

WJEC GCE Drama Unit 1

NEA - Uploading of Marks and Sample Work to IAMIS

Centres are strongly encouraged to input all marks into IAMIS at least one week before the deadline, thus ensuring sample requests are created with sufficient time to upload work by the deadline (15th May 2025). A copy of the 30-70% text extract must also be uploaded to IAMIS along with the sample of candidates' work.

1. Once the candidates' work has been marked and any appeals have been resolved, input the marks via IAMIS on Portal under:
 - **Internal Assessment > Internal Assessment Marks/Outcomes.** The system will be available at least 10 days before the deadline.
 - Click on the drop-down box next to **GCE June** and find **Drama** (your Exams Officer will need to give you access to this.) You will then find an '**Enter Marks**' button next to Drama – click on this and you will find your candidates listed.
 - When you have entered your marks, a '**Submit Marks and View Sample**' button will appear – click on this and you will see the candidates listed whose work you need to upload for the sample.
 - For further details, please refer to the guidance on the WJEC webpage: Internal assessment guide [Internal Assessment Guide for Centres](#).
2. 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 (available in the Internal Assessment guide for centres [Internal Assessment Guide for Centres](#)).
3. You can start to upload work for the sampled candidates straight away. At the top, you will see the upload button.
4. Click on the button

Grouped/Admin Upload Function



and you will be able to choose the files you wish to upload. Select the files and click “open” to upload them. You will be able to see which files have been uploaded for each candidate.

5. This is what you need to upload:
 - **Centre Approval Form**
 - **Programme proforma**
 - **Recording of the performance(s) for all candidates in the sample**
 - **Creative Log plus relevant illustrative material for each candidate in the sample**
 - **An evaluation of the final performance or design**
 - **Script of reinterpreted piece for each candidate in the sample with the lines taken from their selected extract highlighted**
 - **Mark sheets and candidate/teacher declaration forms for all candidates in the sample.**

6. Please organise the work into the following folders:
 - **Admin folder (Centre Approval form, Programme proforma)**
 - **Performance videos (group performances)**
 - **Individual Candidate folders (Creative Log plus relevant illustrative material for all candidates in the sample, An evaluation of the final performance or design, Script of reinterpreted piece for each candidate in the sample with the lines taken from their selected extract highlighted. Mark sheets and candidate/teacher declaration forms for all candidates in the sample)**

Please see below for naming conventions for each folder/file

7. Please use the following file name convention for performance work (naming of videos):
Group number – title of piece eg. Group One – Peer Pressure

8. Please use the following file name convention for written work:
Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Creative Log

9. If uploading marksheets separately to written work, please use the following file name convention:
Candidate name – candidate number – marksheet

10. Recordings/files of the devised performances accepted include - **mp4, mkv, doc, pdf, zip**

11. Max upload file size (MB) - **600** (please see guidance on reducing file sizes on the E-Submission website page)

12. If the files do not appear or you have made a mistake and chosen the wrong folder / file, then please contact e-submission@wjec.co.uk. Please include your centre details, candidate details, the subject and component.

13. WJEC reserves the right to request additional candidate work, so the assessed work for **every candidate** should all be ready to upload, not just the sample. If extra work is requested this does not necessarily mean, there is a problem- we also request everything from a random selection of centres. The reason for this is because we have a duty to ensure that assessment is accurate and therefore fair to all candidates.
14. Unit 1 moderator reports can be accessed at the end of the summer series and can be found on Portal under:
- Internal Assessment > Internal Assessment Marks/Outcomes. Click on the drop-down menu next to GCE June; your moderator report will be listed next to Drama.
15. For further information about E-Submission in general please visit our [e-submission upload page](#).

Useful Contacts

If centres require support with the uploading of marks and/or work to IAMIS please contact E-Submissions:

Email: e-submission@wjec.co.uk

Tel: 02922 404 310

For subject specific queries **not** relating to E-Submission please contact:

Email: drama@wjec.co.uk

Tel: 02922404299