Surpass

Subject Guide - 2026

GCSE / GCE / HEALTH AND SOCIAL CARE, AND CHILDCARE / VOCATIONAL AWARD (TECHNICAL AWARD)/ APPLIED CERTIFICATES AND DIPLOMAS

This booklet outlines the subject specific requirements for each subject using Surpass for 2026, as well as the recommended file types to use and maximum file sizes when uploading work.

The booklet includes externally assessed units/components by level of qualification.

It also contains brief advice relating to the upload process. For more detailed step by step advice please read E-Submission Process – Centre Guide 2025 – 2026.

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

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

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

Contents

Preparing for e-Submission

The following steps must be undertaken to ensure the smooth running of the e-Submission process.

Prior to e-Submission

For all components

A Surpass account is allocated to the Exams Officer within your centre. To access Surpass, visit https://wjec.Surpass.com/Login.

If your Exams Officer has a Surpass account, the same Username and Password should be used. If these details have been forgotten, please select 'Can't access your account' on the Surpass homepage.

If your centre has a new Exams Officer, or you are entering an e-Submission subject for the first time a new account will be created.

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

Externally marked units/components

1. Keycodes for the entered cohort will be available in the invigilate tab of Surpass prior to the deadline for submission.
2. To access the invigilate tab and retrieve candidates keycodes, login to https://wjec.Surpass.com/Login.

Uploading work through Surpass

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

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Further information & Contacts

More detailed information about uploading candidate work	E-Submission Process – Centre Guide 2025 – 2026
Key dates and deadlines for submission	Examination Timetables Internal Assessment deadlines
For queries related to account access, keycodes please contact	02920 265 328 e-assessment@wjec.co.uk
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	https://www.wjec.co.uk/qualifications https://www.eduqas.co.uk/qualifications

GCSE Externally Assessed Subjects

Drama (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	3690U20
Subject(s)	Drama Unit 2 (Wales)
Details	Practical work for all candidates must be submitted via Surpass within 14 calendar days of the performance date.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme Proforma (tab 1.1) • Recording of the performances for all candidates • Artistic Intentions for all candidates. • GDPR Declaration Forms for all candidates
Submit work for	All candidate work must be submitted. One admin keycode per centre. Within each tab, please upload the group performance and all written work for candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – title of piece eg. Group One – Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Artistic Intentions *** All hard copies of candidate marksheets must be given to the examiner upon their visit.**
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

Drama (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	C690U20
Subject(s)	Drama Component 2 (Eduqas)
Details	Practical work for all candidates must be submitted via Surpass within 14 calendar days of the performance date.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme Proforma (tab 1.1) • Recording of the performances for all candidates • Artistic Intentions for all candidates. • GDPR Declaration Forms for all candidates
Submit work for	All candidate work must be submitted. One admin keycode per centre. Within each tab, please upload the group performance and all written work for candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – title of piece eg. Group One – Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work/evidence eg. Joe Bloggs – 1234 – Artistic Intentions *** All hard copies of candidate marksheets must be given to the examiner upon their visit.**
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

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

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

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

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For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	https://www.wjec.co.uk/qualifications https://www.Eduqas.co.uk/qualifications

French, German and Spanish (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration forms MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

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

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Geography (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration forms MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	3140U20-1
Subject(s)	**GCSE Geography Unit 2 (Wales)**
Details	Completed Unit 2 NEA Fieldwork Investigations for all candidates must be submitted via Surpass. Teachers are reminded to check that the correct choice of fieldwork topic is being used for the year of submission.
To be uploaded	The following must be submitted: • Centre Fieldwork Statement. • Completed Unit 2 fieldwork investigations for all candidates with candidate declaration form and candidate cover sheet both attached.
Submit work for	All candidates in the sample. One admin keycode per centre for the signed centre fieldwork statement.. Please use the following file name convention for written work: Candidate name – candidate number – type of work/evidence e.g. Joe Bloggs – 1234 – GCSE Geography Unit 2 NEA Submission
File types accepted	doc, pdf, ppt, PUB, zip
Max upload file size (MB)	150

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

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

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Business (Wales)

Requirements for the subject are as follows.

Subject authentication and declaration forms MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	3160U20-1
Subject(s)	**GCSE Business Unit 2 (Wales)**
Details	The completed Unit 2 assignment for all candidates must be submitted via Surpass. Teachers are reminded to check that the correct choice of theme is being used for the year of submission.
To be uploaded	The following must be submitted: • Completed Unit 2 assignment for all candidates with candidate declaration form and candidate cover sheet both attached.
Submit work for	**All candidate work must be submitted. One keycode per candidate.** Please use the following file name convention for written work: Candidate name – candidate number – type of work/evidence e.g. Joe Bloggs – 1234 – GCSE Business Unit 2 NEA Submission
File types accepted	word, pdf
Max upload file size (MB)	150mb

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GCE Externally Assessed Subjects

A Level Drama and Theatre (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	1690U30
Subject(s)	Drama and Theatre Unit 3
Details	Practical work and process and evaluation reports for all candidates must be submitted via Surpass within 7 calendar days of the performance date.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme Proforma (tab 1.1) • Recording of both performances for all candidates • Process and Evaluation reports for all candidates • GDPR Declaration Forms for all candidates
Submit work for	All candidate work must be submitted. One admin keycode provided. Within each tab, please upload the group performance and all written work for the candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – Text/Devised - title of piece eg. Group One – Devised - Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Process and Evaluation Report ***All hard copies of candidate marksheets must be given to the examiner upon their visit.**
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

A Level Drama and Theatre (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	A690U20
Subject(s)	Drama and Theatre Component 2
Details	Practical work and Process and Evaluation Reports for all candidates must be submitted via Surpass within 7 calendar days of the performance date.
To be uploaded	The following must be submitted: • Centre Approval Form (tab 1.1) • Programme Proforma (tab 1.1) • Recording of both performances for all candidates • Process and evaluation report for all candidates • GDPR Declaration Form for all candidates.
Submit work for	All candidate work must be submitted. One keycode provided. Within each tab, please upload the group performance and all written work for the candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – Text/Devised - Title of piece eg. Group One – Devised - Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Process and Evaluation Report ***All hard copies of candidate marksheets must be given to the examiner upon their visit.**
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

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

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

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For queries related to account access, keycodes please contact	**02920 265 328 e-assessment@wjec.co.uk**
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	https://www.wjec.co.uk/qualifications https://www.Eduqas.co.uk/qualifications

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A Level French, German and Spanish (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration forms MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

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

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

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

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A Level French, German and Spanish (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration forms MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

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

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

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For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	https://www.wjec.co.uk/qualifications https://www.Eduqas.co.uk/qualifications

AS French, German and Spanish (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration forms MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

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

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

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AS French, German and Spanish (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

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

AS Level French, German and Spanish (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

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

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

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AS / A Level Music (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	2660U20 1660U60 (Option A) 1660U70 (Option B)
Subject(s)	GCE AS Music Unit 2 (Wales) GCE A Level Music Unit 5 Option A (Wales)
To be uploaded	For each candidate, two compositions are required, and the following must be uploaded: • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log.
Subject(s)	GCE A Level Music Unit 5 Option B (Wales)
To be uploaded	For each candidate, three compositions are required, and the following must be uploaded: • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log.
Submit work for	Cohort
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt Please note that zip files and video files will not be accepted.
Max upload file size (MB)	20 - per candidate

AS / A Level Music (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	B660U20 A660U20 (Option A) A660U50 (Option B)
Subject(s)	GCE AS Music Component 2 (Eduqas) GCE A Music Component 2 Option A (Eduqas)
To be uploaded	For each candidate, two compositions are required, and the following must be uploaded: • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log.
Subject(s)	GCE A Level Music Component 2 Option B (Eduqas)
To be uploaded	For each candidate, three compositions are required, and the following must be uploaded: • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log.
Submit work for	Cohort
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt

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	Please note that zip files and video files will not be accepted.
Max upload file size (MB)	20 - per candidate

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

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Health and Social Care, and Childcare

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	4963UY0-1 4963NY0-1
Subject(s)	Level 3 - CCPLD: Unit 331 Investigating current issues in children's care, play, learning and development in Wales
Details	5000-word task focused external assessment based on pre released topic areas.
To be uploaded	The following must be submitted: • Extended writing piece • Signed timesheet
Submit work for	Cohort
File types accepted	doc, pdf, ppt
Max upload file size (MB)	20 - per candidate

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

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Vocational Award (Technical Award) Externally Assessed Subjects

Performing Arts (Technical Award)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	5639U3
Subject(s)	Performing Arts Unit 3
Details	Preparing evidence in a compressed zip file per candidate will reduce the number of files you will need to upload. There is an upload limit of 10 individual files per candidate.
To be uploaded	For each candidate in your cohort you should upload the evidence for Tasks 1-7 In addition the following admin documents must be included: - Candidate Declaration - Candidate Time Record Sheet - Unassessed Participant Declaration Sheet (if applicable) Please take care when uploading work to ensure that all tasks have been included. If tasks are missing, then examiners will have to assume that work has not been completed and mark as zero for that task. If there is no work to submit for a candidate, then please still upload a Time Record Sheet which indicates this. If including documents with embedded video / audio clips then please ensure that these are accessible and do not require an examiner to request access or login permission.
Submit work for	Coho
File types accepted	mp3, mp4, mkv, wav, aiff, aif, aifc, doc, pdf, txt, PPT (in a zip file)
Max upload file size (MB)	600- per candidate

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

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

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

For queries related to account access, keycodes please contact	**02920 265 328** **e-assessment@wjec.co.uk**
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	https://www.wjec.co.uk/qualifications https://www.Eduqas.co.uk/qualifications

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Level 3 Applied Certificates and Diplomas Externally Assessed Subjects

Level 3 Applied Extended Certificate in Tourism

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	**4803U2** 4803U9
Subject(s)	Unit 2 – Wales as a Tourist Destination Unit 9 – Ireland as a Tourism Destination
Details	One file submitted using the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4803U6-99977-24403-Anne Example**
To be uploaded	For each candidate, upload **one** document of evidence containing: • **Admin**: Candidate Pack which includes Candidate Declaration Form and Candidate Time Record Sheet • **Evidence**: Presentation of findings merged into one document
Submit work for	Whole cohort
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 - per candidate

* Unit 2 is not available to centres in Northern Ireland
** Unit 9 not available to centres in Wales

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

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Level 3 Applied qualifications in Sport

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	4923UB, 4923NB, 4923UE, 4923NE
Subject(s)	Unit 2 - Improving sporting performance Unit 11 - Sports psychology
Details	Evidence for the external assessment for all candidates along with the relevant documentation must be uploaded. Using the candidate keycodes submitted via Surpass. The window for the completion of controlled assessment and upload is the first Monday in May until last Friday before May half term.
To be uploaded	The following must be submitted: The evidence of all the Assessment Criteria for every candidate. This evidence will include all the evidence produced in the controlled assessment, including written work, presentations, audio-visual recordings. The declaration sheets of each candidate including: • Candidate Declaration Form (including GDPR) • Candidate Time Record sheet.
Submit work for	all
File types accepted	word, pdf, ppt, mp3
Advisable maximum upload file size (MB)	600 - per candidate

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

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

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

For queries related to account access, keycodes please contact	02920 265 328 e-assessment@wjec.co.uk
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	https://www.wjec.co.uk/qualifications https://www.Eduqas.co.uk/qualifications

T Level Subjects

T Level Building Services Engineering for Construction (Eduqas)

Requirements for the subject are as follows.
Subject authentication and declaration forms MUST be present and complete.
An evidence checklist should also be uploaded.

Subject Code(s)	D913U20-1
Subject(s)	T Level Building Services Engineering for Construction (EDUQAS) Employer Set Project
Details	The Employer-Set Project assessment is a project made up of a number of tasks, based on a real-life work-based problem. The assessment is designed to allow candidates to show how they can tackle problems using the Core knowledge and skills. Providers are responsible for the delivery of the assessment in line with the guidance provided, gathering candidate evidence, Centres should refer to the employer set project provider guide for further information. Centres should also refer to the key dates schedule for assessment windows and submission dates. Clear labelling supports the assessment process, as it indicates what piece of evidence each file contains and how it relates to the project. Evidence must have a file name that clearly indicates the content of the document (enrolment number / task / type of evidence). Labelling must be consistent throughout the cohort, with each candidate's evidence using the same file naming conventions. Each piece of evidence (inc Observation Records) must be in a separate file. A completed evidence checklist must be uploaded with the evidence.
To be uploaded	The following must be submitted: 1.1 Research • Word processed research findings. • Record of sources used. 2.1 Report • Word processed report. • Record of sources. 3.1 Project plan • Word processed programme of work plan.

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	• Word processed supporting statement for the programme of work plan.
	 4.1 Presentation
	      • Presentation materials.
	      • Speaker notes.
	
	 2.1 Collaborative problem-solving
	      • Video recording of discussions.
	      • Written discussion notes.
	      • Drafted email.
	      • Observation record.
	 2.2 Evaluation
	      • Word processed reflective evaluation.
	
	 Completed declaration of authenticity.
	 Completed evidence checklist

Submit work for	Cohort
File types accepted	MP4, doc, pdf
Max upload file size (MB)	800 – per candidate

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

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

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

For queries related to account access, keycodes please contact	**02920 265 328** **e-assessment@wjec.co.uk**
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	https://www.wjec.co.uk/qualifications https://www.Eduqas.co.uk/qualifications