

# ePEN Marker Activity Flow Charts

~~January 2009~~

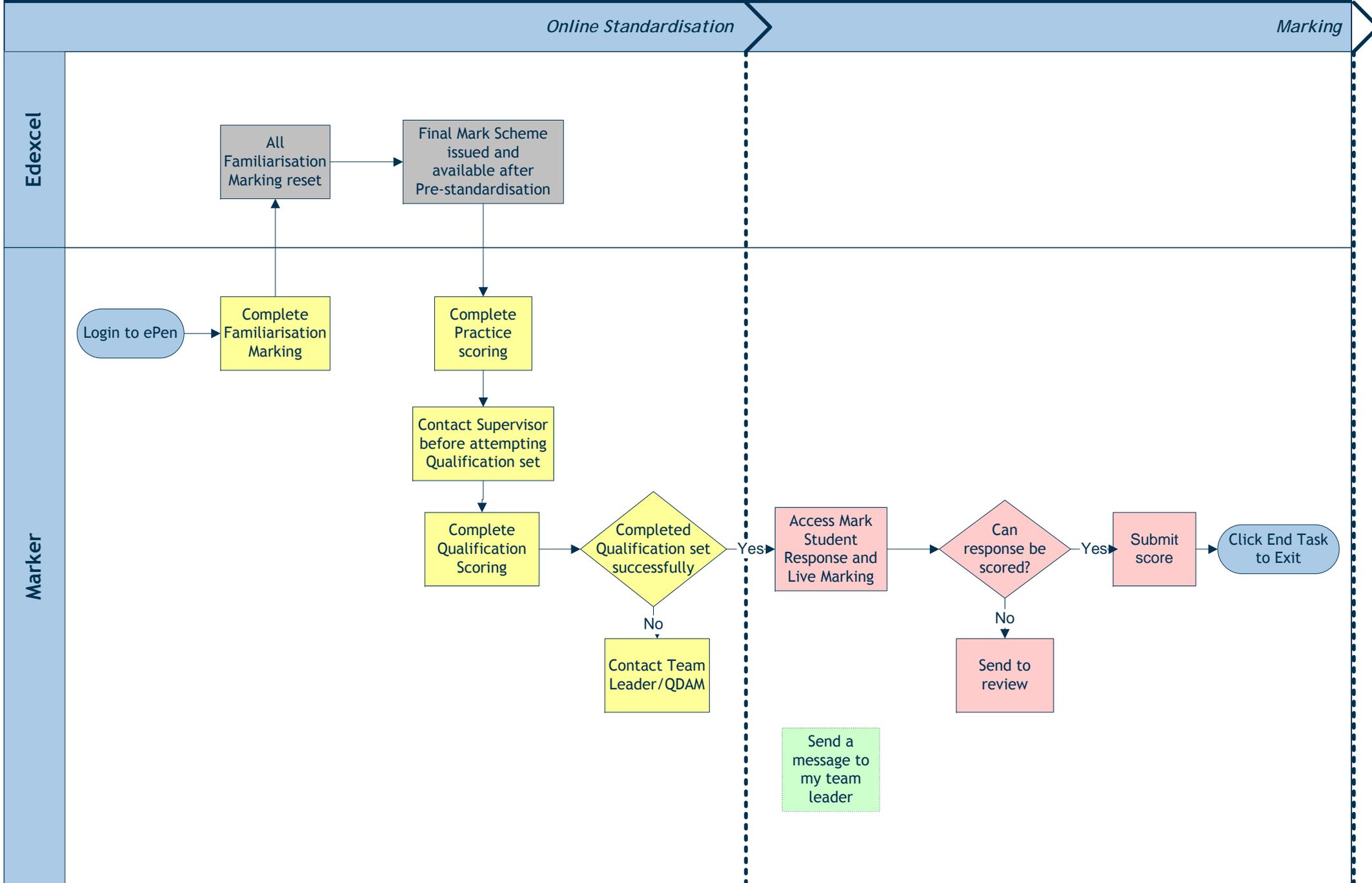
ePEN 4.6.2

Issue 1

Please select below the Standardisation method of your paper to see the associated flow charts:

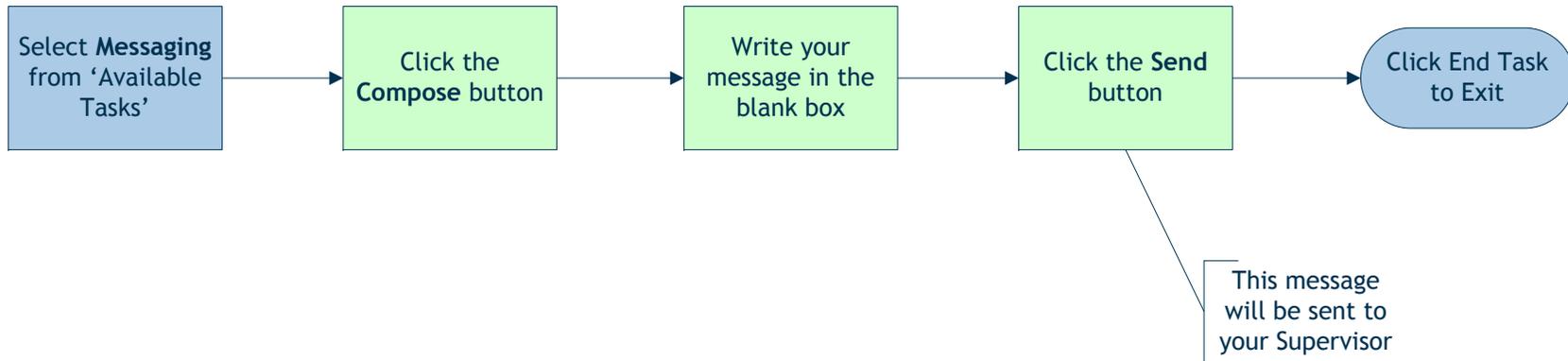


# Marker Activity Overview - OLS Papers



## How do I send a message ?

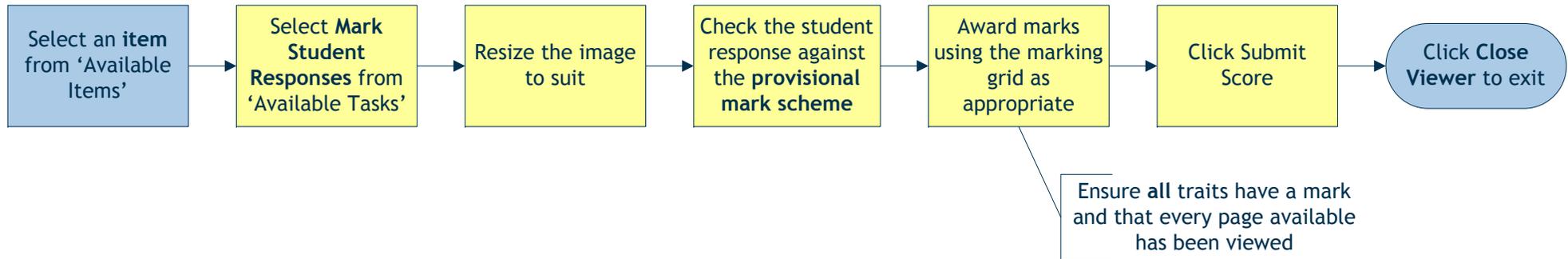
Marker



## How do I access Familiarisation marking ?

Familiarisation Marking is only available once candidate responses are available on ePEN.  
Familiarisation Marking ends at 23.00hrs on the day before standardisation.  
You should ensure that you have downloaded the provisional mark scheme for this activity.

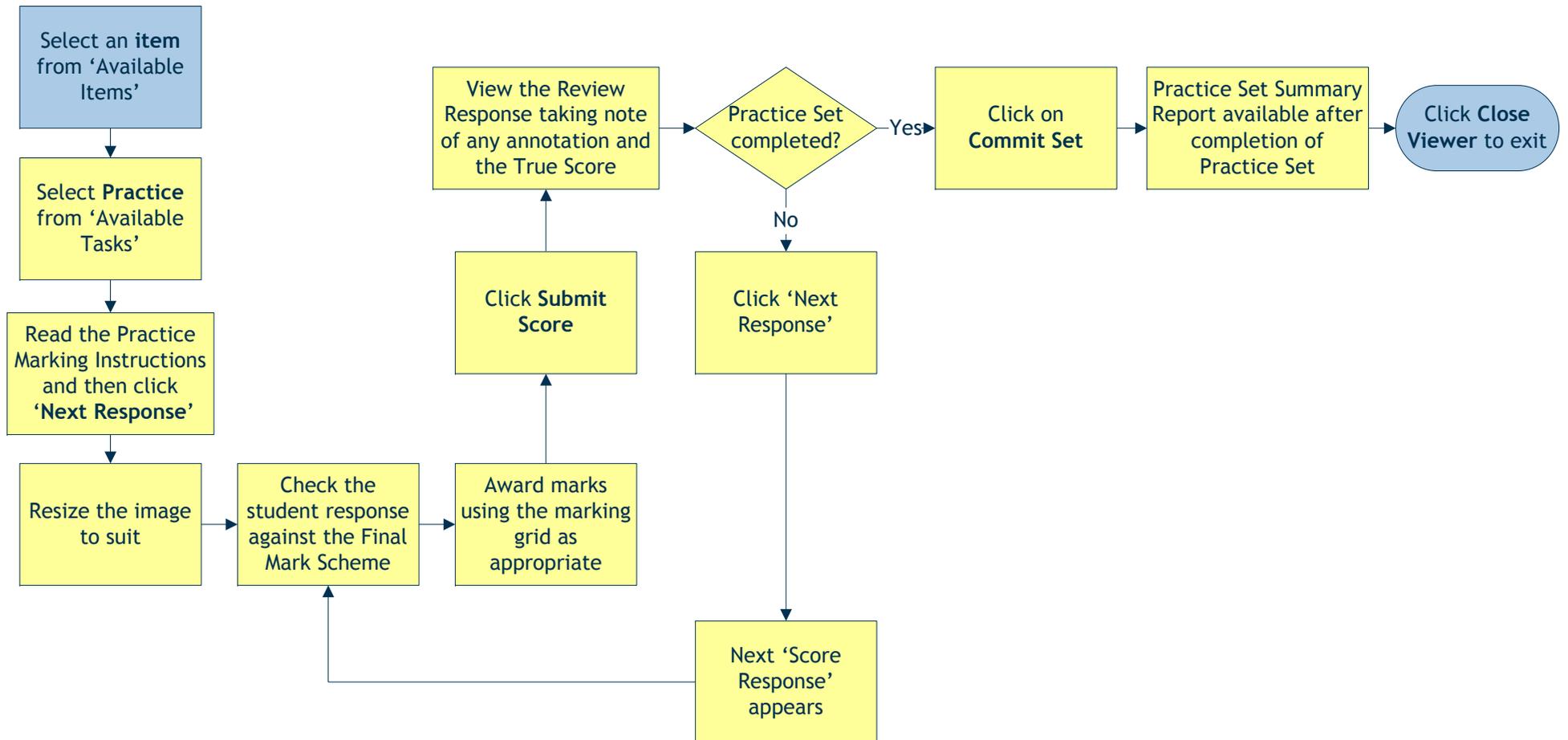
Marker



## How do I access and mark Practice Sets ?

Practice sets will be available from 23.00hrs on the day before standardisation. You must ensure you have access to the **Final Mark Scheme** prior to attempting any Practice Sets. Please note you will only have access to those items you have been contracted for.

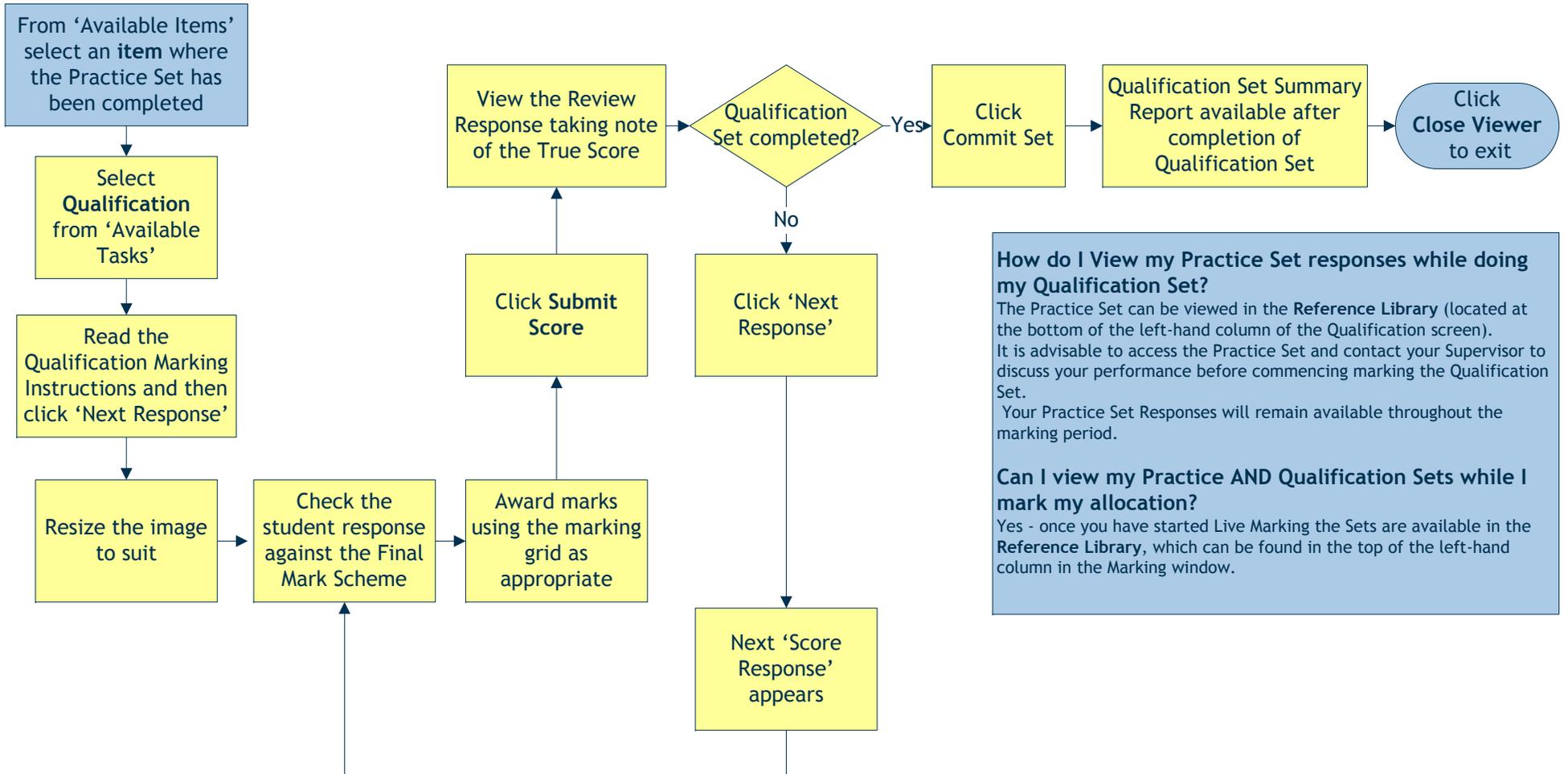
Marker



# How do I access and mark Qualification Sets ?

A Qualification Set for an item will automatically be available **once the Practice Set has been completed**. You must pass the Qualification Set in order to automatically gain access to Live Marking for that item. You are advised to contact your supervisor with any queries before attempting the Qualification Sets.

Marker

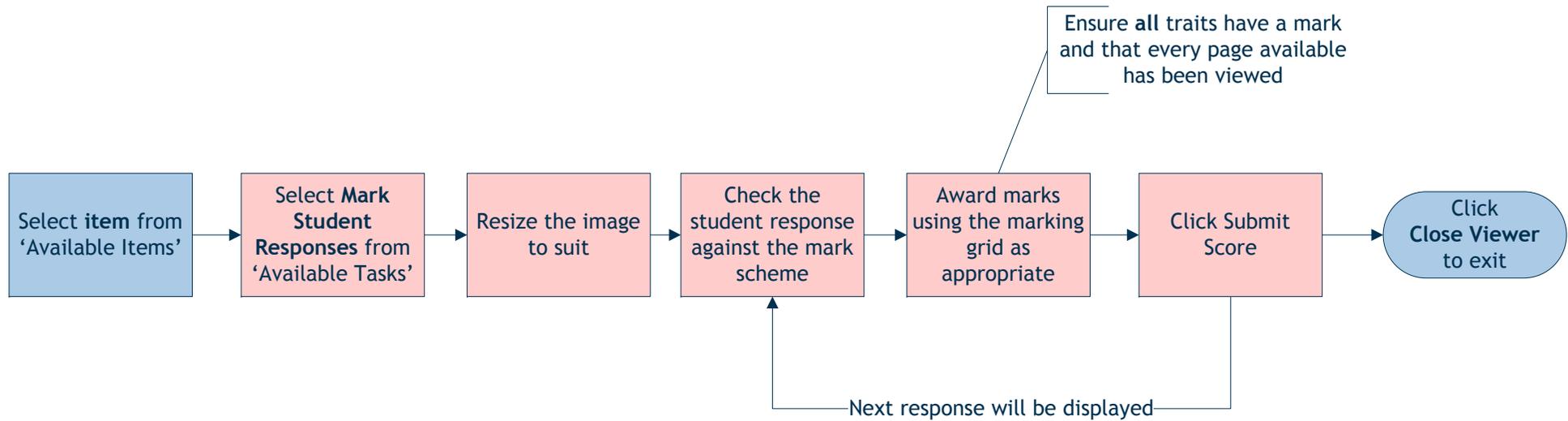


**How do I View my Practice Set responses while doing my Qualification Set?**  
The Practice Set can be viewed in the Reference Library (located at the bottom of the left-hand column of the Qualification screen). It is advisable to access the Practice Set and contact your Supervisor to discuss your performance before commencing marking the Qualification Set. Your Practice Set Responses will remain available throughout the marking period.

**Can I view my Practice AND Qualification Sets while I mark my allocation?**  
Yes - once you have started Live Marking the Sets are available in the Reference Library, which can be found in the top of the left-hand column in the Marking window.

## How do I mark using ePen ?

Marker

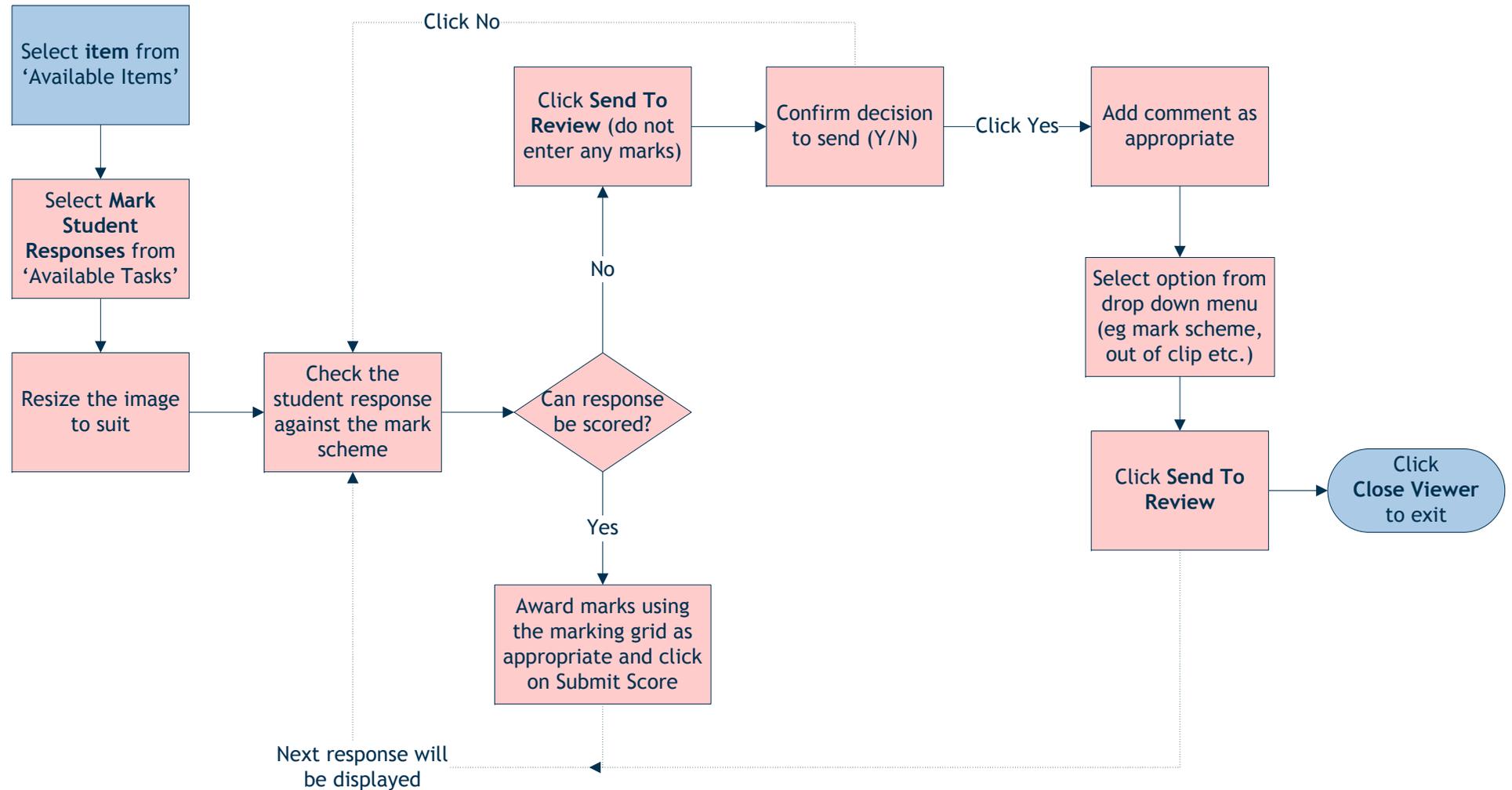


## How do I send an Item to “Review” if I can not award marks ?

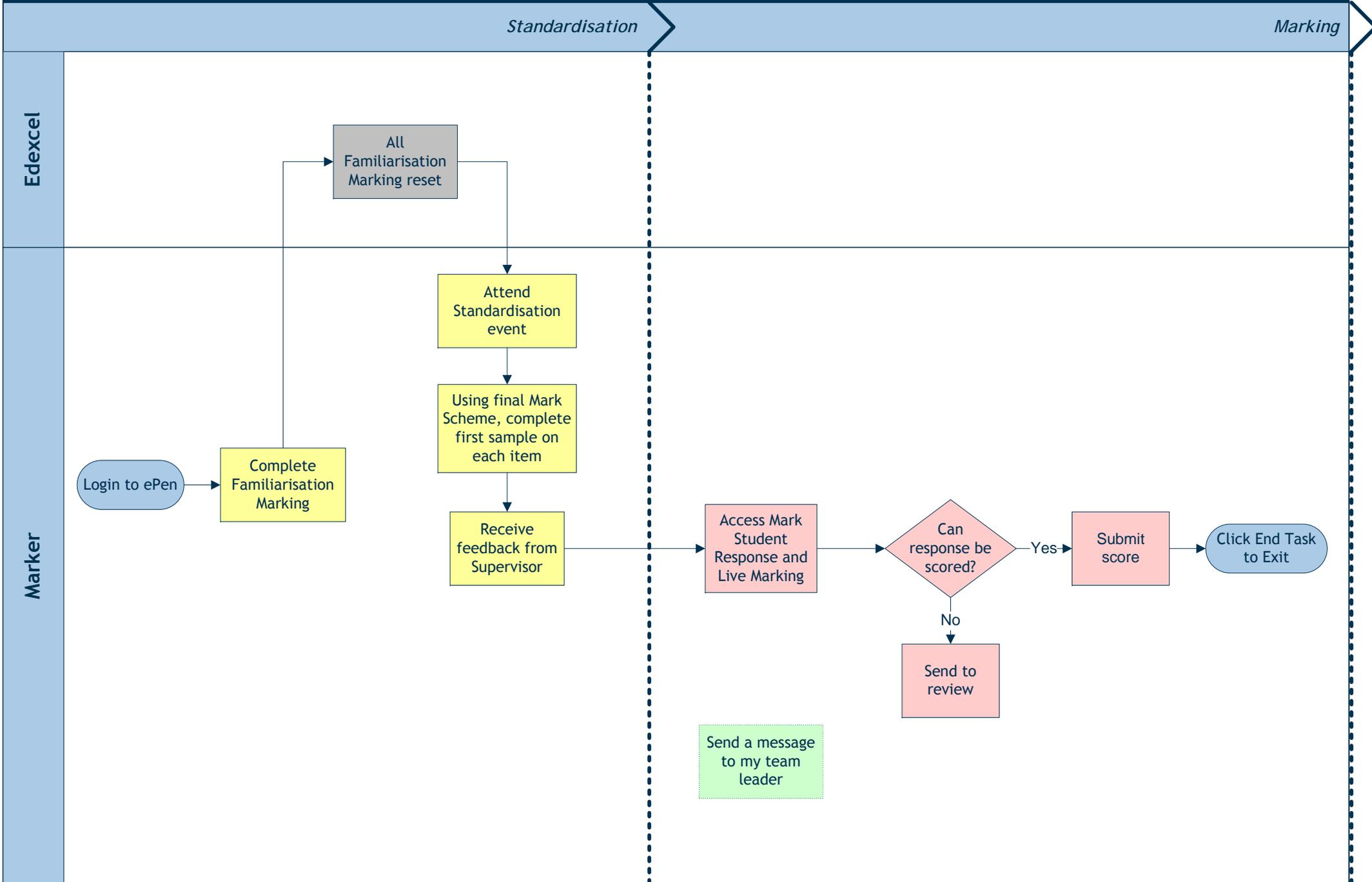
You may need to send an item to review if you are:

- unsure of the mark to award and need to escalate it
- the candidate has written outside of the viewable area (out of clip)
- the candidate response is illegible

Marker

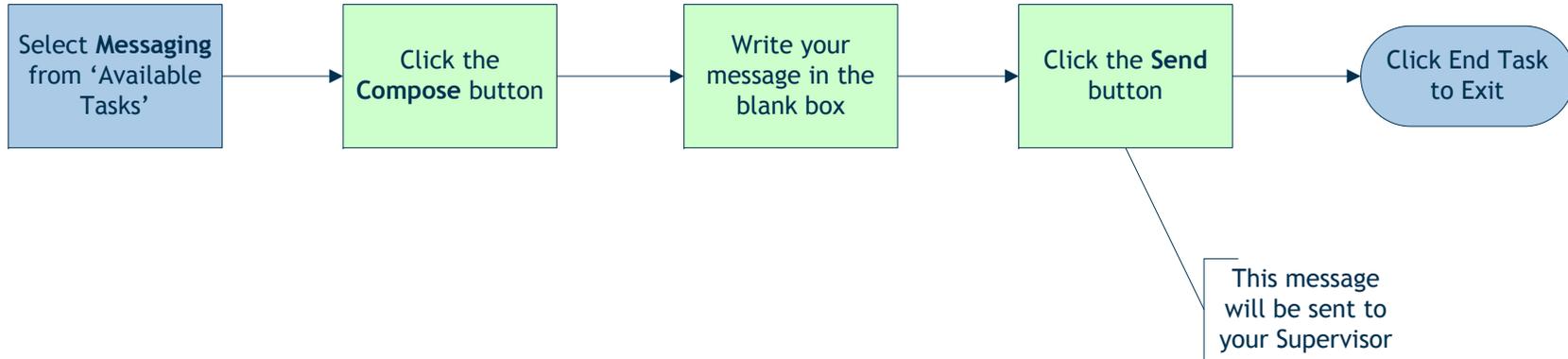


# Marker Activity Overview - Non-OLS Papers



## How do I send a message ?

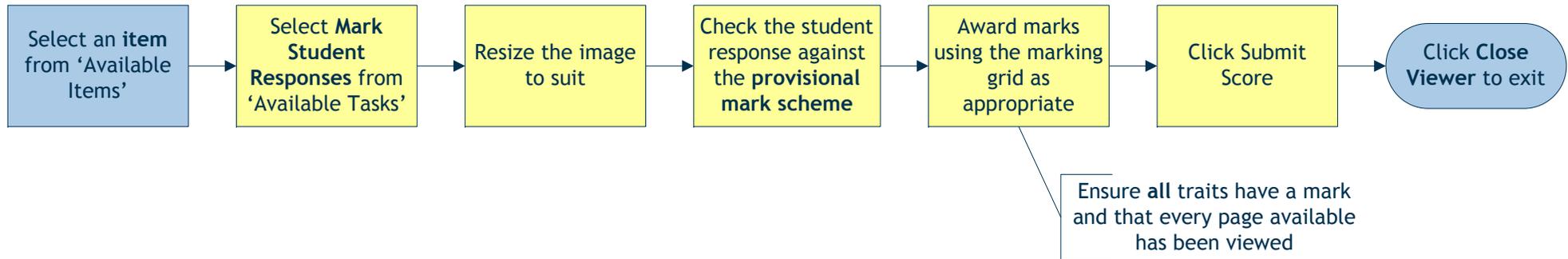
Marker



## How do I access Familiarisation marking ?

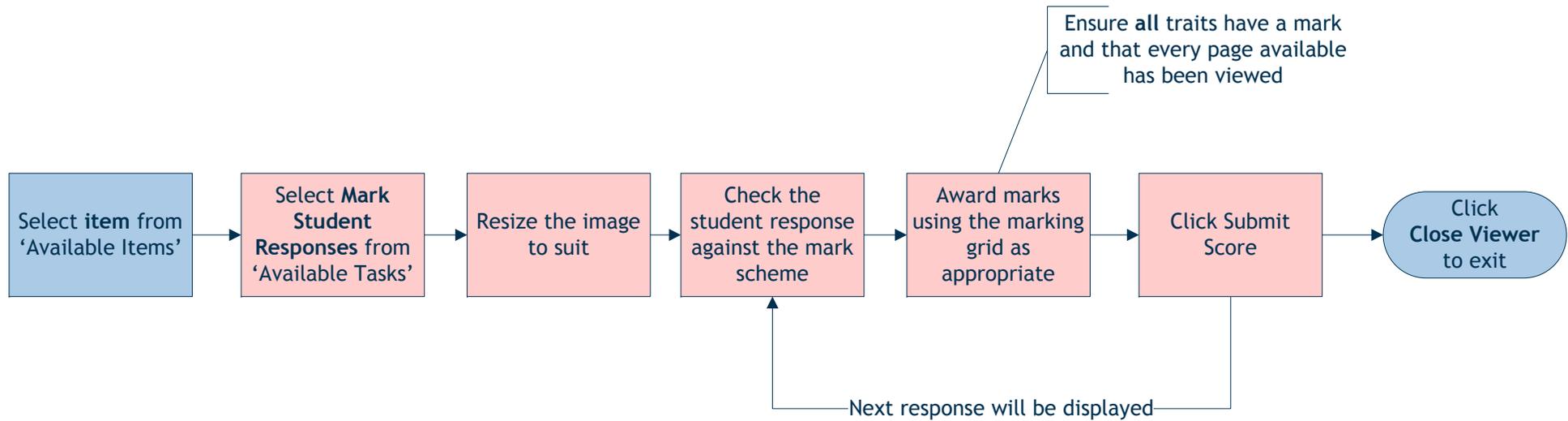
Familiarisation Marking is only available once candidate responses are available on ePEN.  
Familiarisation Marking ends at 23.00hrs on the day before standardisation.  
You should ensure that you have downloaded the provisional mark scheme for this activity.

Marker



## How do I mark using ePen ?

Marker



## How do I send an Item to “Review” if I can not award marks ?

You may need to send an item to review if you are:

- unsure of the mark to award and need to escalate it
- the candidate has written outside of the viewable area (out of clip)
- the candidate response is illegible

Marker

