

## Quick prompt guide to completing the standardisation process as an Examiner

### Assessment Specialist Role

As an examiner, this document takes you through the standardisation process which begins with accessing the mark scheme, completing the practice responses, standardisation test and finally being approved for live marking.

### RM Portal to access the Question Paper (QP)

You can access the QP 2-3 working days after the exam has been sat. At this stage you will not be able to access the mark scheme as the Standardisation Set-Up (SSU) has not taken place.

**Note: You will need to use your RM Assessor username and password that you have been provided with.**

To do this log in to **RM Assessor** using the link below:

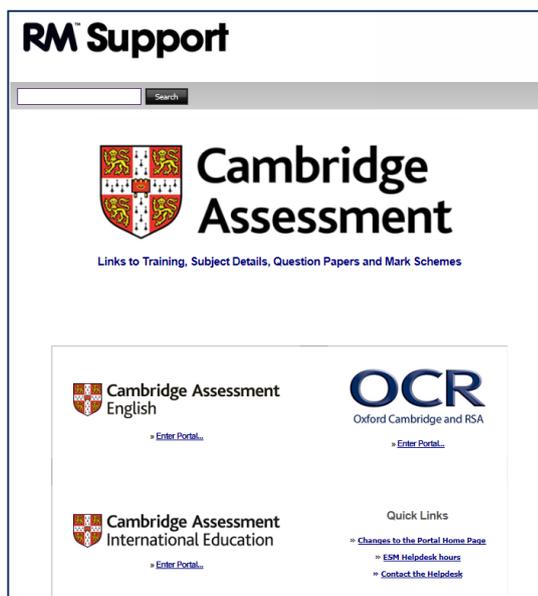
<https://ca-marking.assessor.rm.com>

### Step 1

- Click the link below

<https://support.rm.com/ca>

Enter the OCR portal and under heading Marking Support, go to the sub heading Question Papers and Mark schemes. Select the relevant session e.g. June 2018.

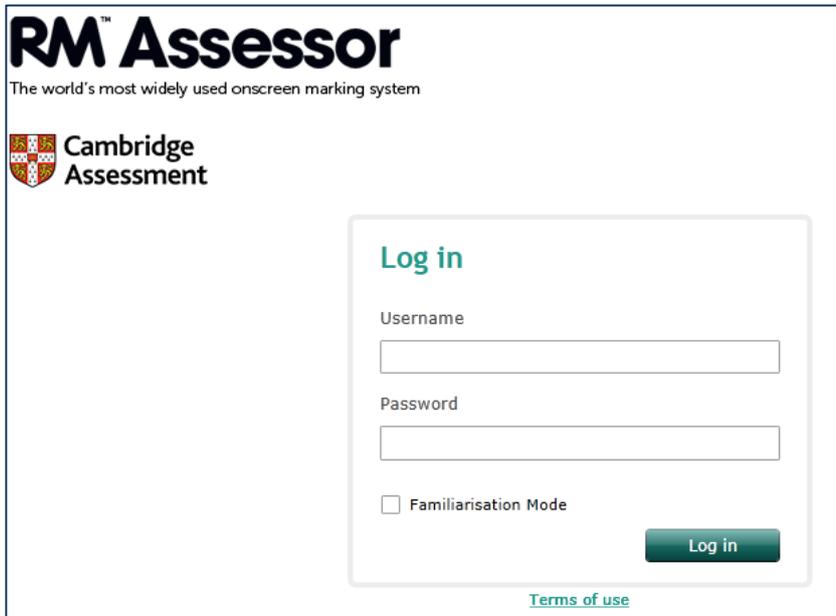


## Step 2

### Access RM Assessor and the Mark scheme

Using your login details you will be able to access RM Assessor. Once you have logged in, you may like to add this to your favourites so the link is easily accessible.

<https://ca-marking.assessor.rm.com/Assessor.Web/Marker.aspx>

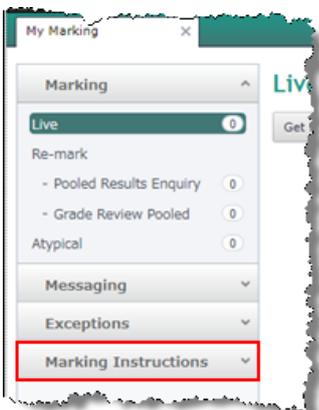


### Accessing the mark scheme

You will only be able to access the mark scheme after the SSU. Your Team Leader (TL) will advise you when this is available within RM Assessor.

## Step 3

Navigate to the **My Marking** tab. Notice the **Marking Instructions** menu item.



Click **Marking Instructions** and the marking instructions download link is displayed.

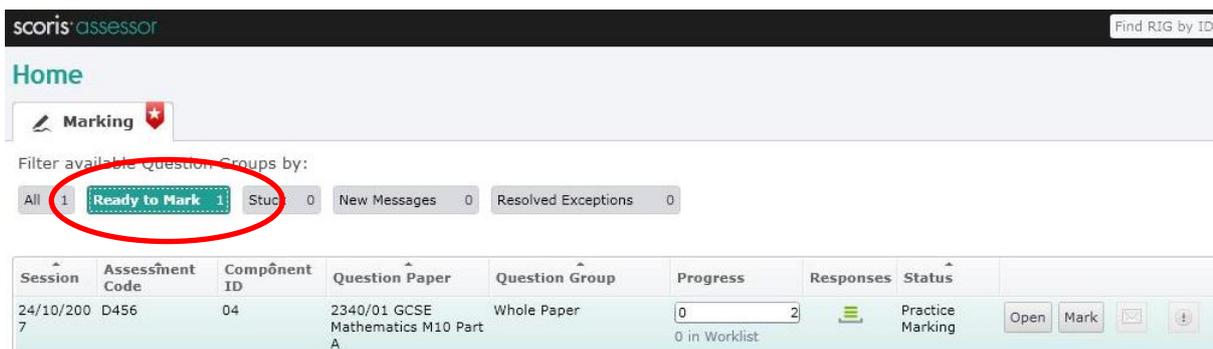


Click **MarkingInstructions.pdf** and the instructions open in a new window.

Once logged into RM Assessor you will see the home page.

## Step 4

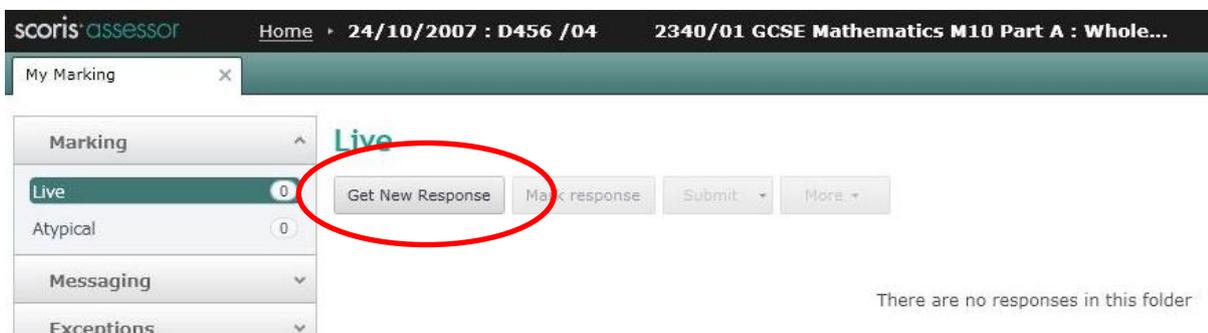
- Click **Ready to Mark**



In the Live screen

- Click **Get New Responses**

You will need to press this button several times to get all the Responses.



You will now see the **Practice Responses** ready for you to mark.

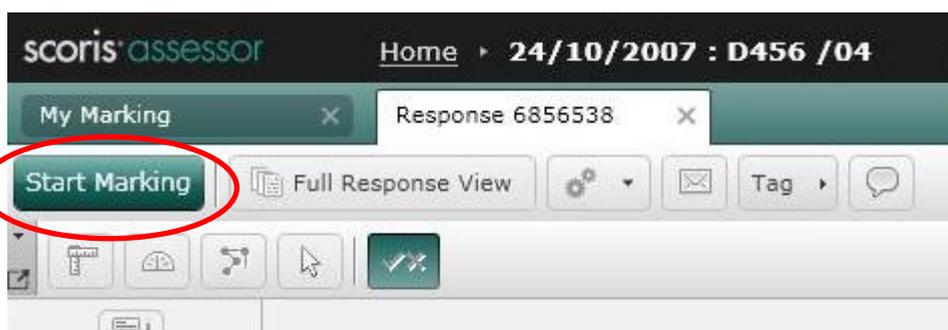
## Live

Get New Response   Mark response   Submit ▾   More ▾

Type	Tag	Display ID	Progress	Total Mark	!	✉	Status	Last Updated
	▾	▾	▾	▾			▾	Enter date <input type="text"/>
 Practice		612406	0%	0			Open	07/05/2014 13:09
 Practice		6856538	0%	0			Open	07/05/2014 13:10

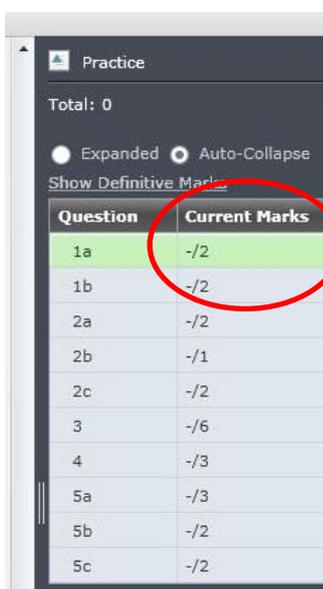
## Step 5

- Double click **Open** to view the script
- Select **Start Marking**



The screenshot shows the scoris assessor interface. At the top, it says 'scoris assessor' and 'Home > 24/10/2007 : D456 /04'. Below that, there are two tabs: 'My Marking' and 'Response 6856538'. The 'Start Marking' button is circled in red. Other buttons include 'Full Response View', 'Tag', and a speech bubble icon.

You can now start marking the Response and enter the marks in the **Current Marks** column.



The screenshot shows a table with two columns: 'Question' and 'Current Marks'. The 'Current Marks' column is circled in red. The table lists questions 1a through 5c with their respective current marks.

Question	Current Marks
1a	-/2
1b	-/2
2a	-/2
2b	-/1
2c	-/2
3	-/6
4	-/3
5a	-/3
5b	-/2
5c	-/2

If a candidate has not answered a question you must use the **NR** option from the drop down box at the bottom of the screen.

Total: 5

Expanded  Auto-Collapse

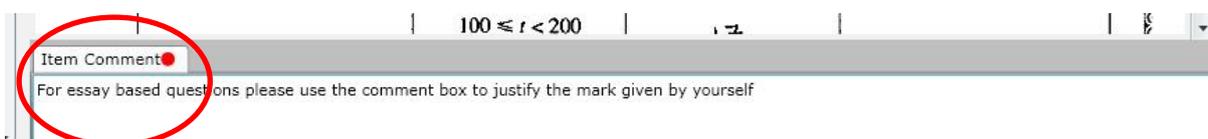
Question	Current Marks
1a	2/2
1b	2/2
2a	1/2
2b	NR/1
2c	-/2

If you wish to add annotations then these are found at the top the script on the tool bar.

Please note, each annotation bar is unique to the qualification and the annotations used for your subject are provided in the mark scheme.



Comment annotation appears at the bottom of the Response, these are usually used for essay based questions.

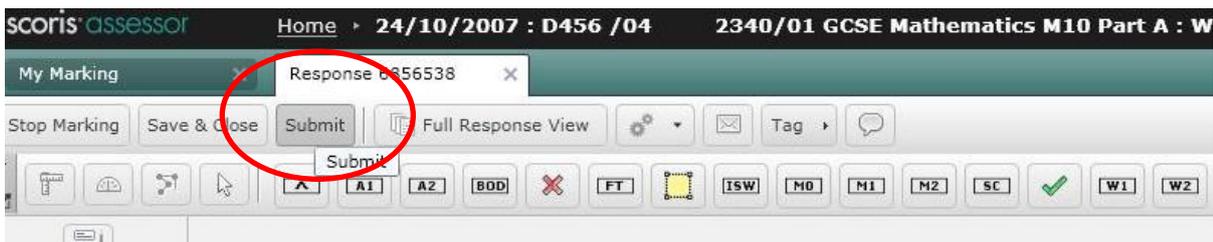


## Step 6

Once you have finished marking and entered marks for each of the questions you can submit.

- Select **Submit**

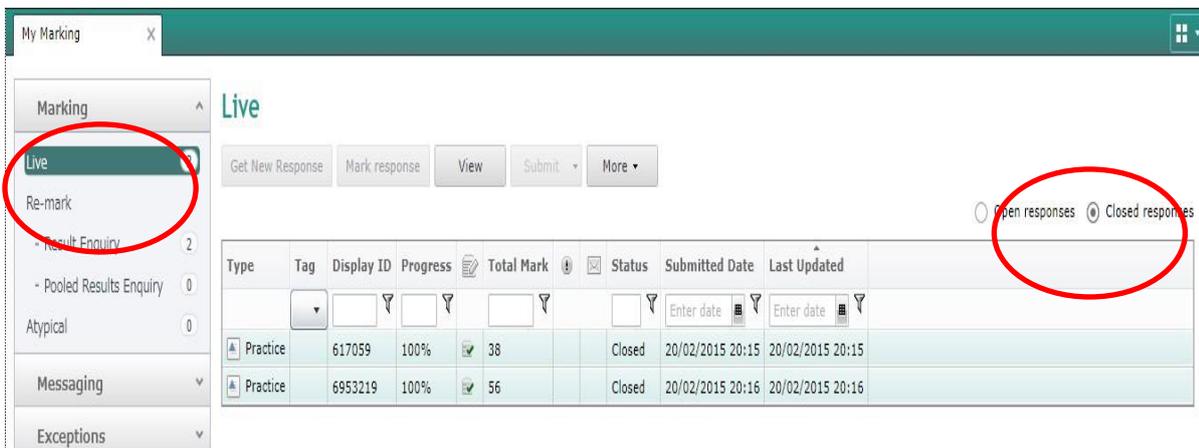
**NOTE: Before you submit a script you must annotate each blank page with the BP (blank page) stamp.**



You may wish to see the definitive marks for a practice script that you have submitted to inform the marking of your next script.

### To review your practice marking:

View your work-list via the **Live Marking** page, click **Closed** responses. Here you can open the practice responses that you have submitted and see the definitive marks given for the script and the comments made against each question.



## Step 7

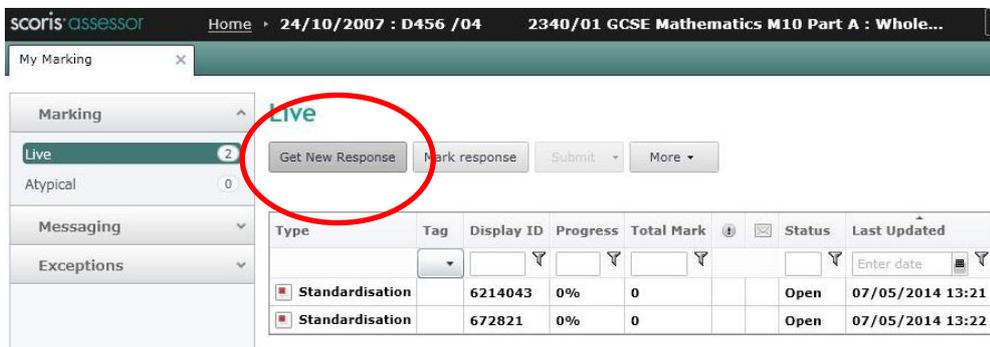
To return back to marking your practice responses:

Click on **Open Responses** and go through the same process until you have marked all the practice responses.

**NOTE: Once you have completed the practice scripts please inform your TL and await feedback before progressing to the standardisation scripts.**

Once you have completed the practice responses and had feedback from your TL you are ready to download your **Standardisation Responses**.

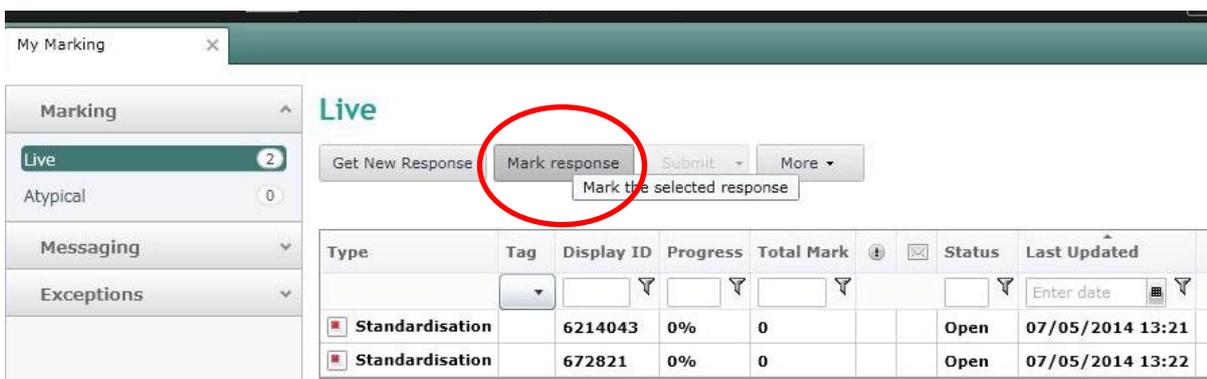
- Select **Get New Response**



The screenshot shows the 'scoris assessor' interface. The breadcrumb trail is 'Home > 24/10/2007 : D456 /04 2340/01 GCSE Mathematics M10 Part A : Whole...'. The 'My Marking' window is open, showing a 'Marking' sidebar with 'Live' (2) and 'Atypical' (0) options. The main area is titled 'Live' and contains buttons for 'Get New Response', 'Mark response', 'Submit', and 'More'. The 'Get New Response' button is circled in red. Below the buttons is a table with columns: Type, Tag, Display ID, Progress, Total Mark, Status, and Last Updated. The table contains two rows of 'Standardisation' responses, both with 0% progress and 0 total marks, and a status of 'Open'.

Type	Tag	Display ID	Progress	Total Mark	Status	Last Updated
Standardisation		6214043	0%	0	Open	07/05/2014 13:21
Standardisation		672821	0%	0	Open	07/05/2014 13:22

- Open and mark the Standardisation Response
- Select **Mark response**

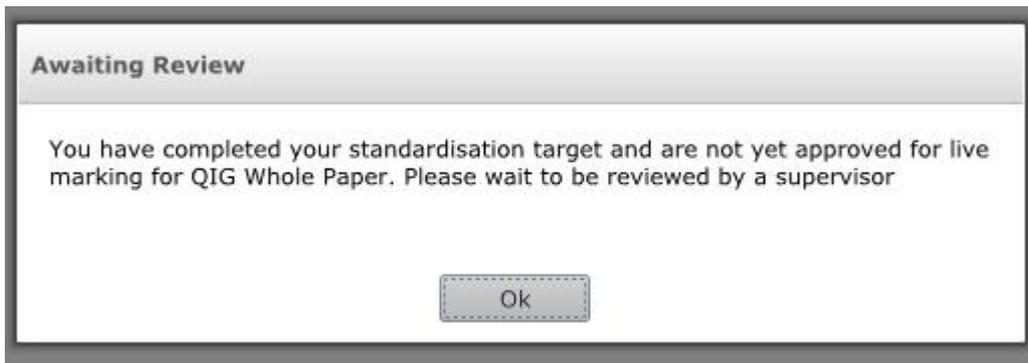


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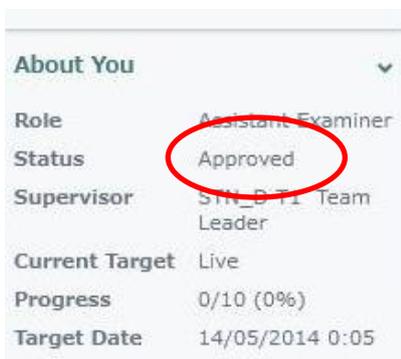
You will not be able to see the definitive marks for these Responses.

Once you have finished marking your Standardisation Responses you will see the pop up box below.



Once your TL has approved you, you are ready to start the marking of live responses.

You can see if you are approved in the **About You** section.



***NOTE: You must not download and mark any live responses until you have been approved. Should you mark live responses and not be approved, you will not be paid for these Responses.***

You then go through the same process to download your Responses ready for marking using the **Get New Response** button. You will see the Responses as shown below:

Live

Type	Tag	Display ID	Progress	Total Mark	!	✉	Status	Last Updated
	▼	▼	▼	▼			▼	Enter date <input type="text"/> <input type="button" value=""/>
☰ Marking		6861448	0%	0			Open	07/05/2014 14:33
☰ Marking		6221986	0%	0			Open	07/05/2014 14:33
☰ Marking		61037935	0%	0			Open	07/05/2014 14:33
☰ Marking		6990385	0%	0			Open	07/05/2014 14:33
☰ Marking		6527586	0%	0			Open	07/05/2014 14:33

You are now ready to start marking your allocation of live Responses.

If you are not approved for live marking after your first standardisation test your TL will provide you with feedback and ask you to complete a second standardisation test (STMs).

For more detailed information on marking using RM Assessor please refer to the **RM Assessor marking Instructions** found on the Assessor Resources website below – under On-screen marking> RM Assessor Examiner/Specialist Marker:



Find material to support including Instructions and Guidance and keep you up-to-date with the latest assessment developments.

<https://assessors.ocronlinetraining.org.uk>