

Teacher Version of emoderation Tool (Post-Primary):

<http://194.74.230.111/KeyStage/>

Submitting Work for Moderation

To make sure that your files are successfully uploaded please follow the instructions below:

1. Internal levels via EDI

Your school will have been notified that the deadline for sending through the lists of candidates assessed as having successfully completed the CCEA ICT Accreditation Scheme is the 30th April. This is done using the EDI facility from within c2k. Details of how to do this are available in c2k exchange. Following that date there is a fortnight period (ending on the 13th May 2011) during which you can upload the work of pupils selected for external moderation.

In order to confirm your internal assessment of levels for the ICT Accreditation Scheme, CCEA moderators will then scrutinize samples of work drawn from the eportfolios of two candidates at each level for which you are seeking accreditation. You should work through the online form for uploading the sample work following the instructions contained in the screenshots below.

As you prepare to send to CCEA the files for each candidate selected, you may not need to submit all of the files that the candidate has produced.

Please choose a range of work that will allow moderators to see what the candidate has achieved and why you assessed the work as meeting the requirements for the level.

For example, pupils may have collected a group of digital photos saved as .jpeg files which they have used to illustrate their work. It is not necessary to send every .jpeg they have saved, instead select a representative sample. Similarly, the pupil may have saved the ongoing work at several stages; moderators don't need to see every one of these stages. However, please ensure that the files submitted contain evidence for all of the 5 'E's e.g. include a screenshot of file hierarchy for evidence of Exhibit.

2. File Extensions and types of files

In order for moderators to be able to view your files, **please save all work for moderation using standard formats**. If you have used software which saves files in a format 'native' to the application (such as .aup files in Audacity) please select 'save as' or 'export' and choose one of the standard file formats. For applications which generate a 'project' file (such as Audacity, MovieMaker, imovie) please remember that the completed project must be rendered/exported in a format suitable for sharing. See links below for assistance in preparing files in this way if you are not familiar with doing so.

The file extensions that we are able to accept are:

- .mov** (for moving image files)
- .xls** (for excel spreadsheets)
- .pub** (for publisher documents)
- .pdf** (save documents made in other formats in portable document format)
- .wmv** (for media files)
- .mp3** (for sound files)
- .jpeg** (for image files and screenshots)

.doc (for word documents and images pasted into word such as screenshots)
.ppt (for PowerPoint presentations n.b. if sounds and other media are embedded make sure the assets are included)
.rtf (rich text format can be used where text has been produced in other applications)
.exe (for Gamemaker files)
.psd (for photoshop files, if files contain many layers and file size becomes too large, please include a screenshot of the document with the layers palette open, and then either flatten the image or compress using .jpeg to achieve a manageable file size)
.zip (to combine a group of files, please make sure included files are saved in one of the formats above)

If in doubt, take a screenshot(s) of the work and paste into a standard file format.

This year we have also provided a facility for you to invite moderators to view pupil work in a shared area that you have prepared. This can avoid the need to upload individual files. If you want to make moderation of pupil work available using this method, please provide a URL and login details for the location. If you are hosting pupil work using LNI, please provide the link to the pupil's files and we will forward a list of the moderators c2k email addresses so that you can invite them to see the work. **Please do not contact moderators directly.**

3. Naming Files

The use of non-standard characters within file names can cause files to fail to upload properly. To avoid the unsuccessful transmission of files for moderation, please name files using only the characters:

- lower case a to z;
- uppercase A to Z;
- the numerals 0 to 9;
- hyphen - ;
- underscore _ ;
- full stop . ;
- comma , ;
- apostrophe ' and;
- round brackets ().

4. Large File Sizes: Compressing Files

The C2K network is configured to optimise the experiences of users. To this end there are limits on the maximum file sizes that can be sent. If you have large files such as:

- moving image work,
- high resolution raster images,
- image files of many layers,
- sound files

these may need to be compressed before attempting to upload. It is recommended that approximately 10 MB is the upper limit for files. Smaller files will upload and download quicker, and large files sometimes cause 'timeouts'.

If you are not familiar with compressing such files, the advice available at:

<http://www.ccea.org.uk/movingimagearts> may help. Click on the subheading GCSE down the right hand side, and choose the option Support Materials to see documents which give instructions for compressing video. For Moviemaker see:

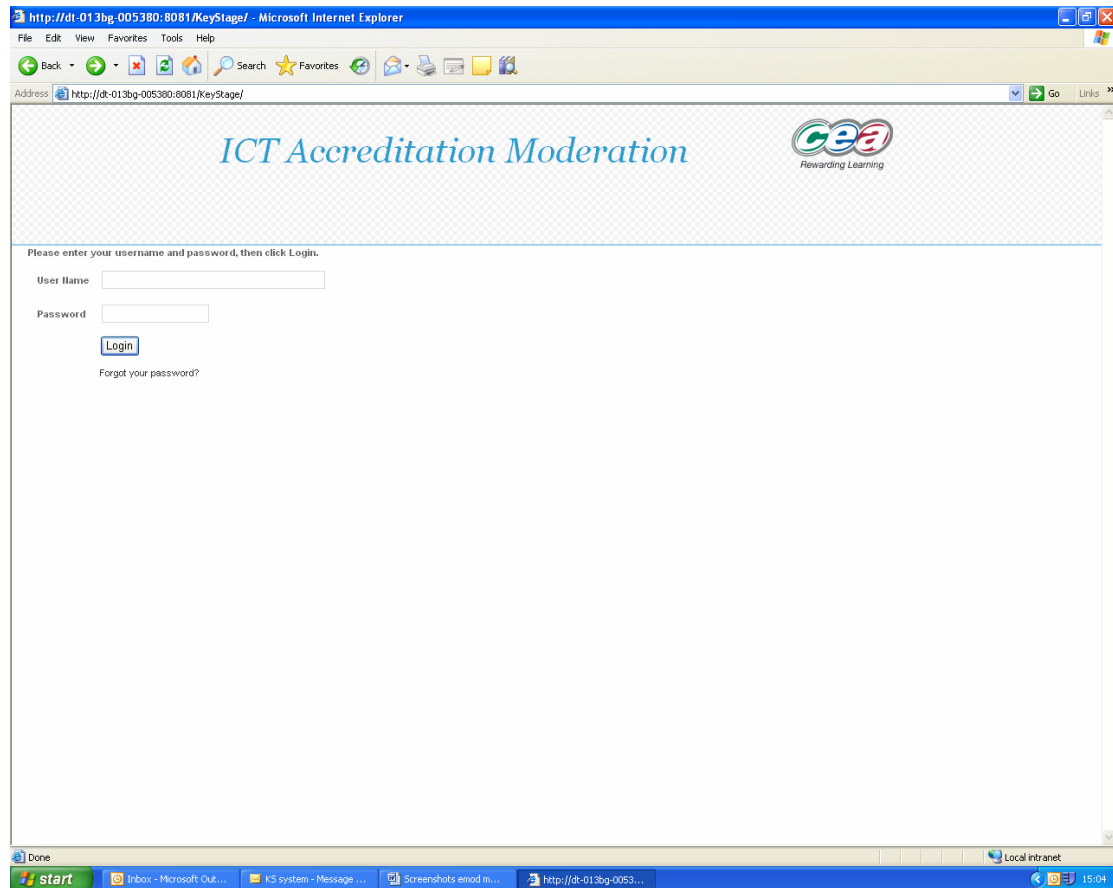
<http://www.makeuseof.com/tag/how-to-easily-compress-video-for-web-with-movie-maker>

There is also a range of technical support information on preparing files ready to send on the Primary Accreditation website. (note that the mechanisms for Primary ICT Moderation are different, so not all of the instructions will apply to post-primary ICT Accreditation)

http://www.rewardinglearning.org.uk/microsites/ict_accreditation_primary/support/support.asp

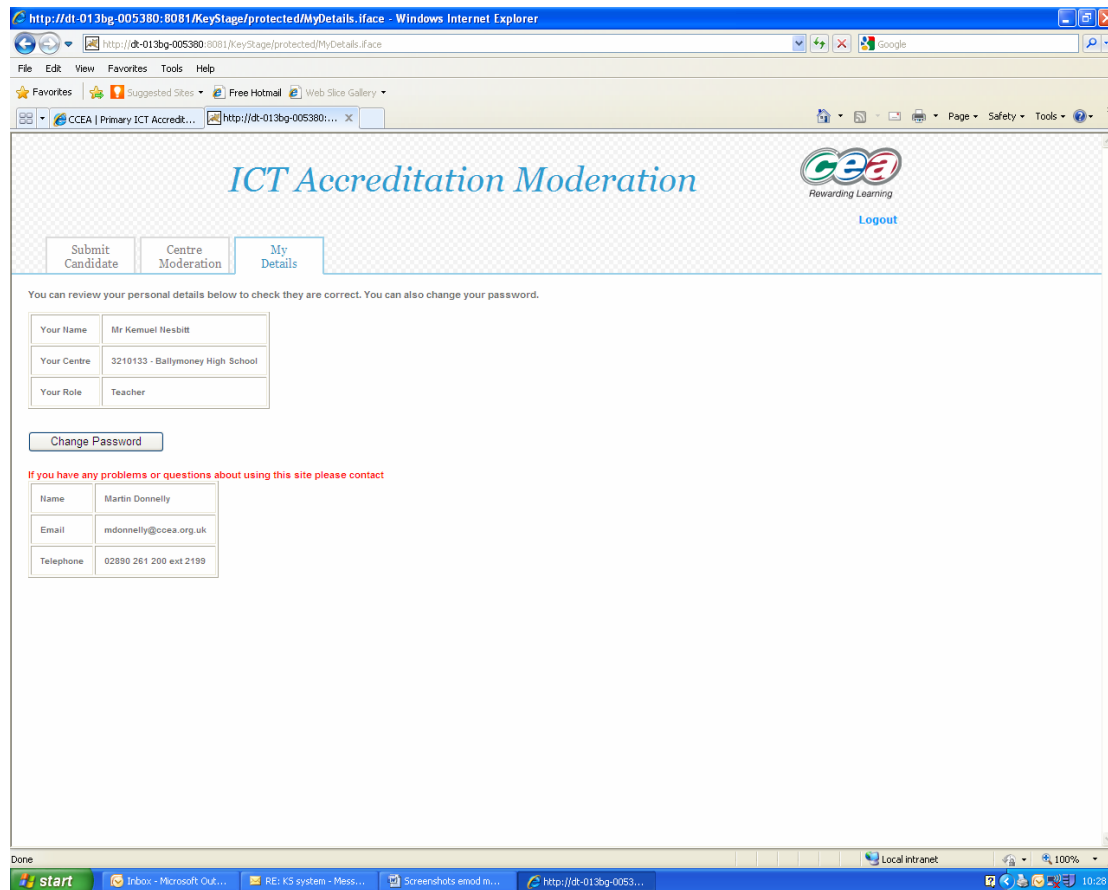
5. Using the eModeration tool to upload files

The purpose of the tool is so that the ICT Coordinator/teacher in school can confirm all the details of the tasks that will be submitted for the particular candidates sampled for the purposes of moderation, and then upload the candidate's files or provide a link to them.



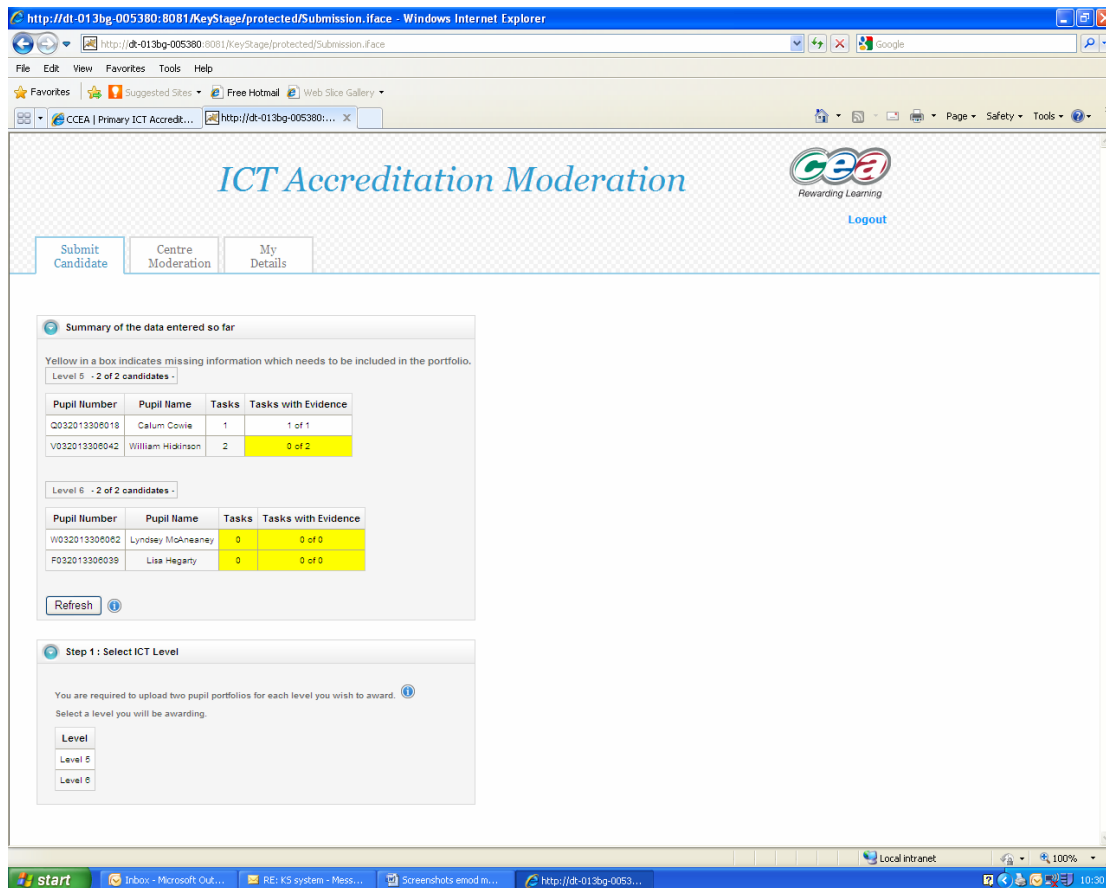
a) Navigate to the eModeration tool site in your browser and log in

Instruction	Good to know
<p>Begin by logging in using the username and password that were supplied to you by email. You should have received this email along with notification for submission of your list of levels.</p> <p>If you have not yet received an email with the username and password, please contact a member of the Assessment Administration Team at CCEA on 028 9026 1224</p>	<p>The URL for the eModeration tool is at the top of this document.</p> <p>Once you have logged in, you will be able to see which candidates from your school have been selected for moderation.</p>



b) Review your details

Instruction	Good to know
<p>You are now logged in.</p> <p>The '<i>My Details</i>' screen allows you to review your personal details and also to change your password if you wish.</p> <p>Click on the '<i>Submit Candidate</i>' tab.</p>	<p>The <i>Submit Candidate</i> tab is top left</p>



c) View Candidates Selected for Moderation and Step 1 Select Level

Instruction	Good to know
<p>In the box entitled '<i>Summary of the data entered so far</i>' you will see the names of two randomly generated candidates for each of the levels for which the school is seeking accreditation. That is, if the school is seeking accreditation to award Level 4 and Level 5 then the tool will display the names of two candidates for Level 4 and two for Level 5. You then have to confirm the details and upload the files for each candidate.</p> <p>In the second box, entitled '<i>Step 1: Select ICT Level</i>' you must select a level to begin the process of uploading information/evidence.</p>	<p>The yellow highlighting shows which information still needs to be loaded. You can't enter text directly here, but as you progress through the steps outlined in this document you will see this information updated automatically. To check that your entries have been updated, click the refresh button.</p> <p>Depending on the size of the screen you may need to scroll down to see the 'Step 1: Select ICT Level' box.</p>

Summary of the data entered so far

Yellow in a box indicates missing information which needs to be included in the portfolio.

Level 5 - 2 of 2 candidates -

Pupil Number	Pupil Name	Tasks	Tasks with Evidence
Q032013300018	Calum Cowie	1	1 of 1
V032013300042	William Dickinson	2	0 of 2

Level 6 - 2 of 2 candidates -

Pupil Number	Pupil Name	Tasks	Tasks with Evidence
W032013300062	Lyndsey McAnaney	0	0 of 0
F032013300039	Lisa Hegarty	0	0 of 0

Refresh

Step 1: Select ICT Level

You are required to upload two pupil portfolios for each level you wish to award.

Select a level you will be awarding.

Level

Level 5

Level 6

Step 2: Select Pupil

Select a pupil for adding tasks and evidence.

Pupil Number	Pupil Name	Key Stage
F032013300039	Lisa Hegarty	3
W032013300062	Lyndsey McAnaney	3

d) Step 2 Select pupil when you are ready to upload work

Instruction	Good to know
<p>In the box entitled 'Step 2: Select Pupil' click on the name of the pupil for which you want to enter details.</p> <p>Clicking selects the pupil and opens more information below this box. Scroll down again to continue entering details.</p>	<p>This box can sometimes open below the visible screen, you will need to watch the scroll bar change when you click, and then scroll down to see it.</p> <p>You have to work through the process for each candidate, and each task, one at a time.</p>

The screenshot shows a web application interface for task submission. It features a table of pupils and their task completion status, followed by three steps for selecting a level, a pupil, and matching tasks to a portfolio.

Pupil Number	Pupil Name	Tasks	Tasks with Evidence
Q032013300018	Calum Cowie	1	1 of 1
V032013300042	William Hildinson	2	0 of 2

Level 6 - 2 of 2 candidates -

Pupil Number	Pupil Name	Tasks	Tasks with Evidence
W032013300062	Lindsay McKeane	0	0 of 0
F032013300039	Lisa Hegarty	0	0 of 0

Step 1: Select ICT Level

You are required to upload two pupil portfolios for each level you wish to award.

Select a level you will be awarding.

Level
Level 5
Level 6

Step 2: Select Pupil

Select a pupil for adding tasks and evidence.

Pupil Number	Pupil Name	Key Stage
F032013300039	Lisa Hegarty	3
W032013300062	Lindsay McKeane	3

Step 3: Match Tasks to Pupil Portfolio.

Click Choose New Task to display a list of tasks approved for your centre. You can then allocate one of these tasks to the candidate.

Choose Task

e) Step 3 Select Pupil

Instruction

Here you will choose which pupil to upload work for.

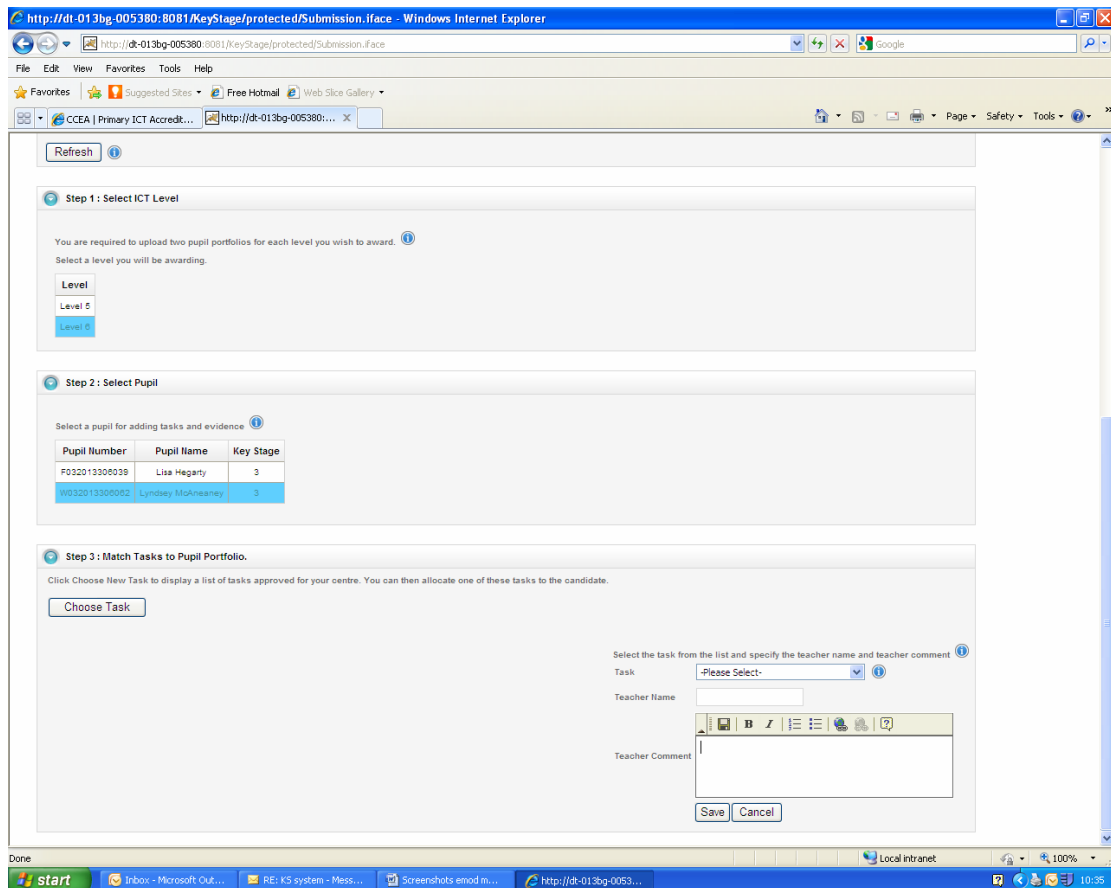
Once you have chosen to upload work for a particular level, choose a pupil to begin uploading work. You can then select each task in turn and proceed to upload the pupil work for that task.

In the box entitled '*Step 3: Match Tasks to Pupil Portfolio*' begin by clicking on '*Choose Task*' to open the next set of steps.

Good to know

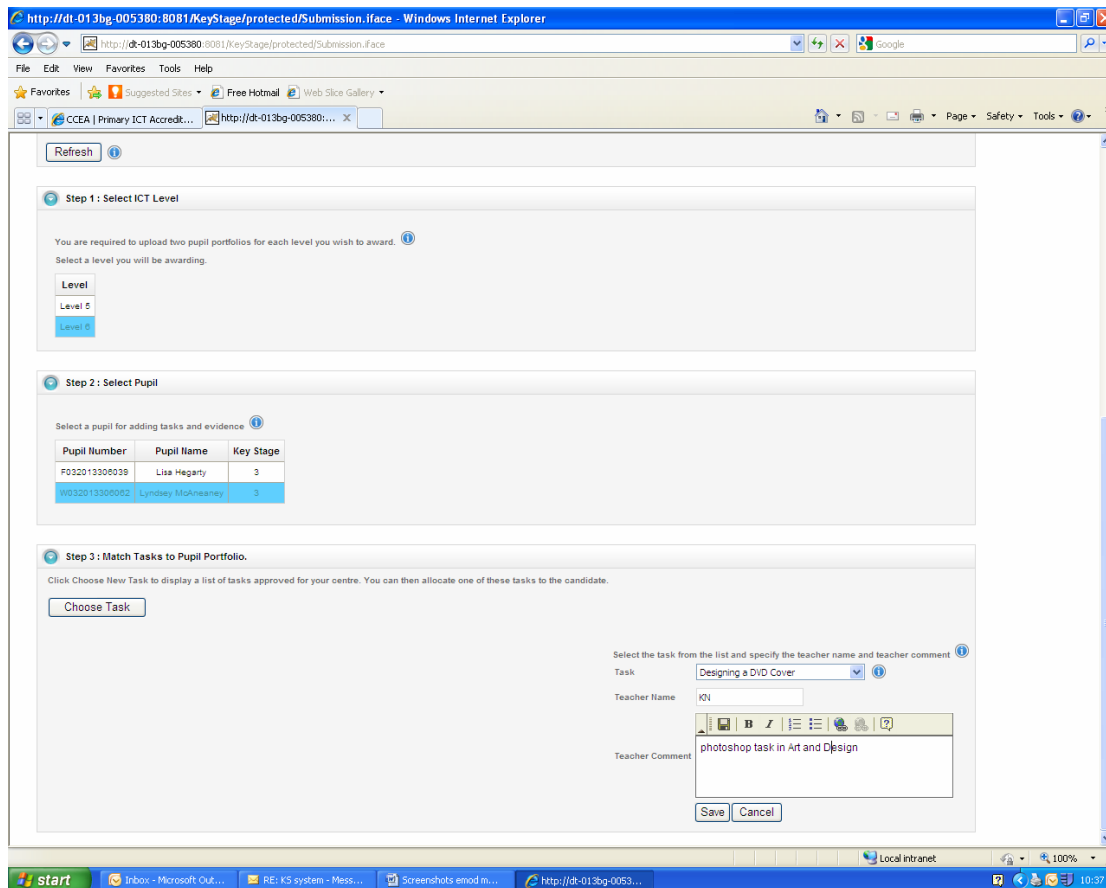
Clicking on the name of the pupil opens the controls for Step 3, where you identify the tasks the pupil has completed and then upload the associated files.

Depending on the size of your screen you may have to scroll down to see the next section.



f) Choose from the drop down list of tasks and enter teacher details

Instruction	Good to know
<p>Clicking on the name of the pupil opens the controls for selecting from the list of approved tasks for your centre.</p> <p>You need to enter details of the teacher and a comment before the tool will allow you to continue.</p>	<p>This is the screen before details are selected and entered</p>



g) Step 3 Enter your details about the task

Instruction

Clicking 'Choose Task' makes the text box available to the right. Here, you can select the task for which you will upload evidence from the 'Task' drop-down menu.

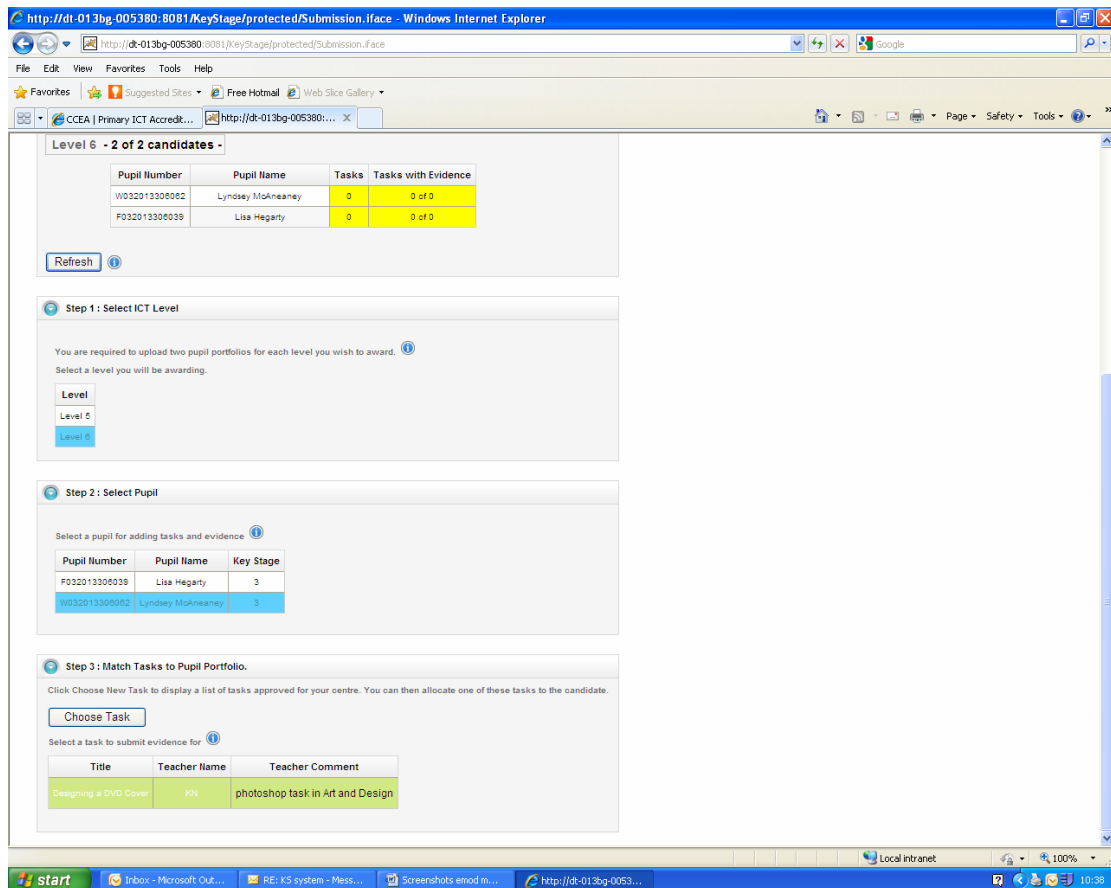
Choose a task for which evidence will be submitted from the drop down-menu. Next, enter the required information for *teachers name* and *comment*. You can not continue until you complete this step.

Click *Save* to continue.

Good to know

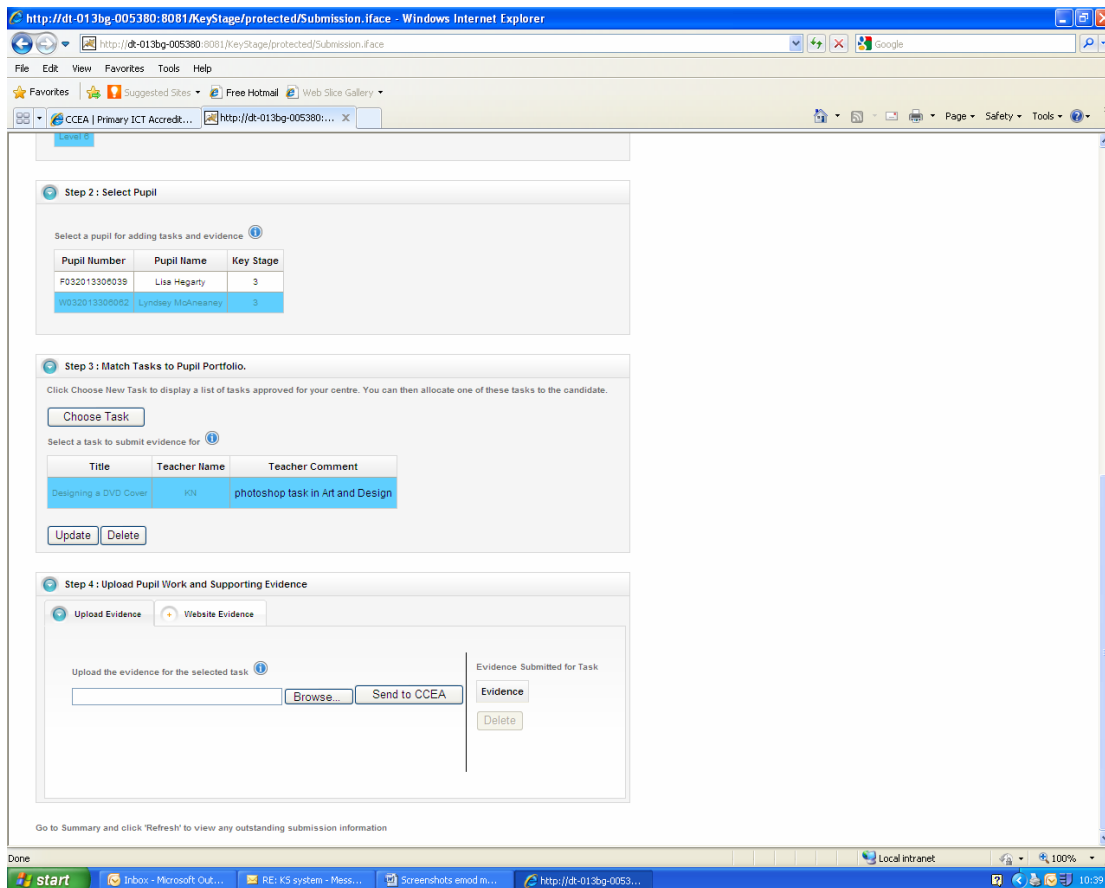
If the drop-down menu is blank, it means that tasks have yet to be approved.

The comment can be one word, there is no need to enter a lot of text here, although you can use this field to let the moderators know information about the files for the task.



h) Step 3 Click on the task to begin uploading work

Instruction	Good to know
Clicking ' <i>Choose Task</i> ' again at this stage will re-open the right hand text box in readiness for adding additional tasks to the pupil portfolio. If you want to upload rather than adding another task, click on the title of the task to proceed to the next step.	<p>If you accidentally click '<i>Choose Task</i>' here when you actually want to proceed to the next step, click '<i>Cancel</i>' below the box to get back to the list of tasks for which you want to upload evidence.</p> <p>What you are doing at this stage is associating the name of the pupil with the tasks they have completed, before uploading the files that represent the evidence for that pupil having completed the task at the specified level.</p>



i) Step 4 Browse to the file and upload

Instruction

In the box entitled '*Step 4: Upload Pupil Work and Supporting Evidence*' click on *Browse* to locate the evidence file that you wish to upload. Once located, click *Send to CCEA*.

When an upload is completed the file name will appear in the right hand box '*Evidence Submitted for Task*'.

Repeat for each file to be uploaded for that pupil's work on that task.

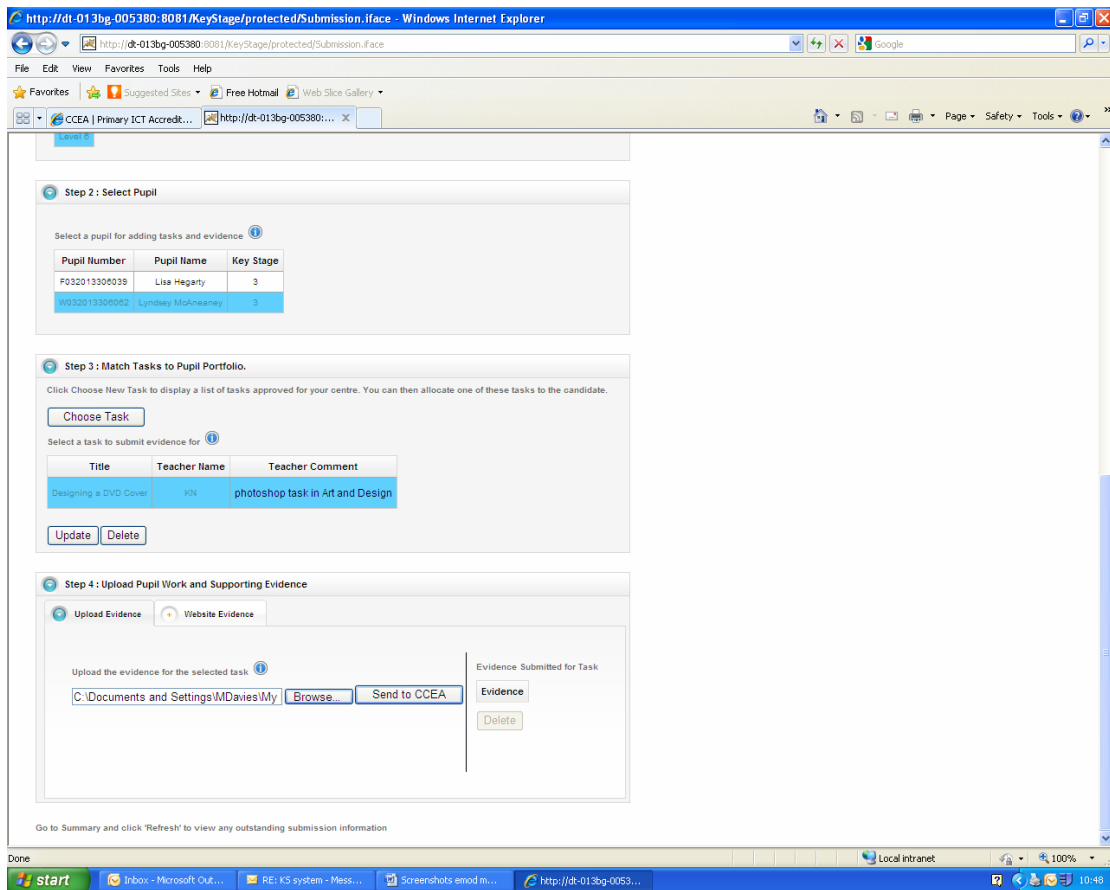
Check that all the pieces of evidence (all the pupil's files for the task) have been uploaded, and return to the previous box '*Match Tasks to Pupil Portfolio*' to continue uploading files for each task.

Good to know

Once the file appears in the list, this is your confirmation that it has uploaded. You can also see confirmation in the *Summary* dialogue box at the top of the screen, where the *Tasks with Evidence* area will be updated.

If you accidentally upload the wrong file, delete it from the *Evidence* list on the right by highlighting the item and choosing the *Delete* button below.

As you complete the process of confirming tasks and uploading the associated evidence, clicking '*Refresh*' in the *Summary* field at the start of the screens will update the details completed so far. You will have to scroll up again to see this.



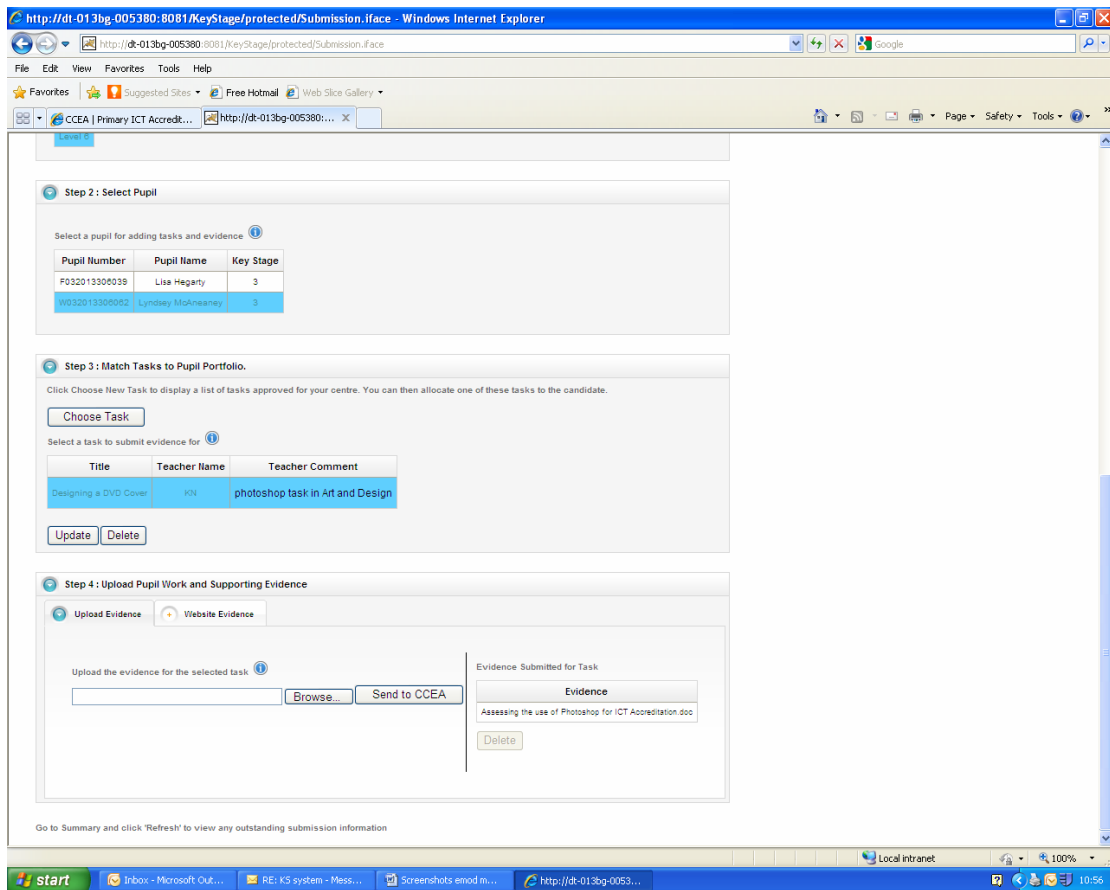
j) File name to upload

Instruction

Once you have navigated to the file you want to upload, its location on your system will be displayed in the box beside the 'browse' button, indicating that this is the file that will be uploaded once you click 'send to CCEA'.

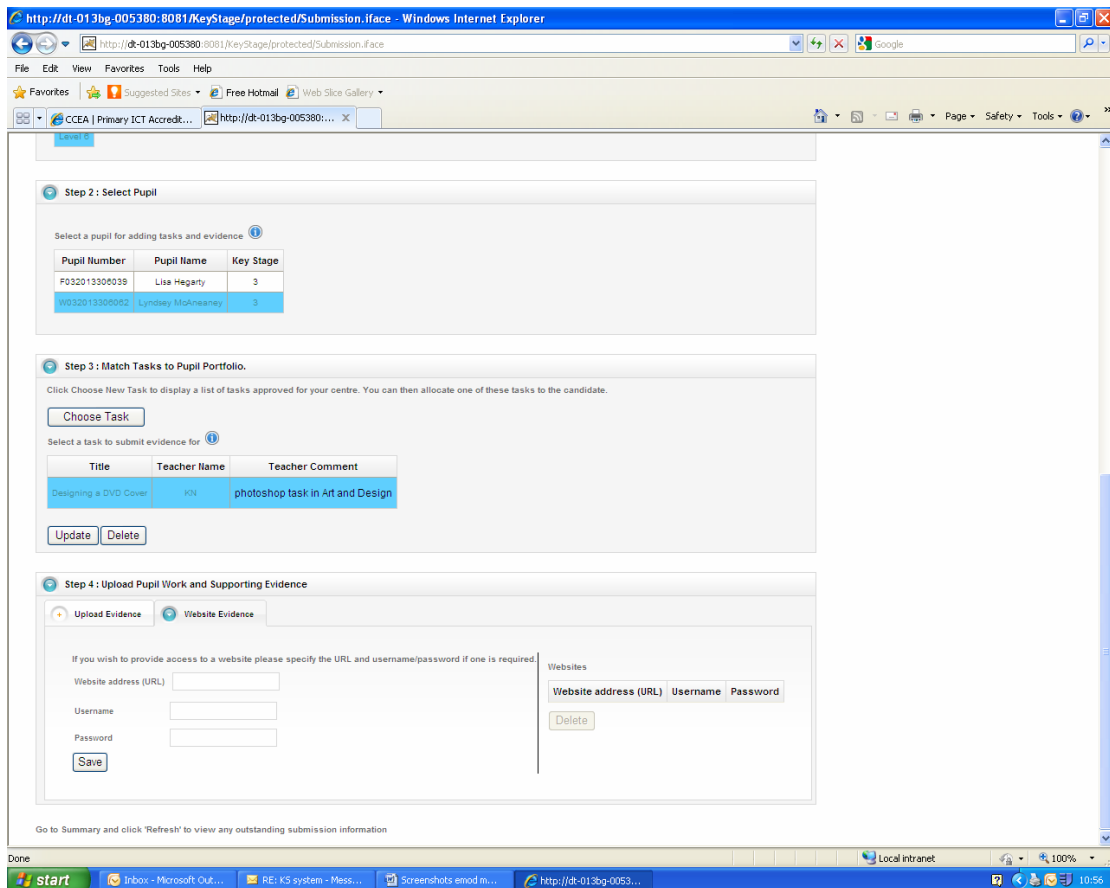
Good to Know

Please ensure that file names of work to be uploaded are made up of only the characters: a-z (lower case); A-Z (upper case); the numerals 0-9; round brackets (); underscore _; full stop .; comma,; apostrophe ' ; and the hyphen - .



k) Review uploaded files

Instruction	Good to Know
Once you have sent the file, it will appear in a list underneath the column for 'Evidence' on the right of the screen.	If you have accidentally uploaded the wrong file, click on it to highlight and choose the 'Delete' button below to remove it from the list of evidence.



I)Website Evidence

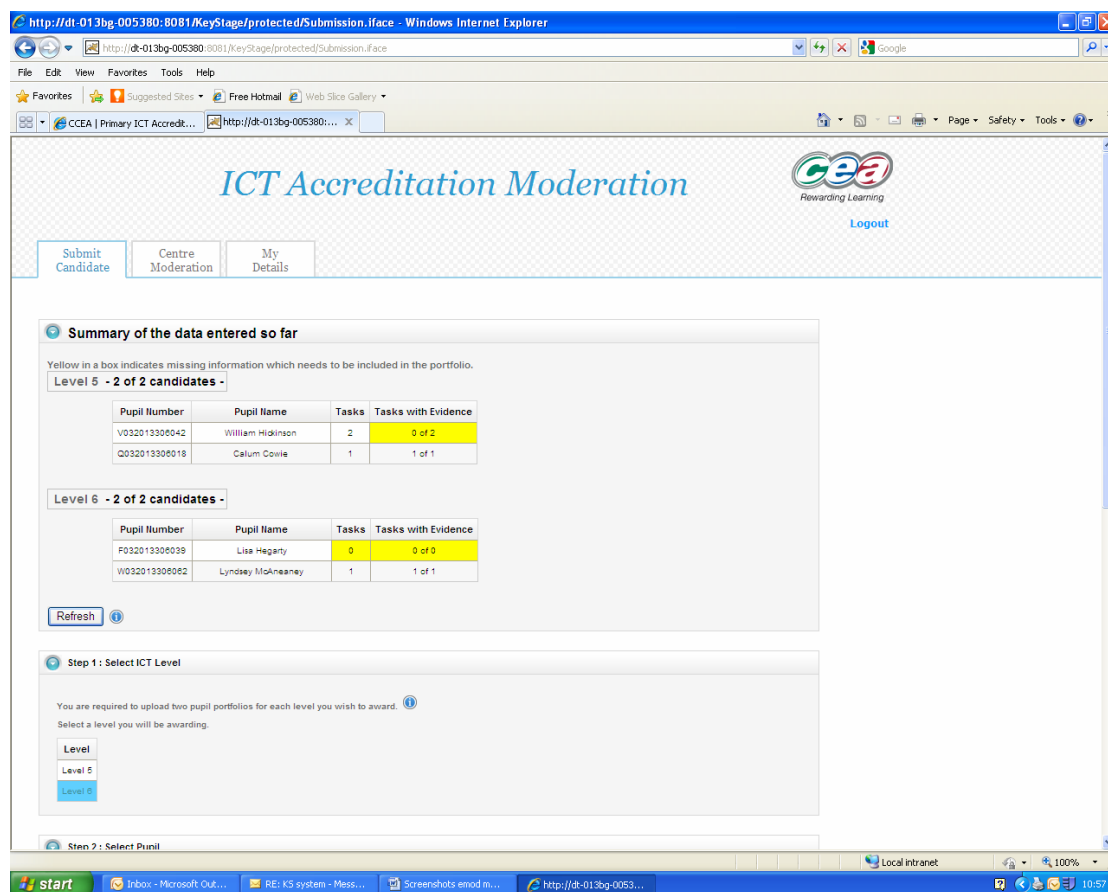
Instructions

There is also a facility to make work to be moderated available by using an online shared area.

If you are able to use this method, rather than uploading individual files, please click on the 'website evidence' tab and provide the URL and log in details for moderators to view the work.

Good to Know

If you are hosting work on LNI, all moderators are teachers with c2k accounts. If you need to invite the moderators to the pupil's area in LNI to see the work to be moderated we will forward a list of the moderators email addresses to you so that you can make the materials available to them. **Please do not contact moderators directly.**



m) Summary of data entered

Instructions	Good to Know
<p>As you complete the process of uploading work, the summary of data entered will be updated at the top of the screen.</p> <p>You can click refresh during the process to check which pupils still need to have work uploaded. Areas highlighted in yellow indicate that the process is incomplete.</p>	<p>You can leave off the process of uploading work and return to it on another occasion.</p> <p>Once you log out the changes you have made will be saved, and you can continue uploading when you log in again.</p>

Please check your emails regularly during the moderation period 23rd to 27th May, and either be available to be contacted by phone or have a colleague available to take a call. This will be useful if we need to contact you in case of:

- Work/files associated with the wrong task;
- Missing files;
- Files that are corrupted or won't open;
- A request from moderators for additional evidence to confirm a level;
- A request for additional samples in the case of a large cohort in your school;
- Internal standardization having produced inaccurate levels.