

EXTENDED PROJECT QUALIFICATION

Administration Handbook 2024 - 2025

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1. INTRODUCTION

1.1 About this document

The Administration Handbook provides WJEC centres with the essential information for operating the administration of the Extended Project Qualification for 2024/25.

The Administration Handbook **must** be used with the following publications:

- The Project specification;
- The JCQ Instruction for conducting coursework;
- [WJEC Entry Procedures and Coding Information.](#)

1.2 Contacts

For any general administrative or operational enquiries please contact:

✉ epq@wjec.co.uk / epq@eduqas.co.uk

2. ENTRIES AND FEES

Entries for the award of the WJEC Extended Project will occur once a year in the June series.

Entries may be submitted in either of the following formats:

- Electronic Data Interchange (EDI);
- WJEC Portal.

Further information regarding the entry process can be found in the WJEC document Entry Procedures and Coding available from <http://www.wjec.co.uk/exam-officers/entries/>

2.1 Entry codes

English Medium		Welsh Medium	
Subject	Option	Subject	Option
9500	03	9500	W3

2.2 Entry base data

Base data can be downloaded from the WJEC website at:

https://www.wjec.co.uk/home/administration/entries/#tab_2

WJEC examination series and board codes required for base data are:

Examination Level	Series	Board
Extended Project (June series)	6P	41

2.3 Entry dates and fees

Entry Deadline	Amendment Date	Late Fee Payable from	Very Late Fee Payable From	Last date for receipt of EDI files to WJEC	Project Fee (per Candidate)
21 March 2025	4 April 2025	5 April 2025	5 May 2025	1 Aug 2025	£45.48

2.4 Re-submission

There are **no re-sit** opportunities for the Extended Project.

Candidates who choose to re-submit an Extended Project must provide a different assessment from their originally assessed work. This means:

- they **must not** improve work that has previously been submitted for assessment
- the title of the Project must be different from that which was previously submitted

Failure to meet these requirements could constitute malpractice and as such would be dealt with by WJEC Compliance.

3. E-SUBMISSION

All candidate work must be submitted electronically for moderation using Internal Assessment Mark Input System (IAMIS) upload. Guidance on using the system is available online by clicking on the Step-by-Step Guide button on the top of the IAMIS screen.

The work must be uploaded by the deadline dates as listed on page 9 of this document.

General guidance to the e-submission process, including FAQs can be found on the on the [E-Submission](#) page of the Administration section of [WJEC](#) or [EDUQAS](#) website.

4. MODERATION

Centre work will be externally moderated by WJEC to ensure that standards are applied accurately and consistently within and across centres.

4.1 Secure storage of Internally Assessed work

Please note, that it is the responsibility of the centre to ensure that all assessment material (including candidate work) is stored securely within the centre, usually in a locked cupboard in accordance to JCQ requirements. The materials and work must be stored securely until the deadline for post results services has passed. Work produced electronically must be saved securely to ensure it cannot be accessed or amended once submitted for assessment.

Failure to comply will constitute malpractice and can result in work being ineligible for assessment. Any cases of malpractice must be reported to WJEC's Compliance Team and will be investigated fully.

4.2 Submitting Internal Assessment Marks

The centre **must** inform candidates of their centre assessed marks due to candidate's being allowed to request a review of the centre's marking before marks are submitted to WJEC.

Any review must be undertaken before marks are submitted to WJEC. Sufficient time must be given to candidates to allow them to review copies of material, as necessary, and reach a decision. The centre must also allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the deadline. The review must be carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. The

reviewer must ensure that the candidate's mark is consistent with the standard set by the centre.

Centres must also make it clear to candidates that any centre assessed marks are subject to change through the moderation process. A suggested template can be found on the JCQ website:

<https://www.jcq.org.uk/exams-office/coursework/>

Once entries have been submitted and processed by WJEC, centres **must** log on to WJEC's Portal and click the 'internal assessment mark input' (IAMIS) button. A web page will be available, if the centre has made entries, which will be pre-populated with candidate names and numbers. Centres will need to insert the **marks and assessor initials** for all candidates in the spaces provided. Further information and support will be available on the various mark-input screens.

Submission of outcomes – by submitting outcomes to WJEC you are declaring that:

- All internal moderation has taken place;
- All marks submitted are genuine and correct;
- All candidate work is complete and available for external moderation.

Marks for all candidates, not just the sample submitted, must be checked by the Centre for both addition and transcription errors before submission.

Amending marks after submission

Once marks have been submitted via IAMIS they cannot be amended by the centre. If it is noticed that an incorrect mark has been submitted, centres must complete and submit the request form. The request form can be found on the Internal assessment mark/outcomes input page on WJEC Portal. Please note that we will contact you for further information if required. If we do not contact, you then your request for mark amendment will be actioned. WJEC monitors centres requesting amendments to candidates' marks. In certain circumstances, the Head of centre may be contacted and asked to provide additional information.

WJEC reserve the right to request any work related to a request to amend marks.

Amending marks after issuing of results –

if a teacher notices that an incorrect mark has been submitted after the issuing of results, the Head of centre must send a written request to the address below for the mark to be amended, clearly outlining the circumstances. The actual work (or copy) together with a completed signed and dated internal mark sheet must accompany this written request. This information will be referred to the subject officer. After consideration of the evidence the mark may be altered, or the request may be refused. All requests to alter centre submitted marks must be received by 20th September (June 25 series).

WJEC monitors amendments to centre submitted marks and may undertake additional checks.

4.3 Moderation Sample

The size of the sample will be based on the number of candidates entered, which will give a minimum sample size, and then on the number of assessors; with at least three candidates selected from each assessor. The sample will cover the range of marks awarded, including the top and bottom mark of the centre. Samples will automatically be selected and viewed via IAMIS and must be uploaded to IAMIS Upload by the specified date.

<i>Total number of candidates</i>	<i>Minimum sample size</i>
1 – 10	All
11 - 100	10
101 - 200	15

Individual Candidates - work selected in the sample **must** be available for moderation. If a candidate's work is not available, then the mark will be recorded as 0.

Entries made after submission of marks – centres should not make entries after the sample has been made available. If entries are made WJEC reserves the right to request the work to be sent to the moderator in addition to the original sample. Work that is not forwarded to the moderator when requested will be recorded as a 0.

Authentication - Candidates **must** be made aware that they are responsible for ensuring that the work submitted for assessment is their own.

4.4 Required Documentation

Please include the following for each candidate:

- Candidate Assessment Pack (record of marks allocated)
- Candidate Production Record (including project and presentation)

These forms can be found at [Project and Extended Project \(wjec.co.uk\)](http://www.wjec.co.uk) under 'Resources for Students'.

Candidate Declaration – Candidate Declarations must be completed and included with candidates' work. **All** candidates in the cohort (not only those included in the moderation sample) **must sign** the declaration form stating that all internally assessed work (with any exceptions stated) is their own work. Electronic, typed signatures are acceptable.

Candidate Assessment Record – the assessment sheet containing the teacher/assessor declaration must be completed and included with candidate work. Electronic, typed signatures are acceptable.

If it is found that the work has not been properly authenticated, WJEC will set the mark awarded by the centre to zero.

4.5 Internal Moderation

The sample is intended to be **representative** of the marking standard at the centre. It is essential that a process of internal moderation takes place **prior** to the final submission of the marks to WJEC. Suitable methods of achieving this will depend on the individual centre's organisation. One person **must** take responsibility for the final moderation procedure within a centre. **A sample of each assessor's candidates must be reassessed by the lead assessor.**

4.6 External Moderation

Centres must submit the sample by the **15th of May**. The written report and all evidence specified by WJEC must be securely attached to the candidate's record form so that the moderator can easily read the work and associated marks.

The WJEC moderator will consider the sample that has been submitted. Should a query arise WJEC may request a further sample to be provided.

In most circumstances where WJEC requests to see more work the following protocols will be implemented:

- WJEC administration staff will contact the Examinations Officer at the centre to verbally confirm that more work has been requested by the moderator.
- WJEC will request that work be with the moderator or uploaded within five working days from the initial request.
- WJEC will follow up with an email to the Examinations Officer to confirm the request.

Please note, WJEC staff will not enter into discussion with anyone other than the Examinations Officer and cannot discuss the reason why further work has been requested.

In certain circumstances WJEC will visit the centre to view any further requested work.

WJEC reserves the right to request more work or make a visit to a centre at short notice or without prior notification.

4.7 Feedback

Feedback regarding moderation is provided on publication of results, through a moderator's report, available on IAMIS. The moderator's report will provide feedback on:

- (i) the efficiency of the centre's administration;
- (ii) the accuracy of the centre's assessments against the criteria and in relation to the agreed standard for each learning outcome of the component;
- (iii) whether the centre's marks have been adjusted and detail of the reasons.

4.8 Moderation dates

June 2025	
IAMIS available from	1 April
Deadline for submission of work	15 May

5. RESULTS

Results are issued via WJEC Portal and by EDI file on **Thursday 14 August 2024**.

5.1 Post-results review of moderation

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. Please note that if your centre's marks have been accepted without change by WJEC this service is not available.

When applying for a post-results review of moderation, the following should be taken into account:

- The application should be submitted to WJEC through the normal method.
- Candidate consent is not required.
- The request **must** be received by the awarding organisation by 26th September.
- The deadline for completion is within 35 calendar days of the moderator receiving the original sample of work from the centre.
- Review of moderation will be undertaken on the original sample of candidates' work.
- Review of moderation may include feedback similar to that provided following the original moderation.
- If centre marks are reinstated, feedback will not be provided.
- Review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.

Review of moderation can only be undertaken for the series in which the request is received.

Work that has been uploaded to IAMIS upload will already be available to the moderator and will be accessed as appropriate.

Work submitted for review of moderation **must**:

- be the original work submitted for moderation.

Please visit <http://www.wjec.co.uk/exam-officers/post-results-service/> for further information including the costs associated with this service.

5.2 Certificates

Certificates are issued to centres in the autumn term after the publication of results. Certificates will not be issued before the end of the post-results services deadline of 26th September. The last date that certificates will be issued is **7th November**.

6. GRADING AND REPORTING

The overall grades for the Extended Project Qualification will be recorded as a grade on a scale A* to E.

For information on the Extended Project qualification and the UCAS tariff please visit: <https://www.ucas.com/ucas/tariff-calculator>.

For information on an individual institution's policy regarding the Extended Project Qualification you are advised to contact their admissions department.

7. ACCESS ARRANGEMENTS & SPECIAL CONSIDERATION

This specification has been designed to offer fair access for all and to minimise the need to make reasonable adjustments for learners who have particular requirements. It is expected that normally, individual learners' abilities, interests and needs will be appropriately catered for by centres.

If there are any queries about the use of this flexibility inherent in the specification to meet learners' needs, or about the use of reasonable adjustments, centres should contact WJEC.

7.1 Applying for Access Arrangements

It is possible for awarding bodies to agree arrangements so that candidates with disabilities can access the assessment(s). These arrangements must be made in advance of examinations and assessments. Centres should refer to the JCQ publication Access Arrangements and Reasonable Adjustments. This document is published on the JCQ website –

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

7.2 Applications for special consideration in respect of an incomplete Project

If a candidate has temporarily experienced an illness or injury, or some other event outside of his/her control, which has had, or is reasonably likely to have had a material effect on his/her ability to take an assessment or demonstrate his/her level of attainment in an assessment, it may be possible to accept a reduced quantity of coursework without penalty. **However, all assessment objectives must have been covered at least once.** This will not be possible if the specification requires only one piece. It will not be possible to give this consideration in every case, for example, if work has not been submitted or the assessment objectives have not been satisfied.

Centres must not adjust candidates' marks. An application for special consideration should be submitted to WJEC, attached to a breakdown of marks across the assessment objectives. **Candidates must have been fully prepared for the course but unable to finish the work.**

WJEC will not normally agree a reduced amount of work in advance.

Candidates will not be eligible for special consideration if their preparation for the project is affected by failure to cover the course as a consequence of joining the class part way through. Candidates who change examination centres part way through a course will either have to make up the work which has been missed or accept that there will be a gap in their coursework which may have consequences upon the grade issued.

For further information on special consideration please refer to the JCQ publication A guide to the special consideration process. This publication is available on the JCQ website.

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

7.3 Lost Centre assessed work

If work (through no fault of the candidate) has either been lost within the examination centre and despite every effort it cannot be found, or it has been accidentally destroyed, the circumstances should be reported immediately to WJEC using **Form 15 – JCQ/LCW**. This form is available on the JCQ website –

[Coursework - JCQ Joint Council for Qualifications](#)

The form should be returned to SpecialRequirements@wjec.co.uk

8. MALPRACTICE

Any breach of the regulations for the setting, supervision, authentication and marking of coursework may constitute malpractice (which includes maladministration) as defined in the JCQ publication 'Suspected Malpractice in Examinations and Assessment' <https://www.jcq.org.uk/exams-office/malpractice>

Suspected incidents of candidate, centre or centre staff malpractice or maladministration **must** be reported to WJEC.