PATHWAYS
Internal Assessment Mark Input System
Step-by-step
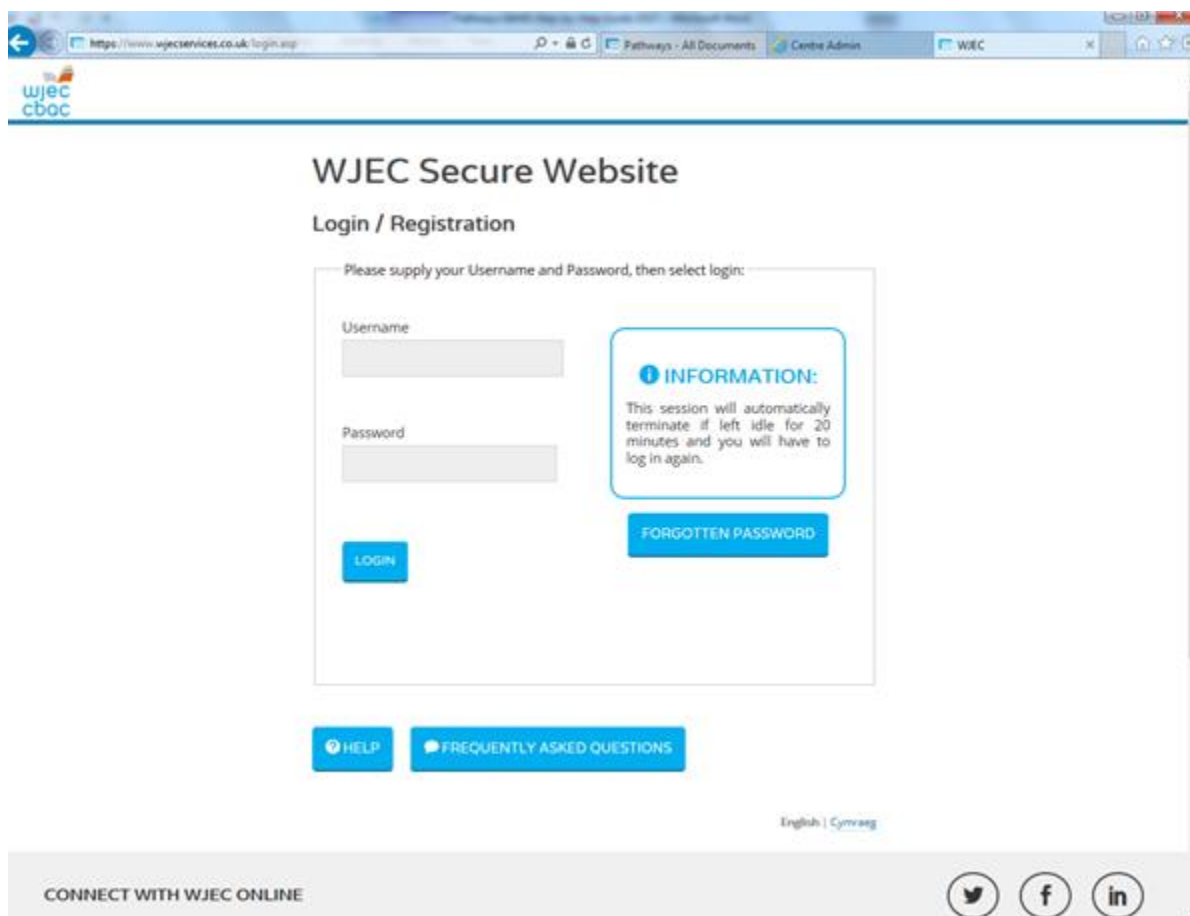# Guide

Version 3.0

Contents

Please note that this document is subject to continual improvements. This document will not be re-issued as a hard copy but the latest version will be available on the Entry Pathways website.

Logging in to the WJEC Secure Website

To access the online Form you will be required to log in to the WJEC Secure Website using the following URL:

http://www.wjecservices.co.uk

The following screen will appear:

You must receive your user name and password to enable you to log in to the online marking system from the Examinations Officer at your centre.

Please enter your user name and password and click on the 'Login' button.

After a successful login the following screen will appear:

Select "Internal Assessment" from the menu on the top the screen. If this button is not visible, the Examinations Officer can access "Account Admin" and add this facility to your account. See the Appendix – creating/amending secondary accounts.

Internal Assessment Mark Input System
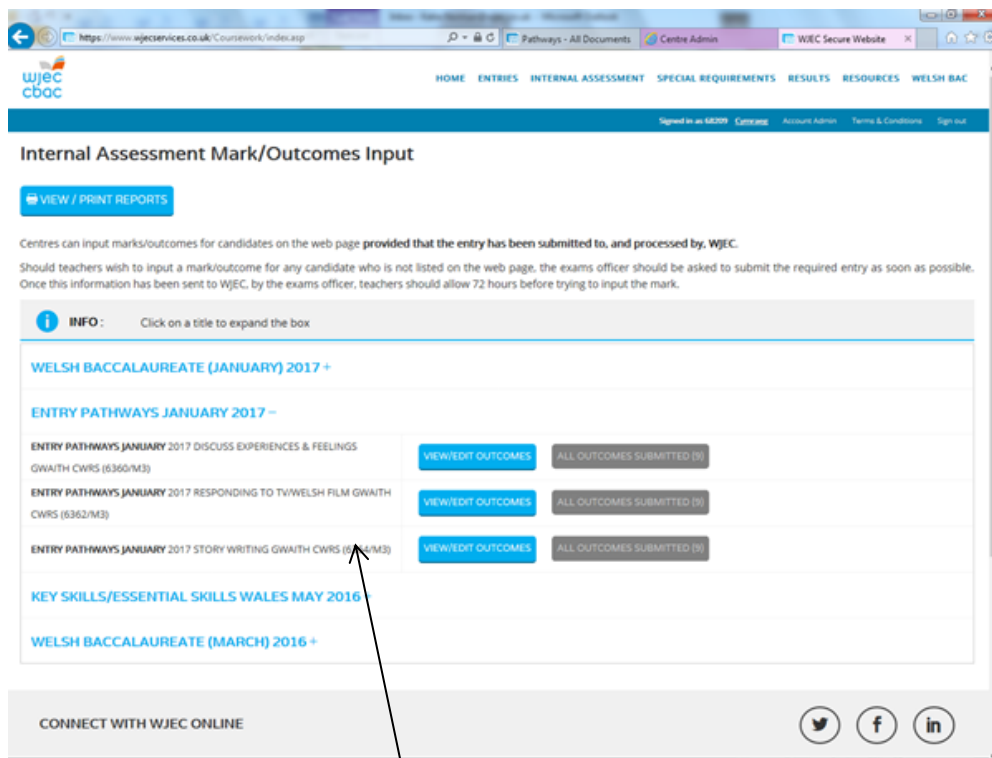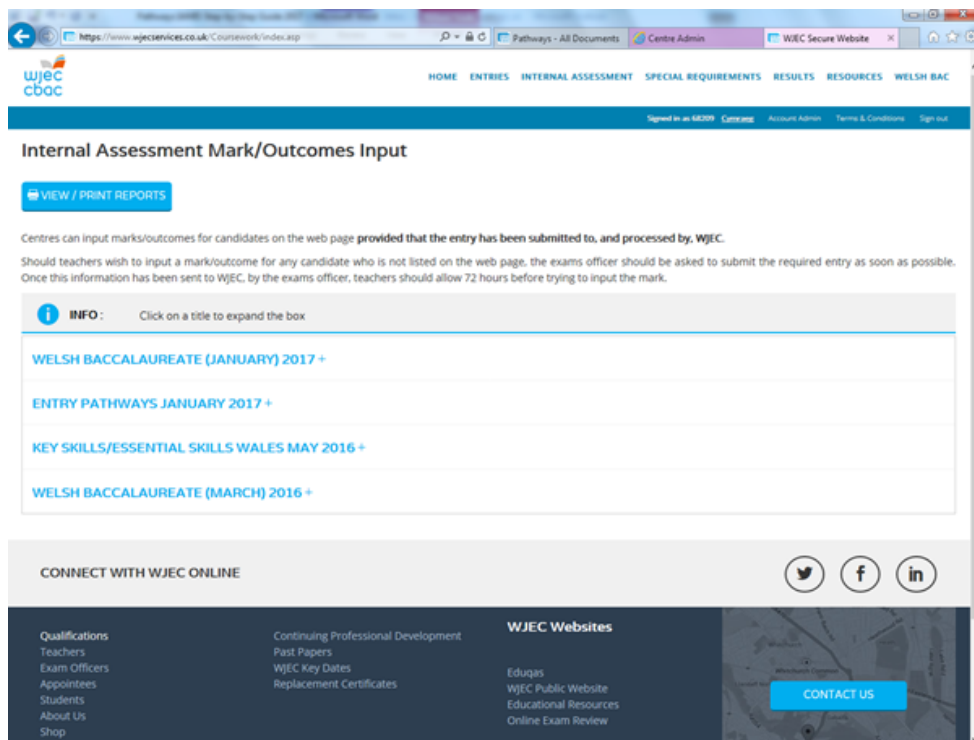
A list of subjects/units where outcomes need to be input using the online system will be shown on this screen.

This screen will also show the number of candidates whose outcomes have not been input.

Entering Candidates' Outcomes

Click on the "Enter outcomes" button that is adjacent to the appropriate Subject and Paper on the screen.

This will produce a list of your candidates entered for this subject/paper, as shown below.

Click into dropdown menu under the "grade" column to enter "Pass, Merit, Distinction, Absent" outcomes as necessary.

N.B Moderator detail button will show onscreen but is inactive for IAMIS upload subjects.

Read the general step-by-step guide here.

Print out the outcomes you have input to check as you go along.

If there are more than 20 candidates in one centre they will be shown on separate pages.

The drop-down menu labelled 'Show' has a choice of 'All' (the default), or 'Marked' or 'Samples'. When 'All' is chosen, all candidates are shown on the screen. When 'Marked' is chosen, only candidates with an outcome input will be shown. When 'Sample' is chosen, only candidates chosen for the sample will be shown.

Absent Candidates
In order to indicate that a candidate is absent, tab or click into the grade column on the dropdown menu and select 'absent'. This will be updated when you exit the column. A warning a message stating 'please note an ABSENT should only be used if a candidate is absent' will appear to ask you to confirm that this candidate is Absent.

Late Candidates
Any candidate that does not appear on this screen has not been entered yet. Should teachers wish to input an outcome for any candidate who is not listed on the web page, the Examination Officer should be asked to submit the entry immediately (provided the window for entries & amendment deadline has not passed). Once the entry has been made, teachers should allow 72 hours before trying to input the outcome. If there is a small number of late entry candidates the sample can be chosen and then the outcome added subsequently.

Search for a Candidate Name

There is a facility in the system to search candidates by name. To use this facility, click in the box labelled 'Candidate Search', enter the candidate surname you wish to find and click the 'search' button.

If the Submit Facility is Not Available

Every candidate needs to be completed before the submit option is made available. On the enter outcomes screen change "show" to "all" to highlight the candidates that still needs outcomes inputting.

To return to the first screen showing all subjects/papers. Click on the 'Save and Close' button. This can be done at any time.

Submitting Outcomes to WJEC

Once you have entered and saved the outcomes you will be able to edit any outcomes before submitting to WJEC.

Click 'Enter outcomes 144 done, 0 left' to go back into subject screens and amend any details.

The button initially labelled 'no outcomes to submit' will remain unchanged until all candidates outcomes have been input.

When one subject/paper has been completed, a reminder will appear that these outcomes should be submitted and samples viewed. If all the information is correct you must click 'Submit outcomes and generate samples' to generate a sample.

The following screen will appear before you finally submit your outcomes.

Generate samples

Once all outcomes have been inserted and submitted you can click the following link to go back and view your sample.
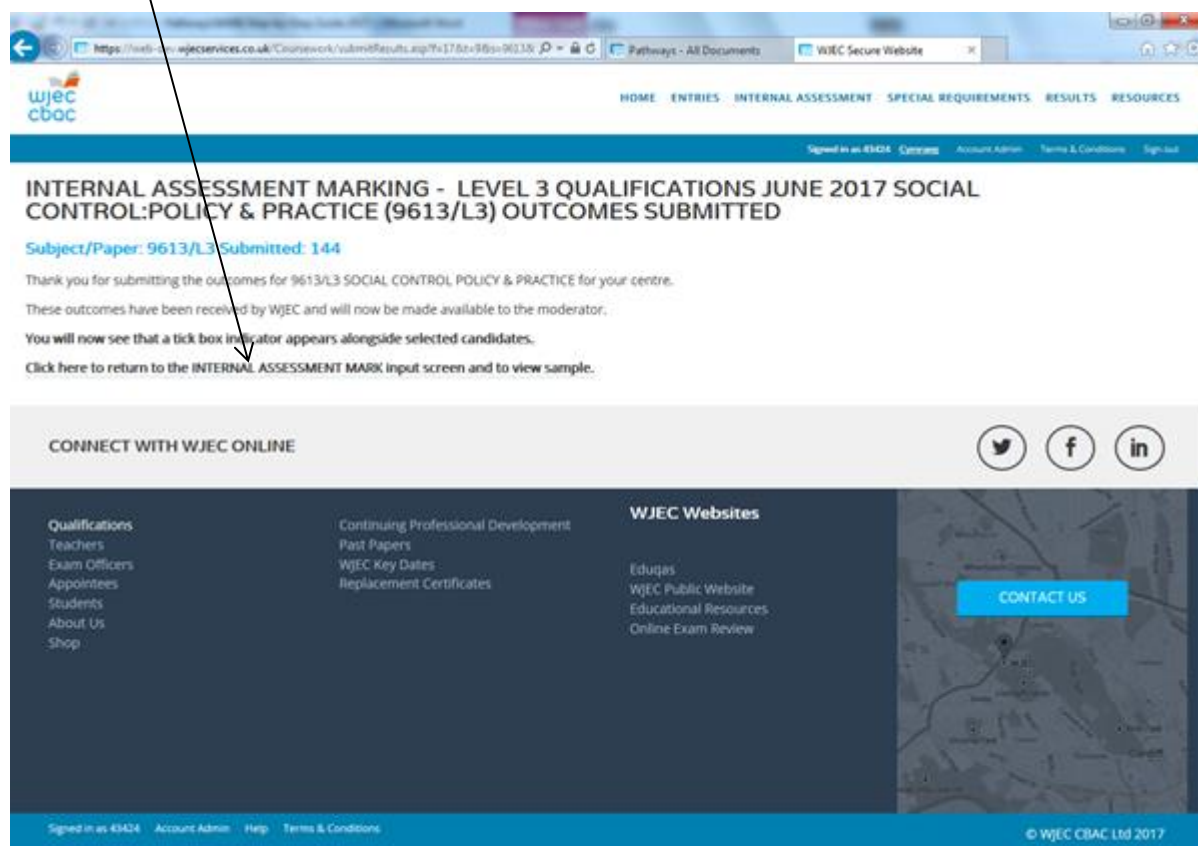
Once outcomes have been submitted to WJEC the outcomes awarded to candidates cannot be altered online, but a request to amend an outcome may be sent by email to pathways@wjec.co.uk.

The "print" button can be used at any time, however, to view/print the outcomes submitted.

Clicking the "submit outcomes and generate sample" button will do two things. Firstly, the outcomes will be submitted to the WJEC. Secondly the system will calculate the sample.

Once submitted, 'All outcomes submitted' will appear.
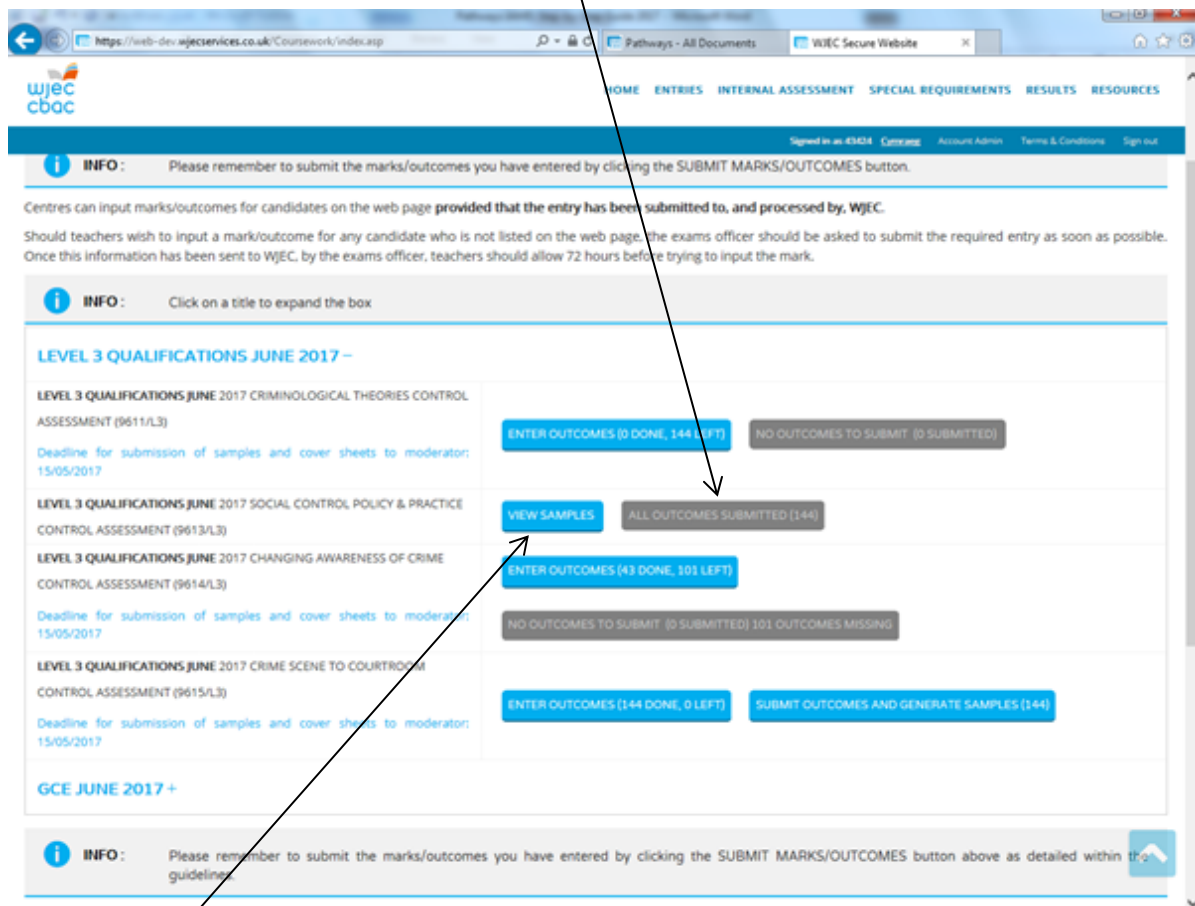
The 'view samples' facility will instantly become active.

Click 'view samples' to see which candidates have been requested.

View the sample candidates

The sample candidates are indicated on the right hand side of the screen.

If the sample contains a candidate whose work is incomplete or lost then the subject teachers should indicate on the system the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be uploaded, WJEC should be informed in writing that this outcome should be changed to absent.**

The system will not allow subject teachers to "remove" candidates from the chosen sample. However, the system will allow centres to add "additional" candidates, using the tick box facility.

An explanatory note to the moderator must accompany the folders in such cases where the sample sent by the centre differs from the sample chosen by the system.

N.B. for IAMIS upload an explanatory note to the moderator may be uploaded via the system

Adding additional candidates to the sample

Change the view to show 'All' candidates.

Click the tick box for the extra candidate. You cannot remove candidates chosen by the system.

Print Reports

The 'VIEW/PRINT>' button at the top of the screen is an option which will print all candidates for a subject/paper. Once selected, clicking on the required subject/paper on the following screen will allow the details to be viewed/printed in candidate number order.

The 'PRINT>' command is also available within a subject screen. A preview of the printout appears as shown below. You can then choose the 'Print this report' button at the top left of the screen.
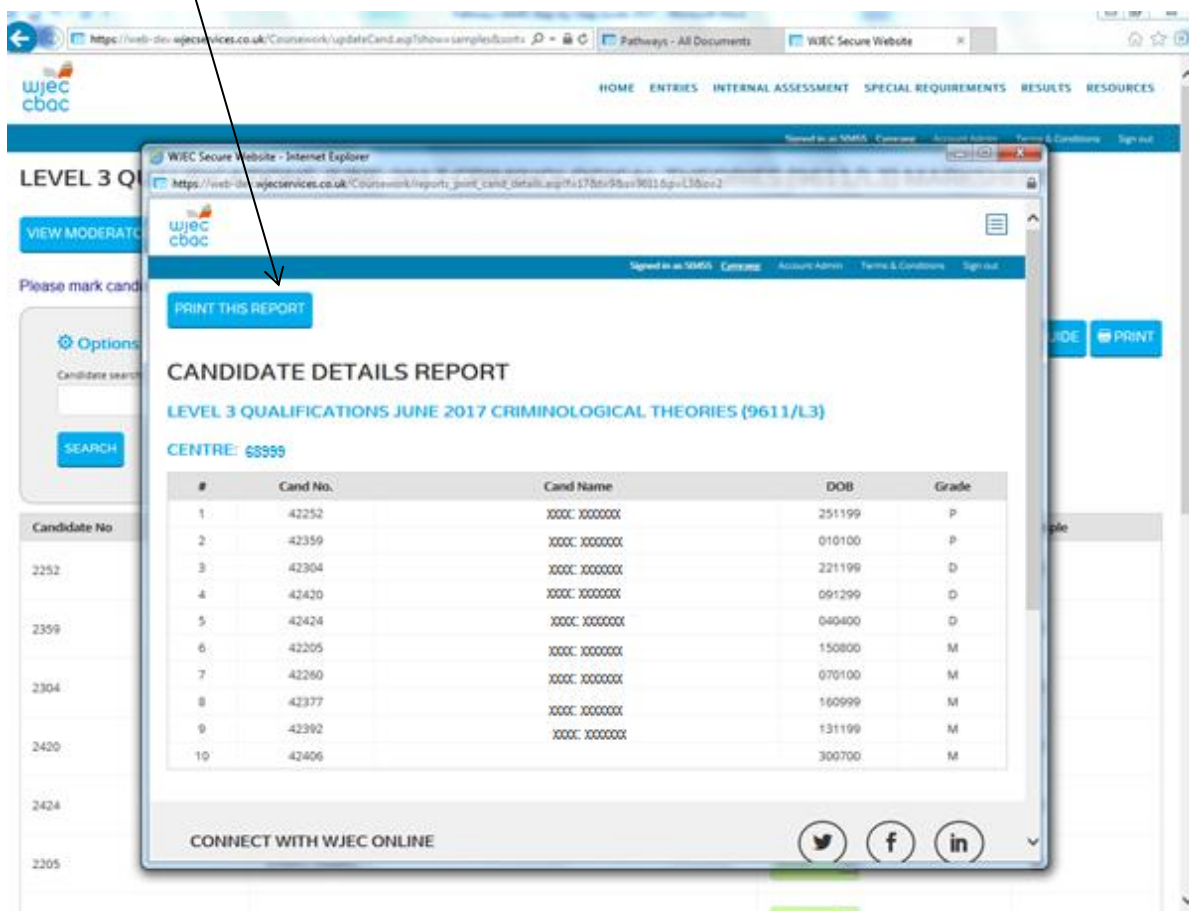
IAMIS UPLOAD

Centres are required to upload unit samples electronically via IAMIS.

Input pages will appear in the usually way as outlined in pages 2-17.

The input screen showing lists of candidates per subject/paper will differ slightly as the 'Upload Cloud' icon will appear
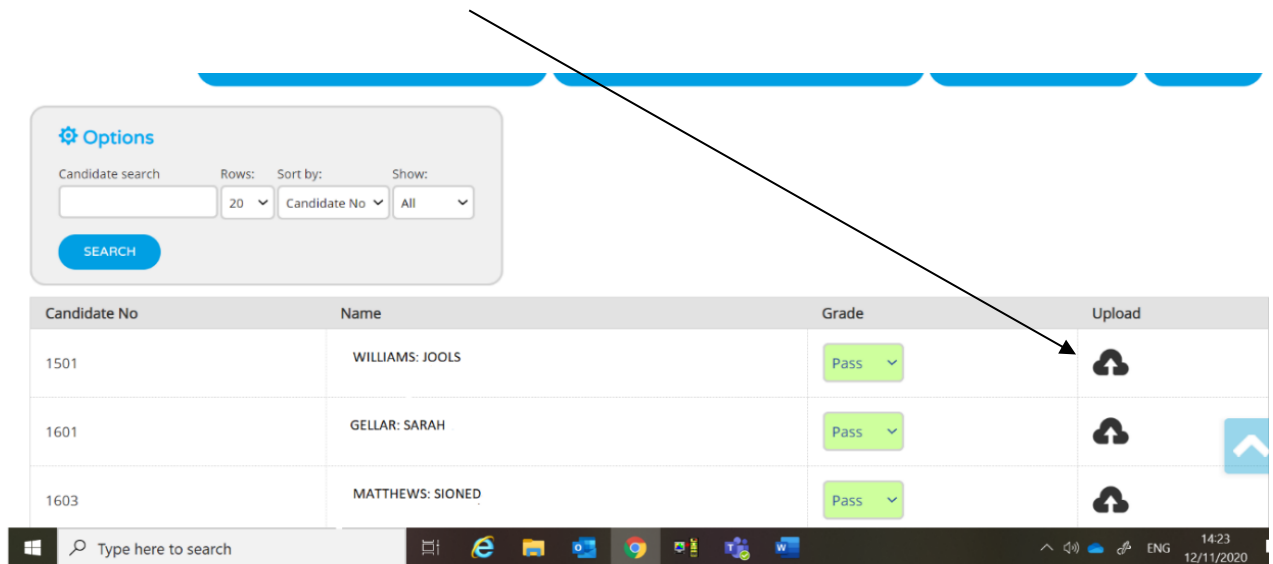
Click into dropdown menu under the "grade" column to enter "Pass, Merit, Distinction, marks or Absent" outcomes as necessary.

N.B. Centres are reminded <u>not</u> to upload any files until outcomes are submit and samples generated

Once samples have been generated navigate back to the input page by clicking 'view samples'

This time click on the 'upload button ☁

A window will appear to enable you to choose a file to upload. Select the file you wish to upload and click 'open'
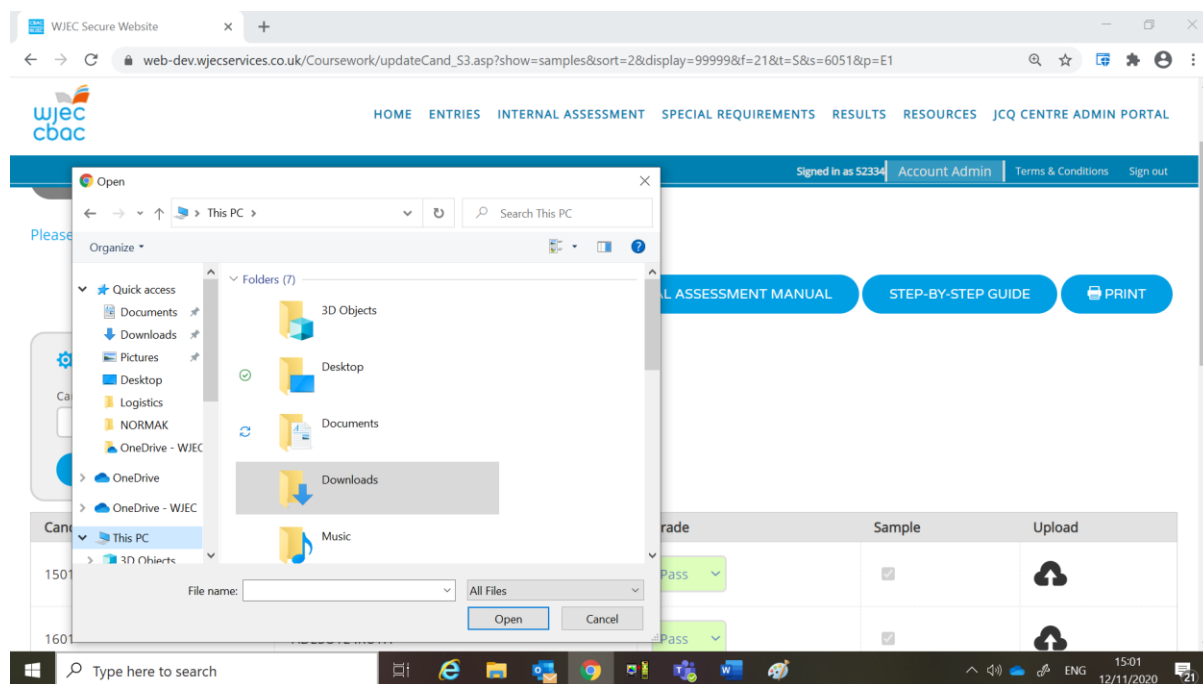
The files that have been uploaded will be displayed against the candidate underneath the upload button. If the files do not appear please contact WJEC
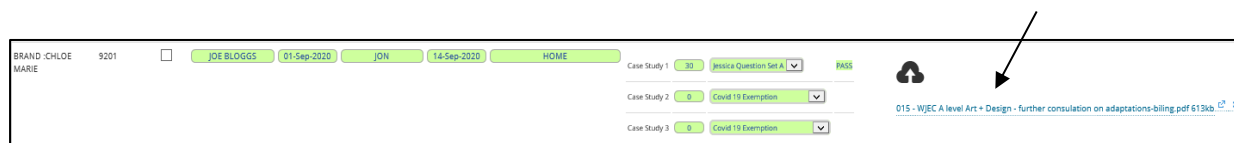
N.B. The upload will accept any type of file (i.e. word, jpeg, mp3, PowerPoint). Centres will need to refer to subject specific guidance on what types of evidence and files are accepted for certain units/subject.

Subject specific guidance can be found here esubmission (iamis upload) – subject guide https://www.wjec.co.uk/home/administration/e-submission/

Unable to upload file

1. Open the file, Save As, and save as a new file with different name and upload
2. Or place the file in zip folder and upload

This should resolve any upload issues.

It is usually expected that candidate work is uploaded as one file but, depending on specific subject guidance, the system will permit multiple files to be uploaded for a candidate.

If a centre recognises the wrong file has been uploaded they can delete any file that has been uploaded **up to the date of submission for that series.**

Moderator Reports

Moderator Reports will be available to view on the system from Results day.

For Entry Level, Pathways Modern Languages, Vocational Award L1/2, Level 1 Latin and Applied L3 qualifications these can be accessed by clicking 'View Moderators Report' on the subject/paper screens.

For Entry Pathways qualifications these can be accessed on the secure website under 'Results File Download – Print Results.'

All reports will be by unit and level for each subject.

Helpline

There is a dedicated helpline for queries relating to the use of the online system. The helpline is available from Monday to Friday, 9:00am to 5:00pm.

Contact:

Pathways Qualifications

email:pathways@wjec.co.uk

Telephone: 029 2026 5444

Appendix 1

Creating/amending secondary accounts (Examination Officers only)

Choose Account Admin

Create a new account by adding initials after your centre number. Click create new account.

Or to amend a secondary account:

Select the Secondary account that needs permission, and click view.

Enter your usual primary account password. Create a new password for the new secondary account and confirm it.

To amend secondary accounts you only need to enter your primary account password. There is no need to amend the secondary account holders passwords.

Change the access permission to yes for Coursework Marks (Entry Pathways).

THEN YOU MUST SAVE CHANGES

Has it worked? This button will now appear when the teacher logs in using their own username and password.

Appendix 2
What subjects require E-submission via IAMIS?

Pathways

Suite	Qualification	Unit/Subject Code	Unit Name
Entry Pathways	Additional English	6007 6300 - 6355	All units
	Creative, Media and Performance Arts	6006 6110 – 6343	All units
	Healthy Living and Fitness	6011 6103 - 6172	All units
	Humanities	6005 6102 - 6294	All units
	ICT Users	6010 6380 - 6407	All units
	Independent Living	6002 6100 – 6202	All units
	Mathematics	6009 6370 - 6377	All units
	Personal and Social Development	6001 6100 – 6118	All units
	Personal Progress	6000 6051 - 6080	All units
	Preparing for Work	6003 6109 – 6223	All units
	Science Today	6004 6110 - 6212	All units
	Welsh Second Language	6012 6365 - 6369	All units
Modern Language	French	6600 - 6609	All units
	German	6610 - 6619	All units
	Spanish	6620 - 6629	All units
	Italian	6630 - 6639	All units
	Mandarin	6640 - 6649	All units
	Japanese	6650 - 6659	All units
Work Welsh	Work Welsh	P90CCA P91CCA P911CA P951CA P922CA P952CA P933CA P953CA	All units

Other General Qualifications

Suite	Qualification	Unit/Subject Code	Unit Name
Entry Level	Mathematics (Numeracy)	6300QC/CCL-2	Component 2
	Mathematics (Numeracy)	6300QC/CCL-3	Component 3
	Science	6430QC/CCL-2	Component 2
	Science	6430QC/CCL-3	Component 3
Level 1 Certificate	Latin	951301/51	Roman Civilisation Study

Vocational/Technical Awards (Level 1/2)

Suite	Qualification	Unit/Subject Code	Unit Name
Vocational Awards	Constructing the Built Environment - legacy (Wales only)	951201/W1 951301/W1	Unit 2 Unit 3
	Creative and Media	985201/W1 – 977301/W1	Unit 2 Unit 3
	Event Operations	5599U2/N2 5599U3/N3	Unit 2 Unit 3
	Tourism	980101/W1 980301/W1	Unit 1 Unit 3

Vocational Technical Awards	Constructing the Built Environment – reformed (England only)	E819U2 E819U3	Unit 2 Unit 3
	Engineering	5799U1/N1 5799U2/N2	Unit 1 Unit 2
	Health and Social Care (England only)	E309U2	Unit 2
	Hospitality and Catering	5409U2/N2	Unit 2
	ICT	5539U2/N2	Unit 2
	Retail Business	5789U2/N2	Unit 2

Applied Certificates and Diplomas (Level 3)

Suite	Qualification	Unit/Subject Code	Unit Name
Applied	Business (legacy)	4513U2/N2 4513U5/N5	Unit 2 Unit 5
	Criminology	4543U1/N1 4543U3N3	Unit 1 Unit 3
	Food Science and Nutrition	4563UA/NA 4563U3/N3 4563U4/N4	Unit 1 Unit 3 Unit 4
	Health and Social Care (England only)	4573U2 4573U3 4573U4	Unit 2 Unit 3 Unit 4
	Medical Science	4463U2/N2 4463U3/N3 4463U4/N4	Unit 2 Unit 3 Unit 4
	Professional Construction Practice	4903U1/N1 4903U4/N4	Unit 1 Unit 4
	Tourism (legacy)	4583U2/N2 4583U4/N4	Unit 2 Unit 4
	Business (New)	4783U2/N2	Unit 2
	Tourism (New)	4803U3/N3 4803U4/N4 4803U5/N5 4803U6/N6 4803U7/N7 4803U8/N8	Unit 3 Unit 4 Unit 5 Unit 6 Unit 7 Unit 8

Health and Social Care & Childcare (Level 2/3) HSCCC (Wales only)

Suite	Qualification	Unit/Subject Code	Unit Name
HSCCC	CCPLD: Core (L2)	5952U1/N1	Unit 1
	CCPLD: Practice and Theory (L2)	5962U1/N1 - 5962UQ/NQ	Unit 200 – Unit 315
HSCCC	CCPLD: Practice and Theory (L3)	4963U1/N1 - 5962UM/NM	Unit 208 – Unit 329

Appendix 3
IAMIS Upload further Guidance

Please ensure you read this guidance in full before you attempt electronic upload via IAMIS. In addition, our Pathways team is on hand to provide further support and guidance if you experience technical difficulties – contact details can be found earlier in this document.

Preparing candidate work for IAMIS upload

To ensure candidate work can successfully be uploaded you must ensure that files are prepared in the correct manner prior to uploading.

- Each subject may have subject specific requirements which include:Accepted files types
- The number of files accepted
- Maximum upload sizes

Although IAMIS upload can accept any file type and size, guidance from subject to subject may differ due to the type of evidence and work that is required for moderation. (link to subject specific guide on pg20)

Scanning Evidence
Centres must ensure when scanning evidence all pages of work, candidate authentication sheets and/or cover sheets are scanned in chronological order and are scanned the correct way round.

Naming Files
Centres must ensure files are saved with a naming format that clearly identifies centre number, candidate number/name. Please note do not use any 'special characters' when saving work.

Tips and Tricks for IAMIS upload

Unable to upload file

- Open the file, Save As, and save as a new file with different name and upload
- Or place the file in zip folder and upload

This should rewrite the file attributes to something that is compatible and allow upload.

Images
Rather than uploading individual image files, add images to a Word document and use Word to compress the images.

Video / Audio files
These files may take longer to upload per candidate depending on the file size.

N.B. If video files are being resized and compressed to enable quicker upload please be aware that video evidence is for moderation purposes only therefore, a reduction in quality from the original is accepted.

File Deletion

Centres are able to delete files after upload *up to the deadline of submission date* for that examination series,

All internal assessment deadlines are listed on the WJEC/EDUQAS general website under Administration, Key Date and Timetables and 'Internal Assessment':
Key Dates & Timetables (wjec.co.uk)

Once the deadline date for submission of outcomes and samples has passed you **will no longer be able to delete files** that have been uploaded incorrectly.

What to do when files have been uploaded incorrectly

If you have a whole cohort of files that have been uploaded incorrectly (i.e. files that have been uploaded against the wrong subject or unit for all candidates) please email the Pathways department (pathways@wjec.co.uk) to request a file deletion. The request must clearly indentify:
- Centre number
- Unit/qualification code/number
- List all files names where deletion is required

If you have a small number of files that have been incorrectly uploaded these cannot be deleted. You must instead continue to the IAMIS screen and upload an additional file to that candidate and clearly name the file as (NEW/CORRECT VERSION).

Upload of work on request of additonal/second sample

If a moderator makes contact with your centre to request a further sample to be uploaded you must log back in to the IAMIS screens to action the request.

The moderator should have clearly identified the second sample on their IAMIS screens, therefore, when you navigate back to the unit screen you should see the further candidates identified under the 'samples' column with a tickbox.

If a moderator has not yet identified the second sample on the IAMIS screen, the input screen will automatically navigate to the 'samples' view only. Therefore, you must use the 'options' menu at the top left of the screen and change the view from show 'samples' to show 'all'. This allows you to view the whole cohort submissions. You can then use the tickboxes under the samples column to identify which candidates have been requested by the moderator as the additional sample and use the cloud icon to upload.

Opt-Out from E-Submission via IAMIS upload

Where a centre has technical difficulties and cannot facilitate E-Submission via IAMIS upload they can email the Series Delivery team (pathways@wjec.co.uk) for that particular qualification to request an opt-out.

If further help and guidance can be given to the centre to facilitate the E-Submission then the teams will be on hand to give guidance.

The request for opt-out will be reviewed based on the centre's circumstances and information given for the request and accepted/rejected as necessary.

N.B. Opt-out permission is usually only granted in exceptional circumstances and permission must be sought from the *Series Delivery Team only.*

If the opt-out request is accepted WJEC will inform the centre officially via email and then make further contact to confirm a postal address work can be despatched to at the earliest convenience.
N.B. Opt-Out postal information may take time to confirm due to making alternative arrangements with moderators to the standard procedure.

Further help/guidance
Please email with the detail of your enquiry to Pathways@wjec.co.uk

Should any technical difficulties be identified by a centre the Pathways team will assess the enquiry and escalate to the WJEC IT team as necessary