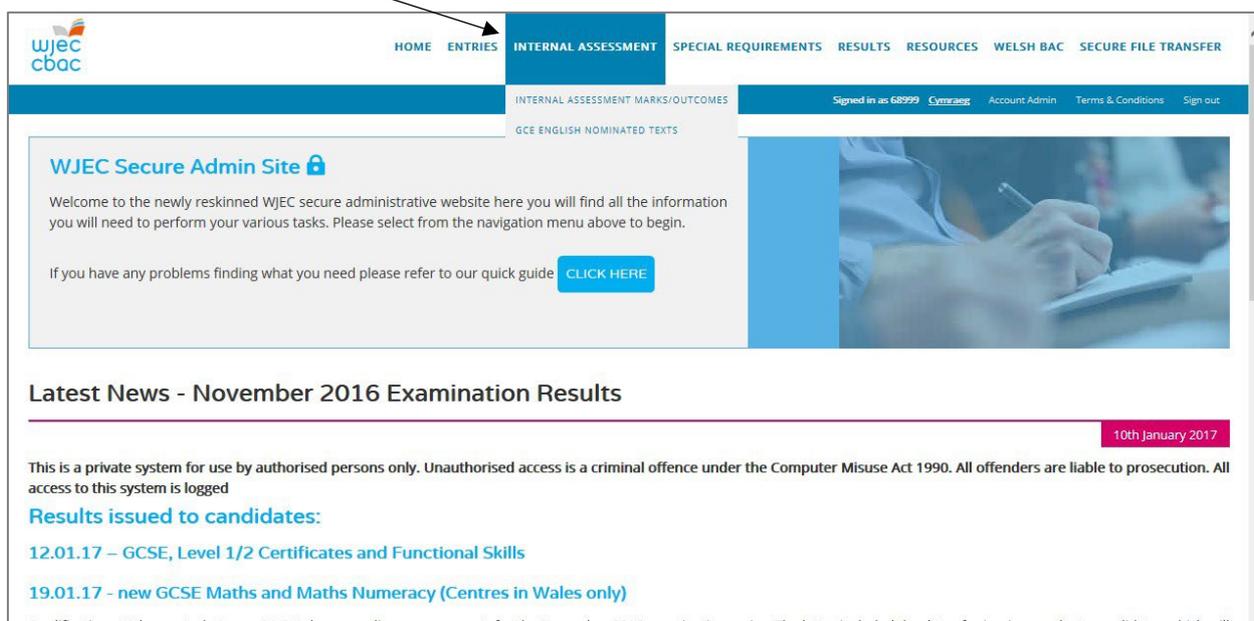# Uploading L3 Applied Criminology internally assessed samples via IAMIS

To access the online electronic internal assessment mark input system (IAMIS), you are required to log on to the WJEC Secure Website using the following URL:

http://www.wjecservices.co.uk

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

After a successful log in the following screen will appear. Select **'Internal Assessment Marks/Outcomes'** from the menu at the top of the screen.

A list of subjects/units where marks need to be input will be shown on this screen. Click on the **'Enter marks'** button that is adjacent to the appropriate Subject and unit on the screen. This will produce a list of your candidates entered for this subject/unit.

Before you enter marks on IAMIS, the marks for each candidate (not just the sample submitted) must be checked by the centre for both addition and transcription errors.

For a complete guide on submitting candidate marks and generating samples, please visit our step-by-step guide to IAMIS here:
https://www.eduqas.co.uk/media/mjwpbo2h/2022-iamis-step-by-step-guidelines.pdf.

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Criminology Internally Assessed samples for moderation in Summer 2022

Centres are required to upload samples for moderation electronically via IAMIS.

The input screen showing the list of sample candidates required from your centre will have the 'Upload' cloud icon next to each candidate and their given mark.
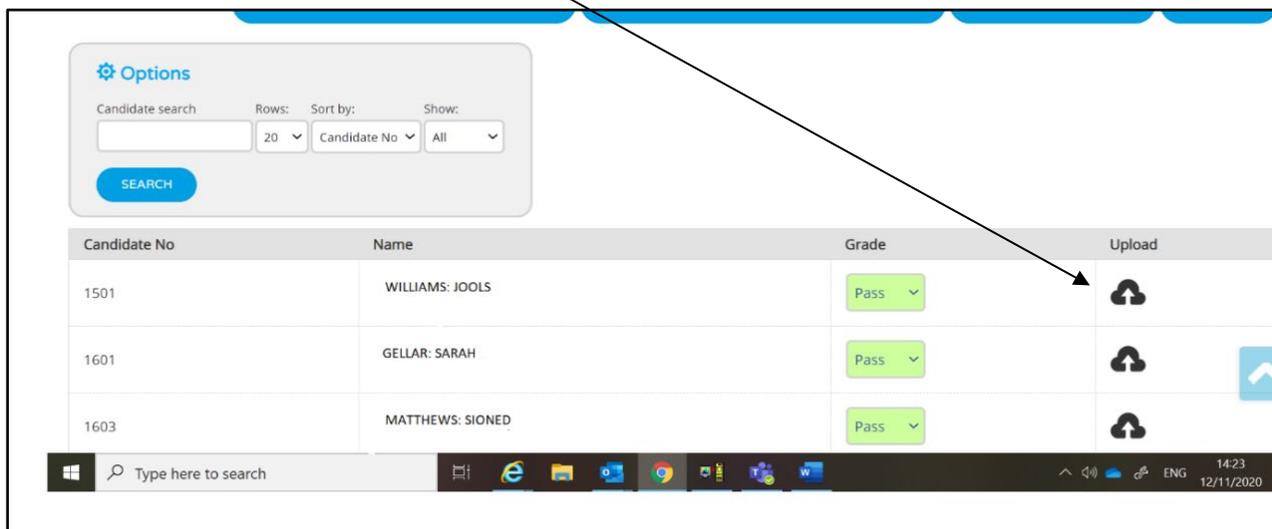
N.B. Centres should <u>not</u> upload any files until outcomes are submitted and the required samples generated.

Click on the 'Upload' cloud icon to upload work for each candidate in the sample.
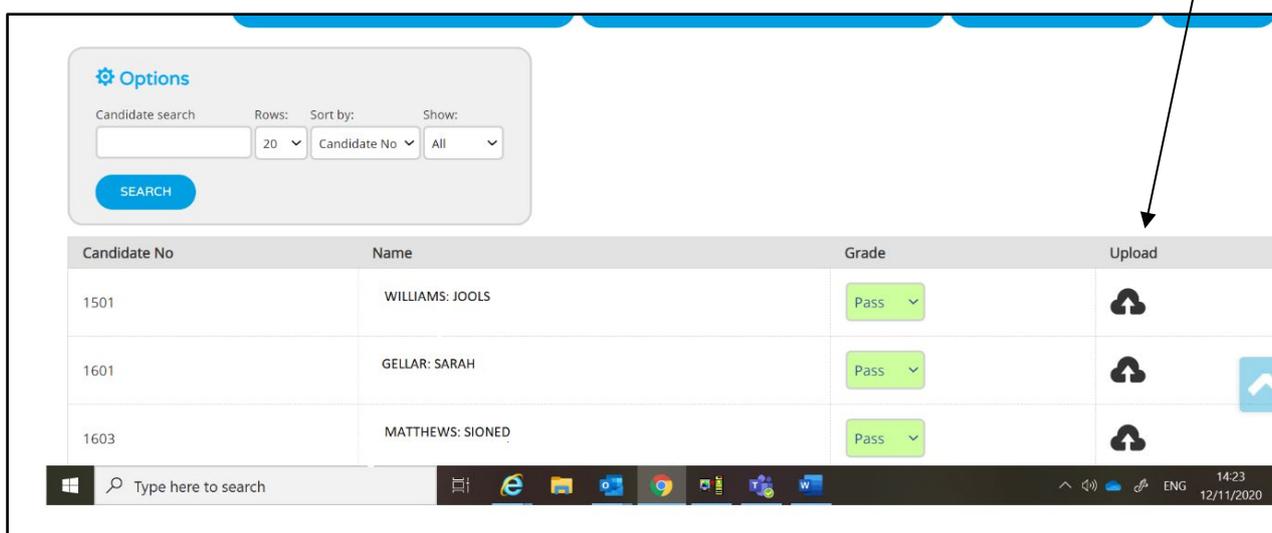
Where you have **'fresh-attempt'** candidates in the first sample, please upload both attempts and relevant mark-sheets, labelling each file clearly as **'Attempt 1'** and **'Attempt 2'**. Please detail the centre's approach on the Quality Assurance Form.

A window will appear to enable you to choose a file to upload. Select the file you wish to upload and click 'Open'.
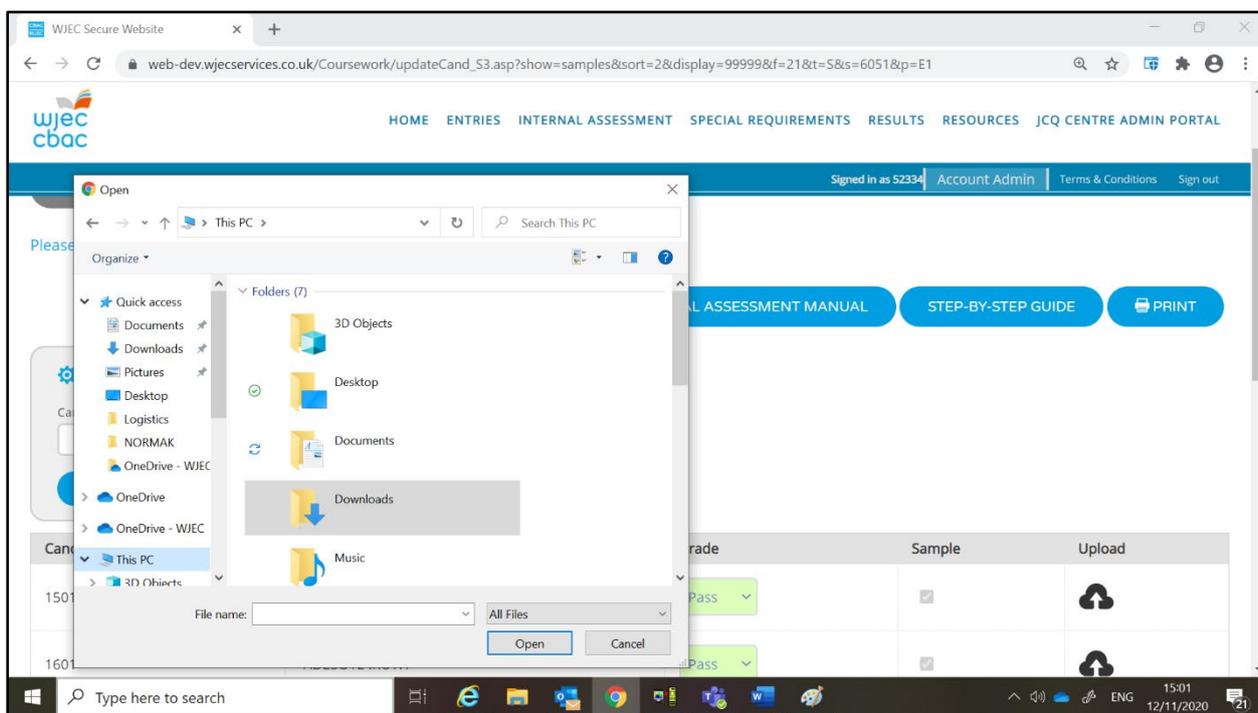
Uploaded files will be displayed adjacent to each candidate underneath the upload cloud icon. If the files do not appear, please contact pathways@wjec.co.uk.
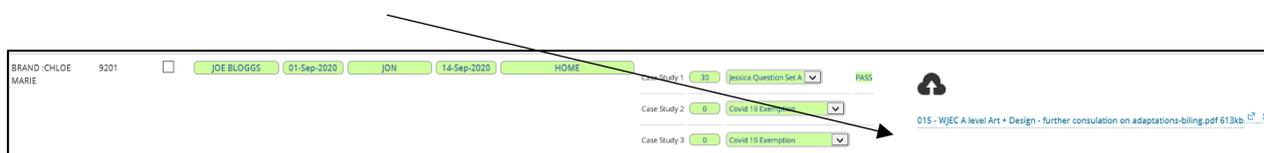

N.B. The upload will accept any type of file (Word, pdf etc.).

If a centre uploads the wrong file(s), they can delete any file already uploaded **up to a week after clicking 'Submit outcomes'**

All centres should be aware that WJEC may contact the centre at any time following 15 May 2022 to request further samples of candidate work and that the request may extend to cover ALL candidate work from the centre. Any extra work requested must be uploaded within 48 hours of the request. Failure to provide additional samples within the period requested may jeopardise the timely awarding of grades.

If a moderator or WJEC representative contacts the centre to request further samples, the centre should ensure that files of evidence are uploaded for these candidates in addition to the original sample.

All samples uploaded must meet the following criteria:

1. The marked work of each candidate must be combined into **one file** (do not upload multiple files for different assessment sessions or media e.g jpeg or PowerPoint slides). The mark record sheet/authentication sheet may be uploaded separately, if necessary.

2. The marked work of each candidate must be annotated by the assessor and must be accompanied by a **completed mark record sheet** and an **authentication sheet** signed by both assessor and candidate. Work uploaded without this paperwork will **not** be moderated.

3. The **highest-scoring** candidate's work in each sample should be accompanied by **one** completed **Quality Assurance Form** and **one copy of the brief(s)** used by the centre. Where multiple briefs were used, use the Quality Assurance Form to document the assessment process at the centre.

4. Ensure that all pages within samples are uploaded the right way up (any documents scanned on their side should be rotated prior to upload), and ensure that there are **no multiple blank pages** within the candidate work.

5. All marks and samples must be uploaded and available to the moderator by **15 May, 2022**.

You can locate all the necessary marking paperwork and the Quality Assurance Form on our open website under the heading 'Non-Exam Assessment' here.

Each centre must check that each sample uploaded is complete and correct. Missing work or paperwork delays the moderation process and may jeopardise the timely awarding of grades to your students.

IAMIS Helpline

If you require any assistance with entering marks or submitting samples via IAMIS upload, please contact our Pathways team via email pathways@wjec.co.uk or via telephone on 02920 265444.

Moderator Reports

Moderator Reports will be available to view via the IAMIS system from Results day.

Reports for your centre can be accessed by clicking 'View Moderator Report' on the subject/unit screens where marks were originally entered.