

*Keycodes for your candidates will appear on the Invigilate tab in Surpass.*

## Sampled submissions for individual candidates:

- Once you have entered all marks in IAMIS, your sample will be generated.
- Keycodes for the sampled candidates will then appear in Surpass within 48 hours.

## Sampled submissions for group/pair work:

- Centre will be issued with one or two admin keycodes dependant on sample size, available in Surpass
- Group/pair work to be uploaded under separate tabs under the one keycode

**Whole cohort submissions** – Keycodes will appear in Surpass in time for the submission window start date.

If you believe any keycodes are missing then please contact the [e-assessment@wjec.co.uk](mailto:e-assessment@wjec.co.uk)

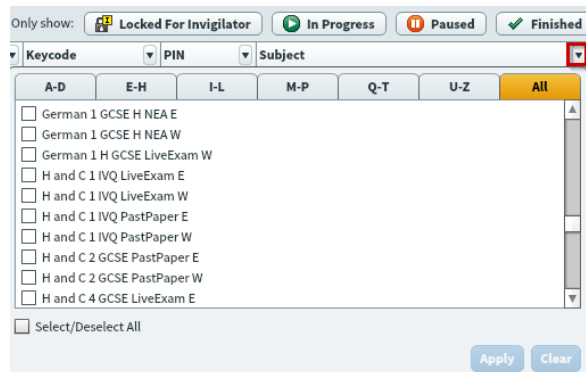
**Please note the reference to "test" on Surpass refers to the assessment that is to be uploaded.**

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## Prior to uploading

- If the **EXAMS OFFICER** has not yet set up an account for Surpass, please contact [e-assessment@wjec.co.uk](mailto:e-assessment@wjec.co.uk)
- Log in to Surpass (<https://wjec.surpass.com>) and navigate to Test Administration > Invigilate
- Check that all of your candidates' keycodes are listed. If you are submitting work in more than one subject, filter out the qualification you are interested in by clicking the small arrow at the top of Subject column and selecting the appropriate qualification(s) and click Apply.



The screenshot shows the 'Invigilate' tab in the Surpass system. At the top, there are filters for 'Only show:' with options: 'Locked For Invigilator', 'In Progress', 'Paused', and 'Finished'. Below this is a table with columns for 'Keycode', 'PIN', and 'Subject'. The 'Subject' column has a dropdown arrow. Below the table, there are tabs for subject ranges: 'A-D', 'E-H', 'I-L', 'M-P', 'Q-T', 'U-Z', and 'All' (which is highlighted in yellow). A list of candidates is shown with checkboxes next to their names. The candidates are: German 1 GCSE H NEA E, German 1 GCSE H NEA W, German 1 H GCSE LiveExam W, H and C 1 IVQ LiveExam E, H and C 1 IVQ LiveExam W, H and C 1 IVQ PastPaper E, H and C 1 IVQ PastPaper W, H and C 2 GCSE PastPaper E, H and C 2 GCSE PastPaper W, and H and C 4 GCSE LiveExam E. At the bottom, there is a 'Select/Deselect All' checkbox and 'Apply' and 'Clear' buttons.

## Candidates who are absent, withdrawn or are 'Carrying Forward'

- **You must** void any keycodes for candidates who are either absent or have withdrawn.
- To do this, on the Invigilate tab, click on the candidate concerned, which will highlight it (in yellow).
- Click on the 'Void' button at the bottom of the screen.
- Select the reason for voiding the exam. If you select 'Other', then you will be required to enter a reason. If a keycode is being voided due to work being carried forward, select Carry Forward as the void reason.
- The keycode is now voided and can no longer be used.

## Preparing candidate work for uploading

- Please review Appendix 1 at the end of the document to view accepted file types and maximum upload sizes for each subject.
- To try and reduce the size of files submitted, please see the 'Tips and Tricks for smaller files' page of this guide.
- **DO NOT** use any special characters in filenames e.g., & # \* \$ £ @ ' % etc. These will cause an error on upload.

## Uploading an individual candidate's work

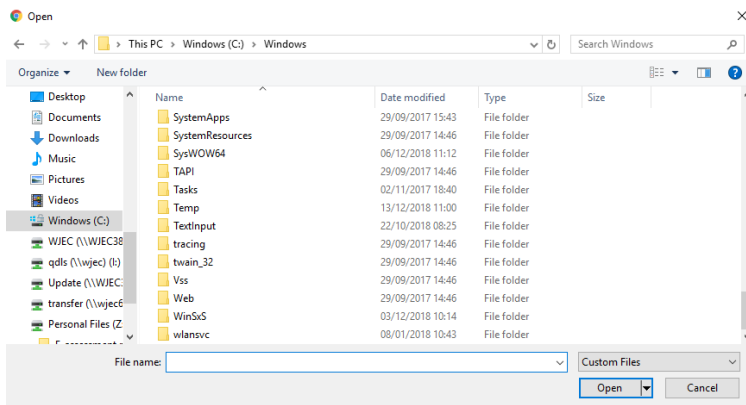
In a new web browser window go to:

<https://wjec.Surpass.com/secureassess/htmldelivery>

- This will open up the Test Delivery window.
- Enter the Keycode for the candidate, taken from the Invigilate tab, and then confirm the candidate's details.
- You will then be presented with the secure form.
- If applicable, please fill in any required information about the candidate's work.
- You will also see information about the file types accepted as well as the number and size of files you can upload.
- To upload; click on the 'Upload' button (you may need to scroll down to see this):

Upload button

- This will open a file browser window.
- Browse for the file you wish to upload.



- Select the file and then click 'Open'. Details of the uploaded file will appear at the bottom of your screen. Repeat this process if uploading more than one file for the candidate.

File Name	Date Uploaded	File Size
my-uploaded-work.docx	13/12/2018	14KB

rename the file

download the file

remove the file

**\*\*If your files are too large to upload, then please review the 'Tips and Tricks for smaller files'\*\***

If you want to leave the uploading process for that candidate, and finish it later then you will need to exit by closing the browser window. (**Do not** click the 'Finish Test' button). You can then retrieve the form later by re-entering the keycode and continue the uploading process.

## Uploading group/pair work

- Depending on the size of the sample, there will only be one keycode.
- Once the keycode has been entered, the secure form will show numbered tabs on the left hand side.
- On each tab you will be able to upload an audio/video file and any requested documentation, for the sampled candidate.
- Tab 1, you should also upload a listing of which sampled candidate is in what group. So if you have 10 sampled candidates, you will list who is in group 1 and upload that file on tab 1, who is in group 2 and upload on tab 2, etc. In this case, your last upload will be on tab 10.
- You may not have to use all tabs shown.

## Finishing the upload

- Check that all the files you wish to upload are listed on the screen. You **will not** be able to check these after you have submitted them. The files that are listed on the page will be submitted. Please check that all files you want to submit are listed.
- When you are satisfied that you have completed uploading all the candidate's work, click the 'Finish Test' button.
- You will then be presented with these windows:

Confirm Finish



Are you sure you would like to finish the test?

✓ Finish ✕ Cancel

Confirm Finish

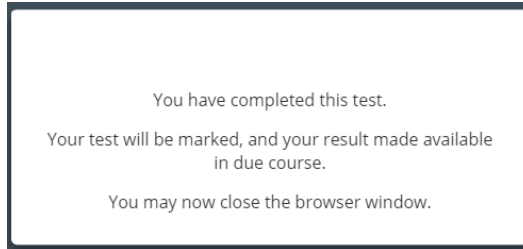


If you select Finish, your answers will be submitted and you will not be able to return to the test.

✕ Cancel ✓ Finish

If you click Finish, this finishes the test and submits the file to WJEC.  
**If this is selected you will not be able to retrieve the form again.**

After clicking Finish, you should see a confirmation similar to the one below:



When you see this, if you have further keycodes to enter, press F5 to relaunch the keycode screen.

**This process has to be followed for each candidate. The uploading of your candidates' work must be completed before the end of the published submission window. Please ignore any dates you may see in Surpass, as these are for administrative purposes.**

**Check in the Invigilate tab that there is a green tick by each candidate who has had work submitted.**

## Tips and tricks for smaller files

The following can be used to help keep file sizes as small as possible for uploading. This is not an exhaustive list. Your IT support should be able to help you with this.

### Scanning of materials

Most scanning software packages have pre-sets for ease of scanning. So look for a setting that makes your scan suitable for viewing on-screen or for emailing. If no pre-set available, adjust the dpi of the scan to 96.

### Images

Rather than submitting individual image files, add images to a Word document, for example, and then use Word to compress the images, as shown below.

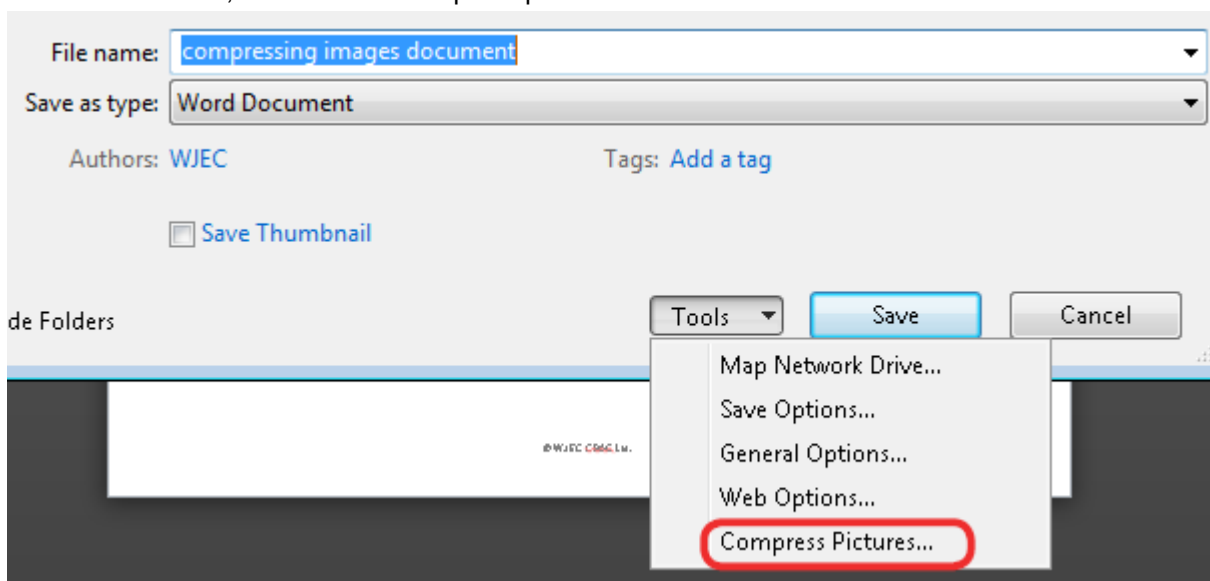
Candidates may have used images in other documents. These too should be compressed, as this will reduce the overall size of the file.

### Compressing images in Word

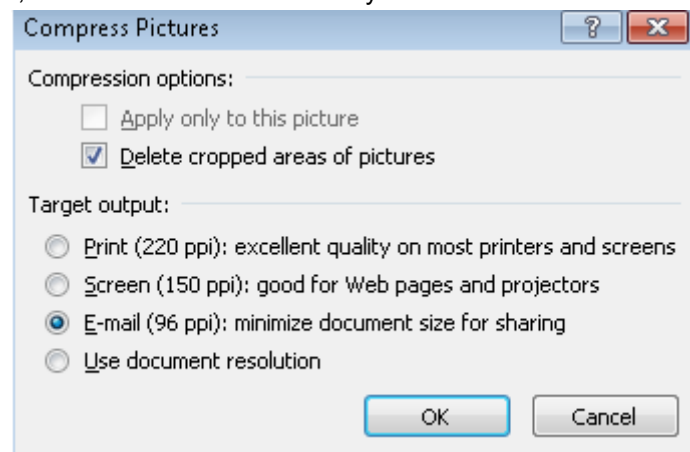
In more recent versions of Word, you can compress the images when you save your document.

To do this:

- Click File > Save As or Save
- In the 'Save as' window, click Tools > Compress pictures



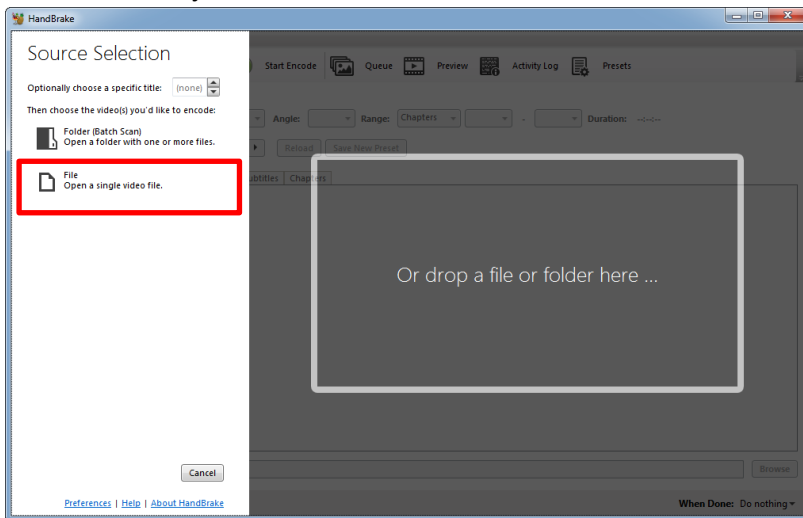
- In the next window, select E-mail, and then click OK and save your document.



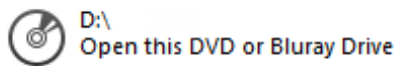
- This document can then be zipped up with other files for uploading.

## Video files – resizing and compressing (encoding) in preparation for uploading

1. Download and open Handbrake - <https://handbrake.fr/> (current version 1.2.2)
2. Select the file you wish to work on:



Please note: If you are working from a DVD, you will have the option to open that.

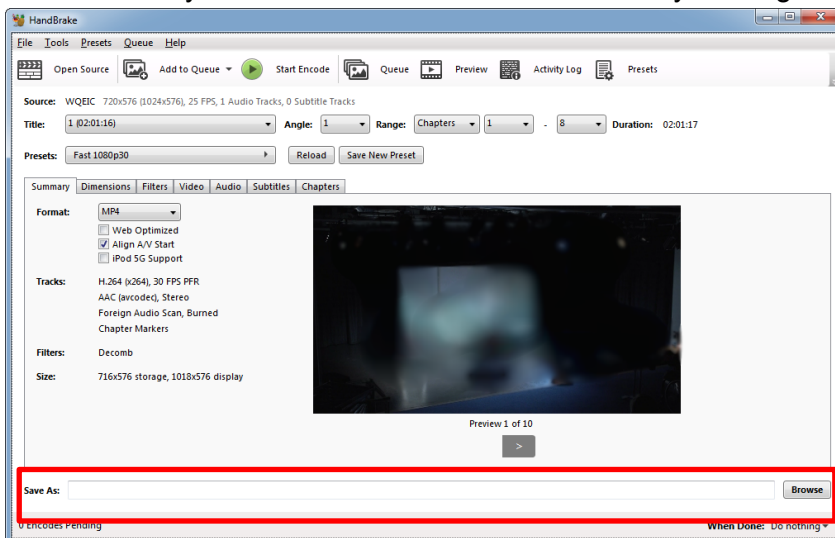


If your DVD contains chapters, please ensure you encode one chapter at a time.  
E.g.,

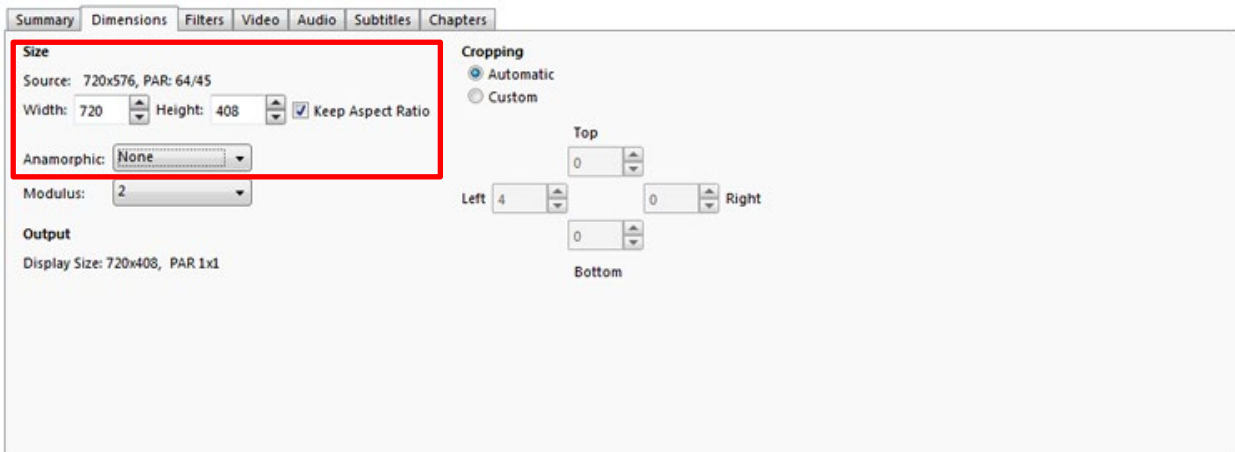
Range: Chapters 5 - 5 Duration: 00:16:16

The image above shows the encoding of Chapter 5 of the DVD which is just over 16 minutes in length.

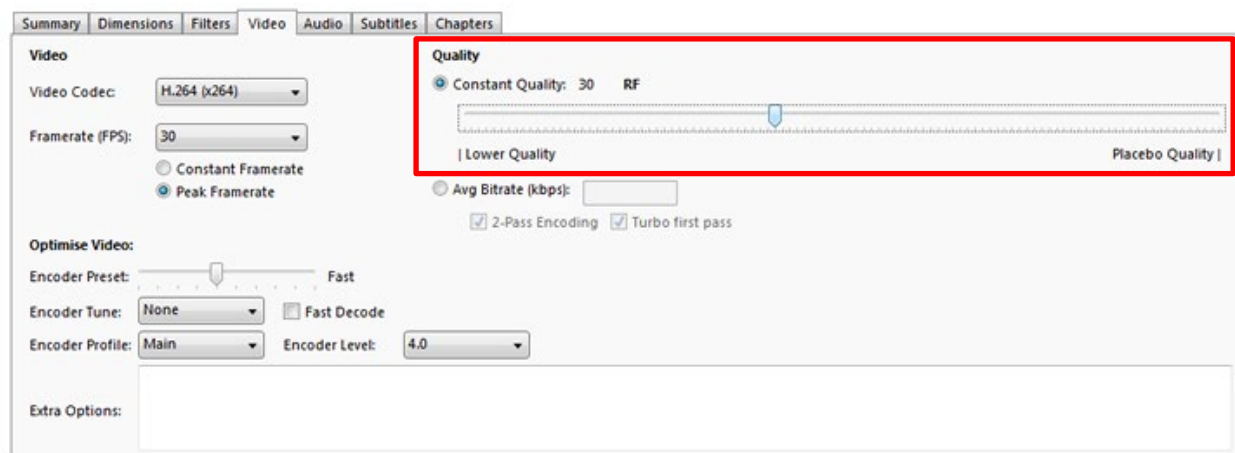
3. Select where you wish to save the encoded video by clicking the browse button.



4. On the Dimension tab, Anamorphic should be set to 'None', and then set the width to 720. The height will automatically adjust to maintain the aspect ratio the video was filmed in:



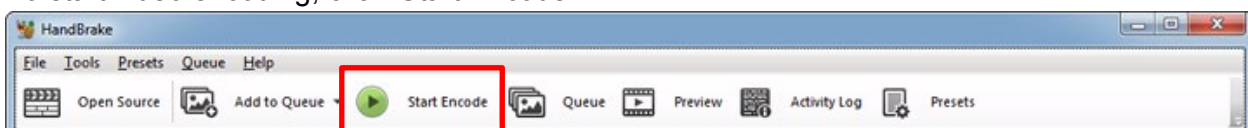
5. In the video tab, move the slider so that the Constant Quality is 30 RF:



6. In the audio tab, change the bit rate to 64:



7. To start video encoding, click 'Start Encode':



Your video should then encode using the settings chosen, and this should reduce the size of the file you need to upload. Right click on the newly created file and select properties to see the size of the file.

Please remember that any video submission is for moderation purposes only, therefore a reduction in quality from the original is acceptable.

## Appendix 1: Accepted files types and maximum file sizes

Appendix 1: Accepted files types and maximum file sizes		Audio					Video					Other file types							Max Total upload (MB)
Subject		mp3	wav	aiff	aif	aifc	mp4	mkv	mov	avi	wmv	doc, docx	pdf	zip	txt	xls, xlsx	ppt, pptx	JPEG	
Entry Level English WJEC Component 3		✓	✓				✓		✓					✓					100
GCE A Computer Science WJEC Unit 5														✓					150
GCE A Drama Eduqas Component 1*							✓	✓				✓	✓						100
GCE A Film Studies Eduqas Component 3							✓		✓	✓		✓	✓				✓		600**
GCE A Media Studies Eduqas Component 3		✓	✓				✓		✓	✓	✓	✓	✓	✓				✓	600**
GCE A Media Studies WJEC Unit 4		✓	✓				✓		✓	✓	✓	✓	✓	✓				✓	600**
GCE A Media Studies WJEC Unit 4 - ADMIN												✓	✓						5
GCE A Music Eduqas Component 2 A + B		✓	✓	✓	✓	✓						✓	✓	✓	✓				20
GCE A Music WJEC Unit 5 A + B		✓	✓	✓	✓	✓						✓	✓	✓	✓				20
GCE AS Drama Eduqas Component 1*							✓	✓				✓	✓						100
GCE AS Drama WJEC Unit 1*							✓	✓				✓	✓						100
GCE AS Film Studies Eduqas Component 3							✓		✓	✓		✓	✓	✓					600**
GCE AS French, German, Spanish Eduqas Component 1 ADMIN												✓	✓						20
GCE AS French Eduqas Component 1 (centre conducted, externally marked)		✓																	20
GCE AS German Eduqas Component 1 (centre conducted, externally marked)		✓																	20
GCE AS Media Studies Eduqas Component 3		✓	✓				✓		✓	✓	✓	✓	✓	✓				✓	600**
GCE AS Media Studies WJEC Unit 2		✓	✓				✓		✓	✓	✓	✓	✓	✓				✓	600**
GCE AS Media Studies WJEC Unit 2 - ADMIN												✓	✓						5
GCE AS Music Eduqas Component 2		✓	✓	✓	✓	✓						✓	✓	✓	✓				20
GCE AS Music WJEC Unit 2		✓	✓	✓	✓	✓						✓	✓	✓	✓				20
GCE AS Spanish Eduqas Component 1 (centre conducted, externally marked)		✓																	20
GCE Computer Science Eduqas Component 3														✓					150
GCSE Computer Science Eduqas Component 3														✓					150
GCSE Computer Science WJEC Unit 3														✓					150
GCSE Drama Eduqas Component 1*							✓	✓				✓	✓						100
GCSE Drama WJEC Unit 1*							✓	✓				✓	✓						100
GCSE Film Studies Eduqas Component 3							✓		✓	✓		✓	✓						600**
GCSE French Eduqas Component 1 Foundation/Higher		✓																	20
GCSE French WJEC Unit 1 Foundation/Higher		✓																	20
GCSE French, German, Spanish Eduqas Component 1 ADMIN F and H												✓	✓						5
GCSE French, German, Spanish WJEC Unit 1 - ADMIN												✓	✓						5
GCSE German Eduqas Component 1 Foundation/Higher		✓																	20
GCSE German WJEC Unit 1 Foundation/Higher		✓																	20
GCSE ICT WJEC Unit 2													✓						150
GCSE ICT WJEC Unit 4														✓					150
GCSE Media Studies Eduqas Component 3		✓	✓				✓		✓	✓	✓	✓	✓	✓				✓	600**
GCSE Media Studies WJEC Unit 3		✓	✓				✓		✓	✓	✓	✓	✓	✓				✓	600**
GCSE Media Studies WJEC Unit 3 - ADMIN												✓	✓						5
GCSE Music Eduqas Component 1 + 2		✓	✓	✓	✓	✓						✓	✓	✓	✓				20
GCSE Music WJEC Unit 1 + 2		✓	✓	✓	✓	✓						✓	✓	✓	✓				20
GCSE Spanish Eduqas Component 1 Foundation/Higher		✓																	20



Subject	mp3	wav	aiff	aif	aifc	mp4	mkv	mov	avi	wmv	doc, docx	pdf	zip	txt	xls, xlsx	ppt, pptx	JPEG	Max Total upload (MB)
GCSE Spanish WJEC Unit 1 Foundation/Higher	✓																	20
GCSE Welsh 2nd Language WJEC Unit 1	✓	✓									✓	✓						25
GCSE Welsh 2nd Language WJEC Unit 2	✓	✓									✓	✓						25
Level 1 and 2 Global Business Comms French WJEC Unit 2 (oral)	✓																	20
Level 1 and 2 Global Business Comms French WJEC Units 1, 3 + 4	✓					✓	✓				✓	✓				✓		100
Level 1 and 2 Global Business Comms German WJEC Unit 2 (oral)	✓																	20
Level 1 and 2 Global Business Comms German WJEC Units 1, 3 + 4	✓					✓	✓				✓	✓				✓		100
Level 1 and 2 Global Business Comms Spanish WJEC Unit 2 (oral)	✓																	20
Level 1 and 2 Global Business Comms Spanish WJEC Units 1, 3 + 4	✓					✓	✓				✓	✓				✓		100
Level 1 and 2 Global Business Comms FR, GER, SP - ADMIN											✓	✓						5
Level 3 Extended Project WJEC*						✓					✓		✓			✓		50
WBQ Admin Upload											✓	✓	✓					30
WBQ Candidate Upload (various components)	✓					✓					✓	✓	✓		✓	✓	✓	100
* optional to upload via e-submission																		
** for system efficiency, and considering upload and download time, 200MB should be the target file size. Videos should be compressed - moderation only.																		
^ group/pair work																		
<b>**If you have difficulty uploading very large files, please contact <a href="mailto:e-assessment@wjec.co.uk">e-assessment@wjec.co.uk</a>**</b>																		

For further details of what should be submitted, please refer to the following document:

[E-submission process – subject guide](#)