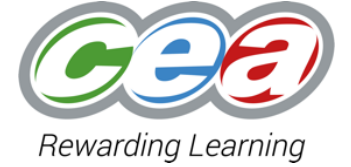


GCSE Business & Communication

Unit 3

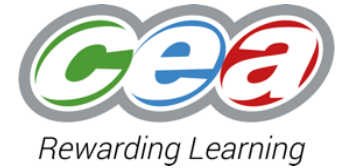
Use of eSubmission for Assignment Uploads

Background



- **In 2018-19, CCEA developed an eSubmission application for the upload of GCSE Modern Language Speaking tests. In the summer 2019 series this new resource facilitated the successful upload of speaking test files from centres.**
- **eSubmission was rolled out to a further twelve components in 2022, with just under 10,000 candidates having their work uploaded to CCEA for assessment.**
- **In 2023 17 additional components, including GCSE Business & Communications Unit 3, will use eSubmission to upload their samples.**

Submitting Work – Old vs New Processes



Old Process for Sample Submission - GSY31	New Process for Sample Submission - GSY31
Hard copy sampling instructions issued to centres based on entries.	Onscreen samples available to centres upon and based on submission of marks. Samples accessible from Monday 17th April 2023 at 9am.
Centres required to amend sample to add top/bottom candidates as necessary, or to replace absent/ineligible candidates. Hard copy form completed to reflect changes.	Onscreen sample automatically contains top and bottom candidates, and excludes absent candidates or those on a mark of zero.
Centres complete or print cover sheets for each sampled candidate to accompany hard copy work.	No cover sheets required for work uploaded through eSubmission, but each file provided must reference component code and centre/candidate numbers.
Centres to provide printed assignments for each sampled candidate.	Centres to upload digital files for each sampled candidate through eSubmission. GCSE Business & Communication files to be uploaded in either PDF or Word format, no larger than 200mb.
Samples collected from centres on a pre-determined date.	Files for sampled candidates can be uploaded by centres on an ongoing basis from when eCRS are submitted until 5pm on Friday 5th May.

Sampling Based on Marks Submitted

Sampling Timeline

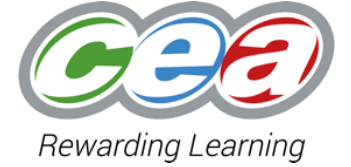


Key activities and dates for GCSE Business & Communications Unit 3 sampling in summer 2023:

Activity	Timeline
eCRS application available for summer 2023 series	Opens 16 January at 9am Closes 2 May at 5pm
Onscreen sampling information available within the eCRS application	From 17 April at 9am , upon submission of marks
Facility to print eCRS for sampled candidates to sign, giving consent for CCEA to use their work as exemplar	From 17 April at 9am , upon submission of marks
Samples uploaded by centres to the eSubmission application	Available the day after marks are submitted, until 5th May at 5pm

Centres should note that while marks for GSY31 cannot be amended once they are submitted and a sample has been generated, teachers will be able to add comments to eCRS for sampled candidates after submission if they wish.

Sampling on the Mark - Screenshots



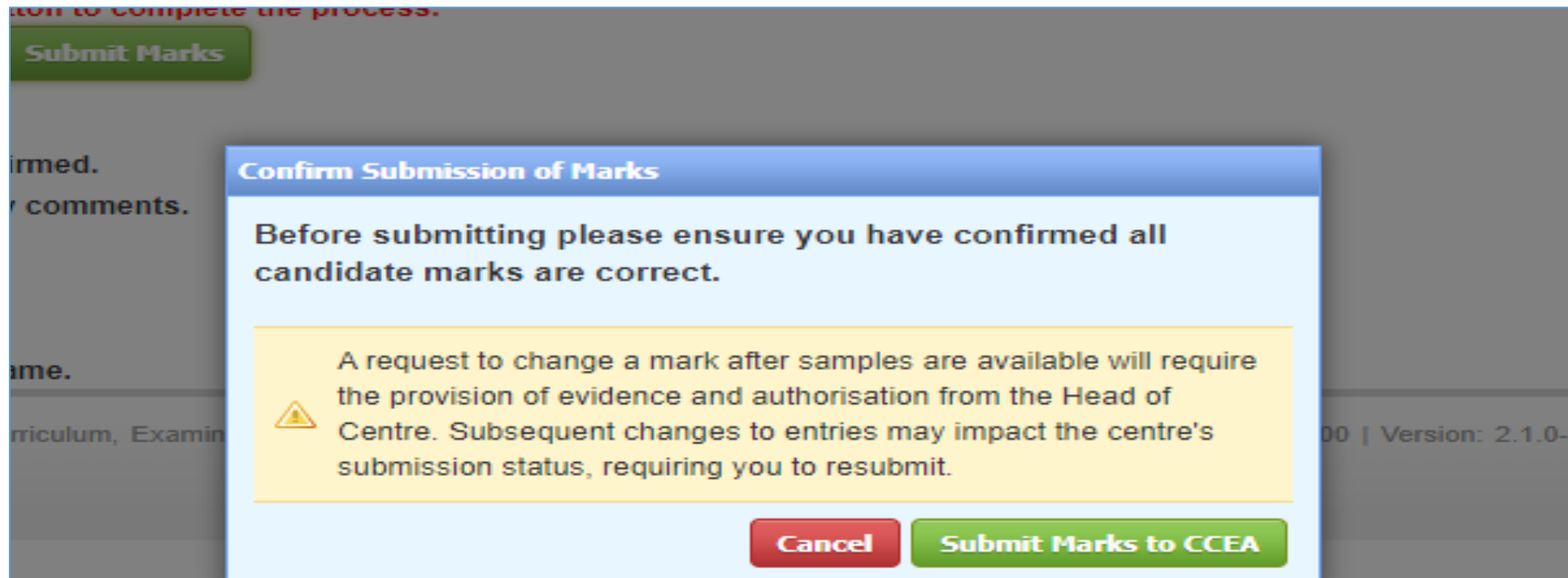
Process of completing eCRS, Authentication and Internal Standardisation is unchanged. Lead Teacher makes submission as they have done in previous series.

The screenshot shows 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 page title is 'Submit Marks'. A red message reads: 'Please click the 'Submit Marks' button to complete the process.' Below this, the current status is 'Ready to submit:' followed by a green 'Submit Marks' button. A list of seven green checkmarks indicates the following conditions 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 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 eCRS application.

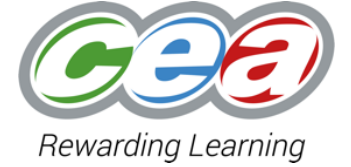


The screenshot displays the eCRS application interface. At the top, there is a navigation bar with several tabs: 'Mark by candidate', 'Mark by task', 'Internal Standardisation', 'Authentication', 'Submit Marks', and 'Sampling'. The 'Sampling' tab is highlighted with a red rectangular border. Below the navigation bar, the 'Submit Marks' section is visible, showing the current status as 'Finalised on 25 March 2023 at 2:17PM' and a 'Print Confirmation' button. A list of confirmation 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 17th April 2023 will see this message in the Sampling tab.

A screenshot of a software interface showing a navigation bar with several 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 navigation bar, the word 'Sampling' is displayed in a large, bold font. A light blue information 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.'

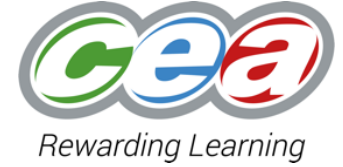
Mark by candidate | Mark by task | Internal Standardisation | Authentication | Submit Marks | **Sampling**

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



From 17th April, 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.

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


Sampling

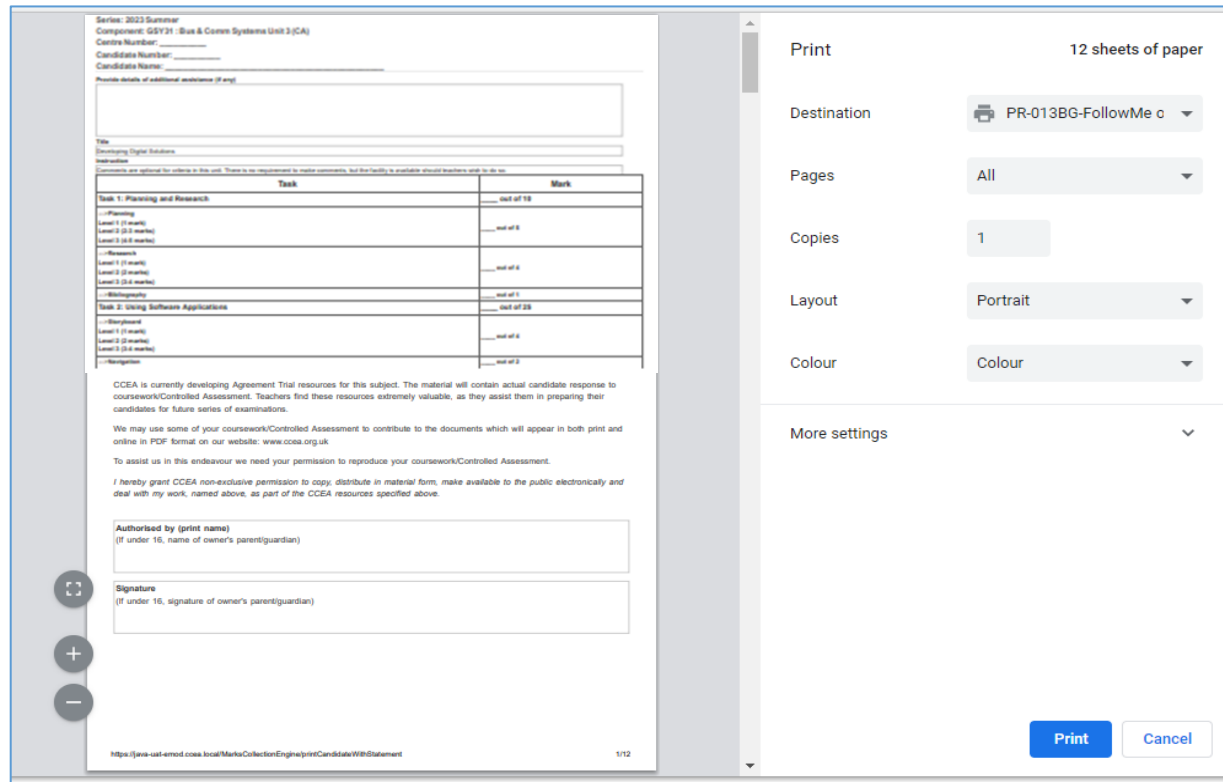
Please provide the work of the following candidate(s).
NOTE: Subsequent changes to entries may impact this list. If so the lead teacher will be required to resubmit in order to regenerate the sample list.

[Print Sampled eCandidate Record Sheets](#)

Candidate	Teacher Group	Total Mark
7057 : EATON, VICTORIA	Jenny Edgar (JE)	47
7071 : COOK, LILY	Jenny Edgar (JE)	45
7065 : BOLTON, EMMA	Moira Carter (MC)	44
7068 : BOYD, NOAH	Moira Carter (MC)	43
7072 : OSBORNE, BENTLEY	Moira Carter (MC)	41
7150 : DECKER, ANDREW	Jenny Edgar (JE)	38
7056 : HENDERSON, CAMERON	Moira Carter (MC)	35
7066 : FUENTES, AUTUMN	Jenny Edgar (JE)	31
7074 : HOUSE, BRODY	Dan Marshall (DM)	28
7092 : FRANKS, WYATT	Moira Carter (MC)	25
7069 : OLSON, JAYDEN	Moira Carter (MC)	22
7060 : BRADY, NATHANIEL	Dan Marshall (DM)	20

Sampling on the Mark - Screenshots

Clicking  **Print Sampled eCandidate Record Sheets** allows users to create record sheet prints for all candidates in the sample. There is no requirement to provide these cover sheets to CCEA, but centres are asked to obtain signed permission for candidate work to be used as exemplar, and retain this permission in case it is requested by CCEA at a later date.

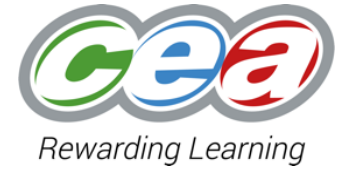


The screenshot displays a web interface for printing candidate record sheets. On the left, a form contains candidate details: Series: 2023 Summer, Component: GSV21 (Bus & Core Systems Unit 1 (CA)), Centre Number, Candidate Number, and Candidate Name. Below this is a table with columns for 'Task' and 'Mark'. The table lists tasks such as 'Task 1: Planning and Research' and 'Task 2: Using Software Applications', each with sub-tasks and their respective marks. A disclaimer follows, stating that CCEA is developing Agreement Trial resources and that the material contains actual candidate responses. A section for 'Authorised by (print name)' and 'Signature' is also present. On the right, a 'Print' panel shows settings for 12 sheets of paper, destination (PR-013BG-FollowMe c), pages (All), copies (1), layout (Portrait), and colour (Colour). A 'More settings' dropdown and 'Print' and 'Cancel' buttons are at the bottom.

Task	Mark
Task 1: Planning and Research	out of 18
...Planning	
Level 1 (1 mark)	out of 6
Level 2 (3.5 marks)	
Level 3 (3.5 marks)	
...Research	
Level 1 (1 mark)	out of 6
Level 2 (2 marks)	
Level 3 (3.5 marks)	
...Reliability	out of 1
Task 2: Using Software Applications	out of 28
...Software	
Level 1 (1 mark)	out of 6
Level 2 (2 marks)	
Level 3 (2.5 marks)	out of 8
...Integration	

Screenshot Examples

Central Login

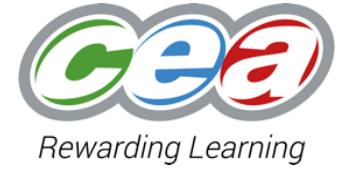




My Applications

[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](#)





GSY31: GCSE Business & Comm. Sys. Unit 3

Closes on 5/5/23 at 17:00

Status


0 out of 13 completed (0%)

MENU

-  Home
-  Multiple Uploads
-  Group Setup
-  Complete Submission

Components

GSY31: GCSE Business & Comm. Sys. Unit 3

 **0%**

Submission Period: Closes on 5/5/23 at 17:00

Role: Lead Teacher

Completion: 0 out of 13 candidate(s) completed

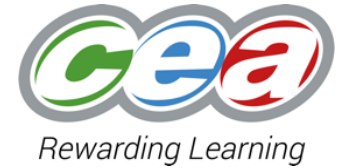
Status: Incomplete

[Return to Component](#)

CCEA All Rights Reserved

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

Component Main Screen



INFO

Component [view all](#)
GSY31: GCSE Business & Comm. Sys. Unit 3

Status

0 out of 12 completed (0%)

MENU

- Home
- Multiple Uploads
- Group Setup
- Complete Submission

Home

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

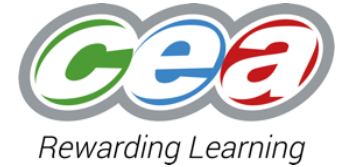
[Import Candidates from CCEA](#)

(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 eCRS, these candidates will appear in eSubmission 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)		

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): pdf
- The file must be named with the following structure:
 - [component code]-[centre number]-[candidate number].[extension]
 - Allowed name(s):
 - GSY31-71007-4296.pdf

Centre users should note that if files are not named using the above structure or saved in PDF format, the upload will be unsuccessful. Files must also not exceed 200mb in size.

- Once a file is selected click 'Upload'

+ Choose **⊗ Cancel**

⬆ Upload

The above information appears when uploading files for an individual candidate.

Checking uploaded files

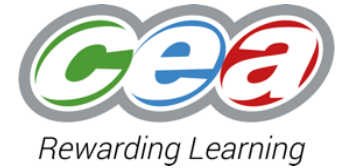


Candidates - 5 out of 12 completed

(1 of 1) H < 1 > H				
#	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](#)

GSY31: GCSE Business & Comm. Sys. Unit 3

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.

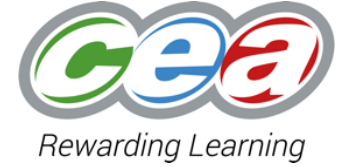
Candidates - 5 out of 12 completed

(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



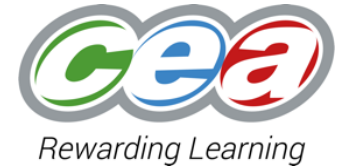
Complete Submission

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 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.

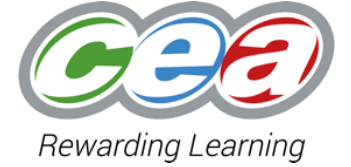
All candidates have been completed. To finish, please click the 'Complete Submission' button to confirm that authentication signatures have been obtained by the centre in accordance with subject specific instructions.

✓ 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 which of these has written consent been obtained for, before being able to press the Complete Submission button.

Key Points to Note

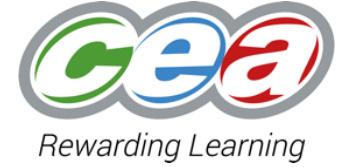


All files **must** be:

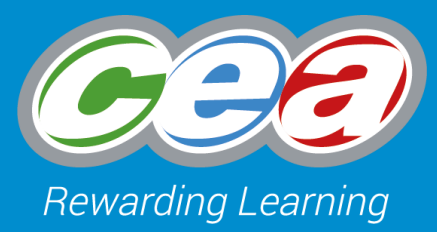
- Saved in the correct format. For GCSE Business & Communication Systems, files must be saved in PDF format;
- Named using a specific structure (unit-centre-candidate);
- No more than 200mb in size
- Uploaded by 5pm on 5th May 2023.

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

Support & Guidance



- Users previously registered to use eCRS for GCSE Business & Communication Systems will automatically have access to eSubmission;
- When Exams Officers register new users for GCSE Business & Communication Systems in E-Moderation Admin, this registration will also give users access to eSubmission;
- Registered users will be able to log in to eSubmission and upload candidates as soon as marks have been submitted, and the onscreen sample is available;
- Further guidance for users will be available on the GCSE Business & Communication Systems area of the CCEA website closer to the summer series. A video tutorial on how to use eSubmission will also be 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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[ceea_info](https://twitter.com/ceea_info)



[ceea_info](https://www.instagram.com/ceea_info)



[ceea](https://www.linkedin.com/company/ceea)

