Internal Assessment Mark Input System (IAMIS)

Step-by-step Guide

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Please note that this document is subject to continual improvements.

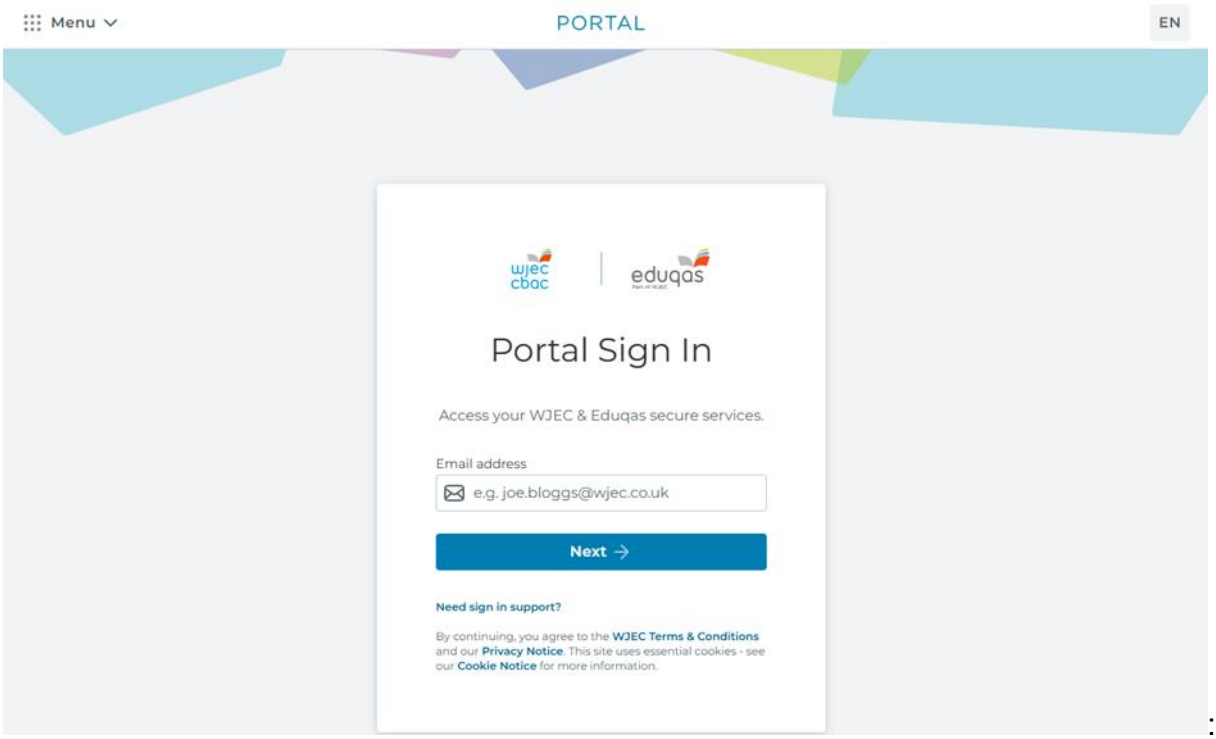
Logging in to Portal

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

http://www.portal.wjec.co.uk

The following screen will appear

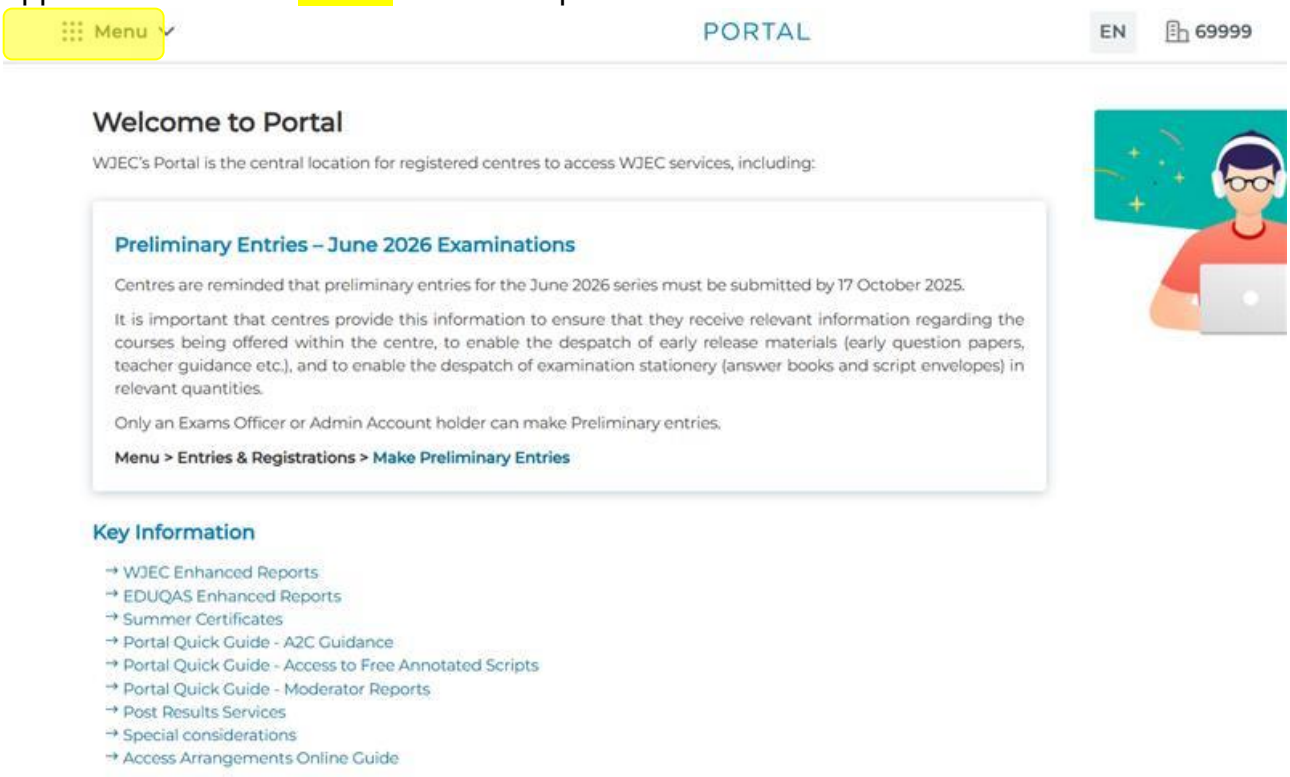
Please enter your username and password and click on the 'Sign In' button.



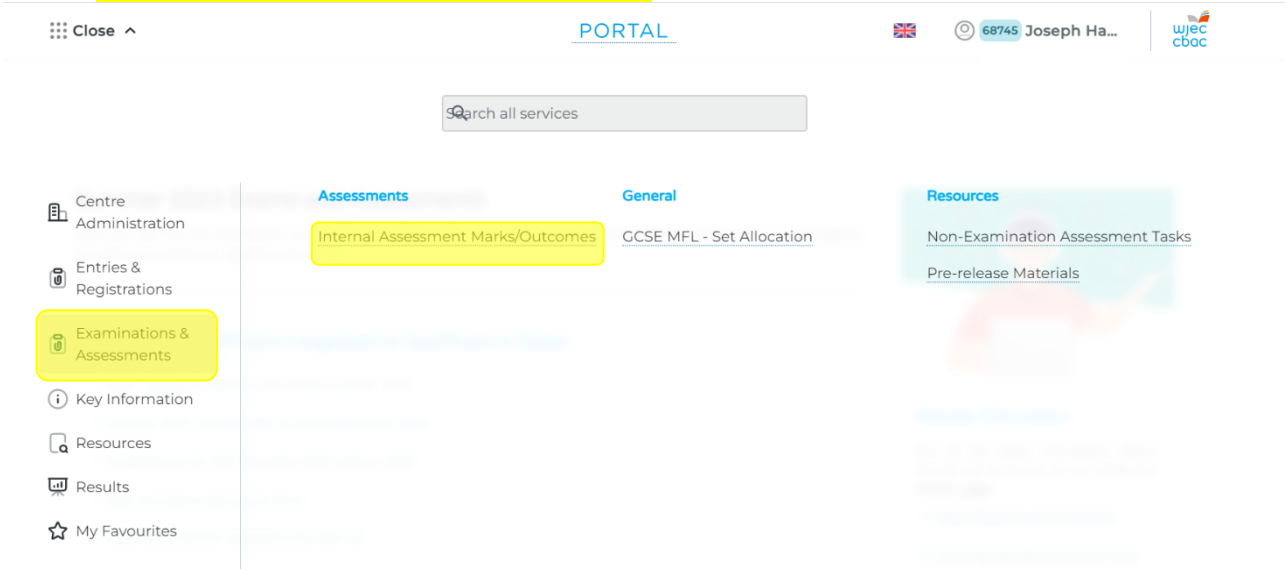
:

Appropriate staff members will be invited to Portal by the Examinations Officer at their centre.

Once you have authenticated via Multifactor Authentication, the following screen will appear. Click on the 'Menu' button in top left corner.



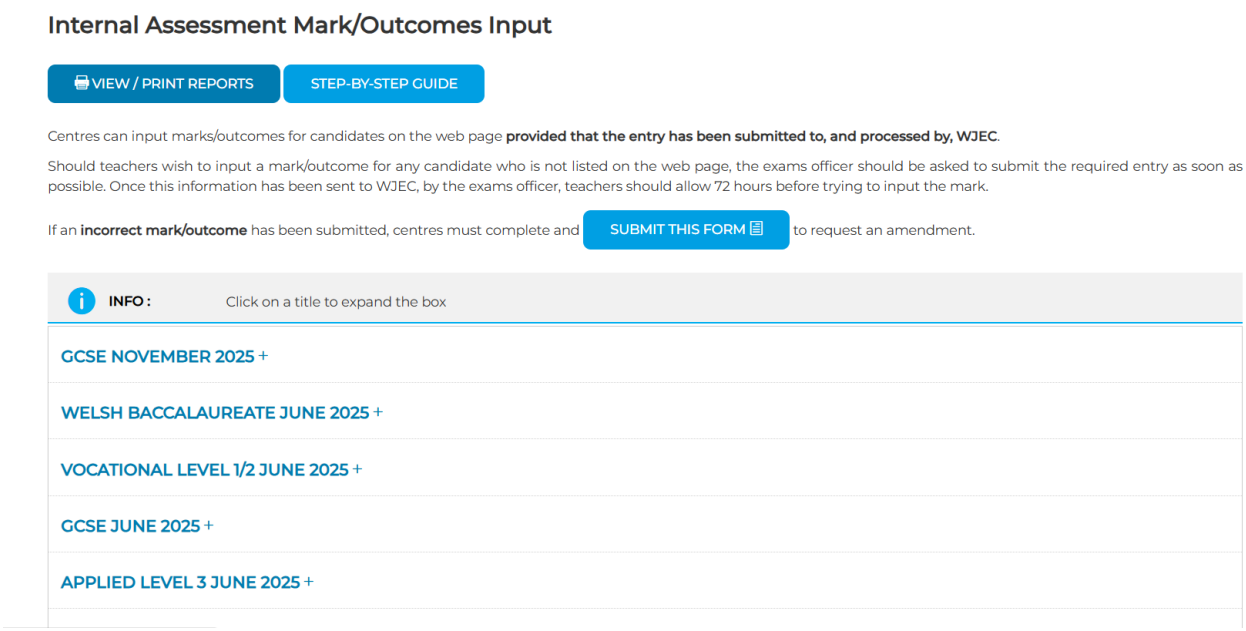
Once you click Menu a list will appear, from here you need to select 'Examinations & Assessments' on the left-hand side bar. Then select 'Internal Assessment Marks/Outcomes' underneath the Assessments header.



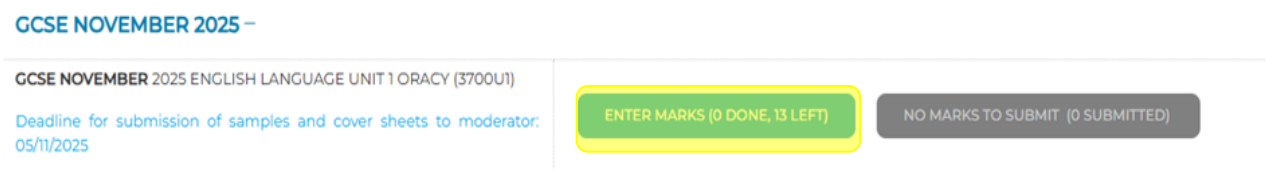
If the above is not visible, the Examinations Officer will need to change your account type. Please get in touch with them.

Internal Assessment Mark Input System

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



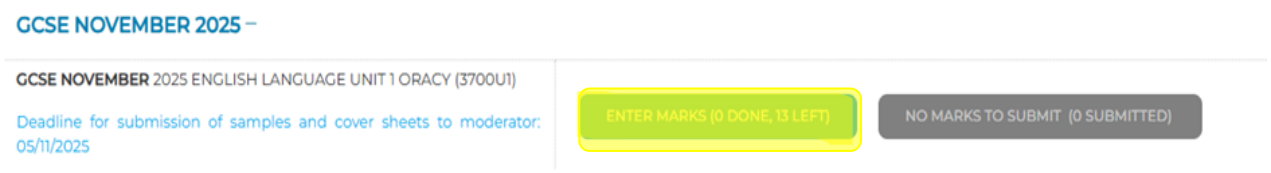
by clicking on a listed subject the system will show the number of candidates that have been entered.



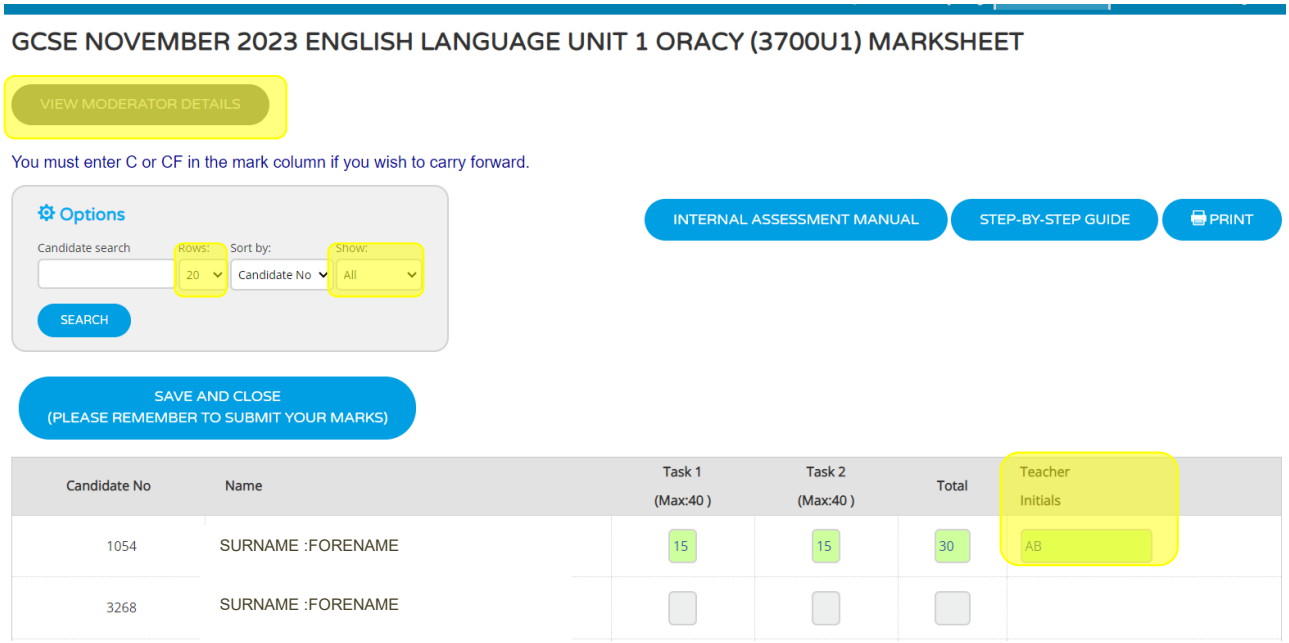
Enter Candidates' Marks/Outcomes

Entering marks

Click on the '**Enter marks** button adjacent to the appropriate Subject and Paper.



This will produce a list of your candidates entered for this subject/paper, as shown below.



Enter the marks for the candidates in candidate number sequence or name sequence. Once the mark has been entered the "TAB" key on the keyboard can be pressed to move the cursor down to the next candidate. Once a mark has been entered, the background of the mark box will change colour to green to show the system has accepted this mark.

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

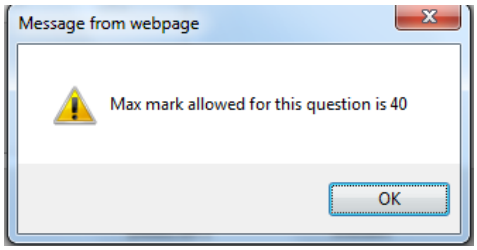
The drop-down menu labelled 'Show:' has a choice of 'All' (the default), 'Unmarked', 'Marked' or 'Samples'. When 'All' is chosen, all candidates are shown on the screen. When 'Unmarked' is chosen only those candidates whose marks have not been input will be shown. When 'Marked' is chosen, only candidates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

The Internal Assessment Manual is available for reference

WJEC: **Internal Assessment: A Guide for Centres**
EDUQAS: **Internal Assessment: A Guide for Centres**

Clicking on the 'Save & Close' button will return you to the menu screen and save any marks that have been input. This can be done at any time.

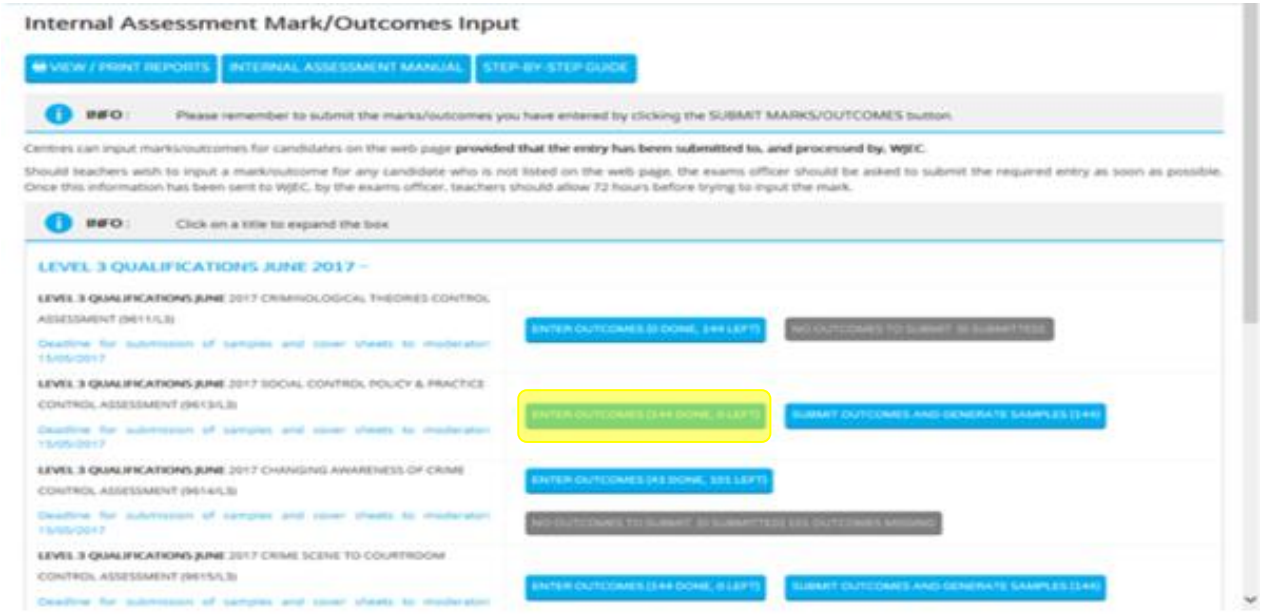
If the mark entered for a candidate is higher than the maximum mark for that paper, a message (as shown below) will appear, and you will be required to enter the correct mark.



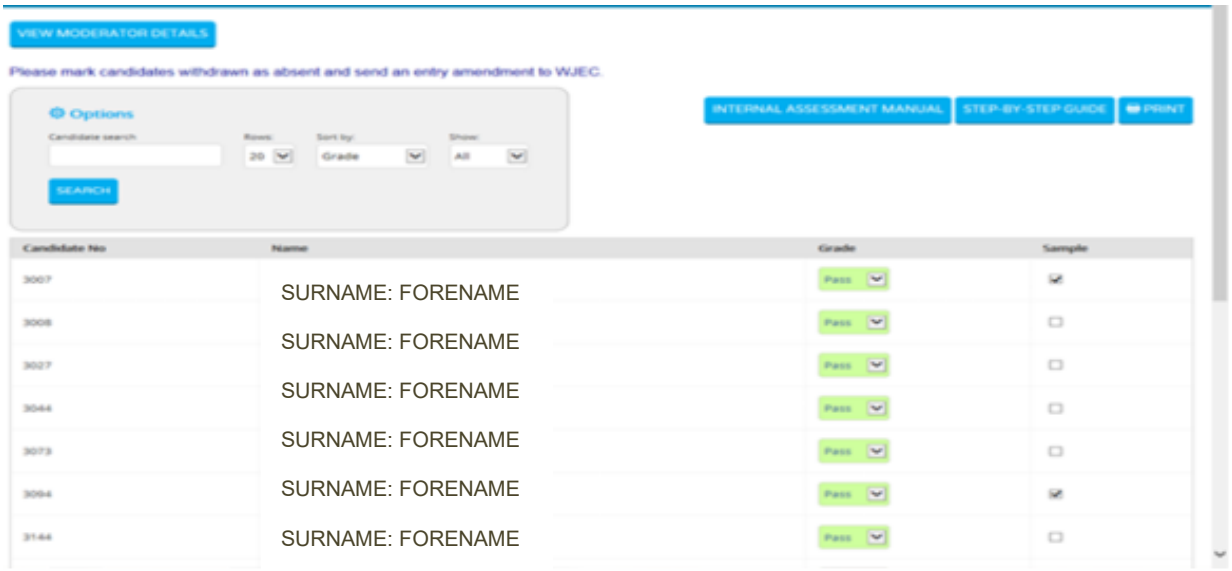
For those subjects/qualifications requiring Teacher Initials, we recommend entering the candidate marks for each unit first and then the Teacher Initials. On inputting a mark, the Teacher Initials box will appear. Once a teacher's initials have been input the system will store these details. It will also enable you to enter these same initials for all candidates whose work is marked by this teacher. By clicking in the Teacher Initial box for the next candidate in that class the initials will appear. The system will continue to repeat these initials until you click 'save & close'. You will not be able to submit marks until Teacher Initials are input for all candidates.

Entering Candidates' Outcomes

Click on the "Enter outcomes" button that is adjacent to the appropriate Subject and Paper on the screen.



This will produce a list of your candidates entered for this subject/paper, as shown below.





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

N.B If a subject is electronic upload only then this button will be inactive and greyed out.

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

If there are more than 20 candidates in one centre they will be shown on separate pages.

Absent Candidates

To indicate that a candidate is absent, tab or click into the mark column and enter the letter ‘a’ or ‘A’. This will be updated to ‘A’ when you exit the column. To enter an Absent outcome tab or click into the grade column on the dropdown menu and select ‘Absent’. A warning a message stating 'please note an ABSENT should only be used if a candidate is absent' will appear to ask you to confirm that this candidate is Absent.

Carry Forward Candidates

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

Late Entry Candidates

Any candidate that does not appear on this screen has not been entered yet. Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the Examinations Officer should be asked to submit the required entry immediately (provided the window for entries & amendment deadline has not passed) . Once the entry has been made, teachers should allow 72 hours before trying to input the mark/outcome. If there is a small number of late entry candidates, the sample can be chosen and then the outcome added subsequently.

Search for a Candidate Name

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

If the Submit Facility is Not Available

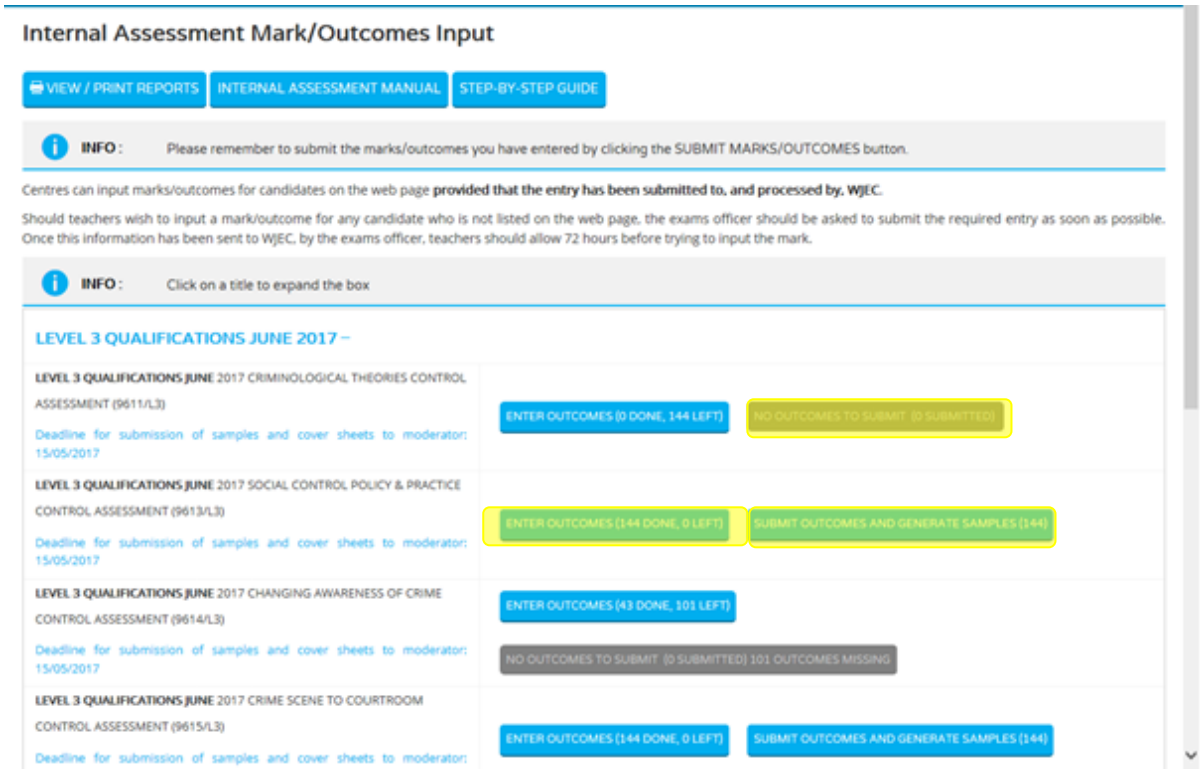
Every candidate needs to be completed before the submit option is made available. On the enter marks/outcome screen change “show” to “unmarked” to highlight the candidates that still need marks or outcomes inputting.

When all the data has been entered for a subject/paper the marks/outcomes should be submitted to WJEC. By clicking on the 'Save & Close' button the page will return to the first screen showing all subject/papers .



Submitting Marks/Outcomes

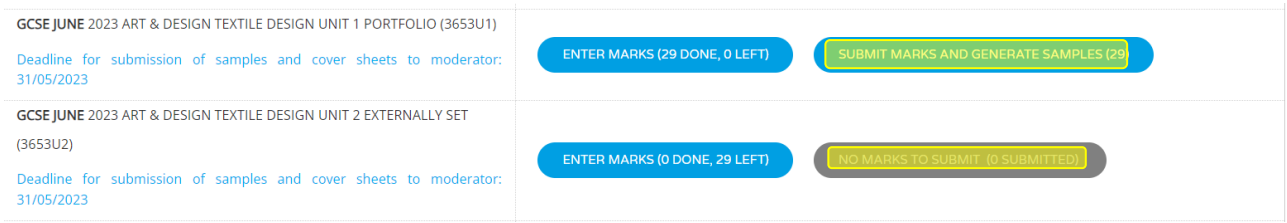
Once you have entered and saved the marks/outcomes you will be able to edit any outcomes before submitting to WJEC (e.g. in example below click into 'Enter outcomes 144 done, 0 left' this will go back into subject screens and allow details to be amended).



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

When one subject/paper has been completed, a reminder will appear that these outcomes should be submitted and samples viewed. If all the information is correct you must click 'Submit marks/outcomes and generate samples' to generate a sample.

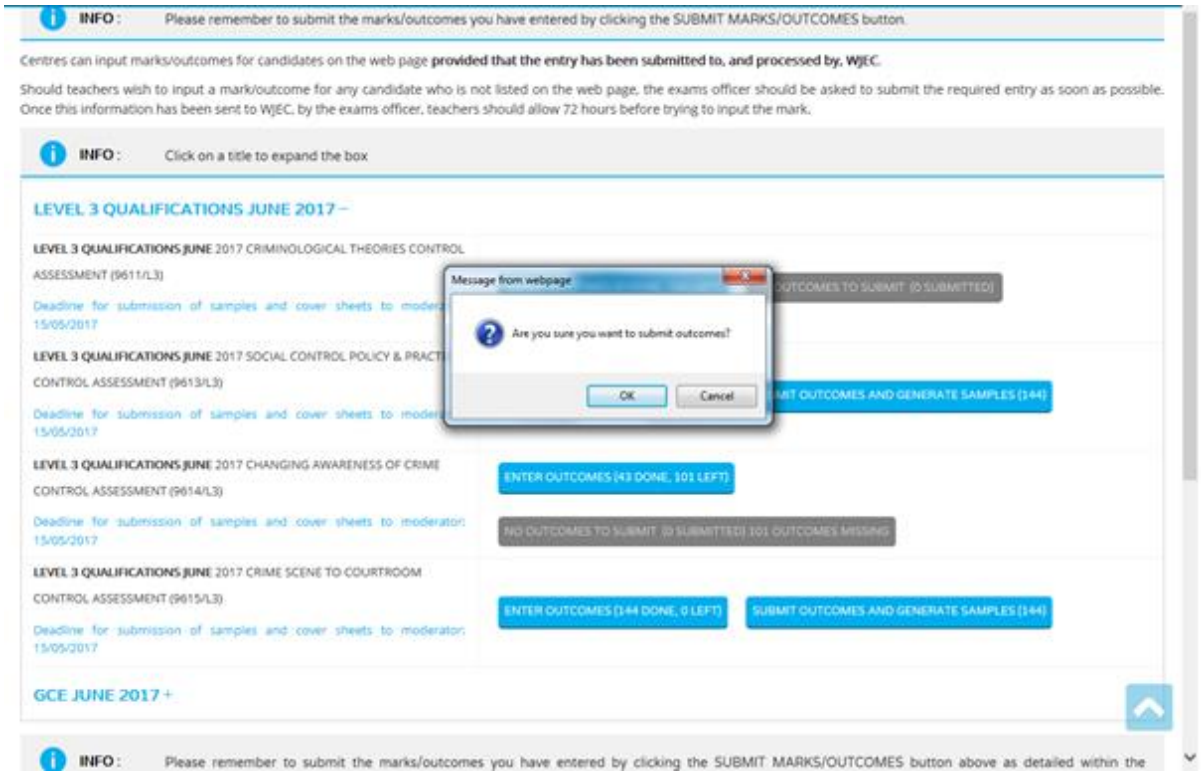
Submit Marks



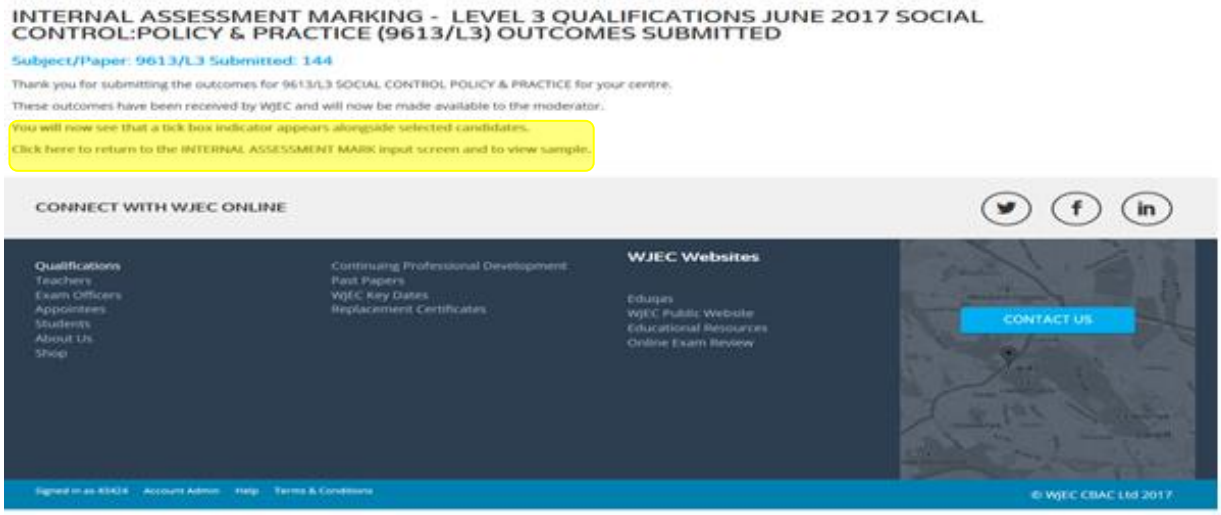
Submit Outcomes



Clicking the 'Submit Marks/Outcomes and Generate Sample' button will submit marks to WJEC and generate a sample. The following message will appear once the button has been selected



Click the following link to go back and view your sample.

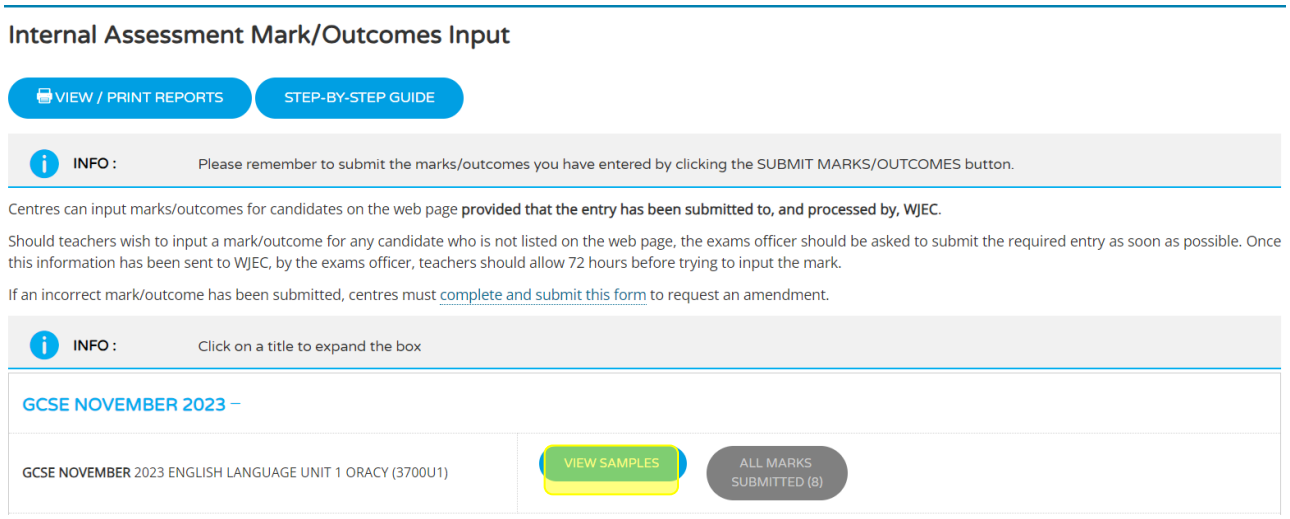


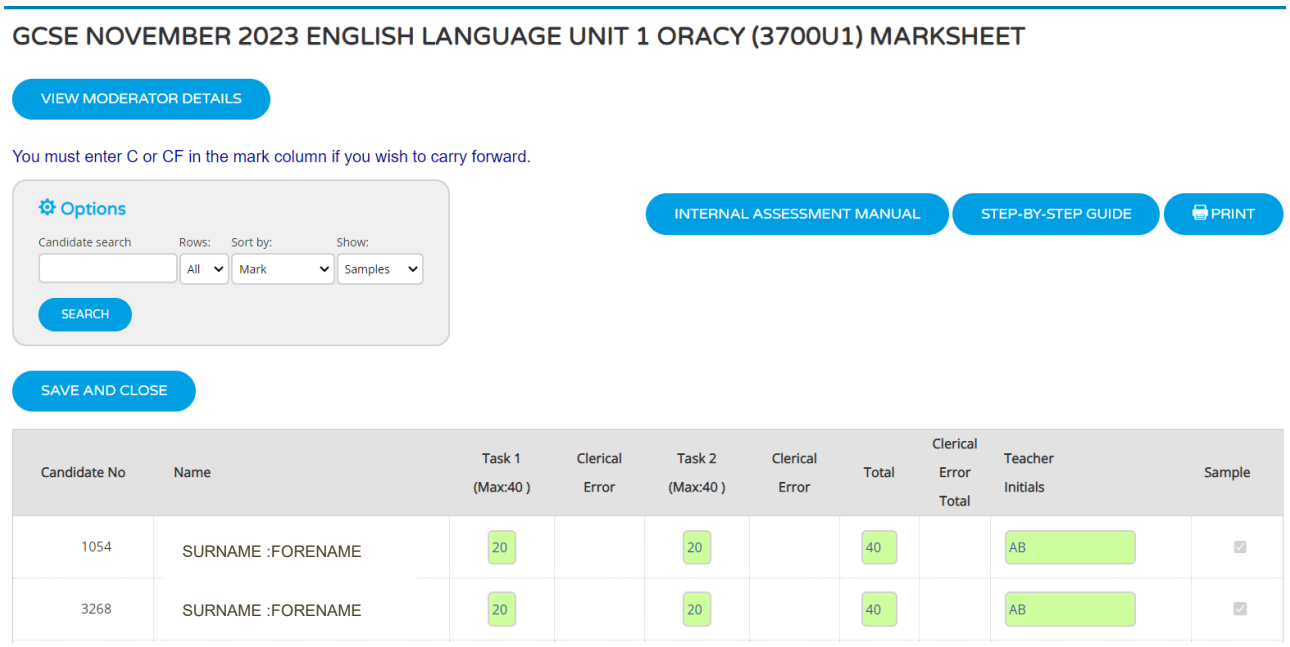
ONCE MARKS/OUTCOMES HAVE BEEN SUBMITTED TO WJEC THE MARKS & OUTCOMES AWARDED TO CANDIDATES CANNOT BE ALTERED ONLINE, A REQUEST CAN BE MADE BY COMPLETING THE MARK/GRADE AMENDMENT FORM AVAILABLE ON THE IAMIS SCREEN.

View the sample candidates

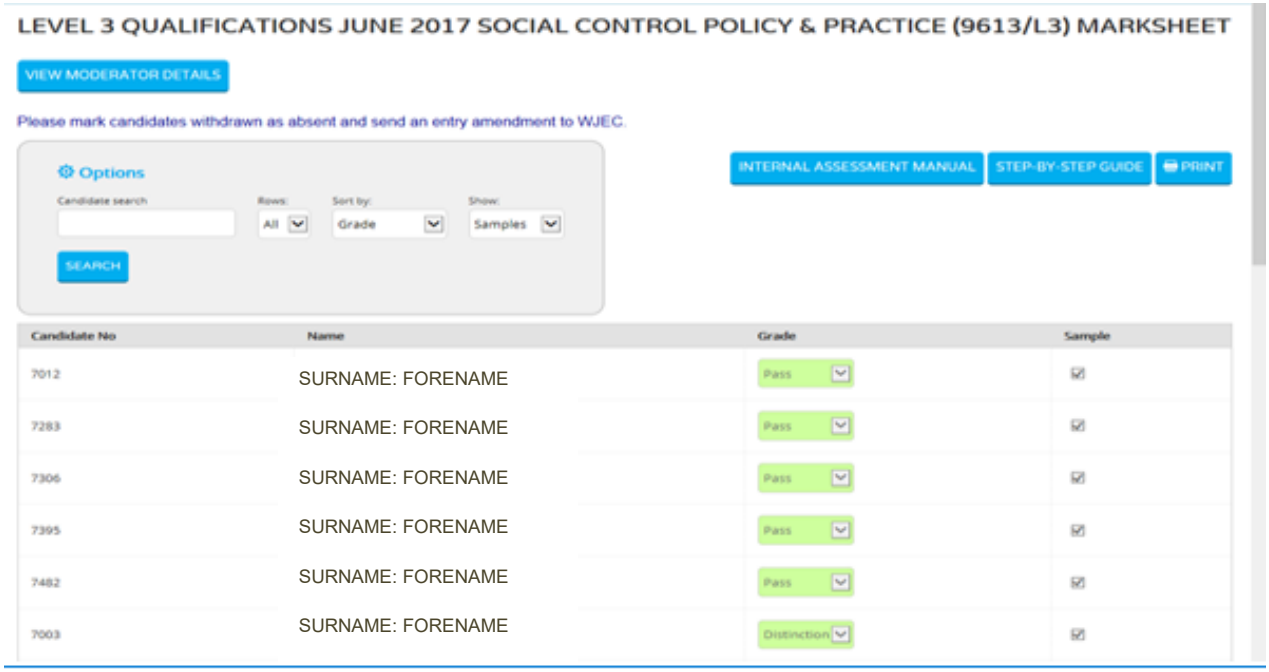
The 'view samples' facility will instantly become active.

Click ‘view samples’ to see which candidates have been requested.





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



If the sample contains a candidate whose work is incomplete or lost, subject teachers should indicate on the system the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be uploaded, WJEC should be informed in writing that this outcome should be changed to absent.**

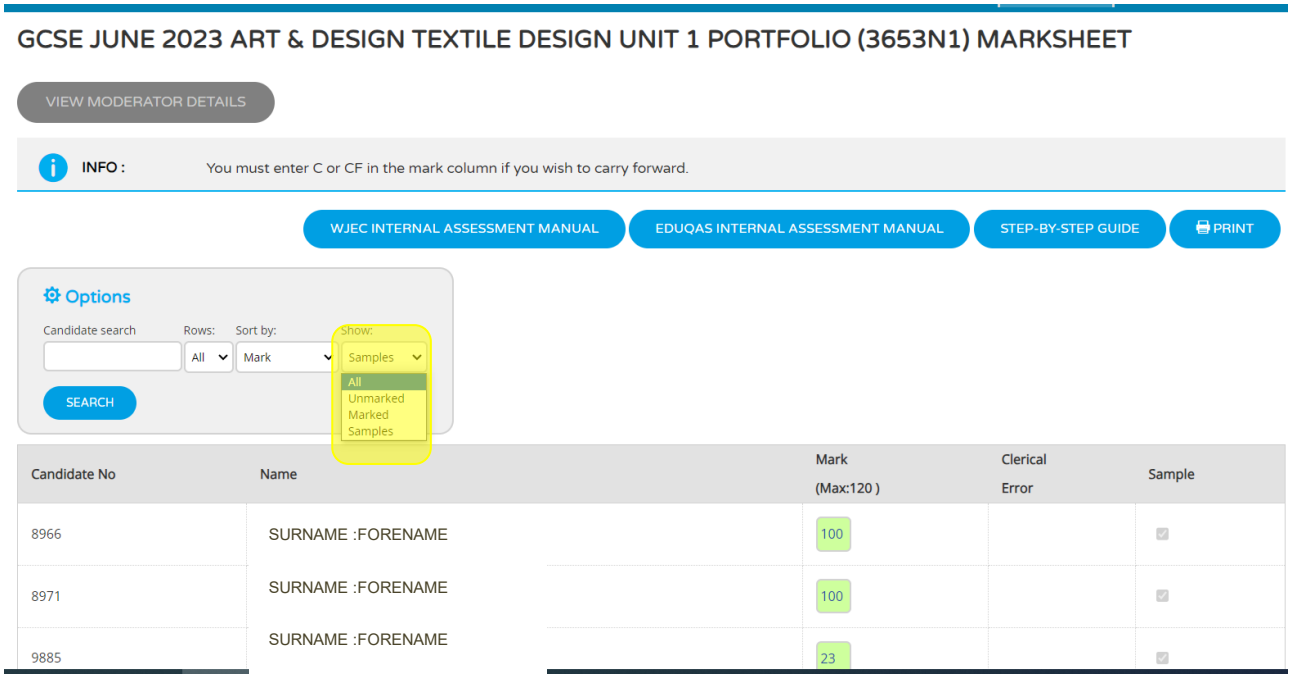
The system will not allow subject teachers to “remove” candidates from the chosen sample. However, the system will allow centres to add “additional” candidates, using the tick box facility.

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

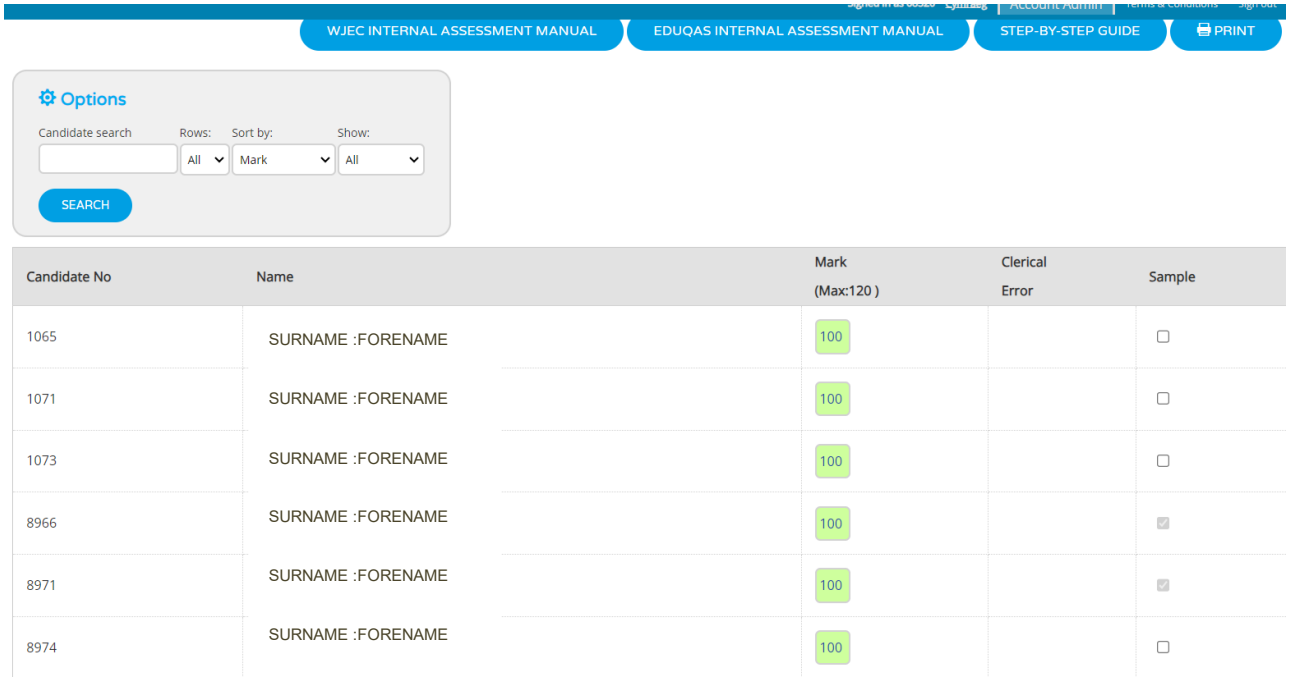
N.B. for IAMIS upload an explanatory note to the moderator may be uploaded via the system

Adding additional candidates to the sample

Change the view to show All candidates.

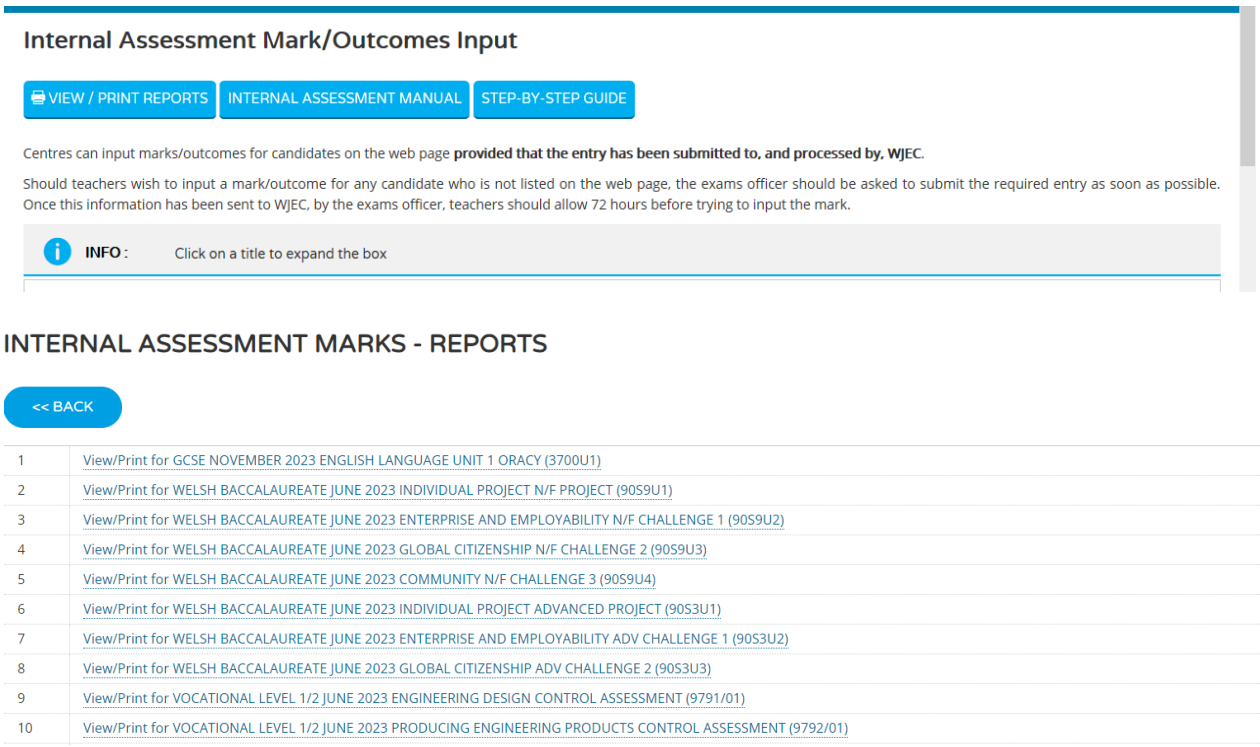


Click the tick box for the extra candidate(s). **You cannot remove candidates chosen by the system.**

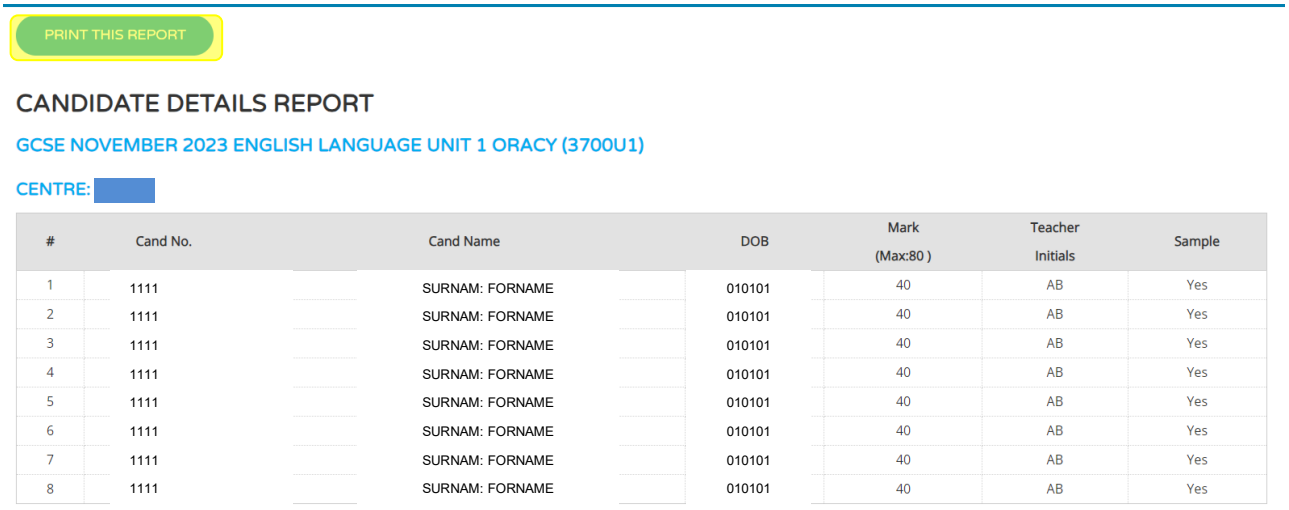


Print Reports

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



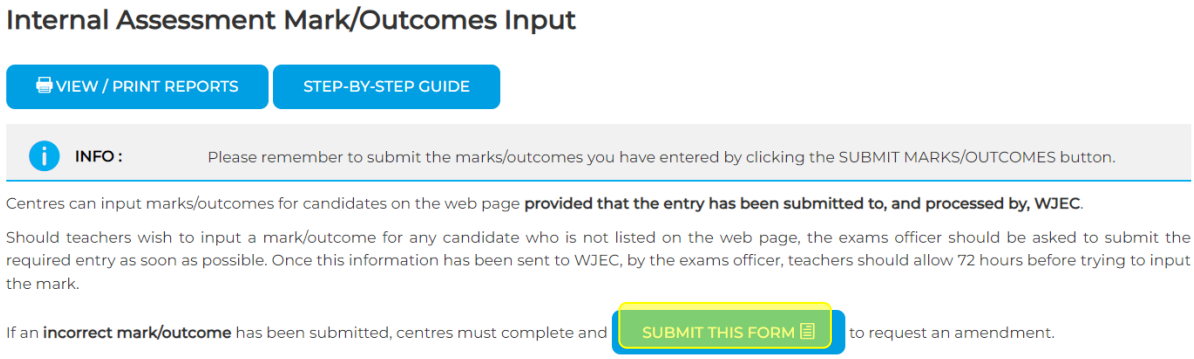
The 'Print This Report' command is also available within a subject screen. A preview of the printout appears as shown below. You can then choose the 'Print this report' button at the top left of the screen.

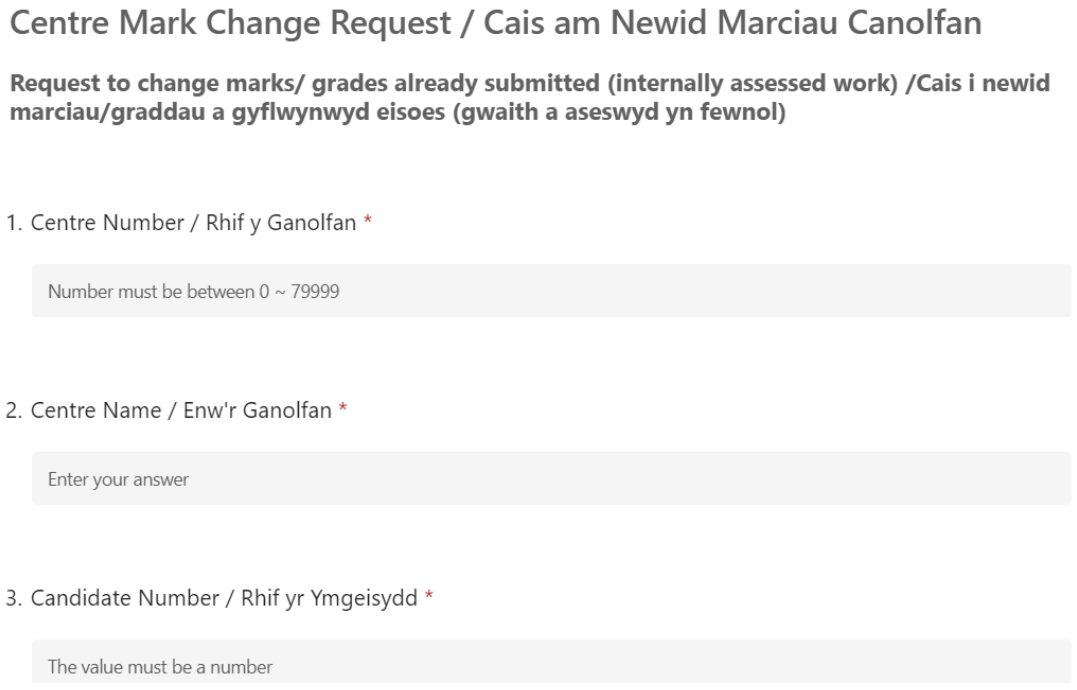


Amending marks after submission

AMENDING MARKS AFTER SUBMISSION Once marks have been submitted via IAMIS they cannot be amended by the centre. If it is noticed that an incorrect mark has been submitted, centres must complete and submit the request form.

For further information please refer to the Internal Assessment Guide





IAMIS UPLOAD

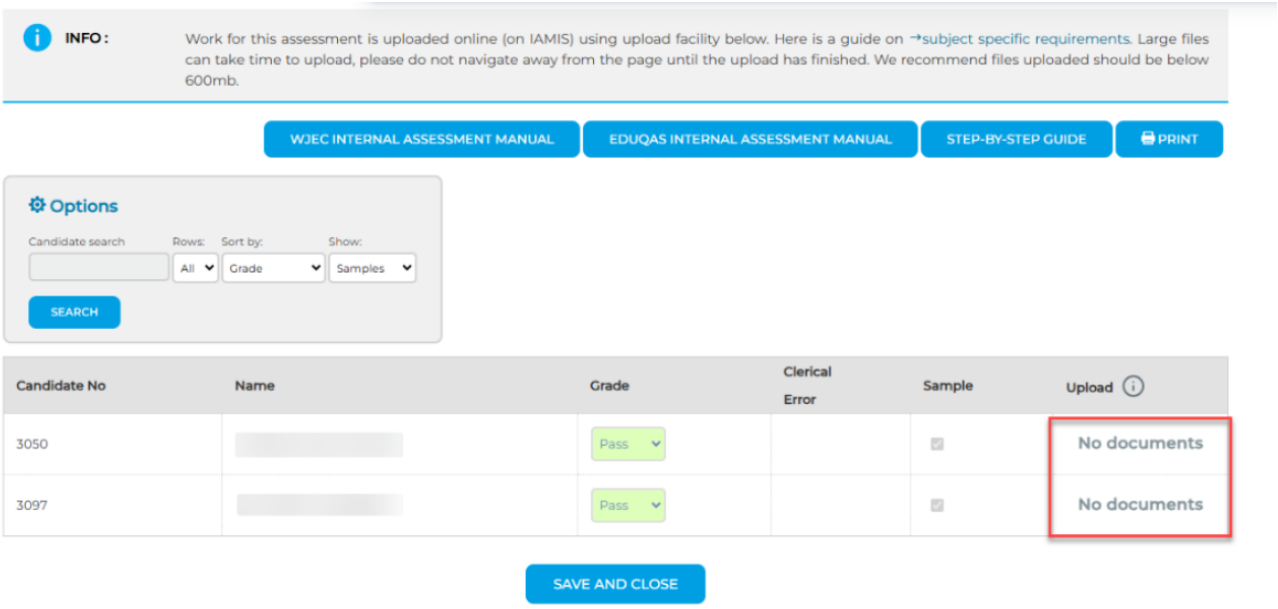
For some qualifications centres are required to upload unit samples electronically via IAMIS.

Once the submit button has been clicked and samples generate centres may upload work instantly.

N.B. There is no requirement to wait for a code to generate OR wait for a 'cooling off period' after outcome submission prior to upload on IAMIS.

All required work should be uploaded by / on the submission deadline for marks and samples of work

Upon returning to the 'View Sample' page as described above, the input screen showing lists of candidates per subject/paper will differ slightly as the upload column will show 'no documents' this should be clicked to upload.

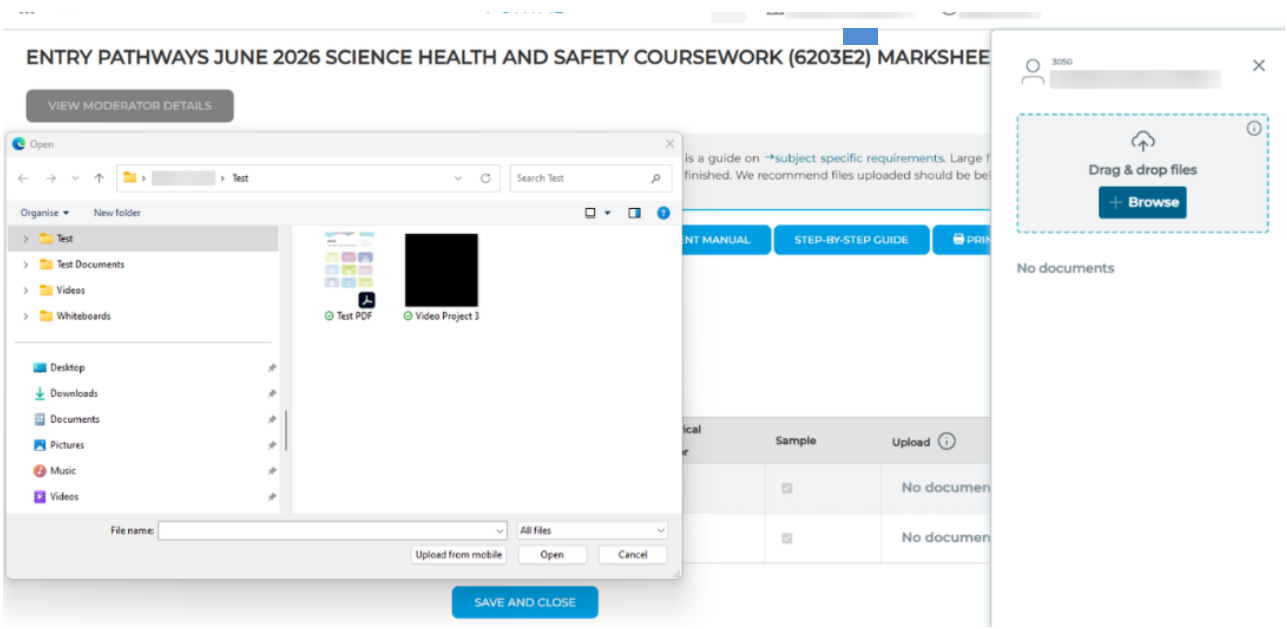


N.B. Centres are reminded <u>not</u> to upload any files until marks/outcomes are submitted and samples generated.

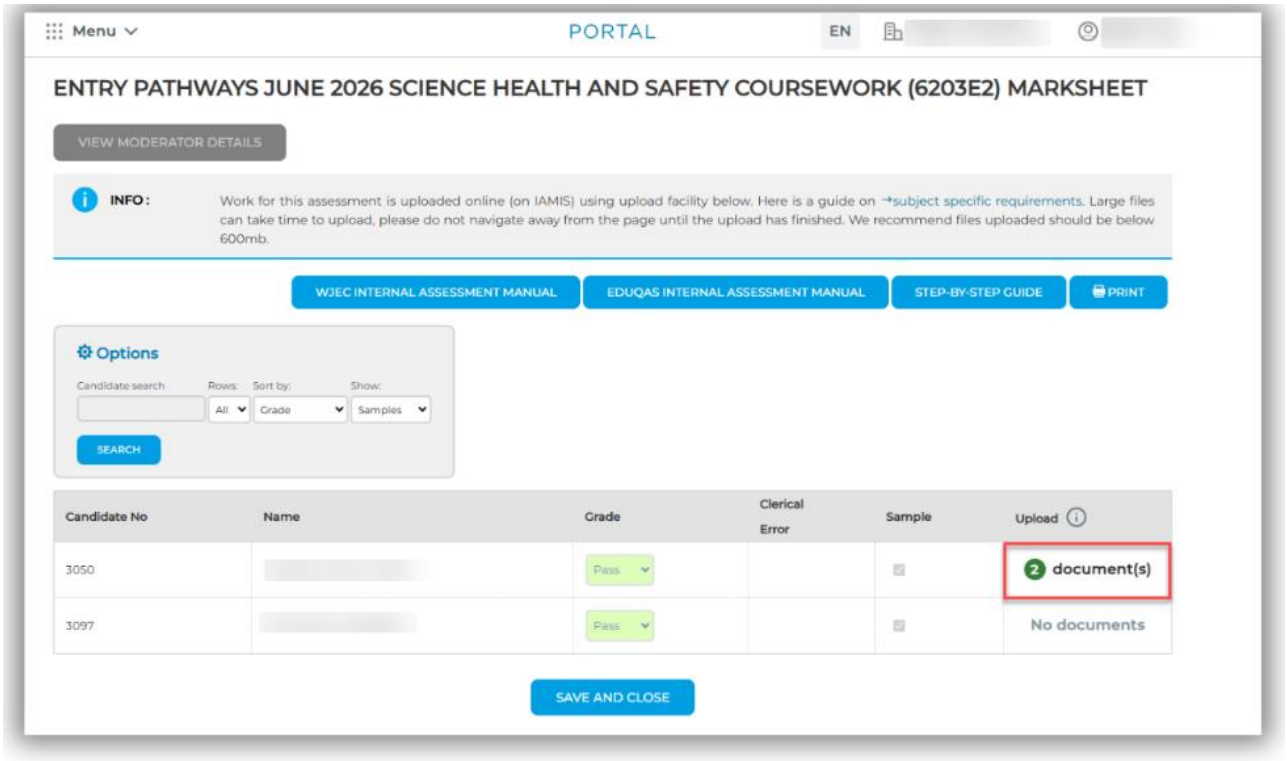
When clicking 'no documents', a window will appear to enable you to choose a file to upload.

You can upload in two ways:

- Drag and drop the file from the device to IAMIS
  OR
- Select the file you wish to upload



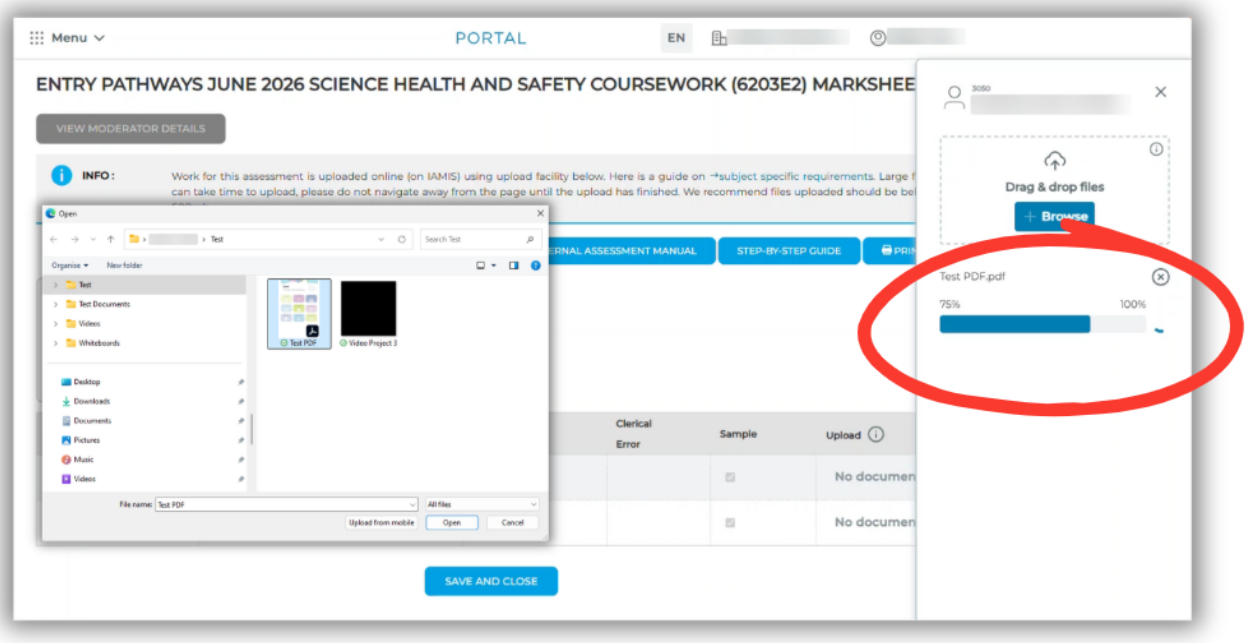
The number of files that have been uploaded will be displayed against the candidate underneath the upload column. If the files do not appear please contact WJEC.



N.B. The upload will accept any type of file (i.e. word, jpeg, mp3, PowerPoint). Each file has a maximum of 600MB. Centres will need to refer to subject specific guidance on what types of evidence and files are accepted for each unit/subject.

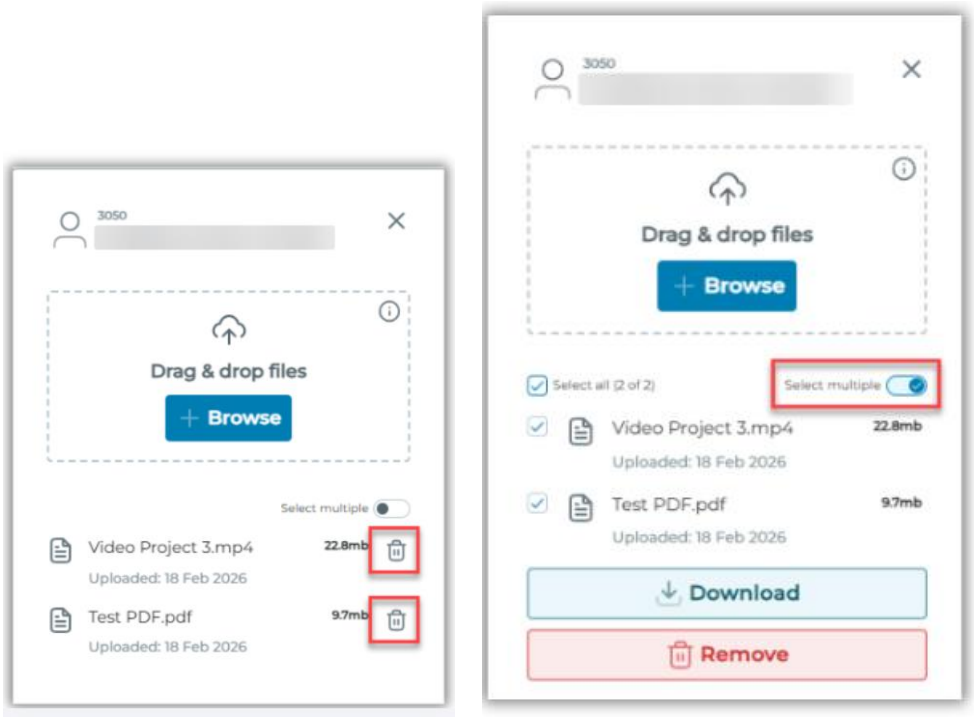
Subject specific guidance can be found here esubmission (iamis upload) – subject guide
https://www.wjec.co.uk/home/administration/e-submission/

The upload bar will show the progress for larger files being uploaded



File Deletion

Where files have been uploaded incorrectly, click the bin icon to delete individual files OR click ‘select multiple’ to delete multiple files at once.



N.B. You will only be able to delete files up to the submission deadline for the subject.

Unable to upload file

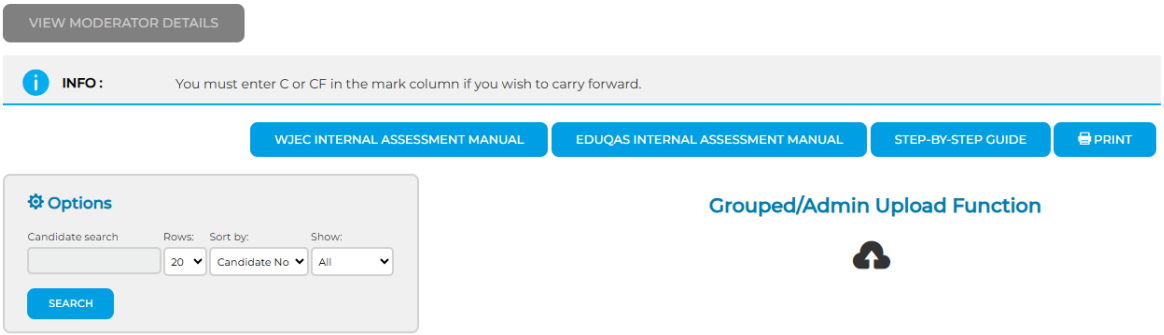
1. Open the file, Save As, and save as a new file with different name and upload
   OR
2. Copy the file to another location (for example a desktop) and trying to upload from there. place the

This should resolve any upload issues.

It is usually expected that candidate work is uploaded as one file but, depending on specific subject guidance, the system will permit multiple files to be uploaded for a candidate.

Group Upload

Some subjects use a group upload or admin function requirements for these subjects can be found in the IAMIS Subject Guide
WJEC: **Iamis Upload Subject Guide**
EDUQAS: **Iamis Upload Subject Guide**



If a centre recognises that the wrong file has been uploaded, they can delete any file that has been uploaded up to the date of submission for that series.

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

Clerical Error

Moderators sometimes identify clerical errors during the process of reviewing the sample work from centres and these amended marks will be highlighted in red alongside the original mark. The amended mark in red will be processed to override the original mark from the centre. It is important that the centre ensures that the marks for the remaining candidates are also correct. WJEC will contact centres to inform them that clerical errors have been identified for one or more of their marks/outcomes.

Moderator Reports

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

These can be accessed by clicking 'View Moderators Report' on the subject/paper screens.

All reports will be by unit and level for each subject.

Moderator Reports will be available to view from the Internal Assessment menu screen from Results Day.



For Entry Pathways qualifications these can be accessed on the secure website under 'Results File Download – Print Results.'

Helpline

There is a dedicated helpline for any queries relating to the use of the online system. The helpline is available Monday to Friday, 8:30am to 5:00pm.

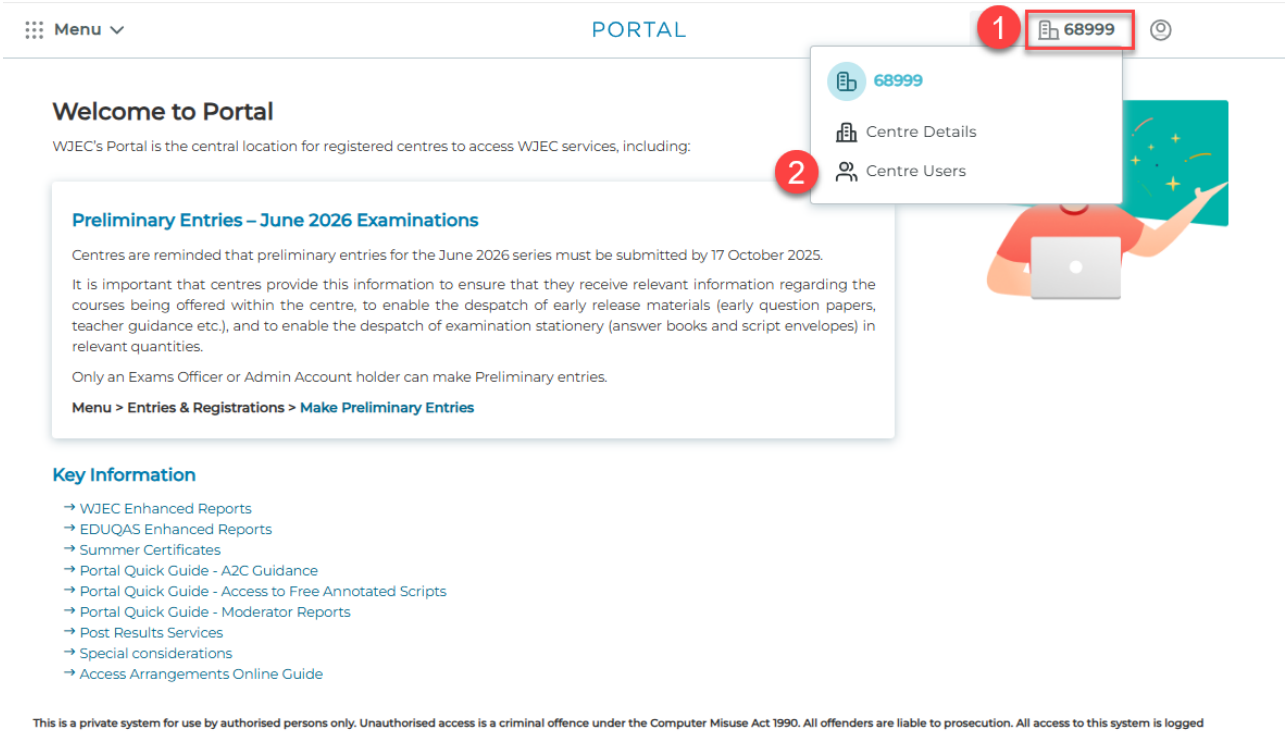
Contact:	GCSE	E-mail: gcse@wjec.co.uk
	GCE	E-mail: gce@wjec.co.uk
	Pathways	E-mail: pathways@wjec.co.uk
	Welsh Baccalaureate	E-mail: WBQ@wjec.co.uk

Telephone:	GCSE	02920 265082/420/154
	GCE	02920 265336
	Pathways	02920 265444
	Welsh Baccalaureate	02922 404250

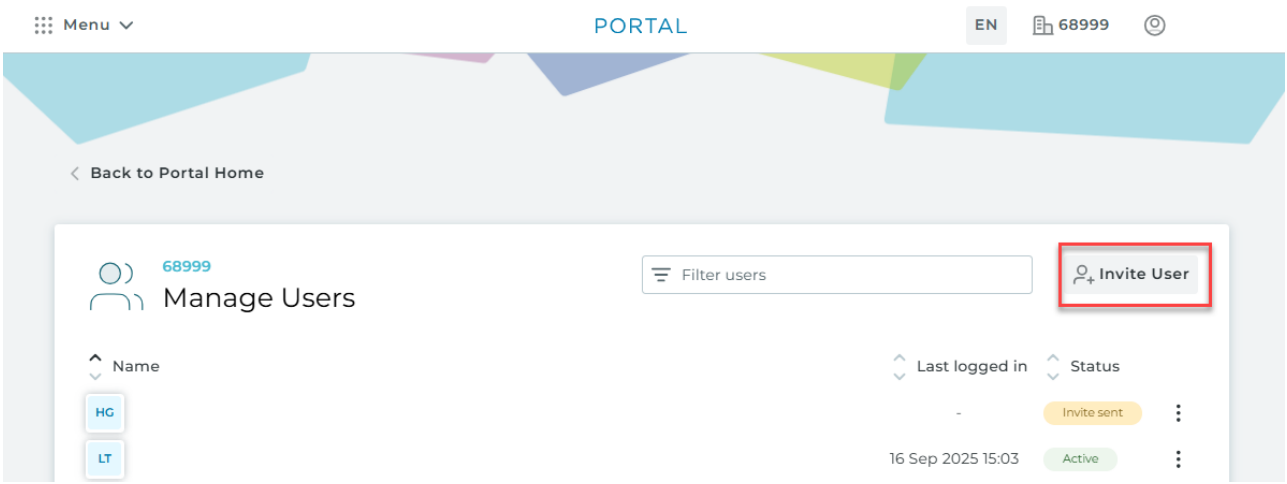
Appendix – Inviting Admin/User accounts.

Once you are logged into Portal. Click on your centre number icon in the top right.

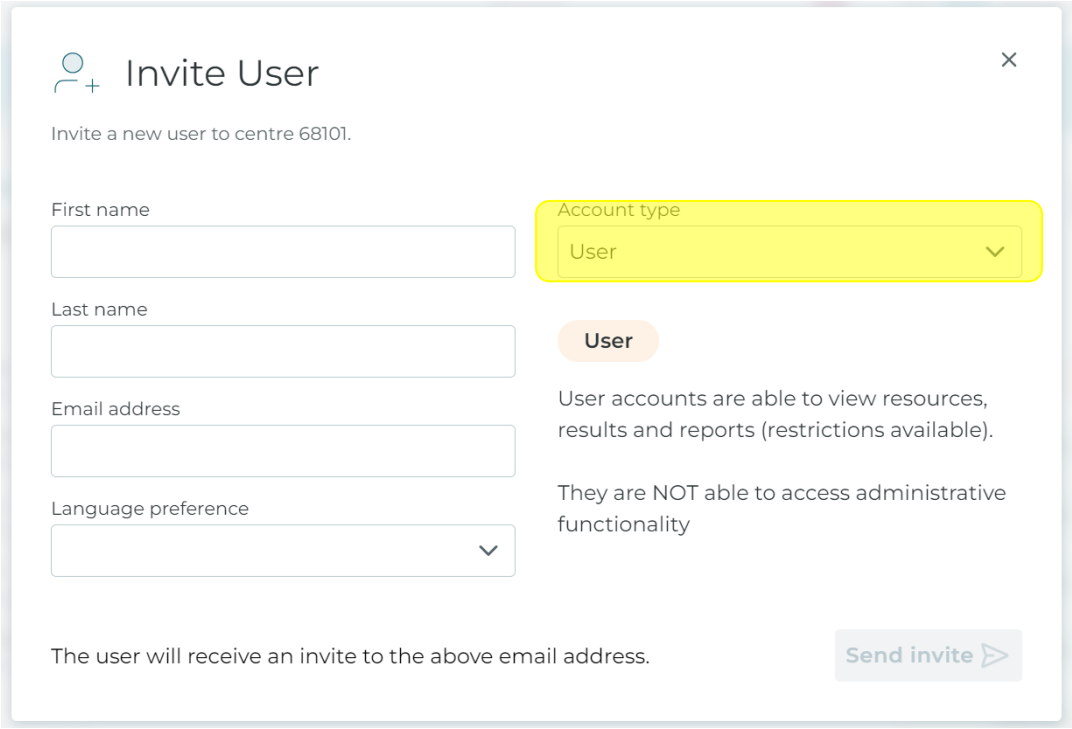
Click 'Centre Users' from the menu that appear. This will bring up a new page as seen in the screenshot below.



Invite a new user by clicking 'Invite User'.



Input the user's details, including their name, language preference, and the email address that you want their invite to be sent to.
Please ensure you select the correct 'Account Type' when inviting a user, as this will define what the user will have access to.

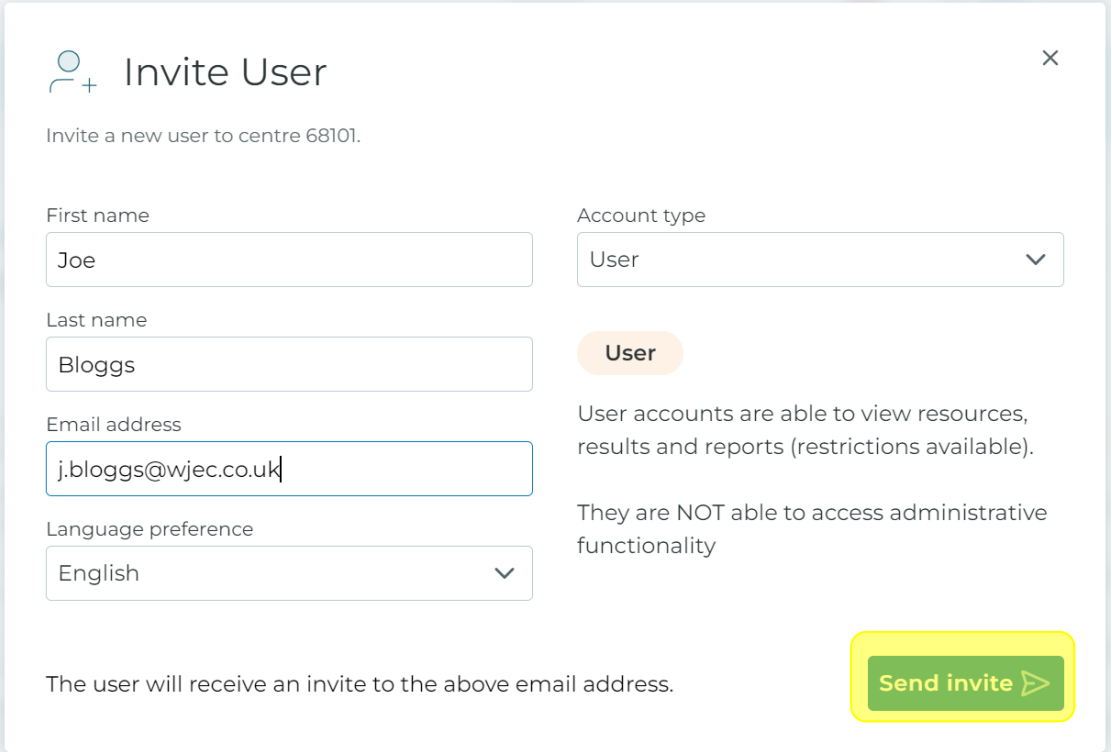


Account type

Admin account *– Admin accounts have the same access as examination officer accounts. It allows you to make entries, see results, invite new users etc. We recommend this type of account for examination office teams.*

User account *– User accounts will be able to view resources, OERs, and does not have the same access as examination officers. We recommend this type of account for teachers. Additional access can be granted to these accounts, see below.*

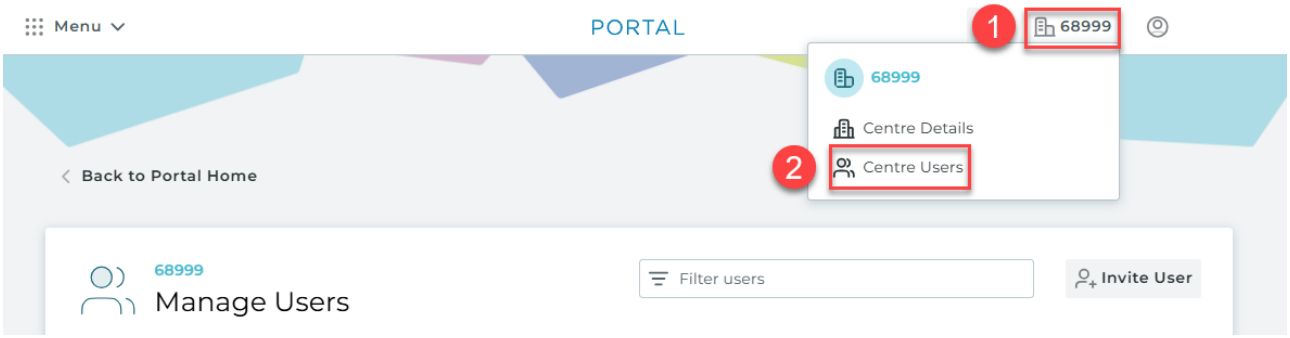
Once you have filled in the details and ensured that the email address is correct. Click on ‘Send Invite’.



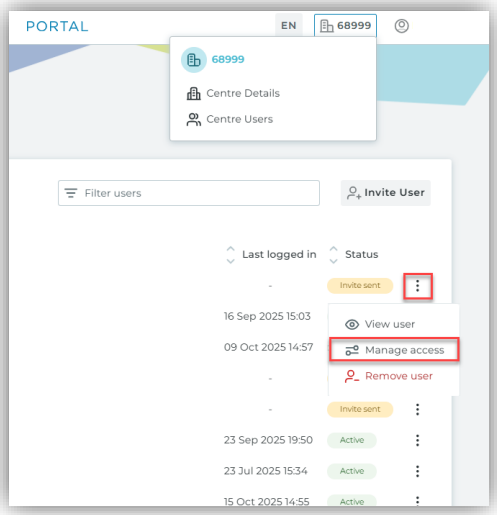
This new user that you have invited will receive an email containing a temporary password, which will allow them to set up their account.

Granting Access to IAMIS

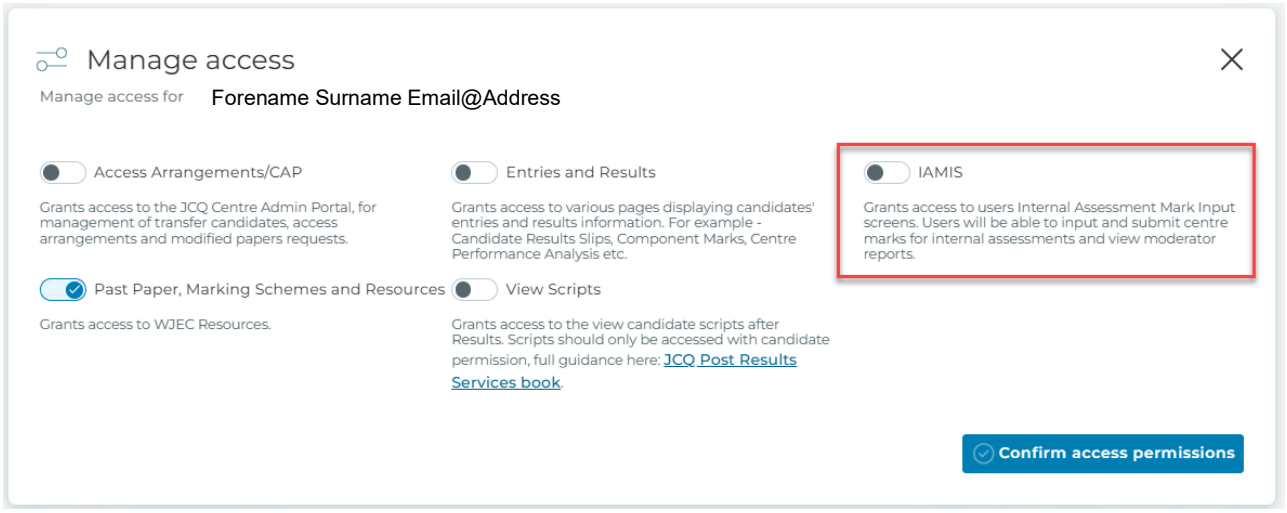
To manage permissions of a User account, click on your centre number icon in the top right and then from the menu that appears, select 'Centre Users'.



This will bring up your Centre Users page. To change permissions for a User account,, simply click on the three dots next to the relevant name/account, then select the 'Manage Access'.

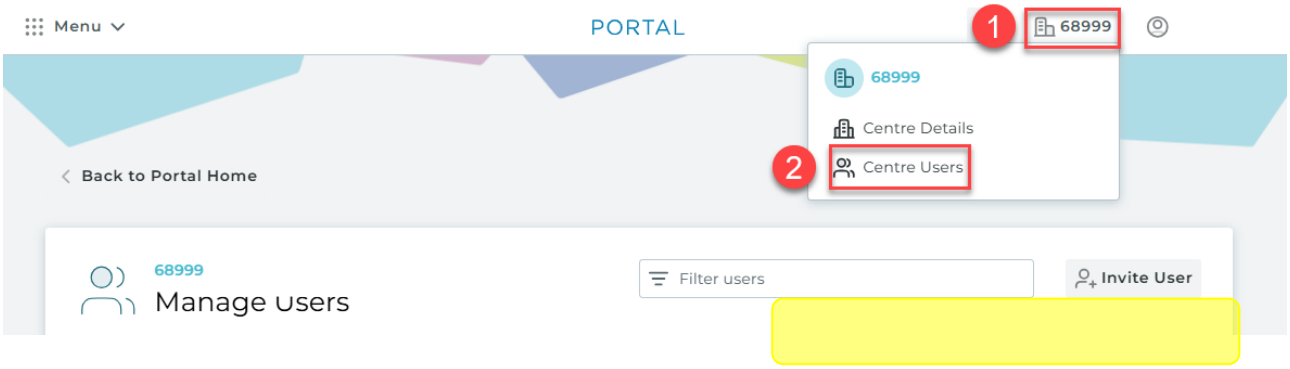


On the resulting Menu, ensure that the button is turned on for 'IAMIS', before clicking 'Confirm access permissions'. This will grant the User access to the Internal Assessment Mark Input System.

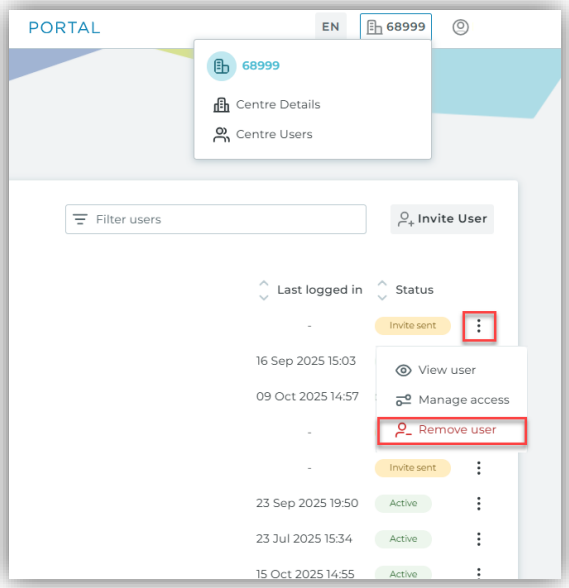


Deleting Accounts

To delete a user from Portal. You need to click on your centre number icon in the top right and then from the menu that appears, select 'Manage Users'.



This will bring up your Manage Users page. To delete a user, simply click on the three dots next to the name/account you'd like to delete. Then select the 'remove User'.



Further guidance can be found on our e-submission upload pages

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