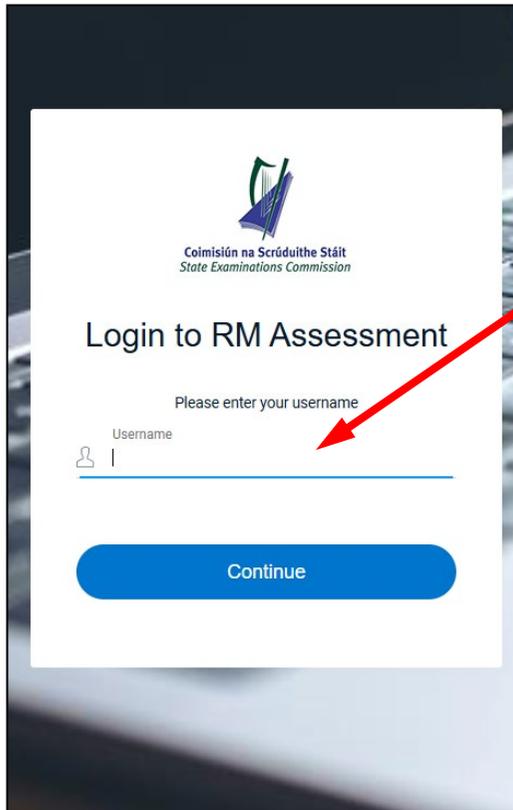


These support notes provide details on how to access and mark scripts in the SEC's online marking system for 2025.

This version is for Examiners in Leaving Certificate Biology, French, Mathematics, Gaelge, Spanish, Music, Politics and Society, Applied Mathematics and Art – Visual Studies.

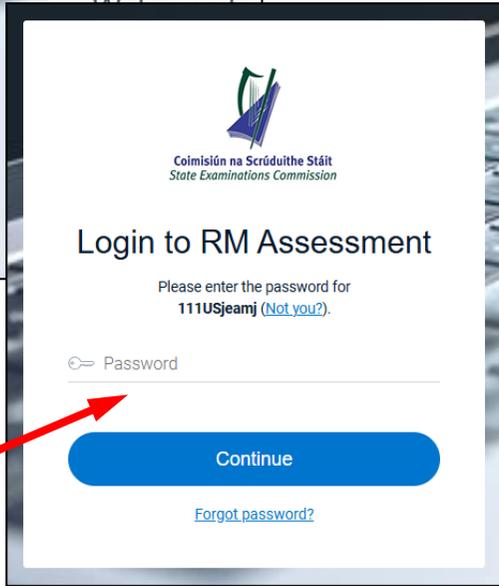
And for Examiners in Junior Cycle English, Gaelge T1 and T2, Maths, French, Spanish, Music and Religious Education.

How to use RM Assessor – Logging in

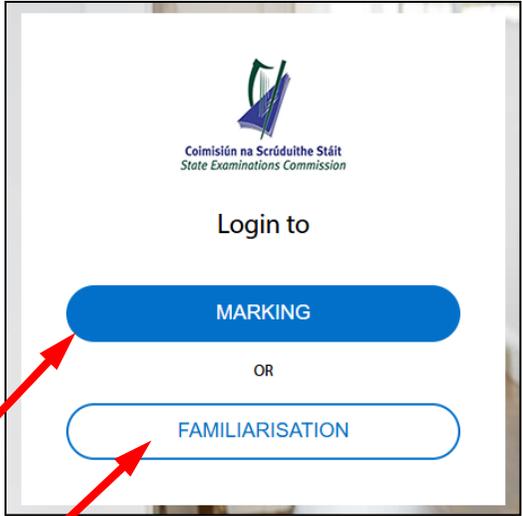
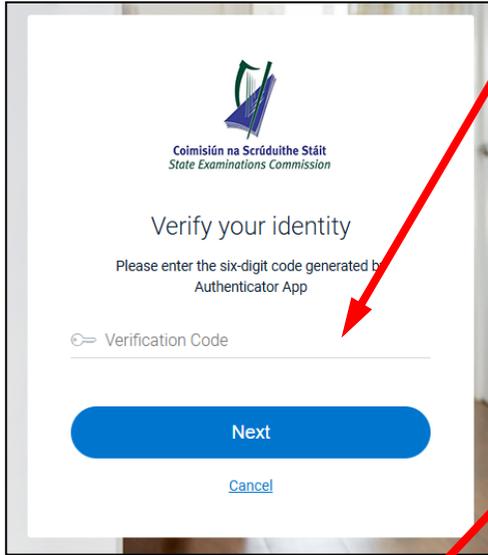


1. Enter username
You will be provided with your username in an email ahead of conference.
If you marked online last year, your username will likely be the same.

2. Enter password
The first time you log in, you may be prompted to create a new password.



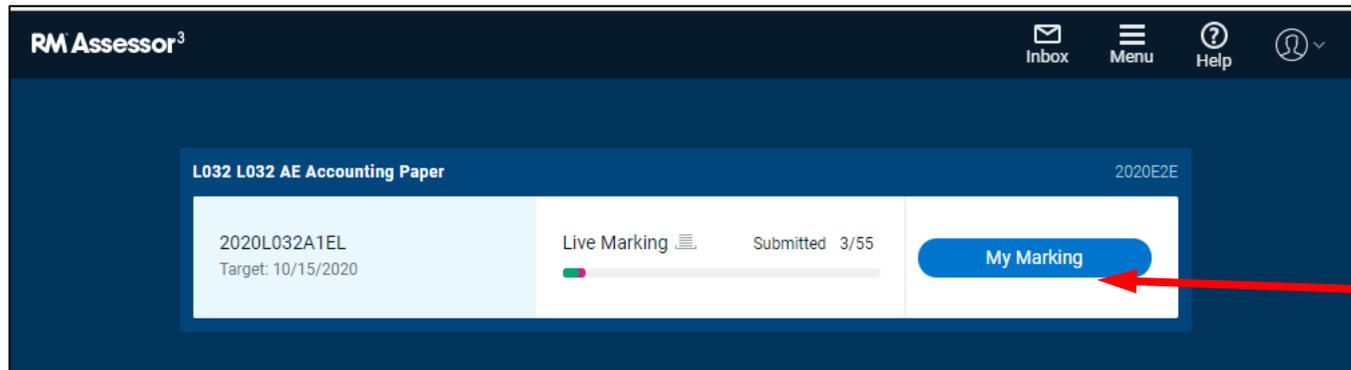
3. Enter verification code
Enter the 6-digit code from the Authenticator App or the one-time email.
The first time you log in this year, you will need to set up MFA – separate instructions for doing this have been emailed to Examiners.



4. Then click the Marking button to begin marking, or click Familiarisation to try out the marking interface with some sample materials.

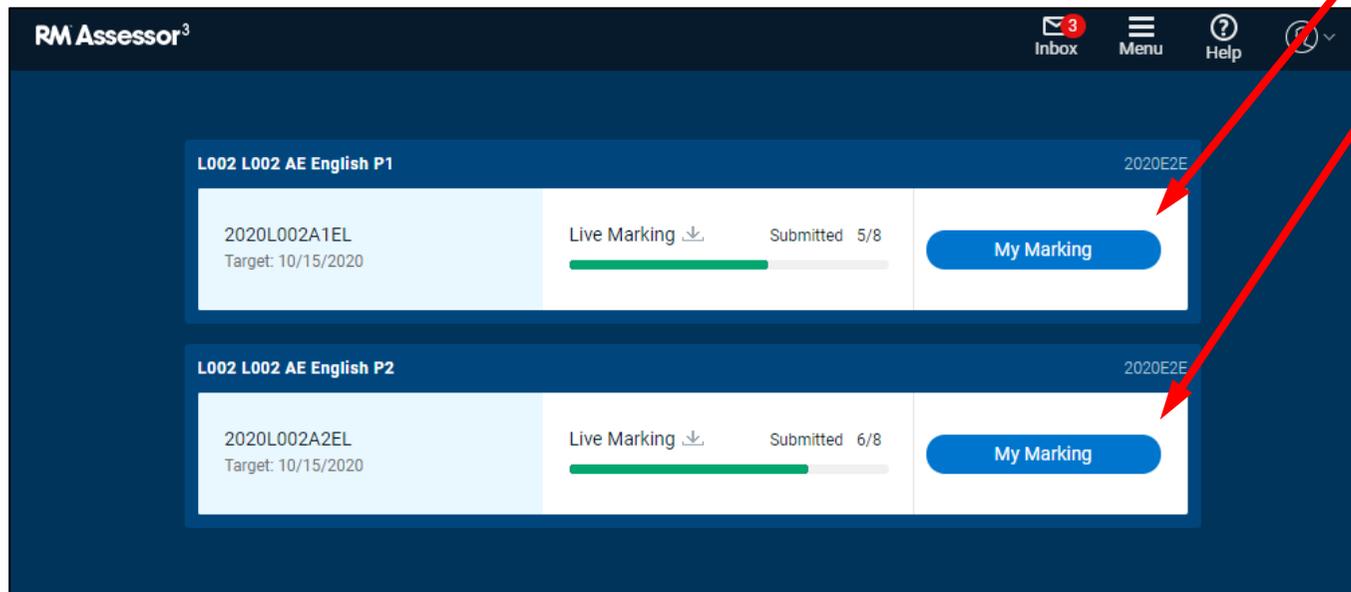
My marking – Home screen

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 status filters: '1 Open for marking', '0 Submitted - editable', and '0 Submitted - closed'. Below these is a list view of a candidate with the ID '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 callout boxes to these specific elements.

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 2020/022A1IL Inbox ² 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
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

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 this section, scroll through the candidate response before selecting the correct item.

Marking Panel

Click on the correct item in the marking panel to enter the marks, using the keyboard or the blue buttons.

The screenshot displays the marking interface. On the left, a vertical toolbar contains various annotation tools. The main area shows a candidate's handwritten response in a table format. The response is written in Gaelic: "I did enjoy the poem because of the imagery". The marking panel on the right shows a list of items with their respective marks. A red arrow points from the 'Marking Panel' text to the '3A1' item in the panel. Another red arrow points from the 'Candidate's Work' text to the handwritten response. A third red arrow points from the 'Annotations toolbar' text to the toolbar.

Item	Marks
1	53/60
2	59/70
3	55/70
3A	9/20
3A1	9/20
3A1a	/10
3A1b	9/10
3A2	NR/20
3B	46/50
Adj	5/20

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.

Make sure you click on the correct item in the marking panel before applying annotations.

Start each question on a new page
r tús le gach ceist ar leathanach nua

99% Total marks 172/220

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 navigation icons and a list of items with checkmarks and a plus sign. The main area displays a table of items with columns for "Mark by" (set to "Candidate"), "Annotations" (with a toggle switch set to "ON"), and "Expand all". 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 visible at the bottom right of the table. A green arrow points to a "Submit" button below the table. A "45%" progress indicator and "Total marks 102/400" are also shown.

Item	Mark
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

Link to question

Flag as seen

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 screenshot illustrates the 'Full Response View' interface. On the left is a vertical sidebar with icons for Home / Worklist, a book icon, a warning icon, a magnifying glass icon, and a list of items with checkmarks, crosses, and a comment icon. A red box with an 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 sidebar towards the main content area. The main content area is titled "Practice 1" and "1 of 1 in worklist". It features a "Marking" section with options for "1 page", "2 page", and "4 page". Below this, there are two panels of handwritten student work. The left panel, titled "Section A", contains questions (a) through (d) with handwritten answers and marks. The right panel shows a diagram of a cell cycle with labels X and Y, and a question (a) asking for the stage represented by X. A red box with an arrow points to a "Link to question" button located below the diagram, containing the text: "Click **Link to question**, and select the relevant item(s) from the list (as in previous page)."

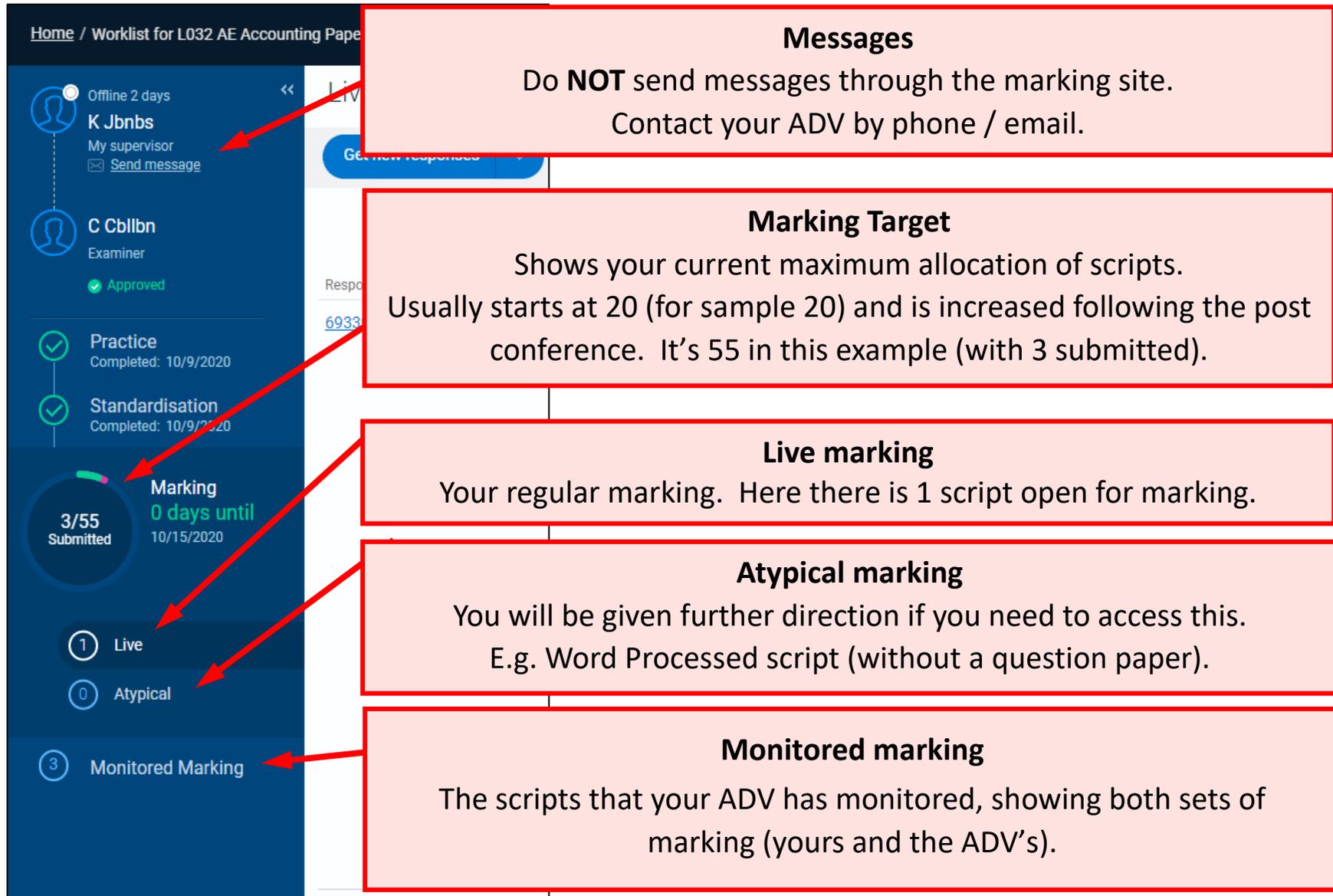
Some notes on Annotations

- 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 sidebar on the left with the following items:

- Home / Worklist for L032 AE Accounting Paper
- Offline 2 days
K Jbnbs
My supervisor
Send message
- C Cblbn
Examiner
Approved
- Practice
Completed: 10/9/2020
- Standardisation
Completed: 10/9/2020
- Marking
3/55 Submitted
0 days until 10/15/2020
- 1 Live
- 0 Atypical
- 3 Monitored Marking

Five callout boxes with red borders and arrows pointing to the corresponding dashboard 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 Cbilln
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.)

Home / Worklist

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%

Question Ceist 6

Start each question on a new page
Cuir tús le gach ceist ar leathanach nua

Part Cuid

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

Messages

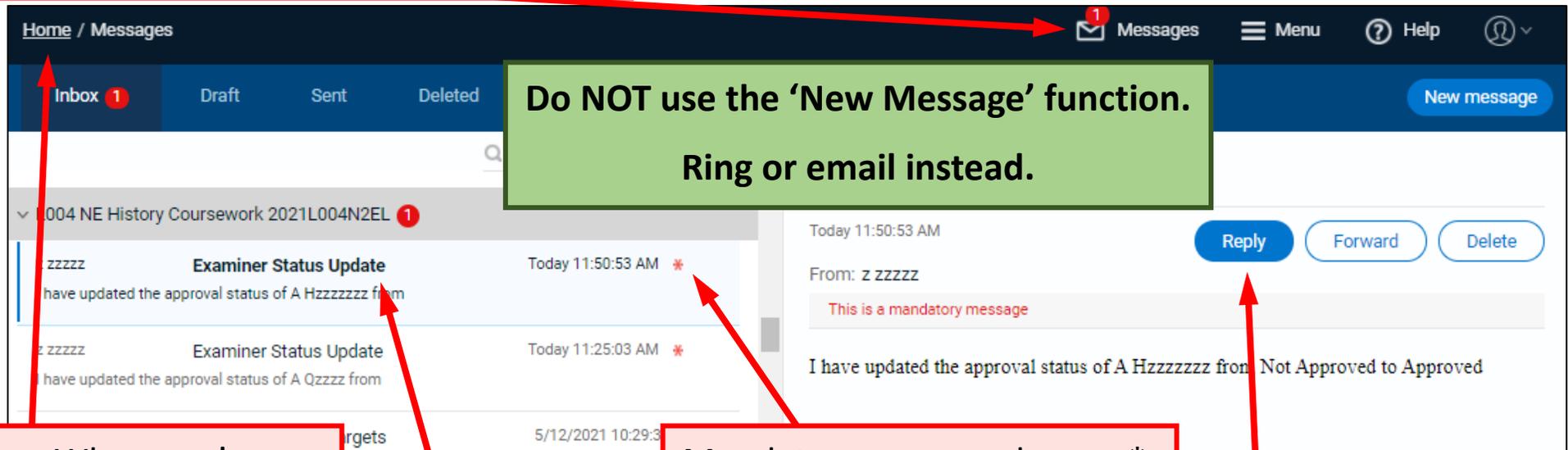
Sometimes, you will be sent automatically-generated messages. This will be indicated by a number on the Messages icon. You should click on the Messages icon to review these before continuing marking.

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 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
Image Rescan Request	Admin team	Yes	Only raise this if a rescan will alleviate the issue, for example, if a page is folded over. 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	In all papers that attract an Irish bonus, other than LC Home Economics, French, German, and Spanish, the bonus is automatically added to the script total by default. Raise this exception if the bonus should not be applied to a script. If you raise this exception in error, your ADV will need to resolve the exception; you can then click into in and close it. The bonus will then be applied again. When raising this exception, you should do so before submission, though it can be raised after submission if needed.
Missing Component	Admin team	No	Use this exception if the matching paper/coursework does not appear following download of the lead paper. When raising this exception, you should do so before submission, though it can be raised after submission if needed.
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)

The screenshot shows a software interface for raising an exception. The main content area displays a question with the following text:

Section and skills **150 marks**

Answer a

Question **(25 marks)**

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

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

The 'Raise new exception' pane on the right contains the following elements:

- Header:** Raise new exception (with a Submit button)
- 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

Red annotations provide the following instructions:

- Click on this icon to raise an exception. (Points to the exception icon in the sidebar)
- The pane on the right will appear. Select the appropriate exception type from the list. (Points to the 'Select Exception Type' list)
- Give a reason for the exception (be very brief), and submit. (Points to the 'Incorrect Question Paper' dropdown and the 'Submit' button)

The 'Raise new exception' pane in the bottom view shows the following details:

- Header:** Raise new exception (with a Submit button)
- 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

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), 'C Cblbn' (Examiner, Approved), and 'Practice' (Completed: 10/9/2020). 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 with columns: Response ID, Specialist Type, Candidate Number, Progress, Marks, Last updated, Tag, and Allocated. A row is highlighted with Response ID 6933918, Candidate Number 115580, and a yellow warning icon. A red box points to this icon with the text: 'This symbol appears beside a script in your work list that has an associated exception.' A magnified view of the icon shows a red '1' above a warning symbol. A red box points to this magnified icon with the text: '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.' A green arrow points from the magnified icon to a detailed view of an exception. The detailed view shows 'Exception ID: 541', 'Irish Bonus Query' (Resolved), 'Question: Paper.1.1a', and a 'Close' button. A red box points to the 'Close' button with the text: '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 detailed view also shows two messages: 'P Hzzzzzzzzz (Open) Today 11:52:50 AM Bonus should not be applied.' and 'J Hzzzs (Resolved) Today 11:53:43 AM Bonus is to be applied. Close the exception'.

Home / Worklist for L032 AE Accounting Paper 2020L032A1EL

Offline 5 days
K Jbnbs
My supervisor
Send message

C Cblbn
Examiner
Approved

Practice
Completed: 10/9/2020

Live marking

Get new responses

1 Open for marking

0 Submitted - editable

3 Submitted - closed

Tile view

Response ID	Specialist Type	Candidate Number	Progress	Marks	Last updated	Tag	Allocated
6933918		115580	Marking not started	--		!	10/16/2020

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.

Exception ID: 541

Irish Bonus Query Resolved

Question: Paper.1.1a

Close

P Hzzzzzzzzz (Open) Today 11:52:50 AM
Bonus should not be applied.

J Hzzzs (Resolved) Today 11:53:43 AM
Bonus is to be applied. Close the 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.

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 French 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 / 2476

Video	Relevant?
1. Getting Started	Yes
2. Managing Your Marking	Yes
3b. Marking by Keyboard	Yes
4a. Other features of the Marking System: Completion Booklets	Yes
5. Overlay Tools	Possibly, depending on your subject
6a. Your Worklist	Yes
6b. Your Monitored Marking	Yes
7. Raising Exceptions	Yes
9. The Irish Bonus	Only if marking through Irish. Does not apply to LC French or Spanish, or to Gaeilge.

