



E-submission Process – Centre Guide

This document is intended to provide comprehensive guidance to centres for the process of submitting work for moderation or assessment through e-submission.

It should be used alongside the appropriate '*E-submission Process - Subject Guide*' available from the esubmission webpages on <u>WJEC</u> or <u>Eduqas</u>, where a short video showing an overview of the process can also be viewed.

Please ensure you read this guidance in FULL before attempting to submit work electronically. In addition, our e-submission team is on hand to provide help and guidance if you experience technical difficulties – contact details can be found within this document.





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WHAT IS E-SUBMISSION?

E-submission is the process of electronically submitting candidates' work safely and securely to WJEC/WJEC Eduqas. Work is submitted for the purpose of assessment and/or moderation.

How do I submit the work electronically?

Work is submitted using an online portal called Surpass <u>https://wjec.surpass.com/Login</u>

In order to submit your candidates' work electronically (either a sample or full cohort), you will be allocated a 'keycode'. Without the keycode, you will not be able to submit your work electronically – guidance on keycodes is included in this guide.

What is the process of submitting work electronically?

This process is straightforward and intuitive. It involves 5 steps:

- 1. Setting up a Surpass account
- 2. Preparing candidates' work for uploading
- 3. Retrieving candidates' keycodes from Surpass
- 4. Uploading candidates' work
- 5. Submitting the work to WJEC / Eduqas

Please ensure you read this guidance in FULL before attempting to submit work electronically.





SETTING UP A SURPASS ACCOUNT

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

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

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

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





PREPARING CANDIDATE WORK FOR UPLOADING

To ensure you can successfully submit candidates' work electronically, it is important to ensure that these files are prepared in the correct manner BEFORE uploading.

Each subject has specific requirements. These include:

- file types accepted for each subject
- the number of files accepted
- the maximum upload sizes

Please use the *E-submission Process* - *Subject Guide* for information for specific subjects available from the e-submission webpages on <u>WJEC</u> or <u>Eduqas</u>

Where candidate work exceeds the maximum upload size please see Appendix 1. Tips and tricks for smaller files

Please note, do not use the following 'special characters' when saving work, as the work will then fail to upload: <u>&</u> # * \$ £ @ ' %





RETRIEVING CANDIDATE KEYCODES LOGGING IN TO SURPASS

To retrieve your candidates' keycodes you MUST allow for 48 working hours between submitting marks on IAMIS and retrieving keycodes. Once this time has passed, follow these simple steps:

 Open a web browser and login to Surpass (<u>https://wjec.surpass.com</u>) with your Surpass username and password.

Please ensure your web browser e.g. Google Chrome has 'Flash' enabled.

For users using an Apple Mac, we recommend using the Google Chrome browser.

If you cannot remember your password, please use the 'Can't access your account' link, displayed below the login button.







2. Click on TEST ADMINISTRATION on the Surpass homepage.	Surpasse Home Test Administration	
	Welcome to Surpass!	

ACCESSING CANDIDATE KEYCODE	
3. Click on INVIGILATE.	
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	Invigiliste
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	Galaszyne Computer Science Unit 2 GGE PartPaper E Summer 2028 Part Paper (Computer Science Unit 2 GGE) davies_QR Cent Davies 129600 (90-days) W0EC 27/01_2020 25/04_2020 00:00:01
4. Use the small arrow at the top of the subject column to filter the subjects.	Only show: PLocked For Invigilator I In Progress D Paused Plaused
	R V • Keycode • PIN • Subject • est Nam
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	Computer Science Unit 2 GCSE PastPaper E ADMIN D
	GRIEDININ Computer Science Unit 2 GCSE PastPaper E Summer
	PBMMMT06 Computer Science Unit 2 GCSE PastPaper E Summer





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5. TO select your subject	tate 🖓 🔻 Key	code T PIN	Subject		YT	
 i. Filter alphabetically ii. Select the relevant subject iii. Click APPLX 	A-D Computer 1 Computer 2 Computer 3	E-H I-L Science Unit 2 GCE AS LiveE Science Unit 2 GCE AS PastP Science Unit 2 GCE AS PastP	M-P Q-1 cam W aper E aper W	T U-Z		
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appear in the KEYCODE column.	Surp Invig	Jass⊞ Ho ilate	me Test /	Administra	ntion	
		E Locked P			ress Pauseu	
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CANDIDATES WHO ARE ABSENT, WITHDRAWN OR 'CARRYING FORWARD'

1.	Void any keycodes for candidates who are absent, withdrawn or 'carrying forward'. Please note, once a keycode has been voided, it can no longer be used.	SUI p355.20 Home Test Adminis
	 i. In the INVIGILATE tab, click on the candidate who will no longer be part of the sample. ii. Click the VOID button at the bottom of the screen. 	Vision: Industria <
		Page 1.3.3 of B Charge Associated Centry The angular function of the
2.	Select the appropriate reason and click VOID to confirm.	Void Please state your reason for voiding selected test. Carry Forward Void Cancel





CREATING A PDF OF CANDIDATE KEY	CODES
 To highlight all candidate keycodes, click the first keycode, hold down the SHIFT key and click on the last keycode, or, to highlight specific candidate keycodes use CTRL and click on each keycode you require. 	Ceycode PIN Subject Computer Science Unit 2 GCSE Computer Science Unit 2 GCSE Computer Science Unit 2 GCSE Computer Science Unit 2 GCSE Computer Science Unit 2 GCSE Computer Science Unit 2 GCSE Computer Science Unit 2 GCSE Computer Science Unit 2 GCSE
3. At the bottom of the page click PRINT INVIGILATION PACK.	Print Invigilation Pack
4. Select CREATE INVIGILATION PACK USING SELECTED TESTS.	Create Invigilation Pack using selected tests
 5. In the next window i. untick all options but ATTENDANCE REGISTER ii. Click FINISH The PDF should appear onscreen or you will have the option to download it. This can then be shared with the person responsible for uploading the work. 	Print Invigilation Pack Please choose the information you require for printing: Attendance Register Invigilation Report Keycode Slips



UPLOADING WORK TO SURPASS

Enter Keycode Test Delivery Please enter your 8 character HTML Keycode.
System Check Preferences Surpaiss - Provering Assessment





2. You will be asked to confirm the details are	
correct.	Confirm Details
If correct click CONFIRM .	Last name: SUPPORT First name: Surpass Test Name: Surpass Computer Science Unit 2
	Language: English
	Are the details above correct?
	Confirm 🗶 Cancel
	Surbest-Proving Assessment
Glick on the LIPL OAD button	
S. Click of the OPLOAD button.	
In some browsers, you may need to scroll to see this.	Upload button
4. Browse for the file you wish to upload.	
i. Select the file	
ii. Click OPEN.	





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	Organize 👻 New folder			III • 🔟 😯
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	■ Desktop ■ Desktop ■ Documents ■ Documents ■ Pictures ■ Videos ■ Local Disk (C:) ■ File name: 12345 Candidate Coursework	15/01/2020 14-22 Microsoft 1	Word D 12 KB	Files V n Cancel
5. Details of the uploaded file will appear at the bottom of the screen. Repeat steps 3 and 4, in this section to upload all required files for the	Upload button File Name	Date Uploaded	File Size	
 Details of the uploaded file will appear at the bottom of the screen. Repeat steps 3 and 4, in this section to upload all required files for the candidate. 	Upload button File Name 12345 Candidate Coursework.docx	Date Uploaded 15/01/2020	File Size 12KB	Aĭ ± x
 Details of the uploaded file will appear at the bottom of the screen. Repeat steps 3 and 4, in this section to upload all required files for the candidate. Check that all files you wish to upload are listed on screen. Please be aware that once the work 	Upload button File Name 12345 Candidate Coursework.docx Upload button	Date Uploaded 15/01/2020	File Size 12KB	Aĭ ± x
 Details of the uploaded file will appear at the bottom of the screen. Repeat steps 3 and 4, in this section to upload all required files for the candidate. Check that all files you wish to upload are listed on screen. Please be aware that once the work has been submitted you cannot return to check these files. 	Upload button File Name Upload button Upload button File Name	Date Uploaded 15/01/2020 Date Uploaded	File Size 12KB File Size	AI 🗶 🗙
 5. Details of the uploaded file will appear at the bottom of the screen. Repeat steps 3 and 4, in this section to upload all required files for the candidate. 6. Check that all files you wish to upload are listed on screen. Please be aware that once the work has been submitted you cannot return to check these files. 	Upload button File Name 12345 Candidate Coursework.docx Upload button File Name 12345 Candidate Coursework.zip	Date Uploaded 15/01/2020 Date Uploaded 15/01/2020	File Size 12KB File Size 10KB	AI ± ×





7. Repeat this process (Steps 1 - 6 in this section) for each candidate in the sample.





UPLOADING GROUP OR PAIR WORK (a login is not required to upload group or pair work)

1. Go to Enter Keycode https://wjec.Surpass.com/secureassess/htmldeli very this will take you to the upload portal. No login is required. In the case of group or pair work, a single Please enter your 8 character HTML Keycode. keycode will be allocated (depending on the size of the sample). V OK Enter the keycode i. System Check Preferences ii. Click OK Surpass - Powering Assessment











4.	To upload work, click on the UPLOAD button. In some browsers, you may need to scroll to see this.	Group	1 upload					
5.	Browse for the file you wish to upload. Select	😲 Open						×
	and click OPEN.	← → ~ ↑ ↓ >	This PC > Downloads			✓ Ö Search	Downloads	Q
		Organize 👻 New fo	older				III 🔹 🔲	0
	If uploading more than one file for a candidate	💻 This PC	↑ Name	Date modified	Туре	Size		
	repeat this process (steps 4 and 5) until all	3D Objects	✓ Today (1)	10 10 10 00 0 1 1 00		13.175		
6	Details of the uploaded file will appear at the	 Documents Downloads Music Pictures Videos Local Disk (C:) 	Y e name: 12345 Candidate Coursework			√) Custo	m Files	v :el
0.	bottom of the screen.	Upload button						
	Please note, when both candidates working in a pair have been selected on IAMIS the upload process must be repeated for each candidate in the pair.	File Name	e Coursework.docx	Date Upload	ded	File Size	Aĭ ±	×





 Check that all files you wish to upload are listed on screen. Please be aware that once the work has been submitted you cannot return to check these files.

Therefore, a screenshot should be taken in order to keep a record of the files uploaded.

Upload button			
File Name	Date Uploaded	File Size	
12345 Candidate Coursework.zip	15/01/2020	10KB	AI 🛓 🗙
12345 Candidate Coursework.docx	15/01/2020	12KB	AI 🛓 🗙

7. When uploading more than one group or pairs' work, repeat this process (Steps 1 - 8) for each candidate.

FINISHING THE UPLOAD AND SUB	MITTING WORK	
 Once you are satisfied that all files are present, click FINISH TEST 	Finish Test	
2. You will be asked to CONFIRM FINISH.	Confirm Finish	Confirm Finish
i. The pop-up window will ask if you are sure you would like to finish the test, click FINISHii. In a second pop-up window you will be asked	•	8
again to confirm finish. Click FINISH	Are you sure you would like to finish the test?	If you select Finish, your answers will be submitted and you will not be able to return to the test.
Clicking FINISH will submit work to WJEC / Eduqas. Clicking CANCEL will take you to the previous screen.	✓ Finish	X Cancel V Finish





3. A confirmation will appear similar to the one shown. Once this message is displayed you can no longer return to the upload.	Results
	You have completed this test.
	Your test will be marked, and your result made available in due course.
	You may now close the browser window.





CHECKING THE UPLOAD IS COMPLE	TE
Login to https://wjec.surpass.com/Login using the username and password.	
In the INVIGILATE tab a green tick should be displayed by each candidate/group who has had work submitted. This shows the keycode has been used and the upload is complete.	State V Keycode PIN V Subject Image: state 93WJB694 Computer Science Unit 2 GCSE
If you see another icon, not listed right, it could mean that the upload has been interrupted.	The most common states are listed below:
	the keycode has been voided and can no longer be used
If you see another icon displayed, please contact 029	the keycode is ready for use
2240 4310	the keycode has been used and the upload completed





APPENDIX 1: TIPS AND TRICKS FOR SMALLER FILES

The following tips should be used in order to keep files sizes as small as possible for uploading.

This is not an exhaustive list. Your IT support may be able to offer further help with this.

SCANNING 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 is 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, then click SAVE AS or SAVE.

In the SAVE AS window, click TOOLS then click COMPRESS PICTURES.

Save As			×
🕆 🗎 > This PC	> Documents >	✓ [™] Search Documents	Q
Organize 👻 New folder			• •
 This PC 3D Objects Desktop Documents Downloads Music Pictures Videos Local Disk (C:) 	Add-in Express Adobe Camtasia Custom Office Templates IBM Remote Assistance Logs	Date modified 05/12/2019 12:06 18/12/2019 11:48 07/01/2020 14:39 06/12/2019 11:03 05/12/2019 12:04 10/12/2019 11:24	Type File fold File fold File fold File fold File fold
File name: Doc2 Save as type: Word Doc Authors: Save The Hide Folders	ument Taj umbnail	gs: Add a tag ools v Save Ca	~ ~
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Select E-MAIL, and then click OK and save your document.	Compress Pictures Compression options: Apply only to this picture Delete cropped areas of pictures Resolution: High fidelity: preserves quality of the original p HD (330 ppi): good quality for high-definition Print (220 ppi): excellent quality on most printe Web (150 ppi): good for web pages and project E-mail (96 ppi): minimize document size for sha	? picture (HD) dis ers and s ctors rring Can	× plays creens cel	
This document can then be zipped up with oth	ner files for uploading.			





VIDEO FILES - RESIZING AND COMPRESSING (ENCODING) IN PREPARATION FOR UPLOADING Download and open Handbrake - https://handbrake.fr/ Select the file you wish to work on: Source Selection ana 🐑 barar 🔜 atasying 🕅 Optionally choose a specific title These changes the side of the set Folder Batch Scart Open a folder with one or more file D File Open a single video file Cancel If you are working from a . DVD, you will have the option ile Tools Pres 🕎 Open Source 🔛 Add to Queue = 🌔 Start Encode 🔂 Queue 🔂 Preview 🎆 Activity Log 🔃 Presets to open that. 720x576 (1024x576), 25 FP5, 1 Audio Tracks, 0 Subtitle Tracks Source Titlet Reload Save New Preset Presets Fast 1080p30 If your DVD contains Summary Dimensions Filters Video Audio Subtitles Chapt chapters, please ensure you **Chapter Markers** Import Export Create chapter markers encode one chapter at a time. Chapter Number Duration Chapter Name 00.11.34 Chapter 1 00.23:08 Chapter 2 00:11:37 Chapter 3 00:11:21 Chapter 4 00:16:16 Chapter 5 00:19:39 Chapter 6 00:11:14 Chapter 7 00:16:26 Chapter 6 Save As: Browse A New Update is Available. Goto Tools Menu > Options to Install When Done: Do nothing *











On the DIMENSIONS 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.	Summary Dimensions Filters Video Audio Subtitles Chapters Size Cropping Source: 1440x1080, PAR: 4/3 Automatic Custom Width: 720 Height: 406 Keep Aspect Ratio Anamorphic: None Custom Modulus: 2 Left
In the VIDEO tab, move the slider so that the Constant Quality is 30 RF	Summary Dimensions Filters Video Video Quality Video Codec: H.264 (x264) Framerate (PPS): 30
In the AUDIO tab, change the bit rate to 64.	Summary Dimensions Filters Video Audio Subtitles Chapters Audio Tracks Clear Clear Illunknown (AAC LC v Codec AAC (avcodec) v Bitrate: v 64 v Mixdown Stereo v v





To start video encoding, click START ENCODE	File Tools Presets Queue Help Open Source Add to Queue Source: test 1440x1080 (1920x1080), 29.97 FPS, 1 Audio Tracks, 0 Subtitle Tracks Title: 1 (00:00:05) Angle: 1 × Range: Chapters × 1 × - 1 × Duration: 00:00:05 Presets Fast 1080p30 (Modified) * Reload Save New Preset Summary Dimensions Filters Video Audio Subtitles Chapters Add Track × Clear 1 1	
L. L		
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 submiss original is acceptable.	sion is for moderation purposes only, therefore a reduction in quality from the	





CONTACTS

e-submission@wjec.co.uk

029 2240 4310