
















Quick Start for lead teachers – ePortfolio Sample Uploads - April 2015

Please refer to the User Manual for full details on uploading samples for Moderation

Area	Instructions	Notes
1. Login	Enter username and password details provided. Select ePortfolio Sample Uploads from the list of applications and click on the access link for ePortfolio Sample Uploads .	Use the same login screen and login details as provided for eCandidate Record Sheets.
2. Select component	Use the dropdown menu to select the appropriate unit/component and click 'Continue'.	If you are registered to use more than one component/unit all components/units relevant to the application will be listed.
3. Step 1: Select Top Candidate	<p>If the candidate with the highest mark is listed in <i>Your Sampled Candidates</i> click on their name. 'T' will appear to indicate this is the Top Candidate. Click  .</p> <p>If the candidate with the highest mark is not listed in <i>Your Sampled Candidates</i> click  to view all remaining entered candidates and click on the candidate name with the highest mark. This candidate's name will be moved into <i>Your Sampled Candidates</i> list and 'TA' will appear to indicate this is the Top Candidate added. Click  .</p>	<p>Top Candidate is the candidate with the highest mark for the component being moderated.</p> <p>If more than one candidate has the highest mark you must only identify one of these candidates as the top candidate.</p> <p>KEY: 'T' Top Candidate 'TA' Top Candidate Added</p>
4. Step 2: Select Bottom Candidate	<p>If the candidate with the lowest (non zero) mark is listed in <i>Your Sampled Candidates</i> click on their name. 'B' will appear to indicate this is the Bottom Candidate. Click  .</p> <p>If the candidate with the lowest (non zero) mark is not listed in <i>Your Sampled Candidates</i> click  to view all remaining entered candidates and click on the candidate name with the lowest mark. This candidate's name will be moved into <i>Your Sampled Candidates</i> list and 'BA' will appear to indicate this is the Bottom Candidate added. Click  .</p>	<p>Bottom candidate is the candidate with the lowest (non zero) mark for the component being moderated.</p> <p>If more than one candidate has the lowest (non zero) mark you must only identify one of these candidates as the bottom candidate.</p> <p>KEY: 'B' Bottom Candidate 'BA' Bottom Candidate Added</p>
5. Step 3: Replace absent/ withdrawn candidates	<p>Only complete this step if a candidate listed in <i>Your Sampled Candidates</i> was absent or an entry has been withdrawn and there is no work to submit.</p> <p>To replace a candidate listed in <i>Your Sampled Candidates</i> click on the candidate's name. Click  to load remaining entries. All other candidate names entered for the component will appear. Click the next candidate name, in candidate number order. You will be required to provide a reason for replacing the candidate and click  . The name of the candidate selected as the replacement will be moved into <i>Your Sampled Candidates</i> list and 'R' will appear to indicate this is a replaced candidate in your sample. Click  .</p>	<p>If all entered candidates are identified in your list of sampled candidates and one or more of the candidates are absent or withdrawn you will not be able to replace the candidate/complete the process. Please email moderationteam@ccea.org.uk providing the details of the candidate(s) concerned. CCEA will reset <i>Your Sampled Candidates</i> list.</p> <p>You can view details of replacements you have made by clicking .</p> <p>You can remove any replacements made by clicking .</p> <p>KEY: 'R' Replaced Candidate</p>

Area	Instructions	Notes
6. Step 4: Upload files	a Click on the candidate name in <i>Your Sampled Candidates</i> list. b Click 'Browse' and select the file to be uploaded. c Click 'Open' and then click 'Send File'. d You can click download to check the correct file has been uploaded. Close the file. e Repeat the upload process (steps a-d) for all candidates in <i>Your Sampled Candidates</i> list. Only when the files for all candidates in 'Your Sampled Candidates List' have been uploaded you will be able to click  to move to step 5.	The file uploaded <ul style="list-style-type: none"> • must be an MP3 or wma file; • must not exceed 10 megabytes. You can view/replace uploaded files by clicking on 'Click here to view/replace upload files'. You can download the file to check if the correct file has been uploaded. If necessary the file can be deleted and the upload process repeated.
7. Step 5: Validate details	a Check the details provided for the candidate you have selected as the Top Candidate are correct. b Check the details provided for the candidate you have selected as the Bottom Candidate are correct. c Check the details of any candidates you have replaced are correct. d Click  to confirm the details displayed on the screen are accurate and that you have provided the correct files for the candidates in <i>Your Sampled Candidates</i> list.	If any of the details provided are not correct you can go back to the appropriate step to rectify the details. Any changes made at this stage which results in a candidate being added to 'Your Sampled Candidates' will require the file for this candidate to be uploaded in step 4.
8. Step 6: Complete	The screen will display the message you have successfully completed the upload of samples for the component. Select  to print the successful validation report.	If you select 'Back' to return to a step in process to check or change details a warning message will be displayed. You will be asked to confirm if you wish to continue going back a step as this will mark the process as incomplete. If you select 'Yes' you will be required to return to step 6 to complete the process.
9. Logout	Click  to safely close the system.	

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