



User manual

AQA examiner online standardisation system V 5.0

August 2020

Amendment history

Version	Date	Author	Status
V 4.1.0	18/10/12	Jasmin Heyer	Review AQA
V5.0	14.08.20	Dan Leach	Published

Change register 4.1.0

Updated for the new Angular UI

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1. General requirements

Screen resolution:

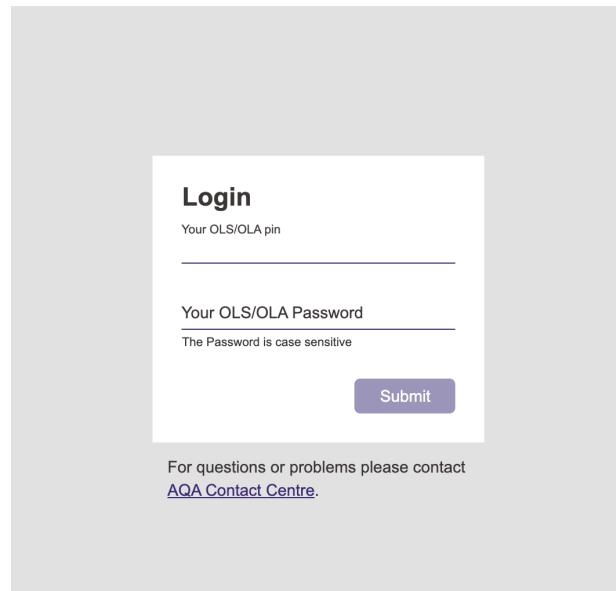
The application is optimised for a screen resolution of 1024 x 768 minimum.

Connection: Broadband internet access is required.

	Windows	Macintosh	Linux
CPU	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)
Memory	1 GB of RAM		
Internet connection	Access to a stable Broadband connection		
Resolution	Minimum 1024x768		
Browser	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 a login window. The window has a light gray background and a white central area. At the top, it says 'Login' in bold. Below that, it says 'Your OLS/OLA pin' and has a text input field. Below that, it says 'Your OLS/OLA Password' and has another text input field with the note 'The Password is case sensitive' underneath. At the bottom right of the white area is a purple 'Submit' button. At the very bottom of the window, 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:

The screenshot shows a 'Login' window. At the top, it says 'Your OLS/OLA pin' followed by the text 'testuser' in a red error box. Below that is a 'Your OLS/OLA Password' field with a red error message: 'Password is incorrect, please enter the Captcha symbols into the captcha field. Both the Password and the Captcha need to be correct'. Below the password field is a CAPTCHA box containing the text 'f o r g e d'. Underneath the CAPTCHA is a 'Captcha' label and a red instruction: 'Please enter the Captcha symbols from the image above'. A purple 'Submit' button is at the bottom. At the bottom of the window, there is a grey bar with the text 'For questions or problems please contact AQA Contact Centre.'

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

f o r g e d

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.

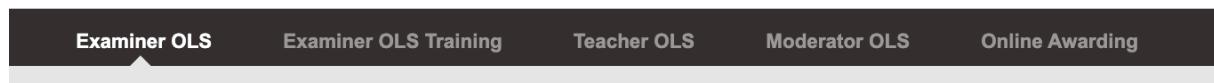
4. Examiner Technical Contact Centre

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.

Code	Component/Unit	Series	Start Date	End Date	Stages Completed
Edit Play AAS1FP	ADDITIONAL APPLIED SCIENCE UNIT 1F	JUN 14 6G	15/05/14	29/05/19	40%
Edit AAS1FP/GM	ADDITIONAL APPLIED SCIENCE UNIT 1F [Gen. Marking]	JUN 14 6G	15/05/14	29/05/14	5%
Edit AS1FP/GM	ADDITIONAL SCIENCE UNIT 1 TIER F [Gen. Marking]	JUN 14 6G	13/05/14	27/05/14	0%
Edit Play AS1FP	ADDITIONAL SCIENCE UNIT 1 TIER F	JUN 14 6G	04/05/16	08/07/16	5%
Edit AS1HP	ADDITIONAL SCIENCE UNIT 1 TIER H	JUN 14 6G	13/05/14	27/05/14	5%

- 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

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**

Task 4 Read MMS **29 Jul 15:00**

Task 5 Standardisation Scripts **01 Nov 09:00**

Task 6 1st Phase Sample Batch 1 **01 Nov 09:00**

Task 7 1st Phase Sample Batch 2 **01 Nov 09:00**

Task 8 1st Phase Sample Batch 3 **01 Nov 09:00**

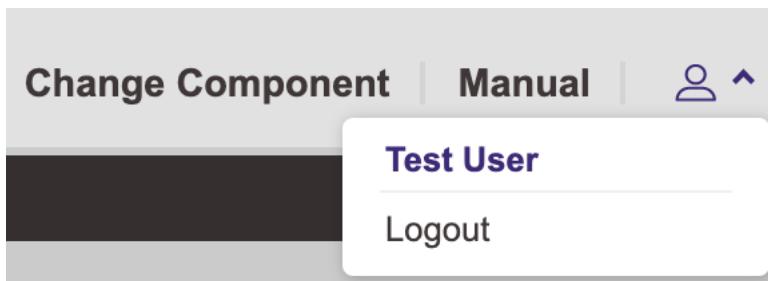
Tutorial

FAQ

Supporting Information

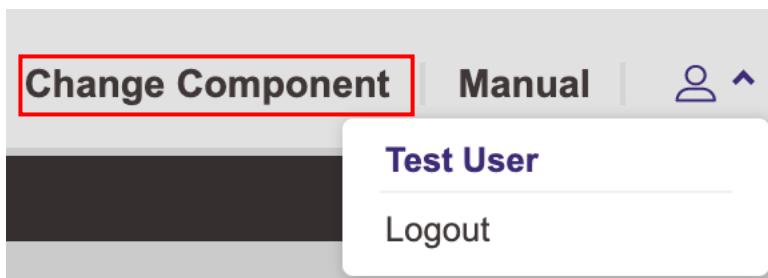
8. Logout

- 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 shows the AQA examiner online standardisation interface. At the top, there is a navigation bar with the title "App Gen App Bus Unit 2 ABS2" and the date "End Date: 17/12/2020". To the right are links for "Change Component", "Manual", and a user profile. Below the navigation bar is a sub-navigation bar with "Overview" and "Standardisation Exemplars" selected. Further right are links for "Help", "FAQs", and a message icon with "0" notifications.

On the left, there is a sidebar with a "Key" section and a "System Message" section. The "Key" section shows a legend: a green tick for marked but not yet submitted, a question mark for not yet marked, and other boxes for marks from the Lead Moderator. The "System Message" section shows a message from "Arcadia TeamLead" sent on "14/01/20 17:08" with the subject "This is a Test System Message". The message text is placeholder text: "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,".

The main area displays three work items: "Work 1", "Work 2", and "Work 3". Each work item has a grid of marks. "Work 1" has a grid of 0, 14, 0, 4. "Work 2" has a grid of 0, 2, 0, 1. "Work 3" has a grid for "Item 1" (0, 3) and "Item 2" (0, 0).

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.

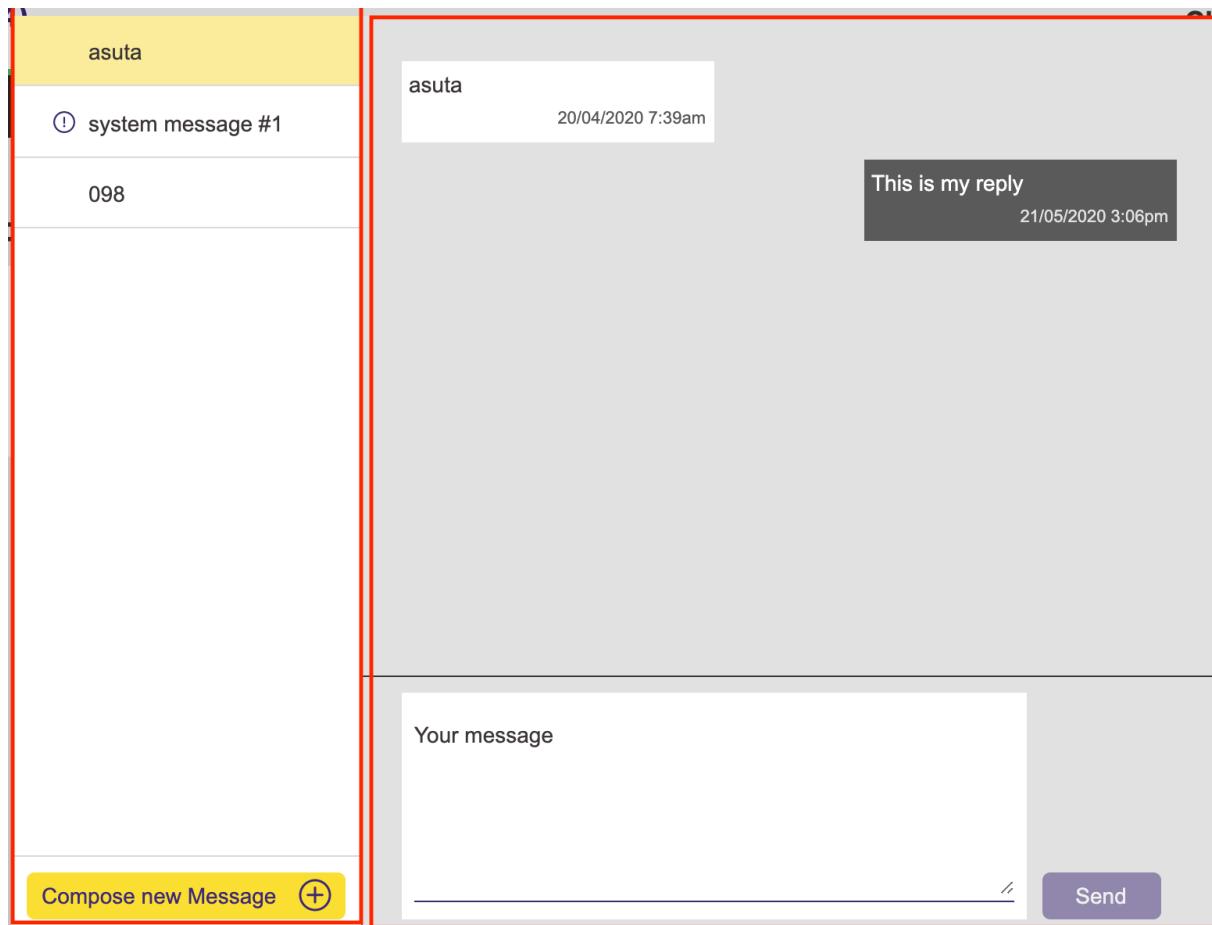


The button shows the number of new messages.

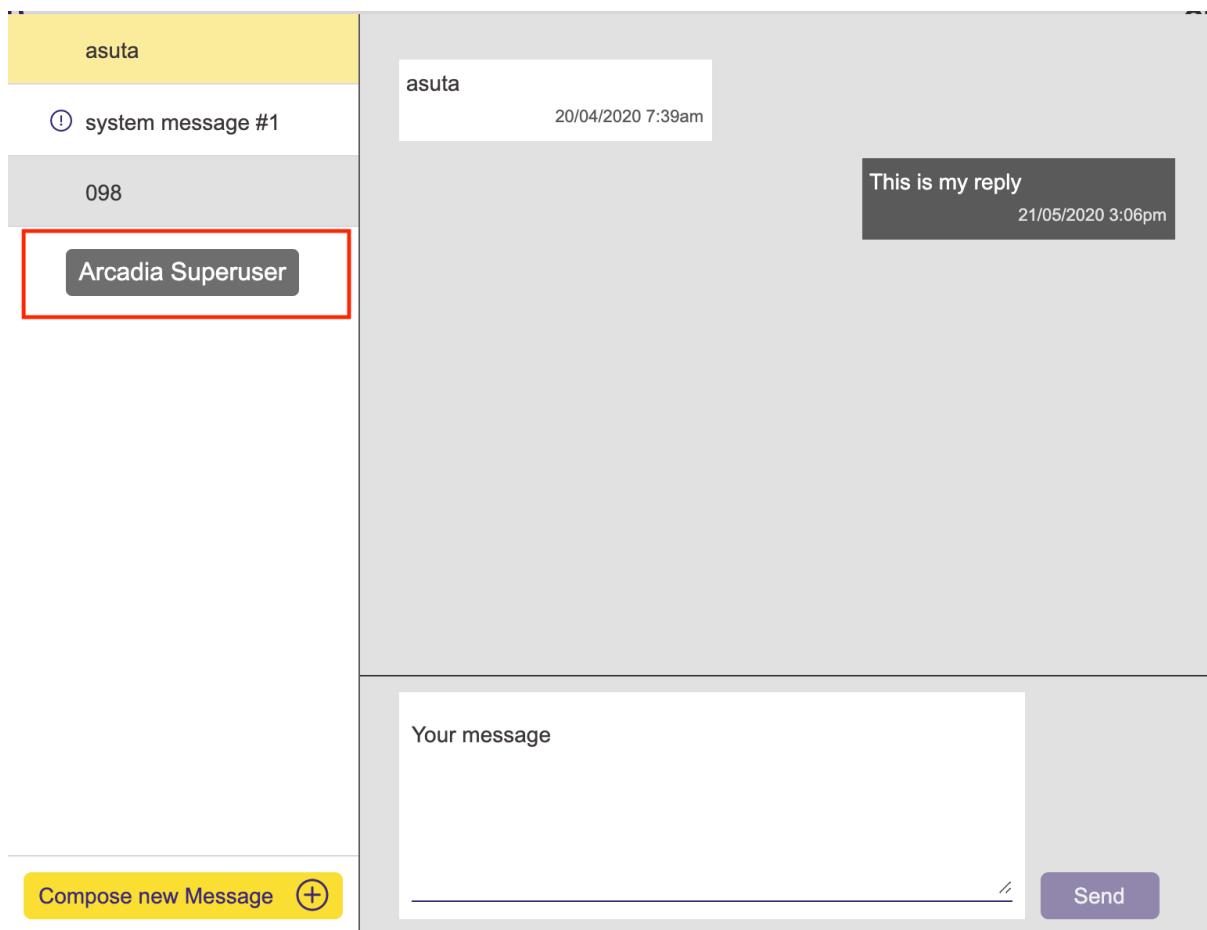
- Click this button, the screen turns grey and the **Messaging** window comes up.

Messaging works as follows:

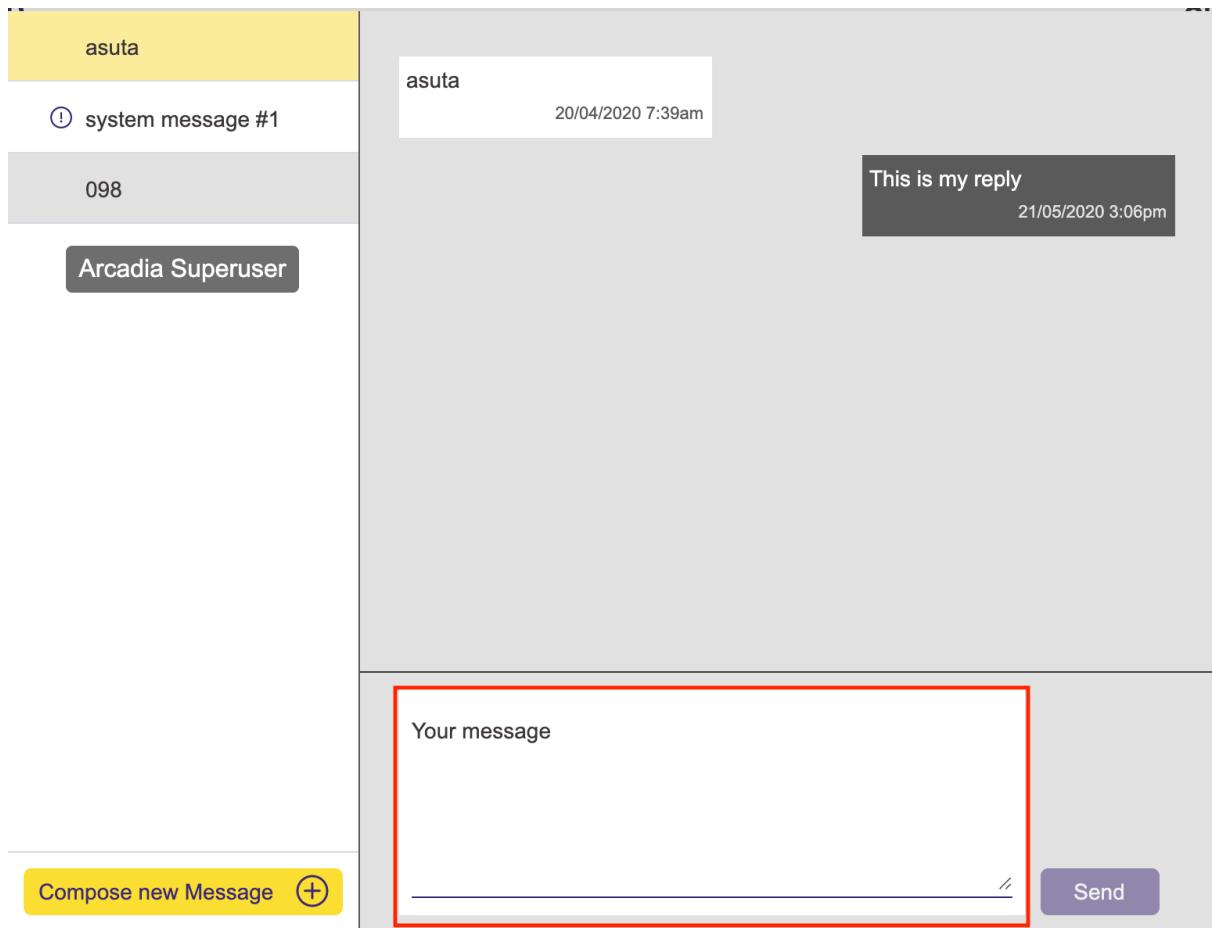
- the left column lists all threads
- the right column shows all the messages



- 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**.

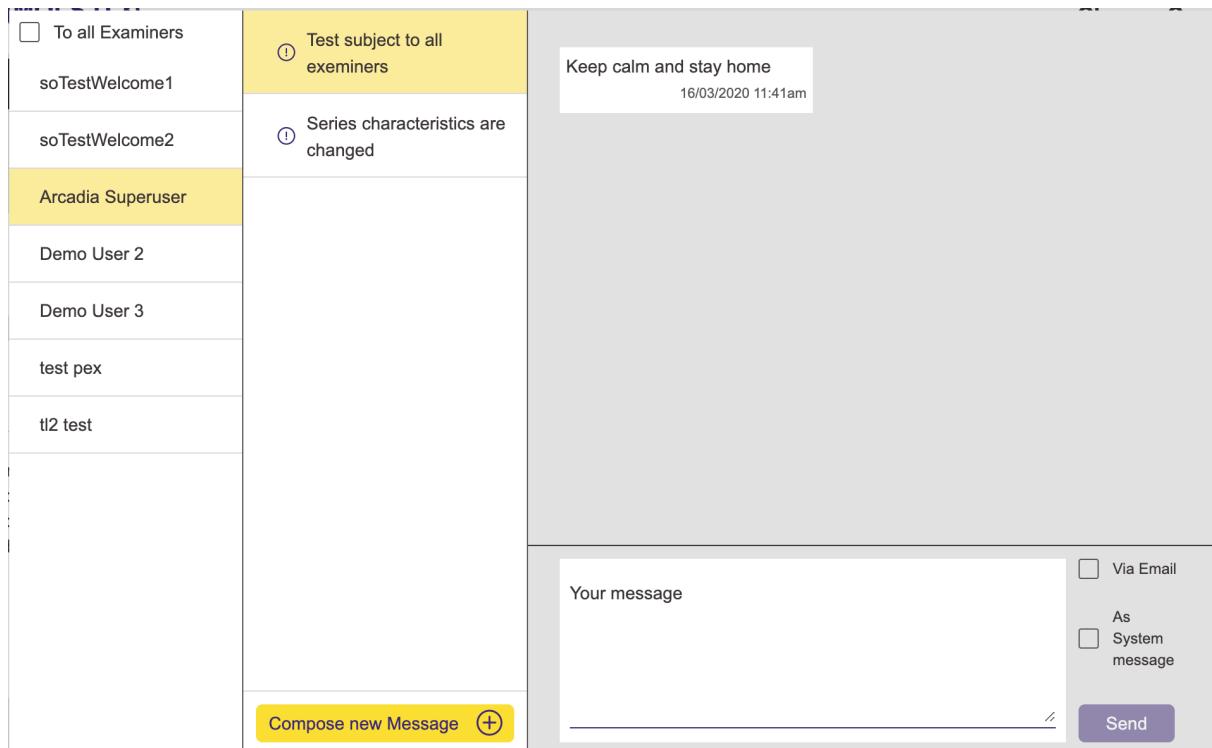


12. Messaging - Team Leader, Principal Examiner, Assistant Principal Examiner, Subject Manager

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.



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

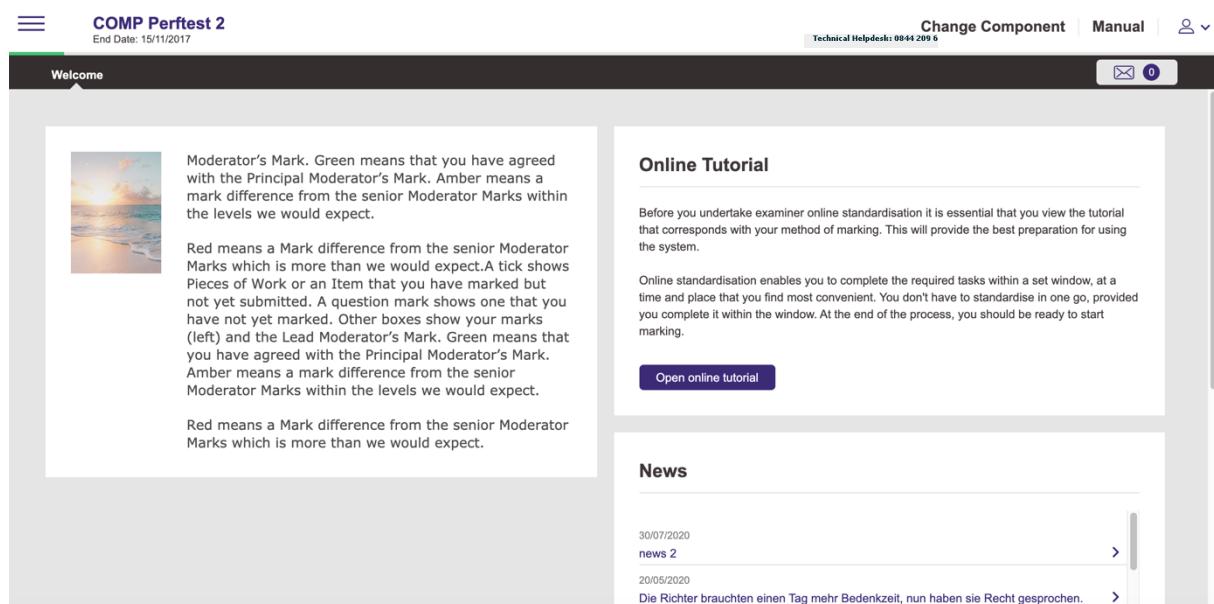
- Email Message: 
- System Message: 

13. Examiner welcome



The screenshot shows the 'Tasks' section of the AQA examiner online standardisation interface. A yellow card titled 'Task 1 Welcome' is displayed, along with a deadline of '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 interface. It includes sections for 'Moderator's Mark', 'Online Tutorial', and 'News'.

- Moderator's Mark:** Describes the meaning of Green, Amber, and Red marks.
- Online Tutorial:** Provides information on online standardisation and a link to 'Open online tutorial'.
- News:** Lists recent news items with dates: 30/07/2020, news 2; 20/05/2020, Die Richter brauchten einen Tag mehr Bedenkezeit, nun haben sie Recht gesprochen.

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

14. Supporting information

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

Supporting Information is also accessible from the task list.

15. Admin briefing



Tasks

Task 1	Welcome	31 Jan 23:15
Task 2	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**

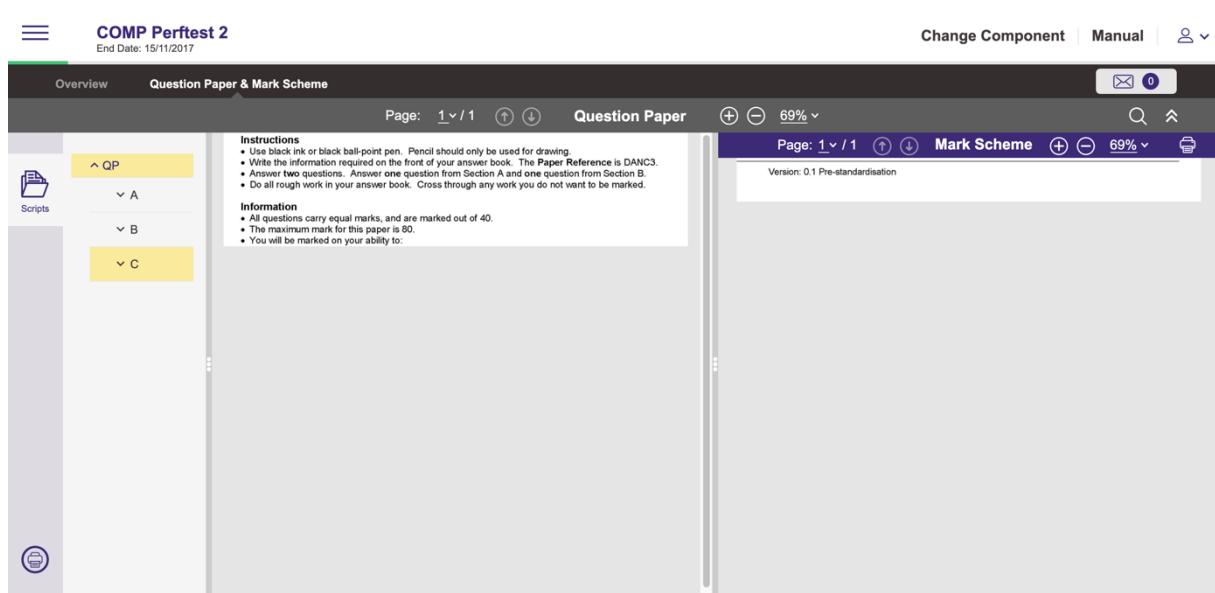
Task 2 Admin Briefing **18 Oct 09:00**

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 online standardisation interface. At the top, it displays 'COMP Perftest 2' and the end date '15/11/2017'. On the right, there are links for 'Change Component', 'Manual', and a user profile. Below this, a navigation bar has 'Overview' selected, with 'Question Paper & Mark Scheme' as the active tab. The main content area is divided into two sections: 'Overview' on the left and 'Question Paper & Mark Scheme' on the right. The 'Overview' section contains a table with columns 'Item' and 'Script'. The 'Script' column shows '1' above a row with 'C', 'A', and 'B'. The 'Question Paper & Mark Scheme' section contains a box with the text '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.' and a checkbox labeled 'I read the Question Paper & Mark Scheme' followed by 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%  

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.

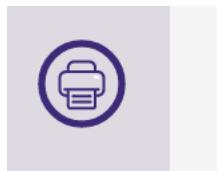
Information

- 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:

Page: 1 / 1   Mark Scheme   69% 

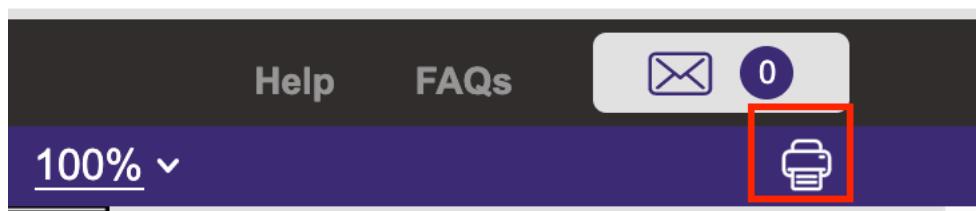
Version: 0.1 Pre-standardisation

- 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.

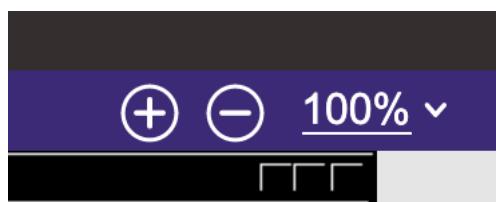


- To print the whole Mark Scheme, click the top right printer icon. This will open a PDF document that you can save or print immediately.

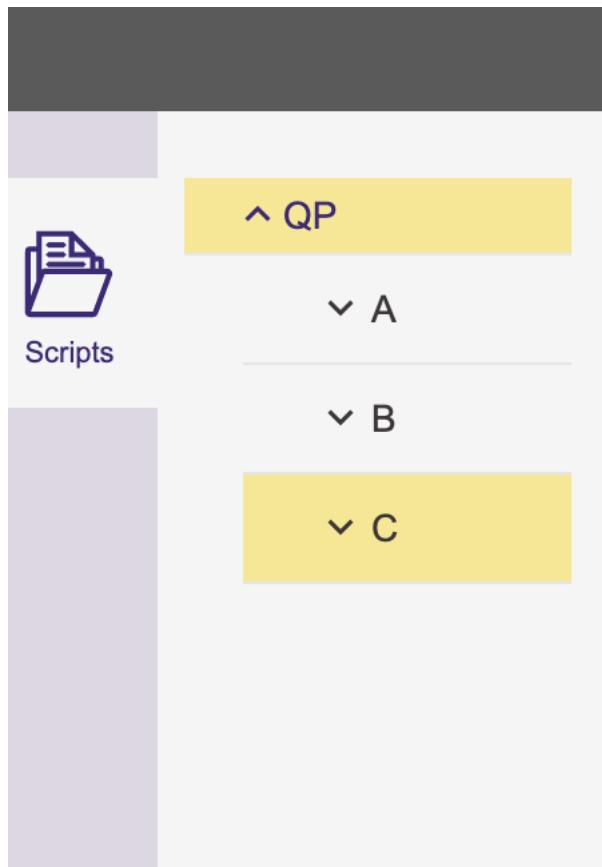
Change Component | Manual | ▾



- 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

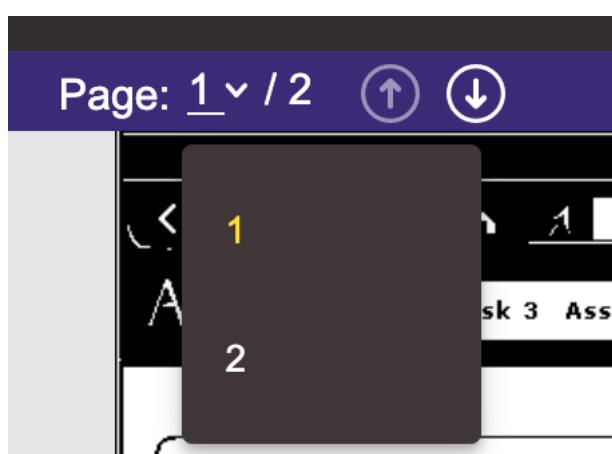


Multi-page feature

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

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**

Task 4 Read MMS **29 Jul 15:00**

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

COMP Perf test 2
End Date: 15/11/2017

Change Compor

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.

Script
Item 1
C
A
B

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 Perf test 2
End Date: 15/11/2017

Change Component | Manual | [User Guide](#)

Overview Model Marked Script

Page: 1 / 2 [↑](#) [↓](#) Model Marked Script [+](#) [-](#) 69% [%](#)

Page: 1 / 1 [↑](#) [↓](#) Mark Scheme [+](#) [-](#) 69% [%](#)

Model Marked Script

Mark Scheme

AQA

A-LEVEL
Dance
DANC3

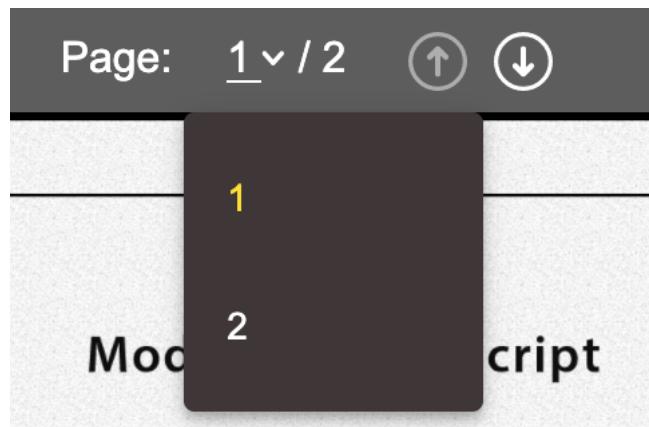
Scripts

^ MMS
A
B
C

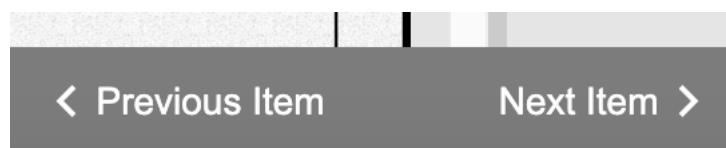
S1
Q1
P1

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.

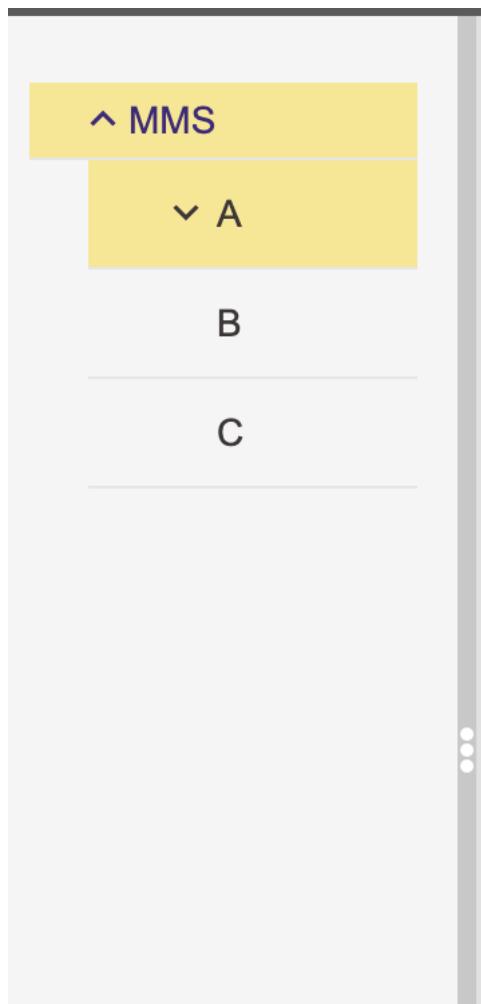


- Use the zoom sliders and change the width of the columns to enlarge or reduce the size of the question and the mark scheme.
- You can switch from one question to another on all display options by using the **previous item/next item** button.



- 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

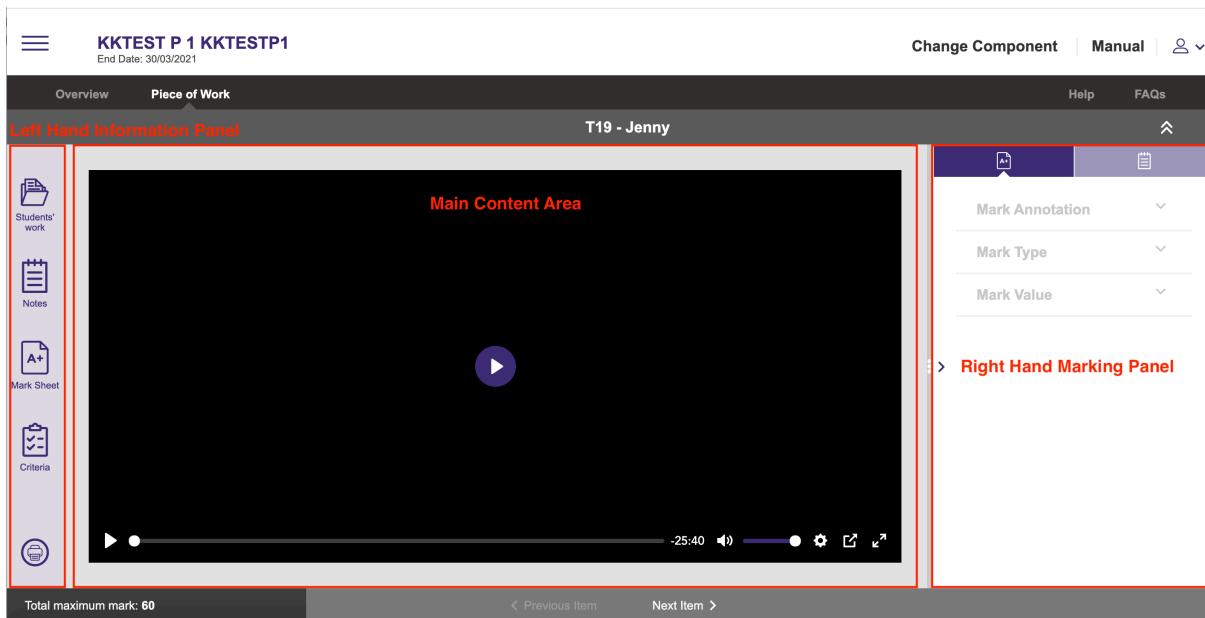
After reading the Model Marked Script and the Mark Scheme confirm this below, then click the submit button.

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.

KKTEST P 1 KKTESTP1
End Date: 30/03/2021

Change Component | Manual | Profile

Overview Standardisation pieces of work

Page: 9 / 15 Up Down T19 - India + - 120% ▼

A-Level Component 2: Creating Original Drama

Working Notebook
'Bluebeard'
Influencing Practitioner: Shared Experience

Section 1: Rationale and Research

Rationale

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

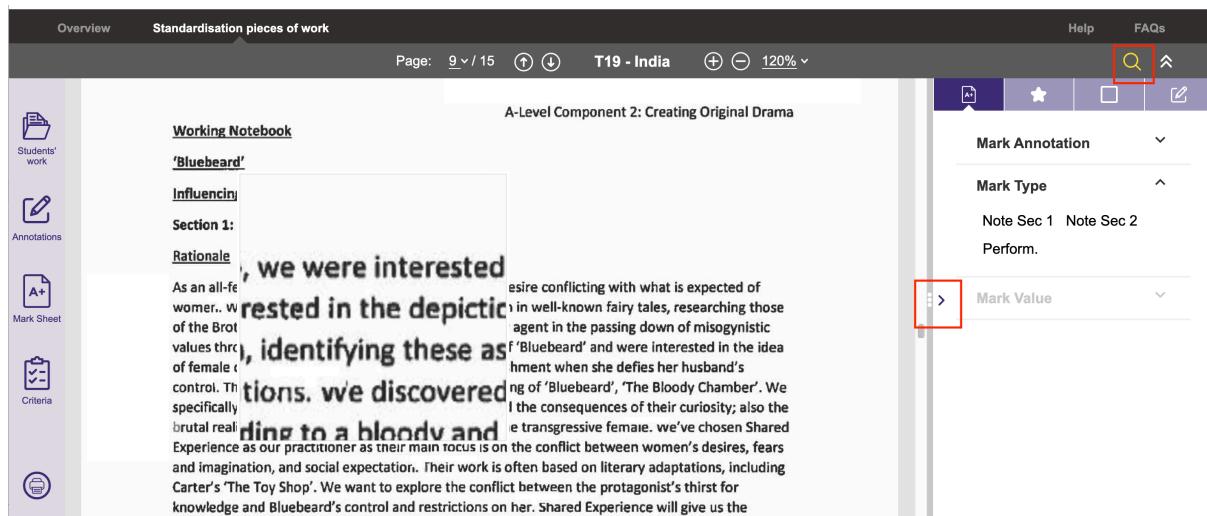
Total maximum mark: 60 Your total mark: 0 < Previous Item Next Item > Submit Pow

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



It is possible to adjust the zoom + - 120% ▼

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



The screenshot shows the AQA examiner online standardisation interface. The main content area displays a document titled 'A-Level Component 2: Creating Original Drama' with the sub-section 'Section 1: Rationale'. The text in the document discusses the practitioner's interest in 'Bluebeard' and the conflict between women's desires and fears. The right-hand panel contains sections for 'Mark Annotation', 'Mark Type', and 'Mark Value', with dropdown menus for 'Note Sec 1', 'Note Sec 2', and 'Perform.'. A red box highlights the search icon in the top right corner of the main toolbar, and another red box highlights the right arrow icon in the vertical scroll bar of the main content area.

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

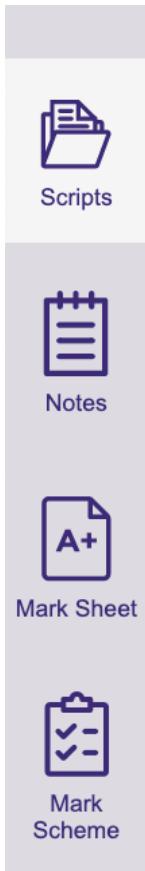
The very bottom of the screen contains some information on the marks for a piece of work and also the ability to navigate between items



The screenshot shows the bottom navigation bar of the interface. It includes a search bar with the placeholder 'Search', a 'Total maximum mark: 60', a 'Your total mark: 0', and buttons for 'Previous Item' and 'Next Item'.

20. Left Hand Information Panel

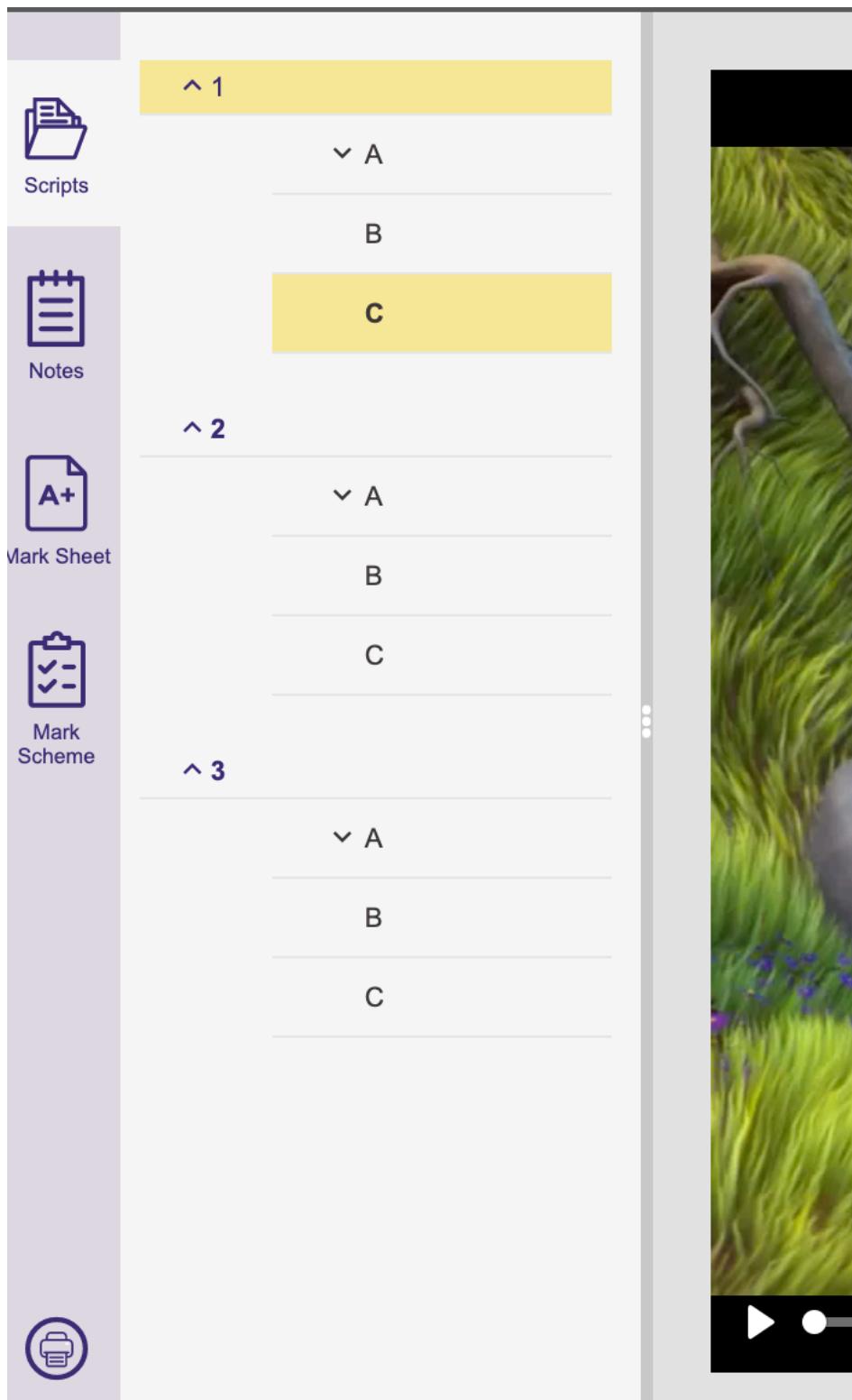
The left-hand panel contains a number of different tools that can be used to display more information about the piece of work that is currently displayed.



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.

Jack: Set Design

Working Notebook for Sweet Kid

Practitioner: Frantic Assembly

Comment

Reasons and Research

Our Starting Point

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 warden 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.

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.

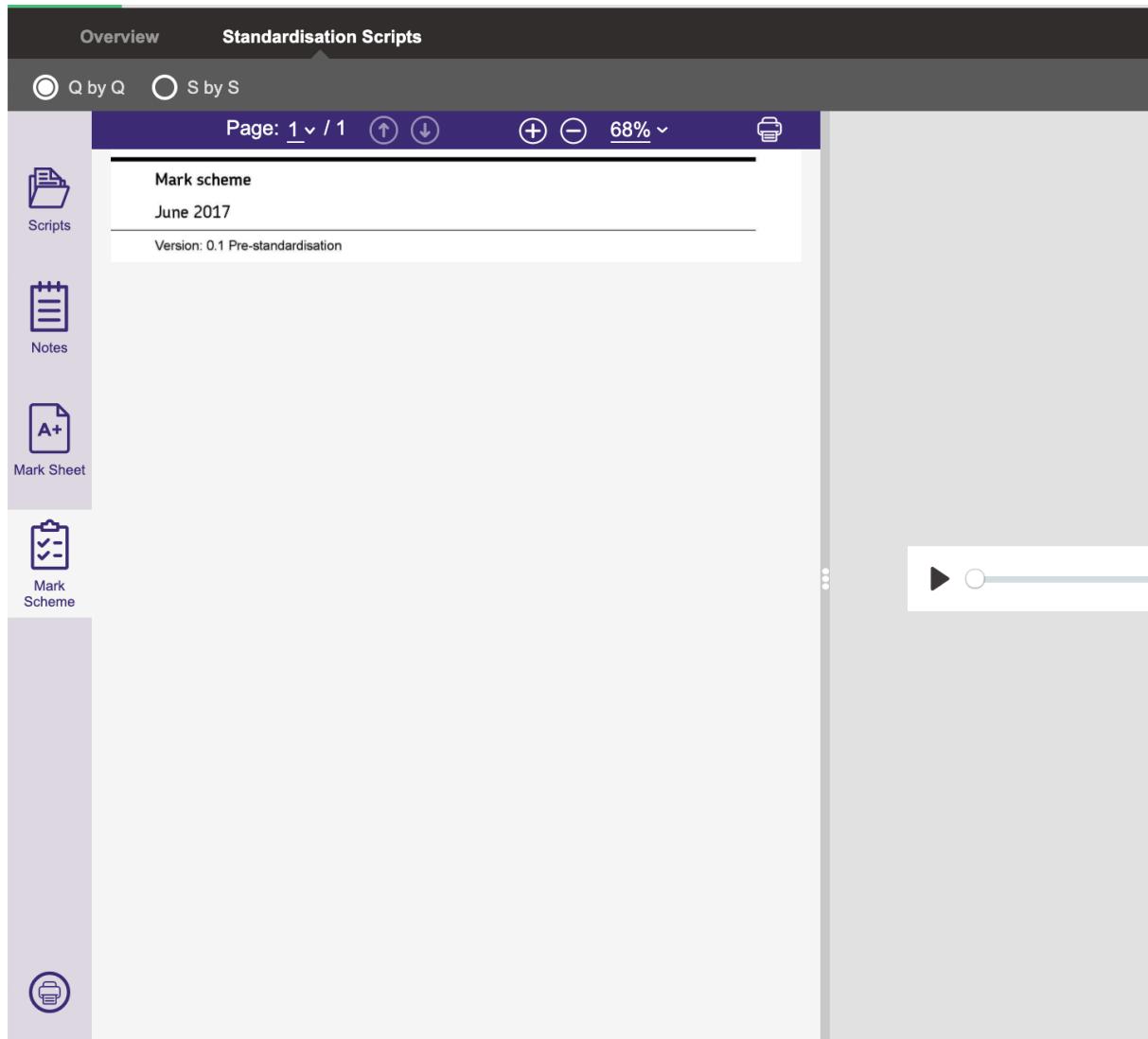
Clicking on a mark space allows you to enter a mark using the right hand marking panel.

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.

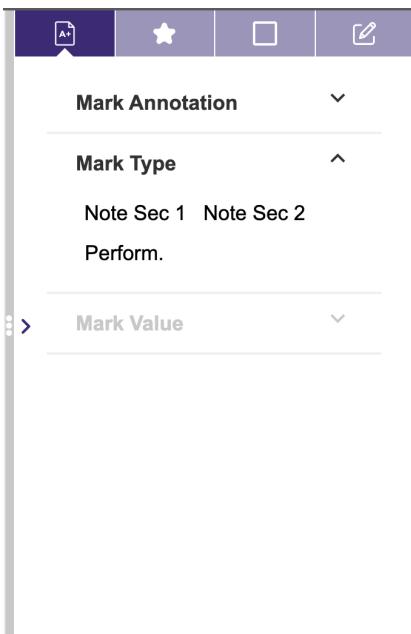
Print

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.

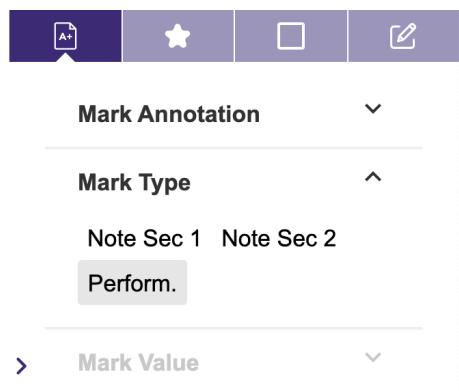


Using this functionality you can add marks, symbols and annotations to the piece of work.

The different functionality is split up between different tabs.

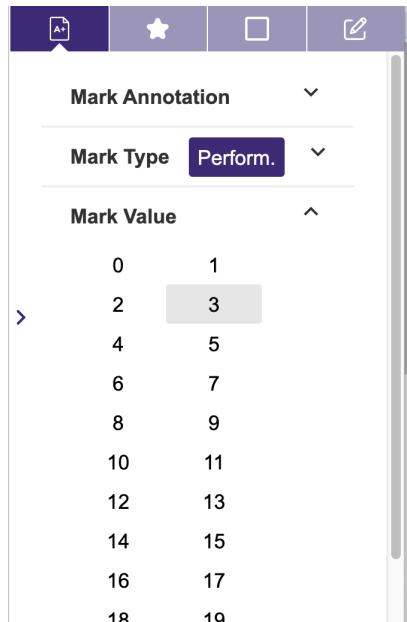
Marking Tab

The first tab is the Marking Tab



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



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

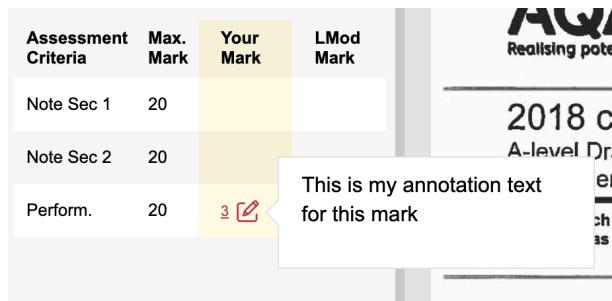
It depends if the marking mode is set to mark sheet or not.

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



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

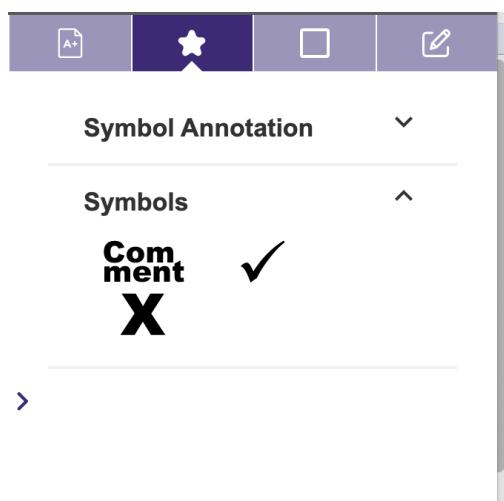
You can view the annotation by hovering over the annotation symbol.



Assessment Criteria	Max. Mark	Your Mark	LMod Mark
Note Sec 1	20		
Note Sec 2	20		
Perform.	20	 This is my annotation text for this mark	

Symbol Tab

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



Symbol Annotation

Symbols

Comment ✓

X

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 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 is titled 'Standardisation pieces of work' and shows a table with three rows: 'Note Sec 1' (Max. Mark 20, Your Mark 20), 'Note Sec 2' (Max. Mark 20, Your Mark 20), and 'Perform.' (Max. Mark 20, Your Mark 3). A red checkmark is visible in the 'Perform.' row. The right side of the interface features a 'Symbol Annotation' tool with a text area containing 'This is some tick annotation text' and a 'Symbols' dropdown set to a checkmark. The interface also includes a header with 'Page: 1 / 15', 'T19 - India', and '83% v'.

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.

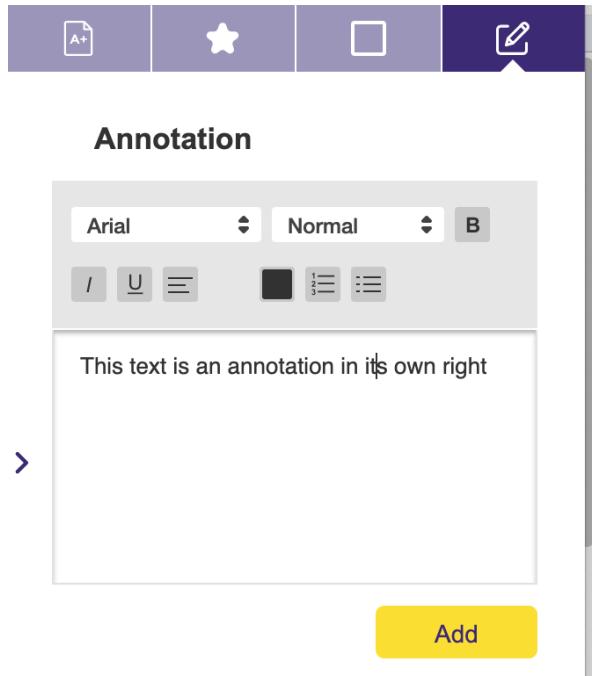
In the example below a Horizontal Line has been added

The screenshot shows a digital examination interface. At the top, it displays 'Page: 7 / 15' with navigation icons, the title 'T19 - India', and a zoom level of '83%'. Below this, a 'Specialism chosen' section has 'Performer' checked and other options like 'Lighting designer', 'Sound designer', 'Set designer', 'Costumer designer', 'Puppet designer', and 'Director' available. A 'Practitioner' field contains the handwritten text 'SHARED EXPERIENCE'. A 'Justification of theatrical choices (approximately 150 words)' section contains a box of text about creating effects through application of skill, mentioning fear, oppression, and a protagonist's alter ego. To the right, a 'Shapes' panel shows a 'Horizontal Line' and a 'Vertical Line' with their respective icons. The interface has a clean, modern design with a light grey background and purple header elements.

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)



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

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 of the AQA examiner online standardisation interface. The 'Overview' tab is selected. The interface includes a 'Key' section with color-coded boxes for 'Agreed' (green), 'Within difference from LEx' (orange), and 'Outside difference from LEx' (red). A 'Confirmation' section with a checkbox and a 'Submit' button is also visible.

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

The screenshot shows the 'Confirmation' screen. It displays a message to confirm marking, a checkbox for 'I have completed marking of the Standardisation Scripts', and a '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

COMP Perfest 2

Standardisation Scripts

Mark Annotation: MTA

Mark Type: MTA

Mark Value: 6

Your Total: 6

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

COMP Perfest 2

Standardisation Scripts

Mark Annotation: MTA

Mark Type: MTA

Mark Value: MTA

Agreed Mark: 2 Your Total: 6

Submitted

- 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.

COMP Perfect 2
End Date: 15/11/2017

Overview Sample Scripts - Batch 1

This overview shows the current status for the first batch of first phase sample scripts. The white fields identify items not yet marked. A tick indicates items which you have marked.

Items can be marked in any order. After working through every item confirm this below and click the submit button.

You will then see the results of your marking. For further information see key on standardisation overview.

You can click on an item to view where you went wrong and read comments by the Lead Examiner.

Key

- 1 1 Agreed
- 1 2 Within difference from LEx
- 1 3 Outside difference from LEx

Team Leader's detail

Name: n/a
Phone: n/a
Email: n/a

Confirmation

To confirm, please check the box below and submit.

I have completed marking of the Sample Batch 1 Scripts **Submit**

Item	Script	
	1	2
A		
B		
C		

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.

<p>Confirmation</p> <p>To confirm, please check the box below and submit.</p> <p><input checked="" type="checkbox"/> I have completed marking of the Sample Batch 1 Scripts</p> <p>Submitted</p>	<p>Team Leader's detail</p> <p>Name: n/a</p> <p>Phone: n/a</p> <p>Email: n/a</p>
<p>Team Leader's comment</p> <p>Open SCR</p> <p>1st Phase</p>	

Item	Script	
	1	2
A	2	5
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 'Team Leader's detail' section with fields for Name (n/a), Phone (n/a), and Email (n/a). Below this is a large red-bordered box labeled 'Team Leader's comment' which is currently empty. At the bottom, there is a dropdown menu set to '1st Phase'.

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 Technical Helpdesk: 0844 209 6613

Name: n/a

Phone: n/a

Email: n/a

Team Leader's comment

Open SCR
1st Phase

Item	Script	1	2	
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**.

1st Phase

as PDF/Acrobat Reader file

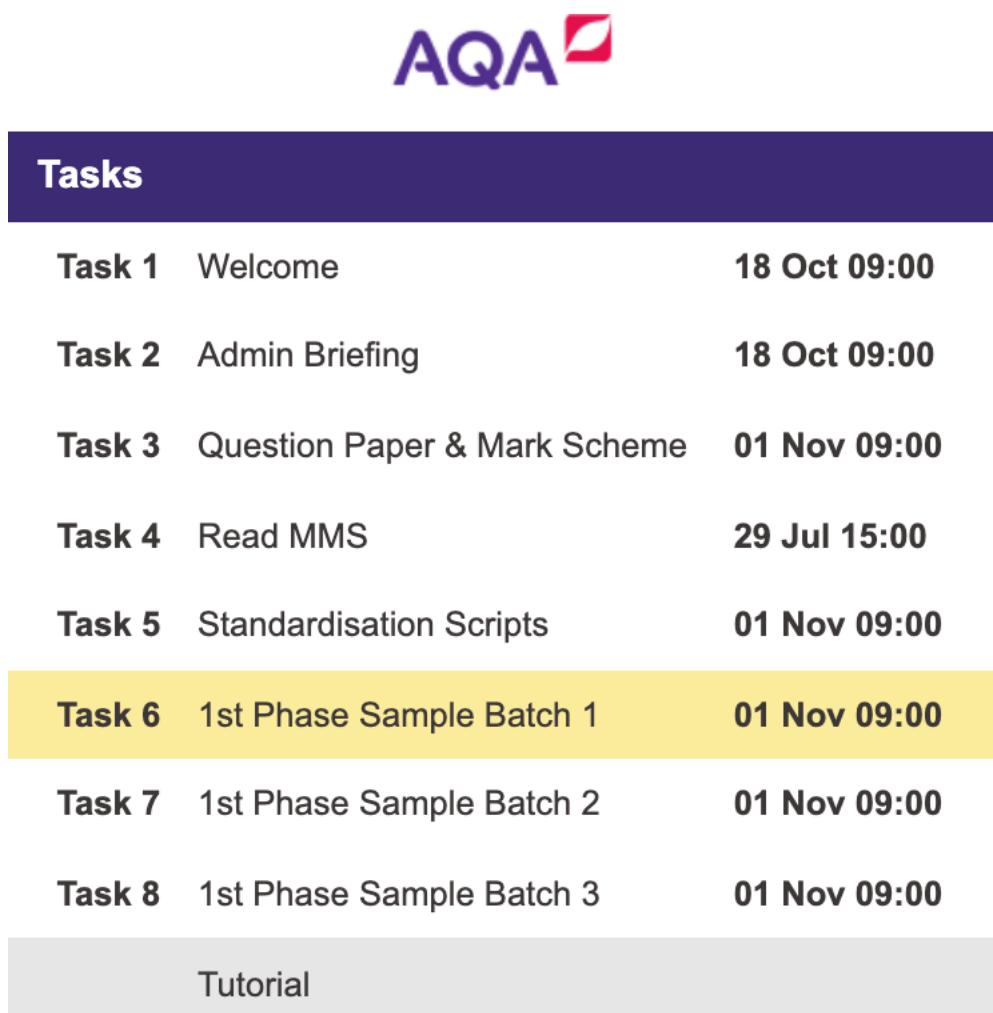
as Excel file

Example of **SCR Excel file**

scr_1 [Schreibgeschützt] [Kompatibilitätsmodus]															
1	MR Superuser Test		KKTEST				UAT 1 / UAT 1								
	Script Number		1 (a) + (b)		1 (c)		1 (d)		7		(x)		(y)		(y) - (x)
2	Script Number		Sen	Sen	Sen	Sen	Exr	Exr	Exr	Exr	Exr's	SE's	Total	Diffs	
3	Exr		Exr	Exr	Exr	Exr	Exr	Exr	Exr	Exr	Exr's	SE's	Total	Diffs	
4	fp_1		1	2	4	5	3	3	5	1	10	11	22	11	
5	No of changes		1	1	1	1	1	1	1	1	1	1	1	11	
6	Teamleader kommer														
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

26. Tutorial

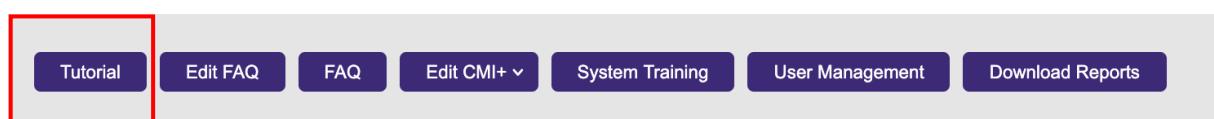
- Use the task **Tutorial** to go to the online standardisation tutorials on the AQA Examiner Extranet.



Tasks		
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
Task 4	Read MMS	29 Jul 15:00
Task 5	Standardisation Scripts	01 Nov 09:00
Task 6	1st Phase Sample Batch 1	01 Nov 09:00
Task 7	1st Phase Sample Batch 2	01 Nov 09:00
Task 8	1st Phase Sample Batch 3	01 Nov 09:00
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

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

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

Task 3 Question Paper & Mark Scheme **01 Oct 15:00**

Task 4 Read MMS **01 Nov 15:00**

Task 5 Standardisation Scripts **04 Nov 11:15**

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. All other queries should be referred to your Team Leader or the Preparation and Marking department.