



# **Internal Assessment Mark Input System (IAMIS)**

## **Step-by-step Guide**

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Please note that this document is subject to continual improvements. This document will not be issued as a hard copy but the latest version will be available online by clicking on the Step-by-Step Guide button on the top of the screen.

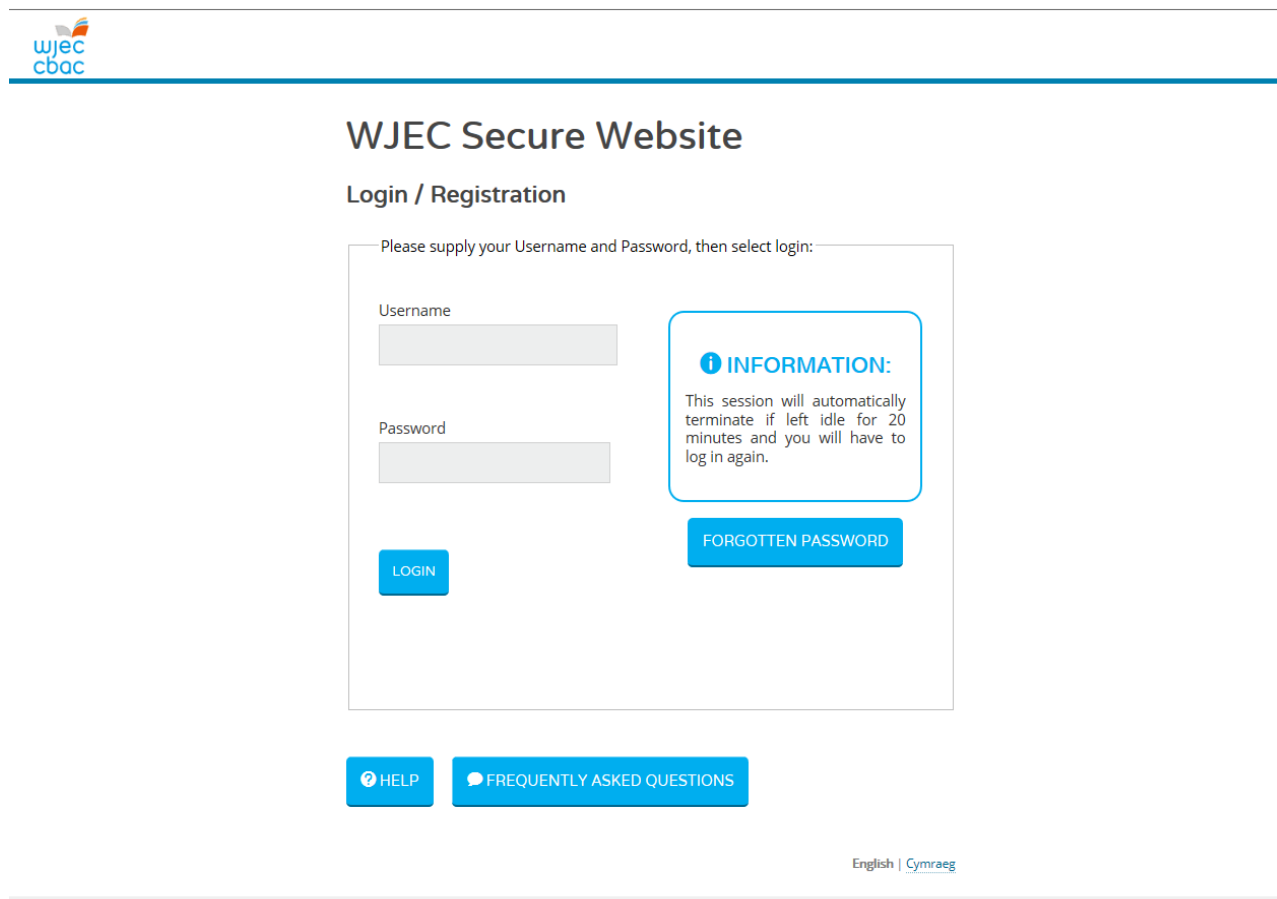
PLEASE PAY SPECIAL ATTENTION TO BOXED TEXT AS THIS INDICATES  
IMPORTANT INSTRUCTIONS.

# Logging in to the WJEC Secure Website

To access the online electronic marksheet you will be required to log on to the WJEC Secure Website using the following URL:

**<http://www.wjecservices.co.uk>**

The following screen will appear:



The screenshot shows the WJEC Secure Website login page. At the top left is the WJEC CBAC logo. The main heading is 'WJEC Secure Website' followed by 'Login / Registration'. A prompt says 'Please supply your Username and Password, then select login:'. Below this are two input fields: 'Username' and 'Password'. To the right of these fields is an 'INFORMATION' box stating: 'This session will automatically terminate if left idle for 20 minutes and you will have to log in again.' Below the input fields are two buttons: 'LOGIN' and 'FORGOTTEN PASSWORD'. At the bottom of the form area are two buttons: 'HELP' and 'FREQUENTLY ASKED QUESTIONS'. At the bottom right of the page, there is a language selector showing 'English | Cymraeg'.

You will receive your user name and password to enable you to log in to the secure website from the Examinations Officer at your centre.

Please enter your user name and password and click on the 'Login' button.

After a successful login the following screen will appear:

The screenshot shows the WJEC Secure Admin Site interface. At the top, there is a navigation bar with links: HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, RESOURCES, WELSH BAC, and SECURE FILE TRANSFER. The 'INTERNAL ASSESSMENT' menu is highlighted, and its sub-menu is visible, showing 'INTERNAL ASSESSMENT MARKS/OUTCOMES' and 'GCE ENGLISH EXAMINATED TEXTS'. Below the navigation bar, there is a welcome message for the 'WJEC Secure Admin Site' and a 'CLICK HERE' button. The main content area features a 'Latest News - November 2016 Examination Results' section, which includes a date stamp of '10th January 2017' and text about the results issued to candidates. The text mentions that the results are for the November 2016 examination series and that the results will be issued on Thursday 12 January for legacy qualifications and on Thursday 19 January for the new GCSE Maths and Maths Numeracy qualifications. The section also includes links for 'CANDIDATE RESULT SLIPS' and 'COMPONENT MARKS'.

Select '**Internal Assessment Marks/Outcomes**' from the menu at the top of the screen. If this button is not visible, the Examinations Officer can access "Account Admin" and add this facility to your account. See the Appendix – creating/amending secondary accounts (p.20).

# Internal Assessment Mark Input System

**Internal Assessment Mark/Outcomes Input**

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

**INFO:** Click on a title to expand the box

GCSE JUNE 2017 –	
GCSE JUNE 2017 WELSH LANGUAGE UNED 1 LLAFAR (3000N1) <a href="#">Deadline for submission of samples and cover sheets to moderator: 24/03/2017</a>	ENTER MARKS(0 DONE, 199 LEFT) NO MARKS TO SUBMIT (0 SUBMITTED)
GCSE JUNE 2017 WELSH LITERATURE UNIT 3 LLAFAR HAEN UWCH (3010NC)	ENTER MARKS(0 DONE, 108 LEFT) NO MARKS TO SUBMIT (0 SUBMITTED)
GCSE JUNE 2017 WELSH LITERATURE UNIT 4 ASESIAD DIARHOLIAD (3010N4)	ENTER MARKS(0 DONE, 108 LEFT) NO MARKS TO SUBMIT (0 SUBMITTED)
GCSE JUNE 2017 ENGLISH LANGUAGE UNIT 1 (3700U1) <a href="#">Deadline for submission of samples and cover sheets to moderator: 24/03/2017</a>	ENTER MARKS(0 DONE, 201 LEFT) NO MARKS TO SUBMIT (0 SUBMITTED)
GCSE JUNE 2017 ENGLISH LITERATURE UNIT 3 NON EXAMINED ASSESS. (3720U4) <a href="#">Deadline for submission of samples and cover sheets to moderator: 24/03/2017</a>	ENTER MARKS(0 DONE, 131 LEFT) NO MARKS TO SUBMIT (0 SUBMITTED)

A list of subjects/papers where marks/outcomes need to be input using the online system will be shown on this screen.

**GCSE NOVEMBER 2016 ENGLISH LANGUAGE UNIT 3 (4943/01) MARKSHEET**

VIEW MODERATOR DETAILS

INTERNAL ASSESSMENT MANUAL STEP-BY-STEP GUIDE PRINT

**Options**

Candidate search:  Rows: 20 Sort by: Mark Show: All

SEARCH

Candidate No	Name	Mark (Max:40)	Teacher Initials	Clerical Error	Sample

View your moderator details here, once your marks/outcomes have been submitted.

The Internal Assessment Manual is available for reference.

Read the Step-by-Step guide before you begin.

Print out the marks/ outcomes you have input to check as you go along.

## Enter Candidates' Marks/Outcomes

Click on the '**Enter marks**' button that is adjacent to the appropriate Subject and Paper on the screen. This will produce a list of your candidates entered for this subject/paper, as shown below.

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Signed in as Cymraeg Account Admin Terms & Conditions Sign out

GCSE NOVEMBER 2016 ENGLISH LANGUAGE UNIT 4 (4944/01) MARKSHEET

VIEW MODERATOR DETAILS INTERNAL ASSESSMENT MANUAL STEP-BY-STEP GUIDE PRINT

**Options**

Candidate search Rows: 20 Sort by: Candidate No Show: All

SEARCH

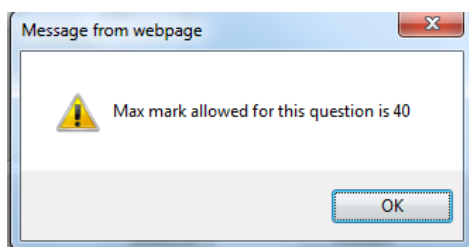
Candidate No	Name	Mark (Max:40 )	Clerical Error
0215	SURNAME :FORENAME		
0334	SURNAME :FORENAME		
1344	SURNAME :FORENAME		

Enter the marks/outcomes for the candidates in candidate number sequence or name sequence. Once the mark/outcome has been entered the cursor will automatically move to the box below for the next candidate. However, the cursor will only move down the page to the next candidate if the appropriate number of digits have been input.

E.g. If the maximum mark is 2 digits (e.g. 50) and the mark awarded is less than 10, either a zero will have to be entered before the mark awarded (e.g. 09) or the "TAB" key on the keyboard can be pressed to move the cursor down to the next candidate.


If there are more than 20 candidates in one centre they will be shown on separate pages. You can alter the number of rows to display, using the pull down options at the top of this screen.

If the mark entered for a candidate is higher than the maximum mark for that paper a message (as shown) will appear and you will be required to enter the correct mark.



Once a mark has been entered, the background of the mark box will change colour to green to show the system has accepted this mark.

The drop-down menu at the top right of the screen labelled 'Show:' has a choice of 'All' (the default), 'Unmarked', 'Marked' or 'Samples'. When 'All' is chosen, all candidates are shown on the screen. When 'Unmarked' is chosen only those candidates whose marks have not been input will be shown. When 'Marked' is chosen, only candidates with a mark input will be shown. When 'Sample' is chosen, only candidates chosen for the sample will be shown.



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## GCSE NOVEMBER 2016 ENGLISH LANGUAGE UNIT 4 (4944/01) MARKSHEET

[VIEW MODERATOR DETAILS](#)

[INTERNAL ASSESSMENT MANUAL](#)
[STEP-BY-STEP GUIDE](#)
[PRINT](#)

**Options**

Candidate search

Rows:  
 20

Sort by:  
 Candidate No

Show:  
 All

[SEARCH](#)

Candidate No	Name	Mark (Max:40 )	Clerical Error
0215	SURNAME :FORENAME	<input type="text"/>	
0334	SURNAME :FORENAME	<input type="text"/>	
1344	SURNAME :FORENAME	<input type="text"/>	

## Absent Candidates

In order to indicate that a candidate is absent, tab or click into the mark column and enter the letter 'a' or 'A'. This will be updated to 'A' when you exit the column. You will be asked to confirm that this candidate is Absent.

## Carry Forward Candidates

In order to indicate that a candidate is carrying forward their mark from a previous series, tab or click into the mark column and enter the letters "C" or "CF". **DO NOT UNDER ANY CIRCUMSTANCES ENTER THE MARK TO BE CARRIED FORWARD.**

## Late Candidates

Any candidate that does not appear on this screen has not been entered yet. Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the Examinations Officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC by the exams officer, teachers should allow 72 hours before trying to input the mark. If there are only a small number of late entry candidates the sample can be chosen and then the mark/outcome added subsequently.

## Search for a Candidate Name

There is a facility in the system to search for candidates by name. To use this facility, click in the box labelled 'Candidate Search', enter the candidate surname you wish to find and click the 'Search' button.

## If the Submit Facility is Not Available

Every candidate needs to be completed before the submit option is made available. On the enter marks screen change "show" to "unmarked" to highlight the candidates that still need marks inputting.



To return to the first screen showing all subjects/papers, click on the 'Save & Close' button. This can be done at any time.

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## GCSE NOVEMBER 2016 ENGLISH LANGUAGE UNIT 4 (4944/01) MARKSHEET

VIEW MODERATOR DETAILS INTERNAL ASSESSMENT MANUAL STEP-BY-STEP GUIDE PRINT

**Options**

Candidate search:  Rows: 20 Sort by: Candidate No Show: All

SEARCH

Candidate No	Name	Mark (Max:40)	Clerical Error
0215	SURNAME :FORENAME	29	
0334	SURNAME :FORENAME	38	
1344	SURNAME :FORENAME	30	

SAVE AND CLOSE

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## Internal Assessment Mark/Outcomes Input

VIEW / PRINT REPORTS

**INFO:** Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button.

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

**INFO:** Click on a title to expand the box

Subject/Paper	ENTER MARKS	NO MARKS TO SUBMIT
GCSE JUNE 2017 WELSH LANGUAGE UNED 1 LLAFAR (3000N1)	ENTER MARKS(0 DONE, 78 LEFT)	NO MARKS TO SUBMIT (0 SUBMITTED)
GCSE JUNE 2017 WELSH LITERATURE UNIT 3 LLAFAR SYLFAENOL (3010N3)	ENTER MARKS(13 DONE, 1 LEFT)	SUBMIT MARKS AND GENERATE SAMPLES (13)
GCSE JUNE 2017 WELSH LITERATURE UNIT 3 LLAFAR HAEN UWCH (3010NC)	ENTER MARKS(0 DONE, 1 LEFT)	NO MARKS TO SUBMIT (0 SUBMITTED)
GCSE JUNE 2017 WELSH LITERATURE UNIT 4 ASESIAID DIARHOLIAD (3010N4)	ENTER MARKS(0 DONE, 16 LEFT)	NO MARKS TO SUBMIT (0 SUBMITTED)

When one subject/paper has been completed, a reminder will appear that these marks/outcomes should be submitted and the samples viewed.

The button initially labelled 'No marks/outcomes to submit' will remain unchanged until all candidates' marks/outcomes have been input.

# Submitting Marks/Outcomes to WJEC

When all the data has been entered for a subject/paper the marks/outcomes should be submitted to WJEC. Clicking on the 'Save & Close' button will show the first screen in the system.

**wjec**  
cbac

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## Internal Assessment Mark/Outcomes Input

[VIEW / PRINT REPORTS](#) [INTERNAL ASSESSMENT MANUAL](#) [STEP-BY-STEP GUIDE](#)

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

**INFO :** Click on a title to expand the box

GCSE JUNE 2017 –	
GCSE JUNE 2017 WELSH LANGUAGE UNED 1 LLAFAR (3000N1) <a href="#">Deadline for submission of samples and cover sheets to moderator: 24/03/2017</a>	<a href="#">ENTER MARKS(0 DONE, 78 LEFT)</a> <a href="#">NO MARKS TO SUBMIT (0 SUBMITTED)</a>
GCSE JUNE 2017 WELSH LITERATURE UNIT 3 LLAFAE SYLFAENOL (3010N3)	<a href="#">VIEW SAMPLES</a> <a href="#">ALL MARKS SUBMITTED (13)</a>
GCSE JUNE 2017 WELSH LITERATURE UNIT 3 LLAFAE HAEN UWCH (3010NC)	<a href="#">ENTER MARKS(0 DONE, 3 LEFT)</a> <a href="#">NO MARKS TO SUBMIT (0 SUBMITTED)</a>
GCSE JUNE 2017 WELSH LITERATURE UNIT 4 ASESIAE DIARHOLIAD (3010N4)	<a href="#">ENTER MARKS(0 DONE, 16 LEFT)</a> <a href="#">NO MARKS TO SUBMIT (0 SUBMITTED)</a>
GCSE JUNE 2017 ENGLISH LANGUAGE UNIT 1 (3700U1) <a href="#">Deadline for submission of samples and cover sheets to moderator: 24/03/2017</a>	<a href="#">ENTER MARKS(0 DONE, 74 LEFT)</a> <a href="#">NO MARKS TO SUBMIT (0 SUBMITTED)</a>
GCSE JUNE 2017 ENGLISH LITERATURE UNIT 2 NON EXAMINED ASSESS. (3720U4)	<a href="#">VIEW SAMPLES</a> <a href="#">ALL MARKS SUBMITTED (23)</a>

Once submitted, 'All marks/outcomes submitted' will appear.


The 'View samples' facility will instantly become active.

Clicking the “submit marks/outcomes and generate sample” button will do two things. Firstly, the marks/outcomes will be submitted to the WJEC. Secondly the system will calculate the sample.

ONCE MARKS/OUTCOMES HAVE BEEN SUBMITTED TO WJEC THE MARKS/OUTCOMES AWARDED TO CANDIDATES CANNOT BE ALTERED ONLINE, BUT A REQUEST TO AMEND A MARK/OUTCOME MAY BE SENT BY EMAIL OR LETTER (refer to Internal Assessment Manual p.13 for details).

THE “PRINT>” BUTTON CAN BE USED AT ANY TIME, HOWEVER, TO VIEW/PRINT THE MARKS SUBMITTED.

Once you have submitted your marks/outcome, this screen will appear.



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## INTERNAL ASSESSMENT MARKING - GCSE JUNE 2017 WELSH LITERATURE UNIT 3 (3010N3) MARKS SUBMITTED

**Subject/Paper: 3010N3 Submitted: 13**

Thank you for submitting the marks for 3010N3 WELSH LITERATURE UNIT 3 for your centre.

These marks have been received by WJEC and will now be made available to the moderator.

You will now see that a tick box indicator appears alongside selected candidates.

[Click here to return to the INTERNAL ASSESSMENT MARK input screen and to view sample.](#)

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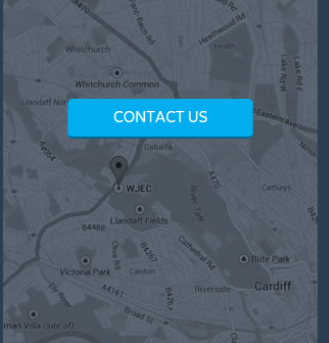
Eduqas

WJEC Public Website

Educational Resources

Online Exam Review





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# View the sample candidates



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## Internal Assessment Mark/Outcomes Input

[VIEW / PRINT REPORTS](#)

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.



INFO : Click on a title to expand the box

WELSH BACCALAUREATE (JANUARY) 2017 +

ENTRY PATHWAYS JANUARY 2017 +

GCSE NOVEMBER 2016 –

GCSE NOVEMBER 2016 ENGLISH LANGUAGE UNIT 3 READING AND WRITING  
(4943/01)

[VIEW SAMPLES](#)

ALL MARKS SUBMITTED (2)

GCSE NOVEMBER 2016 ENGLISH LANGUAGE UNIT 4 SPEAKING & LISTENING  
(4944/01)

[VIEW MARKS](#)

ALL MARKS SUBMITTED (3)

KEY SKILLS/ESSENTIAL SKILLS WALES MAY 2016 +

Click on the 'View samples' button



HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES WELSH BAC ADMIN

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## GCSE JUNE 2017 WELSH LITERATURE UNIT 3 (3010N3) MARKSHEET

[VIEW MODERATOR DETAILS](#)

[INTERNAL ASSESSMENT MANUAL](#)

[STEP-BY-STEP GUIDE](#)

[PRINT](#)

### Options

Candidate search

Rows:

All

Sort by:

Mark

Show:

Samples

[SEARCH](#)

Candidate No	Name	Mark (Max:40 )	Teacher Initials	Clerical Error	Sample
4215	SURNAME :FORENAME	36	SF		<input checked="" type="checkbox"/>
4135	SURNAME :FORENAME	35	SF		<input checked="" type="checkbox"/>
4130	SURNAME :FORENAME	29	SF		<input checked="" type="checkbox"/>

The sample candidates have been indicated on the right hand side of the screen.

If the sample contains a candidate whose work is incomplete or lost then subject teachers should indicate on the system the nearest candidate (either higher or lower) with complete work. **THE INCOMPLETE WORK SHOULD NOT BE SENT TO THE MODERATOR.**

The system will not allow subject teachers to “remove” candidates from the chosen sample. However, the system will allow centres to add “additional” candidates, using the tick box facility.

An explanatory note to the moderator must accompany the folders in such cases where the sample sent by the centre differs from the sample chosen by the system.

# Adding additional candidates to the sample

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**Options**

Candidate search:

Rows: All Sort by: Mark

SEARCH

All Unmarked Marked Samples

Candidate No	Name	Mark (Max:180)	Clerical Error	Sample
8055	SURNAME :FORENAME	99		<input checked="" type="checkbox"/>
8159	SURNAME :FORENAME	94		<input checked="" type="checkbox"/>
8058	SURNAME :FORENAME	87		<input checked="" type="checkbox"/>
8092	SURNAME :FORENAME	81		<input checked="" type="checkbox"/>
8180	SURNAME :FORENAME	64		<input checked="" type="checkbox"/>
8149	SURNAME :FORENAME	55		<input checked="" type="checkbox"/>
8142	SURNAME :FORENAME	54		<input checked="" type="checkbox"/>
8004	SURNAME :FORENAME	53		<input checked="" type="checkbox"/>

Change the view to show all candidates.

wjeb cbac

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**Options**

Candidate search:

Rows: All Sort by: Mark Show: All

SEARCH

Candidate No	Name	Mark (Max:180)	Clerical Error	Sample
8055	SURNAME :FORENAME	99		<input checked="" type="checkbox"/>
8034	SURNAME :FORENAME	98		<input type="checkbox"/>
8159	SURNAME :FORENAME	94		<input checked="" type="checkbox"/>
8157	SURNAME :FORENAME	93		<input type="checkbox"/>
8058	SURNAME :FORENAME	87		<input checked="" type="checkbox"/>
8076	SURNAME :FORENAME	83		<input type="checkbox"/>
8092	SURNAME :FORENAME	81		<input checked="" type="checkbox"/>
8182	SURNAME :FORENAME	65		<input type="checkbox"/>

Click the tick box for the extra candidate.

You cannot remove candidates chosen by the system.

An explanatory note to the moderator must accompany the folders in such cases where the sample sent by the centre differs from the sample chosen by the system.

## Inputting teacher initials

We recommend entering the candidate marks/outcomes for each unit first and then the teacher initials. On inputting a mark/outcome the teacher initials box will appear. Once a teacher's initials have been input the system will store these details. It will also enable you to enter these same initials for all candidates whose work is marked by this teacher. By clicking in the teacher initial box for the next candidate in that class the initials will appear. The system will continue to repeat these initials until you click "save & close".

To enable the system to choose the sample, in addition to entering all the marks/outcome, you will need to input teacher initials for all candidates

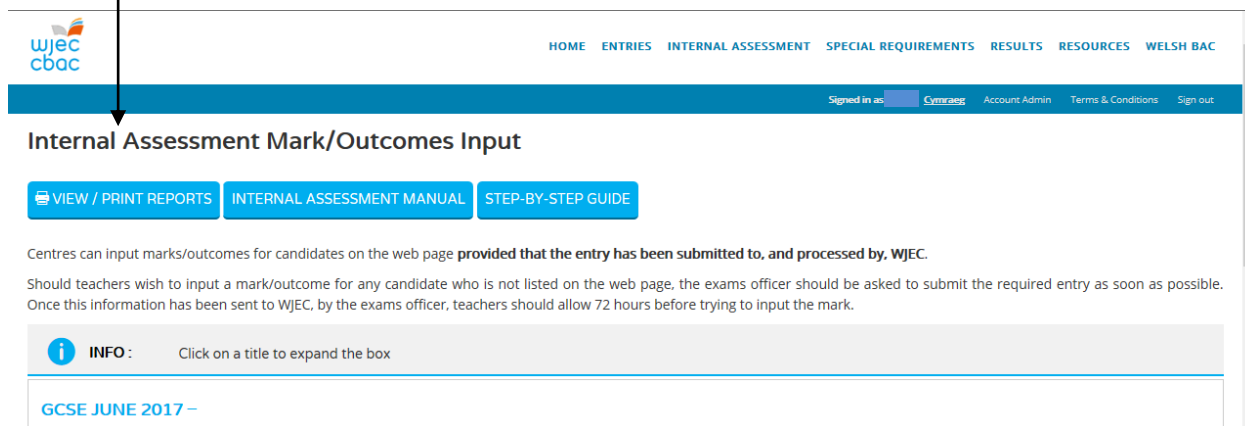
## Clerical Error

Moderators sometimes identify clerical errors during the process of reviewing the sample work from centres and these amended marks/outcomes will be highlighted in **red** alongside the original mark/outcome. The amended mark/outcome in red will be processed to override the original mark/outcome from the centre. It is important that the centre ensures that the marks/outcomes for the remaining candidates are also correct.

**If you do find that further amendments are required please follow the procedures as outlined in the Internal Assessment Manual (point 2.15, page 13)**

# Print Reports

The 'VIEW/PRINT REPORTS' button at the top of the screen is an option which will print all candidates for a subject/paper. Once selected, clicking on the required subject/paper on the following screen will allow the details to be viewed/printed in candidate number order.



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### Internal Assessment Mark/Outcomes Input

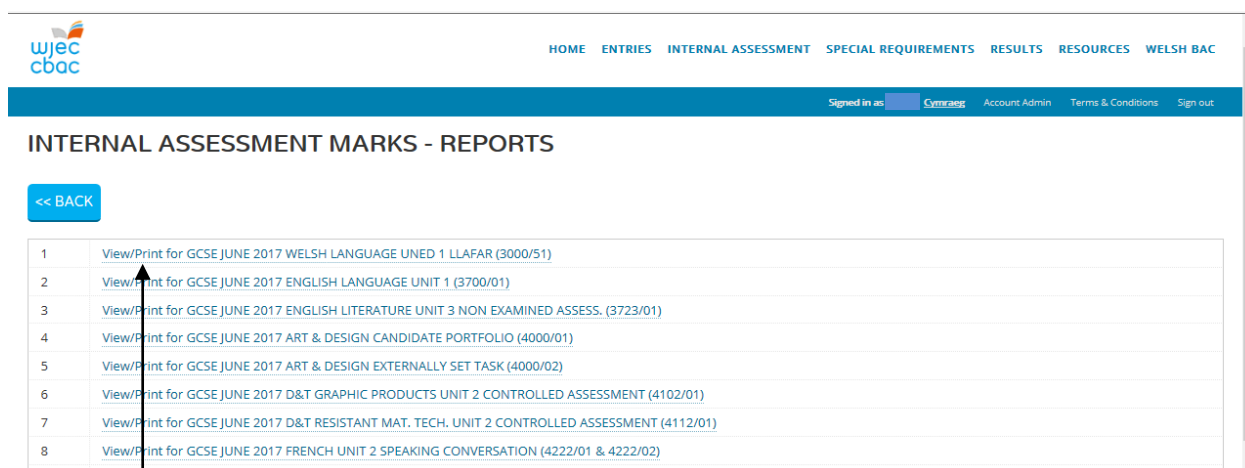
[VIEW / PRINT REPORTS](#) [INTERNAL ASSESSMENT MANUAL](#) [STEP-BY-STEP GUIDE](#)

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

**INFO:** Click on a title to expand the box

GCSE JUNE 2017 –



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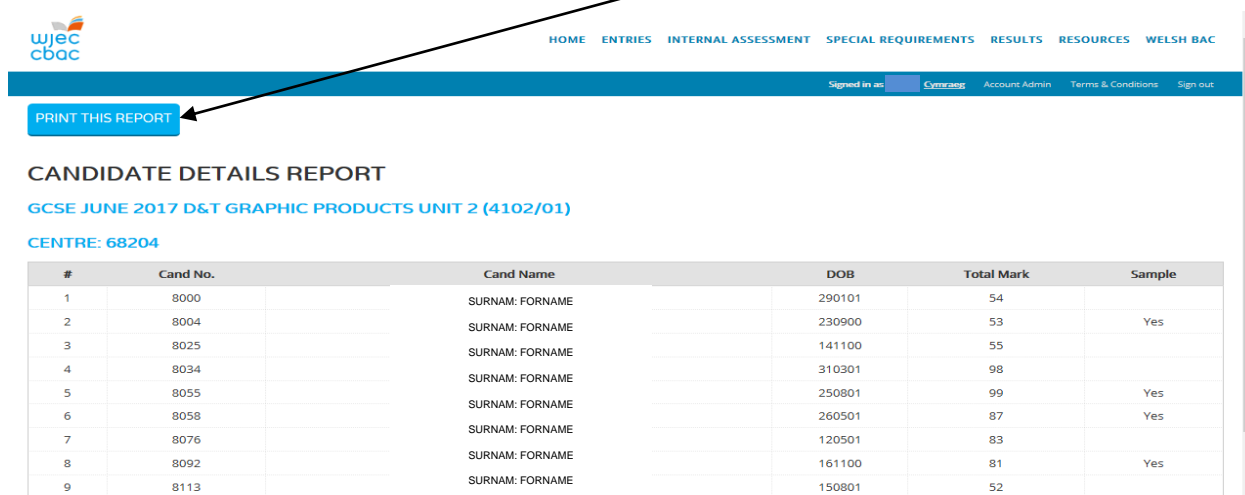
Signed in as: Cymraeg Account Admin Terms & Conditions Sign out

### INTERNAL ASSESSMENT MARKS - REPORTS

[<< BACK](#)

1	<a href="#">View/Print for GCSE JUNE 2017 WELSH LANGUAGE UNED 1 LLAFAR (3000/01)</a>
2	<a href="#">View/Print for GCSE JUNE 2017 ENGLISH LANGUAGE UNIT 1 (3700/01)</a>
3	<a href="#">View/Print for GCSE JUNE 2017 ENGLISH LITERATURE UNIT 3 NON EXAMINED ASSESS. (3723/01)</a>
4	<a href="#">View/Print for GCSE JUNE 2017 ART &amp; DESIGN CANDIDATE PORTFOLIO (4000/01)</a>
5	<a href="#">View/Print for GCSE JUNE 2017 ART &amp; DESIGN EXTERNALLY SET TASK (4000/02)</a>
6	<a href="#">View/Print for GCSE JUNE 2017 D&amp;T GRAPHIC PRODUCTS UNIT 2 CONTROLLED ASSESSMENT (4102/01)</a>
7	<a href="#">View/Print for GCSE JUNE 2017 D&amp;T RESISTANT MAT. TECH. UNIT 2 CONTROLLED ASSESSMENT (4112/01)</a>
8	<a href="#">View/Print for GCSE JUNE 2017 FRENCH UNIT 2 SPEAKING CONVERSATION (4222/01 &amp; 4222/02)</a>

The 'View/Print' command is available within a subject screen. A preview of the printout appears as shown above. You can then choose the 'Print this report' button at the top left of the screen.



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[PRINT THIS REPORT](#)

### CANDIDATE DETAILS REPORT

GCSE JUNE 2017 D&T GRAPHIC PRODUCTS UNIT 2 (4102/01)

CENTRE: 68204

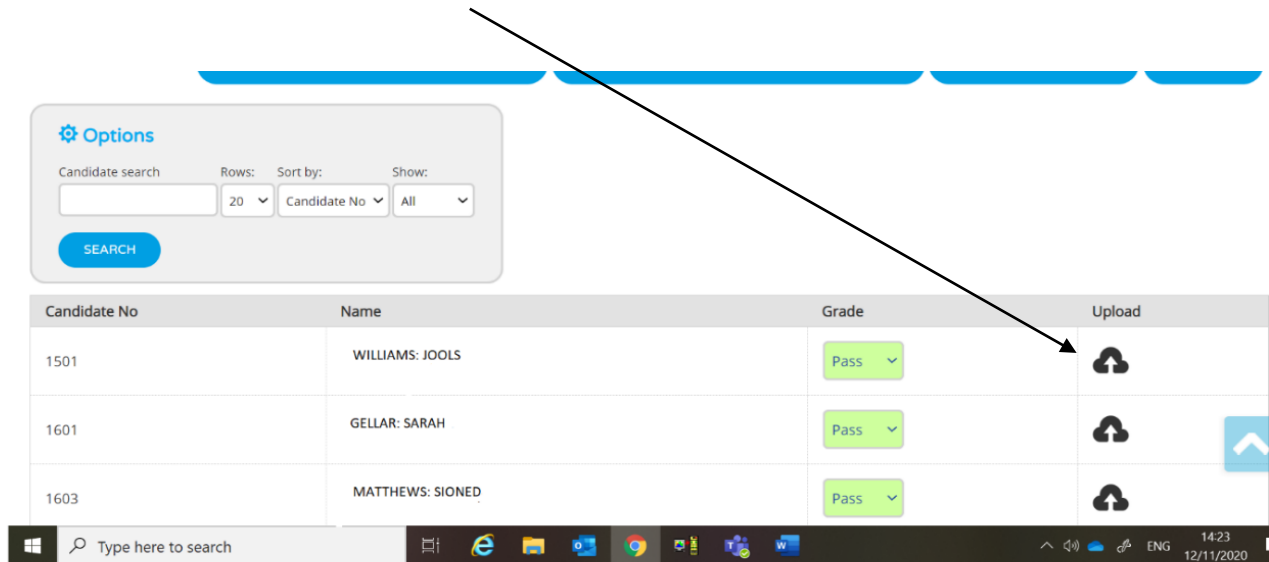
#	Cand No.	Cand Name	DOB	Total Mark	Sample
1	8000	SURNAM: FORNAME	290101	54	
2	8004	SURNAM: FORNAME	230900	53	Yes
3	8025	SURNAM: FORNAME	141100	55	
4	8034	SURNAM: FORNAME	310301	98	
5	8055	SURNAM: FORNAME	250801	99	Yes
6	8058	SURNAM: FORNAME	260501	87	Yes
7	8076	SURNAM: FORNAME	120501	83	
8	8092	SURNAM: FORNAME	161100	81	Yes
9	8113	SURNAM: FORNAME	150801	52	

## IAMIS UPLOAD




For some qualifications centres are required to upload unit samples electronically via IAMIS.

Input pages will appear in the usual way as outlined in pages 2-15.

The input screen showing lists of candidates per subject/paper will differ slightly as the 'Upload Cloud' icon will appear



The screenshot displays the IAMIS Upload interface. At the top, there is a blue header bar. Below it, a search and filter panel is visible, featuring a 'Candidate search' input field, a 'Rows' dropdown set to '20', a 'Sort by' dropdown set to 'Candidate No', and a 'Show' dropdown set to 'All'. A blue 'SEARCH' button is located below these filters. The main area contains a table with the following columns: 'Candidate No', 'Name', 'Grade', and 'Upload'. The table lists three candidates: 1501 (WILLIAMS: JOOLS), 1601 (GELLAR: SARAH), and 1603 (MATTHEWS: SIONED). Each candidate has a 'Pass' grade and a cloud upload icon in the 'Upload' column. A black arrow points from the text above to the cloud upload icon for candidate 1501. The Windows taskbar is visible at the bottom of the screen.

Candidate No	Name	Grade	Upload
1501	WILLIAMS: JOOLS	Pass	
1601	GELLAR: SARAH	Pass	
1603	MATTHEWS: SIONED	Pass	

Click into dropdown menu under the "grade" column to enter "Pass, Merit, Distinction, marks or Absent" outcomes as necessary.

**N.B. Centres are reminded not to upload any files until outcomes are submit and samples generated**

Once samples have been generated navigate back to the input page by clicking 'view samples'



WJEC Secure Website

web-dev.wjecservices.co.uk/Coursework/index.asp

HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES JCQ CENTRE ADMIN PORTAL

Signed in as 52334 Cymraeg Account Admin Terms & Conditions Sign out

VIEW / PRINT REPORTS STEP-BY-STEP GUIDE

**INFO :** Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button.


Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

**INFO :** Click on a title to expand the box

**ENTRY PATHWAYS JANUARY 2021 –**




ENTRY PATHWAYS JANUARY 2021 DEVELOPING COMMUNICATION SKILLS COURSEWORK (6051/E1)	<a href="#">VIEW SAMPLES</a>	ALL OUTCOMES SUBMITTED (6)
ENTRY PATHWAYS JANUARY 2021 DEVELOPING READING SKILLS COURSEWORK (6052/E1)	<a href="#">VIEW SAMPLES</a>	ALL OUTCOMES SUBMITTED (6)

This time click on the 'upload button' 

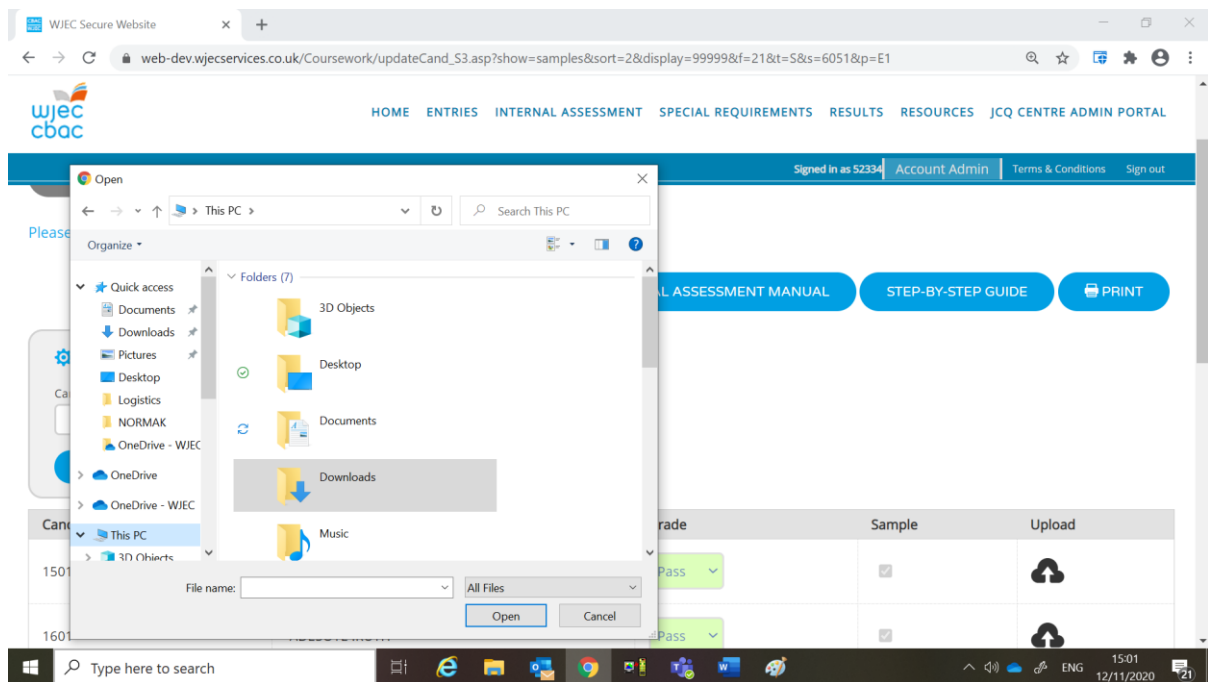
**Options**

Candidate search:  Rows: 20 Sort by: Candidate No Show: All

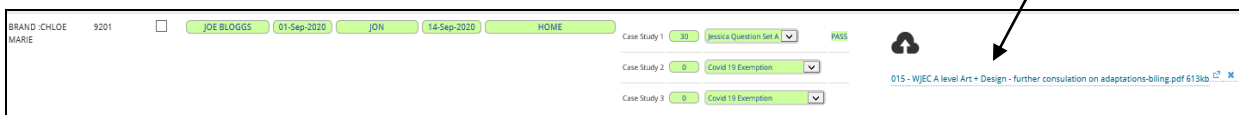
[SEARCH](#)

Candidate No	Name	Grade	Upload
1501	WILLIAMS: JOOLS	Pass	
1601	GELLAR: SARAH	Pass	
1603	MATTHEWS: SIONED	Pass	

A window will appear to enable you to choose a file to upload. Select the file you wish to upload and click 'open'



The files that have been uploaded will be displayed against the candidate underneath the upload button. If the files do not appear please contact WJEC



**N.B. The upload will accept any type of file (i.e. word, jpeg, mp3, PowerPoint). Centres will need to refer to subject specific guidance on what types of evidence and files are accepted for certain units/subject**

Multiple files can be uploaded per candidate (if needed)

If a centre recognises the wrong file has been uploaded they can delete any file that has been uploaded **up to 2 weeks after clicking 'submit outcomes'**

If a moderator or WJEC representative contact the centre to request further samples the centre should check the input screen to see which candidates have been identified as additional samples and ensure that files of evidence are uploaded for them in addition to the original sample

## Helpline

There is a dedicated helpline for any queries relating to the use of the online system. The helpline is available Monday to Friday, 9.00 am to 5.00 pm.

Contact:	GCSE	E-mail: <a href="mailto:gcse@wjec.co.uk">gcse@wjec.co.uk</a>
	GCE	E-mail: <a href="mailto:gce@wjec.co.uk">gce@wjec.co.uk</a>
	Pathways	E-mail: <a href="mailto:pathways@wjec.co.uk">pathways@wjec.co.uk</a>
	Welsh Baccalaureate	E-mail: <a href="mailto:WBQ@wjec.co.uk">WBQ@wjec.co.uk</a>

Telephone:	GCSE	All staff	02920 265082/420
	GCE	All staff	02920 265336
	Pathways	All staff	02920 265444
	Welsh Baccalaureate	All staff	02920 265444

# Appendix – creating/amending secondary accounts

**WJEC Secure Admin Site**

Welcome to the newly reskinned WJEC secure administrative website where you will find all the information you will need to perform your various tasks. Please select from the navigation menu above to begin.

If you have any problems finding what you need please refer to our quick guide [CLICK HERE](#)

### Latest News - November 2016 Examination Results

10th January 2017

This is a private system for use by authorised persons only. Unauthorised access is a criminal offence under the Computer Misuse Act 1990. All offenders are liable to prosecution. All access to this system is logged

**Results issued to candidates:**

**12.01.17 – GCSE, Level 1/2 Certificates and Functional Skills**

**19.01.17 - new GCSE Maths and Maths Numeracy (Centres in Wales only)**

Qualifications Wales sent a letter on 21 October regarding arrangements for the November 2016 examination series. The letter included the dates for issuing results to candidates which will be Thursday 12 January for legacy qualifications (as previously published) and an amended date of Thursday 19 January for the new GCSE Maths and Maths Numeracy qualifications.

The provisional results awarded to candidates from your centre can be viewed and printed as follows:

[CANDIDATE RESULT SLIPS](#)

Choose Account Admin and either add new user account or edit an account.

## Account Admin

Account to Edit:

[VIEW](#)

### Add New User Account

New Account Name : 68999

(8 chars max)

[CREATE NEW ACCOUNT](#)

**INFO :**

Secure Website administrators can create additional user accounts.

Once a new account has been created, you will be able to decide which range of website facilities the account holder will be able to access. Some facilities however (e.g. Entry Upload, Post Results Services etc) will not be available as these are restricted to primary account holders only.

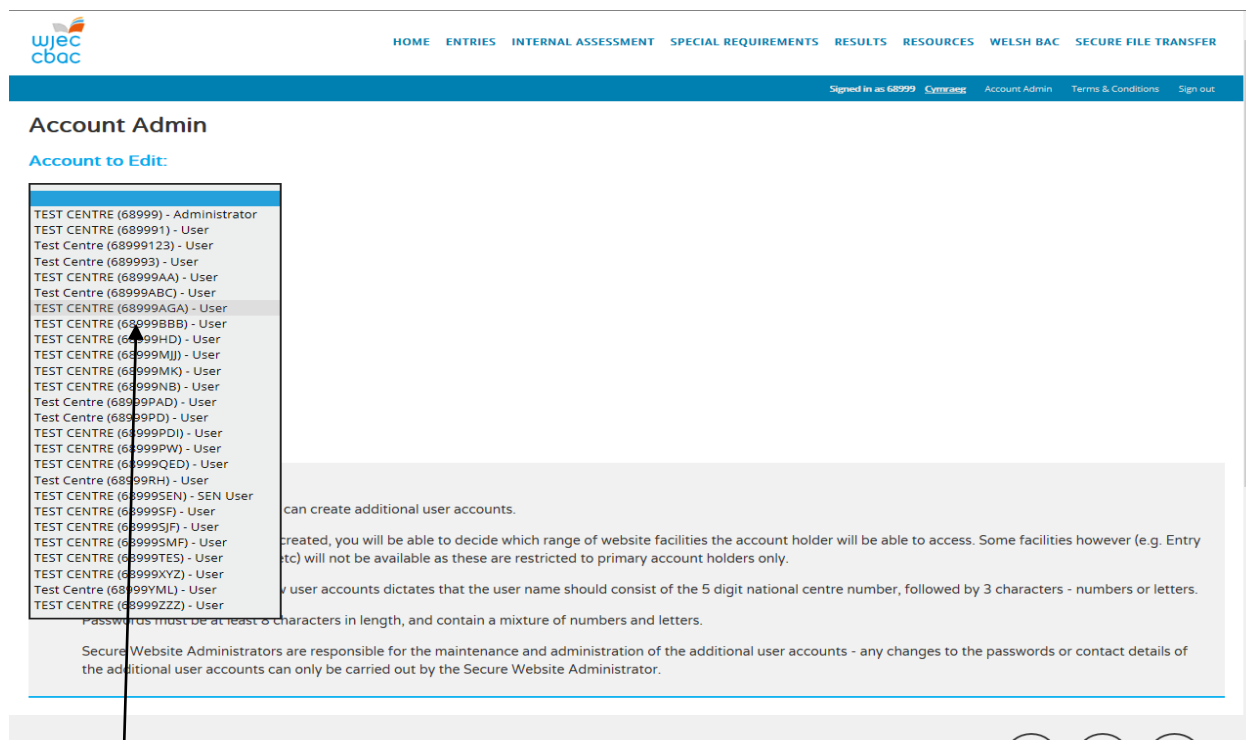
Naming convention for the new user accounts dictates that the user name should consist of the 5 digit national centre number, followed by 3 characters - numbers or letters.

Passwords must be at least 8 characters in length, and contain a mixture of numbers and letters.

Secure Website Administrators are responsible for the maintenance and administration of the additional user accounts - any changes to the passwords or contact details of the additional user accounts can only be carried out by the Secure Website Administrator.

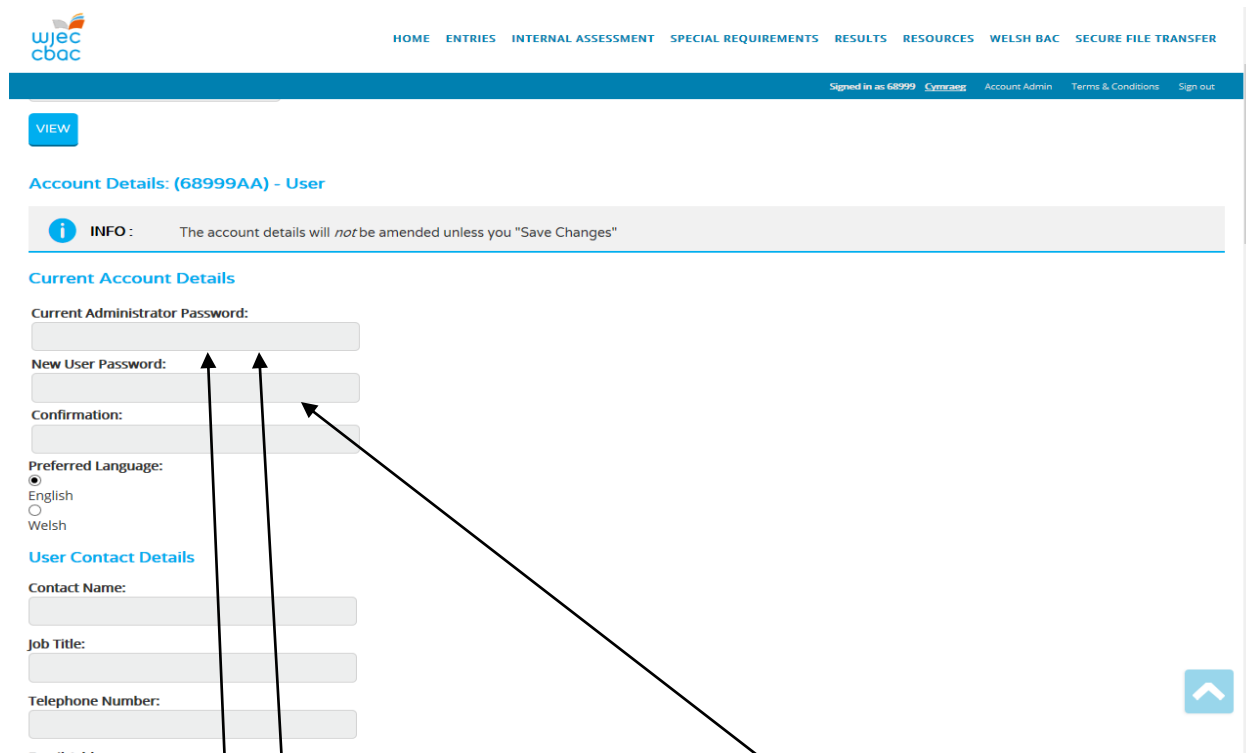
Create a new account by adding the initials of the member of staff in to the box. Click 'create new account'.

Or to edit a secondary account:



The screenshot shows the 'Account Admin' section of the WJEC CBAC website. At the top, there is a navigation bar with links: HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, RESOURCES, WELSH BAC, and SECURE FILE TRANSFER. Below this, a status bar indicates 'Signed in as 68999 Cambridge Account Admin Terms & Conditions Sign out'. The main heading is 'Account Admin', followed by 'Account to Edit:'. A dropdown menu is open, displaying a list of accounts. An arrow points to the 'TEST CENTRE (68999AA) - User' entry. Below the list, there is a text box with instructions: 'You can create additional user accounts. Once created, you will be able to decide which range of website facilities the account holder will be able to access. Some facilities however (e.g. Entry etc) will not be available as these are restricted to primary account holders only. The user accounts dictates that the user name should consist of the 5 digit national centre number, followed by 3 characters - numbers or letters. Passwords must be at least 6 characters in length, and contain a mixture of numbers and letters. Secure Website Administrators are responsible for the maintenance and administration of the additional user accounts - any changes to the passwords or contact details of the additional user accounts can only be carried out by the Secure Website Administrator.'

Select the Secondary account that needs permission, and click view.



The screenshot shows the 'Account Details: (68999AA) - User' page. At the top, there is a 'VIEW' button. Below it, an 'INFO' box states: 'The account details will not be amended unless you "Save Changes"'. The 'Current Account Details' section contains fields for 'Current Administrator Password:', 'New User Password:', and 'Confirmation:'. Below these are radio buttons for 'Preferred Language:' with options 'English' and 'Welsh'. The 'User Contact Details' section includes fields for 'Contact Name:', 'Job Title:', 'Telephone Number:', and 'Email Address:'. An arrow points from the 'New User Password:' field to the 'Current Administrator Password:' field, and another arrow points from the 'Confirmation:' field to the 'New User Password:' field. A blue arrow button is visible at the bottom right.

Enter your usual primary account password. Create a new password for the new secondary account and confirm it.

To amend secondary accounts you only need to enter your primary account password. There is no need to amend the secondary account holder's password.

☐ ☐

☐ ☐

☐ 1001/01 ART, CRAFT & DESIGN: ART 1 - ART1 ☐

Coursework Marks (GCSE): Yes ☒ All papers

Coursework Marks (FUNCTIONAL SKILLS): No ☐ All papers

Coursework Marks (ENTRY PATHWAYS): No ☐ All papers

Coursework Marks (WELSH BAC): No ☐ All papers

Coursework Marks (FAD): No ☐ All papers

Coursework Marks (KEY SKILLS): No ☐ All papers

Coursework Marks (ENTRY LEVEL): No ☐ All papers

Coursework Marks (LEVEL 1/2): No ☐ All papers

Coursework Marks (LEVEL 3): No ☐ All papers

Coursework Marks (PRINCIPAL LEARNING/PROJECT): No ☐ All papers

SAVE CHANGES CANCEL CHANGES DELETE USER

GO BACK



Change the access permission to yes for GCSE and /or GCE. You must select all the units that the secondary account holder will need access to.

## THEN YOU MUST SAVE CHANGES

You will be asked to confirm your password again at the moment you save changes.

VIEW

Account Details: (68999AA) - User



INFO: The account details will *not* be amended unless you "Save Changes"

### Current Account Details

Current Administrator Password:

New User Password:

Confirmation:

Has it worked? The '**Internal Assessment**' tab will now appear when the teacher logs in using their own username and password.