not named in the correct structure or in the correct format cannot be uploaded to eSubmission until corrected.

- Once a file is selected click 'Upload'




+ Choose **Cancel**

Upload

The above information appears when uploading files for an individual candidate. Centres should also note that G9571 files exceeding 25mb in size will not be accepted.

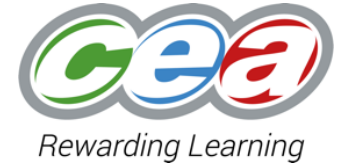
Checking uploaded files

Candidates - 5 out of 12 completed

(1 of 1) < 1 >			
Candidate	Group	Upload Status	Size
4296 : BYRNE, LEAH M E	Not Set	Upload Complete 	246.6 KB
4300 : ALLEN, CHANYANUT	Not Set		
4341 : BROWNE, LAUREN C	Not Set	Upload Complete 	246.6 KB
4356 : GRAHAM, FREDERICK R	Not Set	Upload Complete 	246.6 KB

When a candidate's file is uploaded this icon  will appear. Registered teachers can click this to download previously uploaded files for checking if they wish

Uploading Multiple Candidates



INFO

Component [view all](#)

G9571: GCSE Gaeilge Task 1

Status

5 out of 12 completed (42%)

MENU

- Home
- Multiple Uploads
- Group Setup
- Complete Submission

Multiple Candidate Uploads

- Click 'Choose' to select the file to upload
- Once files are selected click 'Upload'

[+ Choose](#) [Upload](#) [Cancel](#)

Successful Uploads

5 of 5 files uploaded successfully.

Guidance

- Teachers can use this screen to upload multiple files at once.
- Files must be named using the appropriate structure for them to be accepted
- Please do not navigate away from this screen while files are uploading as this will prevent all selected files being uploaded.

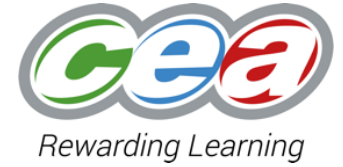
Candidates - 5 out of 12 completed

(1 of 1) ⏪ 1 ⏩

Candidate	Group	Upload Status	Size
4296 : BYRNE, LEAH M E	Not Set	Upload Complete	246.6 KB
4300 : ALLEN, CHANYANUT	Not Set		
4341 : BROWNE, LAUREN C	Not Set	Upload Complete	246.6 KB
4356 : GRAHAM, FREDERICK R	Not Set	Upload Complete	246.6 KB

Centres can upload files for multiple candidates at the same time, which can streamline the upload process.

Completion Screen – During Uploads



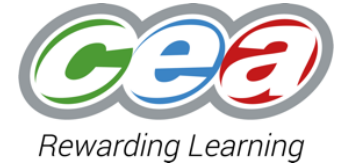
Complete Submission

File uploads or confirmation of absence are required for the following candidate(s) before submission can be completed:

Candidate	Group
4300 : ALLEN, CHANYANUT	Not Set
4374 : CLANEY, EMMA	Not Set
4402 : BROWN, DONNFHLAITH	Not Set
4428 : BYRNE, ANDREW P	Not Set
4432 : GREEN, JENNIFER R	Not Set
5480 : BELL, ELLEN JOAN	Not Set
7166 : CAHOON, AINE T	Not Set

Registered Lead Teachers have access to a 'Complete Submission' menu option at any point during the eSubmission process. If they click into this screen when not all candidates have had a file uploaded for them, the Lead Teacher will see a list of candidates outstanding.

Completion Screen – Consent Declarations and Confirmation



Complete Submission

Consent Declaration *(you must select one of the following declarations)*

- I confirm that my centre has retained signed consent from or on behalf of **all** candidates with work uploaded, for that work to be reproduced by CCEA.
- I confirm that my centre has retained signed consent from or on behalf of **some** candidates with work uploaded, for that work to be reproduced by CCEA.
- I confirm that **no** signed consent has been obtained from or on behalf of candidates with work uploaded, for that work to be uploaded by CCEA.

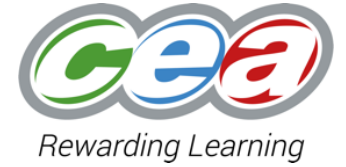
All candidates have been completed. To finish, please click the 'Complete Submission' button to confirm that authentication signatures have been obtained by the centre in accordance with subject specific instructions.

✓ Complete Submission

When all files for sampled candidates have been uploaded, Lead Teachers are asked to identify which samples have had written consent obtained for the work to be reproduced by CCEA.

Clicking the 'all' or 'no' candidate radio buttons will allow the Lead Teacher to then press the Complete Submission button. Clicking the 'some' radio button will generate a list of candidates in the sample, and the Lead Teacher must specify the responses for which written consent has been obtained before being able to press 'Complete Submission'.

Key Points to Note

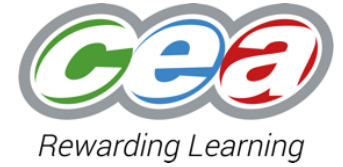


All files **must** be:

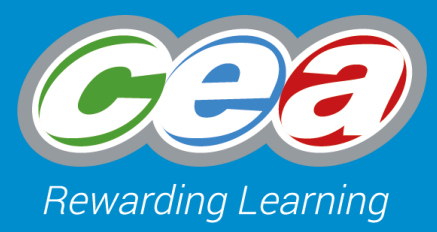
- Saved as an MP3 file prior to upload
- Named using a specific structure (unit-centre-candidate)
- No more than 25mb in size
- Uploaded by 5pm on the closing date shown in eSubmission.

Centres must continue to submit eCandidate Record Sheets through the existing application.

Support & Guidance



- Users previously registered to use eCRS for GCSE Gaeilge will automatically have access to eSubmission.
- When new users are registered to use eCandidate Record Sheets for GCSE Gaeilge Component 1 Part 1 (G9571) they will automatically get access to eSubmission;
- Registered users will be able to log in to eSubmission and upload candidate files the day after marks have been submitted, and the onscreen sample is available;
- CCEA's Operations Modernisation team is available to answer any eSubmission queries. Contact Craig Burns at cburns@ccea.org.uk.



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