

E-submission Process

Subject Guide January 2021

SKILLS CHALLENGE CERTIFICATE / ENTRY LEVEL

This booklet outlines the subject specific requirements for each subject using e-submission in January 2021, as well as the recommended file types to use and maximum file sizes when uploading work.

The booklet is divided into internally assessed and externally assessed units/components, and by level of qualification.

It also contains brief advice relating to the upload process. For more detailed step by step advice please read [E-submission Process – Centre Guide](#)

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Preparing for e-submission

The following steps must be undertaken to ensure the smooth running of the e-submission process.

Prior to e-submission

For all components

A Surpass account is allocated to the Exams Officer within your centre. To access Surpass, visit <https://wjec.Surpass.com/Login>.

If your Exams Officer had an account for 2018/19, the same Username and Password should be used. If these details have been forgotten, please select 'Can't access your account' on the Surpass homepage.

If your centre has a new Exams Officer, or you are entering an e-submission subject for the first time a new account will be created.

1. An email will be sent to the Exams Officer within the centre the term before the series of submission.
2. To ensure your centre receives this email, please add 'noreply@Surpass.com' to your contacts. In addition, please check your junk folder.
3. A username will already be allocated to the centre. A password and security question will need to be created.
4. To complete set up the account follow the instructions in the email.
5. Once completed, these login details can be shared with other colleagues within the centre, at the account holder's discretion.

Internally assessed units/components

1. Marks will need to be input and submitted for the relevant internally assessed units/components on the Internal Assessment Mark Input Screen, IAMIS, available on the WJEC [secure website](#).
2. Once the marks have been submitted, IAMIS instantly generates the sample. Keycodes for your sampled candidates will be available for use in the invigilate tab of Surpass within 48 working hours of the sample being generated. Therefore, in order to meet your subject's submission of work deadline, marks should be submitted at least 72hrs before the published deadline.
3. To access the invigilate tab and retrieve candidates keycodes, login to <https://wjec.Surpass.com/Login>.

Externally marked units/components

1. Keycodes for the entered cohort will be available in the invigilate tab of Surpass prior to the deadline for submission.
2. To access the invigilate tab and retrieve candidates keycodes, login to <https://wjec.Surpass.com/Login>.

Uploading work through e-submission

To upload candidate work, visit <https://wjec.Surpass.com/secureassess/htmldelivery> and use the relevant keycode (n.b.no username and password are required to upload work).

Further information & Contacts

More detailed information about uploading candidate work	<u>E-submission Process – Centre Guide</u>
Key dates and deadlines for submission	<u>Examination Timetables & Internal Assessment Deadlines</u>
For queries related to account access, IAMIS or keycodes please contact	02922 404 310 <u>e-submission@wjec.co.uk</u> <u>e-submission@eduqas.co.uk</u>
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	<u>https://www.wjec.co.uk/qualifications</u> <u>https://www.eduqas.co.uk/qualifications</u>

Skills Challenge Certificate (Welsh Baccalaureate)

Advanced Skills Challenge Certificate (WJEC)

Requirements for the subject are as follows. Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	90S3U1 90S3U2 90S3U3 90S3U4
Subject(s)	Advanced Skills Challenge Certificate Individual Project Advanced Skills Challenge Certificate Enterprise and Employability Challenge Advanced Skills Challenge Certificate Global Citizenship Challenge Advanced Skills Challenge Certificate Community Challenge
Details	Files should be zipped up and submitted.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • The complete candidate portfolio • A completed Candidate Booklet signed by both assessor and candidate
Submit work for	Sample
File types accepted	zip file containing mp3, mp4, doc, pdf, xls, ppt, jpg
Max upload file size (MB)	100 – candidate

Keycodes are available from Surpass <https://wjec.Surpass.com/Login>, see your exams officer for login details.

To upload candidate work visit <https://wjec.Surpass.com/secureassess/htmldelivery>

For queries related to account access, IAMIS or keycodes please contact	02922 404 310 e-submission@wjec.co.uk e-submission@eduqas.co.uk
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	https://www.wjec.co.uk/qualifications https://www.eduqas.co.uk/qualifications

National/Foundation Skills Challenge Certificate (WJEC)

Requirements for the subject are as follows. Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	90S9U1 90S9U2 90S9U3 90S9U4
Subject(s)	N/F Skills Challenge Certificate Individual Project N/F Skills Challenge Certificate Enterprise and Employability Challenge N/F Skills Challenge Certificate Global Citizenship Challenge N/F Skills Challenge Certificate Community Challenge
Details	Files should be zipped up and submitted.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • The complete candidate portfolio • A completed Candidate Booklet signed by both assessor and candidate
Submit work for	Sample
File types accepted	zip file containing mp3, mp4, doc, pdf, xls, ppt, jpg
Max upload file size (MB)	100 – candidate

Keycodes are available from Surpass <https://wjec.Surpass.com/Login>, see your exams officer for login details.

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Entry Level Internally Assessed Subjects

Entry Level English (WJEC)

Requirements for the subject are as follows. Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	6700QCL-3
Subject(s)	Entry Level English Component 3
Details	<p>Each candidate's work should be uploaded using their individual candidate key code. The centre can name the audio/audio-visual files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: Task1group/Task1individual/Task2presentation/Task2panel, candidate name, candidate number.</p> <p>Before the assessments take place, the centre must download the record keeping mark sheet. This is located alongside the NEA materials on the secure website. These must be completed by the teacher and candidate following the assessment and scanned and uploaded to Surpass once the sample has been generated on IAMIS.</p> <p>Files can be uploaded separately under the candidate's keycode or, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate's keycode.</p>
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> • The candidate's Practical assessment submission as audio/audio-visual files • Candidate record keeping mark sheet – uploaded with the candidate's work
Submit work for	Sample
File types accepted	mp3, mp4, mkv, doc, pdf, zip
Max upload file size (MB)	120

Keycodes are available from Surpass <https://wjec.Surpass.com/Login>, see your exams officer for login details.

To upload candidate work visit <https://wjec.Surpass.com/secureassess/htmldelivery>

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