



E-Moderation (2016-2017)

Agreement Trial Information Pack:

- 'What has changed?' document
- Key Points / Reminder document
- Copy of Agreement Trial presentation

Autumn 2016

What's New in eCandidate Record Sheet (eCRS) from October 2016?

No.	What has changed/been added?	Why?	User/ Units Affected
1	Authentication tab: Additional statements added to the authentication tab to be confirmed by the lead teacher.	Lead teacher understands how the JCQ/CCEA requirements are adhered to within eCRS for obtaining and retaining authentication signatures.	Lead teacher/ All units
2	Authentication statement and list of candidates: Teacher authentication statements added to printout for teacher(s) to sign authentication confirmation for relevant candidates.	Lead teacher can obtain and retain teacher authentication signatures along with the relevant candidate authentication signatures.	Lead teacher/ All Units
3	Internal Standardisation tab: Additional statements added to the Internal Standardisation tab to be confirmed by lead teacher.	Lead teacher understands how the JCQ/CCEA requirements are adhered to within eCRS for confirming Internal Standardisation has been carried out.	Lead teacher/ All units
4	Internal Standardisation tab: Facility to add the names of teachers involved in the Internal Standardisation process but did not mark candidates' work.	Lead teacher can provide the names of additional teachers involved in the Internal Standardisation process but did not mark candidates' work.	Lead teacher/ All units
5	Session expiring in 5 minutes (Onscreen Warning): A warning onscreen message will appear 5 minutes before the session expires.	When user is logged into eCRS but has not activated the screen within the last 25 minutes a message will appear to remind the user to click 'Extend Session' tab.	All users/ All units
6	Changing outcome recorded for a candidate: Facility added to allow a candidate incorrectly recorded as Absent to be marked and a candidate incorrectly selected to be marked to be recorded as Absent.	User can easily change the outcome recorded for a candidate. If no marks have been saved for a candidate or if all saved marks are zero the option to 'Mark as Absent' is available. If a candidate has been incorrectly recorded as Absent an option is available to change to 'Enter Marks for Candidate'. This removes the need to delete and re-import the candidate to change the outcome.	All users/ All units
7	Comments box expanding based on text entered: The comments box will expand to the appropriate size so the entered text remains visible onscreen.	User can see all text they have inserted to the comments box without having to use the scroll bar to review the text.	All users/ All units

No.	What has changed/been added?	Why?	User/ Units Affected
8	Sort on Candidate Surname: Facility added to sort on candidate surname name.	User can sort by candidate surname name to find candidate details more easily.	All users/ All units
9	Manage Teacher Codes: Improved onscreen instructions. This includes instructions on assigning a code when more than one teacher is marking a candidate's work.	User can view onscreen instructions on setting up/assigning teacher codes to candidates.	All users/ All units
10	Status of Unit (Complete / Incomplete): The status of each unit will be visible from the component dropdown list.	User can see from the component dropdown list if the unit/s they are registered for are at Complete or Incomplete status.	All users/ All units (Only lead teacher can update the status)
11	Dropdown Menu – Predefined Lists: Facility added for specific units/criteria to use a dropdown menu to select the outcome from predefined list relevant to the criteria.	User can select the appropriate outcome for a candidate from a predefined list of options.	All users/ Specific units (see Appendix 1)
12	Applying same text to multiple candidates: Facility added for specific units/criteria to apply the text recorded for a candidate to all candidates for a specific teacher code.	User can input text or where appropriate select an option from the dropdown list and apply the same outcome for all candidates assigned to the selected teacher code. Note: This facility is only available for specific criteria. The apply facility is only visible if a teacher code is selected and when using the 'Mark by Task' option.	All users/ Specific units (see Appendix 2)
13	Band/Level displayed when mark inserted: Once a mark is inserted the relevant Band or Level information will be displayed on screen automatically.	User can see the band/level information once a mark has been inserted for criteria.	All users/ All units except: GCE Journalism GCE Sports Science GCE Biology GCSE Sciences

List of units with new facility to use dropdown menus from pre-defined lists

Component	Title
A1P11	AS Performing Arts Unit 1 (Legacy)
A2PA1	A2 Performing Arts Unit 1
A3H11	AS Health & Social Care Unit 1 (Legacy)
A3H21	AS Health & Social Care Unit 2 (Legacy)
A3H41	AS Health & Social Care Unit 4 (Legacy)
A3H61	AS Health & Social Care Unit 6 (Legacy)
A6H11	A2 Health & Social Care Unit 7
A6H21	A2 Health & Social Care Unit 8
A6H41	A2 Health & Social Care Unit 10
A6H51	A2 Health & Social Care Unit 11
AL111	AS English Literature Unit 1
AN221	A2 Home Economics Unit 2
GAL31	GCSE Agriculture & Land Use Unit 3
GBY31	GCSE Biology Unit 3
GCH31	GCSE Chemistry Unit 3
GEG41	GCSE English Language Unit 4
GET31	GCSE English Literature Unit 3
GGG31	GCSE Geography Unit 3
GHC31	GCSE Child Development Unit 3
GHC41	GCSE Child Development Unit 4
GHS11	GCSE Health & Social Care Unit 1
GHS31	GCSE Health & Social Care Unit 3
GHT31	GCSE History Unit 3
GMV21	GCSE MVRUS Unit 2
GPH31	GCSE Physics Unit 3
GSD71	GCSE DA Science Unit 7
GSS41	GCSE SA Science Unit 4
SHC11	AS Health & Social Care Unit 1 (New)
SHC21	AS Health & Social Care Unit 2 (New)
SHC41	AS Health & Social Care Unit 4 (New)
SHC61	AS Health & Social Care Unit 6 (New)
SPA11	AS Performing Arts Unit 1 (New)

List of units with facility to apply same text to multiple candidates

Note: This facility is only available when the filter is applied to a selected teacher code and 'Mark by Task' is used.

Component	Title
AB131	AS Biology Unit 3 (Legacy)
AB231	A2 Biology Unit 3
AL111	AS English Literature Unit 1
GAL31	GCSE Agriculture & Land Use Unit 3
GBS22	GCSE Business Studies Unit 2
GBY31	GCSE Biology Unit 3
GCH31	GCSE Chemistry Unit 3
GEG41	GCSE English Language Unit 4
GEG51	GCSE English Unit 4
GET31	GCSE English Literature Unit 3
GGG31	GCSE Geography Unit 3
GHC31	GCSE Child Development Unit 3
GHC41	GCSE Child Development Unit 4
GHT31	GCSE History Unit 3
GMV21	GCSE MVRUS Unit 2
GPH31	GCSE Physics Unit 3
GSD71	GCSE DA Science Unit 7
GSS41	GCSE SA Science Unit 4
SBY32	AS Biology Unit 3 (New)

E-Moderation: Key Points/Reminders for using eCandidate Record Sheets (eCRS)

1 Registering and getting started or re-starting in a new series

New users

- It is recommended that all new eCRS users refer to the E-Moderation microsite at www.ccea.org.uk/ Qualifications and view **the eCRS Online Tutorial** in the eCandidate Record Sheet section (lasts 5 minutes).
- The Exams Officer registers teachers for the appropriate units via CCEA's central login. The Exams Officer must register the teacher using the correct email address.
- Once registered, the teacher receives an automatic email with their login details.
- Users log in via the E-Moderation microsite 'Login Here' tab.
- There are two user types that can be registered.
 - The **lead teacher** (normally the Head of Department) has the same access as the teacher along with additional functions to make the final submission. Only one lead teacher can be registered per unit.
 - The **teacher** can use the system to record marks/comments for their pupils.
- Each unit with entries must have **one lead teacher** registered. An unlimited number of additional teachers can be registered.
- Guidance documents are available in the eCandidate Record Sheet section of the E-Moderation microsite.

Previously registered users

- Use the login details previously provided.
- **Forgotten/lost passwords** can be retrieved by clicking on the '**Forgot Password**' tab on the login screen. Users will be required to enter their registered email address and answer the security question previously asked when they first logged in.
- If the user has forgotten or never set the **security question** the Exams Officer in the centre can reset the user's password via CCEA's central login. This will issue an automatic email to the user with new login details.

Login details are confidential and MUST NOT be shared with other teachers. Any teacher who needs access to use the system must be registered to receive their unique login details.

2 Managing teacher codes (All user types)

- Teacher codes are used to link candidates with the teacher who marked their work.
- The teacher code must be a unique reference to identify the teacher(s) marking the candidate's work.
- All users have the access to set up/assign teacher codes.
- Once assigned, the screen can be filtered to show only the candidates for a selected teacher code.
- Each candidate must have a teacher code assigned before the final submission will be allowed.

3 Recording outcomes for candidates (All user types)

- Candidate numbers/names will appear on the screen once they have been entered for the series by the Exams Officer.
- Users can record marks/comments before entries have been made by using the 'add candidate' or 'upload candidates' facility available. If the user wishes to add candidates' names before they are entered:
 - the candidates' names should be recorded in the same format as the actual entries will be submitted i.e. (Surname, First Name, Initial)
 - the system will validate the candidate details once the actual entries have been submitted to CCEA by the Exams Officer.
- Marks/comments/titles can be inserted for each candidate by clicking on the candidate name or by using the 'Mark by Task' tab. A candidate can be recorded as 'Absent' by using the drop-down list available.
- Before using the 'Mark by Task' tab it is recommended that entered candidates who have not completed any work are recorded as 'Absent'. Click on the candidate name and select 'record candidate as absent'.
- If candidates have been filtered by teacher code, this filter will also be applied in the 'Mark by Task' screen.
- The option to transfer marks from a previous series is only available in linear subjects and specific unitised subjects that have both internally and externally assessed components in a unit.

4 Obtaining candidates' / teachers' signatures and authentication of marks (Lead teachers only)

- The authentication statement and list of candidates must be printed by the lead teacher. Each candidate must sign against their name to authenticate the work.
- The teacher(s) who marked the work must sign the teacher authentication statement.
- The lead teacher must confirm that:
 - the work has been conducted under the controlled assessment/coursework conditions as laid out by the specification;
 - each candidate has authenticated their own work;
 - to the best of their knowledge they are satisfied that the work produced by each candidate is solely that of the candidate.
- The signed authentication list must be retained in the centre should it be requested for CCEA use and/or inspection purposes.

5 Confirming Internal Standardisation (Lead teachers only)

- Before the final submission can be made the lead teacher must confirm that internal standardisation has been carried out in accordance with CCEA guidelines.
- If only one teacher was involved in marking the work of all candidates the lead teacher confirms the statement which indicated this.
- If more than one teacher was involved in marking then the lead teacher must ensure and confirm that samples of the work marked by each teacher were reviewed during the internal standardisation process.
- Lead teachers must ensure that any changes made to candidates' marks during the internal standardisation process are updated accordingly on the work and in the eCRS application.

6 Making the final submission (Lead teachers only)

- The 'Submit Marks' tab allows the lead teacher to check if any information is missing.
- A validation will be carried out to ensure all required information has been completed before the submission will be allowed.
- Entered candidates who have not provided work must be recorded as 'Absent' or have their entry withdrawn from CCEA by the Exams Officer, before the submission will be allowed.
- Candidates who have provided work but have not been entered with CCEA by the Exams Officer must be entered before the submission will be allowed.
- Once all information has been provided the lead teacher will be able to continue to 'submit marks'.
- On successful submission, the lead teacher will receive an on screen message and confirmation email.

7 Providing samples for moderation for subjects using eCRS

- The marks recorded on the candidates' work must match the marks record on the eCRS.
- The list of candidates whose work is required for moderation will be provided to centres (hardcopy).
- If the list does not include the candidates with the top or bottom mark for the unit these samples must be provided in addition to the list requested.
- The bottom candidate is the candidate with the lowest (non -zero) mark with complete work.
- A sample change form will be provided to centres (hardcopy).
- The sample change form must be completed/submitted with the sample indicating any changes or additions to the original sample requested.
- Each sample must be labelled with the centre number, candidate number and total mark. A sample cover form to record these details is available in eCandidate Record Sheet section of the E-Moderation microsite.
- The samples must be placed in rank order - highest to lowest.

Further information

- Refer to the E-Moderation microsite for more detailed guidance.

E-Moderation – 2016-2017 eCandidate Record Sheets (eCRS)

Agreement Trial Autumn 2016

eCRS Update

- Summer 2016 was eCRS roll-out series (101 units).
- 65 units using eCRS for the 1st time (180% increase).
- Thank you for your engagement and feedback.
- Significant changes have been made to eCRS following user feedback in summer 2016.
- These changes have been reviewed by a group of teacher representatives.

What has changed?



- E-Moderation Handout in your Agreement Trial pack includes:
 - ‘What has changed?’ document
 - Key Points / Reminder document
 - A copy of this presentation
 - The ‘What has changed?’ document will also be accessible through the eCRS screen.
 - Details of unit-specific changes will be communicated to registered users.
-

Changes: Lead Teachers only



- **Internal Standardisation:**
 - additional statements to confirm before submission is allowed;
 - box provided to record name(s) of teacher(s) not marking but involved in Internal Standardisation (optional).
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Changes to Internal Standardisation



Mark by candidate | Mark by task | Internal Standardisation | **Authentication** | Submit Marks

Internal Standardisation

! You must verify the below statements before Internal Standardisation can be confirmed. PLEASE NOTE: Statement 7 is optional and should only be completed where applicable.

1. I confirm that appropriate preparation has been carried out to ensure all teachers involved in the assessment of the unit/component have marked to common standards.
2. I confirm that Internal Standardisation of marks across assessors and teaching groups has taken place.
3. I confirm that all work used for Internal Standardisation has been dated by the teacher to reflect when it was reviewed.
4. I confirm that any new marks resulting from Internal Standardisation have been updated on both the candidate's work and the eCandidate Record Sheet (eCRS) application.
5. I confirm that evidence of Internal Standardisation has been retained in the centre.
6. I confirm that candidates' work will be securely stored until all Post Results services have been concluded.
7. The following teachers did not mark the work of any candidates but were involved in the Internal Standardisation process.

! I confirm that internal standardisation has been carried out in accordance with CCEA guidelines and samples of work marked by the teachers listed below were included in the process. Any mark changes have been updated on the candidates' work and the eCandidate Record Sheet.

Teacher Code	Teacher Name
AB	Alan Bruce
TC	Tony Castle

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Changes: Lead Teachers only



•Authentication:

- printout from authentication tab: teacher authentication statement added to be signed by teacher(s);
- additional statements to confirm before submission is allowed.

Reminder: Signed authentication statements by candidates and teachers must be retained in the centre for CCEA use and/or inspection purposes.

Changes to Authentication



[Mark by candidate](#)
[Mark by task](#)
[Internal Standardisation](#)
[Authentication](#)
[Submit Marks](#)

Authentication

[Open Authentication Document](#) **Candidates are listed by teacher code as assigned.**
[JCQ Information for candidates \(Controlled Assessments\) \(Click to download PDF\)](#)
[JCQ Information for candidates \(Coursework Assessments\) \(Click to download PDF\)](#)

You must verify the below statements before Authentication can be confirmed.

- I confirm that I have printed and retained signed candidate authentication statements for all candidates with the exception of those listed below.

- I confirm that the signed candidate authentication statements also include signed teacher authentication for all teachers submitting marks for candidates.
- I understand the signed authentication printouts must be retained in my centre and may be required for CCEA use and/or inspection purposes.
- I understand that it is a JCQ requirement to have signed candidate and teacher authentication for all work submitted for moderation; and that failure to do so constitutes candidate and/or teacher malpractice.

I confirm that the candidates' work for which marks have been provided has been conducted under the controlled assessments/coursework conditions laid out by the specification and each candidate has authenticated their own work. I am satisfied that to the best of my knowledge the work produced by each candidate for which marks have been provided is solely that of the candidate. I confirm that any work that has not been authenticated by either the candidate or their teacher has been awarded zero marks and the details are provided in the comment box above.

PLEASE NOTE: Should you need to change the above you must remove the tick from the green box and reconfirm statements.

Control of Curriculum, Examination and Assessment, 25 Clarendon Park, Belfast, BT1 9BB | Phone: 02892 261200

Authentication Document



2017 Summer
GMV21 : MV&RUS STUDIES 2 (CONT'ASSESS) at 71682
 Teacher: Alan Bruce (AB)

Teachers, centres and candidates should note that CCEA may use extracts from examination scripts/internally assessed assignments on an anonymous basis in educational presentations, materials and products

Candidate Authentication

Please sign below to confirm you have:

- Read and understood the **JCQ Information for Candidates/Notice to Candidates.**
- Produced the work without assistance other than that which is acceptable under the scheme of assessment.

Number	Candidate Name	Signature
1001	Carter, Jade	

Teacher Authentication

When multiple teachers have marked the work of the above candidates all teachers must sign the teacher authentication statement.

I/We confirm that marks awarded for the above candidates is for work that:

- is solely that of the candidates concerned,
- was completed under the required conditions.

Teacher Name(s): _____ (Print)

Teacher Signature(s): _____

Date: _____

The completed form must be retained in the centre to be available should it be requested by CCEA and/or inspection purposes.

2017 information



- Updated eCRS available:
 - January 2017 - **17th October 2016**
 - Summer 2017 existing units - **7th November 2016**
 - Summer 2017 new AS units - **5th December 2016**
- Your login details used in summer 2016 are valid.
- If you do not have a login the Exams Officer in your centre can register you for the unit(s).

Support & Help with eCRS



- Refer to the E-Moderation Handout in your Agreement Trial pack.
- View E-Moderation microsite.
(CCEA home page www.ccea.org.uk > Qualifications > E-Moderation)
In the eCandidate Record Sheet section:
 - **View the online tutorial (lasts 5 minutes).**
 - Refer to the quick start guide and detailed user manual.
- Any queries or need for additional support can be emailed to moderationteam@ccea.org.uk