


ePortfolio

SAMPLE UPLOADS

USER MANUAL

User manual for ePortfolio Sample Uploads: April 2015



ePortfolio

help website: Click here Change component: Click here Logged in as: T1305 | email@ceia.org.uk

1 Top Candidate 2 Bottom Candidate 3 Replace Samples 4 Upload Files 5 Validate Details 6 Complete

Step 1. Select your top candidate Submission for STE11: FRENCH SPEAKING RECORDED: visit close on 23/05/2015 Back Next Logout

Centre	Candidate	Name	Tag
T1305	646	Test Candidate 1	
T1305	647	Test Candidate 2	
T1305	654	Test Candidate 3	
T1305	669	Test Candidate 4	

Your Candidate Selection

You have not selected your top candidate. Please click on a candidate in the sample list.

If your top candidate is not listed in your completed candidates click the green button. You may be provided with a list of all other candidates to allow the top candidate to be added.

Please tick if more than one candidate has the highest mark select one of these (0=0/0/0/0/0/0)

This document provides guidance and help for teachers uploading samples for moderation

ePortfolio Sample Uploads user manual

TABLE OF CONTENTS

WHO IS THIS DOCUMENT FOR?	2
THE STEPS IN UPLOADING SAMPLES FOR MODERATION VIA THE WEB	3
BEFORE YOU START	4
LOGGING IN	5
SELECTING A COMPONENT	6
STEP 1: SELECT TOP CANDIDATE	7
STEP 2: SELECT BOTTOM CANDIDATE	8
STEP 3: REPLACE ABSENT/WITHDRAWN CANDIDATES	9
STEP 4: UPLOAD FILES	11
STEP 5: VALIDATE DETAILS	12
STEP 6: COMPLETE	13
LOGGING OUT	13
TROUBLESHOOTING	14
CONTACT US	14

WHO IS THIS DOCUMENT FOR?

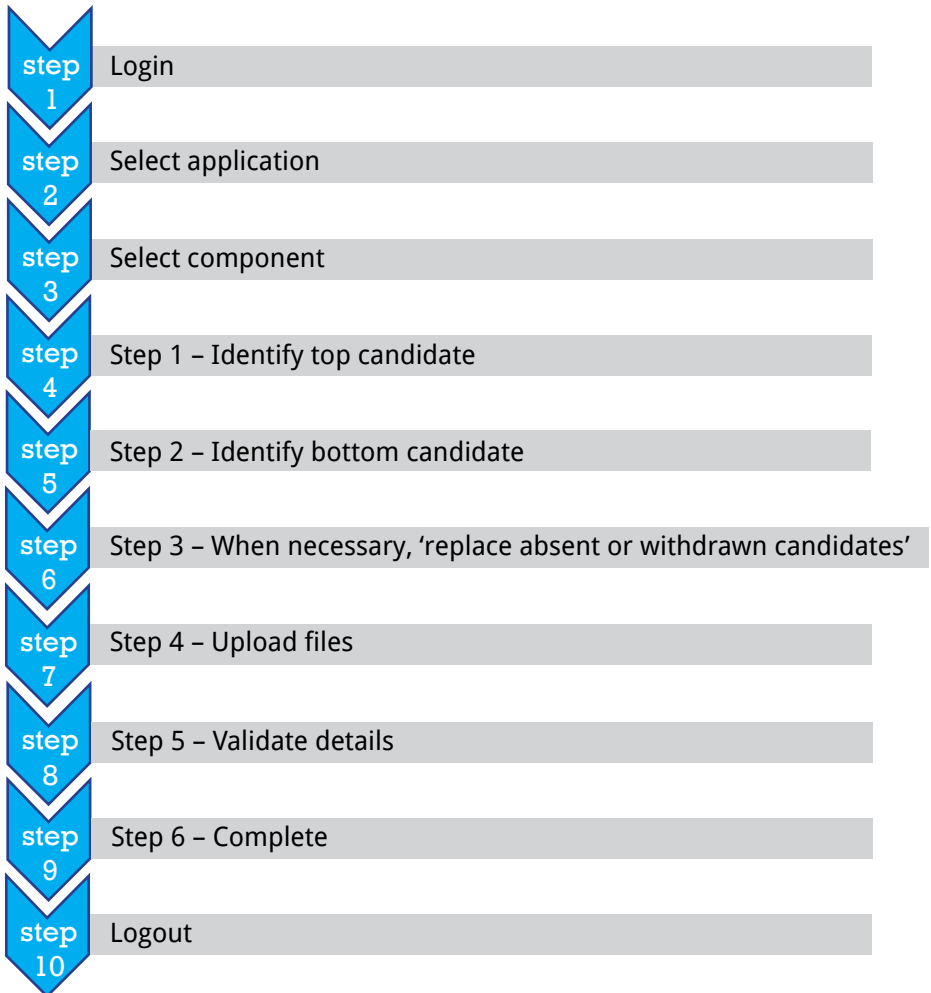
This document is intended primarily for those teachers who will be uploading samples for moderation via the web and have been nominated as a Lead Teacher for the qualification.

The Lead Teacher will normally be a Head of Department or Head of Subject.

The Examinations Officer controls access to the system and nomination of roles using the CCEA Central Login management system.

THE STEPS IN UPLOADING SAMPLES FOR MODERATION VIA THE WEB

Please take the following steps to complete your upload.



BEFORE YOU START

All C2K computers should have a supported version of Internet Explorer installed and therefore you should be able to use the ePortfolio application from a C2K computer. If you are not using a computer within the C2K network, please check that you are using Internet Explorer version 9 or greater. You can check this from the Help/About Internet Explorer menu. If your version of Internet Explorer is older than version 9, you can download it (for free) from here: <http://windows.microsoft.com/en-US/internet-explorer/products/ie/home>

The ePortfolio application also works with Google Chrome. If you are experiencing any issues with Internet Explorer, or if it's not available (for example, if you are using an Apple computer) we recommend that you try Google Chrome. You can download it (for free) from here: http://www.google.com/chrome/intl/en-GB/landing_tv.html.

Regardless of the web browser that you are using, please turn off your pop-up blocker before you begin.

LOGGING IN

Click the [Login Here](#) button on the E-Moderation microsite. The microsite is available in the 'Qualifications' tab of the CCEA website www.ccea.org.uk.

Enter login details provided and click 'Login'.

NOTES

Use the same username and password as used for eCandidate Record Sheet application.

Select "ePortfolio Sample Uploads" from the list of applications and click on the access link ePortfolio Sample Uploads.

SELECTING A COMPONENT

Use the dropdown menu to select the appropriate unit/component and click continue.



The screenshot shows the ePortfolio interface. At the top left is the 'ePortfolio' logo. At the top right is the 'e3' logo with the tagline 'Rewarding Learning'. Below the header, there is a text prompt: 'Please select the component for uploading samples:'. To the right of this prompt is a dropdown menu currently displaying 'GFR11: FRENCH 1 SPEAKING (RECORDED)'. Below the dropdown menu, the text 'Please select' is visible. To the right of the dropdown menu is a 'Continue' button. Further to the right is a 'Logout' button with a power icon.

The following message will appear on the screen 'Please wait loading samples'.

NOTES

If you are registered for more than one component/unit then all components/units will be listed.

STEP 1: SELECT TOP CANDIDATE

ePortfolio

Help website: [Click here](#) Change component: [Click here](#) Logged in as: 71305 : tmcnally@ceea.org.uk

1 Top Candidate 2 Bottom Candidate 3 Replace Samples 4 Upload Files 5 Validate Details 6 Complete

Step 1. Select your top candidate ⚠ Submission for GFR11 FRENCH 1 SPEAKING (RECORDED) will close on 23/05/2012 Back Next Logout

Your Sampled Candidates

Key: T= Top B= Bottom A= Added R= Replacement

centre	candidate	name	key
71305	1046	Test Candidate 1	
71305	1047	Test Candidate 2	
71305	1054	Test Candidate 3	
71305	1059	Test Candidate 4	

Your Candidate Selection


⚠ You have not selected your top candidate. Please click on a candidate in the sample list.


+ Add
If your top candidate is not listed in your sampled candidates click the green button. You will be provided with a list of all other candidates to allow the top candidate to be added.


Please Note: if more than one candidate has the highest mark select one of these candidates only.

Sampled candidates will be listed on the left hand side of the screen.

If the candidate with the highest mark is listed in **Your Sampled Candidates** click on their name. 'T' will appear to indicate this is the Top Candidate.

Click  at top of screen to move to the next step - 'Bottom Candidate'.

If the candidate with the highest mark is not listed in **Your Sampled Candidates** 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 **Your Sampled Candidates** list and 'TA' will appear to indicate this is the Top Candidate added.

Click  at top of screen to move to the next step - 'Bottom Candidate'.

NOTES


Top Candidate is the candidate with the highest mark for the component being moderated. If more than one candidate has the highest mark you must only identify one of these candidates as the top candidate.


STEP 2: SELECT BOTTOM CANDIDATE




If the candidate with the lowest (non zero) mark is listed in **Your Sampled Candidates** click on their name. 'B' will appear to indicate this is the Bottom Candidate.

Next

Click  at top of screen to move to the next step - 'Replace Samples'.


If the candidate with the lowest (non zero) mark is not listed in **Your Sampled Candidates** 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 **Your Sampled Candidates** list and 'BA' will appear to indicate this is the Bottom Candidate added.


Next

Click  at top of screen to move to the next step - 'Replace Samples'.

NOTES
 Bottom candidate is the candidate with the lowest (non zero) mark for the component being moderated. If more than one candidate has the lowest (non zero) mark you must only identify one of these candidates as the bottom candidate.


STEP 3: REPLACE ABSENT/WITHDRAWN CANDIDATES

Only complete this step if a candidate listed in Your Sampled Candidates was absent or an entry has been withdrawn and there is no work to submit. If you do not need to replace a candidate, click  at top of screen to move to the next step - 'Upload Files'.

To replace a candidate listed in **Your Sampled Candidates** click on the candidate's name you wish to replace. Click  to load remaining entries.



The screenshot shows the 'ePortfolio' interface at 'Step 3: Replace absent candidates'. The navigation bar includes steps: 1. Test Candidates, 2. Submit Candidates, 3. Progress Samples, 4. Upload Files, 5. Validate Details, and 6. Complete. The main content area features a table titled 'Your Sampled Candidates' with columns for Candidate ID, Candidate Name, and a status icon. The table lists four candidates: F1303 (1040), F1303 (1047), F1303 (1050), and F1303 (1055). To the right of the table, there is a 'Next' button and a 'Download' icon. Below the table, there is a 'Confirm' button.

All other candidate names entered for the component will appear. Click the next candidate name, in candidate number order, to the one you want to replace. You will be required to provide a reason for replacing the candidate, then click .




The screenshot shows the 'ePortfolio' interface at 'Step 3: Replace absent candidates'. The navigation bar includes steps: 1. Test Candidates, 2. Submit Candidates, 3. Progress Samples, 4. Upload Files, 5. Validate Details, and 6. Complete. The main content area features a table titled 'Your Sampled Candidates' with columns for Candidate ID, Candidate Name, and a status icon. The table lists four candidates: F1303 (1040), F1303 (1047), F1303 (1050), and F1303 (1055). To the right of the table, there is a 'Next' button and a 'Download' icon. Below the table, there is a 'Confirm' button.

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 and complete the process. Please email moderationteam@ccea.org.uk providing the details of the candidate(s) concerned. CCEA will reset Your Sampled Candidates list.


The name of the candidate selected as the replacement will be moved into **Your Sampled Candidates** list and 'R' will appear to indicate this is a replaced candidate in your sample.



You can view details of the replacement you have made by clicking .




You can remove any incorrect replacements by clicking .


Click  at top of screen to move to the next step - 'Upload Files'.

STEP 4: UPLOAD FILES

- a. Click on the candidate name in **Your Sampled Candidates** list.



- b. Click 'Browse' and select the file to be uploaded.
- c. Click 'Open' and then click 'Send File'.
- d. You can check that the correct file has been uploaded by clicking on 'download'. If necessary the file can be deleted by selecting .
- e. Repeat the upload process (steps a-d) for all candidates in **Your Sampled Candidates** list.

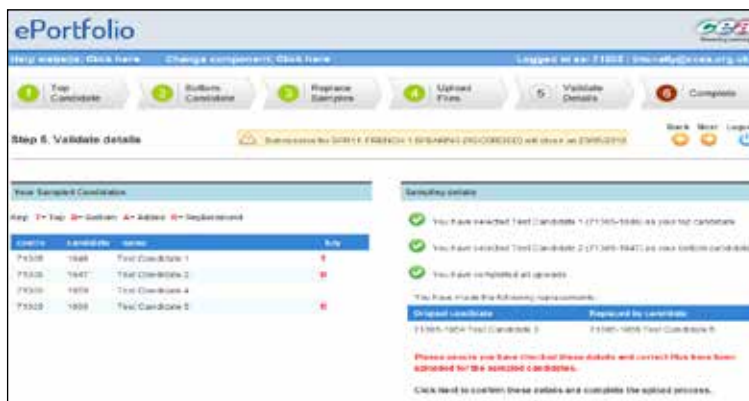
Only when the files for all candidates in 'Your Sampled Candidates List' have been uploaded you will be able to click  to move to the next step - 'Validate Details'.


NOTES

The file uploaded must be an mp3 or wma file and must not exceed 10 megabytes.

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 If all details are accurate and you have provided the correct files for the candidates in **Your Sampled Candidates** list click  at the top of the screen to go to the final step - 'Complete'.

NOTES
 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.

STEP 6: COMPLETE

The screen will display the message you have successfully uploaded the samples for the component.

Select  to print the successful validation report.

ePortfolio validation report

Name: T1308
 Component: GFE11
 Series: 2012 6
 Report date: 10/03/2012

You have selected Top Candidate 1 (T1308-1006) as your top candidate.
 You have selected Top Candidate 2 (T1308-1005) as your bottom candidate.

You made the following replacements:

Original candidate	Replaced by candidate	Replacement reason
T1308-1004 Test Candidate 1	T1308-1005 Test Candidate 2	Candidate was chosen


Upload details:

Centre	Candidate	File details
T1308	1006 Test Candidate 1	File name: 05 - New Haven eq3 Upload date: 10/03/2012
T1308	1007 Test Candidate 2	File name: 03 - Transition and Horizons eq3 Upload date: 10/03/2012
T1308	1009 Test Candidate 4	File name: 08 - Les Etoiles eq3 Upload date: 10/03/2012
T1308	1006 Test Candidate 1	File name: 02 - Starlight eq3 Upload date: 10/03/2012

NOTES

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.

LOGGING OUT

Click  to safely close the system.

TROUBLESHOOTING

Issue	Resolution
There are no additional candidates available in the centre to replace an absent/withdrawn candidate.	Email moderationteam@ccea.org.uk and provide details of absent/withdrawn candidates.
In step 1 the message 'no samples have been generated for this centre/component....' is displayed.	Email moderationteam@ccea.org.uk and provide centre and component details.
The recording for a candidate listed in the sample did not record clearly.	In step 3, replace the candidate with the next candidate in candidate number order and provide the reason for replacing this candidate.

CONTACTS

Contact	Details
MODERATION TEAM	Phone: 028 90 261200 ext 2348 E-mail: moderationteam@ccea.org.uk

© CCEA 2015

COUNCIL FOR THE CURRICULUM, EXAMINATIONS AND ASSESSMENT

29 Clarendon Road, Clarendon Dock, Belfast BT1 3BG

Tel: +44(0)28 9026 1200 Fax: +44(0)28 9026 1234

Email: info@ccea.org.uk Web: www.ccea.org.uk

