



Preparing for E-submission - November 2020

The information in this newsletter is intended for examination officers and teachers of the following WJEC / designated Eduqas subjects with NEA Units / Components for which work will be submitted online in the 2020 November series:

Level	Subject	Submission deadline	<u>Internal/</u> <u>External</u> <u>assessment</u>
GCSE	English Language Unit 1 (WJEC)	5 th November	Internal
GCSE	Welsh Language Unit 1(WJEC)	5 th November	Internal

Please note, you must submit work for all candidates entered for externally assessed Units or Components. For internally assessed Units, a sample will be identified when marks are submitted.

E-submission

The process of submitting work online is straightforward and easy. Please refer to the subject guidance for details of the work to be submitted. The latest versions can be found on our website: www.wjec.co.uk

We will be here to help you throughout the process. In addition, we have developed a helpful guide and a video tutorial which are available from our dedicated e-submission webpages, simply visit www.wjec.co.uk/teachers/e-submission/

Please note, in the case of internally assessed work the moderation process does not commence until after the deadline for submission. We reserve the right to request the work of additional candidates **to aid in a fair moderation process**. It is therefore essential that you have all work ready to be uploaded if required.

What should I be doing now?

Teachers and Examination Officers

As you prepare to submit work electronically, we recommend you take the following steps:

1. Refer to the E-submission Process Subject Guide November 2020 for information on the types of file you will be able to upload. You can [here](#).
2. To speed up the process of uploading work online, we advise that work is saved in the correct format when it is created, to avoid having to convert files at a later stage. Where possible, encourage candidates to work electronically, or if documents will need to be scanned, do this as you go along, saving with appropriate filenames. There are a number of apps available for smartphones and tablets which will do this easily and create pdf files.

Please note, file names can only be made up of letters and numbers, with no special characters e.g. ?,! /\$. You should ensure that files are named so that they can be easily identified, by including candidate names or numbers and the task title.

3. As you complete paperwork and forms, ensure that they are all signed as necessary. Work submitted without the correct authentication may result in a candidate being awarded zero. All forms can be downloaded from the subject pages of our websites.
4. Check that all files are correct and complete, including that audio and video files will play to the end, and create a back-up of everything in case of any computer or network problems.

Examination Officers only

1. Forward this newsletter to the relevant member(s) of staff in your centre who are responsible for the subjects listed above.
2. Check that you are able to log into the [Surpass](#) website. Click 'Can't Access Your Account?' if you need to reset your account. You will need to be able to log in to obtain the keycodes for each candidate which are required to submit work electronically. For internally assessed units and components these will be available for the sampled candidates within 48 working hours after marks are submitted on IAMIS and can be used immediately.

What is the timeline for uploads?

The deadlines for submission of each subject are on the table at the top of this document. There are further details available [here](#)

IAMIS is already open on the secure website for inputting marks for internal assessments.

A checklist for centres to use and share with their teachers during the e-submission process has been produced and can be found on the [WJEC E-submission page](#).

For queries relating to the E-Submission process, please ring our new dedicated helpline number - 029 2240 4310 or email e-submission@wjec.co.uk