

PATHWAYS Internal Assessment Mark Input System Step-by-step Guide

Version 1.0

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Please note that this document is subject to continual improvements. This document will not be re-issued as a hard copy but the latest version will be available on the Entry Pathways website.

Logging in to the WJEC Secure Website

To access the online Form you will be required to log in to the WJEC Secure Website using the following URL:

http://www.wjecservices.co.uk

1	WJEC Secure	Website	
L	.ogin / Registration		
	Please supply your Username a	nd Password, then select login:	
	Username Password	INFORMATION: This session will automatically terminate if left idle for 20 minutes and you will have to log in again. FORGOTTEN PASSWORD	
	HELP PREQUENTLY	ISPED QUESTIONS	

The following screen will appear:

You must receive your user name and password to enable you to log in to the online marking system from the Examinations Officer at your centre.

Please enter your user name and password and click on the 'Login' button.

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WJEC Secure Admin Site 🖬		<u> </u>	
Welcome to the newly reskinned WJEC secure administrative website information you will need to perform your various tasks. Please select from begin.	where you will find all the the navigation minu above to		
If you have any problems finding what you need please refer to our quick gu			-
This is a private system for use by authorised persons only. Unauthorised access to this system is logged LEGACY RESIT OPPORTUNITIES	cers is a criminal offence under th	e Computer Misuse Act 1990. All offen	28th February 2017 ders are liable to prosecution. All
WJEC is pleased to advise you that we has decided to offer examination re- information below provides further details.	sit opportunities for all of our GC	SE legacy qualifications, subject to de	mand. Our April circular and the
<u>GCE Legacy Qualifications resit opportunities 2017 - 2020</u> <u>GCSE Legacy Qualifications - Examination resit opportunities 2015</u>			
Results issued to candidates 02.03.17:			
The provisional results awarded to candidates from your centre can be viewed a	and printed as follows:		
CANDIDATE RESULT SLIPS			
Select RESULTS. Select VIEW/PRINT CANDIDATE RESULTS (SLIPS) Please note: th	is option allows centres to produce	an individual result slip for each candid	late
COMPONENT MARKS			
Two views are available			
1. To view UMS component information, select RESUUTS , select VIEW/PRINT	SUMMARY OF SUBJECT RESULTS, s	elect relevant examination series, click C	VERVIEW OF SUBJECTS. Select

After a successful login the following screen will appear:

Select "<u>Internal Assessment</u>" from the menu on the top the screen. If this button is not visible, the Examinations Officer can access "Account Admin" and add this facility to your account. See the Appendix – creating/amending secondary accounts.

Internal Assessment Mark Input System

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A list of subjects/unit where outcomes need to be input using the online system will be shown on this screen.

This screen will also show the number of candidates whose outcomes have not been input.

Entering Candidates' Outcomes

Click on the "<u>Enter outcomes</u>" button that is adjacent to the appropriate Subject and Paper on the screen.

Info: Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button. Centres can input marks/outcomes for candidates on the web page provided that the entiry has been submitted to, and processed by, WJCC. Should teachers with to input a marks/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as so Conce this information has been set to WJEC. by the exams officer, teachers should how 72 hours before trying to input the marks. INFO: Click on a title to expand the box	
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This will produce a list of your candidates entered for this subject/paper, as shown below.

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Click into dropdown menu under the "grade" column to enter "Pass, Merit, Distinction, Absent" outcomes as necessary.

View your moderator details here, once your outcomes have been submitted.

Read the general step-by-step guide here.

Print out the outcomes you have input to check as you go along.

If there are more than 20 candidates in one centre they will be shown on separate pages.

The drop-down menu labelled 'Show' has a choice of 'All' (the default), or 'Marked' or 'Samples'. When 'All' is chosen, all candidates are shown on the screen. When 'Marked' is chosen, only candidates with an outcome input will be shown. When 'Sample' is chosen, only candidates chosen for the sample will be shown.

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Absent Candidates

In order to indicate that a candidate is absent, tab or click into the grade column on the dropdown menu and select 'absent'. This will be updated when you exit the column. A warning a message stating 'please note an ABSENT should only be used if a candidate is absent' will appear to ask you to confirm that this candidate is Absent.

Late Candidates

Any candidate that does not appear on this screen has not been entered yet. Should teachers wish to input an outcome for any candidate who is not listed on the web page, the Examination Officer should be asked to submit the entry immediately (provided the window for entries & amendment deadline has not passed). Once the entry has been made, teachers should allow 72 hours before trying to input the outcome. If there is a small number of late entry candidates the sample can be chosen and then the outcome added subsequently.

Search for a Candidate Name

There is a facility in the system to search candidates by name. To use this facility, click in the box labelled 'Candidate Search', enter the candidate surname you wish to fins and click the 'search' button.

If the Submit Facility is Not Available

Every candidate needs to be completed before the submit option is made available. On the enter outcomes screen change "show" to "all" to highlight the candidates that still needs outcomes inputting.

To return to the first screen showing all subjects/papers. Click on the <u>'Save and</u> <u>Close</u>' button. This can be done at any time.

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Submitting Outcomes to WJEC

Once you have entered and saved the outcomes you will be able to edit any outcomes before submitting to WJEC.

Click '<u>Enter outcomes 144 done, 0 left'</u> to go back into subject screens and amend any details.

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The button initially labelled <u>'no outcomes to submit'</u> will remain unchanged until all candidates outcomes have been input.

When one subject/paper has been completed, a reminder will appear that these outcomes should be submitted and samples viewed. If all the information is correct you must click '<u>Submit outcomes and generate samples</u>' to generate a sample.

The following screen will appear before you finally submit your outcomes.

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Generate samples

Once all outcomes have been inserted and submitted you can click the following link to go back and view your sample.

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Subject/Paper: 9613	/L3 Submitted: 144			
Thank you for submitting	he outcomes for 9613/L3 SOCIAL CONTROL POLICY & PRACTICE for	r your centre.		
These outcomes have bee	n received by WJEC and will now be made available to the moderab	0f.		
You will now see that a ti	k box indicator appears alongside selected candidates.			
Click here to return to the	INTERNAL ASSESSMENT MARK input screen and to view sample	8		
CONNECT WITH	VJEC ONLINE			f) (in)
Qualifications Teachers Exam Officers Appointers Students About Us Shop	Continuing Professional Development Past Papers WEC Key Dates Replacement Certificates	WJEC Websites Educational Resources Online Exam Review	CONTAC	CTUS
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Once outcomes have been submitted to WJEC the outcomes awarded to candidates cannot be altered online, but a request to amend an outcome may be sent by email to pathways@wjec.co.uk.

The "print" button can be used at any time, however, to view/print the outcomes submitted.

Clicking the "submit outcomes and generate sample" button will do two things. Firstly, the outcomes will be submitted to the WJEC. Secondly the system will calculate the sample.

Once submitted, <u>'All outcomes submitted'</u> will appear.

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e this information has been sent to WJEC, by the exams officer, teacher	s should allow 72 h	nours before trying to inp	out the mark.		
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The 'view samples' facility will instantly become active.

Click <u>'view samples'</u> to see which candidates have been requested.

View the sample candidates

The sample candidates are indicated on the right hand side of the screen.

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If the sample contains a candidate whose work is incomplete or lost then the subject teachers should indicate on the system the nearest candidate (either higher or lower) with complete work. The incomplete work should not be sent to the moderator and WJEC informed in writing that this outcome should be changed to absent.

The system will not allow subject teachers to "remove" candidates from the chosen sample. However, the system will allow centres to add "additional" candidates, using the tick box facility.

An explanatory note to the moderator must accompany the folders in such cases where the sample sent by the centre differs from the sample chosen by the system.

N.B. for IAMIS upload pilot subjects an explanatory note to the moderator may be uploaded via the system

Adding additional candidates to the sample

Change the view to show <u>'All'</u> candidates.

Click the tick box for the extra candidate. You cannot remove candidates chosen by the system.

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Moderator details

Click '<u>view moderator details'</u> to see the name and address of the moderator that the sample needs to be sent to:

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Print Reports

The <u>'VIEW/PRINT>'</u> button at the top of the screen is an option which will print all candidates for a subject/paper. Once selected, clicking on the required subject/paper on the following screen will allow the details to be viewed/printed in candidate number order.

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The <u>'PRINT>'</u> command is also available within a subject screen. A preview of the printout appears as shown below. You can then choose the 'Print this report' button at the top left of the screen.

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IAMIS UPLOAD

For some qualifications centres are required to upload unit samples electronically via IAMIS.

Input pages will appear in the usually way as outlined in pages 2-17.

The input screen showing lists of candidates per subject/paper will differ slightly as the 'Upload Cloud' icon will appear

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Click into dropdown menu under the "grade" column to enter "Pass, Merit, Distinction, marks or Absent" outcomes as necessary.

N.B. Centres are reminded <u>not</u> to upload any files until outcomes are submit and samples generated

Once samples have been generated navigate back to the input page by clicking 'view samples'

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A window will appear to enable you to choose a file to upload. Select the file you wish to upload and click 'open'

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The files that have been uploaded will be displayed against the candidate underneath the upload button. If the files do not appear please contact WJEC

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N.B. The upload will accept any type of file (i.e. word, jpeg, mp3, PowerPoint). Centres will need to refer to subject specific guidance on what types of evidence and files are accepted for certain units/subject

Multiple files can be uploaded per candidate (if needed)

If a centre recognises the wrong file has been uploaded they can delete any file that has been uploaded <u>up to a week after clicking 'submit outcomes'</u>

If a moderator or WJEC representative contact the centre to request further samples the centre should check the input screen to see which candidates have been idenitified as additional samples and ensure that files of evidence are uploaded for them in addition to the original sample

Moderator Reports

Moderator Reports will be available to view on the system from Results day.

For Entry Level, Vocational Award L1/2, Level 1 & 2 Latin and Applied L3 qualifications these can be accessed by clicking <u>'View Moderators Report'</u> on the subject/paper screens.

For Pathways Modern Languages, Work Welsh and Entry Pathways qualifications these can be accessed on the secure website under 'Results File Download – Print Results.'

All reports will be by unit and level for each subject.

Helpline

There is a dedicated helpline for queries relating to the use of the online system. The helpline is available from Monday to Friday, 9:00am to 5:00pm.

Contact:

Pathways Qualifications

email:pathways@wjec.co.uk

Telephone: 029 2026 5444

Appendix creating/amending secondary accounts (Examination Officers only)

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Secure Website administrators can create additional user accounts.	
Once a new account as been created, you will be able to decide which range of website facilities the account holder will be able to access. Some facilities however in Upload, Post Results Services etc) will not be available as these are restricted to primary account holders only.	(e.g. Entry
Naming convention for the new user accounts dictates that the user name should consist of the 5 digit national centre number, followed by 3 characters - numbers	or letters.
Passwords must be at least a characters in length, and contain a mixture of numbers and letters.	
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Create a new account by adding initials after your centre number. Click create new account.

Or to amend a secondary account:

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E CASTLE SCHOOL (30551) - Administrator E CASTLE SCHOOL (30551AGR) - User E CASTLE SCHOOL (30551CG) - User E CASTLE SCHOOL (30551CG) - User E CASTLE SCHOOL (30551CG) - User E CASTLE SCHOOL (30551CA) - User E CASTLE SCHOOL (30551AR) - User E CASTLE SCHOOL (30551)RR) - User E CASTLE SCHOOL	ate additional user accounts.	1 range of website faci	lities the accou	unt holder will be abl	e to access. Some facilitie	s however	leg. Entry
Upload, Post Results Services etc)	will not be available as these are rest	tricted to primary acco	unt holders or	nly.	e to access. Some facilitie	snowever	leig, enery
Naming convention for the new us	er accounts dictates that the user na	ame should consist of	the 5 digit nat	ional centre number,	followed by 3 characters	 numbers 	or letters.
Passwords must be at least 8 chara	cters in length, and contain a mixtu	re of numbers and let	iers.				
Secure Website Administrators are the additional user accounts can o	responsible for the maintenance an nly be carried out by the Secure Wel	d administration of th bsite Administrator.	e additional us	ser accounts - any ch	anges to the passwords o	r contact d	etails of
							\bigcirc
CONNECT WITH WJEC ONLINE	;				(9)	(\pm)	(in)

Select the Secondary account that needs permission, and click view.

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Account Admin								1
Account to Edit:								
W/EC (50551CCO) - User								
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VIEW								
Account Details: (50551CCO) - User								
The account decails will not be amended unless you. Save Ch	anges							
Current Account Details								
Current Administrator Password:								
New User Password:								
Confirmation:								
Preferred Language:								
English								
Welsh								
User Contact Details								
Contact Name:								
job Title:	\backslash							
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Enter your usual primary account password. Create a new password for the new secondary account and confirm it.

To amend secondary accounts you only need to enter your primary account password. There is no need to amend the secondary account holders passwords.

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wiec	номе	ENTRIES	INTERNAL ASSESSMENT	SPECIAL REQUIREMENTS	RESULTS	RESOURCES	^
190.			Signed in as 501	81 Centeres Account Admin	Terms & Cond	tions Sign out	
ves							
Resources PDF download:							
Past Papers / Marking Schemes:							
Yes							
Circulars: Ves							1
Item Level Data:							
Ves.							
Access Arrangements Online / Modified Papers:							
GCE English Nominated Texts:							1
Yes V							
GCSE Science Assessment: Yes							
Coursework Marks (GCE): No 🔽 🗆 All papers							
Coursework Marks (GCSE): No 🔽 🗆 All papers							
Coursework Marks (FUNCTIONAL SKILLS): No 🗹 🗆 All papers							
Coursework Marks (ENTRY PATHWAYS): No 🗹 🗆 All papers							
Coursework Marks (WELSH BAC): es 🗹 🗆 All papers							
		•				\sim	
							Y

Change the access permission to yes for Coursework Marks (Entry Pathways).

THEN YOU MUST SAVE CHANGES

Has it worked? This button will now appear when the teacher logs in using their own username and password.