

Series and Mock Exam Marking – guidance on submitting scripts and accessing marked scripts

Background

You should submit your scripts to ActEd for marking and access your marked script using The Hub. **Please do NOT submit your script by email.**



Important!

Please note if you are also submitting scripts using **Marking Vouchers** then you will be given access to the 'Script submission – Marking Vouchers' course. Guidance is provided in that course about submitting scripts using Marking Vouchers.

How to use this guide

This document is designed to be a comprehensive guide to submitting scripts on The Hub. As a result, it contains quite a lot of detail. We recommend that you read it in full at least once before you submit scripts on The Hub. You may then find it helpful to use the more concise 'Quick guide' in section 1 going forwards. You can then refer back to the detail as necessary.

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1 Quick guide for submitting scripts for marking using Series and Mock Exam Marking

1.1 Log in to your account on the BPP Hub

1.2 Naming conventions for scripts

Ensure your script follows the naming conventions and other instructions as set out on the Assignment / Mock Exam instructions. Most X Assignments and Mock Exams must be submitted with the appropriate cover sheets. A link to Word versions of the coversheets is provided in the 'Introduction' section of this course.

1.3 Access Series and Mock Exam marking course

Access the 'Script submission – Series and Mock Exam Marking' course which will appear as a tile in the 'My Learning' area of The Hub.

1.4 Select subject and type of script to submit

Select the option relating to the particular subject and type of script that you wish to submit.

1.5 Submit file(s)

Click on the blue 'Submit here' button that appears to the right of the screen. On the following screen select the 'Add submission' option.

Upload your script and coversheet (if applicable) to the File submissions area. You can drag and drop files or select the option in the left-hand corner to add files. Once you have added your files select the 'Save changes' option.

When you have submitted your script, the submission status will change to 'Submitted'. Select the black bar at the top to 'Close this window upon completion'.

1.6 Access feedback and solutions

You will be emailed when your marked script is available.

Select the 'Script submission - Series and Mock Exam Marking' tile in the 'My Learning' area. Select the relevant Assignment / Mock Exam. The Assignment / Mock Exam will now show as 'Completed'.

Select the 'Edit submission' option.

On this next screen, the top section headed 'Submission status' relates to the submission of your script and shows the original script you submitted. Scroll down the page to the area headed 'Feedback' for information on the marking of your script.

Marking comments may be provided within the feedback area in The Hub and/or within the feedback files provided.

The 'Grade' section gives your score on each question together with comments from your marker on specific questions. Your overall score and grade are given at the end of this section.

The 'Feedback comments' section may give some further overall comments.

The 'Feedback files' section contains your marked script and further marking templates that may be appropriate dependent upon the subject. Please select the feedback file(s) provided and you will have the option to view the file or 'Save File' to your device.

The solutions are provided once your marked script is made available to you or once the deadline date is passed.

When you choose the relevant Assignment / Mock Exam from the main course screen, you can view / download the solutions using the link under the heading 'Script submission, solutions and feedback'.

Note: For the CS1 and CS2 Y Assignments and Mock Exam Paper B the solutions include an R file. Clicking on the R file may open this file in a new browser tab instead of downloading the R file. To save the file, right click on the solutions R file link and select 'Save Link As...'. This will allow you to save the R file on your hard drive. Alternatively, you can select the file and copy and paste the contents into a document on your device.

1.7 Provide feedback

Once your marked script is made available, you will be able to provide feedback on your marking.

You can provide feedback on the relevant Assignment / Mock Exam by accessing that Assignment / Mock Exam from the main course page and choosing the 'Your feedback on your marking' option under the 'Script submission, solutions and feedback' heading and then selecting 'Start'.

On the next screen, select 'Answer the questions ...'. You will then have an opportunity to rate the quality of your marking. Once you have chosen the feedback grade, please select 'Next page'.

You will then be asked to provide a comment on the marking. If you have chosen an 'Acceptable' or 'Poor' grade then you are required to provide a comment that will then be used to help improve the quality of marking. If you have chosen an 'Excellent' or 'Good' grade then we encourage you, but you are not required to provide a comment on the marking. Once you have added your comment please select 'Next page'.

Please select 'Continue' on the next screen and you have completed submitting your feedback.

2 Submitting your script for marking where you are NOT using Marking Vouchers

If you have purchased Series Marking for this exam session or have purchased Mock Exam marking (ie not using Marking Vouchers) then you will have access to the 'Script submission - Series and Mock Exam Marking' course which will appear as a tile in the 'My Learning' area of The Hub.

Coversheets and producing your script

Most* X Assignments and Mock Exams must be submitted with the appropriate [coversheets](#). A link to Word versions of the coversheets is provided in the 'Introduction - please read!' section of this course.

Answer templates for Y Assignments can be found in the Paper B Online Resources ('PBOR') course, which can be accessed via the 'My Learning' area of The Hub.

*For Assignment X3 and the Mock Exams in Subject CP2, as well as the CM/CS Mock Exam Paper Bs, please follow the instructions on the front of the paper for how to access the relevant coversheet or answer template.

Submitting your completed Assignment / Mock Exam

You should submit your script by accessing The Hub. Select the 'Script submission - Series and Mock Exam Marking' tile in the 'My Learning' area. Select the particular Assignment / Mock Exam that you wish to submit.



Take care!

It is very important that you submit your script in the correct area, eg that a CM1 Mock Exam 1 Paper A is submitted in the CM1 Mock Exam 1 Paper A area. Failing to do this may cause delays in your script being returned.

Select the blue 'Submit here' option to submit your script:

Home > My Learning > Script submission - Series and Mock Exam Marking April 2023 > CM1 Mock Exam 1 Paper A

Hello, Nicola

CM1 Mock Exam 1 Paper A

CM1 Mock Exam 1 Paper A Due by 23 August 2022

Please read the guidance before submitting your script.

Solutions and a link to give feedback on your marking will be provided when you receive your marked script. Your marking will show as 'Completed' and a grading status of 'Released' when you are able to access your marked script.

You haven't attempted this assessment yet

Solutions and a link to provide feedback on your marking will be provided when you receive your marked script.

Submit here >

On the following screen select the 'Add submission' option:

CM1 Mock Exam 1 Paper A

Please read the guidance before submitting your script.

Solutions and a link to give feedback on your marking will be provided when you receive your marked script. Your marking will show as 'Completed' and a grading status of 'Released' when you are able to access your marked script.

Submission status

Submission status	No attempt
Grading status	Not marked
Due date	Tuesday, 23 August 2022, 11:55 PM
Time remaining	70 days 8 hours
Last modified	-
Submission comments	Comments (0)



Make changes to your submission.

Upload your file or files to the 'File submissions' area. You can drag and drop files or select the option in the left-hand corner to add files. Where possible please submit your script as a PDF file. However, for some subjects it will be appropriate for Excel or Word documents to be submitted. If you are unsure about the type of file to submit, check the instructions on the front page of the relevant Assignment or Mock Exam questions document.



Take care!

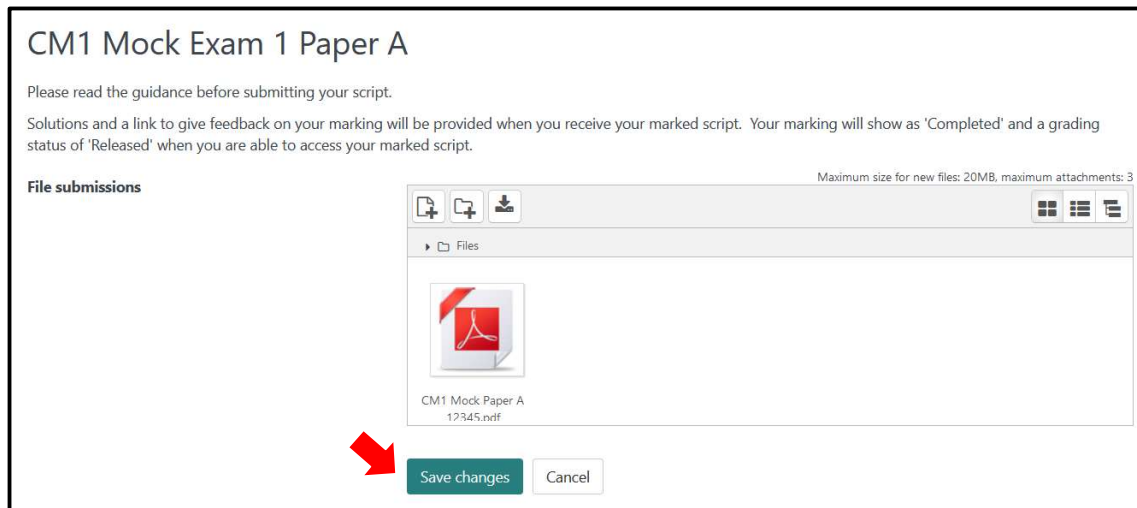
Please do not create a zip file to upload. You can upload up to three separate files in the 'File submissions' area.

Please ensure your document follows the naming conventions and other instructions as set out on the Assignment / Mock Exam instructions.

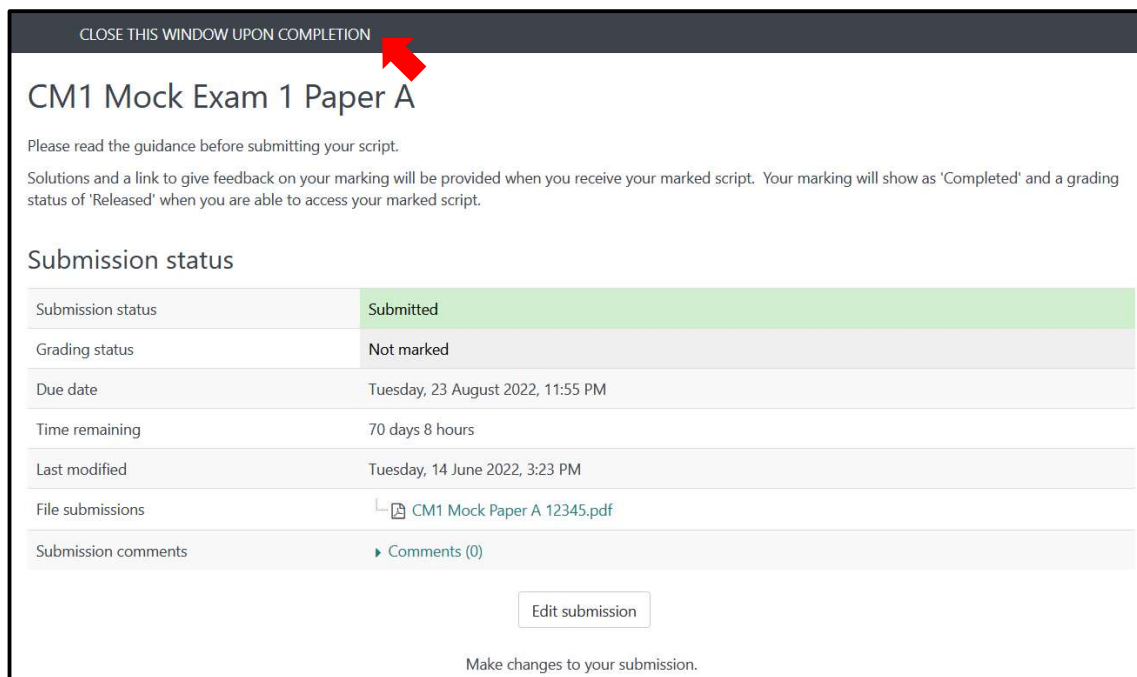
Please check that you are adding your script to the correct area, *eg* CB1 Mock Exam 1 is being added to the CB1 Mock Exam 1 area of The Hub, errors in submission are likely to delay your script being returned.

Please do **not** add comments to the 'Submission comments' area. Please instead contact ActEdMarking@bpp.com for any issues you need to communicate.

Once you have added your files select the 'Save changes' option:



When you have submitted your script, the submission status will change to 'Submitted'. Select the black bar at the top to 'Close this window upon completion' or simply close the window / tab:



What if I don't submit my script by the deadline date?

The option to submit your script will be removed once the deadline date has passed. Solutions are made available on The Hub at this time or when your marked script is returned, if earlier. If you are sitting the Indian examinations you may be granted an extension to submit your script after the published deadline date. Please contact ActEdMarking@bpp.com regarding this.

3 Accessing your marked script and solutions

How will I know my script has been marked?

You will be emailed when your marked script is available.

Accessing your marked script

Select the 'Script submission - Series and Mock Exam Marking' tile in the 'My Learning' area. Select the relevant Assignment / Mock Exam. The Assignment / Mock Exam will now show as 'Completed'.

Select the 'Edit submission' option:

Home > My Learning > Script submission - Series and Mock Exam Marking April 2023 > CM1 Mock Exam 1 Paper A Hello, Nicola

CM1 Mock Exam 1 Paper A

CM1 Mock Exam 1 Paper A
Due by 23 August 2022

Please read the guidance before submitting your script.

Solutions and a link to give feedback on your marking will be provided when you receive your marked script. Your marking will show as 'Completed' and a grading status of 'Released' when you are able to access your marked script.

Completed

Solutions and a link to provide feedback on your marking will be provided when you receive your marked script.

✓ You uploaded your assessment
06 Jun 2022 [Edit submission](#)

On this next screen, the top section headed 'Submission status' relates to the submission of your script and shows the original script you submitted. Scroll down the page to the area headed 'Feedback' for information on the marking of your script:

Feedback

Grade	Q1 Maximum score 3	3 / 3
	etc...	
	Q17 Maximum score 15	10 / 15
	70 % (A)	
Graded on	Tuesday, 14 June 2022, 3:31 PM	
Graded by	Lucy England	
Feedback comments	See script PDF for detailed comments on your work and overall feedback.	
Feedback files	CM1 Mock Paper A 12345 M.pdf	

**Note**

Marking comments may be provided within the feedback area in The Hub and/or within the feedback files provided.

The 'Grade' section gives your score on each question together with comments from your marker on specific questions. Your overall score and grade are given at the end of this section.

The 'Feedback comments' section may give some further overall comments.

The 'Feedback files' section contains your marked script and further marking templates that may be appropriate dependent upon the subject. Please select the feedback file(s) provided and you will have the option to view the file or 'Save File' to your device.

Accessing the solutions

The solutions are provided once your marked script is made available to you or once the deadline date is passed.

When you choose the relevant Assignment / Mock Exam from the main course screen, you can view / download the solutions using the link under the heading 'Script submission, solutions and feedback':

Home > CM1 Mock Exam 1 Paper A Hello, Nicola

CM1 Mock Exam 1 Paper A

CM1 Mock Exam 1 Paper A

Due by 23 August 2022

Please read the guidance before submitting your script.

Solutions and a link to give feedback on your marking will be provided when you receive your marked script. Your marking will show as 'Completed' and a grading status of 'Released' when you are able to access your marked script.

Completed

Solutions and a link to provide feedback on your marking will be provided when you receive your marked script.

You uploaded your assessment
06 Jun 2022 [Edit submission](#)

☒ You can mark these as complete ☐ Require an action to complete

Script submission, solutions and feedback Completed 1 / 2

- [CM1 Mock Exam 1 Paper A Solutions](#)
- [CM1 Mock Exam 1 Paper A: Your feedback on your marking](#)

For the CS1 and CS2 Y Assignments and Mock Exam Paper B the solutions include an R file. Clicking on the R file may open this file in a new browser tab instead of downloading the R file. To save the file, right click on the solutions R file link and select 'Save Link As...'. This will allow you to save the R file on your hard drive. Alternatively, you can select the file and copy and paste the contents into a document on your device.

4 Providing feedback on the marking of your script

Once your marked script is made available, you will be able to provide feedback on your marking.



Important!

Please provide feedback on your marking. This helps us maintain and improve the standard of marking. It will only take a minute to complete and you will be entered into our six-monthly prize draw with the chance to win a £150 voucher.

You can provide feedback on the relevant Assignment / Mock Exam by accessing that Assignment / Mock Exam from the main course page and choosing the 'Your feedback on your marking' option under the 'Script submission, solutions and feedback' heading and then selecting 'Start':

CM1 Mock Exam 1 Paper A

Due by 23 August 2022

Please read the guidance before submitting your script.

Solutions and a link to give feedback on your marking will be provided when you receive your marked script. Your marking will show as 'Completed' and a grading status of 'Released' when you are able to access your marked script.

Solutions and a link to provide feedback on your marking will be provided when you receive your marked script.

✓ You uploaded your assessment
06 Jun 2022 [Edit submission](#)

Completed

☒ You can mark these as complete ☐ Require an action to complete

Script submission, solutions and feedback Completed 1 / 2

[CM1 Mock Exam 1 Paper A Solutions](#)

[CM1 Mock Exam 1 Paper A: Your feedback on your marking](#)

On the next screen, select 'Answer the questions ...':

CM1 Mock Exam 1 Paper A: Your feedback on your marking

Now that your script has been marked, please help us to maintain the high quality of our marking by providing some feedback. It will only take a minute and you will be entered into our 6-monthly prize draw with the chance to win a £150 voucher. (More details at https://www.acted.co.uk/marketing_prizedraw_tc.html).

[Answer the questions...](#)

You will then have an opportunity to rate the quality of your marking. Once you have chosen the feedback grade, please select 'Next page':

CM1 Mock Exam 1 Paper A: Your feedback on your marking

Mode: User's name will be logged and shown with answers

Please rate your marking: *

☐ Excellent – the marker's comments were thorough and very helpful
☐ Good – the marker's comments were generally helpful
☐ Acceptable – the marker's comments were sometimes helpful
☐ Poor – the marker's comments were generally unhelpful

There are required fields in this form marked *.



Take care!

Choose your feedback rating carefully as you will only be allowed to submit this answer once.

You will then be asked to provide a comment on the marking. If you have chosen an 'Acceptable' or 'Poor' grade then you are required to provide a comment that will then be used to help improve the quality of marking. If you have chosen an 'Excellent' or 'Good' grade then we encourage you, but you are not required to provide a comment on the marking. Once you have added your comment please select 'Next page':

CM1 Mock Exam 1 Paper A: Your feedback on your marking

Mode: User's name will be logged and shown with answers

Please if possible provide a comment on your marking, any comments are useful feedback for your marker.

I thought the marker's comments were very helpful.

Please select 'Continue' on the next screen and you have completed submitting your feedback.

5 Frequently asked questions

I have loaded the wrong script onto the system, can I replace it?

Yes, you can replace the file as long as the file has not yet been allocated to a marker. Access the area of The Hub where you uploaded your script (see Page 4 for details), select 'Edit submission', select the existing file(s) and 'delete' and replace with the new file(s). If the submission status says 'This assignment is not accepting submissions' then please contact ActedMarking@bpp.com.

I have loaded my script to the wrong area of The Hub, what should I do?

Please contact ActedMarking@bpp.com for advice.

I have tried to submit my script but the following message appears: 'Please login on your desktop to complete ... submission'. What should I do?

Submitting your script may not be compatible with some mobile devices. Please try an alternative device, eg a desktop PC or laptop.

The system says I have 'Failed' 'NaN%', what does this mean?

Please ignore this message! If you select an Assignment / Mock Exam whilst your script is being marked then you may see this error message. You will be informed once your script has been marked, at which point you will be able to access your actual grade and score.

I've opened my script but it doesn't seem to have any comments / annotations on it, why is this?

Please check that you have accessed the correct file, the marked script will be in the Feedback area under 'Feedback files'. If this does not resolve the issue, please contact ActedMarking@bpp.com for help.

I've completed all my assignments but the system says that I have only completed a small part of the Series and Mock Exam Marking course. Why?

Please ignore this information. The system calculates the percentage based on all Assignments / Mock Exams for every single subject for which ActEd offers Series and Mock Exam marking.

I am having problems with logging in / changing username / not receiving password reset emails / other technical difficulties, what should I do?

Please contact the IT Service Desk directly on BPPTAC@bpp.com or phone +44 (0)3300 603 850. We would suggest phoning for a quicker response.

I am having difficulties with some of the materials / accessing certain areas on The Hub, how can I access help?

For issues relating to materials, eg missing files or not being able to access certain areas of the course, please contact ActedMarking@bpp.com.