

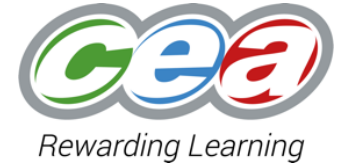
# GCSE Business & Communication

## Unit 3

Use of eSubmission for Assignment Uploads

# Sampling Based on Marks Submitted

# Sampling on the Mark - Screenshots



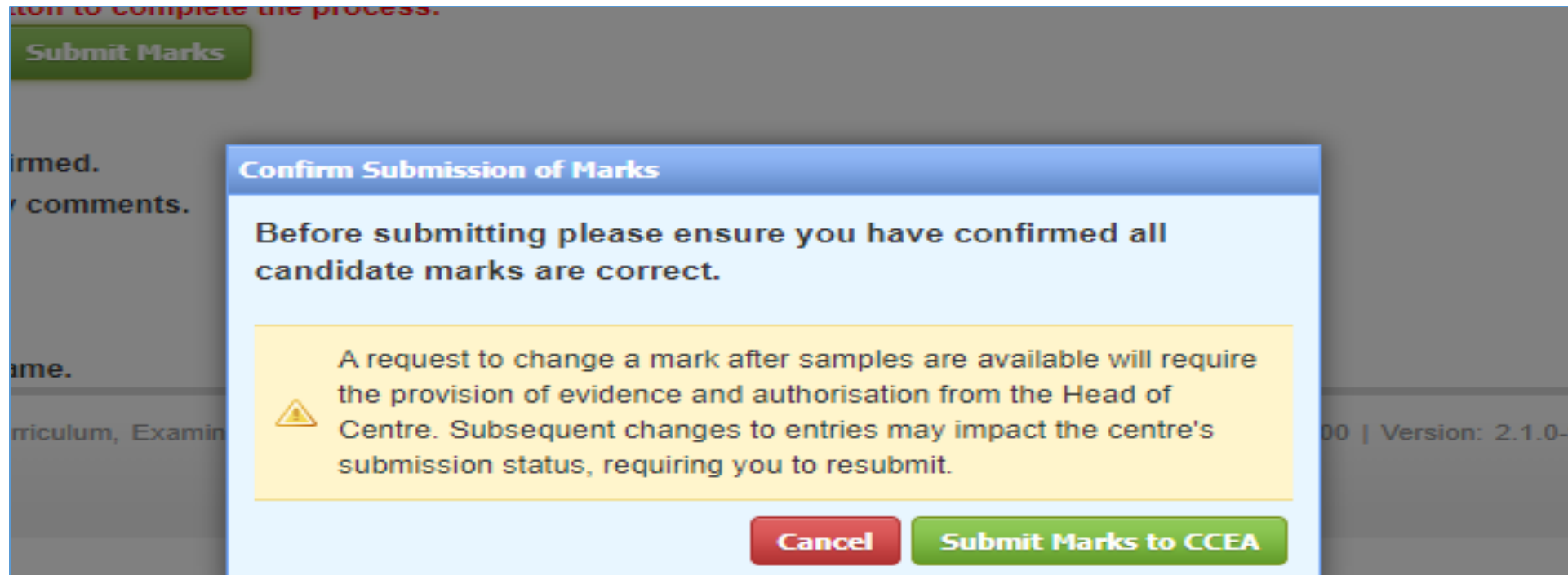
Process of completing eCRS, Authentication and Internal Standardisation is unchanged. Lead Teacher makes submission as they have done in previous series.

The screenshot shows a web interface for submitting marks. At the top, there is a navigation bar with five buttons: 'Mark by candidate', 'Mark by task', 'Internal Standardisation', 'Authentication', and 'Submit Marks'. The 'Submit Marks' button is highlighted in blue. Below the navigation bar, the heading 'Submit Marks' is displayed. A red message states: 'Please click the 'Submit Marks' button to complete the process.' Below this, the current status is shown as 'Ready to submit:' followed by a green 'Submit Marks' button. A list of seven green checkmarks indicates the following conditions are met:

- ✓ Authentication is confirmed.
- ✓ Internal Standardisation is confirmed.
- ✓ No missing marks or mandatory comments.
- ✓ No missing teacher codes.
- ✓ No missing entries.
- ✓ No missing record sheets.
- ✓ All candidates match entered name.

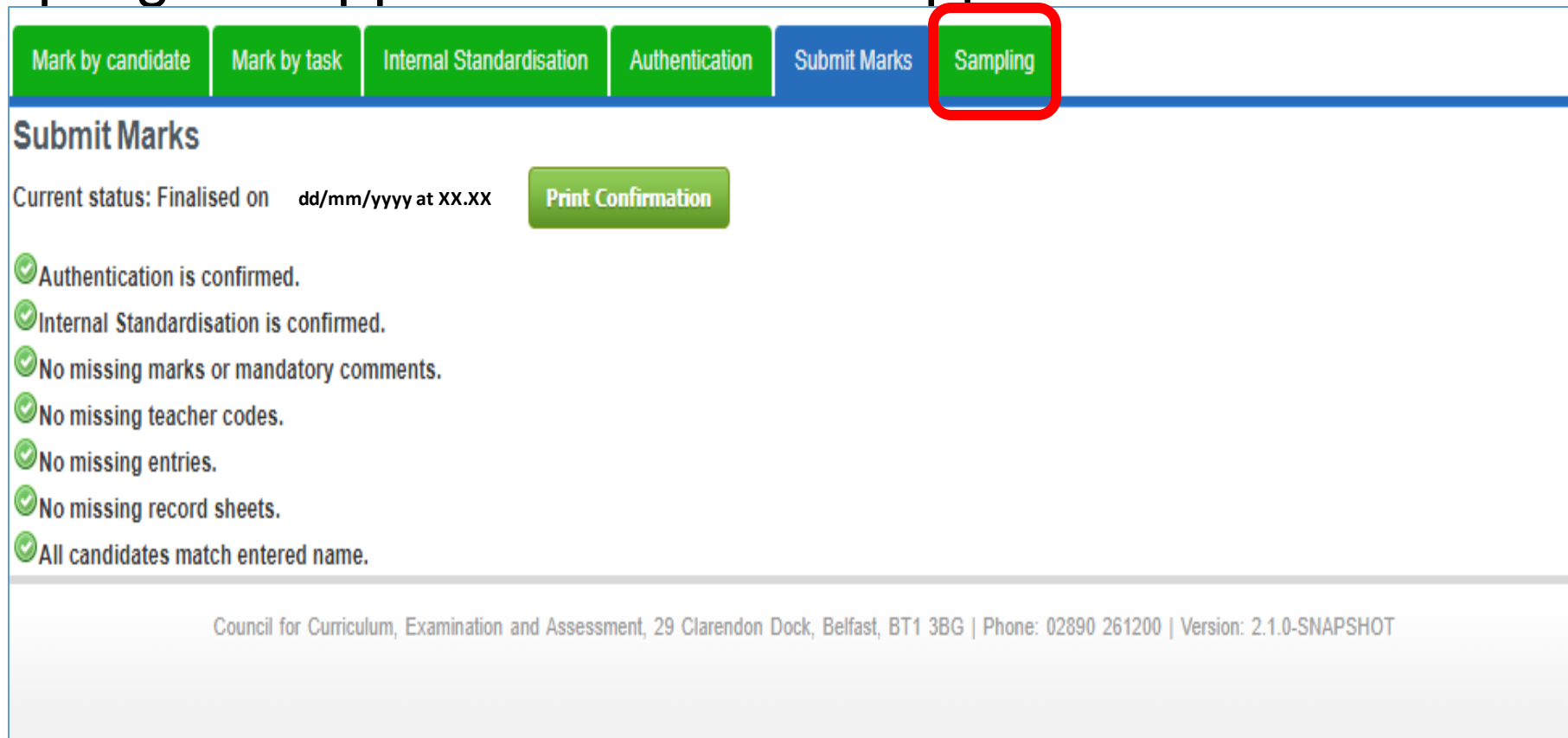
# Sampling on the Mark - Screenshots

Lead Teachers will see this updated message when completing submission. If centres require access to make changes to record sheets after submission, they should contact CCEA's Operations Modernisation team.



# Sampling on the Mark - Screenshots

Following the Lead Teacher's submission, all registered users will see a Sampling tab appear in the eCRS application.

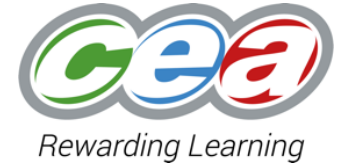


The screenshot displays the eCRS application interface. At the top, there is a navigation bar with several tabs: 'Mark by candidate', 'Mark by task', 'Internal Standardisation', 'Authentication', 'Submit Marks', and 'Sampling'. The 'Sampling' tab is highlighted with a red rectangular box. Below the navigation bar, the 'Submit Marks' section is visible, showing a 'Current status: Finalised on dd/mm/yyyy at XX.XX' and a 'Print Confirmation' button. A list of status messages follows, each preceded by a green checkmark icon:

- Authentication is confirmed.
- Internal Standardisation is confirmed.
- No missing marks or mandatory comments.
- No missing teacher codes.
- No missing entries.
- No missing record sheets.
- All candidates match entered name.

At the bottom of the page, the footer text reads: 'Council for Curriculum, Examination and Assessment, 29 Clarendon Dock, Belfast, BT1 3BG | Phone: 02890 261200 | Version: 2.1.0-SNAPSHOT'.

# Sampling on the Mark - Screenshots



Centres completing submission before the open date for sample generation (generally two weeks before the eCRS deadline) will see this message in the Sampling tab.

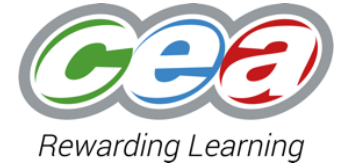
A screenshot of a web application interface showing a navigation bar with several tabs: 'Mark by candidate', 'Mark by task', 'Internal Standardisation', 'Authentication', 'Submit Marks', and 'Sampling'. The 'Sampling' tab is selected and highlighted in blue. Below the navigation bar, the page title 'Sampling' is displayed. A light blue message box contains an information icon (i) and the text: 'The sample will be displayed here from dd/mm/yy at 09:00' followed by 'Once the sample has been generated you will not be able to make changes to the eCandidate Record Sheets.'

Mark by candidate	Mark by task	Internal Standardisation	Authentication	Submit Marks	Sampling
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## Sampling

The sample will be displayed here from **dd/mm/yy at 09:00**  
Once the sample has been generated you will not be able to make changes to the eCandidate Record Sheets.

# Sampling on the Mark - Screenshots



When sample information is available, users will see this information in the Sampling tab. This will appear in descending mark order, covering a range of marks and all teacher codes. Departments are required to submit the work of all listed candidates.

Mark by candidate | Mark by task | Internal Standardisation | Authentication | Submit Marks | **Sampling**


### Sampling

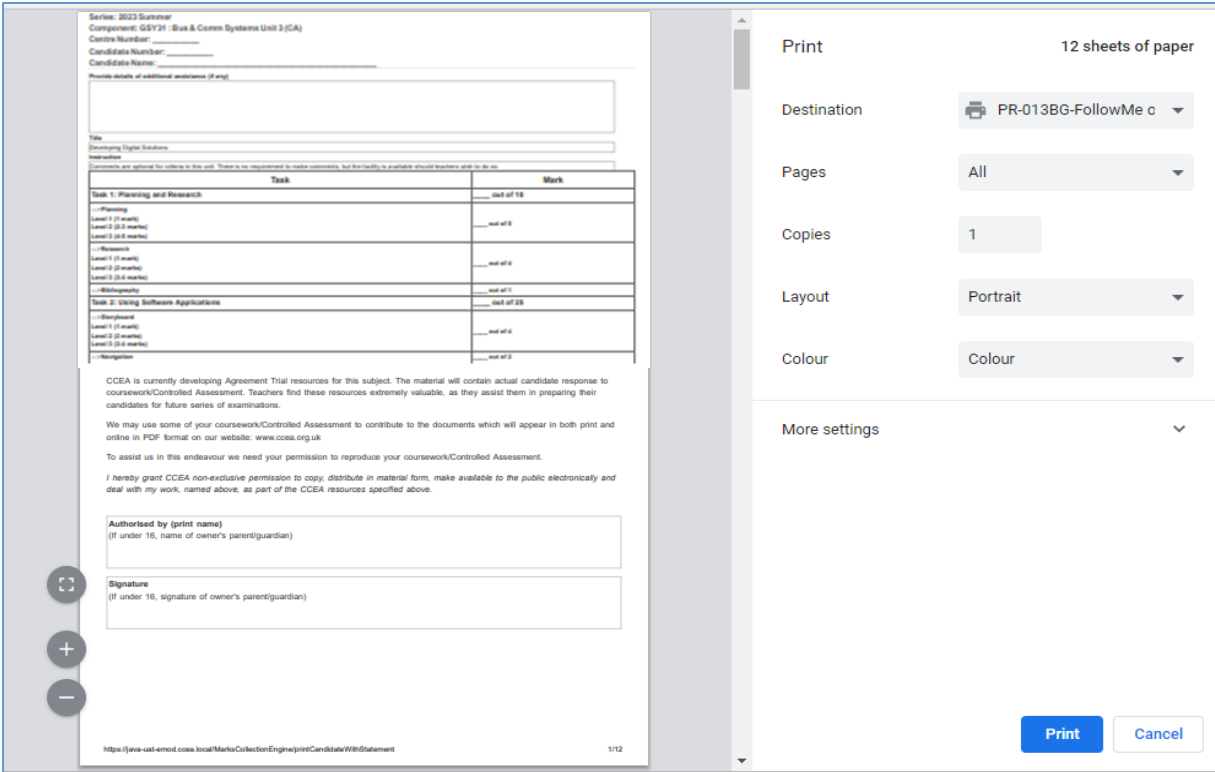
Please provide the work of the following candidate(s).  
**NOTE:** Subsequent changes to entries may impact this list. If so the lead teacher will be required to resubmit in order to regenerate the sample list.

**Print Sampled eCandidate Record Sheets**

Candidate	Teacher Group	Total Mark
7057 : EATON, VICTORIA	Jenny Edgar (JE)	47
7071 : COOK, LILY	Jenny Edgar (JE)	45
7065 : BOLTON, EMMA	Moira Carter (MC)	44
7068 : BOYD, NOAH	Moira Carter (MC)	43
7072 : OSBORNE, BENTLEY	Moira Carter (MC)	41
7150 : DECKER, ANDREW	Jenny Edgar (JE)	38
7056 : HENDERSON, CAMERON	Moira Carter (MC)	35
7066 : FUENTES, AUTUMN	Jenny Edgar (JE)	31
7074 : HOUSE, BRODY	Dan Marshall (DM)	28
7092 : FRANKS, WYATT	Moira Carter (MC)	25
7069 : OLSON, JAYDEN	Moira Carter (MC)	22
7060 : BRADY, NATHANIEL	Dan Marshall (DM)	20

# Sampling on the Mark - Screenshots

Clicking  **Print Sampled eCandidate Record Sheets** allows users to create record sheet prints for all candidates in the sample. There is no requirement to provide these cover sheets to CCEA, but centres are asked to obtain signed permission for candidate work to be used as exemplar, and retain this permission in case it is requested by CCEA at a later date.



The screenshot displays a web interface for printing candidate record sheets. On the left, a form contains candidate details: Series: 2023 Summer, Component: GEV21 : Bus & Coren Systems Unit 3 (CA), Centre Number, Candidate Number, and Candidate Name. Below this is a table with columns for 'Task' and 'Mark'. The table lists two tasks: 'Task 1: Planning and Research' and 'Task 2: Using Software Applications', each with sub-tasks and their respective marks. A disclaimer follows, stating that CCEA is developing Agreement Trial resources and that the material contains actual candidate responses. It requests permission to use the work as exemplar. Below the disclaimer are fields for 'Authorised by (print name)' and 'Signature'. On the right, a 'Print' panel shows settings for 12 sheets of paper, destination (PR-013BG-FollowMe c), pages (All), copies (1), layout (Portrait), and colour (Colour). A 'More settings' dropdown is also visible. At the bottom right, there are 'Print' and 'Cancel' buttons.

Task	Mark
Task 1: Planning and Research	... out of 18
... Planning	... out of 6
Level 1 (2 marks)	... out of 2
Level 2 (3.0 marks)	... out of 2
Level 3 (3.0 marks)	... out of 2
... Research	... out of 6
Level 1 (2 marks)	... out of 2
Level 2 (2 marks)	... out of 2
Level 3 (3.0 marks)	... out of 2
... Bibliography	... out of 1
Task 2: Using Software Applications	... out of 28
... Spreadsheet	... out of 6
Level 1 (2 marks)	... out of 2
Level 2 (2 marks)	... out of 2
Level 3 (3.0 marks)	... out of 2
... Program	... out of 6



## Screenshot Examples

# Central Login

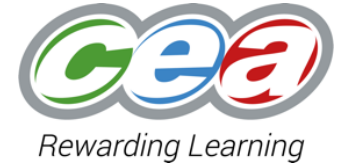




## My Applications

[Redacted]			
EMAD	eModeration Admin	✓	<a href="#">▶ Start</a>
EPTE	ePortfolio Sample Uploads	✓	<a href="#">▶ Start</a>
ESBA	eSubmission Admin	✓	<a href="#">▶ Start</a>
ESUB	eSubmission	✓	<a href="#">▶ Start</a>
MCE	eCandidate Record Sheets	✓	<a href="#">▶ Start</a>

When you have access to eSubmission, it will appear in your 'My Applications' list in CCEA's Central Login

# Home Screen



INFO  / 

Component [view all](#)

**GSY31: GCSE Business & Comm. Sys. Unit 3**





Closes on dd/mm/yy at 17:00

Status

---


0 out of 13 completed (0%)

MENU

-  Home
-  Multiple Uploads
-  Group Setup
-  Complete Submission

## Components

**GSY31: GCSE Business & Comm. Sys. Unit 3**

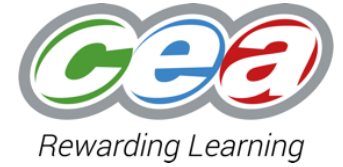
	<b>Submission Period:</b> Closes on dd/mm/yy at 17:00
	<b>Role:</b> Lead Teacher
	<b>Completion:</b> 0 out of 13 candidate(s) completed
	<b>Status:</b> <span style="color: red;">Incomplete</span>

[Return to Component](#)

CCEA All Rights Reserved

In eSubmission, you will be able to access all components you are assigned to.

# Component Main Screen



INFO

Component [view all](#)

**GSY31: GCSE Business & Comm. Sys. Unit 3**

Closes on dd/mm/yy at 17.00

---

0 out of 12 completed (0%)

MENU

- [Home](#)
- [Multiple Uploads](#)
- [Amend Sample](#)
- [Group Setup](#)
- [Complete Submission](#)

Home

[Click here to display guidance...](#)

[Import Candidates from CCEA](#)

(1 of 1) ⏪ 1 ⏩

Candidate	Group	Upload Status	Size	Options
✘ 4296 : BYRNE, LEAH M E	Not Set	All		<a href="#">Upload</a>
✘ 4300 : ALLEN, CHANYANUT	Not Set	All		<a href="#">Upload</a>
✘ 4341 : BROWNE, LAUREN C	Not Set	All		<a href="#">Upload</a>
✘ 4356 : GRAHAM, FREDERICK R	Not Set	All		<a href="#">Upload</a>
✘ 4374 : CLANEY, EMMA	Not Set	All		<a href="#">Upload</a>
✘ 4400 : GILLILAND, OISIN VINCENT	Not Set	All		<a href="#">Upload</a>
✘ 4402 : BROWN, DONNFHLAITH	Not Set	All		<a href="#">Upload</a>
✘ 4428 : BYRNE, ANDREW P	Not Set	All		<a href="#">Upload</a>
✘ 4432 : GREEN, JENNIFER R	Not Set	All		<a href="#">Upload</a>
✘ 4448 : CARDWELL, ABBIE JANE	Not Set	All		<a href="#">Upload</a>
✘ 5480 : BELL, ELLEN JOAN	Not Set	All		<a href="#">Upload</a>

When the sample has been generated on eCRS, these candidates will appear in eSubmission the next day, and you will be able to upload files for them.

# Setting Groups (Optional)

INFO

Component [view all](#)  
**GSY31: GCSE Business & Comm. Sys, Unit 3**  
Closes on dd/mm/yy at 17.00

Status

0 out of 12 completed (0%)

MENU

- Home
- Multiple Uploads
- Amend Sample
- Group Setup**
- Complete Submission

Home

[Click here to display guidance...](#)

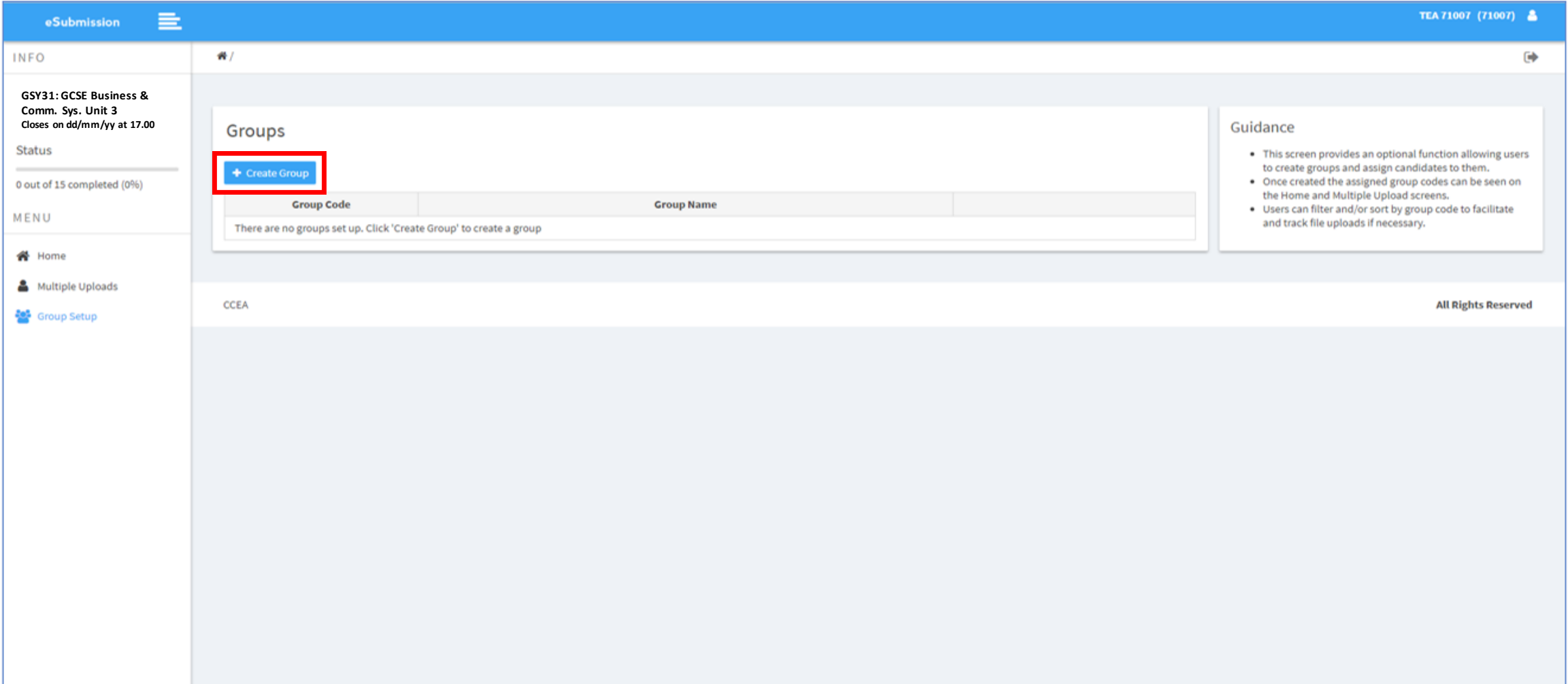
[Import Candidates from CCEA](#)

(1 of 1) ⏪ ◀ 1 ▶ ⏩

Candidate	Group	Upload Status	Size	Options
✖ 4296 : BYRNE, LEAH M E	Not Set	All		<a href="#">Upload</a>
✖ 4300 : ALLEN, CHANYANUT	Not Set	All		<a href="#">Upload</a>
✖ 4341 : BROWNE, LAUREN C	Not Set	All		<a href="#">Upload</a>
✖ 4356 : GRAHAM, FREDERICK R	Not Set	All		<a href="#">Upload</a>
✖ 4374 : CLANEY, EMMA	Not Set	All		<a href="#">Upload</a>
✖ 4400 : GILLILAND, OISIN VINCENT	Not Set	All		<a href="#">Upload</a>
✖ 4402 : BROWN, DONNFHLAITH	Not Set	All		<a href="#">Upload</a>
✖ 4428 : BYRNE, ANDREW P	Not Set	All		<a href="#">Upload</a>
✖ 4432 : GREEN, JENNIFER R	Not Set	All		<a href="#">Upload</a>
✖ 4448 : CARDWELL, ABBIE JANE	Not Set	All		<a href="#">Upload</a>
✖ 5480 : BELL, ELLEN JOAN	Not Set	All		<a href="#">Upload</a>

Candidates can be assigned to specific groups using the Group Setup function, if this will make uploading easier, but there is no requirement to do this. To access the grouping area, click Group Setup.

# Setting Groups (Optional)



The screenshot shows the 'eSubmission' interface. On the left, there is a sidebar with 'INFO' and 'MENU' sections. The 'INFO' section displays 'GSY31: GCSE Business & Comm. Sys. Unit 3' and 'Closes on dd/mm/yy at 17.00'. The 'MENU' section includes 'Home', 'Multiple Uploads', and 'Group Setup'. The main content area is titled 'Groups' and features a '+ Create Group' button highlighted with a red box. Below the button is a table with columns for 'Group Code' and 'Group Name', and a message stating 'There are no groups set up. Click 'Create Group' to create a group'. On the right, a 'Guidance' box provides instructions on creating groups and assigning candidates. The footer of the page includes 'CCEA' and 'All Rights Reserved'.

INFO

GSY31: GCSE Business & Comm. Sys. Unit 3  
Closes on dd/mm/yy at 17.00

Status

0 out of 15 completed (0%)

MENU

- Home
- Multiple Uploads
- Group Setup

Groups

+ Create Group

Group Code	Group Name
There are no groups set up. Click 'Create Group' to create a group	

Guidance

- This screen provides an optional function allowing users to create groups and assign candidates to them.
- Once created the assigned group codes can be seen on the Home and Multiple Upload screens.
- Users can filter and/or sort by group code to facilitate and track file uploads if necessary.

CCEA

All Rights Reserved

Then click the Create Group button.

# Setting Groups (Optional)



Group Name

create a group

**Group** ✕

Group Code \*

Group Name \*

This allows you to add a code and name to identify the group by. Then click the Create Group to confirm.

# Setting Groups (Optional)



eSubmission TEA 71007 (71007)

INFO

Component [view all](#)

**GSY31: GCSE Business & Comm. Sys. Unit 3**  
Closes on dd/mm/yy at 17.00

0 out of 15 completed (0%)

MENU

- Home
- Multiple Uploads
- Group Setup

## Groups

[+ Create Group](#)

Group Code	Group Name	
D1	Demo 1	<a href="#">Edit</a> <a href="#">Assign</a> <a href="#">Delete</a>

CCEA All Rights Reserved

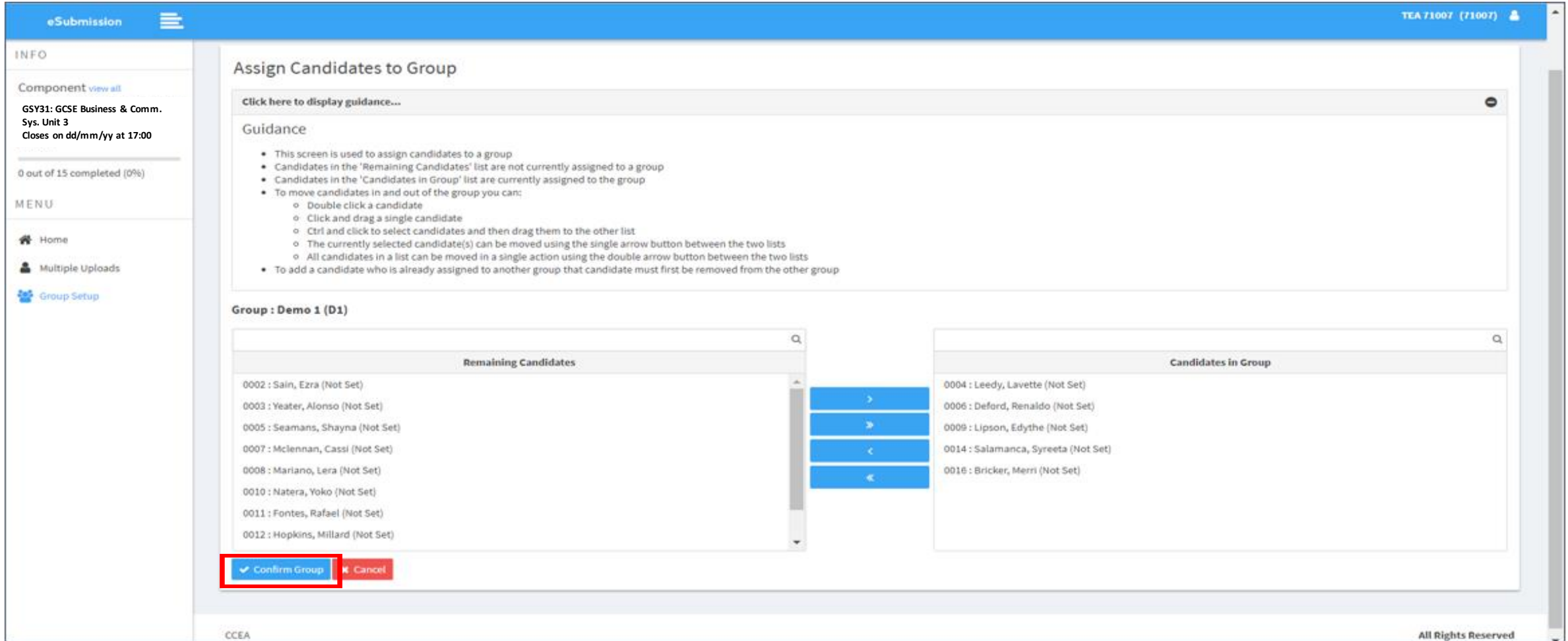
### Guidance

- This screen provides an optional function allowing users to create groups and assign candidates to them.
- Once created the assigned group codes can be seen on the Home and Multiple Upload screens.
- Users can filter and/or sort by group code to facilitate and track file uploads if necessary.

To assign a code to some or all candidates click Assign.



# Setting Groups (Optional)



The screenshot shows the 'Assign Candidates to Group' interface. On the left is a sidebar with 'eSubmission' and 'TEA 71007 (71007)' at the top. Below that is an 'INFO' section for 'Component view all' with details for 'GSY31: GCSE Business & Comm. Sys. Unit 3' and a 'MENU' section with 'Home', 'Multiple Uploads', and 'Group Setup'. The main area is titled 'Assign Candidates to Group' and includes a 'Click here to display guidance...' link. Below this is a 'Guidance' section with a list of instructions. The main content area is divided into two columns: 'Remaining Candidates' and 'Candidates in Group'. The 'Remaining Candidates' list includes names like '0002 : Sain, Ezra (Not Set)' and '0003 : Yeater, Alonso (Not Set)'. The 'Candidates in Group' list includes '0004 : Leedy, Lurette (Not Set)' and '0006 : Deford, Renaldo (Not Set)'. Between the lists are four blue arrow buttons (two right-pointing, two left-pointing). At the bottom, there are 'Confirm Group' and 'Cancel' buttons, with 'Confirm Group' highlighted by a red box. The footer shows 'CCEA' and 'All Rights Reserved'.

**Assign Candidates to Group**

Click here to display guidance...

**Guidance**

- This screen is used to assign candidates to a group
- Candidates in the 'Remaining Candidates' list are not currently assigned to a group
- Candidates in the 'Candidates in Group' list are currently assigned to the group
- To move candidates in and out of the group you can:
  - Double click a candidate
  - Click and drag a single candidate
  - Ctrl and click to select candidates and then drag them to the other list
  - The currently selected candidate(s) can be moved using the single arrow button between the two lists
  - All candidates in a list can be moved in a single action using the double arrow button between the two lists
- To add a candidate who is already assigned to another group that candidate must first be removed from the other group

**Group : Demo 1 (D1)**

**Remaining Candidates**

- 0002 : Sain, Ezra (Not Set)
- 0003 : Yeater, Alonso (Not Set)
- 0005 : Seamans, Shayna (Not Set)
- 0007 : Mclennan, Cassi (Not Set)
- 0008 : Mariano, Lera (Not Set)
- 0010 : Natera, Yoko (Not Set)
- 0011 : Fontes, Rafael (Not Set)
- 0012 : Hopkins, Millard (Not Set)

**Candidates in Group**

- 0004 : Leedy, Lurette (Not Set)
- 0006 : Deford, Renaldo (Not Set)
- 0009 : Lipson, Edythe (Not Set)
- 0014 : Salamanca, Syreeta (Not Set)
- 0016 : Bricker, Merri (Not Set)

Confirm Group Cancel

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Follow the on-screen guidance on how to assign candidates to Groups. Once complete you must click Confirm Group to finalise.

# Uploading Guidelines

**Upload File** ✕

**Candidate: 4296 : BYRNE, LEAH M E**  
**Upload: Assignment**

- Click 'Choose' to select the file to upload
- The file must be in the following format(s): pdf, zip
- The file must be named with the following structure:
  - [component code]-[centre number]-[candidate number].[extension]
  - Allowed name(s):
    - GSY31-71007-4296.pdf
    - GSY31-71007-4296.zip

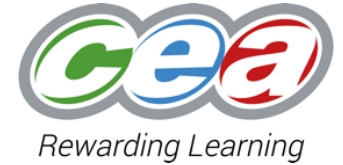
Centre users should note that if files are not named using the above structure or saved in PDF format, the upload will be unsuccessful. Files must also not exceed 200MB in size.

**+ Choose** **⊖ Cancel**

**⬆ Upload**

The above information appears when uploading files for an individual candidate.

# Checking uploaded files

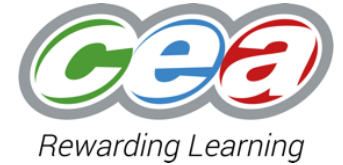


Candidates - 5 out of 12 completed

(1 of 1) H < 1 > H				
	Candidate	Group	Upload Status	Size
✓	4296 : BYRNE, LEAH M E	Not Set	Upload Complete	246.6 KB
✗	4300 : ALLEN, CHANYANUT	Not Set		
✓	4341 : BROWNE, LAUREN C	Not Set	Upload Complete	246.6 KB
✓	4356 : GRAHAM, FREDERICK R	Not Set	Upload Complete	246.6 KB

When a candidate's file is uploaded this icon will appear. Registered teachers can click this to download previously uploaded files for checking if they wish

# Uploading Multiple Candidates



INFO

Component [view all](#)

**GSY31: GCSE Business & Comm. Sys. Unit 3**  
Closes on dd/mm/yy at 17.00

5 out of 12 completed (42%)

MENU

- Home
- Multiple Uploads**
- Group Setup
- Complete Submission

## Multiple Candidate Uploads

- Click 'Choose' to select the file to upload
- Once files are selected click 'Upload'

[+ Choose](#) [Upload](#) [Cancel](#)

**Successful Uploads**

5 of 5 files uploaded successfully.

## Guidance

- Teachers can use this screen to upload multiple files at once.
- Files must be named using the appropriate structure for them to be accepted
- Please do not navigate away from this screen while files are uploading as this will prevent all selected files being uploaded.

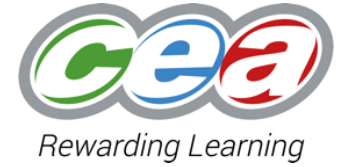
## Candidates - 5 out of 12 completed

(1 of 1) ⏪ 1 ⏩

Candidate	Group	Upload Status	Size
4296 : BYRNE, LEAH M E	Not Set	Upload Complete	246.6 KB
4300 : ALLEN, CHANYANUT	Not Set		
4341 : BROWNE, LAUREN C	Not Set	Upload Complete	246.6 KB
4356 : GRAHAM, FREDERICK R	Not Set	Upload Complete	246.6 KB

Centres can upload files for multiple candidates at the same time, which can streamline the upload process.

# Completion Screen – During Uploads



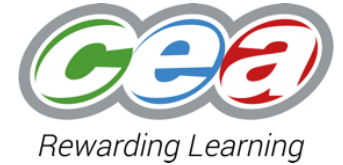
Complete Submission

**File uploads or confirmation of absence are required for the following candidate(s) before submission can be completed:**

Candidate	Group
4300 : ALLEN, CHANYANUT	Not Set
4374 : CLANEY, EMMA	Not Set
4402 : BROWN, DONNFHLAITH	Not Set
4428 : BYRNE, ANDREW P	Not Set
4432 : GREEN, JENNIFER R	Not Set
5480 : BELL, ELLEN JOAN	Not Set
7166 : CAHOON, AINE T	Not Set

Registered teachers have access to a 'Complete Submission' menu option at any point during the eSubmission process. If they click into this screen when not all candidates have had a file uploaded for them, the Lead Teacher will see a list of candidates outstanding.

# Completion Screen – Consent Declarations and Confirmation



## Complete Submission

**Consent Declaration** *(you must select one of the following declarations)*

- I confirm that my centre has retained signed consent from or on behalf of **all** candidates with work uploaded, for that work to be reproduced by CCEA.
- I confirm that my centre has retained signed consent from or on behalf of **some** candidates with work uploaded, for that work to be reproduced by CCEA.
- I confirm that **no** signed consent has been obtained from or on behalf of candidates with work uploaded, for that work to be uploaded by CCEA.

**All candidates have been completed. To finish, please click the 'Complete Submission' button to confirm that authentication signatures have been obtained by the centre in accordance with subject specific instructions.**

✓ Complete Submission

When all files for sampled candidates have been uploaded, Lead Teachers are asked to identify which samples have had written consent obtained for the work to be reproduced by CCEA.

Clicking the 'all' or 'no' candidate radio buttons will allow the Lead Teacher to then press the Complete Submission button. Clicking the 'some' radio button will generate a list of candidates in the sample, and the Lead Teacher must specify which of these has written consent been obtained for, before being able to press the Complete Submission button.

# Key Points to Note

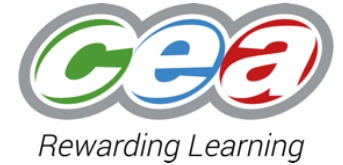


All files **must** be:

- Saved in the correct format. For GCSE Business & Communication Systems, files must be saved in PDF or Zip file format;
- Named using a specific structure (unit-centre-candidate);
- No more than 200MB in size
- Uploaded by 5pm on the date specified in CCEA's Calendar of Events, and the eSubmission application.

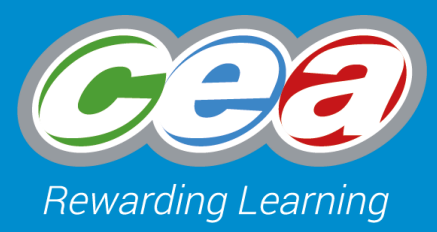
Centres must continue to submit eCandidate Record Sheets through the existing application.

# Support & Guidance



- Users previously registered to use eCRS for GCSE Business & Communication Systems will automatically have access to eSubmission;
- When Exams Officers register new users for GCSE Business & Communication Systems in E-Moderation Admin, this registration will also give users access to eSubmission;
- Registered users will be able to log in to eSubmission and upload candidates as soon as marks have been submitted, and the onscreen sample is available;
- Further guidance for users will be available on the GCSE Business & Communication Systems area of the CCEA website closer to the summer series. A video tutorial on how to use eSubmission is also available;
- CCEA's Moderation team is available to answer any eSubmission queries. Email [moderationteam@ccea.org.uk](mailto:moderationteam@ccea.org.uk) for assistance.





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