

# Cambridge **TECHNICALS** LEVEL 3

Cambridge  
**TECHNICALS**  
**2016**

Version 1



# Welcome to the Live Online Training Events: OCR Cambridge Technicals

MAPS training for setting and marking of  
candidate work

MAPS administrator training

25<sup>th</sup>-26<sup>th</sup> February 2016 – 15:45-16:45

Philip Cowen, Business Change Manager

Paul Jones, Customer Support Manager

# In these Question and Answer Online Training Sessions, we will focus on the following topics:

- About MAPS
- Minimum systems requirements
- Initial set up
- Help and assistance
- Who's who in MAPS
- First login
- Setting up users
- Setting up classes
- Setting up students and adding them to classes

# In these Question and Answer Online Training Sessions, we will focus on the following topics:

- Importing units
- Assigning units to classes
- Uploading work
- Monitoring progress
- Handing in work
- Assessing work
- Internal quality assurance
- Submitting work to OCR for moderation

# About MAPS

# About MAPS

- MAPS is a secure online e-portfolio system
- Can be used to [manage the delivery](#) of OCR's Level 3 Cambridge Technical in Engineering and OCR's 2016 Cambridge Technicals available from September 2016
- No charge for using MAPS
- Access automatically provided once your centre has made an entry for one of the qualifications above
- If you don't want to use MAPS you can opt-out in Interchange

## MAPS – Ways of Managing Delivery

- You can set up your teachers and students with their own accounts
- Teachers can import eligible units into their account as they are taught, assign these to their students and set hand in dates
- Students can upload their work for the assigned units and **optionally** self-assess by tagging it against the grading criteria using the checklist or the Red Pen Tool
- Teachers can monitor the progress of their students and leave feedback against the work they upload
- Once complete students can hand in their work to their teacher for marking
- **Alternatively** teachers can upload work on behalf of their students and hand it in for marking
- Teachers can mark the student's work by tagging it against the grading criteria using the checklist or the Red Pen Tool. In doing so teachers confirm that the student's work meets the grading criteria for the grade to be claimed
- You can set up a quality assurer to standardise the teacher's marking
- Once standardised you can submit the student's work to OCR for moderation

# About MAPS

- If you choose MAPS then your two free visits will be replaced with two free 'remote' moderation sessions
- You can agree their timing but the moderator carries out the moderation remotely
- They complete their visit report and send it by email
- You can discuss their report, the outcomes and ask questions during a pre-arranged telephone call



# Minimum systems requirements

# Minimum systems requirements

- Login page - <https://three.maps-ict.com/>
- Secure online system
- Use any modern web browser with Adobe Flash player installed, e.g. Chrome, Firefox, Internet Explorer
- Minimum supported versions provided in the user guide

# Initial set up

## Initial set up

- Once you have made an entry for one of the Cambridge Technicals 2016 qualifications we will ask the supplier to set up your centre in MAPS
- They will set up your centre, create a centre administrator user and email you their login details
- You can then use MAPS to manage your qualification delivery

# Help and assistance

# Help and assistance

- Several ways of obtaining support
  - Help section in MAPS where there are user guides and a number of short videos covering the key functionality
  - The centre handbooks for each qualification you are delivering
  - The MAPS page on the OCR website
- Telephone (08:30-17:30 M-F) – 024 7685 1509
- Email – [etest@ocr.org.uk](mailto:etest@ocr.org.uk)
- Complete the support request form within the Help section in MAPS

# Who's who in MAPS

# Who's who in MAPS

- Users in MAPS are set up with different roles
- These control their level of access and the functionality available
- The supplier will set up your centre administrator but you can set up all other users or ask them to register themselves
- The five roles in MAPS are:
  - Centre administrator
  - Teacher
  - Student
  - Head of department
  - Quality assurer

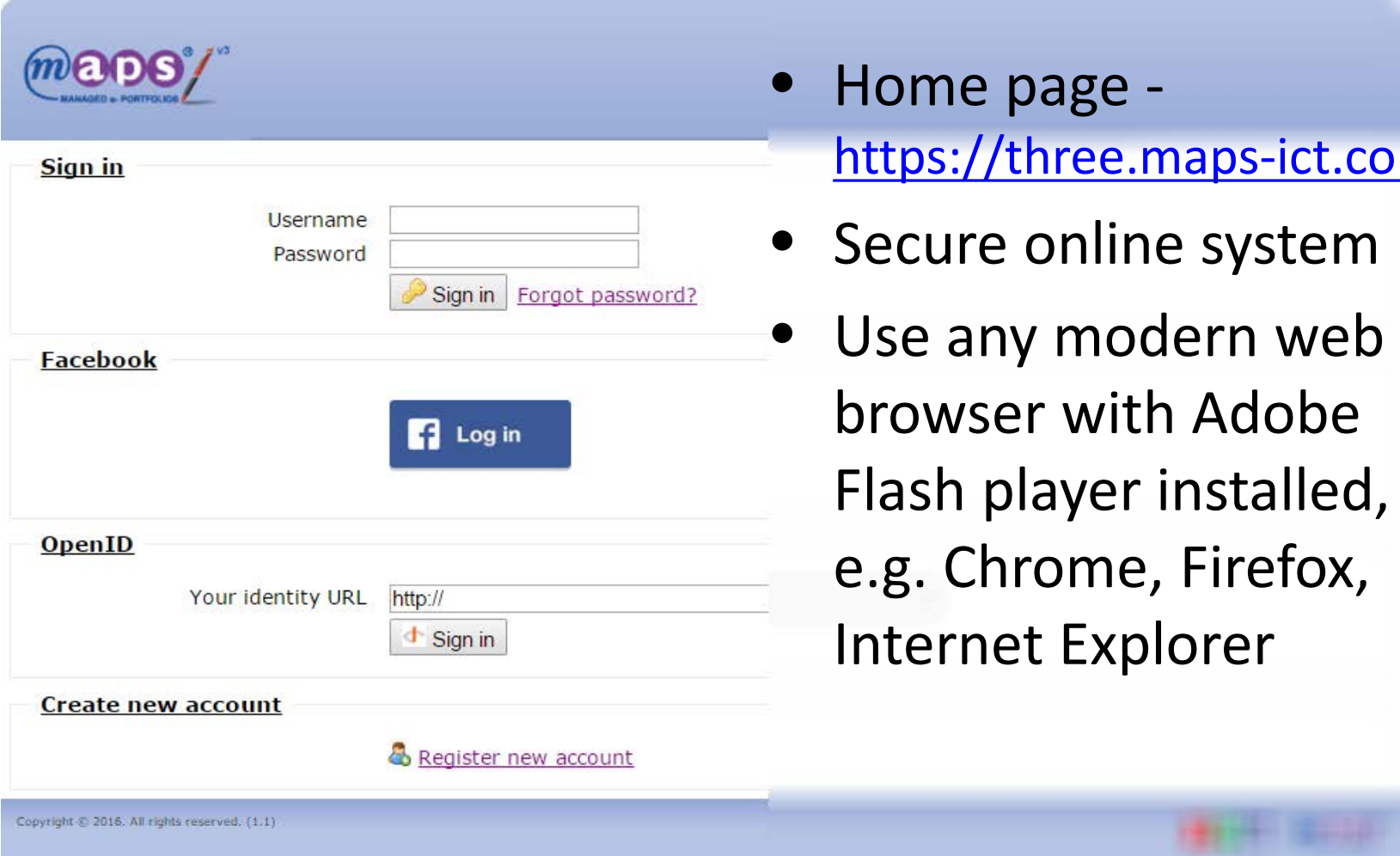


## MAPS – User Roles

Role	Description
Centre administrator	<ul style="list-style-type: none"><li>• Can monitor all centre activity on the system irrespective of subject</li><li>• Can set up centre users and classes</li><li>• Can set up and import student data in bulk from a csv file</li><li>• Can approve registration requests from users</li><li>• Can submit student's work to OCR for moderation</li></ul>
Teacher	<ul style="list-style-type: none"><li>• Can import eligible units from the OCR subscription bank and assign these to their students with set hand in dates</li><li>• Can supervise their students use of MAPS and monitor their progress</li><li>• Can <b>optionally</b> upload work on behalf of their students and hand it in for marking</li><li>• As an assessor the teacher must mark their student's work in MAPS against the grading criteria for the units.</li></ul>
Student	<ul style="list-style-type: none"><li>• Can upload work by posting it to their journal and can tag it against their assigned units</li><li>• Can <b>optionally</b> self-assess their work in MAPS against the grading criteria before handing it in to their teacher for marking.</li></ul>
Head of department	<ul style="list-style-type: none"><li>• Can monitor all centre activity on the system for their particular subject area.</li></ul>
Quality assurer	<ul style="list-style-type: none"><li>• Can moderate the marking of other teachers in their centre for a particular subject and indicate which student's units have been subject to this internal standardisation.</li></ul>

# First login

# First login




The screenshot shows the login interface for the 'maps' system. At the top left is the 'maps' logo with the tagline 'MANAGED BY PORTFOLIO'. Below the logo are four main sections: 'Sign in', 'Facebook', 'OpenID', and 'Create new account'. The 'Sign in' section contains fields for 'Username' and 'Password', a 'Sign in' button with a key icon, and a 'Forgot password?' link. The 'Facebook' section features a Facebook 'Log in' button. The 'OpenID' section has a 'Your identity URL' field with 'http://' entered and a 'Sign in' button with an OpenID icon. The 'Create new account' section includes a 'Register new account' link with a person icon. The footer contains a copyright notice: 'Copyright © 2016. All rights reserved. (1.1)'.

**maps**  
MANAGED BY PORTFOLIO


**Sign in**

Username

Password


 Sign in [Forgot password?](#)

**Facebook**


 Log in

**OpenID**

Your identity URL

 Sign in

**Create new account**

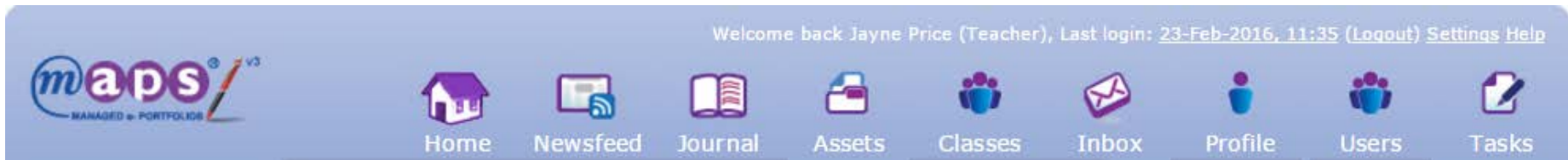
 [Register new account](#)

Copyright © 2016. All rights reserved. (1.1)

- Home page - <https://three.maps-ict.com/>
- Secure online system
- Use any modern web browser with Adobe Flash player installed, e.g. Chrome, Firefox, Internet Explorer

# First login

- Become familiar with the user interface and the main functionality of MAPS
- Make any customisations you choose



## MAPS – Main Toolbar Functionality

Area	Description
Home	The home page in MAPS and the first page you see when you login. In the preferences section within your profile you can set your home page from three different options including Newsfeed and Tasks.
Newsfeed	A continuous list of activities (with hyperlinks) taking place in MAPS that are visible based on your role. So as a teacher you can see when your students post to their journal, upload assets and hand in their units.
Journal	A blog where students can add posts and upload their work as attachments to these posts. Each post can be tagged against a unit they have been assigned. As a teacher you can add posts that will be seen by other teachers and heads of department.
Assets	An area where any uploaded files are stored. These can be uploaded by students either directly or as attachments to blog posts or by teachers.
Classes	A list of your classes, in the context of the user, where you can see the students in each and view their progress. A teacher can see their classes. Head of departments and quality assurers can see all classes for their subject.
Inbox	A messaging system within MAPS that allows you to communicate with specific students or classes.
Profile	Your profile where users can add an avatar, change their password, see their storage quota, add a mobile number to be able to post evidence from their mobile phone and set their home page option among others.
Users	A list of users, in the context of the user, where you can view the user and their class. A teacher can see other teachers assigned to their classes and their students. Head of departments and quality assurers can see all teachers and students assigned to classes for their subject. Students do not have access to users.
Tasks	An area where each student can see the units they have been assigned. Where a teacher can import eligible units from the OCR subscription bank and assign them to the students in their class.

Above the buttons on the main toolbar there is also:

- Name of logged in user
- Date/time of last login
- Logout link
- Settings
- Help

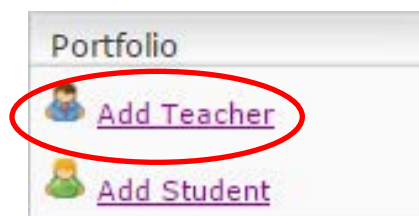
# Setting up users

# Setting up users

- Staff (Teachers, HOD, Quality assurers)
  - You can set up your staff manually
  - You can ask them to register themselves and then activate their account
- All staff users set up appear in the Users page
- You can search for staff users by role or by entering search criteria

# Setting up users

- Setting up your staff manually
  - All staff are initially set up as teachers and their role changed to HOD or quality assurer if applicable
- From Users click the *Add Teacher* link
- Enter the details required and click the Register MAPS 3 account button



**Register a new teacher**

Account

Username

Email

Password

Confirm password

Personal

Firstname

Lastname

Centre registration


Centre

Submit




# Setting up users

- Passwords must have at least eight characters including a capital and a number
- Make a note of the password set as you will need to advise the user
- An email will be sent to the user with a link to activate their account
- Once activated the teacher can browse to the MAPS login page to login
- The teacher can be viewed in the list of users


	Name	Username	Status	Created	Role
<input type="checkbox"/>	<a href="#">Giles Barnett</a>	gilesbarnett	Active  Disable	19-Feb-2016 15:52	Teacher ▼

# Setting up users

- Changing a teacher to a HOD or quality assurer
- Find the teacher in the Users page

Name	Username	Status	Created	Role
<input type="checkbox"/> <a href="#">Giles Barnett</a>	gilesbarnett	Active  <a href="#">Disable</a>	19-Feb-2016 15:52	Teacher ▼

- Change their role to HOD or quality assurer and [select a subject](#)

Name	Username	Status	Created	Role
<input type="checkbox"/> <a href="#">Giles Barnett</a>	gilesbarnett	Active  <a href="#">Disable</a>	19-Feb-2016 15:52	Head of Department ▼ <a href="#">Update role</a> Engineering ▼

- Click the *Update role* link
- The HOD or quality assurer can be viewed in the list of users

## MAPS – Subject List

Cambridge Technicals	Subject
OCR Level 3 Cambridge Technicals in Engineering	Engineering
OCR Level 3 Cambridge Technicals in Sport and Physical Activity	Physical Education
OCR Level 3 Cambridge Technicals in Health and Social Care	Health and Social Care
OCR Level 3 Cambridge Technicals in Digital Media	Digital Media
OCR Level 3 Cambridge Technicals in Performing Arts	Performing Arts
OCR Level 3 Cambridge Technicals in Science for Technicians	Science
OCR Level 3 Cambridge Technicals in Business	Business Studies
OCR Level 3 Cambridge Technicals in IT	ICT

# Setting up users

- Self-register and activate
- From the login page click the *Register new account* link
- Enter the details required and click the Register account button
- Account created with a status of 'Awaiting centre activation'



[Register new account](#)

## Create new account

Firstname

Lisa

Lastname

Richardson

Username

lisarichardson

Username is available

Email

Email is available

Centre

OCR test


Start typing in the name, and we'll show matching centres (this is optional)

Password

\*\*\*\*\*


Confirm password

\*\*\*\*\*


 Register account

# Setting up users

- In the Users page filter by the 'Awaiting centre activation' status

	Name	Username	Status	Created	Role
<input type="checkbox"/>	<a href="#">Lisa Richardson</a>	lisarichardson	Awaiting centre activation  <a href="#">Activate</a>	19-Feb-2016 16:04	<div>Teacher ▼</div> <a href="#">Update role</a>

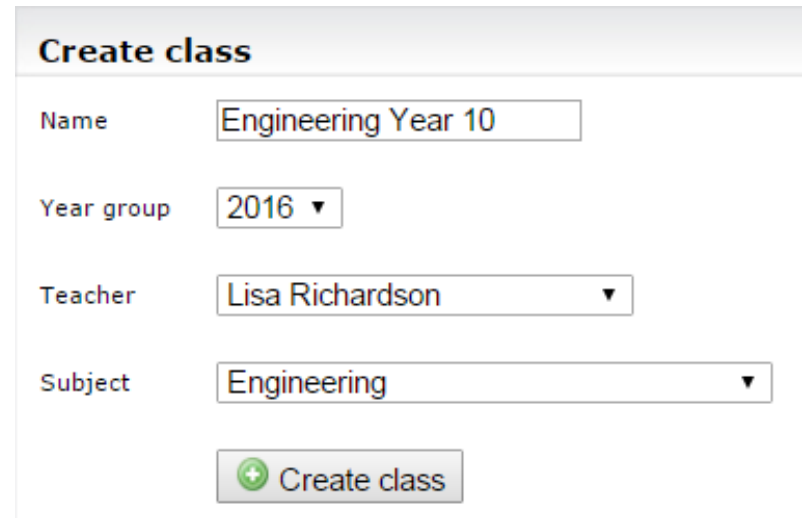
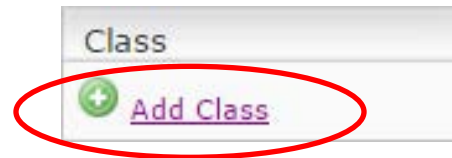
- Update the users role to Teacher and click the *Update role* link
- Then click the *Activate* link to activate their account
- The teacher can be viewed in the list of users

	Name	Username	Status	Created	Role
<input type="checkbox"/>	<a href="#">Lisa Richardson</a>	lisarichardson	Active  <a href="#">Disable</a>	19-Feb-2016 16:04	<div>Teacher ▼</div>

# Setting up classes

# Setting up classes

- Classes can be used to create logical groupings of students
- They can be set up manually or at the same time as importing students from a csv file
- All classes set up appear in the Classes page
- To create a class manually click the *Add Class* link

A screenshot of a 'Create class' form. The form has a title 'Create class' at the top. Below the title are four input fields: 'Name' with the text 'Engineering Year 10', 'Year group' with a dropdown menu showing '2016', 'Teacher' with a dropdown menu showing 'Lisa Richardson', and 'Subject' with a dropdown menu showing 'Engineering'. At the bottom of the form is a green button with a white plus sign and the text 'Create class'.

# Setting up classes

- Enter the name, select the year group, teacher and subject
- Click the Create class button
- The class can be viewed in the list of registered classes

Classes							
Name	Members	Year	Subject	Open	Completed	Marked	Requests
<a href="#">Engineering Year 10</a>	5	2016	Engineering	0	0	0	1



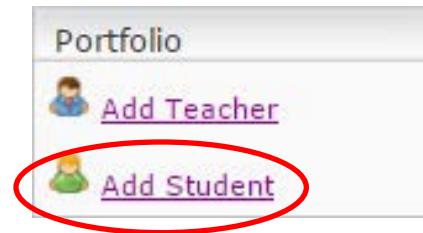
# Setting up students and adding them to classes

# Setting up students and adding them to classes

- Once your classes are set up you can set up your students and add them to their class
  - You can set up your students manually
  - You can ask them to register themselves and then activate their account
  - You can import the students in bulk from a csv file and add them to the class at the same time
- All students set up appear in the Users page
- You can search for users by role or by entering search criteria

# Setting up students and adding them to classes

- Setting up your students manually
- From Users click the *Add Student* link
- Enter the details required and click the Register MAPS 3 account button
- Passwords must have at least eight characters including a capital and a number



**Register a new student**

Account

Username

Email

Password

Confirm password

Personal

Firstname

Middlename

Lastname

Gender: ☒ Male ☐ Female

Date of birth


Centre registration

Centre

Submit

# Setting up students and adding them to classes

- Make a note of the password set as you will need to advise the user
- An email will be sent to the user with a link to activate their account
- Once activated the student can browse to the MAPS login page to login
- The student can be viewed in the list of users

	Name	Username	Status	Created	Role
<input type="checkbox"/>	<a href="#">David Scott</a>	davidscott	Active  <a href="#">Disable</a>	19-Feb-2016 16:17	Student ▼

# Setting up students and adding them to classes

- Self-register and activate
- Follow the same steps as with staff users
- In the Users page filter by the 'Awaiting centre activation' status

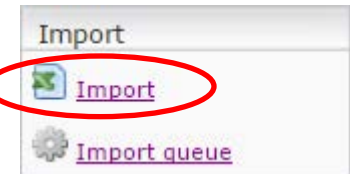
	Name	Username	Status	Created	Role
<input type="checkbox"/>	<a href="#">Geraldine Brown</a>	geraldinebrown	Awaiting centre activation  <a href="#">Activate</a>	22-Feb-2016 09:57	<div>Student ▼</div>

- Then click the *Activate* link to activate their account
- The student can be viewed in the list of users

	Name	Username	Status	Created	Role
<input type="checkbox"/>	<a href="#">Geraldine Brown</a>	geraldinebrown	Active  <a href="#">Disable</a>	22-Feb-2016 09:57	<div>Student ▼</div>

# Setting up students and adding them to classes

- Setting up your students in bulk from a csv file
- From the Classes page click Import to launch the Data Import wizard
- Download and populate the import.csv template



	A	B	C	D	E	F	G	H	I
1	UPN	Surname	Forename	Year	Class	Gender	DOB	Email address	Username
2		Harrold	Brian	2016	Engineering Year 10	M	12/05/1971	brianharrold@maps-ict.com	brianharrold
3		Prentice	Jill	2016	Engineering Year 10	F	25/05/1971	jillprentice@maps-ict.com	jillprentice
4		Partridge	Harley	2016	Engineering Year 10	M	04/05/1971	harleypartridge@maps-ict.com	harleypartridge
5		Jewell	Bob	2016	Engineering Year 10	M	18/05/1971	bobjewell@maps-ict.com	bobjewell
6		Jennings	Pippa	2016	Engineering Year 10	F	27/05/1971	pippajennings@maps-ict.com	pippajennings
7									

- Make sure the class name is the same as the class previously set up otherwise a new class will be created
- Save your file as a csv file

# Setting up students and adding them to classes

- Browse to and select the file and click the upload button
- The import validates the data and assigns column names
- Click next and select the subject for the class
- Click create class

**Setup classes**

Step 1 - Upload CSV ✓  
Step 2 - Setup CSV column types ✓  
Step 3 - Check of your data ✓  
Step 4 - Setup classes  
Step 5 - Finished

#	Name	Year	Subject
1.	Engineering Year 10	2016	Engineering

✓ Create classes

**Upload .CSV**

Upload your student data here in CSV format

File  import\_190216.csv  
Centre   
Delimiter

**Data import wizard**

Step 1 - Upload CSV ✓  
Step 2 - Setup CSV column types  
Step 3 - Check of your data  
Step 4 - Setup classes  
Step 5 - Finished

**Setup Questions**

Is the first row a heading? ☒ Yes ☐ No

Showing the first 20 rows of data

UPN	Surname	Forename
	Harrold	Brian
	Prentice	Jill
	Partridge	Harley
	Jewell	Bob
	Jennings	Pippa

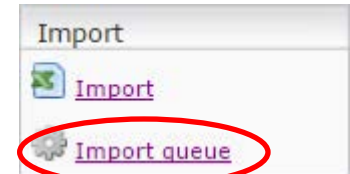
There are 0

✓ Next or [Start again](#)

# Setting up students and adding them to classes

- The uploaded csv file is queued for import

Import queue				
From this page you can view the current status of your SIMS import.				
ID	Created at	Last tried at	Completed at	Status
690	2016-02-19 16:39:25			idle




- Once the import has completed the status will show as success

Import queue				
From this page you can view the current status of your SIMS import.				
ID	Created at	Last tried at	Completed at	Status
690	2016-02-19 16:39:25	2016-02-19 17:01:29	2016-02-19 17:01:37	success


- The students can be viewed in the list of users and have been added to their class



# Setting up students and adding them to classes

- If you set up your students manually or asked them to self-register you will need to assign them to a class
- From the Classes page click on the class name to see the class overview
- Click the Assign student button Total students (4)  Assign student to open a list of users in the centre
- Filter by the role 'Student' and then tick the checkbox next to the students to be added to the class
- Click the Assign to class button to complete

Assign students to Engineering 2016 - LOTE2

Sort: Created (Desc) ▼ Year: All ▼ Role: Student ▼  Filter

	Name	Type	Joined
<input checked="" type="checkbox"/>	Geraldine Brown	Student	22-Feb-2016 09:57

# Importing units

# Importing units

- Units must first be imported into your Task List
- Once done you can assign them to your class


**Import a task**

Task Banks (2 available):  Level (40 available):

 Filter

Image	Name	Subject	Markscheme
	<a href="#">Unit 5 - Electrical and electronic design</a>	Engineering	<a href="#">Unit 5 - Electrical and electronic design</a> 
	<a href="#">Unit 9 - Mechanical Design</a>	Engineering	<a href="#">Unit 9 - Mechanical Design</a> 

# Importing units

Image	Name ▼	Subject ▼	Markscheme ▼	Assigned to ▼
	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	Engineering	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	<a href="#">All cwsks.</a> <span>+ Assign</span>

- Once imported you can
  - View the unit description and mark scheme
  - Add resources to be distributed to your students
  - Assign the unit to your class


# Assigning units to classes

# Assigning units to classes

- You can assign a unit to any class with the same subject
- Click the class name to view the students

**Assign Task**

**Unit 10 - Computer Aided Design (CAD)**



Subject: Engineering  
Markscheme: [Unit 10 - Computer Aided Design \(CAD\)](#)

Shown below are classes which have the same subject code as the task you are assigning, and where you are a teacher

Class name ▼	Members ▼	Rev Code ▼	Year ▼	Created At ▼
<a href="#">Engineering 2016 - LOTE2</a>	4	EN02	2016	23-Feb-2016 10:40

# Assigning units to classes

**Assign task "Unit 10 - Computer Aided Design (CAD)" to class "Engineering 2016 - LOTE2"**

The selected start date and hand in date will be applied to all students selected.

Start date

Hand in date

#	Name	Assigned ( Select: <a href="#">All</a> <a href="#">None</a> )
1	<a href="#">Phillippa Barnes</a>	<input checked="" type="checkbox"/>
2	<a href="#">Jack Barratt</a>	<input checked="" type="checkbox"/>
3	<a href="#">Lisa Burdock</a>	<input checked="" type="checkbox"/>
4	<a href="#">Claire Hendricks</a>	<input checked="" type="checkbox"/>

- Select one or more students
- Set a hand in date and click Assign task

# Assigning units to classes

- The class is displayed against the unit in your Task List

Image	Name ▼	Subject ▼	Markscheme ▼	Assigned to ▼	
	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	Engineering	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	<a href="#">Engineering 2016 - LOTE2</a>	
				<a href="#">All cwsks.</a>	

- The students will see an open task and have a newsfeed entry



# Uploading work

# Uploading work

- Students can upload their own work in MAPS or you can upload it on their behalf
  - Will take you longer to upload for all students as opposed to letting them upload
- Students upload their work by [creating a post](#)
  - Title, date, reflection
  - Tag the post against the unit
  - Upload one or more files
  - Save post to 'publish'

## MAPS – Journal Post

[Home](#) » [Journal](#) » [Phillippa Barnes \(0 posts\)](#)



[+ Add new post](#)

### New Post

[Title](#)  
My evidence for unit 10

[Dated](#)  
23-02-2016

### Reflection

  
 Paragraph Font family Font size

I have spend some time working on my evidence for unit 10 and have attached it to this post.






Path: p

### Tag against task

#	Task	Marksheme
<input checked="" type="checkbox"/>	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>

Page 1 of 1


### Add Assets [Upload A New File](#) | [Browse Assets](#) | [Clear All](#)

Name	Size	Date	
 unit10_evidence_concept.pdf	23259.36 Kb	2016-02-23 14:05:30	
 unit10_evidence_drawings_final.pdf	236.06 Kb	2016-02-23 14:05:32	
 unit10_evidence_report_final.pdf	54.76 Kb	2016-02-23 14:05:33	

 Save  Cancel

## MAPS – ‘Published’ Journal Post

[Home](#) » [Journal](#) » [Phillippa Barnes \(1 posts\)](#)

 Add new post



### [My evidence for unit 10](#)

on [Tuesday, February 23rd, 2016](#)

I have spend some time working on my evidence for unit 10 and have attached it to this post.

#### **Files:**



[unit10\\_evidence\\_concept.pdf](#)



[unit10\\_evidence\\_drawings\\_final.pdf](#)



[unit10\\_evidence\\_report\\_final.pdf](#)

#### **Tasks:**

[Unit 10 - Computer Aided Design \(CAD\)](#)

Posting by: Phillippa Barnes, at 2:15 PM




[Add Comment](#)




[Share](#)

# Uploading work





- Each post is displayed in the student's mark sheet for the unit in a 'My Work' area within a blue box

 Assess your posts and files by hovering your mouse over and clicking checklist or red pen

Unit 10 - Computer Aided Design (CAD)



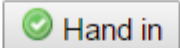

**My Work (1 Posts)**

 <a href="#">My evidence for unit 10</a>  <a href="#">unit10_evidence_concep...</a>  <a href="#">unit10_evidence_drawin...</a>  <a href="#">unit10_evidence_report...</a>		
--	--	--

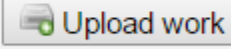
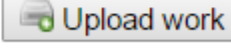
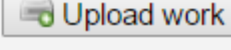
# Uploading work

- You can upload work for students from the class link against the unit in your Task List

**Engineering 2016 - LOTE2**


Select [All](#), [None](#), [Invert](#) with selected    




User	Files	Hand-in date	Status	Marksheet	
<input type="checkbox"/> <a href="#">Phillippa Barnes</a>	4	31-05-2016	Open	<a href="#">Show marksheet</a>	
<input type="checkbox"/> <a href="#">Jack Barratt</a>	0	31-05-2016	Open	<a href="#">Show marksheet</a>	
<input type="checkbox"/> <a href="#">Lisa Burdock</a>	0	31-05-2016	Open	<a href="#">Show marksheet</a>	
<input type="checkbox"/> <a href="#">Claire Hendricks</a>	0	31-05-2016	Open	<a href="#">Show marksheet</a>	




# Uploading work

- Each file uploaded is displayed in the student's mark sheet for the unit in a 'From my teacher' area

 Assess your posts and files by hovering your mouse over and clicking checklist or red pen

Unit 10 - Computer Aided Design (CAD) 

**From my teacher (3)**

 [unit10\\_evidence\\_concept.pdf](#)  [unit10\\_evidence\\_drawings\\_final.pdf](#)  [unit10\\_evidence\\_report\\_final.pdf](#)

# Monitoring progress




# Monitoring progress



- You can monitor the progress of your students in a number of ways
  - The activities in your newsfeed
  - The class against the unit in your Task List
  - The coursework summary screen
  - The class overview





## MAPS – Monitoring Student's Progress

### Newsfeed

**Newsfeed**

Filter   Filter [Switch to task newsfeed](#)

 [Phillippa Barnes](#) has created a new post *about 2 hours ago*  
 [My evidence for unit 10](#) (has 3 files attached)

 [Phillippa Barnes](#) has uploaded 3 assets *about 2 hours ago*  
 [unit10\\_evidence\\_concept.pdf](#) (22.71 Mb)  
 [unit10\\_evidence\\_drawings\\_final.pdf](#) (236.06 Kb)  
 [unit10\\_evidence\\_report\\_final.pdf](#) (54.76 Kb)

[Earlier entries >](#)

The newsfeed displays a continuous list of activities in MAPS based on your role. As a Teacher you can view the activity of the students in your classes. You can see a wide range of activities including:

- When teachers assign unit tasks to their students
- When students post to their journal, upload assets and hand in their units.

You can click on the title of a post to view the content of that post and click on the student's name to view their journal.


## Task List – Class

**Unit 10 - Computer Aided Design (CAD)**

Description (No description)

Subject Engineering

Markscheme [Unit 10 - Computer Aided Design \(CAD\)](#)



Filtering class [Engineering 2016 - LOTE2](#) for students who have been assigned **Unit 10 - Computer Aided Design (CAD)**

**Engineering 2016 - LOTE2**

Select [All](#), [None](#), [Invert](#) with selected Unassign Hand in Close Open

Share Marking

User	Files	Hand-in date	Status	Marksheet	
<input type="checkbox"/> <a href="#">Phillippa Barnes</a>	4	31-05-2016	Open	<a href="#">Show marksheet</a>	<span>Upload work</span>
<input type="checkbox"/> <a href="#">Jack Barratt</a>	3	31-05-2016	Open	<a href="#">Show marksheet</a>	<span>Upload work</span>
<input type="checkbox"/> <a href="#">Lisa Burdock</a>	0	31-05-2016	Open	<a href="#">Show marksheet</a>	<span>Upload work</span>
<input type="checkbox"/> <a href="#">Claire Hendricks</a>	0	31-05-2016	Open	<a href="#">Show marksheet</a>	<span>Upload work</span>

You can see the number of files uploaded and the status of the unit for each student.

You can click any student's name to view their journal. You can leave comments or sticky notes against these posts.



You can click the *Show marksheet* link to view the student's mark sheet. You can view any posts added by the student in the 'My Work' area and any files you have uploaded on their behalf in the 'From my teacher' area. You can view the content of the posts and can view the content of any files by either:

- Downloading and opening them in the application they were created or
- Opening them in the Red Pen Tool

You can feedback to the student by sending them a message inside or outside of MAPS.


## Coursework Summary





To view the coursework summary for a particular class click the *All cwsks* link against the unit in your Task List.

Image	Name	Subject	Markscheme	Assigned to
	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	Engineering	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	<a href="#">Engineering 2016 - LOTE2</a> <a href="#">All cwsks.</a> 

You can see the status of each student in the class for that unit against a colour coded key.

### Coursework summary

Level: <input type="text" value="All"/>	Status: <input type="text" value="Available for submission"/>	Class: <input type="text" value="All"/>	 Filter
--	--	--	--

Student	Class	Unit 10 - Compu...
X <a href="#">Claire Hendricks</a> ULN: None	<a href="#">Engineering 2016 - LOTE2</a>	<a href="#">P(0/8), M(0/4), D(0/2)</a> 
X <a href="#">Jack Barratt</a> ULN: None	<a href="#">Engineering 2016 - LOTE2</a>	<a href="#">P(0/8), M(0/4), D(0/2)</a> 
X <a href="#">Lisa Burdock</a> ULN: None	<a href="#">Engineering 2016 - LOTE2</a>	<a href="#">P(0/8), M(0/4), D(0/2)</a> 
X <a href="#">Phillippa Barnes</a> ULN: None	<a href="#">Engineering 2016 - LOTE2</a>	<a href="#">P(0/8), M(0/4), D(0/2)</a> 

Page 1 of 1



### Key

-  Green In progress
-  Amber Awaiting marking
-  Red Marked
-  Silver Quality Assured
-  Blue Pending submission
-  Black Submitted

## Class Overview

**Class overview** [\(hide\)](#)

Name Engineering 2016 - LOTE2

Year group 2016

Teacher (2) [Jayne Price](#) [OCR test Admin](#) [Assign teacher](#)

Subject Engineering

Total students (4) [Assign student](#)

Requests from students No Requests

**Class blog**

There are currently 0 class posts.

[View class blog](#)

**Student quick add**

**Students (4)**

Select [All](#), [None](#), [Invert](#) with selected Remove

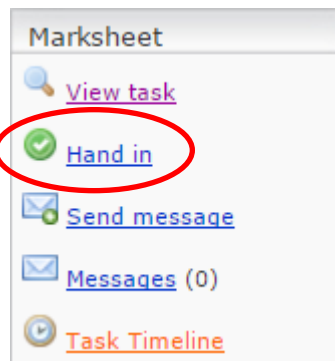
Name ▾	Open ▾	Complete ▾	Marked ▾	Awarded ▾	Quota ▾	▾
<a href="#">Phillippa Barnes</a> phillippabarnes	<a href="#">1</a>	<a href="#">0</a>	<a href="#">0</a>		350Mb (13% Used)	<input type="checkbox"/>
<a href="#">Jack Barratt</a> jackbarratt_1	<a href="#">1</a>	<a href="#">0</a>	<a href="#">0</a>		350Mb (7% Used)	<input type="checkbox"/>
<a href="#">Lisa Burdock</a> lisaburdock	<a href="#">1</a>	<a href="#">0</a>	<a href="#">0</a>		350Mb (0% Used)	<input type="checkbox"/>
<a href="#">Claire Hendricks</a> clairehendricks	<a href="#">1</a>	<a href="#">0</a>	<a href="#">0</a>		350Mb (0% Used)	<input type="checkbox"/>

The class overview gives a high level overview of the number of open and completed units for each student in a class.

# Handing in work

# Handing in work

- Once complete your students can hand in their work to you for marking



**My Work (1 Posts)**

[My evidence for unit 10](#)

[unit10 evidence concep...](#)

[unit10 evidence drawin...](#)

[unit10 evidence report...](#)

---

Checklist [Overview](#)

Start date 23/02/2016, End date: 31/05/2016

Computer aided design (CAD) has been used across the world for many products, including both mechanical and electrical component and produ to perform this commercially.

The aim of this unit is for learners to develop the ability to be able to pro 3D assemblies of components within a CAD system.

To underpin this, learners will develop the skill of producing 2D CAD engi will develop knowledge and understanding of the use of simulation tools

Description The teaching content describes what has to be taught to ensure that lear Anything which follows an i.e. details what must be taught as part of that

Anything which follows an e.g. is illustrative, it should be noted that wher apply relevant examples to their work though these do not need to be th

For internally assessed units you need to ensure that any assignments y assignment, do not expect the learner to do more than they have been t full range of grades as described in the grading criteria.

Note: Criteria marked with a plus sign (+) have to be evidenced to be at

Subject Engineering, Markscheme: [Unit 10 - Computer Aided Design \(CAD\)](#)

Status **Handed in.**

# Handing in work

- Alternatively you can hand it in on their behalf from the class against the unit in your Task List

**Engineering 2016 - LOTE2**

Select [All](#), [None](#), [Invert](#) with selected

	User	Files	Hand-in date	Status	Marksheet	
<input type="checkbox"/>	<a href="#">Phillippa Barnes</a>	4	31-05-2016	Handed in	<a href="#">Show marksheet</a>	<input type="button" value="Upload work"/>
<input checked="" type="checkbox"/>	<a href="#">Jack Barratt</a>	3	31-05-2016	Open	<a href="#">Show marksheet</a>	<input type="button" value="Upload work"/>
<input type="checkbox"/>	<a href="#">Lisa Burdock</a>	0	31-05-2016	Open	<a href="#">Show marksheet</a>	<input type="button" value="Upload work"/>
<input type="checkbox"/>	<a href="#">Claire Hendricks</a>	0	31-05-2016	Open	<a href="#">Show marksheet</a>	<input type="button" value="Upload work"/>



# Handing in work

- The status updates to 'Handed in'
- The mark sheet is locked and no further work can be added

Engineering 2016 - LOTE2						
Select <a href="#">All</a> , <a href="#">None</a> , <a href="#">Invert</a> with selected			Unassign	Hand in	Close	Open
Share Marking						
User	Files	Hand-in date	Status	Marksheet		
<input type="checkbox"/> <a href="#">Phillippa Barnes</a>	4	31-05-2016	Handed in	<a href="#">Show marksheet</a>	Upload work	
<input type="checkbox"/> <a href="#">Jack Barratt</a>	3	31-05-2016	Handed in	<a href="#">Show marksheet</a>	Upload work	
<input type="checkbox"/> <a href="#">Lisa Burdock</a>	0	31-05-2016	Open	<a href="#">Show marksheet</a>	Upload work	
<input type="checkbox"/> <a href="#">Claire Hendricks</a>	0	31-05-2016	Open	<a href="#">Show marksheet</a>	Upload work	

# Assessing work

# Assessing work

- Once the student's mark sheet is handed it has status of 'Handed in'
- The progress indicator is blank with zero grading criteria tagged and zero Pass, Merit and Distinction grading criteria tagged

Progress
0 of 14 tagged
P(0/8), M(0/4), D(0/2)

# Assessing work

- You can access the student's mark sheet in one of two ways
  - From the class against the unit in your Task List
  - From the awaiting marking task in the task widget
- From the class click on the *Show marksheet* link to open the student's mark sheet

User ▾ Files ▾ Hand-in date ▾ Status ▾ Marksheet					
<input type="checkbox"/>	<a href="#">Phillippa Barnes</a>	4	31-05-2016	Handed in	<a href="#">Show marksheet</a>

Upload work

# Assessing work

- From the awaiting marking task class the *number* link to open the All Marksheets page
- Then click the *View* link for the student to open their mark sheet

## All Marksheets

Status: 


Handed in

 Subject: 


All

 Classes: 

All

 Filter

Select: [All](#) [None](#) with selected: 

 Mark selected

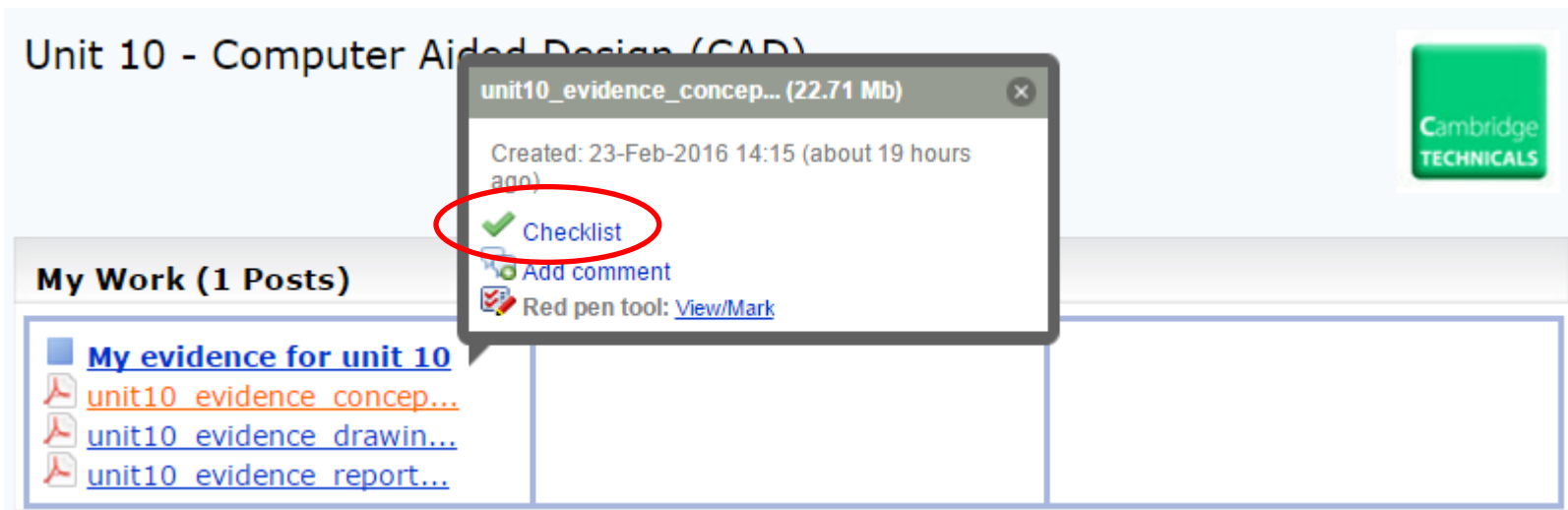
#	Name	Task	Class	Markscheme	Status	~
<input type="checkbox"/>	<a href="#">Phillippa Barnes</a>	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	Engineering 2016 - LOTE2	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	Handed in	<a href="#">View</a>
<input type="checkbox"/>	<a href="#">Jack Barratt</a>	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	Engineering 2016 - LOTE2	<a href="#">Unit 10 - Computer Aided Design (CAD)</a>	Handed in	<a href="#">View</a>

# Assessing work

- Once in a student's mark sheet you can view all the files uploaded and tag them against the grading criteria they evidence
- You can do this in one of two ways
  - View the file in the application it was created and tag using the checklist
  - View the file in the Red Pen Tool, tag within the file and add annotations

# Assessing work

- To view the file in the application it was created and tag using the checklist hover over the file and click the Checklist option
- This opens the [checklist for the file](#)



## MAPS – Marking using the File and Checklist

### Unit 10 - Computer Aided Design (CAD)

Start date 23/02/2016, End date: 31/05/2016



Computer aided design (CAD) has been used across the world for many years in many diverse industries to design products, including both mechanical and electrical component and product design. A variety of software packages are used to perform this commercially.

The aim of this unit is for learners to develop the ability to be able to produce 3D models using CAD, and to go onto create 3D assemblies of components within a CAD system.

To underpin this, learners will develop the skill of producing 2D CAD engineering drawings to appropriate standards, and will develop knowledge and understanding of the use of simulation tools within commercial CAD systems.

The teaching content describes what has to be taught to ensure that learners are able to access the highest grade. Anything which follows an i.e. details what must be taught as part of that area of content.

Anything which follows an e.g. is illustrative, it should be noted that where e.g. is used, learners must know and be able to apply relevant examples to their work though these do not need to be the same ones specified in the unit content.

For internally assessed units you need to ensure that any assignments you create, or any modifications you make to an assignment, do not expect the learner to do more than they have been taught, but they must enable them to access the full range of grades as described in the grading criteria.

Note: Criteria marked with a plus sign (+) have to be evidenced to be able to submit the unit for moderation.

Subject Engineering, Markscheme: [Unit 10 - Computer Aided Design \(CAD\)](#)

Status **Handed in**

### You are tagging

Name	Size	Uploaded
<a href="#">unit10_evidence_concept.pdf</a>	22.71 Mb	23-Feb-2016 14:15 (about 20 hours ago)

### Checklist: Unit 10 - Computer Aided Design (CAD)

Process tags

[Phillippa Barnes](#)

[Jayne Price](#)

#### Learning Outcome 1 - Be able to produce 3D models using Computer Aided Design (CAD)

P1 : Use sketch-based features to create geometry (+) ([Show more](#)) - (\*) ☐ ☒

M1 : Use features, projected or intersection geometry and configuration and table-driven features to create geometry ([Show more](#)) ☐ ☒

D1 : Use surface modelling techniques to enhance a 3D model ([Show more](#)) ☐ ☐

P2 : Use applied and pattern features to create solid models (+) ([Show more](#)) - (\*) ☐ ☒

P3 : Use mathematical calculation to solve reference geometry problems for use within the production of CAD models (+) ☐ ☒

\*Synoptic assessment of Unit 1 Mathematics for Engineering ([Show more](#)) - (\*)

#### Learning Outcome 2 - Be able to create 3D assemblies of components within a CAD system

P4 : Create CAD assemblies with multiple components (+) ([Show more](#)) - (\*) ☐ ☐

M2 : Create exploded views and animations of 3D CAD assemblies ([Show more](#)) ☐ ☐

P5 : Apply constraints within assemblies that appropriately define the position or movement of the model (+) ([Show more](#)) - (\*) ☐ ☐

#### Learning Outcome 3 - Be able to produce 2D engineering drawings

P6 : Create a range of views within 2D engineering drawings (+) ([Show more](#)) - (\*) ☐ ☐

M3 : Create detailed engineering drawings of assemblies ([Show more](#)) ☐ ☐

D2 : Create engineering drawings which conform to British or International Standards ([Show more](#)) ☐ ☐

P7 : Create 2D engineering drawings that include appropriate dimensions and annotations (+) ([Show more](#)) - (\*) ☐ ☐

#### Learning Outcome 4 - Understand the use of simulation tools within CAD systems

P8 : Explain how simulation tools are used in the design of engineering components, products or systems (+) ([Show more](#)) - (\*) ☐ ☐

M4 : Assess the advantages and disadvantages of using of simulation tools to assist engineering design ([Show more](#)) ☐ ☐

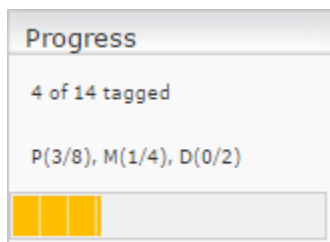
Process tags



Click the file name link to view the file either in the browser window or in the application it was created. Depending on your browser settings the file may open in the browser window or prompt you to download and save the file.

View the evidence in the file and add a tick to the checkbox for the grading criteria evidenced in the file. Click the Process tags button to save your tagging.

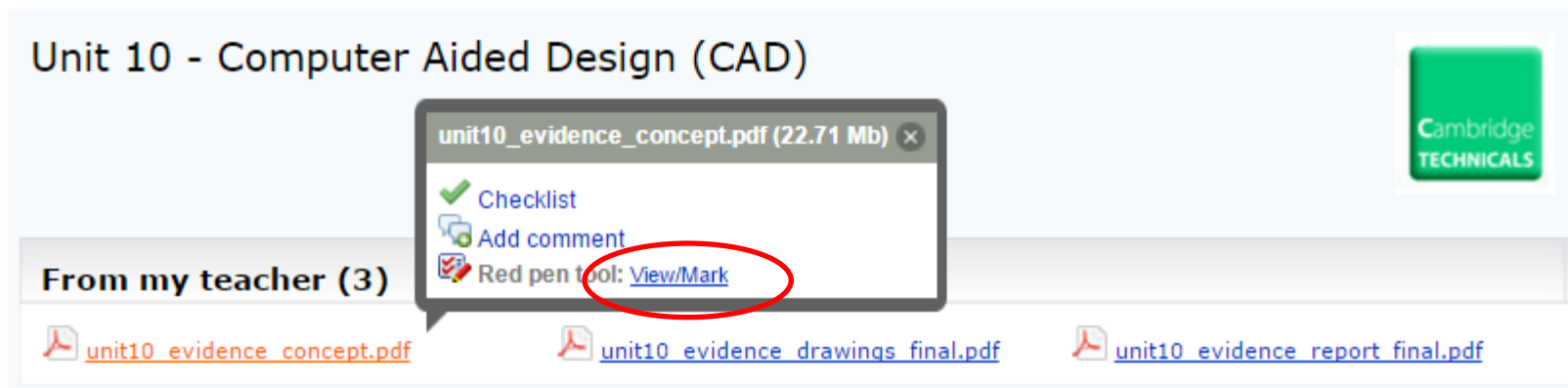
The progress indicator in the left hand menu updates to show the total number of grading criteria tagged and the number of Pass, Merit and Distinction grading criteria tagged.



Repeat these steps for all files in the student's mark sheet.

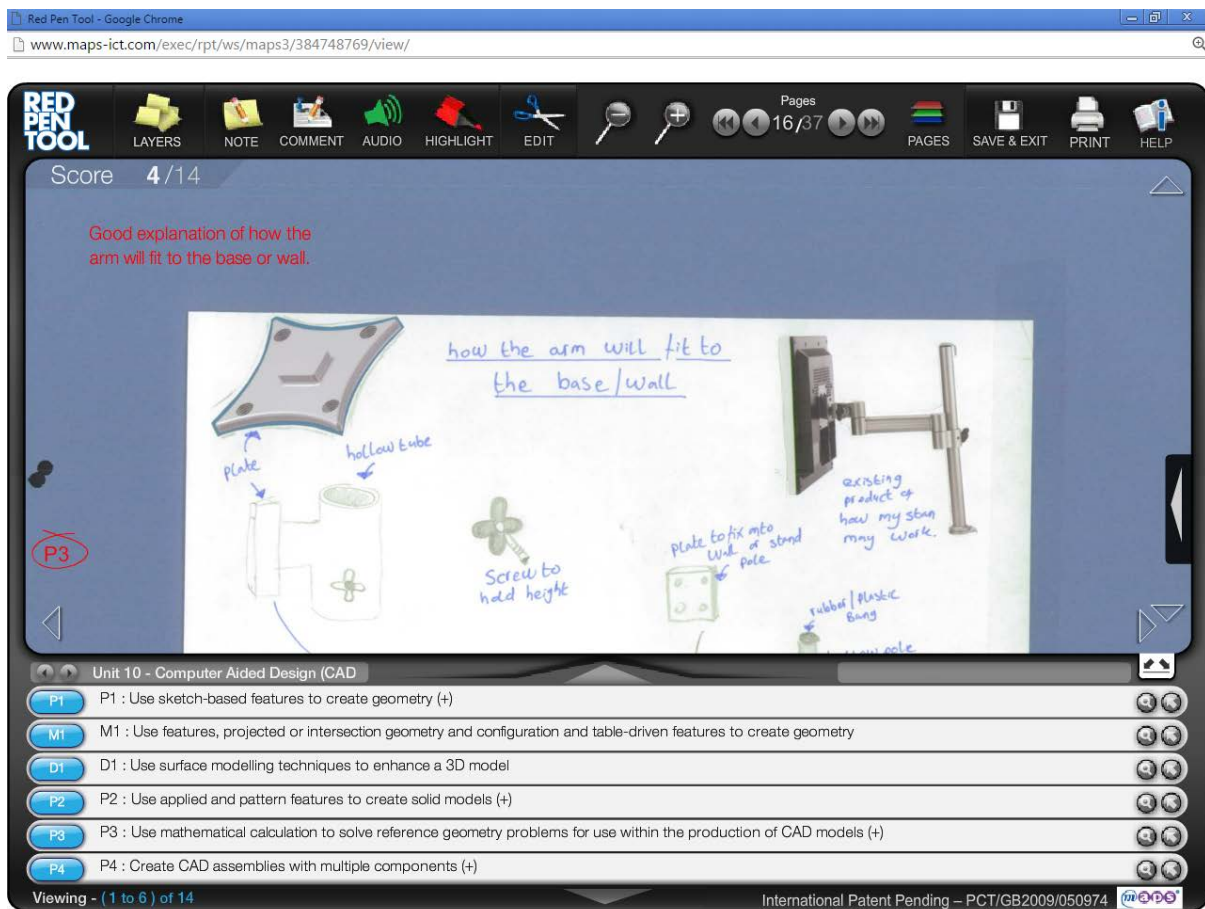
# Assessing work

- To view the file in the Red Pen Tool, tag within the file and add annotations hover over the file and click the View/Mark option
- This opens the file in the [Red Pen Tool in a separate window](#)







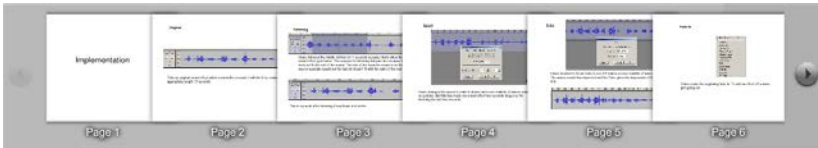



# MAPS – Marking using the Red Pen Tool

## Red Pen Tool for Documents




The toolbar contains a number of icons that give access to functionality in the Red Pen Tool as follows:

Icon	Name	Function
	Layers	Click to show the colour pen used by the student (blue), teacher (red) and quality assurer (green). The default colours are given in brackets. Click on a layer to toggle on or off its display on the file.
	Note	Click to create a note, position it on the file and save or delete.
	Comment	Click to create an extended note, position it on the file and save or delete.
	Audio	Click to record an audio annotation, position it on the file and save or delete.
	Highlight	Click to enable a highlighter in your pen colour, highlight on the file and click the green tick to save or the red cross to delete.


	Edit	Click if you want to edit, move or remove any annotations you have added to the file. Click, hover over the annotation then edit, move, re-save or delete.
	Zoom	Click the appropriate magnifying glass to zoom the file making it smaller to fit the page or larger to view the detail.
	Page navigation	Click the forward, back, first page and last page navigation controls to navigate through the pages in the file. Each page is streamed as you navigate to it so should display quickly in the Red Pen Tool window.
	Pages	Click to view a thumbnail of all pages in the file. Navigate forward and backward through the pages and select one to view that page. 
	Save & Exit	Click to save any annotations added to the file and close the Red Pen Tool window.  If you use the Red Pen Tool to view the file and want to close the Red Pen Tool window without saving any changes then click the X in the top right corner of the screen.
	Print	Click to open the print dialogue and print the file with any annotations present.
	Help	Click to open a Red Pen Tool tutorial in a new window.


The open file section is where the pages in the file you are viewing are displayed. You can see the total number of pages in the file and the current page in the page navigation in the toolbar.

To navigate around the current page simply click and hold your mouse button over the page and drag it in the direction you want to move. Use the zoom options in the toolbar to increase or reduce the size of the page. Click the resize handle  in the top left corner of the grading criteria section to collapse this section and view more of the current page.

To move between pages in the file use either the page navigation or pages options in the toolbar. Use the page navigation option if you want to navigate through the file page by page or move to the first or last pages. Use the pages option if you want to see thumbnails of all pages and then select the page you want to view.

Drag the grading criteria from the bottom of the screen onto the file at the point they are evidenced.

The score  in the top left corner of the page shows the number of grading criteria tagged in the file out of the total number of grading criteria for the unit.

It is possible to navigate to the points in the file where particular grading criteria have been evidenced. To do this click the search symbol  for the particular grading criteria and then click the forward/back navigation.

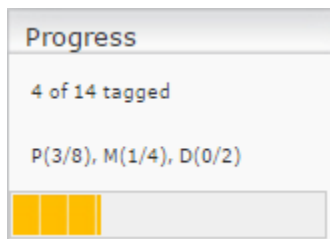


Each time you click the forward/back navigation the system will move to the next point in the file where the grading criteria has been tagged.

The grading criteria for the unit are displayed six at a time. Those currently being displayed are shown in the bottom left hand corner **Viewing - ( 1 to 6 ) of 14**. You can view the grading criteria not being displayed using the navigation arrows above and below the centre of the display.

Continue to mark the file, by navigating from page to page and dragging the grading criteria onto the file at the point they are evidenced, until complete. When you have finished click **Save & Exit** from the top toolbar to save your marking.

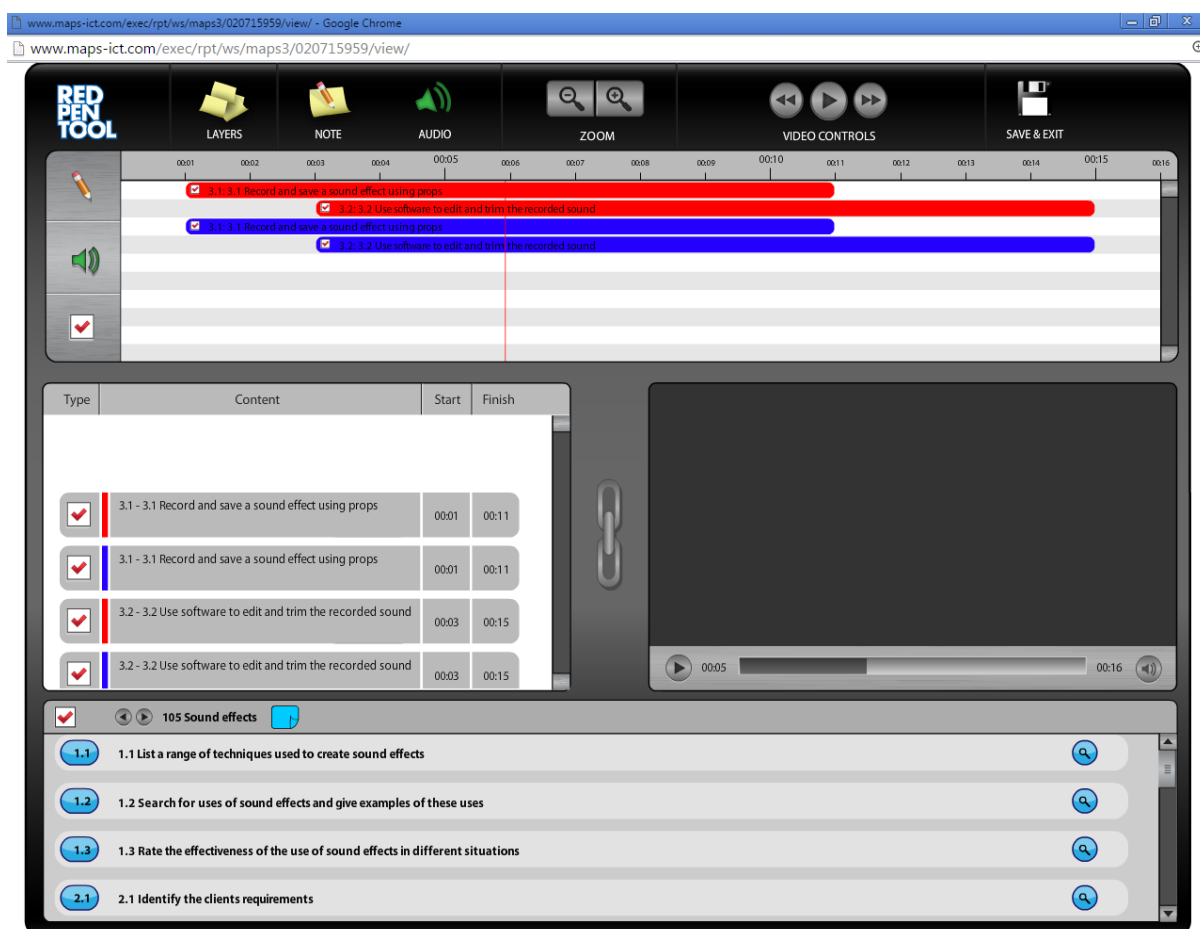
The progress indicator in the left hand menu updates to show the total number of grading criteria tagged and the number of Pass, Merit and Distinction grading criteria tagged.



By saving your marking the grading criteria tagged using the Red Pen Tool are marked as tagged in the checklist.


Repeat these steps for all files in the student's mark sheet.

## Red Pen Tool for Audio/Video Files







The toolbar contains a number of icons that give access to functionality in the Red Pen Tool as follows:

Icon	Name	Function
	Layers	Click to show the colour pen used by the student (blue), assessor (red) and quality assurer (green). The default colours are given in brackets. Click on a layer to toggle on or off its display on the file.
	Note	Click and drag onto the audio/video timeline at the point you want to add the note. Once added you will see the note on the timeline and in the tags/annotations at point on timeline section. You will need to click to edit the note in this section, add your comments and save or delete.
	Audio	Click and drag onto the audio/video timeline at the point you want to add the audio annotation. Once added you will see the audio annotation on the timeline and in the tags/annotations at point on timeline section. You will need to click to edit the audio annotation in this section, record your comments and save or delete.
	Zoom	Click the appropriate magnifying glass to zoom the audio/video timeline to change the time divisions between graduations and give finer control when adding notes or audio to the timeline.
	Video controls	Click the play control to listen to the audio/video recording. A vertical red line moves along the audio/video recording at the point being played. Once clicked the play control changes to a

		pause control which you can use to pause the audio/video at a specific point. The fast forward and fast back controls move the vertical red line forwards or backwards on the timeline in specific time frames.
	Save & Exit	Click to save any annotations added to the file and close the Red Pen Tool window.  If you use the Red Pen Tool to view the file and want to close the Red Pen Tool window without saving any changes then click the X in the top right corner.

The audio/video timeline is a graduated timeline with a vertical red line at the point the audio/video is being played and where you can see any grading criteria or annotations added.

To the left of the timeline you can toggle on or off the display of notes , audio comments  and assessment/grading criteria  on the timeline by clicking the appropriate icon.

It is possible to navigate to the points in the file where particular assessment/grading criteria have been evidenced. To do this click the search symbol  for the particular grading criteria in the grading criteria section and then click the forward/back navigation.



Each time you click the forward/back navigation the system will move to the next point in the audio/video recording where the grading criteria has been tagged.

The tags/annotations at point on timeline section gives the detail of the annotations added to the timeline. This includes the type, content and the start/finish times of each annotation. As you play the audio/video recording the annotations at the point in the timeline will come to the fore in this section.

The audio/video player is where the audio/video plays back. In the case of an audio recording you will see the playback progress throughout its duration. In the case of a video recording you will see the video playback and can pause it as required.

The grading criteria for the unit display four at a time. If there are more than four grading criteria for the unit a scroll bar will appear to the right of the section and this can be used to view the grading criteria not being displayed.

Drag the grading criteria from the bottom of the screen onto the timeline at the point they are evidenced. When you have finished click **Save & Exit** from the top toolbar to save your marking.

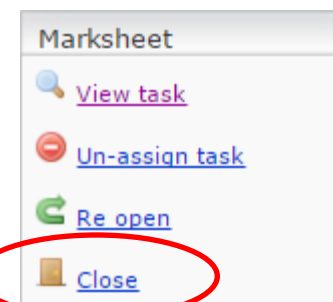
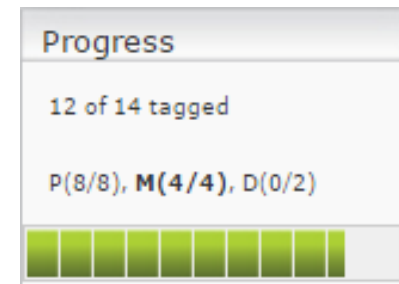
The progress indicator in the left hand menu updates to show the total number of grading criteria tagged and the number of Pass, Merit and Distinction grading criteria tagged.

By saving your marking the grading criteria tagged using the Red Pen Tool are marked as tagged in the checklist.

Repeat these steps for all files in the student's mark sheet.

# Assessing work

- Once marked using either the checklist or the Red Pen Tool you can close the student's mark sheet
- The progress indicator should show the marked grade
- Click the Close link and the mark sheet status updates to 'Closed' and shows the grade




Status **Closed.** Score: **Merit**



# Internal quality assurance

# Internal quality assurance

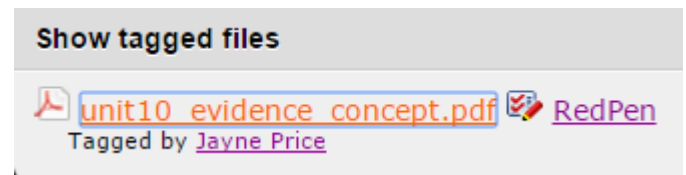
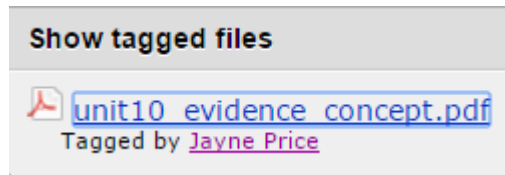
- Once marked a quality assurer can view the student's marked work to ensure it is marked consistently and to the right standard
- From the classes page click the class name to view the class overview

Name ▾	Open ▾	Complete ▾	Marked ▾	Awarded ▾	Quota ▾	▾
<a href="#">Phillippa Barnes</a>  phillippabarnes	<a href="#">0</a>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">Merit</a>	350Mb (13% Used)	<input type="checkbox"/>
<a href="#">Jack Barratt</a>  jackbarratt_1	<a href="#">0</a>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">Merit</a>	350Mb (7% Used)	<input type="checkbox"/>
<a href="#">Lisa Burdock</a>  lisaburdock	<a href="#">1</a>	<a href="#">0</a>	<a href="#">0</a>		350Mb (0% Used)	<input type="checkbox"/>
<a href="#">Claire Hendricks</a>  clairehendricks	<a href="#">1</a>	<a href="#">0</a>	<a href="#">0</a>		350Mb (0% Used)	<input type="checkbox"/>

# Internal quality assurance

- Click the grade link to view the student's mark sheet.
- Click on the Checklist overview link Checklist Overview and then on the link for each grading criteria to see how the file has been marked

- Checklist
- Red Pen Tool

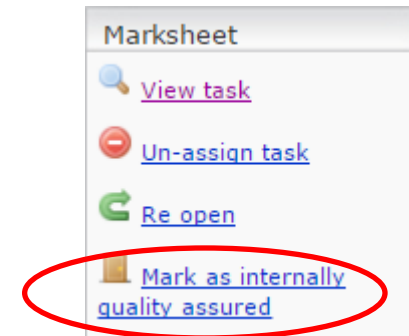


- View the files in the applications they were created in or in the Red Pen Tool
- Do **not** re-mark the files but determine if the teacher has marked consistently and to the correct standard

# Internal quality assurance

- If marked to the right standard click the *Mark as internally quality assured* link
- The status updates to show 'Quality Assured' after the grade

Status **Closed.** Score: **Merit** (Quality Assured)



- In the class overview a silver star and number is added in the Completed column

Jack Barratt	0	1 (★1)	0	Merit
 jackbarratt_1				

- If not marked to the right standard give the teacher feedback and ask them to re-mark

# Submitting work to OCR for moderation

# Submitting work to OCR for moderation

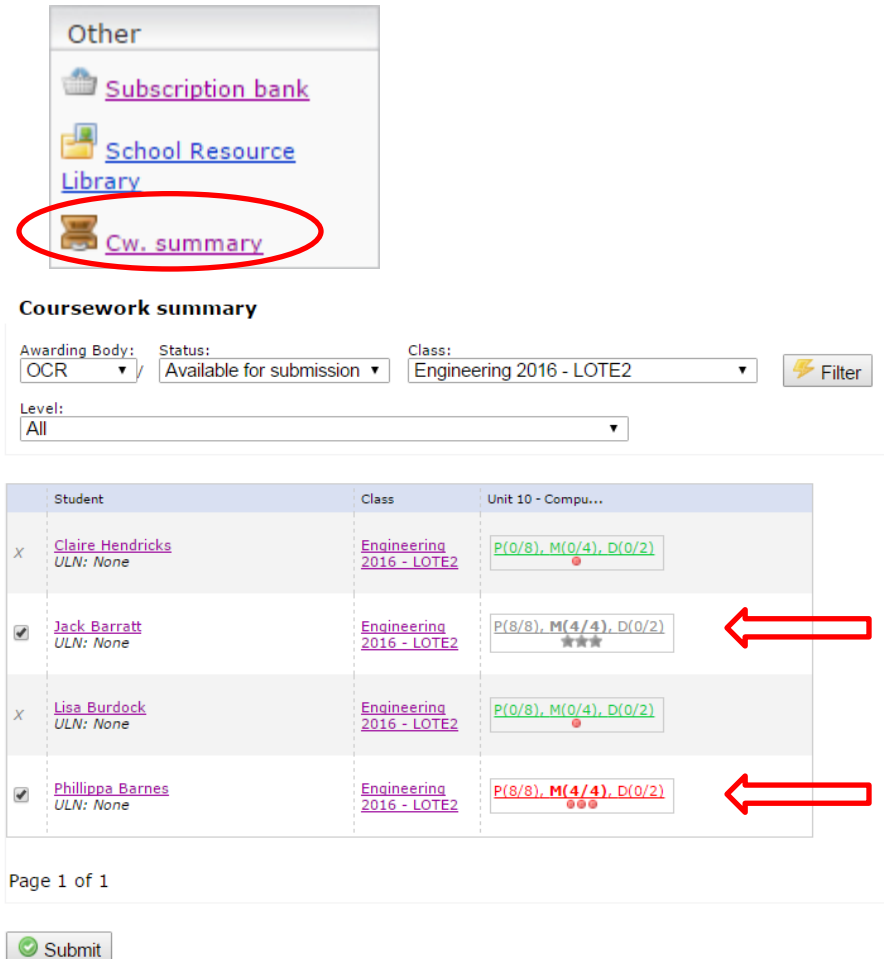
- After marking and quality assurance has taken place the student's work can be submitted for moderation
- Before you can submit work for moderation in MAPS you have to submit a claim in Interchange
  - Approximately 2 weeks prior to your 'remote' moderation session
  - Informs OCR which student's units you want to claim for a qualification
  - Notifies your allocated moderator that a claim has been submitted and is ready for sampling
  - Generates a claim number
- The moderator selects a sample of student's units which is emailed to you. **Ignore** this email.

# Submitting work to OCR for moderation

- Within 24 hours of submitting a claim in Interchange you should submit the work in MAPS
- Make sure you have the following available
  - The claim number
  - Completed Unit Recording Sheets (URS) – only required if the teacher has used the checklist for marking. If the Red Pen Tool has been used for marking and comments left on the students' work to justify the grades the completed URS are not required
  - Evidence of internal standardisation – could include forms, meeting notes and subsequent changes to marking. The Red Pen Tool can be used by the quality assurer to leave comments on the students' work as part of this evidence
  - Completed centre plan for meaningful employer involvement
- These documents will need to be submitted in MAPS with the student's work

# Submitting work to OCR for moderation

- From the Tasks page click the Cw summary link
- Click the Choose button
- Filter by the class and add a tick into the checkbox for the students to be submitted
- Click the Submit button
- Select Named from the pop up and confirm



The screenshot displays the OCR submission interface. At the top, the 'Other' menu is visible with links for 'Subscription bank', 'School Resource Library', and 'Cw. summary' (highlighted with a red circle). Below this is the 'Coursework summary' section, which includes filters for 'Awarding Body' (OCR), 'Status' (Available for submission), 'Class' (Engineering 2016 - LOTE2), and 'Level' (All). A 'Filter' button is also present. The main table lists students and their submission details for 'Unit 10 - Compu...'. The table has columns for 'Student', 'Class', and 'Unit 10 - Compu...'. The students listed are Claire Hendricks, Jack Barratt, Lisa Burdock, and Phillippa Barnes. Jack Barratt and Phillippa Barnes have checkboxes checked, indicating they are selected for submission. Red arrows point to the 'M(4/4)' score for Jack Barratt and the 'M(4/4)' score for Phillippa Barnes. At the bottom, there is a 'Submit' button.

Student	Class	Unit 10 - Compu...
X <a href="#">Claire Hendricks</a> ULN: None	<a href="#">Engineering 2016 - LOTE2</a>	P(0/8), M(0/4), D(0/2)
<input checked="" type="checkbox"/> <a href="#">Jack Barratt</a> ULN: None	<a href="#">Engineering 2016 - LOTE2</a>	P(8/8), M(4/4), D(0/2) ★★★
X <a href="#">Lisa Burdock</a> ULN: None	<a href="#">Engineering 2016 - LOTE2</a>	P(0/8), M(0/4), D(0/2)
<input checked="" type="checkbox"/> <a href="#">Phillippa Barnes</a> ULN: None	<a href="#">Engineering 2016 - LOTE2</a>	P(8/8), M(4/4), D(0/2) ●●●

Page 1 of 1

☒ Submit



# Submitting work to OCR for moderation

- In the [submission form](#)
  - Read and add a tick to accept the declaration
  - Enter your password and claim number
  - Upload any submission documentation and tick to ensure it is submitted
  - Check the correct student's units are being submitted
- Click the Submit to Awarding Body button
- Leave the submission to complete and **do not** refresh
- A success notification is displayed and the work is queued for submission
- The moderator is notified

	Student	Class	Unit 10 - Compu...
X	<a href="#">Jack Barratt</a> ULN: None	<a href="#">Engineering 2016 - LOTE2</a>	P(8/8), <a href="#">M(4/4)</a> , D(0/2) ●●●●
X	<a href="#">Phillippa Barnes</a> ULN: None	<a href="#">Engineering 2016 - LOTE2</a>	P(8/8), <a href="#">M(4/4)</a> , D(0/2) ●●●●

## MAPS – Submitting Work to OCR for Moderation

### Submission confirmation

If using Named entries please enter the claim number from the online claim created in OCR Interchange and ensure the same student units have been selected for submission as were included in the claim created in OCR Interchange.

Please ensure the same student units have been selected for submission as were included in the online claim created in OCR Interchange.

Authentication of candidates' work – internal (centre) assessors must be able to present upon request a written declaration authenticating the candidates' work and confirming they are satisfied the work produced is solely that of the candidate concerned and that all OCR procedures have been followed.



By checking this box the centre representative is confirming the following:

- A signed candidate authentication statement is held in the centre authenticating the work of each candidate for whom work is submitted
- Candidates' work was conducted and assessed under the conditions as laid down in the specification and OCR requirements
- Internal standardisation has been carried out
- All grades (or marks where appropriate) have been correctly input onto the claim submitted on OCR Interchange
- Details of the assessors who have assessed the work are correctly input onto the claim

Enter your MAPS3 Password

.....

Enter your Claim Number

101314



Submit to Awarding Body

### Summary

User	Marksheet
<a href="#">Jack Barratt</a>	Unit 10 - Computer Aided Design (CAD)
<a href="#">Phillippa Barnes</a>	Unit 10 - Computer Aided Design (CAD)

### Submission Documentation

Upload document

Active	Document	Remove
<input checked="" type="checkbox"/>	<a href="#">Candidate Authentication Statement Final.pdf</a>	
<input checked="" type="checkbox"/>	<a href="#">Internal Standardisation forms.docx</a>	
<input checked="" type="checkbox"/>	<a href="#">Standardisation Meetings template.docx</a>	