



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

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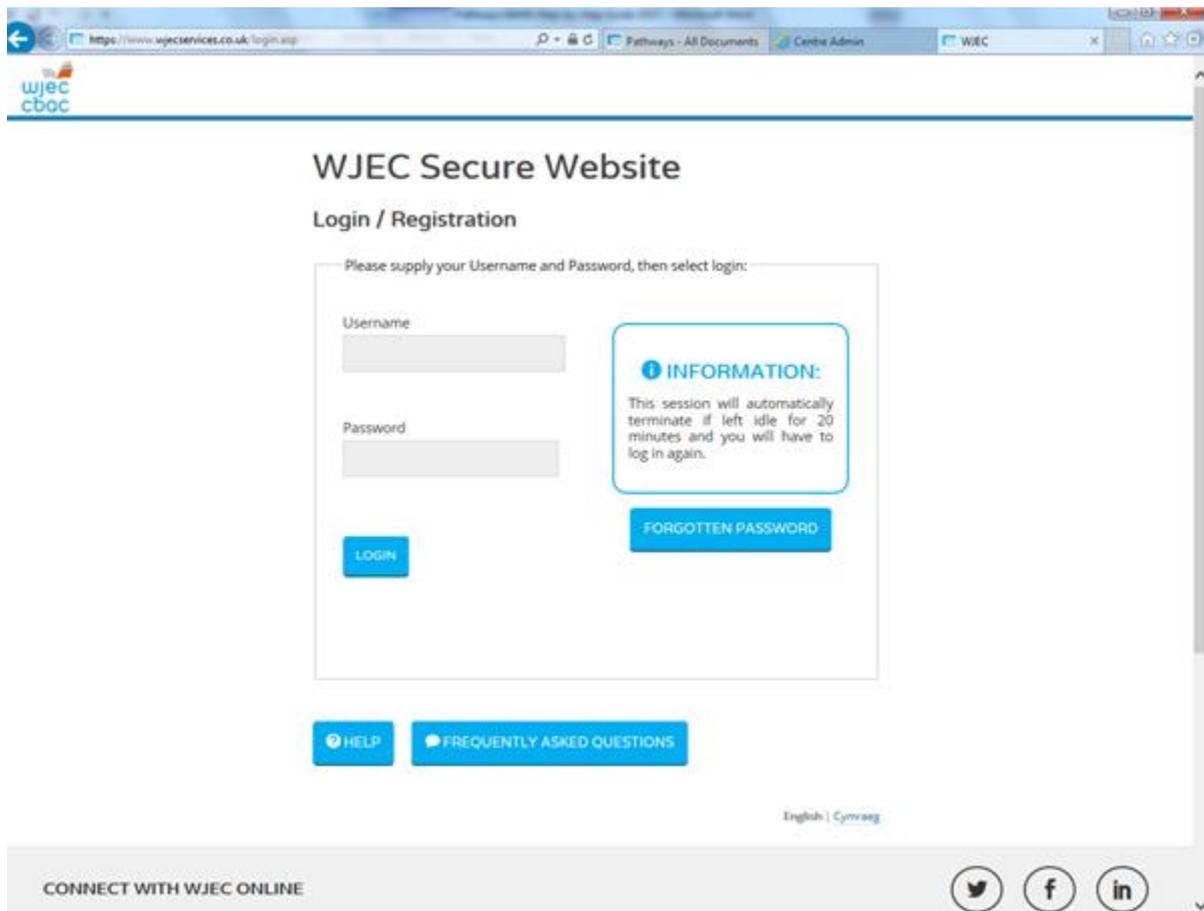
Please note that this document is subject to continual improvements. This document will not be re-issued as a hard copy but the latest version will be available on the Entry Pathways website.

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:

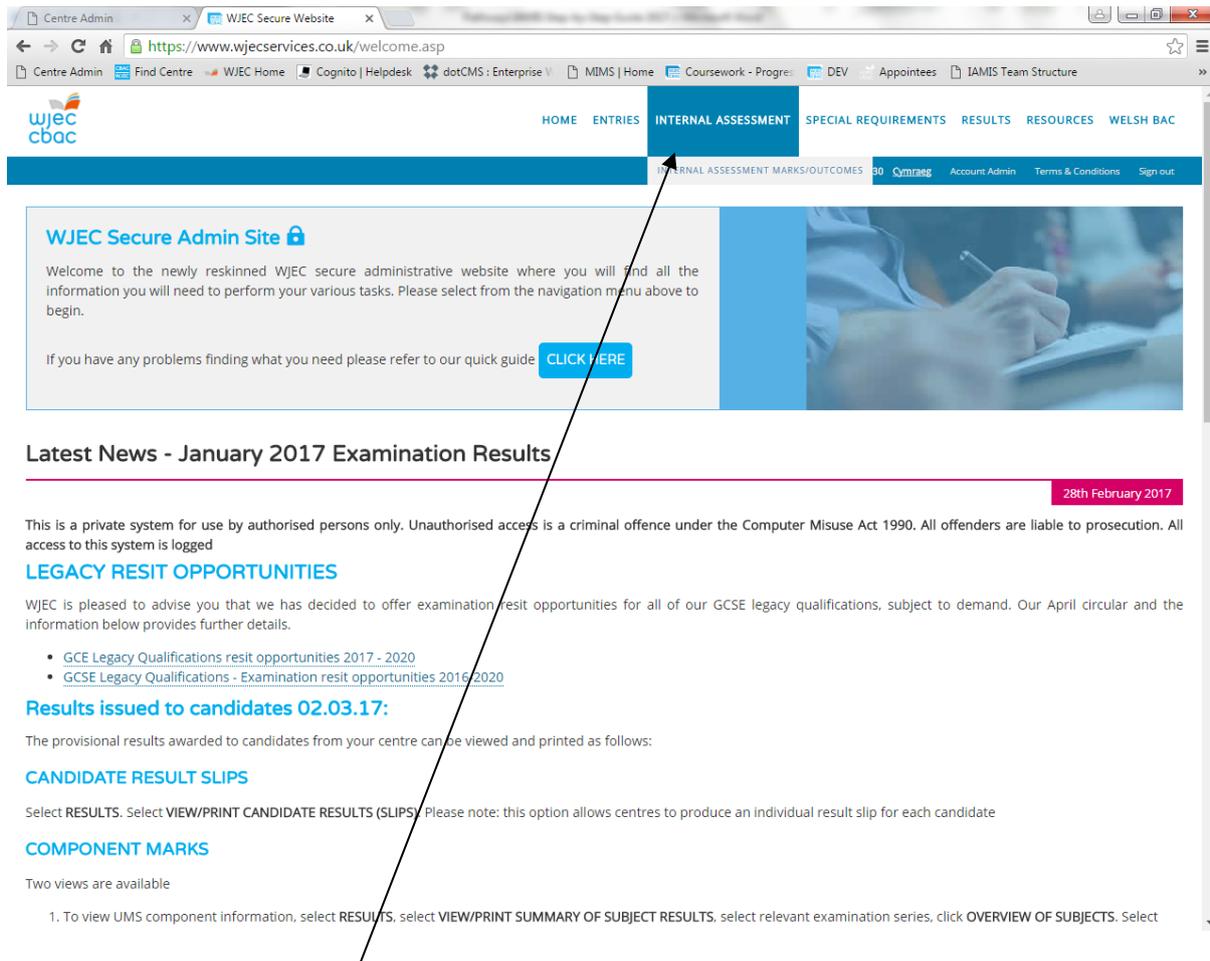
- A heading: "Please supply your Username and Password, then select login:"
- A "Username" input field.
- A "Password" input field.
- A blue "LOGIN" button.
- An "INFORMATION" box with a blue header and text: "This session will automatically terminate if left idle for 20 minutes and you will have to 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".

The footer of the page includes 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.

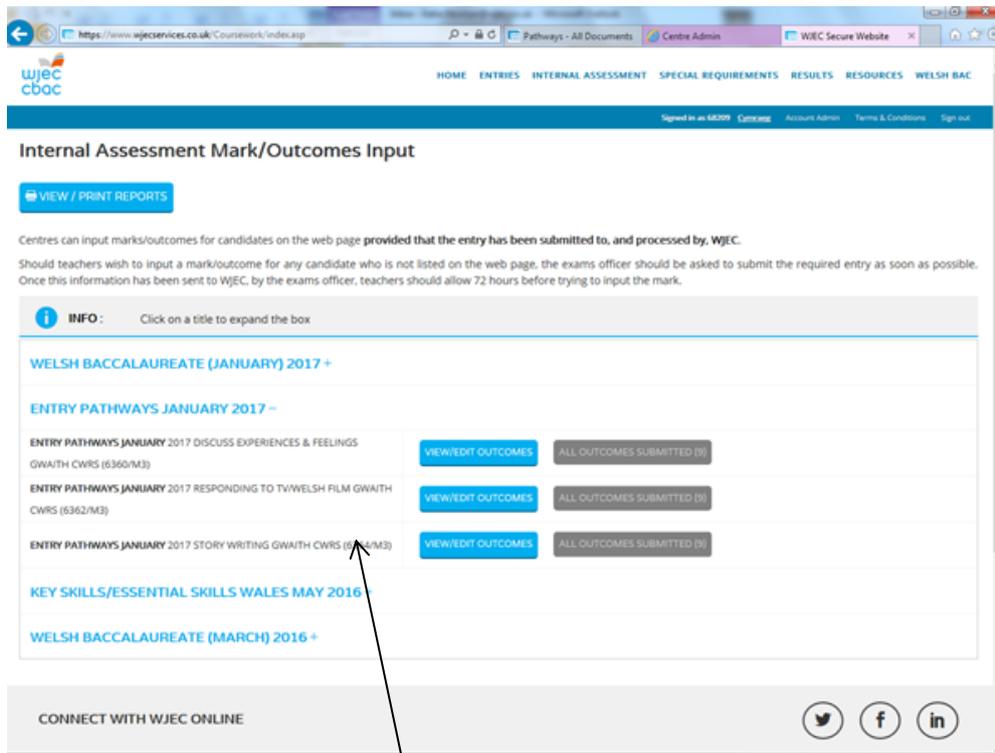
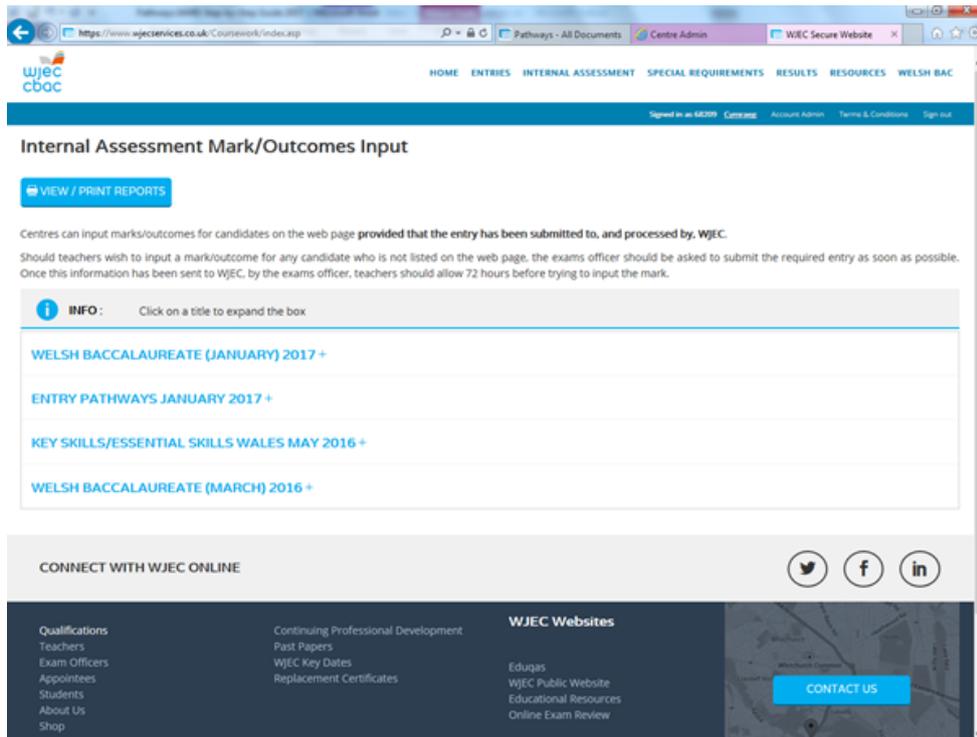
Please enter your user name and password and click on the 'Login' button.

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/unit 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, 103 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"/>

WJEC CBAC

HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES WELSH BAC

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

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"/>

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.

Options

Candidate search:

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

SEARCH

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"/>

SAVE AND CLOSE

CONNECT WITH WJEC ONLINE

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 "VIEW MODERATOR DETAILS" button and a "Please mark candidates withdrawn as absent and send an entry amendment to WJEC." instruction. An "Options" panel includes a "Candidate search" field, "Rows: All", "Sort by: Grade", and "Show: Samples" dropdown. A "SEARCH" button is below. On the right, there are buttons for "INTERNAL ASSESSMENT MANUAL", "STEP-BY-STEP GUIDE", and "PRINT". The table below has the following 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"/>

A blue arrow points from the text above to the "SAVE AND CLOSE" button at the bottom left of the table area. At the bottom of the page, there is a "CONNECT WITH WJEC ONLINE" section with social media icons for Twitter, Facebook, and LinkedIn.

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 displays the 'Internal Assessment Mark/Outcomes Input' interface. At the top, there are navigation links: HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. Below this is a navigation bar with 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 -'. It lists four qualifications with their respective assessment codes and deadlines for submission of samples and cover sheets to the moderator (15/05/2017). For each qualification, there are two buttons: 'ENTER OUTCOMES (X DONE, Y LEFT)' and 'NO OUTCOMES TO SUBMIT (0 SUBMITTED)'. The first qualification has '144 DONE, 0 LEFT' and 'NO OUTCOMES TO SUBMIT (0 SUBMITTED)'. The second has '144 DONE, 0 LEFT' and 'SUBMIT OUTCOMES AND GENERATE SAMPLES (144)'. The third has '43 DONE, 101 LEFT' and 'NO OUTCOMES TO SUBMIT (0 SUBMITTED) (101 OUTCOMES MISSING)'. The fourth has '144 DONE, 0 LEFT' and 'SUBMIT OUTCOMES AND GENERATE SAMPLES (144)'. Arrows from the text above point to the 'ENTER OUTCOMES (144 DONE, 0 LEFT)' button for the first qualification and the 'SUBMIT OUTCOMES AND GENERATE SAMPLES (144)' button for the fourth qualification.

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 text block explains that users can input marks/outcomes provided the entry has been submitted to and processed by WJEC, and that teachers should allow 72 hours before inputting a mark.

The main content area is titled "LEVEL 3 QUALIFICATIONS JUNE 2017 -" and lists three assessment entries:

- LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9611/L3)**
Deadline for submission of samples and cover sheets to moderator: 15/05/2017
Buttons: "ENTER OUTCOMES (0 DONE, 0 LEFT)", "NO OUTCOMES TO SUBMIT (0 SUBMITTED)", "SUBMIT OUTCOMES AND GENERATE SAMPLES (144)"
- 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
Buttons: "ENTER OUTCOMES (43 DONE, 101 LEFT)", "NO OUTCOMES TO SUBMIT (0 SUBMITTED) 101 OUTCOMES MISSING", "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
Buttons: "ENTER OUTCOMES (144 DONE, 0 LEFT)", "SUBMIT OUTCOMES AND GENERATE SAMPLES (144)"

A "GCE JUNE 2017 +" section is partially visible at the bottom. A confirmation 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.

An information banner at the bottom of the page repeats the instruction: "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.

The screenshot shows a web browser window displaying the WJEC CBAC website. The URL in the address bar is <https://webmail.wjecservices.co.uk/Coursework/submitResults.asp?c=17&c+9613&c+9613&c>. The page title is "INTERNAL ASSESSMENT MARKING - LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL: POLICY & PRACTICE (9613/L3) OUTCOMES SUBMITTED". Below the title, it states "Subject/Paper: 9613/L3 Submitted: 144". The main content area includes a "CONNECT WITH WJEC ONLINE" section with social media icons for Twitter, Facebook, and LinkedIn. There are also links for "Qualifications", "Continuing Professional Development", and "WJEC Websites". A "CONTACT US" button is visible on the right side of the page.

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, 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 paragraph of text: "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." Below this, there is another information banner with an 'i' icon and the text: "Click on a title to expand the box". The main content area is titled "LEVEL 3 QUALIFICATIONS JUNE 2017 -" and contains a table with four rows of qualifications. Each row has a button for "ENTER OUTCOMES" and a button for "SUBMIT OUTCOMES AND GENERATE SAMPLES". The first row has "ENTER OUTCOMES (0 DONE, 144 LEFT)" and "NO OUTCOMES TO SUBMIT (0 SUBMITTED)". The second row has "VIEW SAMPLES" and "ALL OUTCOMES SUBMITTED (144)". The third row has "ENTER OUTCOMES (43 DONE, 101 LEFT)" and "NO OUTCOMES TO SUBMIT (0 SUBMITTED) 101 OUTCOMES MISSING". The fourth row has "ENTER OUTCOMES (144 DONE, 0 LEFT)" and "SUBMIT OUTCOMES AND GENERATE SAMPLES (144)". Below the table, there is a section titled "GCE JUNE 2017 +". At the bottom of the page, 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 above as detailed within the guidelines".

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
CF5 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)

CONNECT WITH WJEC ONLINE

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Exam Officers
Appointees
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Past Papers
WJEC Key Dates
Replacement Certificates

WJEC Websites
Edugas
WJEC Public Website
Educational Resources
Online Exam Review

CONTACT US

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 'PRINT THIS REPORT' button is located at the top left of the modal. Below the title is a table with the following data:

#	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

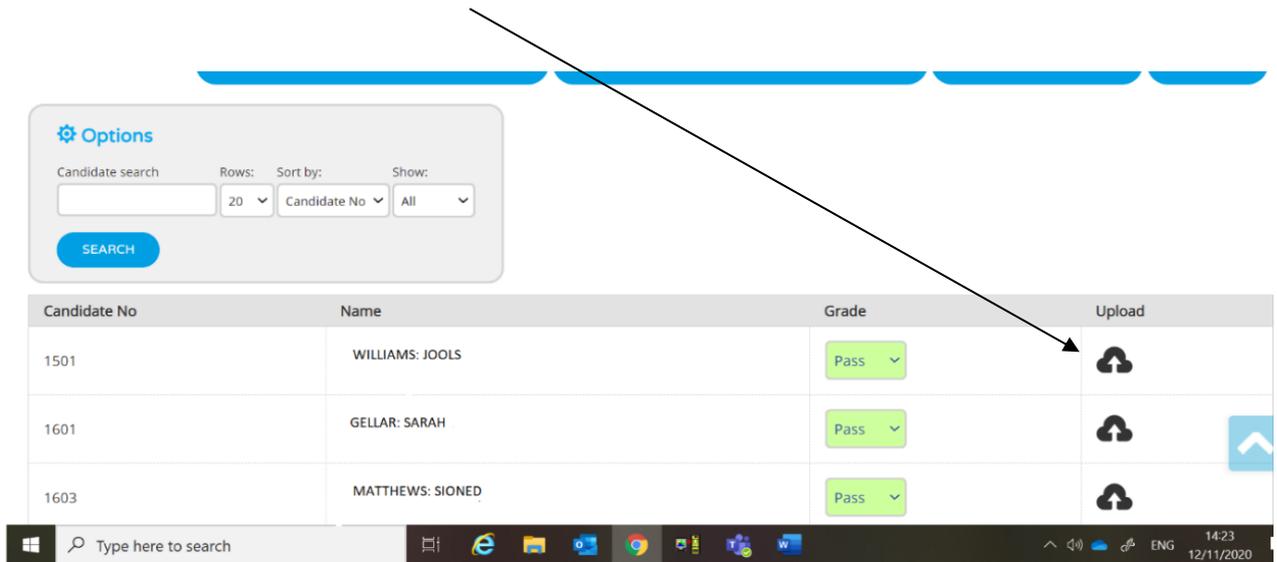
At the bottom of the modal, there are social media icons for Twitter, Facebook, and LinkedIn, along with the text 'CONNECT WITH WJEC ONLINE'. The background page shows a 'LEVEL 3 Q' section with a 'VIEW MODERATOR' button and a 'Please mark candidate' section with a search bar and a 'SEARCH' button.

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 data:

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

An arrow points from the text above to the 'Upload Cloud' icon in the first row of the table. The Windows taskbar at the bottom shows the date and time as 14:23 on 12/11/2020.

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

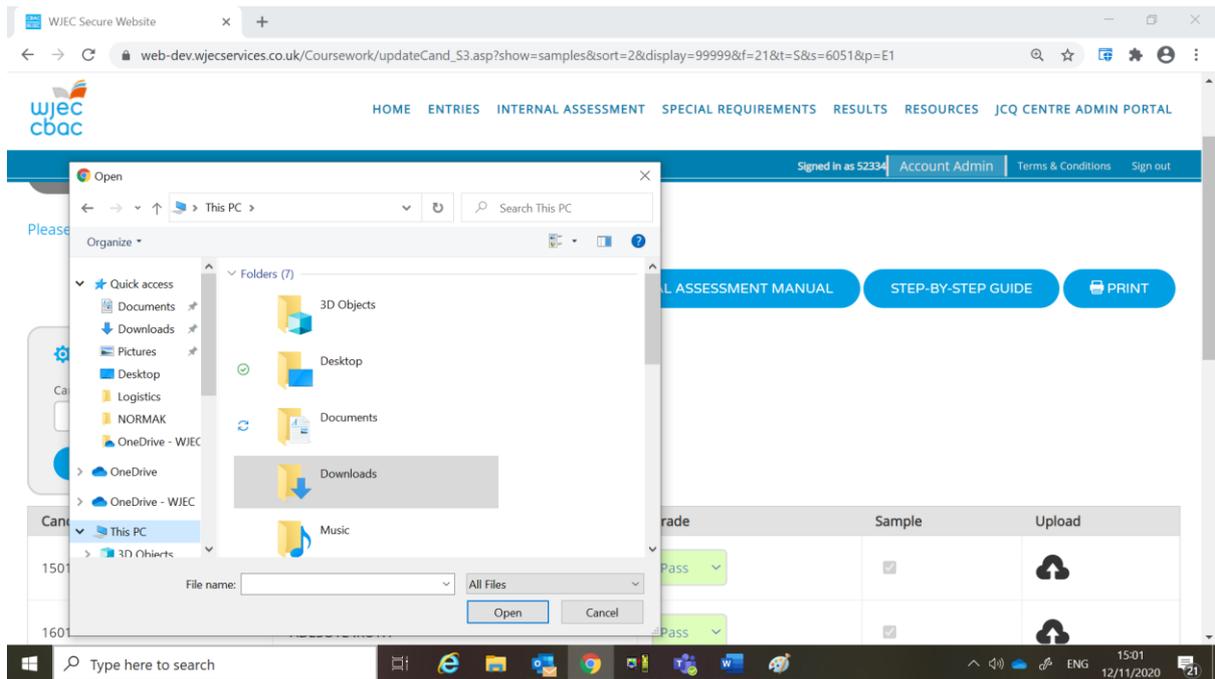
Sort by: Candidate No

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

Multiple files can be uploaded per candidate (if needed)

If a centre recognises the wrong file has been uploaded they can delete any file that has been uploaded **up to a week after clicking 'submit outcomes'**

If a moderator or WJEC representative contact the centre to request further samples the centre should check the input screen to see which candidates have been identified as additional samples and ensure that files of evidence are uploaded for them in addition to the original sample

Moderator Reports

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

For Entry Level, Vocational Award L1/2, Level 1 & 2 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.

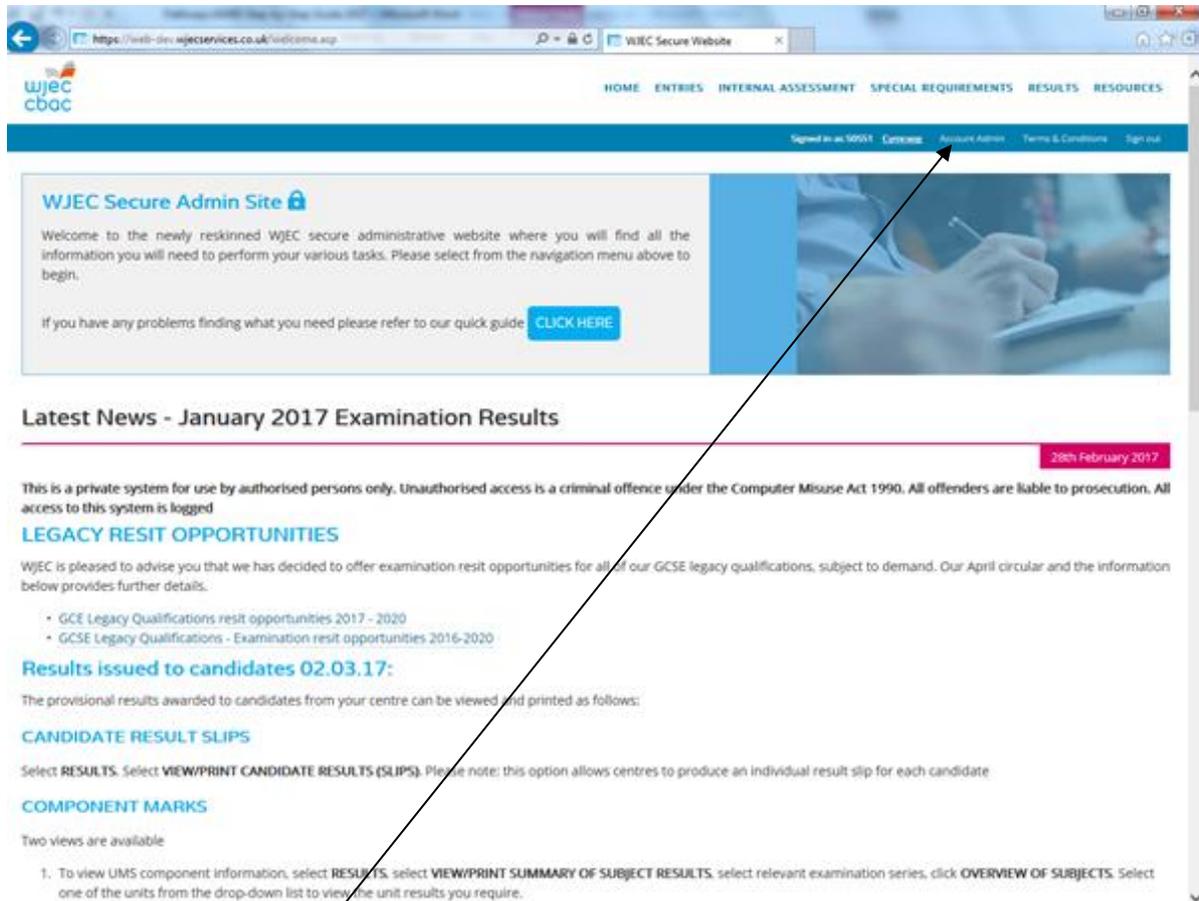
Contact:

Pathways Qualifications

email: pathways@wjec.co.uk

Telephone: 029 2026 5444

Appendix creating/amending secondary accounts (Examination Officers only)



The screenshot shows the WJEC Secure Admin Site. At the top, there is a navigation menu with links for HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. Below the navigation menu, there is a user status bar that says "Signed in as: 5951" and includes links for "Cancel", "Account Admin", "Terms & Conditions", and "Sign out". The main content area features a "WJEC Secure Admin Site" header with a welcome message and a "CLICK HERE" button. Below this, there is a "Latest News - January 2017 Examination Results" section with a date of "28th February 2017". The news section includes a disclaimer, a "LEGACY RESIT OPPORTUNITIES" heading, and a "Results issued to candidates 02.03.17:" section. The "Results issued to candidates 02.03.17:" section contains sub-sections for "CANDIDATE RESULT SLIPS" and "COMPONENT MARKS".

Choose Account Admin

Account Admin

Account to Edit:

VIEW

Add New User Account

New Account Name : 50551

3 chars max

CREATE NEW ACCOUNT

INFO:
Secure Website administrators can create additional user accounts.
Once a new account has been created, 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

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

Or to amend a secondary account:

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 (50551KE) - 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.

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

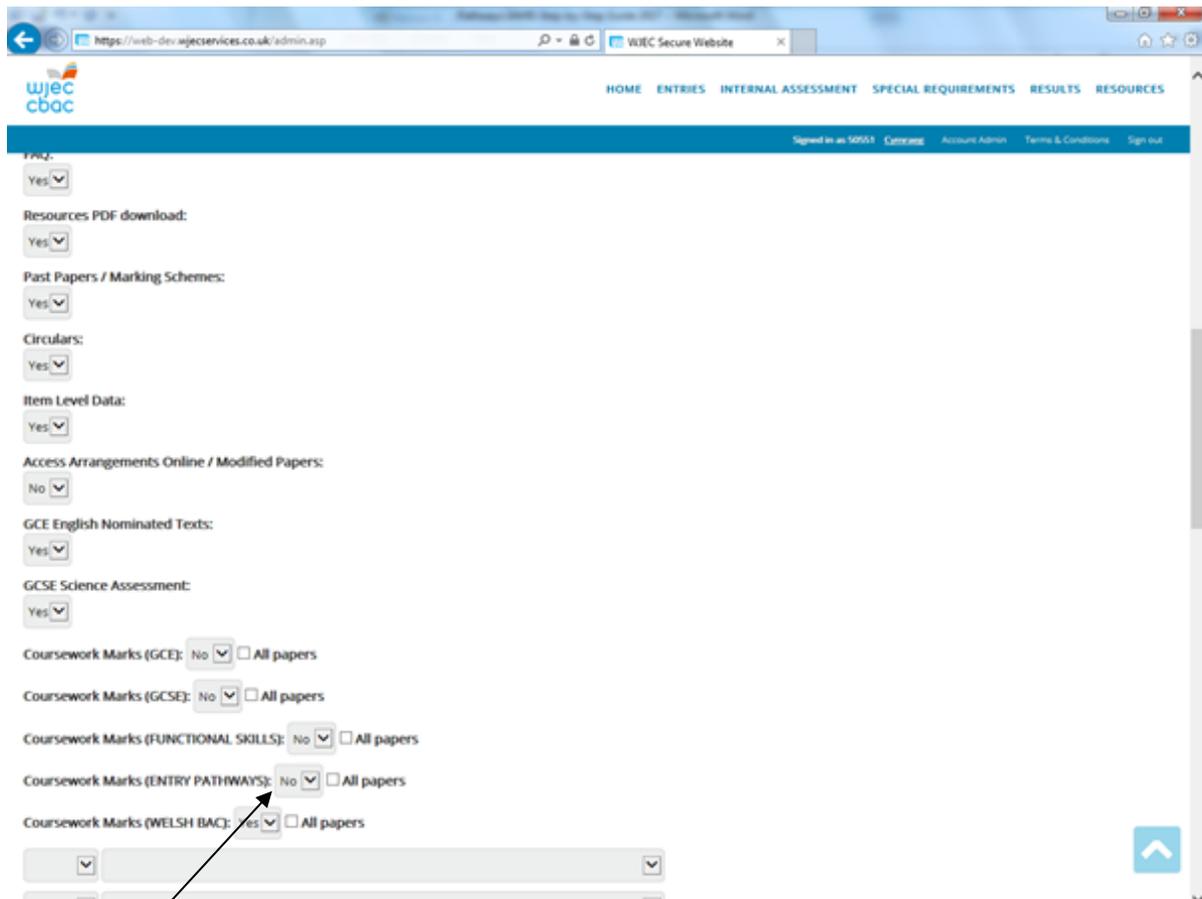
User Contact Details

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.