

Quick Start for lead teachers/teachers - eCandidate Record Sheets(eCRS) – For use from February 2020.

Please refer to the User Manual for full details on eCandidate Record Sheets



Area	Instructions	Notes
<p>1. Login</p>	<p>Click on the link below on the E-Moderation section of the CCEA website. Enter username and password details provided. Select eCandidate Record Sheet from the applications list and click on the link eCandidate Record Sheet.</p> <p style="text-align: center;">  Login to use CCEA E-Moderation applications You can log in here to begin using CCEA E-Moderation applications.[®] This link will open on an external website </p>	<p>Login details will be provided via an email from EO Admin when registered by the Exams Officer. Contact your Exams Officer if the application is not available.</p> <p>The system will automatically log you into the current series. To select a different series click 'change'.</p>
<p>2. Select unit/ component</p>	<p>Use the dropdown menu to select the appropriate unit/component.</p>	<p>All units /components for which you have been registered will be listed. Contact your Exams Officer if the list is incomplete or incorrect.</p>
<p>3. Set up / assign teacher codes to candidates</p>	<p>Select the  tab. Click  and insert a teacher code, (e.g. teacher's initials) and the names of the teacher(s) involved in marking the candidates' work. Then click 'Save'. Repeat the process to add additional teacher codes.</p> <p>To assign a teacher code to all candidates or a group of candidates click the  button beside the teacher's name and follow the onscreen instructions. Note: you must click on 'Apply' to save your selection.</p>	<p>A teacher code is required against each candidate.</p> <p>The teacher code will be used to link candidates marked by a teacher or multiple teachers. This step must be completed even if there is only one teacher marking all candidates.</p>
<p>4. Displaying candidates on the screen</p>	<p>The default of the eCRS screen displays 10 candidates per page. This can be changed by selecting an alternative number or 'All' from the dropdown list at 'Candidates Per Page', on the bottom left of the screen.</p> <p>The candidates displayed on the eCRS screen can be filtered by a selected teacher code using the dropdown list at 'Teacher Code'.</p>	<p>When the selected display creates more than one page this will be shown at the bottom right of the screen. The arrow buttons can be used to navigate through the pages.</p>
<p>5. Completing the candidate record sheets/ recording outcome for candidates</p>	<p>Click on a candidate's name – this will give you a dropdown menu to:</p> <ul style="list-style-type: none"> (i) start marking this candidate; (ii) mark candidate as absent; (iii) transfer a final mark for this candidate from a previous series. <p>If you select:</p> <p>(i) Start marking this candidate click on 'Confirm' and enter marks for this candidate. Comments can be added by clicking in the 'Comment' box. For specific units dropdown options are provided. To save your marks/comments, click on the  button. The record sheet can be updated/completed at any time up until the deadline for the submission of marks.</p>	<p>The screen will be automatically updated on a nightly basis with entry changes made with CCEA. If required, the  button can be selected at any time to update the screen with entry changes.</p> <p>If you have selected and confirmed an option incorrectly for a candidate you can click on the  button and choose  to delete that</p>

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	<p>(ii) Mark candidate as absent click on 'Confirm' to record that a candidate submitted no work for marking.</p> <p>(iii) Transfer a final mark for this candidate from a previous series click 'Confirm' to display the mark. This option is available for when a candidate has been entered for a linear specification or a unit with multiple components and wishes to re-sit the examination only. They can transfer their final controlled assessment/coursework mark from a previous series. An error message will appear on screen if a previous mark does not exist for the candidate in the unit/component.</p> <p>You can move through the list of candidates by using the  or  tabs or you can return to the full list of candidates by .</p> <p>If appropriate for the unit/component, marks can be recorded by task:</p> <ol style="list-style-type: none"> Click on 'Mark by Task' tab; Click on a task part. <p>Insert the mark of each candidates for the selected task and click .</p>	<p>candidate. You will then need to click on the  button to add that candidate back onto the eCRS screen again. Alternatively, a 'Mark as Absent' button can be selected at the bottom of the eCandidate Record Sheet when no marks or zero marks have been saved.</p> <p>Before recording marks by task it is recommended that you record any absent candidates or transferred marks first.</p> <p>See user manual for guidance on the autofill facility available for specific units.</p>
<p>6. Check progress for each candidate</p>	<p>On the candidate summary tab:</p> <p> Indicates incomplete candidate. Hover the cursor over this symbol to show any missing actions.</p> <p> Indicates all the actions are complete for a candidate.</p>	<p>Examples of missing actions include:</p> <ul style="list-style-type: none"> * No outcome specified. * Candidate marking incomplete. * Teacher code not set.
<p>7. Internal Standardisation (Lead Teacher Only)</p>	<ol style="list-style-type: none"> Click on the Internal Standardisation tab. The name(s) of teacher(s) with codes assigned to candidates will be listed under the Internal Standardisation statements. Tick the statements to confirm either internal standardisation has been carried out in accordance with CCEA guidelines or that only one teacher has been involved in the marking. 	<p>This facility is only available to lead teachers and must be completed before the closing date.</p> <p>The name(s) of teacher(s) involved in the internal standardisation process, but did not mark the work of any candidates, can be recorded in the box provided.</p>
<p>8. Authentication (Lead Teacher Only)</p>	<ol style="list-style-type: none"> Click on the Authentication tab. Click on  Candidates are listed by teacher code as assigned. Click on the print icon and print the statement listing the candidates' names. Use the printed document to obtain signatures from candidates and teachers to authenticate the work. This completed form must be retained in the centre to be available to CCEA on request. Tick the statements to confirm authentication has been obtained for all candidates and teachers. 	<p>This facility is only available to lead teachers and must be completed before the closing date.</p> <p>Signed authentication statements may be requested by CCEA at any stage during the series, or by centre inspectors during a visit to your centre.</p> <p>Links to the JCQ notice/information for candidates on coursework/ controlled assessment are available for ease of reference.</p>

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9. Submit Marks (Lead Teacher Only)	<p>a. Click the 'Submit Marks' tab. Indicates there are missing actions – these will be listed.</p> <p>b. Complete all the missing actions listed on your screen and click the 'Submit Marks' tab again.</p> <p>c. Once all the missing actions have been completed the  button will appear. Click the  button and the following message will be displayed on your screen: Current Status: Finalised on [day/month/year at time]. You will also receive an email confirming the successful submission. Any further changes made will require a re-submission before the closing date.</p> <p>d. Click  button and the report will appear on your screen. Use the print icon to print the successful submission report.</p>	<p>The validation report can be printed. If for any reason you need to change any of the information on the screen after a successful validation this can be done providing it is before the closing date. In this case you must complete the submit marks process again to revalidate your submission.</p>
10. Logout	<p>Click  to safely close the system.</p>	
11. Recording marks for candidates not yet entered with CCEA.	<p>This step is only required when an entry has not been made with CCEA and you wish to start recording marks for candidates.</p> <p>(i) For a group of candidates:</p> <p>a. Click on  tab.</p> <p>b. Click on <u>Template</u> and then click 'Open'. [A spreadsheet opens].</p> <p>c. Complete candidates' numbers and names on the spreadsheet (replacing the example candidate details). You can copy and paste the information into this template. You must use this template. It is recommended that the names are added in the same format as they will appear on the entry file that will be submitted to CCEA.</p> <p>d. <i>Save and close</i> the spreadsheet. [Remember the file name and where you saved it.]</p> <p>e. You can assign a teacher code to all the candidates you are uploading from the dropdown menu or you can assign the teacher code later.</p> <p>f. Click 'Browse' on the Upload Candidates screen, locate and click on the saved spreadsheet. Click 'Open'.</p> <p>g. Click 'Upload'. A message will appear informing you your file was 'successfully processed'. Click close. The candidates' numbers/names will appear on the screen.</p>	<p>NB When entries are received at CCEA any discrepancies with the candidate's name will be flagged on your screen and you will be prompted to 'Confirm' if the 'Entered Name' is correct.</p> <p>Please note that it will not be possible to overwrite the candidates' names on eCRS system. Any entry changes must come via a centre's entry file from the Exams Officer.</p> <p>If you include a candidate number in the spreadsheet that already exists on the screen an error message will appear when you try to upload. Update and save the spreadsheet and upload the amended version.</p>

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	<p>(ii) For an individual candidate:</p> <p>a. Click on  tab.</p> <p>b. Key in the candidate number and candidate name. It is recommended that the names are added in the same format as they will appear on the entry file that will be submitted to CCEA.</p> <p>c. Click .</p> <p>d. The candidate's number/name will appear on the screen.</p>	

For guidance and support refer to the E-Moderation section on www.ccea.org.uk or email: moderationteam@ccea.org.uk