



**Coimisiún na Scrúduithe Stáit**  
*State Examinations Commission*

**Online Marking System**

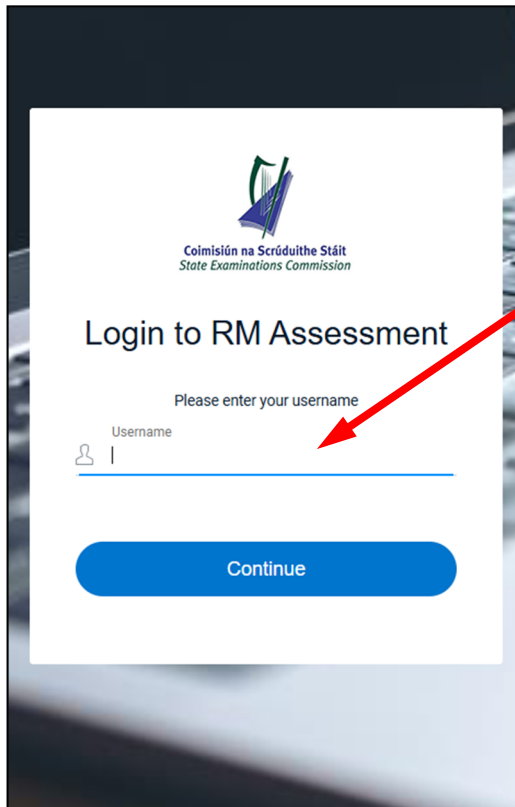
## **GETTING STARTED**

### **Marking by Keyboard - Unstructured**

These support notes provide details on how to access and mark scripts in the SEC's online marking system for 2026 for the subjects listed below.

<b>Leaving Certificate</b>	<b>Leaving Certificate Applied</b>
<b>Applied Mathematics Coursework</b> <b>Engineering</b> <b>English</b> <b>Gaeilge A2 &amp; G2</b> <b>Non-Curricular Languages (NCL)</b> <b>Politics and Society Coursework</b> <b>Religious Education</b>	<b>Information and Communications Technology (ICT)</b> <b>Personal Reflection Task (PRT)</b>

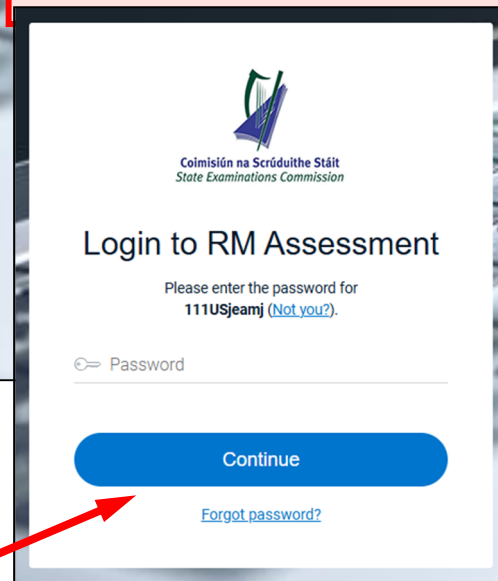
## How to use RM Assessor – Logging in



### 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.



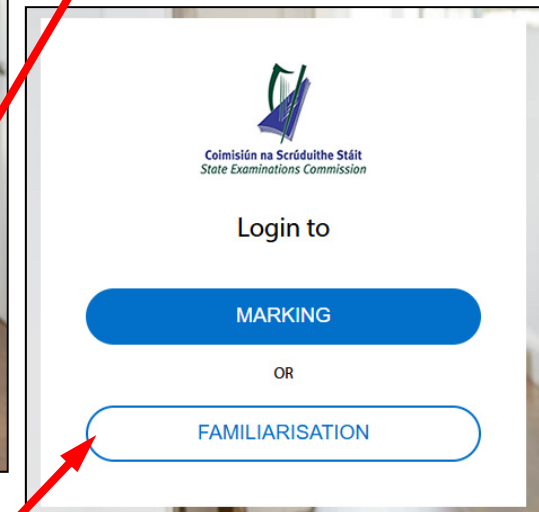
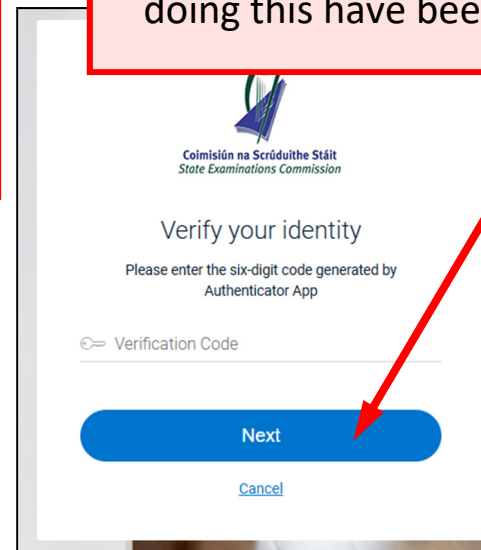
### 2. Enter password

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.

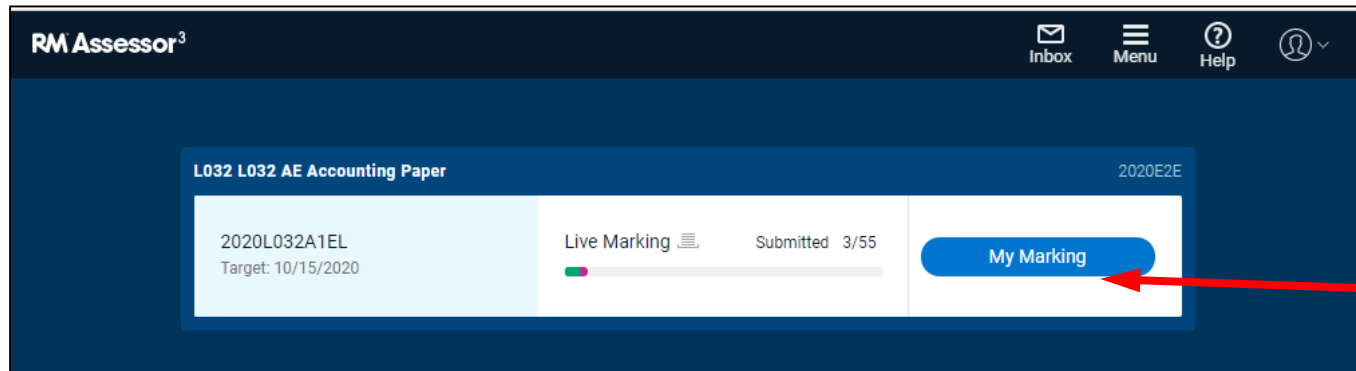
The first time you log in this year, you will need to set up MFA – separate instructions for doing this have been emailed to Examiners.



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:

The screenshot displays the RM Assessor 3 interface. At the top left, the logo 'RM Assessor<sup>3</sup>' is visible. On the top right, there are navigation icons: 'Inbox' with a red notification badge showing '3', 'Menu', 'Help', and a user profile icon with a dropdown arrow.

The main content area features two assessment items, each in a dark blue header bar:

- Item 1:** 'L002 L002 AE English P1' (2020E2E). The assessment ID is '2020L002A1EL' with a target date of '10/15/2020'. It shows 'Live Marking' with a progress bar that is approximately 60% full (green), and 'Submitted 5/8'. A blue button labeled 'My Marking' is present.
- Item 2:** 'L002 L002 AE English P2' (2020E2E). The assessment ID is '2020L002A2EL' with a target date of '10/15/2020'. It shows 'Live Marking' with a progress bar that is approximately 75% full (green), and 'Submitted 6/8'. A blue button labeled 'My Marking' is present.

## 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', 'Marking instructions', and a progress indicator showing '0/500 Submitted' and '0 days until 4/21/2019'. At the bottom of the sidebar are buttons for '1 Live' and '0 Atypical'. 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 card for candidate '6458730' with the text 'Marking not started'. A 'List view' link is in the top right corner. Red arrows point from callout boxes to these elements: 'Home' in the breadcrumb, 'Get new responses', 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 11 – 13 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

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, using the keyboard or the blue buttons.

The screenshot displays a marking interface. On the left, a vertical toolbar contains various icons for annotations, including a wavy line, a plus sign, and a 'SEEN' button. The main area shows a candidate's handwritten response for 'Question Ceist 3'. The text reads: 'I did enjoy the poem because of the imagery'. To the right, a 'Marking Panel' displays a list of questions and their marks. The panel includes a 'Complete' button, a '99%' progress indicator, and a 'Total marks 172/220' summary. A vertical column of blue buttons (0-10) is on the far right for quick mark entry.

Part	Question	Mark
Cuid	Ceist 3	
111	I did enjoy the poem because of the imagery	

**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.**

Item	Mark
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

Total marks: 172/220

# Marking and Submitting a script

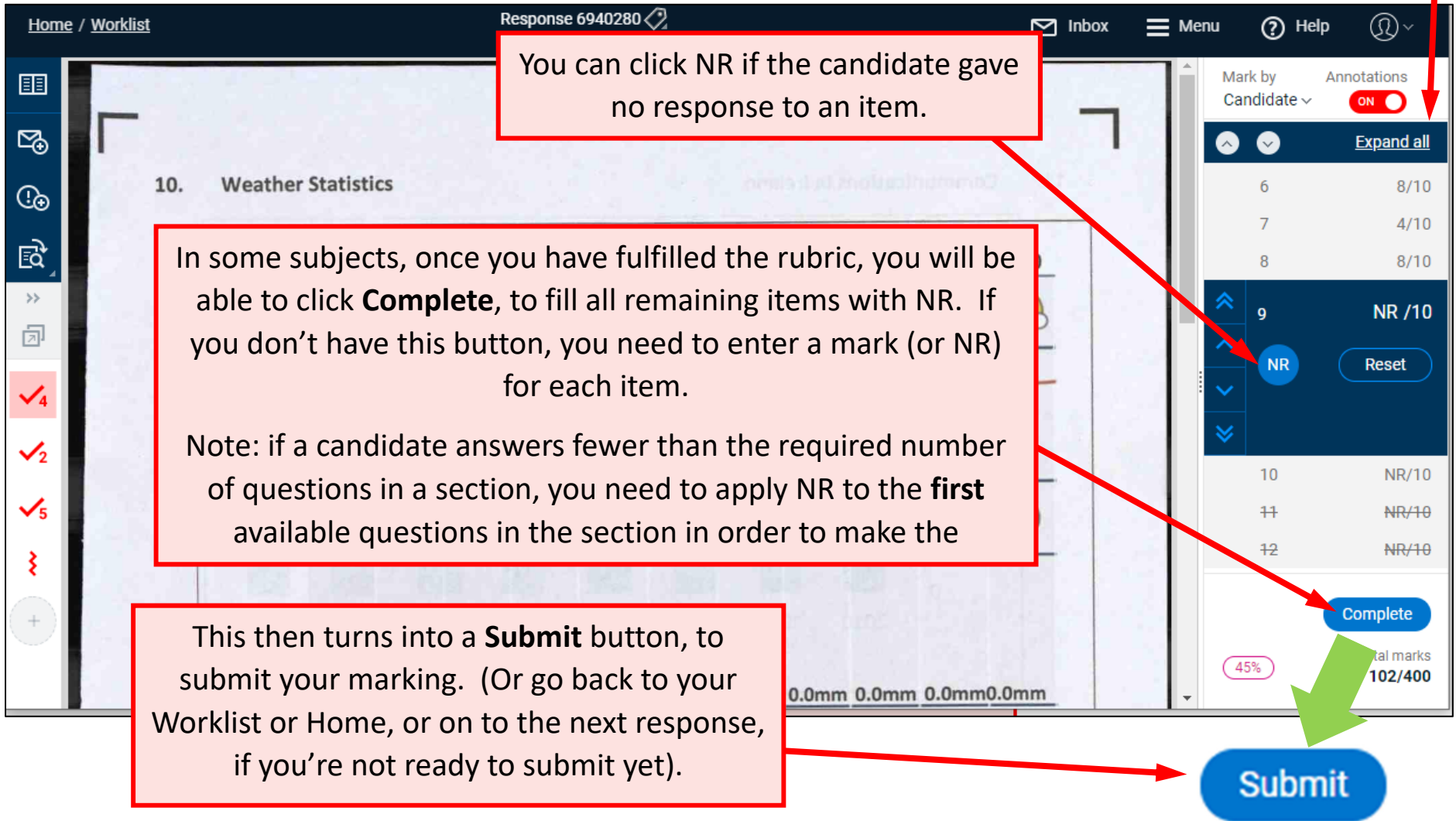
Suggest **Expand all** until you are used to navigating the marking panel.

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

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).



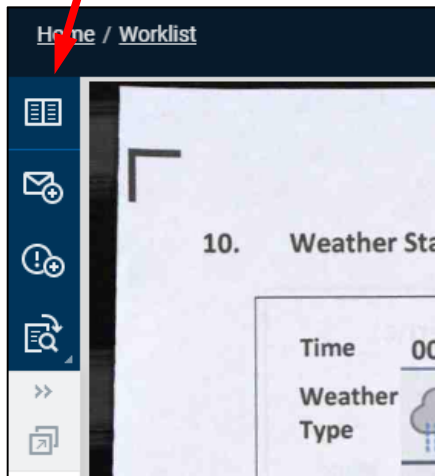
## Annotating all pages

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

To find which pages have yet to be annotated:

Turn **on** the switch to **only show unannotated pages**.

Click here to get  
**Whole Response view**.



Response 1 page 2 page 4 page Only show unannotated pages

(iii) Faigh an dá luach ar  $p$  a fhágann nach dtrasnóidh graf  $f(x)$  an  $x$ -ais.

(a) Ceist 2 (25 marc)  
Faigh an dá uimhir choimpléascacha  $z_1$  agus  $z_2$  a shásaíonn na cothromóidí comhuineacha seo a leanas, áit a bhfuil  $t^2 = -1$ :

$$\begin{aligned} iz_1 &= -4 + 3i \\ 3z_1 - z_2 &= 11 + 17i. \end{aligned}$$

Bíodh do fhreagraí san thoirn  $a + bi$ , áit a bhfuil  $a, b \in \mathbb{Z}$ .

(b) Faigh raon na luachanna ar  $x$  a fhágann go bhfuil  $|2x + 5| - 1 \leq 0$ , áit a bhfuil  $x \in \mathbb{R}$ .

Mark this page

Flag as seen

Hover over a page and you will get two options. Click **Mark this page** if it has work on it; this will bring you to the page and allow you to enter marks and annotations. Or, if it has no work on it, click **Flag as seen**, and the V Wavy annotation will be applied to the page to indicate that it has no work.

## 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 (K Jbnbs, My supervisor, Send message), another user (C Cblbn, Examiner, Approved), and completion status for 'Practice' and 'Standardisation'. The main area shows a 'Marking' section with a progress bar (3/55 Submitted) and a deadline of '0 days until 10/15/2020'. Below this are three categories: 'Live' (1), 'Atypical' (0), and 'Monitored Marking' (3). Five red callout boxes provide detailed information for each category.

**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


The screenshot shows a user interface for marking questions. The main area displays a question in Gaelic with a handwritten answer in blue ink. A green checkmark and the number '6' are visible at the end of the answer line, indicating a correct mark. The right-hand side of the interface shows a list of questions and their marks, with a red '1st' column on the far right. Two callout boxes provide instructions on how to interpret the marks and how to manage annotations.

**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.)

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
85/400		100%

# Messages

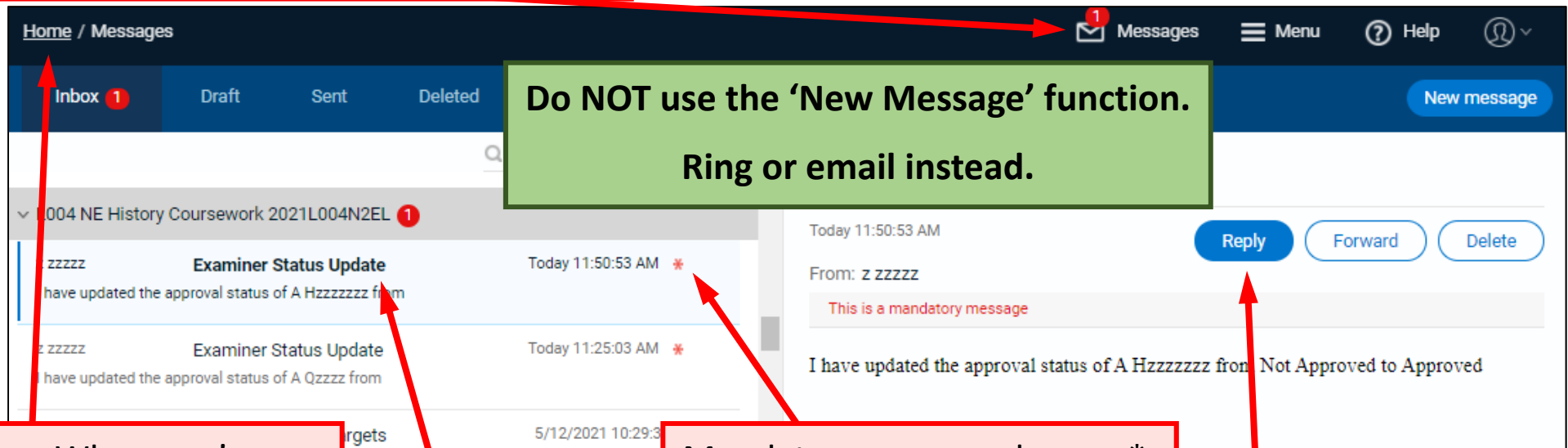
Sometimes, you will be sent automatically-generated messages. This will be indicated by a number on the Messages icon. You should click on the Messages icon to review these before continuing marking.

## 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.



**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
<b>Image Rescan Request</b>	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.
<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	In all papers that attract an Irish bonus, other than LC Home Economics, French, German, Spanish and Polish, the bonus is automatically added to the script total by default. Raise this exception if the bonus should <b>not</b> 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.
<b>Missing Component</b>	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.
<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)  $f(x) = x^2 + px + 3$ ,  $p \leq 8$ , 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

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)

Home / Worklist for L032 AE Accounting Paper 2020L032A1EL

Live marking

Get new responses

1 Open for marking

0 Submitted - editable

3 Submitted - closed

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 English components 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 / 2476

Video	Relevant?
1. Getting Started	Yes
2. Managing Your Marking	Yes
3b. Marking by Keyboard	Yes
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
9. The Irish Bonus	Only if marking through Irish. Does <b>not</b> apply to LCA PRT, LC Gaeilge, Coursework

