

# Using Marking Vouchers – 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!

If you are also submitting scripts using Series Marking or Mock Exam Marking then you will be given access to the 'Script submission - Series and Mock Exam Marking' course. Guidance is provided in this course about submitting scripts.

## 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 0 going forwards. You can then refer back to the detail as necessary.

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## 0 Quick guide for submitting scripts for marking using Marking Vouchers on The Hub

### 0.1 Log in to your account on the BPP Hub

### 0.2 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.

### 0.3 Access Marking Vouchers course

Access the 'Script submission - Marking Vouchers' course which will appear as a tile in the 'My Learning' area of The Hub.

### 0.4 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.

### 0.5 Submit file(s)

Click on the orange start button that appears towards the bottom of the screen.

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'.

### 0.6 Access feedback

You will be emailed when your marked script is available.

Select the 'Script submission - Marking Vouchers' tile in the 'My Learning' area. Select the relevant Assignment / Mock Exam and select the orange 'Start' 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.

## 0.7 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.

# 1 Submitting your script for marking

If you have valid Marking Vouchers then you will have access to the 'Script submission - Marking Vouchers' 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. Please also make a note of the completion time within your assignment.

Submitting your completed Assignment / Mock Exam

You should submit your script by accessing The Hub. Select the 'Script submission - Marking Vouchers' tile in the 'My Learning' area. Select the option relating to the particular subject and type of script that you wish to submit.

On the following screen you can select the particular Assignment / Mock Exam that you want to submit. (Assignments / Mock Exams already submitted will show with a green circle with a tick.)



Take care!

It is very important that you submit your script in the correct area, eg that a CP1 Assignment X1 is submitted in the CP1 Assignment X1 area. Failing to do this may cause delays in your script being returned.

To submit your script select the type of Assignment / Mock Exam that you want to submit, eg 'CP1 X Assignments Marking Voucher Submissions' and then select the particular Assignment / Mock Exam, eg 'Subject CP1 X6 Marking Voucher Submission' and select the orange 'Start' option that appears:

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

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 CP1 Assignment X1 is being added to the CP1 Assignment X1 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](mailto:ActEdMarking@bpp.com) for any issues you need to communicate.

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

### Subject CP1 X1 Marking Voucher Submission

This option must only be used if you have a valid Marking Voucher and to submit Subject CP1 X1 Assignment. Choose 'Start' to submit your assignment or to view your marked script. A grading status of 'Released' will show when you are able to access your marked script. Please provide feedback on your marking once your script has been marked.

**File submissions** Maximum size for new files: 20MB, maximum attachments: 3

Files

CP1 Assignment X1  
12345.pdf

Save changes
Cancel

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:

CLOSE THIS WINDOW UPON COMPLETION

### Subject CP1 X1 Marking Voucher Submission

This option must only be used if you have a valid Marking Voucher and to submit Subject CP1 X1 Assignment. Choose 'Start' to submit your assignment or to view your marked script. A grading status of 'Released' will show when you are able to access your marked script. Please provide feedback on your marking once your script has been marked.

**Submission status**

Submission status	Submitted
Grading status	Not marked
Last modified	Tuesday, 14 June 2022, 5:24 PM
File submissions	CP1 Assignment X1 12345.pdf
Submission comments	<a href="#">▶ Comments (0)</a>

Edit submission

Make changes to your submission.

## 2 Accessing your marked script

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 - Marking Vouchers' tile in the 'My Learning' area. Select the relevant Assignment / Mock Exam and select the orange 'Start' option:

**CP1 X Assignments Marking Voucher submissions**

You can mark these as complete  Require an action to complete

**CP1 X Assignments Marking Voucher submissions** Completed 1 / 12

[Subject CP1 X1 Marking Voucher Submission](#)

This option must only be used if you have a valid Marking Voucher and to submit Subject CP1 X1 Assignment. Choose 'Start' to submit your assignment or to view your marked script. A grading status of 'Released' will show when you are able to access your marked script. Please provide feedback on your marking once your script has been marked.

**Start →**

[CP1 X1 Assignment: Your feedback on your marking](#)

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	Question	Maximum score	Score
	Q1	10	9 / 10
	<i>etc...</i>		
	Q8	5	3 / 5
	75 % (A)		

Graded on Tuesday, 14 June 2022, 5:29 PM

Graded by Lucy England

Feedback comments See script PDF for detailed comments on your work and overall feedback.

Feedback files CP1 Assignment X1 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. 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.



### 3 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 the feedback option available directly below the option for submitting the script and selecting the orange 'Start' option that appears:

Home > CP1 X Assignments Marking Voucher submissions Hello, Nicola  ▾

## CP1 X Assignments Marking Voucher submissions

You can mark these as complete  Require an action to complete

**CP1 X Assignments Marking Voucher submissions** Completed 1 / 12

- ✔ Subject CP1 X1 Marking Voucher Submission ^
- ✔ CP1 X1 Assignment: Your feedback on your marking v

CP1 X1 Assignment: Your feedback on your marking. Once 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](https://www.acted.co.uk/marketing_prizedraw_tc.html)).


Start →

- ✔ Subject CP1 X2 Marking Voucher submission ^

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

### CP1 X1 Assignment: Your feedback on your marking

CP1 X1 Assignment: Your feedback on your marking. Once 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](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':

### CP1 X1 Assignment: Your feedback on your marking

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

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**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 \*.

[Next page](#) [Cancel](#)



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':

### CP1 X1 Assignment: Your feedback on your marking

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

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**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.

[Previous page](#) [Next page](#) [Cancel](#)

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

## 4 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](mailto:ActedMarking@bpp.com).

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

Please contact [ActedMarking@bpp.com](mailto: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 desktop PC or laptop.

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](mailto:ActedMarking@bpp.com) for help.

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](mailto: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](mailto:ActedMarking@bpp.com).