



www.cityandguilds.com

March 2018

Version 13

Examiner Guide – Paper Scripts

Guidance notes for City & Guilds examiners

About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, City & Guilds Centre for Skills Development, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, The City and Guilds of London Institute 2008 and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification.

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Customer Relations department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387. Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

www.cityandguilds.com

F +44 (0)20 7294 2400

Table of Contents

| | |
|--|-----------|
| 1. INTRODUCTION..... | 4 |
| 2. PREREQUISITES | 5 |
| 3. IMPORTANT RESTRICTIONS & ACTIONS..... | 5 |
| 4. THE MARKING PROCESS | 5 |
| 4.1 Log into myMarkis | 6 |
| 4.2 Start Marking | 7 |
| 4.3 Pull Down/Download Scripts to Mark | 8 |
| 4.3.1 The Marking Window | 9 |
| 4.4 The Marking Box..... | 10 |
| 4.5 The Version Dashboard..... | 13 |
| 4.5.1 Dashboard Queues..... | 13 |
| 5. REPORTING SUSPECTED MALPRACTICE | 13 |
| 6. REPORT A TECHNICAL ISSUE | 15 |
| 7. GRACE PERIOD | 16 |
| 8. SAMPLE & RELEASE (REVIEW) – SENIOR EXAMINERS ONLY..... | 17 |
| 9. NOTIFICATIONS..... | 21 |
| 10. PRE-HOLD – SENIOR EXAMINERS ONLY | 22 |
| 11. MARKING APPEALS..... | 23 |
| 12. SETTING UP STANDARDISATION..... | 24 |
| The process (From Trainee to Examiner) | 24 |
| Standardisation Options | 24 |

| | |
|---|---------------|
| Ways to Suggest a Script for Standardisation | 25 |
| Setup Standardisation Scripts through Primary Method..... | 25 |
| Setup Standardisation Scripts through Secondary Method..... | 29 |
| How to Approve Suggested Standardisation Scripts..... | 32 |
| How to Change the Default Number of Live Scripts for Novice Markers..... | 37 |
| How to Change the Number of Standardisation Scripts for Trainees..... | 39 |
| Team Summary..... | 40 |
| View your team’s standardisation script progress..... | 40 |
| Promote a Marker/Manual Suspensions for Markers..... | 40 |
| Get Marker to retake Gateway Test..... | 42 |
| Access and view Gateway or Seeded scripts taken by Markers in your team | 43 |
| Send feedback and/or download standardisation results to Markers in your team | 43 |
| 13. MARKING STANDARDISATION SCRIPTS – TRAINEES..... | 45 |
| 14. FAQ..... | 48 |

1. Introduction

This document contains the steps required by markers to mark paper scripts in myMarkis.

myMarkis is a web-based e-marking platform which requires markers to log into the system, pull down scripts to mark and submit them to issue results quickly and efficiently.

2. Prerequisites

| Browser | Browser Grades |
|------------------------------------|----------------|
| IE10,IE9 , Chrome (*), Firefox (*) | A Grade |
| IE8, Safari [mac] (*) | B Grade |

Note:

- **A grade support** = full - consistent, rich user experience taking advantage of the full technical capabilities of modern browsers.
- **B grade support** = all content accessible, layout may vary (yet will remain consistent within the browser environment) in comparison to A grade browser.

Also myMarkis supports most recent full release Operating Systems / Devices: Windows 7 or later and Mac OSX.

We recommend using Windows Operating system & Chrome browser to get the most out of the application.

3. Important Restrictions & Actions

1. All markers are assigned roles on a per version basis before they can mark. These roles will determine the level of access you have within mymarkis.
2. All marker roles within the system **excluding** those doing standardisation can pull down a **maximum** of 10 scripts to mark at any one time. Novice markers will have restrictions which will be lifted on promotion.
3. Scripts in your pending queue (scripts you have pulled down to mark but not yet submitted) will automatically be removed and returned to the marking pool after a certain time period. The time period varies according to the assessment but is typically 48 hours.
4. As a marker, you can only make changes to scripts you have submitted when it is in the grace period ("Completed Queue"). You cannot make changes to scripts in Sample & Release. Only Leads can make changes to marker scripts in Sample & Release.
5. You will be informed via email if a script you flagged as malpractice has been returned to you. You will have **10 days (240 hours)** from this point to submit the script.
6. The system **automatically** allocates **performance codes**. Only 8985, 8992/8991 assessment requires the marker to manually select performance codes from the drop down options.

All Examiner Queries to:
Examiner@cityandguilds.com

4. The Marking Process

This section takes you through a typical marker workflow. We show you how to login, pull down, mark and submit scripts. This process relates to markers with the following system roles:

- **Novice** – marker restricted to marking a limited number of live scripts
- **Examiner** – can mark up to 10 live scripts at any given time
- **Team Lead (TL)** - can mark up to 10 live scripts at any given time
- **Deputy Chief Examiner (DCE)**- can mark up to 10 live scripts at any given time
- **Chief Examiner (CE)** - can mark up to 10 live scripts at any given time

If you have a Trainee role then you must complete standardisation first. See Section “Marking standardisation scripts – Trainees”.

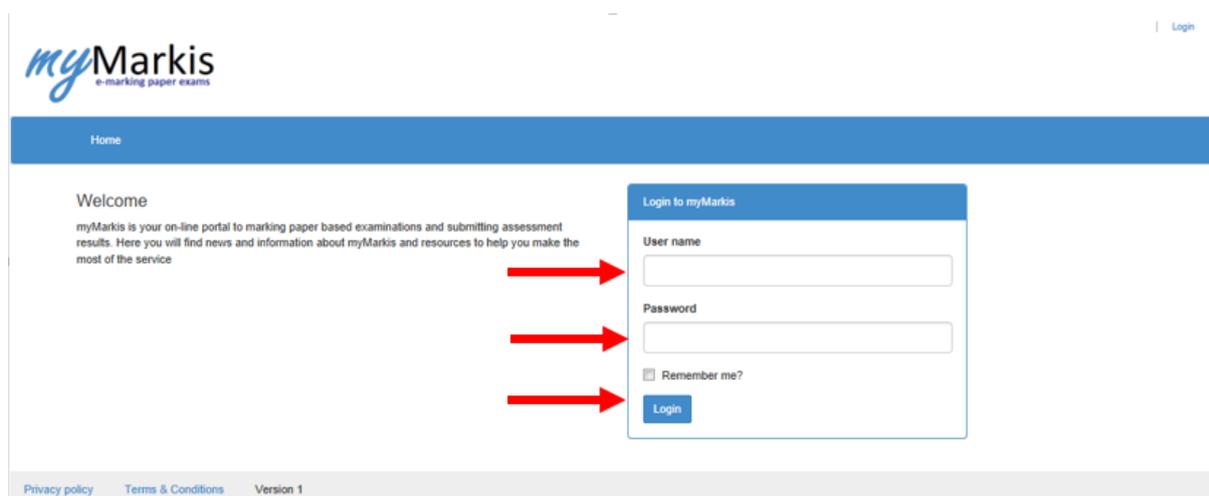
Standardisation may involve the completion of Gateway Tests only or you may be required to complete other standardisation scripts like: Practice, Training and Self-Assessment Scripts before you become a Novice marker.

4.1 Log into myMarkis

1. Launch your web browser and enter web address using private browsing or incognito mode in chrome:
<https://www.mymarkis.com>



2. The login window will display, enter your registered username and password in the required fields and click **Login**. This will have been emailed to you.



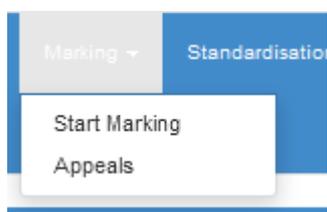
3. The Home page will display.

 Save the website address to your **favourites/bookmarks** for future use.

 For best results always log into mymarkis using "private mode". If you don't use private mode then you will need to clear your cache every time before using the system.

4.2 Start Marking

1. Select the **Marking** link on the main menu then click **Start Marking** from the drop down.



2. Select the suite you want to mark from the drop down menu, then click the **Edit** icon under "View Version Details" for the assessment you want to mark. See red arrow below.

| Assessment Level Exam Counts | | | |
|--|-------------------|--------------------|---|
| Assessment Name | Assessment Number | Available Bookings | View Version Details |
| Entry Level International Listening ESOL | 8981-171 | 4037 |  |

Select Suite: 8981

Page 1 of 1 | 10 items per page | 1 - 1 of 1 items

3. The Version dashboard will display.

 The drop down menu will display all the suites number you are approved to mark. Only one suite will be displayed if you are only approved to mark one assessment.

4.3 Pull Down/Download Scripts to Mark

1. On the version dashboard, select the number of scripts you want to mark from the drop down menu, then click the **Pull Scripts** button.

The system will randomly allocate scripts to you based on the available versions to mark. The system will provide scripts primarily based on a first in, first out basis.

| Assessment versions for 8961-171 | | | | | | | Select number of exams: 1 | Pull Scripts |
|----------------------------------|-----------|---------|--------|------|-----------|-----------|---------------------------|--------------|
| Version Number | Available | Pending | Review | Held | Completed | Processed | | |
| 14VERA | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 14VERK | 354 | 0 | 0 | 0 | 0 | 1 | | |
| 14VERP | 531 | 0 | 0 | 1 | 0 | 3 | | |
| 14VERE | 1 | 0 | 0 | 0 | 0 | 0 | | |
| 13VERO | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 14VER5 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 14VERN | 222 | 0 | 0 | 0 | 0 | 0 | | |
| 13VERP | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 13VERQ | 0 | 0 | 0 | 0 | 0 | 0 | | |

2. The scripts you have pulled down will be displayed in your **pending** queue. Click on this number to continue.

| Assessment versions for 8992-111 | | | | | | | Select number of exams: 1 | Pull Scripts |
|----------------------------------|-----------|---------|--------|------|-----------|-----------|---------------------------|--------------|
| Version Number | Available | Pending | Review | Held | Completed | Processed | | |
| 14VERA | 19 | 0 | 0 | 0 | 0 | 2 | | |
| 14VERB | 35 | 0 | 0 | 0 | 0 | 0 | | |

Page 1 of 1 | 20 items per page | 1 - 2 of 2 items

3. A list of scripts in your **pending** queue will display. To begin marking a script, click the **Mark** icon under the Action column.

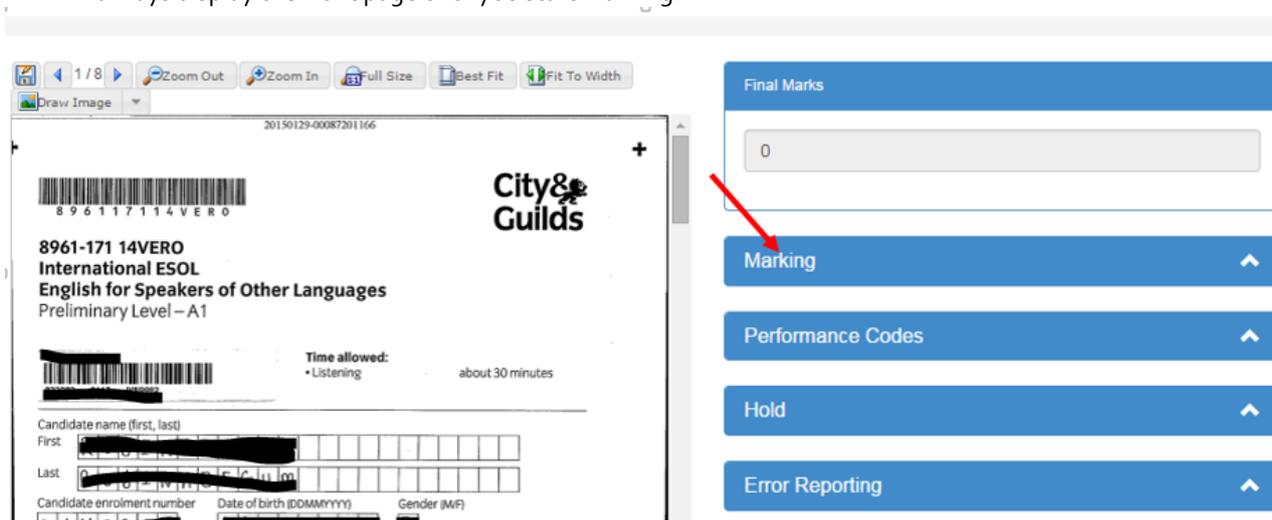
The 'Deadline Date' is the latest date the marks must be submitted. If this is not done, then the script will be automatically de-allocated and returned to the marking pool.

| Pending exams for 8961-171 / 14VERK | | | | | | | |
|-------------------------------------|---------------|---------|---------------------|---------------------|---------------------|---------------------|--------|
| Exam Ref. No. | Examiner Name | Status | Exam Date | Deadline Date | Date Started | Date Finished | Action |
| 203379192-1010 | GregM-200786 | Pending | 17-01-2015 10:00:00 | 08-04-2016 15:12:20 | 06-04-2016 15:12:20 | 04-02-2015 13:23:50 | ⊗ |
| 203379191-1050 | GregM-200786 | Pending | 17-01-2015 10:00:00 | 08-04-2016 15:12:20 | 06-04-2016 15:12:20 | 04-02-2015 13:21:34 | ⊗ |
| 203379191-1060 | GregM-200786 | Pending | 17-01-2015 10:00:00 | 08-04-2016 15:12:20 | 06-04-2016 15:12:20 | 04-02-2015 13:22:41 | ⊗ |

Page 1 of 1 | 20 items per page | 1 - 3 of 3 items

4. On clicking the **Mark** icon (under the Action Column), the marking page will display.

An image of script will be on the left while the marking tool boxes will be on the right. The image of the script will always display the front page until you start marking.



4.3.1 The Marking Window

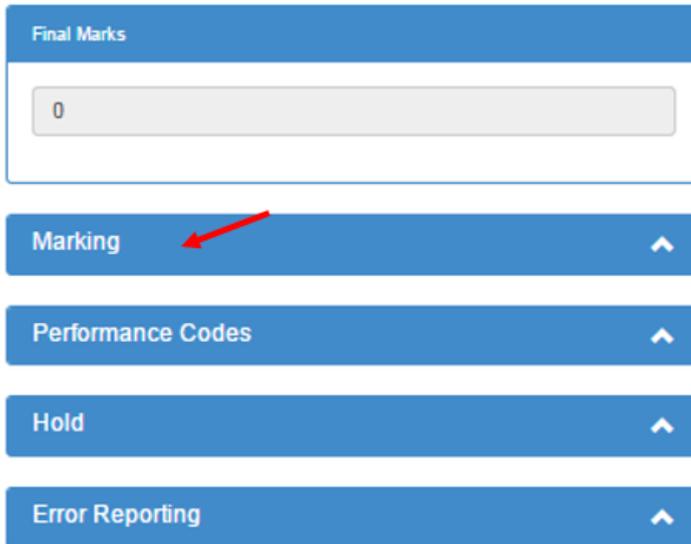
1. **Script Image:** This will display on the left of the screen. At the top of the image is a tool bar, which will include general tools to control or navigate the image. The tool bar also contains the annotations for marking or showing.
2. **Marking Box:** This will display on the right of the screen and script image (indicated by red arrow in above image). This box contains the fields to insert your marks. If you are marking a script by annotation, then you will need to use the annotation tool instead. Click the Marking link to minimise or expand it.
3. **Performance Code Box:** This displays performance codes which are automatically generated, so markers **do not** have to select them. Only assessment "8992" is exempt from this, as it requires the markers to manually select the performance codes.
4. **Hold Box:** Use this to raise a malpractice request. **Scripts need to be fully marked** in order to raise a malpractice request.
5. **Error Reporting Box:** Use this to raise an issue with the script. For example, if you cannot mark due to image quality or the scanning is poor or blank script etc.



If a script has additional pages (so the candidate has used extra paper or provided the answers on separate paper) this will be scanned at the back of the script. Scroll all the way down (using the scroll bar) to find the extra or additional pages. You cannot use the page links to find additional pages – you must use the scroll bar.

4.4 The Marking Box

1. To begin marking, click on the **Marking** link (in the blue tab) to open it. It is generally closed.

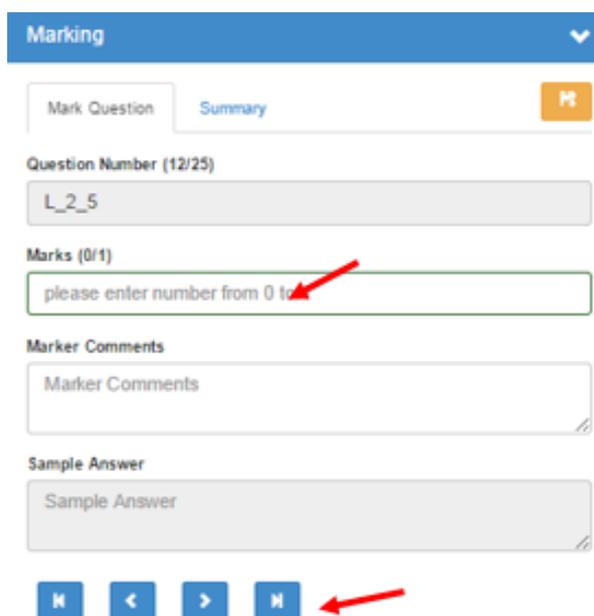


The image shows a vertical stack of blue tabs. The top tab is labeled 'Final Marks' and contains a text input field with the number '0'. Below it are four more tabs: 'Marking', 'Performance Codes', 'Hold', and 'Error Reporting'. A red arrow points to the 'Marking' tab, which has a small upward-pointing arrow on its right side.

2. In the **Marks** field, enter marks for related question. As you enter the mark (see red arrow in below image), the pages of the script will automatically change.

Note: If you are marking a script by annotation then the **Marks** field will be disabled. The only way to enter marks in this case will be to use the annotations tool. Please refer to the Annotations Video on how to mark by annotations.

You can insert comments into the **Marker Comments** field related to the question. Click enter or use the navigation keys to move to the next question.

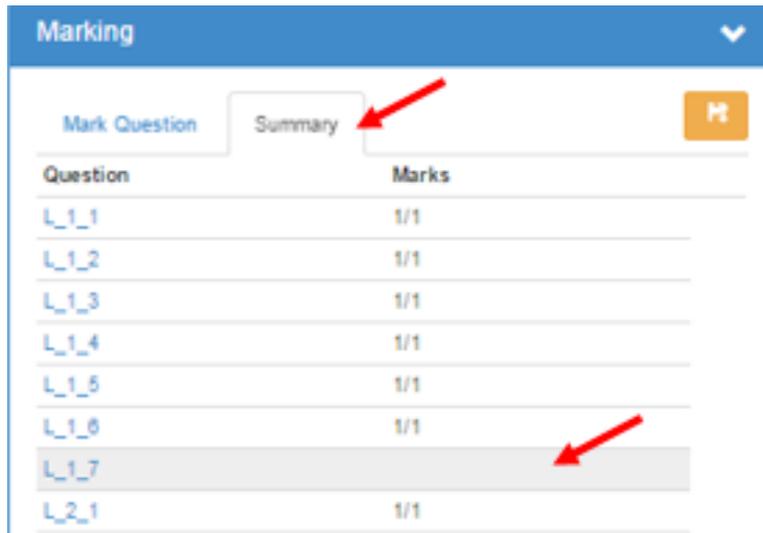


The image shows the 'Marking' tab expanded. It contains several sections: 'Mark Question' with a 'Summary' sub-section and a 'Mark' icon; 'Question Number (12/25)' with a text input field containing 'L_2_5'; 'Marks (0/1)' with a text input field containing 'please enter number from 0 to' and a red arrow pointing to the end of the text; 'Marker Comments' with a text input field; and 'Sample Answer' with a text input field. At the bottom, there are four navigation buttons: a 'Mark' icon, a left arrow, a right arrow, and another 'Mark' icon. A red arrow points to the second 'Mark' icon.

- Once marking is complete, click the **Summary** tab beside the **Mark Question** tab. Questions that have not been marked will be highlighted in grey.

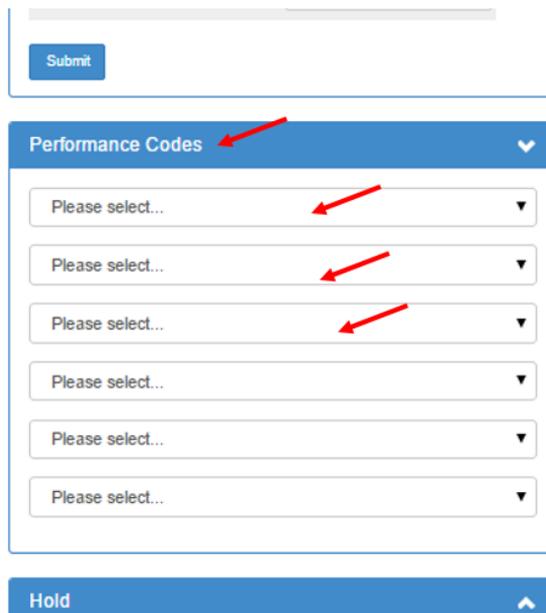
If your assessment requires you to manually insert performance codes – **Go to Step 4**

All other markers – Please **Go to Step 5**

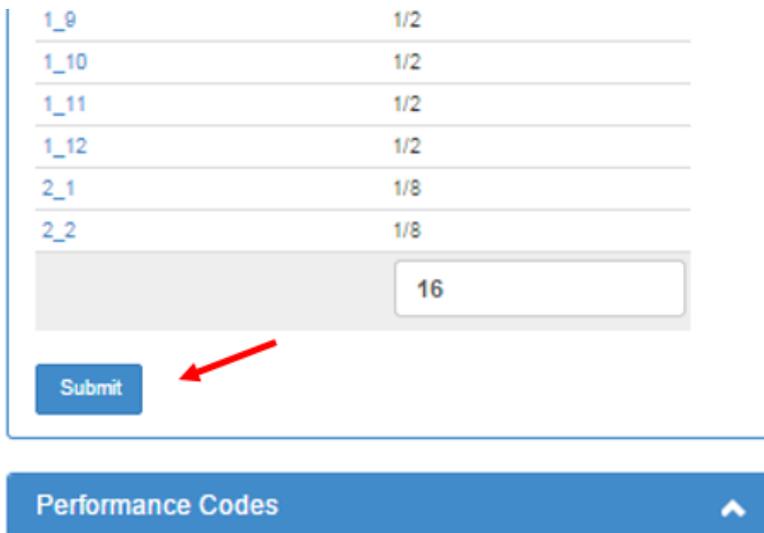


- If your assessment requires you to insert performance codes manually, click on the **Performance Code** box, then select the appropriate performance code from the drop down menu. Once this is complete go to next step.

This step (Step 4) is only relevant to assessment 8992*.

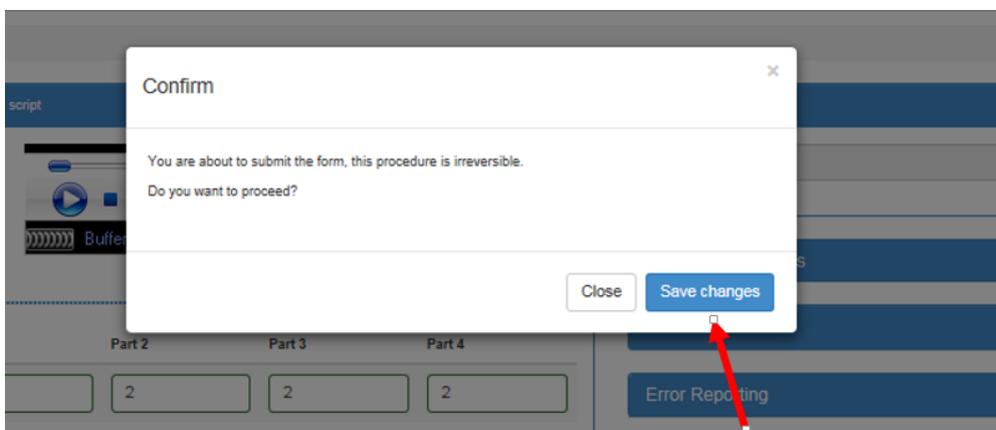


5. Scroll down to the bottom of the **Summary** tab and click **Submit**. The submit button will be deactivated if you have missing marks.



A screenshot of a 'Summary' tab interface. It features a table with two columns: the first column contains identifiers like '1_9', '1_10', '1_11', '1_12', '2_1', and '2_2'; the second column contains fractions like '1/2' and '1/8'. Below the table is a grey box containing a white input field with the number '16'. A blue 'Submit' button is located at the bottom left, with a red arrow pointing to it. Below the entire form is a blue bar with the text 'Performance Codes' and an upward-pointing arrow.

6. A pop-up will appear when you click submit. If you are happy with your marking and want to submit it, click **Save Changes**. If not click **Close** to return.



Once you submit, the screen will return you to the version dashboard.



Scripts submitted will either go into the Completed (if not sample & Release is set) or Review queue (If sample & Release is set). Malpractice scripts will go into the Hold Queue.



Performance codes are automatically applied. If manual selection is required, it will be highlighted on your marking scheme provided by the Chief Examiner.



To save your marks without submitting, click the **Save** button at anytime. You can return to saved scripts, which will be in your pending queue.

4.5 The Version Dashboard

The version dashboard provides key monitoring data for markers on a version level basis. The version dashboard will list all the live versions available in the system for a particular assessment. For Dated exams the version is the exam date and may be referred to as the Batch.

Assessment versions for 8961-171 Select number of exams:

| Version Number | Available | Pending | Review | Held | Completed | Processed |
|----------------|-----------|---------|--------|------|-----------|-----------|
| 14VERA | 0 | 0 | 0 | 0 | 0 | 0 |
| 14VERK | 354 | 0 | 0 | 0 | 1 | 0 |
| 14VERP | 531 | 0 | 0 | 1 | 3 | 0 |
| 14VERE | 1 | 0 | 0 | 0 | 0 | 0 |
| 13VERO | 0 | 0 | 0 | 0 | 0 | 0 |
| 14VERS | 0 | 0 | 0 | 0 | 0 | 0 |
| 14VERN | 222 | 0 | 0 | 0 | 0 | 0 |
| 13VERP | 0 | 0 | 0 | 0 | 0 | 0 |
| 13VERQ | 0 | 0 | 0 | 0 | 0 | 0 |
| 14VERD | 948 | 0 | 0 | 1 | 0 | 1 |
| 14VERB | 0 | 0 | 0 | 0 | 0 | 0 |
| 13VERN | 0 | 0 | 0 | 0 | 0 | 0 |
| 14VERM | 207 | 0 | 0 | 0 | 0 | 0 |
| 13VERF | 0 | 0 | 0 | 0 | 0 | 0 |
| 14VERO | 971 | 0 | 0 | 0 | 1 | 0 |
| 14VERL | 803 | 0 | 0 | 0 | 0 | 0 |

Page 1 of 1 items per page 1 - 16 of 16 items

4.5.1 Dashboard Queues

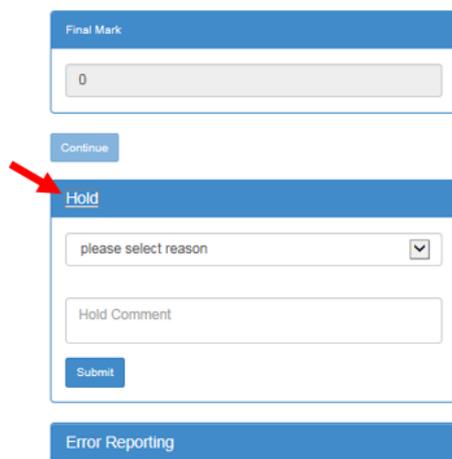
1. **Available:** Shows the number of scripts available in the system to mark for all markers. Also referred to as the "marking pool".
2. **Pending:** Shows the number of scripts a marker has personally pulled down to mark. This will also show malpractice scripts returned to the marker by the Assessment team.
3. **Review:** Shows the number of scripts a marker has submitted but requires the Chief Examiner or Team Lead to sample and release before it is released.
4. **Held:** Shows the number of scripts that a marker has submitted for malpractice investigation. This will also show scripts in sample and release that have been submitted by the Team Lead for malpractice investigation on behalf of the marker.
5. **Completed:** Shows the number of scripts that a marker has marked and submitted. Scripts in this queue can still be edited by the examiner. Scripts in this queue are referred to as being in the **Grace Period**.
6. **Processed:** Shows the number of scripts that have candidate results published. No changes can be made to the marks of the script once it is in this queue.

5. Reporting Suspected Malpractice

During marking, if you suspect a candidate for malpractice, you can report it using the **Hold** feature. Your Team Lead or Chief Examiner will need to approve it. The script will be returned to you to mark and submit if it has not been approved as malpractice.

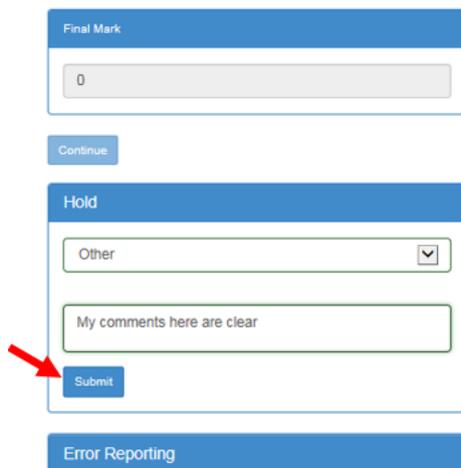
You can report a script as malpractice from within the marking page.

1. To report a script as possible malpractice, ensure the script is marked fully, then click the **Hold** link on the marking page to open the box.



The screenshot shows a marking page interface. At the top, there is a 'Final Mark' section with a text input field containing the number '0'. Below this is a 'Continue' button. A red arrow points to a blue button labeled 'Hold'. Below the 'Hold' button is a form with a dropdown menu containing the text 'please select reason', a 'Hold Comment' text input field, and a 'Submit' button. At the bottom of the page is an 'Error Reporting' button.

2. Select the most appropriate option from the drop down menu.
3. Insert reason for your suspicions in the comment field and click **Submit**.



The screenshot shows the same marking page interface as above, but the 'Hold' form is now filled out. The dropdown menu is set to 'Other'. The 'Hold Comment' field contains the text 'My comments here are clear'. A red arrow points to the 'Submit' button. The 'Error Reporting' button remains at the bottom.

- Scripts you have sent for malpractice will show up in your version dashboard under the **Held** queue.

Assessment versions for 8959-111

| Version Number | Available | Pending | Review | Held | Completed | Processed |
|----------------|-----------|---------|--------|------|-----------|-----------|
| 14VERB | 5 | 0 | 0 | 1 | 0 | 0 |

- You will receive an email if a script you sent for malpractice has been returned to you.
- Click the link in the email, this will take you directly to the script in myMarkis.




Malpractice script release

Dear **Name**,

This email has been triggered by the release of Malpractice case **Exam Reference Number**, from the Assessment team, back into your workflow. This exam is now visible in your **Pending** queue under **AssessmentNumber VersionNumber** and requires action from you. Please make sure you check the malpractice comments for any additional changes you may be required to make, before releasing the exam.

[>click here to access the exam](#)

If you have any questions or are unsure on what action is required from you, please contact your Assessment contact.

Kind Regards

Investigations Team
City & Guilds

- Make changes to the marks if required or submit it.



The version dashboard will display the scripts under malpractice investigation.



You will have up to 10 days to submit any scripts returned to you from malpractice before it is de-allocated from your pending.

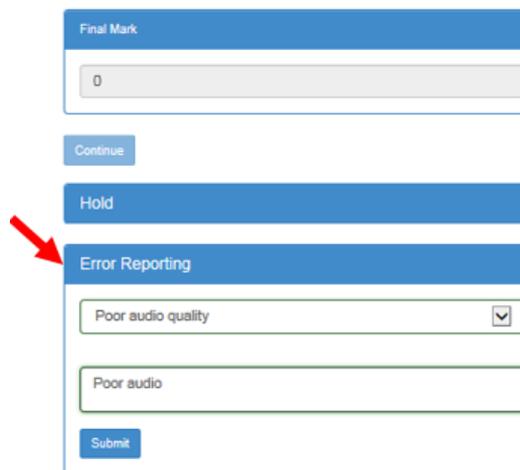


You will be notified by email when scripts are returned to you from malpractice.

6. Report a Technical Issue

If you have a technical issue that prevents you from marking a script, you can report it using the **Error Reporting** feature on the marking page. This feature is typically used for image scanning or quality issues.

1. To report a technical issue, click the **Error Reporting** link on the marking page to open the box.



The screenshot shows a marking page interface. At the top, there is a 'Final Mark' section with a text input field containing the number '0'. Below this is a 'Continue' button. The next section is 'Hold', followed by the 'Error Reporting' section, which is highlighted with a red arrow. The 'Error Reporting' section contains a dropdown menu with 'Poor audio quality' selected, a text input field with 'Poor audio' entered, and a 'Submit' button.

2. Select the most appropriate option from the drop down menu
3. Insert reason for the technical issue in the comment field and click **Submit**.



This is a close-up view of the 'Error Reporting' form. It shows the dropdown menu with 'Poor audio quality' selected, the text input field containing 'Poor audio', and the 'Submit' button. A red arrow points to the 'Submit' button.

 Scripts sent to error reporting will be investigated by the Administration team. The script will not show up in any queue, so you can carry on marking.

 The Administration team will investigate and resolve the issue and the script involved will be placed back in the marking pool.

7. Grace Period

You can make changes to the marks of a script after you have submitted it as long as the script is still in the grace period. Scripts still in the grace period will show up in the **Completed** queue only in the version dashboard. The grace period will vary depending on the assessment but is typically 48 hours.

1. You can only edit a script within a **set time period** of submitting it, if it has **NOT** been sent for Sample & Release. To edit, click on the **Completed** section within the version dashboard for the assessment.

Assessment versions for 4867-022

| Version Number | Available | Pending | Review | Held | Completed | Processed |
|----------------|-----------|---------|--------|------|-----------|-----------|
| 150608-EN1 | 0 | 0 | 1 | 0 | 5 | 0 |

Page 1 of 1 | 20 items per page | 1 - 1 of 1 items

2. Identify the script you want to edit then click on the **View** button (see red arrow in below image) under Action to display the script.

Completed exams for 4867-022 / 150608-EN1

| Exam Ref. No. | Examiner Name | Status | Exam Date | Deadline Date | Date Started | Date Finished | Action |
|----------------|---------------|-----------|---------------------|---------------------|---------------------|---------------------|--------|
| 108170870-1060 | flow11-6611 | Completed | 08-06-2015 10:30:00 | 16-02-2016 09:12:33 | 16-02-2016 09:12:33 | 16-02-2016 09:13:44 | |
| 108170870-1020 | flow11-6611 | Completed | 08-06-2015 10:30:00 | 12-02-2016 13:09:32 | 12-02-2016 13:09:32 | 12-02-2016 13:09:49 | |
| 108170870-1070 | flow11-6611 | Completed | 08-06-2015 10:30:00 | 16-02-2016 09:12:33 | 16-02-2016 09:12:33 | 16-02-2016 09:13:23 | |
| 108170870-1040 | flow11-6611 | Completed | 08-06-2015 10:30:00 | 16-02-2016 09:12:33 | 16-02-2016 09:12:33 | 16-02-2016 09:13:00 | |
| 108170870-1010 | flow11-6611 | Completed | 08-06-2015 10:30:00 | 12-02-2016 10:14:51 | 12-02-2016 10:14:51 | 12-02-2016 11:21:39 | |

Page 1 of 1 | 20 items per page | 1 - 5 of 5 items

3. Click the **Marking** link, and update your marks. When you are finished go to the **Summary** Tab and click **Update**. This will update the marks.

Marking

Mark Question Summary

| Question | Marks |
|----------|-------|
| 1_L | 1/4 |
| 1_C | 0/8 |
| 1_GR | 0/4 |
| 1_SP | 0/4 |
| 1_TF | 0/7 |
| 2_L | 0/4 |
| 2_C | 0/8 |
| 2_GR | 0/4 |
| 2_Sp | 0/4 |
| 2_TF | 0/7 |
| 3_C | 0/10 |
| 3_GR | 0/4 |
| 3_SP | 0/4 |
| 3_TF | 0/7 |
| 4_C | 0/10 |
| 4_GR | 0/4 |
| 4_SP | 0/4 |
| 4_TF | 0/7 |

Update

4. Click **Save Changes** on pop-up. At this point your changes will take effect. If you click **close** the original marks will remain.

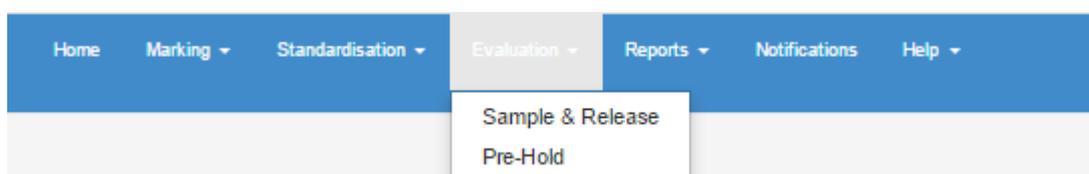
8. Sample & Release (Review) – Senior Examiners Only

This functionality is **only available to senior examiners** (Team Leads, Deputy Chief Examiners and Chief Examiners).

If Sample & Release has been activated for the assessment, then a percentage of scripts will be made available for review.

The words "Sample & Release" and "Review" are used interchangeably in this document.

- To access sample & release, click on the **Evaluation** link on the main menu, then click **Sample & Release** from the drop down menu.



- The Sample & Release page will display showing scripts of all the examiners you manage. There are two tabs displayed. The **Examiner Tab** shows scripts for examiners, while the **Novice Tab** shows scripts for Novices'.

Review

Examiner Novice

Release Exams Clear Filter

| Assessment Number | Version Number | Exam Reference Number | Exam Date | Date Started | Date Finished | Total Marks | User Name | Role Name | Selected | Action |
|-------------------|----------------|-----------------------|------------------|------------------|------------------|-------------|-----------|-----------|--------------------------|--------|
| 8068-308 | 150604-EN1 | 108039595-2050 | 04/06/2015 10:30 | 03/03/2016 15:38 | 03/03/2016 15:39 | 22 | flow11 | Examiner | <input type="checkbox"/> | Review |
| 4867-022 | 150608-EN1 | 108170870-1030 | 08/06/2015 10:30 | 12/02/2016 13:04 | 12/02/2016 13:05 | 27 | flow11 | Examiner | <input type="checkbox"/> | Review |
| 4867-022 | 150608-EN1 | 108170870-1290 | 08/06/2015 10:30 | 16/02/2016 11:51 | 16/02/2016 14:13 | 27 | flow12 | Examiner | <input type="checkbox"/> | Review |
| 4867-022 | 150608-EN1 | 108170870-1350 | 08/06/2015 10:30 | 16/02/2016 11:51 | 16/02/2016 14:10 | 27 | flow12 | Examiner | <input type="checkbox"/> | Review |
| 4867-022 | 150608-EN1 | 108170870-1360 | 08/06/2015 10:30 | 16/02/2016 11:51 | 16/02/2016 14:09 | 27 | flow12 | Examiner | <input type="checkbox"/> | Review |

- The Sample & Release section will show all the scripts that require reviewing. By default only 10 scripts will display. Use the filters at the bottom of the page to display all scripts.
- To start reviewing, select a specific script then click the **Review** button. The marking page will display.

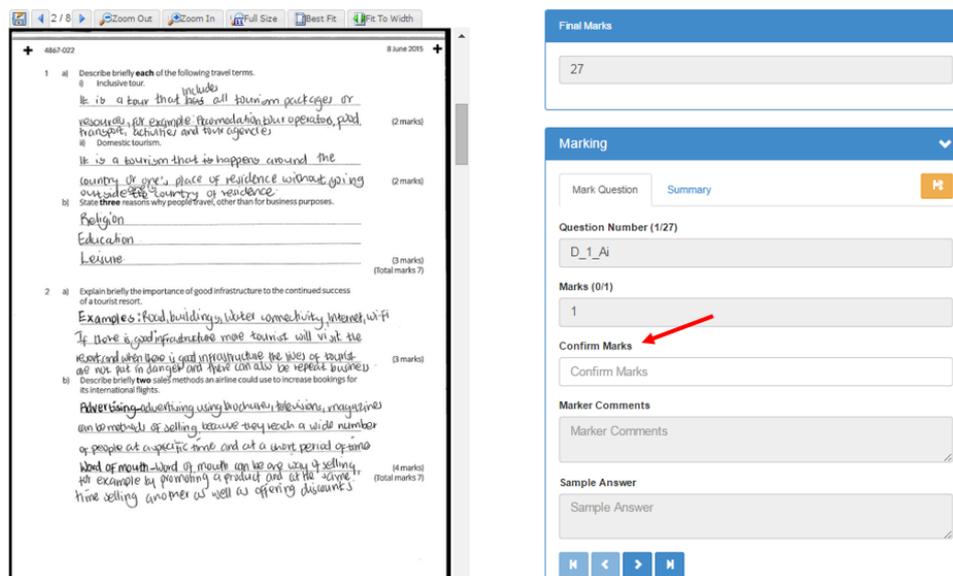
Review

Examiner Novice

Reset Exams Release Exams Clear Filter

| Assessment Number | Version Number | Exam Reference Number | Exam Date | Date Started | Date Finished | Total Marks | User Name | Role Name | Selected | Action |
|-------------------|----------------|-----------------------|------------------|------------------|------------------|-------------|-----------|-----------|--------------------------|--------|
| 8961-171 | 14/ERM | 203378859-1050 | 17/01/2015 10:00 | 19/05/2016 14:58 | 20/05/2016 08:59 | 25 | fexaminer | Examiner | <input type="checkbox"/> | Review |

- Click **Marking** to display the marking box on the marking page.



6. To make changes to the marks the examiner has placed, simply enter your marks into the **Confirm Marks** field.

7. Once complete, go to the **Summary** tab to view the Examiner's and Reviewer's marks.



8. Click the **Review** button at the bottom of the **Summary** tab to submit the script.



You can raise a malpractice or technical issue also from this page on behalf of the examiner whose script you are reviewing.



If you are reviewing a script that requires marking by Annotation, then you will have to use the Annotations tool to confirm marks. The annotations you place on the script will be displayed in Red to differentiate it from the examiners annotations in Green. Please watch the Annotations video.



You only need to confirm marks for questions where the marks you give differ from the examiner.

9. Notifications

Notifications are messages sent by the system. All users have access to notifications which is available through the main menu.

System notifications are generally sent on issues about standardisation or malpractice.

Email notifications go out at 9 am and 1 pm UK time. You will only receive emails if you have new notifications.

1. To access notifications, log in and click on the **Notifications** link on the main menu. The notifications inbox will display.

| Assessment | Version | User | Notification Type | Changed By | Comments | |
|------------|---------|-------------|------------------------------|-------------|--|---|
| 8959-111 | | flow21-5511 | System promoted notification | flow21-5511 | System awaiting for promotion : For Assessment 8959-111 user flow21-5511. |  |
| 8959-111 | | flow21-5511 | Scripts completed | flow21-5511 | Seeded completed by flow21-5511 as Novice for 8959-111, Version 14VERB, Total Scripts: 0, Completed Scripts: 1, With in Tolerance: 1, Out of Tolerance: 0 |  |
| 8959-111 | | flow21-5511 | Scripts completed | flow21-5511 | Gateway_Tests completed by flow21-5511 as Novice for 8959-111, Version 14VERB, Total Scripts: 1, Completed Scripts: 1, With in Tolerance: 1, Out of Tolerance: 0 |  |
| 8959-111 | | flow21-5511 | Promoted by system | flow21-5511 | System promotion : For Assessment 8959-111 user flow21-5511 from Trainee to Novice. |  |

Page 1 of 1 | 20 items per page | 1 - 4 of 4 items

2. To disable a notification pop up message, click the read message icon (envelope).



Notifications are sent for standardisation, malpractice, appeals and suspensions.

10. Pre-Hold – Senior Examiners Only

This functionality is **only available to senior examiners** (Team Leads, Deputy Chief Examiners and Chief Examiners).

When a script is placed on Hold by an examiner, you will receive a notification. Held scripts must then be approved before they can be sent to the Assessment team for investigation.

- Once an examiner has placed a script on hold, the Team Lead will receive a notification of the hold. If there is no Team Lead, then the notification will go directly to the Chief Examiner.

Notifications

| Assess... | Ver... | User | Change T... | Previous Role | Promoted Role | Changed By | Comments | | |
|-----------|--------|-------------|-------------|---------------|---------------|-------------|--|--|--|
| 4867-022 | | flow12-6622 | Exam Hold | | Examiner | flow12-6622 | Exam hold by flow12-6622 - Exam Ref - 108170870-1380, Date Hold - 02/16/2016 00:00:00, AssessmentNumber - 4867-022, Version - 150608-EN1 | | |
| 4867-022 | | flow12-6622 | Exam Hold | | Examiner | flow12-6622 | Exam hold by flow12-6622 - Exam Ref - 108170870-1280, Date Hold - 02/16/2016 00:00:00, AssessmentNumber - 4867-022, Version - 150608-EN1 | | |

- Go to **Evaluation** and then click on the **Pre-hold** link to see the scripts placed on hold by examiners you manage.

Pre-Hold

| Assessment Number | Version Number | Exam Reference Number | Exam Date | Date Started | Date Finished | User Name | Total Marks | Hold Reason | Action |
|-------------------|----------------|-----------------------|------------------|------------------|------------------|-------------|-------------|-----------------------|----------------------|
| 8961-171 | 14VERL | 107874412-3040 | 09/12/2014 11:00 | 25/01/2016 09:51 | 17/02/2015 17:56 | user26 | 25 | Suspected malpractice | View |
| 8961-171 | 14VERM | 203378544-1350 | 17/01/2015 10:00 | 19/05/2016 14:56 | 01/02/2015 17:15 | fs Examiner | 25 | Suspected malpractice | View |

- Click on **View** to see the marking page for a specific script. At this point read the notes (within the Hold box) and determine if the request is valid. If the request is valid, click the **Submit** button (within the hold box) to approve it or click the **Unhold** button to return the script back to the examiner.

Hold

Suspected malpractice

test

UnHold **Submit**

Clicking submit will send the script to the next person on the team hierarchy. So if the Team Lead is approving it, then the script will go to the Chief Examiner. If the Chief Examiner is approving it, then the script will go directly to the Investigations Team.

If you **Unhold** a script, include your reasons in the comments box (within the hold box)

11. Marking Appeals

You may get a notification to mark a script as part of an appeals process. These will be scripts that have already been marked but require re-marking due to a student appeal.

You will not be asked to re-mark a script that you have personally marked.

1. You will receive an email prompting you to log into your account to check your notifications
2. Log into myMarkis and click **Notifications** on the main menu. You will also notice the notification pop up (Bottom right of the screen).



3. Click the envelope icon to acknowledge receipt of the notification.

| Assessment | Version | User | Notification Type | Changed By | Comments | |
|------------|---------|------------|----------------------|--------------|---|--|
| 8961-171 | 14VERD | fschief-00 | Appeal exam assigned | GregM-200788 | Exam Appeal Pending assigned by GregM-200788 -Exam Ref - 203379207-2050.Exam Assigned date - 03/06/2016 14:55:05.AssessmentNumber - 8961-171.Version - 14VERD | |

4. Click on **Marking > Appeals** on the main menu. The Appealed Exams page will display showing the exams in your queue that need to be remarked as part of an appeals process.

| Assessment Number | Version Number | Enrolment Number | User Name | Exam Reference Number | Date Started | Date Finished | Exam Status | Mark |
|-------------------|----------------|------------------|------------|-----------------------|---------------------|---------------|-------------|------|
| 8961-171 | 14VERD | AR23675 | fschief-00 | 203379207-2050 | 03-06-2016 15:55:05 | | Pending | |

5. Click the **Mark** icon on the right of the script to start re-marking. The marking page will display.
6. Mark and submit the script. Once complete, you will be returned to the Appeals page and the status of the script will be **"Completed"**.

| Assessment Number | Version Number | Enrolment Number | User Name | Exam Reference Number | Date Started | Date Finished | Exam Status | Mark |
|-------------------|----------------|------------------|------------|-----------------------|---------------------|---------------------|-------------|------|
| 8961-171 | 14VERD | AR23675 | fschief-00 | 203379207-2050 | 03-06-2016 15:55:05 | 03-06-2016 18:38:59 | Completed | |

7. Log out. The re-marking process is complete.

12. Setting up Standardisation

All standardisation scripts are created, verified and approved by the Chief Examiner (CE), usually in consultation with the other members of the senior team. All members of the senior team can suggest scripts for standardisation but the Chief Examiner is the only person that can approve them.

Standardisation in this document is used to refer to the setting up of; Training Scripts, Practice Scripts, Self-Assessment Scripts, Gateway Tests and Seeded Scripts.

Chief Examiners can decide what type of standardisation script best suits their assessment.

The process (From Trainee to Examiner)

Chief Examiners can approve markers as “**Examiners**” without markers having to go through any standardisation process. This will mean they will have access to marking live scripts straight away. However if markers need to be approved to mark, then the following standardisation process will apply.

Step 1: All markers going through at least one standardisation step like a Gateway Test – will start off as “**Trainees**”. As Trainees, markers will not be able to mark live scripts. They will only be able to go through the standardisation process. This may involve them taking just the Gateway Test or more standardisation scripts like Training, Practice or Self-Assessment scripts.

Step 2: Markers can only be promoted to “**Novice**” if they pass the Gateway Test. As a Novice marker they will have access to a limited number of live scripts. The number of live scripts Novice markers can mark will be set by the system to 5 scripts but it can be changed by the Chief Examiner.

Step 3: Team Leads will need to decide whether to manually promote Novice markers to Examiners after reviewing their Novice scripts or leave them as Novice markers. As an Examiner you will have access to mark 10 live scripts at any given time. If you choose to keep a marker as a Novice marker then you will need to update the number of scripts they can mark.

Standardisation Options

The first step to setting up standardisation is to decide which option or options will work best with your assessment. You can choose to setup one, some or all standardisation options. For example, you may only choose to setup Gateway Tests, or Gateway Tests and Seeded Scripts etc. In order for Trainees to get promoted to Novice markers then the Gateway test **Must** be setup.

1. **Training Scripts** – Setup not compulsory, these are pre-marked scripts that Trainees can review.
2. **Practice Scripts** – Setup not compulsory, these are pre-marked scripts that a Trainee can run-through while analysing CE or TL marks.
3. **Self-Assessment Scripts** – Setup not compulsory, these are unseen scripts that a Trainee marks before they take the Gateway Test. It is a private activity that cannot be tracked by the Team Lead or Chief Examiner.
4. **Gateway Test** – These are scripts that a Trainee must pass in order to get promoted to a Novice marker. Trainees must mark scripts within a tolerance to pass.
5. **Seeded Scripts** – Setup not compulsory, these are unseen scripts that are interspersed within the script allocation for a Marker.

Ways to Suggest a Script for Standardisation

There are two methods to suggest scripts for standardisation.

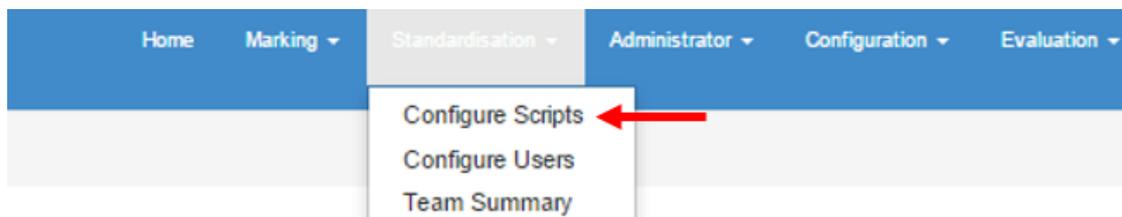
1. Suggesting through **Configure Scripts** – This is the primary method of setting up standardisation scripts. However, you will **not** be paid for marking scripts through this method as these scripts are not live. They are an exact copy of the live scripts.
2. Suggesting while marking – This is a secondary method of refreshing standardisation scripts. This allows for a member of the senior team to suggest a script while they are marking a live script.

Setup Standardisation Scripts through Primary Method

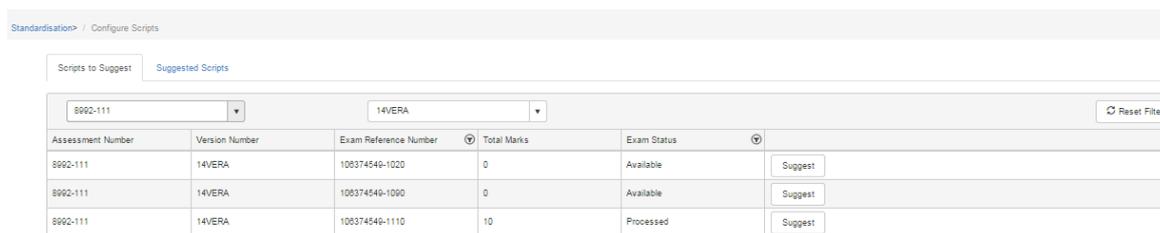
The primary method involves selecting, suggesting and the approving selected scripts for standardisation. Standardisation scripts can be for Training, Practice, Self-Assessment, Gateway or Seeded Scripts.

The following steps take you through suggesting scripts for standardisation through the Configure Script functionality. This functionality will allow you to select live scripts to use for standardisation.

1. To suggest a script for any type of standardisation e.g Practice, Training, Self-assessment, Gateway or Seeded Scripts – Click **Standardisation** on the main menu and then click **Configure Scripts**.



2. Select the **Scripts to Suggest** Tab, and then select an assessment and version from the drop down menu



3. From the displayed list, Select a **Script to Suggest** for standardisation by clicking the **suggest** button on the right. Click "Yes" on the pop up to proceed..



You can select any script from any "Exam Status". The status is simply showing you what the current "Live" status of the script is. Selection of any script in this section will simply create a copy of the "Live" script, so it can be used for standardisation. The live script is unaffected.



If the "Exam Status" is "Completed" or "Processed" it means the live script has been marked.

- The script info page will display showing the script on the left and script info box on the right. In the script info box (see image below), select the type of standardisation script you want to set from the script info box, then click **Save Script**. Remember you can change your selection at any time (before it is approved by CE).

- You will notice that the script info page will display the **Total Mark Difference (TMD)** or the **Actual Mark Difference (AMD)** and you will be able to see the **Marking** and **Final Marks** display. You can change the TMD, AMD or both values (If displayed) from the default value if required. All changes or selections can be changed at any time before the script is approved by the Chief Examiner. So you could select the script as a training script and come back later to change it to a practice script. Once a script is approved, then only the Chief Examiner can make changes to the script. To continue, click **Marking** to open the marking box.

- At this point you can mark the script as per normal or if there are existing marks, then you can edit the marks. You can insert comments or notes on a per question basis into the **Lead Notes** field. These notes are displayed only to Trainees taking the Practice, Training and Self Assessment standardisation scripts only

The Chief Examiners' View:

The Chief Examiners' View interface consists of two main panels. The left panel, titled 'Marking', has two tabs: 'Mark Question' and 'Summary'. The 'Summary' tab is active, showing a table with columns 'Question' and 'Marks'. The table lists questions 1_1 through 2_2 with their respective marks. A total mark of 16 is displayed in a box at the bottom of the table. Below the table are two buttons: 'Approve' (green) and 'Reject' (red), with a red arrow pointing to the 'Reject' button. The right panel shows a form with a dropdown menu set to '5', a 'Script Status' dropdown set to 'Approved Pending', a 'Suggested By' text field containing 'teamce', and a 'Save Script' button.

8. Once a suggested script is submitted, then your chief Examiner will have to either approve or deny the request. Chief Examiners can approve their own scripts.
9. To view all the scripts that you have suggested for standardisation, click on **Standardisation** on the main menu > **Configure Scripts** and then click on the **Suggested Scripts** tab.
10. Select the assessment and version from the drop down menu to display all your suggested scripts. You can only see or view scripts you have personally suggested and you cannot edit scripts once they have been submitted, so they will have the "Approved Pending" script status.

The 'Suggested Scripts' tab displays a table of scripts. The table has the following columns: Exam Reference Number, Standardisation, Script Status, Suggested By, Approved By, Total Marks, Active, Action, and Download. The 'Script Status' column has a red arrow pointing to 'Approved Pending'. The 'Action' column has a red arrow pointing to a blue envelope icon. The table contains 8 rows of data. Below the table, there is a pagination bar showing 'Page 1 of 1' and '15 items per page'. A note at the bottom states: "** Note - Standardisation script results are not processed. Please be aware that the payment will not be made."



Once suggested scripts have been submitted for standardisation, you cannot edit the script. Only the CE will be able to edit the script after this point. The script status of script that have been submitted will be "**Approved Pending**".

Setup Standardisation Scripts through Secondary Method

The secondary method involves selecting and suggesting scripts for standardisation during live marking. During live marking you can suggest standardisation scripts for Training, Practice, Self-Assessment, Gateway or Seeded Scripts.

If the Chief Examiner suggests standardisation scripts during live marking, then those scripts are automatically approved. Other senior team members will still require the Chief Examiner to approve their suggested standardisation script.

Suggesting scripts during marking is an easy way of refreshing an existing list of standardisation scripts.

If you come across a potentially good script while marking and you want to suggest it as a Training, Practice, Self-Assessment, Gateway or Seeded Script, then;

1. Firstly, make sure you have marked all questions on the script. (If you are not familer with the marking process please read the Marking Process Section.
2. Then click the **Summary** tab, in the marking window

3. Scroll down to the bottom of the **Summary** tab. You should see the option to select a standardisation type from the drop down menu. If you do not see this option – it is because the script may already be an active or suggested standardisation script.

Marking

Mark Question Summary

| Question | Marks |
|----------|-------|
| 1 | 9/25 |
| 2 | 9/25 |

18

Practice Script Save Script

Submit

4. Select the standardisation type from the drop down menu, then click the **Save Script** button. Doing this will suggest the script to your Chief Examiner for standardisation but it does not submit your live script for results processing. That is in the next step.

L_4_4 1/1

L_4_5 1/1

L_4_6 1/1

25

Practice Script Save Script

Submit

5. You will need to submit your live script for results processing, so results can be processed for the candidate. Click the **Submit** button at the bottom of the **Summary** tab to do this. **This is an important step, do not skip this.**

Marking

Mark Question Summary

| Question | Marks |
|----------|-------|
| 1 | 9/25 |
| 2 | 9/25 |

18

Practice Script Save Script

Submit



If the **Submit** button is not active (so it is disabled) it means you have missing marks on your script. Make sure you have marks for all questions on the script, this will automatically make the Submit button active.

- Once you click submit, you will get a pop up message – Click **Save Changes** to proceed and submit your results.

Confirm

You are about to submit the form, this procedure is irreversible.
Do you want to proceed?

Close Save changes

- To view the status of any script you suggested – Go to **Standardisation > Configure Scripts** – Click on **Suggested Scripts** tab, then select the assessment and version from the drop down menu. The status of the script will be displayed.

Scripts to Suggest Suggested Scripts

4867-022 150608-EN1 [Reset Filter](#) [Save](#)

| Exam Reference Number | Standardisation | Script Stat | Suggested By | Approved By | Total Marks | Active | Action | Download |
|-----------------------|-----------------|------------------|--------------|-------------|-------------|-------------------------------------|-------------------|-------------------|
| 108170870-1010 | Practice | Approved | atoe-5554 | | 27 | <input checked="" type="checkbox"/> | ✉ | ↓ |
| 108170870-1020 | Training | Approved Pending | atdoe-5555 | | 27 | <input checked="" type="checkbox"/> | ✉ | ↓ |

Page 1 of 1 15 items per page 1 - 2 of 2 items

**** Note : Standardisation script results are not processed. Please be aware that the payment will not be made.**



Only senior team members can suggest scripts for standardisation.



You must ensure that after suggesting a script, you also submit that script during live marking. Suggesting the script alone does not process the results. You click "Save Script" to suggest and you click "Submit" to process the results.



Once scripts are suggested for standardisation and they show up in the suggested script tab, the initial script status will be "Approved Pending". This means the suggested standardisation script has not yet been approved by the Chief Examiner.



Once scripts are submitted for standardisation, you cannot edit the marks or access the script to make changes. The only person that can do that is the Chief Examiner.

How to Approve Suggested Standardisation Scripts

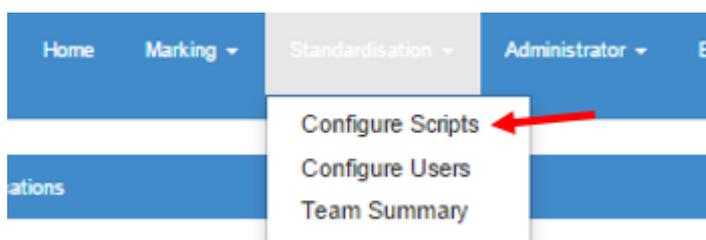
Chief Examiners are the only members of the senior team that can approve or decline suggested standardisation scripts. Suggested standardisation scripts can be; Training, Practice, Self-Assessment, Gateway or Seeded Scripts.

It is assumed that the standardisation process will be a collaborative effort between the senior team members. Once scripts are suggested by members of the senior team, they should inform the Chief Examiner (CE).

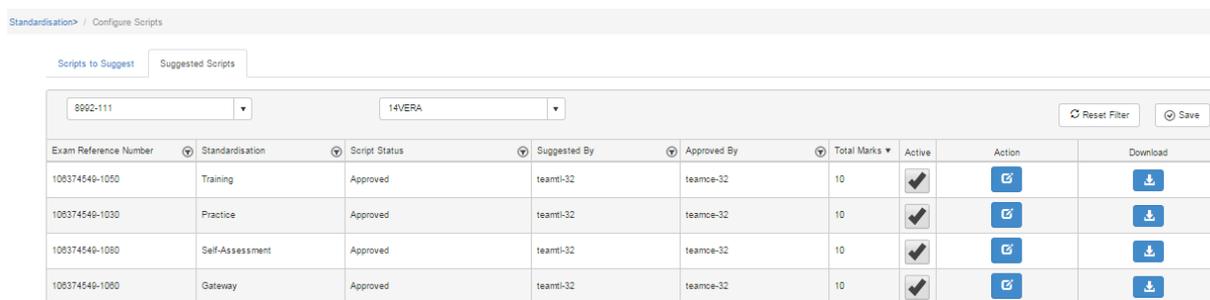
There are no internal messaging or alerts in myMarkis to notify the CE that a script has been suggested for standardisation. What this means is that the CE must log in to identify what has been suggested by his/her senior team, so that they can approve or decline them.

By approving a script as part of any standardisation process, the script will become immediately available to all markers. For example, markers taking a Gateway Test or Examiners marking seeded scripts.

1. Login into myMarkis
2. Click on **Standardisation** on the main menu then click **Configure Scripts**.



3. Click on the **Suggested Scripts** tab, then select the assessment and version you want to display. Both the assessment and version must be selected to get a result. For Dated Exams the version is the exam date.

A screenshot of the 'Configure Scripts' page in myMarkis. The page shows a table of suggested scripts with columns for Exam Reference Number, Standardisation, Script Status, Suggested By, Approved By, Total Marks, Active, Action, and Download. The table contains four rows of data, all with a status of 'Approved'.

| Exam Reference Number | Standardisation | Script Status | Suggested By | Approved By | Total Marks | Active | Action | Download |
|-----------------------|-----------------|---------------|--------------|-------------|-------------|-------------------------------------|-------------------|-------------------|
| 106374549-1050 | Training | Approved | teamtl-32 | teamce-32 | 10 | <input checked="" type="checkbox"/> | ✉ | ↓ |
| 106374549-1030 | Practice | Approved | teamtl-32 | teamce-32 | 10 | <input checked="" type="checkbox"/> | ✉ | ↓ |
| 106374549-1080 | Self-Assessment | Approved | teamtl-32 | teamce-32 | 10 | <input checked="" type="checkbox"/> | ✉ | ↓ |
| 106374549-1060 | Gateway | Approved | teamtl-32 | teamce-32 | 10 | <input checked="" type="checkbox"/> | ✉ | ↓ |

4. To quickly identify the scripts that have been suggested by the senior team but is waiting for approval – use the filter under **Script Status**. Click on the little arrow on the status and under value, select "Approved Pending". This will filter the results and only display the scripts that require approval.

| Script Status | Suggested By | Approved By |
|---------------|--------------|-------------|
| Approved | | teamce-32 |
| Approved | | teamce-32 |
| Approved | | teamce-32 |
| Approved | teamt1-32 | teamce-32 |

Show items with value that:

Is equal to ▼

-Select value- ▼

Filter Clear

- Once the list is filtered you can either start the approval process or view the script and marks. To see the script and marks – Go to **Step 6**. To start the approval process – **Skip To Step 8**
- If you want to view the script and marks with the possibility of downloading it for offline review, click on the **Download** button on the right of the displayed result.

| Exam Reference Number | Standardisation | Script St... | Suggested By | Approved By | Total Marks | Active | Action | Download |
|-----------------------|-----------------|------------------|--------------|-------------|-------------|-------------------------------------|--------|----------|
| 106374549-1020 | Practice | Approved Pending | teamce-32 | | 0 | <input checked="" type="checkbox"/> | | |

- The download page will display, showing the marks inserted for each question by the Marker. At this point you can download the marks and the script for offline viewing by clicking the symbols on the top left of the page. To return back the suggested list click the browser back button.

Standardisation > / Configure Scripts > / Download

Assessment Number: 8992-111

Assessment Version: 14VERA

Standardisation Name: Practice

Script Name: 106374549-1020

Configured TMD: 5

Total Lead Marks:

| Q. Number | Question | Minimum Marks | Maximum Marks | Configured AMD | Lead Marks |
|-----------|----------|---------------|---------------|----------------|------------|
| 1 | 1_1 | 0 | 2 | | |
| 2 | 1_2 | 0 | 2 | | |
| 3 | 1_3 | 0 | 2 | | |
| 4 | 1_4a | 0 | 1 | | |
| 5 | 1_4b | 0 | 1 | | |
| 6 | 1_5a | 0 | 1 | | |
| 7 | 1_5b | 0 | 1 | | |
| 8 | 1_A | 0 | 2 | | |

- To start approving suggested scripts, click on the **Edit** button under the **Action** column on the right of the script to begin the approval process.

| Exam Reference Number | Standardisation | Script St... | Suggested By | Approved By | Total Marks | Active | Action | Download |
|-----------------------|-----------------|------------------|--------------|-------------|-------------|-------------------------------------|--------|----------|
| 106374549-1020 | Practice | Approved Pending | teamce-32 | | 0 | <input checked="" type="checkbox"/> | | |

9. The script info page will display, showing the script on the left and the script info box on the right. The page will also show the marking box in the middle. At the time the page loads the marking box will be closed. To open the marking box simply click on it.

The screenshot shows a user interface with three main components. On the left, a 'Final Marks' box contains a text input field with the number '10'. Below it is a blue 'Marking' button with an upward-pointing arrow. On the right is a 'Script Info' box containing several fields: 'Script Type' (Gateway Script), 'Total Mark Difference' (5), 'Script Status' (Approved), 'Suggested By' (teamtl), and 'Approved By' (teamce). A green 'Save Script' button is located at the bottom right of the 'Script Info' box. A red arrow points from the 'Marking' button towards the 'Script Info' box.

10. You can change the **Script Type** or **tolerance value** for this suggested script, by just changing the information in the script info box and then clicking **Save Script** (you will need to approve the script for changes to take effect). You can ignore the script info box if you are happy with the pre-selection and tolerance value. Click **Marking** to open the marking box in the middle of the page, so you can view the marks.

This screenshot is similar to the previous one but includes red arrows pointing to specific elements. One arrow points to the 'Marking' button, and another points to the 'Save Script' button. A third arrow points to the 'Approved By' field, which contains the text 'teamce'.

11. Once the marking box is opened, you have a couple of options – you could change the marks, you could add notes (under the lead notes) for each question or you could just approve or decline the suggested script for standardisation.

The screenshot shows a 'Marking' interface with a blue header. Below the header are two tabs: 'Mark Question' and 'Summary'. A red arrow points to the 'Summary' tab. To the right of the tabs is an orange button with a white 'H' icon. Below the tabs is a 'Question Number (1/16)' field containing '1_1'. Below that is a 'Marks (0/2)' field containing '1', with a red arrow pointing to it. Below the marks field are two text input fields: 'Lead Comments' and 'Lead Notes', both containing their respective labels. A red arrow points to the 'Lead Notes' field. Below these is a 'Sample Answer' field containing 'Sample Answer'. At the bottom are four blue navigation buttons: a home icon, a left arrow, a right arrow, and a home icon.



Any comments you add into the Lead Notes – will only be displayed to Trainees taking the Practice, Training and Self Assessment standardisation scripts only

12. To simply approve or decline a suggested script, click on the **Summary** tab, scroll to the bottom of the summary tab and click on the **Approve or Reject** button.

| | | |
|-----------------------|------|------|
| 9 February 2015 | 1_SP | 1/4 |
| Bright Paint Japan | 1_TF | 1/7 |
| Spectre Building | 2_L | 1/4 |
| 16 Corporation Street | 2_C | 1/6 |
| TOKYO 26421 | 2_GR | 1/4 |
| Japan | 2_SP | 1/4 |
| | 2_TF | 1/7 |
| Dear Mr Takahashi | 3_C | 0/10 |
| Paint | 3_GR | 0/4 |
| | 3_SP | 0/4 |
| | 3_TF | 0/7 |
| | 4_C | 0/10 |
| | 4_GR | 0/4 |
| | 4_SP | 0/4 |
| | 4_TF | 0/7 |

Cont'd...

10

Approve Reject

 Don't forget you can change the Standardisation Type, Marks or tolerance value at anytime. Even after you have approved a script for standardisation.

 Comments you place on the script in the **Lead Notes** field will only be displayed to Trainees taking the Practice, Training and Self Assessment standardisation scripts only Test.

 The CE is the only person that can edit the marks or approve the script once it has been suggested by senior team members.

 The CE must also approve the standardisation script if any changes are made to the Script Info.

How to Change the Default Number of Live Scripts for Novice Markers

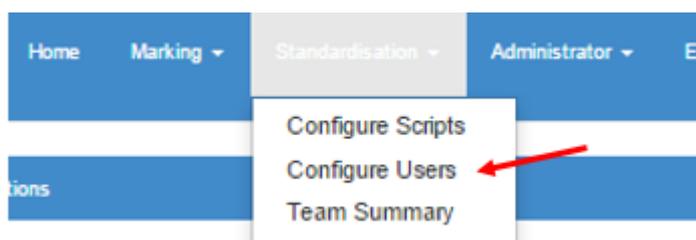
Trainees that pass the Gateway Test will automatically be promoted by the system to a Novice marker. As a Novice marker the system will automatically give the marker access to pull down and mark 5 live scripts. This number is pre-set by the Administration Team for all Novice markers across all assessments.

If required, all Senior Markers can change the default number of live scripts that each Novice marker can pull down and mark for their assessments. For example, you can change the default number 5 to 2 live scripts.

This change must be made before a Trainee is automatically promoted to a Novice. Once a Novice marker starts marking, you should not change the default number.

To change the default number of live scripts for Novice markers;

1. Login to myMarkis
2. Click on **Standardisation** on the main menu, then click **Configure Users**.



3. Select the assessment and version you want to display from the drop down menu. For Dated exams, the version is the exam date.

Standardisation > / Configure Users

| User Name | Assessment/Version | | | | | Examiner Level Standardisation | | | | | Edit | |
|-----------|--------------------|----------|----------------|---------|----------|--------------------------------|----------|----------------|----------|----------|------|--------------|
| | Practice | Training | Self-Assess... | Gateway | Seede... | Practice | Training | Self-Assess... | Gate way | Seede... | | Novice Sc... |
| flowx6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Edit |
| flowx5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Edit |
| flowx4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Edit |
| flowx2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Edit |
| flowx03 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Edit |

4. Locate the Novice marker (you can use the filters to quickly find marker).
5. Click the **Edit** button on the right of the identified marker, then change the value in the Novice column. The default value will be "5".

| 8902-111 | | 14VERA | | | | | Reset Filter | | | | | |
|------------|--------------------|----------|---------------|---------|----------|--------------------------------|--------------|----------------|---------|----------|----------------|--------------------------|
| User Name | Assessment/Version | | | | | Examiner Level Standardisation | | | | | Novice Scripts | Update Cancel Edit |
| | Practice | Training | Self-Assessm. | Gateway | Seeded % | Practice | Training | Self-Assess... | Gateway | Seeded % | | |
| teamex5-32 | 1 | 1 | 1 | 1 | 50 | 1 | 1 | 1 | 1 | 50 | 0 | Update |
| teamex4-00 | 1 | 1 | 1 | 1 | 50 | 1 | 1 | 1 | 1 | 50 | 0 | Edit |

6. Make necessary changes to the value and click update to save changes. Don't forget to make this change before the Trainee is promoted to a Novice marker.



Changes by the Senior Markers (CE,DCE,TL) can only be made on a per marker basis using this functionality.

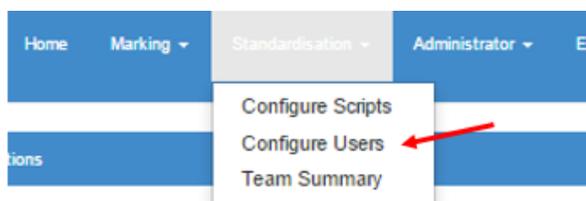
How to Change the Number of Standardisation Scripts for Trainees

Administrators will set the default number of standardisation scripts that Trainees need to complete when the assessment is setup. This is done in consultation with the Assessment Team. Standardisation scripts are: Training, Practice, Self-Assessment, Gateway or Seeded scripts.

However the Chief Examiner or any senior Marker (DCE or TL) can change the number set on a per marker basis. For example, if a Gateway Test is set by the Administrators and the value is 2, the Chief Examiner can change that figure to 1. All changes must be made before the Trainee begins the standardisation process.

To change the default number of standardisation scripts for Trainees;

1. Login to myMarkis
2. Click on **Standardisation** on the main menu, then click **Configure Users**.



3. Select the assessment and version you want to display from the drop down menu. For Dated exams, the version is the exam date.

Standardisation > / Configure Users

8959-111 14VERA [Reset Filter](#)

| User Name | Assessment/Version | | | | | Examiner Level Standardisation | | | | | | Edit | |
|-----------|--------------------|----------|----------------|---------|----------|--------------------------------|----------|----------------|----------|----------|--------------|------|------|
| | Practice | Training | Self-Assess... | Gateway | Seede... | Practice | Training | Self-Assess... | Gate way | Seede... | Novice Sc... | | |
| flowx6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Edit |
| flowx5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Edit |
| flowx4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Edit |
| flowx2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Edit |
| flowx03 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Edit |

4. Locate the marker (you can use the filters to quickly find marker).
5. Click the **Edit** button on the right of the identified marker, then change the required values for the required standardisation script.

8992-111 14VERA [Reset Filter](#)

| User Name | Assessment/Version | | | | | Examiner Level Standardisation | | | | | | Update Cancel Edit |
|------------|--------------------|----------|--------------|---------|----------|--------------------------------|----------|----------------|---------|----------|----------------|--------------------------|
| | Practice | Training | Self-Assessm | Gateway | Seeded % | Practice | Training | Self-Assess... | Gateway | Seeded % | Novice Scripts | |
| teamev5-32 | 1 | 1 | 1 | 1 | 50 | 1 | 1 | 1 | 1 | 50 | 0 | Update Cancel Edit |
| teamev4-00 | 1 | 1 | 1 | 1 | 50 | 1 | 1 | 1 | 1 | 50 | 0 | Edit |

6. Click update to save changes. Don't forget to make this change before the Trainee starts the standardisation process.

Team Summary

Senior Examiners (Team Leads, Deputy Chief Examiners and Chief Examiners) can use the **Team Summary** page for the following tasks;

1. Display/view all Markers and view your team's standardisation progress.
2. Manually "suspend" or "change roles" for any Marker in your team.
3. Access and view Gateway or Seeded scripts taken by Markers in your team.
4. Send feedback and/or download standardisation results to Markers in your team.

View your team's standardisation script progress

1. Login to myMarkis
2. Click on **Standardisation** on the main menu, then click on **Team Summary**.
3. The Team Summary page will display all markers you manage, including data on how many standardisation scripts they have taken or are taking in the case of seeded scripts. As the marker takes a seeded script the count updates in real time.

Standardisation > / Team Summary Reset Filter

| Assessment | Version | User | Role | Training | | | Practice | | | Gateway | | | Seeded | | | | | | | | |
|------------|---------|------------|----------|----------|---|---|----------|---|---|---------|---|---|--------|---|---|----------|---|---|---|---|---|
| | | | | Ⓜ | ✉ | ✓ | Ⓜ | ✉ | ✓ | Ⓜ | ✉ | ✓ | Novice | | | Examiner | | | | | |
| | | | | Ⓜ | ✉ | ✓ | Ⓜ | ✉ | ✓ | Ⓜ | ✉ | ✓ | Ⓜ | ✉ | ✓ | Ⓜ | ✉ | ✓ | | | |
| 8992-111 | 14VERA | teamex-32 | Examiner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8992-111 | 14VERB | teamex-32 | Examiner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8959-111 | 14VERB | teamex-32 | Examiner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8959-111 | 14VERA | teamex-32 | Examiner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8992-111 | 14VERB | teamex1-32 | Novice | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8992-111 | 14VERA | teamex1-32 | Novice | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8992-111 | 14VERB | teamex2-32 | Novice | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8992-111 | 14VERA | teamex2-32 | Novice | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8992-111 | 14VERB | teamex3-99 | Trainee | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8992-111 | 14VERA | teamex3-99 | Novice | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8992-111 | 14VERA | teamex4-00 | Novice | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8992-111 | 14VERA | teamex5-32 | Trainee | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Page 1 of 1 | 20 items per page | 1 - 12 of 12 items

Promote a Marker/Manual Suspensions for Markers

If you need to manually suspend or promote a marker, for example once a Novice marker completes marking their limited allocation of live scripts, the Team Lead will need to **manually promote** the Novice to an Examiner.

1. Login to myMarkis.
2. Click on **Standardisation** on the main menu, then click on **Team Summary**.
3. On the **Team Summary** page, click on the username of the marker you want to configure. Clicking on this will take you into the marker configuration page.

| User Name | Assessment Number | Version | Previous Role | Current Role | Suspension | Comments |
|-------------|-------------------|---------|---------------|--------------|-------------------------------------|---|
| flowx0-4411 | 8959-111 | 14VERB | Examiner | Examiner | <input checked="" type="checkbox"/> | Suspension Remove by flowtl-4445 for Assessment 8959-111 for . Comments by flowtl-4445 : removed View All... |

[Change Role](#)

| Script Name | Script Type | Date Started | Date Completed | Status | TMD | AMD | Grace Period | Action | Tolerance |
|----------------|-------------|---------------------|---------------------|-----------|-------------------------------------|-----|-------------------------------------|--------|-----------|
| 107945587-2060 | Gateway | 11-02-2016 11:03:06 | 11-02-2016 11:04:15 | Completed | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | |
| 108016884-2010 | Gateway | 11-02-2016 11:28:08 | 11-02-2016 11:29:06 | Completed | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | |

Page 1 of 1 20 items per page 1 - 2 of 2 items

[<< Back to Scripts Summary](#)

- To promote/demote or suspend a marker, click the **Change Role** button on the top right of the page.
- The change role page that displays, select the relevant changes to promote/demote or suspend a marker. For any change to take effect, include comments then click **Update**.

User Name:

Assessment Number:

Version Number:

Current Role:

Select role to change:

Role Change Type:

Suspension Status:

Comments:

[Update](#) [<< Back to Summary](#)

Get Marker to retake Gateway Test

If a Trainee Marker marks outside the tolerance for a Gateway Test, you can get them to re-sit the test. In the steps below we assume a Trainee has failed the Gateway Test.

1. Login to myMarkis. Go to Notification, you will see two notifications. One telling you that the Marker has failed the Gateway Test and the other message saying the Gateway Test was completed.

| Assessment | Version | User | Notification Type | Changed By | Comments |
|------------|---------|-----------|----------------------------------|------------|---|
| 8992-111 | | today3-00 | Scripts completed | today3-00 | Gateway_Tests completed by today3-00 as Trainee for 8992-111, Version 14VERA, Total Scripts: 1,Completed Scripts: 1,With in Tolerance: 0, Out of Tolerance: 1 |
| 8992-111 | | today3-00 | Gateway scripts out of tolerance | today3-00 | System Gateway out of tolerance For Assessment 8992-111 user today3-00 for Trainee |

2. Click on **Standardisation** on the main menu, then click on **Team Summary**.
3. On the **Team Summary** page, find the marker you want to configure, then click on the completed Gateway the user has taken.

| Assessment | Version | User | Role | Training | | | Practice | | | Gateway | | | Seeded | | | | |
|------------|---------|-----------|---------|----------|---|---|----------|---|---|---------|---|---|--------|---|---|---|---|
| | | | | ⊕ | ⊖ | ✓ | ⊕ | ⊖ | ✓ | ⊕ | ⊖ | ✓ | ⊕ | ⊖ | ✓ | | |
| 8992-111 | 14VERA | today3-00 | Trainee | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

4. Clicking on this will take you into the marker configuration page.

| User Name | Assessment Number | Version | Previous Role | Current Role | Suspension | Comments |
|-----------|-------------------|---------|---------------|--------------|------------|--|
| today3-00 | 8992-111 | 14VERA | Trainee | Trainee | × | Gateway_Tests completed by today3-00 as Trainee for 8992-111, Version 14VERA, Total Scripts: 1,Completed Scripts: 1,With in Tolerance: 0, Out of Tolerance: 1 View All... |

Change Role Retake Gateway Test

| Script Name | Script Type | Date Started | Date Completed | Status | TMD | AMD | Grace Period | Action | Tolerance |
|----------------|-------------|---------------------|---------------------|-----------|-----|-----|--------------|--------|-----------|
| 107565201-1200 | Gateway | 12-06-2016 12:47:35 | 12-06-2016 12:47:47 | Completed | × | | | ⊕ | ⊖ |

5. To get the Marker to retake the test, click the **Retake Gateway Test** button on the top right of the page. A pop up will appear. Enter a reason for the retake and click **Retake Gateway Test** button.

Retake Gateway Test ✕

Reason here.....

Retake Gateway Test

6. This will send a notification to the Marker to retake the Gateway Test.

Access and view Gateway or Seeded scripts taken by Markers in your team

Leads and Chief Examiners can access Gateway or Seeded scripts taken by markers. They can review the marks or check the tolerance levels.

The system automatically promotes Trainees to Novice markers when they pass a Gateway test. It is also the case that the system will automatically suspend markers that mark outside the tolerance for seeded scripts.

To access the scripts marked within or outside tolerance:

1. Login to myMarkis.
2. Click on **Standardisation** on the main menu, then click on **Team Summary**.
3. On the **Team Summary** page, locate the marker you want to check, then click on the Gateway or Seeded link under the completed column. Clicking on this will take you into the marker configuration page.

| Assessment | Version | User | Role | Training | | | Practice | | | Gateway | | | Seeded | | | | | | | |
|------------|---------|---------------|----------|----------|---|---|----------|---|---|---------|---|---|--------|---|----------|---|---|---|---|---|
| | | | | ⊕ | ⊖ | ✓ | ⊕ | ⊖ | ✓ | ⊕ | ⊖ | ✓ | Novice | | Examiner | | | | | |
| 8959-111 | 14VERB | fsexaminer-00 | Examiner | 1 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8959-111 | 14VERA | fsexaminer-00 | Examiner | 1 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 8959-111 | 14VERB | user4700005 | Examiner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8959-111 | 14VERB | flow0-4411 | Examiner | 1 | 0 | 1 | 1 | 0 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 8959-111 | 14VERA | flow0-4411 | Examiner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

4. On this page, a list of Gateway or Seeded scripts taken by the marker will be displayed. To view the marks, click on the **Mark** button under the Action Column. To see a summary of the tolerance, click the **Tolerance** button.

| User Name | Assessment Number | Version | Previous Role | Current Role | Suspension | Comments |
|------------|-------------------|---------|---------------|--------------|------------|--|
| flow0-4411 | 8959-111 | 14VERB | Examiner | Examiner | ✓ | Suspension Remove by flowtl-4445 for Assessment 8959-111 for . Comments by flowtl-4445 : removed View All... |

[Change Role](#)

| Script Name | Script Type | Date Started | Date Completed | Status | TMD | AMD | Grace Period | Action | Tolerance |
|----------------|-------------|---------------------|---------------------|-----------|-----|-----|--------------|--------|-----------|
| 107945587-2060 | Gateway | 11-02-2016 11:03:06 | 11-02-2016 11:04:15 | Completed | ✓ | | ✓ | | |
| 108016884-2010 | Gateway | 11-02-2016 11:28:08 | 11-02-2016 11:29:06 | Completed | ✓ | | ✓ | | |

Page 1 of 1 | 20 items per page | 1 - 2 of 2 items

[<< Back to Scripts Summary](#)

Send feedback and/or download standardisation results to Markers in your team

Use this functionality to send feedback to markers regarding their Gateway or Seeded progress scripts. You can also view or download their tolerance report.

1. Login to myMarkis.
2. Click on **Standardisation** on the main menu, then click on **Team Summary**.
3. On the **Team Summary** page, locate the marker you want to check, then click on the Gateway or Seeded link under the completed column. Clicking on this will take you into the marker configuration page.

13. Marking Standardisation Scripts – Trainees

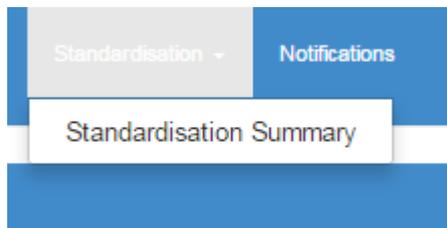
If you are a Trainee marker, then you will need to complete one or more standardisation scripts. The number and scripts required to complete will depend on the assessment.

You may be required to complete one or more of the following standardisation scripts;

1. **Training Scripts** – These are pre-marked scripts that trainee can review and then submit to complete the process.
2. **Practice Scripts** – These are pre-marked scripts that a trainee can run-through while analysing CE marks and then submit to complete the process.
3. **Self-Assessment Scripts** – These are unseen scripts that a trainee marks before they take the Gateway Test. It is a private activity that cannot be tracked by the Team Lead or Chief Examiner. Script must be submitted to complete the process.
4. **Gateway Test** – These are scripts that a Trainee must pass in order to get promoted to a Novice marker. If passed, the system will automatically promote to a Novice marker. Novice marker can mark live scripts.

To start your standardisation process;

1. Click the **Standardisation** link on the main menu, then click **Standardisation Summary**.



2. The standardisation summary page will display all the assessments and versions that you need to complete in order to start marking live scripts. For example, in the below image – it shows under 8959-111-14 VERB the number of standardisation scripts that need to be completed before you can mark.

Standardisation > / Standardisation Summary

| Assessment Number | Version Number | Training | | | Practice | | | Self-Assessment | | | Gateway | | |
|-------------------|----------------|----------|---|---|----------|---|---|-----------------|---|---|---------|---|---|
| | | ⊕ | ☰ | ✓ | ⊕ | ☰ | ✓ | ⊕ | ☰ | ✓ | ⊕ | ☰ | ✓ |
| 8959-111 | 14/VERA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8959-111 | 14/VERB | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 |

Page 1 of 1 | 20 items per page | 1 - 2 of 2 items

3. To start the standardisation process, click on the value under the target column. If the value is greater than 0, then it means you must complete it.

| Assessment Number | Version Number | Training | | | Practice | | | Self-Assessment | | | Gateway | | |
|-------------------|----------------|----------|---|---|----------|---|---|-----------------|---|---|---------|---|---|
| | | ⊕ | ☰ | ✓ | ⊕ | ☰ | ✓ | ⊕ | ☰ | ✓ | ⊕ | ☰ | ✓ |
| 8952-111 | 14/VERA | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 |

Page 1 of 1 | 20 items per page | 1 - 1 of 1 items

4. The standardisation must be completed in this order; Training, Practice, Self-Assessment and Gateway. If the value is 0, then no standardisation needs to be completed for that standardisation option.

- When you click on the target value, you will be prompted to start marking. Click on the **Mark** button to begin.

| Assessment Number | | 8992-111 | | Version Number | | 14VERA | |
|-------------------|-------------|---------------------|---------------------|----------------|-----------------------|-------------------|--|
| Script Name | Script Type | Date Started | Date Ended | Status | Action | Tolerance | |
| 106374549-1050 | Training | 27-06-2016 08:27:42 | 27-06-2016 08:28:27 | Completed | ✔Mark | 🔒 | |

Page 1 of 1 20 items per page 1 - 1 of 1 items

[<< Back to Scripts Summary](#)

- The marking screen will then be displayed. Click on the Marking Tab to open the marking box.
- In the marking box, insert your marks in the **Marks** field. You may also be able to enter any comments in the **Marker Comments** field if it is enabled. Use the navigation keys at the bottom of the marks box or press enter on your keyboard to move to next question.

- Once marking is complete, click the **Summary** tab, then scroll down to submit your marks. If the **Submit** button is not enabled, it means you have missing marks on the script.
- Once marks are submitted, return back to the Scripts Summary page to continue the standardisation process. If you pass the **Gateway** scripts, the system will automatically promote you to Novice marker. As a Novice marker, you will be able to start marking a selected number of live scripts.

 Make sure all questions are marked, no marks field should be left blank.

 If you delete a mark, make sure it is replaced with a new mark. If no new mark is placed the system will restore the deleted mark.

 You will only receive a notification, if the system promotes you from a Trainee to a Novice marker. At this point you can log in and start marking (a limited number of) live scripts. You will only be promoted if you pass a Gateway Test.

For information about marking with annotations, please refer to the quick start Annotations Video:

<https://www.youtube.com/watch?v=Xg1bezxdQ4o&feature=youtu.be>

14. FAQ

Q: If I have a problem, who do I contact?

A: Contact Examiner@cityandguilds.com. If it is urgent, please state in the email subject line. If it is very urgent, then contact us by phone.

Q: When a marker has marked and saved changes, where do they go back to – their Dashboard – or does a new script open automatically

A: The script will be saved in your "Pending" queue. Go to the version dashboard to access it.

Q: What happens if I forget my password?

A: Contact Examiner@cityandguilds.com

Q: Do the senior team get paid for suggesting and/or approving scripts for standardisation?

A: Yes and No. It depends on how you mark the script. If you mark using the primary method and suggest while marking, then you will not get paid, however if you mark using the secondary method, suggest while marking and you submit the script, then you will get paid. Speak to your Assessment contact for further clarification.

Q: When do you need to know information on how many standardisation scripts need to be set for each marker?

A: This information is provided to the Platform Management Team before the assessment is set-up, however you can check what the number is by using the Reports (Standardisation Set-up). If the number is incorrect here – you will need to contact your Assessment contact.

Q: How do we get notification on whether trainees have failed e.g. a gateway test? Will there be a message facility on myMarkis?

A: Yes. This will be in the notification queue. You will also get an email every day for unread notifications.

Q: How long do the scripts stay in the sample (Review) queue?

A: There is no limit to how long scripts can stay in Sample & Release (also called Review), however Chief Examiners will get an email notification if the script has been in this area for longer than 24 hours. You may also get phone calls or emails from the Result Processing Team.

Q: Can we use scripts that have already been marked and set those up for standardisation?

A: Yes.

Q: Will annotations stay where we put them - not all get together in a corner as they currently tend to do for 8959?

A: Unfortunately this has not been changed. Annotations may appear together, however when you click on an annotation, it will display the question reference. Check out quick start video on Annotations marking:

<https://www.youtube.com/watch?v=Xg1bezxdQ4o&feature=youtu.be>

Q: How many seeded scripts should we set up to make sure there are enough if markers don't see them more than once?

A: That depends on how often you want markers to see seeded scripts. Seeded scripts can rotate, so same script can be seen multiple times. For example, if you setup 10 seeded scripts, then the marker will have to complete the sequence of 10 scripts before they are returned back to the very first script again.

Q: Can you link extra pages to the question number?

A: No. The system can only link to original questions on the paper, however you can scroll down to identify any additional paper attached to the script. This is scanned and will be placed at the back of the question paper. The candidate will indicate on the front sheet if there are any additional pages.

Q: When I used this a few weeks ago, it sometimes showed blank pages, and you had to refresh the browser and I then lost my marks, could you use the save button if that happens?

A: You should use the "Private" browser session to log into mymarkis, this will eliminate the issue 99% of the time of blank scripts appearing or you can change your browser setting to "Clear Cache Images every time you close the browser". We recommend using "private" browsing.

Q: How many scripts can be pulled down at any one time to the pending queue?

A: 10. You can never have more than 10 scripts at any one time in your pending queue. This does not apply to trainee or novice roles.

Q: Can I zoom in or out to view the script better?

A: Yes. You can select; zoom in, zoom out, fit to screen and best width. These can be found at the top of the script viewer on the marking page.

Q: Can I rotate a script?

A: Yes. The functionality to rotate a script can be found at the top of the script viewer.

Q: How do I make best use of the larger screen display?

A: Use a PC to mark. Tablets and other mobile devices will not give you the best screen resolution.

Q: Are Gateway Scripts repeated for trainees?

A: If you only setup one Gateway script, then the Gateway script will be repeated if a marker has to take the test more than once.

Q: How can I manage my team e.g change their role?

A: Go to The Team Summary and select the user. You will find more information on how to do this in this guide under Team Summary section.

Q: If I submit marks but make a mistake, can I change them?

A: Yes, as long as the script is in grace period (Completed Queue). You cannot change the marks if the script has gone to Review. Only Leads or Chief Examiners can change marks of scripts in Review.

Q: If I release marks in Review and make a mistake, can I change them?

A: No, once a script has been released from Review by the CE or DCE or TL, it cannot be changed. There is no grace period for scripts released from sample & Release (Review)

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds is a registered charity
established to promote education and training