



PATHWAYS
Internal Assessment Mark Input
System
Step-by-step
Guide

Version 3.0

Contents

Logging in to the WJEC Secure Website	2
Entering Candidates' Outcomes.....	5
Submitting Outcomes to WJEC.....	9
Generate Sample	11
View Sample Candidates	13
Adding Additional Candidates to Sample	14
Print Reports	14
IAMIS electronic upload.....	16
Moderator Reports	19
Helpline.....	20
Appendix 1 – Creating/Amending Secondary Accounts.....	21
Appendix 2 – IAMIS upload subjects.....	26
Appendix 3 – IAMIS upload further guidance.....	30

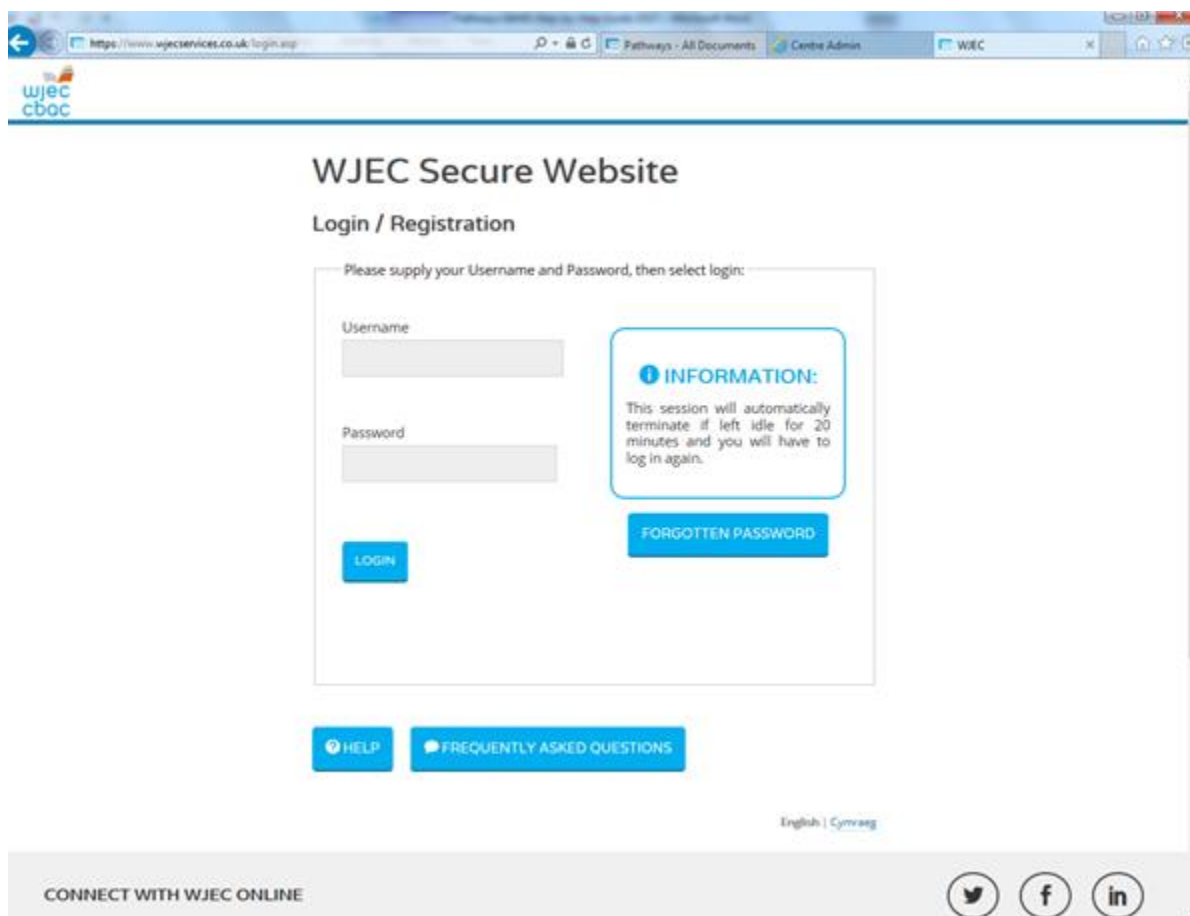
Please note that this document is subject to continual improvements. This document will not be re-issued as a hard copy but the latest version will be available on the Entry Pathways website.

Logging in to the WJEC Secure Website

To access the online Form you will be required to log in to the WJEC Secure Website using the following URL:

<http://www.wjecservices.co.uk>

The following screen will appear:

The screenshot shows a web browser window with the URL 'https://www.wjecservices.co.uk/login.asp'. The page title is 'WJEC Secure Website' and the sub-header is 'Login / Registration'. The main content area contains a login form with fields for 'Username' and 'Password', a 'LOGIN' button, and a 'FORGOTTEN PASSWORD' button. An 'INFORMATION' box states: 'This session will automatically terminate if left idle for 20 minutes and you will have to log in again.' Below the form are links for 'HELP' and 'FREQUENTLY ASKED QUESTIONS'. At the bottom, there is a language selector 'English | Cymraeg', a footer 'CONNECT WITH WJEC ONLINE', and social media icons for Twitter, Facebook, and LinkedIn.

You must receive your user name and password to enable you to log in to the online marking system from the Examinations Officer at your centre.

Please enter your user name and password and click on the 'Login' button.

After a successful login the following screen will appear:

Centre Admin | WJEC Secure Website | <https://www.wjecservices.co.uk/welcome.asp>

Centre Admin | Find Centre | WJEC Home | Cognito | Helpdesk | dotCMS : Enterprise | MIMS | Home | Coursework - Progress | DEV | Appointees | IAMIS Team Structure

WJEC cbac

HOME | ENTRIES | **INTERNAL ASSESSMENT** | SPECIAL REQUIREMENTS | RESULTS | RESOURCES | WELSH BAC

INTERNAL ASSESSMENT MARKS/OUTCOMES | 30 | [Cymraeg](#) | [Account Admin](#) | [Terms & Conditions](#) | [Sign out](#)

WJEC Secure Admin Site

Welcome to the newly reskinned WJEC secure administrative website where you will find all the information you will need to perform your various tasks. Please select from the navigation menu above to begin.

If you have any problems finding what you need please refer to our quick guide [CLICK HERE](#)

Latest News - January 2017 Examination Results 28th February 2017

This is a private system for use by authorised persons only. Unauthorised access is a criminal offence under the Computer Misuse Act 1990. All offenders are liable to prosecution. All access to this system is logged

LEGACY RESIT OPPORTUNITIES

WJEC is pleased to advise you that we have decided to offer examination resit opportunities for all of our GCSE legacy qualifications, subject to demand. Our April circular and the information below provides further details.

- [GCSE Legacy Qualifications resit opportunities 2017 - 2020](#)
- [GCSE Legacy Qualifications - Examination resit opportunities 2016/2020](#)

Results issued to candidates 02.03.17:

The provisional results awarded to candidates from your centre can be viewed and printed as follows:

CANDIDATE RESULT SLIPS

Select RESULTS. Select VIEW/PRINT CANDIDATE RESULTS (SLIPS) Please note: this option allows centres to produce an individual result slip for each candidate

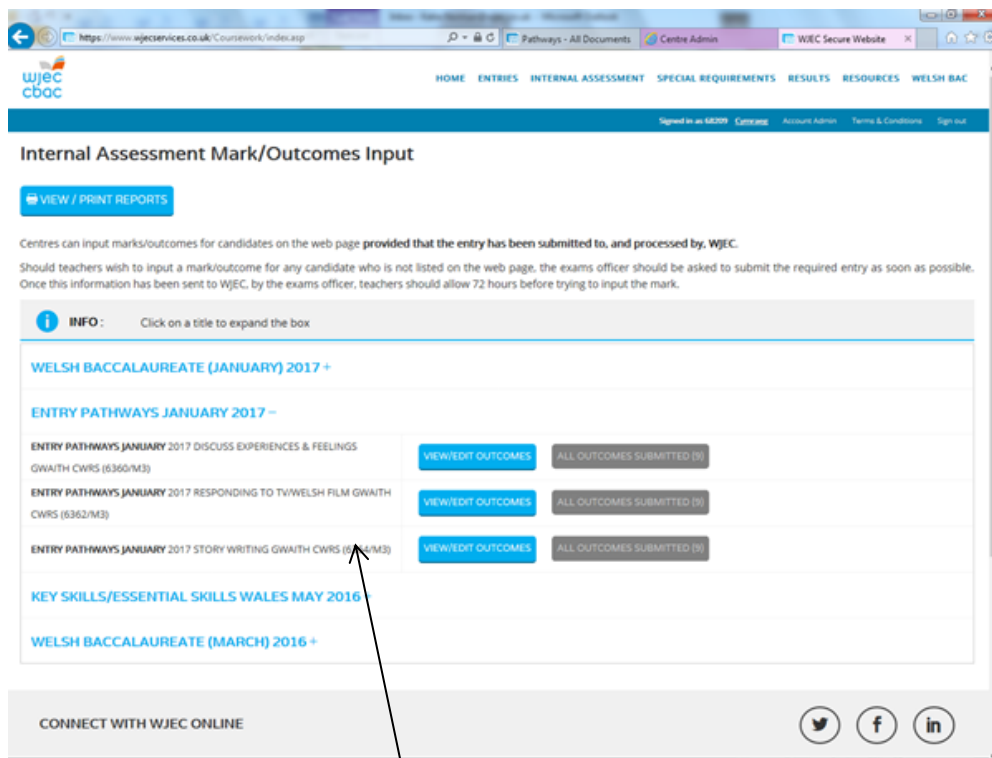
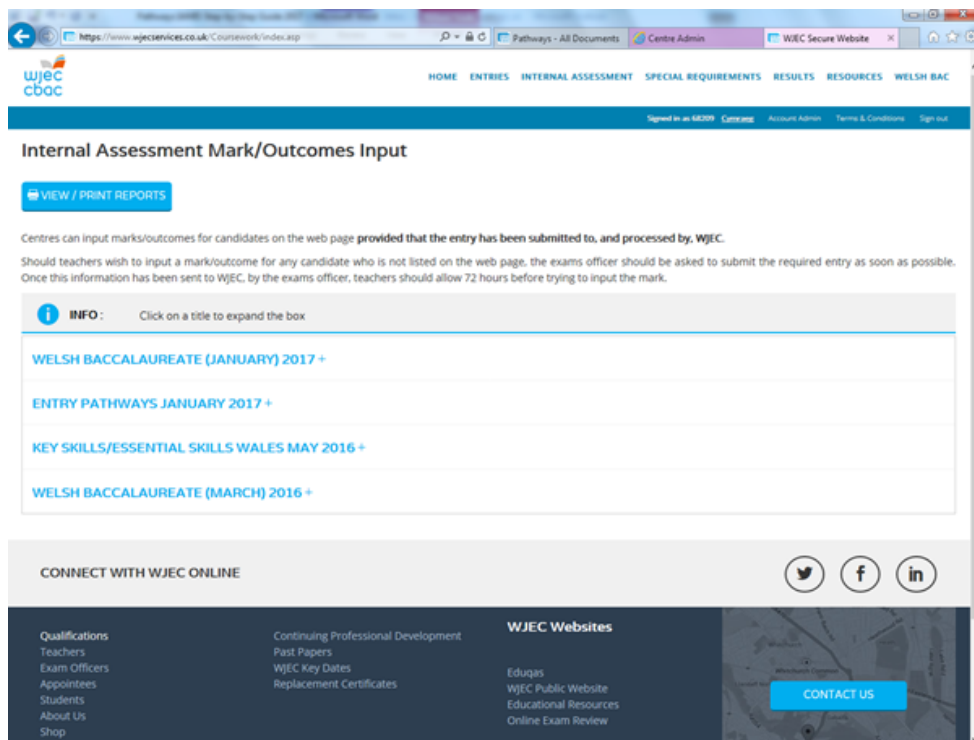
COMPONENT MARKS

Two views are available

1. To view UMS component information, select RESULTS, select VIEW/PRINT SUMMARY OF SUBJECT RESULTS, select relevant examination series, click OVERVIEW OF SUBJECTS. Select

Select “Internal Assessment” from the menu on the top the screen. If this button is not visible, the Examinations Officer can access “Account Admin” and add this facility to your account. See the Appendix – creating/amending secondary accounts.

Internal Assessment Mark Input System



A list of subjects/units where outcomes need to be input using the online system will be shown on this screen.

This screen will also show the number of candidates whose outcomes have not been input.

Entering Candidates' Outcomes

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

Internal Assessment Mark/Outcomes Input

INFO: Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button.

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

INFO: Click on a title to expand the box

LEVEL 3 QUALIFICATIONS JUNE 2017 -

LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9611/L3)
Deadline for submission of samples and cover sheets to moderator: 15/05/2017
ENTER OUTCOMES (0 DONE, 144 LEFT) **NO OUTCOMES TO SUBMIT (0 SUBMITTED)**

LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL POLICY & PRACTICE CONTROL ASSESSMENT (9613/L3)
Deadline for submission of samples and cover sheets to moderator: 15/05/2017
ENTER OUTCOMES (144 DONE, 0 LEFT) **SUBMIT OUTCOMES AND GENERATE SAMPLES (144)**

LEVEL 3 QUALIFICATIONS JUNE 2017 CHANGING AWARENESS OF CRIME CONTROL ASSESSMENT (9614/L3)
Deadline for submission of samples and cover sheets to moderator: 15/05/2017
ENTER OUTCOMES (43 DONE, 101 LEFT) **NO OUTCOMES TO SUBMIT (0 SUBMITTED) 101 OUTCOMES MISSING**

LEVEL 3 QUALIFICATIONS JUNE 2017 CRIME SCENE TO COURTROOM CONTROL ASSESSMENT (9615/L3)
Deadline for submission of samples and cover sheets to moderator: 15/05/2017
ENTER OUTCOMES (144 DONE, 0 LEFT) **SUBMIT OUTCOMES AND GENERATE SAMPLES (144)**

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

VIEW MODERATOR DETAILS

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Options

Candidate search: Rows: 20 Sort by: Grade Show: All

SEARCH

INTERNAL ASSESSMENT MANUAL **STEP-BY-STEP GUIDE** **PRINT**

Candidate No	Name	Grade	Sample
3007	PIPE, DWAYNE	Pass	<input checked="" type="checkbox"/>
3008	KING, JOE	Pass	<input type="checkbox"/>
3027	GREEN, THERESA	Pass	<input type="checkbox"/>
3044	CASE, JUSTIN	Pass	<input type="checkbox"/>
3073	BATH, ANITA	Pass	<input type="checkbox"/>
3094	OKI, KERRY	Pass	<input checked="" type="checkbox"/>
3144	LOTT, MONA	Pass	<input type="checkbox"/>

WJEC Secure Website

https://www.wjecservices.co.uk/Coursework/updateCand_S3.asp?show=all&sort=20&display=23&t=7&s=9791&p=01

HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES JCQ CENTRE ADMIN PORTAL

Signed in as [User] | Account Admin | Terms & Conditions | Sign out

VOCATIONAL LEVEL 1/2 JUNE 2023 ENGINEERING DESIGN CONTROL ASSESSMENT (9791/01) MARKSHEET

[VIEW MODERATOR DETAILS](#)

INFO: We are aware of issues impacting some file uploads on this page. If you are having issues uploading a particular file, then please try placing the file within a Compressed (Zipped) Folder and then upload this zip file.

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

[WJEC INTERNAL ASSESSMENT MANUAL](#) [EDUQAS INTERNAL ASSESSMENT MANUAL](#) [STEP-BY-STEP GUIDE](#) [PRINT](#)

Options

Candidate search: Rows: 20 Sort by: Grade Show: All

[SEARCH](#)

Candidate No	Name	Grade	Sample	Upload
		Pass Level 1	<input checked="" type="checkbox"/>	

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

N.B Moderator detail button will show onscreen but is inactive for IAMIS upload subjects.

Read the general step-by-step guide here.

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.

The drop-down menu labelled 'Show' has a choice of 'All' (the default), or 'Marked' or 'Samples'. When 'All' is chosen, all candidates are shown on the screen. When 'Marked' is chosen, only candidates with an outcome input will be shown. When 'Sample' is chosen, only candidates chosen for the sample will be shown.

ENTRY PATHWAYS JANUARY 2017 RESPONDING TO TV/WELSH FILM (6362/M3) MARKSHEET

VIEW MODERATOR DETAILS

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Options

Candidate search:

Rows: All | Sort by: Grade | Show: Samples

SEARCH

INTERNAL ASSESSMENT MANUAL | STEP-BY-STEP GUIDE | PRINT

Candidate No	Name	Grade	Sample
3007	DOWN: NEIL	Pass	<input checked="" type="checkbox"/>
3094	SKIES: SONNY	Pass	<input checked="" type="checkbox"/>
3260	BALL: DENNIS	Pass	<input checked="" type="checkbox"/>

SAVE AND CLOSE

CONNECT WITH WJEC ONLINE

Absent Candidates

In order to indicate that a candidate is absent, tab or click into the grade column on the dropdown menu and select 'absent'. This will be updated when you exit the column. A warning 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.

Late Candidates

Any candidate that does not appear on this screen has not been entered yet. Should teachers wish to input an outcome for any candidate who is not listed on the web page, the Examination Officer should be asked to submit the 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 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 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 outcomes screen change "show" to "all" to highlight the candidates that still needs outcomes inputting.

To return to the first screen showing all subjects/papers. Click on the 'Save and Close' button. This can be done at any time.

The screenshot displays the 'ENTRY PATHWAYS JANUARY 2017 RESPONDING TO TV/WELSH FILM (6362/M3) MARKSHEET' page. It includes a search bar, a table of candidates, and a 'SAVE AND CLOSE' button. A line points from the text 'Save and Close' in the preceding paragraph to the button.

Candidate No	Name	Grade	Sample
3007	DOWN: NEIL	Pass	<input checked="" type="checkbox"/>
3094	SKIES: SONNY	Pass	<input checked="" type="checkbox"/>
3260	BALL: DENNIS	Pass	<input checked="" type="checkbox"/>

Submitting Outcomes to WJEC

Once you have entered and saved the outcomes you will be able to edit any outcomes before submitting to WJEC.

Click 'Enter outcomes 144 done, 0 left' to go back into subject screens and amend any details.

The screenshot displays the 'Internal Assessment Mark/Outcomes Input' page on the WJEC website. The page lists several Level 3 Qualifications for June 2017. For each qualification, there are two buttons: 'ENTER OUTCOMES' and 'SUBMIT OUTCOMES AND GENERATE SAMPLES'. The 'ENTER OUTCOMES' buttons show the number of outcomes entered and the number left to enter. For example, 'LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9611/L3)' shows 'ENTER OUTCOMES (0 DONE, 144 LEFT)'. The 'SUBMIT OUTCOMES AND GENERATE SAMPLES' buttons show the total number of outcomes to be submitted, such as 'SUBMIT OUTCOMES AND GENERATE SAMPLES (144)'. Arrows from the text above point to the 'ENTER OUTCOMES' buttons.

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 outcomes and generate samples' to generate a sample.

The following screen will appear before you finally submit your outcomes.

The screenshot shows the WJEC CBAC Coursework Index page. The browser address bar displays <https://web-dev.wjecservices.co.uk/Coursework/index.asp>. The page header includes the WJEC CBAC logo and navigation links: HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. A user is logged in as '43434'.

INFO: Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button.

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.** Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

INFO: Click on a title to expand the box

LEVEL 3 QUALIFICATIONS JUNE 2017 –

Qualification	Assessment	Deadline for submission of samples and cover sheets to moderator	Outcomes	Action
LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9611/L3)	Deadline for submission of samples and cover sheets to moderator: 15/05/2017	NO OUTCOMES TO SUBMIT (0 SUBMITTED)	ENTER OUTCOMES (43 DONE, 101 LEFT)	SUBMIT OUTCOMES AND GENERATE SAMPLES (144)
LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL POLICY & PRACTICE CONTROL ASSESSMENT (9613/L3)	Deadline for submission of samples and cover sheets to moderator: 15/05/2017	NO OUTCOMES TO SUBMIT (0 SUBMITTED) 101 OUTCOMES MISSING	ENTER OUTCOMES (144 DONE, 0 LEFT)	
LEVEL 3 QUALIFICATIONS JUNE 2017 CHANGING AWARENESS OF CRIME CONTROL ASSESSMENT (9614/L3)	Deadline for submission of samples and cover sheets to moderator: 15/05/2017	ENTER OUTCOMES (43 DONE, 101 LEFT)	ENTER OUTCOMES (144 DONE, 0 LEFT)	SUBMIT OUTCOMES AND GENERATE SAMPLES (144)
LEVEL 3 QUALIFICATIONS JUNE 2017 CRIME SCENE TO COURTROOM CONTROL ASSESSMENT (9615/L3)	Deadline for submission of samples and cover sheets to moderator: 15/05/2017	ENTER OUTCOMES (144 DONE, 0 LEFT)	ENTER OUTCOMES (144 DONE, 0 LEFT)	SUBMIT OUTCOMES AND GENERATE SAMPLES (144)

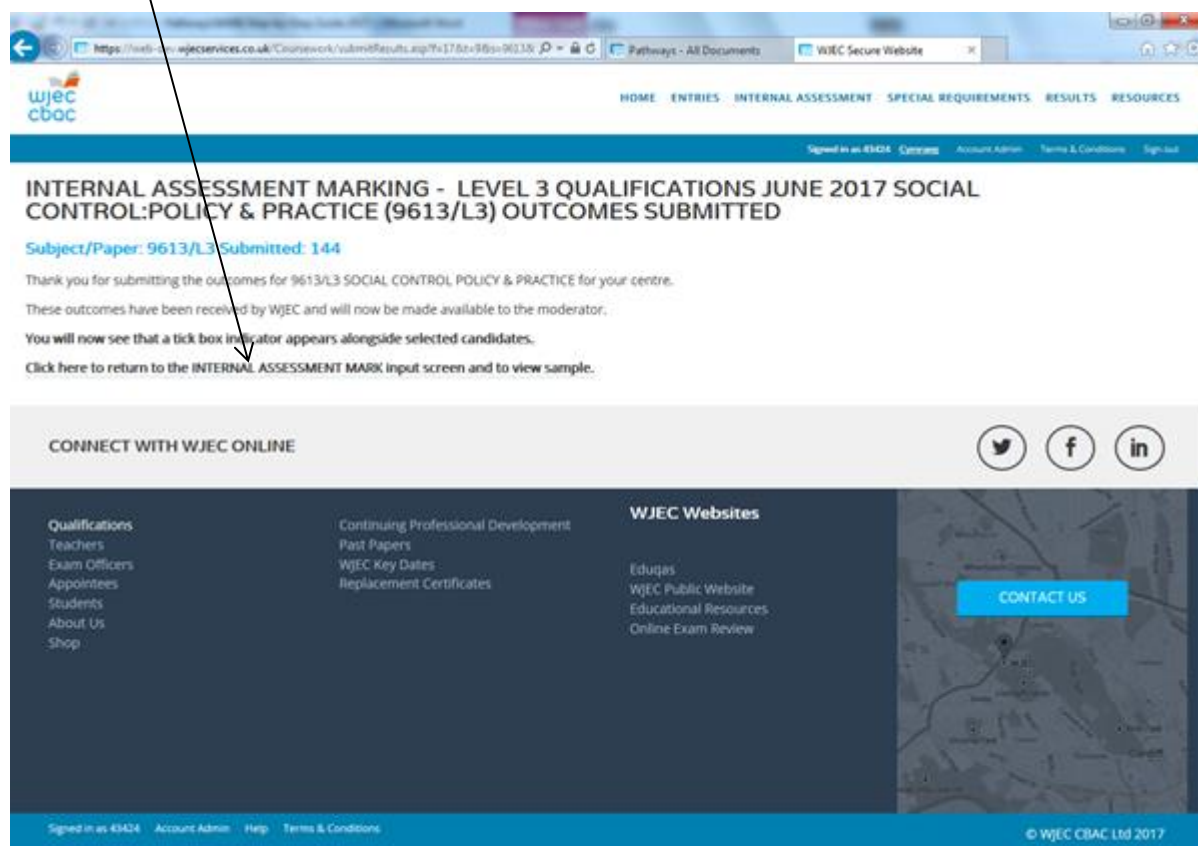
GCE JUNE 2017 +

INFO: Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button above as detailed within the

A confirmation dialog box titled "Message from webpage" is overlaid on the page, asking: "Are you sure you want to submit outcomes?" with "OK" and "Cancel" buttons.

Generate samples

Once all outcomes have been inserted and submitted you can click the following link to go back and view your sample.

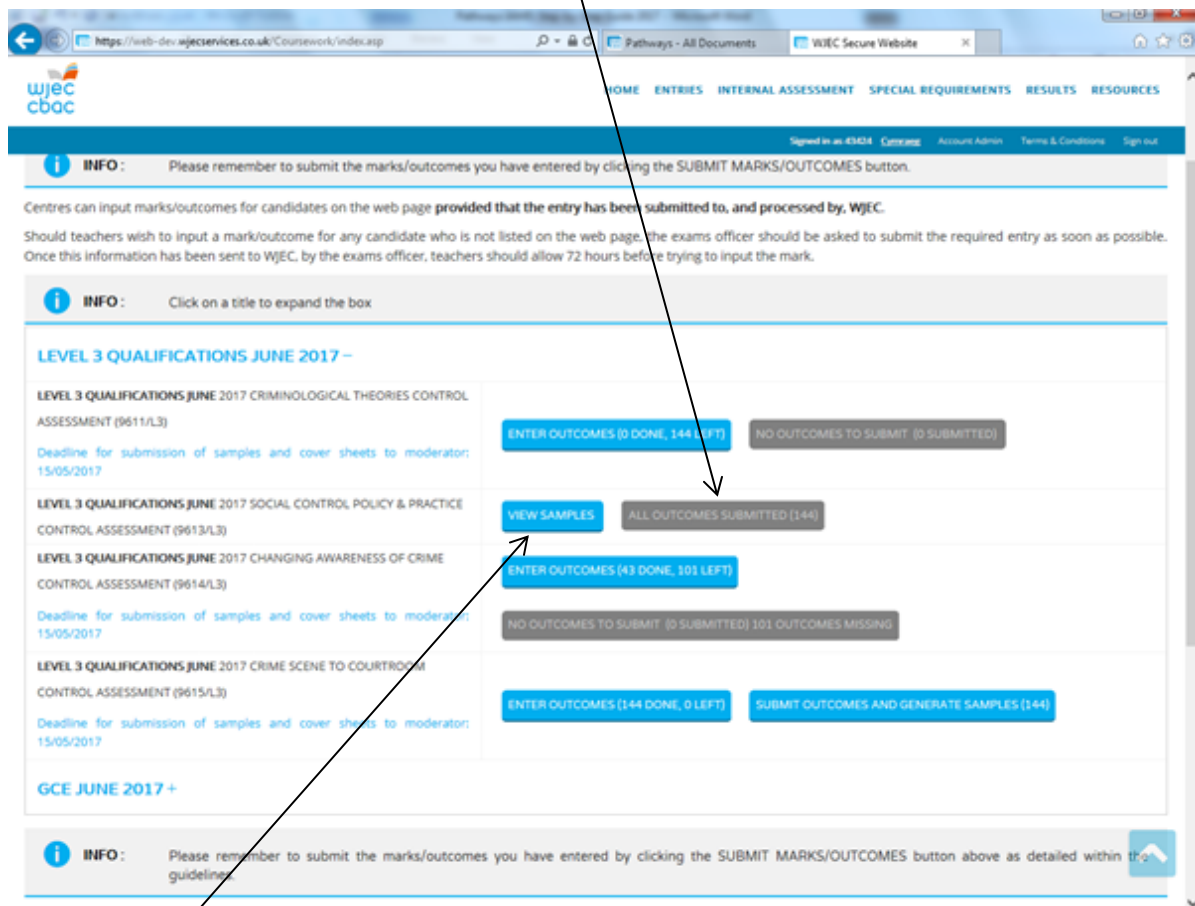


Once outcomes have been submitted to WJEC the outcomes awarded to candidates cannot be altered online, but a request to amend an outcome may be sent by email to pathways@wjec.co.uk.

The "print" button can be used at any time, however, to view/print the outcomes submitted.

Clicking the "submit outcomes and generate sample" button will do two things. Firstly, the outcomes will be submitted to the WJEC. Secondly the system will calculate the sample.

Once submitted, 'All outcomes submitted' will appear.



The 'view samples' facility will instantly become active.

Click 'view samples' to see which candidates have been requested.

View the sample candidates

The sample candidates are indicated on the right hand side of the screen.

WJEC CBAC

HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES

LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL POLICY & PRACTICE (9613/L3) MARKSHEET

VIEW MODERATOR DETAILS

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Options

Candidate search:

Row: Sort by: Show:

SEARCH

INTERNAL ASSESSMENT MANUAL STEP-BY-STEP GUIDE PRINT

Candidate No	Name	Grade	Sample
7012	MONEY: XAVIER	Pass	<input checked="" type="checkbox"/>
7283	DRAWERS: CHESTER	Pass	<input checked="" type="checkbox"/>
7306	PRICE: LOIS	Pass	<input checked="" type="checkbox"/>
7395	PURB: SUE	Pass	<input checked="" type="checkbox"/>
7482	DROID: ANNE	Pass	<input checked="" type="checkbox"/>
7003	FOOTFORWARD: BESS	Distinction	<input checked="" type="checkbox"/>

If the sample contains a candidate whose work is incomplete or lost then the 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. You cannot remove candidates chosen by the system.

Candidate No	Name	Grade	Sample
7012	[REDACTED]	Pass	<input checked="" type="checkbox"/>
7025	[REDACTED]	Pass	<input type="checkbox"/>
7028	[REDACTED]	Pass	<input type="checkbox"/>
7029	[REDACTED]	Pass	<input type="checkbox"/>
7036	[REDACTED]	Pass	<input type="checkbox"/>
7078	[REDACTED]	Pass	<input type="checkbox"/>
7081	[REDACTED]	Pass	<input type="checkbox"/>
7082	[REDACTED]	Pass	<input type="checkbox"/>

Print Reports

The 'VIEW/PRINT>' 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.

Internal Assessment Mark/Outcomes Input

[VIEW / PRINT REPORTS](#) [INTERNAL ASSESSMENT MANUAL](#) [STEP-BY-STEP GUIDE](#)

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

INFO: Click on a title to expand the box

LEVEL 3 QUALIFICATIONS JUNE 2017

LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9611/L3)

Deadline for submission of samples and cover sheets to moderator: 15/09/2017

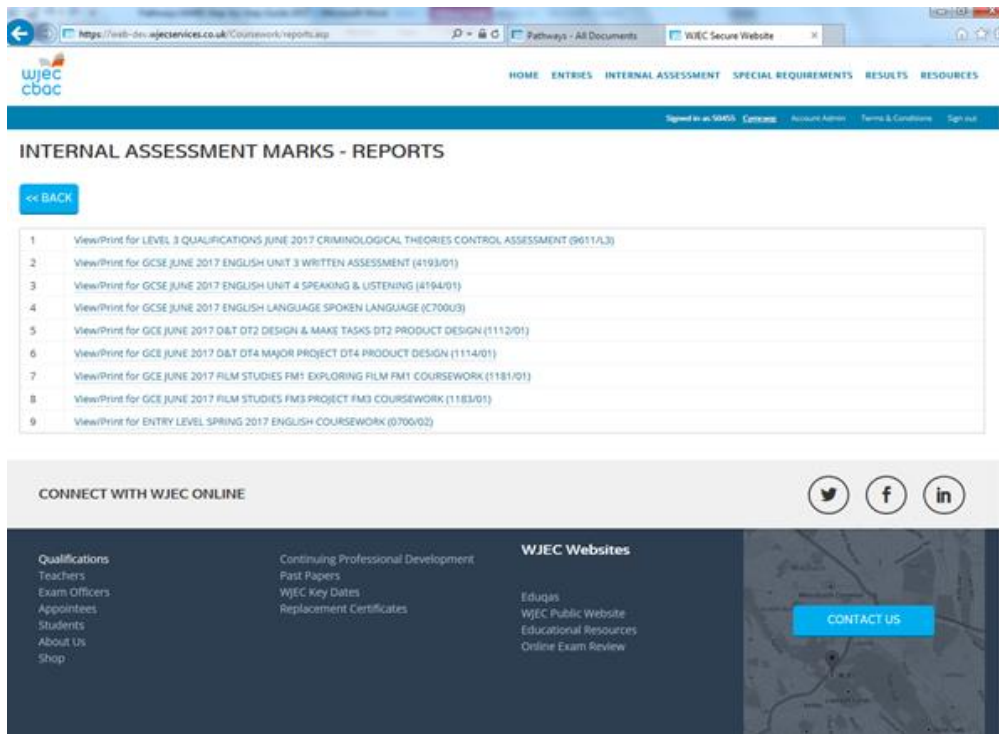
[ENTER OUTCOMES \(0 DONE, 19 LEFT\)](#) [NO OUTCOMES TO SUBMIT \(0 SUBMITTED\)](#)

GCSE JUNE 2017

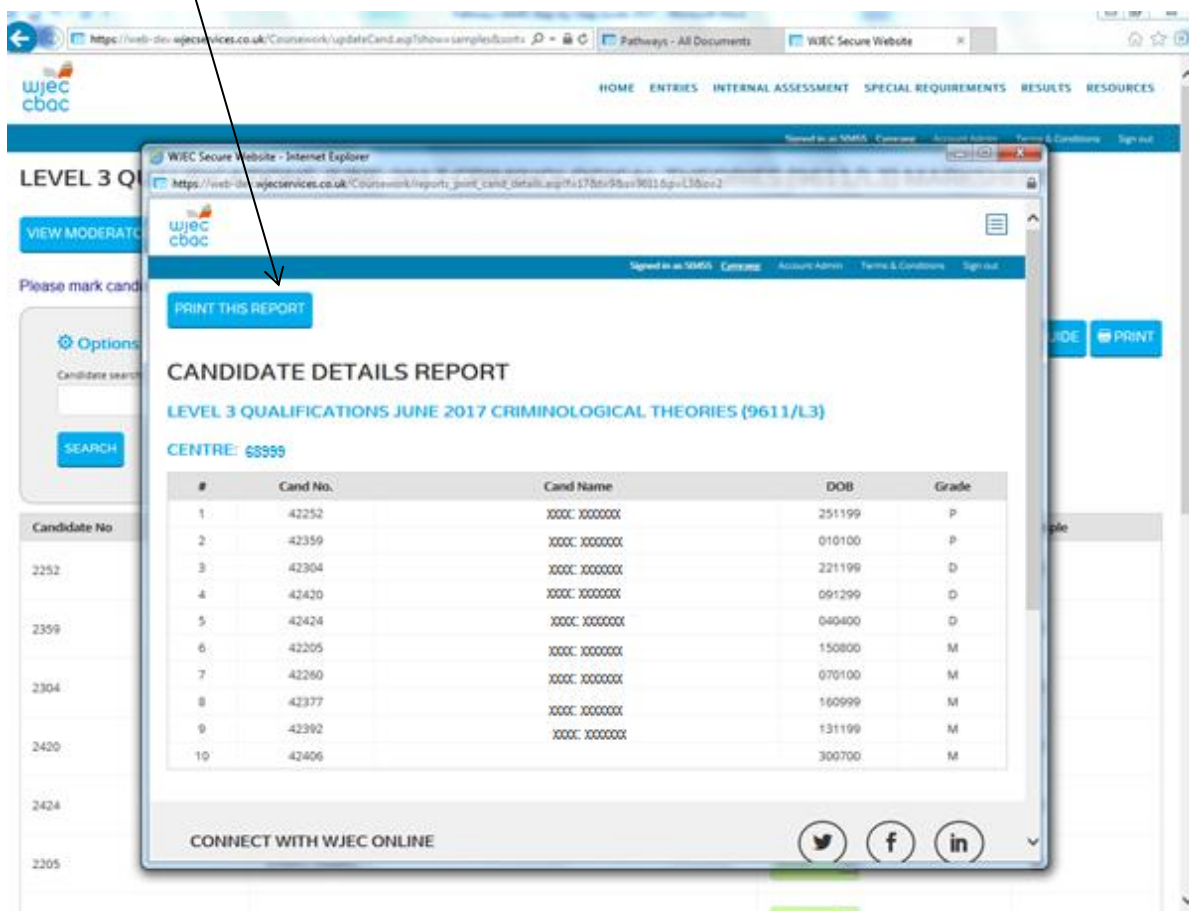
GCE JUNE 2017

ENTRY LEVEL SPRING 2017

CONNECT WITH WJEC ONLINE



The 'PRINT' 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.

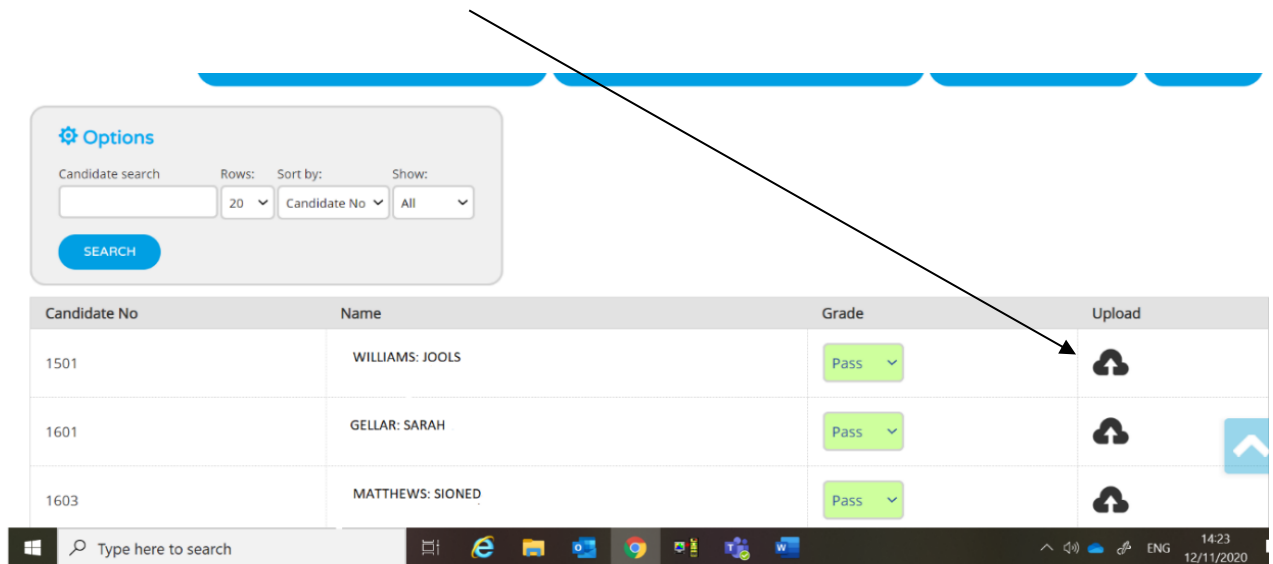


IAMIS UPLOAD

Centres are required to upload unit samples electronically via IAMIS.

Input pages will appear in the usual way as outlined in pages 2-17.

The input screen showing lists of candidates per subject/paper will differ slightly as the 'Upload Cloud' icon will appear



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

N.B. Centres are reminded not to upload any files until outcomes are submit and samples generated

Once samples have been generated navigate back to the input page by clicking 'view samples'

WJEC Secure Website

web-dev.wjecservices.co.uk/Coursework/index.asp

WJEC cbac

HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES JCQ CENTRE ADMIN PORTAL

Signed in as 52334 Cymraeg Account Admin Terms & Conditions Sign out

VIEW / PRINT REPORTS STEP-BY-STEP GUIDE

INFO: Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button.

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

INFO: Click on a title to expand the box

ENTRY PATHWAYS JANUARY 2021 –

ENTRY PATHWAYS JANUARY 2021 DEVELOPING COMMUNICATION SKILLS COURSEWORK (6051/E1)	VIEW SAMPLES	ALL OUTCOMES SUBMITTED (6)
ENTRY PATHWAYS JANUARY 2021 DEVELOPING READING SKILLS COURSEWORK (6052/E1)	VIEW SAMPLES	ALL OUTCOMES SUBMITTED (6)

This time click on the 'upload button



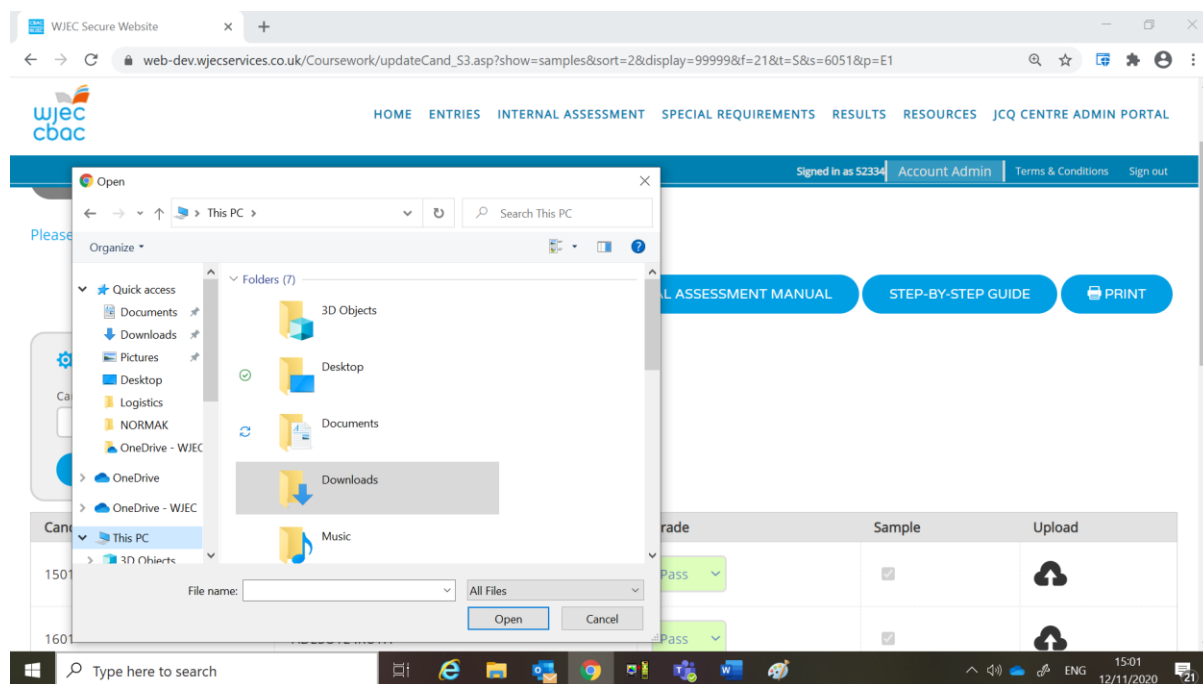
Options

Candidate search: Rows: 20 Sort by: Candidate No Show: All

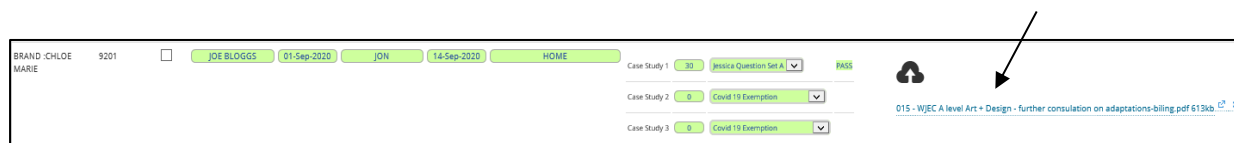
[SEARCH](#)

Candidate No	Name	Grade	Upload
1501	WILLIAMS: JOOLS	Pass	
1601	GELLAR: SARAH	Pass	
1603	MATTHEWS: SIONED	Pass	

A window will appear to enable you to choose a file to upload. Select the file you wish to upload and click 'open'



The files that have been uploaded will be displayed against the candidate underneath the upload button. 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). Centres will need to refer to subject specific guidance on what types of evidence and files are accepted for certain units/subject.

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

Unable to upload file

1. Open the file, Save As, and save as a new file with different name and upload
2. Or place the file in zip folder and upload

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.

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

Moderator Reports

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

For Entry Level, Pathways Modern Languages, Vocational Award L1/2, Level 1 Latin and Applied L3 qualifications these can be accessed by clicking '[View Moderators Report](#)' on the subject/paper screens.

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

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

Helpline

There is a dedicated helpline for queries relating to the use of the online system. The helpline is available from Monday to Friday, 9:00am to 5:00pm.

Contact:

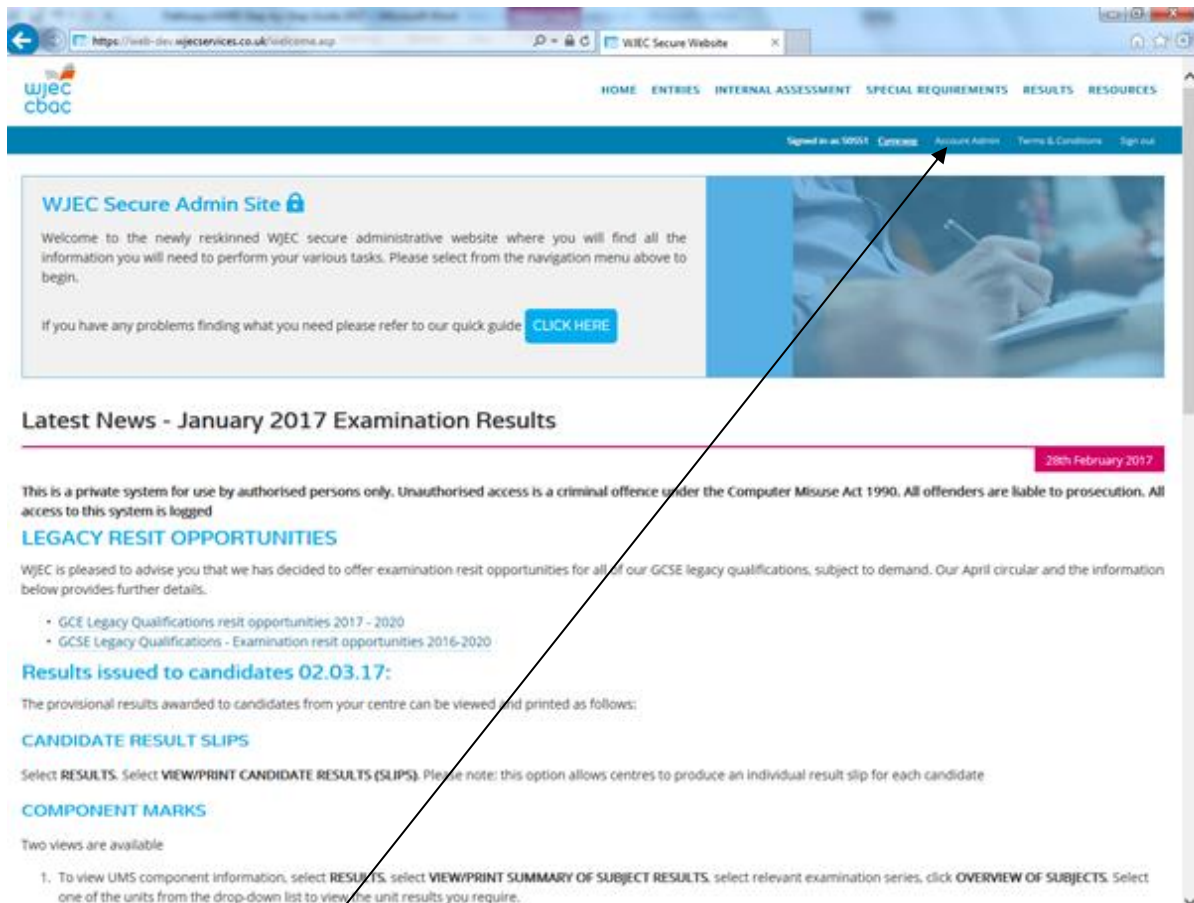
Pathways Qualifications

email: pathways@wjec.co.uk

Telephone: 029 2026 5444

Appendix 1

Creating/amending secondary accounts (Examination Officers only)



Choose Account Admin

The screenshot shows the 'Account Admin' interface of the WJEC Secure Website. At the top, there is a navigation bar with links: HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. Below this, a status bar indicates the user is signed in as '50551' and provides links for 'Cancel', 'Account Admin', 'Terms & Conditions', and 'Sign out'.

The main content area is titled 'Account Admin'. It includes a section 'Account to Edit:' with a dropdown menu and a 'VIEW' button. Below this is the 'Add New User Account' section, which shows 'New Account Name : 50551' and a text input field with '(3 chars max)' below it. A blue 'CREATE NEW ACCOUNT' button is positioned below the input field.

An arrow points from the 'CREATE NEW ACCOUNT' button to an 'INFO' box. The 'INFO' box contains the following text:

INFO:
Secure Website administrators can create additional user accounts.
Once a new account has been created, you will be able to decide which range of website facilities the account holder will be able to access. Some facilities however (e.g. Entry Upload, Post Results Services etc) will not be available as these are restricted to primary account holders only.
Naming convention for the new user accounts dictates that the user name should consist of the 5 digit national centre number, followed by 3 characters - numbers or letters.
Passwords must be at least 8 characters in length, and contain a mixture of numbers and letters.
Secure Website Administrators are responsible for the maintenance and administration of the additional user accounts - any changes to the passwords or contact details of the additional user accounts can only be carried out by the Secure Website Administrator.

At the bottom of the page, there is a footer with the text 'CONNECT WITH WJEC ONLINE' and three social media icons for Twitter, Facebook, and LinkedIn.

Create a new account by adding initials after your centre number. Click create new account.

Or to amend a secondary account:

The screenshot shows the WJEC Secure Website Admin interface. At the top, there's a navigation bar with links: HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. Below this, a status bar indicates the user is signed in as '50551' and provides links for 'Contact', 'Account Admin', 'Terms & Conditions', and 'Sign out'.

Account Admin

Account to Edit:

THE CASTLE SCHOOL (50551) - Administrator

THE CASTLE SCHOOL (50551ADE) - User

THE CASTLE SCHOOL (50551AGR) - User

THE CASTLE SCHOOL (50551CCO) - User

THE CASTLE SCHOOL (50551CG) - User

THE CASTLE SCHOOL (50551CWD) - User

THE CASTLE SCHOOL (50551DCQ) - User

THE CASTLE SCHOOL (50551GAT) - User

THE CASTLE SCHOOL (50551JBR) - User

THE CASTLE SCHOOL (50551JPA) - User

THE CASTLE SCHOOL (50551KE) - User

THE CASTLE SCHOOL (50551KSA) - User

THE CASTLE SCHOOL (50551KST) - User

THE CASTLE SCHOOL (50551KW) - User

THE CASTLE SCHOOL (50551DA) - User

THE CASTLE SCHOOL (50551FE) - User

THE CASTLE SCHOOL (50551RL) - User

THE CASTLE SCHOOL (50551RHH) - User

THE CASTLE SCHOOL (50551SIO) - User

THE CASTLE SCHOOL (50551SP) - User

THE CASTLE SCHOOL (50551VMA) - User

you will be able to decide which range of website facilities the account holder will be able to access. Some facilities however (e.g. Entry Upload, Post Results Services etc) will not be available as these are restricted to primary account holders only.

Naming convention for the new user accounts dictates that the user name should consist of the 5 digit national centre number, followed by 3 characters - numbers or letters.

Passwords must be at least 8 characters in length, and contain a mixture of numbers and letters.

Secure Website Administrators are responsible for the maintenance and administration of the additional user accounts - any changes to the passwords or contact details of the additional user accounts can only be carried out by the Secure Website Administrator.

CONNECT WITH WJEC ONLINE

Twitter Facebook LinkedIn

Select the Secondary account that needs permission, and click view.

WJEC
cboc

HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES

Signed in as 50551 Cancel Account Admin Terms & Conditions Sign out

Account Admin

Account to Edit:

WJEC (50551CCO) - User

VIEW

Account Details: (50551CCO) - User

INFO: The account details will not be amended unless you "Save Changes"

Current Account Details

Current Administrator Password:

New User Password:

Confirmation:

Preferred Language:

☒ English
☐ Welsh

User Contact Details

Contact Name:

Job Title:

Enter your usual primary account password. Create a new password for the new secondary account and confirm it.

To amend secondary accounts you only need to enter your primary account password. There is no need to amend the secondary account holders passwords.

The screenshot shows the WJEC CBAC admin interface. The top navigation bar includes links for HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. The user is logged in as '10955'. The main content area contains several settings, each with a dropdown menu and a checkbox for 'All papers':

- FAQ: Yes
- Resources PDF download: Yes
- Past Papers / Marking Schemes: Yes
- Circulars: Yes
- Item Level Data: Yes
- Access Arrangements Online / Modified Papers: No
- GCE English Nominated Texts: Yes
- GCSE Science Assessment: Yes
- Coursework Marks (GCE): No
- Coursework Marks (GCSE): No
- Coursework Marks (FUNCTIONAL SKILLS): No
- Coursework Marks (ENTRY PATHWAYS): No (indicated by an arrow)
- Coursework Marks (WELSH BAC): Yes

At the bottom, there are two large grey buttons with dropdown arrows.

Change the access permission to yes for Coursework Marks (Entry Pathways).

THEN YOU MUST SAVE CHANGES

Has it worked? This button will now appear when the teacher logs in using their own username and password.

Appendix 2

What subjects require E-submission via IAMIS?

Pathways

Suite	Qualification	Unit/Subject Code	Unit Name
Entry Pathways	Additional English	6007 6300 - 6355	All units
	Creative, Media and Performance Arts	6006 6110 – 6343	All units
	Healthy Living and Fitness	6011 6103 - 6172	All units
	Humanities	6005 6102 - 6294	All units
	ICT Users	6010 6380 - 6407	All units
	Independent Living	6002 6100 – 6202	All units
	Mathematics	6009 6370 - 6377	All units
	Personal and Social Development	6001 6100 – 6118	All units
	Personal Progress	6000 6051 - 6080	All units
	Preparing for Work	6003 6109 – 6223	All units
	Science Today	6004 6110 - 6212	All units
	Welsh Second Language	6012 6365 - 6369	All units
Modern Language	French	6600 - 6609	All units
	German	6610 - 6619	All units
	Spanish	6620 - 6629	All units
	Italian	6630 - 6639	All units
	Mandarin	6640 - 6649	All units
	Japanese	6650 - 6659	All units
Work Welsh	Work Welsh	P90CCA P91CCA P911CA P951CA P922CA P952CA P933CA P953CA	All units

Other General Qualifications

Suite	Qualification	Unit/Subject Code	Unit Name
Entry Level	Mathematics (Numeracy)	6300QC/CCL-2	Component 2
	Mathematics (Numeracy)	6300QC/CCL-3	Component 3
	Science	6430QC/CCL-2	Component 2
	Science	6430QC/CCL-3	Component 3
Level 1 Certificate	Latin	951301/51	Roman Civilisation Study

Vocational/Technical Awards (Level 1/2)

Suite	Qualification	Unit/Subject Code	Unit Name
Vocational Awards	Constructing the Built Environment - legacy (Wales only)	951201/W1	Unit 2
		951301/W1	Unit 3
	Creative and Media	985201/W1 – 977301/W1	Unit 2 Unit 3
	Event Operations	5599U2/N2 5599U3/N3	Unit 2 Unit 3
	Tourism	980101/W1 980301/W1	Unit 1 Unit 3

Vocational Technical Awards	Constructing the Built Environment – reformed (England only)	E819U2 E819U3	Unit 2 Unit 3
	Engineering	5799U1/N1 5799U2/N2	Unit 1 Unit 2
	Health and Social Care (England only)	E309U2	Unit 2
	Hospitality and Catering	5409U2/N2	Unit 2
	ICT	5539U2/N2	Unit 2
	Retail Business	5789U2/N2	Unit 2

Applied Certificates and Diplomas (Level 3)

Suite	Qualification	Unit/Subject Code	Unit Name
Applied	Business (legacy)	4513U2/N2 4513U5/N5	Unit 2 Unit 5
	Criminology	4543U1/N1 4543U3/N3	Unit 1 Unit 3
	Food Science and Nutrition	4563UA/NA 4563U3/N3 4563U4/N4	Unit 1 Unit 3 Unit 4
	Health and Social Care (England only)	4573U2 4573U3 4573U4	Unit 2 Unit 3 Unit 4
	Medical Science	4463U2/N2 4463U3/N3 4463U4/N4	Unit 2 Unit 3 Unit 4
	Professional Construction Practice	4903U1/N1 4903U4/N4	Unit 1 Unit 4
	Tourism (legacy)	4583U2/N2 4583U4/N4	Unit 2 Unit 4
	Business (New)	4783U2/N2	Unit 2
	Tourism (New)	4803U3/N3 4803U4/N4 4803U5/N5 4803U6/N6 4803U7/N7 4803U8/N8	Unit 3 Unit 4 Unit 5 Unit 6 Unit 7 Unit 8

Health and Social Care & Childcare (Level 2/3) HSCCC (Wales only)

Suite	Qualification	Unit/Subject Code	Unit Name
HSCCC	CCPLD: Core (L2)	5952U1/N1	Unit 1
	CCPLD: Practice and Theory (L2)	5962U1/N1 - 5962UQ/NQ	Unit 200 – Unit 315
HSCCC	CCPLD: Practice and Theory (L3)	4963U1/N1 - 5962UM/NM	Unit 208 – Unit 329

Appendix 3

IAMIS Upload further Guidance

Please ensure you read this guidance in full before you attempt electronic upload via IAMIS. In addition, our Pathways team is on hand to provide further support and guidance if you experience technical difficulties – contact details can be found earlier in this document.

Preparing candidate work for IAMIS upload

To ensure candidate work can successfully be uploaded you must ensure that files are prepared in the correct manner prior to uploading.

- Each subject may have subject specific requirements which include: Accepted files types
- The number of files accepted
- Maximum upload sizes

Although IAMIS upload can accept any file type and size, guidance from subject to subject may differ due to the type of evidence and work that is required for moderation. (link to subject specific guide on pg20)

Scanning Evidence

Centres must ensure when scanning evidence all pages of work, candidate authentication sheets and/or cover sheets are scanned in chronological order and are scanned the correct way round.

Naming Files

Centres must ensure files are saved with a naming format that clearly identifies centre number, candidate number/name. Please note do not use any 'special characters' when saving work.

Tips and Tricks for IAMIS upload

Unable to upload file

- Open the file, Save As, and save as a new file with different name and upload
- Or place the file in zip folder and upload

This should rewrite the file attributes to something that is compatible and allow upload.

Images

Rather than uploading individual image files, add images to a Word document and use Word to compress the images.

Video / Audio files

These files may take longer to upload per candidate depending on the file size.

N.B. If video files are being resized and compressed to enable quicker upload please be aware that video evidence is for moderation purposes only therefore, a reduction in quality from the original is accepted.

File Deletion

Centres are able to delete files after upload up to the deadline of submission date for that examination series,

All internal assessment deadlines are listed on the WJEC/EDUQAS general website under Administration, Key Date and Timetables and 'Internal Assessment':
[Key Dates & Timetables \(wjec.co.uk\)](http://wjec.co.uk)

Once the deadline date for submission of outcomes and samples has passed you will no longer be able to delete files that have been uploaded incorrectly.

What to do when files have been uploaded incorrectly

If you have a whole cohort of files that have been uploaded incorrectly (i.e. files that have been uploaded against the wrong subject or unit for all candidates) please email the Pathways department (pathways@wjec.co.uk) to request a file deletion.

The request must clearly indentify:

- Centre number
- Unit/qualification code/number
- List all files names where deletion is required

If you have a small number of files that have been incorrectly uploaded these cannot be deleted. You must instead continue to the IAMIS screen and upload an additional file to that candidate and clearly name the file as (NEW/CORRECT VERSION).

Upload of work on request of additonal/second sample

If a moderator makes contact with your centre to request a further sample to be uploaded you must log back in to the IAMIS screens to action the request.

The moderator should have clearly identified the second sample on their IAMIS screens, therefore, when you navigate back to the unit screen you should see the further candidates identified under the 'samples' column with a tickbox.

If a moderator has not yet identified the second sample on the IAMIS screen, the input screen will automatically navigate to the 'samples' view only. Therefore, you must use the 'options' menu at the top left of the screen and change the view from show 'samples' to show 'all'. This allows you to view the whole cohort submissions. You can then use the tickboxes under the samples column to identify which candidates have been requested by the moderator as the additional sample and use the cloud icon to upload.

Opt-Out from E-Submission via IAMIS upload

Where a centre has technical difficulties and cannot facilitate E-Submission via IAMIS upload they can email the Series Delivery team (pathways@wjec.co.uk) for that particular qualification to request an opt-out.

If further help and guidance can be given to the centre to facilitate the E-Submission then the teams will be on hand to give guidance.

The request for opt-out will be reviewed based on the centre's circumstances and information given for the request and accepted/rejected as necessary.

N.B. Opt-out permission is usually only granted in exceptional circumstances and permission must be sought from the *Series Delivery Team only*.

If the opt-out request is accepted WJEC will inform the centre officially via email and then make further contact to confirm a postal address work can be despatched to at the earliest convenience.

N.B. Opt-Out postal information may take time to confirm due to making alternative arrangements with moderators to the standard procedure.

Further help/guidance

Please email with the detail of your enquiry to Pathways@wjec.co.uk

Should any technical difficulties be identified by a centre the Pathways team will assess the enquiry and escalate to the WJEC IT team as necessary