



## Glossary of terms relating to ePEN, iStorm, Online Marking, Online Standardisation and Online Awarding

**Please note:**

This glossary is not exhaustive and is intended to give a brief outline or explanation of the terms commonly used in online marking, standardisation and awarding.

### **Edexcel Gateway Website**

Secure website set up by Edexcel for use by AAs. All AAs require a username and password to access Edexcel Gateway. The site contains details of AA allocations and team lists together with all necessary documentation inc. user guides, forms and the E38/39 booklet. On the day of the exam the QDAM/SL places the question paper and mark scheme on the site.

### **AA Helpdesk**

Provides 1st level support to all AAs using ePEN.

### **Allocation**

All Markers are offered a contract with a set number of items that must be marked to fulfil the contract. This is also known as Contract Value. The View Progress screen in ePEN gives details of a Marker's allocation across all of the items they have been contracted to mark.

### **Backreading**

The monitoring function within ePEN that Principal Examiners, Team Leaders and Supervisors use to sample marked items.

### **Cap**

Principal Examiners, Team Leaders and Supervisors can use the capping system to stop a Marker from marking in extreme circumstances only. It should not be used to control workflow or to limit marking activity to enable monitoring. The use of capping should always be discussed with the Principal Examiner and QDAM/SL.

### **Commissioning/Approving**

When Principal Examiners or Team Leaders have proposed Practice, Qualification or Validity items, these items must then be Commissioned (or approved). Practice and Qualification items are commissioned once they have been placed in Sets. Validity items are commissioned on an individual basis.

### **Dashboard (View Progress)**

The Dashboard within ePEN allows Markers to track how many items they have marked, and what their total allocation is. It also allows the Principal Examiner, Team Leader and Supervisor to track progress for all Markers and view reports.

### **ePEN**

Electronic Performance Evaluation Network. Web based system used to mark candidate's responses on examination scripts.

### **Exception Scripts (Whitemail)**

Question papers that cannot be scanned eg papers where candidates have used coloured pen, or been modified (A3 size, coloured paper). These scripts must be marked traditionally.

### **Familiarisation Marking**

As soon as items become available on ePEN (normally 24 to 48 hours after the examination is sat) all Markers will have access to all the available items in order to familiarise themselves with candidate responses and the application of the mark scheme. All Familiarisation Marking will be wiped from ePEN prior to live marking commencing.

### **Frontreading**

Function used by Principal Examiners, Team Leaders and Supervisors to select Practice, Qualification and Validity items (this can also be done using Commissioning Frontreading).

### **Live Marking**

The live marking environment on ePEN containing images of actual candidate responses from the current series.

### **Marking Grids**

Small grid that is visible on screen whilst marking is being undertaken. Each item has its own individual marking grid. The Principal Examiner, in conjunction with the QDAM/SL is responsible for the set-up of Marking Grids as part of the Project Set Up.

### **Messaging**

ePEN has a messaging service whereby Principal Examiners, Team Leaders, Supervisors and QDAMs can contact Markers, either singularly or as a group.

### **Online Awarding (ROLA)**

Using web-based software a virtual Awarding meeting can be held with committee members viewing scripts on screen in their own homes. Images of whole scripts are requested (within mark ranges) and are made available on the Awarding committees PCs. Awarders complete their tick sheets individually and then the results are collated and agreed between the QDAM/SL and the Awarding committee.

### **Online Standardisation (ROLS/OLS)**

Online Standardisation is a remote Standardisation process undertaken in place of holding a traditional Standardisation meeting. The aim of the activity remains the same; to ensure a well-founded and common understanding of the requirements of the mark scheme that can be applied reliably. Online Standardisation has three stages, Familiarisation, Practice and Qualification.

### **Online Training Site**

A secure website set up to train Markers. All Markers must access the Training Site before progressing to Live Marking.

### **Practice Site**

A secure website set up to for Markers to familiarise themselves with ePEN functionality using candidate responses from previous series. All Markers must access the Practice Site before progressing to Live Marking.

### **Proposing**

When selecting Practice, Qualification or Validity items, Principal Examiners, Team Leaders or Supervisors must propose items using Frontreading/Commissioning Frontreading.

### **Pulled Paper**

If an item is sent to Review because it is unreadable or Out of Clip, it can then be 'pulled' by the Principal Examiner, Team Leader or Supervisor. Within Pulled Paper Scoring the image of the whole script can be seen in order to mark the item. If the candidate's response cannot be viewed properly then an image of the item can be printed using iSTORM, and sent to the Marker for them to use a hard copy of the item to award marks in ePEN.

### **Reports**

There are a number of reports set up in ePEN that enable Principal Examiners, Team Leaders, Supervisors and QDAMs to keep track of progress and monitor performance. Reports form part of View Progress in ePEN.

### **Review**

If a Marker cannot award a mark for an item (Out of Clip, mark scheme, unreadable, malpractice suspected etc) they can send it for Review. A senior Marker (Principal Examiner, Team Leader or Supervisor) can then access the item and award a mark or Pull the item if they are unable to mark it.

### **Review Responses**

The function that allows markers to review the last five items they have marked and change the mark awarded if they wish (see Cache).

In the Practice and Qualification Sets used for Online Standardisation markers receive feedback on their marking in the form of annotation. This annotation only appears when viewing Review Responses.

### **Rubric Item**

An item created as part of the Project Set Up for Conditionally Routed papers (not Critically Conditionally Routed). Rubric items are created so that if a candidate does not indicate which question they answered (using the Cross Boxes), the response can be routed to the correct place. Rubric items are only necessary where more than one question shares an answer space.

### **Set(s)**

For Online Standardisation both the Practice and Qualification responses are organised into Sets. Each Set contains a number of responses for a particular item. Markers are expected to 'pass' a Qualification Set for an item before they can access live marking. There is no pass criteria set for Practice Sets. The number of items in a Set, and the number of Sets required will vary from question paper to question paper and from item to item. These Sets are prepared after the examination is sat but prior to the Online Standardisation taking place.

### **Supervisor**

User within ePEN system with supervisory privileges over other ePEN users, namely a Chair of Examiners, Chief Examiner, Principal Examiner, Team Leader.

### **Traits**

Traits appear in the Marking Grid as rows. When items are marked the marks can be broken down into traits. The aggregate of the traits is used to give the total mark for an item. For example the item 6663\_01\_Q01a-c might consist of three traits - Q01a, Q01b and Q01c.

### **Unmarkables**

Items that are sent via Review to Pulled Paper yet remain unmarkable. Reports can be generated through ePEN and LQ Management Reports to identify items in Pulled Paper so that hard copy scripts can be requested to aid marking.

### **Validity Items**

Items selected by a Principal Examiner, Team Leader or Supervisor and given a True Score. These items appear every 1 in 25 items marked (4% of a Marker's allocation) and are used as a monitoring tool.