

NEA - Uploading of Marks and Sample Work to IAMIS

Centres are strongly encouraged to input all marks into IAMIS at least one week before the deadline, thus ensuring sample requests are created with sufficient time to upload work by the deadline (**24th March 2025**).

1. Once the candidates' work has been marked and any appeals have been resolved, input the marks via **IAMIS** on **Portal** (see your exams officer for log in details) under:
 - **Internal Assessment > Internal Assessment Marks/Outcomes**. The system will be available at least 10 days before the deadline.
 - Click on the drop-down box next to **GCSE June** and find **Drama**. You will then find an **'Enter Marks'** button next to Drama – click on this and you will find your candidates listed.
 - When you have entered your marks, a **'Submit Marks and View Sample'** button will appear – when you press the submit button the screen will refresh, and your sample will be identified.
 - For further details, please refer to the guidance on the WJEC webpage: Internal assessment guide [Internal Assessment Guide for Centres](#).
2. Once marks have been submitted via IAMIS they cannot be amended by the centre. If it is noticed that an incorrect mark has been submitted, centres must complete and submit the request form (available in the Internal Assessment guide for centres [Internal Assessment Guide for Centres](#)).
3. You can start to upload work for the sampled candidates straight away. At the top, you will see the upload button.
4. Click on the button

Grouped/Admin Upload Function



and you will be able to choose the files you wish to upload. Select the files and click "open" to upload them. You will be able to see which files have been uploaded for each candidate.

5. This is what you need to upload:
 - **Centre Approval Form**
 - **Programme proforma**

- **Recording of the performance(s) for all candidates in the sample**
- **Portfolio and Evaluation plus relevant illustrative material for all candidates in the sample**
- **Mark sheets and candidate/teacher declaration forms for all candidates in the sample.**

6. Please organise the work into the following folders:

- **Admin folder** (Centre Approval form, Programme proforma)
- **Performance videos** (group performances)
- **Individual Candidate folders** (Portfolio and Evaluation plus relevant illustrative material for all candidates in the sample, Mark sheets and candidate/teacher declaration forms for all candidates in the sample).

Please see below for naming conventions for each folder/file

7. Please use the following file name convention for performance work:

Group number – title of piece eg. **Group One – Peer Pressure**

8. Please use the following file name convention for written work:

Candidate name – candidate number – type of work /evidence eg. **Joe Bloggs – 1234 – Portfolio and Evaluation**

9. If uploading marksheets separately to written work, please use the following file name convention: **Candidate name – candidate number – marksheet**

10. Recordings/files of the devised performances accepted include - **mp4, mkv, doc, pdf, zip**

11. Max upload file size (MB) - **600** (please see guidance on reducing file sizes on the E-Submission website page)

12. 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.

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

Useful Contacts

If centres require support with the uploading of marks and/or work to IAMIS please contact E-Submissions:

Email: e-submission@wjec.co.uk

Tel: 02922 404 310

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

Email: drama@wjec.co.uk

Tel: 02922404299