

# What you will need


- A username and password
- A DVD burner
- DVD burning software
- Space on a PC to hold all of the Controlled Assessment work for the component
- Access to a printer

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User Name

Password

Enter your login details


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Hello Martin Donnelly.

Click Start to begin

Click Start to begin


Check your details

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**Current Progress**

Next

1 2 3 4 5 6 7 8 9 10

 <b>Step 1. Select component</b>
Step 2. Select top candidate
Step 3. Select bottom candidate
Step 4. Change sampled candidates
Step 5. Confirm sampled candidates
Step 6. Download and run folder setup file
Step 7. Burn and check DVD(s)
Step 8. Specify number of DVDs used
Step 9. Specify DVD candidates are on
Step 10. Print report

Select a Component

Select the component


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### Instructions


Welcome to the GCSE Folder Maker application. This site will aid you in producing your samples to send to CCEA on DVD. This site is presented in the form of a step-by-step 'wizard'. Instructions on how to use the site are available by selecting the 'help' button above at any stage. Please select the component you wish to process.

Use the Next and Back buttons to move to the next or previous step in the process. Steps completed are highlighted in green. You are free to log out any time you wish and will be brought back to your current step when you log back in.

### Current Progress

Next

1 2 3 4 5 6 7 8 9 10

 Step 1. Select component
Step 2. Select top candidate
Step 3. Select bottom candidate
Step 4. Change sampled candidates
Step 5. Confirm sampled candidates
Step 6. Download and run folder setup file
Step 7. Burn and check DVD(s)
Step 8. Specify number of DVDs used
Step 9. Specify DVD candidates are on
Step 10. Print report

Click "i" at any stage if you need instructions

Select a Component


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### Current Progress

Next

1 2 3 4 5 6 7 8 9 10

Step 1. Select component

Step 2. Select top candidate
Step 3. Select bottom candidate
Step 4. Change sampled candidates
Step 5. Confirm sampled candidates
Step 6. Download and run folder setup file
Step 7. Burn and check DVD(s)
Step 8. Specify number of DVDs used
Step 9. Specify DVD candidates are on
Step 10. Print report

Click the "next" button to move forwards

Select a Component

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**eModeration**

Please select the top candidate

Top candidate selected: **0029 - BANNON, RACHEL K**

**Current Progress**

Back Next

1 2 3 4 5 6 7 8 9 10

- Step 1. Select component
- Step 2. Select top candidate**
- Step 3. Select bottom candidate
- Step 4. Change sampled candidates
- Step 5. Confirm sampled candidates
- Step 6. Download and run folder setup file
- Step 7. Burn and check DVD(s)
- Step 8. Specify number of DVDs used
- Step 9. Specify DVD candidates are on
- Step 10. Print report

Candidate Number	Candidate Name
0006	BRYCE, KATIE L
0007	CAHILL, NAOMI
0013	BRYANT, ROBYN
0016	TALBOT, HANNAH LOUISE
0022	AICKEN-BOWLEY, JOSHUA
0029	BANNON, RACHEL K
0037	HENNESSEY-COOPER, AARON M
0041	HILL, WARDEN G D

[Click here if top candidate is not in the list](#)

Done Local intranet

Click the "back button" at any time to move backwards

Select the top candidate

Click here if they are not in the sample list

This screen will only appear if you indicate that the candidate is not in the sample list

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cted/StartPage.iface  
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Select the top candidate  
Please select the top candidate then click OK

Candidate Number	Candidate Name
0008	STANDING, AMY LOUISE
0009	STECHEMAN, GEORGIA MAI
0010	TERRY, ROBYN JADE MARIE
0011	WALLER, CAROLINE LOUISE
0012	WHITE, LUCINDA GEORGINA
0014	GREEN, FLORENCE
0015	RICHARDS, LARA HANNAH
0017	MAHONEY, CHANELLE NICOLE
0018	ABBOTT, DEAN
0019	ABBOTT, RACHAEL
0020	ACHESON, MATTHEW LW
0021	MISKIMMIN, SUSAN
0023	ALEXANDER, SHANNON R
0024	ALLEN, SOPHIE R
0025	ALLISTER, SAMUEL D
0026	ANDREAS, MIYALACE

Current Progress  
Back Next  
1 2 3 4 5 6 7 8  
Step 1. Select component  
Step 2. Select top candidate  
Step 3. Select bottom candidate  
Step 4. Change sampled candidate  
Step 5. Confirm sampled candidate  
Step 6. Download and run folder  
Step 7. Burn and check DVD(s)  
Step 8. Specify number of DVD(s)  
Step 9. Specify DVD candidate  
Step 10. Print report

OK Cancel

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Click on the candidate and then click "OK"

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### Current Progress

Back Next

1 2 3 4 5 6 7 8 9 10

- Step 1. Select component
- Step 2. Select top candidate
- Step 3. Select bottom candidate**
- Step 4. Change sampled candidates
- Step 5. Confirm sampled candidates
- Step 6. Download and run folder setup file
- Step 7. Burn and check DVD(s)
- Step 8. Specify number of DVDs used
- Step 9. Specify DVD candidates are on
- Step 10. Print report

Please select the bottom candidate

Bottom candidate selected: 0007 - CAHILL, NAOMI J

Candidate Number	Candidate Name
0006	BRYCE, NAOMI E
0007	CAHILL, NAOMI J
0013	BRYANT, KAYA ROBYN
0016	TAMKIN, HANNAH LOUISE
0022	AICKEN-BOWLEY, JOSHUA
0029	BANNON, RACHEL K
0037	HENNESSEY-COURTNEY, AARON M
0041	HILL, WARREN G D

[Click here if bottom candidate is not in the list](#)

Select the bottom candidate

Done Local intranet

If you do not need to change any candidates, move to the next screen



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## Current Progress

[Back](#) [Next](#)

1 2 3 4 5 6 7 8 9 10

- Step 1. Select component
- Step 2. Select top candidate
- Step 3. Select bottom candidate
- Step 4. Change sampled candidates**
- Step 5. Confirm sampled candidates
- Step 6. Download and run folder setup file
- Step 7. Burn and check DVD(s)
- Step 8. Specify number of DVDs used
- Step 9. Specify DVD candidates are on
- Step 10. Print report

Current Sample  Changed Sample

### Current Sample

Candidate Number	
0006	BRYCE
0007	...ELL, NAOMI J
0013	BRYANT, KAYA ROBYN
0016	TAMKIN, HANNAH LOUISE
0022	AICKEN-BOWLEY, JOSHUA
0029	BANNON, RACHEL K
0037	HENNESSEY-COURTNEY, AARON M
0041	HILL, WARREN G D

[Change Candidate](#)

Select the candidate that you wish to replace and click "Change Candidate"

Done

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### Change Current Sampled Candidate

Please select the candidate you wish to replace the current selection with and provide a reason for this change

Candidate Number	Candidate Name
0008	STANDING, AMY LOUISE
0009	STECHEMAN, GEORGIA MAI
0010	TERRY, ROBYN JADE MARIE
0011	WALLER, CAROLINE LOUISE
	WHITE, LUCINDA GEORGINA
	WHITE, FLORENCE
	WILSON, LARA HANNAH
	WILSON, CHANELLE NICOLE

Click here to show help

### Current Progress

Back Next

1 2 3 4 5 6 7 8

- Step 1. Select component
- Step 2. Select candidate
- Step 3. Select candidate
- Step 4. Select candidate
- Step 5. Select candidate
- Step 6. Select candidate
- Step 7. Burn and check DVD(s)
- Step 8. Specify number of DVD(s)
- Step 9. Specify DVD candidate
- Step 10. Print report

Provide the reason for changing the candidate

is longer taking this subject, replacing her work  
of Amy

OK Cancel

Select the candidate that you wish to insert

Click "OK" when the replacement has been chosen

You MUST record a reason for the replacement


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**Current Progress**

Back Next

1 2 3 4 5 6 7 8 9 10

- ✓ Step 1. Select component
- ✓ Step 2. Select top candidate
- ✓ Step 3. Select bottom candidate
- ▶ **Step 4. Change sampled candidates**
- Step 5. Confirm sampled candidates
- Step 6. Download and run folder setup file
- Step 7. Burn and check DVD(s)
- Step 8. Specify number of DVDs used
- Step 9. Specify DVD candidates are on
- Step 10. Print report

Current Sample Changed Sample

The table below shows the candidate samples you have changed.

Current Candidate Number	Current Candidate Name	Previous Candidate Number	Previous Candidate Name	Reason for Change
0016	TAMKIN, HANNAH LOUISE	0015	RICHARDS, LARA HANNAH	0015 changed to 0016
	MAHONEY, CHANELLE NICOLE	0041	HILL, WARREN G D	Warren is longer taking this subject, replacing his work with that of Chanelle.
0008			NIEL J	Danielle is longer taking this subject, replacing her work with that of Amy.

If you wish to reverse a change to a sampled candidate. Undo Change

Undo button below to restore the original

Click the "Changed Sample" tab to see the replacements you have made

Click the "Next" button when you have completed the replacements


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### Current Progress

Back Next

1 2 3 4 5 6 7 8 9 10

- Step 1. Select component
- Step 2. Select top candidate
- Step 3. Select bottom candidate
- Step 4. Change sampled candidates
- Step 5. Confirm sampled candidates**
- Step 6. Download and run folder setup
- Step 7. Burn and check DVD(s)
- Step 8. Specify number of DVDs used
- Step 9. Specify DVD candidates are on
- Step 10. Print report

Top candidate selected: 0029 - BANNON, RACHEL K  
Bottom candidate selected: 0007 - CAHILL, NAOMI J

### Current Sample

Candidate Number	Candidate Name
0006	BRYCE, KATIE L
0007	CAHILL, NAOMI J
0013	BRYANT, KAYA ROBYN
	QUISE
	HUA
	NEY, AARON M
	NICOLE

Click the "Next" button to confirm the sample


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### Current Progress

Back Next

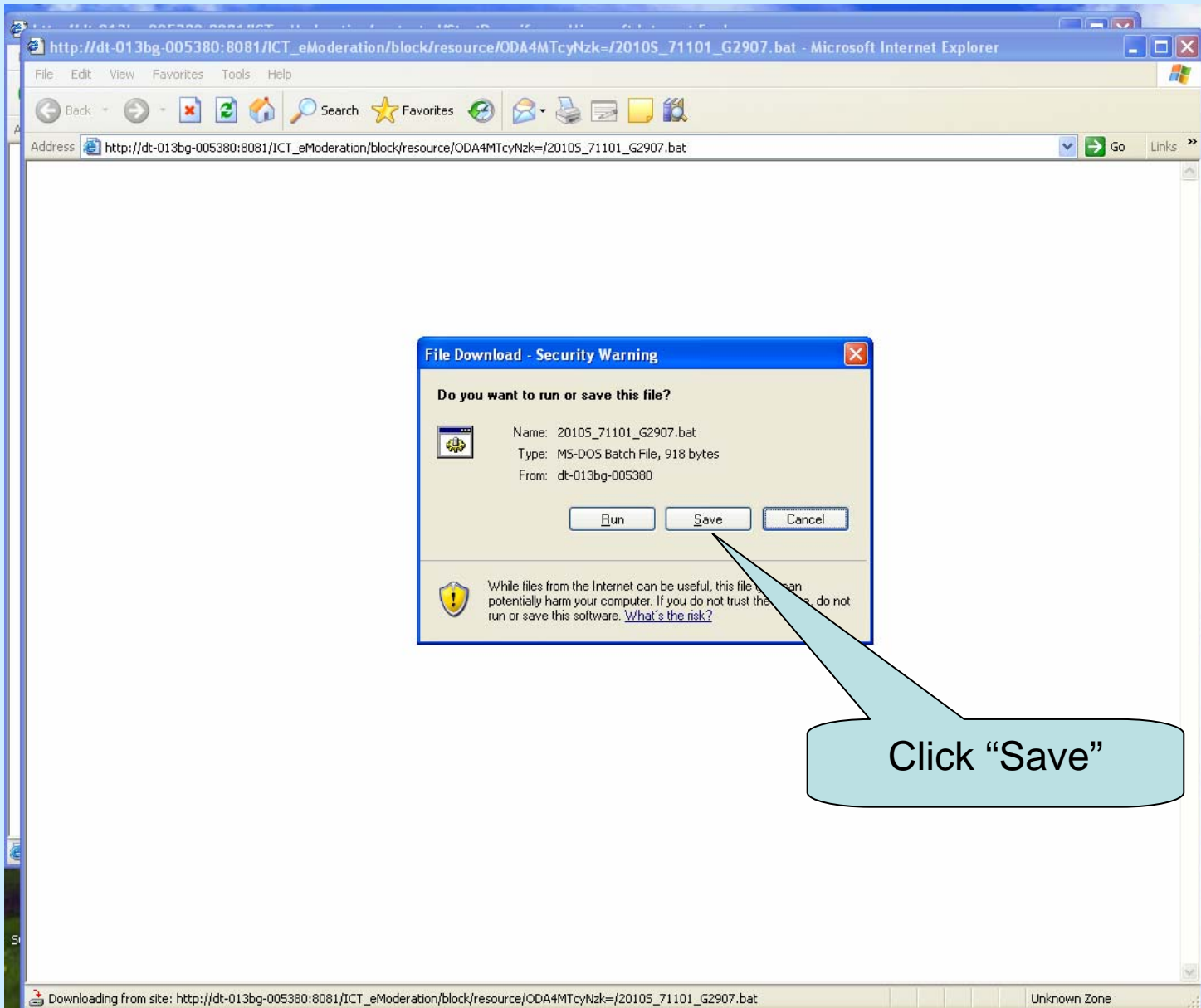
1 2 3 4 5 6 7 8 9 10

- Step 1. Select component
- Step 2. Select top candidate
- Step 3. Select bottom candidate
- Step 4. Change sampled candidates
- Step 5. Confirm sampled candidates
- Step 6. Download and run folder setup file**
- Step 7. Burn and check DVD(s)
- Step 8. Specify number of DVDs used
- Step 9. Specify DVD candidates are on
- Step 10. Print report

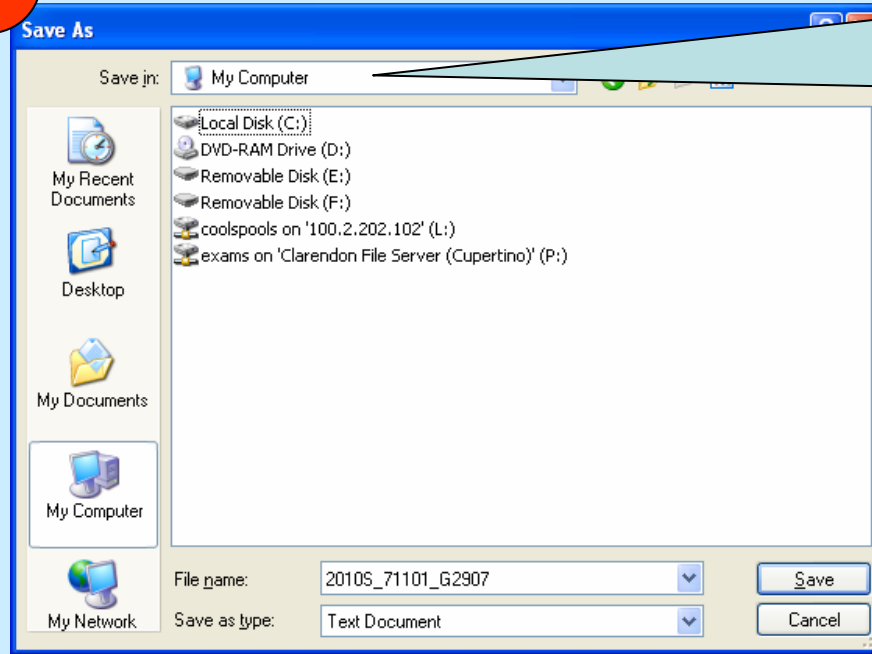
[Download folder setup file for centre=71101, component=G2907](#)

Click this link to start generating the folders for your sample

Done Local intranet



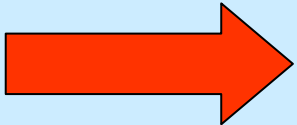
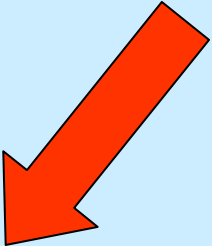
1



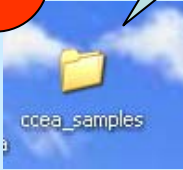
Save the file in the location that you wish to place the folders

Double-click file that is downloaded. A black window will appear. This is normal – do not close it.

2



3



The sample folder structure will be created in the same location

Place your work  
in the appropriate  
folders and burn the DVD(s)

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### Instructions

This step may take some time. Burn all of the folders onto DVD(s). If you use more than one DVD, note which DVD each candidate is on as this is required in the next step.

Once you have burned all of the required DVDs please check the contents are readable. When your checks are complete click the Next button to proceed.

### Current Progress

Back Next

1 2 3 4 5 6 7 8 9 10

- Step 1. Select component
- Step 2. Select top candidate
- Step 3. Select bottom candidate
- Step 4. Change sampled candidates
- Step 5. Confirm sampled candidates
- Step 6. Download and run folder setup file
- Step 7. Burn and check DVD (s)**
- Step 8. Specify number of DVDs used
- Step 9. Specify DVD candidates are on
- Step 10. Print report

Click the help icon for instructions


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### Current Progress

Back Next

1 2 3 4 5 6 7 8 9 10

✓	Step 1. Select component
✓	Step 2. Select top candidate
✓	Step 3. Select bottom candidate
✓	Step 4. Change sampled candidates
✓	Step 5. Confirm sampled candidates
✓	Step 6. Download and run folder setup file
✓	Step 7. Burn and check DVD(s)
▶	<b>Step 8. Specify number of DVDs used</b>
	Step 9. Specify DVD candidates are on
	Step 10. Print report

Specify number of DVDs used

Select the number of DVDs used

Done Local intranet

You will only need to complete this step if you have used More than one DVD

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**Current Progress**

Back Next

1 2 3 4 5 6 7 8 9 10

- Step 1. Select component
- Step 2. Select top candidate
- Step 3. Select bottom candidate
- Step 4. Change sampled candidates
- Step 5. Confirm sampled candidates
- Step 6. Download and run folder setup file
- Step 7. Burn and check DVD(s)
- Step 8. Specify number of DVDs used
- Step 9. Specify DVD candidates are on
- Step 10. Print report

Select all of the candidates on the DVD

Candidate Number	Candidate Name	On DVD number
0007	CAHILL, NAOMI J	1
0013	BRYANT, KAYA ROBYN	1
0016	TAMKIN, HANNAH LOUISE	
0022	AICKEN-BOWLEY, JOSHUA	
0029	BANNON, RACHEL K	
0037	HENNESSEY-COURTNEY, A M	
0017	MAHONEY, CHANELLE NICOLE	

Select the DVD number of the candidates, then click Apply.

2 Apply

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Select the candidates on the DVD


Allocate them to a DVD

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**Current Progress**

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1 2 3 4 5 6 7 8 9 10


- Step 1. Select component
- Step 2. Select top candidate
- Step 3. Select bottom candidate
- Step 4. Change sampled candidates
- Step 5. Confirm sampled candidates
- Step 6. Download and run folder setup file
- Step 7. Burn and check DVD(s)
- Step 8. Specify number of DVDs used
- Step 9. Specify DVD candidates are on
- Step 10. Print report


Click "Print Report"

## GCSE ICT eModeration Sampling Report

Series: 2010 Summer      Centre: 71 101 - test centre 71 101  
Teacher: Martin Donnelly      Component: G2907 - GCSE G2907

Total number of DVDs: 2

Barcode number: 1  


Barcode number: 2  


## GCSE ICT eModeration Sampling Report

Series: 2010 Summer      Centre: **XXXXX demo**  
 Teacher: Martin Donnelly      Component: G2907 - GCSE G2907

Total number of DVDs: 2

Barcode number: 1



DVD 1 of 2

Barcode number: 2



DVD 2 of 2

Candidate Number	Candidate Name	Candidate Number	Candidate Name
0006	BRYCE, KATIE L	0029	BANNON, RACHEL K
0007	CAHILL, NAOMI J	0037	HENNESSEY-COURTNEY, AARON M
0013	BRYANT, KAYA ROBYN	0017	MAHONEY, CHANELLE NICOLE
0016	TAMKIN, HANNAH LOUISE	0008	STANDING, AMY LOUISE
0022	AICKEN-BOWLEY, JOSHUA	0047	CARLIN, FERGUS R
		0060	CUNNINGHAM, RACHAEL C A
		0061	CUPPLES, GABRIELLE A
		0069	FALLS, DANIEL J
		0075	FORBES, DEBORAH L
		0077	FULLERTON, JAMES P P
		0080	GARGAN, SARAH R
		0083	GRAY, ADAM J
		0086	HARRISON-ANKIN, JACK R
		0098	JORDAN, JACK J J
		0104	KLEIN, THOMAS M

The table below shows original candidate sample replacements

Current Candidate Number	Current Candidate Name	Previous Candidate Number	Previous Candidate Name	Reason for Change
0013	BRYANT, KAYA ROBYN	0008	STANDING, AMY LOUISE	this is the reason
0016	TAMKIN, HANNAH LOUISE	0015	RICHARDS, LARA HANNAH	0015 changed to 0016
0017	MAHONEY, CHANELLE	0041	HILL, WARREN G D	Warren is longer taking this subject, replacing his work