



ELECTRONIC CANDIDATE RECORD SHEET (ECRS) EXAMINATION OFFICERS' MANUAL



A Guide for Examination Officers – April 2011

This document provides guidance and help for examination officers providing access to the eCRS system.

electronic candidate record sheet (eCRS) examination officers' manual

A GUIDE FOR EXAMINATION OFFICERS – APRIL 2011

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WHO IS THIS DOCUMENT FOR?

This document is intended primarily for Examination Officers who will be allocating teachers into Head of Centre, Lead Teacher and Teacher roles within the CCEA electronic Candidate Record Sheet (eCRS) application.

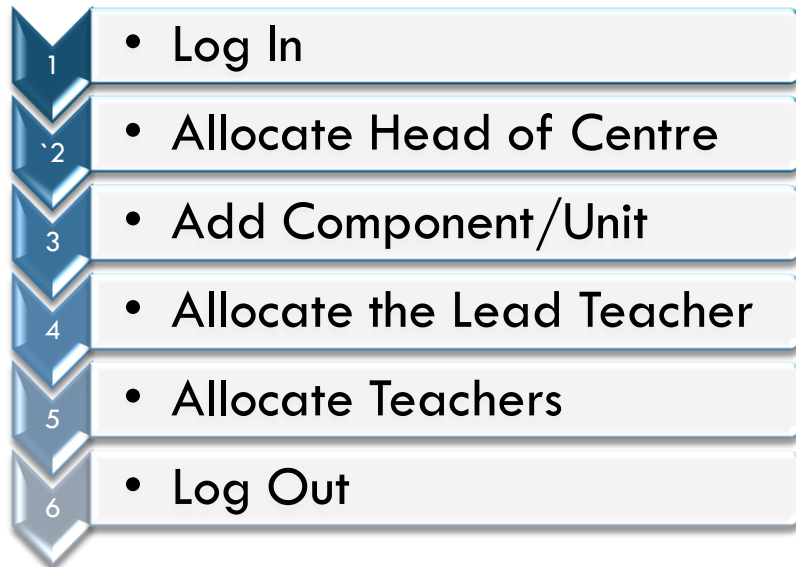
The eCRS application allows those nominated as Teachers and Lead Teachers to enter marks in Candidate Record Sheets. Please note that those nominated as a Teachers will not have full access to all facilities. For example, those nominated as Teachers will not be able to validate or finally submit the marks and associated information. This must be carried out by a Lead Teacher.

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

The Head of Centre is usually the Principal or Vice-Principal within the institution. They will receive copies of the centre report on moderation (TAC6).

THE STEPS IN SETTING UP THE ECRS SYSTEM IN YOUR CENTRE

Please take the following steps to complete the allocation process.



Please note that centres are no longer required to complete the following documents for components/units within the eCRS system:

- OMR TAC1
- TAC2
- *Hardcopy Candidate Record Sheets*

The following housekeeping tasks may also be undertaken

Change Lead Teacher

Delete Teacher

Please note that it is NOT possible to delete a component/unit from your centre at present. Please contact CCEA on the number at the back of this document if you need to delete a component/unit.

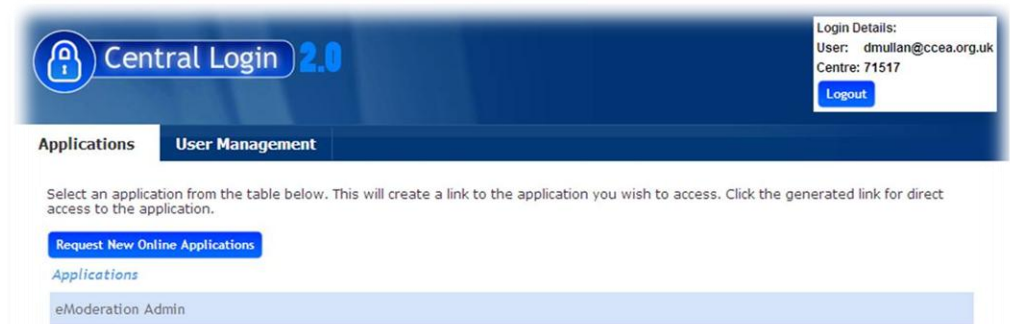
BEFORE YOU START

All C2K computers have the correct version of Internet Explorer installed and you should be able to use the application if you are using a C2K computer. If you are not using a computer within the C2K network, please check that you are using Internet Explorer version 7 or greater. You can check this from the Help/About Internet Explorer menu. If your version of Internet Explorer is older than version 7, you can download it (for free) from here: <http://windows.microsoft.com/en-US/internet-explorer/products/ie/home>

The application also works with Google Chrome. You can download it (for free) from here: http://www.google.com/chrome/intl/en-GB/landing_tv.html

LOGGING IN

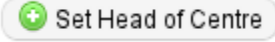
Enter login details provided, then select “eModeration Admin” from the applications list.




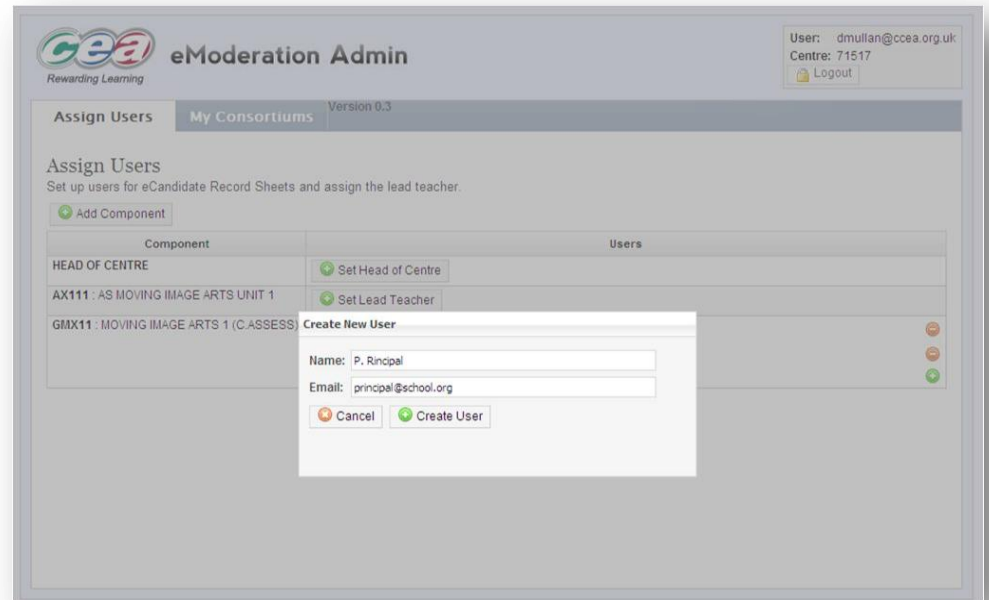
NOTES

If you do not have access to eModeration Admin application, please use the “Request New Online Application” to obtain access.

ALLOCATE HEAD OF CENTRE

a Click on  button to access the Head of Centre drop-down menu.

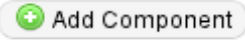


b Select a name from the drop-down menu. If the name you require is not listed, selected “create new user” from the menu and select the  button. You will be provided with an on-screen form with which to enter the contact details for the Head of Centre. Once these details have been entered, select the “Create User” button and the new user will be listed as the Head of Centre.

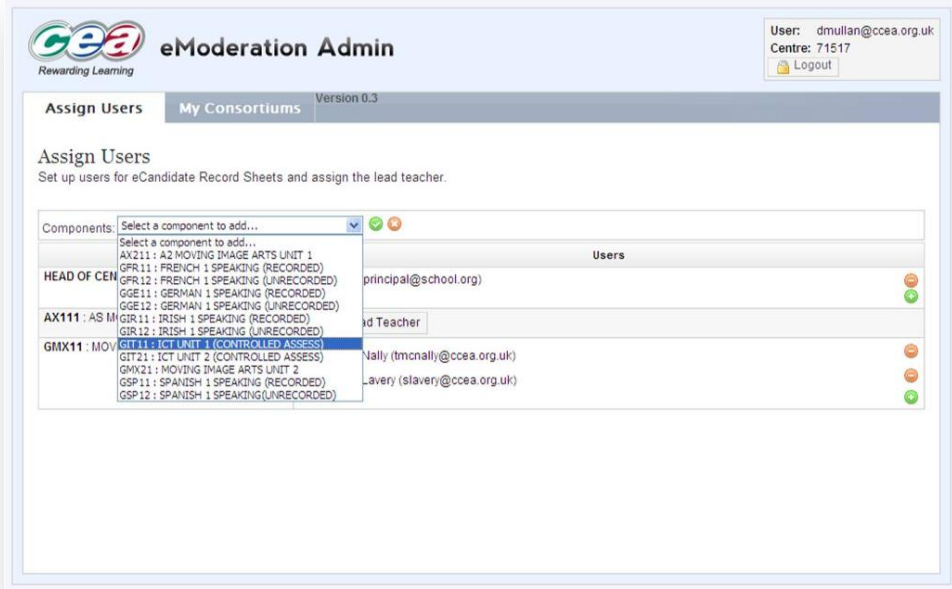


NOTES

It is essential that you allocate a Head of Centre. Whoever you nominate as Head of Centre will receive all the TAC6s electronically from CCEA

ADDING A COMPONENT/UNIT

Click on  and choose the appropriate component or unit and then click on  to save the component. This component will now appear on your screen. Click on  if you do not want to save the component.



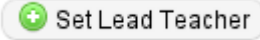
The screenshot shows the 'eModeration Admin' interface. At the top, there is a logo for 'Rewarding Learning' and the text 'eModeration Admin'. In the top right corner, the user is identified as 'dmullan@ccaa.org.uk' with 'Centre: 71517' and a 'Logout' button. The main content area is titled 'Assign Users' and includes a subtitle: 'Set up users for eCandidate Record Sheets and assign the lead teacher.' Below this, there is a 'Components' dropdown menu with a list of units. The 'Users' table lists the following users:



Component	User	Action
HEAD OF CEN	principal@school.org	Save (Green)
AX111: AS M	Lead Teacher	Save (Green)
GMX11: MOV	Nally (tmcnally@ccaa.org.uk)	Cancel (Red)
	lavery (slavery@ccaa.org.uk)	Cancel (Red)
		Save (Green)

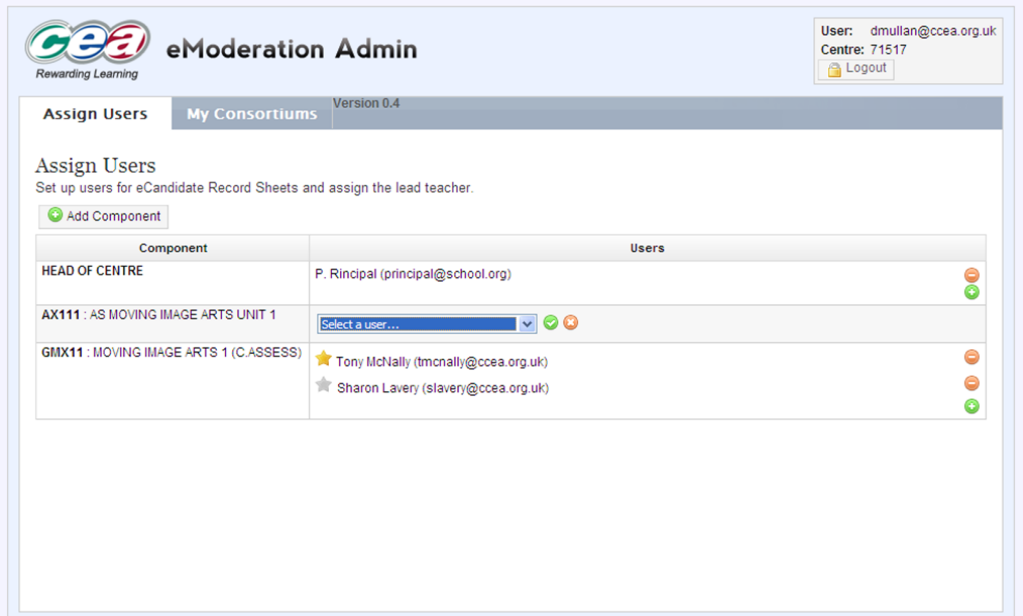
NOTES

If your centre is registered to use more than one component/unit all these components/units will be listed.

ALLOCATE THE LEAD TEACHER

a Click on  button to access the Lead teacher drop-down menu.

b Select a name from the drop-down menu. If the name you require is not listed, selected “create new user” from the menu and select the  button. You will be provided with a on-screen form with which to enter the contact details for the Lead Teacher. Once these details have been entered, select the “Create User” button. The system will recognise this teacher as the lead and you will see a gold-coloured  beside their name.





eModeration Admin
Rewarding Learning

User: dmullan@ccea.org.uk
Centre: 71517
Logout

Assign Users My Consortia Version 0.4

Assign Users
Set up users for eCandidate Record Sheets and assign the lead teacher.




+ Add Component

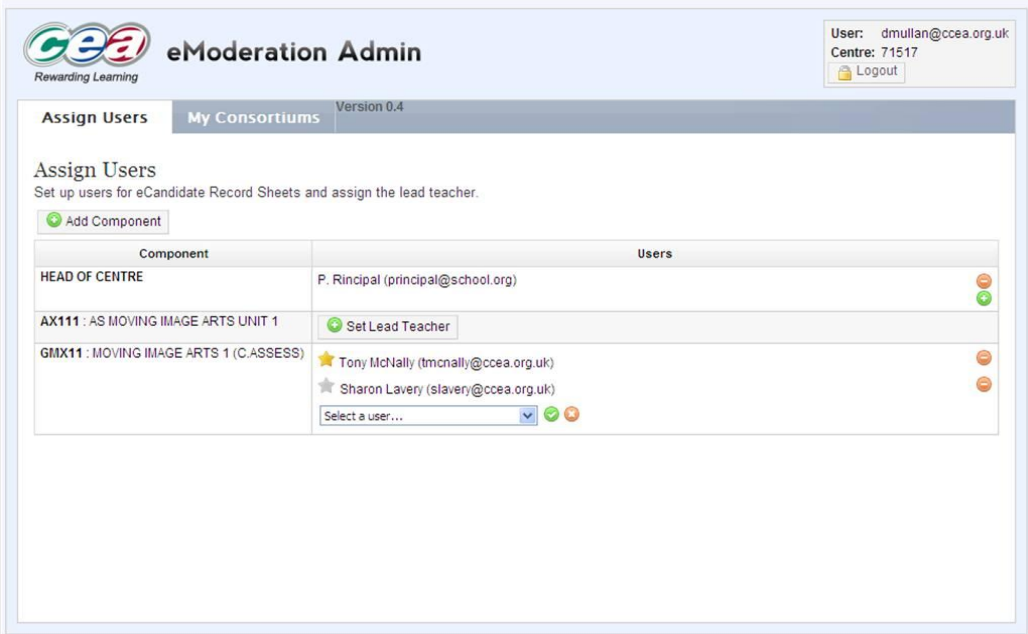
Component	Users
HEAD OF CENTRE	P. Rincipal (principal@school.org)
AX111 : AS MOVING IMAGE ARTS UNIT 1	Select a user...  
GMX11 : MOVING IMAGE ARTS 1 (C.ASSESS)	★ Tony McNally (tmcnally@ccea.org.uk)
	★ Sharon Lavery (slavery@ccea.org.uk)

NOTES

The first teacher that you add will automatically be allocated into the Lead Teacher role. Instructions for changing the Lead Teacher are provided later in this document.


ALLOCATE TEACHERS











To allocate someone into a Teacher role, click on  under the required component and add their details. Once you have clicked on  this teacher's name will appear on the screen with this silver symbol .




Assign Users My Consortiums Version 0.4

Set up users for eCandidate Record Sheets and assign the lead teacher.

 Add Component

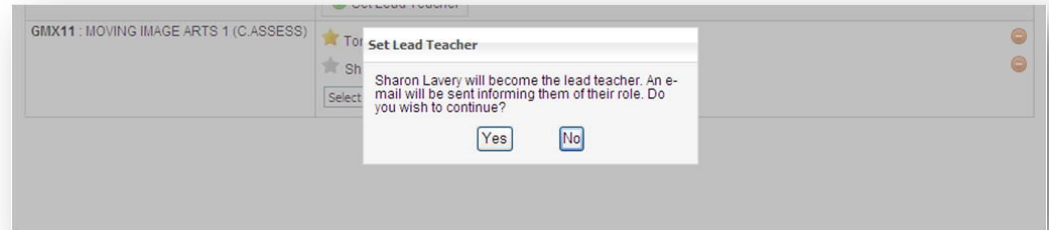
Component	Users
HEAD OF CENTRE	P. Rincipal (principal@school.org)  
AX111 : AS MOVING IMAGE ARTS UNIT 1	 Set Lead Teacher
GMX11 : MOVING IMAGE ARTS 1 (C.ASSESS)	 Tony McNally (tmcnally@ccea.org.uk)   Sharon Lavery (slavery@ccea.org.uk)  Select a user...   

NOTES

The first teacher that you add will automatically be allocated into the Lead Teacher role. The Lead Teacher will be indicated by a gold  beside their name.

CHANGE LEAD TEACHER


If you need to change the role of the lead teacher to another person double click on the silver ★ beside the teacher you wish to become the Lead Teacher. On confirming the change, the silver ★ symbol will change to a gold ★ and the teacher you have chosen to be the lead will be listed first.

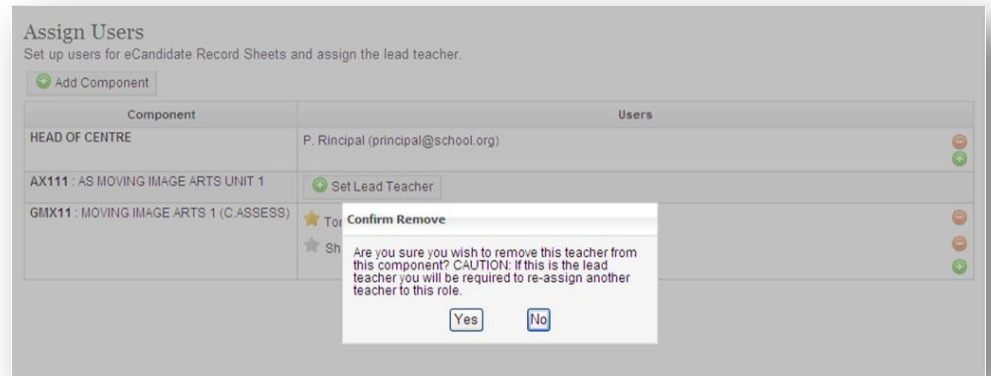


NOTES

There are no restrictions to the number of times you can change Lead Teachers.

DELETE TEACHER

To delete a teacher from a component/unit, click on the  symbol beside their name under the relevant component and confirm that you want to delete them from this component/unit.



NOTES

If you delete a teacher in error you can simply add them again using the instructions in this document.

LOGGING OUT

Click logout on the screen to safely close the system.



NOTES

This ends your session.

CONTACT US

To obtain assistance with the Central Login software, please use the contact below.

Contact	Details
CCEA Centre Support Section	Phone: 028 90 26 1212 E-mail: centresupport@ccea.org.uk