

Quick user guide for centres - e-CRS pilot

Area	Instructions
Login	Enter login details provided by CCEA.
Creating and completing the candidate record sheets.	<p>Click on pre-entry list of candidates tab. Click on template and then click on open. [A spreadsheet opens]. Complete candidates' numbers and names on spreadsheet. Save and close the spreadsheet. [Remember where you saved it.] Click browse on e-Moderation screen and locate the saved spreadsheet. Click open. Click save on e-Moderation screen. [The candidates' names will appear on this screen.] Click on candidate name – this will provide 4 options to record for candidates:</p> <ul style="list-style-type: none"> i marked ii true zero iii absent iv transferred <p>To open a record sheet click on the radio button 'marked'. Click on the appropriate assignment title. Comments can be added by clicking on the yellow folder below the assignment title. Complete and save the assignment marks on this screen. The record sheets can be updated at different times up until the deadline for the submission of marks. When all assignment marks have been inserted the overall total mark can be saved by clicking on save changes. Click X to close the record sheet. On the e-Moderation screen click refresh. This will update the e-Moderation screen with saved marks. Radio buttons for 'true zero', 'absent' or 'transferred' should be selected when appropriate for the candidate. When 'transferred' is selected the candidate's Unique Candidate Identifier (UCI) number should be inserted.</p>
Internal Standardisation	<p>Click on the internal standardisation tab. Insert the names of teachers involved in internal standardisation. If only one teacher involved in the marking of the coursework, insert the name of that teacher. Click on save internal standardisation.</p>
Authentication	<p>Click on the authentication tab. Click on authentication statement. Print this statement listing the candidates' names. Use this document to obtain signatures from candidates to authenticate their work. This completed form should be retained in the centre. Click on the tick box to confirm authentication has been obtained for all candidates. When appropriate, provide details in the text box if there are any difficulties obtaining authentication and click on save authentication statement.</p>
Logout	Click logout on the e-Moderation screen to safely close the system.

Additional Notes

Before the deadline, check there is a total mark against each candidate on the e-moderation screen. CCEA will transfer these mark automatically to CCEA's computer system. You will be contacted by CCEA if there are any queries.

Candidate names on e-Moderation screen:

- Red indicates no marks have been inserted.
- Amber indicates marks on screen but not competed.
- Green indicates mark for all assignments have been inserted.

Additional functions **for centre purpose only:**

- Print candidate record sheet.
- Delete candidate record sheet.
- Tick box to highlight candidates whose work was used as part of the internal standardisation process.
- **Mark sheet tab.** This allows you to open and save a spreadsheet. This spreadsheet will include the candidates' assignment and total marks.

Explanation of options:

i	marked	candidate has submitted assignment(s) and marks have been allocated.
ii	true zero	candidate has submitted assignment(s) not worthy of marks.
iii	absent	candidate has been entered for the subject but has not submitted work.
iv	transferred	candidate has been entered for the subject and wishes to transfer a previous coursework mark (providing this is allowed within the requirements of the specification).