

E-submission Process

Subject Guide 2019 - 2020

GCSE / GCE / WELSH BACCALAUREATE / EXTENDED PROJECT / VOCATIONAL / ENTRY LEVEL

This booklet outlines the subject specific requirements for each subject using e-submission in 2019-2020, 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 2019 – 2020](#).

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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.

1. An email will be sent to the 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 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.

Internally assessed units/components

1. 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](#).
2. 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.
3. 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	<u>E-submission Process – Centre Guide 2019 – 2020</u>
Key dates and deadlines for submission	<u>Examination Timetables & Internal Assessment Deadlines 2019-2020</u>
For queries related to account access, IAMIS or keycodes please contact	02922 404 310 <u>e-submission@wjec.co.uk</u> <u>e-submission@eduqas.co.uk</u>
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	<u>https://www.wjec.co.uk/qualifications</u> <u>https://www.eduqas.co.uk/qualifications</u>

Welsh Bacallaureate

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 Welsh Bacallaureate

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

KS4 National/Foundation Welsh Bacallaureate

Subject Code(s)	90S9U1 90S9U2 90S9U3 90S9U4
Subject(s)	KS4 Welsh Bacallaureate Individual Project KS4 Welsh Bacallaureate Enterprise and Employability Challenge KS4 Welsh Bacallaureate Global Citizenship Challenge KS4 Welsh Bacallaureate 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.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

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	mp3, mp4, doc, zip, ppt, pdf.
Max upload file size (MB)	50

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>

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.

Computer Science (WJEC)

Subject Code(s)	3500U30
Subject(s)	Computer Science Unit 3 (Wales)
Details	Candidates must complete an individual project according to the task provided by the WJEC and the specification requirements. Teachers are reminded to check the information provided in the specification regarding the requirements of GCSE Computer Science 3500U30 Unit 3.
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)	C500U30
Subject(s)	Computer Science Component 3 (Eduqas)
Details	Candidates must complete an individual project according to the specification requirements. Teachers are reminded to check the information provided in the specification regarding the requirements of GCSE Computer Science C500U30 Component 3.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Candidate declaration form • The complete candidate portfolio
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	150

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

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 work for all candidates must either be posted with the written work or submitted via Surpass.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Video of the group's performance • Document listing which candidates are in what group. To be uploaded with the first group's performance
Submit work for	Group/Pairs. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (anything larger must be submitted by post)

Drama (Eduqas)

Subject Code(s)	C690U10
Subject(s)	Drama Component 1 (Eduqas)
Details	Practical work for all candidates must either be posted with the written work or submitted using Surpass.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Video of the group's performance • Document listing which candidates are in what group. To be uploaded with the first group's performance
Submit work for	Sample Group/Pairs. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (anything larger must be submitted by post)

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.

English (WJEC – Wales Only)

Subject Code(s)	3700U10
Subject(s)	English Language Unit 1 (Wales)
Details	-
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Task 1: Individual Researched Presentation (audio/visual) • Task 2: Responding and Interacting – group discussion (audio/visual) • Candidate's notes • Mark sheets for both tasks
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.

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)	C670U30
Subject(s)	Film Studies Component 3 (Eduqas)
Details	-
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Film extract (2 minutes to 2 minutes 30 seconds) • Screenplay extract (800 to 1000 words) • Shooting script (approximately 1 minute of screen time, corresponding to approximately 1 page of screenplay) • Evaluative analysis (750 to 850 words)
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.

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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ICT (WJEC – Wales Only)

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

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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Media Studies (WJEC)

Subject Code(s)	3680U30
Subject(s)	Media Studies Unit 3 (Wales)
Details	<p>Production</p> <p>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	mp3, wav, mp4, mov, avi, wmv, doc, pdf, zip, jpg
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>Learners must select one of the options from one of the media forms detailed in the GCSE Media Studies NEA briefs.</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"> The complete candidate portfolio, including a completed coversheet
Submit work for	Sample
File types accepted	mp4, mov, avi, doc, pdf, jpg
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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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 2 audio files including one ensemble • 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, zip, 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"> • 2 audio files • 2 scores or equivalent • 1 evaluation • 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, zip, txt
Max upload file size (MB)	20

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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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 2 audio files including one ensemble • 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, zip, 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"> • 2 audio files • 2 scores 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, zip, txt
Max upload file size (MB)	20

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

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Welsh (WJEC)

Subject Code(s)	3000N10
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) • Task 2: Responding and Interacting – group discussion (audio/visual) • Candidate's notes • Mark sheet for both tasks per candidate
Submit work for	Sample
File types accepted	mp3, mp4, doc, pdf
Max upload file size (MB)	120

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"> • 1 recording • 1 marksheet • Document listing which candidates are in what group. To be uploaded with the first group's performance.
Submit work for	Sample Group/Pairs. 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, together with teacher and candidate authentication forms. 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 or wav 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 teacher and candidate authentication forms and list of sets allocated to each candidate. The forms must be completed by the teacher and each candidate following the assessment, scanned and 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. 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, the teacher and candidate authentication form(s) – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, wav, 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, together with teacher and candidate authentication forms. 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 teacher and candidate authentication forms and list of sets allocated to each candidate. The forms must be completed by the teacher and each candidate following the assessment, scanned and 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. 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, the teacher and candidate authentication form(s) – 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

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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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 and Theatre (WJEC)

Subject Code(s)	2690U1
Subject(s)	AS Drama Unit 1 (Wales)
Details	Practical work for all candidates must either be posted with the written work or submitted via Surpass.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Video of the group's performance • Document listing which candidates are in what group. To be uploaded with the first group's performance.
Submit work for	Group/Pairs. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (anything larger must be submitted by post)

Drama and Theatre (Eduqas)

Subject Code(s)	B690QS (B690U10)
Subject(s)	AS Level Drama Component 1 (Eduqas)
Details	Practical work for all candidates must either be posted with the written work or submitted via Surpass.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Video of the group's performance • Document listing which candidates are in what group. To be uploaded with the first group's performance.
Submit work for	Group/Pairs. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (anything larger must be submitted by post)

Subject Code(s)	A690QS (A690U10)
Subject(s)	A Level Drama Component 1 (Eduqas)
Details	Practical work for all candidates must either be posted with the written work or submitted via Surpass.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Video of the group's performance • Document listing which candidates are in what group. To be uploaded with the first group's performance.
Submit work for	Group/Pairs. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	200 (anything larger must be submitted by post)

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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)	B670QS (B670U30)
Subject(s)	AS Level Film Studies Component 3 (Eduqas)
Details	-
To be uploaded	The following must be submitted: Either <ul style="list-style-type: none"> • Video extract Or <ul style="list-style-type: none"> • Screenplay and digital storyboard 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, 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	-
To be uploaded	The following must be submitted: Either <ul style="list-style-type: none"> • Option 1: Short Film (4 - 5 minutes) Or <ul style="list-style-type: none"> • Option 2: Screenplay for a short film (1600-1800 words) And <ul style="list-style-type: none"> • Written Evaluation (1600 – 1800 words) • 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

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. 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)	B680QS (B680U30)
Subject(s)	AS Level Media Studies Component 3 (Eduqas)
Details	<p>Learners must select one of the options from one of the media forms detailed in the AS Media Studies NEA briefs.</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"> a complete candidate portfolio, including a completed coversheet
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)	A680QS (A680U30)
Subject(s)	A Level Media Studies Component 3 (Eduqas)
Details	<p>Learners must select one of the options from one of the media forms detailed in the A Level Media Studies NEA briefs.</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"> The complete candidate portfolio including a completed coversheet
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

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	<u>https://www.wjec.co.uk/qualifications</u> <u>https://www.eduqas.co.uk/qualifications</u>

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.

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 teacher and candidate authentication forms 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: GCE 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 of cards was used for that candidate.</p> <p>Before the assessments take place, the centre must download the teacher and candidate authentication forms. The forms must be completed by the teacher and each candidate following the assessment, scanned and 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. Please use the separate teacher/administration keycodes for each language.</p> <p>In addition, candidate notes (labelled with candidate name and number) should be sent by post to Hannah Morgan at WJEC Eduqas by no later than the end of the assessment period in May.</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, the teacher and candidate authentication form(s) – 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.

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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.

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"> • 2 audio files • 2 scores or equivalent • 1 composing log and mark sheet, 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"> • 3 audio files • 3 scores or equivalent • 1 composing log and mark sheet, signed by teacher and candidate
Submit work for	Cohort
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, zip, 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"> • 2 audio files • 2 scores or equivalent • 1 composing log and mark sheet, 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"> • 3 audio files • 3 scores or equivalent • 1 composing log and mark sheet, signed by teacher and candidate
Submit work for	Cohort
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, zip, txt
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

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. • Candidate's timesheet for each unit (available from the secure website) • Mark record sheet (available from the GBC webpage resources under Controlled assessment heading)
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

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 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: GBC French/German/Spanish, candidate name, candidate number. Before the assessments take place, the centre must download the teacher and candidate authentication forms. They must be completed by the teacher and each candidate following the assessment and scanned and 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 form(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.

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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)	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: Task1group/Task1individual/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)	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	<p>https://www.wjec.co.uk/qualifications https://www.eduqas.co.uk/qualifications</p>