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.

There is 1 pending approval req	est from your Associate Centre(s). <u>Review pending requests</u>	
	Please select what would you like to do:	
	Submit candidate work for marking	
	Submit marks and samples for moderation	

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.

There is 1 pending approval reques	t from your Associate Centre(s). <u>Review pending requests</u>		
	Home / Marks or Samples / Review, pending approval requests / Cer	ntre	
	November 2022 series		
	Review pending approval request:		
	You need to review approval requests for the following qu	ualifications. Click on a qualification/unit to start.	
	Cambridge IGCSE		
	Global Perspectives	1 component pending approval	
	i component		
	Home / Marks or Samples / Review pending approval requests / Cer Review pending request:	Global Perspectives	
	Click each component to see the candidates entered for this component and to start reviewing the pending requests.		
	Component cards		
	03 Team Project	Pending approva	
	15 entries	9:23 on 6 Jun 2023 BS1	

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'.

Henne / Macka of Sentition / Berline zenetities zenetities in Sentities / Control 0457/Clobabl Perspectives 03 - Team Project Review marks submitted by your Associate Centre.	Reject Approve Pending approval
Internally Assessed Marks Report	search for candidates Q. Search by number or name Sort candidates by ~ Max mark value 70
SFA CANDIDATE 9 9	Absent Total mark
SFA CANDIDATE 10	Absent Total mark

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.