**E-submission Process**

Subject Guide - November 2021

GCSE / GCE / EXTENDED PROJECT

This booklet outlines the subject specific requirements for each subject using e-submission in November 2021, as well as the recommended file types to use and maximum file sizes when uploading work.

The booklet is divided into internally assessed and externally assessed units/components, and by level of qualification.

It also contains brief advice relating to the upload process. For more detailed step by step advice please read [E-submission Process – Centre Guide 2021 – 2022.](https://www.wjec.co.uk/media/qedmswv0/e-submission_centre_guide_2021-2022.pdf)

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# Preparing for e-submission

The following steps must be undertaken to ensure the smooth running of the e-submission process.

# Prior to e-submission

### For all components

A Surpass account is allocated to the Exams Officer within your centre. To access Surpass, visit [https://wjec.Surpass.com/Login.](https://wjec.surpass.com/Login)

If your Exams Officer had an account for 2018/19, the same Username and Password should be used. If these details have been forgotten, please select ‘Can’t access your account’ on the Surpass homepage.

If your centre has a new Exams Officer, or you are entering an e-submission subject for the first time a new account will be created.

1. An email will be sent to the Exams Officer within the centre the term before the series of submission.
2. To ensure your centre receives this email, please add ‘noreply@Surpass.com’ to your contacts. In addition, please check your junk folder.
3. A username will already be allocated to the centre. A password and security question will need to be created.
4. To complete set up the account follow the instructions in the email.
5. Once completed, these login details can be shared with other colleagues within the centre, at the account holder’s discretion.

### Internally assessed units/components

1. Marks will need to be input and submitted for the relevant internally assessed units/components on the Internal Assessment Mark Input Screen, IAMIS, available on the WJEC [secure website](https://www.wjecservices.co.uk/).
2. Once the marks have been submitted, IAMIS instantly generates the sample. Keycodes for your sampled candidates will be available for use in the invigilate tab of Surpass within 48 working hours of the sample being generated. Therefore, in order to meet your subject’s submission of work deadline, marks should be submitted at least 72hrs before the published deadline.
3. To access the invigilate tab and retrieve candidates keycodes, login to [https://wjec.Surpass.com/Login.](https://wjec.surpass.com/Login)

### Externally marked units/components

1. Keycodes for the entered cohort will be available in the invigilate tab of Surpass prior to the deadline for submission.
2. To access the invigilate tab and retrieve candidates keycodes, login to [https://wjec.Surpass.com/Login.](https://wjec.surpass.com/Login)

# Uploading work through e-submission

To upload candidate work, visit [https://wjec.Surpass.com/secureassess/htmldelivery](https://wjec.surpass.com/secureassess/htmldelivery) and use the relevant keycode (n.b.no username and password are required to upload work).

## Further information & Contacts

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| More detailed information about uploading candidate work  | [E-submission Process – Centre Guide 2021 – 2022](https://www.wjec.co.uk/media/qedmswv0/e-submission_centre_guide_2021-2022.pdf) |
| Key dates and deadlines for submission  | [Examination Timetables & Internal Assessment Deadlines November and Exceptional Autumn series 2021](https://www.wjec.co.uk/media/c0khy1gx/non-exam-assessment-autumn-2021.pdf) |
| For queries related to account access, IAMIS or keycodes please contact  | 02922 404 310e-submission@wjec.co.uk e-submission@eduqas.co.uk   |
| For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists  | <https://www.wjec.co.uk/qualifications> [https://www.eduqas.co.uk/qualifications](https://www.eduqas.co.uk/qualifications/)  |

# Extended Project – Internally Assessed

Requirements for the subject are as follows.

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

## Level 3

|  |  |
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| **Subject Code(s)**  | **9500/03**  |
| **Subject(s)**  | Level 3 Extended Project Qualification (WJEC)  |
| **Details**  | The following files which MUST be included in the zip file for this candidate:  **LEARNER RECORDS** * Extended Project File Cover Sheet
* Extended Project Learner Declaration (signed by both learner and supervisor)
* Extended Project Proposal and Title – EPF1
* Extended Project Records – EPF2A-E
* Extended Project Outcome – EPF3
* Extended Project Presentation (including speaking notes) – EPF4 (if using Prezi please upload as PDF file)
* Any additional evidence (if relevant)

 **SUPERVISOR RECORDS** * Extended Project Presentation Witness Statement (signed by supervisor) – EPF5
* Extended Project Supervisor Final Assessment Mark Sheet – EPF6
* Centre Internal Standardisation Form
 |
| **To be uploaded**  | The following must be submitted: * The learner records as listed above, in a zip file(s)
* The supervisor records as listed above, in a zip file(s)
 |
| **Submit work for**  | Sample  |
| **File types accepted**  | zip |
| **Max upload file size (MB)**  | 50  |

Keycodes are available from Surpass [https://wjec.Surpass.com/Login,](https://wjec.surpass.com/Login) see your exams officer for login details.

To upload candidate work visit [https://wjec.Surpass.com/secureassess/htmldelivery](https://wjec.surpass.com/secureassess/htmldelivery)

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| For queries related to account access, IAMIS or keycodes please contact  | **02922 404 310** **e-submission@wjec.co.uk****e-submission@eduqas.co.uk**  |
| For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists  | <https://www.wjec.co.uk/qualifications>[https://www.eduqas.co.uk/qualifications](https://www.eduqas.co.uk/qualifications/)  |

# GCSE Internally Assessed Subjects

Requirements for the subject are as follows.

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

## English (WJEC – Wales Only)

|  |  |
| --- | --- |
| **Subject Code(s)**  | **3700U10**  |
| **Subject(s)**  | English Language Unit 1 (Wales)  |
| **Details**  | -  |
| **To be uploaded**  | The following must be submitted: * Task 1: Individual Researched Presentation (audio/visual)
* Candidate’s notes
* Mark sheets
 |
| **Submit work for**  | Sample  |
| **File types accepted**  | mp3, mp4, wav, doc, pdf  |
| **Max upload file size (MB)**  | 120  |

Keycodes are available from Surpass [https://wjec.Surpass.com/Login,](https://wjec.surpass.com/Login) see your exams officer for login details.

To upload candidate work visit [https://wjec.Surpass.com/secureassess/htmldelivery](https://wjec.surpass.com/secureassess/htmldelivery)

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| --- | --- |
| For queries related to account access, IAMIS or keycodes please contact  | **02922 404 310** **e-submission@wjec.co.uk****e-submission@eduqas.co.uk**  |
| For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists  | <https://www.wjec.co.uk/qualifications>[https://www.eduqas.co.uk/qualifications](https://www.eduqas.co.uk/qualifications/)  |

Requirements for the subject are as follows.

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

## Welsh (WJEC)

|  |  |
| --- | --- |
| **Subject Code(s)**  | **3000N10**  |
| **Subject(s)**  | Welsh Language Unit 1  |
| **Details**  | Ensure that you include this information when saving and uploading the candidates’ information who are part of the sample in your centre. **File naming convention** The candidates’ examination number first and then their correct/full names: First names and then surname   |
| **To be uploaded**  | The following must be submitted: * Task 1: Individual Researched Presentation (audio/visual)
* Candidate’s notes
* Mark sheet per candidate
 |
| **Submit work for**  | Sample  |
| **File types accepted**  | mp3, mp4, doc, pdf  |
| **Max upload file size (MB)**  | 120  |

Keycodes are available from Surpass [https://wjec.Surpass.com/Login,](https://wjec.surpass.com/Login) see your exams officer for login details.

To upload candidate work visit [https://wjec.Surpass.com/secureassess/htmldelivery](https://wjec.surpass.com/secureassess/htmldelivery)

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| For queries related to account access, IAMIS or keycodes please contact  | **02922 404 310** **e-submission@wjec.co.uk****e-submission@eduqas.co.uk**  |
| For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists  | <https://www.wjec.co.uk/qualifications>[https://www.eduqas.co.uk/qualifications](https://www.eduqas.co.uk/qualifications/)  |

# GCSE Externally Assessed Subjects

Requirements for the subject are as follows.

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

## Art and Design (Eduqas)

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| --- | --- |
| **Subject Code(s)**  | C650U20, C651U20, C652U20, C653U20, C654U20, C655U20, C656U20 |
| **Subject(s)**  | Art and Design Component 2 (Eduqas) |
| **Details**  | In place of visiting moderation, all submissions entered for the GCSE Art & Design 2021 autumn assessment will be marked online by Eduqas and centres will not be required to submit internally assessed marks. |
| **To be uploaded**  | * The digital ESA portfolio
* Candidate Comment Form
* My Creative Statement (ESA) and Authentication Statement.

  |
| **Submit work for**  | Cohort |
| **File types accepted**  | mp4, mkv, jpg, avi, pdf, docx, pptx, zip, pub |
| **Max upload file size (MB)**  | 600 |

Keycodes are available from Surpass [https://wjec.Surpass.com/Login,](https://wjec.surpass.com/Login) see your exams officer for login details.

To upload candidate work visit [https://wjec.Surpass.com/secureassess/htmldelivery](https://wjec.surpass.com/secureassess/htmldelivery)

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| For queries related to account access, IAMIS or keycodes please contact  | **02922 404 310** **e-submission@wjec.co.uk****e-submission@eduqas.co.uk**  |
| For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists  | <https://www.wjec.co.uk/qualifications>[https://www.eduqas.co.uk/qualifications](https://www.eduqas.co.uk/qualifications/)  |

# GCE Externally Assessed Subjects

Requirements for the subject are as follows.

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

## Art and Design (Eduqas)

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| **Subject Code(s)**  | A650U20, A651U20, A652U20, A653U20, A654U20, A655U20, A656U20 |
| **Subject(s)**  | Art and Design Component 2 (Eduqas) |
| **Details**  | In place of visiting moderation, all submissions entered for the A Level Art & Design 2021 autumn assessment will be marked online by Eduqas and centres will not be required to submit internally assessed marks. |
| **To be uploaded**  | * The digital ESA portfolio
* Candidate Comment Form
* Learner Statement (ESA) and Authentication Statement.
 |
| **Submit work for**  | Cohort |
| **File types accepted**  | mp4, mkv, jpg, avi, pdf, docx, pptx, zip, pub |
| **Max upload file size (MB)**  | 600 |

Keycodes are available from Surpass [https://wjec.Surpass.com/Login,](https://wjec.surpass.com/Login) see your exams officer for login details.

To upload candidate work visit [https://wjec.Surpass.com/secureassess/htmldelivery](https://wjec.surpass.com/secureassess/htmldelivery)

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| --- | --- |
| For queries related to account access, IAMIS or keycodes please contact  | **02922 404 310** **e-submission@wjec.co.uk****e-submission@eduqas.co.uk** |
| For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists  | <https://www.wjec.co.uk/qualifications>[https://www.eduqas.co.uk/qualifications](https://www.eduqas.co.uk/qualifications/)  |