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ePEN Supervisor Activity Flow Charts

ePEN 4.6.2

Issue 1

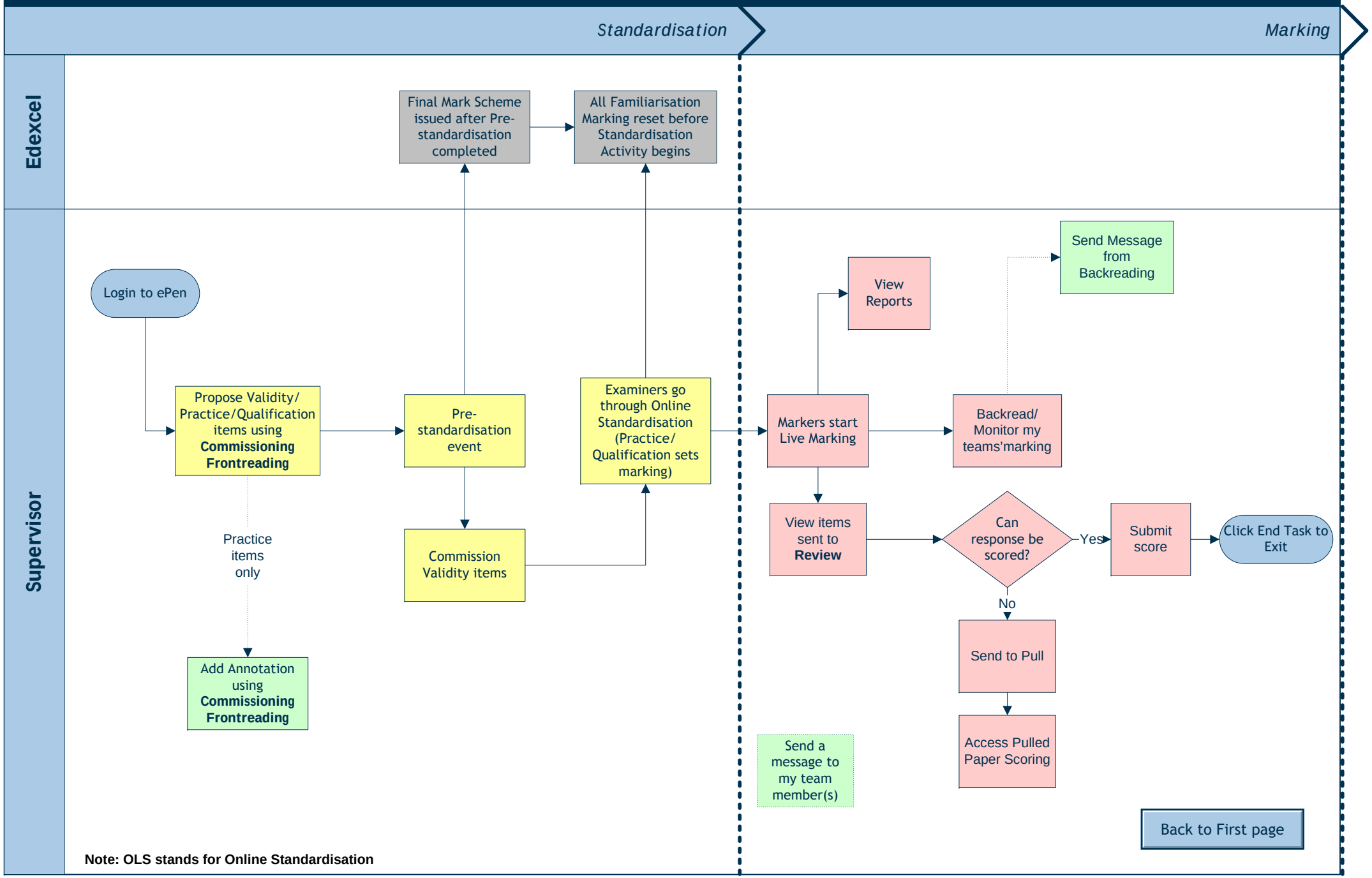
Please select below the Standardisation method of your paper to see the associated flow charts:

Online Standardisation

Non-Online Standardisation

A PEARSON COMPANY

Supervisor Activity Overview – OLS Papers



Note: OLS stands for Online Standardisation

How do I send a message ?

Supervisor

Note: The messaging system in ePEN is item related.

From “Available Tasks”, select the item you want to message about/ from

Select **Messaging** from ‘Available Tasks’

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Write your message in the blank box

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Click **Select a Group:** Selecting Team will enable you to message any of the members of your direct team or an individual.

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How do I ensure a marker/team read a message before they can continue to mark a particular item?
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In messaging, why can I only see some members of the team in the available list?
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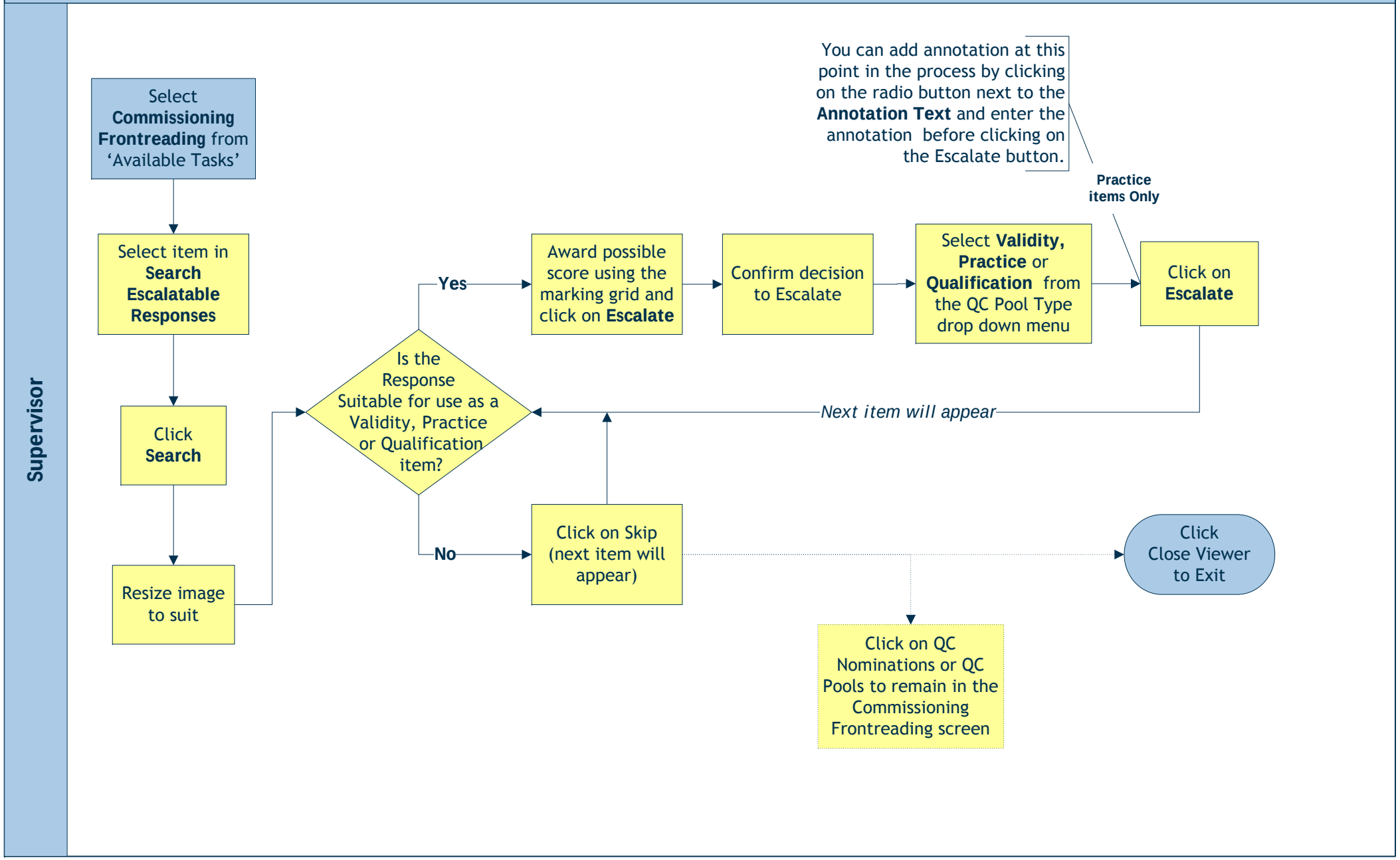
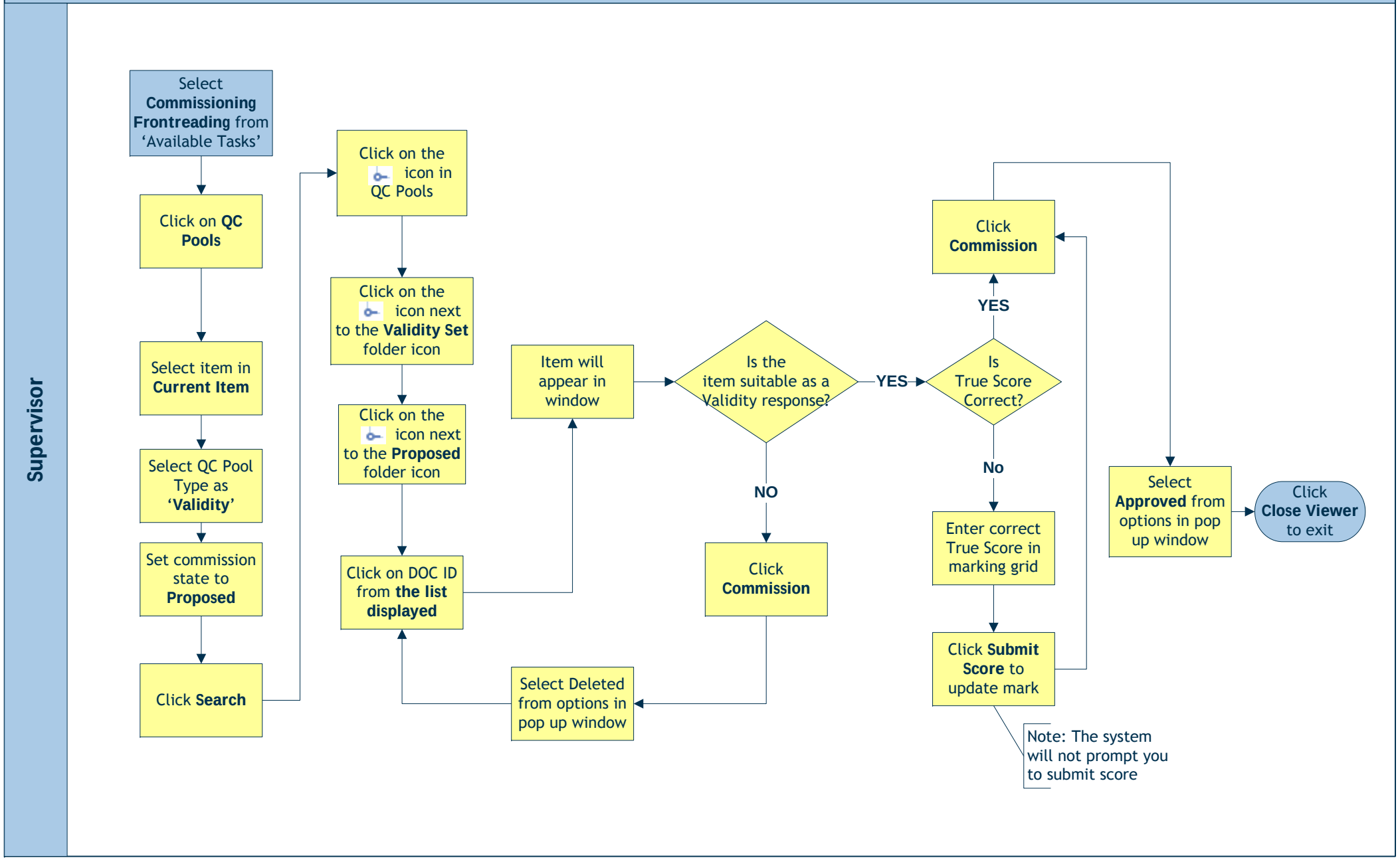
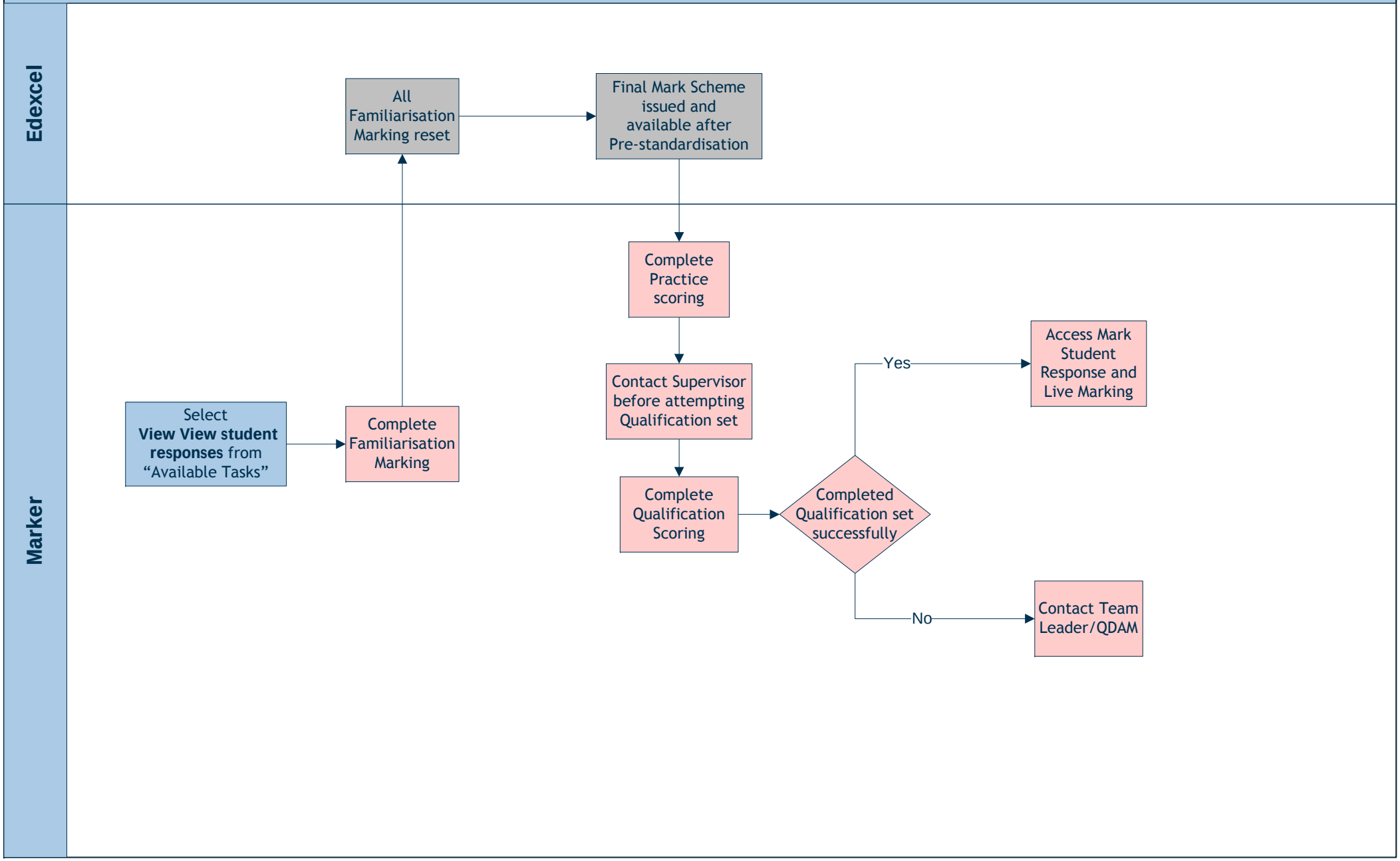
How do I propose Practice/Qualification/Validity items to use for Online Standardisation?



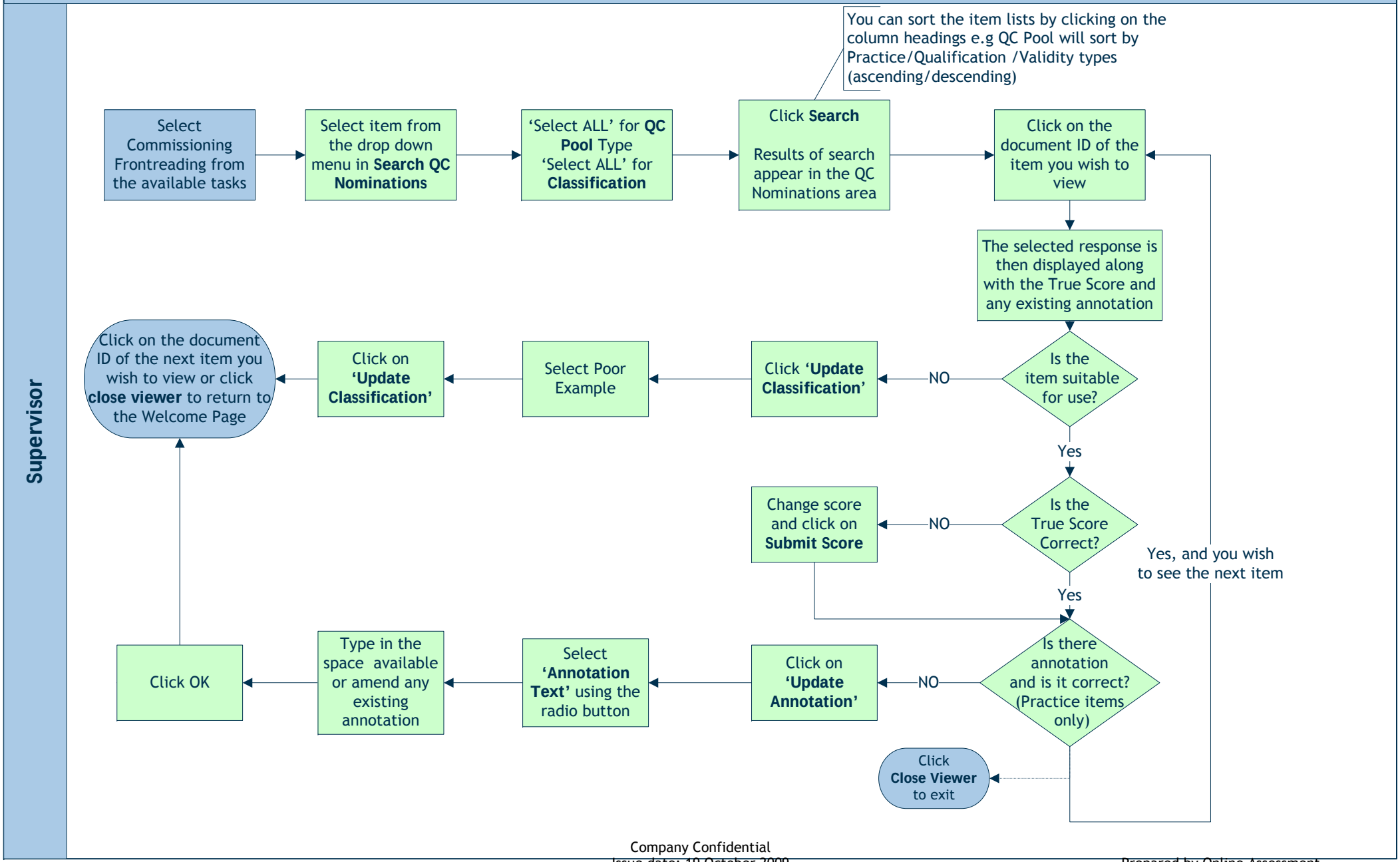
How do I commission Validity items?



Online Standardisation Overview

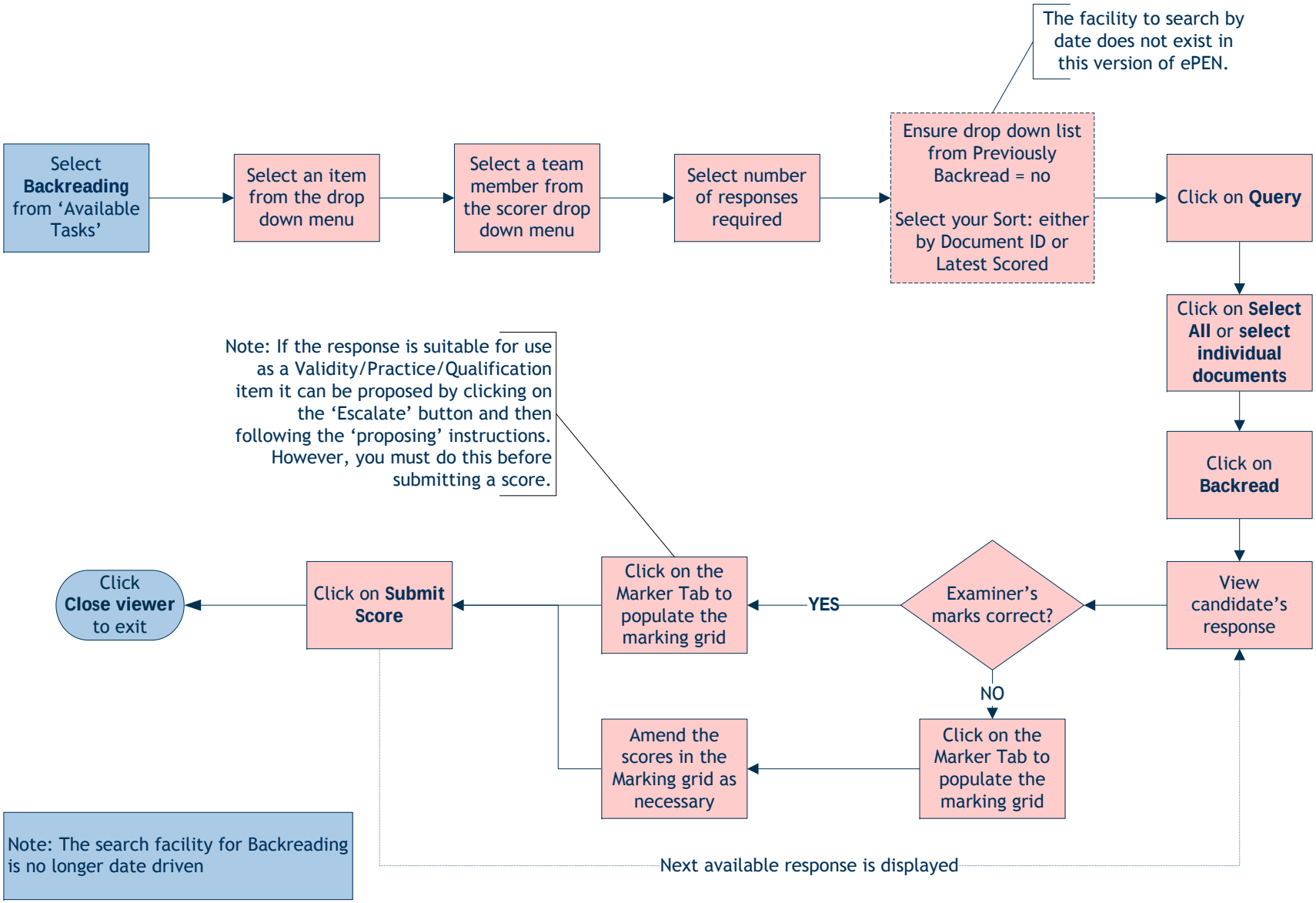


How do I add annotation on Proposed Practice items / How do I check True Scores on Proposed Practice and Qualifications items ?

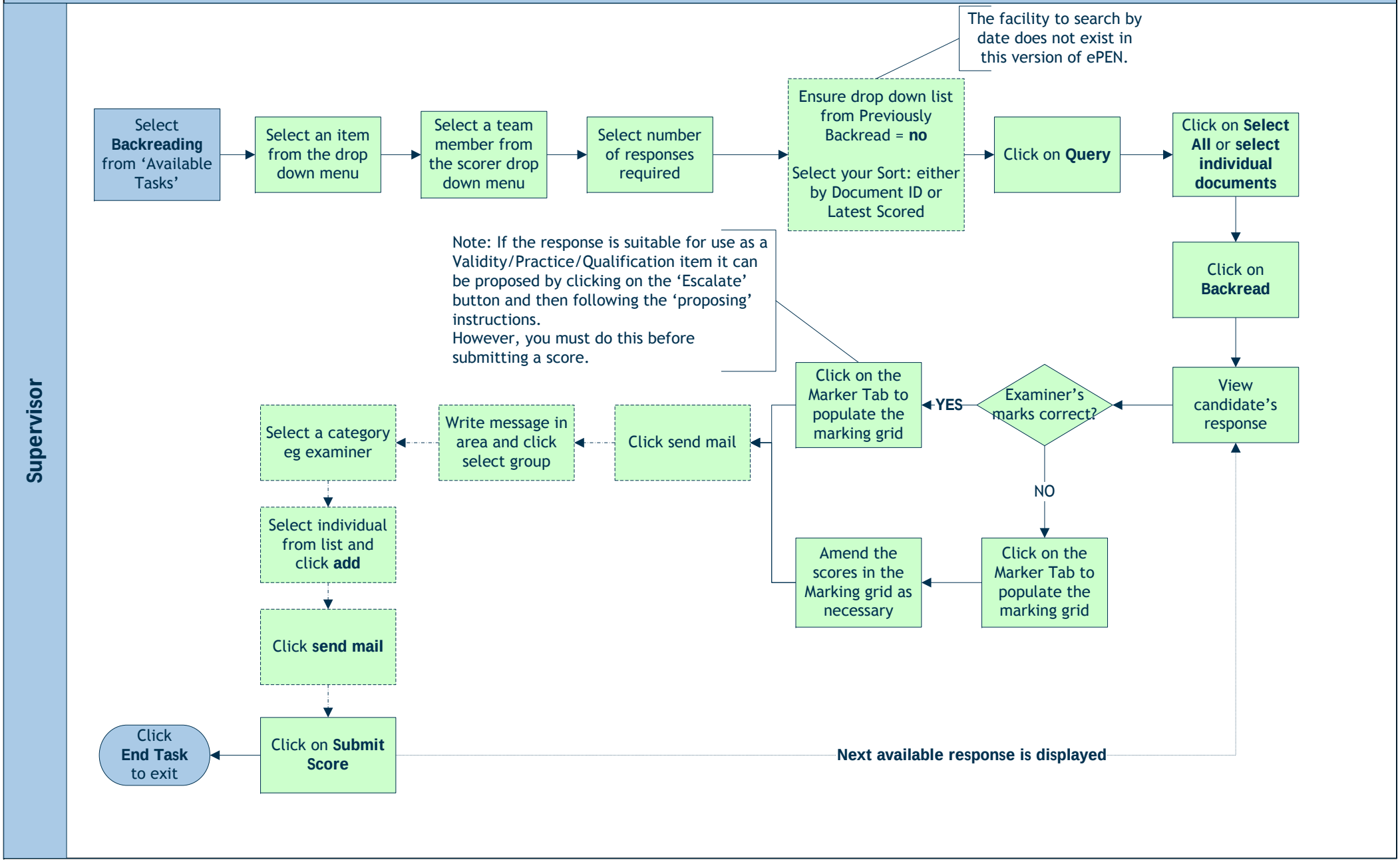


How do I backread / monitor my teams'marking ?

Supervisor

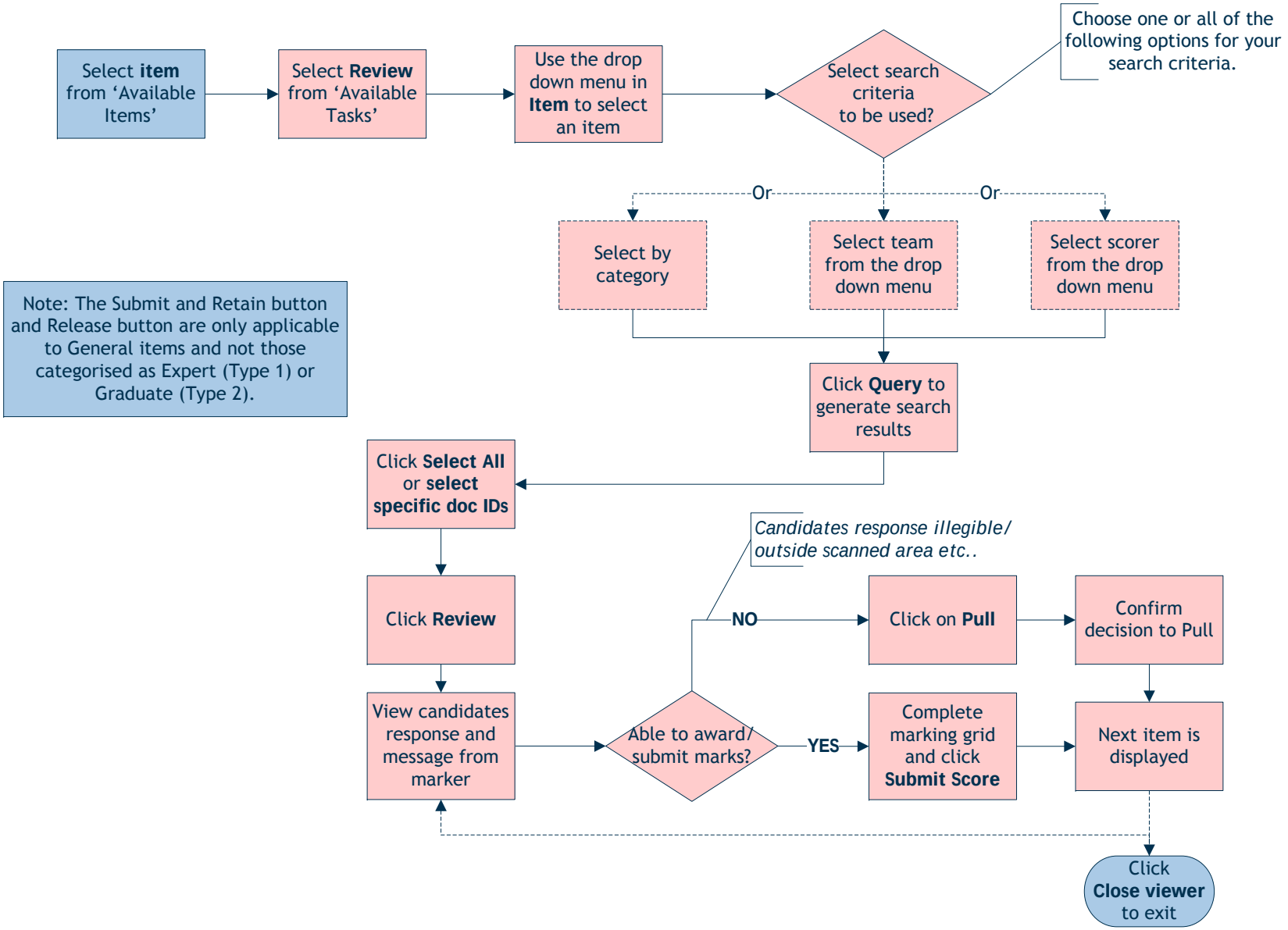


How do I send a message with an image attached from Backreading ?



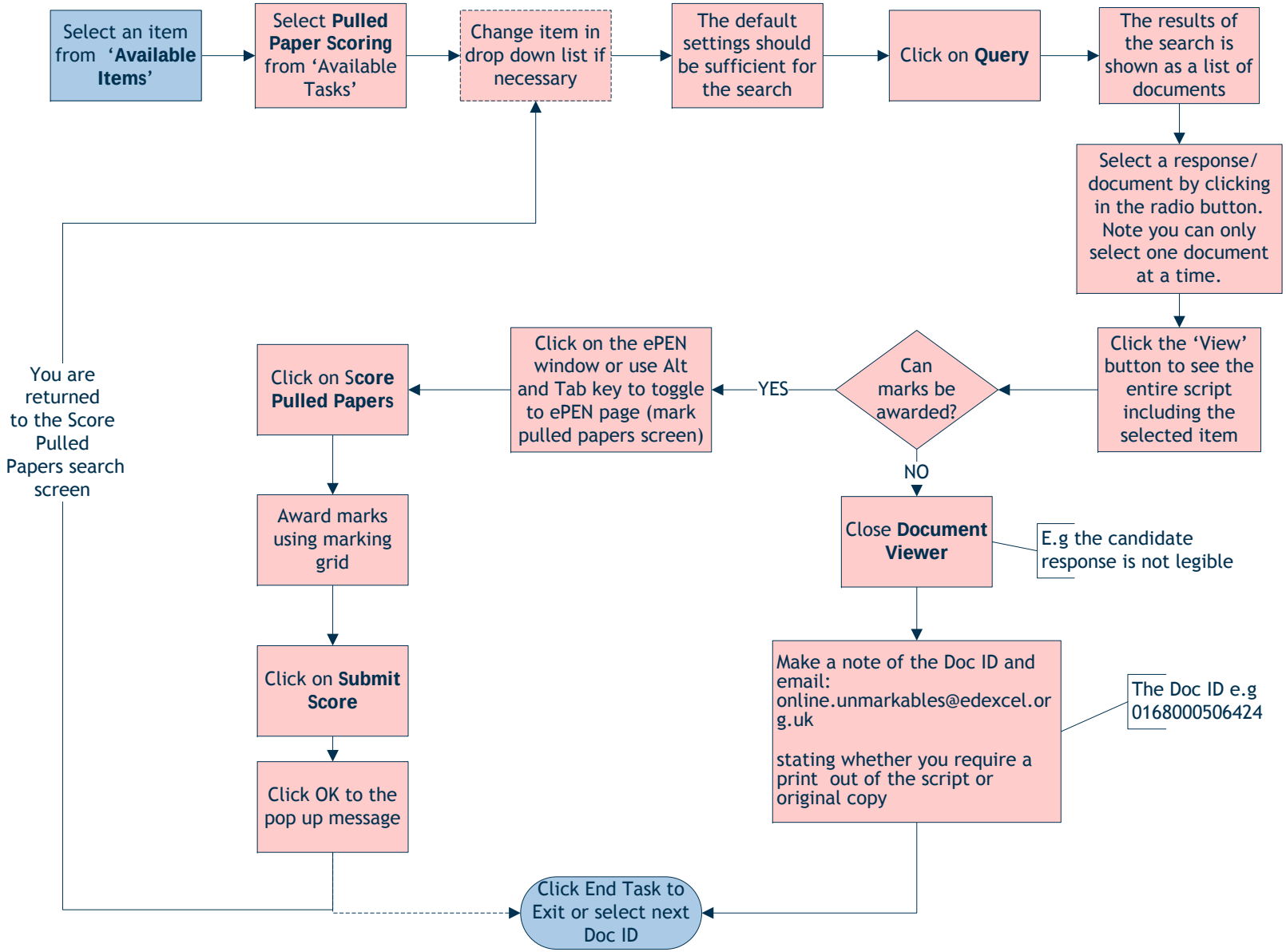
How do I view items sent to Review ?

Supervisor



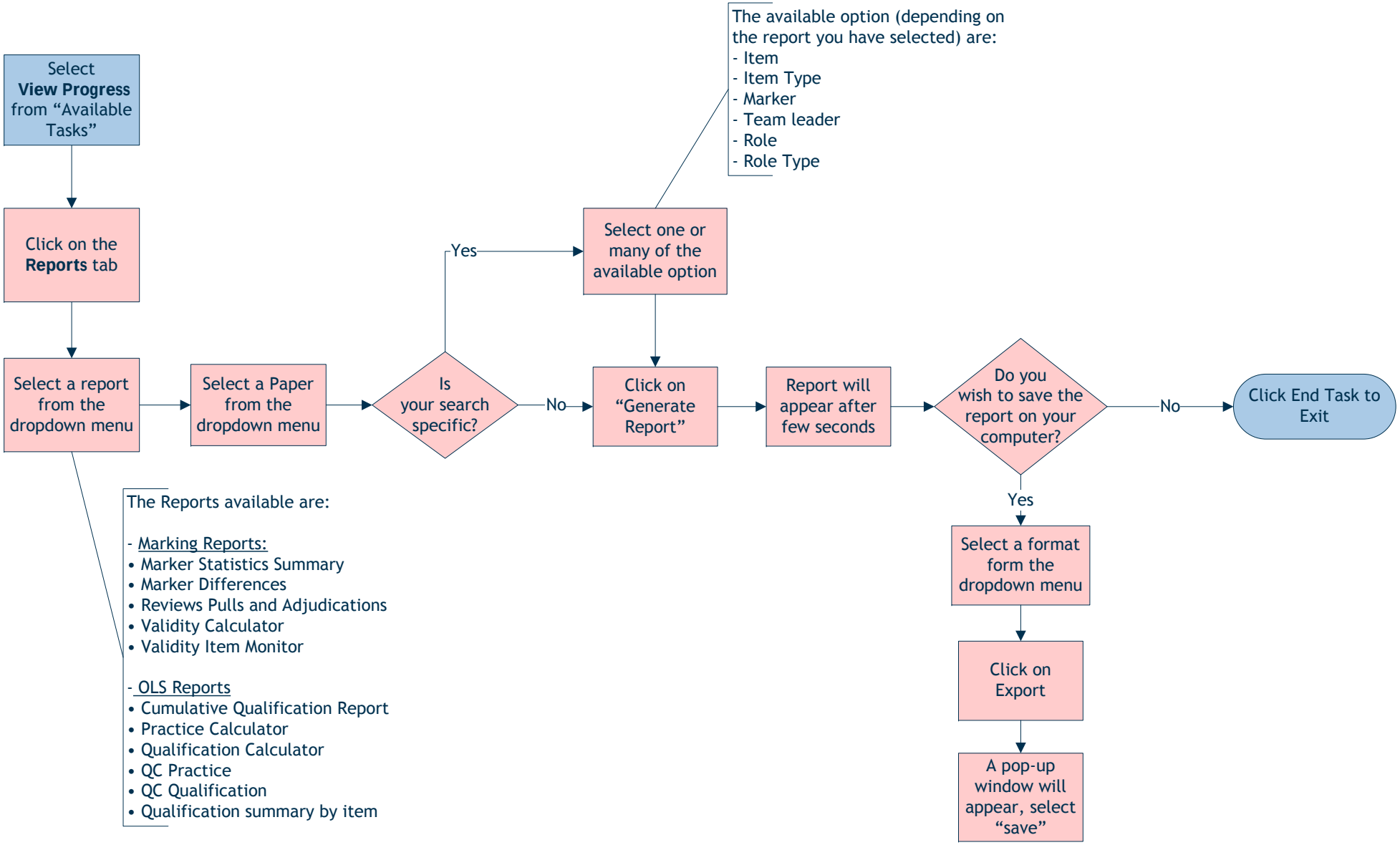
How do I mark items in Pulled Paper Scoring ?

Supervisor

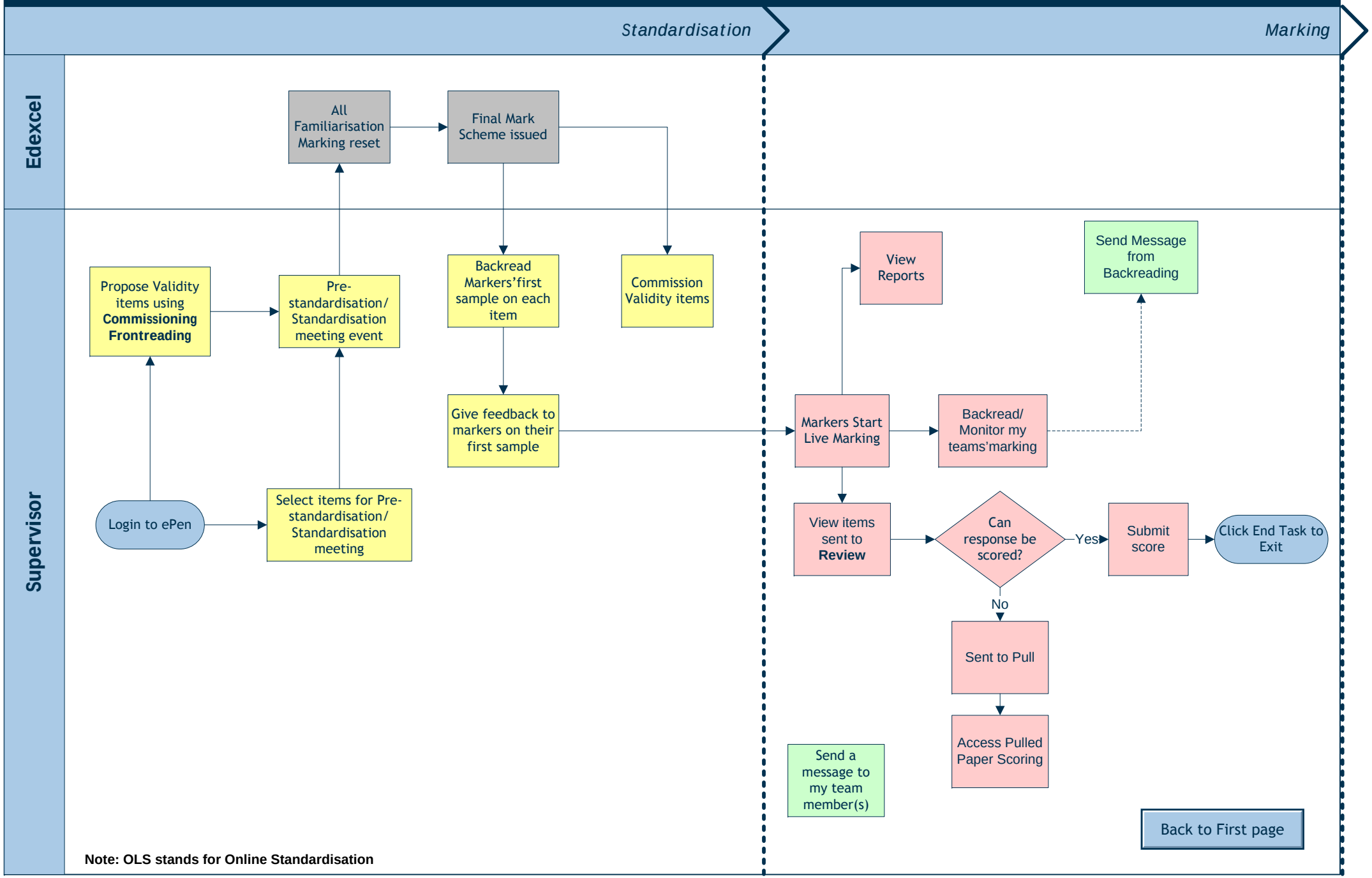


How do I view Reports?

Supervisor



Supervisor Activity Overview – Non OLS



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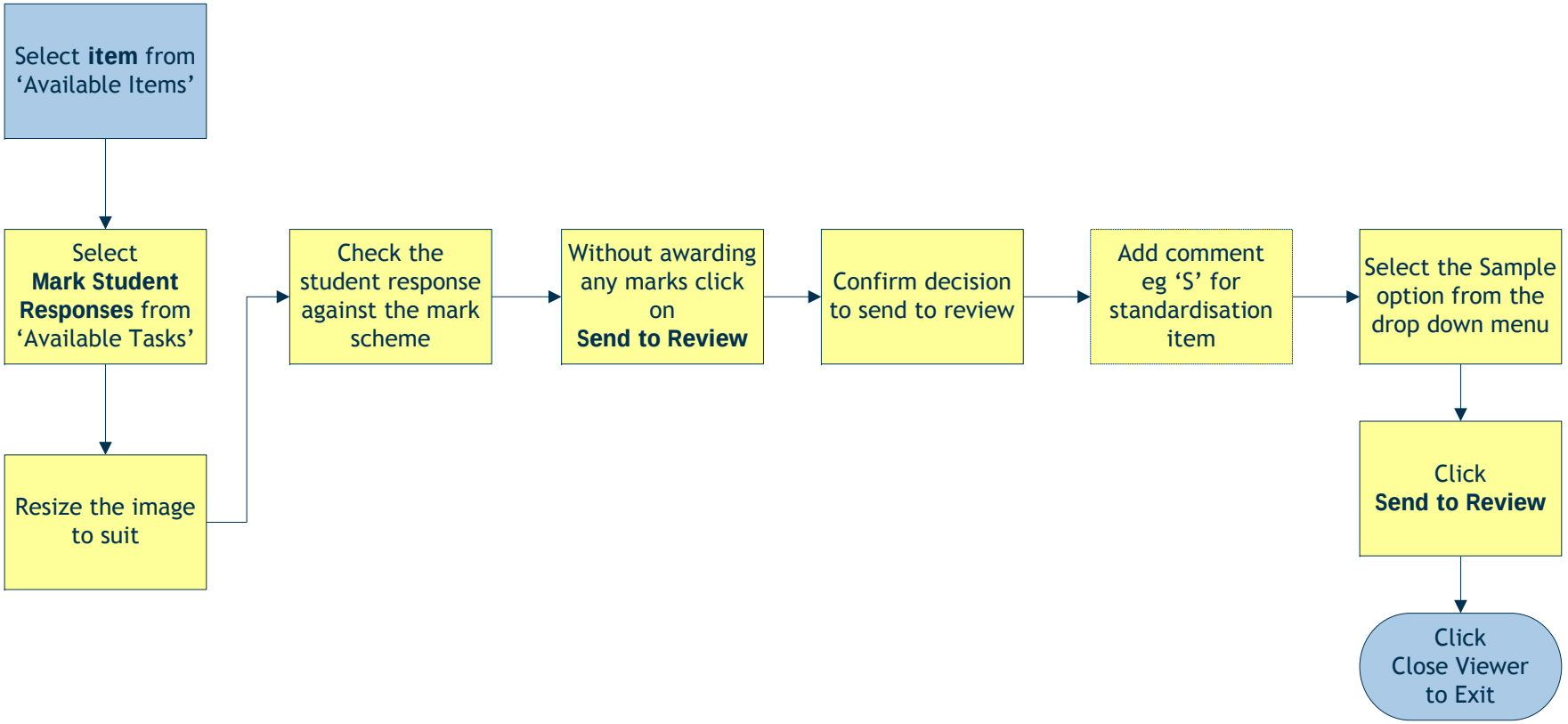
How do I select items for pre-standardisation / standardisation ? (non online standardised papers)

Supervisor



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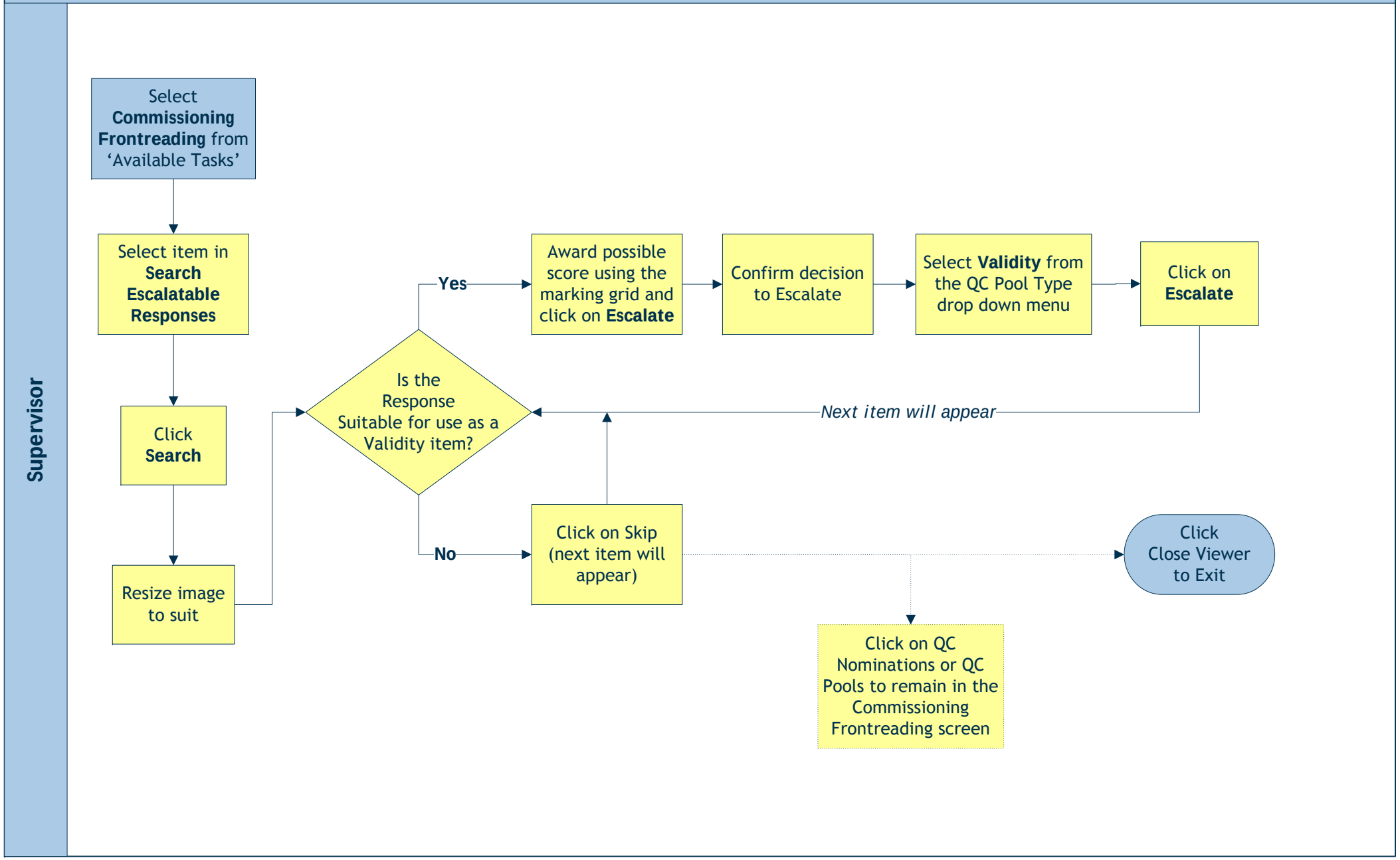
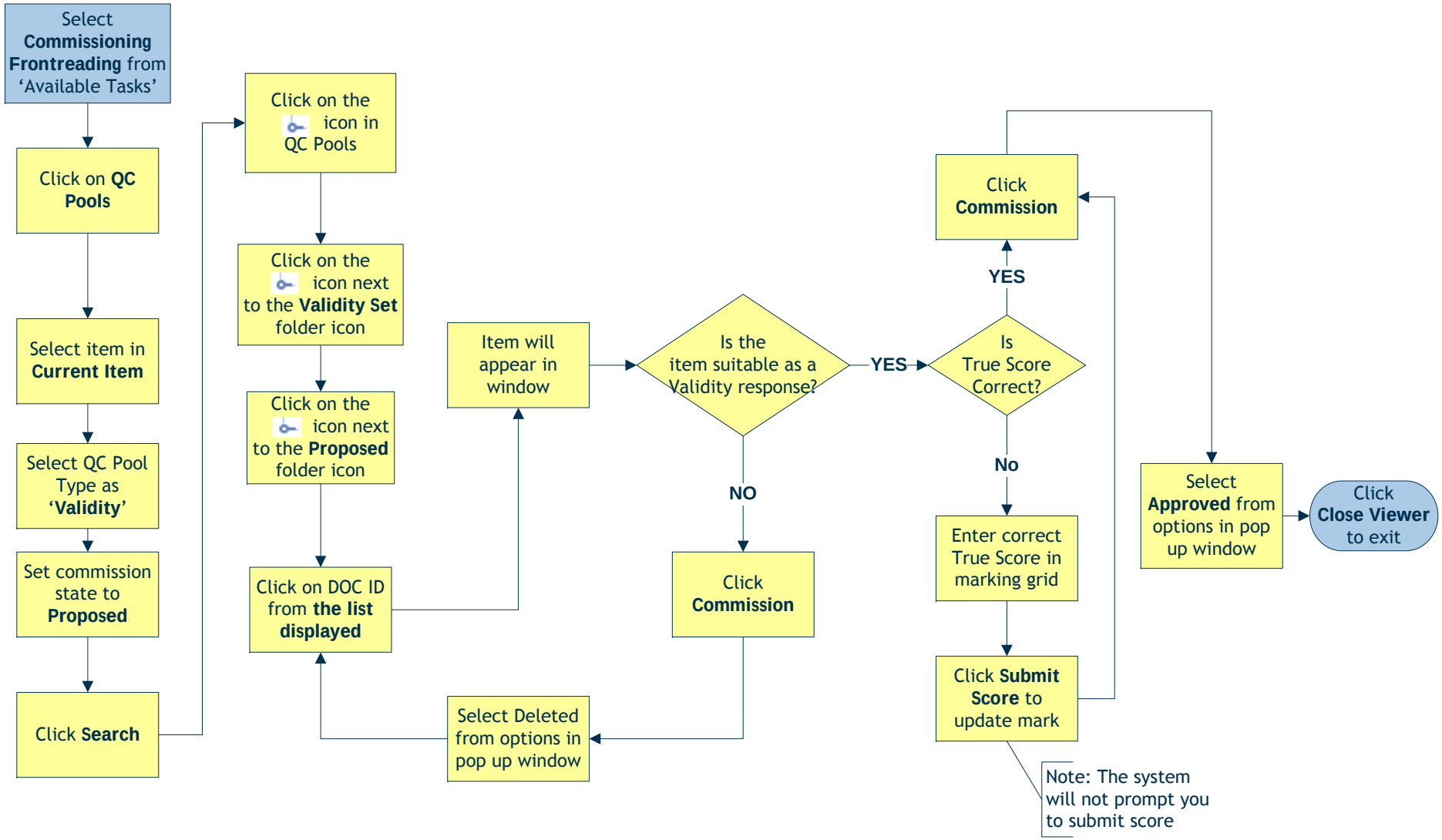


How do I commission Validity items after Standardisation ?

Supervisor



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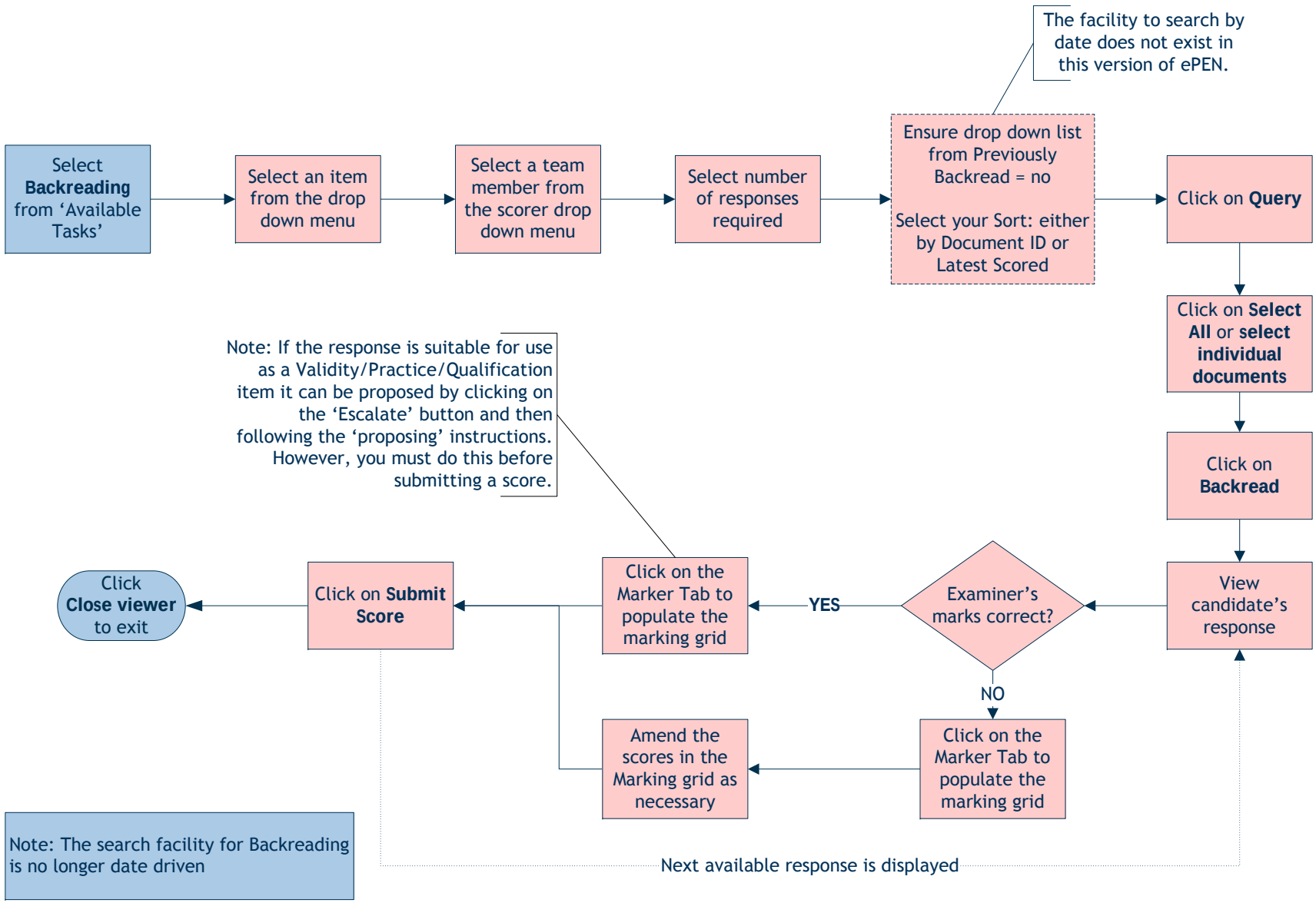

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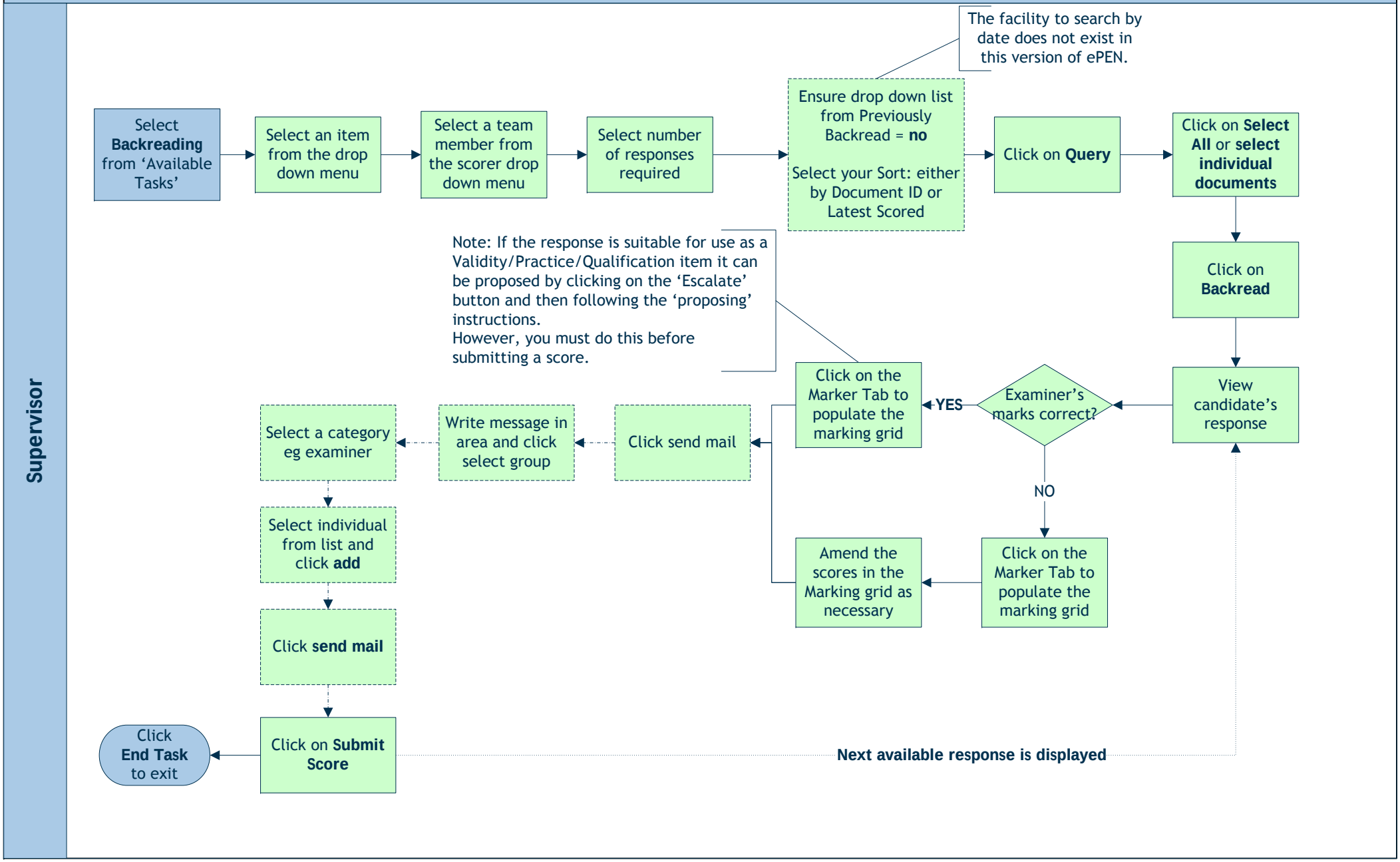

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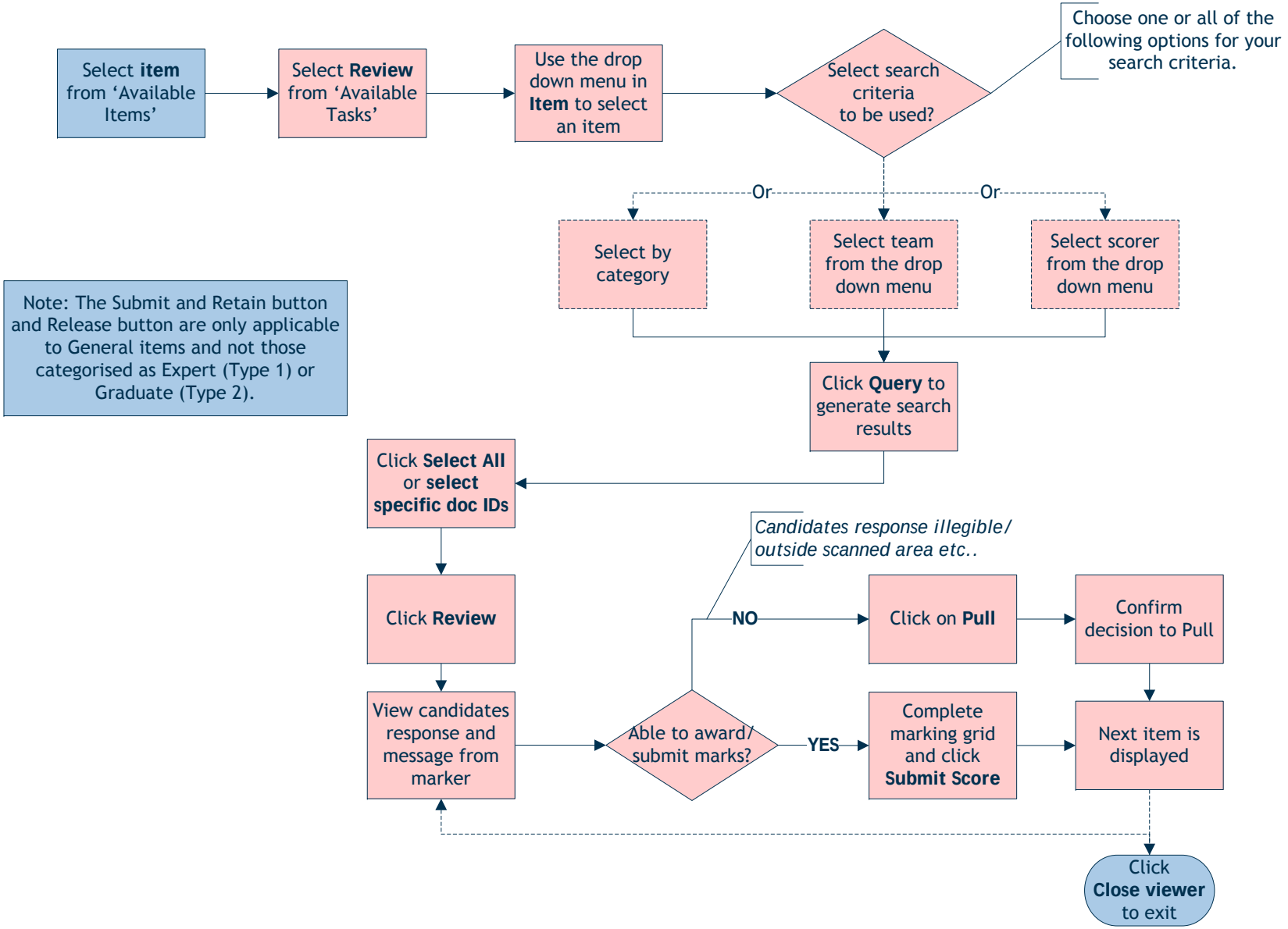

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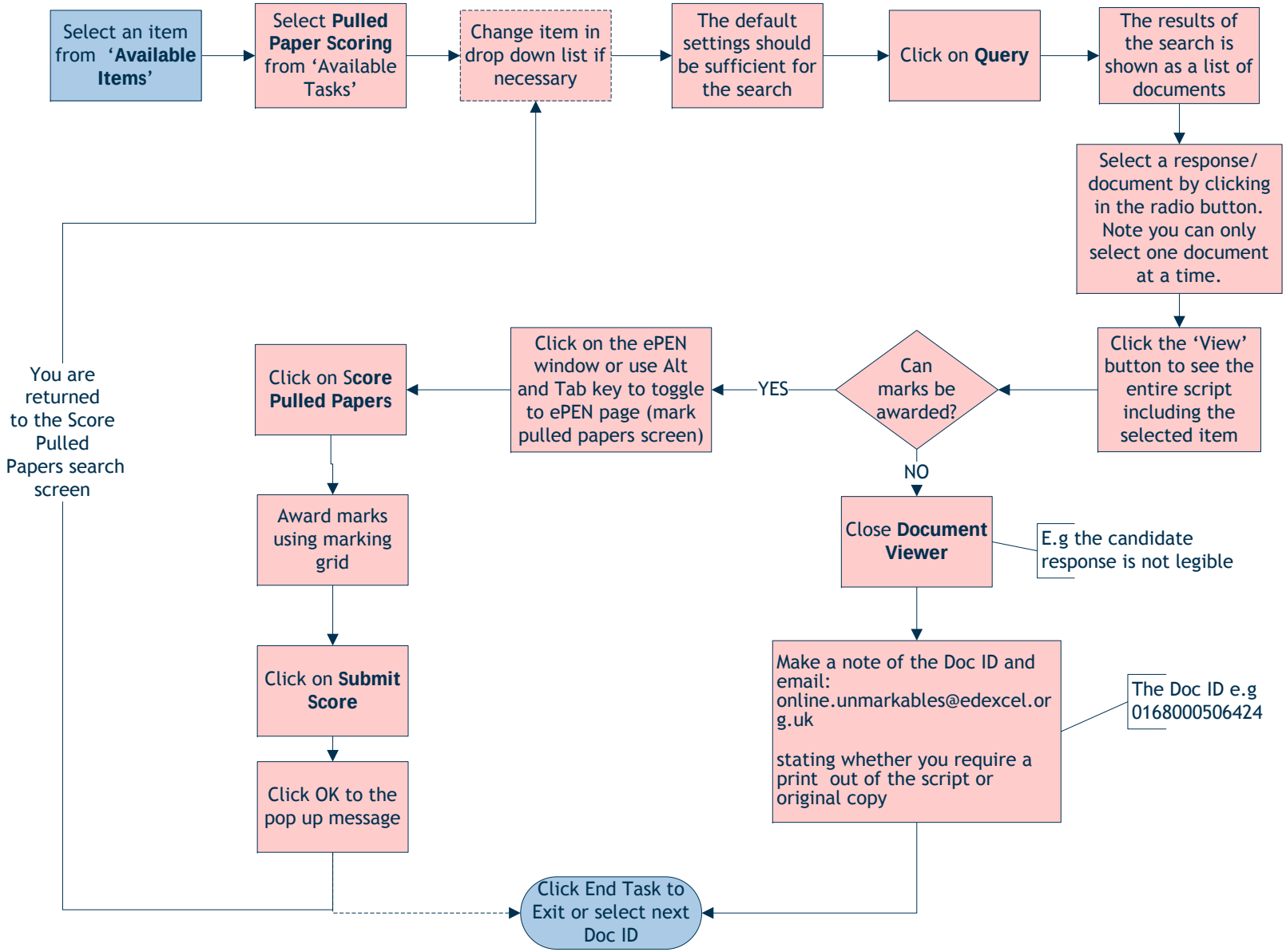
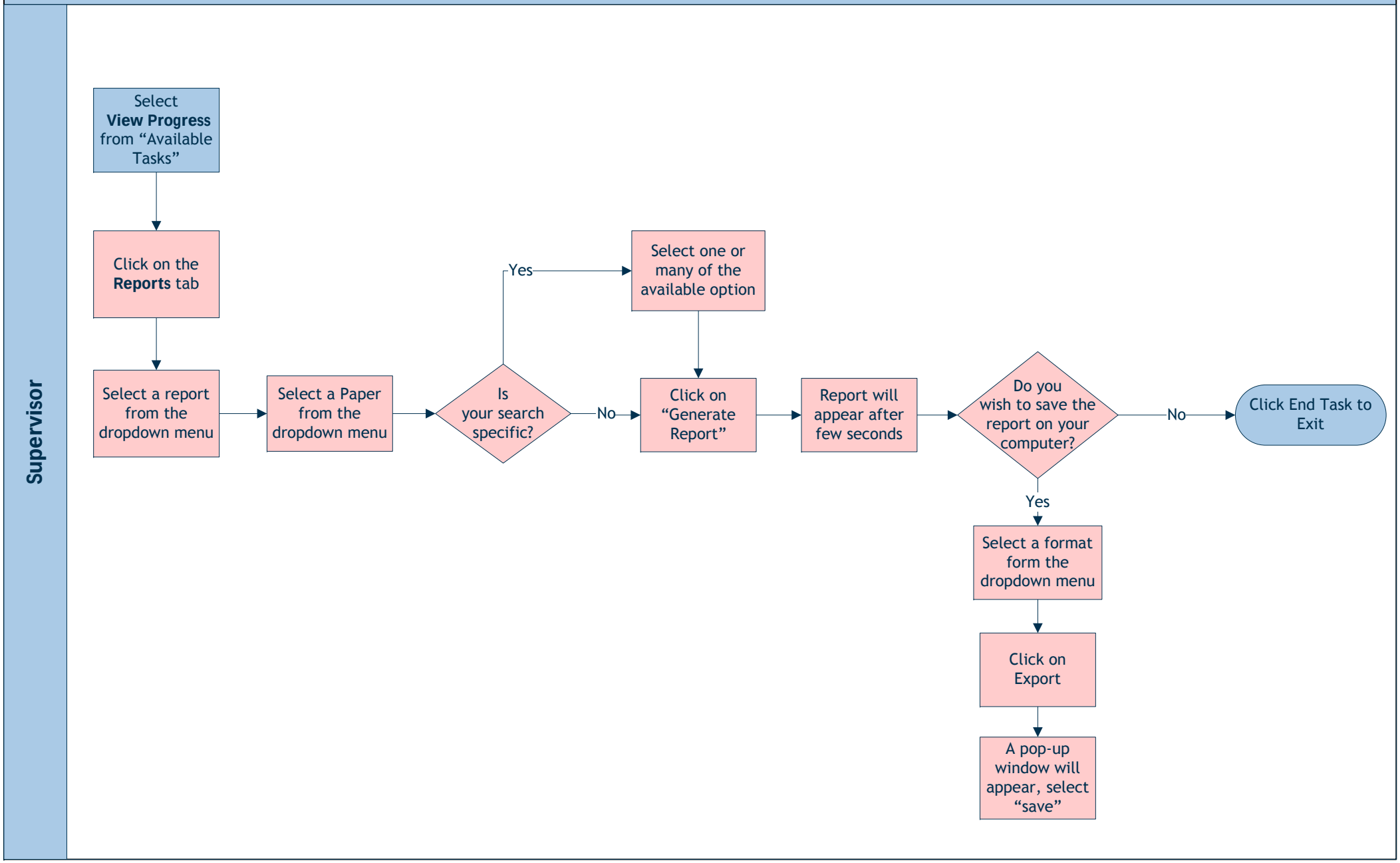
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