

# Diploma Coursework Mark Entry - January 2011

## Submitting coursework marks on Edexcel Online

1. Centre marks can only be submitted via Edexcel Online.
2. It is essential that Edexcel Online mark submission screens are completed accurately before the deadline to enable Edexcel to issue results
3. For each candidate submit the final raw point score according to the relevant scale in the specification.

## How to Enter marks

4. Registered users should log onto Edexcel Online and navigate to the mark entry screen. You should check that you have been issued with the correct EO L access profile to enter marks. This access profile can be amended by the EOL Administrator at your centre who is usually the Examinations Officer.

- i. Navigate to the screen by selecting the Diploma tab at the top of the window, then select 'Centre Mark Submission' from the menu at the left of the screen.

The screenshot shows the Edexcel Online interface. At the top, the logo 'edexcel' and tagline 'advancing learning, changing lives' are visible. A navigation bar includes 'Home | Mailbox | Edit My Account | Ask a question' and a 'Log-out' button. Below this, the 'Centre number' is '99999' and the site is 'DUMMY SCHOOL CENTRE - FOR TESTING PURPOSES ONLY'. The 'Select site' dropdown is set to 'C/O MS S J GRAY (99999 - NCN)'. A horizontal menu contains 'BTEC | GCE | GCSE | GNVQ | KS/ALAN | NVQ | DIDA | PLA | Diploma'. The 'Diploma' tab is selected, leading to a 'Home Page' with the text: 'Welcome to the Diploma Qualifications section of Edexcel Online. Within Edexcel Online, the Diploma Qualifications are: Principal Learning, Functional Skills, Projects and Extended Projects. Relevant menu options for this qualification are listed on the left of the screen.'

- ii. Select 'Course Search' at the bottom of the screen.


The screenshot shows the Edexcel Online interface with the 'Centre Mark Submission' section selected. The navigation bar and header are identical to the previous screenshot. The 'Select site' dropdown is still 'C/O MS S J GRAY (99999 - NCN)'. The horizontal menu now has 'Centre Mark Submission' selected. The main content area says: 'Welcome to the Centre Mark Submission section of Edexcel Online. Select the session from the drop down menu then click "Next". Select the "Papers" link next to the unit you wish to submit marks for then the "Coursework Marks" link to navigate to the mark entry screen. To view your allocated moderator details - please click on Moderator Details link. [Course Search](#)

- iii. Select the “Papers” link next to the unit you wish to submit marks for. Coursework papers are indicated by the paper icon.


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**Qualification Details**

| Qualification | Session      |
|---------------|--------------|
| Cash Ins      | January 2009 |

 - This icon represents where there is a coursework paper within a Specification. Authorised users can submit marks by clicking on the Papers link.

**Specifications**

| Code  | Title                     | Description | Entries |                            |  |
|-------|---------------------------|-------------|---------|----------------------------|--|
| CB104 | CONST.& BUILT ENV.L1 U4   | Unit        | 1       | <a href="#">Candidates</a> | <a href="#">Papers</a>   |
| CB204 | CONST.& BUILT ENV.L2 U4   | Unit        | 1       | <a href="#">Candidates</a> | <a href="#">Papers</a>   |
| EG101 | ENGINEERING L1 U1         | Unit        | 1       | <a href="#">Candidates</a> | <a href="#">Papers</a>   |
| EG103 | ENGINEERING L1 U3         | Unit        | 1       | <a href="#">Candidates</a> | <a href="#">Papers</a>  |
| IT101 | INFORMATION TECH.L1 U1    | Unit        | 1       | <a href="#">Candidates</a> | <a href="#">Papers</a>   |
| IT201 | INFORMATION TECH.L2 U1    | Unit        | 1       | <a href="#">Candidates</a> | <a href="#">Papers</a>   |
| SH204 | SOCIETY,HEALTH &DEV.L2 U4 | Unit        | 1       | <a href="#">Candidates</a> | <a href="#">Papers</a>   |

If the Specification you are looking for is not on this list, then there are no entries for that specification at your centre/site.

[Print](#)

- iv. Select the “Course work Marks” link which opens the mark entry page.

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**Qualification Details**

| Qualification | Session      |
|---------------|--------------|
| Cash Ins      | January 2009 |

**Specification Details**

| Code  | Title    | Description |
|-------|----------|-------------|
| CM101 | CREATIVE | Unit        |

**Paper Details**

| Paper Number | Paper Title | Maximum Paper Mark | Minimum Paper Mark |
|--------------|-------------|--------------------|--------------------|
| 1A           | CREATIVE    | 50                 | 0                  |

[Assessment Associates](#) Click here for moderator details.

**Centre Mark Submission Deadlines:** 10/01/2009  
 Any errors /\* that appear on screen will prevent the information from being submitted.  
 \* - Exceeds Maximum Paper Mark.  
 \* - Please enter either a mark or an X (where the candidate is absent) for each candidate.

**Candidates**

| <input type="checkbox"/> All | Candidate | UCI No | First Name | Last Name | Sex | DOB | ULN                     | Mark                     | Included in Sample |
|------------------------------|-----------|--------|------------|-----------|-----|-----|-------------------------|--------------------------|--------------------|
| <input type="checkbox"/>     |           |        |            |           | M   |     | <a href="#">Details</a> | <input type="checkbox"/> | ✓                  |
| <input type="checkbox"/>     |           |        |            |           | M   |     | <a href="#">Details</a> | <input type="checkbox"/> | ✓                  |
| <input type="checkbox"/>     |           |        |            |           | F   |     | <a href="#">Details</a> | <input type="checkbox"/> | ✓                  |

- You may enter some or all candidates in a session. Key a mark for each candidate in the mark field beside each candidate. Once the “Submit Marks” button at the bottom of the screen is selected and confirmed it will not be possible to amend a candidate’s mark, where it has been keyed, however it will be possible to view it. Candidates for whom a mark has not been keyed will remain available to enter a mark in subsequent Edexcel Online sessions.
- Please bear in mind that after 20 minutes of inactivity (not selecting any functions - back or save etc.) the session will timeout and nothing will be saved. To stop this happening, you can enter a few marks at a time and then press submit. Those marks will go into the system and you will be able to continue entering the next set of marks.
- A score of zero should only be used if a candidate has submitted work that is found to meet none of the assessment criteria. It should not be used where work has not been submitted.

