E-submission Process – Centre Guide 2026-2027

This document is intended to provide comprehensive guidance to centres for the process of submitting work for moderation or assessment through e-submission.

It should be used alongside the E-submission Process – Subject Guide 2026-2027

A short video showing an overview of the process can be viewed on the e-submission webpage on WJEC or Eduqas

Please ensure you read this guidance in FULL before attempting to submit work electronically. In addition, our e-submission team is on hand to provide help and guidance if you experience technical difficulties – contact details can be found within this document.

Contents

WHAT IS E-SUBMISSION? 2
SETTING UP A SURPASS ACCOUNT 3
PREPARING CANDIDATE WORK FOR UPLOADING 4
RETRIEVING CANDIDATE KEYCODES 5
LOGGING IN TO SURPASS 5
ACCESSING CANDIDATE KEYCODES 6
CANDIDATES WHO ARE ABSENT, WITHDRAWN OR 'CARRYING FORWARD' 8
CREATING A PDF OF CANDIDATE KEYCODES 9
UPLOADING WORK TO SURPASS 10
UPLOADING INDIVIDUAL CANDIDATE WORK 10

FINISHING THE UPLOAD AND SUBMITTING WORK 13
CHECKING THE UPLOAD IS COMPLETE 14
APPENDIX 1: TIPS AND TRICKS FOR SMALLER FILES 15
SCANNING MATERIALS 15
IMAGES 15
COMPRESSING IMAGES IN WORD 16
VIDEO FILES – CONVERTING AND RESIZING VIDEO FILES FOR UPLOAD 18
CONTACTS 19

WHAT IS E-SUBMISSION?

E-submission is the process of electronically submitting candidates' work safely and securely to WJEC/WJEC Eduqas. Work is submitted for the purpose of assessment and/or moderation.

How do I submit the work electronically?
Work is submitted using an online portal called Surpass https://wjec.surpass.com/Login

In order to submit your candidates' work electronically (either a sample or full cohort), you will be allocated a 'keycode'. Without the keycode, you will not be able to submit your work electronically – guidance on keycodes is included in this guide.

What subjects require work to be submitted electronically?
The list of subjects that use e-submission can be found here: https://www.wjec.co.uk/home/administration/e-submission/
https://www.eduqas.co.uk/home/administration/e-submission/

This list continues to grow; however, the process remains the same, regardless of the subject.

Surpass Websites
Exams Officers - Surpass System (to access keycodes): https://wjec.surpass.com/Login
Teachers - Surpass Upload Portal (to upload work): https://wjec.surpass.com/secureassess/htmldelivery/

What is the process of submitting work electronically?
This process is straightforward and intuitive. It involves 5 steps:

1. Setting up a Surpass account
2. Preparing candidates' work for uploading
3. Retrieving candidates' keycodes from Surpass
4. Uploading candidates' work
5. Submitting the work to WJEC / Eduqas

Please ensure you read this guidance in FULL before attempting to submit work electronically.

SETTING UP A SURPASS ACCOUNT

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.

1. An email will be sent to the registered Exams Officer within the centre the term before the series of submission.
2. To ensure your centre receives this email, please add 'noreply@Surpass.com' to your contacts. In addition, please check your junk folder.
3. A username will already be allocated to the centre. A password and security question will need to be created.
4. To complete set up of the account follow the instructions in the email.

PREPARING CANDIDATE WORK FOR UPLOADING

To ensure you can successfully submit candidates' work electronically, it is important to ensure that these files are prepared in the correct manner BEFORE uploading.

Each subject has specific requirements. These include:

- file types accepted for each subject
- the number of files accepted
- the maximum upload sizes

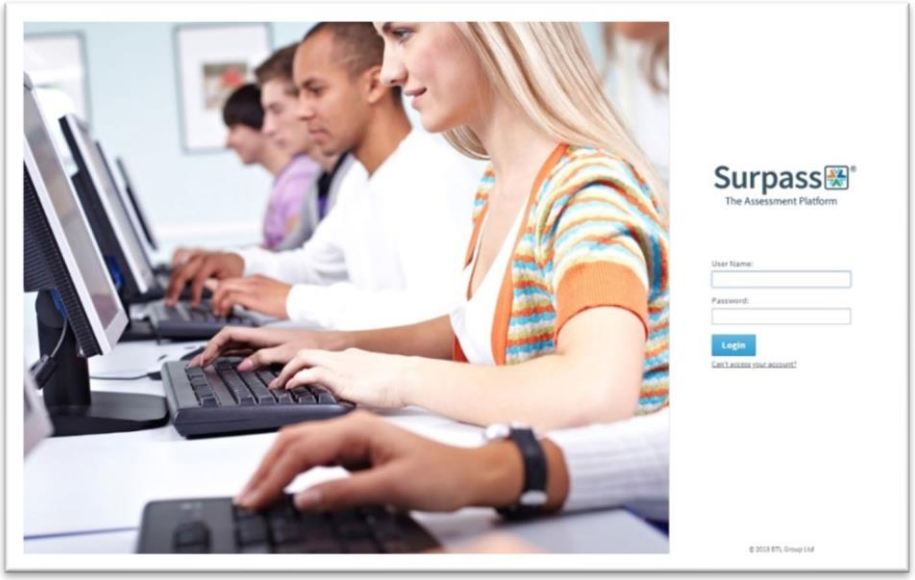
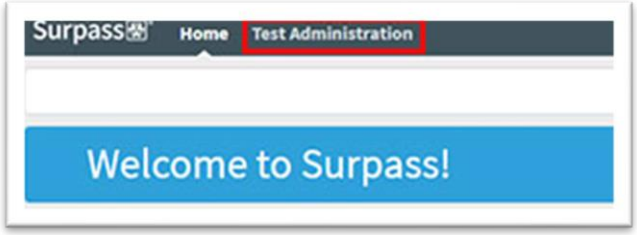
.Please use the E-Submission Process Subject Guide 2025-2026 for information about specific subjects

Where candidate work exceeds the maximum upload size please see Appendix 1. Tips and tricks for smaller files

Please note, do not use the following 'special characters' when saving work, as the work will then fail to upload: & # * $ £ @ ' %

RETRIEVING CANDIDATE KEYCODES

LOGGING IN TO SURPASS

1. Open a web browser and login to Surpass (https://wjec.surpass.com) with your Surpass username and password. If you cannot remember your password, please use the 'Can't access your account' link, displayed below the login button.	
2. Click on TEST ADMINISTRATION on the Surpass homepage.	

ACCESSING CANDIDATE KEYCODES

3. Click on INVIGILATE.

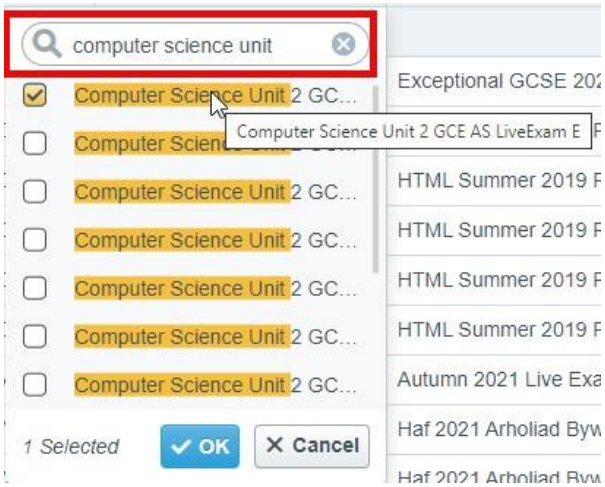


4. Use the small icon at the top of the subject column to filter the subjects.



5. To select your subject

   i. Type in the search box to find your subject
   ii. Select the relevant subject
   iii. Click OK



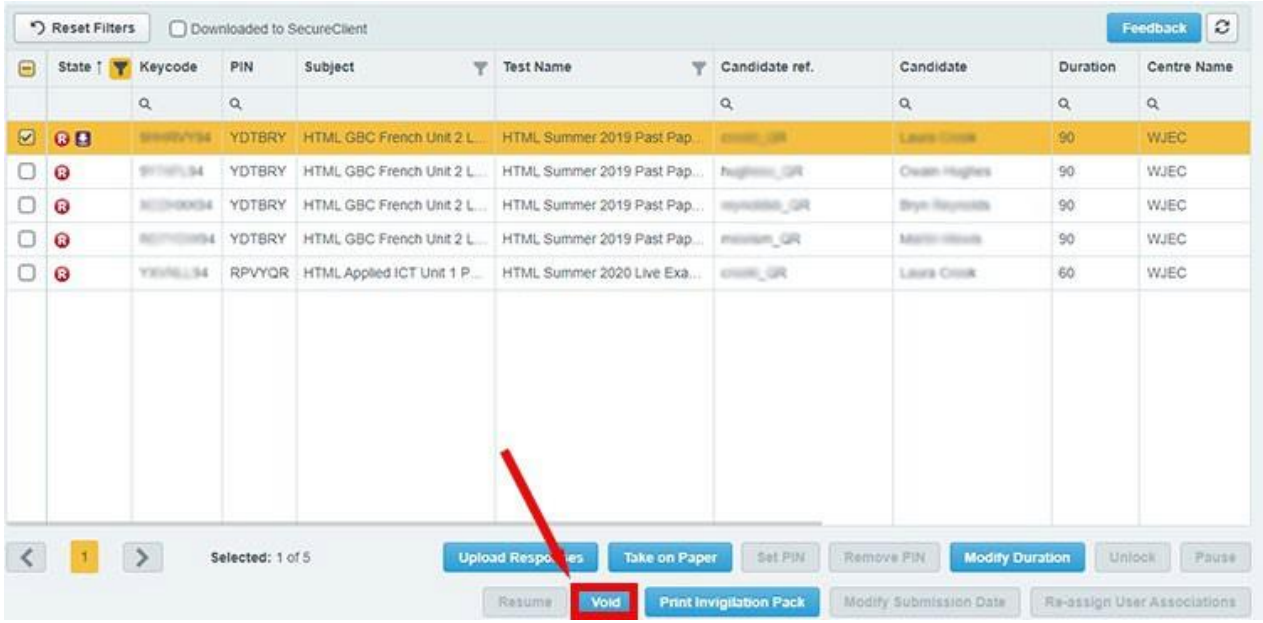
6. All keycodes for sampled candidates will now appear in the KEYCODE column.	

State	Keycode	PIN	Subject
R	[redacted]	YDTBRY	HTML GBC French Unit 2 L...
R	[redacted]	YDTBRY	HTML GBC French Unit 2 L...
R	[redacted]	YDTBRY	HTML GBC French Unit 2 L...

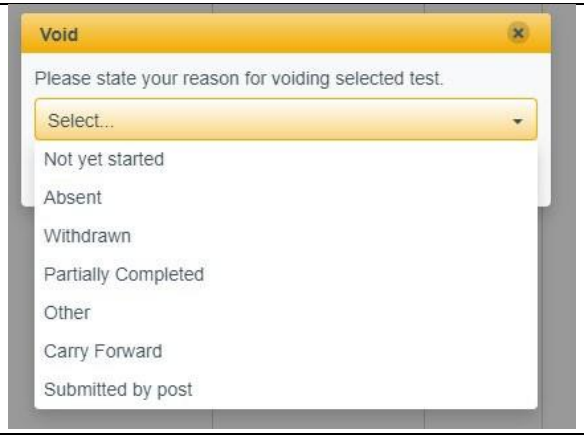
CANDIDATES WHO ARE ABSENT, WITHDRAWN OR 'CARRYING FORWARD'

1. Void any keycodes for candidates who are absent, withdrawn or 'carrying forward'. Please note, once a keycode has been voided, it can no longer be used.

   i. In the INVIGILATE tab, click on the candidate who will no longer be part of the sample.
   ii. Click the VOID button at the bottom of the screen.



2. Select the appropriate reason and click VOID to confirm.



CREATING A PDF OF CANDIDATE KEYCODES

1. To highlight all candidate keycodes, click the Checkbox at the top of the first column,

2. to highlight specific candidate keycodes use CTRL and click on each keycode you require.

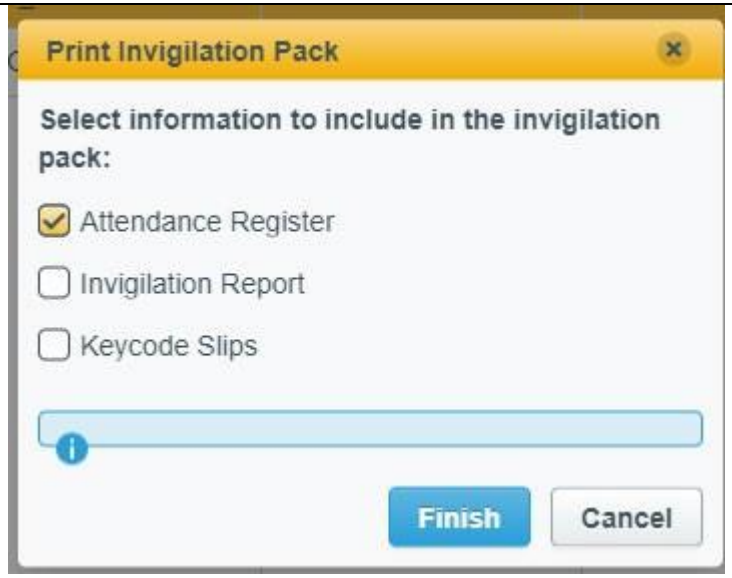


3. At the bottom of the page click PRINT INVIGILATION PACK.



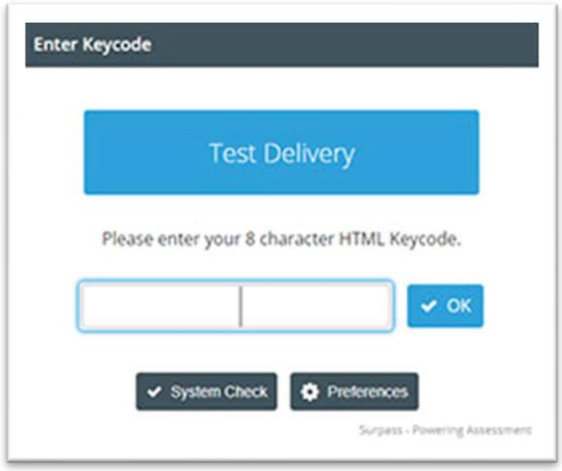
4. In the next window
   i. untick all options but ATTENDANCE REGISTER
   ii. Click FINISH

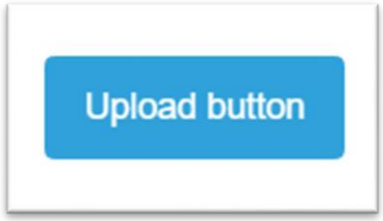
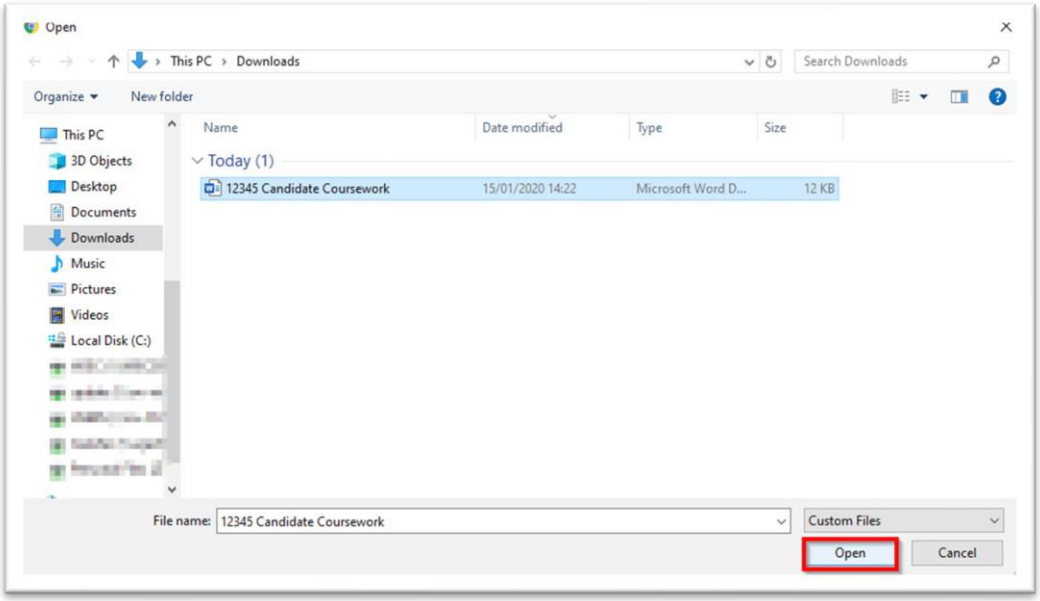
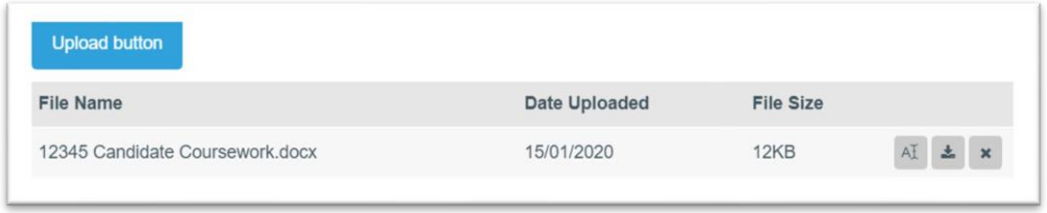
   The PDF should appear onscreen or you will have the option to download it. This can then be shared with the person responsible for uploading the work.

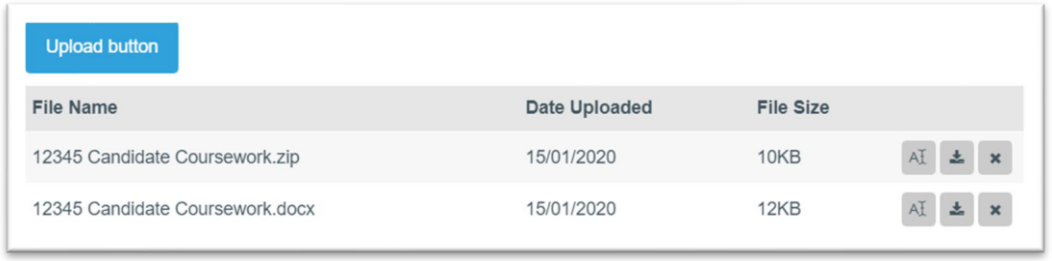


UPLOADING WORK TO SURPASS

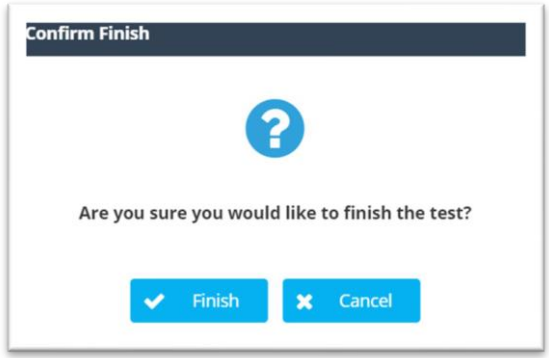
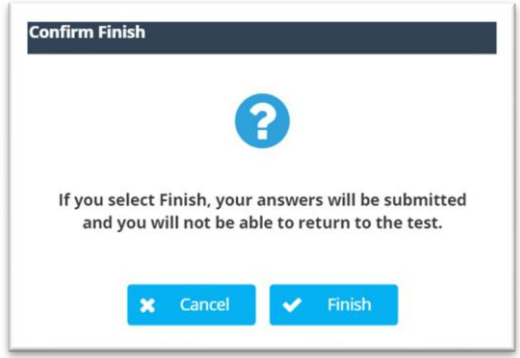
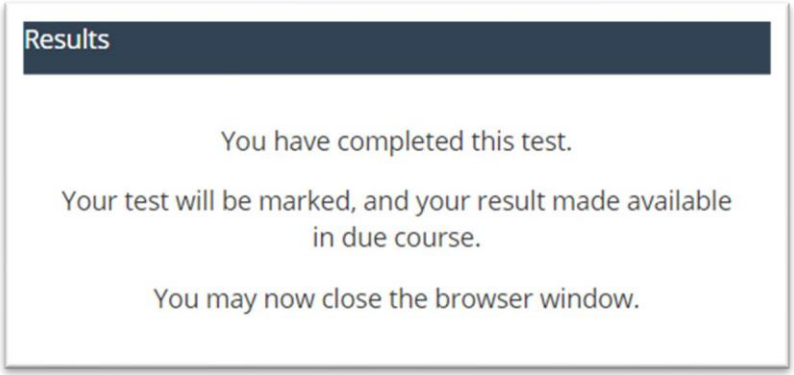
UPLOADING INDIVIDUAL CANDIDATE WORK

1. Go to https://wjec.Surpass.com/secureassess/htmldelivery this will take you to the upload portal. No login is required. i. Enter the keycode for the candidate. ii. Click OK.	
2. You will be asked to confirm the details are correct. If correct click CONFIRM.	

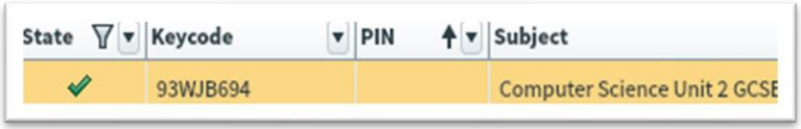
3. Click on the UPLOAD button. In some browsers, you may need to scroll to see this.	
4. Browse for the file you wish to upload. i. Select the file ii. Click OPEN.	
5. Details of the uploaded file will appear at the bottom of the screen. Repeat steps 3 and 4, in this section to upload all required files for the candidate.	

6. Check that all files you wish to upload are listed on screen. Please be aware that once the work has been submitted you cannot return to check these files. Therefore, a screenshot should be taken in order to keep a record of the files uploaded.	
7. Repeat this process (Steps 1 – 6 in this section) for each candidate in the sample.	

FINISHING THE UPLOAD AND SUBMITTING WORK

1. Once you are satisfied that all files are present, click FINISH TEST	
2. You will be asked to CONFIRM FINISH. i. The pop-up window will ask if you are sure you would like to finish the test, click FINISH ii. In a second pop-up window you will be asked again to confirm finish. Click FINISH Clicking FINISH will submit work to WJEC / Eduqas. Clicking CANCEL will take you to the previous screen.	 
3. A confirmation will appear similar to the one shown. Once this message is displayed you can no longer return to the upload.	

CHECKING THE UPLOAD IS COMPLETE

Login to https://wjec.surpass.com/Login using the username and password. In the INVIGILATE tab a green tick should be displayed by each candidate/group who has had work submitted. This shows the keycode has been used and the upload is complete.	
If you see another icon, not listed right, it could mean that the upload has been interrupted. If you see another icon displayed, please contact 029 20265328	*The most common states are listed below:* ***the keycode has been voided and can no longer be used*** ***the keycode is ready for use*** ***the keycode has been used and the upload completed***

During the NEA/Controlled Assessment upload process on Surpass, human error can occur. For example, files may be uploaded to the incorrect candidate, or the upload may have not included all of the required documentation. In these or similar instances, you can request a new keycode for the candidate(s) or group admin code in question by using the form below.

E-submission Surpass Upload – replacement keycode request form

We expect to create any replacement keycodes within 2 working days of receiving a request, which will then be made available for your centre's administrative account holder to view within the 'Invigilation' tab on Surpass.

APPENDIX 1: TIPS AND TRICKS FOR SMALLER FILES

The following tips should be used in order to keep files sizes as small as possible for uploading.

This is not an exhaustive list. Your IT support may be able to offer further help with this.

SCANNING MATERIALS

Most scanning software packages have pre-sets for ease of scanning. So, look for a setting that makes your scan suitable for viewing on-screen or for emailing.

If no pre-set is available, adjust the dpi of the scan to 96.

IMAGES

Rather than submitting individual image files, add images to a Word document, for example, and then use Word to compress the images, as shown below.

Candidates may have used images in other documents. These too should be compressed, as this will reduce the overall size of the file.

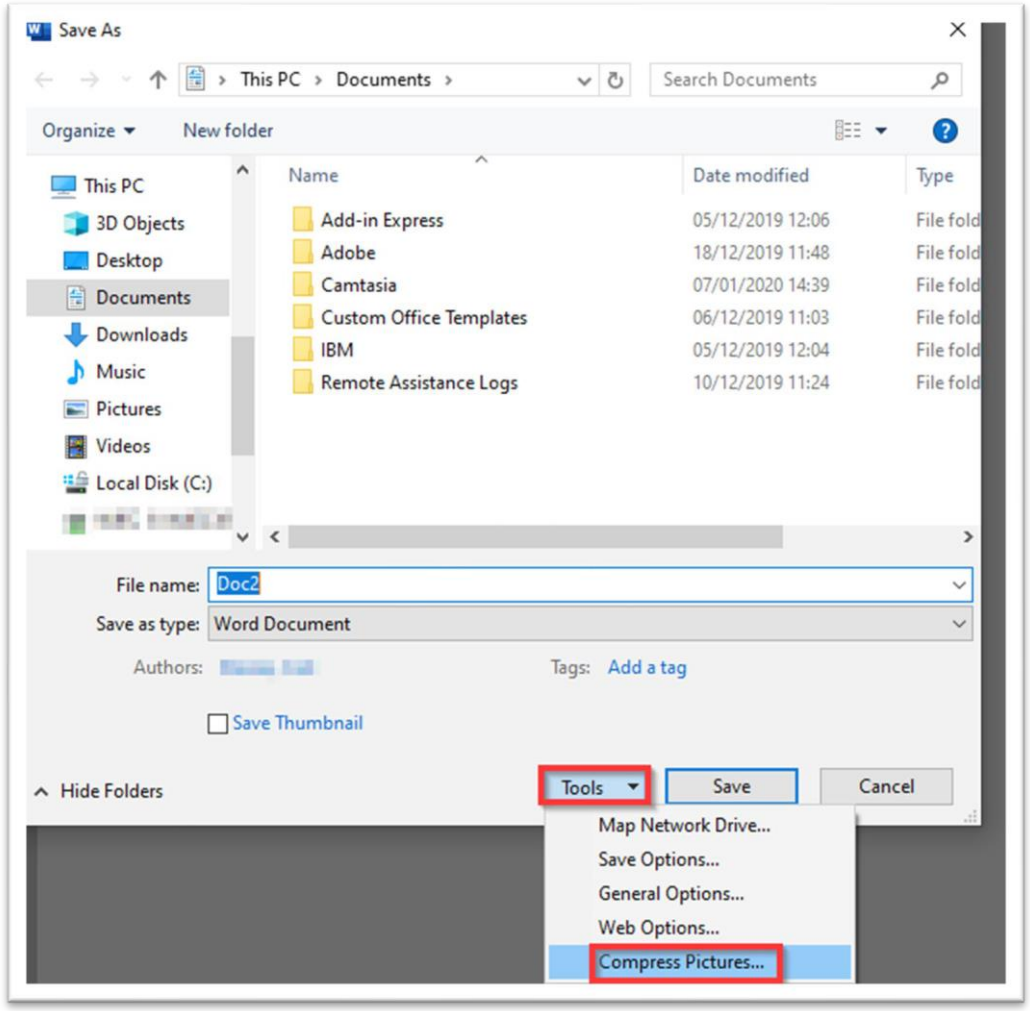
COMPRESSING IMAGES IN WORD

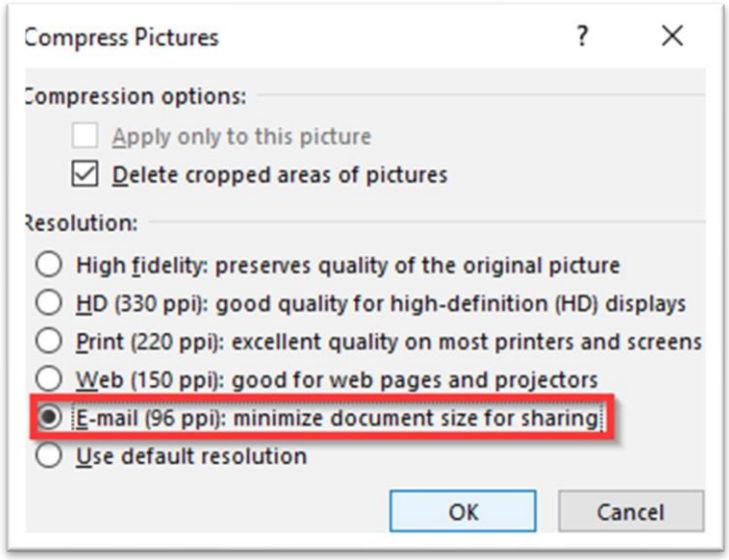
In more recent versions of Word, you can compress the images when you save your document.

To do this:

Click FILE, then click SAVE AS or SAVE.

In the SAVE AS window, click TOOLS then click COMPRESS PICTURES.



<table>
<tr>
<td>Select E-MAIL, and then click OK and save your document.</td>
<td>
</td>
</tr>
<tr>
<td colspan="2">This document can then be zipped up with other files for uploading.</td>
</tr>
</table>

Converting and resizing video files for upload

Use this guide in conjunction with the '**Converting and resizing video files**' video guide

Download the '**WJECEduqas-Surpass-Upload.json**' preset

↓

Install and launch **Handbrake**

↓

Click '**Preferences**'

↓

Select '**Output Files**'

↓

Select the location of where you would like the converted files to be saved by selecting '**Browse**', selecting the location and then clicking '**Select Folder**'

↓

Tick '**Always use the default path for each new name generated**'

↓

Select '**Always use MP4**' in the '**MP4 File Extension**' drop-down menu and then click '**Back**'

↓

Select '**Folder (Batch Scan)**'

↓

Move all video files that need resizing into a folder. Navigate to the location of the folder and then click '**Select Folder**'

↓

Select '**Presets**' and then '**Import from file**'

↓

Navigate to the location of the downloaded 'WJECEduqas-Surpass-Upload.json' preset and then click '**Open**' (normally the 'Downloads' folder or 'Desktop')

↓

Select '**WJECEduqas-Surpass-Upload**' from the '**Preset**' drop-down menu

↓

Click on the '**Add to Queue**' down arrow and select '**Add All**'

↓

Click '**Queue**' to view all of the video files. Ensure that all the video files that need to be converted or resized are included in the queue

↓

Click '**Start Queue**' to start the encoding process

↓

Once all files have been processed, they will appear in your save location.
The size of the videos has now been reduced and they are now ready to be uploaded.

! Once the WJECEduqas-Surpass-Upload preset has been imported into Handbrake, it will not need to be imported again !

CONTACTS

e-assessment@wjec.co.uk

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