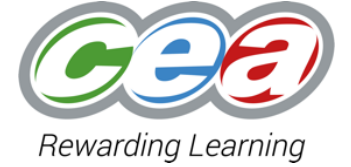


GCE / GCSE Music

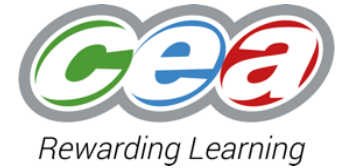
Use of eSubmission for Upload of Compositions

Background



- **In 2018-19, CCEA developed an eSubmission application for the upload of GCSE Modern Language Speaking tests. In the summer 2019 series this new resource facilitated the successful upload of 9500 speaking test files from centres.**
- **eSubmission is being rolled out to additional components in 2022, including upload of Composition samples for GCE and GCSE Music.**

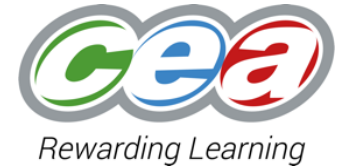
Submitting Work – Old vs New Processes



Old Process for sample submission	New Process for sample submission
Hard copy samples issued to centres based on candidates entered. This list is usually issued two weeks prior to collection of samples.	Onscreen samples made available to centres, based on marks submitted. Samples will be accessible from Wednesday 6 th April 2022 at 9am.
Centres required to amend sample to add top/bottom candidates as necessary, or to replace absent candidates, or those requested with a mark of zero. Hard copy form completed to reflect these changes.	Onscreen sample will automatically contain the candidates with top and bottom eCRS marks. It will not contain absent candidates, or any on a mark of zero, so there should be no requirement to amend the sample requested.
Centres to complete cover sheets for each sampled candidate to accompany hard copy assignments.	No cover sheets required, but each sample piece should reference centre number, candidate number and the relevant component code.
Centres to provide compositions on physical media (GCSE Music) / upload recordings to ePortfolio (GCE Music) and supporting documentation on paper for each candidate in the sample.	Centres to upload digital files for each candidate in the sample using the eSubmission application. Composition recordings must be in MP3 format, with supporting documentation in PDF format.
Samples collected from centres on a pre-determined date.	Files can be uploaded by centres on an ongoing basis between 9am on Wednesday 6 th April and 5pm on Friday 6 th May (GCSE) or Tuesday 10 th May (GCE)

Sampling Based on Marks Submitted

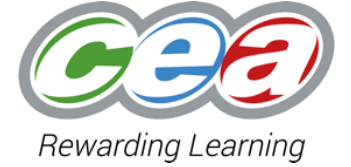
Sampling Timeline



Key activities and dates for Music sampling in summer 2022:

Activity	Timeline
eCRS application available for summer 2022 series	Opens 17 January at 9am Closes 3 May at 5pm (GCSE) / 5 May at 5pm (GCE)
Onscreen sampling information available within the eCRS application	From 6 April at 9am, upon submission of marks
Facility to print eCRS for sampled candidates to sign, giving consent for CCEA to use their work as exemplar	From 6 April at 9am, upon submission of marks
Samples uploaded by centres to the eSubmission application	Available when marks are submitted, until 6 May at 5pm (GCSE) / 10 May at 5pm (GCE)

Sampling on the Mark - Screenshots

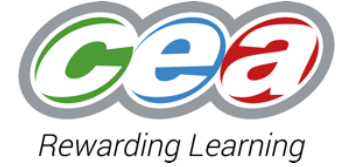


Process of completing eCRS, Authentication and Internal Standardisation is unchanged. Lead Teacher makes submission as they have done in previous series.

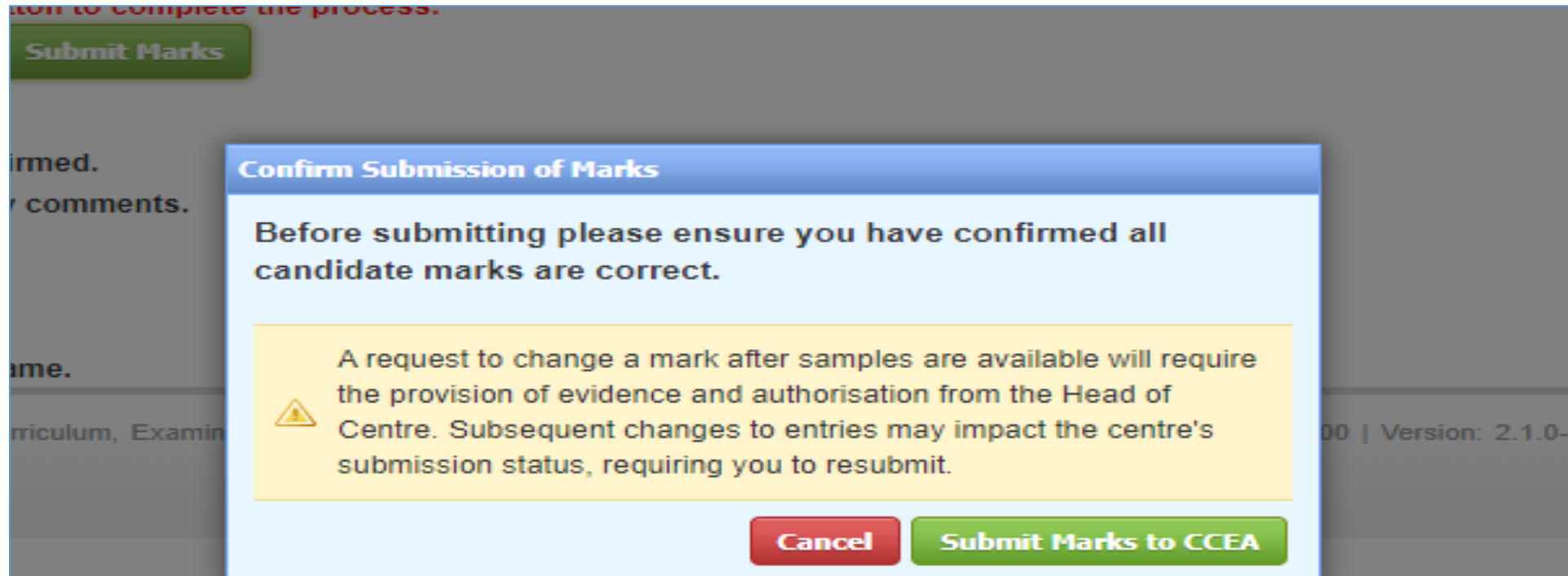
The screenshot shows a web interface for submitting marks. At the top, there is a horizontal progress bar with five segments: 'Mark by candidate', 'Mark by task', 'Internal Standardisation', 'Authentication', and 'Submit Marks'. The 'Submit Marks' segment is highlighted in blue, while the others are green. Below the progress bar, the heading 'Submit Marks' is displayed. A red instruction reads: 'Please click the 'Submit Marks' button to complete the process.' Below this, the current status is shown as 'Ready to submit:' followed by a green 'Submit Marks' button. A checklist of seven items, each with a green checkmark, indicates that all steps are completed:

- ✓ Authentication is confirmed.
- ✓ Internal Standardisation is confirmed.
- ✓ No missing marks or mandatory comments.
- ✓ No missing teacher codes.
- ✓ No missing entries.
- ✓ No missing record sheets.
- ✓ All candidates match entered name.

Sampling on the Mark - Screenshots




Lead Teachers will see this updated message when completing submission. If centres require access to make changes to record sheets after submission, they should contact CCEA's Operations Modernisation team.



Sampling on the Mark - Screenshots

Following the Lead Teacher's submission, all registered users will see a Sampling tab appear in the eCRS application.

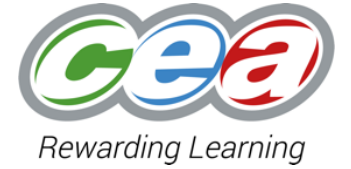


The screenshot displays the eCRS application interface. At the top, there is a navigation bar with several tabs: 'Mark by candidate', 'Mark by task', 'Internal Standardisation', 'Authentication', 'Submit Marks', and 'Sampling'. The 'Sampling' tab is highlighted with a red rectangular border. Below the navigation bar, the 'Submit Marks' section is visible, showing a 'Current status: Finalised on 25 October 2019 at 2:17PM' and a 'Print Confirmation' button. A list of status messages follows, each preceded by a green checkmark icon:

- Authentication is confirmed.
- Internal Standardisation is confirmed.
- No missing marks or mandatory comments.
- No missing teacher codes.
- No missing entries.
- No missing record sheets.
- All candidates match entered name.

At the bottom of the page, the footer text reads: 'Council for Curriculum, Examination and Assessment, 29 Clarendon Dock, Belfast, BT1 3BG | Phone: 02890 261200 | Version: 2.1.0-SNAPSHOT'.

Sampling on the Mark - Screenshots



Centres completing submission before 6th April 2022 will see this message in the Sampling tab.

A screenshot of a software interface showing a navigation bar with several tabs: 'Mark by candidate', 'Mark by task', 'Internal Standardisation', 'Authentication', 'Submit Marks', and 'Sampling'. The 'Sampling' tab is selected and highlighted in blue. Below the navigation bar, the word 'Sampling' is displayed in a large, bold font. A light blue information box contains the following text: 'The sample will be displayed here from 06/04/22 at 09:00' and 'Once the sample has been generated you will not be able to make changes to the eCandidate Record Sheets.'

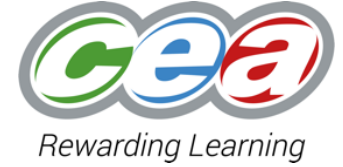
Mark by candidate | Mark by task | Internal Standardisation | Authentication | Submit Marks | **Sampling**

Sampling

The sample will be displayed here from **06/04/22 at 09:00**

Once the sample has been generated you will not be able to make changes to the eCandidate Record Sheets.

Sampling on the Mark - Screenshots



From 6th April, users will see their sampling information in the Sampling tab. This will appear in descending mark order, covering a range of marks and all teacher codes. Departments are required to submit the work of all listed candidates.

Mark by candidate | Mark by task | Internal Standardisation | Authentication | Submit Marks | **Sampling**

Sampling

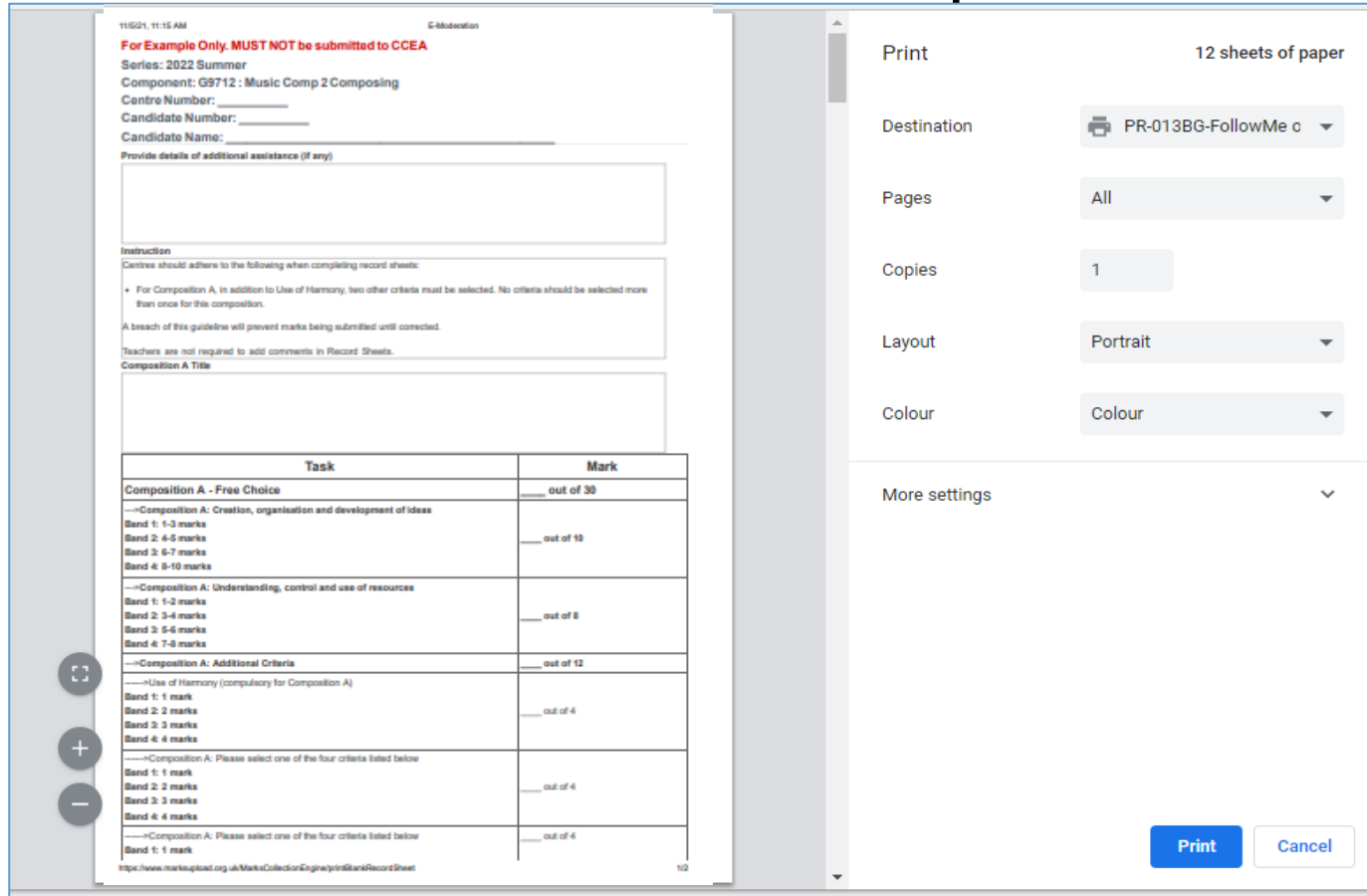
Please provide the work of the following candidate(s).
NOTE: Subsequent changes to entries may impact this list. If so the lead teacher will be required to resubmit in order to regenerate the sample list.

Print Sampled eCandidate Record Sheets

Candidate	Teacher Group	Total Mark
7057 : EATON, VICTORIA	Jenny Edgar (JE)	57
7071 : COOK, LILY	Jenny Edgar (JE)	57
7065 : BOLTON, EMMA	Moira Carter (MC)	54
7068 : BOYD, NOAH	Moira Carter (MC)	53
7072 : OSBORNE, BENTLEY	Moira Carter (MC)	53
7150 : DECKER, ANDREW	Jenny Edgar (JE)	52
7056 : HENDERSON, CAMERON	Moira Carter (MC)	51
7066 : FUENTES, AUTUMN	Jenny Edgar (JE)	51
7074 : HOUSE, BRODY	Dan Marshall (DM)	50
7092 : FRANKS, WYATT	Moira Carter (MC)	50
7069 : OLSON, JAYDEN	Moira Carter (MC)	49
7060 : BRADY, NATHANIEL	Dan Marshall (DM)	48

Sampling on the Mark - Screenshots

Clicking the  button will allow users to create record sheet prints for all candidates in the sample.



The screenshot displays a web interface for printing record sheets. On the left, a preview of a record sheet is shown, containing the following information:

11:52:11, 11:15 AM C-MarkCollection
For Example Only. MUST NOT be submitted to CCEA
Series: 2022 Summer
Component: G9712 : Music Comp 2 Composing
Centre Number: _____
Candidate Number: _____
Candidate Name: _____
Provide details of additional assistance (if any):

Instruction
Centres should adhere to the following when completing record sheets:
• For Composition A, in addition to Use of Harmony, two other criteria must be selected. No criteria should be selected more than once for this composition.
A breach of this guideline will prevent marks being submitted until corrected.
Teachers are not required to add comments in Record Sheets.
Composition A Title

Task	Mark
Composition A - Free Choice	___ out of 30
---Composition A: Creation, organisation and development of ideas	
Band 1: 1-3 marks	
Band 2: 4-5 marks	___ out of 10
Band 3: 6-7 marks	
Band 4: 8-10 marks	
---Composition A: Understanding, control and use of resources	
Band 1: 1-2 marks	
Band 2: 3-4 marks	___ out of 8
Band 3: 5-6 marks	
Band 4: 7-8 marks	
---Composition A: Additional Criteria	___ out of 12
---Use of Harmony (compulsory for Composition A)	
Band 1: 1 mark	
Band 2: 2 marks	___ out of 4
Band 3: 3 marks	
Band 4: 4 marks	
---Composition A: Please select one of the four criteria listed below	
Band 1: 1 mark	
Band 2: 2 marks	___ out of 4
Band 3: 3 marks	
Band 4: 4 marks	
---Composition A: Please select one of the four criteria listed below	
Band 1: 1 mark	___ out of 4

<https://www.markupload.org.uk/MarkCollection/Engage/Print/MarkRecordSheet>

On the right, a print configuration panel is visible with the following settings:

- Print: 12 sheets of paper
- Destination: PR-013BG-FollowMe o
- Pages: All
- Copies: 1
- Layout: Portrait
- Colour: Colour
- More settings: (dropdown arrow)

At the bottom right of the configuration panel, there are two buttons: **Print** and **Cancel**.

Screenshot Examples

Central Login

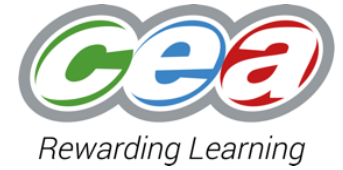




My Applications

[Redacted]			
EMAD	eModeration Admin	✔	▶ Start
EPTE	ePortfolio Sample Uploads	✔	▶ Start
ESBA	eSubmission Admin	✔	▶ Start
ESUB	eSubmission	✔	▶ Start
MCE	eCandidate Record Sheets	✔	▶ Start

When you have access to eSubmission, it will appear in your 'My Applications' list in CCEA's Central Login

Home Screen



INFO  / 





Component [view all](#)

G9712: GCSE
Music Composition
Closes on 06/05/22 at 17:00

Status


0 out of 13 completed (0%)

MENU

-  Home
-  Multiple Uploads
-  Group Setup
-  Complete Submission

Components

G9712: GCSE Music Composition

 **Submission Period:** Closes on 06/05/22 at 17:00

Role: Lead Teacher

Completion: 0 out of 13 candidate(s) completed

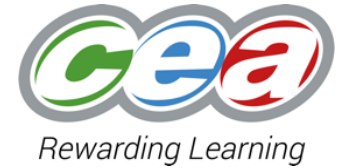
Status: Incomplete

[Return to Component](#)

CCEA All Rights Reserved

In eSubmission, you will be able to access all components you are assigned to.

Component Main Screen



INFO

Component [view all](#)

G9712: GCSE
Music Composition

Status

0 out of 12 completed (0%)

MENU

- Home
- Multiple Uploads
- Group Setup
- Complete Submission

Home

[Click here to display guidance...](#)

[Import Candidates from CCEA](#)

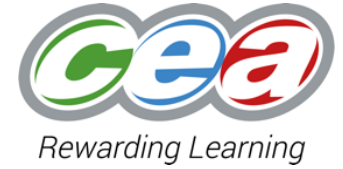
(1 of 1) ⏪ ◀ 1 ▶ ⏩

Candidate	Group	Upload Status	Size	Options
✘ 4296 : BYRNE, LEAH M E	All	All		Upload
✘ 4300 : ALLEN, CHANYANUT				Upload
✘ 4341 : BROWNE, LAUREN C				Upload
✘ 4356 : GRAHAM, FREDERICK R				Upload
✘ 4374 : CLANEY, EMMA				Upload
✘ 4400 : GILLILAND, OISIN VINCENT				Upload
✘ 4402 : BROWN, DONNFHLAITH				Upload
✘ 4428 : BYRNE, ANDREW P				Upload
✘ 4432 : GREEN, JENNIFER R				Upload
✘ 4448 : CARDWELL, ABBIE JANE				Upload
✘ 5480 : BELL, ELLEN JOAN				Upload
✘ 7166 : CAHOON, AINE T				Upload

(1 of 1) ⏪ ◀ 1 ▶ ⏩

When the sample has been generated on eCRS, these candidates will appear in eSubmission, and you will be able to upload files for them.

Setting Groups (optional)



Assign Candidates to Group

[Click here to display guidance...](#)

Group : Class 1 (C1)

Remaining Candidates		Candidates in Group
4296 : BYRNE, LEAH M E (Not Set)	>	4300 : ALLEN, CHANYANUT (Not Set)
4341 : BROWNE, LAUREN C (Not Set)	>>	4400 : GILLILAND, OISIN VINCENT (Not Set)
4356 : GRAHAM, FREDERICK R (Not Set)	<	4432 : GREEN, JENNIFER R (Not Set)
4374 : CLANEY, EMMA (Not Set)	<<	5480 : BELL, ELLEN JOAN (Not Set)
4402 : BROWN, DONNFHLAITH (Not Set)		
4428 : BYRNE, ANDREW P (Not Set)		
4448 : CARDWELL, ABBIE JANE (Not Set)		
7166 : CAHOON, AINE T (Not Set)		

✓ Confirm Group ✗ Cancel

Candidates can be assigned to specific groups if this will make uploading easier, but there is no requirement to do this.

Uploading Guidelines

Upload File ✕

Candidate: 4296 : BYRNE, LEAH M E
Upload: Assignment

- Click 'Choose' to select the file to upload
- The file must be in the following format(s) mp3
- The file must be named with the following structure:
 - [component code]-[centre number]-[candidate number].[extension]
 - Allowed name(s):
 - G9712-71007-4296-1.mp3

Users should note that, as Music has more than one file being uploaded per sampled candidate, the File ID must be included when naming files.

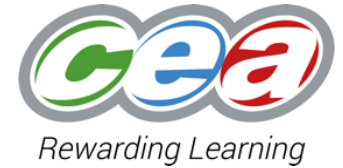
- Once a file is selected click 'Upload'

+ Choose **Cancel**

Upload

The above information appears when uploading files for an individual candidate.

Uploading Multiple Candidates



INFO

Component [view all](#)

G9712: GCSE Music Composition

Status

5 out of 12 completed (42%)

MENU

- Home
- Multiple Uploads**
- Group Setup
- Complete Submission

Multiple Candidate Uploads

- Click 'Choose' to select the file to upload
- Once files are selected click 'Upload'

[+ Choose](#) [Upload](#) [Cancel](#)

Successful Uploads

5 of 5 files uploaded successfully.

Guidance

- Teachers can use this screen to upload multiple files at once.
- Files must be named using the appropriate structure for them to be accepted
- Please do not navigate away from this screen while files are uploading as this will prevent all selected files being uploaded.

Candidates - 5 out of 12 completed

(1 of 1) ⏪ 1 ⏩

Candidate	Group	Upload Status	Size
✓ 4296 : BYRNE, LEAH M E	Not Set	Upload Complete	246.6 KB
✗ 4300 : ALLEN, CHANYANUT	Not Set		
✓ 4341 : BROWNE, LAUREN C	Not Set	Upload Complete	246.6 KB

Centres can upload multiple files for multiple candidates at the same time, which can streamline the upload process.

Completion Screen



During Uploads

Complete Submission

File uploads or confirmation of absence are required for the following candidate(s) before submission can be completed:

Candidate	Group
4300 : ALLEN, CHANYANUT	Not Set
4374 : CLANEY, EMMA	Not Set
4402 : BROWN, DONNFHLAITH	Not Set
4428 : BYRNE, ANDREW P	Not Set
4432 : GREEN, JENNIFER R	Not Set
5480 : BELL, ELLEN JOAN	Not Set
7166 : CAHOON, AINE T	Not Set

After Uploading all files

Complete Submission

All candidates have been completed. Please click the 'Complete Submission' button to finish.

✓ Complete Submission

In the Completion Screen, the Lead Teacher will also have to confirm if all candidates have given (or will give) signed consent for CCEA to use their work as exemplar.

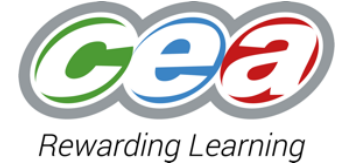
File Naming Guidance



Files must be saved using the correct naming format in order for eSubmission to process the upload. The structure to use when saving a file is 'Unit-CentreNumber-CandidateNumber-FileID'

Level	Unit	Descriptor	File ID	Accepted File Name Example	Accepted File Type
GCE AS	SMU21	Composition Recording (required)	A	SMU21-71007-0001-A	MP3
		Commentary (required)	B	SMU21-71007-0001-B	PDF
		Score (optional)	C	SMU21-71007-0001-C	PDF
		Second Recording (optional)	D	SMU21-71007-0001-D	MP3
	SMU22	Composition Recording (required)	A	SMU22-71007-0002-A	MP3
		Commentary (required)	B	SMU22-71007-0002-B	PDF
		Rough-Mix (required)	C	SMU22-71007-0002-C	MP3
		Score (optional)	D	SMU22-71007-0002-D	PDF
GCE A2	AMU21	Composition Recording (required)	A	AMU21-71007-0001-A	MP3
		Commentary (required)	B	AMU21-71007-0001-B	PDF
		Score (optional)	C	AMU21-71007-0001-C	PDF
		Second Recording (optional)	D	AMU21-71007-0001-D	MP3
	AMU22	Composition Recording (required)	A	AMU22-71007-0002-A	MP3
		Commentary (required)	B	AMU22-71007-0002-B	PDF
		Rough-Mix (required)	C	AMU22-71007-0002-C	MP3
		Score (optional)	D	AMU22-71007-0002-D	PDF
GCSE	G9712	Composition A Recording (required)	1	G9712-71007-0003-1	MP3
		Composition A Document (required)	2	G9712-71007-0003-2	PDF

Key Points to Note

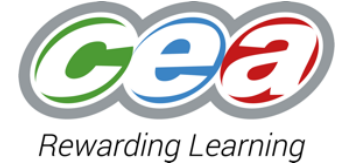


All files **must** be:

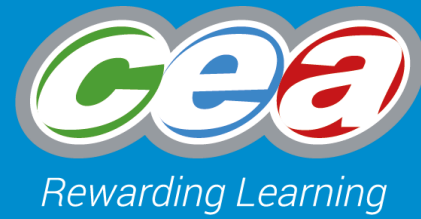
- Saved in the correct format, i.e. Compositions in MP3 format, and supporting documentation in PDF format;
- Named using a specific structure (unit-centre-candidate);
- Uploaded by 5pm on 6th May 2022 (GCSE) or 10th May (GCE).

Centres must continue to submit eCandidate Record Sheets through the existing application.

Support & Guidance



- Users previously registered to use eCRS for GCE and/or GCSE Music will automatically have access to eSubmission.
- When Exams Officers register new users for GCE and/or GCSE Music in E-Moderation Admin, this registration will also give users access to eSubmission;
- Registered users will be able to log in to eSubmission and upload candidates as soon as marks have been submitted, and the onscreen sample is available;
- Further guidance for users will be available on the Music area of the CCEA website closer to the summer series. A video tutorial on how to use eSubmission will also be available;
- CCEA's Operations Modernisation team is available to answer any eSubmission queries. Contact Craig Burns at cburns@ccea.org.uk



ceea.info



[ceea_info](https://twitter.com/ceea_info)



[ceea_info](https://www.instagram.com/ceea_info)



[ceea](https://www.linkedin.com/company/ceea)

