E-Moderation FAQs: Compulsory use of eCandidate Record Sheet (eCRS)
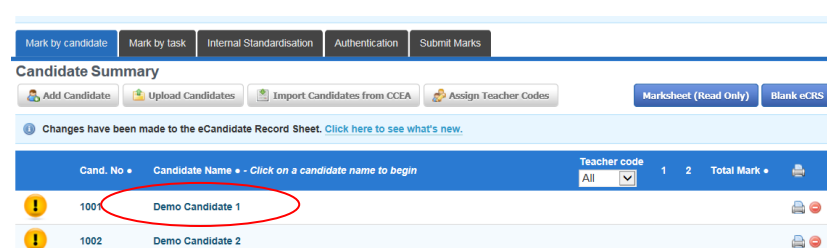
GCSE Contemporary Crafts - Summer 2019

1 Registering and getting started
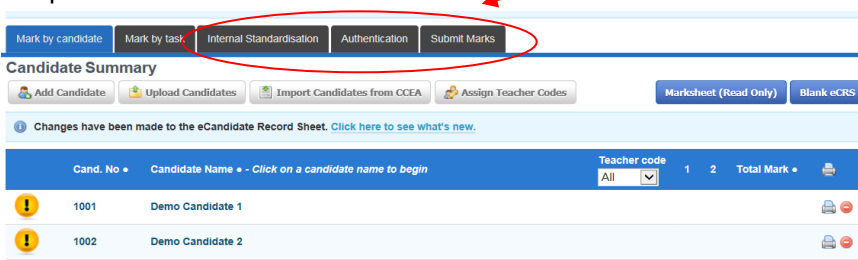
	Question	Answer
a	Who can register to use eCRS?	Multiple teachers or an individual can be registered for a specific unit/component to complete the eCRS.
b	Do all registered teachers have the same access?	• No. When multiple teachers are registered for the same unit/component one of the teachers must 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 Contemporary Crafts components will be available for registration from November 2018.
d	How do I register?	• 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?	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.

	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?	There is no requirement to complete the comment box unless the teacher wishes to provide additional justification for the mark awarded.
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?	• 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?	• 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 is the DEADLINE for recording GCSE Contemporary Crafts marks?	• The deadline for **G0941 & G0942** is **2 May 2019 at 5 pm**. • The process can be completed and submitted by the lead teacher before this date.
c	Who will complete the process / submit marks?	• 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
d	**How will the lead teacher know if the process has been completed?**	On selecting the 'Submit Marks' tab – a validation will be carried out to check: • all activities have been completed; • marks/outcomes have been provided for all entered candidates • any specific requirements within the eCRS have been met. Any outstanding activities will be listed on the screen. When all required actions are complete the following screen will appear.
e	**How will the lead teacher make the final submission?**	When the screen above appears select the 'Submit Marks' button.
f	**Will the lead teacher receive confirmation that the process has been completed?**	• 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.
g	**Are there any changes to the moderation process?**	• See Appendix 1 of this document for the main changes relating to the moderation process for the GCSE Contemporary Crafts • Further guidance will be included in the Instructions to Teachers for GCSE Contemporary Crafts

4   Support and Recommendations

	Question	Answer
a	**How can I find out more or get help with eCRS?**	- Further communications will be issued to centres. - Regular updates will be available in the E-Moderation microsite – including updated support materials: - 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 <u>moderationteam@ccea.org.uk</u>
b	**What am I recommended to do now?**	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. Allow adequate time to complete and submit the eCRS in advance of the stated deadline.

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

Level: GCSE   **Subject:** Contemporary Crafts   **Components:** G0941 & G0942

Old Process	New Process
Liaise with Exams Officers regarding any consortium arrangements required	No Change
Centres submit entries	No Change
Moderator contacts centre to confirm time/date of visit – followed up by written confirmation	No Change
Teacher(s) complete the assessment of all candidates	No Change
Teacher(s) record outcomes on hardcopy candidate record sheets	**Teacher(s) record outcomes on the eCRS application**
Candidates and teachers sign the authentication statement on the hardcopy candidate record sheets	**Candidates and teachers sign the downloaded authentication document from the eCRS application. The lead teacher confirms the authentication statements on the eCRS screen when submitting marks to CCEA**
Centre completes TAC1 OMR with total mark for each candidate and submitted to CCEA	**Not required as the marks for all candidates are totalled within the eCRS application**
Complete TAC2 form – Internal Standardisation details completed on manual form and submitted to CCEA	**Not required as the lead teacher confirms the Internal Standardisation statements on the eCRS screen when submitting marks to CCEA**
Centre receives sampling details from CCEA	No Change
Centre displays work for moderator's visit	No Change
For moderator visit centre provides the computer generated sample plus a list of any work added to that sample	No Change
For moderator visit centre provides a map showing the position of the work of each candidate	No Change
For moderator visit centre displays work and record sheets for sample in rank order	**No change, however candidate record sheets to be printed from the eCRS application**
For moderator visit remaining hardcopy candidate record sheets available in rank order	**No change, however candidate record sheets to be printed from the eCRS application**
For moderator visit carbon copies and photocopies of the mark sheets *OMR TAC1*	**Not required as the marks for all candidates are submitted within the eCRS application**
For moderator visit a list of candidates and their marks in rank order for each Component.	**No change as the rank order must still be available. This can be generated from the eCRS screen by using the sort facility at the Total Mark (Highest to Lowest), or the marks can be copied from the excel marksheet tab and sorted in rank order**
Moderator carries out moderation of centre	No Change
Moderator retains a copy of all candidate record sheets and any TAC2 not already submitted to CCEA	**No longer required**
Outcome of moderation discussed and signed off by moderator and centre representative	Any changes to this process will be detailed in the Instructions to Teachers Booklet