

Quick User Guide for Examination Officers – e-Candidate Record Sheets

Please refer to the User Manual for full details on e-Candidate Record Sheets



Action	Instructions	Notes
1. Log In	Access the CCEA central Login page and enter username and password details provided.	
2. Setting up the Head of Centre	Select “eModeration Admin” from the application list.	
3. Setting up the Head of Centre	Click on button and enter the Head of Centre’s name and email address and then click on to save the record. If you do not want to save the record click on .	CCEA may have set up other users on your behalf so you will have the option to select an existing user or to add another user. Whoever you nominate as Head of Centre will receive all the TAC6s electronically from CCEA
4. Setting up components	Click on and choose the appropriate component and then click on to save the record. This component will now appear on your screen. Click on if you do not want to save the record	Some centres have opted to use e-CRS for non-compulsory components and these will have already been set up for you by CCEA
5. Setting up teachers	Click on and then ‘add a user’. Key in the teacher’s name and email address and then click on to save the record. As this is the first teacher you have set up the system will recognise this teacher as the lead and you will see a gold beside their name.	CCEA may have set up other users on your behalf so you will have the option to select an existing user or to add another user.
6. Setting up additional teachers	To set up more than one teacher click on and this will let you key in another teacher. Once you have clicked on this teacher’s name will appear on the screen with this silver symbol .	There is no limit to the number of teachers you can set up for each component.
7. Changing the Lead Teacher	If you need to change the role of the lead teacher to another teacher double click on the silver beside the teacher you now wish to be the lead teacher. This symbol silver will change to a gold and the teacher you have chosen to be the lead will be listed first.	There are no restrictions to the number of times you can change Lead Teachers.
6. Deleting a teacher/component	To delete a teacher or a component click on .	If you delete a teacher/component in error you can still enter them again.

For help, e-mail: centresupport@ccea.org.uk or contact the CCEA Centre Support team on 028 90 261212