



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

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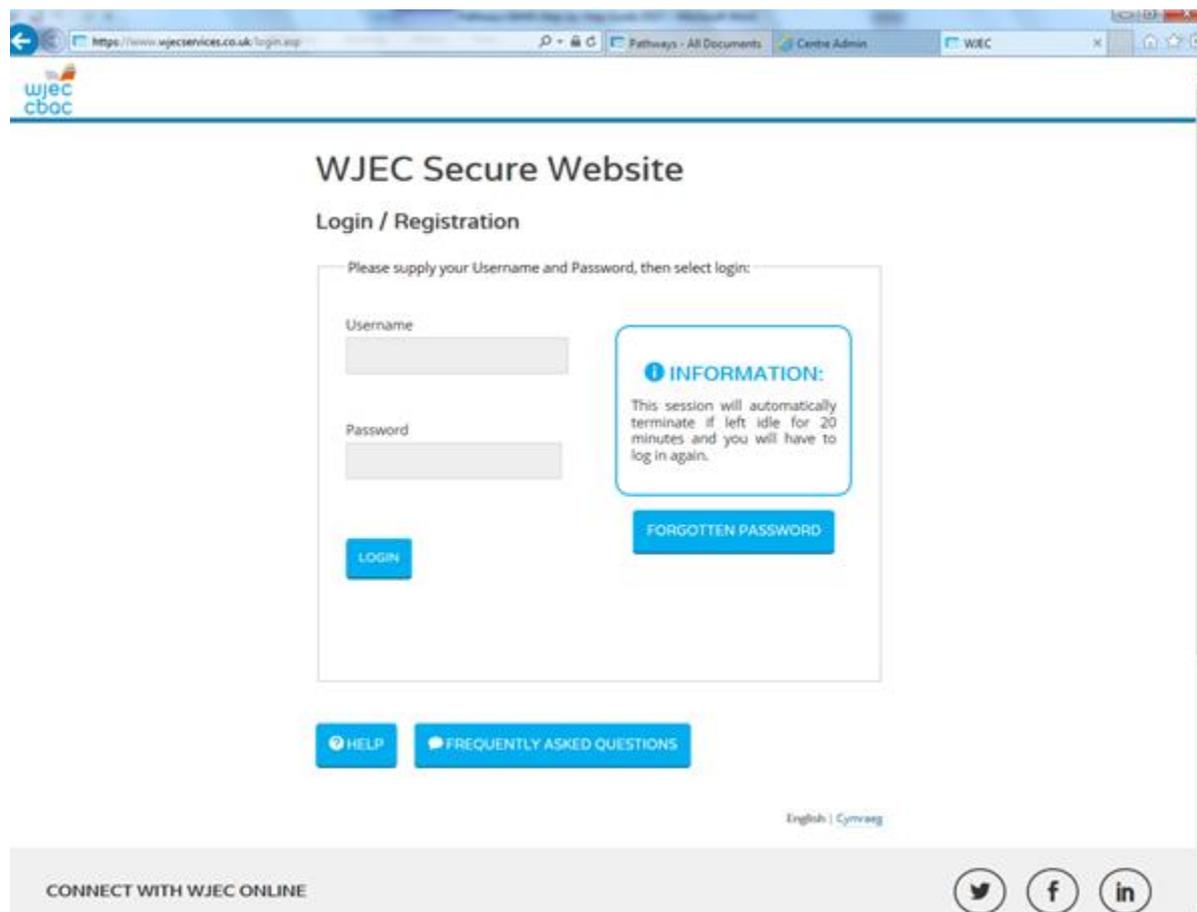
Please note that this document is subject to continual improvements. This document will not be re-issued as a hard copy but the latest version will be available on the Entry Pathways website.

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:



The screenshot shows a web browser window with the URL <https://www.wjecservices.co.uk/login.asp>. The page title is "WJEC Secure Website" and the sub-header is "Login / Registration". The main content area contains a login form with the following elements:

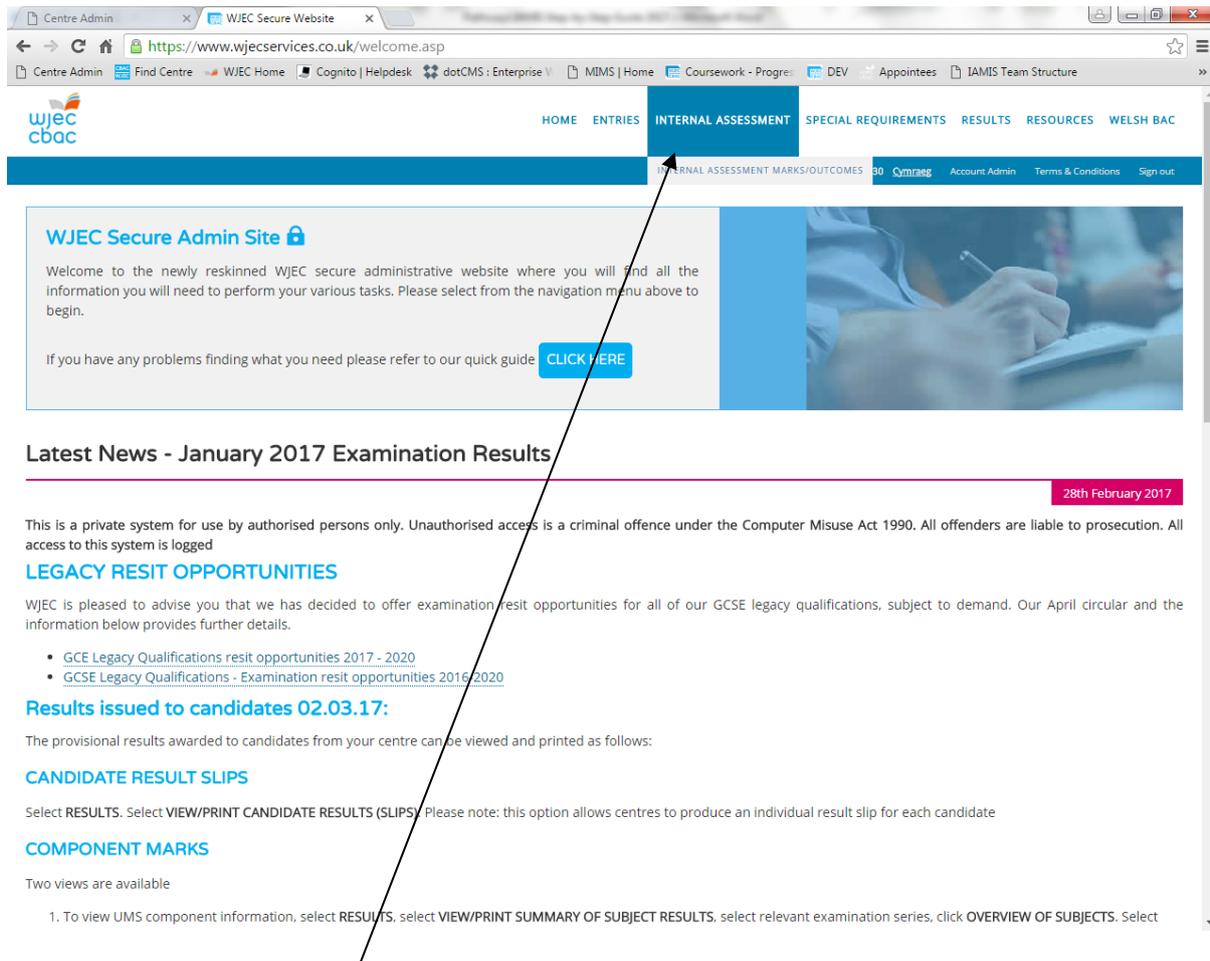
- A heading: "Please supply your Username and Password, then select login:"
- A "Username" input field.
- A "Password" input field.
- A blue "LOGIN" button.
- An "INFORMATION" box with a blue header and text: "This session will automatically terminate if left idle for 20 minutes and you will have to log in again."
- A blue "FORGOTTEN PASSWORD" button.
- Two blue buttons at the bottom: "HELP" and "FREQUENTLY ASKED QUESTIONS".
- A language selector at the bottom right: "English | Cymraeg".

At the bottom of the page, there is a grey bar with the text "CONNECT WITH WJEC ONLINE" and three social media icons: Twitter, Facebook, and LinkedIn.

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.

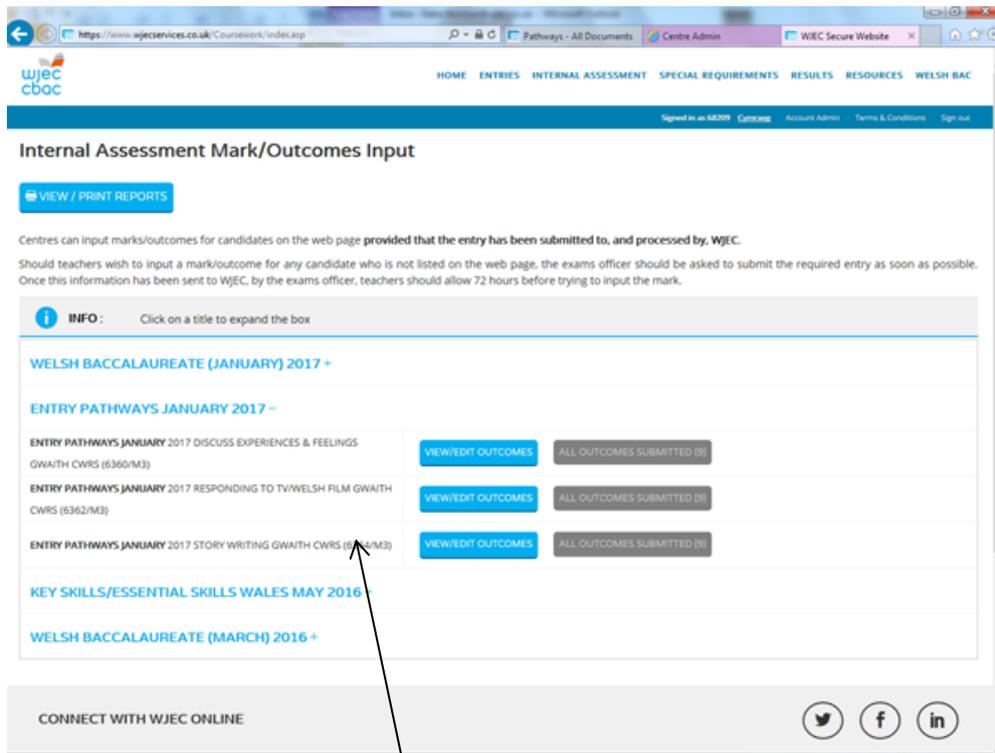
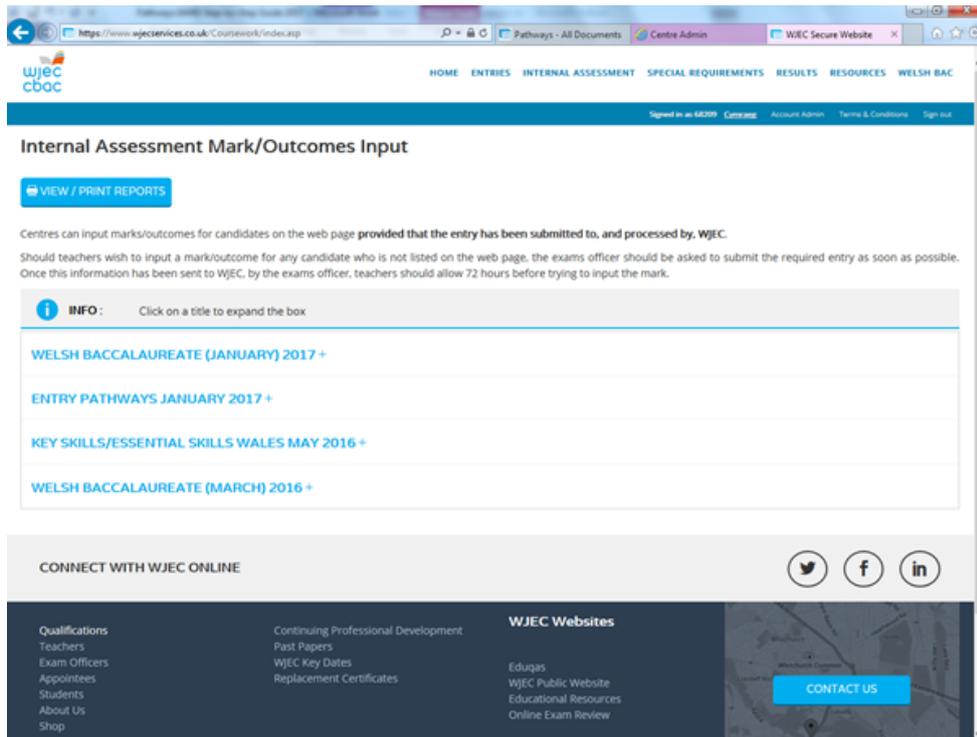
Please enter your user name and password and click on the 'Login' button.

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.

Internal Assessment Mark/Outcomes Input

VIEW / PRINT REPORTS INTERNAL ASSESSMENT MANUAL STEP-BY-STEP GUIDE

INFO: Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button.

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

INFO: Click on a title to expand the box

LEVEL 3 QUALIFICATIONS JUNE 2017 -

LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9611/L3)
Deadline for submission of samples and cover sheets to moderator: 15/05/2017
ENTER OUTCOMES (0 DONE, 144 LEFT) NO OUTCOMES TO SUBMIT (0 SUBMITTED)

LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL POLICY & PRACTICE CONTROL ASSESSMENT (9613/L3)
Deadline for submission of samples and cover sheets to moderator: 15/05/2017
ENTER OUTCOMES (144 DONE, 0 LEFT) SUBMIT OUTCOMES AND GENERATE SAMPLES (144)

LEVEL 3 QUALIFICATIONS JUNE 2017 CHANGING AWARENESS OF CRIME CONTROL ASSESSMENT (9614/L3)
Deadline for submission of samples and cover sheets to moderator: 15/05/2017
ENTER OUTCOMES (43 DONE, 101 LEFT)
NO OUTCOMES TO SUBMIT (0 SUBMITTED) 101 OUTCOMES MISSING

LEVEL 3 QUALIFICATIONS JUNE 2017 CRIME SCENE TO COURTROOM CONTROL ASSESSMENT (9615/L3)
Deadline for submission of samples and cover sheets to moderator: 15/05/2017
ENTER OUTCOMES (144 DONE, 0 LEFT) SUBMIT OUTCOMES AND GENERATE SAMPLES (144)

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

VIEW MODERATOR DETAILS

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Options

Candidate search:

Rows: 20

Sort by: Grade

Show: All

SEARCH

INTERNAL ASSESSMENT MANUAL STEP-BY-STEP GUIDE PRINT

| Candidate No | Name | Grade | Sample |
|--------------|----------------|-------|-------------------------------------|
| 3007 | PIPE: DWAYNE | Pass | <input checked="" type="checkbox"/> |
| 3008 | KING: JOE | Pass | <input type="checkbox"/> |
| 3027 | GREEN: THERESA | Pass | <input type="checkbox"/> |
| 3044 | CASE: JUSTIN | Pass | <input type="checkbox"/> |
| 3073 | BATH: ANITA | Pass | <input type="checkbox"/> |
| 3094 | OKI: KERRY | Pass | <input checked="" type="checkbox"/> |
| 3144 | LOTT: MONA | Pass | <input type="checkbox"/> |

The screenshot shows the WJEC CBAC internal assessment system interface. At the top, there is a navigation bar with links for HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, RESOURCES, and WELSH BAC. Below this, there is a blue bar with the text 'Signed in as: MDRR Centre: Account Admin Terms & Conditions Sign out'. The main content area features a 'VIEW MODERATOR DETAILS' button, a search box, and filter options. A table of candidates is displayed with columns for Candidate No, Name, Grade, and Sample. The Grade column contains dropdown menus with 'Pass' selected. There are buttons for 'INTERNAL ASSESSMENT MANUAL', 'STEP-BY-STEP GUIDE', and 'PRINT'.

| Candidate No | Name | Grade | Sample |
|--------------|----------------|-------|-------------------------------------|
| 3007 | PIPE: DWAYNE | Pass | <input checked="" type="checkbox"/> |
| 3008 | KING: JOE | Pass | <input type="checkbox"/> |
| 3027 | GREEN: THERESA | Pass | <input type="checkbox"/> |
| 3044 | CASE: JUSTIN | Pass | <input type="checkbox"/> |
| 3073 | BATH: ANITA | Pass | <input type="checkbox"/> |
| 3094 | OKI: KERRY | Pass | <input checked="" type="checkbox"/> |
| 3144 | LOTT: MONA | Pass | <input type="checkbox"/> |

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

View your moderator details here, once your outcomes have been submitted.

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.

The screenshot shows the WJEC CBAC interface for marking candidates. The 'Options' section includes a search box, 'Rows' set to 'All', 'Sort by' set to 'Grade', and 'Show' set to 'Samples'. Below this is a table of candidates with their names, grades, and sample status.

| Candidate No | Name | Grade | Sample |
|--------------|--------------|-------|-------------------------------------|
| 3007 | DOWN: NEIL | Pass | <input checked="" type="checkbox"/> |
| 3094 | SKIES: SONNY | Pass | <input checked="" type="checkbox"/> |
| 3260 | BALL: DENNIS | Pass | <input checked="" type="checkbox"/> |

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 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.

The screenshot shows the WJEC CBAC interface for marking candidates. The page title is "ENTRY PATHWAYS JANUARY 2017 RESPONDING TO TV/WELSH FILM (6362/M3) MARKSHEET". There is a search bar and a "SEARCH" button. The "Options" section includes a "Candidate search" field, "Rows: All", "Sort by: Grade", and "Show: Samples". A "SAVE AND CLOSE" button is located at the bottom left of the table area. The table contains three rows of candidate data:

| Candidate No | Name | Grade | Sample |
|--------------|--------------|-------|-------------------------------------|
| 3007 | DOWN: NEIL | Pass | <input checked="" type="checkbox"/> |
| 3094 | SKIES: SONNY | Pass | <input checked="" type="checkbox"/> |
| 3260 | BALL: DENNIS | Pass | <input checked="" type="checkbox"/> |

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 screenshot shows the 'Internal Assessment Mark/Outcomes Input' page. It features a navigation bar with 'HOME', 'ENTRIES', 'INTERNAL ASSESSMENT', 'SPECIAL REQUIREMENTS', 'RESULTS', and 'RESOURCES'. Below the navigation bar, there are buttons for 'VIEW / PRINT REPORTS', 'INTERNAL ASSESSMENT MANUAL', and 'STEP-BY-STEP GUIDE'. An information box states: 'Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button.' Below this, a note says: 'Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.** Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.' Another information box says: 'Click on a title to expand the box'. The main content area is titled 'LEVEL 3 QUALIFICATIONS JUNE 2017 -' and lists four qualifications. Each qualification has a 'Deadline for submission of samples and cover sheets to moderator: 15/05/2017'. The first qualification, 'LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9611/L3)', has a button 'ENTER OUTCOMES (0 DONE, 144 LEFT)' and a button 'NO OUTCOMES TO SUBMIT (0 SUBMITTED)'. The second qualification, 'LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL POLICY & PRACTICE CONTROL ASSESSMENT (9613/L3)', has a button 'ENTER OUTCOMES (144 DONE, 0 LEFT)' and a button 'SUBMIT OUTCOMES AND GENERATE SAMPLES (144)'. The third qualification, 'LEVEL 3 QUALIFICATIONS JUNE 2017 CHANGING AWARENESS OF CRIME CONTROL ASSESSMENT (9614/L3)', has a button 'ENTER OUTCOMES (43 DONE, 101 LEFT)' and a button 'NO OUTCOMES TO SUBMIT (0 SUBMITTED) (101 OUTCOMES MISSING)'. The fourth qualification, 'LEVEL 3 QUALIFICATIONS JUNE 2017 CRIME SCENE TO COURTROOM CONTROL ASSESSMENT (9615/L3)', has a button 'ENTER OUTCOMES (144 DONE, 0 LEFT)' and a button 'SUBMIT OUTCOMES AND GENERATE SAMPLES (144)'. Arrows from the text above point to the 'ENTER OUTCOMES (0 DONE, 144 LEFT)' button and the 'SUBMIT OUTCOMES AND GENERATE SAMPLES (144)' button.

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.

The screenshot shows a web browser window with the URL <https://web-dev.wjecservices.co.uk/Coursework/index.asp>. The page header includes the WJEC logo and navigation links: HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. A user is logged in as '43434'. An information banner at the top states: "Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button." Below this, a section titled "LEVEL 3 QUALIFICATIONS JUNE 2017" provides instructions for teachers to input marks/outcomes for candidates. A table lists three qualifications with their respective submission deadlines (15/05/2017) and buttons for "ENTER OUTCOMES" and "SUBMIT OUTCOMES AND GENERATE SAMPLES". A modal dialog box titled "Message from webpage" is overlaid on the page, asking "Are you sure you want to submit outcomes?" with "OK" and "Cancel" buttons. The bottom of the page features another information banner: "Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button above as detailed within the".

Generate samples

Once all outcomes have been inserted and submitted you can click the following link to go back and view your sample.

INTERNAL ASSESSMENT MARKING - LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL: POLICY & PRACTICE (9613/L3) OUTCOMES SUBMITTED

Subject/Paper: 9613/L3 Submitted: 144

Thank you for submitting the outcomes for 9613/L3 SOCIAL CONTROL POLICY & PRACTICE for your centre. These outcomes have been received by WJEC and will now be made available to the moderator. You will now see that a tick box indicator appears alongside selected candidates. Click here to return to the INTERNAL ASSESSMENT MARK input screen and to view sample.

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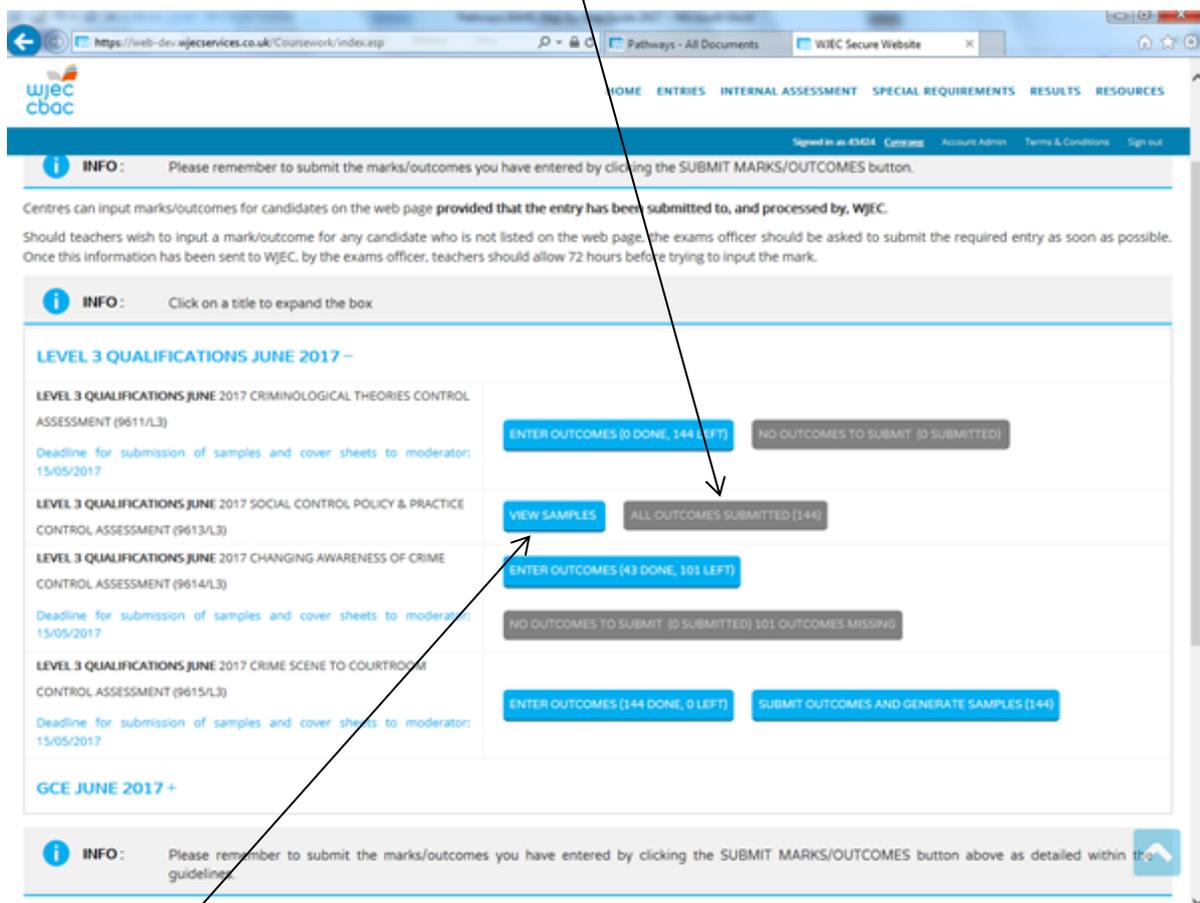
Signed in as 43424 Account Admin Help Terms & Conditions © WJEC CBAC Ltd 2017

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 screenshot shows a web browser window displaying the WJEC coursework index page. The page has a blue header with the WJEC logo and navigation links: HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. Below the header, there is an information banner with an 'i' icon and the text: "Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button." Below this, there is a section titled "LEVEL 3 QUALIFICATIONS JUNE 2017 -" with a sub-section "GCE JUNE 2017 +". The main content area is a table with four rows, each representing a different assessment. Each row contains a description of the assessment, a deadline for submission, and a set of buttons for managing outcomes. The buttons are: "ENTER OUTCOMES (0 DONE, 144 LEFT)", "NO OUTCOMES TO SUBMIT (0 SUBMITTED)", "VIEW SAMPLES", "ALL OUTCOMES SUBMITTED (144)", "ENTER OUTCOMES (43 DONE, 101 LEFT)", "NO OUTCOMES TO SUBMIT (0 SUBMITTED) 101 OUTCOMES MISSING", "ENTER OUTCOMES (144 DONE, 0 LEFT)", and "SUBMIT OUTCOMES AND GENERATE SAMPLES (144)". An arrow points from the text above to the "SUBMIT OUTCOMES AND GENERATE SAMPLES" button, and another arrow points from the text below to the "VIEW SAMPLES" button.

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.

LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL POLICY & PRACTICE (9613/L3) MARKSHEET

VIEW MODERATOR DETAILS

Please mark candidates withdrawn as absent and send an entry amendment to WJEC

Options

Candidate search:

Rows: All | Sort by: Grade | Show: Samples

SEARCH

INTERNAL ASSESSMENT MANUAL | STEP-BY-STEP GUIDE | PRINT

| Candidate No | Name | Grade | Sample |
|--------------|-------------------|-------------|-------------------------------------|
| 7012 | MONEY: XAVIER | Pass | <input checked="" type="checkbox"/> |
| 7283 | DRAWERS: CHESTER | Pass | <input checked="" type="checkbox"/> |
| 7306 | PRICE: LOIS | Pass | <input checked="" type="checkbox"/> |
| 7395 | PURB: SUE | Pass | <input checked="" type="checkbox"/> |
| 7482 | DROID: ANNE | Pass | <input checked="" type="checkbox"/> |
| 7003 | FOOTFORWARD: BESS | Distinction | <input checked="" type="checkbox"/> |

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 sent to the moderator and WJEC 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.

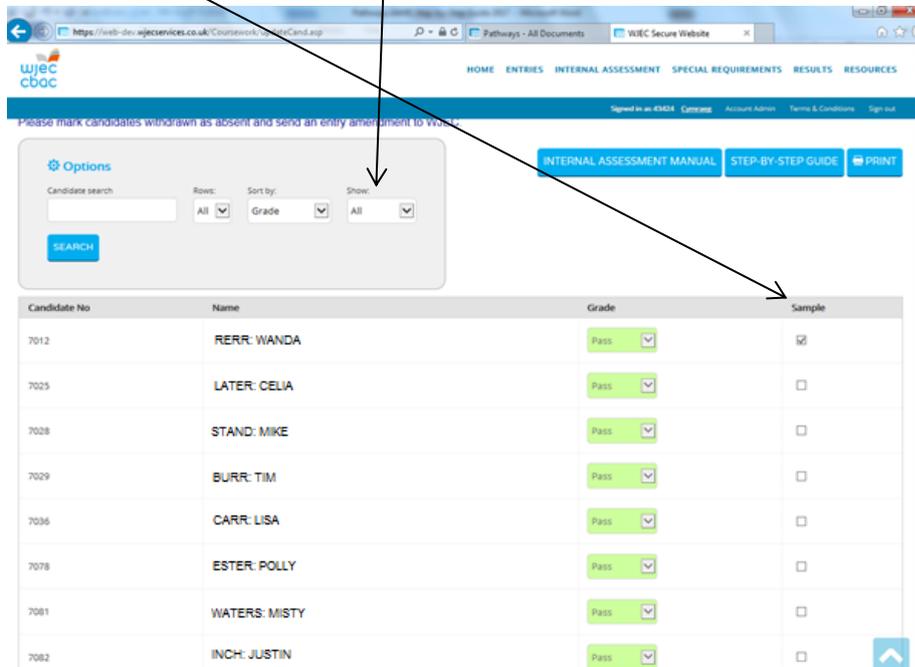
An explanatory note to the moderator must accompany the folders in such cases where the sample sent by the centre differs from the sample chosen by the system.

N.B. for IAMIS upload pilot subjects 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.

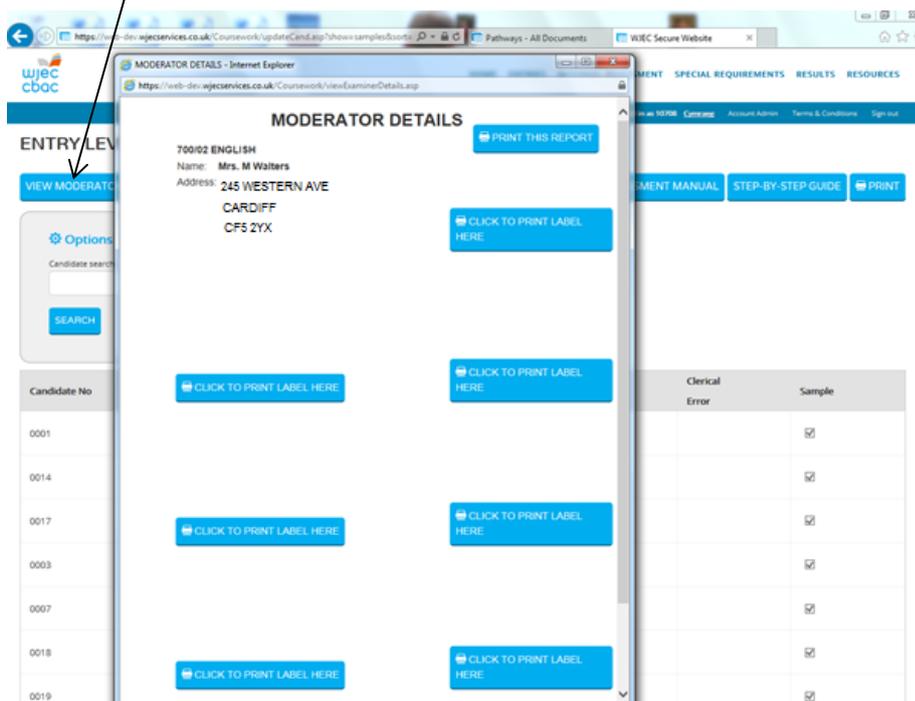


The screenshot shows the WJEC CBAC system interface. At the top, there is a navigation bar with links for HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. Below this is a search bar and a 'SEARCH' button. The main content area displays a table of candidates with columns for Candidate No, Name, Grade, and Sample. The 'Show' dropdown menu is set to 'All'. The table lists candidates with their names and grades, and a 'Sample' column with checkboxes.

| Candidate No | Name | Grade | Sample |
|--------------|---------------|-------|-------------------------------------|
| 7012 | RERR, WANDA | Pass | <input checked="" type="checkbox"/> |
| 7025 | LATER, CELIA | Pass | <input type="checkbox"/> |
| 7028 | STAND, MIKE | Pass | <input type="checkbox"/> |
| 7029 | BURR, TIM | Pass | <input type="checkbox"/> |
| 7036 | CARR, LISA | Pass | <input type="checkbox"/> |
| 7078 | ESTER, POLLY | Pass | <input type="checkbox"/> |
| 7081 | WATERS, MISTY | Pass | <input type="checkbox"/> |
| 7082 | INCH, JUSTIN | Pass | <input type="checkbox"/> |

Moderator details

Click 'view moderator details' to see the name and address of the moderator that the sample needs to be sent to:



The screenshot shows the 'Moderator Details' page in the WJEC CBAC system. The page displays the name and address of the moderator for a specific candidate. The details are as follows:

Moderator Details

70002 ENGLISH
Name: Mrs. M Walters
Address: 245 WESTERN AVE
CARDIFF
CFS 2YX

Buttons for 'PRINT THIS REPORT', 'CLICK TO PRINT LABEL HERE', and 'CLICK TO PRINT LABEL HERE' are visible. The page also shows a table with columns for 'Clerical Error' and 'Sample'.

| Candidate No | Clerical Error | Sample |
|--------------|----------------|-------------------------------------|
| 0001 | | <input checked="" type="checkbox"/> |
| 0014 | | <input checked="" type="checkbox"/> |
| 0017 | | <input checked="" type="checkbox"/> |
| 0003 | | <input checked="" type="checkbox"/> |
| 0007 | | <input checked="" type="checkbox"/> |
| 0018 | | <input checked="" type="checkbox"/> |
| 0019 | | <input checked="" type="checkbox"/> |

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.

Internal Assessment Mark/Outcomes Input

[VIEW / PRINT REPORTS](#) [INTERNAL ASSESSMENT MANUAL](#) [STEP-BY-STEP GUIDE](#)

Centres can input marks/outcomes for candidates on the web page provided that the entry has been submitted to, and processed by, WJEC. Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

INFO: Click on a title to expand the box

LEVEL 3 QUALIFICATIONS JUNE 2017 -

LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9011/L3)

Deadline for submission of samples and cover sheets to moderator: 15/05/2017

[ENTER OUTCOMES \(0 DONE, 19 LEFT\)](#) [NO OUTCOMES TO SUBMIT \(0 SUBMITTED\)](#)

GCSE JUNE 2017 +

GCE JUNE 2017 +

ENTRY LEVEL SPRING 2017 +

CONNECT WITH WJEC ONLINE

INTERNAL ASSESSMENT MARKS - REPORTS

[<< BACK](#)

- 1 View/Print for LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9011/L3)
- 2 View/Print for GCSE JUNE 2017 ENGLISH UNIT 3 WRITTEN ASSESSMENT (4193/01)
- 3 View/Print for GCSE JUNE 2017 ENGLISH UNIT 4 SPEAKING & LISTENING (4194/01)
- 4 View/Print for GCSE JUNE 2017 ENGLISH LANGUAGE SPOKEN LANGUAGE (C700U3)
- 5 View/Print for GCE JUNE 2017 D&T DT2 DESIGN & MAKE TASKS DT2 PRODUCT DESIGN (1112/01)
- 6 View/Print for GCE JUNE 2017 D&T DT4 MAJOR PROJECT DT4 PRODUCT DESIGN (1114/01)
- 7 View/Print for GCE JUNE 2017 FILM STUDIES FM1 EXPLORING FILM FM1 COURSEWORK (1181/01)
- 8 View/Print for GCE JUNE 2017 FILM STUDIES FM3 PROJECT FM3 COURSEWORK (1183/01)
- 9 View/Print for ENTRY LEVEL SPRING 2017 ENGLISH COURSEWORK (0700/02)

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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.

The screenshot displays the WJEC Secure Website interface. A modal window titled 'CANDIDATE DETAILS REPORT' is overlaid on the main page. The report is for 'LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES (9611/L3)' at 'CENTRE: 68999'. A table lists 10 candidates with their details. A 'PRINT THIS REPORT' button is located at the top left of the report modal. The background page shows a search bar and a list of candidate numbers.

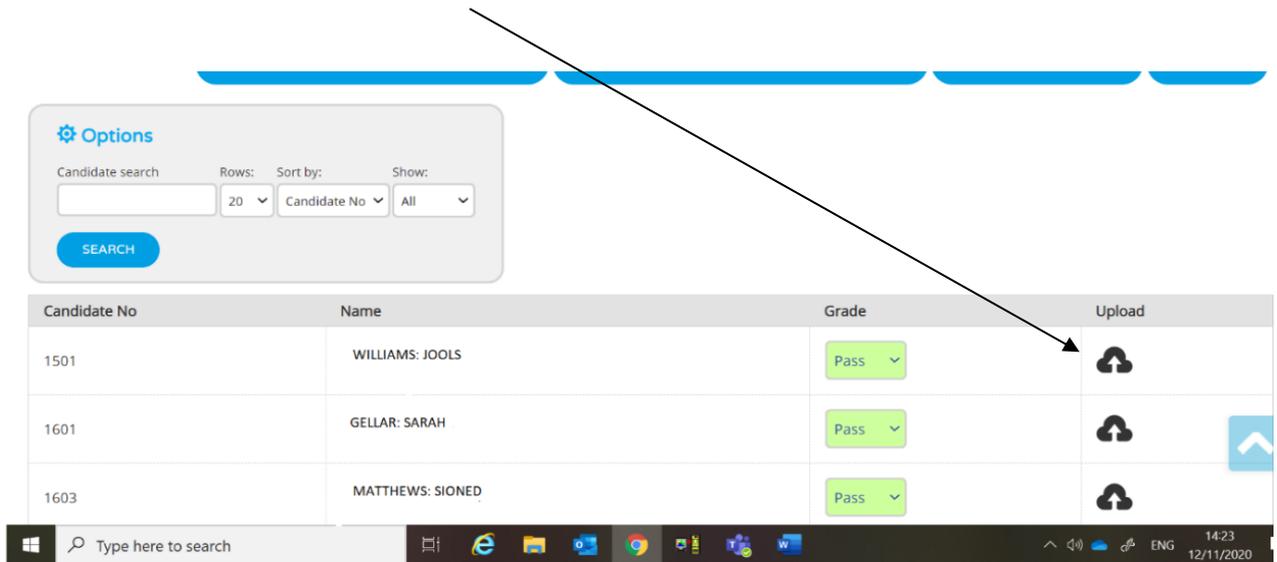
| # | Cand No. | Cand Name | DOB | Grade |
|----|----------|--------------|--------|-------|
| 1 | 42252 | XXXX XXXXXXX | 251199 | P |
| 2 | 42359 | XXXX XXXXXXX | 010100 | P |
| 3 | 42304 | XXXX XXXXXXX | 221199 | D |
| 4 | 42420 | XXXX XXXXXXX | 091299 | D |
| 5 | 42424 | XXXX XXXXXXX | 040400 | D |
| 6 | 42205 | XXXX XXXXXXX | 150800 | M |
| 7 | 42260 | XXXX XXXXXXX | 070100 | M |
| 8 | 42377 | XXXX XXXXXXX | 160999 | M |
| 9 | 42392 | XXXX XXXXXXX | 131199 | M |
| 10 | 42406 | XXXX XXXXXXX | 300700 | M |

IAMIS UPLOAD

For some qualifications centres are required to upload unit samples electronically via IAMIS.

Input pages will appear in the usual 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



The screenshot displays the IAMIS upload interface. At the top, there is an 'Options' panel with a search bar, 'Rows' set to 20, 'Sort by' set to 'Candidate No', and 'Show' set to 'All'. Below this is a table with the following columns: 'Candidate No', 'Name', 'Grade', and 'Upload'. The table contains three rows of candidate data. Each row has a 'Pass' dropdown in the 'Grade' column and a cloud upload icon in the 'Upload' column. A blue arrow points to the cloud icon in the first row. The Windows taskbar is visible at the bottom of the screen.

| Candidate No | Name | Grade | Upload |
|--------------|------------------|-------|---|
| 1501 | WILLIAMS: JOOLS | Pass |  |
| 1601 | GELLAR: SARAH | Pass |  |
| 1603 | MATTHEWS: SIONED | Pass |  |

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

N.B. Centres are reminded not 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'

WJEC Secure Website

web-dev.wjecservices.co.uk/Coursework/index.asp

WJEC cbac

HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES JCQ CENTRE ADMIN PORTAL

Signed in as 52334 Cymraeg Account Admin Terms & Conditions Sign out

VIEW / PRINT REPORTS STEP-BY-STEP GUIDE

INFO: Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button.

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

INFO: Click on a title to expand the box

ENTRY PATHWAYS JANUARY 2021 –

| | | |
|--|--------------|----------------------------|
| ENTRY PATHWAYS JANUARY 2021 DEVELOPING COMMUNICATION SKILLS COURSEWORK (6051/E1) | VIEW SAMPLES | ALL OUTCOMES SUBMITTED (6) |
| ENTRY PATHWAYS JANUARY 2021 DEVELOPING READING SKILLS COURSEWORK (6052/E1) | VIEW SAMPLES | ALL OUTCOMES SUBMITTED (6) |

This time click on the 'upload button



Options

Candidate search:

Rows: 20

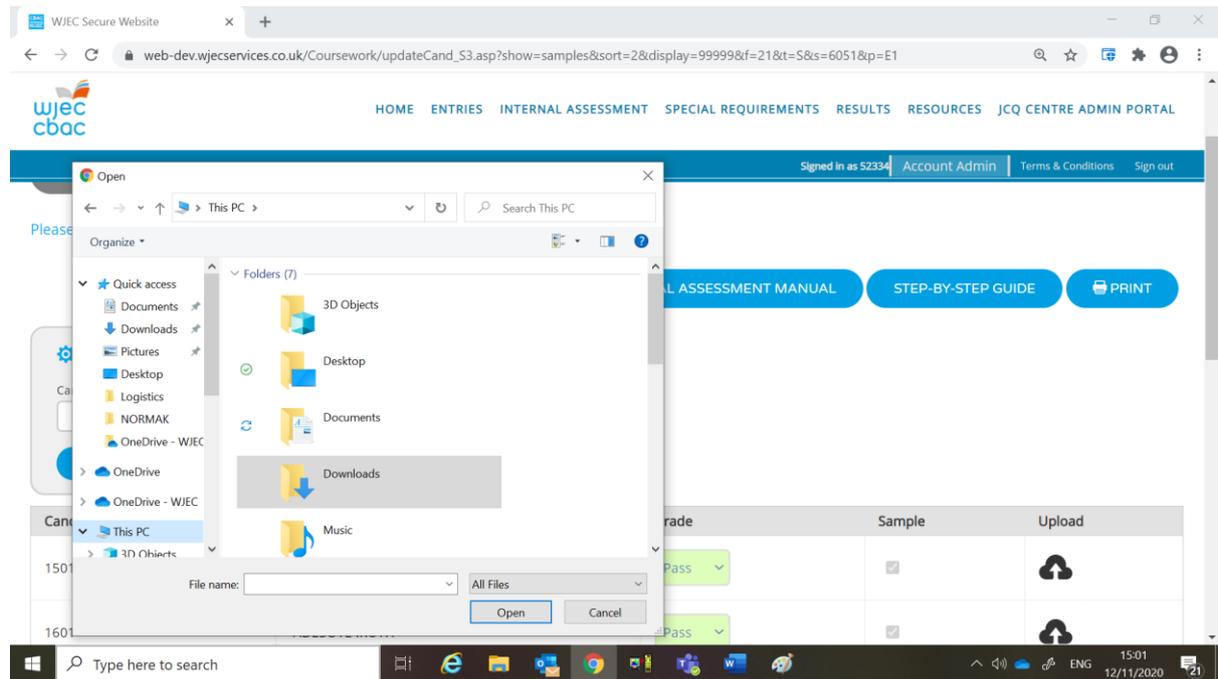
Sort by: Candidate No

Show: All

SEARCH

| Candidate No | Name | Grade | Upload |
|--------------|------------------|-------|--------|
| 1501 | WILLIAMS: JOOLS | Pass | |
| 1601 | GELLAR: SARAH | Pass | |
| 1603 | MATTHEWS: SIONED | Pass | |

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.

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, 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 Pathways Modern Languages, Work Welsh and 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:

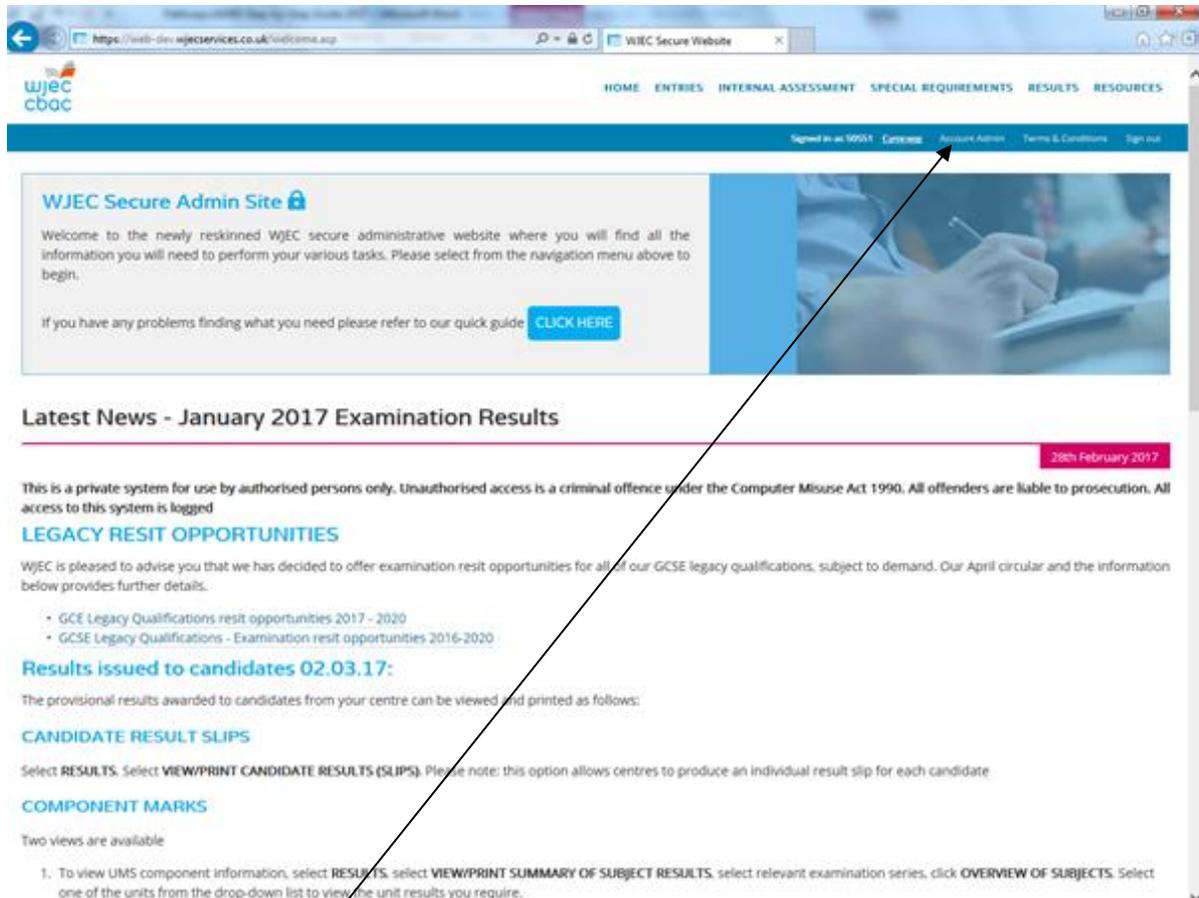
Pathways Qualifications

email: pathways@wjec.co.uk

Telephone: 029 2026 5444

Appendix 1

Creating/amending secondary accounts (Examination Officers only)



The screenshot shows the WJEC Secure Admin Site interface. At the top, there is a navigation menu with links for HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. Below this, a blue header bar indicates the user is signed in as '10001' and provides links for 'Cancel', 'Account Admin', 'Terms & Conditions', and 'Sign out'. The main content area features a 'WJEC Secure Admin Site' welcome message and a 'CLICK HERE' button for a quick guide. A 'Latest News - January 2017 Examination Results' section is also visible, dated 28th February 2017. A diagonal arrow points from the 'Account Admin' link in the header to the 'Choose Account Admin' text below the screenshot.

Choose Account Admin

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

Or to amend a secondary account:

WJEC
cboc

HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES

Signed in as 59551 [Logout](#) [Account Admin](#) [Terms & Conditions](#) [Sign out](#)

Account Admin

Account to Edit:

- THE CASTLE SCHOOL (50551) - Administrator
- THE CASTLE SCHOOL (50551ADE) - User
- THE CASTLE SCHOOL (50551AGR) - User
- THE CASTLE SCHOOL (50551CCO) - User
- THE CASTLE SCHOOL (50551CG) - User
- THE CASTLE SCHOOL (50551CWD) - User
- THE CASTLE SCHOOL (50551DCO) - User
- THE CASTLE SCHOOL (50551GAT) - User
- THE CASTLE SCHOOL (50551JBR) - User
- THE CASTLE SCHOOL (50551JPA) - User
- THE CASTLE SCHOOL (50551JKE) - User
- THE CASTLE SCHOOL (50551KSA) - User
- THE CASTLE SCHOOL (50551KST) - User
- THE CASTLE SCHOOL (50551KW) - User
- THE CASTLE SCHOOL (50551LDA) - User
- THE CASTLE SCHOOL (50551LFE) - User
- THE CASTLE SCHOOL (50551PAL) - User
- THE CASTLE SCHOOL (50551WH) - User
- THE CASTLE SCHOOL (50551SD) - User
- THE CASTLE SCHOOL (50551SE) - User
- THE CASTLE SCHOOL (50551VMA) - User

you will be able to decide which range of website facilities the account holder will be able to access. Some facilities however (e.g. Entry Upload, Post Results Services etc) will not be available as these are restricted to primary account holders only.

Naming convention for the new user accounts dictates that the user name should consist of the 5 digit national centre number, followed by 3 characters - numbers or letters.

Passwords must be at least 8 characters in length, and contain a mixture of numbers and letters.

Secure Website Administrators are responsible for the maintenance and administration of the additional user accounts - any changes to the passwords or contact details of the additional user accounts can only be carried out by the Secure Website Administrator.

CONNECT WITH WJEC ONLINE

[Twitter](#) [Facebook](#) [LinkedIn](#)

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

WJEC CBoc

HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES

Signed in as 50551 Contact Account Admin Terms & Conditions Sign out

Account Admin

Account to Edit:

WJEC (50551CCO) - User

VIEW

Account Details: (50551CCO) - User

INFO: The account details will not be amended unless you "Save Changes"

Current Account Details

Current Administrator Password:

New User Password:

Confirmation:

Preferred Language:

English

Welsh

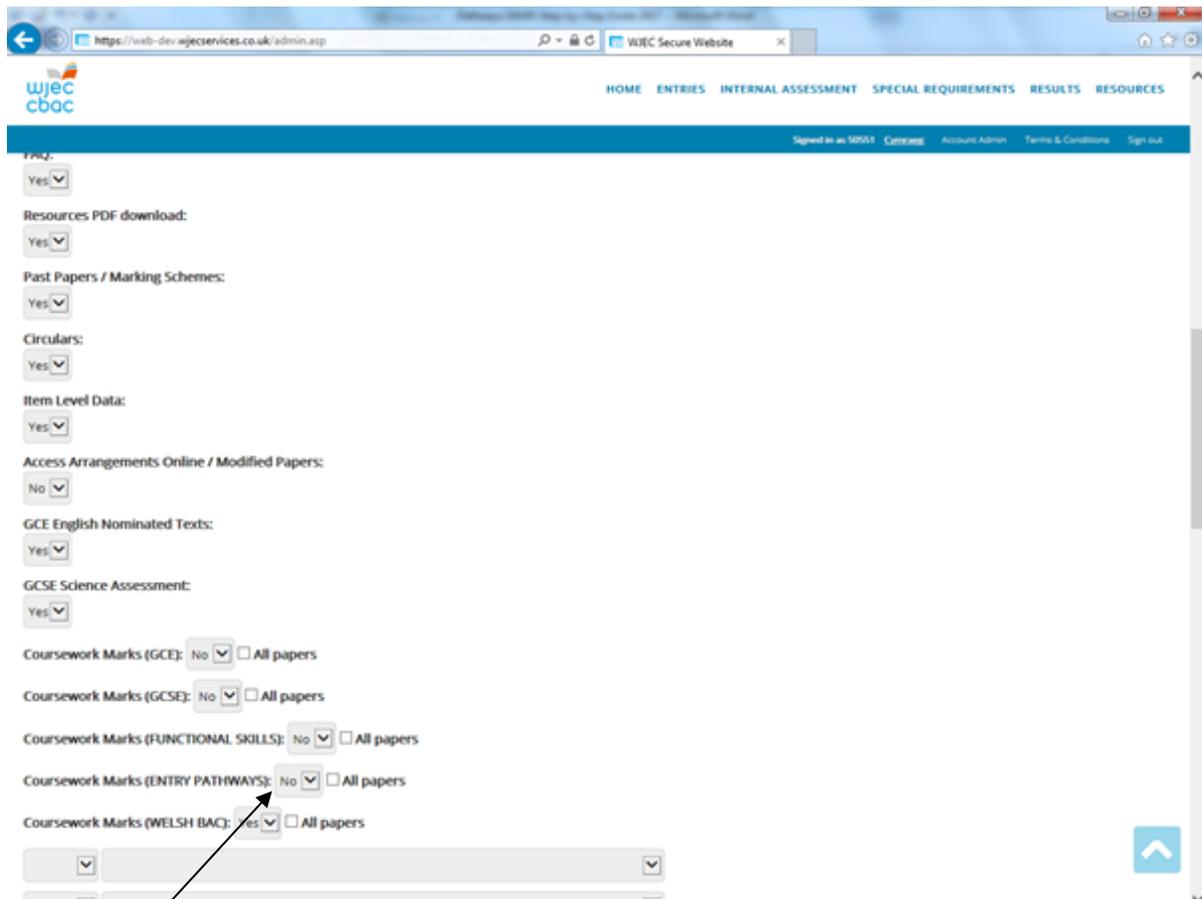
User Contact Details

Contact Name:

Job Title:

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 |
| 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 | Unit 2 |
| | | 951301/W1 | Unit 3 |
| | Constructing the Built Environment – legacy (England only) | 5909U2/N2 | Unit 2 |
| | Designing the Built Environment | 982201/W1 | Unit 2 |
| | | 982301/W1 | Unit 3 |
| | Creative and Media | 985201/W1 – 977301/W1 | Unit 2 Unit 3 |
| | Engineering | 979101 979201 | Unit 1 Unit 2 |
| | Event Operations | 5599U2/N2 | Unit 2 |
| | | 5599U3/N3 | Unit 3 |
| | Health and Social Care (England only) | 5579U2/N2 | Unit 2 |
| | | 5579U3/N3 | Unit 3 |
| | Hospitality and Catering | 5569U2/N2 | Unit 2 |
| | Planning and Maintaining the Built Environment | 983201/W1 | Unit 2 |
| | | 983301/W1 | Unit 3 |
| | Retail Business | 978101/W1 | Unit 1 |
| | | 978301/W1 | Unit 3 |
| | Tourism | 980101/W1 | Unit 1 |
| | | 980301/W1 | 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 |
| | Performing Arts | 5639U1/N1 5639U2/N2 | Unit 1 Unit 2 |
| | Retail Business | 5789U2/N2 | Unit 2 |

Applied Certificates and Diplomas (Level 3)

| Suite | Qualification | Unit/Subject Code | Unit Name |
|---------|---------------------------------------|-------------------------------------|----------------------------|
| Applied | Business | 4513U2/N2 4513U5/N5 | Unit 2 Unit 5 |
| | Criminology | 4543U1/N1 4543U3/N3 | 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 | 4583U2/N2 4583U4/N4 | Unit 2 Unit 4 |

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

| Suite | Qualification | Unit/Subject Code | Unit Name |
|-------|-----------------------------------|-------------------------------------|----------------------------|
| HSCCC | HSC: Principles and Contexts (L2) | 5972U2/N2 | Unit 2 |
| HSCCC | CCPLD: Core (L2) | 5952U1/N1 | Unit 1 |
| | CCPLD: Practice and Theory (L2) | 5962U1/N1 - 5962UQ/NQ | Unit 200 – Unit 315 |
| HSCCC | HSC: Principles and Contexts (L3) | 4973U1/N1 4973U3/N3 4973U6/N6 | Unit 1 Unit 3 Unit 6 |
| 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.

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

Centre 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

Centre 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 \(wjec.co.uk\)](http://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 identify:

- 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 additional/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