

Note that there is a requirement to give all candidates the chance to appeal their teacher assessed marks before you submit them, so you must factor in the time required for this, according to your own school policy. This applies to all subjects, and all exam boards.

More details on this are in this JCQ document: [Instructions for Conducting Coursework](#) Section 13.5.

All sampled candidates' work for GCSE Music Performing and Composing must be uploaded to our online portal. In order to prepare for this, centres may wish to follow this guidance. The samples for Performing and Composing may not be the same candidates.

Please note that from Summer 2025 GCSE Music NEA samples will be uploaded to IAMIS, not to Surpass. IAMIS is the system where you input your marks. It does not require keycodes, so sampled work can be uploaded as soon as the sample is generated.

GCSE Unit 1– Performing

The deadline for uploading the requested sample is midnight on 5th May 2026.

1. Review the requirements:
 - Two or more pieces including an ensemble lasting at least one minute.
 - Minimum total performance duration of four minutes.
 - A programme note relating to a piece linked to an Area of Study.
2. Recordings must be made between September 2025 and May 2026 in the presence of the teacher assessor.
3. Record each piece separately. No announcements are required.
4. Download the latest version of the [performing marksheet](#) and complete this with the details of each piece performed, the level of difficulty, the role of the candidate in ensemble performance(s), the timing for each piece and the marks awarded. Please refer to **Appendix A** in the specification for the marking criteria and difficulty level grid.
5. It is not necessary for you to write any additional notes on the marksheet. However, if you feel you need to explain anything, you can extend the document to incorporate a **brief** note.
6. For every performance you need a **recording** and a **score/lead sheet**. (Guide tracks or YouTube links are **not** acceptable as an alternative to a score.) Make sure you annotate anything which the candidate INTENDS to perform differently - before the performance is recorded. Also make sure the score has performance directions such as tempo marks and dynamics. You are allowed to add musically sensible repeats.
7. Assess every performance according to the criteria in Appendix A of the specification. You can also refer to the [amplification of the performing criteria](#) for more guidance.
8. Apply any level of difficulty changes to the performances to get the final mark for each piece. (This is done on a per piece basis if they have played more than one piece.) Use the table in Appendix A.
9. Work out the total mark for the performances using the calculation as laid out on the mark sheet:

[Total number of marks awarded] divided by [The number of pieces performed] multiplied by 2
10. Calculate the total duration of the performance. Begin timing at the start of the candidate's first note, and end at the end of their last note. You cannot include introductions before the candidate starts, or sections where

they have several bars rest. Put the total time onto the marksheet, and if it is below the minimum requirement (see above) then you must apply a penalty, using the penalty table in Appendix A of the specification.

11. Put the ADJUSTED mark after any penalties onto the marksheet.
12. Finally, add the [number of marks awarded for the Programme Note](#), and put the FINAL mark onto the marksheet.
13. As you go along, complete the [candidate mark penalties form](#) including every student in your cohort.
14. When you have marked all candidates' work and resolved any appeals, input the marks via the Portal (see your exams officer.) When you press the submit button the screen will refresh, and your sample will be identified.
15. You can start to upload work for the sampled candidates straight away. Alongside each candidate in the sample, you will see the upload button.
16. Click on the button and you will be able to choose the files you wish to upload for that candidate. Select the files and click "open" to upload them. You will be able to see which files have been uploaded for each candidate. That's it!
17. NB: Although the system imposes no size limit, anything over a GB is difficult in terms of upload and download as it will take time to process the request. 1GB on normal broadband speeds will take up to 15 minutes to upload. There is an initial progress bar, you should not leave the web page or upload another document until the document you are uploading shows named under the upload icon.
18. This is what you need to upload:
 - 1 WJEC GCSE Music Performance Candidate Timings sheet – upload with the first candidate on your list. (*The moderator will refer to this as part of the checking process.*)
 - For **each candidate**:
 - mp3 files of all pieces performed
 - scores of all pieces performed
 - a programme note
 - a completed AND SIGNED mark sheet
19. File names need to be clear. If you include any special characters (this includes all punctuation) then the system may not accept it. **Just use letters and numbers** in the format: Candidate name and number solo/ensemble performance number audio/score/mark sheet, e.g.:

John Smith12345 solo 1 audio
John Smith 12345 solo 1 score
John Smith 12345 programme note
John Smith 12345 mark sheet
20. 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.
21. You will also need to complete an [online form](#) to report any under time candidates, so that we can be sure any adjustments are made correctly. If there are none in your centre, you simply complete a "nil return." If there are any under time candidates, you will need to complete some additional information for each one.

Centres are asked to complete the Microsoft form by Friday 22 May 2026, 3pm.

GCSE Unit 2 – Composing

The deadline for uploading the requested sample is midnight on 5th May.

1. Review the requirements:
 - One composition in response to a brief set by WJEC
 - One free composition
 - One evaluation of the brief composition
2. Download the latest version of the [composing log sheet and marksheet](#). The candidate should complete the details of each composition the teacher completes the marks awarded.
3. It is not necessary for you to write any additional notes on the marksheet. However, if you feel you need to explain anything, you can extend the document to incorporate a **brief** note.
4. For every composition you need a recording and a score/lead sheet.
5. Assess every composition according to the criteria in Appendix B of the specification. You can also refer to the [amplification of the composing criteria](#) for more guidance.
6. Work out the total mark by adding the marks for the two compositions and the evaluation together
7. When you have marked all candidates' work and resolved any appeals, **input the marks** via the Portal (see your exams officer.) When you press the submit button the screen will refresh, and your sample will be identified.
8. You can start to upload work for the sampled candidates straight away. Alongside each candidate in the sample, you will see the upload button.
9. Click on the button and you will be able to choose the files you wish to upload for that candidate. Select the files and click “open” to upload them. You will be able to see which files have been uploaded for each candidate. That’s it!
10. NB: Although the system imposes no size limit, anything over a GB is difficult in terms of upload and download as it will take time to process the request. 1GB on normal broadband speeds will take up to 15 minutes to upload. There is an initial progress bar, you should not leave the web page or upload another document until the document you are uploading shows named under the upload icon.
11. This is what you need to upload for **each candidate**:
 - mp3 files of all both compositions (NB. video files are not accepted.)
 - scores (or equivalent) of both compositions
 - an evaluation
 - a completed AND SIGNED Composing log and mark sheet
12. Files such as Sibelius, Logic and Cubase etc. will **not** be accepted. You must export the audio and score into one of the accepted formats: mp3, wav, pdf or MS Office compatible.
13. File names need to be clear. If you include any special characters (this includes all punctuation) then the system may not accept it. **Just use letters and numbers** in the format: Candidate name and number composition number audio/score/log, e.g.:

John Smith12345 composition 1 audio
John Smith 12345 composition 1 score
John Smith 12345 log

14. 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.

For further information about E-Submission in general please visit our [e-submission upload page](#).

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

e-mail: music@wjec.co.uk Tel 02922 404305