



These support notes provide details on Monitoring and Team Management in the SEC's online marking system for 2022.

Full training in the use of the online marking system will be provided at the marking conference.

There is also a video that covers much of the material in this booklet available on the SEC's online marking resource page.

As an ADV, there is an extra option (Team Management) in your Home Page to allow you manage your Examiners:

Go to **Team Management** to:

- review an Examiner's marking, including of the standardisation script
- approve / suspend examiners
- deal with exceptions (only relating to Irish bonus being withheld)
- select scripts for monitoring.

Go to **My Marking** to:

- Mark / revise your own allocation of scripts (if you have one)
- See / mark / revise the scripts you have selected for monitoring.

The screenshot shows the ADV system interface. At the top right, there are navigation icons for 'Inbox' (with a red '2' notification), 'Menu', 'Help', and a user profile icon. Below this, the main content area is titled '2019 May UAT'. It features two main sections: 'Live Marking' and 'My Marking'. The 'Live Marking' section shows 'Submitted 1/20' and a progress bar. Below it are buttons for 'My Marking' and 'Team Management' (with a red icon). The 'My Marking' section shows 'Submitted 0/20' and buttons for 'My Marking' and 'Team Management'. A red box highlights the 'Team Management' button in the 'Live Marking' section, and a text box explains that the red icon next to it means an examiner reporting to you needs your help to continue – they may be suspended.

This icon means an examiner reporting to you needs your help to continue – they may be suspended.

## Viewing an Examiner's Progress through Practice and Standardisation marking

Before live marking starts, examiners will need to mark a practice and/or standardisation script.  
Click into Team Management to see their progress.

Initially, Examiners first mark a Practice script (if applicable), and then a Standardisation script.  
An Examiner with Standardisation here has already marked and submitted their Practice script.

Examiners begin as  
**Not Approved.**

Once an Examiner has  
marked and submitted their  
Practice and Standardisation  
scripts, this changes to  
**Awaiting Approval.**

Examiner ^	State	Times suspended	Target progress ⇅	Responses to review
<a href="#">A Dzzzzz</a>	Not Approved	0	0/1 Practice	
<a href="#">C Gzllzzzr</a>	Not Approved	0	0/1 Standardisation	
<a href="#">E Dzzmzzd</a>	Not Approved	0	0/1 Practice	
<a href="#">H Szzzlz</a>	Awaiting Approval	0	0/20 Live	1
<a href="#">N Dzwlzz</a>	Not Approved	0	0/1 Practice	
<a href="#">P Lznzh</a>	Not Approved	0	0/1 Practice	
<a href="#">W Nzlzz</a>	Not Approved	0	0/1 Practice	

Click on an Examiner's name to review  
their marking on the standardisation  
script for this component, and  
approve them into live marking.

## Reviewing the Standardisation Script

To see the candidate's marking of the Standardisation script, click here

Click on the appropriate worklist, depending on whether you want to see an Examiner's Practice or Standardisation marking.

Standardisation will be greyed out (and not available for you to click on) if they haven't started marking their Standardisation script.

Once you have opened the Standardisation script, click here to turn on/off the definitive marks when reviewing the Examiner's marking.

Differences between the Examiner's marking and the Definitive marking will be highlighted.

When you have reviewed the Examiner's marking of the standardisation script, click on **Set as reviewed**. If you are approving the Examiner, you need to choose the **Acceptable: give feedback** option.

## Approving an Examiner into Live Marking

The screenshot shows the 'Standardisation marking' interface. On the left, a sidebar for Examiner 'H Szzlz' shows a 'Not Approved' status and a 'Change status' button. A dropdown menu is open, showing options: 'Not Approved' (selected), 'Approve', and 'Approve pending review'. A table of responses is visible, with the first row highlighted in yellow:

Response ID	Marks	Accuracy	Absolute difference	Total difference	Submitted	Reviewed by	Review comment
Standardisation 1 (6154010)	49	In Tolerance	2	0	03/06/2019 15:00:42	Me	Acceptable: no feedback

Annotations include a red box at the top right stating: 'Now that the script has been reviewed you will be able to change the status of the examiner.' and a red arrow pointing from this box to the 'Change status' button. A green arrow points from the 'Change status' button to the dropdown menu. A red arrow also points from the dropdown menu to a larger red box containing a workflow.

Now that the script has been reviewed you will be able to change the status of the examiner.

### Suggested workflow here:

- Select **Approve pending review**. Examiner can now download and mark scripts, but not submit them.
- Contact Examiner to give them feedback on their Standardisation marking. (**You must do this.**)
- Once you are happy to approve the Examiner into live marking, click **Change Status** and select **Approve**. The Examiner can now submit their marking, once completed.

See page 13 for more on changing the status of an examiner after live marking has started.

## Team Management in Live Marking

Click on an examiner to:

- see their marking
- select scripts for monitoring
- change their status (e.g. temporarily suspend them).

Gives each examiner's current status.

Approved = able to mark.

Cumulative progress through their allocation of scripts.

This examiner has 5 out of their 10 submitted.

Home / Team Management for L010 AE French P1 2020L010A1EL

Inbox 8 Menu Help

### My team

Examiner ^	State	Times suspended	Target progress	Respo
<a href="#">J Lbbns</a>	Approved	1	5/10 Live	
<a href="#">R Flbbd</a>	Not Approved	0	0/1 Practice	

For CAEs and Senior ADVs:

- click on an ADV's name to see their marking and change their status
- click on the little triangle next to an ADV's name to see the examiners reporting to them.

Examiner ^	State
▶ <a href="#">C Kbllb</a>	Complete

## Looking at an examiner's scripts

### Open for marking

The Examiner hasn't submitted these yet, so you can't monitor them.

### Submitted - editable

At the moment, the Examiner can still revise their marking on these scripts.  
You can select any of these for monitoring.  
Once you do, the Examiner can no longer revise their marking on those scripts.

### Submitted - closed

The Examiner cannot make changes to these scripts – generally, they are the ones you have already monitored.

The screenshot shows the 'Live marking' interface. At the top, there is a breadcrumb trail: Home / Team / R Dbnhbhb. Below this is a user profile for 'R Dbnhbhb', Examiner, with options to 'Send message' and 'Approved', and a 'Change status' button. A circular progress indicator shows '1/10 Submitted' and 'Marking 0 days until 10/15/2020'. The main area features a progress bar with three stages: 'Open for marking' (9), 'Submitted - editable' (0), and 'Submitted - closed' (1). Below the progress bar is a table of scripts with columns for Response ID, Specialist Type, Candidate Number, Progress, Marks, and Last updated. The first three rows are highlighted in blue, and a red arrow points to the first row's Response ID.

Response ID	Specialist Type	Candidate Number	Progress	Marks	Last updated
<a href="#">6327034</a>		131714		--	Marking
<a href="#">6419913</a>		132943		--	Marking
<a href="#">697058</a>		131775		--	Marking

Click on a script's Response ID to open it and look at the marking. You can look at the marking on a number of scripts before deciding which to monitor.

## Selecting a Script to Monitor

To select a script to monitor, click here.

Select **Mark Later**.  
Do **not** select Mark now.

To do the monitoring, you will need to go back to **Home**, and then to **My Marking**.

Note that the Examiner's annotations are in red.

In the Monitoring Remark, your annotations will be in green.

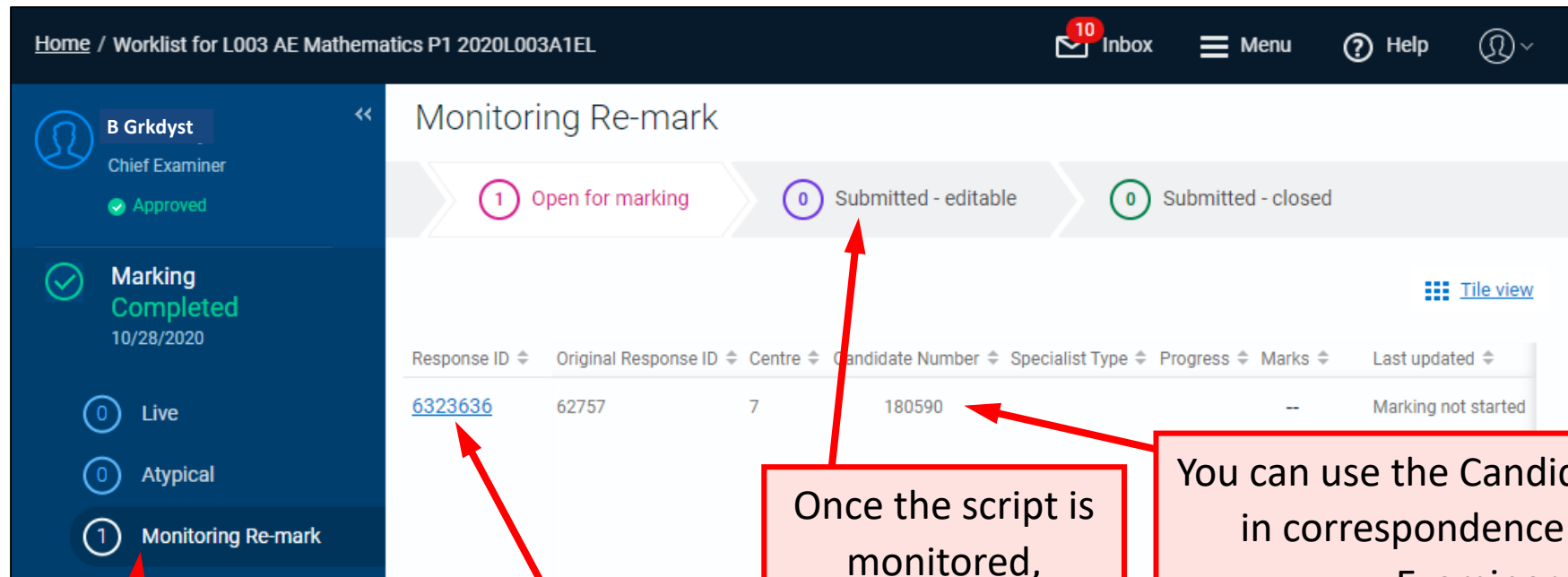
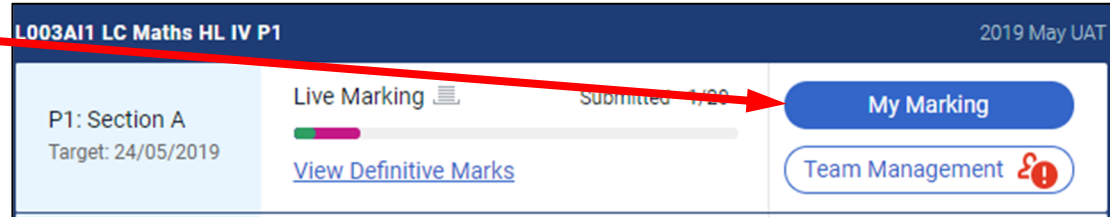
The screenshot shows a marking interface for a response. The top navigation bar includes 'Home / Team C Wbll', 'Response 6374575', and '1 of 1 in worklist'. The main content area displays 'Section A Concepts and Skills 150 marks' and 'Question 1 (25 marks)'. The question text is: '(a) In the expansion of  $(2x + 1)(x^2 + px + 4)$ , where  $p \in \mathbb{N}$ , the coefficient of  $x$  is twice the value of  $p$ .' Below the question is a grid with handwritten work. A marking menu is open, showing 'Raise monitoring re-mark' with two options: 'Mark now' and 'Mark later'. A sidebar on the right shows a progress table.

Section	Marks
A	15/150
1	0/25
1(a)	0/10



## Going to Monitor a Script

Go to **Home**, then click on **My Marking**.



Click the **Monitoring Remark** list to see the scripts selected for monitoring.

Click on a script's Response ID to view and monitor it.

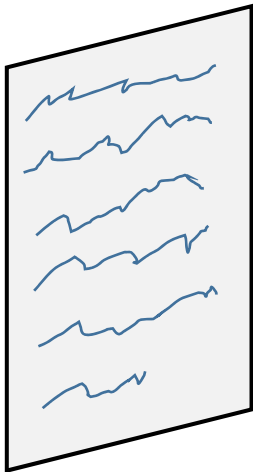
Once the script is monitored, **Submit** it. It then moves to your **Submitted - editable** tab in this worklist.

You can use the Candidate number in correspondence with the Examiner.

## Scripts, Marking, and Monitoring

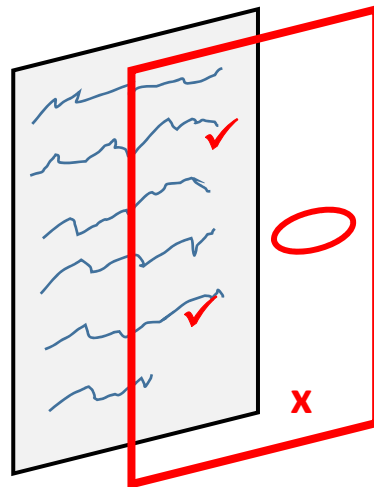
Think of the Examiner's marking (marks and annotations) as an overlay on the original script.

### Original Script



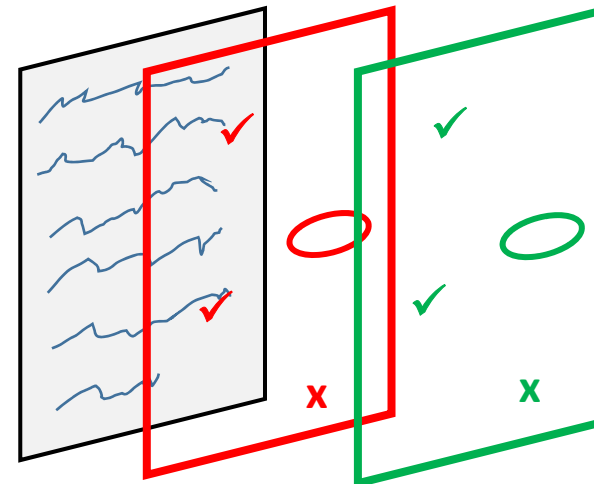
Script

### Examiner's Marking



Script + Examiner's  
Marking

### Monitoring Remark



Script + Examiner's + ADV's  
Marking Monitoring

When a Monitoring Remark is raised, the Examiner's marking is copied, turned green, and laid on top. This green marking is your monitoring – if you make changes to the marking during your monitoring, it is the green marking you change. The Examiner's red marking remains unchanged underneath. **So, if the original marking is correct, you don't need to do anything other than review it.**

## Monitoring a Script

Home / Worklist Monitoring Re-mark 6323636 1 of 1 in worklist

Section A Concepts and Skills 150 marks

Answer all six questions from this section.

Question 1 (25 marks)

(a) In the expansion of  $(2x + 1)(x^2 + px + 4)$ , where  $p \in \mathbb{N}$ , the coefficient of  $x$  is twice the coefficient of  $x^2$ . Find the value of  $p$ .

$(2x + 1)(x^2 + px + 4)$

$x^2$

Mark by Candidate

Expand all

A	118/150	<b>120</b>
1	17/25	<b>19</b>
1(a)	6 / 10	<b>8</b>
1(b)	11/15	11
▶ 2	20/25	20
▶ 3	23/25	23
▶ 4	23/25	23
Submit Total marks 222/300		<b>224</b>

You can move, add, or remove annotations as in regular marking.

Your annotations will be green; the Examiner's red annotations will remain underneath.

Any item / question with a changed total mark will be highlighted (circled and in bold).

**1st** is the Examiner's marking. You can't change these marks.

Your marks are initially set to be the same as the Examiner's marks. You can change these marks, if required.

(If you're marking by annotation, you'll just change the annotations and this will change the marks in your marking column.)

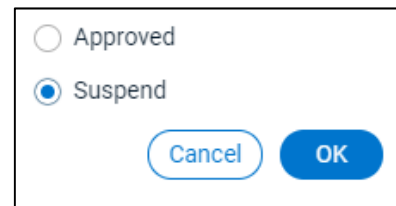
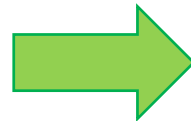
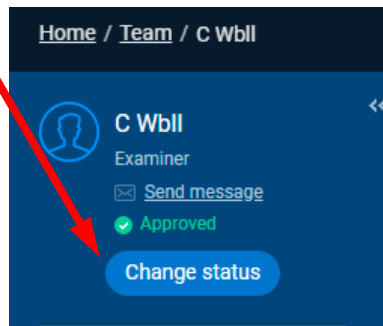
## Some notes on monitoring...

- Once you Submit a monitoring remark, your marking becomes the one that counts for this candidate (unless someone higher up subsequently monitors your monitoring).
- If you're marking by annotation and you need to change a mark, you will need to delete the Examiner's annotation and then put in the correct annotation.
- In order to change an annotation, you need to click on the item that the annotation is associated with. (Hopefully this is the correct item!)
- If you press the **Delete** key, you will get an option to reset all marks and annotations for the item you are on. Be careful if you're doing this – make sure you know exactly which annotations are associated with this item!
- If you're on an unstructured booklet, you need to annotate every page. If you delete all the annotations from a page, you will no longer be able to submit your monitoring remark. See instructions in the **Getting Started** guide for **Annotating all pages**.

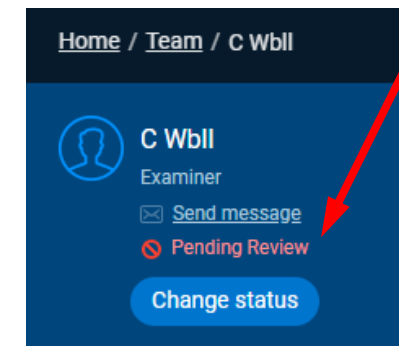
## Changing an Examiner's status

In **Home**, go to **Team Management**, click on the Examiner, and:

Click **Change Status**



Note new status. To approve Examiner, click **Change Status** again.



The Examiner sees their own status as **Pending Review**.

They can continue to mark scripts that they have in **Open for marking** and **Submitted – editable**.

However, they **cannot** download new scripts for marking, or submit their marking.

## Exceptions – Irish Bonus query (only applies to ADVs marking through Irish)

The only exceptions routed to you are Irish bonus queries.

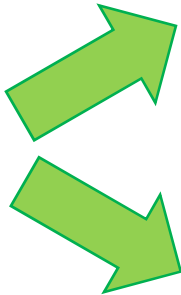
The screenshot shows the 'Live marking' interface. On the left, a sidebar displays the user's profile (R Dbnhbhb, Examiner), a 'Send message' button, an 'Approved' status, and a 'Change status' button. Below this is a circular progress indicator showing '1/10 Submitted' and a 'Marking 0 days until 10/15/2020' notification. The main area shows a progress bar with three stages: '9 Open for marking', '0 Submitted - editable', and '1 Submitted - closed'. Below the progress bar is a table of responses:

Response ID	Specialist Type	Candidate Number	Progress	Marks	Last updated
<a href="#">6419913</a>		132943		--	Marking not started
<a href="#">697058</a>		131775	2%	7	10/20/2020 9:13:11 PM
<a href="#">6107884</a>		131754		--	Marking not started

Click on this icon to see the exception.

The screenshot shows an 'Exception ID: 5123' dialog box. It contains the text 'Irish Bonus Query' and 'Question: Entire response'. There are two buttons: 'Escalate' and 'Resolve'. Below the buttons, it shows the user's name 'R Dbnhbhb (Open)' and the time 'Today 9:13:00 PM'. At the bottom, it says 'Bonus should be withheld'.

Click **Resolve**. You will be asked to write a comment to the Examiner.



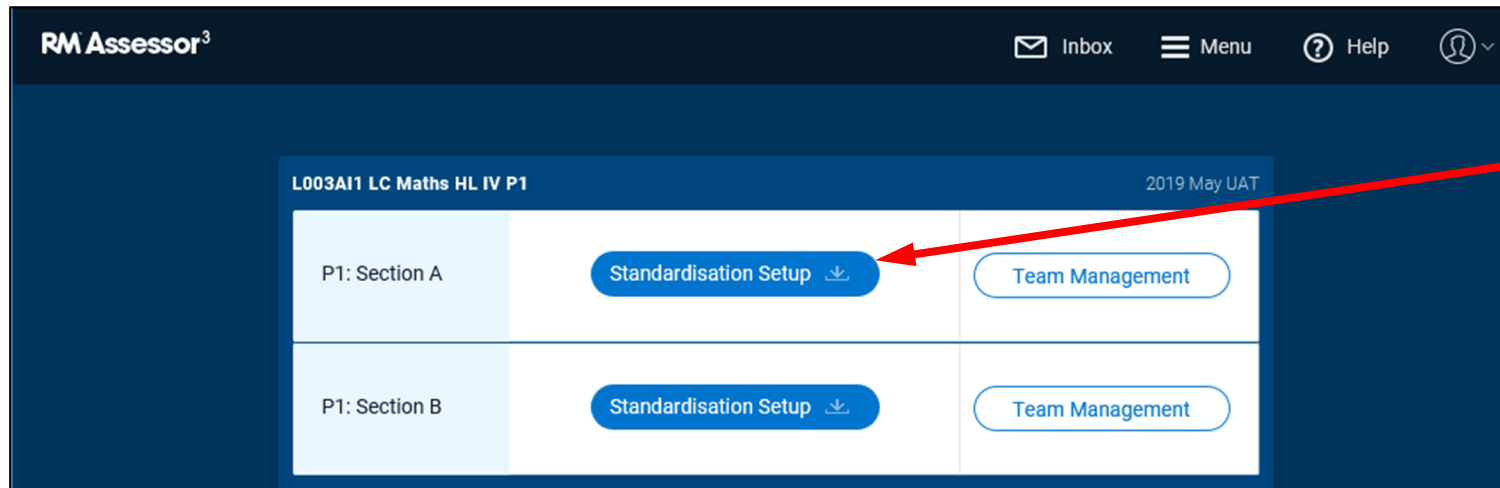
If the bonus should be withheld, ask the Examiner to leave the exception **Open** when submitting the marking.

If the bonus should be awarded, ask the Examiner to **Close** the exception when submitting the marking.

## Appendix: Standardisation Setup

### 1. Accessing Standardisation Setup

- Allows you to view live scripts, once they are scanned.  
However, **please do not access Standardisation Setup until your EAM directs you to.**
- Any marking that you do in Standardisation Setup will be cleared before live marking begins.
- Go to **<https://sec.assessor.rm.com/>** and log in to **My Marking** (not Familiarisation).  
Once you log in, you should see:



Click here to see the live scripts.  
**Only click here once your EAM directs you to.**

## Appendix: Standardisation Setup

### 2. Viewing and selecting a script to mark

Home / Standardisation Setup for Paper 1 P1: Section B

Select responses

Click on any centre to view the available response scripts and choose which you want to mark

Centre	Scripts	Scripts available	First script
11	10	10	30/04/20
12	11	11	30/04/20
14	6	6	30/04/20
15	9	9	30/04/20
16	8	8	30/04/20
17	8	8	30/04/20

Scripts for centre 11

Script ID	Candidate	Status
<a href="#">11404</a>	182011	Available
<a href="#">11405</a>	182047	Available
<a href="#">11406</a>	182073	Available
<a href="#">11407</a>	182098	Available
<a href="#">11408</a>	182244	Available
<a href="#">11409</a>	182252	Available

Practice 0/1  
Standardisation 0/2  
Seed 0/2

Click on a centre to see all the scripts in that centre...

... then click on a script to see that script.

If a script is **Available**, you can select it to mark.

Once you select to mark a script, it is **Not Available** for anyone else.

Section B /440

Once you have found a script that you want to mark, click **Select to mark**.

A box will pop up, with two options for marking...

When you have found a response that you would like to mark as a provisional definitive, click this button.

Select to mark

... you can choose **Mark now** or **Mark later**.

(Suggest selecting **Mark now**, so that you can go straight to marking.)

Select response for provisional marking

This response will be added to your Provisional list to be marked.

Script ID : 11405, Centre : 11, Candidate : 182047

Would you like to start marking now?

Cancel Mark later **Mark now**



## Appendix: Standardisation Setup

### 3. Finding a script you have chosen to mark, and going live

When you **Select to mark** a script, it goes into your **Provisional** worklist.

To find the scripts after you have selected them, click on **Provisional** here...

.. and then click on the script you want to see/mark

Home / Standardisation Setup for Paper 1 P1: Section B

Provisional marks

These marks are provisional and only visible to you and the standardisation team.

Response ID	Script ID	Status	Centre	Candidate
<a href="#">6359461</a>	11405		11	182047
<a href="#">6778109</a>	11523		11	182021

**Note:**

Do **not** click **Classify** for any of the scripts!

All the marking will be deleted once live marking starts.

Practice 0/1  
Standardisation 0/2  
Seed 0/2

Once the EAM clicks **Complete Setup and live marking is available**, then Standardisation Setup will no longer be available.

At this point, you will still be able to access a similar screen by clicking **View Definitive Marks**; however, please **do not do this** once the live marking has become available.