

E-Moderation – Summer 2016

eCandidate Record Sheet (eCRS)

Compulsory use of eCRS in Summer 2016

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What is eCRS?



eCRS is an online application used to provide marks/comments and other required information to CCEA as part of the moderation process.

Removes the need to use hardcopy:

- candidate record sheets;
- OMR TAC1 form;
- TAC2 form (Internal Standardisation information/confirmation).

Provides the facility to:

- record candidates' marks with automatic totalling;
- confirm internal standardisation has been carried out;
- confirm centre authentication of controlled assessment/coursework;
- capture signed confirmation from candidates to authenticate their work;
- link teacher reference codes (e.g. teacher's initials) with candidates;
- validate submissions.

Why use eCRS?

What are the key benefits?

- Reduces paperwork.
- Removes any totalling errors.
- Validates all required data.
- Improves the process for centres and CCEA.
 - Reduces queries going back to centres.
 - Involves the right people.
- Prepares centres and CCEA to deal with future technology changes.
- Allows teachers to complete controlled assessment administration earlier.

Compulsory use of eCRS has been phased in since summer 2010. The application has been developed based on the feedback received from teachers. You will have the opportunity to provide your own feedback on eCRS after the summer 2016 series.

eCRS FAQs Handout



eCRS FAQs Handout (*in Agreement Trial pack*)

Includes:

- **Questions and answers on:**
 1. Registering and getting started.
 2. Recording marks/comments and teacher codes.
 3. Finalising marks and completing the eCRS process.
 4. Getting support & recommendations.

- **List of units with compulsory use of eCRS in summer 2016**

Support & Help with eCRS



- Refer to the eCRS FAQ Handout in your Agreement Trial pack.
- View E-Moderation microsite.
(CCEA home page www.ccea.org.uk > Qualifications > E-Moderation)
In the eCandidate Record Sheet section:
 - **View the online tutorial (lasts 5 minutes).**
 - Refer to the quick start guide and detailed user manual.
- Any queries or need for additional support can be emailed to moderationteam@ccea.org.uk

Recommendations

- ✓ Get familiar with the eCRS process by reading the FAQs handout.
- ✓ **View the eCRS online tutorial in the E-Moderation microsite.**
- ✓ Talk to colleagues at your centre who have already used eCRS.
- ✓ Discuss/agree who will be registered in your department.
- ✓ From November contact your Exams Officer to register you. You can then login and get familiar with the system.
- ✓ Agree within your department when you want to start recording marks for candidates on the eCRS.
- ✓ Use the guidance documents available on the E-Moderation microsite when using the application.
- ✓ Don't leave it all to do in the last few days before the deadline.

“Online tutorial is invaluable”.

Comment received from a teacher using the application for the first time.