MEDIA STUDIES NEA E-SUBMISSION GUIDE

Sample candidates' work must be submitted online via IAMIS which is available via Portal .

Please see our Guide to e-Submissions for further details on the process of uploading work to IAMIS. There are also several other videos and guides on our e-submission webpage which go through the process.

NEA SUBMISSION PROCESS

WHAT	WHERE	WHEN
NEA work marked and internally moderated	Centres	Internal deadlines set by each centre
Marks for all candidates are input IAMIS, on the Portal website	Portal under *Internal Assessment Marks/Outcomes*	**Recommended a week before** the submission deadline
GCSE submission deadline: 5ᵗʰ May		
AS/A Level submission deadline: 15ᵗʰ May		
Sample candidates are identified	Portal under *Internal Assessment Marks/Outcomes*	Automatically and immediately once marks have been submitted
Sample candidates' work submitted online	Work must be uploaded to IAMIS	**Before** the submission deadline
Moderation	Work is moderated online via IAMIS	Moderation Period (from May-July)
Results	Portal	Results of the moderation will be available with all other examination results on results day.
Moderator's Report	Portal under *Internal Assessment Marks/Outcomes*	Published on Results Day and removed in December

WHAT TO SUBMIT:

For **Eduqas,** the following must be submitted for the <u>sample candidates</u>:

GCSE	• A completed coversheet (including the Statement of Aims and Intentions) • A media production in response to one of the set briefs
AS	• A completed coversheet (including the Statement of Aims and Intentions) • A media production in response to one of the set briefs
A Level	• A completed coversheet (including the Statement of Aims and Intentions) • A cross-media production in response to one of the set briefs

For **WJEC,** the following must be submitted for the <u>sample candidates</u>:

GCSE	• A completed coversheet • Research into two products comparable with the production • Planning for the production • A media production in response to one of the set briefs • A reflective analysis
AS	• A completed coversheet • Research into three products comparable with the production • Planning for the production • A media production in response to one of the set briefs • A reflective analysis
A Level	• A completed coversheet • Research into one product comparable with the production • Development Outline • A cross-media production in response to one of the set briefs • A critical analysis

HOW TO SUBMIT

- **Files should be grouped into as few files as possible and grouped according to type, e.g. one document for the coversheet, one document for research etc.** There can be no more than 7 files uploaded in total.

- IAMIS can currently only accept the following file formats
    - AVI
    - JPG
    - MOV
    - MP3
    - MP4
    - PDF
    - WAV
    - WMV doc.
    - Word (or any other format currently compatible with Microsoft Office 2010)
    - Zip

- For online productions, the URL must be provided on the coversheet. Links must be tested to ensure they work, and websites must be available online for the duration of the moderation (until December). If the work cannot be published because the website has been created using html or Google Docs, for example, the centre must submit the work as series of screen shots and a screen recording of the website being used. The centre should submit a series of screenshots so that all of every page is shown, and a screen recording that demonstrates the functionality of the audio-visual material. The audio-visual material should be submitted as a separate MP4 or AVI file.

- Occasionally IAMIS may not accept one of the file formats listed above. This is usually due to different versions of programs. If this occurs, please zip together all files for the candidate and submit as one file. [This short video shows how to create a zipped folder](#).

- For Media Studies file sizes should be no larger than 600MB, although we recommend not exceeding 200MB as larger file sizes will take much longer to upload. Please see our [Centre Guide to Resizing A/V Files](#) if any audio-visual work is too large to upload.

THINGS TO REMEMBER

- In accordance with JCQ regulations, candidates NEA productions should not be shared online. Please see the JCQ documents *Information for Candidates – Social Media* and *Notice to Centres – Sharing NEA Material and Candidates' Work* for further information.

- All NEA work must be retained by the centre until December. This includes websites which must be available online for the duration of the moderation until December.