

These support notes provide details on how to access and mark scripts in the SEC's online marking system for 2024.

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 Chemistry, History, Physics, and Accounting.

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 Assessor³'. 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 'Welcome to RM Assessor³' message is visible at the bottom of the main content area. A blue footer bar contains the text '© RM Results, All Rights Reserved'. Three red callout boxes with arrows pointing to the login fields and buttons provide instructions: the first points to the username and password fields, the second points to the 'MARKING' button, and the third points to 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

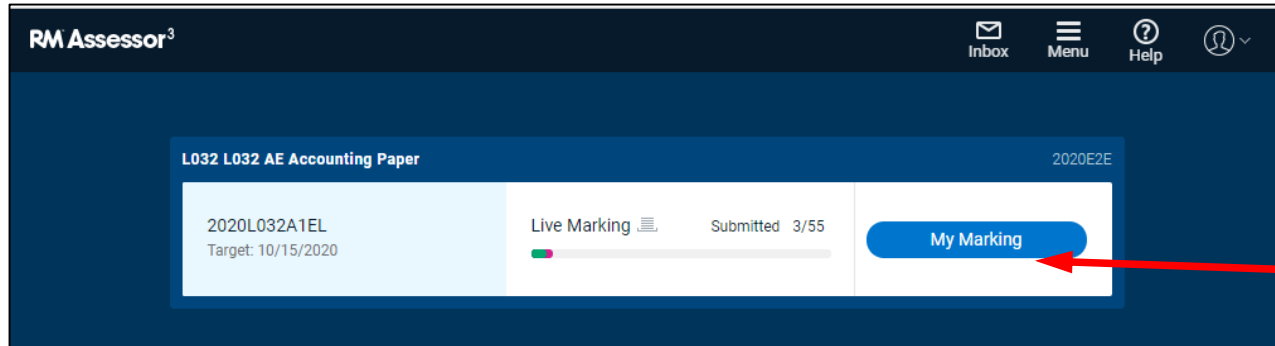
Then click the 'Marking' button to begin marking...

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

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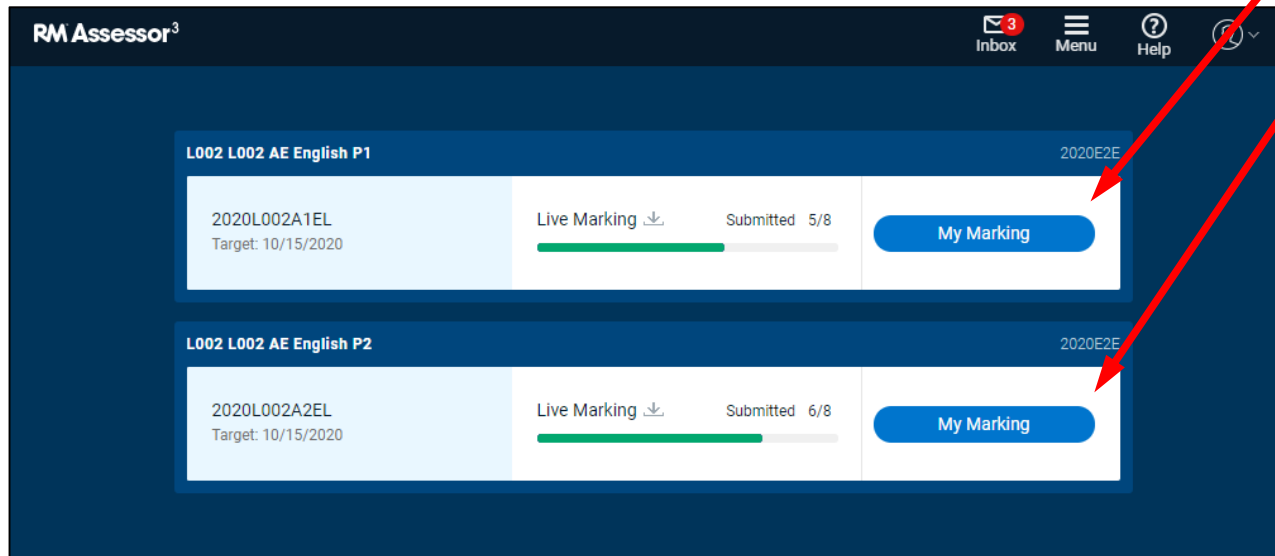
My marking – Home screen

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' link, 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 progress indicators: '1 Open for marking', '0 Submitted - editable', and '0 Submitted - closed'. Below these is a list of candidate entries, with the first entry showing the candidate 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 12 – 14 for accessing your ADV's monitoring.)

Home / Worklist for L022 AI Chemistry Paper 2020 / 022A11L Inbox 2 Menu ? Help

Offline 6 days
My supervisor
Send message

R Dbnhbbb
Examiner
Approved

Marking
1/10 Submitted
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
6327034		131714	--	Marking not started	10/12/2020 9:24:38 PM	!	10/12/2020 9:24:38 PM
6419913		132943	--	Marking not started	10/12/2020 9:24:38 PM		10/12/2020 9:24:38 PM
697058		131775	--	Marking not started	10/19/2020 11:20:42 PM		10/19/2020 11:20:42 PM

Marking a script

Candidate's Work

Use the scrollbar on the right (or a mouse wheel) to move through the script...

Marking Panel

...then click on the correct item in the marking panel to enter the marks.

The screenshot displays a marking interface. The top section shows a candidate's work page with a barcode (2020L199X9XL0232) and a question box containing the number '1'. The question text is 'Cuir tús le gach ceist ar leathanach nua'. The marking panel on the right shows a list of questions with their respective marks. The 'Annotations' toolbar is visible at the top right, with an 'Expand all' button. A red arrow points from the 'Annotations toolbar' to the 'Marking Panel' text.

Question	Marks
A	4/150
1	4/50
1 ai Identify	4/4
1 all Explain	- /4
1 aiii What	-/4
1 bi Describe	-/9
1 bii Give	-/3
1 c What i	-/3
1 c What ii	-/3
1 d Calculate i	-/9
1 d Calculate ii	-/3
1 d Calculate iii	-/3

Annotations toolbar (has been undocked and moved – see page 10)

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.

Some annotations count more than others...

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

The image shows a marking panel on the left and a question list on the right. The marking panel has two sections: the top section contains a red checkmark and a red squiggly line, and a red cross and a red lambda symbol; the bottom section contains eight red checkmarks numbered 1 through 8. The question list on the right shows a table with columns for question ID and marks. The table includes rows for 'A' (7/150), '1' (7/50), '1 ai Identify' (4/4), '1 aii Explain' (3/4), and three rows with negative marks (-/4, -/9, -/3). A 'Reset' button is visible below the '1 aii Explain' row. Red arrows point from text boxes to the marking panel and the '1 aii Explain' row.

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.

Question ID	Marks
A	7/150
1	7/50
1 ai Identify	4/4
1 aii Explain	3 / 4
	-/4
	-/9
	-/3

Marking and Submitting a script

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

The screenshot shows a marking interface for a response titled 'Response 6940280'. The main content area displays '10. Weather Statistics'. The right-hand side features a marking panel with a table of items and their marks. A callout box points to the 'NR' button for item 9, stating: 'You can click NR if the candidate gave no response to an item.' Another callout box points to the 'Complete' button, stating: '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'. A third callout box points to the 'Submit' button, stating: '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 marking panel shows a table with columns for item number and mark. Item 9 is highlighted with a blue background and has a 'NR' button next to it. The 'Complete' button is located below the table. The 'Submit' button is a large blue button at the bottom right. A green arrow points from the 'Complete' button to the 'Submit' button. The top of the interface shows navigation links like 'Home / Worklist', 'Inbox', 'Menu', and 'Help'. The bottom of the interface shows a progress indicator '45%' and 'Total marks 102/400'.

Home / Worklist Response 6940280 Inbox Menu ? Help

10. Weather Statistics

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

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).

Mark by Candidate Annotations ON

Expand all

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

NR Reset

Complete

45% Total marks 102/400

Submit

Annotating all pages

You won't be able to submit a script unless you have annotated all pages.

To find which pages have yet to be annotated:

The image shows a software interface for reviewing student work. It is divided into two main parts. The left part shows a 'Whole Response view' of a page titled '10. Weather Sta'. A red box with the text 'Click here to get Whole Response view.' has an arrow pointing to the 'Home / Worklist' header of this view. The right part shows a 'Marking' view of a response. At the top, it says 'Response 6313786' and '1 of 2 in worklist'. There are navigation icons for 'Inbox', 'Menu', 'Help', and a user profile. Below this, there are view options: '1 page', '2 page', and '4 page'. A toggle switch for 'Only show unannotated pages' is set to 'ON'. A red box with the text 'Turn on the switch to only show unannotated pages.' has an arrow pointing to this toggle. The main area shows a student's handwritten response on a grid. The text includes 'RELATIONSHIPS', 'ACTIONS', 'LOVE', 'CLEANUSY', and 'HATED'. A blue button labeled 'Mark this page' is at the bottom of the grid. A red box with the text 'Hover over a page and you will get the option to Mark this page.' has an arrow pointing to this button.

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 mobile application interface for a marking dashboard. On the left, a sidebar contains a list of items: 'K Jbnbs' (My supervisor, Send message), 'C Cbillbn' (Examiner, Approved), 'Practice' (Completed: 10/9/2020), 'Standardisation' (Completed: 10/9/2020), 'Marking' (3/55 Submitted, 0 days until 10/15/2020), 'Live' (1), 'Atypical' (0), and 'Monitored Marking' (3). Red arrows point from callout boxes on the right to these specific items. The callout boxes are: 1. 'Messages' (Do NOT send messages through the marking site. Contact your ADV by phone / email.) pointing to 'Send message'. 2. '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).) pointing to '3/55 Submitted'. 3. 'Live marking' (Your regular marking. Here there is 1 script open for marking.) pointing to 'Live'. 4. 'Atypical marking' (You will be given further direction if you need to access this. E.g. Word Processed script (without a question paper).) pointing to 'Atypical'. 5. 'Monitored marking' (The scripts that your ADV has monitored, showing both sets of marking (yours and the ADV's).) pointing to 'Monitored Marking'.

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
6571877	6198041	2664	149412	75	75	Carney E	10/13/2020 4:09:09 PM
6237929	6954305	4157	115565	85	85	Jbnbs K	10/13/2020 4:03:42 PM
681915	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).

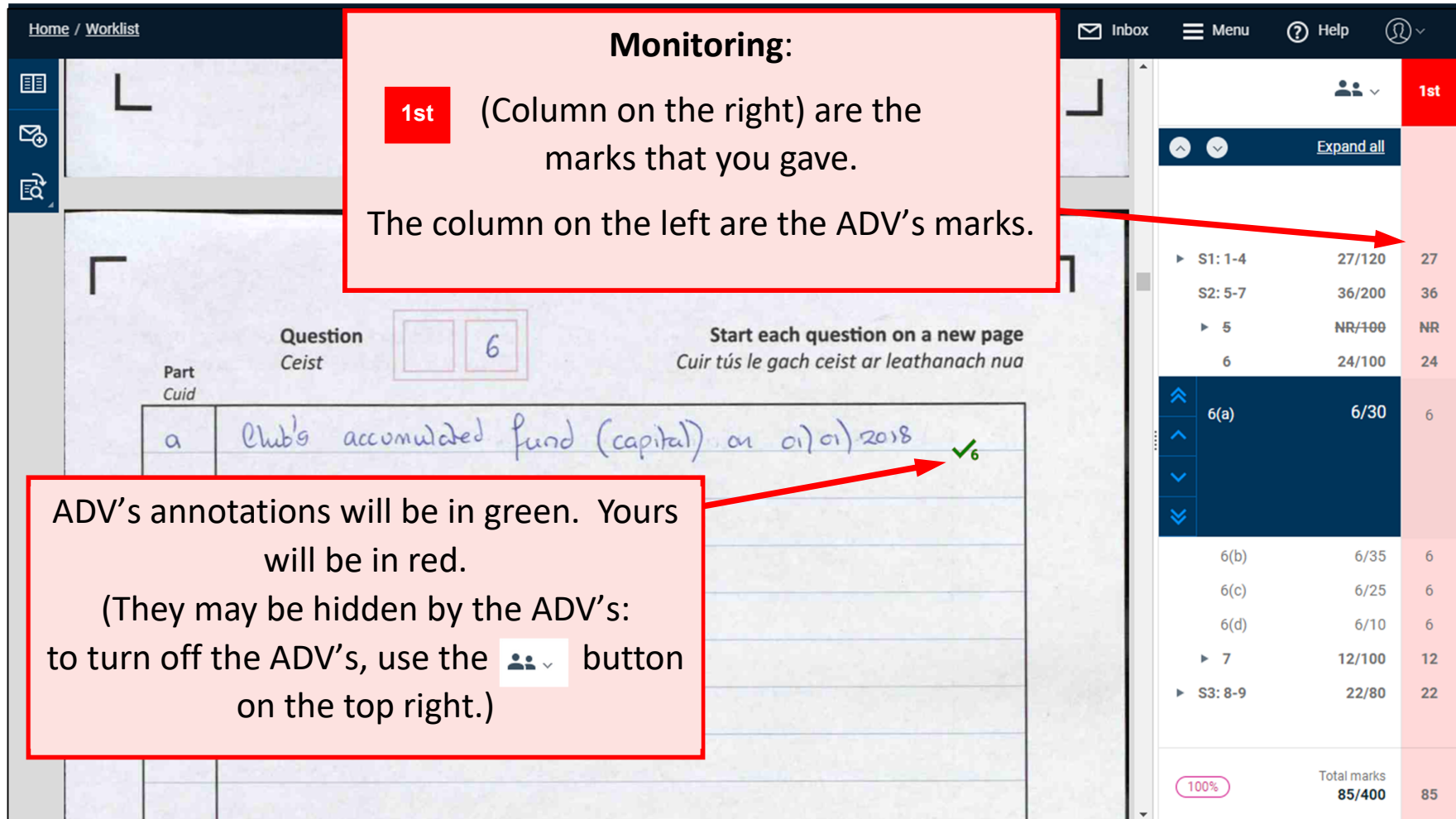
You can also see straight away if there was a change in total mark.

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.)



The screenshot shows a user interface for monitoring marking. The main area displays a question titled "Question Ceist" with the number "6" in a box. Below the question, there is a table with handwritten text: "a Club's accumulated fund (capital) on 01/01/2018". A green checkmark and the number "6" are visible next to the text. The right side of the interface shows a table of marks for various questions, with a red column labeled "1st" indicating the marks given by the user. The table includes a total marks summary at the bottom.

Question	Score	1st
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	85/400	85

Messages

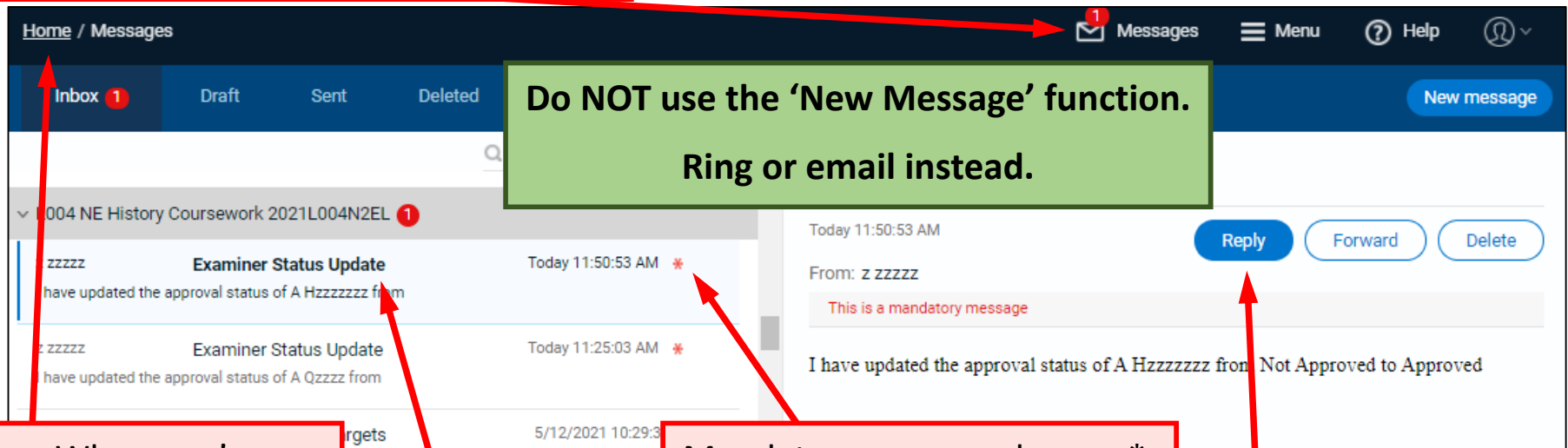
Sometimes, you will be sent automatically-generated messages. This will be indicated by a number on the Messages icon. You should click on the Messages icon to review these before continuing marking.

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.



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

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

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

Mandatory messages 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
Image Rescan Request	Admin team	Yes	Only raise this if a rescan will alleviate the issue. A rescan is unlikely to make handwriting more legible.
Incorrect Question Paper	Admin team	Yes	Use this exception if the paper is an incorrect subject / level / language version.
Irish Bonus Query	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.)
Missing Component	Admin team	No	Use this exception if the matching paper/coursework does not appear following download of the lead paper.
Missing Material from this Component	Admin team	Yes	Use this exception if pages / additional pages missing from a script.
Candidate numbers not matching	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 s

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. At the top, there's a navigation bar with 'Home / Worklist for L032 AE Accounting Paper 2020L032A1EL', 'Inbox', 'Menu', 'Help', and a user profile icon. Below this is a sidebar with user information for 'K Jbnbs' (My supervisor, Send message) and 'C Cbillbn' (Examiner, Approved). The main area shows a progress bar with stages: 'Get new responses', '1 Open for marking', '0 Submitted - editable', and '3 Submitted - closed'. Below the progress bar is a table with columns: Response ID, Specialist Type, Candidate Number, Progress, Marks, Last updated, Tag, and Allocated. A row is highlighted in yellow with Response ID '6933918', Candidate Number '115580', and 'Marking not started'. An orange warning icon with an exclamation mark is visible next to the 'Marking not started' text.

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.



The screenshot shows a dialog box titled 'Exception ID: 541'. It contains the following information: 'Irish Bonus Query' (Resolved), 'Question: Paper.1.1a', and a 'Close' button. Below this, there are two responses: 'P Hzzzzzzzzz (Open)' with the text 'Bonus should not be applied.' and 'J Hzzzs (Resolved)' with the text 'Bonus is to be applied. Close the exception'. The dialog box has a blue header and a white body with a blue 'Close' button.

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.

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 Physics 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
 - 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	No
4b. Other features of the Marking System: Generic Answerbooks	Yes
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