

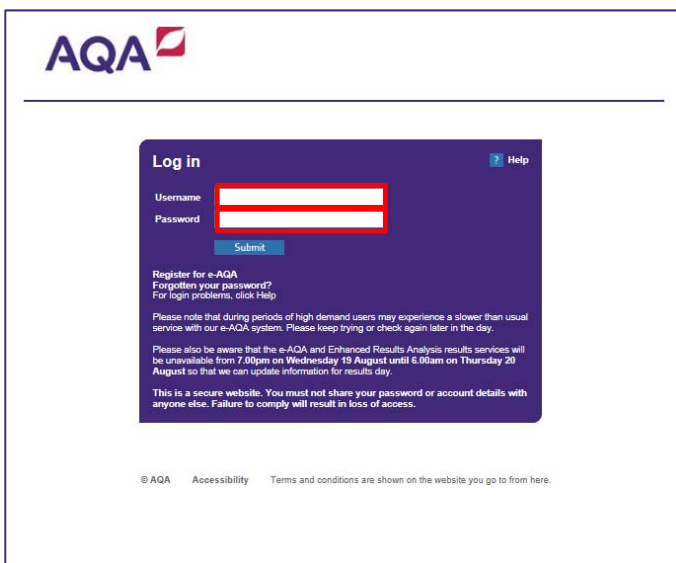
Getting started

A quick reference guide to e-Subs: Centre Marks Submission (CMS)

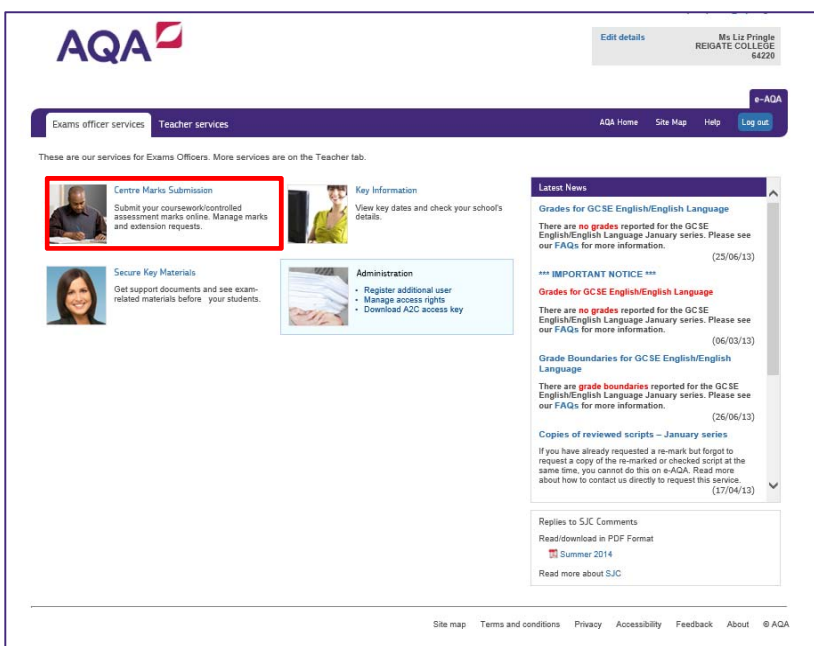
The following document is designed to guide users in schools and colleges through the process of accessing the e-Subs: Centre Marks Submission (CMS) system via e-AQA.

Logging in

To access the e-Subs: Centre Marks Submission (CMS) system as a user in a school or college, you need to log into **e-AQA**.



Once logged in, you will need to navigate to the **Centre Marks Submission** icon towards the top of the page.



You will then be greeted by the main centre marks submission **dashboard**.

The dashboard is titled 'AQA' and features a navigation bar with the following tabs: 'Centre marks submission', 'Enter marks', 'View sample', and 'Request extension'. The main content area is divided into four quadrants:

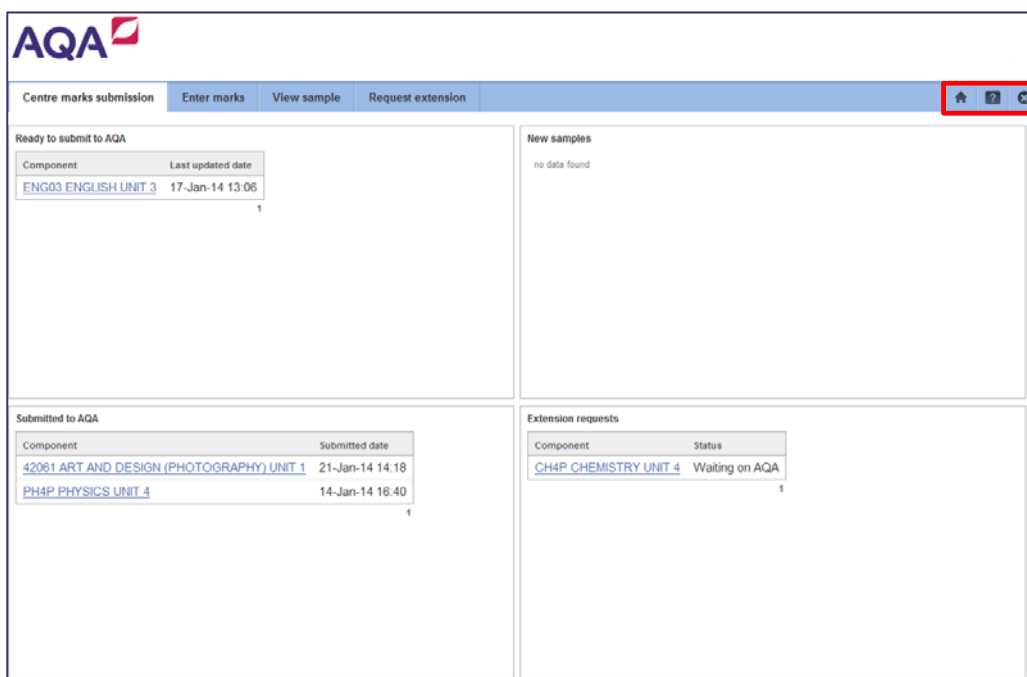
- Ready to submit to AQA:** A table with columns 'Component' and 'Last updated date'. It lists 'ENG03 ENGLISH UNIT 3' with a last updated date of '17-Jan-14 13:06'.
- New samples:** A section with the text 'no data found'.
- Submitted to AQA:** A table with columns 'Component' and 'Submitted date'. It lists '42061 ART AND DESIGN (PHOTOGRAPHY) UNIT 1' (submitted 21-Jan-14 14:18) and 'PH4P PHYSICS UNIT 4' (submitted 14-Jan-14 16:40).
- Extension requests:** A table with columns 'Component' and 'Status'. It lists 'CH4P CHEMISTRY UNIT 4' with a status of 'Waiting on AQA'.

The dashboard is the main page that gives you an overview of the various tasks associated with the submission of coursework marks, controlled assessment marks and grades – this includes the submission status of components, sample availability and managing extension requests.

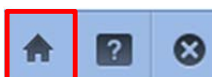
This screenshot is identical to the one above, but with red rectangular boxes highlighting the four quadrants of the dashboard and the top navigation bar. The highlighted areas are: the navigation bar, the 'Ready to submit to AQA' quadrant, the 'Submitted to AQA' quadrant, and the 'Extension requests' quadrant.

Once here, you can navigate within any of the **four quadrants** and **tabs along the top blue row** in accordance to the task you choose to undertake.

You will also see **three icons** to the right of the screen on the **top blue row**.



Each of these icons represents an action:



The **home** icon **returns** you to the e-AQA homepage.

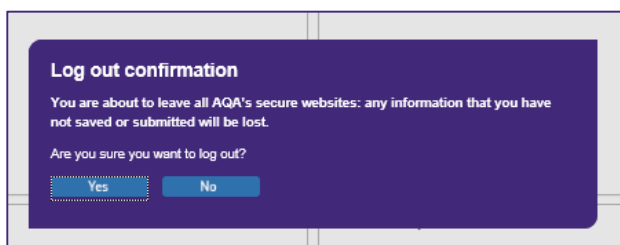


The **question mark** will open a small '**help**' box containing some additional system/process guidance.



The **cross** will **log you out** of e-AQA. You will need to make sure that any information is saved or submitted, otherwise this will be lost.

If you wish to log out, you will be **prompted** to confirm whether you wish to do so.



Further support

If you do not have access to e-AQA, you will need to contact Customer Services on: 0800 197 7162 (or +44 203 671 8010 from outside the UK) or email eos@aqa.org.uk.

For further training, please refer to the e-Learning modules – *e-Subs: Centre Marks Submission (CMS)*