



**User manual**

**AQA examiner online standardisation system V 5.0**

**August 2020**

## Amendment history

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## Change register 4.1.0

Updated for the new Angular UI

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## 1. General requirements

### Screen resolution:

The application is optimised for a screen resolution of 1024 x 768 minimum.

**Connection:** Broadband internet access is required.

	Windows	Macintosh	Linux
<b>CPU</b>	Intel Pentium III 1GHz or faster processor (or equivalent)	PowerPC G3 500MHz or faster processor  Intel Core Duo 1.33GHz or faster processor	Modern processor (1GHz or faster)
<b>Memory</b>	1 GB of RAM		
<b>Internet connection</b>	Access to a stable Broadband connection		
<b>Resolution</b>	Minimum 1024x768		
<b>Browser</b>	MS Internet Explorer (6.0 or later), Mozilla Firefox (2.0 or later)  With Flash Player Plugin (9 or later)		

## 2. Login

- Type the following into your address bar: <https://www.onlinestandardisation.co.uk/>
- The following window appears:

A screenshot of the login window. It has a white background with a grey border. At the top, the word 'Login' is in bold. Below it, the text 'Your OLS/OLA pin' is followed by a horizontal line. Then, 'Your OLS/OLA Password' is followed by another horizontal line. Below the password line, it says 'The Password is case sensitive'. At the bottom right, there is a blue button with the word 'Submit' in white. At the very bottom, it says 'For questions or problems please contact [AQA Contact Centre](#)'.

- Type in your **UserID** (user name) and the **Password** given to you in advance.
- Click on the **Submit** button.

### 3. Wrong Password

- If you enter three times an incorrect password, the following window appears:

## Login


Your OLS/OLA pin  
testuser

---

Your OLS/OLA Password

---

Password is incorrect, please enter the Captcha symbols into the captcha field. Both the Password and the Captcha need to be correct



Captcha

---

Please enter the Captcha symbols from the image above

Submit

For questions or problems please contact  
[AQA Contact Centre](#).

- You have two more chances to type in the correct password and solve the captcha; otherwise, your account will be blocked and you will receive an email with the contact details to receive a new password.

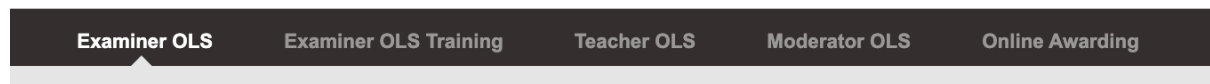
## 4. Examiner Technical Contact Centre

Our Contact Centre (see Login screen for details) helps with system operating problems, e.g. a page not loading properly or missing, previously viewed, information.

For questions or problems please contact  
[AQA Contact Centre](#).

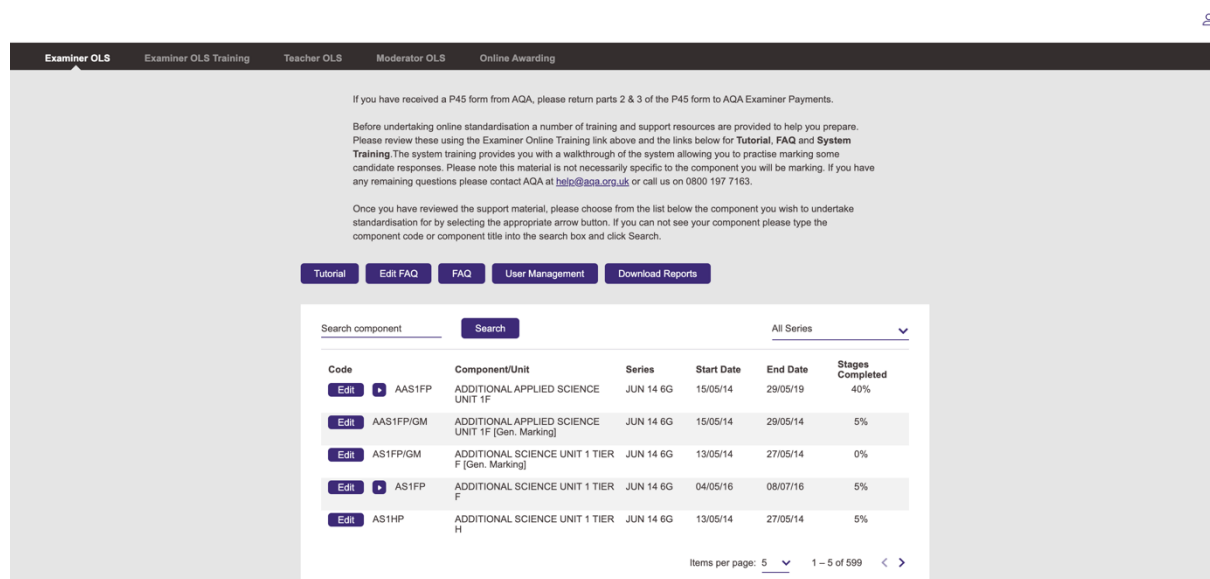
## 5. Choose component

You can switch between different OLSs by selecting the respective tab.



Make sure the correct tab is selected.

On the welcome screen you will find some welcome text and several buttons.



- Click on a component's play button to select it and you will be taken to its Welcome page.

## 6. Component ,end date and progress

Your chosen component and the end date (by which online standardisation must be finished) are shown at the top of the screen. The green bar represents your progress through the standardisation process.

The progress bar shows your progress through the application.



The status breakdown is as follows:

• Welcome	5%
• Admin briefing	11%
• Question paper & mark scheme	11%
• Read model marked script	11%
• Standardisation scripts	29%
• First phase sample batch 1(if in use)	11%
• First phase sample batch 2(if in use)	11%
• First phase sample batch 3 (if in use)	11%

## 7. Task list

- The list of online standardisation tasks is at the top left of the page.
- The tasks have to be worked through in order.
- Each task becomes active as you move through the process.
- The date and time alongside each task tell you when it will be accessible.
- The task list can be closed by clicking any menu item.
- The task list can be opened again by clicking the arrow in the top right corner of the drop-down list.



Tasks		
<b>Task 1</b>	Welcome	<b>18 Oct 09:00</b>
<b>Task 2</b>	Admin Briefing	<b>18 Oct 09:00</b>
<b>Task 3</b>	Question Paper & Mark Scheme	<b>01 Nov 09:00</b>
<b>Task 4</b>	Read MMS	<b>29 Jul 15:00</b>
<b>Task 5</b>	Standardisation Scripts	<b>01 Nov 09:00</b>
<b>Task 6</b>	1st Phase Sample Batch 1	<b>01 Nov 09:00</b>
<b>Task 7</b>	1st Phase Sample Batch 2	<b>01 Nov 09:00</b>
<b>Task 8</b>	1st Phase Sample Batch 3	<b>01 Nov 09:00</b>

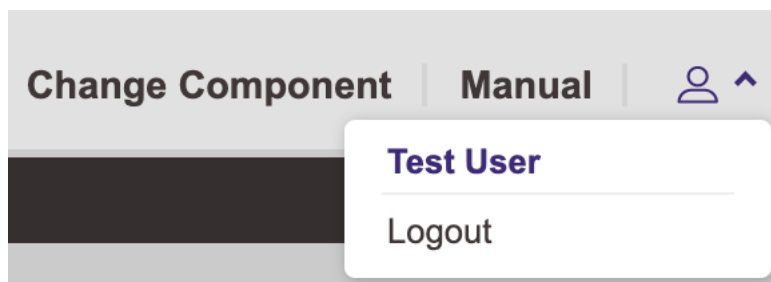
[Tutorial](#)

[FAQ](#)

[Supporting Information](#)

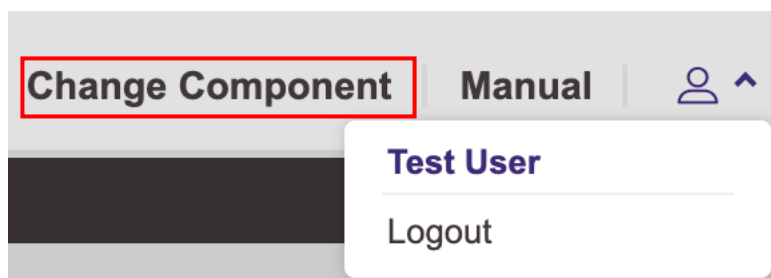
## 8. Logout

- You can click **Logout** at any time.



## 9. Change component

You can switch between the components you are appointed to without logging out; simply click on **Change Component**.



The 'Choose Component' screen with your former selection will appear. Click on the play button of another component to access it

## 10. Important notice

If a new version of an important document - e.g. the Mark Scheme - is published during standardisation you will receive an update alert (see below) when you next log in.

You have to acknowledge this notice (by clicking **OK**) before you can do anything else. The notice will then disappear.

The screenshot displays the 'App Gen App Bus Unit 2 ABS2' interface. The top navigation bar includes 'Change Component', 'Manual', and a user profile icon. The main content area is titled 'Overview' and 'Standardisation Exemplars'. A 'Key' section is visible on the right. A 'System Message' dialog box is overlaid in the center, displaying the following information:

**System Message**

**From:** Arcadia TeamLead

**Date sent:** 14/01/20 17:08

**Subject:** This is a Test System Message

**Text:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Gravida non dolor neque purus egestas cum. Ullamcorper diam nunc, lorem at netus sit. Enim tincidunt ornare adipiscing fames euismod luctus aliquet eget. Molestie consectetur laoreet sed eget commodo. In urna metus ac vitae donec pellentesque. Placerat ultrices arcu euismod tempus enim,

An 'OK' button is located at the bottom of the dialog box. The background interface shows various mark schemes and a 'Work 3' section with 'Item 1' and 'Item 2'.

Before continuing, check the new version of the mark scheme. There may be changes you need to be aware of before marking the standardisation or first phase sample scripts.

## 11. Messaging - examiner

The **Messages** box is in the top right corner of the screen.

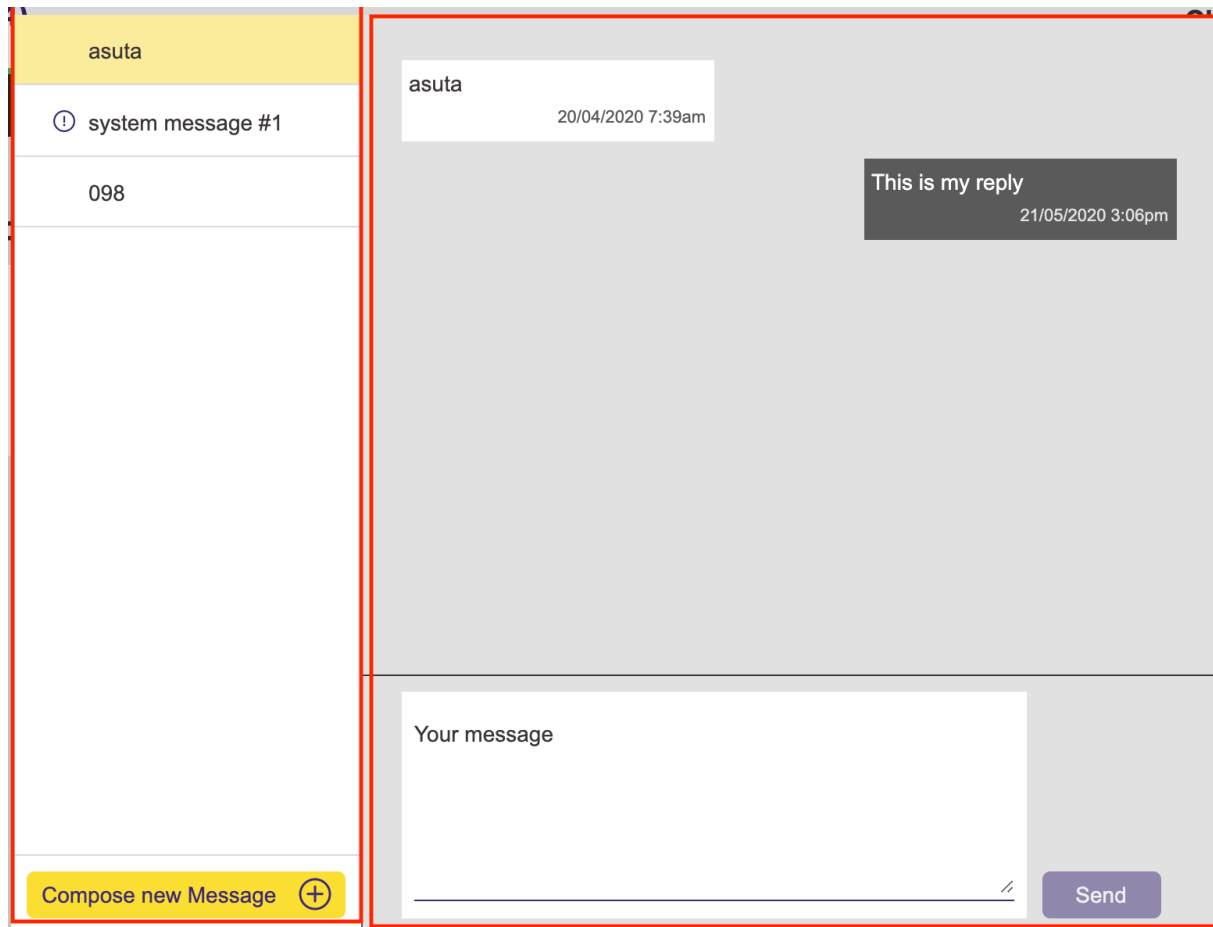


The button shows the number of new messages.

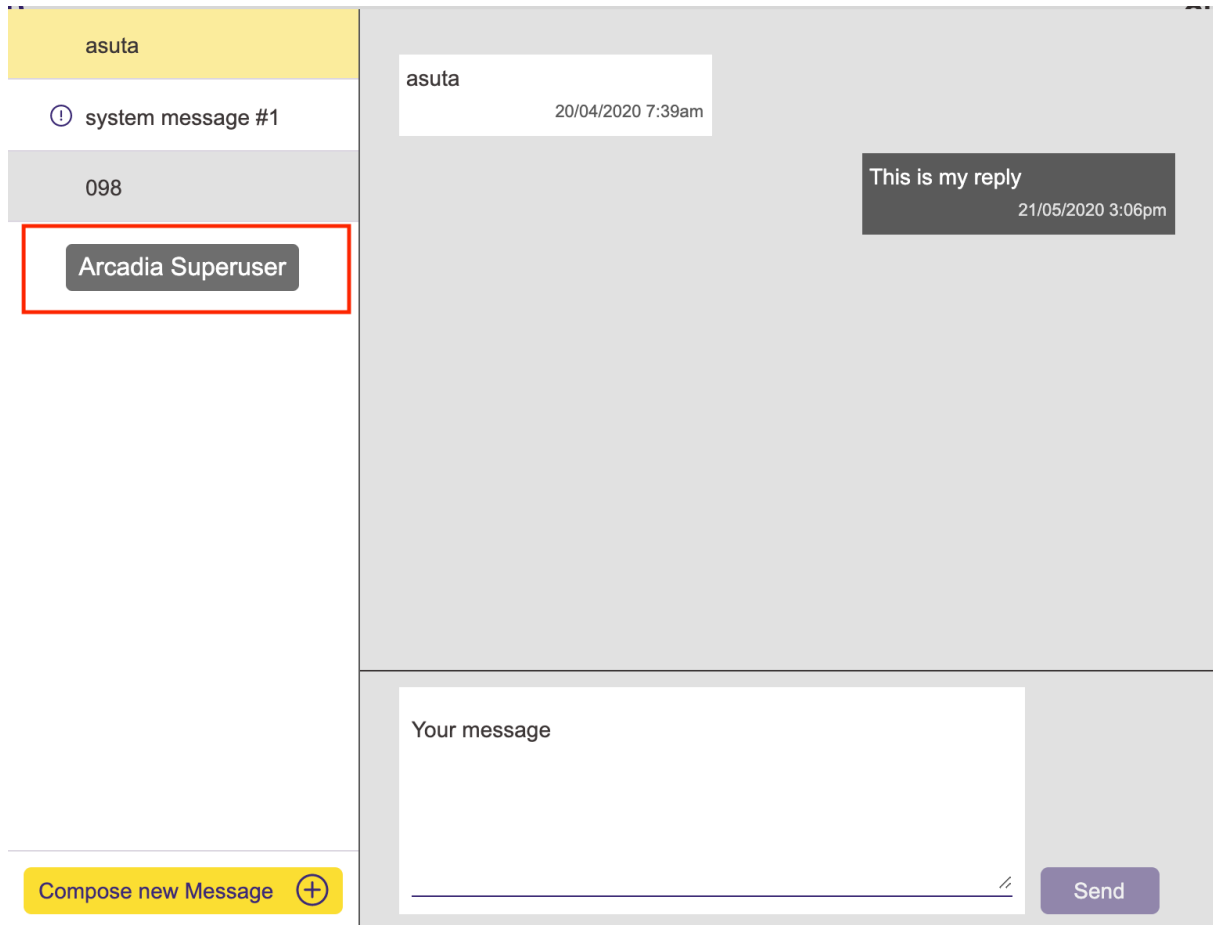
- Click this button, the screen turns grey and the **Messaging** window comes up.

Messaging works as follows:

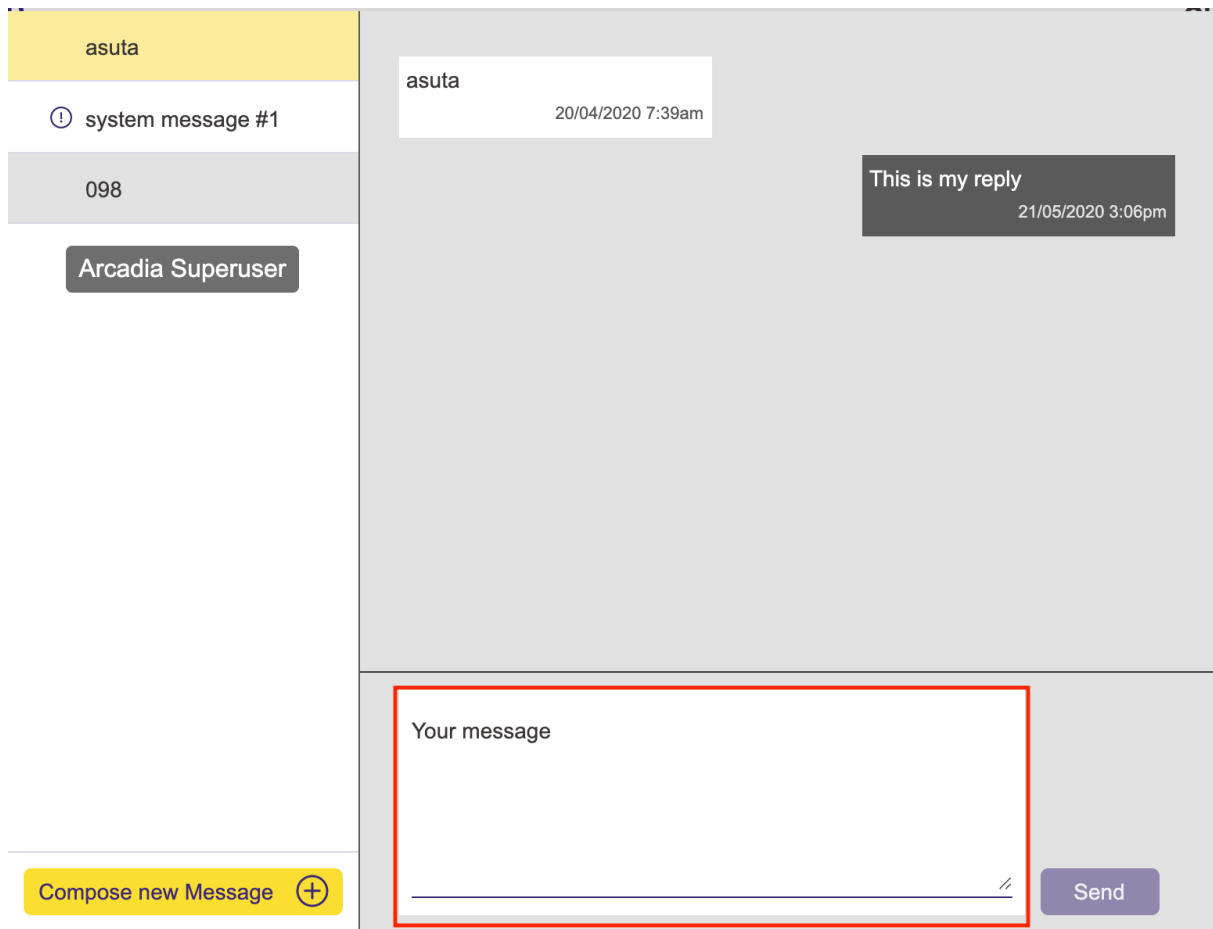
- the left column lists all threads
- the right column shows all the messages



- Hovering over the thread subject in the left hand column displays the author of the message



- To reply type your message where it says “your message” in the box and click **Send**.






## 12. Messaging - Team Leader, Principal Examiner, Assistant Principal Examiner, Subject Manager

The **Messages** box is in the top right corner of the screen.

The button shows the number of new messages.

- Click this button, the screen turns grey and the **Messaging** window comes up.

<input type="checkbox"/> To all Examiners	 Test subject to all examiners	<div>Keep calm and stay home 16/03/2020 11:41am</div>
soTestWelcome1		
soTestWelcome2	 Series characteristics are changed	
Arcadia Superuser		
Demo User 2		
Demo User 3		
test pex		
tl2 test		
<input type="button" value="Compose new Message"/> 		<div>Your message</div> <div> <input type="checkbox"/> Via Email  <input type="checkbox"/> As System message         </div> <div> <input type="button" value="Send"/> </div>

Messaging works as follows:

- the left column lists all users you can communicate with
- you can send messages to all moderators in your team, as well as the Principal Moderator if you are a Team Leader, and the Subject Manager if you are a Principal Moderator
- the middle column has a list of all the threads
- the right hand column shows the messages
- click on a username to see all corresponding threads in the middle column
- To reply in a thread directly type your message where it says "Your message" and click **Send**.
- To start a new thread, select a user, click on **Compose new Message**. You must type in the name of the subject so that readers can find your message. When you have typed your message, click **Send**.
- To send a message to all moderators click the square next to **all Moderators**, then **Compose new Message**
- To create emails/system messages within the message box, click on the **via email** checkbox at the top. Messages will be marked with special symbols

o Email Message: 

o System Message: 

## 13. Examiner welcome

# Tasks

Task 1   Welcome
31 Jan 23:15

The Lead Examiner for the component welcomes you to online standardisation.

The screenshot shows the 'Welcome' page of the AQA examiner online standardisation system. The header includes the component name 'COMP Perf test 2' and the end date '15/11/2017'. The main content area is titled 'Welcome' and contains a large text block explaining the marking system (Green, Amber, Red) and a button to 'Open online tutorial'. To the right, there is an 'Online Tutorial' section with introductory text and a 'News' section with a list of recent updates.

After this page has been displayed on your first login, the progress bar at the top of the page changes to 5%.

- Read through the Principal Examiner Welcome and any supporting information (see below) before proceeding to the next stage.

The Welcome page will also contain:

- Team Leader contact details
- general information about examiner OLS
- a news section with the latest information
- the option to download the tutorial

The **Supporting Information box** on the welcome page contains additional material for examiners. To view a document, simply click on it.

Technical Helpdesk: 0844 209 6613

## Supporting Information

Name	Upload Date
OrigScan-405552.jpg	17.05.20 21:15
Krankikom	17.05.20 21:16
<a href="https://www.google.ru/">https://www.google.ru/</a>	20.05.20 09:08
1234567890 1234567890 1234567890 1234567890 1234567890 1234 567890 1234567890 1234567890 1234567890 1234567890 12345678 90 1234567890 1234567890 1234567890 1234567890 1234567890 1 234567890 1234567890 12	20.05.20 09:14

## 15. Admin briefing



02 Feb 01:30

- Click on **Admin Briefing** in the task list to see the following page.
- Click on the link to open the Admin briefing. You will need Adobe Acrobat Reader on your computer to read it.

## Admin Briefing

You need to read the [Admin Briefing](#).  
To confirm, please check the box below and submit.

☐ I read the Admin Briefing

Submit

- Confirm that you have read the briefing by ticking the **I have studied Admin Briefing** checkbox and clicking **submit**. You must do this before you can move on to the next task.

## Admin Briefing

You need to read the [Admin Briefing](#).

To confirm, please check the box below and submit.

☒ I read the Admin Briefing

Submit

Your progress status will change to 11% and the next task will be available to you.

## 16. Question paper and mark scheme



### Tasks

**Task 1** Welcome **18 Oct 09:00**

**Task 2** Admin Briefing **18 Oct 09:00**

**Task 3** Question Paper & Mark Scheme **01 Nov 09:00**

Click on **Question Paper & Mark Scheme** to display the following page which shows the breakdown of question paper and mark scheme by question or item.

The screenshot shows the AQA COMP Perfest 2 interface. At the top, there is a navigation bar with a hamburger menu, the text 'COMP Perfest 2' and 'End Date: 15/11/2017', and links for 'Change Component', 'Manual', and a user profile. Below this is a dark header with 'Overview' and 'Question Paper & Mark Scheme' tabs. The main content area is divided into two sections. The left section, titled 'Overview', contains a paragraph explaining that all items in the Question Paper and Mark Scheme are listed here, and that users can access any item by clicking in a white square or choosing the 'Question Paper & Mark Scheme' tab. Below this is a table with 'Script' as the header and 'Item' as the row header. The table has a single column for 'Item' with three rows labeled 'C', 'A', and 'B'. Each row has a white square next to it. The right section, titled 'Question Paper & Mark Scheme', contains a paragraph explaining that after working through every item, users should click in the box below to confirm they have studied every item, then click the submit button. Below this is a checkbox labeled 'I read the Question Paper & Mark Scheme' and a 'Submit' button.

- Click on the squares alongside the question number to go directly to the relevant question or sub-question.
- Click on the **Question Paper & Mark Scheme** tab to bring up either the first or last viewed question.

COMP Perftest 2  
End Date: 15/11/2017

Change Component Manual

Overview Question Paper & Mark Scheme

Page: 1 / 1 Question Paper 69%

Page: 1 / 1 Mark Scheme 69%

Version: 0.1 Pre-standardisation

Instructions

- Use black ink or black ball-point pen. Pencil should only be used for drawing.
- Write the information required on the front of your answer book. The Paper Reference is DANC3.
- Answer two questions. Answer one question from Section A and one question from Section B.
- Do all rough work in your answer book. Cross through any work you do not want to be marked.

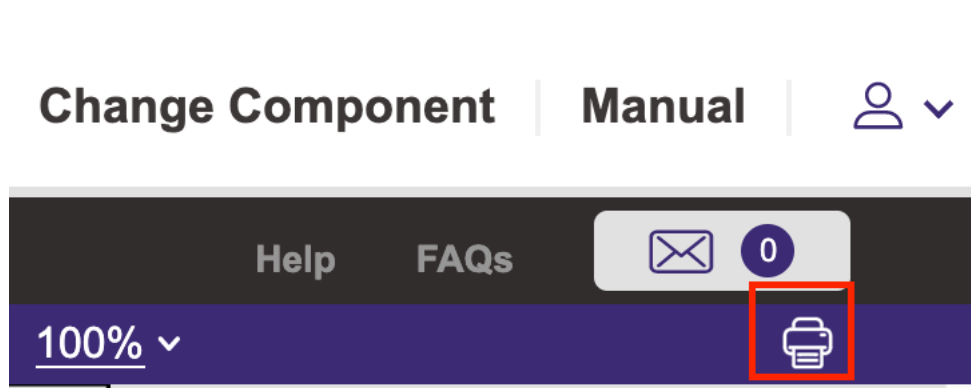
Information

- All questions carry equal marks, and are marked out of 40.
- The maximum mark for this paper is 80.
- You will be marked on your ability to:

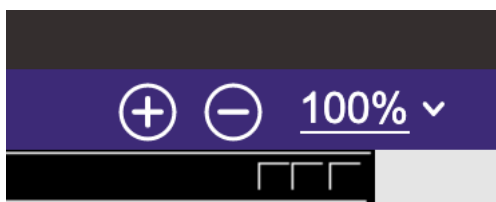
- To print the whole question paper, click the bottom left printer icon. This will open a PDF document that you can save or print immediately.



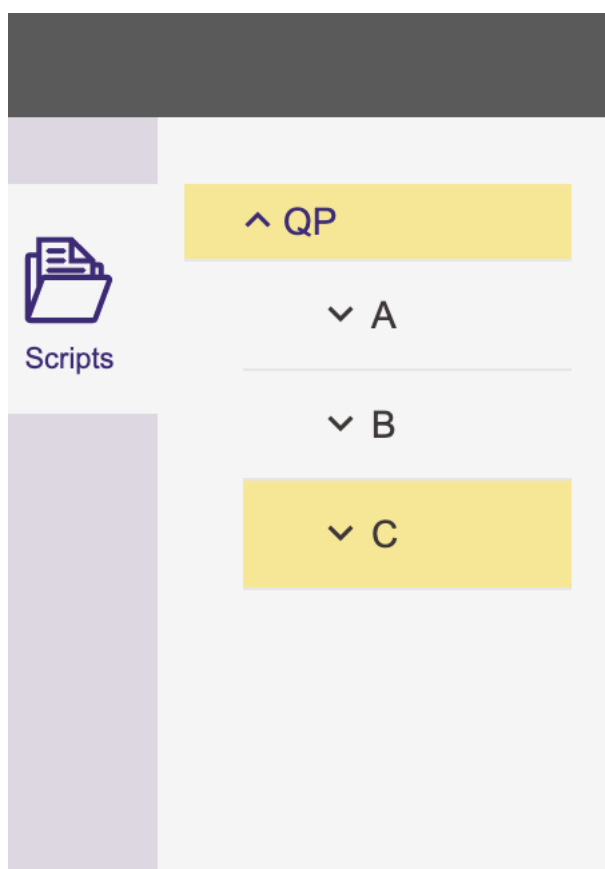
- To print the whole Mark Scheme, click the top right printer icon. This will open a PDF document that you can save or print immediately.



- Use the scrollbar to scroll up and any page of any question which is too long to be displayed on the screen.
- Use the zoom settings +/- on the top right to enlarge or reduce the image resolution.



- The left hand panel can be used to navigate to other questions

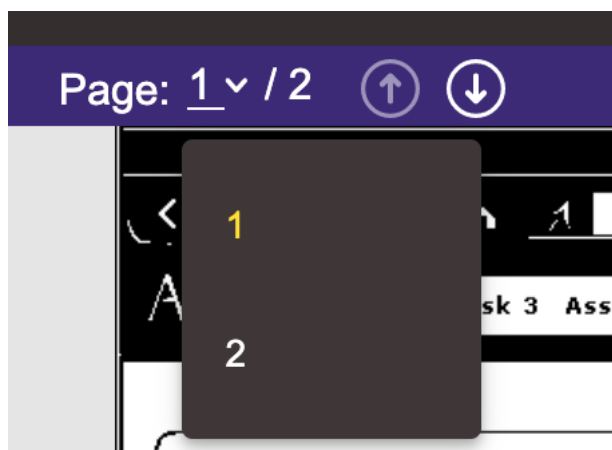


### Multi-page feature

Long clips from the question paper, mark scheme or candidate responses can be displayed over several pages.

Click the arrows to go through the extract page by page.

Click a page number in the box to go directly to that page.



Having read the question paper and mark scheme, click the Overview tab.

Tick the checkbox and click on submit. The next task will now be available.

## Question Paper & Mark Scheme

After working through every item in the Question Paper and Mark Scheme click in the box below to confirm that you have studied every item, then click the submit button.

☐ I read the Question Paper & Mark Scheme

Submit

### 17. Read model marked script (MMS)

This task is available for non CMI+ components only.



#### Tasks

<b>Task 1</b>	Welcome	<b>18 Oct 09:00</b>
<b>Task 2</b>	Admin Briefing	<b>18 Oct 09:00</b>
<b>Task 3</b>	Question Paper & Mark Scheme	<b>01 Nov 09:00</b>
<b>Task 4</b>	Read MMS	<b>29 Jul 15:00</b>

Clicking on **Read MMS** brings up the following page:


COMP Perftest 2  
End Date: 15/11/2017

Change Component

Overview Model Marked Script

### Overview

All items in the Model Marked Script and Mark Scheme are listed here. To access them for an item, click directly in a white box. Alternatively, choose the "Model Marked Script" tab above.



### Model Marked Script

After reading the Model Marked Script and the Mark Scheme confirm this below, then click the submit button.

☐ I have studied every item in the Model Marked Script & Mark Scheme

Submit

The page shows the question paper by question/item.

- Click on the squares alongside the question numbers to go to the relevant question in the model marked script and the corresponding part of the mark scheme. You can also click on the **Model Marked Script** tab to go to the first or last viewed question of the MMS.

COMP Perftest 2  
End Date: 15/11/2017

Change Component Manual

Overview Model Marked Script

Page: 1 / 2

Model Marked Script

69%

Page: 1 / 1

Mark Scheme

69%

AQA

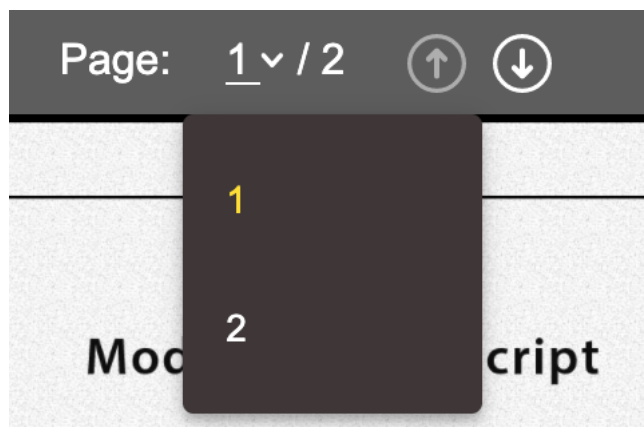
A-LEVEL  
Dance  
DANC3

Model Marked Script

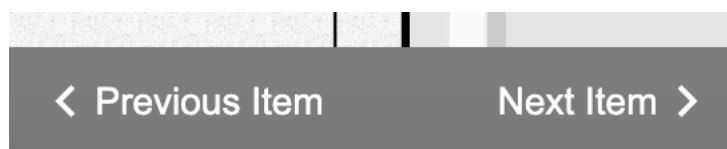
S1  
Q1  
P1

< Previous Item Next Item >

- Use the right hand scroll bar to scroll up and down questions that are too long to be displayed on the screen.
- A paging function is available for these multi-page questions.

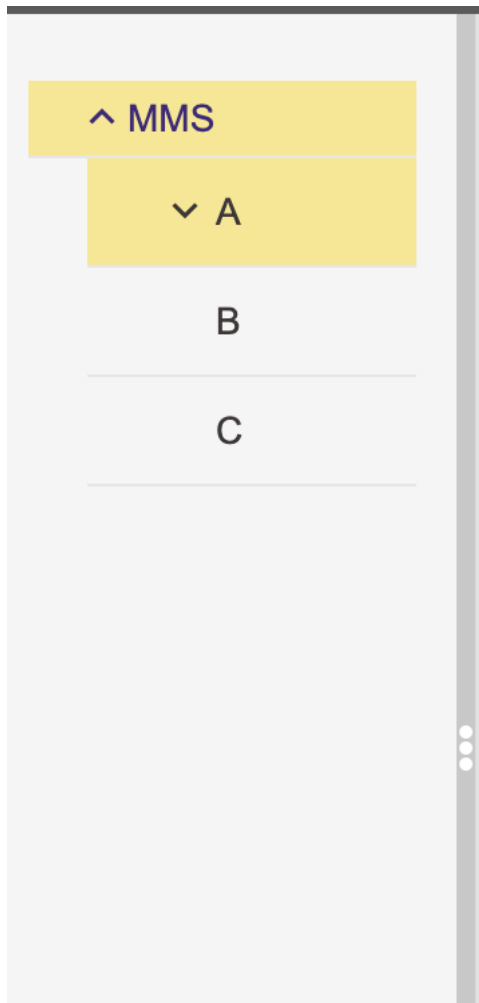


- Use the zoom sliders and change the width of the columns to enlarge or reduce the size of the question and the mark scheme.
- You can switch from one question to another on all display options by using the **previous item/next item** button.



- You can also use the left hand panel to navigate between items





- Click on the **Overview** tab to acknowledge you have read the MMS.
- Tick the checkbox and click **submit**. The next task will now be available.

## Model Marked Script

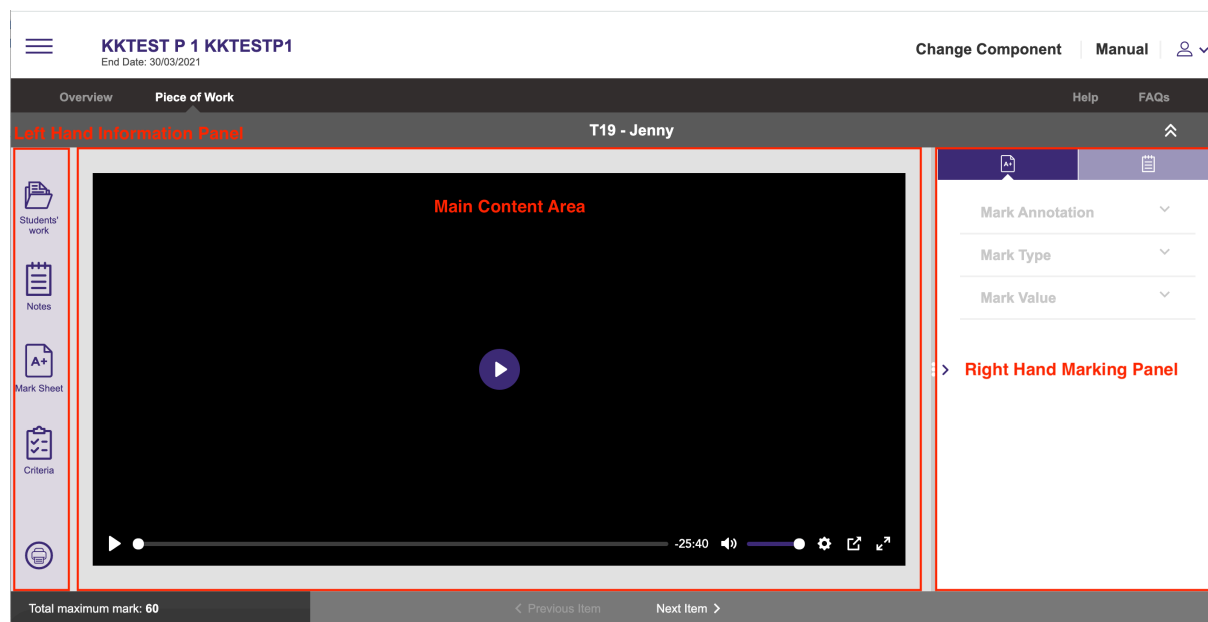
After reading the Model Marked Script and the Mark Scheme confirm this below, then click the submit button.

☐ I have studied every item in the  
Model Marked Script & Mark Scheme

Submit

## 18. New Marking Interface

A new marking interface has been introduced that is the same for all types of marking, and removes the need for the old Perspective functionality.



The main view of a piece of work is split into 3 main areas:

- Main Content Area
  - This is where the candidate's piece of work can be viewed (in this example a video)
- Left Hand Information Panel
  - This panel "unfolds" to display different additional information about the piece of work
- Right Hand Marking Panel
  - This panel contains the functionality to add marks and annotations to a piece of work.

These pieces of functionality are explained in more detail in the next sections.

Using the functionality on this screen you can view the examples of marked work, and then return to the Overview Screen to select Next Task – or alternatively select Standardisation directly from the Task list menu.

## 19. Main Content Area

This is the area where you can see the candidates' piece of work.

The screenshot displays the AQA examiner online standardisation interface. At the top, it shows 'KKTEST P 1 KKTESTP1' with an end date of 30/03/2021. The main content area is titled 'Standardisation pieces of work' and shows a candidate's work for 'A-Level Component 2: Creating Original Drama'. The work is titled 'Working Notebook' and includes sections for 'Bluebeard', 'Influencing Practitioner: Shared Experience', and 'Section 1: Rationale and Research'. The text discusses female curiosity and the depiction of women in fairy tales. The interface includes a sidebar with icons for 'Students' work', 'Annotations', 'Mark Sheet', and 'Criteria'. On the right, there are controls for 'Mark Annotation', 'Mark Type', and 'Mark Value'. At the bottom, there are navigation buttons for 'Previous Item', 'Next Item', and 'Submit Now'.

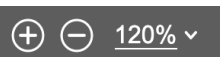
It is possible to navigate within an item of content using the scroll bar on the right of the piece of work



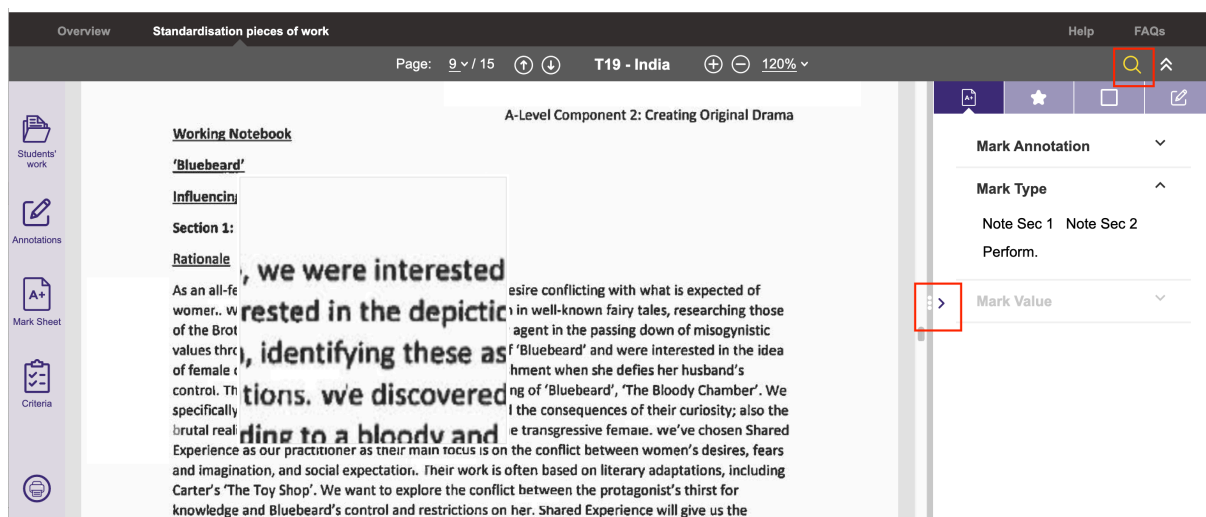
, or using the paging functionality



It is possible to adjust the zoom



It is also possible to magnify a section of the piece of work if it needs to be examined in detail:



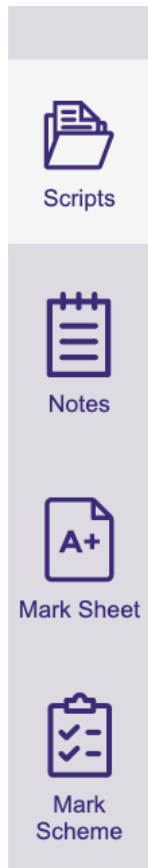
The width of the main content area can also be made bigger by clicking on the arrow to hide the right-hand panel.

The very bottom of the screen contains some information on the marks for a piece of work and also the ability to navigate between items



## 20. Left Hand Information Panel

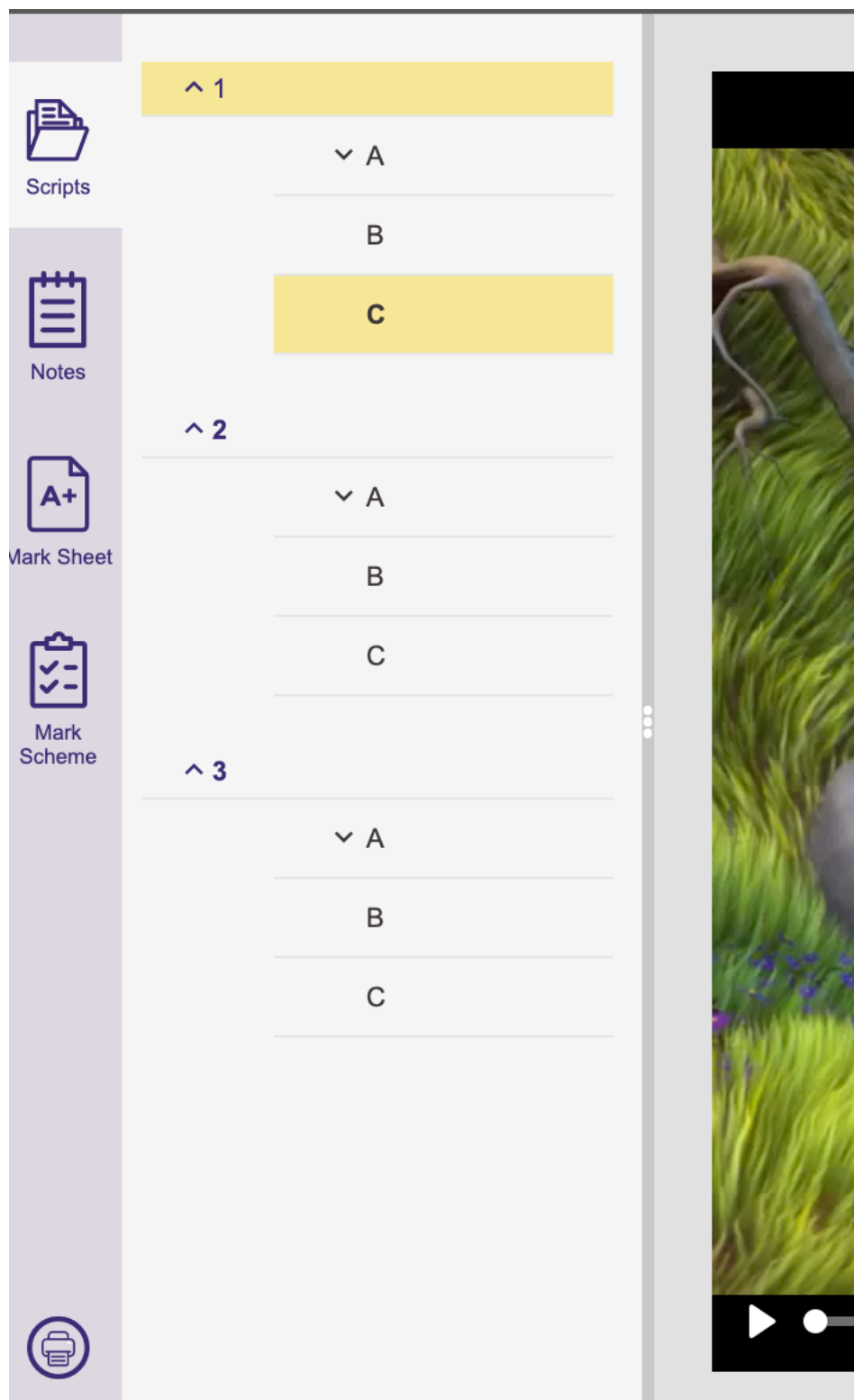
The left-hand panel contains a number of different tools that can be used to display more information about the piece of work that is currently displayed.



Clicking on one of the tool icons “unfolds” the left panel.

Clicking on the icon again will hide the panel.

### **Scripts**



This tool displays an overview of the standardisation material in terms of:

- the different pieces of work
  - the different items within each piece of work

This is displayed in a hierarchical, tree structure. The current piece of work, and the current item are both highlighted.

You can navigate straight to any item, within any piece of work, simply by clicking on it within this tree structure.

Pieces of work that you have marked and submitted are labelled with a green tick.

## Notes

This tool displays the annotations/notes that the Lead Moderator has added to explain their judgement.

It also contains any annotations that you may have added during your marking.

The screenshot displays the AQA examiner online standardisation interface. On the left, a vertical sidebar contains a hierarchical tree structure with icons for 'Students' work', 'Annotations', 'Mark Sheet', 'Criteria', and a printer icon. The tree structure shows a red 'T' icon for 'This is a Teacher Annotation' and a green 'L' icon for 'Jack (Set Design)'. Below this, a section titled 'Section A' contains a green 'L' icon and a text annotation: 'I want the audience to be wowed by the way the actors interact with the set. I want'. Below this, a section titled 'Section B' contains a green 'L' icon and a text annotation: 'Although Jack has clearly engaged with the work and has offered several ideas'. Below this, a section titled 'Section C' contains a green 'L' icon and a text annotation: 'There are some very good descriptions of the design process here and some'. At the bottom of the sidebar, a legend indicates 'L = Lead Moderator' and 'T = Teacher'.

The main area on the right shows a detailed view of the student's work. The title is 'Jack: Set Design'. Below the title is the subtitle 'Working Notebook for Sweet Kid'. Below the subtitle is the text 'Practitioner: Frantic Assembly'. Below this is a green 'L' icon and a text annotation: 'I want the audience to be wowed by the way the actors interact with the set. I want'. Below this is a green 'L' icon and a text annotation: 'Although Jack has clearly engaged with the work and has offered several ideas'. Below this is a green 'L' icon and a text annotation: 'There are some very good descriptions of the design process here and some'. Below this is a green 'L' icon and a text annotation: 'My group, made up of 2 performers a, lighting designer and myself decided we wanted to do a piece of work about being in prison and what happens to people when they are in one. We are all big fans of the Netflix programme 'Orange is the New Black' and were inspired by some of the things that happen to the characters. Obviously, because I am a boy, I couldn't be in the prison with the girls (unless I was a warder or something and I wasn't interested in this), instead I knew I wanted to continue with my passion for set design – something I have been intrigued by since I started doing my A level Drama course.' Below this is a green 'L' icon and a text annotation: 'Our Starting Point'. Below this is a green 'L' icon and a text annotation: 'Reasons and Research'. Below this is a green 'L' icon and a text annotation: 'SectioComment'.

The panel contains each annotation in the order it appears in the piece of work

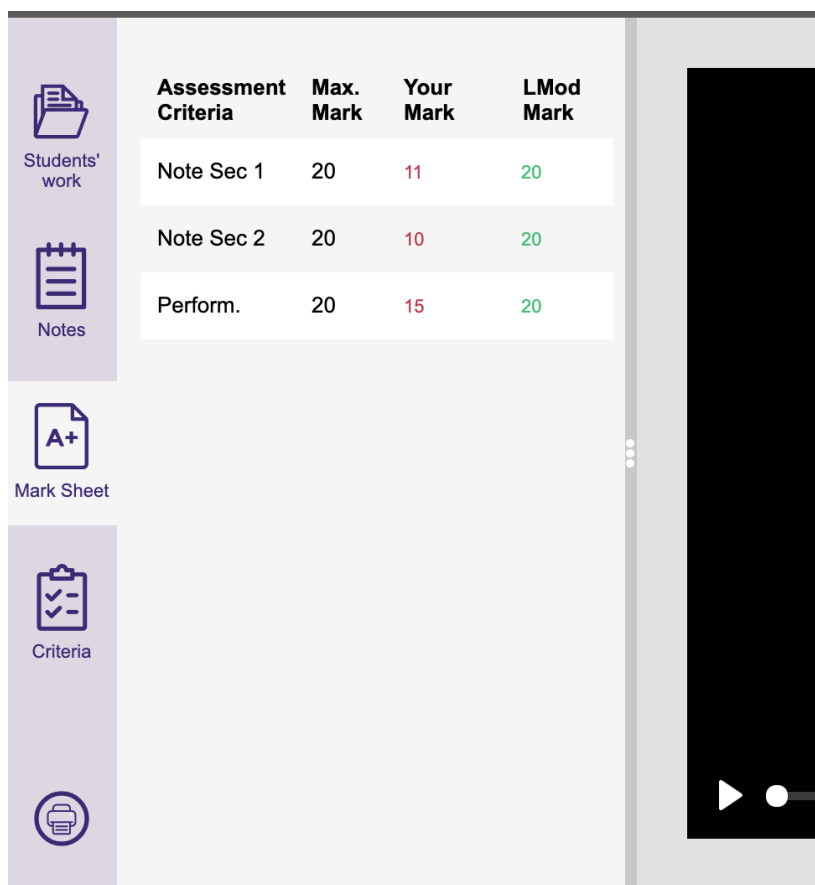
Lead Examiner annotations are labelled green, and Examiner annotations labelled red.

The panel displays the first few lines of each annotation. To read the full annotation simply click on it.

## Mark Sheet

There is a holistic mode of marking, “Marking by Mark Sheet” where marks are placed on a mark sheet, rather than directly on to the piece of work. It is used for marking complex pieces of work which cannot be broken down, but are marked as a whole according to a set of marking criteria; the work is then annotated and marks are entered against each assessment criterion.

Often used for long form piece of work type content, like essays, but also for video, audio and externally handled content.



Assessment Criteria	Max. Mark	Your Mark	LMod Mark
Note Sec 1	20	11	20
Note Sec 2	20	10	20
Perform.	20	15	20

The Mark Sheet tool displays the Mark sheet in the left hand panel.

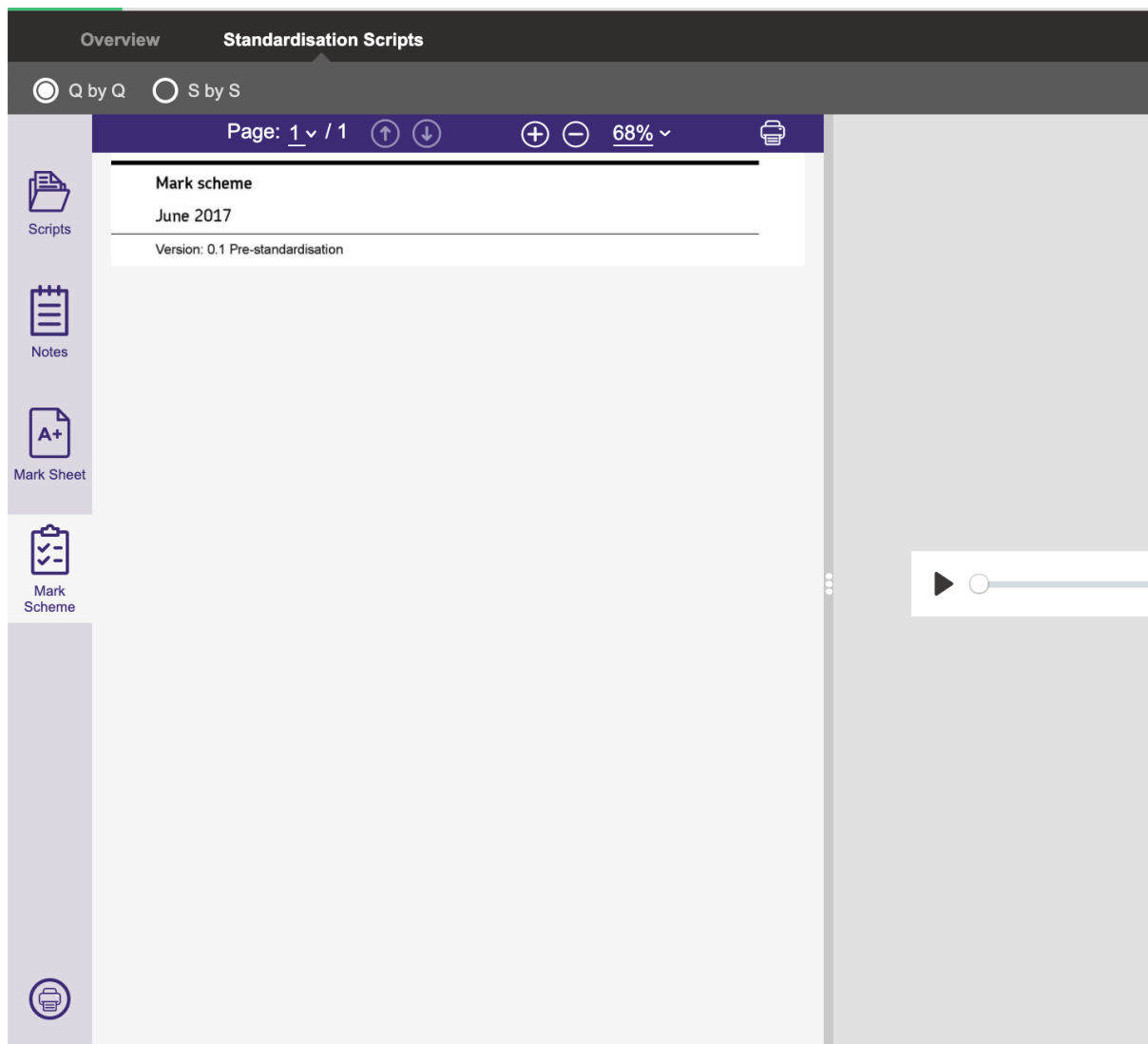
Clicking on a mark space allows you to enter a mark using the right hand marking panel.

The mark sheet will display any marks you have entered in Red.

Once a piece of work has been submitted it will also display the Lead Moderator's marks in Green, for you to compare.

### **Mark Scheme**

The Mark Scheme tool simply displays the Mark Scheme in the left hand panel



Note that the usual navigation functionality for paging, zoom and scrolling within the Mark Scheme are all available within the left hand panel. The left hand panel can also be width adjusted.

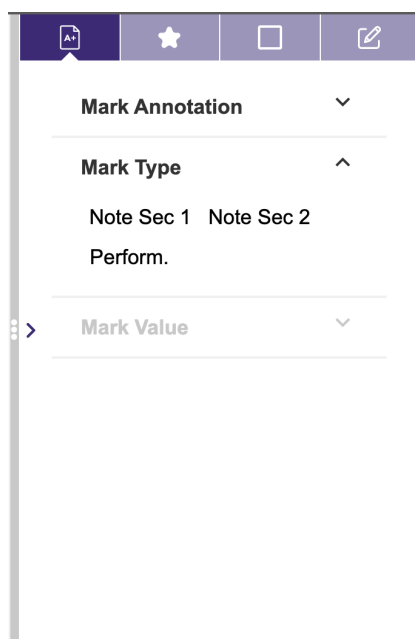
## Print

The left hand panel also contains a Print tool. This will print the current script as a pdf.



## 21. Right Hand Marking Panel

The right hand panel is where all marking functionality is contained.



Using this functionality you can add marks, symbols and annotations to the piece of work.

The different functionality is split up between different tabs.

### Marking Tab

The first tab is the Marking Tab

The screenshot shows the Marking Tab interface. At the top, there is a navigation bar with four icons: a document with 'A+', a star, a square, and a pencil. Below this, the 'Mark Annotation' section is expanded, showing 'Mark Type' and 'Mark Value'. The 'Mark Type' section has a dropdown menu with 'Perform.' selected. The 'Mark Value' section is collapsed, indicated by a right-pointing chevron. The 'Mark Annotation' section also shows 'Note Sec 1' and 'Note Sec 2'.

To place a mark you first need to select the Mark Type from the available types (in this example “Perform.”)

This will then automatically open the Mark Value selector

The screenshot shows the Mark Value selector interface. The 'Mark Annotation' section is expanded, showing 'Mark Type' and 'Mark Value'. The 'Mark Type' section has a dropdown menu with 'Perform.' selected. The 'Mark Value' section is expanded, showing a grid of numbers from 0 to 19. The number 3 is highlighted in the grid. The 'Mark Annotation' section also shows 'Note Sec 1' and 'Note Sec 2'.

Selecting the mark value will then place a mark of that value:


- in the centre of the piece of work (where you can drag it to place it)
- or, (as in this case) in the mark sheet

The screenshot shows the AQA examiner online standardisation interface. On the left, there is a sidebar with icons for 'Students' work', 'Annotations', 'Mark Sheet', and 'Criteria'. The main area displays the '2018 candidate record form' for 'A-level Drama and Theatre Component 2 – Creating original drama (7262/C)'. The form includes fields for 'Centre number', 'Centre name', 'Candidate number', and 'Candidate's full name'. Below these fields, a list of pages is shown: 'Declarations' (2), 'Working notebook cover sheet' (3), 'Record of marks awarded' (4), 'working notebook' (5), 'devised performance' (6), 'summary' (6), and 'Statement of dramatic intent' (7). On the right, the 'Mark Annotation' window is open, showing 'Mark Type' as 'Perform.' and 'Mark Value' as '3'. The bottom status bar indicates 'Total maximum mark: 60' and 'Your total mark: 3', with buttons for 'Previous Item', 'Next Item', and 'Submit Pow'.


It depends if the marking mode is set to mark sheet or not.

It is also possible to associate an annotation with a specific mark. Click on Mark Annotation, this opens the Annotation window where you can add your annotation text

The screenshot shows the 'Mark Annotation' window. It has a title bar with icons for 'A+', a star, a square, and a pencil. The window contains a text area with the text 'This is my annotation text for this mark'. Below the text area, there are two dropdown menus: 'Mark Type' set to 'Perform.' and 'Mark Value' set to '3'.

Once you have added some annotation text, the mark will have a  symbol added to it – to show that it contains an annotation.

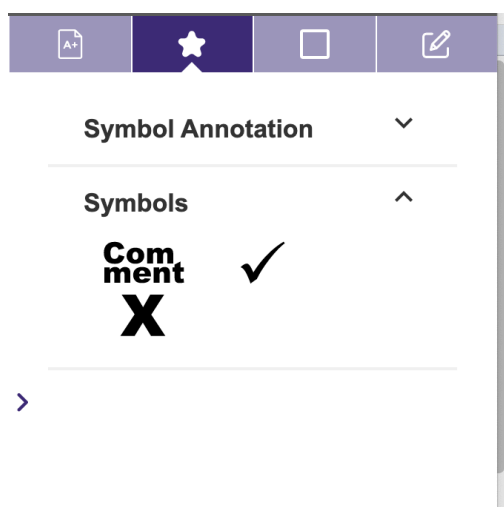
You can view the annotation by hovering over the annotation symbol.

Assessment Criteria	Max. Mark	Your Mark	LMod Mark
Note Sec 1	20		
Note Sec 2	20		
Perform.	20	3 	

This is my annotation text for this mark

## Symbol Tab

You can add symbols to a piece of work from a predetermined list



Simply click on a symbol to add it to the piece of work. The symbol will then appear in the centre of the piece of work. It is also possible to associate an annotation with a symbol. In the example below you can see that a “tick” symbol has been added, and some annotation text associated with it

The screenshot displays the AQA examiner online standardisation interface. The main window shows a document titled 'T19 - India' with a page number of 1/15 and a zoom level of 83%. The document content includes a table for 'Assessment Criteria' and a list of pages to be reviewed. A 'Symbol Annotation' panel is open on the right, showing a tick symbol and the text 'This is some tick annotation text'. The panel also includes a 'Symbols' section with a dropdown menu and a 'Submit Pow' button at the bottom right.

Assessment Criteria	Max. Mark	Your Mark	LMod Mark
Note Sec 1	20		
Note Sec 2	20		
Perform.	20	3	

This document comprises of the following pages:

- Declarations 2
- Working notebook cover sheet 3
- Record of marks awarded
  - working notebook 4
  - divided performance 5
  - summary 6
- Statement of dramatic intent 7

In addition to this document, you will need to submit to your moderator:

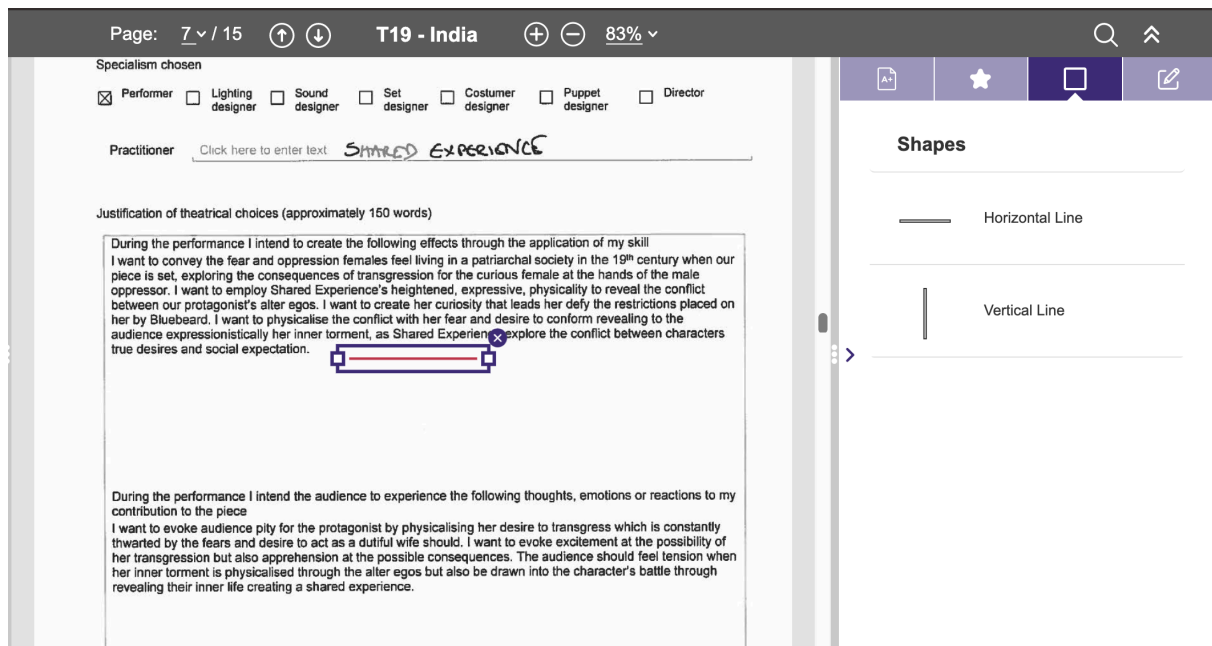
- Video recording of the performances for the sample candidates
- Programme notes
- A Centre declaration sheet

Total maximum mark: 60 Your total mark: 3

## Shape Tab

It is possible to add simple shapes to the piece of work. Simply click on the shape to add it to the centre of the piece of work.

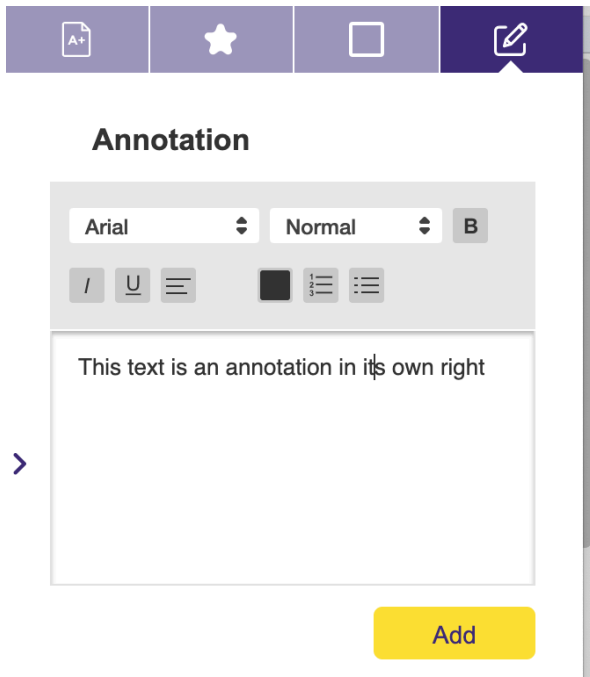
In the example below a Horizontal Line has been added



You can change the size of the shape, drag it to place it and delete it if required.

## Annotation Tab

It is possible to add an Annotation on its own (without it being associated to a mark or symbol)



**Annotation**

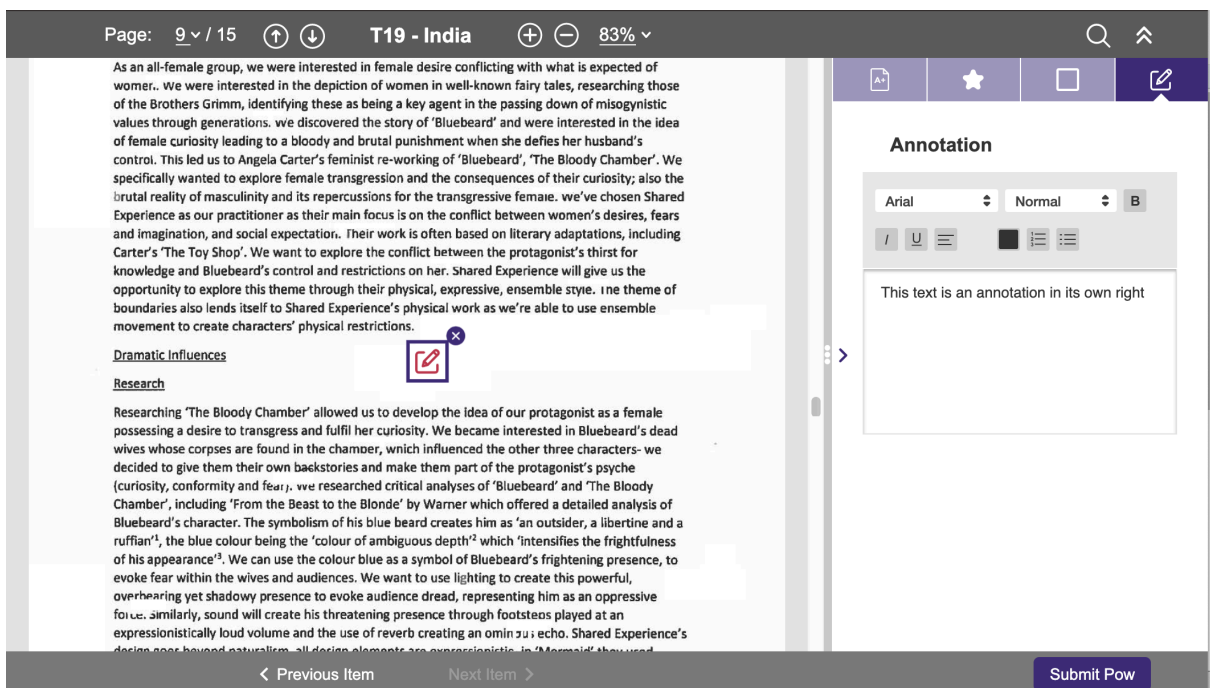
Arial Normal B

/ U ≡

This text is an annotation in its own right

Add

Type the text in the annotation box and click Add to add the annotation to the piece of work.



Page: 9 / 15 T19 - India 83%

As an all-female group, we were interested in female desire conflicting with what is expected of women. We were interested in the depiction of women in well-known fairy tales, researching those of the Brothers Grimm, identifying these as being a key agent in the passing down of misogynistic values through generations. We discovered the story of 'Bluebeard' and were interested in the idea of female curiosity leading to a bloody and brutal punishment when she defies her husband's control. This led us to Angela Carter's feminist re-working of 'Bluebeard', 'The Bloody Chamber'. We specifically wanted to explore female transgression and the consequences of their curiosity; also the brutal reality of masculinity and its repercussions for the transgressive female. We've chosen Shared Experience as our practitioner as their main focus is on the conflict between women's desires, fears and imagination, and social expectation. Their work is often based on literary adaptations, including Carter's 'The Toy Shop'. We want to explore the conflict between the protagonist's thirst for knowledge and Bluebeard's control and restrictions on her. Shared Experience will give us the opportunity to explore this theme through their physical, expressive, ensemble style. The theme of boundaries also lends itself to Shared Experience's physical work as we're able to use ensemble movement to create characters' physical restrictions.

Dramatic Influences

Research

Researching 'The Bloody Chamber' allowed us to develop the idea of our protagonist as a female possessing a desire to transgress and fulfil her curiosity. We became interested in Bluebeard's dead wives whose corpses are found in the chamber, which influenced the other three characters- we decided to give them their own backstories and make them part of the protagonist's psyche (curiosity, conformity and fear). We researched critical analyses of 'Bluebeard' and 'The Bloody Chamber', including 'From the Beast to the Blonde' by Warner which offered a detailed analysis of Bluebeard's character. The symbolism of his blue beard creates him as 'an outsider, a libertine and a ruffian', the blue colour being the 'colour of ambiguous depth' which 'intensifies the frightfulness of his appearance'. We can use the colour blue as a symbol of Bluebeard's frightening presence, to evoke fear within the wives and audiences. We want to use lighting to create this powerful, overbearing yet shadowy presence to evoke audience dread, representing him as an oppressive force. Similarly, sound will create his threatening presence through footsteps played at an expressionistically loud volume and the use of reverb creating an ominous echo. Shared Experience's design uses naturalism, all design elements are expressionistic in form and colour.

Annotation

Arial Normal B

/ U ≡

This text is an annotation in its own right

Submit Now

You can drag it to place it and delete it if required.

## 22. Standardisation scripts - overview

The overview screen shows your progress through the standardisation scripts:

- white fields are not yet marked
- green fields show that your marks for this question are correct
- amber and red fields show your marks and the correct marks

Where the box is red, the mark difference exceeds the tolerance set. Amber boxes indicate a mark difference within tolerance.

The screenshot shows the 'Overview' screen for 'COMP Perf test 2' (End Date: 15/11/2017). The 'Overview' tab is selected and highlighted with a red box. The screen displays a key for marking status: green for 'Agreed', amber for 'Within difference from LEX', and red for 'Outside difference from LEX'. It also includes a 'Confirmation' section with a checkbox for 'I have completed marking of the Standardisation Scripts' and a 'Submit' button. A 'Team Leader's detail' section shows fields for Name, Phone, and Email, all with 'n/a' values. At the bottom, a table shows the progress for three items (A, B, C) across three scripts (1, 2, 3).

Item	Script 1	Script 2	Script 3
A			
B			
C			

- After you have marked all scripts, acknowledge the Standardisation Scripts stage and click the **submit** button.

This is a close-up of the 'Confirmation' section. It features a heading 'Confirmation', a sub-heading 'To confirm, please check the box below and submit.', a checkbox labeled 'I have completed marking of the Standardisation Scripts', and a purple 'Submit' button.

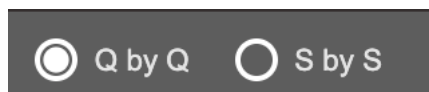
## 23. Standardisation scripts - marking

When you have marked all standardisation scripts you will be cleared for:

- the first phase sample (non CMI+ only)
- to mark (CMI+ only)

The system gives instant, item by item feedback on marking. Use the messaging system to contact your Team Leader and discuss this feedback.

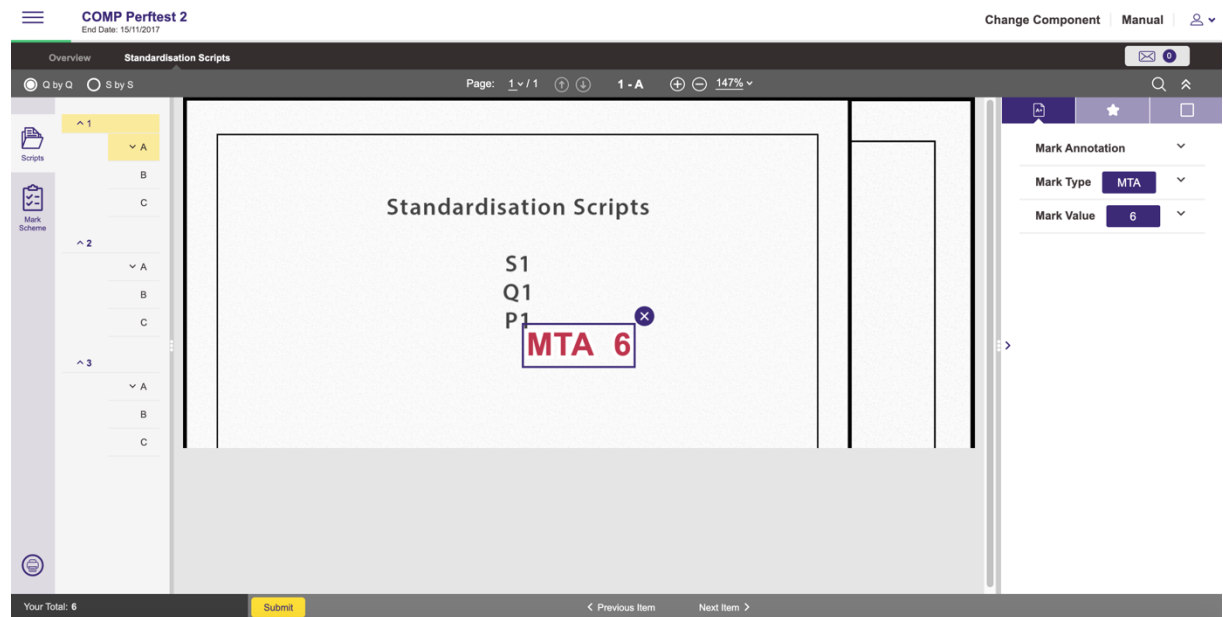
- You can choose to work through the process by question or by script. Change your preference by checking the button in the top right menu.



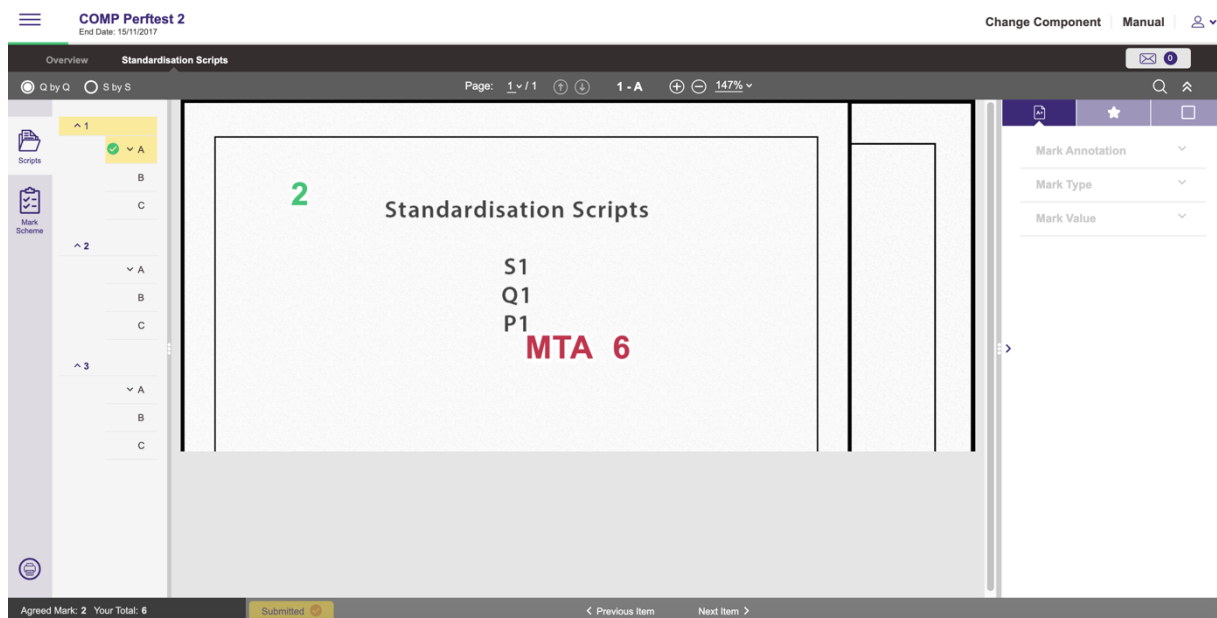
- To print the whole script with your marks and the agreed marks, click the top right printer icon. This will open a PDF document that you can save or print immediately.



- Add marks using the right panel



- Your total appears in the bottom left
- Click Submit to receive instant feedback (the correct mark and any notes from the Lex)



- The item shows as marked in the left hand panel
- Review the correct marks and proceed by clicking the **next** button.

- Once a mark is submitted, it cannot be changed, so be sure that you are satisfied with the mark/symbols for that item before you click submit.

## 24. First phase sample - overview

After standardisation scripts you need to mark first phase sample scripts (if the component is not being marked by CMI+). A successful first phase sample clears you to mark candidates' live scripts.

- Mark first phase sample scripts in the same way as standardisation scripts.

The overview screen shows your progress through the first phase sample scripts:

- white boxes show questions which have not been marked
- ticked white boxes show marked questions.

The first phase sample is available as batch 1 and batch 2.

The screenshot shows the 'Overview' screen for 'COMP Perftest 2' (End Date: 15/11/2017). The page title is 'Sample Scripts - Batch 1'. The interface includes a 'Key' section with three categories: 'Agreed' (1/1), 'Within difference from LEX' (1/2), and 'Outside difference from LEX' (1/3). Below this is the 'Team Leader's detail' section with fields for Name, Phone, and Email, all showing 'n/a'. A 'Confirmation' section asks the user to confirm marking completion with a 'Submit' button. At the bottom, a table shows the progress of marking for three items (A, B, C) across two scripts (1 and 2). Item A has both scripts marked (ticked), while items B and C have only script 1 marked.

Item	Script 1	Script 2
A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The first phase sample batch cannot be submitted until all questions have been marked.

- To submit the first phase sample batch, acknowledge it and click the **submit** button.

## Confirmation

---

To confirm, please check the box below and submit.

☐ I have completed marking  
of the Sample Batch 1 Scripts

Submit

The system provides immediate feedback:

If the component has tolerances which have been set, the system shows the following

- green/green fields show that your marks are correct
- amber/green and red/green fields show your marks above the correct marks
- red shows the mark difference has exceeded tolerance
- amber shows a mark difference within tolerance

It may be that the senior examiners have chosen not to set any tolerance and in this case the marks will still show, but they will all be green.

### Confirmation

To confirm, please check the box below and submit.

☒ I have completed marking  
of the Sample Batch 1 Scripts

Submitted

### Team Leader's detail

Name: n/a

Phone: n/a

Email: n/a

### Team Leader's comment

Open SCR

1st Phase



Script			
Item	1	2	
A	2	5	4 13
B	8	11	
C		9	25

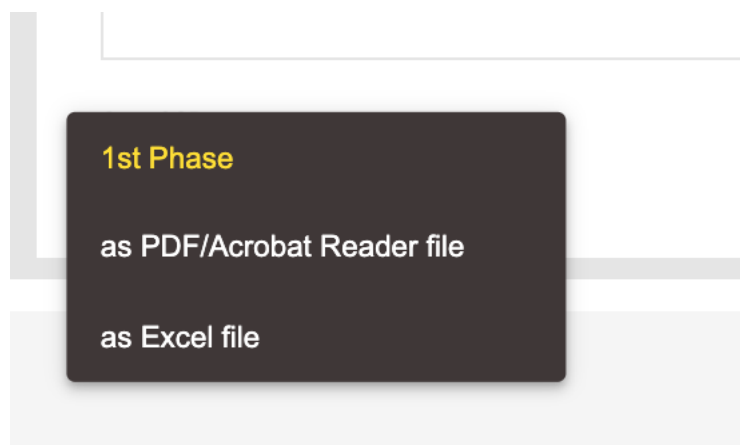
## 25. Sample Comparison Report (SCR) and Team Leader comment

When you have started the first phase sample batch 1, the Team Leader can add a comment for you in the **overview screen**.

The screenshot shows the AQA examiner online standardisation interface. It includes a 'Confirmation' section with a checkbox for 'I have completed marking of the Sample Batch 1 Scripts' and a 'Submitted' button. A 'Team Leader's detail' section shows fields for Name, Phone, and Email, all with 'n/a' values. A 'Team Leader's comment' section is highlighted with a red box, containing a text input area. Below these sections is a table showing the Sample Comparison Report (SCR) for the 1st Phase.

Script		1		2	
Item					
A		2	5	4	13
B		8	11		
C				9	25

This comment will also appear on the **Sample Comparison Report** which can be opened as a **PDF** or an **Excel file**.



Example of **SCR Excel file**

scr_1 [Schreibgeschützt] [Kompatibilitätsmodus]																	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	MR Superuser Test					KKTEST				UAT 1 / UAT 1							
2																	
3	Script Number		1 (a) + (b)		1 (c)		1 (d)		7	(x)	(y)	(y) - (x)					
4			Exr	Sen	Exr	Sen	Exr	Sen	Exr	Exr's	SE's						
5	fp 1	1	2	4	5	3	3	5	1	10	11	22	11				
6	No of changes		1		1		1		1								
7	Teamleader comment																
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	

## 26. Tutorial

- Use the task **Tutorial** to go to the online standardisation tutorials on the AQA Examiner Extranet.



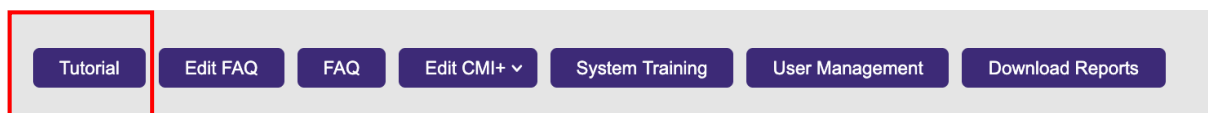
### Tasks

<b>Task 1</b>	Welcome	<b>18 Oct 09:00</b>
<b>Task 2</b>	Admin Briefing	<b>18 Oct 09:00</b>
<b>Task 3</b>	Question Paper & Mark Scheme	<b>01 Nov 09:00</b>
<b>Task 4</b>	Read MMS	<b>29 Jul 15:00</b>
<b>Task 5</b>	Standardisation Scripts	<b>01 Nov 09:00</b>
<b>Task 6</b>	1st Phase Sample Batch 1	<b>01 Nov 09:00</b>
<b>Task 7</b>	1st Phase Sample Batch 2	<b>01 Nov 09:00</b>
<b>Task 8</b>	1st Phase Sample Batch 3	<b>01 Nov 09:00</b>

Tutorial

### Tutorial button


The **Tutorial** button is at the top of the Choose Component section.



This will take you to the AQA website with several online standardisation tutorials.

## 27. Frequently asked questions (FAQ)

- You can always click on the FAQ option in the task list to see typical questions asked by system users.



Tasks		
<b>Task 1</b>	Welcome	<b>18 Oct 09:00</b>
<b>Task 2</b>	Admin Briefing	<b>18 Oct 09:00</b>
<b>Task 3</b>	Question Paper & Mark Scheme	<b>01 Oct 15:00</b>
<b>Task 4</b>	Read MMS	<b>01 Nov 15:00</b>
<b>Task 5</b>	Standardisation Scripts	<b>04 Nov 11:15</b>
Tutorial		
FAQ		
Supporting Information		

If you have a question concerning use of the system and do not find the answer in the list below, please contact the Examiners Technical Contact Centre on 0800 197 7163 or [help@aqa.org.uk](mailto:help@aqa.org.uk). All other queries should be referred to your Team Leader or the Preparation and Marking department.