

Sampling on the Mark

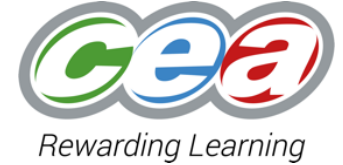
Additional Information for Teachers

Revised March 2023

www.ccea.org.uk



Sampling on the Mark - Screenshots



For centre users, the process of completing eCandidateRecord Sheets, as well as declarations for Authentication and Internal Standardisation is unchanged. The registered Lead Teacher makes the final submission of record sheets as they have done in previous series.

Selected series: **2019 Summer** [change](#) For guidance/support and access to forms please refer to the [E-Moderation microsite](#) or [contact us](#)

Select component: GEN31 : English Unit 3 Written (CA) [INCOMPLETE] ▼

Closing Date: 1 May 2020 at 5:00PM (Samples collected on 6 May 2020 from 8:30AM)

Current Status
Changes have been made since submitting marks to CCEA. It is necessary to review and re-submit the candidate record sheet.

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

Submit Marks

Please click the 'Submit Marks' button to complete the process.

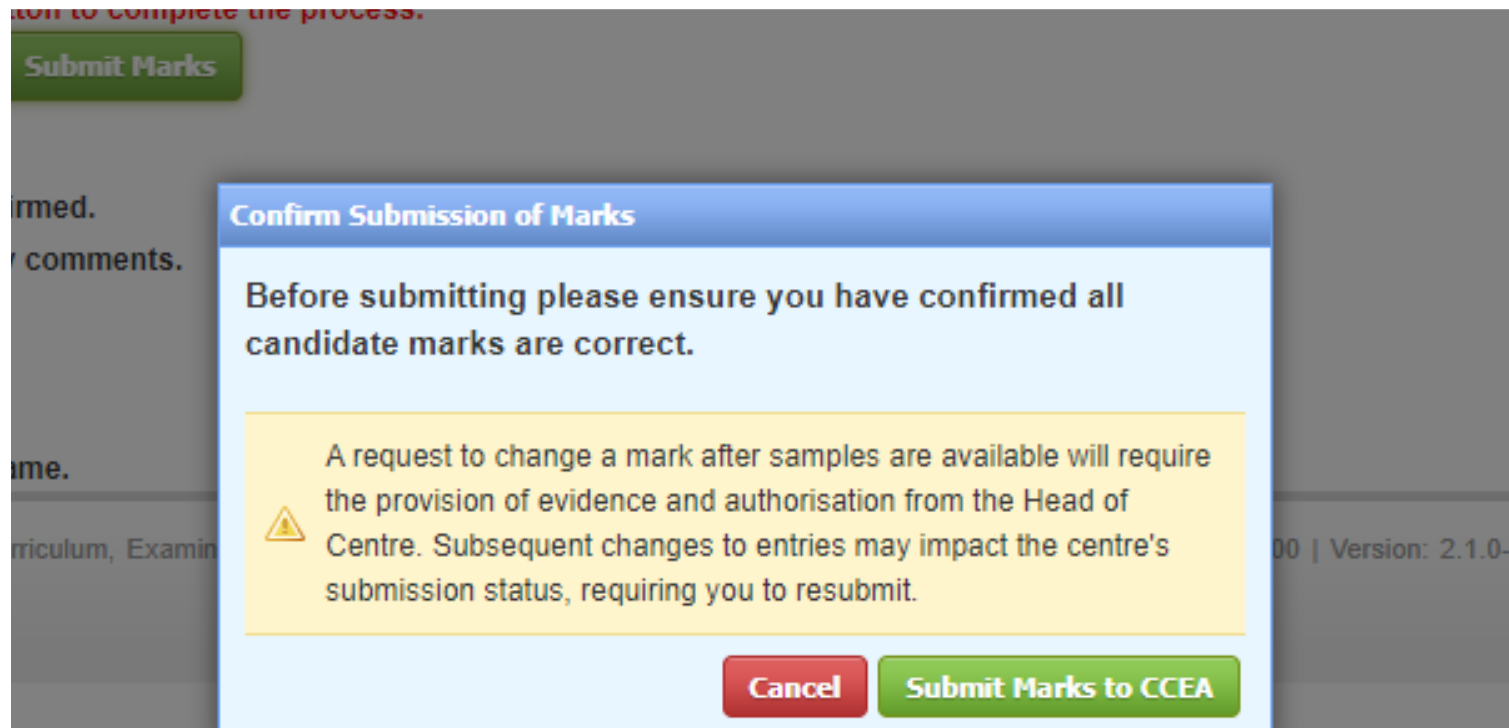
Current status: Ready to submit: [Submit Marks](#)

- ✔ 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 the below message when completing their submission. If access is required to make changes to record sheets after submission, contact CCEA's Moderation Team.



Sampling on the Mark - Screenshots

Upon submission, all registered users for components being sampled based on marks submitted will see a 'Sampling' tab in the eCandidate Record Sheet application.

Selected series: **2019 Summer** [change](#) For guidance/support and access to forms please refer to the [E-Moderation microsite](#) or [contact us](#)

Select component: **GEN31 : English Unit 3 Written (CA) [COMPLETE]** ▼

Closing Date: **1 May 2020 at 5:00PM (Samples collected on 6 May 2020 from 8:30AM)**

✓ **Current Status**
The candidate record sheet was successfully submitted on 25 October 2019 at 2:17PM.

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

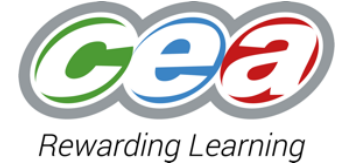
Submit Marks

Current status: Finalised on 25 October 2019 at 2:17PM [Print Confirmation](#)

- ✓ 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.

Council for Curriculum, Examination and Assessment, 29 Clarendon Dock, Belfast, BT1 3BG | Phone: 02890 261200 | Version: 2.1.0-SNAPSHOT

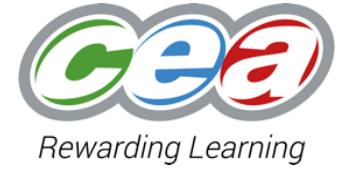
Sampling on the Mark - Screenshots




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 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 message box contains an information icon (a lowercase 'i' in a circle) followed by the text: 'The sample will be displayed here from 17/04/23 at 09:00'. Below this, another line of text reads: 'Once the sample has been generated you will not be able to make changes to the eCandidate Record Sheets.'

Sampling on the Mark - Screenshots

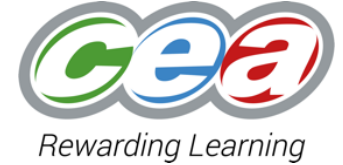



When samples are available, users will see their sampling information in the Sampling tab. This will appear in descending mark order, covering a range of marks and all teacher codes. Departments are required to submit the work of all listed candidates, even if any requested work is incomplete.

 [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



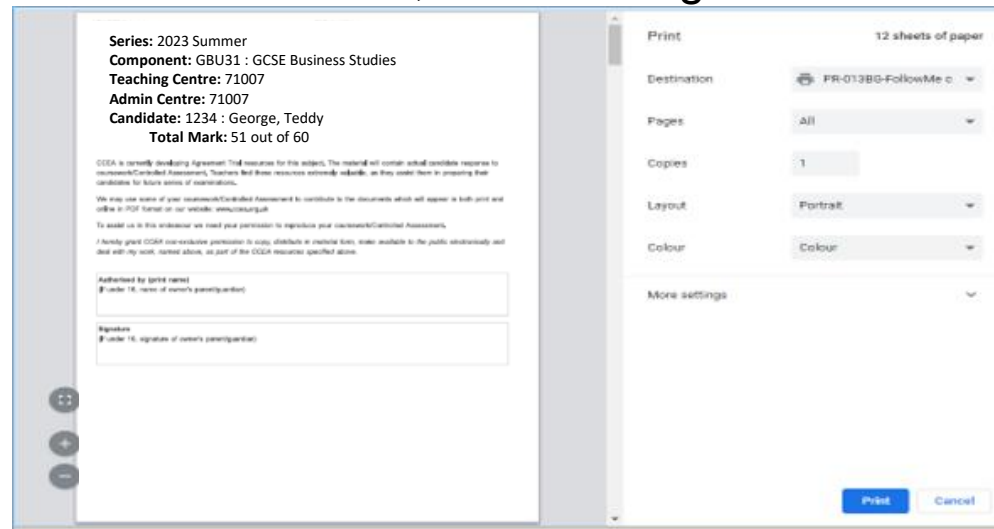
Clicking  allow users to print cover sheets for all sampled candidates. Users should ensure they print sheets single-sided.

For components providing hard copy samples to CCEA, these sheets can accompany requested work if you wish.

Components where centres upload work to CCEA through eSubmission do not need to send the printed sheets to CCEA.

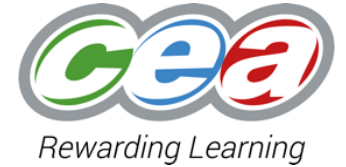
For visiting moderated components, the prints should be retained and given to the moderator during their visit.

For all component types, 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.

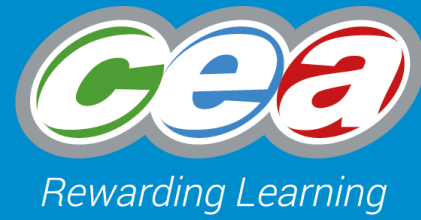


The screenshot displays a print interface for a CCEA assessment. On the left, the candidate details are listed: Series: 2023 Summer, Component: GBU31 : GCSE Business Studies, Teaching Centre: 71007, Admin Centre: 71007, Candidate: 1234 : George, Teddy, and Total Mark: 51 out of 60. Below this is a consent form with fields for 'Authorised by (print name)' and 'Signature'. On the right, the print settings are shown: 12 sheets of paper, Destination: PR-013BG-FollowMe c, Pages: All, Copies: 1, Layout: Portrait, and Colour: Colour. A 'Print' button and a 'Cancel' button are at the bottom right.

Key Points to Note



- Onscreen samples will be based on marks submitted to CCEA, and all candidates listed should have their work made available for moderation;
- A candidate with the highest and lowest outcomes will be included in the sample, as will at least one candidate for each teacher group. Absent candidates, and those who achieved a 'true zero' outcome, will not be included in the sample;
- Entry Level sample lists will be composed of the range of levels achieved in the centre for that unit, and the numbers of candidates sampled at each level will be broadly proportional to the numbers that achieved each level where appropriate;
- Occupational Studies sample lists be generated by pathway, and will include at least one candidate for each unit in that pathway with a valid outcome;
- All queries relating to Sampling on the Mark should be directed to Craig Burns in CCEA's Operations Modernisation team (email: cburns@ccea.org.uk).



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