INTERNAL ASSESSMENT

A Guide for Centres
2026

Advanced Skills Baccalaureate Wales

Applied Certificates and Diplomas

Certificate in Latin

Entry Level

Entry Pathways

Extended Project

Foundation Diploma in Art & Design (FAD)

GCE AS and A Level

GCSE (A* - G)

Health and Social Care, and Childcare (Wales)

Language Pathways

Vocational Awards (Technical Awards)

Vocational Awards

Welsh Baccalaureate

Work Welsh Pathways

This booklet contains information on the moderation of internally assessed work and the submission of marks and outcomes – hereafter referred to as 'marks'. These instructions relate to those subjects in which the work is sent to the moderator or WJEC or uploaded electronically via IAMIS.

Further instructions for subjects where the work is assessed by a visiting moderator can be found on the individual subject pages on our website.

Separate instructions are available for Essential Skills Wales .

Selected qualifications are designated by Qualification Wales following Ofqual approval. Please see the Eduqas 'Internal Assessment – A Guide For Centres' document.

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Please note that internal assessment marks for the qualifications above are collected via our online internal assessment mark input system (IAMIS) on the Portal

Introduction

The purpose of this guide is to provide advice and guidance on internal assessments which are marked by centres and externally moderated or monitored by WJEC. The aim is to provide information to support centre staff and ensure the integrity and security of the assessment process. The guide covers:

- key dates
- marking and internal standardisation
- authentication of work
- internal appeals
- submission of marks and identification of samples
- presentation and upload of work for moderation
- moderation, feedback and return of work to centres
- re-sits and the carry forward of marks
- malpractice
- information on individual subjects
- consortium arrangements
- Head of Centre Declaration Forms.

The manual **must** be read in conjunction with the relevant documents:

- wjec-instructions-for-conducting-controlled-assessments.pdf
- JCQ Instructions for conducting coursework (GCE legacy qualifications, Entry Level and Extended Project)
- JCQ Instructions for conducting non-examination assessments (reformed GCE and GCSE qualifications).
- https://www.wjec.co.uk/media/rpsn4jvv/iamis-step-by-step-2025-2026-e-v1.pdf

Welsh versions are available on the WJEC website.

In addition to the general requirements documented in the instructions above, teachers **must** follow the subject instructions in the relevant specification.

JCQ (General Regulations for Approved Centres) requires all centres to have a written policy for GCE/GCSE non-examination assessments together with a written internal appeals procedure. The JCQ Centre Inspector may check that these documents are available during their visit.

The Head of Centre **must** ensure that all candidates' work is available for despatch/upload for moderation, including additional samples, within the required timescale.

SECTION 1: GENERAL INFORMATION

1.1 KEY DATES

There are a number of internal processes for centres to complete prior to submitting marks to WJEC by the required deadline, including:

- marking and internal standardisation;
- ensuring candidates and teachers have signed the authentication declaration;
- ensuring that there is sufficient time to undertake and complete any internal appeals;
- ensuring that individuals submitting marks have log-in permissions for the WJEC Portal. Please ensure that you set up Users for the new specifications with internal assessment.

Further guidance is available in the JCQ *Notice to Centres*.

The deadlines for work to be received by the moderator or uploaded to IAMIS are:

Qualification	Subject	Deadline
GCSE	*English Language & Literature (Unit 2) **NEW**	17 March
	English Language (Unit 1) Welsh Language (Unit 1)	November Series – 5 November June Series – 24 March
	Drama (Unit 1) * English Literature (Unit 3)*English Language & Literature (unit 3) **NEW** Cymraeg Language & Literature (Units 2 & 3) **NEW** Religious Studies (Unit 2) **NEW**	24 March
	All Remaining subjects	5 May
*Mainstream centres 24th March; PRUs, Special Schools and FE Centres 5th May		
GCE	Geography Unit 5	20 March
	All Remaining Subjects	15 May
Entry Level	All Subjects	5 May
Entry Pathways	All Subjects	January Series – 12 December June Series – 5 May
Language Pathways	All Subjects	January Series – 12 December June Series – 5 May
Work Welsh Pathways		June Series – 5 May
Certificate in Latin		5 May
Vocational Technical Awards and Certificates	All subjects	January Series – 10 December June Series - 5 May

Applied Certificates and Diplomas	All subjects	15 May
Welsh Baccalaureate	National / Foundation	January series – 19 December June series – 5 May
	Advanced Skills Baccalaureate Wales	January Series – 9 January June series – 15 May
Extended Project		15 May

Health and Social Care, and Childcare (Wales) (HSCCC)	Health and Social Care (HSC): Principles and Contexts Level 2	June series – 11 June
	Health and Social Care (HSC): Principles and Contexts Level 2	January series – Units 1, 4 & 5 - 10 December June series – Units 1, 4, 5 & 8 – 15 May Unit 3, 6 and 9 – 5 June

Centres are reminded that the date set internally for completion of work by candidates, though flexible from WJEC's perspective, must precede the published submission date for moderation by a sufficient margin to facilitate authentication, accurate marking, internal standardisation and submission of marks online. There should also be sufficient time for your centre to undertake and complete any internal appeals submitted by cand appeal dates.

We recommend that marks are submitted on IAMIS a minimum of 1 week prior to the date for despatching/uploading the sample.

1.2 MARKING AND INTERNAL STANDARDISATION

Centres must follow the marking scheme provided by WJEC for the components they are marking. They should also use reference and archive materials (such as exemplar material provided by WJEC or, where available, work in the centre from the previous year) to help set the standard of marking within the centre.

Prior to marking, it is useful to undertake a trial marking exercise. Teachers mark the same relatively small sample of work to allow for the comparison of marking standards. The exercise can take place at appropriate stages during the course and has three beneficial effects: it helps to bring about greater consistency in the marking standards; it may identify at an early stage any teachers whose standards are out of line with that of their colleagues; and may alleviate a heavy marking load at the end of the course.

Where the work for a component/unit has been marked by more than one teacher in a centre, standardisation of marking must be carried out according to one of the following procedures:

Either, a sample of work which has been marked by each teacher is re-marked by the teacher who is in charge of internal standardisation,

Or, all the teachers responsible for marking a component/unit exchange some marked work (preferably at a meeting led by the teacher in charge of internal standardisation) and compare their marking standards.

Where standards are found to be inconsistent, the discrepant teacher(s) should reconsider and, if appropriate, make adjustments to the marks of candidates for whom they were responsible. The new marks should be checked by the teacher in charge of internal standardisation.

If centres encounter any difficulties either in the application of mark schemes or in the process of internal standardisation, advice may be sought from the relevant subject team at the WJEC.

1.3 QUALITY OF WRITTEN COMMUNICATION

In most subjects the marking of 'Quality of Written Communication' is incorporated within the overall assessment of components/units.

It is vitally important that instructions are adhered to and mark sheets are completed correctly so that candidates' marks are awarded out of the correct total for all components/units.

1.4 ANNOTATION OF WORK

The following general principles for the annotation of work should be related to any subject-specific requirements.

(a) One of the following three approaches should be adopted:

- (i) summative comments either on the work, usually at the end, or on a 'cover sheet'
- (ii) key pieces of evidence flagged throughout the work by annotation either in the margin or in the text
- (iii) a combination of (i) and (ii).

(b) Indications as to how marks have been awarded should:

- (i) be clear and unambiguous
- (ii) be appropriate to the nature and form of the work
- (iii) facilitate the standardisation of marking within a centre
- (iv) enable the moderator to check easily the application of the assessment criteria to the marking.

(c) Annotation, where deemed appropriate, should:

- (i) indicate where the assessment criteria have been met, e.g. by writing key phrases from the criteria (such as ‘awareness of values’, ‘selects information’, ‘uses a variety of techniques’) at the appropriate point in the work
- (ii) indicate any planning and processing not undertaken individually and provide details of any assistance or prompting given to the candidate.

1.5 AUTHENTICATION

Teachers **must** be sufficiently familiar with the candidate's general standard to judge whether the piece of work submitted is within their capabilities.

Candidates must be made aware that they are responsible for ensuring that the work submitted for assessment is their own. The documents JCQ Instructions for conducting coursework 2025 - 2026 and *JCQ Information for Candidates – Non-Examination Assessment 2025 – 2026, a*vailable on the JCQ website (www.jcq.org.uk), provide instructions and guidance.

Welsh versions are available on the WJEC website.

For all subjects with a written internal assessment component/unit, an authentication statement is included as part of the mark/cover sheet for individual candidates' folders. These are available for downloading from the relevant subject page on the WJEC website - www.wjec.co.uk. On the WJEC home page, under the heading "Qualifications", click on the relevant subject and select the level of examination, then click "Resources" and "Key Documents". In most cases, there is a quick link to the mark sheets on the subject page. Open the document and save/print as required.

All candidates (not merely those included in the moderation sample) must sign the authentication statement. Failure to do this could constitute maladministration/malpractice.

Teachers must sign the declaration of authentication after the work has been completed by the candidate confirming that:

- the work is solely that of the candidate concerned
- the work was completed under the required conditions
- signed candidate declarations are kept on file.

If a teacher is unable to confirm that the work presented by a candidate is their own and has been completed under the required conditions:

- do not accept the candidate's work for assessment
- record a mark of zero for internally assessed work.

Signed candidate declarations **must** be kept on file until the deadline for a review of moderation has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. They may be subject to inspection by a JCQ Centre Inspector.

Electronic signatures are acceptable. Typed names will be taken as being as binding as a hand-written signature.

1.6 INTERNAL APPEALS

Centres must inform candidates of the centre marks for their NEA prior to submission to WJEC and allow them to appeal these marks. Therefore, when planning the timetable for non-examination assessments, sufficient time must be allocated to enable internal appeals relating to the centre's assessment decisions to be completed prior to the submission deadline. Appeals must be conducted by appropriately qualified and competent assessors who have no personal interest in the outcome of the review being carried out. The appeal must not be carried out in isolation. The assessor must consider the centre's marking of that assessment

against the centre's marking of other candidates' assessments in the same series. The appeal assessor should notify the centre if:

- the marking of the assessment under review is inconsistent with the centre's marking of the other assessments
- or, its marking is inconsistent across all the assessments considered.

The centre should correct any errors in its marking prior to submission to WJEC and ensure that internal standardisation takes this into account.

WJEC requires centres to have a written internal appeals procedure and to ensure that details of this procedure are made widely available and accessible to all candidates.

Further information is available in the JCQ *Notice to Centres*.

Centres are reminded that internal appeals are conducted independent of WJEC and that they will not have any impact on WJEC decision-making in terms of sample selection or moderation.

We suggest that candidates are advised that their marks may change as a result of external moderation.

1.7 MODERATION AND FEEDBACK

Centres are required to submit a sample of marked non-examination assessments for moderation by WJEC. In line with other JCQ awarding organisations, from summer 2026, we have increased the initial sample size collected from centres as per the following table.

Number of candidates at centre	Sample to be submitted
Up to 5	All
6-10	All
11-15	All
16-100	15
101-200	20
Over 200	25

There is no change to the moderation process; collecting a slightly larger sample on the NEA submission deadline date means that we are less likely to contact centres later during the moderation period to request additional samples.

Centres cannot choose which candidates to work to submit for moderation. The candidates to be included in the sample are determined by IAMIS; the sample normally consists of the top and bottom candidates in the rank order plus a range of candidates in between.

The moderator will re-assess a sub-sample of work using the published marking scheme in the specification making an independent judgement on each candidate's work against the marking criteria. The moderator marks are then compared with the centre marks for the sample work. If the centre marking is found to be unduly harsh or unduly generous a larger sample will be reviewed from the work you have

submitted, and adjustments are to the centre's marks to bring it into line with agreed standards.

Sometimes, when marking is inconsistent and there is no obvious pattern to the under or overmarking, we may require further evidence, and the moderator will request the remaining work. This is to ensure that all candidates in the cohort are treated fairly. If there is a significant disagreement between the centre mark and the moderator mark, the moderator's marks may be implemented for all candidates at the centre.

When deciding whether to adjust centre marks, three core principles are considered.

1. Mark adjustments should maintain the centre's rank order of candidates except where the centre's marking is deemed to be demonstrably inconsistent.[1]
2. Accepting moderator marks should be reserved for where centre marking is inconsistent, and the rank order is not agreed.
3. No candidate should be treated differently because they were included in the moderation sample.

The final, moderated marks are sent to centres with the results (expressed as either raw marks or UMS marks).

The main purpose of the Moderator's report is to provide centres with feedback on the accuracy of their assessment decisions against the published assessment criteria. Centres should read the report carefully and seek to apply the advice given on standards when marking future series. Centres will be informed via the report whether their marks have been adjusted.

Comments on the accuracy of a centre's assessments may be made even if no adjustment is applied. For example, if the difference between the moderator marks and the centre marks is small, the moderator will normally provide advice on the standard of marking.

The report also provides feedback on:

(i) the efficiency of the centre's administration;
(ii) the appropriateness of the tasks (where set by the centre rather than the awarding body) and the coverage of the assessment objectives;

Moderators' reports will be available on WJEC Portal. They will become available to view and download according to the following time scale:

June examination series: reports available from results day until Christmas.

November examination series: reports available from results day until end of February.

January examination series: reports available from results day until end of May.

Subject teams can help with any report requests after this time frame.

1.8 RETURN OF WORK TO CENTRES AND RETENTION OF WORK

For Postal submission, moderators will return work directly to centres as soon as possible after moderation.

WJEC will handle with care material submitted for moderation but cannot accept responsibility for loss or damage. Samples may be retained by WJEC for use as exemplar or archive material (centres will receive notification if this is the case).

N.B. Candidates should be advised not to include any items of real or sentimental value e.g. photographs, certificates, etc.

Centres are advised that candidates' work **must** be kept securely until the deadline for a review of moderation has passed or until a review of moderation or appeal or malpractice investigation has been completed, whichever is the later. Where retention is a problem, because of the nature of the work, some form of evidence (e.g. photographic, audio-taped or video-taped) must be available. Centres are requested to keep a record of the examination numbers and names of those candidates whose work is included in the sample sent to or seen by moderators. This information may be required if there are enquiries upon results at a later date.

1.9 RE-USING MARKS FOR UNITISED SUBJECTS

Provided the rules for re-sitting units are adhered to (e.g. GCSE terminal requirements) as outlined in the Guide to resit requirements, then centres **should not enter** candidates for any controlled assessment/NEA units that candidates wish to re-use towards a new overall qualification.

Please refer to our Guide to resit requirements if a candidate wishes to resit rather than carry forward/re-use an internally assessed component or unit mark.

1.10 'CARRY-FORWARD' OF COMPONENT/UNIT MARKS FOR LINEAR SUBJECTS

For the lifetime of a specification, candidates can re-use ("carry forward") marks in controlled assessments, coursework and non-examination assessments from a previous exam series in which the candidate certificated.

Candidates are not permitted, in any circumstances, to carry forward marks between legacy specifications and new specifications.

If a candidate chooses to re-sit the assessment, it is the new result (not the original result, even if the original result is higher) that will count towards the qualification grade.

Where a candidate has certified on two or more previous occasions, the most recent NEA mark is carried forward, regardless of whether that mark is higher or lower (unless that mark is Absent).

If candidates wish to re-use ("carry-forward") marks towards a new overall qualification please indicate this by inputting C or CF on the internal assessment mark input system (IAMIS). Do **not** under any circumstances enter the mark to be carried forward.

Please refer to our Guide to resit requirements if a candidate wishes to re-sit rather than carry forward/re-use an internally assessed component or unit mark.

1.11 MALPRACTICE

Where candidate malpractice is discovered prior to the signing of the authentication statement, this need not be reported to WJEC, but should be dealt with in accordance with the centre's internal procedures. The only exceptions to this are where the offence relates to a breach of the conditions of the assessment, e.g. possession of notes, communication with other candidates, or where the awarding body's confidential assessment material has been breached. In such a case, the

suspected malpractice must be reported to the awarding body. If staff malpractice is discovered in the coursework or non-examination assessments, the head of centre must inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s).

If malpractice is suspected or found after the authentication statement has been signed, the centre must report the malpractice using the relevant JCQ Malpractice form, M1. In the case of suspected centre/centre staff malpractice the centre must notify WJEC using the JCQ M2 form, this is regardless of whether the authentication forms have been signed by the candidate(s) or not. Further guidance on reporting malpractice is available in the WJEC document, guide to preventing reporting and investigating malpractice *and the* JCQ document Suspected Malpractice: Policies and Procedures 2025-2026.

Welsh versions are available on the WJEC website.

The completed form should be e-mailed to malpractice@wjec.co.uk.

There are a number of clues that point to the possibility of plagiarism, and teachers should remain alert to these. Further guidance on the detection of plagiarism may be found in the JCQ document *Plagiarism in Assessments*. WJEC uses software to identify potential plagiarism in candidates' work.

Centre staff must familiarise themselves with the relevant *WJEC Instructions for conducting controlled assessment*, JCQ *Instructions for conducting coursework* and JCQ *Instructions for conducting non-examination assessments* together with the subject specification requirements. Knowledge of the requirements will assist centres and teachers in maintaining the integrity and security of the assessment process. Centres and centre staff who do not comply with the requirements will be investigated under the JCQ Suspected Malpractice procedure.
All candidates and their teacher must sign the declaration of authentication. The forms are required when WJEC receives allegations of suspected malpractice.

1.12 UNSATISFACTORY PRACTICE BY CENTRES

Further guidance will be provided to the Head of Centre where individual teachers or centres fail to meet WJEC requirements for internally assessed work. Where significant problems are identified, WJEC may require approval of subsequent tasks/mark schemes and monitoring of the centre's arrangements for marking and standardisation.

The following guidelines will be used as a means of determining whether there are matters which need to be taken up with centres.

(a) Are tasks set within the requirements of the specification?

(b) Are the marking schemes/assessment criteria devised by centres clear, unambiguous and capable of consistent application? Have they been applied appropriately?

(c) Have WJEC's administrative and procedural instructions been followed?

(d) Has the internally assessed work been properly annotated?

(e) Has the internally assessed work been properly authenticated, especially in those cases where some activities may have taken place outside school?

(f) If details are provided of any assistance given to particular candidates beyond that given to the group as a whole, is the nature of such assistance within the parameters laid down by the specification?

(g) Is standardisation within the centre effective and within WJEC requirements?

1.13 CENTRE STAFF CONFLICT OF INTEREST

Conflicts of interest must be managed within centres and, where appropriate declared to WJEC in accordance with the JCQ General Regulations.

WJEC guidance on where declarations are required can be found here **> Centre Staff Conflicts of Interest Guidance**

Please find the electronic WJEC Centre Staff Conflict of Interest form under the Centre Administration tab on the WJEC Portal.

Centres are reminded that per JCQ regulations, the work of a candidate involved in a declared conflict of interest **must** be submitted for moderation, whether or not it is part of the original sample

Awarding Bodies have a legitimate reason for requesting this information from centres, however centres must ensure that they collect and submit this information in accordance with their own privacy notice.

SECTION 2: SUBMISSION OF MARKS AND IDENTIFICATION OF SAMPLES

Summary

The first step in preparing to input marks is to request a Portal log-in as a user from your Exams Officer.

Please check that you have access to the Internal Assessment Marks/Outcomes area on Portal (see 2.1).

Once your centre's entries have been submitted and processed, your candidates' names/numbers are pre-populated on the system. You can submit marks as soon as the submission window opens (see 2.2).

Marks/grades **must** be input and submitted by the deadline (see Section 4).

Once the marks have been submitted, a sample of candidates will be identified automatically by the system (see Section 3 for separate instructions concerning consortium arrangements).

2.1 INVITING USERS TO PORTAL

For the internal assessment mark input system (IAMIS), Admin Users on Portal (usually the exams officer) can allocate access to Users (e.g. teachers) who will be entering internal assessment marks and processing samples. To do this, Admin Users should log onto Portal, click the 'Manage Users' and amend settings to toggle on access to IAMIS.

2.2 INPUTTING MARKS

IAMIS will be available to the designated account holders on the following dates, once entries have been received and processed by WJEC:

Qualification(s)	IAMIS Opens
Entry Pathways Language Pathways Work Welsh Pathways Vocational Technical Awards HSCCC: HSC Principles and Contexts	20 November (January Series)
National/Foundation Welsh Baccalaureate	21 November (January series)
Advanced Skills Welsh Baccalaureate Wales	21 November (January series)
GCSE Certificate in Latin Vocational Awards and Certificates Entry Level Entry Pathways Language Pathways Work Welsh Pathways National/Foundation Welsh Baccalaureate	10 March (June Series)
GCE Applied Certificates and Diplomas	1 April (June Series)

Extended Project FAD HSCCC: HSC Principles and Contexts Advanced Skills Baccalaureate Wales	

2.3 ENTERING AND SUBMITTING INTERNAL ASSESSMENT MARKS (VIA PORTAL)

Once entries have been submitted and processed by WJEC, you will need to log on to the **WJEC Portal** and click into Menu at the top right of the home screen, navigate to Examinations and Assessments then select 'Internal Assessment Marks/Outcomes' tab. A web page will be available for each internal assessment component/unit for which the centre has entries, and this will be pre-populated with candidate names and numbers. You will need to insert the marks/grades/outcomes (as relevant) for **all** candidates in the spaces provided.

For **certain subjects**, you will also need to input details (i.e. initials) of each candidate's teaching group.

Once **all** candidates' marks have been input the marks can be submitted**.** Once marks have been submitted the system will generate a sample. To view the sample, select the "View/Edit Outcomes" button on the IAMIS page in Portal.
Once marks have been **submitted,** they cannot be changed online (see 2.15).

2.4 SENDING INTERNAL ASSESSMENT MARKS (VIA EDI)

Centres may submit internal assessment marks via EDI (electronic data interchange) Further information about EDI submission is available via the helpline on 029 20 265169.

Where internal assessment marks are submitted by EDI time must be allowed for the EDI files to be processed (up to 72 hours). Once files have been processed IAMIS will be pre-populated with the marks which have been submitted.

You will then need to log on to the **WJEC Portal** and access the 'internal assessment marks/outcomes' tab in order to input details (i.e. initials) of each candidate's teaching group (for certain subjects) and to **submit the marks, (Please note with marks feeding into the system from the EDI file this will not automatically submit to WJEC).**. Once marks have been submitted IAMIS will identify the candidates whose work has been automatically selected for moderation.

2.5 IDENTIFICATION OF THE SAMPLE CANDIDATES

IAMIS will automatically identify the sample candidates whose work is to be despatched/uploaded.

In addition to the sample requested, you must also send/upload the scribe cover sheet (signed by the scribe/teacher and countersigned by the head of centre or examinations officer) and the mark sheet for all candidates who have completed work with the aid of a scribe or word processor (with spelling and/or grammar check enabled) even if they are not part of the sample.

If a teacher has marked or been involved in the internal standardisation of their child's work, this work must also be sent/uploaded for moderation (see 1.13).

WJEC may request further samples of work to be submitted to the moderators if this is considered necessary.

NB: The sample for GCE Physical Education (Unit 2 & Unit 4) will not be generated by IAMIS. The sample will have been selected when marksheets have been submitted in early March.

2.6 AMENDMENTS TO THE CHOSEN SAMPLE

IAMIS will not allow you to remove candidates from the chosen sample. However, IAMIS will allow you to add additional candidates using the tick boxes.

If the sample contains a candidate whose work is incomplete then you should indicate on IAMIS the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be sent to the moderator.**

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

Where an amendment to a Welsh Baccalaureate sample is required, advice must be sought from wbq@wjec.co.uk in the first instance.

2.7 LOST CANDIDATE WORK

If a candidate's work has been lost by a centre through no fault of their own, and the centre can verify that work was completed or partially completed and was monitored whilst it was in progress, the candidate may still be eligible for a mark.

The loss of work must be reported by submitting a JCQ/LCW Form 15 to WJEC.

If the work had been completed and marked, the mark should be submitted on IAMIS as normal and the JCQ/LCW Form 15 submitted.

If the work had not been completed and/or marked, an Absent mark should be submitted on IAMIS. An estimated mark should be entered on the JCQ/LCW Form 15 when it is submitted. Estimated marks will be considered by WJEC. Estimates should not be made for work that has not been seen.

To submit forms, or gain further guidance if only part of the work is lost, or for any other issue relating to lost work, please contact:

specialrequirements@wjec.co.uk

2.8 MARK SHEETS AND OTHER REQUIRED DOCUMENTATION

Individual candidate mark sheets (cover sheets), which should accompany each candidate's work submitted for moderation, must also include a candidate declaration of authentication. Cover sheets must be downloaded from the relevant subject page on the WJEC website. The documents can be found under 'Resources' then 'Key Documents'.

Welsh Baccalaureate centres should use the Candidate Booklet available from the resources section of Portal for National/Foundation and Advanced submissions.

Further information can be found on the Administration page:
https://www.wjec.co.uk/qualifications/welsh-baccalaureate-advanced/?sub_nav_level=course-materials#tab_resources

2.9 PRESENTATION OF FOLDERS

Specific instructions for the presentation of work may be given in the guidelines for individual subjects. Unless otherwise stated, the following points should be noted:

(i) Each candidate's work should be submitted in an A4 folder/file, which itself is clearly marked with **specification title, centre name and number, candidate name and examination number.**

(ii) Ring binders (bulky to post) and plastic wallets (difficult to gain access to work) should **not** be used.

(iii) Where work consists of a number of assignments these should be placed in the folder in the same order as on the cover sheet.

(iv) The use of word processors in the production of the work is permitted, unless restrictions are imposed by specification requirements.

2.10 SUBMISSION OF WORK (VIA POST)

Qualification(s)	Moderator Details Available From (Approx.)
GCSE English Literature Unit 3	10 March (June Series)
GCSE History Unit 4 GCSE Welsh Literature Unit 4	20 April (June Series)

The moderator details can be printed onto blank labels and the internally assessed work and cover sheets for the candidates in the sample should then be despatched to the moderator.

NB: No moderator details will be supplied for subjects which require work to be uploaded via IAMIS.

2.11 SUBMITTING INTERNAL ASSESSMENT SAMPLES (VIA IAMIS UPLOAD)

IAMIS Upload is the process of submitting candidates' work in an electronic format for moderation. WJEC use IAMIS a web-based platform, for this process.

Our IAMIS Upload webpage gives information, help and guidance relating to all aspects of the process.

2.12 AMENDMENTS TO THE CHOSEN SAMPLE (VIA IAMIS UPLOAD)

IAMIS will not allow you to remove candidates from the chosen sample. However, IAMIS will allow you to add additional candidates using the tick boxes.

If the sample contains a candidate whose work is incomplete, then you should use the tick boxes on IAMIS to indicate the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be uploaded to IAMIS**

An explanatory note to the moderator must be uploaded along with the folders in such cases where the sample sent by the centre differs from the sample chosen by IAMIS.

Where an amendment to a Welsh Baccalaureate sample is required, advice must be sought from wbq@wjec.co.uk in the first instance.

2.13 PREPARING CANDIDATES WORK FOR UPLOADING (VIA IAMIS UPLOAD)

Subject specific instructions for the presentation of work are available here: https://www.wjec.co.uk/home/administration/e-submission/

These instructions include information regarding:

(i) File types
(ii) The maximum number of files
(iii) Maximum upload sizes
(iv) Naming of files
(v) Use of keycodes
(vi) Resizing large files

2.14 LATE ENTRY CANDIDATES

Marks for late entry candidates can be input on IAMIS, **provided the candidate entry has already been submitted to and processed by WJEC.**

To input a mark for any candidate who is not listed on IAMIS, the exams officer should submit the required entry as soon as possible.

Once this information has been sent to WJEC by the exams officer, allow 72 hours before trying to input and submit the mark.

WJEC monitors centres where candidates are added after the sample has been generated. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

2.15 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, which will be located in the 'Internal Assessment' area of Portal

Please note that we will contact you for further information if required. If we do not contact you then your request for mark amendment will be actioned.

WJEC monitors centres requesting amendments to candidates' marks. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

2.16 AMENDING MARKS AFTER ISSUING OF RESULTS

If a teacher notices, after the issuing of results, that an incorrect mark has been submitted, the Head of Centre must send a written request to the relevant section below for the mark to be amended, clearly outlining the circumstances. A completed, signed, dated internal mark sheet must accompany this written request and the actual work (or copy) may also be requested. This information will be referred to the subject officer. After consideration of the evidence, the mark may be altered or the request may be refused. All requests to alter centre submitted marks for internally assessed components/units **must** be received by:

20 September (June exam series)

15 February (November exam series)
9 April (January exam series)

GCSE
gcse@wjec.co.uk

GCE
gce@wjec.co.uk

Entry Level/ Latin/ Vocational Pathways Qualifications
pathways@wjec.co.uk

Welsh Baccalaureate
wbq@wjec.co.uk

Extended Project
wbq@wjec.co.uk

SECTION 3: GUIDANCE FOR CONSORTIUM ARRANGEMENTS

A consortium is an arrangement between two or more centres to offer qualifications. Candidates from different entering centres are taught and assessed together as one group. Consortium arrangements are only available for internally assessed Non Examination Assessment (NEA) units/components and certain externally assessed NEA units/components.

3.1 CENTRE CONSORTIUM ARRANGEMENTS

Where two or more member centres will be entering candidates for work that is centre-assessed, the Centre Consortium Arrangements form on the **JCQ Centre Admin Portal** must be completed. This will enable the candidates for each specification to be treated as a single group for the moderation of centre-assessed work. Centres must notify us of any significant changes to the data on this form post-submission.

3.2 CENTRE CONSORTIUM CO-ORDINATOR

The centres concerned must nominate a consortium co-ordinator who will liaise with the relevant awarding body on behalf of all centres in the consortium. If there are different co-ordinators for different specifications, a form must be completed for each specification.

In circumstances where a specification is taught at your centre, but some candidates are taught and assessed at another centre, the **partial consortium form** must be completed.

Our Consortia policy is available **here**.

SECTION 4: NOTES FOR INDIVIDUAL SUBJECTS

For details of requirements for the content and presentation of work, please refer to subject specifications.

4.1 GCSE

Non-examination Assessment

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability	
					Nov	June
Art & Design†	Unit 1: Portfolio	NA	N/A (Visiting Moderator)	3650U10 – 3656U10	X	✓
Art & Design†	Unit 2: Externally Set Assignment	NA	N/A (Visiting Moderator)	3650U20 – 3656U20	X	✓
Built Environment	Unit 2: Creating the Built Environment (Designing the Built Environment)	CANDIDATE	5 May	3509UA0	X	✓
Built Environment	Unit 2: Creating the Built Environment (Designing the Built Environment)	CANDIDATE	5 May	3509UB0	X	✓
Built Environment	Unit 3: Exploring the Built Environment	CANDIDATE	5 May	3509U30	X	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability	
					Nov	June
Computer Science†	Unit 3: Software Development	CANDIDATE	5 May	3500U30	X	✓
Design & Technology†	Unit 2: Engineering Design	N/A	N/A (Visiting Moderator)	3601U20	X	✓
Design & Technology†	Unit 2: Fashion & Textiles	N/A	N/A (Visiting Moderator)	3602U20	X	✓
Design & Technology†	Unit 2: Product Design	N/A	N/A (Visiting Moderator)	3603U20	X	✓
Digital Technology	Unit 2: Digital Practices	CANDIDATE	5 May	3540U20	X	✓
Digital Technology	Unit 3: Communicating in the Digital World	CANDIDATE	5 May	3540U30	X	✓
Drama	Unit 1: Devising Theatre	BOTH	24 March	3690U10	X	✓
English Language†	Unit 1: Oracy	CANDIDATE	November Series – 5 November June Series – 24 March	3700U10	✓	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability	
					Nov	June
English Language & Literature (NEW)‡	Unit 2: Belonging	CANDIDATE	17 March	3750U20-1	X	✓
English Language & Literature (NEW) ‡	Unit 3: Influence and Power	CANDIDATE	24 March	3750U30-1	X	✓
English Literature†	Unit 3: Shakespeare and Welsh Writing in English	POSTAL	24 March‡	3720U40	X	✓
Food and Nutrition	Unit 2: Food and Nutrition in Action	CANDIDATE	5 May	3560U20	X	✓
Health and Social Care and Child care (Single Award)	Unit 2: Promoting and maintaining health and well being	CANDIDATE	5 May	3570U20	X	✓
Health and Social Care and Childcare (Double Award)	Unit 4: Promoting and supporting health and well being to achieve positive outcomes	CANDIDATE	5 May	3570U40	X	✓
History	Unit 4: Working as an Historian	POSTAL	5 May	3100UN0	X	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability	
					Nov	June
Media Studies	Unit 3: Creating Media	CANDIDATE	5 May	3680U30	X	✓
Music	Unit 1: Performing	BOTH	5 May	3660U10	X	✓
Music	Unit 2: Composing	CANDIDATE	5 May	3660U20	X	✓
Physical Education (Full)†	Unit 2: The Active Participant In Physical Education	BOTH	N/A (Visiting Moderator)	3550U20	X	✓
Physical Education (Short)†	Unit 2: The Active Participant In Physical Education	BOTH	N/A (Visiting Moderator)	3555U20	X	✓
Welsh Language†	Unit 1: Oral	CANDIDATE	November Series – 5 November June Series – 24 March	3000N10	✓	✓
Religious Studies (NEW)	Unit 2 Religion and relationships	CANDIDATE	24 March	3150U20-1	X	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability	
					Nov	June
Welsh Literature†	Unit 3: Visual Literature Foundation	CANDIDATE	5 May	3010N30	X	✓
Welsh Literature†	Unit 3: Visual Literature Higher	CANDIDATE	5 May	3010NC0	X	✓
Welsh Literature†	Unit 4: Written Tasks	POSTAL	5 May	3010N40	X	✓
Welsh Second Language	Unit 1: Oral	CANDIDATE	5 May	3020U10	X	✓
Welsh Second Language	Unit 2: Communicating with other people	CANDIDATE	5 May	3020U20	X	✓
Cymraeg language & Lit (NEW)	Unit 2:Oral exam	CANDIDATE	24 March	3030N20-1	X	✓
Cymraeg language & Lit (NEW)	Unit 3:Written Task and oral Task	CANDIDATE	24 March	3030N30-1	X	✓

†Denotes components/units with further individual notes below.
‡Mainstream schools. 5th May for F.E. centres, Special Schools & PRUs only.

†GCSE

ART AND DESIGN (UNITS 1 & 2) – Visiting Moderator

Centres must submit marks on IAMIS by 31st May. The moderation window extends from 1st – 2nd July. The moderator allocated to your centre will contact to arrange the moderation visit date before the end of April.

DESIGN AND TECHNOLOGY (UNIT 2) – Visiting Moderator

Centres must submit marks on IAMIS by the 5th May. Moderation will take place 11th to 15th May. Times and dates of the visit will be emailed to the Exams Officer.

ENGLISH LANGUAGE – ORACY (UNIT 1)

Moderating sample of Oracy tasks

Both tasks - presentation and discussion - completed by the candidates chosen by IAMIS should be uploaded Via IAMIS

Record keeping mark sheets

The sample marks should be noted on the relevant record keeping mark sheet for the Individual Researched Presentation and Responding and Interacting group discussion.

For every Individual Researched Presentation, you should:
- provide an electronic
- indicate how reliant the candidate was on the notes used (particularly with an audio recording)
- make clear reference to the bands on the mark scheme to justify the split marks awarded.

For every Responding and Interacting group discussion, you should:
- provide an electronic copy of the stimulus material and notes used
- indicate how reliant the candidate was on the stimulus material and notes used (particularly with an audio recording)
- make clear reference to the bands on the mark scheme to justify the split marks awarded.

It is a requirement of GCSE English Language that the record keeping sheets and the notes/stimulus materials used in the assessments be submitted should that candidate be selected for the sample. The record keeping sheet is available to download from the Portal
If a candidate wishes to carry forward English Language Unit 1, Oracy, both Task 1 and Task 2 must be carried forward. i.e. If a new Task 1 (Individual Presentation) is submitted, a new Task 2 (group discussion) assessment must be undertaken as well.

ENGLISH LITERATURE (UNIT 3)

Sending Work to the Moderator

Candidates' work should be presented in one folder and cover sheets placed in front of the corresponding Section of work (Section A Shakespeare, Section B Welsh writing in English). These non-examination assessment cover sheets can be downloaded from our English Literature web page (under 'Related Documents').

PHYSICAL EDUCATION (UNIT 2) – Visiting Moderator

Moderation will follow the normal series process. Centres will be allocated a moderator and a moderation date will be arranged before December. Mark sheets need to be submitted to the visiting moderator by first Friday in March, unless the moderation is prior to this date (in agreement with the moderator). The moderator will identify the sample for moderation and inform the centre. All candidates/work identified must be available on the moderation day. All written work needs to be available on the moderation day. Marks to be input and submitted on IAMIS by the official deadline. Centres are required to upload a video of the assessment following the visit.

WELSH LANGUAGE – ORACY (UNIT 1)

Moderating sample of Oracy tasks.

Both tasks – presentation and discussion – completed by the candidates chosen by IAMIS should be sent in the sample.

GCSE Welsh First Language Oral Assessment Guide and Marking Record sheet are available on the relevant pages of WJEC website.

If a candidate wishes to carry forward Welsh Language Unit 1, Oracy, both Task 1 and Task 2 must be carried forward. i.e. If a new Task 1 (Individual Presentation) is submitted, a new Task 2 (group discussion) assessment must be undertaken as well.

WELSH LITERATURE (UNIT 3 & 4)

Moderation sample mark sheets – LLÊN/3S, LLÊN/3U and LLÊN/4.

All mark sheets and sheets for teacher's notes are available in the Welsh Literature Oral Assessment Handbook or on the relevant subject pages on WJEC website www.wjec.co.uk.

4.2 GCE – AS/ADVANCED LEVEL

General Certificate of Education (WJEC Specification)

AS
Non-examination Assessment

Subject	Component/Unit	Candidate or group (Admin) upload	Samples Uploaded by	Unit Code	Series Availability
					June
Art & Design†	Unit 1: Personal Creative Enquiry	N/A	N/A (Visiting Moderator)	2650U10-2656U10	✓
Built Environment‡	Unit 2: Designing and Planning Practices	N/A	15 May	2509U20	✓
Design & Technology†	Unit 2: Design & Make Task	CANDIDATE	N/A (Visiting Moderator)	2601U20-2603U20	✓
Digital Technology	Unit 2: Creative Digital Practices	CANDIDATE	15 May	2540U20	✓
Drama & Theatre	Unit 1: Theatre Workshop	GROUP	15 May	2690U10	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability
					June
Health & Social Care, and Childcare	Unit 2: Supporting Health, Well-Being and Resilience in Wales	CANDIDATE	15 May	2570U20	✓
Media Studies	Unit 2: Creating a Media Production	CANDIDATE	15 May	2680U20	✓
Physical Education†	Unit 2: Improving Personal Performance in Physical Education	BOTH	N/A (Visiting Moderator)	2550U20	✓
Welsh 1st Language	Unit 2: Non-Examined Assessment	CANDIDATE	15 May	2000N20	✓
Welsh 2nd Language	Unit 2: Non-Examined Assessment	CANDIDATE	15 May	2020U20	✓

†Denotes components/units with further individual notes below.

A2

Subject	Component/Unit	Candidate or Group (admin) upload	Samples Uploaded by	Unit Code	Series Availability
					June
Art & Design†	Unit 2: Personal Investigation	N/A	N/A (Visiting Moderator)	1650U20-1656U20	✓
Art & Design†	Unit 3: Externally Set Assignment	N/A	N/A (Visiting Moderator)	1650U20-1656U20	✓
Built Environment	Unit 4 Option A: Construction Practices (Building Surveying)	CANDIDATE	15 May	1509UA0	✓
Built Environment	Unit 4 Option B: Construction Practices (Surveying Land)	CANDIDATE	15 May	1509UB0	✓
Computer Science	Unit 5: Programmed Solution to a Problem	CANDIDATE	15 May	1500U50	✓
Design & Technology†	Unit 4: Design & Make Project	CANDIDATE	N/A (Visiting Moderator)	1601U40-1603U40	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability
					June
Digital Technology	Unit 4: Digital Solutions	CANDIDATE	15 May	1540U40	✓
English Language	Unit 5: Language and Identity	CANDIDATE	15 May	1700U50	✓
English Language & Literature	Unit 5: Critical and Creative Genre Study	CANDIDATE	15 May	1710U50	✓
English Literature	Unit 5: Prose Study	CANDIDATE	15 May	1720U50	✓
Geography	Unit 5: Independent Investigation	CANDIDATE	28 March	1110U50	✓
Health & Social Care, and Childcare‡	Unit 4: Supporting the Development, Health, Well-Being and Resilience of Children and Young People	CANDIDATE	15 May	1570U40	✓
Health & Social Care, and Childcare	Unit 6: Supporting Adults to Maintain Health, Well-Being and Resilience	CANDIDATE	15 May	1570U60	✓
History	Unit 5: Historical Interpretations	CANDIDATE	15 May	1100UN0	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability
					June
Media Studies	Unit 4: Creating a Cross-Media Production	CANDIDATE	15 May	1680U40	✓
Physical Education†	Unit 4: Refining personal performance in physical education	BOTH	N/A (Visiting Moderator)	1550U40	✓

†Denotes components/units with further individual notes below.

†General Certificate of Education (WJEC Specification)

ART AND DESIGN (UNIT 1 – AS, UNITS 2 & 3 – A2)

Centres must submit marks on IAMIS by 31st May. The moderation window extends from 8th June - 3rd July. The moderator allocated to your centre will contact to arrange the moderation visit date before the end of April.

DESIGN AND TECHNOLOGY (UNIT 2 – AS AND UNIT 4 – A2)

Centres must submit marks on IAMIS by the 15th May. Moderation will take place 18th-22nd May. Times and dates of the visit will be emailed to the Exams Officer.

GEOGRAPHY (UNIT 5 – A2)

NEA sample work must arrive with the moderator by 20 March 2025. The following should be submitted for each candidate within the requested sample:

· Independent investigation Form Section 1: Signed candidate/teacher authentication
· Independent investigation Form Section 2: Independent Investigation Proposal
· Independent investigation Form Section 3: Independent Investigation Mark Sheet

All three sections of the form are available to download in the Independent Investigation Submission Forms folder on the WJEC GCE Geography website.

HISTORY (UNIT 5 – A2)

The following should be submitted with the sample for Unit 5 (NEA) to arrive with the moderator by **15 May**:

- Unit 5 authentication form
- Unit 5 Formal Review Record
- Unit 5 Specific Advice Record (if used).

Please note centres will enter 3 marks instead of one total mark.

PHYSICAL EDUCATION (UNIT 2 – AS & UNIT 4 – A2)

Moderation will follow the normal series process. Centres will be allocated a moderator and a moderation date will be arranged before December. Mark sheets need to be submitted to the visiting moderator by first Friday in March, unless the moderation is prior to this date (in agreement with the moderator). The moderator will identify the sample for moderation and inform the centre. All candidates/work identified must be available on the moderation day. All written work needs to be available on the moderation day. Marks to be input and submitted on IAMIS by the official deadline. Centres are required to upload a video of the assessment following the visit.

4.3 VOCATIONAL AWARDS

Controlled Assessment

Subject	Component/Unit	Candidate or Group (admin) upload	Samples Uploaded by	Unit Code	Series Availability
					June
Constructing the Built Environment: Unit 2 Practical Construction Skills	Controlled Assessment	CANDIDATE	5 May	9812/01	✓
Constructing the Built Environment: Unit 3 Planning Construction Projects	Controlled Assessment	CANDIDATE	5 May	9813/01	✓
Event Operations - Unit 2: Event Operations	Internal Assessment	CANDIDATE	5 May	5599U2	✓
Event Operations - Unit 3: Event Planning	Internal Assessment	CANDIDATE	5 May	5599U3	✓
Global Communication: French – Unit 1: Global Opportunities	Controlled Assessment	CANDIDATE	5 May	5879U1	✓
Global Communication: French – Unit 2: Global Customer Relationships	Controlled Assessment	CANDIDATE	5 May	5879U2	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability
					June
Global Communication: French – Unit 3: Global Marketing and Sales	Controlled Assessment	CANDIDATE	5 May	5879U3	✓
Global Communication: German – Unit 1 Global Opportunities	Controlled Assessment	CANDIDATE	5 May	5889U1	✓
Global Communication: German – Unit 2 Global Customer Relationships	Controlled Assessment	CANDIDATE	5 May	5889U2	✓
Global Communication: German – Unit 3 Global Marketing and Sales	Controlled Assessment	CANDIDATE	5 May	5889U3	✓
Global Communication: Spanish – Unit 1 Global Opportunities	Controlled Assessment	CANDIDATE	5 May	5899U1	✓
Global Communication: Spanish – Unit 2 Global Customer RelationshipS	Controlled Assessment	CANDIDATE	5 May	5899U2	✓
Global Communication: Spanish – Unit 3 Global Marketing and Sales	Controlled Assessment	CANDIDATE	5 May	5899U3	✓

4.4 Level 1/ Level 2 Vocational (Technical Awards)

Controlled Assessment

Subject	Component/Unit	Candidate or Group (admin) upload	Samples Uploaded by(Jan / June)	Unit Code	Series Availability	
					Jan	June
Engineering – Unit 1 Manufacturing Engineering Products	Controlled Assessment	CANDIDATE	10 December / 5 May	5799U1	✓	✓
Engineering – Unit 2: Designing Engineering Products	Controlled Assessment	CANDIDATE	10 December / 5 May	5799U2	✓	✓
Hospitality and Catering – Unit 2: Hospitality and Catering in Action	Controlled Assessment	CANDIDATE	10 December / 5 May	5409U2	✓	✓
ICT – Unit 2 ICT in Context	Controlled Assessment	CANDIDATE	10 December / 5 May	5539U2	✓	✓
Performing Arts – Unit 1: Performing	Controlled Assessment	CANDIDATE	10 December / 5 May	5639U1	✓	✓
Performing Arts – unit 2 Creating	Controlled Assessment	CANDIDATE	10 December / 5 May	5639U2	✓	✓
Retail Business – Unit 2 Customer Service for Retail Business	Controlled Assessment	CANDIDATE	10 December / 5 May	5789U2	✓	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability	
					Nov	June
Retail Business - Unit 3 Merchandising and Marketing Retail Products	Controlled Assessment	CANDIDATE	10 December / 5 May	5789U3	✓	✓
Sport and Coaching Principles Unit 2 Improving Sporting Performance	Controlled Assessment	CANDIDATE	10 December / 5 May	5259U2	✓	✓
Sport and Coaching Principles Unit 3 Coaching Principles	Controlled Assessment	CANDIDATE	10 December / 5 May	5259U3	✓	✓

4.5 Applied Certificates and Diplomas

Controlled Assessment

Subject	Component/Unit	Candidate or group (admin) upload	Samples Uploaded by	Unit Code	Series Availability
					June
Business – Unit 2: Active Marketing - LEGACY	Internal Assessment	CANDIDATE	15 May	4513U2	✓
Business- Unit 5: Markets and Customers- LEGACY	Internal Assessment	CANDIDATE	15 May	4513U5	✓
Business: Unit 2 Business Creation (Wales only) – NEW	Controlled Assessment	CANDIDATE	15 May	4783U2	✓
Business: Unit 4 Business (Wales only) – NEW	Controlled Assessment	CANDIDATE	15 May	4783U4	✓
Criminology – Unit 1: Changing Awareness in Crime	Controlled Assessment	CANDIDATE	15 May	4543U1	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability
					June
Criminology – Unit 3: Crime Scene to Courtroom	Controlled Assessment	CANDIDATE	15 May	4543U3	✓
Food Science and Nutrition – Unit 1: Meeting Nutritional Needs of Specific Groups	Controlled Assessment	CANDIDATE	15 May	4563UA	✓
Food Science and Nutrition – Unit 3: Experimenting to Solve Food Production Problems	Controlled Assessment	CANDIDATE	15 May	4563U3	✓
Food Science and Nutrition – Unit 4: Current Issues in Food Science and Nutrition	Controlled Assessment	CANDIDATE	15 May	4563U4	✓
Medical Science – Unit 2: Physiological Measurement Techniques LEGACY	Controlled Assessment	CANDIDATE	15 May	4463U2	✓
Medical Science – Unit 3: Medical Science Research Methods LEGACY	Controlled Assessment	CANDIDATE	15 May	4463U3	✓
Medical Science Unit 4: Medicines and Treatment of Disease LEGACY	Controlled Assessment	CANDIDATE	15 May	4463U4	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability
					June
Medical Science Unit 2: Physiological measurement techniques NEW	Controlled Assessment	CANDIDATE	15 May	4403U2	✓
Medical Science Unit 3: Medical Science Research Methods	Controlled Assessment	CANDIDATE	15 May	4403U3	✓
Sport: - Unit 3 Preparation for Sport and Physical Activity (Wales only)	Controlled Assessment	CANDIDATE	15 May	4923U3	✓
Sport: - Unit 4 Sport Pedagogy and Coaching (Wales only)	Controlled Assessment	CANDIDATE	15 May	4923U4	✓
Sport: - Unit 5 Sports Events (Wales only)	Controlled Assessment	Individual upload	15 May	4923U5	✓
Sport: - Unit 6 Officiating Sport (Wales only)	Controlled Assessment	Individual upload	15 May	4923U6	✓
Sport: - Unit 7 Performance in Sport or Physical Activity (Wales only)	Controlled Assessment	Individual upload	15 May	4923U7	✓
Sport: - Unit 8 Performance Analysis in Sport (Wales only)	Controlled Assessment	Individual upload	15 May	4923U8	✓
Sport: - Unit 9 Social Influences on participation in Sport and Physical Activity (Wales only)	Controlled Assessment	Individual upload	15 May	4923U9	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability
					June
Sport - Unit 12: Investigate Research Project (Wales Only)	Controlled Assessment	Individual upload	15 May	4923UF	✓
Tourism - Unit 2: Worldwide Tourism Destinations - LEGACY	Controlled Assessment	Individual upload	15 May	4583U2	✓
Tourism- Unit 4: Event and Itinerary Planning - LEGACY	Controlled Assessment	Individual upload	15 May	4583U4	✓
Tourism - Unit 3: Managing the Customer Experience (Wales only) - NEW	Controlled Assessment	Individual upload	15 May	4803U3	✓
Tourism - Unit 4: Global Destinations (Wales only) - NEW	Controlled Assessment	Individual upload	15 May	4803U4	✓
Tourism - Unit 5 Planning Coordinating and Running an Event (Wales only) - NEW	Controlled Assessment	Individual upload	15 May	4803U5	✓
Tourism - Unit 6: Digital Marketing for Tourism and Events (Wales only) - NEW	Controlled Assessment	Individual upload	15 May	4803U6	✓

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability
					June
Tourism - Unit 7: Employment in Tourism and Events (Wales only) - NEW	Controlled Assessment	Individual upload	15 May	4803U7	✓
Tourism - Unit 8: Adapting to change in the Tourism Industry (Wales only) - NEW	Controlled Assessment	CANDIDATE	15 May	4803U8	✓

4.6 Certificate in Latin

Controlled Assessment

Subject	Component/Unit	Candidate or Group (admin) upload	Upload by	Unit Code	Series Availability
					June
Roman Civilisation Study: Level 1	Controlled Assessment	CANDIDATE	5 May	9513/01	✓

4.7 ENTRY LEVEL

Coursework

Subject	Component/Unit	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability
					June
English	Component 2: Topic Tests	CANDIDATE	5 May	6700QCL-2	✓
English	Component 3: Practical Assessments	CANDIDATE	5 May	6430QCL-3	✓
Mathematics – Numeracy	Component 2: Topic Tests	CANDIDATE	5 May	6300QCL-2	✓
Mathematics – Numeracy	Component 3: Practical Assessment	CANDIDATE	5 May	6300QCL-3	✓
Science	Component 2: Topic Tests	CANDIDATE	5 May	6430QCL-2	✓
Science	Component 3 - Practical Assessment	CANDIDATE	5 May	6430QCL-3	✓
Welsh	Unit 2: Written Tasks	CANDIDATE	5 May	6020CCL	✓
Welsh	Unit 3: Oral Tasks	CANDIDATE	5 May	6020CCL-3	✓

4.8 ENTRY PATHWAYS

Centres should follow the procedures for the submission of Grades as described within sections 1 and 2 of this document and as outlined in the IAMIS upload – Subject Guide' available here to ensure that the required sample is electronically uploaded by **12 December (January Series)/5 May (June Series).**

LANGUAGE PATHWAYS

(French, German, Spanish, Italian, Mandarin, Japanese)

Centres should follow the procedures for the submission of Grades as described within sections 1 and 2 of this document and as outlined in the IAMIS upload – Subject Guide', available here, to ensure that the required sample is electronically uploaded by **12 December (January Series)/5 May (June Series).**

CYMRAEG GWAITH

Centres should follow the procedures for the submission of grades as described within sections 1 and 2 of this document and as outlined in the IAMIS upload – Subject Guide', available here, to ensure that the required sample is electronically uploaded by **5 May (June Series).**

4.9 Foundation Diploma in Art & Design (FAD)

Controlled Assessment

Subject	Candidate or Group (admin) upload	Samples despatched/ uploaded by	Entry Code	Series Availability
				June
Units 1-6	N/A (Visiting Moderator)	18 June	P653QDL	✓

A date and time for the moderation visit should be agreed between the Moderator and Programme Leader within the specified moderation window (June 1st – 30th), which should coincide with the period of exhibition of learners' work (visits will be one day in duration).

The centre should submit proposed grades for all units via IAMIS at least 48 hours in advance of the agreed moderation visit date. Centres must provide the Moderator with a printout of the learners' proposed grades from IAMIS on arrival (all view). A sample of assessed work from Units 1, 2, 3 and 4 should be made available including Assessment Criteria Forms for units 1, 2, 3 and 4. All learners must curate and present a Major Project prior to the moderation visit. The moderator will select a sample from the display for moderation. The sample will be between 15% and 100%, depending on learner numbers.

The following represents the normal procedure for the Moderator at the visit:

(i) Meeting with the Programme Leader to discuss programme, delivery, management and any changes that may have occurred during the year and to receive a printout of learners' proposed grades from the Portal , by hovering over 'Internal Assessment' then selecting 'Internal Assessment Mark/Outcomes Input' (all view).

(ii) Tour of Major Project exhibits with Programme Leader and/or subject specialist(s). The display of each learner's major project should be prominently labelled with the name of the learner, area of specialisation and career progression. The learner's completed 'Proposing and reviewing a Major Project' document plus supporting materials reflecting the journey from initial concept to realisation should accompany the display and there should be a précis of the Proposal/review mounted alongside.

(iii) The moderator will sample a representative group of learners' work in Units 5 and 6 using a copy of the internal Grade Descriptor forms (Unit 5 and Unit 6). As a recommended guide the moderation process will generally cover:

- the work of at least one learner from each main area of study
- a selection of work from learners graded as distinction, merit and pass, including borderline cases
- the work of all proposed learners assessed as referred.

(iv) Review the exhibition (Moderator only) and then meet with Programme Leader to discuss any amendments to proposed final grades and discuss learners who are proposed for referral. Finalise additional work for candidates and the Moderator will

complete the Referral Form - including a timescale for re-submission. Complete and sign the printout showing proposed and moderated grades.

(vii) Meet a representative selection of learners in consultation with the Programme Leader.

(viii) Meeting with the programme team for general feedback and discussion.

After the visit the Moderator will submit final grades for Units 5 and 6 and complete the Moderator's Visit Report form on the Portal The report will comment on administration and assessment (including any grade changes), programme delivery, outcomes and general comments/advice. The Moderator's report will be available to centres from the A level results release date, via Portal .

4.10 Extended Project

Coursework

Subject	Candidate or Group (admin) upload	Samples uploaded by	Unit Code	Series Availability
				June
Extended Project*	Individual upload	15 May	9500 03	✓

*Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on Portal. Further details are available in the IAMIS upload – Subject Guide' available here.

4.11 WELSH BACCALAUREATE

Controlled Assessment

Subject	Candidate or Group (admin) upload	Samples upload by (Jan / June)	Unit Code	Series Availability	
				Jan	June
National/Foundation: Individual Project	CANDIDATE	19 December / 5 May	90S9U10	✓	✓
National/Foundation: Enterprise and Employability Challenge	CANDIDATE	19 December / 5 May	90S9U20	✓	✓
National/Foundation: Global Citizenship Challenge	CANDIDATE	19 December / 5 May	90S9U30	✓	✓
National/Foundation: Community Challenge	CANDIDATE	19 December / 5 May	90S9U40	✓	✓

4.12 ADVANCED SKILLS BACCALAUREATE WALES

Controlled Assessment

Subject	Candidate or Group (admin) upload	Samples upload by (Jan / June)	Unit Code	Series Availability	
				Jan	June
Advanced Skills Baccalaureate Wales: Global Community Project	CANDIDATE	9 January / 15 May	9503U10	✓	✓
Advanced Skills Baccalaureate Wales: Future Destinations Project	CANDIDATE	9 January / 15 May	9503U20	✓	✓
Advanced Skills Baccalaureate Wales: Individual Project	CANDIDATE	9 January / 15 May	9503U30	✓	✓

4.13 Health and Social Care, Childcare (HSCCC)

Controlled Assessment

Subject	Candidate or Group (admin) upload	Samples upload by (Jan/June)	Unit Code	Series Availability	
				Jan	June
Level 2 HSC: Principles and Contexts unit 2 Health and Social Care to Support Outcome Focused Provision for Person-Centred Care	CANDIDATE	11 June	5972U2	X	✓
Level 3 HSC: Principles and Contexts unit 1 Principles of Care and safe practice within outcome focused person-centered care	CANDIDATE	10 December / 15 May	4973U1	✓	✓
Level 3 HSC: Principles and Contexts unit 3 Promoting the rights of individuals across the lifespan	CANDIDATE	5 June	4973U3	X	✓
Level 3 HSC: Principles and Contexts unit 4 Understanding how the human body is affected by common conditions	CANDIDATE	10 December / 15 May	4973U4	✓	✓
Level 3 HSC: Principles and Contexts unit 5 Supporting individuals at risk to achieve their desired outcomes	CANDIDATE	10 December / 15 May	4973U5	✓	✓
Level 3 HSC: Principles and Contexts unit 6 Working in the Health and Social Care sector	CANDIDATE	5 June	4973U6	X	✓

Subject	Candidate or Group (admin) upload	Samples upload by	Unit Code	Series Availability	
				Jan	June
Level 3 HSC: Principles and Contexts unit 8 Supporting the health and well-being of adults in Wales to achieve positive outcomes	CANDIDATE	15 May	4973U8	X	✓
Level 3 HSC: Principles and Contexts unit 9 Investigating contemporary issues in health and social care in Wales	CANDIDATE	5 June	4973U9	X	✓

Appendix

HEAD OF CENTRE DECLARATION FORMS

For non-exam assessment (NEA) and fieldwork

Here is a summary below of the qualifications* that require a signature from the head of centre for non-exam assessment (NEA) or fieldwork.

A Level / AS			
Qualification	**Purpose of Centre Declaration Form**	**Date required**	**Send to**
Drama and Theatre	Unit 1: Centre considers all material intended for performance as part of the assessment of the GCE qualification in Drama & Theatre is acceptable in terms of both content and treatment.	May 15th	Submit with NEA
	Unit 3: Centre considers all material intended for performance as part of the assessment of the GCE qualification in Drama & Theatre is acceptable in terms of both content and treatment.	Day of Examiner Visit	Collected by Examiner
Geography	Confirm that all learners who have been entered for an A Level Geography qualification have undertaken the equivalent of 2 days of fieldwork.	March 30th	Geography Team
Welsh 2nd Language	Confirm all candidates entered for Welsh (Second Language) at A Level and AS have not sat the GCSE Welsh First Language or GCSE Welsh Literature first language examination.	March 16th	GCE Team

GCSE			
Qualification	**Purpose of Centre Declaration Form**	**Date required**	**Send to**
Drama	Unit 1: Centre considers all material intended for performance as part of the assessment of the GCSE qualification in Drama Unit 1 is acceptable in terms of both content and treatment.	March 24th	Submit with NEA
	Unit 2: Centre considers all material intended for performance as part of the assessment of the GCSE qualification in Drama Unit 2 is acceptable in terms of both content and treatment	Day of Examiner Visit	Collected by Examiner
Geography	Confirm that each learner has been provided with opportunity to undertake geographical fieldwork on at least two occasions in contrasting environments.	As soon as Unit 3 papers are sent to WJEC	Geography Team
Geography (Made for Wales)	A fieldwork statement is required, outlining the aims of your investigation and how it fits the topics set.	When the work is uploaded – 5th February	Uploaded on Surpass with work
Welsh 2nd Language	Confirm that all candidates have not followed the Welsh Programme of Study throughout Key Stage 3.	March 15th	GCSE Team

Head of centre declaration forms can be found on Portal in 'Resources > Subject-Specific Support Material including CPD & Exemplars > Head of Centre Declaration Forms'. Alternatively, the forms can be found on the individual qualification pages.

**There are also Head of Centre Declaration forms for Eduqas GCE and GCSE Geology qualifications, which are designated by Qualification Wales following Ofqual approval. Please see the Eduqas 'Internal Assessment – A Guide For Centres' document.*