

INTERNAL ASSESSMENT

A Guide for Centres 2026

Applied Certificates and Diplomas

Certificate in Latin

Eduqas GCE (AS and A Level)

Eduqas GCSE (9-1)

Entry Level

Entry Pathways

Extended Project

Foundation Diploma in Art and Design (FAD)

Language Pathways

Vocational Technical Awards

Vocational Awards

This booklet contains information on the moderation of internally assessed work and the submission of marks and outcomes – hereafter referred to as ‘marks’. These instructions relate to those subjects in which the work is sent to the moderator or WJEC or uploaded electronically.

Further instructions for subjects where the work is assessed by a visiting moderator can be found on the individual subject pages on our website.

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Please note that internal assessment marks for the qualifications above are collected via our online internal assessment mark input system (IAMIS) on the Portal, which requires access permission available from the centre's Exams Officer.

Introduction

The purpose of this guide is to provide advice and guidance on internal assessments which are marked by centres and externally moderated or monitored by WJEC. The aim is to provide information to support centre staff and ensure the integrity and security of the assessment process. The guide covers:

- key dates
- marking and internal standardisation
- authentication of work
- internal appeals
- submission of marks and identification of samples
- presentation and despatch of work for moderation
- moderation, feedback and return of work to centres
- re-sits and the carry forward of marks
- malpractice
- information on individual subjects
- consortium arrangements
- Head of Centre Declaration Forms.

The manual **must** be read in conjunction with the relevant document:

- [WJEC Instructions for conducting controlled assessments \(Vocational qualifications\)](#)
- [JCQ Instructions for conducting coursework](#) (GCE legacy qualifications, Entry Level and Extended Project)
- [JCQ Instructions for conducting non-examination assessments](#) (reformed GCE and GCSE qualifications).

In addition to the general requirements documented in the instructions above, teachers **must** follow the subject instructions in the relevant specification.

JCQ (General Regulations for Approved Centres) requires all centres to have a written policy for GCE/GCSE non-examination assessments together with a written internal appeals procedure. The JCQ Centre Inspector may check that these documents are available during their visit.

The Head of Centre **must** ensure that all candidates' work is available for despatch/ upload for moderation, including additional samples, within the required timescale.

SECTION 1: GENERAL INFORMATION

1.1 KEY DATES

There are a number of internal processes for centres to complete prior to submitting marks to WJEC by the required deadline, including:

- marking and internal standardisation
- ensuring candidates and teachers have signed the authentication declaration
- ensuring that there is sufficient time to undertake and complete any internal appeals
- ensuring that individuals submitting marks have log-in permissions for the WJEC portal.
Please ensure that you set up Users for the new specifications with internal assessment.

Further guidance is available in the JCQ [Notice to Centres](#).

The deadlines for work to be received by the moderator or uploaded to IAMIS are:

Qualification	Subject	Deadline
GCSE	English Language Component 3	November Series – 5 November June Series – 5 May
	Drama Component 1	24 March
	All Remaining subjects	5 May
GCE	Geography Component 4	20 March
	All Remaining Subjects	15 May
Entry Level	All Subjects	5 May
Entry Pathways	All Subjects	January Series – 12 December June Series – 5 May
Language Pathways	All Subjects	January Series – 12 December June Series – 5 May
Certificate in Latin		5 May
Vocational Technical Awards and Certificates	All subjects	January Series – 10 December June Series - 5 May
Applied Certificates and Diplomas	All subjects	15 May
Extended Project		15 May

FAD		18 June
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Centres are reminded that the date set internally for completion of work by candidates, though flexible from WJEC's perspective, must precede the published submission date for moderation by a sufficient margin to facilitate authentication, accurate marking, internal standardisation and submission of marks online. There should also be sufficient time for your centre to undertake and complete any internal appeals submitted by candidates.

We recommend that marks are submitted on IAMIS a minimum of 1 week prior to the date for despatching/uploading the sample.

1.2 MARKING AND INTERNAL STANDARDISATION

Centres must follow the marking scheme provided by WJEC for the components they are marking. They should also use reference and archive materials (such as exemplar material provided by WJEC) to help set the standard of marking within the centre.

Prior to marking, it is useful to undertake a trial marking exercise. Teachers mark the same relatively small sample of work to allow for the comparison of marking standards. The exercise can take place at appropriate stages during the course and has three beneficial effects: it helps to bring about greater consistency in the marking standards; it may identify at an early stage any teachers whose standards are out of line with that of their colleagues; and may alleviate a heavy marking load at the end of the course.

Where the work for a component/unit has been marked by more than one teacher in a centre, standardisation of marking should normally be carried out according to one of the following procedures:

Either a sample of work which has been marked by each teacher is re-marked by the teacher who is in charge of internal standardisation,

Or all the teachers responsible for marking a component/unit exchange some marked work (preferably at a meeting led by the teacher in charge of internal standardisation) and compare their marking standards.

Where standards are found to be inconsistent, the discrepant teacher(s) should re-consider and, if appropriate, make adjustments to the marks of all candidates for whom they were responsible. The new marks should be checked by the teacher in charge of internal standardisation.

If centres encounter any difficulties either in the application of mark schemes or in the process of internal standardisation, advice may be sought from the relevant subject team at the WJEC.

1.3 QUALITY OF WRITTEN COMMUNICATION

In most subjects, the marking of 'Quality of Written Communication' is incorporated within the overall assessment of components/units.

It is vitally important that instructions are adhered to and mark sheets are completed correctly so that candidates' marks are awarded out of the correct total for all components/units.

1.4 ANNOTATION OF WORK

The following general principles for the annotation of work should be related to any subject-specific requirements.

- (a) One of the following three approaches should be adopted:
 - (i) summative comments either on the work, usually at the end, or on a 'cover sheet';
 - (ii) key pieces of evidence flagged throughout the work by annotation either in the margin or in the text;
 - (iii) a combination of (i) and (ii).
- (b) Indications as to how marks have been awarded should:
 - (i) be clear and unambiguous;
 - (ii) be appropriate to the nature and form of the work;
 - (iii) facilitate the standardisation of marking within a centre;
 - (iv) enable the moderator to check easily the application of the assessment criteria to the marking.
- (c) Annotation, where deemed appropriate, should:
 - (i) indicate where the assessment criteria have been met, e.g. by writing key phrases from the criteria (such as 'awareness of values', 'selects information', 'uses a variety of techniques') at the appropriate point in the work;
 - (ii) indicate any planning and processing not undertaken individually and provide details of any assistance or prompting given to the candidate.

1.5 AUTHENTICATION

Teachers **must** be sufficiently familiar with the candidate's general standard to judge whether the piece of work submitted is within their capabilities.

Candidates must be made aware that they are responsible for ensuring that the work submitted for assessment is their own. The documents JCQ [Instructions NEA 25-26 FINAL.pdf](#), [Instructions-for-conducting-non-examination-assessments-Vocational-and-Technical-Qualifications FINAL.pdf](#) and JCQ [IFC-Coursework Assessments 2025 FINAL.pdf](#) provide instructions and guidance. <https://www.jcq.org.uk/exams-office/coursework> and JCQ [IFC-Coursework Assessments 2025 FINAL.pdf](#) provide instructions and guidance.

For all Eduqas subjects with a written internal assessment component/unit, an authentication statement is included as part of the mark/cover sheet for individual candidates' folders. These are available to downloading from the relevant subject page on the Eduqas website. On the Eduqas home page, under the heading "Qualifications", click on the relevant subject and select the level of examination, then click "Resources" and "Key Documents". In most cases, there is a quick link to the mark sheets on the subject page. Open the document and

save/print as required. www.educas.co.uk. On the Eduqas home page, under the heading "Qualifications", click on the relevant subject and select the level of examination, then click "Resources" and "Key Documents". In most cases, there is a quick link to the mark sheets on the subject page. Open the document and save/print as required.

All candidates (not merely those included in the moderation sample) must sign the authentication statement. Failure to do this could constitute maladministration/malpractice.

Teachers must sign the declaration of authentication after the work has been completed by the candidate, confirming that:

- the work is solely that of the candidate concerned;
- the work was completed under the required conditions;
- signed candidate declarations are kept on file.

If a teacher is unable to confirm that the work presented by a candidate is their own and has been completed under the required conditions:

- do not accept the candidate's work for assessment;
- record a mark of zero for internally assessed work.

Signed candidate declarations **must** be kept on file until the deadline for a review of moderation has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. They may be subject to inspection by a JCQ Centre Inspector.

Electronic signatures are acceptable. Typed names will be taken as being as binding as a hand-written signature.

1.6 INTERNAL APPEALS

Centres must inform candidates of the centre marks for their NEA prior to submission to WJEC and allow them to appeal these marks. Therefore, when planning the timetable for non-examination assessments, sufficient time must be allocated to enable internal appeals relating to the centre's assessment decisions to be completed prior to the submission deadline. Appeals must be conducted by appropriately qualified and competent assessors who have no personal interest in the outcome of the review being carried out. The appeal must not be carried out in isolation. The assessor must consider the centre's marking of that assessment against the centre's marking of other candidates' assessments in the same series. The appeal assessor should notify the centre if:

- the marking of the assessment under review is inconsistent with the centre's marking of the other assessments
- or, its marking is inconsistent across all the assessments considered.

The centre should correct any errors in its marking prior to submission to WJEC and ensure that internal standardisation takes this into account.

WJEC requires centres to have a written internal appeals procedure and to ensure that details of this procedure are made widely available and accessible to all candidates.

Further information is available in the JCQ [Notice to Centres](#).

Centres are reminded that internal appeals are conducted independent of WJEC and that they will not have any impact on WJEC decision-making in terms of sample selection or moderation.

We suggest that candidates are advised that their marks may change as a result of external moderation.

1.7 MODERATION AND FEEDBACK

Centres are required to submit a sample of marked non-examination assessments for moderation by WJEC. In line with other JCQ awarding organisations, from summer 2026, in all subjects other than GCSE English Language, which has its own sampling strategy agreed by [JCQ](#) we have increased the initial sample size collected from centres as per the following table.

Number of candidates at centre	Sample to be submitted
Up to 5	All
6-10	All
11-15	All
16-100	15
101-200	20
Over 200	25

There is no change to the moderation process; collecting a slightly larger sample on the NEA submission deadline date means that we are less likely to contact centres later during the moderation period to request additional samples.

Centres cannot choose which candidates work to submit for moderation. The candidates to be included in the sample are determined by IAMIS; the sample normally consists of the top and bottom candidates in the rank order plus a range of candidates in between.

The moderator will re-assess the sub-sample of work using the published marking scheme making an independent judgement on each candidate's work against the marking criteria. The moderator marks are then compared with the centre marks for the sample work. If the centre marking is found to be unduly harsh or unduly generous a larger sample will be reviewed from the work you have submitted and adjustments applied to the centre's marks to bring it into line with agreed standards..

Sometimes, when marking is inconsistent and there is no obvious pattern to the under or overmarking, we may require further evidence and the moderator will request the remaining work in the cohort. This is to ensure that all candidates in the cohort are treated fairly. If there is a significant disagreement between the centre mark and the moderator mark, the moderator's marks may be implemented for all candidates at the centre.

When deciding whether to adjust centre marks, three core principles are considered.

1. Mark adjustments should maintain the centre's rank order of candidates except where the centre's marking is deemed to be demonstrably inconsistent.¹
2. Accepting moderator marks should be reserved for where centre marking is inconsistent, and the rank order is not agreed.

3. No candidate should be treated differently because they were included in the moderation sample.

The final, moderated marks are sent to centres with the results (expressed as either raw marks or UMS marks).

The main purpose of the Moderator's report is to provide centres with feedback on the accuracy of their assessment decisions against the published assessment criteria. Centres should read the report carefully and seek to apply the advice given on standards when marking future series. Centres will be informed via the report whether their marks have been adjusted

Comments on the accuracy of a centre's assessments may be made even if no adjustment is applied. For example, if the difference between the moderator marks and the centre marks is small, the moderator will normally provide advice on the standard of marking.

The report also provides feedback on:

- (i) the efficiency of the centre's administration;
- (ii) the appropriateness of the tasks (where set by the centre rather than the awarding body) and the coverage of the assessment objectives;

Moderators' reports will be available on WJEC Portal. They will become available to view and download according to the following time scale:

June examination series: reports available from results day until Christmas.

November examination series: reports available from results day until end of February.

January examination series: reports available from results day until beginning of May.

1.8 RETURN OF WORK TO CENTRES AND RETENTION OF WORK

For Postal submission, moderators will return work directly to centres as soon as possible after moderation.

WJEC will handle with care material submitted for moderation but cannot accept responsibility for loss or damage. Samples may be retained by WJEC for use as exemplar or archive material (centres will receive notification if this is the case).

N.B. Candidates should be advised not to include any items of real or sentimental value e.g. photographs, certificates, etc.

Centres are advised that candidates' work **must** be kept securely until the deadline for a review of moderation has passed, or until a review of moderation or appeal or malpractice investigation has been completed, whichever is the later. Where retention is a problem, because of the nature of the work, some form of evidence (e.g. photographic, audio-taped or video-taped) must be available. Centres are requested to keep a record of the examination numbers and names of those candidates whose work is included in the sample sent to or seen by moderators. This information may be required if there are enquiries upon results at a later date.

Subject teams can help with any report requests after this time frame.

1.9 CARRY-FORWARD' OF COMPONENT/UNIT MARKS FOR LINEAR SUBJECTS

For the lifetime of a specification, candidates can re-use ("carry forward") marks in controlled assessments, coursework and non-examination assessments from a previous exam series in which the candidate certificated.

Candidates are not permitted, in any circumstances, to carry forward marks between legacy specifications and reformed specifications.

If a candidate chooses to re-sit the assessment, it is the new result (not the original result, even if the original result is higher) that will count towards the qualification grade.

Where a candidate has certified on two or more previous occasions, the most recent NEA mark is carried forward, regardless of whether that mark is higher or lower (unless that mark is Absent).

If candidates wish to re-use ("carry-forward") marks towards a new overall qualification please indicate this by inputting C or CF on the internal assessment mark input system (IAMIS). Do **not** under any circumstances enter the mark to be carried forward.

GCSE English Language (Eduqas) Spoken Language and GCE Science Practical Skills endorsement grades can be carried forward, including between awarding bodies, **as long as the UCI remains the same**. In these cases, the carried forward results are endorsed grades, not marks.

Please refer to our [Guide to Resit Requirements](#) if a candidate wishes to re-sit rather than carry forward/re-use an internally assessed component or unit mark.

1.10 MALPRACTICE

Where candidate malpractice is discovered prior to the signing of the authentication statement, this need not be reported to WJEC, but should be dealt with in accordance with the centre's internal procedures. The only exceptions to this are where the offence relates to a breach of the conditions of the assessment, e.g. possession of notes, communication with other candidates, or where the awarding body's confidential assessment material has been breached. In such a case, the suspected malpractice must be reported to the awarding body. If staff malpractice is discovered in coursework or non-examination assessments, the head of centre must inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s).

If malpractice is suspected or found after the authentication statement has been signed, the centre must report the malpractice using the relevant JCQ Malpractice form, M1 in the case of suspected candidate malpractice. In the case of suspected centre/centre staff malpractice, the centre must notify WJEC using the JCQ M2 form. This is regardless of whether the authentication forms have been signed by the candidate(s) or not. Further guidance on reporting malpractice is available in the WJEC document, [Guide to preventing, reporting and investigating malpractice](#) and the JCQ document [Suspected Malpractice: Policies and Procedures 2025-2026](#).

The completed form should be e-mailed to malpractice@wjec.co.uk.

There are a number of clues that point to the possibility of plagiarism, and teachers should remain alert to these. Further guidance on the detection of plagiarism may be found in the JCQ document [Plagiarism in Assessments](#). WJEC uses software to identify potential plagiarism in candidates' work.

Centre staff must familiarise themselves with the relevant WJEC [Instructions for conducting controlled assessment](#), JCQ [Instructions for conducting coursework](#) and JCQ [Instructions for conducting non-examination assessments](#) together with the subject specification requirements. Knowledge of the requirements will assist a centre and teachers in maintaining the integrity and security of the assessment process. Centres and centre staff who do not comply with the requirements will be investigated under the JCQ Suspected Malpractice procedure.

All candidates and their teacher must sign the declaration of authentication. The forms are required when WJEC receives allegations of suspected malpractice.

1.11 UNSATISFACTORY PRACTICE BY CENTRES

Further guidance will be provided to the Head of Centre where individual teachers or centres fail to meet WJEC requirements for internally assessed work. Where significant problems are identified, WJEC may require approval of subsequent tasks/mark schemes and monitoring of the centre's arrangements for marking and standardisation.

The following guidelines will be used as a means of determining whether there are matters which need to be taken up with centres.

- (a) Are tasks set within the requirements of the specification?
- (b) Are the marking schemes/assessment criteria devised by centres clear, unambiguous and capable of consistent application? Have they been applied appropriately?
- (c) Have WJEC's administrative and procedural instructions been followed?
- (d) Has the internally assessed work been properly annotated?
- (e) Has the internally assessed work been properly authenticated, especially in those cases where some activities may have taken place outside school?
- (f) If details are provided of any assistance given to particular candidates beyond that given to the group as a whole, is the nature of such assistance within the parameters laid down by the specification?
- (g) Is standardisation within the centre effective and within WJEC requirements?

1.12 CENTRE STAFF CONFLICT OF INTEREST

Conflicts of interest must be managed within centres and notified to WJEC in accordance with the JCQ General Regulations.

> Centre Staff Conflicts of Interest Guidance

Please find the electronic WJEC Centre Staff Conflict of Interest form under the Entries tab on the WJEC Portal.

Awarding Bodies have a legitimate reason for requesting this information from centres, however centres must ensure that they collect and submit this information in accordance with their own privacy notice.

SECTION 2: SUBMISSION OF MARKS AND IDENTIFICATION OF SAMPLES

Summary

The first step in preparing to input marks is to request a Portal log-in as a User from your Exams Officer.

Please check that you have access to the relevant area(s), (see 2.1).

Once your centre's entries have been submitted and processed, your candidates' names/numbers are pre-populated on the system. You can submit marks as soon as the submission window opens (see 2.2).

Marks/grades **must** be input and submitted by the deadline (see Section 4).

Once the marks have been submitted, a sample of candidates will be identified automatically by the system (see Section 3 for separate instructions concerning consortium arrangements). See separate instructions for GCSE English Language.

2.1 INVITING USERS TO PORTAL

For IAMIS, Admin users on Portal (usually the exams officer) can allocate access to User account holders (e.g. teachers) who will be entering internal assessment marks and processing samples. To do this, examination officers/Admin users should log onto Portal, click the 'Manage Users' button and amend settings to toggle on access to IAMIS. <https://www.educas.co.uk/home/administration/portal/>.

2.2 INPUTTING MARKS

IAMIS will be available to the designated account holders on the following dates, once entries have been received and processed by WJEC:

Qualification(s)	IAMIS Opens
Entry Pathways Language Pathways Vocational Awards Technical Awards	20 November (January Series)
GCSE Certificate in Latin Vocational Awards Vocational Awards (Technical Awards) Entry Level Entry Pathways Language Pathways	10 March (June Series)
GCE Applied Certificates and Diplomas Extended Project FAD	1 April (June Series)

2.3 ENTERING AND SUBMITTING INTERNAL ASSESSMENT MARKS (VIA PORTAL)

Once entries have been submitted and processed by WJEC, you will need to log on to the [Portal](#) and click into 'Menu', navigate to 'Examinations and Assessments', then select 'Internal Assessment Marks/Outcomes' tab. A web page will be available for each internal assessment component/unit for which the centre has entries, and this will be pre-populated with candidate names and numbers. You will need to insert the marks/grades/outcomes (as relevant) for **all** candidates in the spaces provided.

For **certain subjects**, you will also need to input details (i.e. initials) of each candidate's teaching group.

Once **all** candidates' marks have been input, the marks can be submitted and the view samples button selected, IAMIS will immediately identify the candidates whose work has been automatically selected for moderation.

Once marks have been **submitted** they cannot be changed online (see 2.15).

2.4 SENDING INTERNAL ASSESSMENT MARKS (VIA EDI)

Centres may submit internal assessment marks via EDI (electronic data interchange) Further information about EDI submission is available via the helpline on 029 20 265169.

Where internal assessment marks are submitted by EDI, time must be allowed for the EDI files to be processed (up to 72 hours). Once files have been processed IAMIS will be pre-populated with the marks which have been submitted by EDI

You will then need to log on to the [Portal](#) and access the 'Internal Assessment Marks/Outcomes' tab in order to input details (i.e. initials) of each candidate's teaching group (for certain subjects) and to **submit the marks**. Please note with marks automatically feeding into the system from the EDI file this will not automatically submit to WJEC Once marks have been submitted IAMIS will identify the candidates whose work has been automatically selected for moderation.

2.5 IDENTIFICATION OF THE SAMPLE CANDIDATES

IAMIS will automatically identify the sample candidates whose work is to be despatched/uploaded.

In addition to the sample requested, you must also send/upload the scribe cover sheet (signed by the scribe/teacher and countersigned by the head of centre or examinations officer) and the mark sheet for all candidates who have completed work with the aid of a scribe or word processor (with spelling and/or grammar check enabled) even if they are not part of the sample.

If a teacher has marked or been involved in the internal standardisation of their child's work, this work must also be sent/uploaded for moderation (see 1.12).

WJEC may request further samples of work to be submitted if this is considered necessary.

NB: For a limited number of subjects (below) IAMIS will be used only to upload marks and will **not** identify the sample:

GCE: PE AS Component 2 & A Level Component 3 - The sample will have been selected when marksheets have been submitted in early March.

GCSE: English Language Component 3.

2.6 AMENDMENTS TO THE CHOSEN SAMPLE

IAMIS will not allow you to remove candidates from the chosen sample. However, IAMIS will allow you to add additional candidates using the tick boxes.

If the sample contains a candidate whose work is incomplete, then you should indicate on IAMIS the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be sent to the moderator.**

An explanatory note to the moderator must accompany the work, in cases where the sample sent by the centre differs from the sample chosen by IAMIS.

2.7 LOST CANDIDATE WORK

If a candidate's work has been lost by a centre through no fault of their own, and the centre can verify that work was completed or partially completed and was monitored whilst it was in progress, the candidate may still be eligible for a mark.

The loss of work must be reported by submitting a [JCQ/LCW Form 15](#) to WJEC.

If the work had been completed and marked, the mark should be submitted on IAMIS as normal and the JCQ/LCW Form 15 submitted.

If the work had not been completed and/or marked, an Absent mark should be submitted on IAMIS. An estimated mark should be entered on the JCQ/LCW Form 15 when it is submitted. Estimated marks will be considered by WJEC. Estimates should not be made for work that has not been seen.

To submit forms, or gain further guidance if only part of the work is lost, or for any other issue relating to lost work, please contact:

specialrequirements@wjec.co.uk

2.8 MARK SHEETS AND OTHER REQUIRED DOCUMENTATION

Individual candidate mark sheets (cover sheets), which should accompany each candidate's work submitted for moderation, must also include a candidate declaration of authentication. Cover sheets must be downloaded from the relevant subject page on the [Edugas website](#). The documents can be found under "Resources", then "Key Documents".

2.9 PRESENTATION OF FOLDERS (VIA POST)

Specific instructions for the presentation of work may be given in the guidelines for individual subjects. Unless otherwise stated, the following points should be noted:

- (i) Each candidate's work should be submitted in an A4 folder/file, which itself is clearly marked with **specification title, centre name and number, candidate name and examination number.**

- (ii) Ring binders (bulky to post) and plastic wallets (difficult to gain access to work) should **not** be used.
- (iii) Where work consists of a number of assignments, these should be placed in the folder in the same order as on the cover sheet.
- (iv) The use of word processors in the production of the work is permitted, unless restrictions are imposed by specification requirements.

2.10 SUBMITTING INTERNAL ASSESSMENT SAMPLES (VIA IAMIS UPLOAD)

IAMIS Upload is the process of submitting candidates' work in an electronic format for moderation. WJEC uses IAMIS, a web-based platform, for this process.

Our IAMIS Upload [webpage](#) gives information, help and guidance relating to all aspects of the process.

2.11 PREPARING CANDIDATES WORK FOR UPLOADING (VIA IAMIS UPLOAD)

Subject specific instructions for the presentation of work are available here:

<https://www.eduqas.co.uk/home/administration/e-submission/>

These instructions include information regarding:

- (i) File types
- (ii) The maximum number of files
- (iii) Maximum upload sizes
- (iv) Naming of files
- (v) Use of keycodes
- (vi) Resizing large files

2.12 LATE ENTRY CANDIDATES

Marks for late entry candidates can be input on IAMIS, **provided the candidate entry has already been submitted to and processed by WJEC.**

To input a mark for any candidate who is not listed on IAMIS, the exams officer should submit the required entry as soon as possible.

Once this information has been sent to WJEC, allow 72 hours before trying to input and submit the mark.

WJEC monitors centres where candidates are added after the sample has been generated. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

2.13 AMENDING MARKS AFTER SUBMISSION

Once marks have been submitted via IAMIS they cannot be amended by the centre. If an incorrect mark has been submitted, centres must complete and submit the request form, which is located in the 'Internal Assessment' area of the Portal.

Please note that we will contact you for further information if required. If we do not contact you, your request for mark amendment will be actioned. WJEC monitors centres requesting amendments to candidates' marks. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

2.14 AMENDING MARKS AFTER ISSUING OF RESULTS

If a teacher notices, after the issuing of results, that an incorrect mark has been submitted, the Head of Centre must send a written request to the relevant section below for the mark to be amended, clearly outlining the circumstances. A completed, signed, dated internal mark sheet must accompany this written request as well as the actual work (or a copy) This information will be referred to the subject officer. After consideration of the evidence, the mark may be altered, or the request may be refused. All requests to alter centre-submitted marks for internally assessed components/units must be received by:

20 September (June exam series)

15 February (November exam series)

9 April (January exam series)

GCSE

gcse@eduqas.co.uk

GCE

gce@eduqas.co.uk

Entry Level/ Latin/ Pathways Qualifications

pathways@wjec.co.uk

Extended Project

pathways@wjec.co.uk

SECTION 3: GUIDANCE FOR CONSORTIUM ARRANGEMENTS

A consortium is an arrangement between two or more centres to offer qualifications. Candidates from different entering centres are taught and assessed together as one group. Consortium arrangements are only available for internally assessed Non Examination Assessment (NEA) units/components and certain externally assessed NEA units/components.

3.1 CENTRE CONSORTIUM ARRANGEMENTS

Where two or more member centres will be entering candidates for work that is centre-assessed, the Centre Consortium Arrangements form on the **JCQ Centre Admin Portal** must be completed. This will enable the candidates for each specification to be treated as a single group for the moderation of centre-assessed work. Centres must notify us of any significant changes to the data on this form post-submission.

3.2 CENTRE CONSORTIUM CO-ORDINATOR

The centres concerned must nominate a consortium co-ordinator who will liaise with the relevant awarding body on behalf of all centres in the consortium. If there are different co-ordinators for different specifications, a form must be completed for each specification.

In circumstances where a specification is taught at your centre, but some candidates are taught and assessed at another centre, the **partial consortium form** must be completed.

Our Consortia policy is available within the following link: **Consortia Policy for Centre Reference** .

SECTION 4: NOTES FOR INDIVIDUAL SUBJECTS

For details of requirements for the content and presentation of work, please refer to subject specifications.

4.1 GCSE

Subject	Component/Unit	Candidate OR Group (admin) Upload	Upload	Unit Code	Series Availability	
					Nov	June
Art & Design	Component 1 Portfolio	N/A	N/A (Visiting Moderator)	C650U10 – C656U10	X	✓
Art & Design	Component 2 Externally Set Assignment	N/A	N/A (Visiting Moderator)	C650U20 – C656U20	X	✓
Design & Technology	Component 2 Design and Make Task	N/A	N/A (Visiting Moderator)	C600U20	X	✓
Drama	Component 1 Devising Theatre	BOTH	24 March	C690U10	X	✓
Electronics	Component 3 Extended System Design and Realisation Task	CANDIDATE	5 May	C490U30	X	✓
English Language	Component 3 Spoken Language	CANDIDATE	November Series – 5 November June Series – 5 May	C700U30	✓	✓
Film Studies	Component 3 Production	CANDIDATE	5 May	C670U30	X	✓
Food Preparation and Nutrition	Component 2 Food Preparation and Nutrition in Action	CANDIDATE	5 May	C560U20	X	✓
Media Studies	Component 3 Creating Media Products	CANDIDATE	5 May	C680U30	X	✓

Music	Component 1 Performing	BOTH	5 May	C660U10	X	✓
Music	Component 2 Composing	CANDIDATE	5 May	C660U20	X	✓
Physical Education (Full)	Component 2 The Active Participant In Physical Education	BOTH	N/A (Visiting Moderator)	C550U20	X	✓
Physical Education (Short)	Component 2 The Active Participant In Physical Education	BOTH	N/A (Visiting Moderator)	C555U20	X	✓

4.2 GCE – AS/ADVANCED LEVEL

General Certificate of Education (Eduqas specification)

AS

Non-examination Assessment

Subject	Component/Unit	Candidate OR Group (admin) Upload	Upload	Unit Code	Series Availability
					June
Art & Design	Component 1: Personal Creative Enquiry	N/A	N/A (Visiting Moderator)	B650U10 – B656U10	✓
Design & Technology	Component 2: Design & Make Task	CANDIDATE	N/A (Visiting Moderator)	B601U20 B602U20	✓
Drama & Theatre	Component 1: Performance Workshop	GROUP	15 May	B690U10	✓
Electronics	Component 2: System design and realisation tasks	CANDIDATE	15 May	B490U20	✓
Film Studies	Component 3: Production	CANDIDATE	15 May	B670U30	✓
Media Studies	Component 3: Media Production	CANDIDATE	15 May	B680U30	✓
Physical Education	Component 2: Improving personal performance in physical education	BOTH	N/A (Visiting Moderator)	B550U20	✓

A Level

Non-Examination Assessment

Subject	Component/Unit	Candidate OR Group (admin) Upload	Upload	Unit Code	Series Availability
					June
Art & Design [†]	Component 1: Personal Investigation	N/A	N/A (Visiting Moderator)	A650U10 – A656U10	✓
Art & Design [†]	Component 2: Externally Set Assignment	N/A	N/A (Visiting Moderator)	A650U20 – A656U20	✓
Biology [†]	Practical Endorsement	N/A	N/A	A400U40	✓
Chemistry [†]	Practical Endorsement	N/A	N/A	A410U40	✓
Computer Science	Component 3: Programmed Solution to a Problem	CANDIDATE	15 May	A500U30	✓
Design & Technology [†]	Component 2: Design & Make Project	N/A	N/A (Visiting Moderator)	A601U20 A602U20	✓
Drama & Theatre	Component 1: Theatre Workshop	GROUP	15 May	A690U10	✓
Electronics	Component 3: Extended System Design & Realisation Tasks	CANDIDATE	15 May	A490U30	✓
English Language	Component 4: Language and Identity	CANDIDATE	15 May	A700U40	✓

English Language & Literature	Component 4: Critical and Creative Genre Study	CANDIDATE	15 May	A710U40	✓
English Literature	Component 4: Prose Study	CANDIDATE	15 May	A720U40	✓
Film Studies	Component 3: Production	CANDIDATE	15 May	A670U30	✓
Geography [†]	Component 4: Independent Investigation	CANDIDATE	20 March	A110U40	✓
Geology [†]	Practical Endorsement	N/A	N/A	A480U40	✓
Media Studies	Component 3: Creating Media Products	CANDIDATE	15 May	A680U30	✓
Physical Education [†]	Component 3: Improving Personal Performance in physical education	BOTH	N/A (Visiting Moderator)	A550U30	✓
Physics [†]	Practical Endorsement	N/A	N/A	A420U40	✓

[†]Denotes components/units with further individual notes below

†General Certificate of Education (Eduqas specification)

ART AND DESIGN (AS COMPONENT 1 & A LEVEL COMPONENTS 1 & 2)

Centres must submit marks on IAMIS by 31st May. The moderation window extends from 9th June – 4th July. The moderator allocated to your centre will contact to arrange the moderation visit date before the end of April.

BIOLOGY, CHEMISTRY, PHYSICS & GEOLOGY (PRACTICAL ENDORSEMENTS)

Centres will be required to input and submit a 'Pass', 'Not Classified' or 'Carry Forward' indicator on the online system.

A candidate may request to carry forward a previous outcome for the Practical Endorsement, even if it was awarded by a different awarding body. In such cases, centres must ensure the candidate is entered using the same Unique Candidate Identifier (UCI) as was used when the candidate previously obtained the endorsement, then input a 'Carry Forward' ('C' or 'CF') indicator on the IAMIS as normal.

DESIGN AND TECHNOLOGY (AS COMPONENT 2 & A LEVEL COMPONENT 2)

Centres must submit marks on IAMIS by 15th May. The moderation will take place 19th – 23rd May. Times and dates of the visit will be emailed to the Exams Officer.

GEOGRAPHY (A LEVEL COMPONENT 4)

NEA sample work must be uploaded by 20 March 2026. The following should be submitted for each candidate within the requested sample:

- Independent investigation Form Section 1: Signed candidate/teacher authentication
- Independent investigation Form Section 2: Independent Investigation Proposal
- Independent investigation Form Section 3: Independent Investigation Mark Sheet

All three sections of the form are available to download in the Independent Investigation Submission Forms folder on the [Eduqas GCE Geography website](#).

PHYSICAL EDUCATION (AS COMPONENT 2 & A LEVEL COMPONENT 3)

Moderation will follow the normal series process. Centres will be allocated a moderator and a moderation date will be arranged before December. Mark sheets need to be submitted to the visiting moderator by first Friday in March, unless the moderation is prior to this date (in agreement with the moderator). The moderator will identify the sample for moderation and inform the centre. All candidates/work identified must be available on the moderation day. All written work needs to be available on the moderation day. Marks to be input and submitted on IAMIS by the official deadline. Centres are required to upload a video of the assessment following the visit.

4.3 VOCATIONAL AWARDS AND CERTIFICATES

Controlled Assessment

Subject	Component/Unit	Candidate OR Group (admin) Upload	Upload	Unit Code	Series Availability
					June
Tourism: Customer Experience Unit 1	Internal Controlled Assessment	CANDIDATE	5 May	9801/01	✓
Tourism: Developing UK Tourist Destinations Unit 3	Internal Controlled Assessment	CANDIDATE	5 May	9803/01	✓
Event Operations Unit 2	Internal Assessment	CANDIDATE	5 May	5599U2	✓
Event Planning Unit 3	Internal Assessment	CANDIDATE	5 May	5599U3	✓
Global Business Communication: French Global opportunities – Unit 1	Controlled Assessment	CANDIDATE	5 May	5879U1	✓
Global Business Communication: French Customer relations – Unit 2	Controlled Assessment	CANDIDATE	5 May	5879U2	✓
Global Business Communication: French marketing and sales – Unit 3	Controlled Assessment	CANDIDATE	5 May	5879U3	✓
Global Business Communication: German – Opportunities Unit 1	Controlled Assessment	CANDIDATE	5 May	5889U1	✓
Global Business Communication: German – Customer relations Unit 2	Controlled Assessment	CANDIDATE	5 May	5889U2	✓
Global Business Communication: German – Marketing and sales Unit 3	Controlled Assessment	CANDIDATE	5 May	5889U3	✓

Global Business Communication: Spanish – Global opportunities Unit 1	Controlled Assessment	CANDIDATE	5 May	5899U1	✓
Global Business Communication: Spanish – Customer relations Unit 2	Controlled Assessment	CANDIDATE	5 May	5899U2	✓
Global Business Communication: Spanish – Marketing and Sales Unit 3	Controlled Assessment	CANDIDATE	5 May	5899U3	✓

4.4 Level 1/ Level 2 Vocational Awards (TECHNICAL AWARDS)

Controlled Assessment

Subject	Component/Unit	Candidate OR Group (admin) Upload (Jan / June)	Upload by (Jan / June)	Unit Code	Series Availability	
					Jan	June
Construction and the Built Environment: Designing the Built Environment Unit 2	Controlled Assessment	CANDIDATE	10 December / 5 May	E819U2	✓	✓
Construction and the Built Environment: Constructing the Built Environment Unit 3	Controlled Assessment	CANDIDATE	10 December / 5 May	E819U3	✓	✓
Engineering: Manufacturing Engineering Products Unit 1	Internal Controlled Assessment	CANDIDATE	10 December / 5 May	5799U1	✓	✓
Engineering: Designing Engineering Products Unit 2	Internal Controlled Assessment	CANDIDATE	10 December / 5 May	5799U2	✓	✓
Health and Social Care: Outcome-Focused and Person-Cantered Practice in Health and Social Care Unit	Internal Controlled Assessment	CANDIDATE	10 December / 5 May	E309U2	✓	✓
Hospitality and Catering: Hospitality and Catering in Action Unit 2	Internal Controlled Assessment	CANDIDATE	10 December / 5 May	5409U2	✓	✓

ICT: ICT in Context Unit 1	Internal Controlled Assessment	CANDIDATE	10 December / 5 May	5539U2	✓	✓
Performing Arts: Performing Unit 1	Internal Controlled Assessment	CANDIDATE	10 December / 5 May	5639U1	✓	✓
Performing Arts: Creating Unit 2	Internal Controlled Assessment	CANDIDATE	10 December / 5 May	5639U2	✓	✓
Retail Business: Customer Service for Retail Business	Controlled Assessment	CANDIDATE	10 December / 5 May	5789U2	✓	✓
Retail Business: Merchandising and Marketing Retail Products	Controlled Assessment	CANDIDATE	10 December / 5 May	5789U3	✓	✓
Sport and Coaching Principles: Improving Sporting Performance Unit 2	Internal Controlled Assessment	CANDIDATE	10 December / 5 May	5259U2	✓	✓
Sport and Coaching Principles: Coaching Principles Unit 3	Internal Controlled Assessment	CANDIDATE	10 December / 5 May	5259U3	✓	✓

4.5 Applied Certificates and Diplomas

Controlled Assessment

Subject	Component/Unit	Candidate OR Group (admin) Upload	Upload	Unit Code	Series Availability
					June
Certificate in Criminology: Changing Awareness in Crime Unit 1	Internal Controlled Assessment	CANDIDATE	15 May	4543U10-1	✓
Diploma in Criminology: Crime Scene to Courtroom Unit 3	Internal Controlled Assessment	CANDIDATE	15 May	4543U30-1	✓
Certificate in Food Science and Nutrition: Meeting Nutritional Needs of Specific Groups Unit 1	Internal Controlled Assessment	CANDIDATE	15 May	4563UA0-1	✓
Diploma in Food Science and Nutrition: Experimenting to Solve Food Production Problems Unit 3	Internal Controlled Assessment	CANDIDATE	15 May	4563U30-1	✓
Diploma in Food Science and Nutrition: Current Issues in Food Science and Nutrition Unit 4	Internal Controlled Assessment	CANDIDATE	15 May	4563U40-1	✓
Certificate in Health & Social Care: Core Values and Services Unit 2	Internal Controlled Assessment	CANDIDATE	15 May	4573U20-1	✓
Diploma in Health & Social Care: Employment within the Sectors Unit 3	Internal Controlled Assessment	CANDIDATE	15 May	4573U30-1	✓

Diploma in Health & Social Care: Experience of Disease, Illness and Disability Unit 4	Internal Controlled Assessment	CANDIDATE	15 May	4573U40-1	✓
Certificate in Medical Science: Physiological Measurement Techniques Unit 2	Internal Controlled Assessment	CANDIDATE	15 May	4463U20-1	✓
Certificate in Medical Science: Medical Science Research Methods Unit 3	Internal Controlled Assessment	CANDIDATE	15 May	4463U30-1	✓
Diploma in Medical Science: Medicines and Treatment of Disease Unit 4	Controlled Assessment	CANDIDATE	15 May	4463U40-1	✓
Certificate/Extended certificate Medical Science: physiological measurement Techniques	Internal Controlled Assessment	CANDIDATE	15 May	4403U2	✓
Certificate/Extended Certificate: Medical Science research methods	Internal Controlled Assessment	CANDIDATE	15 May	4403U3	✓

4.6 Certificate in Latin

Controlled Assessment

Subject	Component/Unit	Candidate OR Group (admin) Upload	Upload	Unit Code	Series Availability
					June
Roman Civilisation Study: Level 1 Unit 9513	Controlled Assessment	CANDIDATE	5 May	9513/01	✓

4.7 ENTRY LEVEL

Coursework

Subject	Component/Unit	Candidate OR Group (admin) Upload	Upload	Unit Code	Series Availability
					June
English	Component 2: Topic Tests	CANDIDATE	5 May	6700QCL-2	✓
English	Component 3: Practical Assessments	CANDIDATE	5 May	6700QCL-3	✓
Mathematics – Numeracy	Component2: Topic Tests End of stage Test	CANDIDATE	5 May	6300QCL-2	✓
Mathematics – Numeracy	Component3: Practical Assessment	CANDIDATE	5 May	6300QCL-3	✓
Science (Single Award)	Component 2: Topic Tests End of unit test	CANDIDATE	5 May	6430QCL-2	✓
Science (Single Award)	Component 3 - Practical Assessment	CANDIDATE	5 May	6430QCL-3	✓

4.8 ENTRY PATHWAYS

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and as outlined in the 'IAMIS upload – Subject Guide', available [here](#), to ensure that the required sample is electronically uploaded by **12 December (January Series)/5 May (June Series)**.

4.9 LANGUAGE PATHWAYS

(French, German, Spanish, Italian, Mandarin, Japanese)

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and as outlined in the 'IAMIS upload – Subject Guide', available [here](#), to ensure that the required sample is electronically uploaded by **12 December (January Series)/5 May (June Series)**.

4.10 Foundation Diploma in Art & Design (FAD)

Controlled Assessment

Subject	Grades to be submitted by	Work despatched/ uploaded by	Entry Code	Series Availability
				June
Units 1-6	48 hours in advance of the agreed moderation visit date	N/A (Visiting Moderator)	P653QDL	✓

A date and time for the moderation visit should be agreed between the Moderator and Programme Leader within the specified moderation window (June 1st – 30th), which should coincide with the period of exhibition of learners' work (visits will be one day in duration).

The centre should submit proposed grades for all components via IAMIS at least 48 hours in advance of the agreed moderation visit date. Centres must provide the Moderator with a printout of the learners' proposed grades from the Portal on arrival (all view). A sample of assessed work from Components 1, 2, 3 and 4 should be made available including Assessment Criteria Forms for components [1, 2, 3 and 4](#). All learners must curate and present a Major Project prior to the moderation visit. The moderator will select a sample from the display for moderation. The sample will be between 15% and 100%, depending on learner numbers.

More information can be found in the specification - [level-4-foundation-diploma-art-and-design-specification.pdf](#)

4.11 Extended Project

Coursework

Subject	Candidate OR Group (admin) Upload	Upload	Unit Code	Series Availability
				June
Extended Project	CANDIDATE	15 May	9500 03	✓

Appendix

HEAD OF CENTRE DECLARATION FORMS

For non-exam assessment (NEA) and fieldwork

Here is a summary below of the qualifications that require a signature from the head of centre for non-exam assessment (NEA) or fieldwork.

A Level				
Qualification	Purpose of Declaration Form		Date required	Send to
Biology Chemistry Physics	Candidates entered have completed the practical activities as prescribed in the specification and additional guidance provided, including the completion of at least 12 practical activities and a contemporaneous record of the work undertaken during these practical activities.		May 15 th	A Level Team
Drama and Theatre	Centre considers all material intended for performance for Component 1 and 2 acceptable in terms of both content and treatment.	Component 1	May 15 th	Submit with NEA
		Component 2	Day of Examiner Visit	Examiner collects
	Component 3: Centre has given opportunities to candidates to see live theatre.		May 31 st	Drama Team
Geography	Centre to confirm that all students who have been entered have undertaken the minimum requirement of 4 days of fieldwork.		March 30 th	Geography Team
Geology	Practical Activities: Candidates entered have completed the practical activities as prescribed in the specification and additional guidance provided, including the completion of at least 13 practical activities and a contemporaneous record of the work undertaken during these practical activities.		May 15 th	A Level Team
	Fieldwork: All candidates have been given the opportunity to undertake a minimum of four days fieldwork.			

AS				
Qualification	Purpose of Declaration Form		Date required	Send to
Drama and Theatre	Component 1: Centre considers all material intended for performance acceptable in terms of both content and treatment.		January 25 th	Submit with NEA
	Component 2: Centre has given opportunities to candidates to see live theatre.		May 31 st	Drama Team
Geography	Centre to confirm that all students who have been entered have undertaken the minimum requirement of 2 days of fieldwork.		March 30 th	Geography Team

Geology	All candidates have been given the opportunity to undertake a minimum of two days fieldwork.		May 15 th	Geology Team
GCSE				
Qualification	Purpose of Declaration Form		Date Required	Send To
Drama	Centre considers all material intended for performance for Component 1 and 2 acceptable in terms of both content and treatment.	Component 1	March 24 th	Submit with NEA
		Component 2	Day of Examiner Visit	Examiner collects
	Component 3: Centre has given opportunities to candidates to see live theatre.		May 31 st	Drama Team
English Language	Centre ensures all reasonable steps have been taken or will be taken to provide all candidates with the opportunity to undertake the Spoken Language endorsement.		May 5 th	English Team
Geography A	Centres must use form to confirm that each learner has been provided with opportunity to undertake geographical fieldwork on at least two occasions and with respect to at least two contrasting environments.		March 30 th	Geography Team
Geography B	Centres must use form to confirm that each learner has been provided with opportunity to undertake geographical fieldwork on at least two occasions and with respect to at least two contrasting environments.		March 30 th	Geography Team
Geology	All learners have been given the opportunity to undertake a minimum of two days fieldwork. In addition, learners have been given a minimum of one opportunity to carry out a directed investigation to answer a geological problem as detailed in this statement.		May 15th	Geology Team

Head of centre declaration forms can be found on the Portal in 'Resources > Subject-Specific Support Material including CPD & Exemplars > Head of Centre Declaration Forms'. Alternatively, the forms can be found on the individual qualification pages.