



ENTRY PATHWAYS
Internal Assessment Mark Input System
Step-by-step
Guide 2016

Contents

Logging in to the WJEC Secure Website	2
Entering Candidates' Outcomes.....	4
Submitting Outcomes to WJEC.....	8
Generate Sample	10
View Sample Candidates	12
Adding Additional Candidates to Sample & Moderator Details.....	13
Print Reports	14
Moderator Reports	15
Helpline.....	16
Appendix – Creating/Amending Secondary Accounts.....	17

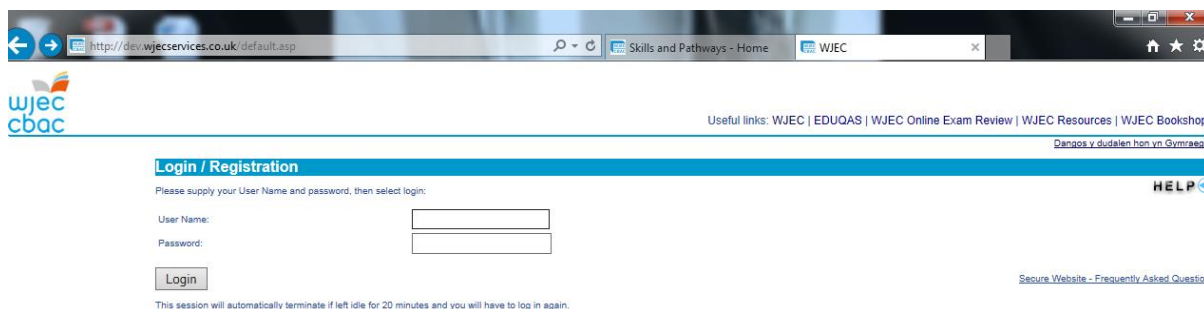
Please note that this document is subject to continual improvements. This document will not be re-issued as a hard copy but the latest version will be available on the Entry Pathways website.

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>

The following screen will appear:



The screenshot shows a web browser window with the URL <http://dev.wjecservices.co.uk/default.asp>. The page features the WJEC and CBAC logos in the top left corner. A navigation bar contains the text "Skills and Pathways - Home" and "WJEC". On the right side of the page, there are links for "Useful links: WJEC | EDUQAS | WJEC Online Exam Review | WJEC Resources | WJEC Bookshop" and a Welsh link "Dangos y dudalen hon yn Gymraeg". A blue header bar reads "Login / Registration". Below this, the text says "Please supply your User Name and password, then select login:". There are two input fields: "User Name:" and "Password:". A "Login" button is positioned below the "Password:" field. A "HELP" link is located in the top right corner. At the bottom of the page, there is a link for "Secure Website - Frequently Asked Question" and a note: "This session will automatically terminate if left idle for 20 minutes and you will have to log in again."

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.

After a successful login the following screen will appear:

The screenshot shows a web browser window with the URL <http://dev.wjecservices.co.uk/default.asp>. The page title is "Homepage for 65119". The navigation menu on the left includes the following items:

- Walled Garden
- Print Results
- F A Q
- Resources PDF Download
- Question Paper Download
- Past Papers Marking Schemes
- Circulars
- Item Level Data
- Online Entries / Amendments
- Late Cash-ins
- Entry Upload
- Preliminary Entries
- Results File Download
- Post-Results Services
- Stationery Requirements
- Access Arrangements Online/Modified Papers
- GCE English Nominated Texts
- Internal Assessment Mark Input
- Special Consideration
- A2C Access Keys
- Home
- Account Admin
- Logout (65119)

The main content area displays the following information:

Homepage for 65119

[WJEC Secure Website Terms and Conditions](#)

This is a private system for use by authorised persons only. Unauthorised access is a criminal offence under the Computer Misuse Act 1990. All offenders are liable to prosecution. All access to this system is logged

12.08.15 - Summer 2015 Examination Results

Results issued to candidates:

- 13/08/15 – GCE & Functional Skills
- 20/08/15 – GCSE & Level 1/2 Certificates

The provisional results awarded to candidates from your centre can be viewed and printed as follows:

CANDIDATE RESULT SLIPS

Select Walled Garden. Select **Overview by Candidates**. Please note: this option allows centres to produce an individual result slip for each candidate

COMPONENT MARKS

Two views are available

- To view **UMS** component information, select **Walled Garden**. Select **Overview by Subjects**. Select the units from the drop-down list to view the unit results you require.
- To view **raw mark/grade** information, select **Walled Garden** or **Item Level Data**. Select **Component Marks**.

GRADE BOUNDARIES (& RAW MARK TO UMS CONVERSION TABLES):

Select **Walled Garden** or **Item Level Data**. Select **View Grade Boundaries**. This option displays the UMS and raw mark grade boundaries, and lists each raw mark and its corresponding UMS mark.

To view UMS grade boundaries for the overall qualification, select **Walled Garden** and click on **Explanation of Results**

ITEM LEVEL SUMMARY DATA

Select **Walled Garden** (or **Item Level Data**). Where available, a breakdown of marks for each paper is displayed, specifically for comparison purposes. The information is displayed in two formats:

- For individual candidates, select **Item Level Summary (Candidates)**. This option displays a mark breakdown for each paper. A report of the candidate performance in context can be shown by clicking on the candidate's name.
- For your centre as a whole, select **Centre Performance in Context**. This option displays your centre's statistical results for each paper compared with all centres.

STATISTICAL ANALYSIS (FOR THOSE CANDIDATES "CASHING-IN")

Select **Print Results**. Select the .pdf document "Centre Stats". This displays statistical summaries of the results for overall subject awards for this series for the centre as a whole.

CUMULATIVE RESULTS

Select **Walled Garden**. Select **Cumulative Results**. This will display a results statement for each candidate listing all unit UMS scores and notional unit grades achieved in the current series and in previous series.

CASH-IN PROFILE (FOR THOSE CANDIDATES "CASHING-IN")

Select **Walled Garden**. Select **Cash-in Profile**. The cash in profile is a listing of all cash in entries for the centre, with details of the units which have been used to make up the award.

BROADSHEET (In Wales centres only)

Select "Internal Assessment Mark Input" from the menu on the left-hand side of 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

Walled Garden
Print Results
F A Q
Resources PDF Download
Question Paper Download
Past Papers Marking Schemes
Circulars
Item Level Data
Online Entries / Amendments
Late Cash-ins
Entry Upload
Preliminary Entries
Results File Download
Post-Results Services
Stationery Requirements
Access Arrangements Online/Modified Papers
GCE English Nominated Texts
Internal Assessment Mark Input
Special Consideration
A2C Access Keys

Home
Account Admin
Logout (65119)

Useful links: WJEC | EDUQAS | WJEC Online Exam Review | WJEC Resources | WJEC Booksho

VIEW / PRINT >

INTERNAL ASSESSMENT MARK INPUT		
ENTRY PATHWAYS JANUARY 2016 HEALTHY LIVING COURSEWORK (6103/E3)	Enter outcomes (0 done, 16 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 THE FAMILY COURSEWORK (6115/E2)	Enter outcomes (0 done, 11 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 PREPARING FOR WORK EXPERIENCE COURSEWORK (6127/E3)	Enter outcomes (0 done, 11 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 BASIC FOOD PREPARATION COURSEWORK (6165/E3)	Enter outcomes (0 done, 5 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 BASIC COOKING COURSEWORK (6166/E3)	Enter outcomes (0 done, 6 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 CUSTOMER SERVICE HOSPITALITY COURSEWORK (6170/E3)	Enter outcomes (0 done, 4 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 EXPLORING FILM GENRES COURSEWORK (6300/E3)	Enter outcomes (0 done, 2 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 CERAMICS COURSEWORK (6306/E3)	Enter outcomes (0 done, 2 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 SOLO MUSIC PERFORMANCE COURSEWORK (6340/E3)	Enter outcomes (0 done, 4 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 ENSEMBLE MUSIC PERFORMANCE	Enter outcomes	No outcomes to submit

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. For example, there are 4 candidates that need to be input for 6170/E3.

Entering Candidates' Outcomes

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

Walled Garden
Print Results
F A Q
Resources PDF Download
Question Paper Download
Past Papers Marking Schemes
Circulars
Item Level Data
Online Entries / Amendments
Late Cash-ins
Entry Upload
Preliminary Entries
Results File Download
Post-Results Services
Stationery Requirements
Access Arrangements Online/Modified Papers
GCE English Nominated Texts
Internal Assessment Mark Input
Special Consideration
A2C Access Keys

Home
Account Admin
Logout (65119)

Useful links: WJEC | EDUQAS | WJEC Online Exam Review | WJEC Resources | WJEC Booksho

VIEW / PRINT >

INTERNAL ASSESSMENT MARK INPUT		
ENTRY PATHWAYS JANUARY 2016 HEALTHY LIVING COURSEWORK (6103/E3)	Enter outcomes (0 done, 16 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 THE FAMILY COURSEWORK (6115/E2)	Enter outcomes (0 done, 11 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 PREPARING FOR WORK EXPERIENCE COURSEWORK (6127/E3)	Enter outcomes (0 done, 11 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 BASIC FOOD PREPARATION COURSEWORK (6165/E3)	Enter outcomes (0 done, 5 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 BASIC COOKING COURSEWORK (6166/E3)	Enter outcomes (0 done, 6 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 CUSTOMER SERVICE HOSPITALITY COURSEWORK (6170/E3)	Enter outcomes (0 done, 4 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 EXPLORING FILM GENRES COURSEWORK (6300/E3)	Enter outcomes (0 done, 2 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 CERAMICS COURSEWORK (6306/E3)	Enter outcomes (0 done, 2 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 SOLO MUSIC PERFORMANCE COURSEWORK (6340/E3)	Enter outcomes (0 done, 4 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 ENSEMBLE MUSIC PERFORMANCE	Enter outcomes	No outcomes to submit

This will produce a list of your candidates entered for this subject/paper, as shown below.

Useful links: WJEC | EDUQAS | WJEC Online Exam Review | WJEC Resources | WJEC Bookshop

Walled Garden | [View moderator details](#) | [Internal Assessment Manual](#) | [Step-by-step guide](#) | [Print](#)

ENTRY PATHWAYS JUNE 2015 U211G WORD PROCESSING SOFTWARE (6391/EC) MARKSHEET

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Candidate search Search Rows to display: All Sort by: Grade Show Samples

Candidate No	Name	Grade	Sample
0002	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
0014	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
0022	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
0113	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
0120	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>

Navigation menu (left): Walled Garden, Print Results, F.A.Q., Resources PDF Download, Question Paper Download, Past Papers Marking Schemes, Circulars, Item Level Data, Online Entries / Amendments, Late Cash-ins, Entry Upload, Preliminary Entries, Results File Download, Post-Results Services, Stationery Requirements, Access Arrangements Online/Modified Papers, GCE English Nominated Texts, Internal Assessment Mark Input, Special Consideration, A2C Access Keys, Home, Account Admin, Logout (30566)

All outcomes are pre-populated to "Pass". Click into dropdown menu under the "grade" column to enter "Absent" outcomes as necessary.

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

The Internal Assessment Manual is available for reference.

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 at the top right of the screen 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.

Useful links: WJEC | EDUGAS | WJEC Online Exam Review | WJEC Resources | WJEC Bookshop

View moderator details Internal Assessment Manual Step-by-step guide Print

ENTRY PATHWAYS JUNE 2015 USING WORD PROCESSING SOFTWARE (6391/E3) MARKSHEET

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Candidate search Search Rows to display: All Sort by: Grade Show: Samples

Candidate No	Name	Grade	Sample
0002	SURNAME:FORENAME	Pass	<input type="checkbox"/>
0014	SURNAME:FORENAME	Pass	<input type="checkbox"/>
0022	SURNAME:FORENAME	Pass	<input type="checkbox"/>
0113	SURNAME:FORENAME	Pass	<input type="checkbox"/>
0120	SURNAME:FORENAME	Pass	<input type="checkbox"/>

Save and Close

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 find 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 **'Save and Close'** button. This can be done at any time.

Useful links: [WJEC](#) | [EDUQAS](#) | [WJEC Online Exam Review](#) | [WJEC Resources](#) | [WJEC Bookshop](#)

Walled Garden [View moderator details](#) Internal Assessment Manual [Step-by-step guide](#) [Print](#)

ENTRY PATHWAYS JUNE 2015 USING WORD PROCESSING SOFTWARE (6391/E3) MARKSHEET

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Candidate search Search Rows to display: **All** Sort by: **Grade** Show: **Samples**

Candidate No	Name	Grade	Sample
0002	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
0014	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
0022	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
0113	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
0120	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>

[Save and Close](#)

Navigation menu (left sidebar):

- Print Results
- FAQ
- Resources PDF Download
- Question Paper Download
- Past Papers Marking Schemes
- Circulars
- Item Level Data
- Online Entries / Amendments
- Late Cash-ins
- Entry Upload
- Preliminary Entries
- Results File Download
- Post-Results Services
- Stationery Requirements
- Access Arrangements Online/Modified Papers
- GCE English Nominated Texts
- Internal Assessment Mark Input
- Special Consideration
- A2C Access Keys
- Home
- Account Admin
- Logout (30566)

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 'Enter outcomes 16 done, 0 left' to go back into subject screens and amend any details.

The screenshot shows the 'INTERNAL ASSESSMENT MARK INPUT' page on the WJEC website. The page has a navigation menu on the left and a main table of subjects. The table has columns for subject name, 'Enter outcomes', and 'Submit outcomes and generate samples'. A red arrow points from the text above to the 'Enter outcomes 16 done, 0 left' button for the first subject.

INTERNAL ASSESSMENT MARK INPUT		
ENTRY PATHWAYS JANUARY 2016 HEALTHY LIVING COURSEWORK (6103/E3)	Enter outcomes (16 done, 0 left)	Submit outcomes and generate samples (16)
ENTRY PATHWAYS JANUARY 2016 THE FAMILY COURSEWORK (6115/E2)	Enter outcomes (0 done, 11 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 PREPARING FOR WORK EXPERIENCE COURSEWORK (6127/E3)	Enter outcomes (11 done, 0 left)	Submit outcomes and generate samples (11)
ENTRY PATHWAYS JANUARY 2016 BASIC FOOD PREPARATION COURSEWORK (6165/E3)	Enter outcomes (5 done, 0 left)	Submit outcomes and generate samples (5)
ENTRY PATHWAYS JANUARY 2016 BASIC COOKING COURSEWORK (6166/E3)	Enter outcomes (6 done, 0 left)	Submit outcomes and generate samples (6)
ENTRY PATHWAYS JANUARY 2016 CUSTOMER SERVICE HOSPITALITY COURSEWORK (6170/E3)	Enter outcomes (0 done, 4 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 EXPLORING FILM GENRES COURSEWORK (6300/E3)	View samples	All outcomes submitted (2)
ENTRY PATHWAYS JANUARY 2016 CERAMICS COURSEWORK (6306/E3)	View samples	All outcomes submitted (2)
ENTRY PATHWAYS JANUARY 2016 SOLO MUSIC PERFORMANCE COURSEWORK (6340/E3)	View samples	All outcomes submitted (4)

The button initially labelled 'no outcomes to submit' 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 'Submit outcomes and generate samples' to generate a sample.

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

The screenshot shows a web browser window with the URL <http://dev.wjecservices.co.uk/default.asp>. The page title is "Skills and Pathways - Home" and the user is logged in as "WJEC". The WJEC logo is visible in the top left corner, and a navigation menu is on the left side. The main content area is titled "INTERNAL ASSESSMENT MARK INPUT" and contains a table of assessment entries. A "Message from webpage" dialog box is displayed in the center, asking for confirmation to submit outcomes.

INTERNAL ASSESSMENT MARK INPUT		
ENTRY PATHWAYS JANUARY 2016 HEALTHY LIVING COURSEWORK (6103/E3)	Enter outcomes (16 done, 0 left)	Submit outcomes and generate samples (16)
ENTRY PATHWAYS JANUARY 2016 THE FAMILY COURSEWORK (6115/E2)	Enter outcomes (0 done, 11 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 PREPARING FOR WORK EXPERIENCE COURSEWORK (6127/E3)	Enter outcomes (11 done, 0 left)	Submit outcomes and generate samples (11)
ENTRY PATHWAYS JANUARY 2016 BASIC FOOD PREPARATION COURSEWORK (6165/E3)	Enter outcomes (5 done, 0 left)	Submit outcomes and generate samples (5)
ENTRY PATHWAYS JANUARY 2016 BAS (6166/E3)	Enter outcomes (6 done, 0 left)	Submit outcomes and generate samples (6)
ENTRY PATHWAYS JANUARY 2016 CUS COURSEWORK (6170/E3)	Enter outcomes (0 done, 4 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 EXP COURSEWORK (6300/E3)	View samples	All outcomes submitted (2)
ENTRY PATHWAYS JANUARY 2016 CERAMICS COURSEWORK (6306/E3)	View samples	All outcomes submitted (2)
ENTRY PATHWAYS JANUARY 2016 SOLO MUSIC PERFORMANCE COURSEWORK (6340/E3)	View samples	All outcomes submitted (4)

Message from webpage: Are you sure you want to submit outcomes?

Buttons: OK, Cancel

Generate samples

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

The screenshot shows a web browser window with the URL <http://dev.wjecservices.co.uk/default.asp>. The page title is "INTERNAL ASSESSMENT MARKING - ENTRY PATHWAYS JANUARY 2016 BASIC COOKING (6166/E3) OUTCOMES SUBMITTED". The page displays a summary of submitted outcomes for Subject: 6166, Paper: E3, and Submitted: 6. A message states: "Thank you for submitting the outcomes for 6166/E3 BASIC COOKING for your centre. These outcomes have been received by WJEC and will now be made available to the moderator. You will now see that a tick box indicator appears alongside selected candidates." A red link is provided: "Click here to return to the INTERNAL ASSESSMENT MARK input screen and to view sample." The left sidebar contains a navigation menu with items such as "Walled Garden", "Print Results", "F A Q", "Resources PDF Download", "Question Paper Download", "Past Papers Marking Schemes", "Circulars", "Item Level Data", "Online Entries / Amendments", "Late Cash-ins", "Entry Upload", "Preliminary Entries", "Results File Download", "Post-Results Services", "Stationery Requirements", "Access Arrangements Online/Modified Papers", "GCE English Nominated Texts", "Internal Assessment Mark Input", "Special Consideration", "AZC Access Keys", "Home", "Account Admin", and "Logout (65119)".

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, letter or fax (refer to Internal Assessment Manual P14 for details).

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, 'All outcomes submitted' will appear.

INTERNAL ASSESSMENT MARK INPUT		
ENTRY PATHWAYS JANUARY 2016 HEALTHY LIVING COURSEWORK (6103/E3)	Enter outcomes (16 done, 0 left)	Submit outcomes and generate samples (16)
ENTRY PATHWAYS JANUARY 2016 THE FAMILY COURSEWORK (6115/E2)	Enter outcomes (0 done, 11 left)	No outcomes to submit (0 submitted)
ENTRY PATHWAYS JANUARY 2016 PREPARING FOR WORK EXPERIENCE COURSEWORK (6127/E3)	Enter outcomes (11 done, 0 left)	Submit outcomes and generate samples (11)
ENTRY PATHWAYS JANUARY 2016 BASIC FOOD PREPARATION COURSEWORK (6165/E3)	Enter outcomes (5 done, 0 left)	Submit outcomes and generate samples (5)
ENTRY PATHWAYS JANUARY 2016 BASIC COOKING COURSEWORK (6166/E3)	View samples	All outcomes submitted (6)
ENTRY PATHWAYS JANUARY 2016 CUSTOMER SERVICE HOSPITALITY COURSEWORK (6170/E3)	View samples	All outcomes submitted (4)
ENTRY PATHWAYS JANUARY 2016 EXPLORING FILM GENRES COURSEWORK (6300/E3)	View samples	All outcomes submitted (2)
ENTRY PATHWAYS JANUARY 2016 CERAMICS COURSEWORK (6306/E3)	View samples	All outcomes submitted (2)
ENTRY PATHWAYS JANUARY 2016 SOLO MUSIC PERFORMANCE COURSEWORK (6340/E3)	View samples	All outcomes submitted (4)

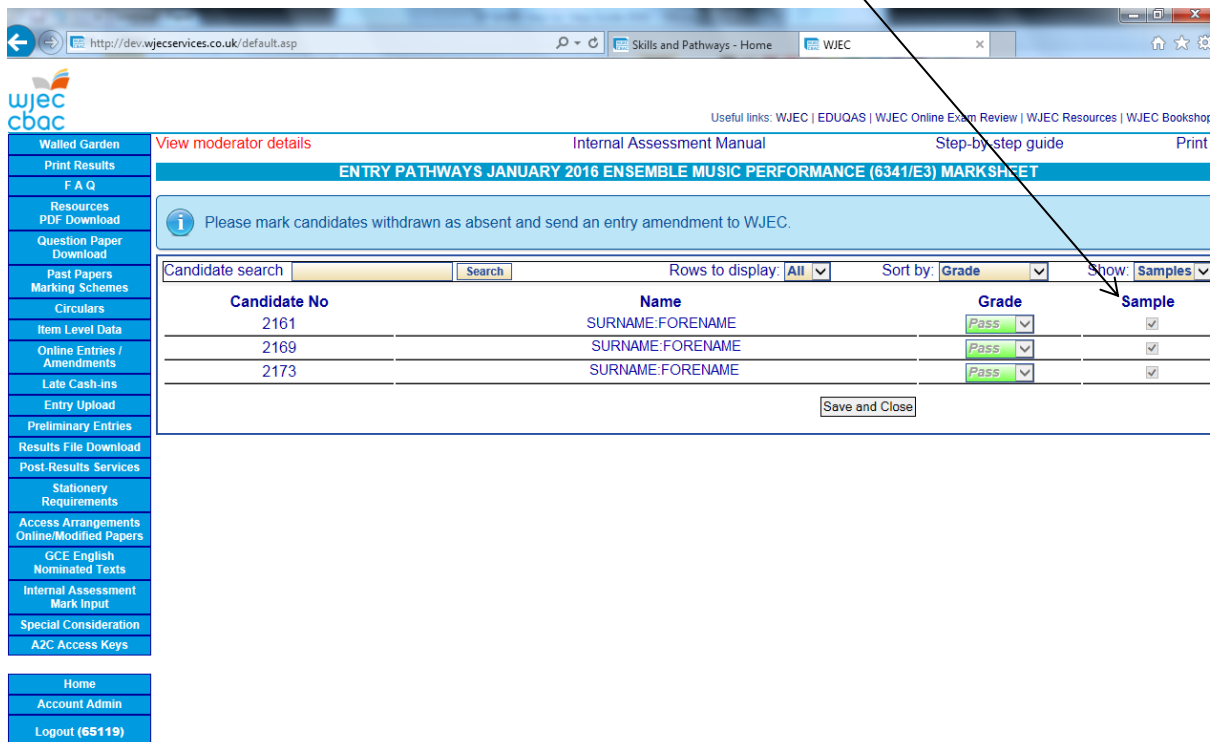
The 'view samples' facility will instantly become active.

Samples will be available for viewing from...

Click 'view samples' to see which candidates have been requested.

View the sample candidates

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



The screenshot shows the WJEC CBAC system interface. The browser address bar displays <http://dev.wjecservices.co.uk/default.asp>. The page title is "ENTRY PATHWAYS JANUARY 2016 ENSEMBLE MUSIC PERFORMANCE (6341/E3) MARKSHEET". A navigation menu on the left includes links such as "Walled Garden", "Print Results", "F A Q", "Resources PDF Download", "Question Paper Download", "Past Papers Marking Schemes", "Circulars", "Item Level Data", "Online Entries / Amendments", "Late Cash-ins", "Entry Upload", "Preliminary Entries", "Results File Download", "Post-Results Services", "Stationery Requirements", "Access Arrangements Online/Modified Papers", "GCE English Nominated Texts", "Internal Assessment Mark Input", "Special Consideration", "A2C Access Keys", "Home", "Account Admin", and "Logout (65119)". The main content area displays a table of candidate data with columns for "Candidate No", "Name", "Grade", and "Sample". A message above the table states: "Please mark candidates withdrawn as absent and send an entry amendment to WJEC." The table contains three rows of data, all with a "Pass" grade and a checked "Sample" box. A "Save and Close" button is located below the table.

Candidate No	Name	Grade	Sample
2161	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
2169	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
2173	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>

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.

Adding additional candidates to the sample

Change the view to show 'All' candidates.

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

Useful links: WJEC | EDUQAS | WJEC Online Exam Review | WJEC Resources | WJEC Bookshop

Internal Assessment Manual Step-by-step guide Print >

ENTRY PATHWAYS JANUARY 2016 ENSEMBLE MUSIC PERFORMANCE (6341/E3) MARKSHEET

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Candidate search Search Rows to display: All Sort by: Grade Show: All

Candidate No	Name	Grade	Sample
2161	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
2162	SURNAME:FORENAME	Pass	<input type="checkbox"/>
2164	SURNAME:FORENAME	Pass	<input type="checkbox"/>
2169	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>
2173	SURNAME:FORENAME	Pass	<input checked="" type="checkbox"/>

Save and Close

Home Account Admin Logout (65119)

Moderator details

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

Useful links: WJEC | EDUQAS | WJEC Online Exam Review | WJEC Resources | WJEC Bookshop

Internal Assessment Manual Step-by-step guide Print >

ENTRY PATHWAYS JANUARY 2016 CUSTOMER SERVICE HOSPITALITY (6170/E3) MARKSHEET

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Candidate search Search Rows to display: All Sort by: Grade Show: Samples

MODERATOR DETAILS - Windows Internet Explorer

Print this report

MODERATOR DETAILS

6170/E3 CUSTOMER SERVICE HOSPITALITY

Name: **Bob Harding**

Address: **245 Western Avenue**
CARDIFF
CF5 2YX

Click to print label here

Close

Home Account Admin

Print Reports

The 'VIEW/PRINT>' 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.

Useful links: WJEC | EDUQAS | WJEC Online Exam Review | WJEC Resources | WJEC Bookshop

Walled Garden | Print Results | F A Q | Resources PDF Download | Question Paper Download | Past Papers Marking Schemes | Circulars | Item Level Data | Online Entries / Amendments | Late Cash-ins | Entry Upload | Preliminary Entries | Results File Download | Post-Results Services | Stationery Requirements | Access Arrangements Online/Modified Papers

VIEW / PRINT >

INTERNAL ASSESSMENT MARK INPUT			
ENTRY PATHWAYS JANUARY 2016 MANAGING OWN MONEY COURSEWORK (6106/E3)	Enter outcomes (3 done, 0 left)	Submit outcomes and generate samples (3)	
ENTRY PATHWAYS JANUARY 2016 CUSTOMER SERVICE HOSPITALITY COURSEWORK (6170/E3)	Enter outcomes (3 done, 0 left)	generate samples (3)	Click to submit outcomes and generate samples (3) to the WJEC
ENTRY PATHWAYS JANUARY 2016 A BRITISH SOCIETY IN THE PAST COURSEWORK (6250/E2)	Enter outcomes (0 done, 1 left)	No outcomes to submit (0 submitted)	
ENTRY PATHWAYS JANUARY 2016 EXPLORING FILM GENRES COURSEWORK (6300/E2)	Enter outcomes (0 done, 1 left)	No outcomes to submit (0 submitted)	
ENTRY PATHWAYS JANUARY 2016 EXPLORING FILM GENRES COURSEWORK (6300/E3)	View samples	All outcomes submitted (6)	
ENTRY PATHWAYS JANUARY 2016 EXPLORING FILM GENRES GWAITH CWRS (6300/M3)	View samples	All outcomes submitted (1)	

Useful links: WJEC | EDUQAS | WJEC Online Exam Review | WJEC Resources | WJEC Bookshop

Walled Garden | Print Results | F A Q | Resources PDF Download | Question Paper Download | Past Papers Marking Schemes | Circulars | Item Level Data | Online Entries / Amendments | Late Cash-ins | Entry Upload | Preliminary Entries | Results File Download | Post-Results Services | Stationery Requirements

<< BACK

INTERNAL ASSESSMENT MARKS - REPORTS	
1.	View/Print for ENTRY PATHWAYS JANUARY 2016 MANAGING OWN MONEY COURSEWORK (6106/E3)
2.	View/Print for ENTRY PATHWAYS JANUARY 2016 CUSTOMER SERVICE HOSPITALITY COURSEWORK (6170/E3)
3.	View/Print for ENTRY PATHWAYS JANUARY 2016 A BRITISH SOCIETY IN THE PAST COURSEWORK (6250/E2)
4.	View/Print for ENTRY PATHWAYS JANUARY 2016 EXPLORING FILM GENRES COURSEWORK (6300/E2)
5.	View/Print for ENTRY PATHWAYS JANUARY 2016 EXPLORING FILM GENRES COURSEWORK (6300/E3)
6.	View/Print for ENTRY PATHWAYS JANUARY 2016 EXPLORING FILM GENRES GWAITH CWRS (6300/M3)
7.	View/Print for ENTRY PATHWAYS JANUARY 2016 EXPLORING ADVERTISING COURSEWORK (6301/E2)
8.	View/Print for ENTRY PATHWAYS JANUARY 2016 PRINTMAKING COURSEWORK (6310/E2)
9.	View/Print for ENTRY PATHWAYS JANUARY 2016 PRINTMAKING COURSEWORK (6310/E3)
10.	View/Print for ENTRY PATHWAYS JANUARY 2016 EXPLORING SHAKESPEARE COURSEWORK (6350/E2)
11.	View/Print for ENTRY PATHWAYS JANUARY 2016 EXPLORING SHAKESPEARE COURSEWORK (6350/E3)

The 'PRINT>' 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.

Useful links: WJEC | EDUQAS | WJEC Online Exam Review | WJEC Resources | WJEC Bookshop

Walled Garden | View moderator details | Internal Assessment Manual | Step-by-step guide | Print >

ENTRY PATHWAYS JANUARY 2016 ENSEMBLE MUSIC PERFORMANCE (6341/E3) MARKSHEET

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Candidate search: [Search] Rows to display: All Sort by: Grade Show: All

Grade	Sample
P355	<input type="checkbox"/>
P355	<input type="checkbox"/>
P355	<input type="checkbox"/>
P355	<input type="checkbox"/>
P355	<input checked="" type="checkbox"/>

Print this report

CANDIDATE DETAILS REPORT

ENTRY PATHWAYS JANUARY 2016 ENSEMBLE MUSIC PERFORMANCE (6341/E3)

CENTRE: 65119

#	Cand No.	Cand Name	DOB	Total Mark	Sample
1	42161	SURNAME:FORENAME	000000	P	Yes
2	42162	SURNAME:FORENAME	000000	P	
3	42164	SURNAME:FORENAME	000000	P	
4	42169	SURNAME:FORENAME	000000	P	Yes
5	42173	SURNAME:FORENAME	000000	P	Yes

Moderator Reports

Moderator Reports will be available to view on the system from Results day. They can be accessed by clicking 'View Moderators Report' on the subject/paper screens.

The screenshot shows the WJEC CBAC system interface. On the left is a navigation menu with various options like 'Walled Garden', 'Print Results', 'FAQ', 'Resources', etc. The main area displays a list of coursework units. Each unit has a 'View Moderator's Report' button, a 'View/edit outcomes' button, and a box showing the number of outcomes submitted. An arrow points to the 'View Moderator's Report' button for the first unit: 'ENTRY PATHWAYS JUNE 2015 DEVELOPING COMMUNICATION SKILLS COURSEWORK (6051/E1)'.

Coursework Unit	View Moderator's Report	View/edit outcomes	All outcomes submitted
ENTRY PATHWAYS JUNE 2015 DEVELOPING COMMUNICATION SKILLS COURSEWORK (6051/E1)	View Moderator's Report	View/edit outcomes	All outcomes submitted (1)
ENTRY PATHWAYS JUNE 2015 EARLY MATHEMATICS SHAPE COURSEWORK (6057/E1)	View Moderator's Report	View/edit outcomes	All outcomes submitted (6)
ENTRY PATHWAYS JUNE 2015 EARLY MATHS SEQUENCING & SORTING COURSEWORK (6059/E1)		View/edit outcomes	All outcomes submitted (5)
ENTRY PATHWAYS JUNE 2015 LIVING SKILLS HAVING YOUR SAY COURSEWORK (6060/E1)	View Moderator's Report	View/edit outcomes	All outcomes submitted (2)
ENTRY PATHWAYS JUNE 2015 LIVING SKILLS BEING HEALTHY COURSEWORK (6063/E1)	View Moderator's Report	View/edit outcomes	All outcomes submitted (6)
ENTRY PATHWAYS JUNE 2015 SKILLS FOR WORK LOOK/ACT PART COURSEWORK (6067/E1)	View Moderator's Report	View/edit outcomes	All outcomes submitted (5)
ENTRY PATHWAYS JUNE 2015 GETTING ON WITH OTHER PEOPLE COURSEWORK (6073/E1)	View Moderator's Report	View/edit outcomes	All outcomes submitted (4)
ENTRY PATHWAYS JUNE 2015 UNDERSTANDING MONEY COURSEWORK (6080/E1)	View Moderator's Report	View/edit outcomes	All outcomes submitted (4)
ENTRY PATHWAYS JUNE 2015 HEALTHY LIVING COURSEWORK (6103/E2)	View Moderator's Report	View/edit outcomes	All outcomes submitted (9)
ENTRY PATHWAYS JUNE 2015 MAKING THE MOST OF LEISURE TIME COURSEWORK (6105/E2)	View Moderator's Report	View/edit outcomes	All outcomes submitted (4)

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

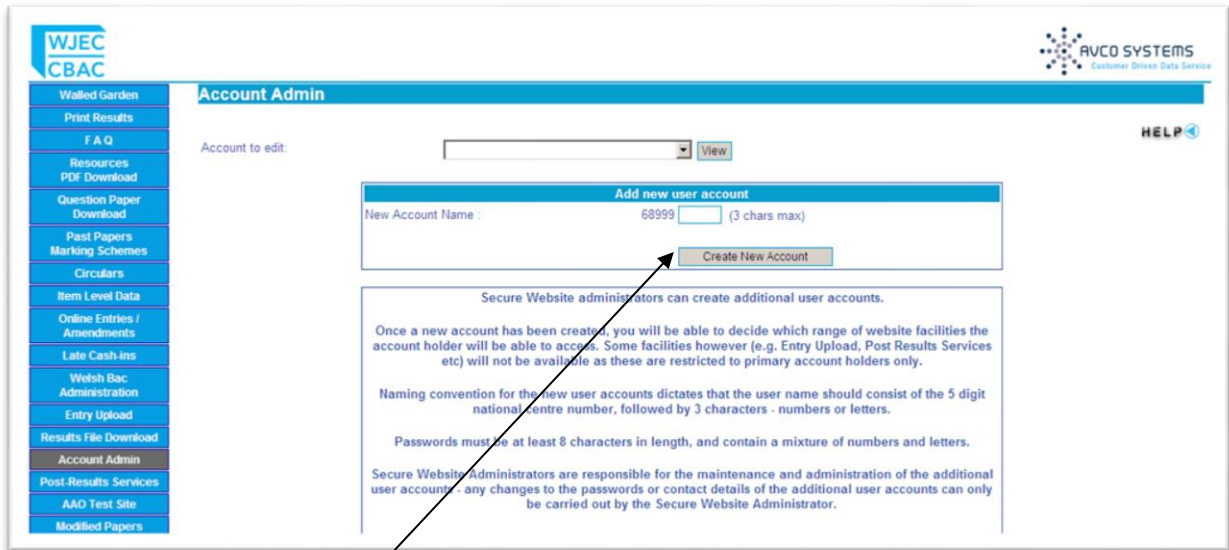
Telephone: 029 2026 5444

Appendix creating/amending secondary accounts (Examination Officers only)

The screenshot shows the WJEC CBAC website homepage. The page has a blue header with the WJEC CBAC logo on the left and the AVCO SYSTEMS logo on the right. Below the header is a navigation menu with various links. An arrow points from the text 'Choose Account Admin' below the screenshot to the 'Account Admin' link in the navigation menu.

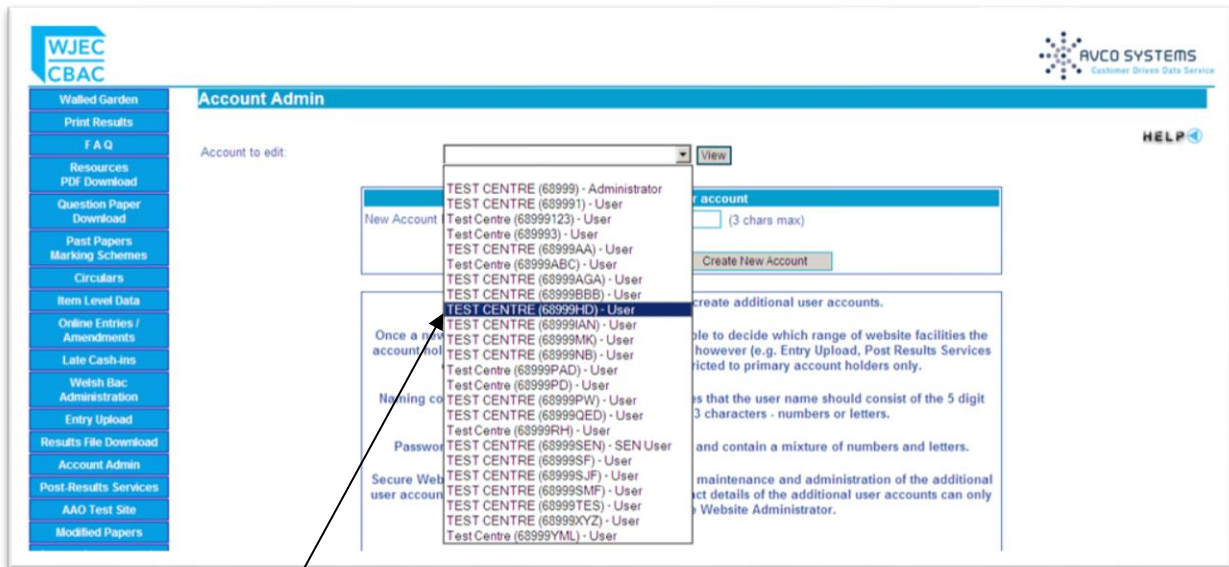
Walled Garden	Homepage for [redacted]
Print Results	WJEC Secure Website Terms and Conditions
F A Q	
Resources PDF Download	This is a private system for use by authorised persons only. Unauthorised access is a criminal offence under the Computer Misuse Act 1990. All offenders are liable to prosecution. All access to this system is logged
Question Paper Download	
Past Papers Marking Schemes	15.08.12 - Summer 2012 Examination Results
Circulars	Results issued to candidates:
Item Level Data	16/08/12 – GCE & Functional Skills
Online Entries / Amendments	23/08/12 – GCSE & Level 1/2 Certificates
Late Cash-ins	
Welsh Bac Administration	The provisional results awarded to candidates from your centre can be viewed and printed as follows:
Entry Upload	CANDIDATE RESULT SLIPS
Preliminary Entries	Select Walled Garden . Select Overview by Candidates . Please note: this option automatically creates an individual result slip for each candidate
Results File Download	COMPONENT MARKS
Post-Results Services	Two views are available
Stationery Requirements	1. To view UMS component information, select Walled Garden . Select Overview by Subjects . Select the units from the drop-down list to view the unit results you require. 2. To view raw mark/grade information, select Walled Garden or Item Level Data . Select Component Marks .
Access Arrangements Online/Modified Papers	GRADE BOUNDARIES (& RAW MARK TO UMS CONVERSION TABLES):
GCE English Nominated Texts	Select Walled Garden or Item Level Data . Select View Grade Boundaries . This option displays the UMS and raw mark grade boundaries, and lists each raw mark and its corresponding UMS mark.
Internal Assessment Mark Input	ITEM LEVEL SUMMARY DATA
Special Consideration	Select Walled Garden (or Item Level data). Where available, a breakdown of marks for each paper is displayed, specifically for comparison purposes. The information is displayed in two formats:
A2C Access Keys	1. For individual candidates, select Item Level Summary (Candidates) . This option displays a mark breakdown for each paper. A report of the candidate performance in context can be shown by clicking on the candidate's name. 2. For your centre as a whole, select Centre Performance in Context . This option displays your centre's statistical results for each paper compared with all centres.
Home	STATISTICAL ANALYSIS (FOR THOSE CANDIDATES "CASHING-IN")
Account Admin	Select Print Results . Select the .pdf document " Centre Stats ". This displays statistical summaries of the results for overall subject awards for this series for the centre as a whole.
Logout [redacted]	

Choose Account Admin



Create a new account by adding initials after your centre number. Click create new account.

Or to amend a secondary account:



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

WJEC CBAC

AVCO SYSTEMS
Customer Driven Data Services

Account Admin

Account to create: 68999HCD ("NEW") View

HELP

Please note 68999HCD will be the login user name for the account you are creating

Account Details (68999HCD) - User

Current Account Details

This account will *not* be added to the system unless you "Save Changes"

Current Administrator Password: (Password you logged in with for this session)

New User Password: (Must be at least 8 characters in length, and contain a mixture of numbers and letters)

Confirmation:

Preferred Language: English Welsh

User Contact Details

Contact Name:

Job Title:

Telephone Number:

Email Address:

Access Permissions

Walled Garden: No

Print Results: No

FAQ: Yes

Resources PDF download: Yes

Past Papers / Marking Schemes: Yes

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.

WJEC CBAC

AVCO SYSTEMS
Customer Driven Data Set

Current Account Details

This account will *not* be added to the system unless you "Save Changes"

Current Administrator Password:
(Password you logged in with for this session)

New User Password:
(Must be at least 8 characters in length, and contain a mixture of numbers and letters)

Confirmation:

Preferred Language: English Welsh

User Contact Details

Contact Name:

Job Title:

Telephone Number:

Email Address:

Access Permissions

Walled Garden:	<input type="text" value="No"/>
Print Results:	<input type="text" value="No"/>
FAQ:	<input type="text" value="Yes"/>
Resources PDF download:	<input type="text" value="Yes"/>
Past Papers / Marking Schemes:	<input type="text" value="Yes"/>
Circulars:	<input type="text" value="Yes"/>
Item Level Data:	<input type="text" value="Yes"/>
Access Arrangements Online / Modified Papers:	<input type="text" value="No"/>
GCE English Nominated Texts:	<input type="text" value="Yes"/>
GCSE Science Assessment:	<input type="text" value="Yes"/>
Coursework Marks (GCE):	<input type="text" value="No"/> <input type="checkbox"/> All papers
Coursework Marks (GCSE English / English Literature):	<input type="text" value="No"/>

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.