

NATIONAL/FOUNDATION SKILLS CHALLENGE CERTIFICATE ADMINISTRATION HANDBOOK 2026 - 2027

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Please note: this document is subject to change. It is advisable to check the electronic version available on the WJEC website for the latest information.

1. INTRODUCTION

1.1 About this document

The Administration Handbook provides WJEC centres in Wales with the essential information for operating the administration of the National/Foundation Skills Challenge Certificate and National/Foundation Welsh Baccalaureate (resit candidates only) for 2026/2027

The National/Foundation Skills Challenge Certificate consists of four components.

- Individual Project
- Enterprise and Employability Challenge
- Global Citizenship Challenge
- Community Challenge

Candidates must complete the Individual Project plus any two of the three Challenge components.

The combined outcomes of the three components will determine the outcome of the National/Foundation Skills Challenge Certificate, and candidates must achieve 3 components to be awarded the National/Foundation Skills Challenge Certificate.

The Administration Handbook **must** be used with the following publications:

- The qualification specification for the National/Foundation Skills Challenge Certificate
- WJEC Instructions for conducting Controlled Assessments;
- The Teacher Handbooks for the National/Foundation Skills Challenge Certificate
- [WJEC Entry Procedures and Coding Information.](#)

The qualification specification, the Centre Code of Practice and the Teacher Handbooks can be found on the relevant qualification page on www.wjec.co.uk

The Entry Procedures and Coding Information document can be found under [Entries](#) in the [Administration](#) section of the website

1.2 Contacts

For any enquiries about operational matters referred to in this document please contact the Skills Operations team below:

For general administrative enquiries please contact:			
02922 404250 or skills@wjec.co.uk			
Laura Hughes	Customer Support – Senior Officer (Skills and Pathways)	 	029 2026 5001 laura.hughes@wjec.co.uk
Maria Ataou	Customer Support – Skills Administrator	 	02920 265124 maria.ataou@wjec.co.uk

2. REGISTRATION

2.1 Registration requirements

All candidates must be registered for the National/Foundation Skills Challenge Certificate by October 31st, 2026. This will be the last opportunity to register learners for the awarding of the qualification in 2028.

Centres will be required to register individual candidates' personal details:

- Candidate number;
- Candidate name;
- Unique Candidate Identifier (UCI);
- Unique Learner Number (ULN);
- Gender;
- Date of birth;
- Qualification they will be registering for.

Centres **must** use the **Unique Learner Number** (ULN) in all EDI files submitted that may be used for aggregation of the qualification.

ULN

The ULN is a 10-digit number designed to enable a lifelong record of achievement. The Welsh Government facilitates the allocation of ULNs for all pupils aged 14 and over in maintained schools in Wales.

Candidates registering for National/Foundation Skills Challenge Certificate for the first time will not have access to a ULN at the time of registration. Centres **must** attach the ULN to the entry of a Challenge at the first opportunity that the ULN becomes available.

Registrations **must** be submitted in either of the following formats:

- Electronic Data interchange (EDI);
- WJEC Portal

Information regarding this process can be found in the Entry Procedures and Coding document which can be downloaded from <http://www.wjec.co.uk/exam-officers/entries/>

2.2 Registration codes

Qualification	Code English medium	Code Welsh medium
WJEC National/Foundation Skills Challenge Certificate	9009Q0	9009C0

2.3 Registration base data

Base data can be downloaded from the WJEC website at:

<https://www.wjec.co.uk/home/administration/entries/basedata/>

WJEC examination series and board codes required for base data are:

Examination Level	Series	Series Code	Board Code
National/Foundation Skills Challenge Certificate Registration	Registrations September 2026	9W	41

2.4 Registration dates and fees

Registration dates and fees can be found in the WJEC [Entry fees](#) document available on the Administration page of the WJEC website.

Registrations **must** be made at the start of the course (e.g. in year 1 of a 2 year course).

A late fee and **very late fee** will be applied where centres do not register candidates by the published registration deadlines.

Registrations must be in place before entries can be accepted.

No registrations will be received after August 1 for each academic year.

No refunds on registrations can be given.

2.5 Registrations when a candidate moves centres during a course

Where a candidate has an existing registration made by another centre, the new centre does not need to make a new registration. The new centre will be able to make entries on the candidate's behalf.

Please contact skills@wjec.co.uk with the candidate's name, UCI and date of birth to confirm the existing registration, and any previous components the candidate has been entered for.

3. ENTRIES AND FEES

Entries may be submitted in either of the following formats:

- Electronic Data Interchange (EDI);
- WJEC Portal.

Further information regarding the entry process can be found in the WJEC document Entry Procedures and Coding available from <http://www.wjec.co.uk/exam-officers/entries/>

3.1 Entry base data

Base data can be downloaded from the WJEC website at:

<https://www.wjec.co.uk/home/administration/entries/basedata/>

WJEC examination series and board codes required for base data are:

Examination Type	Series	Series Code	Board Code
Welsh Baccalaureate	January 2027	1W	41
Welsh Baccalaureate	June 2027	6W	41

3.2 National/Foundation Skills Challenge Certificate

Entries for the Challenges can be submitted either for the January or June Series during the two years of the course. Individual Project entries **must** be submitted during the second year of the course in either the January or June series.

The **cash-in entry code must** be applied in the June series in order for to achieve an overall grade for the National/Foundation Skills Challenge Certificate

An entry must be made for the Individual Project and two Challenges only and the one cash-in that corresponds with the Challenges chosen, as outlined in the tables below

	National/Foundation Skills Challenge Certificate Cash in code	
	English	Welsh
Route A*	90S9 PA	90S9 LA
Route B**	90S9 PB	90S9 LB
Route C***	90S9 PC	90S9 LC

Route A* Individual Project, Enterprise & Employability and Global Citizenship

Route B** Individual Project, Enterprise & Employability and Community

Route C*** Individual Project, Global Citizenship and Community

National/Foundation Cash in - To be used for resits only	
English	Welsh
9009 Q0	9009 C0

3.3 Entry dates and fees

Entry dates and fees are published in September and can be found on the WJEC website in the document WJEC Entry fees 2026-27 available here:

https://www.wjec.co.uk/home/administration/entries/#tab_0

Key Dates can be found here:

https://www.wjec.co.uk/home/administration/key-dates-and-timetables/#tab_2

3.4 Re-sits

Candidates will have one re-sit opportunity for each assessed component i.e. the Challenges and the Individual Project.

Candidates who choose to re-sit a component must sit a different assessment from their originally assessed work. This means:

- they cannot improve on work that has already been previously submitted for assessment.
- the title of the work must be different from that which has been previously submitted.

Failure to meet these requirements could constitute malpractice and as such would be dealt with by WJEC Compliance.

Re-sit rules

Candidates are allowed one re-sit per component with the higher of the marks counting towards the grade of the qualification. Should candidates wish to enter any components for a third time, no results from components taken previously may be used in aggregating the new grade. Therefore, all components in the qualification must be taken again.

3.5 Work of a candidate who transfers centres during a course

Any component result that has been previously awarded by WJEC will transfer with the candidate. However, in some cases a candidate may move centres after a component has been started but not completed or, has been fully completed but not submitted to WJEC.

Where work has been fully completed, marked and declarations signed but not submitted to WJEC the following applies:

- Either the 'completing' centre or the 'new' centre may choose to enter work on behalf of the candidate, **at their discretion**.
- Where work is entered by the 'completing' centre, the centre should:
 - put the entry in as normal, in the next available series,
 - ensure the work is available for moderation (should it be called).
 - Arrange with the candidate for them to pick up their results from the centre when they are released.
- Where the work is entered by the 'new' centre, the 'new' centre may make an entry on behalf of the candidate providing:
 - The work has been transferred from the 'completing' centre to the 'new' centre via the Exams Officers.
 - They are satisfied the work has been completed under the correct controlled conditions.
 - The work has been assessed to the correct standard and has been subject to an internal standardisation process.
 - The work has been kept securely between completion and submission.

Where work has been started but not fully completed the following applies:

- The 'new' centre may choose to accept the previous work and allow the candidate to complete it, **at their discretion**, providing:
 - The work has been transferred from the previous centre to the 'new' centre via the Exams Officers.
 - The work has been kept securely between sessions.
 - They are satisfied any work started has been subject to the correct controlled conditions and meets their centre standards.

It is down to an individual centre's policy whether they accept and submit previous work or request that the candidate completes new work in line with their internal standards.

The head of centre in the entering centre must be satisfied that the work has been conducted, maintained securely and marked in accordance with WJEC's Instructions for Conducting Controlled Assessments.

4. E-SUBMISSION

All candidate's work must be submitted electronically for moderation using Internal Assessment Mark Input System (IAMIS) upload. Guidance on using the system is available online by clicking on the Step-by-Step Guide button on the top of the IAMIS screen.

The work must be uploaded by the deadline dates as listed on page 16 of this document.

General guidance to the e-submission process, including FAQs can be found on the on the [E-Submission](#) page of the Administration section of www.wjec.co.uk.

5. MODERATION

Centre marks will be externally moderated by WJEC to ensure that standards are applied accurately and consistently within and across centres.

5.1 Secure storage of Internally Assessed work

The Challenge components of the National/Foundation Skills Challenge Certificate must be completed under controlled assessment conditions. These controls are specifically indicated in the Managing Assessment table in the relevant Teacher Handbook for each level found on the subject webpage:

National/Foundation: [National/Foundation Skills Challenge Certificate \(wjec.co.uk\)](http://www.wjec.co.uk)

Please note, that it is the responsibility of the centre to ensure that all assessment material (including student work) is stored securely within the centre, usually in a locked cupboard and in accordance with JCQ requirements. The materials and work must be stored securely throughout the assessment period and until the deadline for post results services has passed. Work produced over several sessions must be collected at the end of each session and stored securely. Work produced electronically must be saved securely to ensure it cannot be accessed or amended between sessions. Work stored on memory sticks must also be collected in after each session and kept securely.

Failure to comply will constitute malpractice and can result in work being ineligible for assessment. Any cases of malpractice must be reported to WJEC's Compliance Team and will be investigated fully.

5.2 Submitting Internal Assessment Marks

Once entries have been submitted and processed by WJEC, centres **must** log on to WJEC's Portal and click the 'internal assessment mark input' (IAMIS) button. A web page will be available for each component for which the centre has entries; this will be pre-populated with candidate names and numbers. Centres will need to insert the **marks and assessor initials** for all candidates in the spaces provided. Further information and support will be available on the various mark-input screens.

Submission of outcomes – by submitting outcomes to WJEC you are declaring that:

- All internal moderation has taken place;
- All marks submitted are genuine and correct;
- All candidate work is complete and available for external moderation.

Amending marks after submission – 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 required request form to make any changes. The request form can be found on the Internal assessment mark/outcomes input page on WJEC Portal. Please note that we will contact you for further information if required.

WJEC monitors centres requesting amendments to candidates' marks. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information. WJEC reserve the right to request to view any work related to a request to amend marks.

Amending marks after issuing of results – if a teacher notices that an incorrect mark has been submitted after the issuing of results, the Head of Centre **must** send a written request to skills@wjec.co.uk for the mark to be amended, clearly outlining the circumstances. The actual work (or copy) together with a completed signed and dated internal mark sheet **must** accompany this written request. This information will be referred to the subject officer. After consideration of the evidence the mark may be altered, or the request may be refused. All requests to alter centre submitted marks **must** be received by **9th April** (January series) and **20th September** (June series).

WJEC monitors amendments to centre submitted marks and may undertake additional checks.

5.3 Moderation Sample (amended)

The size of the sample will be based on the number of candidates entered, which will give a minimum sample size, and then on the number of assessors; with at least three candidates selected from each assessor. The sample will cover the range of marks awarded, including the top and bottom mark of the centre. Samples will automatically be selected and viewed via IAMIS and must be uploaded by the specified date.

<i>Total number of candidates</i>	<i>Minimum sample size</i>
1 – 15	All
16 - 100	15
101 - 200	20
Over 200	25

Individual Candidates - work selected in the sample **must** be available for moderation. If a candidate's work is not available, then the mark will be recorded as A.

Entries made after submission of marks – centres should not make entries after the sample has been made available. If entries are made WJEC reserves the right to request the work to be sent to the moderator in addition to the original sample. Work that is not forwarded to the moderator when requested will be recorded as a 0.

Authentication - Candidates must be made aware that they are responsible for ensuring that the work submitted for assessment is their own. The JCQ document, Information for Candidates – Controlled Assessments, available on the JCQ website (www.jcq.org.uk), provides instructions and guidance.

5.4 Required Documentation

The Candidate Assessment booklet – must be completed and submitted alongside candidate's work. The booklet contains the assessment sheet, candidate and assessor declaration, and the assessment time sheet for National/Foundation level. The booklet can be found on WJEC Portal under All Services > Examinations & Assessments > Non-Examination Assessment Tasks. A Candidate Assessment booklet must be completed for all candidates in the cohort (not only those included in the moderation sample). Electronic typed signatures are acceptable.

5.5 Internal Moderation

The sample is intended to be **representative** of the marking standard at the centre. It is essential that a process of internal moderation takes place **prior** to the final submission of the marks to WJEC. Suitable methods of achieving this will depend on the individual centre's organisation. One person **must** take responsibility for the final moderation procedure within a centre. **A sample of each assessor's candidates must be reassessed by the lead assessor.**

5.6 External Moderation

The WJEC moderator will consider the sample that has been submitted. Should a query arise WJEC may request a further sample to be provided.

In most circumstances where WJEC requests to see more work the following protocols will be implemented:

- Moderators will contact the centre's Examinations Officer via email to alert them that more work has been requested.
- The extra pieces of work will be requested via the IAMIS system, with the extra work requested appearing in an updated sample list for the centre.
- The centre must upload the requested work and supporting administration documentation to IAMIS within 3 working days of the request being made.

Please note, WJEC staff will not enter into discussion with anyone other than the Examinations Officer and cannot discuss the reason that further work has been requested.

In certain circumstances WJEC will visit the centre to view any further requested work.

WJEC reserves the right to request more work or make a visit to a centre at short notice or without prior notification.

5.7 Feedback

Feedback regarding moderation is provided on publication of results, through a moderator's report, available on IAMIS. The moderator's report will provide feedback on:

- (i) the efficiency of the centre's administration;
- (ii) the accuracy of the centre's assessments against the criteria and in relation to the agreed standard for each learning outcome of the component;
- (iii) whether the centre's marks have been adjusted and detail of the reasons.

5.8 Moderation dates

January 2027

National/Foundation

January 2027	
IAMIS available from	23 November
Deadline for submission of work	18 December

June 2027

National/Foundation

June 2027	
IAMIS available from	10 March
Deadline for submission of work	5 May

6. RESULTS

6.1 Results

Results are issued via WJEC Portal and by EDI file, and takes place on the following dates:

January series	
National/Foundation	11 March

June series	
National/Foundation	19 August

6.2 Post-results review of moderation

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. Please note that if your centre's marks have been accepted without change by WJEC this service is not available.

When applying for a post-results review of moderation, the following should be taken into account:

- The application should be submitted to WJEC through the normal method.
- Candidate consent is not required.
- For the January series requests **must** be received by 9th April; for the summer series, the request **must** be received by the awarding organisation by 24th September.
- The deadline for completion is within 35 calendar days
- Review of moderation will be undertaken on the original sample of candidates' work.
- Review of moderation may include feedback similar to that provided following the original moderation.
- If centre marks are reinstated, feedback will not be provided.
- Review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.

Review of moderation can only be undertaken for the series in which the request is received.

Work that has been uploaded to IAMIS Upload will already be available to the moderator and will be accessed as appropriate.

Work submitted for review of moderation **must**:

- be the original work submitted for moderation;

Please visit <http://www.wjec.co.uk/exam-officers/post-results-service/> for further information including the costs associated with this service.

6.3 Certificates

Certificates are issued to centres in the autumn term after the publication of results. Certificates will not be issued before the end of the post-results services deadline of 24th September.

7. GRADING AND REPORTING

7.1 National/Foundation Skills Challenge Certificate

The qualification can be awarded at Foundation or National grade. The National Skills Challenge Certificate is graded A* - C. For a National award, candidates must achieve the Individual Project plus any two Challenges, with a **minimum of 120 UMS marks combined from the three components**.

The Foundation Skills Challenge Certificate is graded Pass* or Pass. For a Foundation award, the candidate **must** achieve the Individual Project plus any two Challenges, with a minimum of 60 UMS marks combined from the three components. Results not attaining the minimum standard for the award will be reported as U (unclassified).

	National				Foundation		
Grade boundaries	A*	A	B	C	Pass*	Pass	U
Total UMS	270	240	180	120	90	60	0
%	90%	80%	60%	40%	30%	20%	0%

The Individual Project contributes 50% to the overall grade and the two Challenges selected would contribute 25% each.

Components

Component grades are aligned with grades for the Certificate: Level 2 Distinction aligns with grade A, Level 2 Merit with grade B, Level 2 Pass with grade C, and Level 1 Pass with Foundation Pass. For each component, the Level 2 Merit boundary will be set arithmetically at half the distance between the Level 2 Pass and Level 2 Distinction boundaries; all other grade boundaries will be set by moderator judgement.

Grade boundaries will be set in the following order:

Component	Weighting	Maximum raw marks	Maximum UMS mark	Level 2 Distinction	Level 2 Merit	Level 2 Pass	Level 1 Pass
Individual Project	50%	96	150	120	90	60	30
Enterprise and Employability	25%	36	75	60	45	30	15
Global Citizenship	25%	36	75	60	45	30	15
Community	25%	36	75	60	45	30	15

8. ACCESS ARRANGEMENTS & SPECIAL CONSIDERATION

The National/Foundation Skills Challenge Certificate specification has been designed to offer fair access to all and to minimise the need to make access arrangements or reasonable adjustments for candidates who have particular requirements. It is expected that normally, individual candidates' abilities, interests and needs will have been appropriately catered for by centres through the choice of Challenge briefs.

8.1 Definitions

Access arrangements/reasonable adjustments are agreed before an assessment. They allow candidates/learners with additional educational needs, disabilities or temporary injuries to:

- access the assessment;
- show what they know and can do without changing the demands of the assessment.

Special consideration - is a post assessment adjustment to a candidate's mark/ grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment. Special consideration may be given to eligible candidates who are:

- a) present for an assessment but are disadvantaged;
- b) absent from part of an assessment due to illness or other acceptable reason – this applies to the terminal series only.

8.2 Applying Access Arrangements to the Challenges and the Individual Project

All access arrangements **must** be applied for at the start of the course and be approved before assessments take place.

Access arrangements/reasonable adjustments may apply when a candidate undertakes an individual Challenge or the Individual Project in order to allow the candidates to demonstrate their ability while ensuring the demands of the assessment are not changed, however, it is expected that the chosen Challenge will have been picked to minimise the need for such arrangements to be applied.

Access arrangements/reasonable adjustments will only apply in teamwork Challenges where other members of the team are not able to take responsibility for a given task which isn't accessible to the candidate requiring reasonable adjustments, ensuring other team members are not given an unfair advantage.

8.3 Applying Special Consideration to the Individual Project

Special Consideration will only apply to the Individual Project.

To be eligible for Special Consideration:

- Candidates must have completed 2 of the 3 optional components, i.e. Enterprise and Employability, Global Citizenship, Community Challenge.
- Candidates must have completed 2 learning outcomes for the Individual Project.

The reason for the non-completion of the Individual Project must be acceptable (please see Section 2 of [JCQ Special Consideration guidance](#)).

To apply for special consideration centres must submit an application using **Form 10 – JCQ/SC**. This form is available on the JCQ website – https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/10/Form-10_Application-for-special-consideration.pdf

The form should be returned to Special Requirements, specialrequirements@wjec.co.uk. Additional evidence should be attached as appropriate.

8.4 Lost centre assessed work

If work (through no fault of the candidate) has either been lost within the examination centre and despite every effort it cannot be found, or it has been accidentally destroyed, the circumstances should be reported immediately to the awarding organisation using **Form 15 – JCQ/LCW**. This form is available on the JCQ website – <https://www.jcq.org.uk/exams-office/coursework/>

8.5 Exemptions

No exemptions can be made for any of the Challenges or the Individual Project.

8.6 Further information

For further information regarding access arrangements please consult the JCQ document: *Access Arrangements and Reasonable Adjustments* available from <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

For further information regarding Special Consideration please consult the JCQ document: *A guide to the special consideration process* available from <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

9. MALPRACTICE

Suspected incidents of candidate, centre or centre staff malpractice or maladministration **must** be reported to WJEC using the 'Suspected Malpractice in Examinations and Assessment' policies and procedures.

For more information please visit: <https://www.jcq.org.uk/exams-office/malpractice>

10. GLOSSARY

National/Foundation Skills Challenge Certificate	This is a stand alone qualification that consists of an Individual Project and three Challenge components - the Enterprise and Employability Challenge, a Global Citizenship Challenge and a Community Challenge. Candidates must complete the Individual Project and two of the three Challenge components to achieve the qualification.
Component	This refers specifically to the elements of the National/Foundation Skills Challenge Certificate i.e. the Individual Project, the Enterprise and Employability Challenge, the Global Citizenship Challenge, and the Community Challenge.
Moderation	Moderation is the process by which WJEC ensure consistency and accuracy in the awarding of candidate marks. There are 2 types of moderation – internal and external. Internal moderation is completed by a centre to ensure consistency throughout a cohort. External moderation is undertaken by WJEC by reviewing a sample of candidates from a centre to ensure the published criteria are being upheld across centres.
E-submission	The process by which centres submit work electronically for moderation.
UMS	The Uniform Mark Scale, used by unitised specifications, to ensure accessibility and comparability across different series. The UMS is used so that candidates who achieve the same standard will have the same uniform mark, irrespective of when the component was taken.
IAMIS	The internal assessment mark input screen. Found on Portal, used to input candidate marks, create samples and centres upload samples for moderation.