

Prior to uploading candidates' work

- You will be sent an attendance register containing a list of keycodes via email.
- Review the attendance register and check that all of your candidates' keycodes are listed.
- If any keycodes are missing, please contact e-assessment@wjec.co.uk immediately.
- Ensure that the files you are going to upload are the candidates' final versions. You will however be able to change the files, prior to submission, if the wrong file has been uploaded by mistake.

Candidates who are absent, withdrawn, or have carry forwards

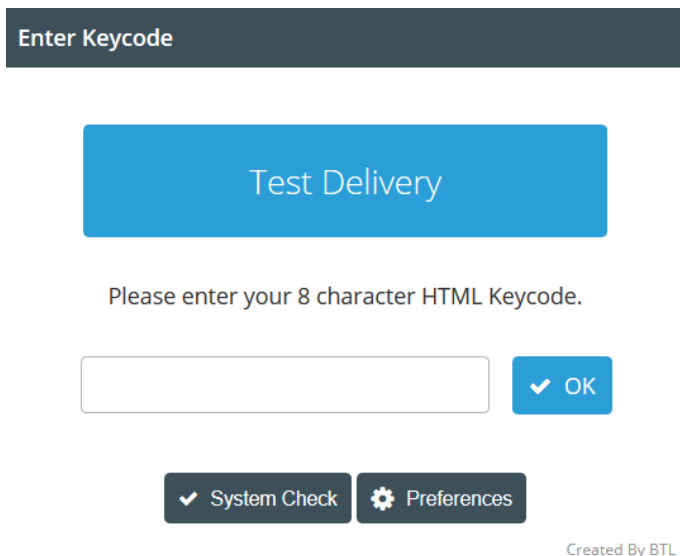
- If you have any candidates who are either absent or withdrawn from the exam, please contact e-assessment@wjec.co.uk with details of the candidate name(s) so that those keycodes can be voided.
- If you have any candidates with carry forwards, please contact e-assessment@wjec.co.uk with candidate details.

Uploading a candidate's work

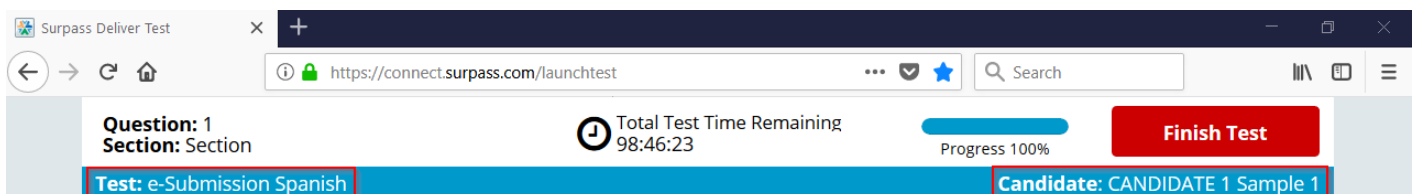
- In a new web browser window go to:

<https://connect.surpass.com/secureassess/htmldelivery/>

- This will take you to the Enter keycode screen:



- Enter the relevant keycode for the candidate (provided in your attendance register) and click **OK**.
- You will then be presented with the secure form. You will be able to view the candidate and subject details at the top of the screen.

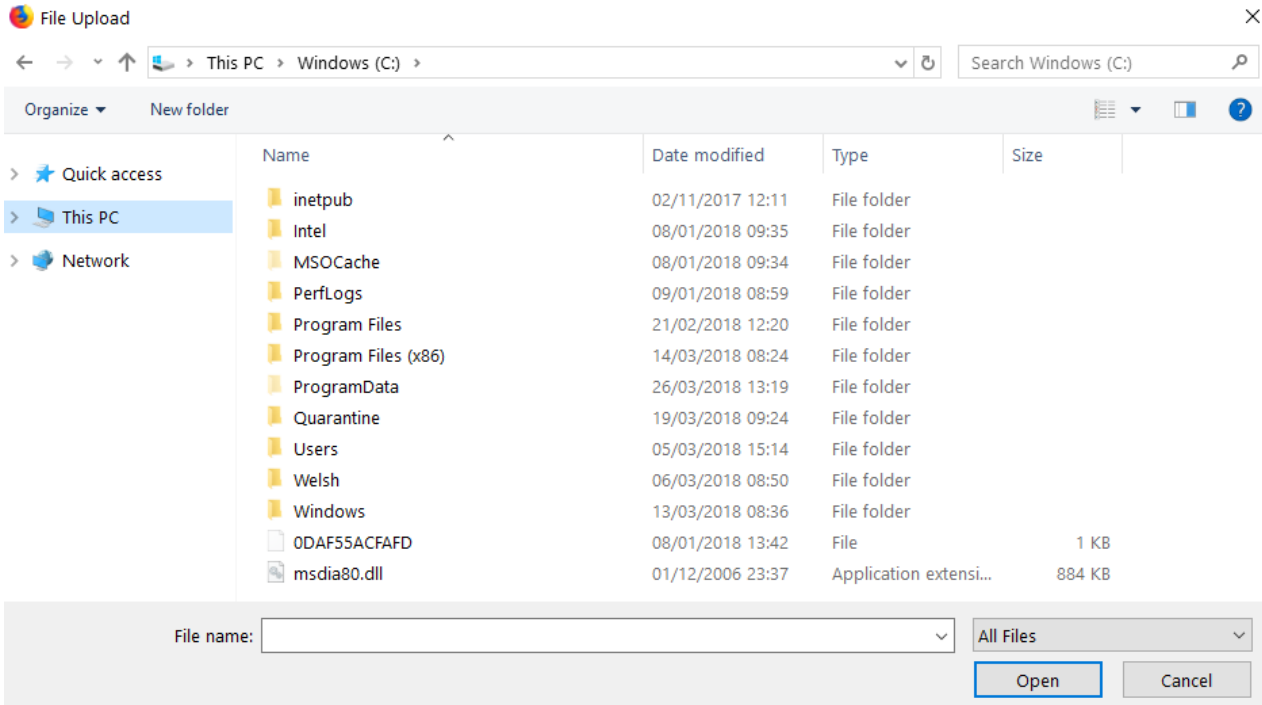


- **Please fill in the required information about the candidate's work.**
- You will also see information about the file types accepted as well as the number and size of files you can upload.

- To upload; click on the 'Upload' button (you may need to scroll down to see this):



- This will open a file browser window.
- Browse for your file.



- Select the file and then click 'Open'. This will return you to the secure form, and you should see your file listed at the bottom of the screen (scrolling may be required). Please note: larger files may take longer to appear on the screen. Repeat this process if uploading more than one file for the candidate.

Finishing the upload

- When you have completed uploading the candidate's work, there are two choices:
- You can close the form by closing down the browser – this will enable you to retrieve the form, by entering the keycode again, and to be able to check its contents.
- To submit the file to WJEC, you will need to select **Finish Test** on the top right. This finishes the exam and submits the files to WJEC. If this is selected, you will not be able to retrieve the form again.

This process has to be followed for each candidate. You do not have to upload all the candidates' work in one go but all work must be uploaded before the end of the submission period.
