E-Submission Process (Surpass)

Subject Guide - 2024

GCSE / GCE / SKILLS CHALLENGE CERTIFICATE / ADVANCED SKILLS BACCALAUREATE WALES/ EXTENDED PROJECT / VOCATIONAL / ENTRY LEVEL

This booklet outlines the subject specific requirements for each subject using e-Submission (Surpass) for 2024, 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 2023 – 2024.

To access the invigilate tab and retrieve candidates keycodes, login to https://wjec.Surpass.com/Login.

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

Login details can be shared with other colleagues within the centre, at the account holder's discretion. **Secondary accounts cannot be created.**

Contents

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.

If your Exams Officer has a Surpass account, 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.

- An email will be sent to the Exams Officer within the centre the term before the series of submission.
- To ensure your centre receives this email, please add 'noreply@Surpass.com' to your contacts. In addition, please check your junk folder.
- A username will already be allocated to the centre. A password and security question will need to be created.
- To complete set up the account follow the instructions in the email.
- Once completed, these login details can be shared with other colleagues within the centre, at the account holder's discretion. **Secondary accounts cannot be created.**

Internally assessed units/components

- 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.
- 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 **two working days** 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.
- To access the invigilate tab and retrieve candidates keycodes, login to 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.

Uploading work through e-Submission

To upload candidate work, visit 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

More detailed information about uploading candidate work	E-Submission Process – Centre Guide 2023 – 2024
Key dates and deadlines for submission	Examination Timetables Internal Assessment deadlines
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

Skills Challenge Certificate

Advanced Skills Challenge Certificate

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.

Subject Code(s)	90S3U1 90S3U2 90S3U3 90S3U4
Subject(s)	Advanced Individual Project Advanced Enterprise and Employability Challenge Advanced Global Citizenship Challenge Advanced Community Challenge
Details	Files should be zipped up and submitted.
To be uploaded	The following must be submitted: • The complete candidate portfolio • A completed Candidate Booklet signed by both assessor and candidate
Submit work for	Sample
File types accepted	zip file containing mp3, mp4, doc, pdf, xls, ppt, jpg
Max upload file size (MB)	100 – candidate

National/Foundation Skills Challenge Certificate

Subject Code(s)	90S9U1 90S9U2 90S9U3 90S9U4
Subject(s)	National/Foundation Individual Project National/Foundation Enterprise and Employability Challenge National/Foundation Global Citizenship Challenge National/Foundation Community Challenge
Details	Files should be zipped up and submitted.
To be uploaded	The following must be submitted: • The complete candidate portfolio • A completed Candidate Booklet signed by both assessor and candidate
Submit work for	Sample
File types accepted	zip file containing mp3, mp4, doc, pdf, xls, ppt, jpg
Max upload file size (MB)	100 – candidate

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

You can request a replacement keycode for a candidate(s) or a group admin code by using the form below: E-submission Surpass Upload – replacement keycode request form

For queries related to account access, IAMIS or keycodes please contact	**02922 404 310** **e-submission@wjec.co.uk** **e-submission@Eduqas.co.uk**
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Level 3 Advanced Skills Baccalaureate Wales

Submission Summer 2024 (no January 2024 entries)

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.

Subject Code(s)	9503U10-1 9503U20-1
Subject(s)	Global Community Project Future Destinations Project
Details	Files should be zipped up and submitted.
To be uploaded	The following must be submitted: • The complete candidate portfolio • A completed Candidate Booklet signed by both assessor and candidate
Submit work for	Sample
File types accepted	zip file containing mp3, mp4, doc, pdf, xls, ppt, jpg
Max upload file size (MB)	100 – candidate

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Level 3 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.

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, see your exams officer for login details.

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

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GCSE Internally Assessed Subjects

Computer Science (WJEC)

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.

Subject Code(s)	3500U30
Subject(s)	Computer Science Unit 3 (Wales)
Details	Candidates must complete an individual project according to the task provided by the WJEC and the specification requirements. Teachers are reminded to check the information provided in the specification regarding the requirements of GCSE Computer Science 3500U30 Unit 3.
To be uploaded	The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	150

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

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Digital Technology (WJEC – Wales Only)

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.

Subject Code(s)	3540U20
Subject(s)	Digital Technology Unit 2 (Wales)
Details	Only 7z zip file should be submitted
To be uploaded	Candidates must complete an individual portfolio according to the brief provided by the WJEC and the specification requirements. The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio as detailed in the specification
Submit work for	Sample
File types accepted	7z zip file
Max upload file size (MB)	600

Subject Code(s)	3540U30
Subject(s)	Digital Technology Unit 3 (Wales)
Details	Only 7z zip file should be submitted
To be uploaded	Candidates must complete an individual portfolio according to the brief provided by the WJEC and the specification requirements. The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio as detailed in the specification
Submit work for	Sample
File types accepted	7z zip file
Max upload file size (MB)	300

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

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Drama (WJEC)

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.

Subject Code(s)	3690U10
Subject(s)	Drama Unit 1 (Wales)
Details	Practical and written work and relevant documentation for all candidates in the sample must be submitted via Surpass.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme proforma (tab 1.1) • Recording of the performance(s) for all candidates in the sample • Portfolio and Evaluation plus relevant illustrative material for all candidates in the sample • Mark sheets and candidate/teacher declaration forms for all candidates in the sample
Submit work for	All candidates in the sample. One admin keycode per centre. Within each tab please upload the group performance and all written work and marksheets for sample candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – title of piece eg. Group One – Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Portfolio and Evaluation If uploading marksheets separately to written work please use the following file name convention: Candidate name – candidate number - marksheet
File types accepted	mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

Drama (Eduqas)

Subject Code(s)	C690U10
Subject(s)	Drama Component 1 (Eduqas)
Details	Practical and written work and relevant documentation for all candidates in the sample must be submitted via Surpass.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme proforma (tab 1.1) • Recording of the performance(s) for all candidates in the sample • Portfolio and Evaluation plus relevant illustrative material for all candidates in the sample • Mark sheets and candidate/teacher declaration forms for all candidates in the sample
Submit work for	All candidates in the sample. One admin keycode per centre. Within each tab please upload the group performance and all written work and marksheets for sample candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work:

	Group number – title of piece eg. Group One – Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Portfolio and Evaluation If uploading marksheets separately to written work please use the following file name convention: Candidate name – candidate number - marksheet
File types accepted	mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

You can request a replacement keycode for a candidate(s) or a group admin code by using the form below: E-submission Surpass Upload – replacement keycode request form

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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.

Subject Code(s)	3700U10
Subject(s)	English Language Unit 1 (Wales)
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) • Task 2: Responding and Interacting – group discussion (audio/visual) • Candidate's notes • Mark sheets for both tasks
Submit work for	Sample
File types accepted	mp3, mp4, wav, doc, pdf
Max upload file size (MB)	600

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

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Film Studies (Eduqas)

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.

Subject Code(s)	C670U30
Subject(s)	Film Studies Component 3 (Eduqas)
Details	**Practical work** for all candidates and relevant documentation **must be** submitted via Surpass. Research and planning tasks are not required to be uploaded. Where possible, centres should submit production, evaluation and coversheet as separate files.
To be uploaded	The following must be submitted: • Film extract **Or** • Screenplay extract and • Shooting script **And** • Evaluation • Cover sheet with candidate declaration
Submit work for	Sample
File types accepted	mp4, mov, avi, doc, pdf
Max upload file size (MB)	600 – videos can be compressed for moderation purposes

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

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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

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.

Subject Code(s)	3680U30
Subject(s)	Media Studies Unit 3 (Wales)
Details	**Production** Learners must select one of the options from one of the media forms detailed on page 19 and 20 of the specification. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet, one document for the research, etc. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet • If the sample contains work that has been completed in a pair, the group form must be completed and uploaded under the admin keycode. The AV production should be uploaded for each candidate using candidates' individual keycodes. If the work of both candidates of a pair is requested as part of the sample, the AV work should be uploaded twice.
To be uploaded	The following must be submitted: • The complete candidate portfolio, including a **completed coversheet**, **research**, **planning**, **production** and **reflective analysis**.
Submit work for	Sample
File types accepted	mp4, mov, avi, wmv, doc, pdf
Max upload file size (MB)	600 – videos can be compressed for moderation purposes

Media Studies (Eduqas)

Subject Code(s)	C680U30
Subject(s)	Media Studies Component 3 (Eduqas)
Details	One of the options from the GCSE Media Studies 2024 NEA briefs must be submitted for each candidate in the sample. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet and one document for the production. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet and should be typed or provided as a link
To be uploaded	The following must be submitted: • completed coversheet, including the statement of aims • production
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 – videos can be compressed for moderation purposes

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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.

Subject Code(s)	3660U10
Subject(s)	Music: Unit 1 (Wales)
Details	-
To be uploaded	For each candidate in your sample you should upload the following: • An audio file of each final performance • A score or lead sheet for each piece performed • 1 programme note • 1 mark sheet, signed by the teacher and candidate • 1 completed GCSE Music Performing Candidate Mark Penalties sheet (to be uploaded with the first candidate (by candidate number) in the sample requested)
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

Subject Code(s)	3660U20
Subject(s)	Music: Unit 2 (Wales)
Details	-
To be uploaded	For each candidate in your sample you should upload the following: • An audio file of each composition • A score/lead sheet for each composition • Candidate composing log and mark sheet, signed by the teacher and candidate • An evaluation of Composition 1
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

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Music (Eduqas)

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.

Subject Code(s)	C660U10
Subject(s)	Music Component 1 (Eduqas)
Details	-
To be uploaded	For each candidate in your sample you should upload the following: • An audio file of each final performance • A score or lead sheet for each piece performed • 1 mark sheet, signed by the teacher and candidate • 1 completed GCSE Music Performing Candidate Mark Penalties sheet (to be uploaded with the first candidate (by candidate number) in the sample requested)
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

Subject Code(s)	C660U20
Subject(s)	Music Component 2 (Eduqas)
Details	-
To be uploaded	For each candidate in your sample you should upload the following: • An audio file of each composition • A score/lead sheet for each composition • Candidate composing log and mark sheet, signed by the teacher and candidate
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

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Physical Education (WJEC)

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.

Subject Code(s)	**3551U/N2 3555U/N2**
Subject(s)	Unit 2 The active participant in physical education
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
To be uploaded	The following must be submitted: Audio-visual recording of all activities selected for the moderation sample The evidence must contain the whole activity for every activity. This evidence will include all the evidence used to make the judgement in the controlled assessment, The mark sheets of each candidate The authentication sheets.
Submit work for	All paperwork in one file. Each activity uploaded separately for each level or the activity can be combined as long as it is clearly identified.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	Maximum size per activity

Physical Education (Eduqas)

Subject Code(s)	**5550U2 5555U2**
Subject(s)	Component 2 The active participant in physical education
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
To be uploaded	The following must be submitted: Audio-visual recording of all activities selected for the moderation sample The evidence must contain the whole activity for every activity. This evidence will include all the evidence used to make the judgement in the controlled assessment, The mark sheets of each candidate The authentication sheets.
Submit work for	All paperwork in one file. Each activity uploaded separately for each level or the activity can be combined as long as it is clearly identified.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (per candidate)

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

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Welsh Language (WJEC)

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.

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) • Task 2: Responding and Interacting – group discussion (audio/visual) • Candidate's notes for task 1 and task 2 • Mark sheet for both tasks per candidate
Submit work for	Sample
File types accepted	mp3, mp4, doc, pdf
Max upload file size (MB)	600

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

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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.

Subject Code(s)	3010N30 3010NC0
Subject(s)	Welsh Literature Unit 3 Foundation Welsh Literature Unit 3 Higher
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: • The recordings of the group discussions • Marksheet for sample per tier The marksheet (names listed in rank order, with the sample on the highest mark first on the marksheet to reflect the rank order on IAMIS). This marksheet needs to be uploaded to the 'Programme proforma upload button' on Surpass.
Submit work for	Sample Groups. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp3, doc, pdf
Max upload file size (MB)	120

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

You can request a replacement keycode for a candidate(s) or a group admin code by using the form below: E-submission Surpass Upload – replacement keycode request form

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

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.

Subject Code(s)	3020U10
Subject(s)	Welsh Second Language Unit 1 – oracy response to visual stimulus
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 (as they appear on IAMIS): First name(s) and then surname.
To be uploaded	The following must be submitted for the sample: • The recordings of the pair/group discussions • Candidate's preparation sheet (only the preparation sheet for the candidate identified in the sample within each group is needed to be uploaded) • The marksheet (names listed in rank order, with the sample on the highest mark first on the marksheet to reflect the rank order on IAMIS). This marksheet needs to be uploaded to the 'Programme proforma upload button' on Surpass.
Submit work for	Sample Group/Pairs. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp3, wav, doc, pdf
Max upload file size (MB)	25

Subject Code(s)	3020U20
Subject(s)	Welsh Second Language Unit 2 – communicating with other people
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 (as they appear on IAMIS): First name(s) and then surname.
To be uploaded	The following must be submitted for the sample: • The recordings of the pair/group discussions • The marksheet (names listed in rank order, with the sample on the highest mark first on the marksheet to reflect the rank order on IAMIS). This marksheet needs to be uploaded to the 'Programme proforma upload button' on Surpass.
Submit work for	Sample Group/Pairs. One keycode provided. Each performance uploaded in a different tab.
File types accepted	mp3, wav, doc, pdf
Max upload file size (MB)	25

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GCSE Externally Assessed Subjects

Drama (WJEC)

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.

Subject Code(s)	3690U20
Subject(s)	Drama Unit 2 (Wales)
Details	Practical work for all candidates must be submitted via Surpass
To be uploaded	The following must be submitted: • Centre Approval Form (tab1.1) • Programme Proforma (tab 1.1) • Recording of the performances for all candidates • Artistic Intentions for all candidate
Submit work for	. All candidates in the sample. One admin keycode per centre. Within each tab please upload the group performance and all written work and marksheets for sample candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – title of piece eg. Group One – Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Artistic Intentions
File types accepted	mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

Drama (Eduqas)

Subject Code(s)	C690U20
Subject(s)	Drama Component 2 (Eduqas)
Details	Practical work for all candidates must be submitted via Surpass
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme Proforma (tab 1.1) • Recording of the performances for all candidates • Artistic Intentions for all candidates
Submit work for	All candidates in the sample. One admin keycode per centre. Within each tab please upload the group performance and all written work and marksheets for sample candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers).

	Please use the following file name convention for performance work: Group number – title of piece eg. Group One – Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Artistic Intentions
File types accepted	mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

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French, German and Spanish (WJEC)

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.

Subject Code(s)	3800U10, 3800UA0 3820U10, 3820UA0 3810U10, 3810UA0
Subject(s)	French/German/Spanish WJEC Unit 1 Foundation / Higher Tier
Details	**Before the assessments** The centre must download: • The MFL Centre Form from the subject page of the public website • The list of the oral card set allocations for each candidate from the secure website. **Conducting the assessments** • Candidates are required to use the allocated set of oral cards as listed in the oral card allocation list. (Secure website) • The MFL Centre Form must be completed by the teacher and candidate immediately following each assessment. • Further details on how to conduct the speaking examination can be found on the subject page of the WJEC public website. **File naming** Each sound file must be labelled as follows: GCSE WJEC French/German/Spanish, FT / HT, candidate name, candidate number. **After the assessments** 1. Centres must upload the audio files within **48 hours** or two working days of the speaking assessments taking place. These should be in mp3 format. 2. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please indicate on the online submission form which set was used for the candidate. 3. The MFL Centre Form and the set allocation list must be scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several documents can be uploaded using the same key code if the Centre Form or set list needs to be copied for different teaching groups or teachers. 4. Please use the separate teacher/administration keycodes for each language.
To be uploaded	The following must be submitted: • The candidate's recording correctly labelled • The set allocation list and the MFL Centre Form – uploaded under admin keycode.
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

French, German and Spanish (Eduqas)

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.

Subject Code(s)	C800U10, C800UA0 C820U10, C820UA0 C810U10, C810UA0
Subject(s)	French/German/Spanish (Eduqas) Component 1
Details	**Before the assessments** The centre must download: • The MFL Centre Form from the subject page of the Eduqas public website • The list of the oral card set allocations for each candidate from the WJEC secure website. **Conducting the assessments** • Candidates are required to use the allocated set of oral cards as listed in the oral card allocation list. (Secure website) • The MFL Centre Form must be completed by the teacher and candidate immediately following each assessment. • Further details on how to conduct the speaking examination can be found on the subject page of the Eduqas public website. **File naming** Each sound file must be labelled as follows: GCSE Eduqas French/German/Spanish, FT / HT, candidate name, candidate number. **After the assessments** 1. Centres must upload the audio files within **48 hours** or two working days of the speaking assessments taking place. These should be in mp3 format. 2. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please indicate on the online submission form which set was used for the candidate. 3. The MFL Centre Form and the set allocation list must be scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several documents can be uploaded using the same key code if the Centre Form or set list needs to be copied for different teaching groups or teachers. 4. Please use the separate teacher/administration keycodes for each language.
To be uploaded	The following must be submitted: • The candidate's recording correctly labelled • The set allocation list and the MFL Centre Form– uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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GCE AS/A Level Internally Assessed Subjects

A Level Computer Science (WJEC)

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.

Subject Code(s)	1500U50
Subject(s)	A Level Computer Science Unit 5 (Wales)
Details	-
To be uploaded	The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	150

A Level Computer Science (Eduqas)

Subject Code(s)	A500U30
Subject(s)	A Level Computer Science Component 3 (Eduqas)
Details	-
To be uploaded	The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	150

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AS Digital Technology (WJEC)

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.

Subject Code(s)	1540U20
Subject(s)	AS Level Digital Technology Unit 2 (Wales)
Details	-
To be uploaded	The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio
Submit work for	Sample
File types accepted	7z zip file
Max upload file size (MB)	4 x 600 (each tab will have a limit of 600 MB)

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

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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

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.

Subject Code(s)	**1540U40**
Subject(s)	A2 Level Digital Technology Unit 4 (Wales)
Details	-
To be uploaded	The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio
Submit work for	Sample
File types accepted	7z zip file
Max upload file size (MB)	4 x 600 (each tab will have a limit of 600 MB)

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

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AS Drama and Theatre (WJEC)

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.

Subject Code(s)	2690U10
Subject(s)	AS Drama Unit 1 (Wales)
Details	Practical and written work for all candidates in the sample and relevant documentation must be submitted via Surpass.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme proforma (tab 1.1) • Recording of each candidate's performance in the sample • Creative Log and evaluation plus relevant illustrative material for each candidate in the sample • Script of reinterpreted piece for each candidate in the sample with the lines taken from their selected extract highlighted • Mark sheet and candidate/teacher declaration form for each candidate in the sample
Submit work for	All candidates in the sample. One admin keycode per centre. All candidates in the sample. One admin keycode per centre. Within each tab please upload the group performance and all written work and marksheets for sample candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – title of piece eg. Group One – Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Creative Log and Evaluation If uploading marksheets separately to written work please use the following file name convention: Candidate name – candidate number - marksheet
File types accepted	mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

AS Drama and Theatre (Eduqas)

Subject Code(s)	B690U10
Subject(s)	AS Drama Component 1 (Eduqas)
Details	Practical and written work for all candidates in the sample and relevant documentation must be submitted via Surpass.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme proforma (tab 1.1) • Recording of both performances for each candidate in the sample • Creative Log x2 and evaluation plus relevant illustrative material for each candidate in the sample • Script of reinterpreted piece for each candidate in the sample with the lines taken from their selected extract highlighted • Mark sheet and teacher/candidate declaration form for each candidate in the sample

Submit work for	All candidates in the sample. One admin keycode per centre. All candidates in the sample. One admin keycode per centre. All candidates in the sample. One admin keycode per centre. Within each tab please upload the group performance and all written work and marksheets for sample candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers).
	Please use the following file name convention for performance work: Group number – title of piece eg. Group One – Peer Pressure
	Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Creative Log and Evaluation
	If uploading marksheets separately to written work please use the following file name convention: Candidate name – candidate number - marksheet
File types accepted	mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

A Level Drama and Theatre (Eduqas)

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.

Subject Code(s)	A690U10
Subject(s)	A Level Drama Component 1 (Eduqas)
Details	Practical and written work for all candidates in the sample and relevant documentation must be submitted via Surpass.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme proforma (tab 1.1) • Recording of each candidate's performance in the sample • Creative Log plus relevant illustrative material for each candidate in the sample • Script of reinterpreted piece for each candidate in the sample with the lines taken from their selected extract highlighted • Mark sheet and teacher/candidate declaration form for each candidate in the sample
Submit work for	All candidates in the sample. One admin keycode per centre. All candidates in the sample. One admin keycode per centre. Within each tab please upload the group performance and all written work and marksheets for sample candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – title of piece eg. Group One – Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Creative Log If uploading marksheets separately to written work please use the following file name convention: Candidate name – candidate number - marksheet
File types accepted	mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

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AS Film Studies (Eduqas)

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.

Subject Code(s)	B670U30
Subject(s)	AS Level Film Studies Component 3 (Eduqas)
Details	**Practical work** for all candidates and relevant documentation **must be** submitted via Surpass. Research and planning tasks are not required to be uploaded. Where possible, centres should submit production, evaluation and coversheet as separate files.
To be uploaded	The following must be submitted: **Either** • Film extract **Or** • Screenplay and accompanying storyboard **And** • Evaluative analysis • Cover sheet with candidate declaration
Submit work for	Sample
File types accepted	mp4, mov, avi, doc, pdf, zip
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

A Level Film Studies (Eduqas)

Subject Code(s)	A670QS (A670U30)
Subject(s)	A Level Film Studies Component 3 (Eduqas)
Details	**Practical work** for all candidates and relevant documentation **must be** submitted via Surpass. Research and planning tasks are not required to be uploaded. Where possible, centres should submit production, evaluation and coversheet as separate files.
To be uploaded	The following must be submitted: **Either** • Short Film **Or** • Screenplay for a short film and accompanying storyboard **And** • Evaluative analysis • Cover sheet with candidate declaration
Submit work for	Sample
File types accepted	mp4, mov, avi, doc, pdf, ppt
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

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To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

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AS ICT (WJEC – Wales Only)

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.

Subject Code(s)	2530U20
Subject(s)	GCE AS ICT - IT2
Details	Only PDF should be submitted
To be uploaded	Candidates must complete an individual portfolio according to the task provided by the WJEC and the specification requirements. The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio Centres may submit up to 3 files per candidate.
Submit work for	Sample
File types accepted	pdf
Max upload file size (MB)	150

A Level ICT (WJEC – Wales Only)

Subject Code(s)	1530U40
Subject(s)	GCE A ICT - IT4
Details	Only PDF should be submitted
To be uploaded	Candidates must complete an individual portfolio according to the task provided by the WJEC and the specification requirements. The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio Centres may submit up to 3 files per candidate.
Submit work for	Sample
File types accepted	pdf
Max upload file size (MB)	200

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

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AS Media Studies (WJEC)

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.

Subject Code(s)	2680U20
Subject(s)	AS Level Media Studies Unit 2 (Wales)
Details	Learners must select one of the options from one of the media forms detailed on page 25 and 26 of the specification. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet, one document for the research, etc. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet • If the sample contains work that has been completed in a pair, the group form must be completed and uploaded under the admin keycode. The AV production should be uploaded for each candidate using candidates' individual keycodes. If the work of both candidates of a pair is requested as part of the sample, the AV work should be uploaded twice.
To be uploaded	The following must be submitted: • a complete candidate portfolio, including a **completed coversheet**, **research**, **planning**, **production** and **reflective analysis.**
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

AS Media Studies (Eduqas)

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.

Subject Code(s)	B680U30
Subject(s)	AS Level Media Studies Component 3 (Eduqas)
Details	One of the options from the AS Media Studies 2024 NEA briefs must be submitted for each candidate in the sample. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet and one document for the production. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet and should be typed or provided as a link
To be uploaded	The following must be submitted: • completed coversheet, including the statement of aims and intentions • production
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

A Level Media Studies (WJEC)

Subject Code(s)	1680U40
Subject(s)	A Level Media Studies Unit 4 (Wales)
Details	Learners must select one of the options from one of the media forms detailed on page 45 - 47 of the specification. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet, one document for the research, etc. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet and should be typed or provided as a link • If the sample contains work that has been completed in a pair, the group form must be completed and uploaded under the admin keycode. The AV production should be uploaded for each candidate using candidates' individual keycodes. If the work of both candidates of a pair is requested as part of the sample, the AV work should be uploaded twice.
To be uploaded	The following must be submitted: • a complete candidate portfolio, including a completed **coversheet**, **investigative research** and **development outline**, **cross-media production** and **critical analysis**.
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

A Level Media Studies (Eduqas)

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.

Subject Code(s)	A680U30
Subject(s)	A Level Media Studies Component 3 (Eduqas)
Details	One of the options from the A Level Media Studies 2024 NEA briefs must be submitted for each candidate in the sample. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet and one document for each production. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet and should be typed or provided as a link
To be uploaded	The following must be submitted: • completed coversheet, including the statement of aims and intentions • cross-media production
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

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Physical Education (WJEC)

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.

Subject Code(s)	1550U/N2 2550U4/N4
Subject(s)	Unit 2 Improving personal performance in physical education. Unit 4 Refining personal performance in physical education.
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
To be uploaded	The following must be submitted: Audio-visual recording of all activities selected for the moderation sample The evidence must contain the whole activity for every activity. This evidence will include all the evidence used to make the judgement in the controlled assessment, The mark sheets of each candidate The authentication sheets.
Submit work for	All paperwork in one file. Each activity uploaded separately for each level or the activity can be combined as long as it is clearly identified.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	Maximum size per activity

Physical Education (Eduqas)

Subject Code(s)	AS A550 A level B550
Subject(s)	Component 2 (AS) Component 3 (A level) Improving performance in physical education.
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
To be uploaded	The following must be submitted: Audio-visual recording of all activities selected for the moderation sample The evidence must contain the whole activity for every activity. This evidence will include all the evidence used to make the judgement in the controlled assessment, The mark sheets of each candidate The authentication sheets.
Submit work for	All paperwork in one file. Each activity uploaded separately for each level or the activity can be combined as long as it is clearly identified.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (per candidate)

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

You can request a replacement keycode for a candidate(s) or a group admin code by using the form below: E-submission Surpass Upload – replacement keycode request form

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

GCE Externally Assessed Subjects

A Level Drama and Theatre (WJEC)

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.

Subject Code(s)	1690U30
Subject(s)	Drama and Theatre Unit 3
Details	Practical work and Process and Evaluation Reports for all candidates must be submitted via Surpass within a week of the performance.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme Proforma (tab 1.1) • Recording of both performances for all candidates • Process and Evaluation reports for all candidates • Declaration Form
Submit work for	All candidates. One keycode provided. Within each tab please upload the group performance and all written work and marksheets for the candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – Text/Devised - title of piece eg. Group One – Devised - Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Process and Evaluation Report
File types accepted	mp4, mkv, doc, zip, pdf
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

A Level Drama and Theatre (EDUQAS)

Subject Code(s)	A690U20
Subject(s)	Drama and Theatre Component 2
Details	Practical work and Process and Evaluation Reports for all candidates must be submitted via Surpass within a week of the performance date.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme Proforma (tab 1.1) • Recording of both performances for all candidates • Process and evaluation report for all candidates • Declaration Form
Submit work for	All candidates. One keycode provided. Within each tab please upload the group performance and all written work and marksheets for the candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – Text/Devised - title of piece eg. Group One – Devised - Peer Pressure

	Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Process and Evaluation Report
File types accepted	mp4, mkv, doc, zip, pdf
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

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A Level French, German and Spanish (WJEC)

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.

Subject Code(s)	1800U30-1 1800N30-1 1820U30-1 1820N30-1 1810U30-1 1810N30-1
Subject(s)	A Level French/German/Spanish WJEC Unit 3
Details	The MFL Centre Form along with details on running the examination are available on the subject specific pages on the WJEC website. Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. These should be in mp3 format. The centre can name the audio files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: A Level French/German/Spanish, candidate name, candidate number. Each candidate's work should be uploaded using the individual candidate keycode. Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the teacher and each candidate following the assessment, scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. A completed Unit 3 IRP Proforma must also be completed by each candidate and uploaded. An additional teacher/administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they need to be copied for different teaching groups or teachers. Please use the separate teacher/administration keycodes for each language.
To be uploaded	The following must be submitted: • The candidate's recording • The MFL Centre Form and Unit 3 IRP proforma – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

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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

A Level French, German and Spanish (Eduqas)

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.

Subject Code(s)	A800U10-1 A820U10-1 A810U10-1
Subject(s)	A Level French/German/Spanish Eduqas Component 1
Details	The speaking assessment will be carried out by an external examiner appointed by WJEC. The external examiner will be responsible for conducting the speaking assessment and for making and uploading the candidate recordings to WJEC. However, the centre is responsible for the completion of the MFL Centre Form. Where a candidate has been approved for extra time in speaking assessments, the centre will need to share this information with the external examiner before the candidate is assessed. Following the assessment, the external examiner will inform the centre which card was used to examine each candidate so that the centre can record this information on the MFL Centre Form. Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the centre and each candidate following the assessment, scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they to need to be copied for different teaching groups or teachers. Please use the separate administration keycodes for each language.
To be uploaded	The following must be submitted by the external examiner: • The candidate's recording The following must be submitted by the centre: • The MFL Centre Form – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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AS French, German and Spanish (WJEC)

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.

Subject Code(s)	2800U10-1 2800N10-1 2820U10-1 2820N10-1 2810U10-1 2810N10-1
Subject(s)	AS French/German/Spanish WJEC Unit 1
Details	The MFL Centre Form along with details on running the examination are available on the subject specific pages on the WJEC website. Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. These should be in mp3 format. The centre can name the audio files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: AS French/German/Spanish, candidate name, candidate number. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please **indicate** on the MFL Centre Form **which of the three cards** was used for the candidate. Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the teacher and each candidate following the assessment, scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they need to be copied for different teaching groups or teachers. Please use the separate teacher/administration keycodes for each language.
To be uploaded	The following must be submitted: • The candidate's recording • The MFL Centre Form – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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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.

Subject Code(s)	B800UA0 B820UA0 B810UA0
Subject(s)	GCE AS Level French/German/Spanish (Eduqas) Component 1 Centre conducted, externally marked
Details	The oral cards must be allocated to candidates using the formula supplied in the grid contained in the Examiner's Booklet (French B800UA0-1E) (German B820UA0-1E) (Spanish B810UA0-E). The MFL Centre Form along with details on running the examination are available on the subject specific pages on the Eduqas website. Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. These should be in mp3 format. The centre can name the audio files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: AS French / German / Spanish, candidate name, candidate number. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please **indicate** on the MFL Centre Form **which cards were used** for that candidate. Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The form must be completed by the teacher and each candidate following the assessment scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they need to be copied for different teaching groups or teachers. Please use the separate teacher/administration keycodes for each language.
To be uploaded	The following must be submitted: • The candidate's recording • The MFL Centre Form – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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.

Subject Code(s)	B800UA0 B820UA0 B810UA0
Subject(s)	GCE AS Level French/German/Spanish (Eduqas) Component 1 Examiner conducted, externally marked
Details	The speaking assessment will be carried out by an external examiner appointed by WJEC. The external examiner will be responsible for conducting the speaking assessment and for making and uploading the candidate recordings to WJEC. However, the centre is responsible for the completion of the MFL Centre Form. Where a candidate has been approved for extra time in speaking assessments, the centre will need to share this information with the external examiner before the candidate is assessed. Following the assessment, the external examiner will inform the centre which **cards were used** to examine each candidate so that the centre can record this information on the MFL Centre Form. Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the centre and each candidate following the assessment, scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they to need to be copied for different teaching groups or teachers. Please use the separate administration keycodes for each language.
To be uploaded	The following must be submitted by the external examiner: • The candidate's recording The following must be submitted by the centre: • The MFL Centre Form – uploaded under admin keycode
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20

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AS / A Level Music (WJEC)

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.

Subject Code(s)	**2660U20** **1660U60 (Option A)** **1660U70 (Option B)**
Subject(s)	GCE AS Music Unit 2 (Wales) GCE A Music Unit 5 Option A (Wales)
To be uploaded	For each candidate you should upload the following: • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log
Subject(s)	GCE A Music Unit 5 Option B (Wales)
To be uploaded	For each candidate you should upload the following: • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log
Submit work for	Cohort
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

AS / A Level Music (Eduqas)

Subject Code(s)	**B660U20** **A660U20 (Option A)** **A660U50 (Option B)**
Subject(s)	GCE AS Music Component 2 (Eduqas) GCE A Music Component 2 Option A (Eduqas)
To be uploaded	The following must be submitted: • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log
Subject(s)	GCE A Music Component 2 Option B (Eduqas)
To be uploaded	The following must be submitted: • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log
Submit work for	Cohort
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

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Vocational Internally Assessed Subjects

Health and Social Care and Childcare:

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.

Subject Code(s)	5972U2 5972N2
Subject(s)	Level 2 - Health and Social Care: Principles and Contexts Unit 2
Details	-
To be uploaded	The following must be submitted: • Report • Marksheet
Submit work for	Sample
File types accepted	doc, pdf
Max upload file size (MB)	20

Subject Code(s)	4973U1 4973N1
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 1
Details	-
To be uploaded	The following must be submitted: • Report and information pack • Marksheet
Submit work for	Sample
File types accepted	doc, pdf, ppt
Max upload file size (MB)	20

Subject Code(s)	4973U3 4973N3
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 3
Details	-
To be uploaded	The following must be submitted: • Podcast, presentation or video • Marksheet
Submit work for	Sample
File types accepted	mp3, wav, doc, pdf, ppt
Max upload file size (MB)	30

Subject Code(s)	4973U4 4973N4
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 4
Details	-
To be uploaded	The following must be submitted: • Article and infographic • Marksheet
Submit work for	Sample
File types accepted	doc, pdf, jpg
Max upload file size (MB)	20
Subject Code(s)	4973U5 4973N5
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 5
Details	-
To be uploaded	The following must be submitted: • Case notes • Care and support plan • Marksheet
Submit work for	Sample
File types accepted	doc, pdf, jpg
Max upload file size (MB)	20

Subject Code(s)	4973U6 4973N6
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 6
Details	-
To be uploaded	The following must be submitted: • Extended writing • Reflective diary • Sector engagement record
Submit work for	Sample
File types accepted	doc, pdf
Max upload file size (MB)	10

Subject Code(s)	4973U8 4973N8
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 8
Details	-
To be uploaded	The following must be submitted: • Report • Information booklet • Marksheet
Submit work for	Sample
File types accepted	doc, pdf, jp
Max upload file size (MB)	20

Subject Code(s)	4973U9 4973N9
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 9
Details	-
To be uploaded	The following must be submitted: - Research project - Marksheet
Submit work for	Sample
File types accepted	doc, pdf, jpg
Max upload file size (MB)	40

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Vocational Internally Assessed Subjects

Global Business Communications – French, German and Spanish (WJEC)

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.

Subject Code(s)	**5879U1,** 5879U2, 5879U3 **5889U1,** 5889U2, 5889U3 **5899U1,** 5899U2, 5899U3
Subject(s)	Global Business Communication French – Units 1-3 Global Business Communication German – Units 1-3 Global Business Communication Spanish – Units 1-3
Details	A keycode will be generated for candidates in each unit sample. An admin keycode will be available to upload all Candidate Declaration Sheets and Candidate Time Record Sheets for each of your sample candidates. These can be done as a zip file.
To be uploaded	The following documents must be submitted: Candidate keycode • The candidate's submission for each language unit requested in the sample. Please ensure that all evidence is clearly labelled with the candidate name, candidate number, unit and task number. • Assessment record sheet with all marks for each task (available in the assessor pack on the Secure Website under Resources > NEA). Admin keycode • Candidate Declaration Sheets signed and dated (available in the Candidate Assessment Pack on the Secure Website) • Candidate Time Record sheets for each unit (available in the Candidate Assessment Pack on the Secure Website)
Submit work for	Sample
File types accepted	mp3, mp4, mkv, doc, pdf, ppt, zip
Max upload file size (MB)	600

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Vocational Internally Assessed Subjects – Technical Awards

Performing Arts (Technical Award)

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.

Subject Code(s)	5639U1
Subject(s)	Performing Arts Unit 1
Details	Preparing evidence in two compressed zip files per candidate will reduce the number of files you will need to upload. (one for admin documents and one for the sample of work) There is an upload limit of 10 individual files per candidate.
To be uploaded	For each candidate in your sample you should upload the evidence for Tasks 1-5. In addition the following admin documents must be included: - Candidate Declaration - Candidate Time Record Sheet - Assessment Record Sheet - Observation Record
Submit work for	Sample
File types accepted	mp3, mp4, mkv, wav, aiff, aif, aifc, doc, pdf, txt, PPT (in a zip file)
Max upload file size (MB)	600

Subject Code(s)	5639U2
Subject(s)	Performing Arts Unit 2
Details	Preparing evidence in two compressed zip files per candidate will reduce the number of files you will need to upload. (one for admin documents and one for the sample of work) There is an upload limit of 10 individual files per candidate.
To be uploaded	For each candidate in your sample you should upload the evidence for Tasks 1-4. In addition the following admin documents must be included: - Candidate Declaration - Candidate Time Record Sheet - Assessment Record Sheet - Observation Record
Submit work for	Sample
File types accepted	mp3, mp4, mkv, wav, aiff, aif, aifc, doc, pdf, txt, PPT (in a zip file)
Max upload file size (MB)	600

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

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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

Sport and Coaching Principles (Technical Award)

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.

Subject Code(s)	5259U2
Subject(s)	Sport and Coaching Principles Unit 2 Improving Sporting Performance
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
To be uploaded	The following must be submitted: The evidence of all the Assessment Criteria for every candidate in the sample. This evidence will include all the evidence used to make the judgement in the controlled assessment, including written work, presentations, audio-visual recordings The mark sheets of each candidate including the authentication sheets.
Submit work for	All candidates in the sample being moderated.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (per candidate)

Subject Code(s)	5259U3
Subject(s)	Sport and Coaching Principles Unit 3 Coaching Principles
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
To be uploaded	The following must be submitted: The video evidence produced in the controlled assessment. This could include a variety of clips and smaller sessions for 2023. Maximum total length of submission to be 8-10 minutes. The written evidence to support any of the assessment criteria that cannot be seen in the video clip. The observation record sheets The mark sheets and authentication records for every candidate in the sample.
Submit work for	All candidates in the sample being moderated. One keycode provided. Each candidate's performance uploaded in a different tab.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (per candidate)

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Vocational Externally Assessed Subjects

Global Business Communications – French, German and Spanish (WJEC)

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.

Subject Code(s)	5839UA0 5849UA0 5859UA0
Subject(s)	Global Business Communications French Unit 2 – Oral Assessment Global Business Communications German Unit 2 – Oral Assessment Global Business Communications Spanish Unit 2 – Oral Assessment
Details	Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. Each candidate's work should be uploaded using their individual candidate key code. The centre should name the audio files as follows: GBC French/German/Spanish, candidate name, candidate number. This enables them to be easily identified and the correct work uploaded to each candidate's key code. Before the assessments take place, the centre must ensure they have the candidate authentication/GDPR permission form which can be accessed electronically on the GBC webpage under resources (Unit 2 NEA Form). This form must be completed by the teacher and each candidate following the assessment and be uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several forms can be uploaded using the same key code if the list needs to be copied for different teaching groups or teachers.
To be uploaded	The following must be submitted: • The candidate's oral submission as an audio file • Candidate authentication/GDPRform(s) – uploaded under Admin keycode.
Submit work for	Cohort
File types accepted	mp3
Max upload file size (MB)	20

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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

Health and Social Care, and Childcare

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.

Subject Code(s)	4963UY0-1 4963NY0-1
Subject(s)	Level 3 - CCPLD: Unit 331 Investigating current issues in children's care, play, learning and development in Wales
Details	-
To be uploaded	The following must be submitted: • Extended writing piece • Signed timesheet
Submit work for	Cohort
File types accepted	doc, pdf, ppt
Max upload file size (MB)	20

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Vocational Externally Assessed Subjects – Technical Award

Performing Arts (Technical Award)

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.**Subject Code(s)**	5639U3
Subject(s)	Performing Arts Unit 3
Details	Preparing evidence in a compressed zip file per candidate will reduce the number of files you will need to upload. There is an upload limit of 10 individual files per candidate.
To be uploaded	For each candidate in your cohort you should upload the evidence for Tasks 1-7 In addition the following admin documents must be included: - Candidate Declaration - Candidate Time Record Sheet
Submit work for	Cohort
File types accepted	mp3, mp4, mkv, wav, aiff, aif, aifc, doc, pdf, txt, PPT (in a zip file)
Max upload file size (MB)	600

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Entry Level Internally Assessed Subjects

English (WJEC)

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.

Subject Code(s)	6700QCL - 2
Subject(s)	Entry Level English Component 2
Details	Each candidate's work should be uploaded using their individual candidate key code. The centre can name the files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: TopicTest1/TopicTest2/TopicTest3/TopicTest4, candidate name, candidate number. Before the assessments take place, the centre must download the record keeping mark sheet. This is located alongside the NEA materials on the secure website. These must be completed by the teacher and candidate following the assessment and scanned and uploaded to Surpass once the sample has been generated on IAMIS. Files can be uploaded separately under the candidate's keycode or, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate's keycode.
To be uploaded	The following must be submitted: • The e candidate's responses to all four Topic Tests • Candidate record keeping mark sheet – uploaded with the candidate's work
Submit work for	Sample
File types accepted	doc, pdf, zip, jpg
Max upload file size (MB)	25

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery
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Subject Code(s)	6700QCL - 3
Subject(s)	Entry Level English Component 3
Details	Each candidate's work should be uploaded using their individual candidate key code. The centre can name the audio/audio-visual files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: Task2presentation/Task2panel, candidate name, candidate number.
	Before the assessments take place, the centre must download the record keeping mark sheet. This is located alongside the NEA materials on the secure website. These must be completed by the teacher and candidate following the assessment and scanned and uploaded to Surpass once the sample has been generated on IAMIS.
	Files can be uploaded separately under the candidate's keycode or, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate's keycode.
To be uploaded	The following must be submitted: • The candidate's Practical assessment submission as audio/audio-visual files • Candidate record keeping mark sheet – uploaded with the candidate's work
Submit work for	Sample
File types accepted	mp3, mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600

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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.

Subject Code(s)	6020QU -2
Subject(s)	Entry Level Welsh Unit 2
Details	Each candidate's work should be uploaded using their individual candidate key code. The centre can name the files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: Task1/Task2/Task3, candidate name, candidate number. Before uploading, the centre must download the NEA mark sheet on the subject page. These must be completed by the teacher and candidate following the assessment and scanned and uploaded to Surpass once the sample has been generated on IAMIS. Files can be uploaded separately under the candidate's keycode or, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate's keycode.
To be uploaded	The following must be submitted: • The candidate's 3 written tasks • Candidate record keeping mark sheet – signed and uploaded with the candidate's work
Submit work for	Sample
File types accepted	doc, pdf, jpg, zip
Max upload file size (MB)	25

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

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Subject Code(s)	6020QU-3
Subject(s)	Entry Level Welsh Unit 3
Details	Each candidate's work should be uploaded using their individual candidate key code. The centre can name the files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: Task1individual/ Task2group, candidate name, candidate number. Before uploading, the centre must download the NEA mark sheet on the subject page. These must be completed by the teacher and candidate following the assessment and scanned and uploaded to Surpass once the sample has been generated on IAMIS. Files can be uploaded separately under the candidate's keycode or, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate's keycode.
To be uploaded	The following must be submitted: - The candidate's Oral assessment submission as audio/audio-visual files - Candidate record keeping mark sheet – uploaded with the candidate's work
Submit work for	Sample
File types accepted	mp3, mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600

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Level 3 Applied Certificate / Extended Certificate

Sport

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.

Subject Code(s)	4923U3-U9 (N3-N9)
Subject(s)	Unit 3 Preparation for sport and physical activity Unit 4 Sports pedagogy and coaching Unit 5 Sports events Unit 6 Officiating in sport Unit 7 Performance in sport in physical activity Unit 8 Performance analysis in sport Unit 9 Social influences on participation in sport and physical activity
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Surpass
To be uploaded	The following must be submitted: The video evidence produced in the controlled assessment. This could include a variety of clips from one session/performance for 2024 Maximum total length of submission to be15 minutes. The written evidence to support any of the assessment criteria that cannot be seen in the video clip, including plans and analysis The observation record sheets The mark sheets and authentication records for every candidate in the sample.
Submit work for	All candidates in the sample being moderated. One keycode provided for each candidate in the sample
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	900

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

To upload candidate work visit https://wjec.Surpass.com/secureassess/htmldelivery

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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.Edugas.co.uk/qualifications