

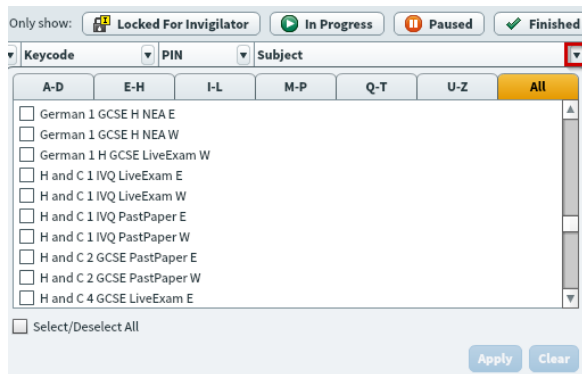
Keycodes for your candidates should appear in the invigilation tab of Surpass either within 48 hours of the sample being generated on the Secure Website (for those subjects where a sample is required) or after the upload window start date (for those subjects where the entire cohort's work is required).

If they are not there, or if any are missing, please contact [e-assessment@wjec.co.uk](mailto:e-assessment@wjec.co.uk).

**Please note the reference to "test" on Surpass refers to the assessment that is to be uploaded.**

## Prior to uploading

- Log in to Surpass (<https://wjec.surpass.com>) and navigate to Test Administration > Invigilate
- Check that all of your candidates' keycodes are listed. If you are submitting work in more than one subject, filter out the qualification you are interested in by clicking the small arrow at the top of Subject column and selecting the appropriate qualification(s) and click Apply.



The screenshot shows the 'Invigilate' tab in the Surpass system. At the top, there are filters for 'Only show:' with options: 'Locked For Invigilator', 'In Progress', 'Paused', and 'Finished'. Below this is a table with columns for 'Keycode', 'PIN', and 'Subject'. The 'Subject' column has a dropdown menu open, showing a list of qualifications: 'A-D', 'E-H', 'I-L', 'M-P', 'Q-T', 'U-Z', and 'All'. The 'All' option is highlighted in yellow. Below the list, there are 'Apply' and 'Clear' buttons.

## Candidates who are absent, withdrawn or are Carrying Forward

- Void any keycodes for candidates who are either absent or withdrawn from the test.
- To do this, on the Invigilate tab, click on the candidate concerned, which will highlight it (in yellow).
- Click on the 'Void' button on the bottom of the screen.
- Select the reason for voiding the exam. If you select 'Other', then you will be required to enter a reason. If a keycode is being voided due to work being carried forward, select Carry Forward as the void reason.
- The keycode is now voided and can no longer be used.

## Preparing candidate work for uploading

- Please review Appendix 1 at the end of the document to view accepted file types and maximum upload sizes for each subject.

**\*\*Please see the "Tips and tricks for smaller files" page of this guide\*\***

## Uploading a candidate's work

In a new web browser window go to:

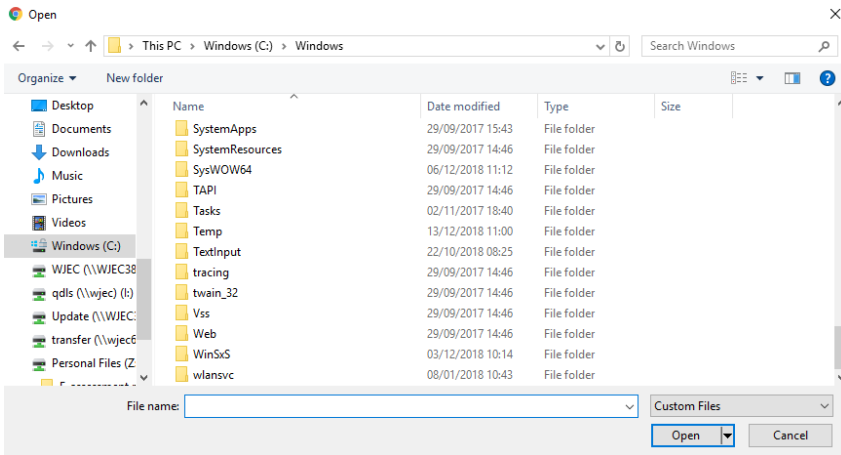
<https://wjec.Surpass.com/secureassess/htmldelivery>

- This will open up the Test Delivery window.
- Enter the Keycode for the candidate, taken from the Invigilate tab, and then confirm the candidate's details.
- You will then be presented with the secure form.
- If applicable, please fill in any required information about the candidate's work.
- You will also see information about the file types accepted as well as the number and size of files you can upload.
- To upload; click on the 'Upload' button (you may need to scroll down to see this):

Upload button

- This will open a file browser window.

- Browse for the file you wish to upload.



- Select the file and then click 'Open'. Details of the uploaded file will appear at the bottom of your screen. Repeat this process if uploading more than one file for the candidate.

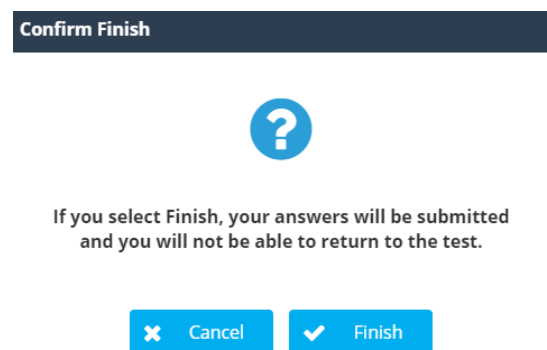
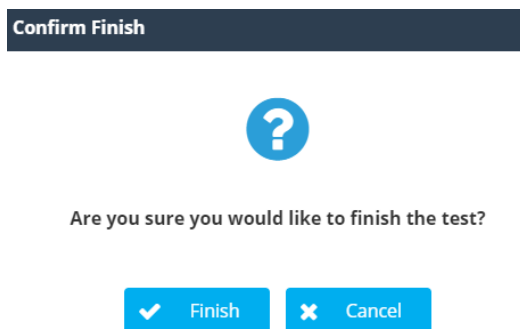
File Name	Date Uploaded	File Size
my-uploaded-work.docx	13/12/2018	14KB

**\*\*If your files are too large to upload, then please review the 'Tips and Tricks for smaller files' information on the next page.\*\***

If you want to leave the exam and finish it later then you will need to exit by closing the browser window. You can then retrieve the form later by re-entering the keycode and check its contents before submission.

## Finishing the upload

- When you have completed uploading the candidate's work, click the 'Finish Test' button.
- You will then be presented with these windows:



If you click Finish, this finishes the exam and submits the file to WJEC.  
**If this is selected you will not be able to retrieve the form again.**

After clicking Finish, if you have further keycodes to enter, press F5 to relaunch the keycode screen.

**This process has to be followed for each candidate. You do not have to upload all the candidates' work in one go but all work must be uploaded before the end of the submission period.**

**Check in the Invigilate tab that there is a green tick by each candidate who has had work submitted.**

# Tips and tricks for smaller files

The following can be used to help keep file sizes as small as possible for uploading. This is not an exhaustive list. Your IT support should be able to help you with this.

## Scanning of materials

Most scanning software packages have pre-sets for ease of scanning. So look for a setting that makes your scan suitable for viewing on-screen or for emailing. If no pre-set available, adjust the dpi of the scan to 96.

## Images

Rather than submitting individual image files, add images to a Word document, for example, and then use Word to compress the images, as shown below.

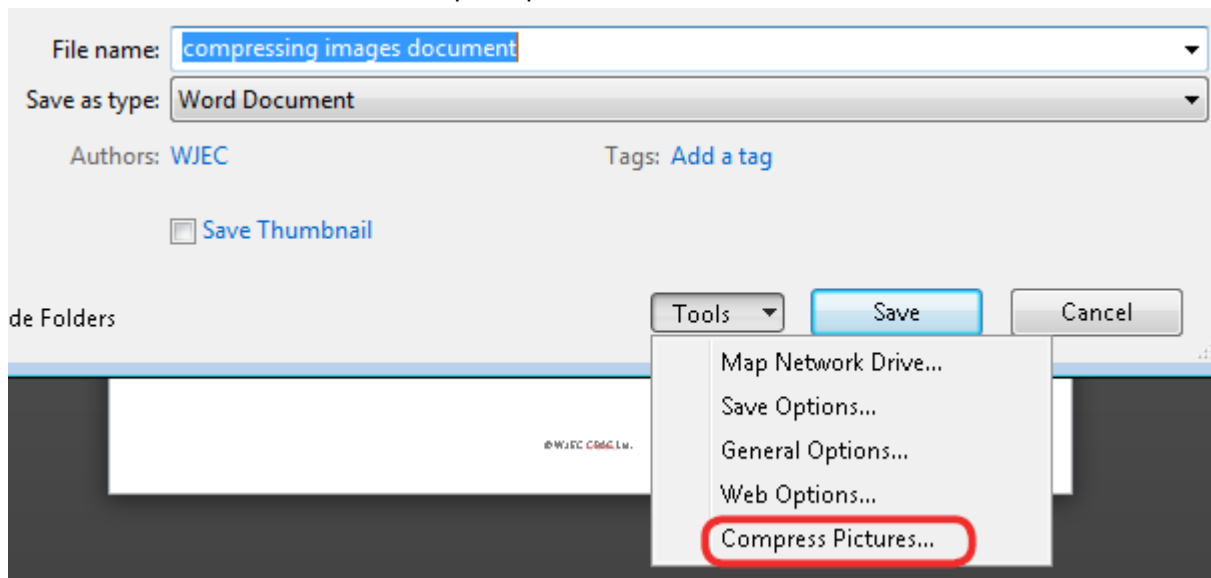
Candidates may have used images in other documents. These too should be compressed, as this will reduce the overall size of the file.

## Compressing images in Word

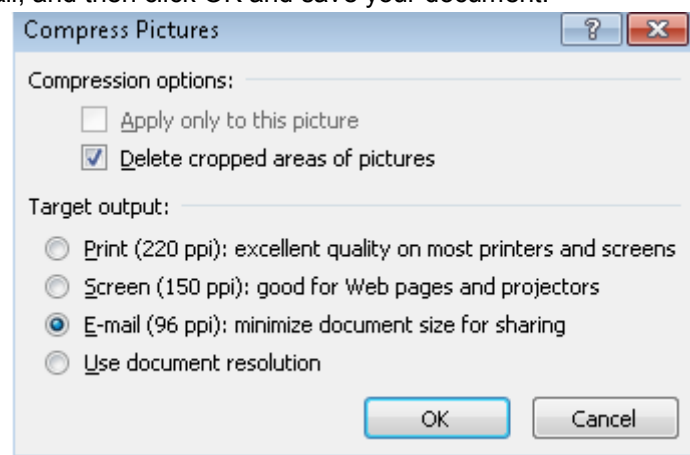
In more recent versions of Word, you can compress the images when you save your document.

To do this:

- Click File > Save As or Save
- In the 'Save as' window, click Tools > Compress pictures



- In the next window, select E-mail, and then click OK and save your document.



- This document can then be zipped up with other files for uploading.

Subject	Audio					Video					Other file types					Total upload (MB)		
	mp3	wav	aiff	aif	aifc	mp4	mkv	mov	avi	wmv	doc, docx	pdf	zip	txt	xls, xlsx		ppt, pptx	JPEG
<b>GCE AS French/German/Spanish</b> Eduqas Component 1 (centre assessed)	✓																	20
<b>GCE AS Media Studies</b> Eduqas Component 3 + WJEC Unit 3 / <b>GCE AS Film Studies</b> Eduqas Component 3						✓		✓	✓	✓	✓	✓	✓					600
<b>GCE Computer Science</b> Eduqas Component 2 / WJEC Unit 2											✓	✓	✓	✓				50
<b>GCE Computer Science</b> Eduqas Component 3													✓					50
<b>GCE Computer Science</b> WJEC A Unit 5													✓					50
<b>GCE Drama</b> Eduqas AS + A Component 1 / WJEC AS Unit 1						✓	✓				✓	✓						100
<b>GCE Film</b> Eduqas A Component 3						✓		✓	✓		✓	✓			✓	✓		600
<b>GCE Media</b> Eduqas A Component 3						✓		✓	✓	✓	✓	✓	✓				✓	600
<b>GCE Media</b> WJEC Unit 4											✓	✓						10
<b>GCE Music</b> Eduqas AS Component 2 / WJEC AS Unit 2 / Eduqas A Component 2 A+B / WJEC A Unit 5 A + B	✓	✓	✓	✓	✓						✓	✓	✓	✓				20
<b>GCSE Computer Science</b> Eduqas Component 2											✓	✓	✓	✓				10
<b>GCSE Computer Science</b> Eduqas Component 3											✓	✓	✓	✓				20
<b>GCSE Computer Science</b> WJEC Unit 2											✓	✓	✓					10
<b>GCSE Computer Science</b> WJEC Unit 3													✓					35
<b>GCSE Drama</b> Eduqas Component 1 / WJEC Unit 1						✓	✓				✓	✓						100
<b>GCSE Film</b> Eduqas Component 3						✓		✓	✓		✓	✓						600
<b>GCSE French/German/Spanish</b> Eduqas Component 1 Foundation/Higher	✓																	20
<b>GCSE French/German/Spanish</b> WJEC Unit 1 Foundation/Higher	✓																	20
<b>GCSE ICT</b> WJEC Unit 2												✓						50
<b>GCSE ICT</b> WJEC Unit 4													✓					50
<b>GCSE Media</b> Eduqas Component 3						✓		✓	✓		✓	✓					✓	600
<b>GCSE Media</b> WJEC Unit 3						✓		✓	✓	✓	✓	✓					✓	600
<b>GCSE Music</b> Eduqas Component 1 + 2 / WJEC Unit 1 + 2	✓	✓	✓	✓	✓						✓	✓	✓	✓				20
<b>GCSE Welsh 2nd Language</b> WJEC Unit 1	✓	✓									✓	✓						25
<b>Level 3 Extended Project</b> WJEC						✓					✓		✓			✓		50
<b>WBQ</b> Admin Upload											✓	✓	✓					30
<b>WBQ</b> Candidate Upload	✓					✓					✓	✓	✓		✓	✓	✓	100
<b>WFA</b> WJEC Tystysgrif Sgiliau Iaith – Coleg Cymraeg - Written Examination											✓							5