

GCE AS/A LEVEL GEOGRAPHY

Submitting marks and
sample material for the
Independent
Investigation (NEA)



The following should serve as a step-by-step guide to submitting candidate marks and sample investigations as part of Unit 5, Non-Examined Assessment.

If you have any further questions regarding these procedures, please contact GCEGeography@wjec.co.uk

1	Candidates should complete their investigations in time to allow for internal assessment and standardisation within the Geography department and to ensure that sample investigations are uploaded to IAMIS no later than 20 March, 2026 . Please note that JCQ guidelines stipulate that each candidate should be informed of the mark awarded to their NEA within a timeframe that will allow an appeal of this original mark to take place, if necessary, before the marks are submitted to the Awarding Organisation and samples dispatched.
2	All centres should ensure that each investigation is appropriately annotated to justify the marks awarded. Please ensure that you use an annotation method that does not compromise the candidate work on the page. Using the 'comments' function under the 'Review' tab in Word is recommended if you are uploading samples electronically. If you are annotating electronically but plan to print and scan the work for upload, please use an alternative annotation method such as 'Drawboard' that will not shrink text and images and may render some elements of the work illegible. It is perfectly acceptable to mark hard copies and scan the work to upload, but make sure all the pages are there and in the correct order.
3	Candidates' total marks are submitted electronically via the WJEC Portal system (from 10 March) by clicking on the Internal Assessment tab. Centres can input marks for candidates on the web page provided that the entry has been submitted to, and processed by, WJEC . Should you require further guidance, please liaise with your Examinations Officer to access the secure website where you will find a full explanation of the online mark submission process .
4	Once all marks have been submitted the system will generate a list of candidates whose work must be uploaded for the moderator. This sample will represent the range of work seen at your centre and the sample size will vary according to the size of entry.
5	With each piece of work uploaded, centres must include Independent Investigation Form Section 1 and Independent Investigation Form Section 2 and the mark sheet Independent Investigation Form Section 3. Please combine the documents if you prefer. Please ensure that all relevant sections are completed and that the forms contain the signatures of both the candidate and teacher in each instance.
6	All forms are available for printing via the WJEC open website and can be found in the 'Related Documents' section under the heading ' Independent Investigation Submission Forms '. Please do not photocopy forms from the specification. For further guidance on the completion of these forms please see pages 48 to 50 of the specification.
7	Please ensure all marks are recorded by the centre prior to submission and that the centre retains a copy of these marks until the moderation process is completed and the sample work is returned.
8	<u>In exceptional circumstances</u> , if the center is unable to meet the deadlines set above, contact the Geography GCE Support Officer, GCEGeography@wjec.co.uk , without delay.