

Use of eCandidate Record Sheets Entry Level Qualifications

March 2020

Background



- eCandidate Record Sheets (eCRS) have been used increasingly for GCSE/GCE components since 2009;
- Work ongoing since 2017 to implement use of eCRS and E-Moderation in Occupational Studies (OS);
- As of summer 2019 series, all GCSE/GCE/OS coursework & controlled assessments use eCRS;
- In March 2020 series, all ELQ units will use eCRS for the first time; moderation will not be affected.

Process Overview



The Examinations Officer registers a lead teacher for each entered unit. (Additional teachers can be registered).

The registered lead teachers will have access to the eCRS application to:

- Record and submit level achieved for each unit to CCEA.
- Confirm Internal Standardisation has been carried out.
- Confirm authentication signatures have been obtained and retained for all teachers/tutors and candidates.

Process Differences



Old Process	New Process
Centres submit entries	No Change
Centres complete hardcopy candidates record sheets	Teachers complete candidate record sheets electronically
Candidates/tutors sign hardcopy record sheets	Candidates/tutors sign authentication statement downloaded from eCRS application, which is then retained in centre
TAC1 OMR – record total marks for candidates	Marks submitted via eCRS application
TAC2 form – Internal Standardisation details completed on manual form	Confirmation within application that Internal Standardisation has been carried out
Sampling instructions and stationery sent to centres	No Change
Candidate record sheets for sampled candidates submitted with the work	Centres to print and submit record sheets for sampled candidates. Record sheets at front of work
Candidate record sheets for non-sampled candidates submitted with the sample	Centres to print record sheets for non-sampled candidates. Submit with the sample
Hardcopy of TAC6 Report sent to centres on results date	No Change

Next Steps



- Circular to centres in late October;
- Operations Modernisation contacting centres new to using eCRS to offer support;
- Examinations Officers receiving more information at EO seminars in November/December;
- Communications issued to registered users;
- Further support available by contacting Operations Modernisation.