



**ContentProducer  
Item Checker and PA Guidance**

**Coursework Projects**

**June 2021**

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# Item Checking Overview

Item Checkers will download ContentProducer to their computer and prepare checking comments on-line using this package. Items and associated comments will be displayed onscreen during the Item Checking Meeting and amended electronically (if required) during the meeting.

An overview of the Item Checking process is detailed below:



# 1. ContentProducer – Getting Started

You will be sent an e-mail from [cpsupport@sqa.org.uk](mailto:cpsupport@sqa.org.uk) entitled 'Your new ContentProducer account'. This e-mail will request that you:

1. Download ContentProducer using the link provided.
2. Log into your account using the username and password provided.
3. Choose your own unique password.

Please ensure that your computer meets the following specification:

HDD Storage	1GB of free space
Operating system	Operating system must be either: <ul style="list-style-type: none"><li>• Windows 7</li><li>• Windows 8</li><li>• Windows 8.1</li><li>• Windows 10</li></ul>
.NET	Microsoft .NET Framework 2.0 (Service Pack 2) to Microsoft .NET Framework 4.0
Microsoft Word version	Microsoft Word 2007 Microsoft Word 2010 Microsoft Word 2013 Microsoft Word 2016
Internet Browser	<b>Microsoft Edge</b>
Connectivity	Broadband
Screen resolution	1280 by 1024

An Apple computer with a MAC operating system must meet the specification above, **and must have a Microsoft Windows environment for ContentProducer to run**. This means that the operating system must have:

- a licensed/legal copy of Microsoft Windows 7 (or later) installed
- an Intel CPU (in order to run Microsoft Windows)
- Microsoft Word 2007 or later installed onto the Microsoft Windows environment

The simplest way of installing Microsoft Windows on a MAC is to use a product like VirtualBox. This is a free application (downloadable from [www.virtualbox.org](http://www.virtualbox.org)) which allows you to create a virtual drive on your MAC which will allow Windows to be installed within the MAC operating system as if it was on a separate PC.

If you would prefer to start Windows when booting up the computer then you should use Boot Camp as provided by Apple. Instructions on installing and setting this up can be accessed from <https://www.apple.com/uk/support/>

## Key Contacts

Activity	Contact	Telephone/e-mail
Installing, accessing and using ContentProducer Username/Password queries		<a href="mailto:das.helpdesk@sqa.org.uk">das.helpdesk@sqa.org.uk</a>
Graphic and Shutterstock queries	QP Production Graphic Artists	<a href="mailto:artwork.requests@sqa.org.uk">artwork.requests@sqa.org.uk</a>
Subject-specific queries	Principal Assessor	
General support & advice	Qualifications Manager Qualifications Officer	

## 2. Log In and Homepage

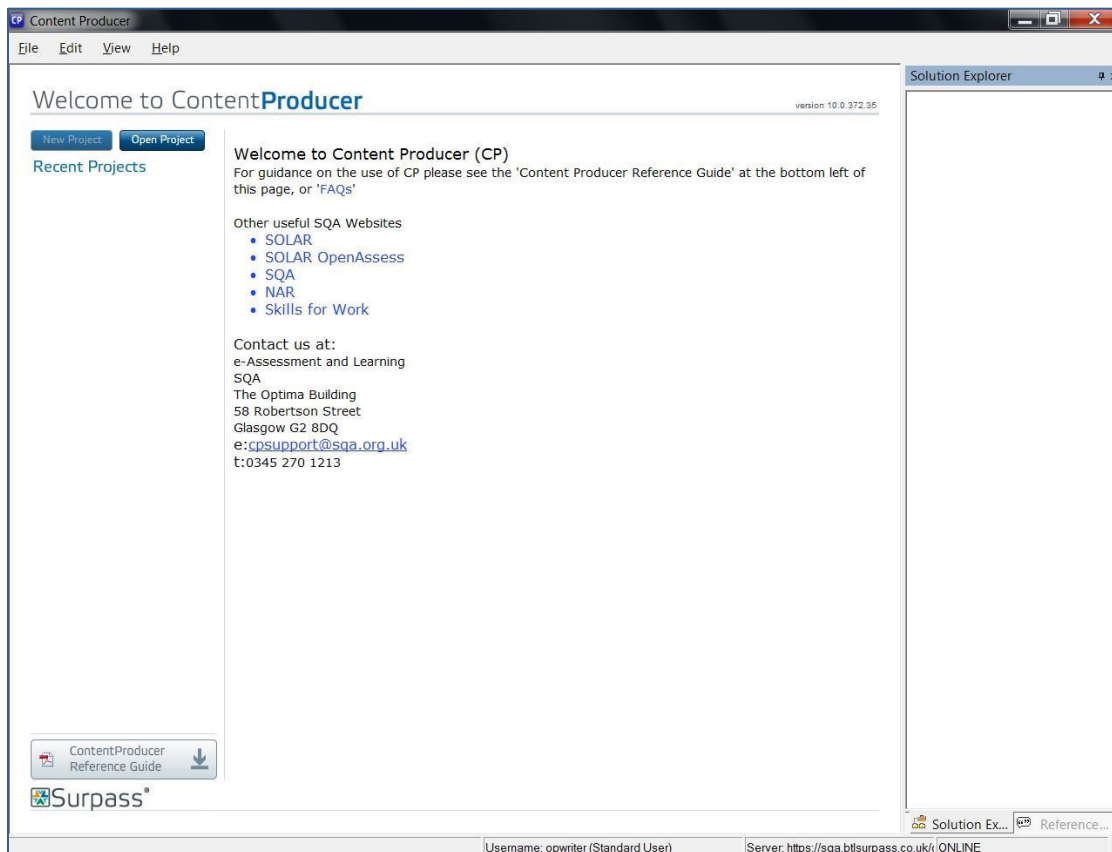
When you have downloaded ContentProducer (CP) you will be able to log in.

- ▶ Enter your Username and Password
- ▶ Click 'Login'



The screenshot shows a login dialog box titled 'ContentProducer'. It features a 'Close' button in the top right corner. The main heading is 'ContentProducer'. Below this, there are two input fields: 'User name' with the text 'opwriter' and 'Password' with a masked password of ten dots. A 'Login' button is positioned to the right of the password field. At the bottom left, there is the 'Surpass' logo and the text 'Version: 10.0.372.95'.

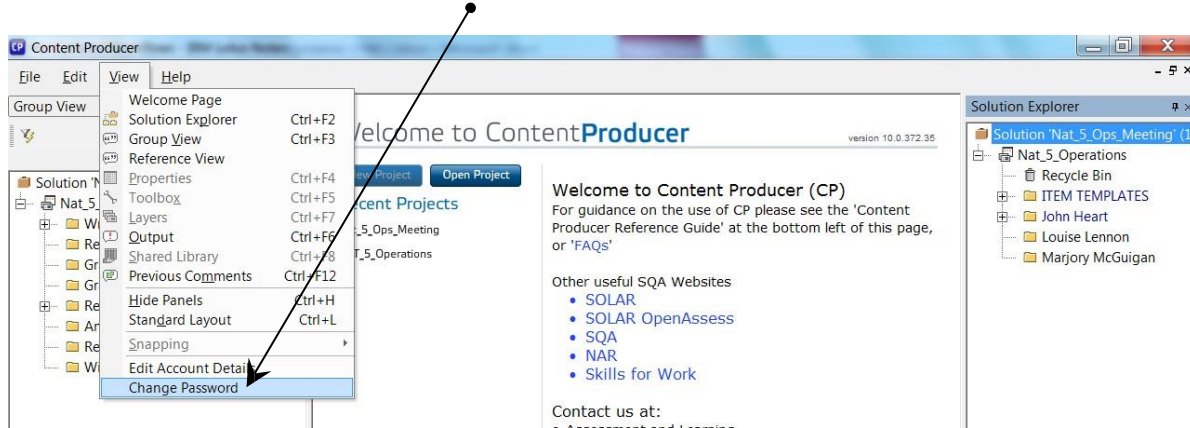
This is your homepage:



The first time you log in to ContentProducer you will be required to change your password.

If you want to change your password again at a later date:

► Select View – Change Password



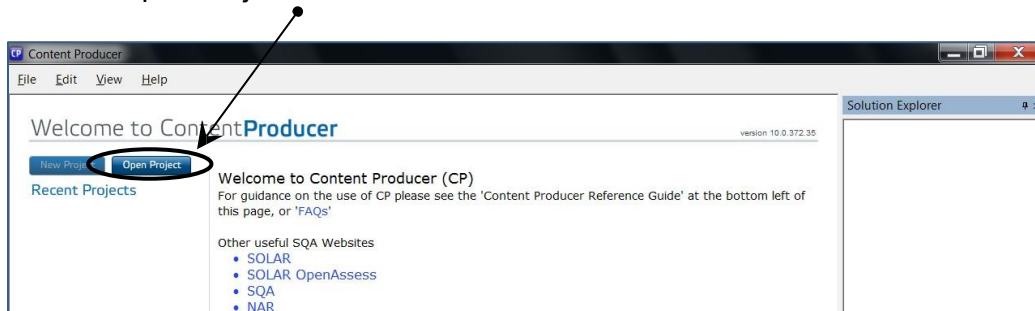
► Complete the details below:



► Click 'Change Password'

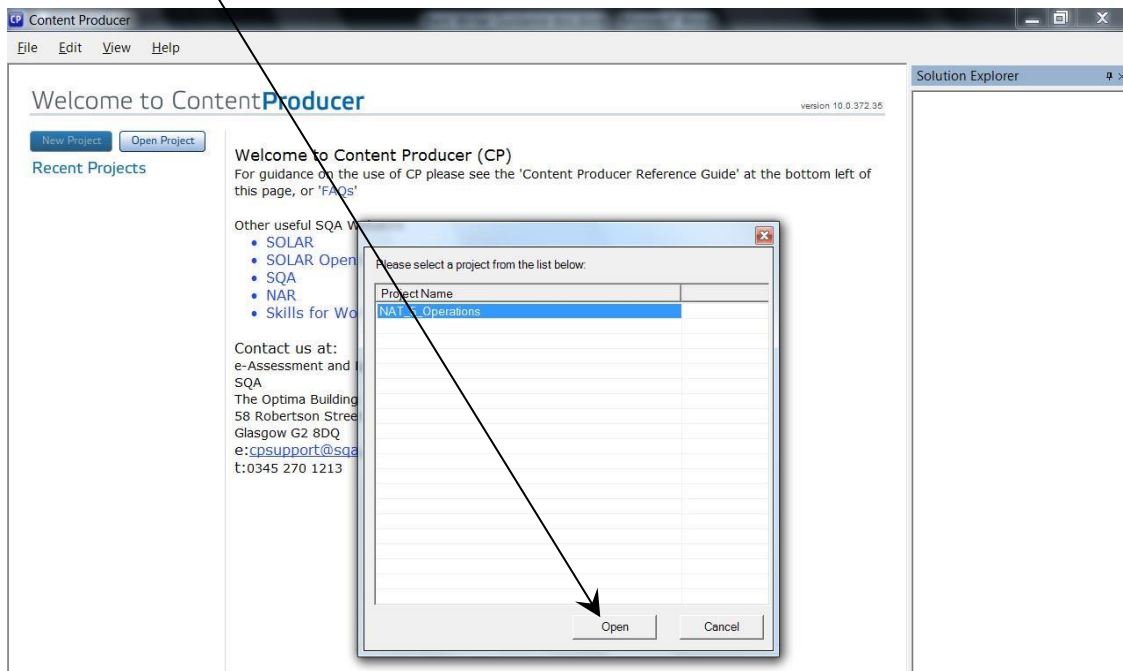
You should now open the project that you will be working in.

► Click 'Open Project'



► Select the appropriate 'Project Name'

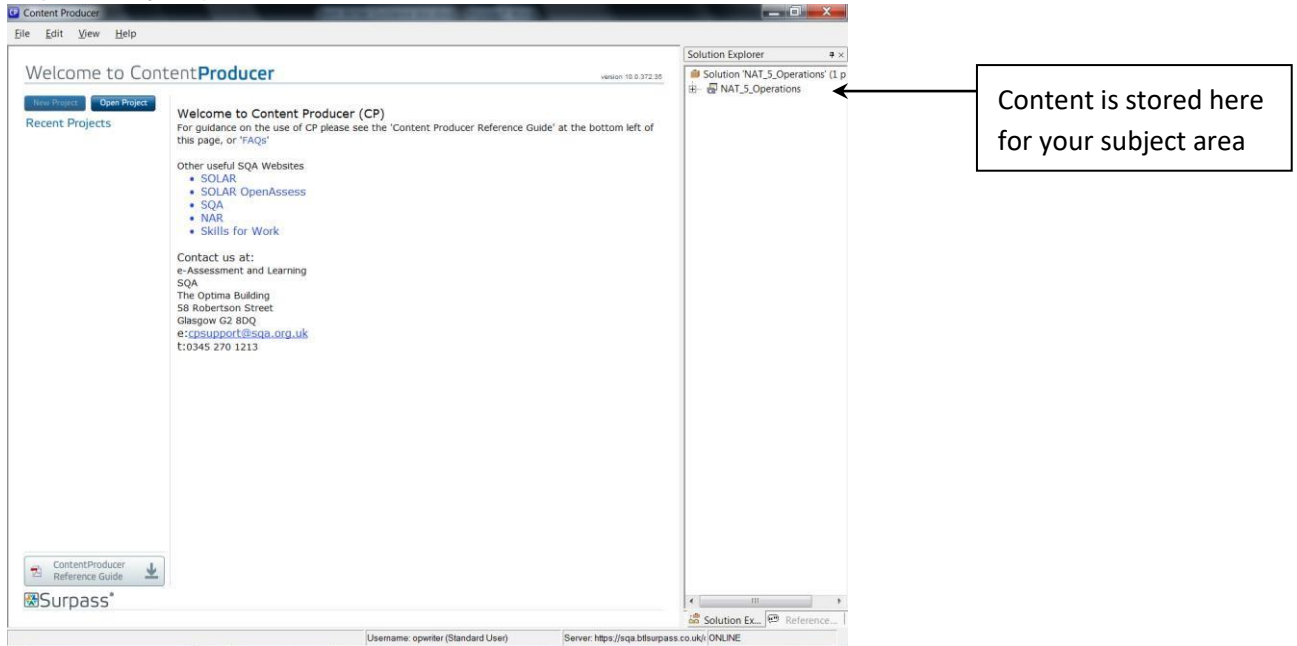
► Click Open





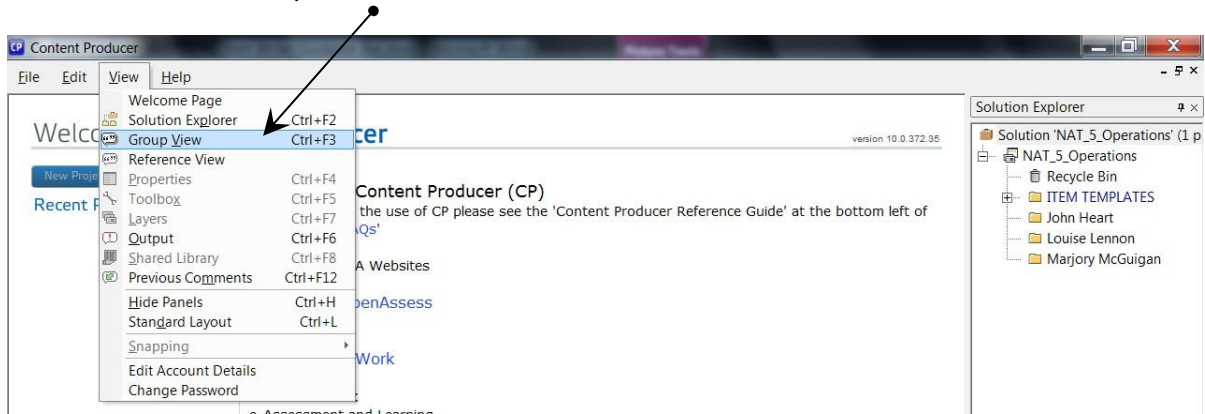
### 3. View Items

When you first enter CP you will see the following standard layout (referred to as Solution Explorer layout). This view tends to be most useful for Item Writers:

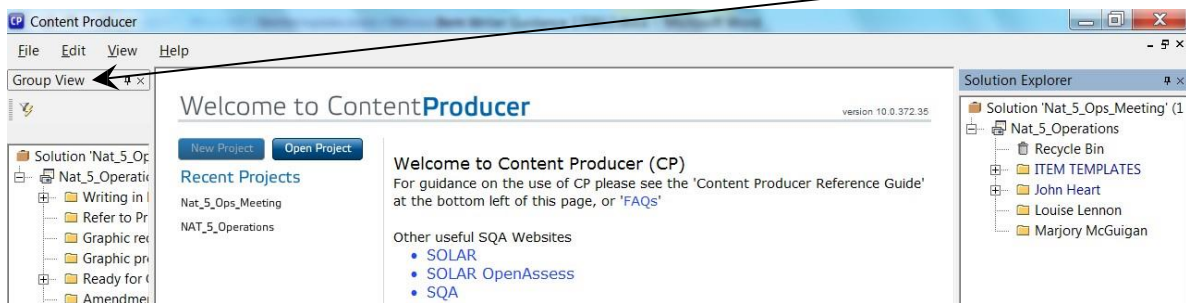


It is recommended that Item Checkers mostly use Group View.

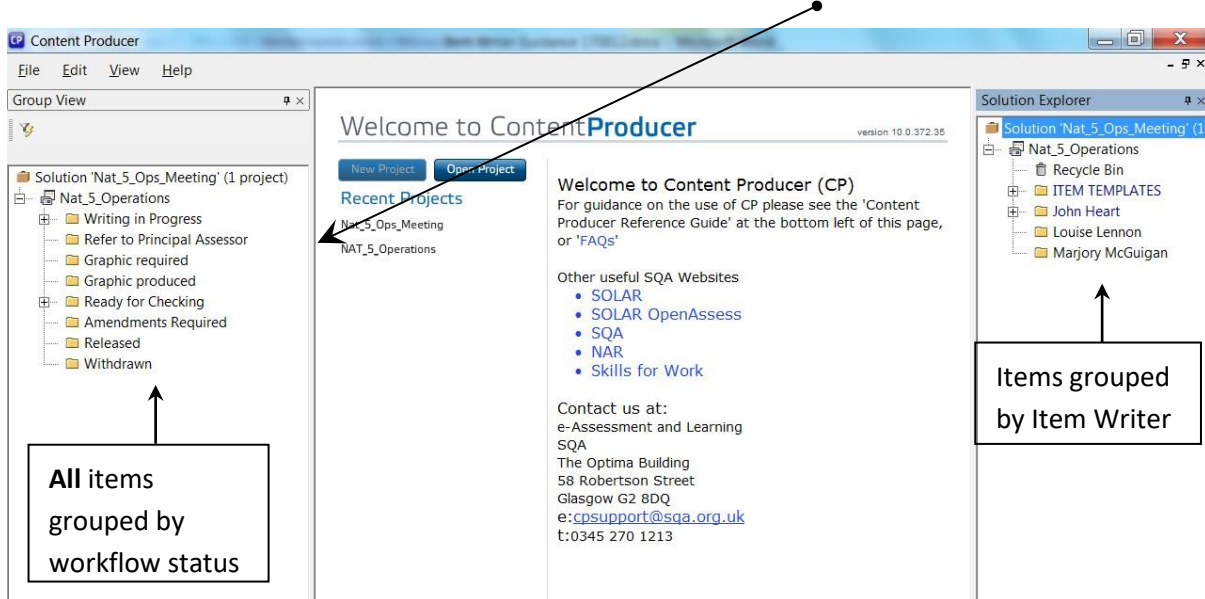
#### ► Select View – Group View



This shows the items grouped according to their status in the workflow.



► Drag the right-hand edge of Group View to expand this view:



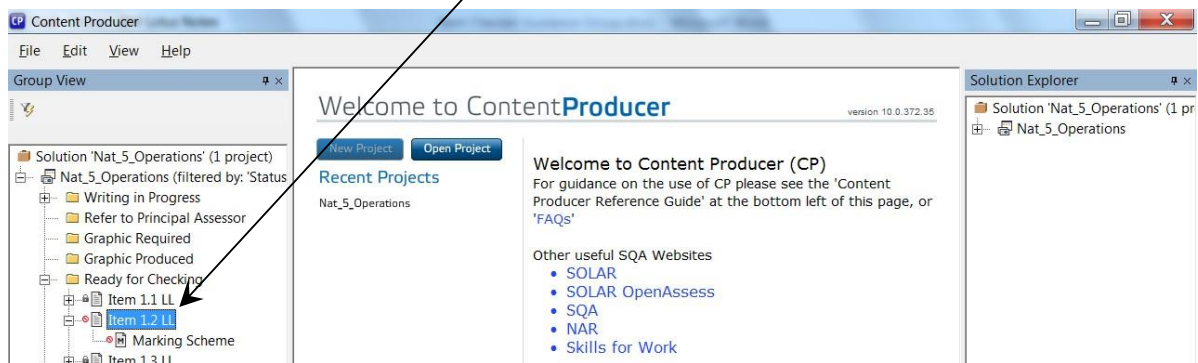
By organising the layout of the screen in this way, you can access the items using either the name of the Item Writer or the workflow status.

If at any stage you want to return to the standard layout shown on page 6, select View – Standard Layout.

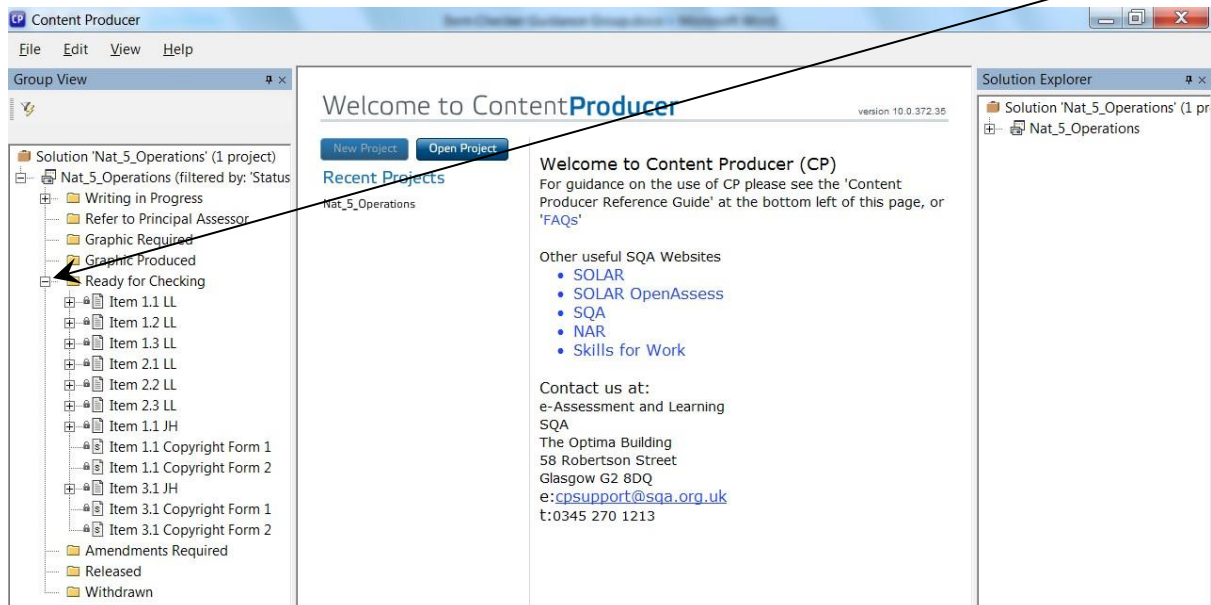
## 4. 'Check Out' an Item and Marking Scheme

ContentProducer is based on the principle of 'checking in and out' documents. If a document is checked in it means it is available to be checked by you. If a document is checked out it means that someone is working on it. A document can only be checked out by one person at a time.

If an item has a red padlock or a red 'stop' icon beside it, this means that it is not available for you to check out and add comments (as another Appointee is working on the item, or you do not have the appropriate access to check out the item):



► To locate an item to check, click on '+' beside 'Ready For Checking' in Group View:



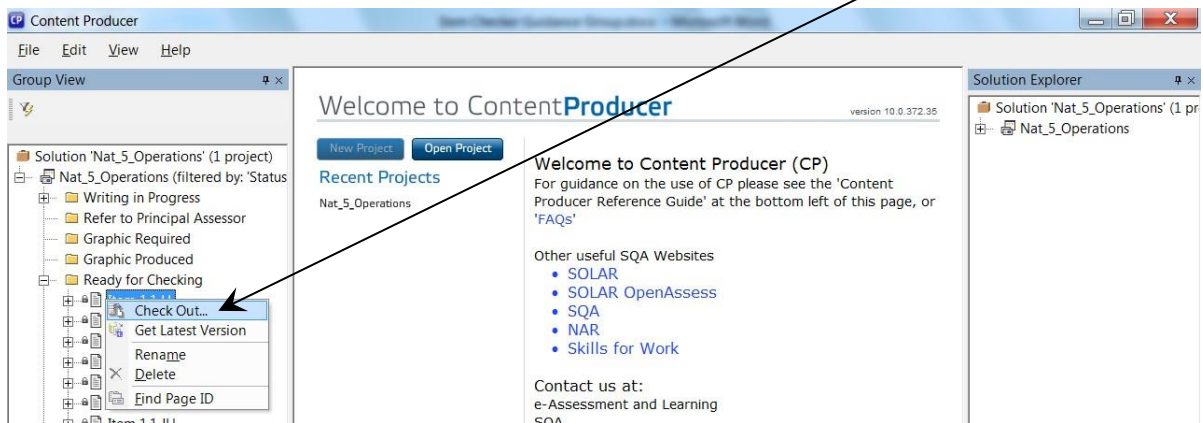
This displays all of the items that are ready to be checked.

**Item names should be based on the Item Specification Number and the Item Writer's initials.**

For example, if an Item Writer is writing 2 x Item Spec 3, the unique names for each item will be:

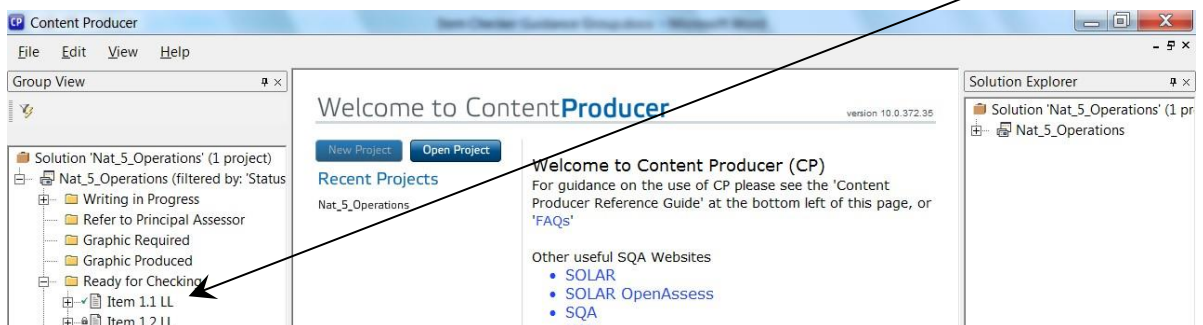
Item 3.1 JH ← Initials  
Item 3.2 JH

► To begin checking an item right click on it and select 'Check Out'



**The marking scheme will check out at the same time**

When an item and marking scheme are checked out by you, you will see that a green tick appears beside them:



**Note: If you double-click on an item, instead of 'Checking it Out', you will open a READ ONLY VERSION of the item and your changes will NOT be saved into ContentProducer. It is therefore important to ALWAYS 'Check Out' an item that you are working on.**

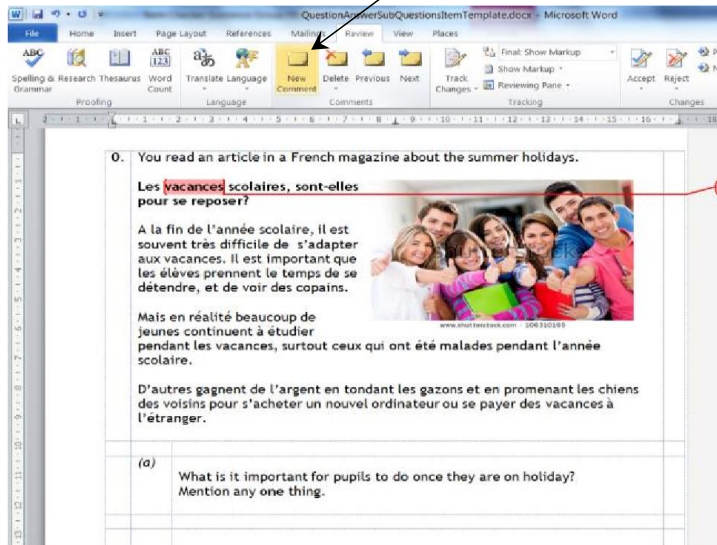
When you 'Check Out' an item, Word will automatically open on your computer displaying the item and marking scheme.

## Add Comments to the item and marking scheme

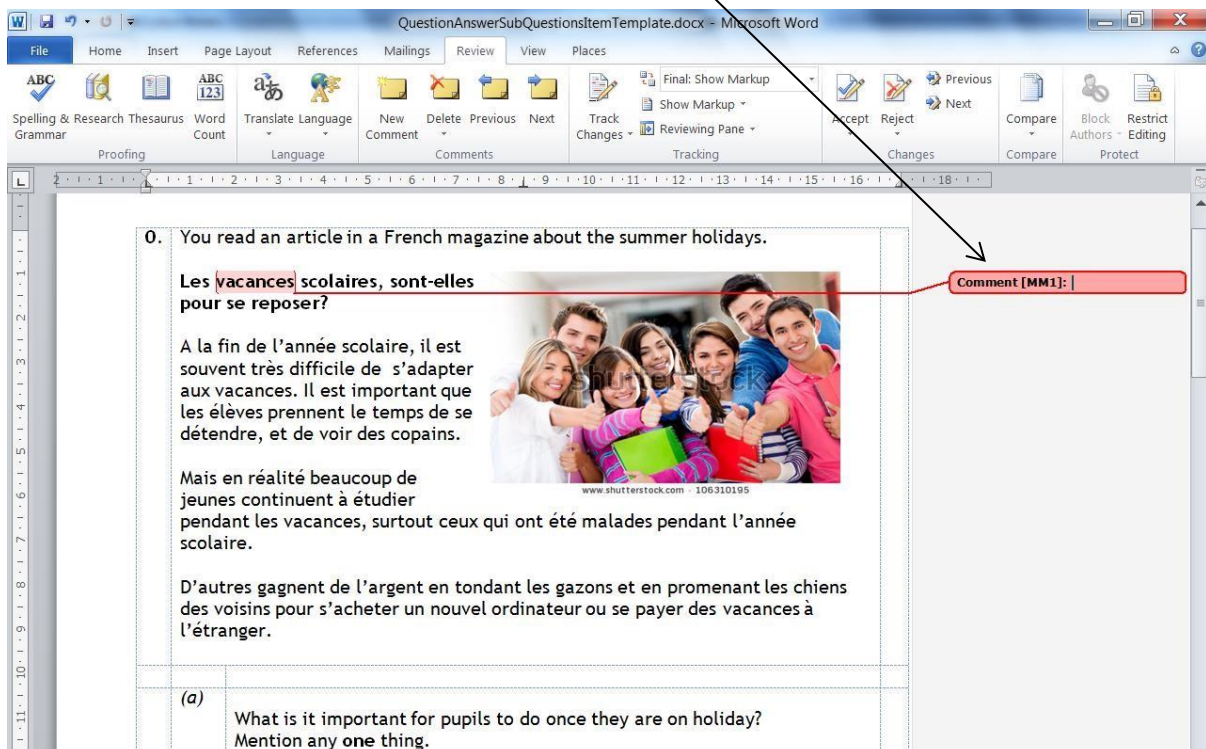
You should read the item and marking scheme on-screen and provide comments on both

► To insert a comment on either the item or the marking scheme, click on the point in the document where you wish to add the comment then:

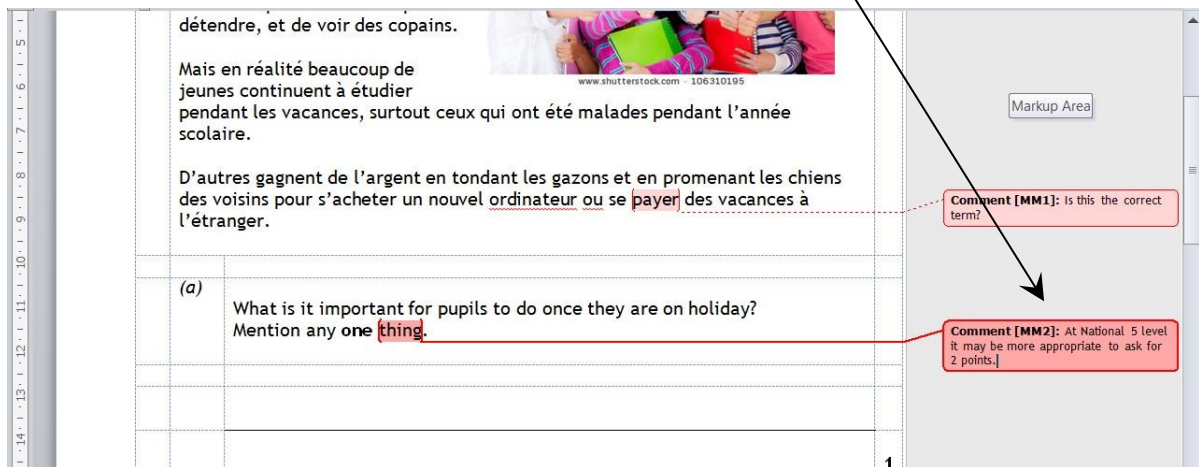
Select Review – New Comment



► Type in your comment into the comments bubble:

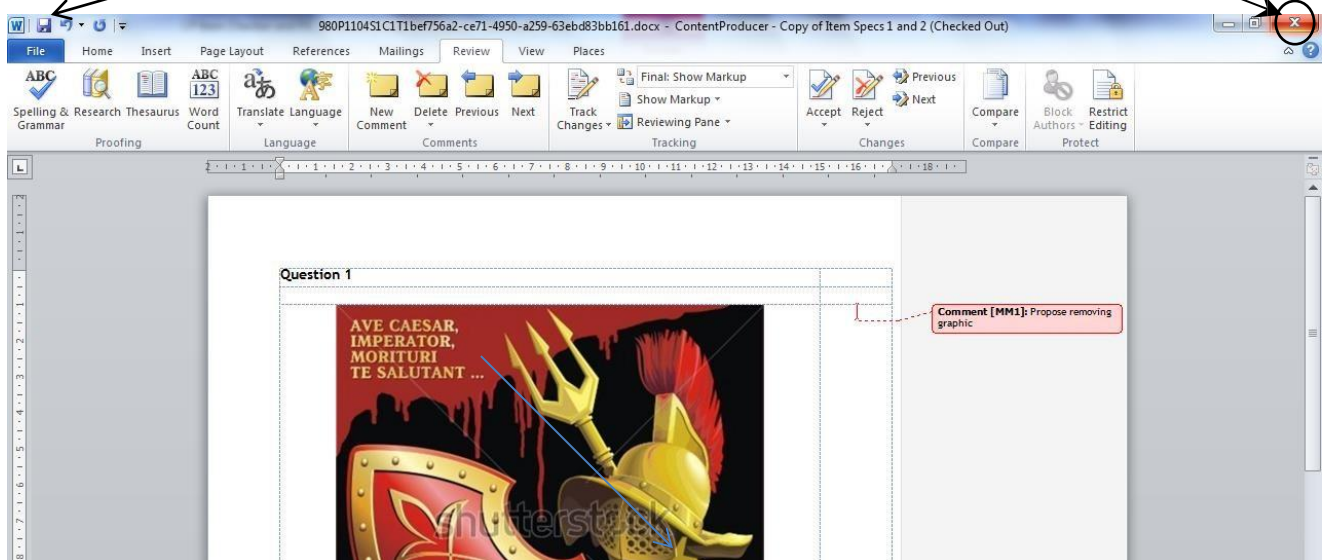


All comments will appear in the Markup Area. You will see your own comments in this area as well as any other Checker's comments that have been added:



You **must** not delete or amend any item content or any other Checker's comments.

► When you have finished adding comments to an item or to the marking scheme, you must Save via the File menu (or click the Save icon) and then click on the Close icon in the right-hand corner:



► Remember to also **Save** and **Close** the marking scheme

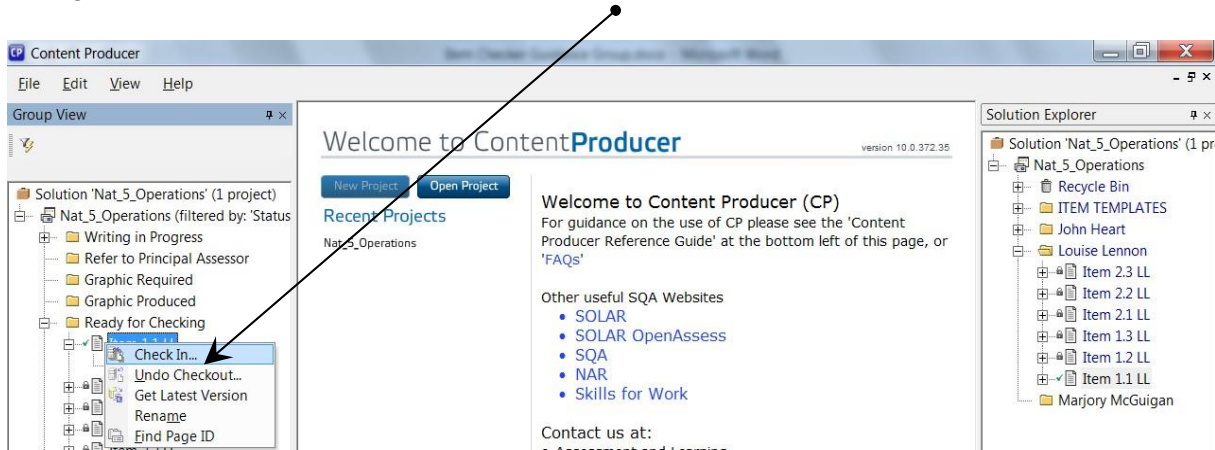
## General Item Checking Guidance

1. You must initially cross-check each item against the appropriate Item Specification to ensure the Item Writer has covered the required content area, number of marks etc.
2. Your subject-specialist check must also involve reviewing the suitability of items in terms of validity, accessibility, reliability, degree of difficulty, and equality and inclusion. See *Guidance for Producing and Quality Assuring Items, Question Papers and Marking Instructions, Item Writer and Checker Checklist* at [www.sqa.org.uk/cfeitembankguidance](http://www.sqa.org.uk/cfeitembankguidance)
3. Artwork, graphs and tables should be appropriately placed and of the correct size and quality. Note: artwork sourced from Shutterstock will show the Shutterstock watermark on the image. This will be removed when the Question Paper receives final approval.
6. Any audio or material sourced from other packages (such as Excel or Adobe Reader) will have been inserted as an object within the item. Item Checkers will be able to double click on an icon within the item to access such material.

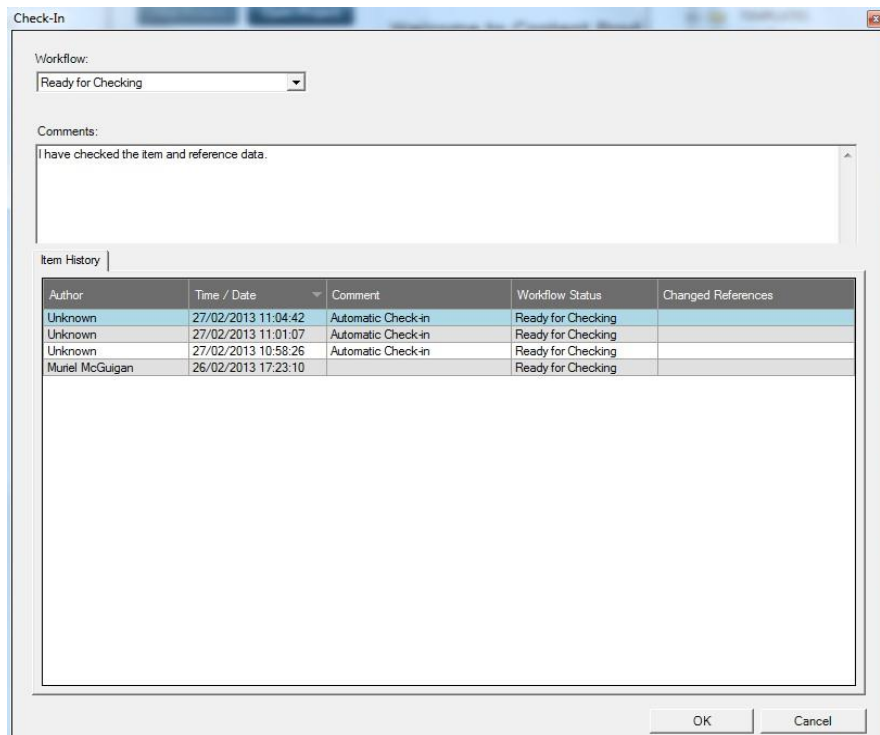
# 5 'Check In' an Item and Marking Scheme

When you have finished checking an item, i.e. you have added comments against the item and marking scheme, you should 'Check In' the item and the marking scheme.

- ▶ Right click on the item and select 'Check In'



You will be presented with the following screen:



- ▶ Click OK (do not change the status from 'Ready for Checking')



**Remember to 'Check In' the marking scheme**

**You must repeat the 'Check In' process for the marking scheme by right clicking on it and selecting 'Check In'.**

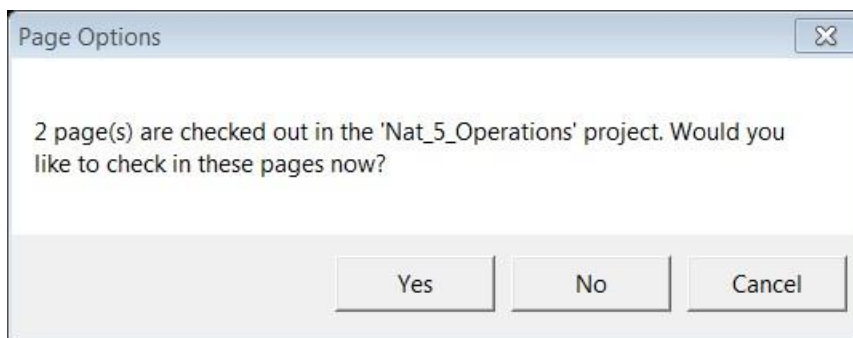
## 6 Exit ContentProducer

Before exiting ContentProducer you should ensure that you have 'checked in' any items (and their marking schemes) that you have been working on (see pages 16-17).

- ▶ Select File – Exit



If you have forgotten to 'Check In' some of your items you will receive a message similar to the example below:



- ▶ Select 'Cancel' and proceed to 'Check In' the item(s).

You will be able to tell which pages are still checked out to you as they will have a green tick beside them.

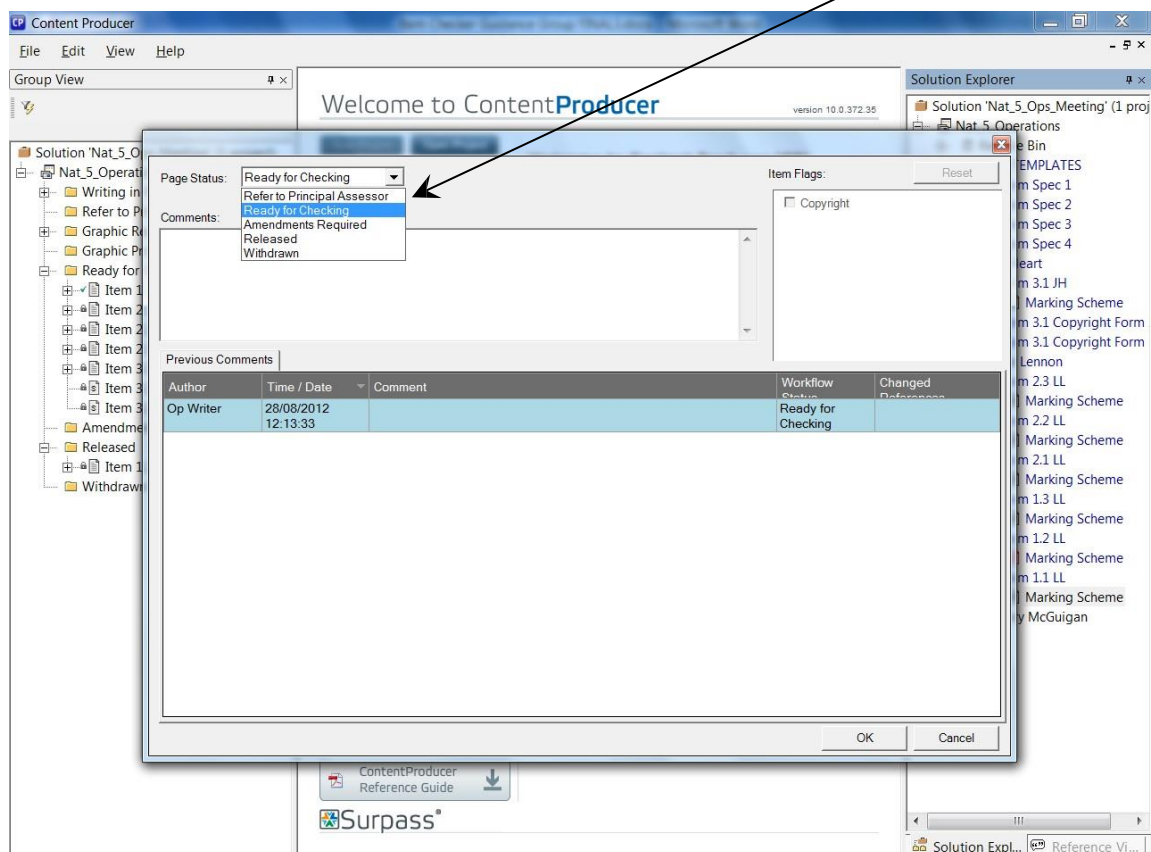
Note 1: If you select 'Yes' your item(s) will be automatically checked in at their most recent status, without giving you the opportunity to change the status or add comments, and ContentProducer will close.

Note 2: If you select 'No' the item(s) will remain checked out to you and ContentProducer will close.

# 7. Item Checking Meeting

During the Item Checking Meeting, the PA will:

1. Log into ContentProducer so that ContentProducer is displayed on-screen for meeting attendees
2. Systematically 'Check Out' each item and any corresponding marking scheme (see page 11) so that items and comments entered by Item Checkers appear on-screen
3. Lead discussions on each item (based on the comments entered by Item Checkers) and ensure agreement is reached on any amendments required to the item and marking scheme
4. Ensure any required amendments are made on-screen during the Item Checking Meeting (where possible)
5. Delete any comments on the item or marking scheme once dealt with (see page 20)
6. Proceed to 'Check In' the item and marking scheme to the **same** relevant status (see page 16-17)



Instructions for each workflow status are shown below along with details of when status should be selected by PA and how the comments field should be completed:

Page Status	When to select this	What to enter in the Comments field*
Refer to Principal Assessor	N/A	
Ready for Checking	If you have not finished working on the item and want to access it again later.	You can enter a brief note to remind yourself what work is still required on the item. This is optional.
Requires Rework	If the amendments required to the item are extensive and there is no time to do these at the Item Checking Meeting. If this Page Status is selected, the item is returned to the Item Writer to carry out the required amendments.	You can enter a brief note to remind the Item Writer what work is required on the item. This is optional.
Released	If the question(s), marking scheme, and reference data is of the required standard and suitable to be 'banked'. <b>(See note below)</b>	No comments required.
Withdrawn	If the item is wholly unsuitable.	You should enter a brief comment to explain why the item is being withdrawn.

\*Please note that any comments entered by you cannot be deleted at a later date. Comments will be stored in ContentProducer for audit purposes and will be available for other Appointees to view. For this reason, comments must be clear, concise and of a professional nature.

**Note:** Before releasing an item, the PA must ensure that all comments are deleted from both the item and the marking scheme. This can be done by right-clicking on a comments and selecting 'delete comment'.

The screenshot shows a document editor window. The main content is a French article snippet with the following text:

0. You read an article in a French **magazine** about the summer holidays.

**Les vacances scolaires, sont-elles pour se reposer?**

A la fin de l'année scolaire, il est souvent très difficile de s'adapter aux vacances. Il est important que les élèves prennent le temps de se détendre, et de voir des copains.

Mais en réalité beaucoup de jeunes continuent à étudier pendant les vacances, surtout ceux qui ont été malades pendant l'année scolaire.

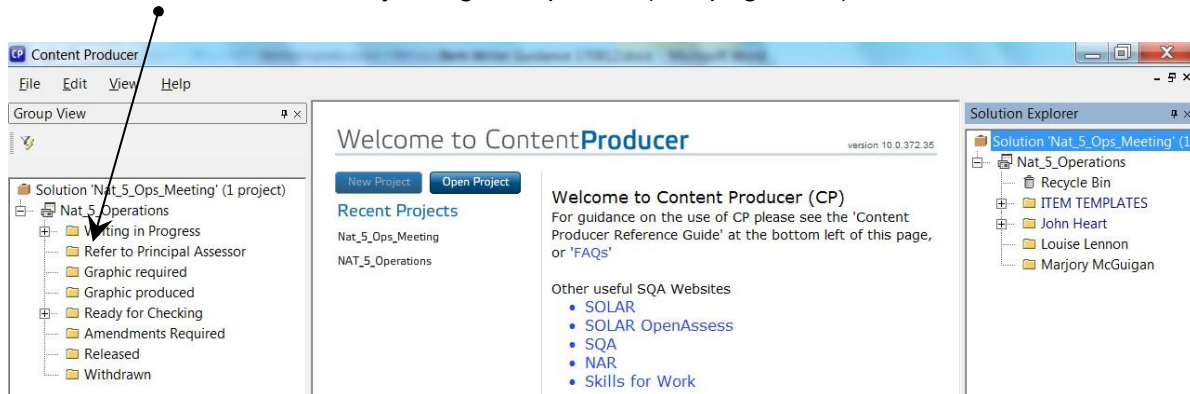
D'autres gagnent de l'argent en tondant les gazons et en promenant les chiens des voisins pour s'acheter un nouvel ordinateur ou se payer des vacances à l'étranger.

There is an image of a group of smiling young people. A right-click context menu is open over the text, with 'Delete Comment' highlighted in yellow. Other menu options include Cut, Copy, Paste Options, Font..., Paragraph..., Bullets, Numbering, Styles, Hyperlink..., Look Up, Synonyms, Translate, and Additional Actions.

## 8. How do I know if any items have been referred to the Principal Assessor?

Item Writers can refer items to the Principal Assessor during their initial item writing. Item Writers are advised to do this (by exception) if they require initial guidance/advice on the specific content/context of an item.

PA's can locate such items by using Group View (see page 9-10).



If items appear in the 'Refer to Principal Assessor' folder, the PA should proceed to 'Check Out' the item to view the content, and then 'Check In' the item to view the specific question from the Item Writer. The PA should respond to the question using the comments box and change the workflow status of the item to 'Requires Rework. If there is a marking scheme, the PA must also change the status to 'Requires Rework.