

E-submission Process

Subject Guide - Summer 2022

GCSE / GCE / SKILLS CHALLENGE CERTIFICATE / EXTENDED PROJECT / VOCATIONAL / ENTRY LEVEL

This booklet outlines the subject specific requirements for each subject using e-submission for Summer 2022, 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 2021 – 2022](#).

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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.

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

Internally assessed units/components

- 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](#).
- 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.
- 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	E-submission Process – Centre Guide 2021 – 2022
Key dates and deadlines for submission	Examination Timetables Internal Assessment deadlines
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

Skills Challenge Certificate

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.

Advanced Skills Challenge Certificate

Subject Code(s)	90S3U1 90S3U2 90S3U3 90S3U4
Subject(s)	Advanced Individual Project Advanced Enterprise and Employability Challenge Advanced Global Citizenship Challenge Advanced 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

National/Foundation Skills Challenge Certificate

Subject Code(s)	90S9U1 90S9U2 90S9U3 90S9U4
Subject(s)	National/Foundation Individual Project National/Foundation Enterprise and Employability Challenge National/Foundation Global Citizenship Challenge National/Foundation 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>

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Extended Project – Internally Assessed

Requirements for the subject are as follows.

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Level 3

Subject Code(s)	9500/03
Subject(s)	Level 3 Extended Project Qualification (WJEC)
Details	<p>The following files which MUST be included in the zip file for this candidate:</p> <p>LEARNER RECORDS</p> <ul style="list-style-type: none"> Extended Project File Cover Sheet Extended Project Learner Declaration (signed by both learner and supervisor) Extended Project Proposal and Title – EPF1 Extended Project Records – EPF2A-E Extended Project Outcome – EPF3 Extended Project Presentation (including speaking notes) – EPF4 (if using Prezi please upload as PDF file) Any additional evidence (if relevant) <p>SUPERVISOR RECORDS</p> <ul style="list-style-type: none"> Extended Project Presentation Witness Statement (signed by supervisor) – EPF5 Extended Project Supervisor Final Assessment Mark Sheet – EPF6 Centre Internal Standardisation Form
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> The learner records as listed above, in a zip file(s) The supervisor records as listed above, in a zip file(s)
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	50

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

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GCSE Internally Assessed Subjects

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.

Drama (WJEC)

Subject Code(s)	3690U10
Subject(s)	Drama Unit 1 (Wales)
Details	Practical and written work and relevant documentation for all candidates in the sample must be submitted via Surpass or by post
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Programme proforma. To be uploaded with the first group's performance • Recording of the performance(s) for all candidates in the sample • Portfolio and Evaluation plus relevant illustrative material for all candidates in the sample • Mark sheets and candidate/teacher declaration forms for all candidates in the sample
Submit work for	All candidates in the sample. One keycode provided for each individual performance. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (please see guidance on reducing file sizes on the WJEC GCSE Drama website page)

Drama (Eduqas)

Subject Code(s)	C690U10
Subject(s)	Drama Component 1 (Eduqas)
Details	Practical and written work and relevant documentation for all candidates in the sample must be submitted via Surpass or by post.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Programme proforma. To be uploaded with the first group's performance • Recording of the performance(s) for all candidates in the sample • Portfolio and Evaluation plus relevant illustrative material for all candidates in the sample • Mark sheets and candidate/teacher declaration forms for all candidates in the sample
Submit work for	All candidates in the sample. One keycode provided for each individual performance. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (please see guidance on reducing file sizes on the Eduqas GCSE Drama website page)

Drama (WJEC)

Subject Code(s)	3690U20
Subject(s)	Drama Unit 2 (Wales)
Details	Practical work and Artistic Intentions forms for all candidates within the sample along with the relevant documentation must be submitted via Surpass or by post
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Programme proforma. To be uploaded with the first group's performance • Recording of the performances for all candidates in the sample • Artistic Intentions for each candidate in the sample (and any supporting evidence for design candidates)
Submit work for	All candidates in the sample. One keycode provided for each individual performance. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (please see guidance on reducing file sizes on the WJEC GCSE Drama website page)

Drama (Eduqas)

Subject Code(s)	C690U20
Subject(s)	Drama Component 2 (Eduqas)
Details	Practical work and Artistic Intentions forms for all candidates in the sample along with the relevant documentation must be submitted via Surpass or by post.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Programme proforma. To be uploaded with the first group's performance • Recording of the performances for all candidates in the sample • Artistic Intentions for each candidate in the sample (and any supporting evidence for design candidates)
Submit work for	All candidates in the sample. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (please see guidance on reducing file sizes on the WJEC Drama website page)

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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Requirements for the subject are as follows.

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English (WJEC – Wales Only)

Subject Code(s)	3700U10
Subject(s)	English Language Unit 1 (Wales)
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. File naming convention The candidates' examination number first and then their correct/full names: First names and then surname.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Task 1: Individual Researched Presentation (audio/visual) • Candidate's notes • Mark sheets
Submit work for	Sample
File types accepted	mp3, mp4, wav, doc, pdf
Max upload file size (MB)	120

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

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Requirements for the subject are as follows.

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Film Studies (Eduqas)

Subject Code(s)	C670U30
Subject(s)	Film Studies Component 3 (Eduqas)
Details	Practical work for all candidates and relevant documentation must be submitted via Surpass. Research and planning tasks are not required to be uploaded. Where possible, centres should submit production, evaluation and coversheet as separate files.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Film extract Or <ul style="list-style-type: none"> • Screenplay extract and • Shooting script Or <ul style="list-style-type: none"> • Storyboard (digital or hand-drawn) And <ul style="list-style-type: none"> • Evaluation • Cover sheet with candidate declaration
Submit work for	Sample
File types accepted	mp4, mov, avi, doc, pdf
Max upload file size (MB)	600 – videos can be compressed for moderation purposes

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

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ICT (WJEC – Wales Only)

Subject Code(s)	4332/01
Subject(s)	ICT Unit 2 (Wales)
Details	Only PDF should be submitted
To be uploaded	Candidates must complete an individual portfolio according to the task provided by the WJEC and the specification requirements. The following must be submitted: <ul style="list-style-type: none"> • Candidate declaration form and marks • The complete candidate portfolio Centres may submit up to 4 files per candidate.
Submit work for	Sample
File types accepted	pdf
Max upload file size (MB)	150

Subject Code(s)	4334/01
Subject(s)	ICT Unit 4 (Wales)
Details	Only ZIP should be submitted
To be uploaded	Candidates must complete an individual portfolio according to the task provided by the WJEC and the specification requirements. The following must be submitted: <ul style="list-style-type: none"> • Candidate declaration form and marks • The complete candidate portfolio Candidate declaration forms and one sheet mark grid should be in a clearly labelled folder on their own.
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	150

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Requirements for the subject are as follows.

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Media Studies (WJEC)

Subject Code(s)	3680U30
Subject(s)	Media Studies Unit 3 (Wales)
Details	<p>Production Learners must select one of the options from one of the media forms detailed on page 19 and 20 of the specification.</p> <ul style="list-style-type: none"> Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet, one document for the research, etc. There can be no more than 7 files uploaded in total. Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task For online productions, the URL must be provided on the coversheet If the sample contains work that has been completed in a pair, the group form must be completed and uploaded under the admin keycode. The AV production should be uploaded for each candidate using candidates' individual keycodes. If the work of both candidates of a pair is requested as part of the sample, the AV work should be uploaded twice.
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> The complete candidate portfolio, including a completed coversheet, research, planning, production and reflective analysis.
Submit work for	Sample
File types accepted	mp4, mov, avi, wmv, doc, pdf
Max upload file size (MB)	600 – videos can be compressed for moderation purposes

Media Studies (Eduqas)

Subject Code(s)	C680U30
Subject(s)	Media Studies Component 3 (Eduqas)
Details	<p>One of the options from the GCSE Media Studies 2022 NEA briefs must be submitted as a completed production, partially completed production, or mock-up, for each candidate in the sample.</p> <ul style="list-style-type: none"> Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet and one document for the production. There can be no more than 7 files uploaded in total. Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task For online productions, the URL must be provided on the coversheet
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> completed coversheet, including the statement of aims production supporting evidence, if completed
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 – videos can be compressed for moderation purposes

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Music (WJEC)

Subject Code(s)	3660U10
Subject(s)	Music: Unit 1 (Wales)
Details	-
To be uploaded	For each candidate in your sample you should upload the following: <ul style="list-style-type: none"> • At least 1 audio file • A score or lead sheet for each piece performed • 1 programme note • 1 mark sheet, signed by the teacher and candidate
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

Subject Code(s)	3660U20
Subject(s)	Music: Unit 2 (Wales)
Details	-
To be uploaded	For each candidate in your sample you should upload the following: <ul style="list-style-type: none"> • 1 audio file • 1 score or equivalent • 1 composing log and mark sheet, signed by teacher and candidate
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

Music (Eduqas)

Subject Code(s)	C660U10
Subject(s)	Music Component 1 (Eduqas)
Details	-
To be uploaded	For each candidate in your sample you should upload the following: <ul style="list-style-type: none"> • At least 1 audio file • A score or lead sheet for each piece performed • 1 mark sheet, signed by the teacher and candidate
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

Subject Code(s)	C660U20
Subject(s)	Music Component 2 (Eduqas)
Details	-
To be uploaded	For each candidate in your sample you should upload the following: <ul style="list-style-type: none"> • 1 audio file • 1 score or equivalent • 1 composing log and mark sheet, signed by teacher and candidate
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

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Welsh (WJEC)

Subject Code(s)	300N10
Subject(s)	Welsh Language Unit 1
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. File naming convention The candidates' examination number first and then their correct/full names: First names and then surname.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Task 1: Individual Researched Presentation (audio/visual) • Candidate's notes • Mark sheet per candidate
Submit work for	Sample
File types accepted	mp3, mp4, doc, pdf
Max upload file size (MB)	120

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

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Requirements for the subject are as follows.

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Welsh Literature (WJEC)

Subject Code(s)	3010N30 3010NC0
Subject(s)	Welsh Literature Unit 3 Foundation Welsh Literature Unit 3 Higher
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. File naming convention The candidates' examination number first and then their correct/full names: First names and then surname
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • The recordings of the group discussions • Marksheet for sample per tier The marksheet (names listed in rank order, with the sample on the highest mark first on the marksheet to reflect the rank order on IAMIS). This marksheet needs to be uploaded to the 'Programme proforma upload button' on Surpass.
Submit work for	Sample Groups. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp3, doc, pdf
Max upload file size (MB)	120

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

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Requirements for the subject are as follows.

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Welsh Second Language (WJEC)

Subject Code(s)	3020U10
Subject(s)	Welsh Second Language Unit 1 – oracy response to visual stimulus
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. File naming convention The candidates' examination number first and then their correct/full names (as they appear on IAMIS): First name(s) and then surname.
To be uploaded	The following must be submitted for the sample: <ul style="list-style-type: none"> • The recordings of the pair/group discussions • Candidate's preparation sheet (only the preparation sheet for the candidate identified in the sample within each group is needed to be uploaded) • The marksheet (names listed in rank order, with the sample on the highest mark first on the marksheet to reflect the rank order on IAMIS). This marksheet needs to be uploaded to the 'Programme proforma upload button' on Surpass.
Submit work for	Sample Group/Pairs. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp3, wav, doc, pdf
Max upload file size (MB)	25

Subject Code(s)	3020U20
Subject(s)	Welsh Second Language Unit 2 – communicating with other people
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. File naming convention The candidates' examination number first and then their correct/full names (as they appear on IAMIS):First name(s) and then surname.
To be uploaded	The following must be submitted for the sample: <ul style="list-style-type: none"> • The recordings of the pair/group discussions • The marksheet (names listed in rank order, with the sample on the highest mark first on the marksheet to reflect the rank order on IAMIS). This marksheet needs to be uploaded to the 'Programme proforma upload button' on Surpass.
Submit work for	Sample Group/Pairs. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp3, wav, doc, pdf
Max upload file size (MB)	25

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GCSE Externally Assessed Subjects

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.

French, German and Spanish (WJEC)

Subject Code(s)	3800U10, 3800UA0 3820U10, 3820UA0 3810U10, 3810UA0
Subject(s)	French/German/Spanish WJEC Unit 1 Foundation / Higher Tier
Details	<p>Candidates are required to use a specific set of oral cards. The list allocating a set number to each candidate will be available on the WJEC secure website. Further details on running the examination can be found on the subject's page on the WJEC website.</p> <p>Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. These should be in mp3 format. The centre can name the audio files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: GCSE French/German/Spanish, candidate name, candidate number. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please indicate on the online submission form which set was used for the candidate.</p> <p>Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website and list of sets allocated to each candidate from the secure website. The MFL Centre Form must be completed by the teacher and each candidate following the assessment. The MFL Centre Form and the set allocation list must be scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several documents can be uploaded using the same key code if the Centre Form or set list needs to be copied for different teaching groups or teachers. Please use the separate teacher/administration keycodes for each language.</p>
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> • The candidate's recording • The set allocation list and the MFL Centre Form – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

French, German and Spanish (Eduqas)

Subject Code(s)	C800U10, C800UA0 C820U10, C820UA0 C810U10, C810UA0
Subject(s)	French/German/Spanish (Eduqas) Component 1
Details	<p>Candidates are required to use a specific set of oral cards. The list allocating a set number to each candidate will be available on the WJEC secure website. Further details on running the examination can be found on the subject's page on the Eduqas website.</p> <p>Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. These should be in mp3 format. The centre can name the audio files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: GCSE French/German/Spanish, candidate name, candidate number. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please indicate on the online submission form which set was used for the candidate.</p> <p>Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website and list of sets allocated to each candidate from the secure website. The MFL Centre Form must be completed by the teacher and each candidate following the assessment. The MFL Centre Form and the set allocation list must be scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several documents can be uploaded using the same key code if the Centre Form or set list needs to be copied for different teaching groups or teachers. Please use the separate teacher/administration keycodes for each language.</p>
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> • The candidate's recording • The set allocation list and the MFL Centre Form– uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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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
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GCE AS/A Level Internally Assessed Subjects

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.

Computer Science (WJEC)

Subject Code(s)	1500U50
Subject(s)	A Level Computer Science Unit 5 (Wales)
Details	-
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Candidate declaration form and marks • The complete candidate portfolio
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	150

Computer Science (Eduqas)

Subject Code(s)	A500U30
Subject(s)	A Level Computer Science Component 3 (Eduqas)
Details	-
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Candidate declaration form and marks • The complete candidate portfolio
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	150

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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

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.

Requirements for the subject are as follows.

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AS Drama and Theatre (WJEC)

Subject Code(s)	2690U1
Subject(s)	AS Drama Unit 1 (Wales)
Details	Practical and written work for all candidates in the sample and relevant documentation must be submitted via Surpass or by post.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Programme proforma. To be uploaded with the first group's performance. • Recording of each candidate's performance in the sample • Creative Log and evaluation plus relevant illustrative material for each candidate in the sample • Mark sheet and candidate/teacher declaration form for each candidate in the sample
Submit work for	All candidates in the sample. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (please see guidance on reducing file sizes on the WJEC GCE Drama website page)

AS Drama and Theatre (Eduqas)

Subject Code(s)	B690U10
Subject(s)	AS Drama Component 1 (Eduqas)
Details	Practical and written work for all candidates in the sample and relevant documentation must be submitted via Surpass or by post.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Programme proforma. To be uploaded with the first group's performance. • Recording of both performances for each candidate in the sample • Creative Log x2 and evaluation plus relevant illustrative material for each candidate in the sample • Mark sheet and teacher/candidate declaration form for each candidate in the sample
Submit work for	All candidates in the sample. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (please see guidance on reducing file sizes on the Eduqas GCE Drama website page)

A level Drama and Theatre (WJEC)

Subject Code(s)	1690U30-1
Subject(s)	Drama and Theatre Unit 3
Details	Practical work for all candidates (not just the sampled candidates) and relevant documentation must be submitted via Surpass or by post.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Programme Proforma. To be uploaded with the first group's performance • Recording of both performances for all candidates • Process and Evaluation reports for all candidates • Mark sheet and teacher/candidate declaration form for all candidates
Submit work for	All candidates. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (please see guidance on reducing file sizes on the Eduqas GCE Drama website page)

A level Drama and Theatre (EDUQAS)

Subject Code(s)	A690U10
Subject(s)	A Level Drama Component 1 (Eduqas)
Details	Practical and written work for all candidates in the sample and relevant documentation must be submitted via Surpass or by post.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Programme proforma. To be uploaded with the first group's performance. • Recording of each candidate's performance in the sample • Creative Log plus relevant illustrative material for each candidate in the sample • Mark sheet and teacher/candidate declaration form for each candidate in the sample
Submit work for	All candidates in the sample. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (please see guidance on reducing file sizes on the Eduqas GCE Drama website page)

Subject Code(s)	A690U20-1
Subject(s)	Drama and Theatre Component 2 (Eduqas)
Details	Practical work and process and evaluation reports for all candidates (not just those in the sample) and relevant documentation must be submitted via Surpass or by post.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Programme Proforma. To be uploaded with the first group's performance • Recording of both performances for all candidates • Process and evaluation report for all candidates • Mark sheets and teacher/candidate declaration form for all candidates
Submit work for	All candidates. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (please see guidance on reducing file sizes on the Eduqas GCE Drama website page)

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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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.

Film Studies (Eduqas)

Subject Code(s)	B670U30
Subject(s)	AS Level Film Studies Component 3 (Eduqas)
Details	Practical work for all candidates and relevant documentation must be submitted via Surpass. Research and planning tasks are not required to be uploaded. Where possible, centres should submit production, evaluation and coversheet as separate files.
To be uploaded	The following must be submitted: Either <ul style="list-style-type: none"> • Film extract Or <ul style="list-style-type: none"> • Screenplay and accompanying storyboard And <ul style="list-style-type: none"> • Evaluative analysis • Cover sheet with candidate declaration
Submit work for	Sample
File types accepted	mp4, mov, avi, doc, pdf, zip
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

Subject Code(s)	A670QS (A670U30)
Subject(s)	A Level Film Studies Component 3 (Eduqas)
Details	Practical work for all candidates and relevant documentation must be submitted via Surpass. Research and planning tasks are not required to be uploaded. Where possible, centres should submit production, evaluation and coversheet as separate files.
To be uploaded	The following must be submitted: Either <ul style="list-style-type: none"> • Short Film Or <ul style="list-style-type: none"> • Screenplay for a short film and accompanying storyboard And <ul style="list-style-type: none"> • Evaluative analysis • Cover sheet with candidate declaration
Submit work for	Sample
File types accepted	mp4, mov, avi, doc, pdf, ppt
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

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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.

AS Media Studies (WJEC)

Subject Code(s)	2680U20
Subject(s)	AS Level Media Studies Unit 2 (Wales)
Details	<p>Learners must select one of the options from one of the media forms detailed on page 25 and 26 of the specification.</p> <ul style="list-style-type: none"> Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet, one document for the research, etc. There can be no more than 7 files uploaded in total. Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task For online productions, the URL must be provided on the coversheet If the sample contains work that has been completed in a pair, the group form must be completed and uploaded under the admin keycode. The AV production should be uploaded for each candidate using candidates' individual keycodes. If the work of both candidates of a pair is requested as part of the sample, the AV work should be uploaded twice.
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> a complete candidate portfolio, including a completed coversheet, research, planning, production and reflective analysis.
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

AS Media Studies (Eduqas)

Subject Code(s)	B680U30
Subject(s)	AS Level Media Studies Component 3 (Eduqas)
Details	<p>One of the options from the AS Media Studies 2022 NEA briefs must be submitted as a completed production, partially completed production, or mock-up, for each candidate in the sample.</p> <ul style="list-style-type: none"> Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet and one document for the production. There can be no more than 7 files uploaded in total. Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task For online productions, the URL must be provided on the coversheet
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> completed coversheet, including the statement of aims and intentions production supporting evidence, if completed
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

A Level Media Studies (WJEC)

Subject Code(s)	1680U40
Subject(s)	A Level Media Studies Unit 4 (Wales)
Details	<p>Learners must select one of the options from one of the media forms detailed on page 45 - 47 of the specification.</p> <ul style="list-style-type: none"> Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet, one document for the research, etc. There can be no more than 7 files uploaded in total. Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task For online productions, the URL must be provided on the coversheet If the sample contains work that has been completed in a pair, the group form must be completed and uploaded under the admin keycode. The AV production should be uploaded for each candidate using candidates' individual keycodes. If the work of both candidates of a pair is requested as part of the sample, the AV work should be uploaded twice.
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> a complete candidate portfolio, including a completed coversheet, investigative research and development outline, cross-media production and critical analysis.
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

A Level Media Studies (Eduqas)

Subject Code(s)	A680U30
Subject(s)	A Level Media Studies Component 3 (Eduqas)
Details	<p>One of the options from the A level Media Studies 2022 NEA briefs must be submitted as a completed production, partially completed production, or mock-up, for each candidate in the sample</p> <ul style="list-style-type: none"> Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet and one document for each production. There can be no more than 7 files uploaded in total. Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task For online productions, the URL must be provided on the coversheet
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> completed coversheet, including the statement of aims and intentions production supporting evidence, if completed
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

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GCE Externally Assessed Subjects

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.

A level Drama and Theatre (WJEC)

Subject Code(s)	1690U30-1
Subject(s)	Drama and Theatre Unit 3
Details	Written work for all candidates and relevant documentation must be submitted via Surpass.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Process and Evaluation Report (plus additional illustrative material if relevant) for each candidate • Viva for all Design candidates
Submit work for	All candidates. Individual keycode provided.
File types accepted	doc, pdf
Max upload file size (MB)	25

A level Drama and Theatre (EDUQAS)

Subject Code(s)	A690U20-1
Subject(s)	Drama and Theatre Component 2
Details	Written work for all candidates and relevant documentation must be submitted via Surpass.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form • Process and Evaluation Report (plus additional illustrative material if relevant) for each candidate • Viva for all Design candidates
Submit work for	All candidates. Individual keycode provided.
File types accepted	doc, pdf
Max upload file size (MB)	25

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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.

A Level French, German and Spanish (WJEC)

Subject Code(s)	1800U30-1 1800N30-1 1820U30-1 1820N30-1 1810U30-1 1810N30-1
Subject(s)	A Level French/German/Spanish WJEC Unit 3
Details	<p>The speaking assessment will be carried out by an external examiner appointed by WJEC, either in person at the centre or remotely where a centre has selected this option. In either case the external examiner will be responsible for conducting the speaking assessment and for making and uploading the candidate recordings to WJEC. However, the centre is responsible for the completion of the MFL Centre Form. Where a candidate has been approved for extra time in speaking assessments, the centre will need to share this information with the external examiner before the candidate is assessed.</p> <p>Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the centre and each candidate following the assessment, scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they need to be copied for different teaching groups or teachers. Please use the separate administration keycodes for each language.</p>
To be uploaded	<p>The following must be submitted by the external examiner:</p> <ul style="list-style-type: none"> • The candidate's recording <p>The following must be submitted by the centre:</p> <ul style="list-style-type: none"> • The MFL Centre Form – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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Requirements for the subject are as follows.

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A Level French, German and Spanish (EDUQAS)

Subject Code(s)	A800U10-1 A820U10-1 A810U10-1
Subject(s)	A Level French/German/Spanish Eduqas Component 1
Details	<p>The speaking assessment will be carried out by an external examiner appointed by WJEC, either in person at the centre or remotely where a centre has selected this option. In either case the external examiner will be responsible for conducting the speaking assessment and for making and uploading the candidate recordings to WJEC. However, the centre is responsible for the completion of the MFL Centre Form. Where a candidate has been approved for extra time in speaking assessments, the centre will need to share this information with the external examiner before the candidate is assessed. Following the assessment, the external examiner will inform the centre which card was used to examine each candidate so that the centre can record this information on the MFL Centre Form.</p> <p>Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the centre and each candidate following the assessment, scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they need to be copied for different teaching groups or teachers. Please use the separate administration keycodes for each language.</p>
To be uploaded	<p>The following must be submitted by the external examiner:</p> <ul style="list-style-type: none"> • The candidate's recording <p>The following must be submitted by the centre:</p> <ul style="list-style-type: none"> • The MFL Centre Form – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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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.

AS French, German and Spanish (WJEC)

Subject Code(s)	2800U10-1 2800N10-1 2820U10-1 2820N10-1 2810U10-1 2810N10-1
Subject(s)	AS French/German/Spanish WJEC Unit 1
Details	<p>The MFL Centre Form along with details on running the examination are available on the subject specific pages on the WJEC website.</p> <p>Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. These should be in mp3 format. The centre can name the audio files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: AS French/German/Spanish, candidate name, candidate number. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please indicate on the MFL Centre Form which of the three cards was used for the candidate.</p> <p>Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the teacher and each candidate following the assessment, scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they need to be copied for different teaching groups or teachers. Please use the separate teacher/administration keycodes for each language.</p>
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> • The candidate's recording • The MFL Centre Form – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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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.

AS French, German and Spanish (EDUQAS)

Subject Code(s)	B800UA0 B820UA0 B810UA0
Subject(s)	GCE AS Level French/German/Spanish (Eduqas) Component 1 Centre conducted, externally marked
Details	<p>The oral cards must be allocated to candidates using the formula supplied in the grid contained in the Examiner's Booklet (French B800UA0-1E) (German B820UA0-1E) (Spanish B810UA0-E). The MFL Centre Form along with details on running the examination are available on the subject specific pages on the Eduqas website.</p> <p>Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. These should be in mp3 format. The centre can name the audio files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: AS French / German / Spanish, candidate name, candidate number. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please indicate on the MFL Centre Form which cards were used for that candidate.</p> <p>Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The form must be completed by the teacher and each candidate following the assessment scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they need to be copied for different teaching groups or teachers. Please use the separate teacher/administration keycodes for each language.</p>
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> • The candidate's recording • The MFL Centre Form – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

AS Level French, German and Spanish (EDUQAS)

Subject Code(s)	B800UA0 B820UA0 B810UA0
Subject(s)	GCE AS Level French/German/Spanish (Eduqas) Component 1 Examiner conducted, externally marked
Details	<p>The speaking assessment will be carried out by an external examiner appointed by WJEC, either in person at the centre or remotely where a centre has selected this option. In either case the external examiner will be responsible for conducting the speaking assessment and for making and uploading the candidate recordings to WJEC. However, the centre is responsible for the completion of the MFL Centre Form. Where a candidate has been approved for extra time in speaking assessments, the centre will need to share this information with the external examiner before the candidate is assessed. Following the assessment, the external examiner will inform the centre which cards were used to examine each candidate so that the centre can record this information on the MFL Centre Form.</p> <p>Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the centre and each candidate following the assessment, scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they need to be copied for different teaching groups or teachers. Please use the separate administration keycodes for each language.</p>
To be uploaded	<p>The following must be submitted by the external examiner:</p> <ul style="list-style-type: none"> • The candidate's recording <p>The following must be submitted by the centre:</p> <ul style="list-style-type: none"> • The MFL Centre Form – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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

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.

Music (WJEC)

Subject Code(s)	2660U20 1660U60 (Option A) 1660U70 (Option B)
Subject(s)	GCE AS Music Unit 2 (Wales) GCE A Music Unit 5 Option A (Wales)
To be uploaded	For each candidate you should upload the following: <ul style="list-style-type: none"> • 1 audio file • 1 score or equivalent • 1 composing log, signed by teacher and candidate
Subject(s)	GCE A Music Unit 5 Option B (Wales)
To be uploaded	For each candidate you should upload the following: <ul style="list-style-type: none"> • 2 audio files • 2 scores or equivalent • 1 composing log, signed by teacher and candidate
Submit work for	Cohort
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

Music (Eduqas)

Subject Code(s)	B660U20 A660U20 (Option A) A660U50 (Option B)
Subject(s)	GCE AS Music Component 2 (Eduqas) GCE A Music Component 2 Option A (Eduqas)
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • audio file • 1 score or equivalent • 1 composing log, signed by teacher and candidate
Subject(s)	GCE A Music Component 2 Option B (Eduqas)
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • 2 audio files • 2 scores or equivalent • 1 composing log, signed by teacher and candidate
Submit work for	Cohort
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

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Vocational Internally Assessed Subjects

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.

Global Business Communications – French, German and Spanish (WJEC)

Subject Code(s)	5839UA0 5849UA0 5859UA0
Subject(s)	Global Business Communications French Units 1, 3 and 4 Global Business Communications German Units 1, 3 and 4 Global Business Communications Spanish Units 1, 3 and 4
Details	A keycode will be generated for candidates in each sample for each subject and unit. An admin keycode will be available to upload all timesheets and mark record sheets for your sample candidates. These can be done as a zip file.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • The candidate's submission for each language unit requested in the sample. Please ensure that all evidence is clearly labelled with the candidate name, candidate number, unit and task number. • Mark record sheet (available from the GBC webpage resources under Controlled assessment heading). • Candidate's timesheet for each unit (available from the secure website) uploaded using the admin keycode.
Submit work for	Sample
File types accepted	mp3, mp4, mkv, doc, pdf, ppt
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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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

Sport and Coaching Principles

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)	5929U1/5929N1
Subject(s)	Sport and Coaching Principles Unit 1 Improving Sporting Performance
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
To be uploaded	The following must be submitted: The evidence of all the Assessment Criteria for every candidate in the sample. This evidence will include all the evidence used to make the judgement in the controlled assessment. The mark sheets of each candidate including the authentication sheets.
Submit work for	All candidates in the sample being moderated.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	60 (per candidate)

Subject Code(s)	5929U3/5929N3
Subject(s)	Sport and Coaching Principles Unit 3 Coaching Principles
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
To be uploaded	The following must be submitted: The video evidence produced in the controlled assessment. This could include a variety of clips and smaller sessions for 2022. Maximum total length of submission to be 8-10 minutes. The written evidence to support any of the assessment criteria that cannot be seen in the video clip. The observation record sheets The mark sheets and authentication records for every candidate in the sample.
Submit work for	All candidates in the sample being moderated. One keycode provided. Each candidates performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	120 (per 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>

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Vocational Externally Assessed Subjects

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.

Global Business Communications – French, German and Spanish (WJEC)

Subject Code(s)	5839UA0 5849UA0 5859UA0
Subject(s)	Global Business Communications French Unit 2 – Oral Assessment Global Business Communications German Unit 2 – Oral Assessment Global Business Communications Spanish Unit 2 – Oral Assessment
Details	Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. Each candidate's work should be uploaded using their individual candidate key code. The centre should name the audio files as follows: GBC French/German/Spanish, candidate name, candidate number. This enables them to be easily identified and the correct work uploaded to each candidate's key code. Before the assessments take place, the centre must ensure they have the candidate authentication/GDPR permission form which can be accessed electronically on the GBC webpage under resources (Unit 2 NEA Form). This form must be completed by the teacher and each candidate following the assessment and be uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several forms can be uploaded using the same key code if the list needs to be copied for different teaching groups or teachers.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • The candidate's oral submission as an audio file • Candidate authentication/GDPRform(s) – uploaded under Admin keycode.
Submit work for	Cohort
File types accepted	mp3
Max upload file size (MB)	20

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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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

Entry Level Internally Assessed Subjects

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.

English (WJEC)

Subject Code(s)	6700QCL2
Subject(s)	Entry Level English Component 2
Details	<p>Each candidate's work should be uploaded using their individual candidate key code. The centre can name the files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: TopicTest1/TopicTest2/TopicTest3/TopicTest4, 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 e candidate's responses to all four Topic Tests • Candidate record keeping mark sheet – uploaded with the candidate's work
Submit work for	Sample
File types accepted	doc, pdf, zip, jpg
Max upload file size (MB)	25

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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For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	<p>https://www.wjec.co.uk/qualifications https://www.eduqas.co.uk/qualifications</p>

Subject Code(s)	6700QCL3
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: 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)	80

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

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Welsh (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)	6020CL-2
Subject(s)	Entry Level Welsh Unit 2
Details	<p>Each candidate's work should be uploaded using their individual candidate key code. The centre can name the files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: Task1/Task2/Task3, candidate name, candidate number.</p> <p>Before uploading, the centre must download the NEA mark sheet on the subject page. 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 3 written tasks • Candidate record keeping mark sheet – signed and uploaded with the candidate's work
Submit work for	Sample
File types accepted	doc, pdf, jpg, zip
Max upload file size (MB)	25

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

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For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	<p>https://www.wjec.co.uk/qualifications https://www.eduqas.co.uk/qualifications</p>

Subject Code(s)	6020CL-3
Subject(s)	Entry Level Welsh Unit 3
Details	<p>Each candidate's work should be uploaded using their individual candidate key code. The centre can name the files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: Task1individual/ Task2group, candidate name, candidate number.</p> <p>Before uploading, the centre must download the NEA mark sheet on the subject page. 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 Oral 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.

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Healthy Living and Fitness

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)	6430QCL-2 6436QCL-2 6430QCL-3 6436QCL-3
Subject(s)	PE within HLF
Details	Practical work and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Candidate authentication sheets • Mark sheets • Document identifying which candidates are in which group and activity (programme), • Any supporting evidence e.g. handicaps • Recordings of performance for each candidate in the sample • Recordings may include skills/ drills and activities to support the marks that maybe outside of the competition. • Performances these must include the centres predominant activity and a range of marks (selected by the moderator)
Submit work for	All candidates in the sample being moderated. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	60 (per candidate)

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

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