

These support notes provide details on how to access and mark scripts in the SEC's online marking system for 2023.

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

**This version is for Examiners in Leaving Certificate Geography, Classical Studies, German, Agricultural Science, Business, Economics, Technology, Home Economics, Physical Education and LCVP Link Modules;**

**and for Examiners in Junior Cycle History, Geography, German, Engineering, Business Studies, Home Economics, Science, Applied Technology, and Wood Technology.**

## How to use RM Assessor – Logging in

The screenshot shows the login interface for RM Assessor. At the top left is the logo for the State Examinations Commission (Coimisiún na Scrúduithe Stáit) and the text 'RM Assessor<sup>3</sup>'. At the top right is a language dropdown menu set to 'English'. The main content area includes a 'Username' field, a 'Password' field, a 'Forgot password?' link, and a 'Login to' section with two buttons: 'MARKING' and 'FAMILIARISATION'. A footer at the bottom left contains the text '© RM Results, All Rights Reserved'. Three red callout boxes with arrows point to the username field, the 'MARKING' button, and the 'FAMILIARISATION' button.

Enter username and password

You will be provided with your username. When you log in for the first time you will be prompted to create a password. All examiners, even if they marked online before, will need to create a new account

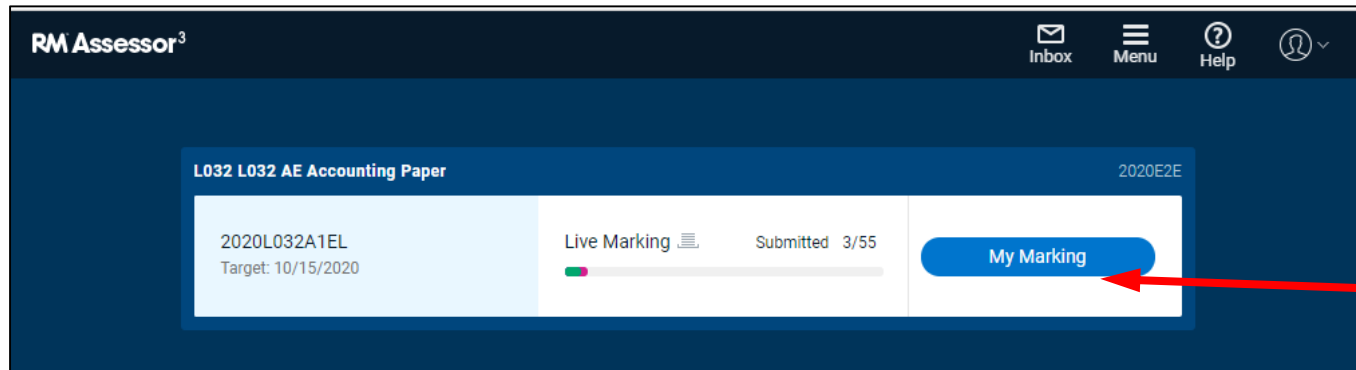
Then click the 'Marking' button to begin marking...

... or click 'Familiarisation' to try out the marking interface with some sample materials.

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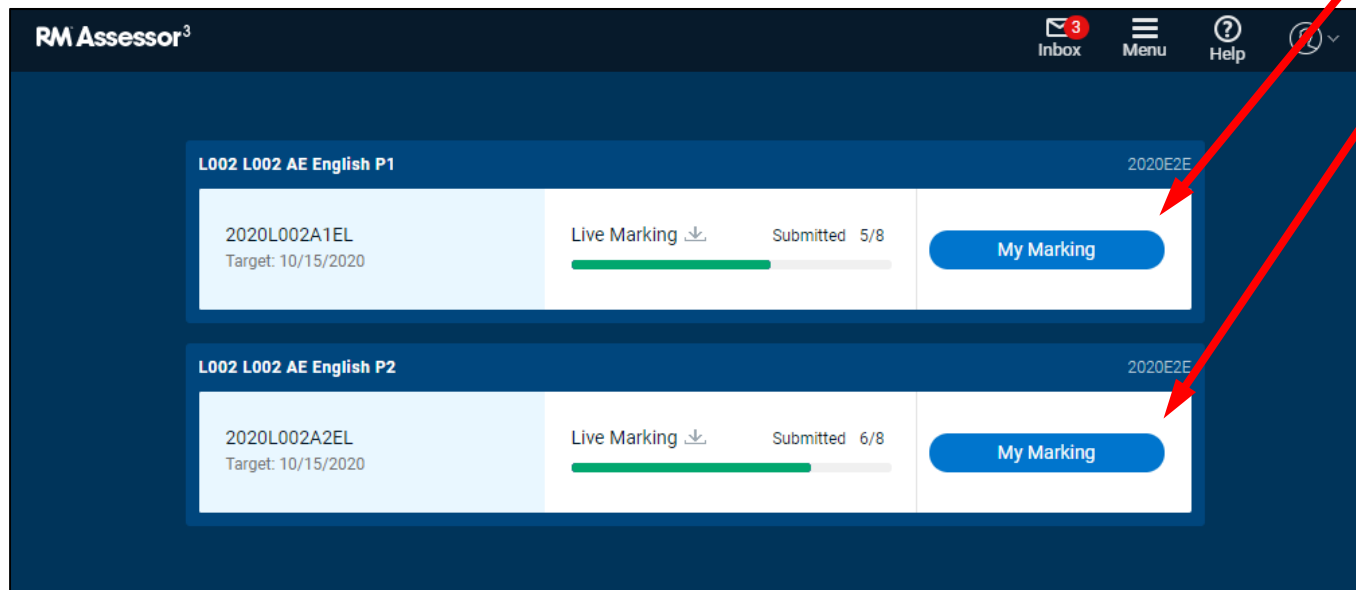
## My marking – Home screen

This shows the different components you are marking. There may be one:



Click the 'My Marking' button to access scripts for that component.

Or more:



## Your Live Worklist – Intro

Your scripts are organised into worklists. The one with most of your marking is the Live worklist:

‘Home’ takes you back to the list of components (previous page). This is important if the subject you are marking has more than one component.

Click ‘Get new responses’ to download candidate scripts.

If there are two components marked by the same examiner you will be told at main conference which to download first.

The screenshot shows the 'Live marking' interface. On the left is a dark blue sidebar with user information for 'A Supervisor' and 'N N Bilbrey', a 'Marking instructions' section, and a 'Marking' progress indicator showing '0/500 Submitted' and '0 days until 4/21/2019'. At the bottom of the sidebar are 'Live' (1) and 'Atypical' (0) status indicators. The main content area is titled 'Live marking' and features a 'Get new responses' button with a dropdown arrow. To its right are three status indicators: '1 Open for marking', '0 Submitted - editable', and '0 Submitted - closed'. Below these is a list view of a candidate with the number '6458730' and the text 'Marking not started'. A 'List view' link is located in the top right corner of the main area. Red arrows point from text boxes to the 'Home' link, the 'Get new responses' button, the candidate number '6458730', and the 'List view' link.

Click on a candidate answer link to start marking.

Click here to change to List View (next page). It has a lot more detail, including Candidate number.

## Your Live Worklist – Open and Submitted marking

### Open for marking

Downloaded scripts that you have not yet marked or submitted.

### Submitted - editable

Scripts that have been marked and submitted. Your ADV may monitor these. You can edit the marks of these responses. Any changes you make are automatically saved.

### Submitted - closed

You **cannot** edit these scripts.

Generally, these are your scripts that have been monitored, but they only have your marking. (See pages 13 – 15 for accessing your ADV's monitoring.)

Home / Worklist for L022 AI Chemistry Paper 2020/22A1IL Inbox <sup>2</sup> Menu ? Help

Offline 6 days  
My supervisor  
Send message

R Dbnhbb  
Examiner  
Approved

1/10 Submitted  
Marking 0 days until 10/15/2020

### Live marking

Get new responses Target reached

9 Open for marking   0 Submitted - editable   1 Submitted - closed

Tile view

Response ID	Specialist Type	Candidate Number	Progress	Marks	Last updated	Tag	Allocated
<a href="#">6327034</a>		131714	--	Marking not started	10/12/2020 9:24:38 PM	!	10/12/2020 9:24:38 PM
<a href="#">6419913</a>		132943	--	Marking not started	10/12/2020 9:24:38 PM		10/12/2020 9:24:38 PM
<a href="#">697058</a>		131775	--	Marking not started	10/19/2020 11:20:42 PM		10/19/2020 11:20:42 PM

## Marking a script

### Candidate's Work

When you click on an item in the marking panel, you are generally shown the part of the script where the response is expected. Be careful, though – this doesn't really apply to the long response questions in certain subjects. For these sections, scroll through the candidate response before selecting the correct item.

### Marking Panel

Click on an item in the marking panel in order to enter the marks.

Time	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00
Weather Type	Cloudy with rain	Cloudy with rain	Cloudy with rain	Cloudy with rain	Cloudy with rain	Cloudy with rain	Partly cloudy	Partly cloudy	Partly cloudy	Partly cloudy	Partly cloudy
Temp. °C	5°C	5°C	6°C	7°C	8°C	8°C	7°C	6°C	5°C	4°C	4°C
Wind km/hr	27	30	31	33	22	14	8	9	5	5	5

**Annotations toolbar**

Click on an annotation, and the mouse will turn into that annotation (for you to apply it to the candidate's script). Or drag and drop the annotation where you want to put it.

Some annotations are used on all papers, e.g. any blank pages are marked with a vertical wavy line to indicate that they have been seen.

**Marking Panel**

Click on an item in the marking panel in order to enter the marks.

Item	Marks
6	8/10
7	4/10
8	8/10
9	NR /10
10	NR/10
11	NR/10
12	NR/10

Complete

45% Total marks 102/400

## Some annotations count more than others...

The only way to award marks is to apply the appropriate annotation(s).

These annotations are to record specific things, they won't cause marks to be applied...

...but applying these annotations **will** cause marks to be applied.

**NB: make sure you click on the correct item in the marking panel before applying annotations, or you may be awarding marks for the incorrect item!**

This applies in particular to the longer response questions, where multiple items in the marking panel are associated with a page or pages.

Expand all	
A	7/150
1	7/50
1 ai Identify	4/4
1 aii Explain	3 / 4
	-/4
	-/9
	-/3

## Marking and Submitting a script

You can mark by **Candidate** or by **Question** (i.e. item). Mark as directed by your ADV. Note: mark by Question won't really work for some subjects when marking long questions.

Suggest **Expand all** until you are used to navigating the marking panel.

You can click NR if the candidate gave no response to an item.

In some subjects, once you have fulfilled the rubric, you will be able to click **Complete**, to fill all remaining items with NR. If you don't have this button, you need to enter a mark (or NR) for each item.

Note: if a candidate answers fewer than the required number of questions in a section, you need to apply NR to the **first** available questions in the section in order to make the Complete button available.

This then turns into a **Submit** button, to submit your marking. (Or go back to your Worklist or Home, or on to the next response, if you're not ready to submit yet).

The screenshot shows a marking interface for a section titled "10. Weather Statistics". The interface includes a top navigation bar with "Inbox", "Menu", "Help", and a user profile icon. A left sidebar contains various icons and a list of items with checkmarks and numbers (4, 2, 5, and a plus sign). The main area displays a table of items with columns for "Mark by" (set to "Candidate") and "Annotations" (with a toggle set to "ON"). An "Expand all" button is visible at the top of the table. The table lists items 6 through 12, with marks such as "8/10", "4/10", "8/10", "NR /10", "NR/10", "NR/10", and "NR/10". A "Complete" button is located at the bottom right of the table. A green arrow points from the "Complete" button to a larger "Submit" button at the bottom of the page. A red arrow points from the "Expand all" button to the "Submit" button. Another red arrow points from the "Complete" button to the "Submit" button. A red arrow points from the "Annotations" toggle to the "Submit" button.

Item	Mark	Annotations
6	8/10	
7	4/10	
8	8/10	
9	NR /10	
10	NR/10	
11	NR/10	
12	NR/10	

Submit



## Linking Material to Questions – Additional Pages

If a script has additional pages, you will get a message to ask you to deal with them. Each additional page will display beneath the item(s) to which you link it.

**Manage additional pages**

This candidate's response contains additional pages that are not part of the main answer booklet. Please review these pages carefully. Once you have either linked each page to one or more question items, or flagged it as "Seen", you will be able to start marking the response.

OK

2 page 4 page

Additional page 1

Please choose question item(s) to link this page to

**Section B**

- Q 9
- 9a
- 9b(i)
- 9b(ii)
- 9c(i)
- 9c(ii)
- 9d(i)
- 9d(ii)
- 9d(iii)

**Bonus**

- IrishBonus

Cancel OK

Click each of the items to which this page is relevant, then click **OK**.

You must do this for each additional page that has an answer. If an answer for one item runs over multiple pages you must link each page to the relevant item(s).

## Linking Material to Questions – Full Response View

When a candidate writes beyond the image zone shown for an item, you can also link this writing to the correct item. Again, the extra material shows below the image zone for this question.

The image shows a screenshot of an assessment interface. On the left, a vertical sidebar contains navigation icons: a book icon (top left), a warning icon, a search icon, and a double arrow icon. Below these are red checkmark, red X, and speech bubble icons. A red box with a red arrow points to the book icon, containing the text: "Click on 'Full Response View' (open book icon, top left) to see the whole response." A green arrow points from the book icon towards the main content area.

The main content area displays a question titled "Section A" with the instruction "Answer any five questions. Write your answers in the spaces provided." The question asks for two main reasons why living organisms require food. The candidate has written "Energy" and "Repair of cells" as answers. Another question asks for a polysaccharide, and the candidate has written "The largest molecule of a carbohydrate" and "Cellulose". A third question asks for the main structural polysaccharide in plants, and the candidate has written "Cellulose". A fourth question asks for the composition of a triglyceride molecule.

On the right, a diagram of a cell cycle is shown. The diagram is a circle divided into four quadrants labeled X, Y, and two unlabeled quadrants. A red arrow points from a red box to a blue button labeled "Link to question" located below the diagram. The red box contains the text: "Click **Link to question**, and select the relevant item(s) from the list (as in previous page)."

The top of the interface shows "Home / Worklist" and "Practice 1 1 of 1 in worklist". The bottom of the interface shows "Marking" and "Only show unannotated additional pages OFF".

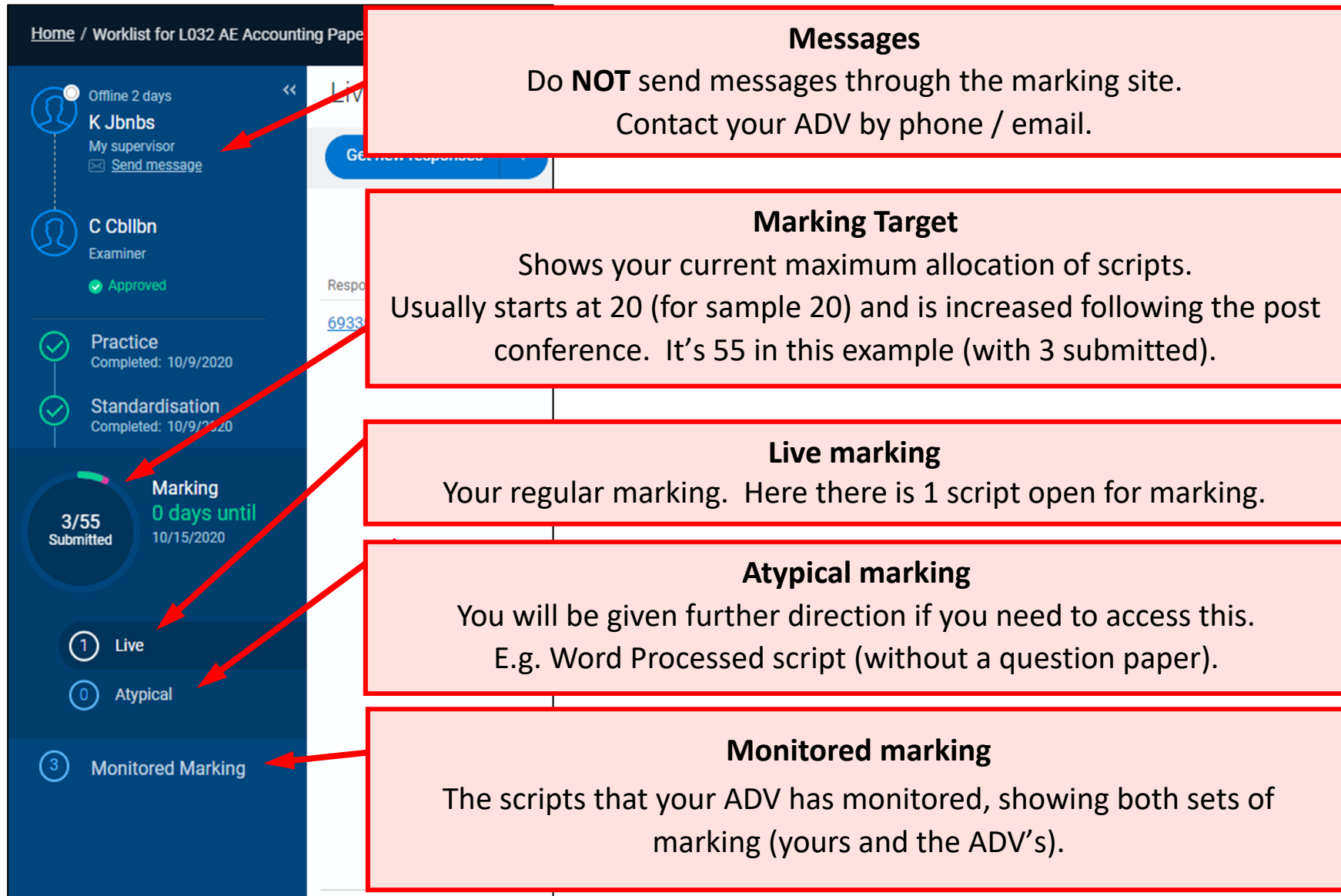
## Some notes on Annotations

- A set of annotations and their agreed use in marking is unique to an examining team and will have been discussed at your marking conference.
- Before you start marking you will be required to drag the annotations into a panel for use in marking and arrange them (by dragging) into your own preferred order. You only need to do this once during the marking.
- Click >> symbol on the annotations panel to expand it and << to collapse it to the left-hand side of the screen at any stage during the marking.
- You can undock the annotations menu if you would rather move it elsewhere on the screen (e.g. next to the marking panel). Click the symbol with a diagonal arrow and then click the line of dots to drag it to your preferred location on screen.
- To remove an annotation, click and drag it off the screen, or hover over it with your mouse, right click on it and click the 'remove annotation' option that appears.
- Hover over any annotation with the pointer/cursor and note that the question item selected on marks panel when that annotation was applied appears next to the annotation.
- Note during the marking some annotations are 'paled-out' – only the annotations corresponding to the item selected on the marks panel are 'strong' and editable. To edit a 'paled-out' annotation, you need to select its item on the marking panel.

## Saving your Marks

- There is now a **Save** button on the bottom right of the marking panel. This button will become active once you change a mark or an annotation on a script. The easiest way to save your marking is to click on this button.
- Your marking is also saved if you exit by clicking on the link to the Worklist or to Home.
- Your marking is also saved whenever you move from one script to another.
- Your marking is **NOT** saved if you leave Assessor any other way, e.g. by clicking the X at the top right of the screen.
- If your internet connection is disrupted, you should be able to continue marking the script you are currently on. As long as you do not exit the current script, once the internet connection resumes, you can save your marking by clicking **the** Save button, or by clicking on the link to the Worklist or to Home.

## Some more information in your Worklist Dashboard



The screenshot shows a 'Worklist for L032 AE Accounting Paper' dashboard. On the left, there is a sidebar with user information for 'K Jbnbs' (My supervisor, Send message), 'C Cblbn' (Examiner, Approved), and progress indicators for 'Practice' and 'Standardisation' (both completed on 10/9/2020). The main area features a 'Marking' section with a progress bar showing '3/55 Submitted' and '0 days until 10/15/2020'. Below this are three categories: 'Live' (1), 'Atypical' (0), and 'Monitored Marking' (3). Red arrows point from callout boxes to these elements.

**Messages**  
Do **NOT** send messages through the marking site.  
Contact your ADV by phone / email.

**Marking Target**  
Shows your current maximum allocation of scripts.  
Usually starts at 20 (for sample 20) and is increased following the post conference. It's 55 in this example (with 3 submitted).

**Live marking**  
Your regular marking. Here there is 1 script open for marking.

**Atypical marking**  
You will be given further direction if you need to access this.  
E.g. Word Processed script (without a question paper).

**Monitored marking**  
The scripts that your ADV has monitored, showing both sets of marking (yours and the ADV's).

## Your Monitored Marking Worklist

Home / Worklist for L032 AE Accounting Paper 2020L032A1EL Inbox Menu Help

Offline 2 days  
**K Jbnbs**  
My supervisor  
[Send message](#)

**C Cbllbn**  
Examiner  
✔ Approved

✔ Practice  
Completed: 10/9/2020

✔ Standardisation  
Completed: 10/9/2020

0 Marking  
Target: 10/15/2020

3 **Monitored Marking**

### Monitored Marking

[Tile view](#)

Response ID	Original Response ID	Centre	Candidate Number	Original marks	Supervisor Marks	Supervisor	Submitted
<a href="#">6571877</a>	6198041	2664	149412	75	75	Carney E	10/13/2020 4:09:09 PM
<a href="#">6237929</a>	6954305	4157	115565	85	85	Jbnbs K	10/13/2020 4:03:42 PM
<a href="#">681915</a>	6511543	2664	149428	33	54	Carney E	10/9/2020 5:12:39 PM

### Monitored Marking

Your ADV will give feedback on scripts they monitor. To see the ADV's marking, alongside your own, click on Monitored Marking.

Then click on a Response ID to see that script (you will see your own marking and your ADV's marking).

You can also see straight away if there was a change in total mark.


# Monitored Marking

**Monitoring:**

1st (Column on the right) are the marks that you gave.

The column on the left are the ADV's marks.

ADV's annotations will be in green. Yours will be in red.

(They may be hidden by the ADV's: to turn off the ADV's, use the  button on the top right.)

Home / Worklist

Question Ceist 6

Part Cuid

a Club's accumulated fund (capital) on 01/01/2018 ✓<sub>6</sub>

Inbox Menu Help

1st

Expand all

▶ S1: 1-4	27/120	27
S2: 5-7	36/200	36
▶ 5	NR/100	NR
6	24/100	24
6(a)	6/30	6
6(b)	6/35	6
6(c)	6/25	6
6(d)	6/10	6
▶ 7	12/100	12
▶ S3: 8-9	22/80	22
Total marks		85
85/400		

100%

# Messages

Sometimes, you will be sent automatically-generated messages. This will be indicated by a number on the Messages icon. You should click on the Messages icon to review these before continuing marking.

**View mandatory message**  
You have received one or more mandatory messages. Please click OK to view the message(s).

OK

If you receive mandatory messages, you will get a pop-up message to tell you. You are not allowed to continue marking until you have reviewed these messages.

Home / Messages

Inbox **1** Draft Sent Deleted

Messages Menu Help

**Do NOT use the 'New Message' function. Ring or email instead.**

New message

004 NE History Coursework 2021L004N2EL **1**

zzzzz **Examiner Status Update** Today 11:50:53 AM \*

zzzzz have updated the approval status of A Hzzzzzzz from

zzzzz Examiner Status Update Today 11:25:03 AM \*

zzzzz have updated the approval status of A Qzzzz from

Targets 5/12/2021 10:29:3

Today 11:50:53 AM

From: z zzzzz

This is a mandatory message

I have updated the approval status of A Hzzzzzzz from Not Approved to Approved

Reply Forward Delete

When you've reviewed the messages, click **Home** to go back to your work.

Messages in **bold** have yet to be reviewed.

Mandatory message have a \*. These **must** be reviewed before you continue. You may need to scroll down to see all your messages.

You generally should **not** reply to any messages (or Forward or Delete them).



## Raising an Exception – Raise an exception in the following cases only:

Exception	Escalates to	Prevents submission?	Comments
<b>Image Rescan Request</b>	Admin team	Yes	Only raise this if a rescan will alleviate the issue. A rescan is unlikely to make handwriting more legible.
<b>Incorrect Question Paper</b>	Admin team	Yes	Use this exception if the paper is an incorrect subject / level / language version.
<b>Irish Bonus Query</b>	ADV	No	The Irish bonus is generally automatically added to an Irish version of a script, though you can't see it in the marking site – raise this exception if the bonus should be withheld from a script. (Doesn't apply to Gaeilge, Home Economics, French, German or Spanish or any coursework.)
<b>Missing Component</b>	Admin team	No	Use this exception if the matching paper/coursework does not appear following download of the lead paper.
<b>Missing Material from this Component</b>	Admin team	Yes	Use this exception if pages / additional pages missing from a script.
<b>Candidate numbers not matching</b>	Admin team	Yes	This is used if the candidate number on additional pages or the Aural paper doesn't match the number on the main booklet.

Do **not** raise an exception where you're not sure what mark to apply, the candidate's writing is illegible, etc. In these cases, phone your ADV, who can also access the script and can advise you on how to proceed. If you are unsure about whether you should raise an exception contact your ADV first.

## Raising an Exception – How to do it (1)

Home / Worklist Response 6543733 1 of 12 in worklist Messages Menu Help

Section and skills 150 marks

Answer a

Question (25 marks)

(a)  $f(x) = x^2 + px + q$ ,  $p \leq 8$ , and  $p \in \mathbb{Z}$ .

(i) Find the value of  $p$  for which  $x + 3$  is a factor of  $f(x)$ .

Click on this icon to raise an exception.

The pane on the right will appear. Select the appropriate exception type from the list.

Raise new exception Submit

This exception relates to:

Selected question A.1.1(a)(i)

Entire response

I am raising an exception for the following reason:

Select Exception Type ^

Candidate numbers not matching ⓘ

Image Rescan Request ⓘ

Incorrect Question Paper ⓘ

Irish Bonus Query ⓘ

Missing Material ⓘ

Suspected Breach of Regulations ⓘ

Inbox Menu Help

Raise new exception Submit

This exception relates to:

Selected question S1: 1-4.1.1(b)

Entire response

I am raising an exception for the following reason:

Incorrect Question Paper ^

Incorrect paper - Not French

Give a reason for the exception (be very brief), and submit.

## Raising an Exception – How to do it (2)

The screenshot shows the 'Live marking' interface. The top navigation bar includes 'Home / Worklist for L032 AE Accounting Paper 2020L032A1EL', 'Inbox', 'Menu', 'Help', and a user profile icon. The left sidebar shows user information for K Jbnbs (My supervisor, Send message) and C Cblbn (Examiner, Approved). The main area displays a progress bar with 'Get new responses', '1 Open for marking', '0 Submitted - editable', and '3 Submitted - closed'. Below this is a table of responses with columns: Response ID, Specialist Type, Candidate Number, Progress, Marks, Last updated, Tag, and Allocated. A response with ID 6933918 is highlighted in yellow, showing 'Marking not started' and an exception icon (a square with a red circle and exclamation mark). A callout box explains that this symbol indicates an associated exception.

**This symbol appears beside a script in your work list that has an associated exception.**

**If your Advising Examiner (Irish Bonus Query only) or the online marking admin team have provided a response to your exception, the symbol will be updated to indicate this. Click on this icon to see the response to your exception.**

**View the response to your exception. If the exception has been resolved (by your Advising Examiner or the online marking admin team), you will have the option to close the exception. Only close the exception if instructed to do so.**

The 'Exception ID: 541' dialog box shows the details of the exception. It is titled 'Irish Bonus Query' and is marked as 'Resolved'. The question is 'Paper.1.1a'. There are two responses: one from 'P Hzzzzzzzzz (Open)' dated 'Today 11:52:50 AM' stating 'Bonus should not be applied.', and another from 'J Hzzzs (Resolved)' dated 'Today 11:53:43 AM' stating 'Bonus is to be applied. Close the exception'. A 'Close' button is visible at the bottom right of the dialog.

## Other supports

The webpage:

<https://secexaminer.ie/online-marking-training>

will have links to a number of other supports to help you with regard to using the online marking system:

- Videos that demonstrate various features of the online marking system – see the table on right, which lists the videos that will appear on this website. The ones in green will be relevant to you. Those in yellow may be relevant.
- Familiarisation mode in the online marking system (see page 2 of this document). Given the type of marking you will be doing, the sample Geography component in Familiarisation is the one that will be most like your live marking.
- A FAQ (frequently-asked questions) document
- A helpdesk in Athlone. This can be contacted, during the marking period, via email or by phone:
  - [onlinemark@examinations.ie](mailto:onlinemark@examinations.ie)
  - 090 644 2461
  - 090 644 2476

Video	Relevant?
1. Getting Started	Yes
2. Managing Your Marking	Yes
3a. Marking by Annotation	Yes
3b. Marking by Keyboard	No
4a. Other features of the Marking System: Completion Booklets	Yes
4b. Other features of the Marking System: Generic Answerbooks	No
5. Overlay Tools	Possibly, depending on your subject
6a. Your Worklist	Yes
6b. Your Monitored Marking	Yes
7. Raising Exceptions	Yes
8. Monitoring	No
9. The Irish Bonus	Only if marking through Irish
10. Marking Appeals	No
11. Monitoring Appeals	No