

Occupational Studies

E-Moderation: eCandidate Record Sheets

January & Summer 2019

Occupational Studies will use the eCandidate Record Sheet (eCRS) application to:

- submit unit total marks by pathway to CCEA
- confirm Internal Standardisation has been carried out
- confirm authentication signatures have been obtained and retained for all teachers/tutors and candidates

Summary of Process Changes



Old Process	New Process
Centres complete migrations using online application	No Change
Centres submit entries	No Change
Centres complete hardcopy candidates record sheets	No Change
Candidates/tutors sign hardcopy record sheets	Candidates/tutors sign authentication statement downloaded from eCRS application
TAC1 OMR – record total marks for candidates	Marks submitted via eCRS application
TAC2 form – Internal Standardisation details completed on manual form	Confirmation within application that Internal Standardisation has been carried out
Centres submit hardcopy of authentication form for each Pathway entered	Statements confirmed on screen and signatures of all teachers/candidates retained in the centre
Sampling instructions and stationery sent to centres	No Change
Candidate record sheets for sampled candidates submitted with the work	No Change
Hardcopy of TAC6 Report sent to centres on results date	Electronic TAC6 report to appropriate centre staff at Issue of Results time

- Reduces paperwork (removes TAC1 & TAC2 forms)
- Reduces manual processes
- Involves the right people
- Helps centres identify entry/migration issues earlier
- Helps centres/CCEA identify any missing marks and resolve issues faster
- Automatic reminders issued to centres on key dates
- Validates data submitted

- eCRS FAQs on the Occupational Studies microsite
- Updates on the E-Moderation microsite
- Further communications will be issued to centres
- Updates to Instructions to Teachers
- Specific training will be provided to:
 - centres with no experience of using eCandidate Record Sheets
 - Further Education Colleges and Training Organisations
- Support will be available to all centres, as requested, to implement the change
- Queries can be emailed to moderationteam@ccea.org.uk