

PAGE TWO

The diagram illustrates the workflow for marking and checking questions in the Exams Office system, divided into three main vertical sections: **Sub-total**, **Mark**, and **Check**.

Sub-total: A vertical column of 15 empty boxes for recording sub-totals.

Mark: The process starts with a **Mark** button. It leads to a question card (red border) containing a question icon (Q), a question number, and a mark awarded field. Below this is another identical question card. The process then leads to a **Mark** button with a checkmark icon, followed by a large box labeled **Exams Office Use Only** and a QR code.

Check: The process starts with a **Check** button. It leads to a question card (blue border) containing a question icon (Q), a question number, and a mark awarded field. Below this is another identical question card. The process then leads to a **Check** button with a checkmark icon.

A central vertical bar labeled **Not moderated** with a large 'X' icon indicates that the 'Mark' and 'Check' paths are not moderated.

PAGE THREE

The diagram illustrates the workflow for marking and checking answers in the Exams Office system, divided into three main sections: Sub-total, Mark, and Check.

Sub-total: A vertical column of 15 empty boxes for recording sub-totals.

Mark: A red flowchart showing the process of marking an answer. It starts with a 'Mark' button (a red box with a white checkmark and a small square). This leads to a 'section' box (a red box with a 'Q' icon, a 'number' field, and a 'mark awarded' field). The flow continues through another 'section' box and finally to a 'Mark' button (a red box with a white checkmark and a small square).

Check: A blue flowchart showing the process of checking an answer. It starts with a 'Check' button (a blue box with a white checkmark and a small square). This leads to a 'section' box (a blue box with a 'Q' icon, a 'number' field, and a 'mark awarded' field). The flow continues through another 'section' box and finally to a 'Check' button (a blue box with a white checkmark and a small square).

Not moderated: A grey box with a white 'X' icon, indicating a path that is not moderated.

Exams Office Use Only: A large red box containing the text 'Exams Office Use Only' and a QR code.