

# Technicals e-volve marking

## User Guide

## Table of Contents

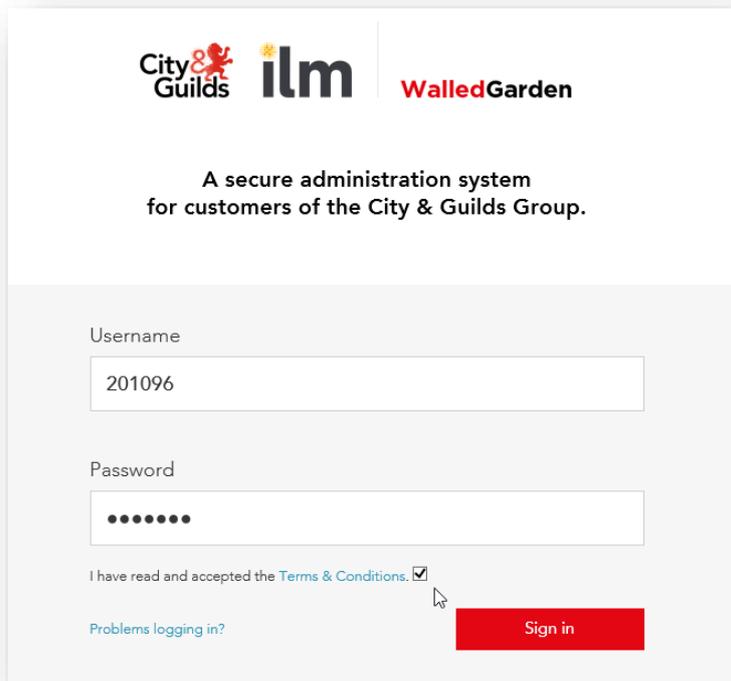
<b>1. Logging In .....</b>	<b>3</b>
<b>2. Navigation .....</b>	<b>3</b>
<b>3. Module Selection .....</b>	<b>4</b>
<b>4. Exam Window .....</b>	<b>6</b>
<b>5. Assigning Marks .....</b>	<b>7</b>
<b>6. In Progress QPs .....</b>	<b>8</b>
<b>7. Held QPs .....</b>	<b>9</b>
<b>8. Logging Out .....</b>	<b>10</b>
<b>9. Responsibilities to Report Malpractice .....</b>	<b>11</b>
<b>10. Help &amp; Support .....</b>	<b>12</b>

## 1. Logging In

Navigate to Walled Garden.

<https://www.walled-garden.com>

Enter your username and password and tick the T&C box.



City & Guilds ilm WalledGarden

A secure administration system  
for customers of the City & Guilds Group.

Username  
201096

Password  
●●●●●●

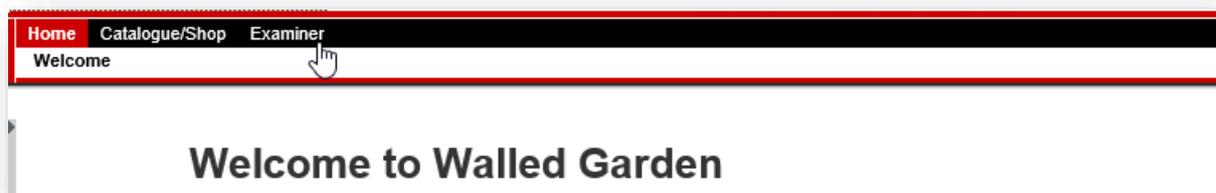
I have read and accepted the [Terms & Conditions](#).

[Problems logging in?](#)

Select **Sign in**

## 2. Navigation

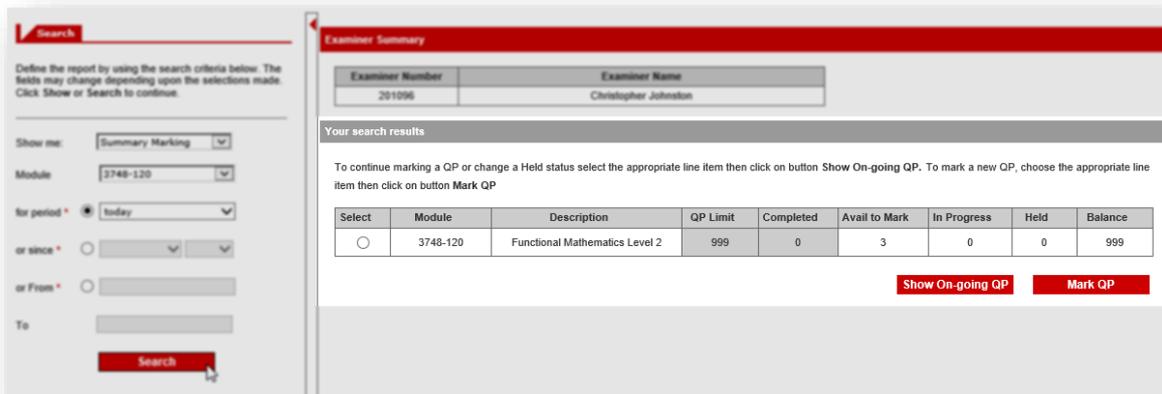
From the home page, select the **Examiner** link to open up the Exam Portal page.



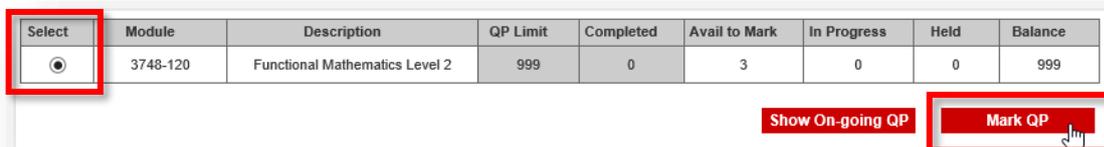
### 3. Module Selection

You can filter by module or time period or just select **Search** to show all available papers in the Examiner Summary page

1. **Select:** Tick this for the module line you wish to mark
2. **Module:** Qualification and exam identifier
3. **Description:** Full name
4. **QP limit:** Amount of scripts that can be marked in a day
5. **Completed:** Amount of scripts you have marked that day
6. **Available to mark:** Amount of scripts available to mark
7. **In Progress:** Amount of scripts in your queue waiting to be marked
8. **Held:** Amount of scripts set at held status by you
9. **Balance:** Amount of scripts left in your balance for marking that day



Tick the **Select** box in the module line you wish you to start marking and select **Mark QP** and Select **OK** to close the confirmation window.

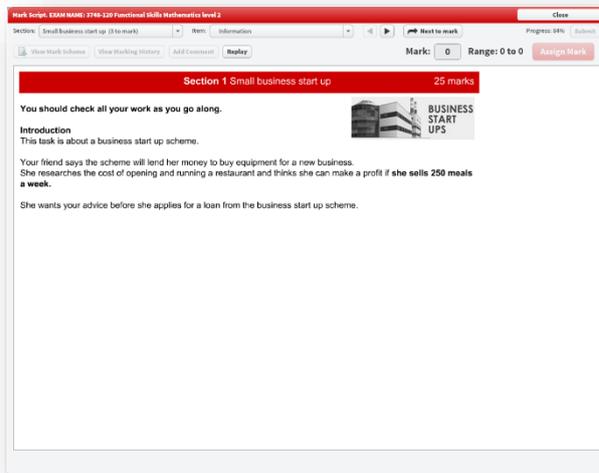


If there are no exams available to mark and you select Mark QP, you will receive the following error, select **Close** to return to the Examiner Summary page.



## 4. Exam Window

Selecting **Mark QP** will open up the exam in a new tab/window. Ensure you do not have pop ups blocked.

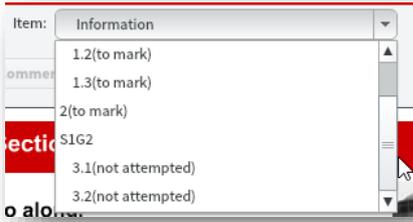


If you close the exam window without marking, the exam will move to your **In Progress** queue, ready to mark at a later time. All exams are held in a pool and allocated on a first come, first serve basis.

Use the **Section** dropdown to see how many questions in total need to be marked in each section.

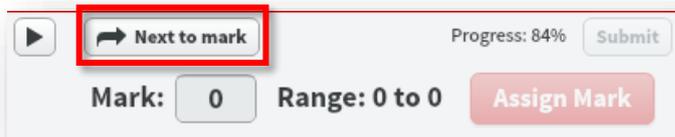


Use the **Item** dropdown to see how many questions have been answered by the candidate in each section.

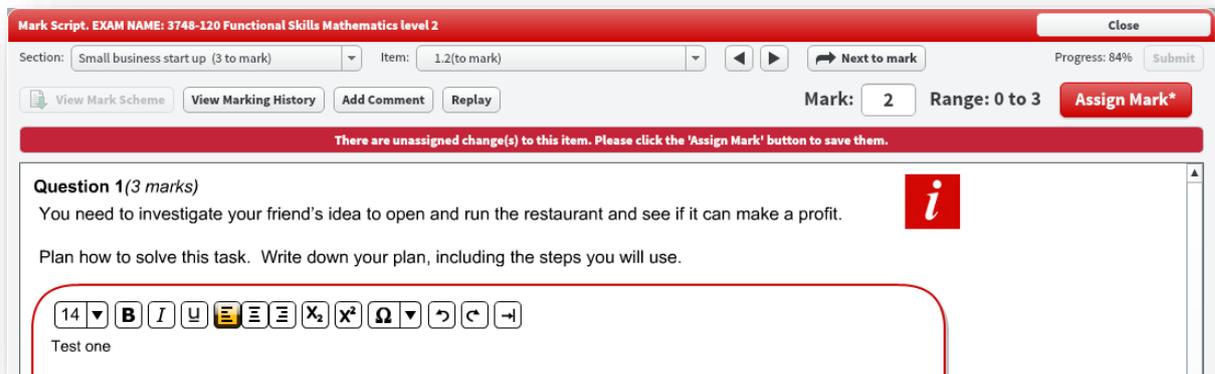


## 5. Assigning Marks

When you are ready to start marking, select **Next to mark** to open the first available answer.



When you type a number in the **Mark** box, an info tab will appear, letting you know that the mark has not been assigned yet



Select **Assign Mark\*** which will then move you on to the next question and the **Progress: %** will move up.

This will continue until you reach the last answered question, at which point the **Progress:** will move to 100%.

You may navigate back and forth using the arrow buttons or the dropdowns if you want to go back and check anything before submitting.

When you are ready, select **Submit** and confirm, this will take you back to the Examiner Summary screen.

Select **Search** to refresh the page and update the search results table.

Your search results

To continue marking a QP or change a Held status select the appropriate line item then click on button Show On-going QP. To mark a new QP, choose the appropriate line item then click on button Mark QP

Select	Module	Description	QP Limit	Completed	Avail to Mark	In Progress	Held	Balance
<input type="radio"/>	3748-120	Functional Mathematics Level 2	1998	1	0	2	0	999

## 6. In Progress QPs

To mark an exam that you have pulled down into your queue, select the module again and then select **Show On-going QP**

Your search results

To continue marking a QP or change a Held status select the appropriate line item then click on button Show On-going QP. To mark a new QP, choose the appropriate line item then click on button Mark QP

Select	Module	Description	QP Limit	Completed	Avail to Mark	In Progress	Held	Balance
<input checked="" type="radio"/>	3748-120	Functional Mathematics Level 2	1998	1	0	2	0	999

Select the exam and then select **Resume Marking**

List of On-going QP(s)

To update a QP Held status select the appropriate line item/s by clicking the checkbox, assign an appropriate Held Status from the dropdown list, then click on button Update QP. To continue marking a QP click on the red box in the Resume Marking column

Select	Module	Description	Marking started on	QP Reference	Reason for hold	Resume Marking
<input checked="" type="checkbox"/>	3748-120	Functional Mathematics Level 2	06.02.2018	8001958664 - 20	<input type="text" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	3748-120	Functional Mathematics Level 2	06.02.2018	8001958664 - 40	<input type="text" value=""/>	<input type="button" value=""/>

Confirm **OK** in the pop up. This will open the exam in a new window/tab and you can proceed as if marking an exam straight from the **Mark QP** stage.

## 7. Held QPs

You can put a specific QP on hold if you encounter a technical issue or need to query something. Select the exam and then the **Reason for hold** dropdown and choose the relevant field.

List of On-going QP(s)

To update a QP Held status select the appropriate line item/s by clicking the checkbox, assign an appropriate Held Status from the dropdown list, then click on button Update QP. To continue marking a QP click on the red box in the Resume Marking column

Select	Module	Description	Marking started on	QP Reference	Reason for hold	Resume Marking
<input type="checkbox"/>	3748-120	Functional Mathematics Level 2	06.02.2018	8001958664 - 20		<input type="checkbox"/>
<input checked="" type="checkbox"/>	3748-120	Functional Mathematics Level 2	06.02.2018	8001958664 - 40	Run out of time Not well Query Technical issue Blank test Adobe Flash Error	<input type="checkbox"/>

Update QP

Select **Update QP**.

A confirmation box will pop up, select **OK** to return to the Examiner Summary window. The QP will have moved to the **Held** field.

When you are ready to mark the held QP, select the **blank field** in the reason for hold dropdown and **Update QP** again.

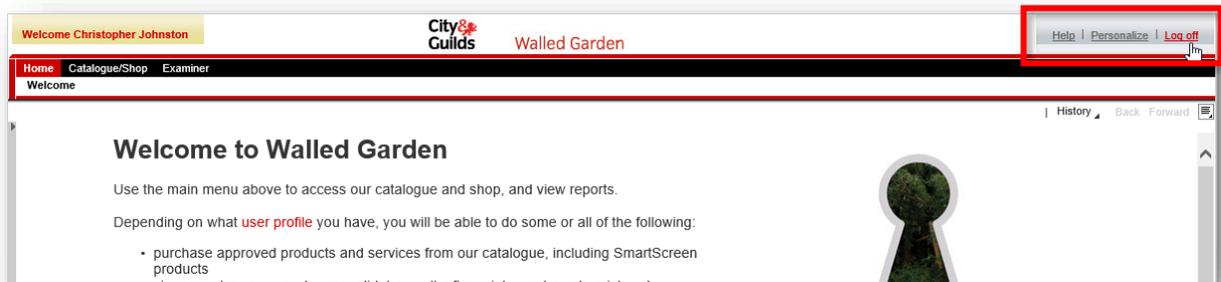
The QP is now back **In Progress** and ready to continue marking.

This is an important step because it allows our system administrators to accurately track all question papers.

## 8. Logging Out

It is good practise to log out of the system when you are finished marking. This helps to ensure the integrity of any data remaining on your screen.

Select the log off button from the top right of the screen and select **Yes** on the confirmation pop up.



## 9. Responsibilities to Report Malpractice

City & Guilds' examiners who discover evidence of suspected or actual malpractice in the marking of examination papers must **immediately** report their findings to the Investigation & Compliance team.

An account of the suspected malpractice should be emailed and include the following:

- Examination date and qualification number
- Centre name and number
- Full nature of the malpractice, particularly noting any urgent/high risk concerns
- Learners involved
- Examiner's name

The Investigation & Compliance team will inform the Head of Centre of the details required so that an investigation can be undertaken.

Reports should be sent to [investigationandcompliance@cityandguilds.com](mailto:investigationandcompliance@cityandguilds.com)

## 10. Help & Support

If you encounter any technical difficulties while marking, please email [examiner@cityandguilds.com](mailto:examiner@cityandguilds.com) who will be able to assist you.