

Approving marks in Submit for Assessment

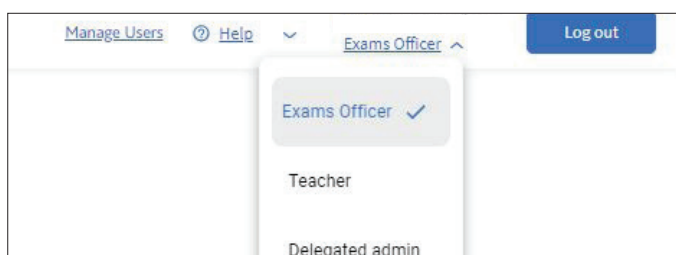
You must approve all marks after you, or your Associate Centres, have submitted them. After you have approved the marks the system will automatically select the work samples we want you, or your centre, to upload. Here is a guide to reviewing and approving marks in Submit for Assessment.

You will receive an email notification when marks from one of your Associate Centres are submitted and awaiting approval.

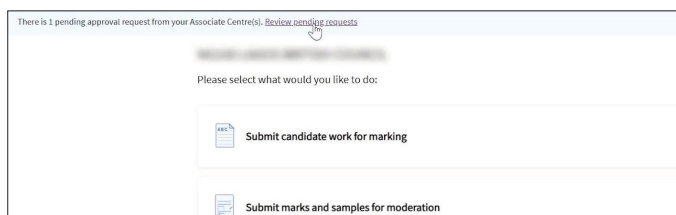
Click the link in the email to review the marks that require approval.

You can also login to Submit for Assessment to view all pending requests which will be on the home screen.

All marks which require approval will be listed under 'Review pending approval requests'.



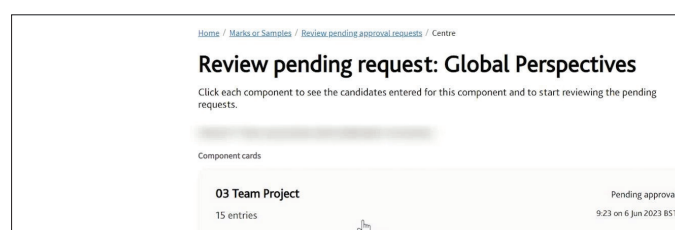
If you are approving marks for an Associate Centre make sure you are logged in as the Exams Officer. You can change the role in the top right corner next to your email address.



Click on 'Review pending approval requests' to go to a list of your Associate Centres which have marks waiting to be reviewed. The number of components which require approval is listed next to the centre.

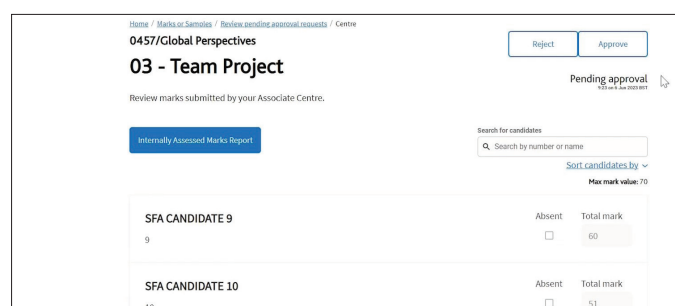


Clicking on a centre will show the syllabuses which have components with marks waiting to be reviewed.



Once you have selected a syllabus and component the candidate mark list is displayed.

After you have reviewed the marks, select either 'Reject' or 'Approve'.



The Associate Centre user will receive email notification that their marks have been approved or rejected.

When you have approved the marks the candidates required for the sample will be automatically selected based on the marks submitted. An email will also be sent to the Associate Centre user confirming the candidates selected within the sample.

The samples can be submitted by you or your Associate Centre user.

If the marks have been rejected they must be amended and re-submitted to the Associate for approval.