INTERNAL ASSESSMENT

A Guide for Centres
2024

Applied Certificates and Diplomas

Certificate in Latin

Entry Level

Entry Pathways

Extended Project

Foundation Diploma in Art & Design (FAD)

GCE AS and A Level

GCSE (A* - G)

Level 1/ Level 2 Technical Awards

Vocational Awards and Certificates

Welsh Baccalaureate

Health and Social Care, and Childcare (Wales)

This booklet contains information on the moderation of internally assessed work and the submission of marks and outcomes – hereafter referred to as 'marks'. These instructions relate to those subjects in which the work is sent to the moderator or WJEC or uploaded electronically via Surpass/ IAMIS.

Further instructions for subjects where the work is assessed by a visiting moderator can be found on the individual subject pages on our website.

Separate instructions are available for Essential Skills Wales qualifications.

Selected qualifications are designated by Qualification Wales following Ofqual approval. Please see the Eduqas 'Internal Assessment – A Guide For Centres' document.

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Please note that internal assessment marks for the qualifications above are collected via our online internal assessment mark input system (IAMIS) on the secure website, which requires a secure website login, available from the centre's Exams Officer.

Introduction

The purpose of this guide is to provide advice and guidance on internal assessments which are marked by centres and externally moderated or monitored by WJEC. The aim is to provide information to support centre staff and ensure the integrity and security of the assessment process. The guide covers:

- key dates
- marking and internal standardisation
- authentication of work
- internal appeals
- submission of marks and identification of samples
- presentation and despatch of work for moderation
- moderation, feedback and return of work to centres
- re-sits and the carry forward of marks
- malpractice
- information on individual subjects
- consortium arrangements
- Head of Centre Declaration Forms.

The manual **must** be read in conjunction with the relevant documents:

- WJEC Instructions for conducting controlled assessments (Vocational qualifications)
- JCQ Instructions for conducting coursework (GCE legacy qualifications, Entry Level and Extended Project)
- JCQ Instructions for conducting non-examination assessments (reformed GCE and GCSE qualifications).

Welsh versions are available on the WJEC website.

In addition to the general requirements documented in the instructions above, teachers **must** follow the subject instructions in the relevant specification.

JCQ (General Regulations for Approved Centres) requires all centres to have a written policy for GCE/GCSE non-examination assessments together with a written internal appeals procedure. The JCQ Centre Inspector may check that these documents are available during their visit.

The Head of Centre **must** ensure that candidates' work is available for moderation, including additional samples, within the required timescale.

SECTION 1: GENERAL INFORMATION

1.1 KEY DATES

There are a number of internal processes for centres to complete prior to submitting marks to WJEC by the required deadline, including:

- marking and internal standardisation;
- ensuring candidates and teachers have signed the authentication declaration;
- ensuring that there is sufficient time to undertake and complete any internal appeals;
- ensuring that individuals submitting marks have log-in permissions for the WJEC secure website (secondary account holders). Please ensure that you set up secondary account holders for the new specifications with internal assessment.

Further guidance is available in the JCQ *Notice to Centres*.

The deadlines for work to be received by the moderator or uploaded to Surpass/ IAMIS are:

Qualification	Subject	Deadline
GCSE	English Language (Unit 1) Welsh Language (Unit 1)	November Series – 5 November June Series – 24 March
	Drama (Unit 1) * English Literature (Unit 3)	24 March
	All Remaining subjects	5 May
GCE	Geography Unit 5	20 March
	All Remaining Subjects	15 May
Entry Level	All Subjects	5 May
Entry Pathways	All Subjects	January Series – 12 December June Series – 5 May
Language Pathways	All Subjects	January Series – 12 December June Series – 5 May
Work Welsh Pathways		January Series – 12 December June Series – 5 May
Certificate in Latin		5 May
Vocational Technical Awards and Certificates	All subjects	January Series – 10 December June Series - 5 May

Applied Certificates and Diplomas	All subjects	15 May

Welsh Baccalaureate	National / Foundation	January series – 22 December June series – 10 May
	Advanced	January series – 12 January June series – 24 May
	Advanced Skills Baccalaureate Wales	June series – 7 June

Extended Project		15 May

Health and Social Care, and Childcare (Wales) (HSCCC)	Health and Social Care (HSC): Principles and Contexts	January series – 10 December June series – 11 June
	Childrens Care, Play, Learning and Development (CCPLD): Practice and Theory (On-Demand)	November window – 11 September January window – 29 March June window – 26 July August window – 8 July

*Mainstream centres 24th March; PRUs, Special Schools and FE Centres 5th May

Centres are reminded that the date set internally for completion of work by candidates, though flexible from WJEC's perspective, must precede the published submission date for moderation by a sufficient margin to facilitate authentication, accurate marking, internal moderation and submission of marks online. There should also be sufficient time for your centre to undertake and complete any internal appeals submitted by candidates.

We recommend that marks are submitted on IAMIS a minimum of 1 week prior to the date for despatching/uploading the sample.

1.2 MARKING AND INTERNAL STANDARDISATION

Centres should use reference and archive materials (such as exemplar material provided by WJEC or, where available, work in the centre from the previous year) to help set the standard of marking within the centre.

Prior to marking, it is useful to undertake a trial marking exercise. Teachers mark the same relatively small sample of work to allow for the comparison of marking standards. The exercise can take place at appropriate stages during the course and has three beneficial effects: it helps to bring about greater comparability in the marking standards; it may identify at an early stage any teachers whose standards are out of line with that of their colleagues and may alleviate a heavy marking load at the end of the course.

Where the work for a component/unit has been marked by more than one teacher in a centre, standardisation of marking should normally be carried out according to one of the following procedures:

Either, a sample of work which has been marked by each teacher is re-marked by the teacher who is in charge of internal standardisation,

Or, all the teachers responsible for marking a component/unit exchange some marked work (preferably at a meeting led by the teacher in charge of internal standardisation) and compare their marking standards.

Where standards are found to be inconsistent, the discrepant teacher(s) should reconsider and, if appropriate make adjustments to the marks of candidates for whom they were responsible. The new marks should be checked by the teacher in charge of internal standardisation.

If centres encounter any difficulties either in the application of mark schemes or in the process of internal standardisation, advice may be sought from the relevant subject specialist at the WJEC.

1.3 QUALITY OF WRITTEN COMMUNICATION

In most subjects the marking of 'Quality of Written Communication' is incorporated within the overall assessment of components/units.

It is vitally important that instructions are adhered to and mark sheets are completed correctly so that candidates' marks are awarded out of the correct total for all components/units.

1.4 ANNOTATION OF WORK

The following general principles for the annotation of work should be related to any subject-specific requirements.

(a) One of the following three approaches should be adopted:

- (i) summative comments either on the work, usually at the end, or on a 'cover sheet'
- (ii) key pieces of evidence flagged throughout the work by annotation either in the margin or in the text
- (iii) a combination of (i) and (ii).

(b) Indications as to how marks have been awarded should:

- (i) be clear and unambiguous
- (ii) be appropriate to the nature and form of the work
- (iii) facilitate the standardisation of marking within a centre
- (iv) enable the moderator to check easily the application of the assessment criteria to the marking.

(c) Annotation, where deemed appropriate, should:

- (i) indicate where the assessment criteria have been met, e.g. by writing key phrases from the criteria (such as ‘awareness of values’, ‘selects information’, ‘uses a variety of techniques’) at the appropriate point in the work
- (ii) indicate any planning and processing not undertaken individually and provide details of any assistance or prompting given to the candidate.

1.5 AUTHENTICATION

Teachers **must** be sufficiently familiar with the candidate's general standard to judge whether the piece of work submitted is within his/her capabilities.

Candidates must be made aware that they are responsible for ensuring that the work submitted for assessment is their own. The documents JCQ Instructions for conducting coursework 2023 - 2024 and *JCQ Information for Candidates – Non-Examination Assessment 2023 – 2024,* available on the JCQ website (www.jcq.org.uk), provide instructions and guidance.

Welsh versions are available on the WJEC website.

For all subjects with a written internal assessment component/unit, an authentication statement is included as part of the mark/cover sheet for individual candidates' folders. These are available for downloading from the relevant subject page on the WJEC website - www.wjec.co.uk. On the WJEC home page, under the heading "Qualifications", click on the relevant subject and select the level of examination, then click "Resources" and "Key Documents". In most cases, there is a quick link to the mark sheets on the subject page. Open the document and save/print as required.

All candidates (not merely those included in the moderation sample) must sign the authentication statement. Failure to do this could constitute maladministration/malpractice.

Teachers must sign the declaration of authentication after the work has been completed by the candidate confirming that:

- the work is solely that of the candidate concerned
- the work was completed under the required conditions
- signed candidate declarations are kept on file.

If a teacher is unable to confirm that the work presented by a candidate is his/her own and has been completed under the required conditions:

- do not accept the candidate's work for assessment
- record a mark of zero for internally assessed work.

Signed candidate declarations **must** be kept on file until the deadline for a review of moderation has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. They may be subject to inspection by a JCQ Centre Inspector.

Electronic signatures are acceptable. Typed names will be taken as being as binding as a hand-written signature.

1.6 INTERNAL APPEALS

When planning the timetable for non-examination assessments, sufficient time must be allocated to enable internal appeals relating to the centre's assessment decisions to be completed prior to the submission deadline. WJEC requires centres to have a written internal appeals procedure and to ensure that details of this procedure are made widely available and accessible to all candidates.

Candidates must be informed of their centre assessed marks. Information is available in the JCQ *Notice to Centres*.

Centres are reminded that internal appeals are conducted independent of WJEC and that they will not have any impact on WJEC decision-making in terms of sample selection or moderation.

We suggest that candidates are advised that their marks may change as a result of external moderation.

1.7 MODERATION AND FEEDBACK

The moderator will re-assess the sample work using the published marking criteria in the specification. The moderator marks are compared with the centre marks for the sample work. If any of the differences between the moderator marks and the centre marks exceeds a specified tolerance, adjustments are normally applied to the centre's marks.

If further evidence of the centre's marking is required, the moderator may request some or all of the remaining work. If there is a significant disagreement between the centre mark and the moderator mark, the moderator's marks may be implemented for all candidates at the centre.

The final, moderated marks are sent to centres with the results (expressed as either raw marks or UMS marks).

Moderators' reports will provide feedback on:

(i) the efficiency of the centre's administration

(ii) the appropriateness of the tasks (where set by the centre rather than the awarding body) and the coverage of the assessment objectives

(iii) the accuracy of the centre's assessments against the criteria and in relation to the agreed standard for the component/unit

(iv) whether the centre's marks have been adjusted.

Comments on the accuracy of a centre's assessments may be made even if no adjustment is applied. For example, if the difference between the moderator marks and the centre marks is only just within the specified tolerance, the moderator will normally provide advice on the standard of marking.

Moderators' reports will be available on the secure website. They will become available to view and download according to the following time scale:

June examination series: reports available from results day until Christmas.

November examination series: reports available from results day until end of February.

January examination series: reports available from results day until end of May.

1.8 RETURN OF WORK TO CENTRES AND RETENTION OF WORK (FOR POSTAL SUBMISSIONS)

Moderators will return work directly to centres as soon as possible after moderation.

WJEC will handle with care material submitted for moderation but cannot accept responsibility for loss or damage. Samples may be retained by WJEC for use as exemplar or archive material (centres will receive notification if this is the case).

N.B. Candidates should be advised not to include any items of real or sentimental value e.g. photographs, certificates, etc.

Centres are advised that candidates' work **must** be kept securely until the deadline for a review of moderation has passed or until a review of moderation or appeal or malpractice investigation has been completed, whichever is the later. Where retention is a problem, because of the nature of the work, some form of evidence (e.g. photographic, audio-taped or video-taped) must be available. Centres are requested to keep a record of the examination numbers and names of those candidates whose work is included in the sample sent to or seen by moderators. This information may be required if there are enquiries upon results at a later date.

1.9 RE-USING MARKS FOR UNITISED SUBJECTS

Provided the rules for re-sitting units are adhered to (e.g. GCSE terminal requirements) as outlined in the Guide to resit requirements, then centres **should not enter** candidates for any controlled assessment/NEA units that candidates wish to re-use towards a new overall qualification.

Please refer to our Guide to resit requirements if a candidate wishes to resit rather than carry forward/re-use an internally assessed component or unit mark.

1.10 'CARRY-FORWARD' OF COMPONENT/UNIT MARKS FOR LINEAR SUBJECTS

For the lifetime of a specification, candidates can re-use ("carry forward") marks in controlled assessments, coursework and non-examination assessments from a previous exam series in which the candidate certificated.

Candidates are not permitted, in any circumstances, to carry forward marks between legacy specifications and reformed specifications.

If a candidate chooses to re-sit the assessment, it is the new result (not the original result, even if the original result is higher) that will count towards the qualification grade.

Where a candidate has certified on two or more previous occasions, the most recent NEA mark is carried forward, regardless of whether that mark is higher or lower (unless that mark is Absent).

If candidates wish to re-use ("carry-forward") marks towards a new overall qualification please indicate this by inputting C or CF on the internal assessment mark input system (IAMIS). Do **not** under any circumstances enter the mark to be carried forward.

Please refer to our Guide to resit requirements if a candidate wishes to re-sit rather than carry forward/re-use an internally assessed component or unit mark.

1.11 MALPRACTICE

Where candidate malpractice is discovered prior to the signing of the authentication statement, this need not be reported to WJEC, but should be dealt with in accordance with the centre's internal procedures. If staff malpractice is discovered in the coursework or non-examination assessments, the head of centre must inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s).

If malpractice is suspected or found after the authentication statement has been signed, the centre must report the malpractice using the relevant JCQ Malpractice form, M1. In the case of suspected centre/centre staff malpractice the centre must notify WJEC using the JCQ M2 form, this is regardless of whether the authentication forms have been signed by the candidate(s) or not. Further guidance on reporting malpractice is available in the WJEC document, *Guide to preventing, reporting and investigating malpractice and the* JCQ document *Suspected Malpractice: Policies and Procedures 2023-2024*.

Welsh versions are available on the WJEC website.

The completed form should be e-mailed to malpractice@wjec.co.uk.

There are a number of clues that point to the possibility of plagiarism, and teachers should remain alert to these. Further guidance on the detection of plagiarism may be found in the JCQ document *Plagiarism in Assessments*. WJEC uses software to identify potential plagiarism in candidates' work.

Centre staff must familiarise themselves with the relevant *WJEC Instructions for conducting controlled assessment*, JCQ *Instructions for conducting coursework* and JCQ *Instructions for conducting non-examination assessments* together with the subject specification requirements. Knowledge of the requirements will assist centres and teachers in maintaining the integrity and security of the assessment process. Centres and centre staff who do not comply with the requirements will be investigated under the JCQ Suspected Malpractice procedure.
All candidates and their teacher must sign the declaration of authentication. The forms are required when WJEC receives allegations of suspected malpractice.

1.12 UNSATISFACTORY PRACTICE BY CENTRES

Further guidance will be provided to the Head of Centre where individual teachers or centres fail to meet WJEC requirements for internally assessed work. Where significant problems are identified, WJEC may require approval of subsequent tasks/mark schemes and monitoring of the centre's arrangements for marking and standardisation.

The following guidelines will be used as a means of determining whether there are matters which need to be taken up with centres.

(a) Are tasks set within the requirements of the specification?

(b) Are the marking schemes/assessment criteria devised by centres clear, unambiguous and capable of consistent application? Have they been applied appropriately?

(c) Have WJEC's administrative and procedural instructions been followed?

(d) Has the internally assessed work been properly annotated?

(e) Has the internally assessed work been properly authenticated, especially in those cases where some activities may have taken place outside school?

(f) If details are provided of any assistance given to particular candidates beyond that given to the group as a whole, is the nature of such assistance within the parameters laid down by the specification?

(g) Is standardisation within the centre effective and within WJEC requirements?

1.13 CENTRE STAFF CONFLICT OF INTEREST

Centre staff must complete a declaration of interest form in the following circumstances:

(i) if they have marked or been involved in the internal standardisation of the work of their own child. The work **must** also be submitted for moderation even if it is not identified in the sample.

(ii) if they have access to the content of confidential non-examination materials which could benefit their child in their own or another centre e.g. assessments taken over a period of time.

SECTION 2: SUBMISSION OF MARKS AND IDENTIFICATION OF SAMPLES

Summary

The first step in preparing to input marks is to request a secure website log-in as a secondary account holder from your Exams Officer.

Please check that you have access to the relevant area(s), for the relevant subject(s) (see 2.1).

Once your centre's entries have been submitted and processed, your candidates' names/numbers are pre-populated on the system. You can submit marks as soon as the submission window opens (see 2.2).

Marks/grades **must** be input and submitted by the deadline (see Section 4).

Once the marks have been submitted, a sample of candidates will be identified automatically by the system (see Section 3 for separate instructions concerning consortium arrangements).

2.1 ALLOCATING SUBJECTS TO SECURE WEBSITE SECONDARY ACCOUNT HOLDERS

For the internal assessment mark input system (IAMIS), primary account holders (usually the exams officer) can allocate specific subjects to secondary account holders (e.g. teachers) who will be entering internal assessment marks and processing samples. To do this, primary account holders should log onto the secure website, click the 'Account Admin' button and amend settings using the drop-down menus shown.

2.2 INPUTTING MARKS

IAMIS will be available to the designated account holders on the following dates, once entries have been received and processed by WJEC:

Qualification(s)	IAMIS Opens
HSCCC: CCPLD Practice and Theory	11 September (November window)
GCSE English Language GCSE Welsh Language	12 October (November Series)
Entry Pathways Language Pathways Work Welsh Pathways Vocational Technical Awards HSCCC: HSC Principles and Contexts	20 November (January Series)
National/Foundation Welsh Baccalaureate	1 December (January series)
Advanced Welsh Baccalaureate	8 December (January series)
HSCCC: CCPLD Practice and Theory	5 February (January window)
GCSE Certificate in Latin Vocational Awards and Certificates Entry Level Entry Pathways Language Pathways Work Welsh Pathways	10 March (June Series)

GCE Applied Certificates and Diplomas Extended Project FAD HSCCC: HSC Principles and Contexts	1 April (June Series)
National/Foundation Welsh Baccalaureate	25 April (June Series)
Advanced Welsh Baccalaureate	10 May (June Series)
Advanced Skills Baccalaureate Wales	
HSCCC: CCPLD Practice and Theory	6 May (June window)
HSCCC: CCPLD Practice and Theory	8 July (August window)

2.3 ENTERING AND SUBMITTING INTERNAL ASSESSMENT MARKS (VIA SECURE WEBSITE)

Once entries have been submitted and processed by WJEC, you will need to log on to the **WJEC secure website** and hover over the 'Internal Assessment' tab, before clicking the 'Internal Assessment Marks/Outcomes' tab. A web page will be available for each internal assessment component/unit for which the centre has entries, and this will be pre-populated with candidate names and numbers. You will need to insert the marks/grades/outcomes (as relevant) for **all** candidates in the spaces provided.

For **certain subjects**, you will also need to input details (i.e. initials) of each candidate's teaching group.

Once **all** candidates' marks have been input the marks can be submitted**.** Once marks have been submitted IAMIS will immediately identify the candidates whose work has been automatically selected for moderation.

Once marks have been **submitted** they cannot be changed online (see 2.15).

2.4 SENDING INTERNAL ASSESSMENT MARKS (VIA EDI)

Centres may submit internal assessment marks via EDI (electronic data interchange) Further information about EDI submission is available via the helpline on 029 20 265169.

Where internal assessment marks are submitted by EDI time must be allowed for the EDI files to be processed (up to 72 hours). Once files have been processed IAMIS will be pre-populated with the marks which have been submitted.

You will then need to log on to the **WJEC secure website** and access the 'internal assessment' tab in order to input details (i.e. initials) of each candidate's teaching group (for certain subjects) and to **submit the marks**. Once marks have been submitted IAMIS will identify the candidates whose work has been automatically selected for moderation.

2.5 IDENTIFICATION OF THE SAMPLE CANDIDATES

IAMIS will automatically identify the sample candidates whose work is to be despatched/uploaded.

Work completed with the aid of a scribe **must** also be sent to the moderator in addition to the sample requested. A cover sheet signed by the scribe and countersigned by the head of centre or the examinations officer **must** also be attached to any such work.

If a teacher has marked or been involved in the internal standardisation of their child's work, this work must also be sent/uploaded for moderation (see 1.13).

WJEC may request further samples of work to be submitted to the moderators if this is considered necessary.

NB: The sample for GCE Physical Education (Unit 2 & Unit 4) will not be generated by IAMIS. The sample will have been selected when marksheets have been submitted in early March. In addition, for Entry Pathways (Healthy Living and Fitness practical units) centres must select their own samples.

2.6 AMENDMENTS TO THE CHOSEN SAMPLE

IAMIS will not allow you to remove candidates from the chosen sample. However, IAMIS will allow you to add additional candidates using the tick boxes.

If the sample contains a candidate whose work is incomplete then you should indicate on IAMIS the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be sent to the moderator.**

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 IAMIS.

Where an amendment to a Welsh Baccalaureate sample is required, advice must be sought from wbq@wjec.co.uk in the first instance.

2.7 LOST CANDIDATE WORK

If a candidate's work has been lost by a centre through no fault of their own, and the centre can verify that work was completed or partially completed and was monitored whilst it was in progress, the candidate may still be eligible for a mark.

The loss of work must be reported by submitting a JCQ/LCW Form 15 to WJEC.

If the work had been completed and marked, the mark should be submitted on IAMIS as normal and the JCQ/LCW Form 15 submitted.

If the work had not been completed and/or marked, the mark **must not** be submitted on IAMIS. An estimated mark should be entered on the JCQ/LCW Form 15 when it is submitted. Estimated marks will be considered by WJEC. Estimates should not be made for work that has not been seen.

To submit forms, or gain further guidance if only part of the work is lost, or for any other issue relating to lost work, please contact:

specialrequirements@wjec.co.uk

2.8 MARK SHEETS AND OTHER REQUIRED DOCUMENTATION

Individual candidate mark sheets (cover sheets), which should accompany each candidate's folder/project submitted for moderation, must also include a candidate declaration of authentication. Cover sheets must be downloaded from the relevant subject page on the WJEC website. The documents can be found under 'Resources' then 'Key Documents'.

Welsh Baccalaureate centres should use the Candidate Booklet available from the resources section of the secure website for National/Foundation and Advanced submissions.

Further information can be found on the Administration page:
https://www.wjec.co.uk/qualifications/welsh-baccalaureate-advanced/?sub_nav_level=course-materials#tab_resources

2.9 PRESENTATION OF FOLDERS (VIA POST)

Specific instructions for the presentation of work may be given in the guidelines for individual subjects. Unless otherwise stated, the following points should be noted:

(i) Each candidate's work should be submitted in an A4 folder/file, which itself is clearly marked with **specification title, centre name and number, candidate name and examination number.**

(ii) Ring binders (bulky to post) and plastic wallets (difficult to gain access to work) should **not** be used.

(iii) Where work consists of a number of assignments these should be placed in the folder in the same order as on the cover sheet.

(iv) The use of word processors in the production of the work is permitted, unless restrictions are imposed by specification requirements.

2.10 SUBMISSION OF WORK (VIA POST)

Qualification(s)	Moderator Details Available From (Approx.)
GCSE English Literature	10 March (June Series)
GCE FAD	1 April (June Series)
All Remaining GCSE Subjects	20 April (June Series)

The moderator details can be printed onto blank labels and the internally assessed work and cover sheets for the candidates in the sample should then be despatched to the moderator.

NB: No moderator details will be supplied for subjects which require work to be uploaded via Surpass or IAMIS.

2.11 SUBMITTING INTERNAL ASSESSMENT SAMPLES (VIA E-SUBMISSION)

E-Submission is the process of submitting candidates' work in an electronic format for moderation. WJEC uses Surpass and/ or IAMIS, secure, web-based platforms for this process.

Our e-Submission webpage gives information, help and guidance relating to all aspects of the process.

Logins for Surpass allocated to centres in previous examination series are still valid. Exams officers should go to https://wjec.surpass.com to ensure they can access their accounts. If, for any reason, they are unable to gain access please use the "can't access your account?" function on the login page.

For centres who have not entered for an "e-Submission subject" before, an email will be sent from noreply@surpass.com with instructions on how to set up your Surpass log in before the summer series.

Summary

Once the marks have been submitted, a sample of candidates will be identified automatically by IAMIS.

Within 48 working hours of the sample being generated by IAMIS the keycodes (one for each candidate in the sample) will be available for your exams officer in the INVIGILATE tab on Surpass.

To upload the work and other required documentation go to https://wjec.Surpass.com/secureassess/htmldelivery and use the relevant keycode for each candidate in the sample.

Once uploading has been completed your exams officer can check in the INVIGILATE tab on Surpass. A green tick alongside the candidate keycode in the INVIGILATE tab indicates a successful upload.

2.12 AMENDMENTS TO THE CHOSEN SAMPLE (VIA E-SUBMISSION)

IAMIS will not allow you to remove candidates from the chosen sample. However, IAMIS will allow you to add additional candidates using the tick boxes.

If the sample contains a candidate whose work is incomplete then you should use the tick boxes on IAMIS to indicate the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be uploaded to IAMIS or Surpass.** Please remember that for Surpass, keycodes (needed to upload work) are generated within (but up to 48 hours) of samples being generated. Therefore, sufficient time needs to be allowed between submitting marks and amending the sample prior to retrieving keycodes and uploading work in order to meet the deadline for submission of work.

An explanatory note to the moderator must be uploaded along with the folders in such cases where the sample sent by the centre differs from the sample chosen by IAMIS.

Where an amendment to a Welsh Baccalaureate sample is required, advice must be sought from wbq@wjec.co.uk in the first instance.

2.13 PREPARING CANDIDATES WORK FOR UPLOADING (VIA E-SUBMISSION)

Subject specific instructions for the presentation of work are available here: https://www.wjec.co.uk/home/administration/e-submission/

These instructions include information regarding:

(i) File types
(ii) The maximum number of files
(iii) Maximum upload sizes
(iv) Naming of files
(v) Use of keycodes
(vi) Resizing large files

2.14 LATE ENTRY CANDIDATES

Marks for late entry candidates can be input on IAMIS, **provided the candidate entry has already been submitted to and processed by WJEC.**

To input a mark for any candidate who is not listed on IAMIS, the exams officer should submit the required entry as soon as possible.

Once this information has been sent to WJEC by the exams officer, allow 72 hours before trying to input and submit the mark.

WJEC monitors centres where candidates are added after the sample has been generated. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

2.15 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 request form, which will be located in the 'Internal Assessment' area of the secure website.

Please note that we will contact you for further information if required. If we do not contact you then your request for mark amendment will be actioned.

WJEC monitors centres requesting amendments to candidates' marks. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

2.16 AMENDING MARKS AFTER ISSUING OF RESULTS

If a teacher notices, after the issuing of results, that an incorrect mark has been submitted, the Head of Centre must send a written request to the relevant section below for the mark to be amended, clearly outlining the circumstances. A completed, signed, dated internal mark sheet must accompany this written request and the actual work (or copy) may also be requested. 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 for internally assessed components/units **must** be received by:

20 September (June exam series)
15 February (November exam series)
9 April (January exam series)

GCSE
gcse@wjec.co.uk

GCE
gce@wjec.co.uk

Entry Level/ Latin/ Pathways Qualifications
pathways@wjec.co.uk

Welsh Baccalaureate
wbq@wjec.co.uk

Extended Project
pathways@wjec.co.uk

SECTION 3: GUIDANCE FOR CONSORTIUM ARRANGEMENTS

(**Only** required if two or more member centres will be entering candidates for work that is centre-assessed)

Some centres may be involved in consortium arrangements for one or more specifications. This usually arises where a group of centres establish joint teaching arrangements in a subject, and the candidates attend a single centre for tuition.

In many consortium arrangements, however, the centre at which the candidates are enrolled ("the entering centre") will make all the required entries. In this case, the additional procedures outlined below must be followed so that the candidates can be treated as a single group for the purposes of internal assessment moderation.

3.1 Roles and Responsibilities – Consortium Co-ordinating Centres

The consortia must appoint a co-ordinator to liaise with the WJEC on behalf of all centres within the consortium. This is normally the Examinations Officer based at the teaching centre. Coordinating centres must complete the online consortia arrangements application form on our secure website by selecting 'JCQ Centre Admin Portal'. This must be submitted by 31st January for each summer series.

The coordinating centre for each consortium must identify the centres which are part of its consortium and the units / components this applies to. Coordinating centres must contact WJEC if any information changes between submitting the application form and the submission of final entries.

The coordinating centres must ensure that all work submitted from all centres in the consortium is internally standardised prior to the sample being submitted to WJEC.

Coordinating centres are responsible for marking the work and sharing the marks with candidates being taught in that consortium in line with the JCQ *'Notice to Centres – Informing candidates of their centre assessed marks'*

Coordinating centres are responsible for informing the entering centre of the marks awarded for the NEA. This must be done early enough to enable the entering centre to input and submit marks on IAMIS by the official deadline date and to generate the sample for sharing with the consortium coordinator. Any candidate appeal against the mark awarded must be processed by the coordinating centre.

The coordinating centre is responsible for ensuring that authentication forms / marksheets are completed and signed by both the teacher and the candidate. They must also comply with the NEA submission deadlines and despatch / make available the samples at the prescribed time for moderation. The samples must match with those as indicated by IAMIS across all centres within the consortium.

Where there are ten or fewer candidates in any one centre taught as part of the consortium the coordinating centre must provide all candidates' work for moderation for that / those centres. The coordinating centres must liaise with centres in the consortium if the number of candidates at the centre is greater than 10 candidates, in order to provide the specific sample required for moderation, as detailed on IAMIS.

The coordinating centre is responsible for making additional samples available in a timely fashion, should WJEC request them. This may involve some liaison with entering centres, where appropriate.

After moderation the coordinating centre is responsible for the safe and secure retention of the work until the window for reviews of moderation is closed.

When submitting a review of moderation request, the coordinating centre must ensure that all centres within the consortium have agreed to the review of moderation request. On receipt of a review of moderation request, a declaration form will be sent to the coordinating centre for completion. This should be emailed to the WJEC PRS team, prior to the commencement of the review of moderation.

Outcomes of the review of moderation will be sent to every centre within the consortium.

3.2 Roles and Responsibilities – Entering Centres

Entering centres are responsible for liaising with the coordinating centre to provide details of the candidates who will be entered as part of the consortium.

Entering centres are responsible for submitting entries to WJEC at the appropriate time.

Entering centres are responsible for informing WJEC of any special arrangements, such as situations in which they teach their own cohort apart from one or more of their candidates, who are taught at the consortium coordinating centre. This could be for reasons such as issues with internal choices / timetabling. In such cases the entering centres must provide WJEC, via the 'Partial Consortium Arrangements' form (emailed to consortia@wjec.co.uk) with the details of those candidates whose work will be marked at a different centre to the main cohort, which is taught in their own centre.

Entering centres are responsible for liaising with the co-ordinating centre to ascertain the final marks to be input on IAMIS. Marks must be input to IAMIS by the WJEC deadlines.

Entering centres, **with more than ten candidates entered in a cohort for a unit being taught entirely within a consortium,** are responsible for liaising with the co-ordinating centre to inform them of the sample required as identified by IAMIS. This must be done early enough to enable co-ordinating centres to provide the samples to WJEC for moderation, and by the prescribed deadline date.

A review of moderation must be agreed by all centres in the consortium prior to submitting a request. **Each entering centre must submit the request for the review of moderation for their own centre.**

For subjects using E-Submission, keycodes will be provided to entering centres. It is the responsibility of the centres within the consortium to liaise and ensure work is uploaded for all relevant candidates.

SECTION 4: NOTES FOR INDIVIDUAL SUBJECTS

For details of requirements for the content and presentation of work, please refer to subject specifications.

4.1 GCSE WJEC Specification

Non-examination Assessment

Subject	Component/Unit	Recommended submission date for marks	Work despatched/ uploaded by	Unit Code	QAN Number/ QiW Number	Series Availability	
						Nov	June
Art & Design†	Unit 1: Portfolio	31 May (actual submission date)	N/A (Visiting Moderator)	3650U10 – 3656U10	601/8251/9 C00/0780/4	X	✓
Art & Design†	Unit 2: Externally Set Assignment	31 May (actual submission date)	N/A (Visiting Moderator)	3650U20 – 3656U20	601/8251/9 C00/0780/4	X	✓
Built Environment**	Unit 2: Creating the Built Environment (Designing the Built Environment)	30 April	5 May	3509UA0	C00/3965/5	X	✓
Built Environment**	Unit 2: Creating the Built Environment (Designing the Built Environment)	30 April	5 May	3509UB0	C00/3965/5	X	✓
Built Environment**	Unit 3: Exploring the Built Environment	30 April	5 May	3509U30	C00/3965/5	X	✓
Computer Science*†	Unit 3: Software Development	30 April	5 May	3500U30	C00/1157/9	X	✓

Design & Technology†	Unit 2: Engineering Design	5 May (actual submission date)	N/A (Visiting Moderator)	3601U20	C00/1166/7	X	✓
Design & Technology†	Unit 2: Fashion & Textiles	5 May (actual submission date)	N/A (Visiting Moderator)	3602U20	C00/1166/7	X	✓
Design & Technology†	Unit 2: Product Design	5 May (actual submission date)	N/A (Visiting Moderator)	3603U20	C00/1166/7	X	✓
Digital Technology*	Unit 2: Digital Practices	30 April	5 May	3540U20	C00/4040/5	X	✓
Digital Technology*	Unit 3: Communicating in the Digital World	30 April	5 May	3540U30	C00/4040/5	X	✓
Drama*	Unit 1: Devising Theatre	17 March	24 March	3690U10	603/0668/3 C00/0791/5	X	✓
English Language*†	Unit 1: Oracy	November Series – 29 October June Series – 17 March	November Series – 5 November June Series – 24 March	3700U10	601/4943/7 C00/0720/6	✓	✓
English Literature†	Unit 3: Shakespeare and Welsh Writing in English	17 March	24 March‡	3720U40	601/4942/5 C00/0720/7	X	✓
Food and Nutrition**	Unit 2: Food and Nutrition in Action	30 April	5 May	3560U20	601/8085/7 C00/0779/4	X	✓
Health and Social Care (Single Award)	Unit 2: Promoting and maintaining health and well being	30 April	5 May	3570U20	C00/3685/2	X	✓

Health and Social Care (Double Award)	Unit 4: Promoting and supporting health and well being to achieve positive outcomes	30 April	5 May	3570U40	C00/1237/9	X	✓
History	Unit 4: Working as an Historian	30 April	5 May	3100UN0	C00/1152/0	X	✓
Media Studies*	Unit 3: Creating Media	30 April	5 May	3680U30	C00/1165/3	X	✓
Music*	Unit 1: Performing	30 April	5 May	3660U10	601/8290/8 C00/0780/5	X	✓
Music*	Unit 2: Composing	30 April	5 May	3660U20	601/8290/8 C00/0780/5	X	✓
Physical Education (Full)*†	Unit 2: The Active Participant In Physical Education	5 May (actual submission date)	N/A (Visiting Moderator)	3550U20	601/8148/5 C00/0779/7	X	✓
Physical Education (Short)*†	Unit 2: The Active Participant In Physical Education	5 May (actual submission date)	N/A (Visiting Moderator)	3555U20	C00/1158/0	X	✓
Welsh Language*†	Unit 1: Oral	November Series – 29 October June Series – 17 March	November Series – 5 November June Series – 24 March	3000N10	601/4944/9 C00/0720/8	✓	✓
Welsh Literature*†	Unit 3: Visual Literature Foundation	30 April	5 May	3010N30	601/4914/0 C00/0720/9	X	✓

Welsh Literature*†	Unit 3: Visual Literature Higher	30 April	5 May	3010NC0	601/4914/0 C00/0720/9	X	✓
Welsh Literature†	Unit 4: Written Tasks	30 April	5 May	3010N40	601/4914/0 C00/0720/9	X	✓
Welsh Second Language*	Unit 1: Oral	30 April	5 May	3020U10	C001166/2	X	✓
Welsh Second Language*	Unit 2: Communicating with other people	30 April	5 May	3020U20	C001166/2	X	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.
** Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here
†Denotes components/units with further individual notes below.
‡Mainstream schools. 5th May for F.E. centres, Special Schools & PRUs only.

†GCSE WJEC Specification

ART AND DESIGN (UNITS 1 & 2) – Visiting Moderator

Centres must submit marks on IAMIS by 31st May. The moderation window extends from 5th – 30th June. The moderator allocated to your centre will contact to arrange the moderation visit date before the end of April.

COMPUTER SCIENCE (UNIT 3)

All work for this Unit should be submitted via the Surpass system.

Candidate marks are to be entered into the IAMIS system which will generate a sample. Each candidate selected will need all their work zipped into one file (including the candidate declaration and mark sheet) and uploaded using the keycode for that candidate (which is available to Examination Officers on Surpass).

There is an upload limit of 150Mb per candidate.

Although there is no requirement for centres with more than 10 candidates to upload all candidate work this is to be encouraged.

DESIGN AND TECHNOLOGY (UNIT 2) – Visiting Moderator

Centres must submit marks on IAMIS by the 5th May. Moderation will take place 9th-12th and 15th May. Times and dates of the visit will be emailed to the Exams Officer.

ENGLISH LANGUAGE – ORACY (UNIT 1)

Moderating sample of Oracy tasks

Both tasks - presentation and discussion - completed by the candidates chosen by IAMIS should be sent in the sample.

Record keeping mark sheets

The sample marks should be noted on the relevant record keeping mark sheet for the Individual Researched Presentation and Responding and Interacting group discussion.

For every Individual Researched Presentation, you should:
- provide an electronic or hard copy of the notes used
- indicate how reliant the candidate was on the notes used (particularly with an audio recording)
- make clear reference to the bands on the mark scheme to justify the split marks awarded.

For every Responding and Interacting group discussion, you should:
- provide an electronic or hard copy of the stimulus material and notes used
- indicate how reliant the candidate was on the stimulus material and notes used (particularly with an audio recording)
- make clear reference to the bands on the mark scheme to justify the split marks awarded.

It is a requirement of GCSE English Language that the record keeping sheets and the notes/stimulus materials used in the assessments be submitted should that candidate be selected for the sample. The record keeping sheet is available to download from the secure website.

If a candidate wishes to carry forward English Language Unit 1, Oracy, both Task 1 and Task 2 must be carried forward. i.e. If a new Task 1 (Individual Presentation) is submitted, a new Task 2 (group discussion) assessment must be undertaken as well.

ENGLISH LITERATURE (UNIT 3)

Sending Work to the Moderator

Candidates' work should be presented in one folder and cover sheets placed in front of the corresponding Section of work (Section A Shakespeare, Section B Welsh writing in English). These non-examination assessment cover sheets can be downloaded from our English Literature web page (under 'Related Documents').

PHYSICAL EDUCATION (UNIT 2) – Visiting Moderator

Moderation will follow the normal series process. Centres will be allocated a moderator and a moderation date will be arranged before December. Mark sheets need to be submitted to the visiting moderator by first Friday in March, unless the moderation is prior to this date (in agreement with the moderator). The moderator will identify the sample for moderation and inform the centre. All candidates/work identified must be available on the moderation day. All written work needs to be available on the moderation day. Marks to be input and submitted on IAMIS by the official deadline. Centres are required to upload a video of the assessment following the visit.

WELSH LANGUAGE – ORACY (UNIT 1)

Moderating sample of Oracy tasks.

Both tasks – presentation and discussion – completed by the candidates chosen by IAMIS should be sent in the sample.

GCSE Welsh First Language Oral Assessment Guide and Marking Record sheet are available on the relevant pages of WJEC website.

If a candidate wishes to carry forward Welsh Language Unit 1, Oracy, both Task 1 and Task 2 must be carried forward. i.e. If a new Task 1 (Individual Presentation) is submitted, a new Task 2 (group discussion) assessment must be undertaken as well.

WELSH LITERATURE (UNIT 3 & 4)

Moderation sample mark sheets – LLÊN/3S, LLÊN/3U and LLÊN/4.

All mark sheets and sheets for teacher's notes are available in the Welsh Literature Oral Assessment Handbook or on the relevant subject pages on WJEC website www.wjec.co.uk.

4.2 GCE – AS/ADVANCED LEVEL

General Certificate of Education (WJEC Specification)

AS
Non-examination Assessment

Subject	Component/Unit	Recommended submission date for marks	Work despatched/ uploaded by	Unit Code	QAN Number/ QiW Number	Series Availability
						June
Applied ICT	AICT2: eSkills – Managing eBusiness data	8 May	15 May	2535U20	603/2151/9 C00/1189/3	✓
Art & Design†	Unit 1: Personal Creative Enquiry	31 May (actual submission date)	N/A (Visiting Moderator)	2650U10-2656U10	601/5347/7 C00/0723/0	✓
Built Environment‡	Unit 2: Designing and Planning Practices	8 May	15 May	2509U20	C00/4243/2	✓
Design & Technology†	Unit 2: Design & Make Task	15 May (actual submission date)	N/A (Visiting Moderator)	2601U20-2603U20	603/1985/9 C00/1179/5	✓
Digital Technology*	Unit 2: Creative Digital Practices	8 May	15 May	2540U20	610/1544/1 C00/4451/6	✓

Drama & Theatre*	Unit 1: Theatre Workshop	8 May	15 May	2690U10	603/0290/2 C00/0791/4	✓
Health & Social Care, and Childcare‡	Unit 2: Supporting Health, Well-Being and Resilience in Wales	8 May	15 May	2570U20	C00/3716/2	✓
ICT*	IT2: Presenting Information Task	8 May	15 May	2530U20	603/2153/2 C00/1189/4	✓
Media Studies*	Unit 2: Creating a Media Production	8 May	15 May	2680U20	603/1982/3 C00/1186/3	✓
Physical Education*†	Unit 2: Improving Personal Performance in Physical Education	15 May (actual submission date)	N/A (Visiting Moderator)	2550U20	601/8485/1 C00/0791/9	✓
Welsh 1st Language	Unit 2: Non-Examined Assessment	8 May	15 May	2000N20	601/5403/2 C00/0723/5	✓
Welsh 2nd Language	Unit 2: Non-Examined Assessment	8 May	15 May	2020U20	601/8127/8 C00/0779/6	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here

†Denotes components/units with further individual notes below.

A2

Subject	Component/Unit	Recommended submission date for marks	Work despatched/ uploaded by	Unit Code	QAN Number/ QiW Number	Series Availability
						June
Applied ICT	AICT 3: eProject – Project planning for ICT	8 May	15 May	1535U30	603/2150/7 C00/1177/8	✓
Applied ICT	AICT 4: eStudio – ICT Marketing communications	8 May	15 May	1535U40	603/2150/7 C00/1177/8	✓
Applied ICT	AICT 5: eCode – Producing Software Solutions	8 May	15 May	1535U50	603/2150/7 C00/1177/8	✓
Applied ICT	AICT 6: eTransact – Selling and ICT	8 May	15 May	1535U60	603/2150/7 C00/1177/8	✓
Art & Design†	Unit 2: Personal Investigation	31 May (actual submission date)	N/A (Visiting Moderator)	1650U20-1656U20	601/5290/4 C00/0722/0	✓
Art & Design†	Unit 3: Externally Set Assignment	31 May (actual submission date)	N/A (Visiting Moderator)	1650U20-1656U20	601/5290/4 C00/0722/0	✓
Built Environment‡	Unit 4 Option A: Construction Practices (Building Surveying)	8 May	15 May	1509UA0	C00/3982/6	✓

Built Environment‡	Unit 4 Option B: Construction Practices (Surveying Land)	8 May	15 May	1509UB0	C00/3982/6	✓
Computer Science*	Unit 5: Business in a Changing World	8 May	15 May	1500U50	601/5345/3 C00/0722/5	✓
Digital Technology*	Unit 4: Digital Solutions	8 May	15 May	1540U40	610/1535/0 C00/4322/1	✓
Design & Technology†	Unit 4: Design & Make Project	15 May (actual submission date)	N/A (Visiting Moderator)	1601U40-1603U40	603/1981/1 C00/1166/8	✓
English Language	Unit 5: Language and Identity	8 May	15 May	1700U50	601/5346/5 C00/0722/6	✓
English Language & Literature	Unit 5: Critical and Creative Genre Study	8 May	15 May	1710U50	601/5388/X C00/0722/8	✓
English Literature	Unit 5: Prose Study	8 May	15 May	1720U50	601/5389/1 C00/0722/7	✓
Geography†	Unit 5: Independent Investigation	17 March	24 March	1110U50	601/8455/3 C00/0780/7	✓
Health & Social Care, and Childcare‡	Unit 4: Supporting the Development, Health, Well-Being and Resilience of Children and Young People	8 May	15 May	1570U40	C00/1253/3	✓

Health & Social Care, and Childcare‡	Unit 6: Supporting Adults to Maintain Health, Well-Being and Resilience	8 May	15 May	1570U60	C00/1253/3	✓
History†	Unit 5: Historical Interpretations	8 May	15 May	1100UN0	601/5817/7 C00/0724/1	✓
ICT*	IT 4: Relational Database Project	8 May	15 May	1530U40	603/2152/0 C00/1177/9	✓
Media Studies*	Unit 4: Creating a Cross-Media Production	8 May	15 May	1680U40	603/1976/8 C00/1165/4	✓
Physical Education*†	Unit 4: Refining personal performance in physical education	15 May (actual submission date)	N/A (Visiting Moderator)	1550U40	601/8439/5 C00/0780/6	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.
‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here
†Denotes components/units with further individual notes below.

†General Certificate of Education (WJEC Specification)

APPLIED ICT (UNIT 3 – A2)

The controlled assignment 'initial requirements' is available from the first week of September 2023. The 'revised requirements' will be accessible to candidates from 1 March to the 1 May 2024. During this window candidates will have a 15-hour time limit to complete all tasks. The 15-hour time limit may be organised as deemed appropriate by the centre. The completion date is to be determined by the centre, taking into account a requirement for despatch to the moderator and the submission of marks to WJEC by 15 May 2023. Teachers will be able to download the revised requirements from the secure website.

ART AND DESIGN (UNIT 1 – AS, UNITS 2 & 3 – A2)

Centres must submit marks on IAMIS by 31st May. The moderation window extends from 12th – 30th June. The moderator allocated to your centre will contact to arrange the moderation visit date before the end of April.

DESIGN AND TECHNOLOGY (UNIT 2 – AS AND UNIT 4 – A2)

Centres must submit marks on IAMIS by the 15th May. Moderation will take place 15th-19th May. Times and dates of the visit will be emailed to the Exams Officer.

GEOGRAPHY (UNIT 5 – A2)

NEA sample work must arrive with the moderator by 24 March 2024. The following should be submitted for each candidate within the requested sample:

· Independent investigation Form Section 1: Signed candidate/teacher authentication
· Independent investigation Form Section 2: Independent Investigation Proposal
· Independent investigation Form Section 3: Independent Investigation Mark Sheet

All three sections of the form are available to download in the Independent Investigation Submission Forms folder on the WJEC GCE Geography website.

HISTORY (UNIT 5 – A2)

The following should be submitted with the sample for Unit 5 (NEA) to arrive with the moderator by **15 May**:

- Unit 5 authentication form
- Unit 5 Formal Review Record
- Unit 5 Specific Advice Record (if used).

Please note centres will enter 3 marks instead of one total mark.

PHYSICAL EDUCATION (UNIT 2 – AS & UNIT 4 – A2)

Moderation will follow the normal series process. Centres will be allocated a moderator and a moderation date will be arranged before December. Mark sheets need to be submitted to the visiting moderator by first Friday in March, unless the moderation is prior to this date (in agreement with the moderator). The moderator will identify the sample for moderation and inform the centre. All candidates/work identified must be available on the moderation day. All written work needs to be available on the moderation day. Marks to be input and submitted on IAMIS by the official deadline. Centres are required to upload a video of the assessment following the visit.

4.3 VOCATIONAL AWARDS AND CERTIFICATES

Controlled Assessment

Subject	Component/Unit	Recommended submission date for marks	Work uploaded by	Unit Code	Series Availability
					June
Creative and Media: Creating an Outcome in response to a Brief‡	Controlled Assessment	29 April	5 May	9752/01	✓
Creative and Media: Skills development in Stage Acting‡	Controlled Assessment	29 April	5 May	9753/01	✓
Creative and Media: Skills development in TV/Film Acting‡	Controlled Assessment	29 April	5 May	9754/01	✓
Creative and Media: Skills development in Physical Theatre Performance‡	Controlled Assessment	29 April	5 May	9755/01	✓
Creative and Media: Skills development in Set/Costume Design‡	Controlled Assessment	29 April	5 May	9756/01	✓
Creative and Media: Skills development in Lighting/Sound Design‡	Controlled Assessment	29 April	5 May	9757/01	✓
Creative and Media: Skills Development in Solo Dance Performance‡	Controlled Assessment	29 April	5 May	9758/01	✓
Creative and Media: Skills development in Group Dance Performance‡	Controlled Assessment	29 April	5 May	9759/01	✓

Creative and Media: Skills development in Choreography‡	Controlled Assessment	29 April	5 May	9760/01	✓
Creative and Media: Skills development in Solo Music Performing‡	Controlled Assessment	29 April	5 May	9761/01	✓
Creative and Media: Skills development in Ensemble Music Performance‡	Controlled Assessment	29 April	5 May	9762/01	✓
Creative and Media: Skills development in Musical Composition‡	Controlled Assessment	29 April	5 May	9763/01	✓
Creative and Media: Skills development in Audio Recording‡	Controlled Assessment	29 April	5 May	9764/01	✓
Creative and Media: Skills development in Music Sequencing‡	Controlled Assessment	29 April	5 May	9765/01	✓
Creative and Media: Skills development in Moving Image Production‡	Controlled Assessment	29 April	5 May	9766/01	✓
Creative and Media: Skills development in Print Media Production‡	Controlled Assessment	29 April	5 May	9767/01	✓
Creative and Media: Skills development in Interactive Media Production‡	Controlled Assessment	29 April	5 May	9768/01	✓
Creative and Media: Skills development in Two-Dimensional Studies‡	Controlled Assessment	29 April	5 May	9769/01	✓
Creative and Media: Skills development in Three-Dimensional Studies‡	Controlled Assessment	29 April	5 May	9770/01	✓
Creative and Media: Skills development in Applied Arts & Crafts‡	Controlled Assessment	29 April	5 May	9771/01	✓

Creative and Media: Skills development in Contemporary Textiles‡	Controlled Assessment	29 April	5 May	9772/01	✓
Creative and Media: Skills development in Digital and Lens-based Media‡	Controlled Assessment	29 April	5 May	9773/01	✓
Tourism: Customer Experience‡	Controlled Assessment	29 April	5 May	9801/01	✓
Tourism: Developing UK Tourist Destinations‡	Controlled Assessment	29 April	5 May	9803/01	✓
Constructing the Built Environment: Practical Construction Skills‡	Controlled Assessment	29 April	5 May	9812/01	✓
Constructing the Built Environment: Planning Construction Projects‡	Controlled Assessment	29 April	5 May	9813/01	✓
Event Operations‡	Internal Assessment	29 April	5 May	5599U2	✓
Event Operations‡	Internal Assessment	29 April	5 May	5599U3	✓
Global Communication: French – Unit 1*†	Controlled Assessment	29 April	5 May	5879U1	✓
Global Communication: French – Unit 2*†	Controlled Assessment	29 April	5 May	5879U2	✓
Global Communication: French – Unit 2*†	Controlled Assessment	29 April	5 May	5879U3	✓
Global Communication: German – Unit 1*†	Controlled Assessment	29 April	5 May	5889U1	✓
Global Communication: German – Unit 2*†	Controlled Assessment	29 April	5 May	5889U2	✓

Global Communication: German – Unit 3*†	Controlled Assessment	29 April	5 May	5889U3	✓
Global Communication: Spanish – Unit 1*†	Controlled Assessment	29 April	5 May	5899U1	✓
Global Communication: Spanish – Unit 2*†	Controlled Assessment	29 April	5 May	5899U2	✓
Global Communication: Spanish – Unit 3*†	Controlled Assessment	29 April	5 May	5899U3	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.
‡Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here
†Denotes components/units with further individual notes below.

†LEVEL 1 / LEVEL 2 AWARD GLOBAL BUSINESS COMMUNICATON (French, German and Spanish) (first teaching Sept 2022)

Centres should plan to submit marks on IAMIS for the following internal units by 29 April deadline:

Unit 1 - Global Opportunities
Unit 2 - Global Customer Relationships
Unit 3 - Global Sales and Marketing

Once all grades have been submitted, the system will then identify the sample candidates. Work must then be submitted via the Surpass platform by the 5 May deadline. Further details are available in the 'E-Assessment submission Guide for Centres' available here.

Audio files should be in MP3 format with a maximum size of 20MB
Video files should be in MP4 format with a maximum size of 100MB

Time sheets for each unit and candidate declaration sheets for each candidate must also be included. These are available to download from the secure website under the resources section.

4.4 Level 1/ Level 2 TECHNICAL AWARDS (first teaching Sept 2022)

Controlled Assessment

Subject	Component/Unit	Recommended submission date for marks (Jan / June)	Work uploaded by (Jan / June)	Unit Code	Series Availability	
					Jan	June
Engineering: Manufacturing Engineering Products‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	5799U1	✓	✓
Engineering: Designing Engineering Products‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	5799U2	✓	✓
Hospitality and Catering: Hospitality and Catering in Action‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	5409U2	✓	✓
ICT: ICT in Context‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	5539U2	✓	✓
Performing Arts: Performing*	Controlled Assessment	4 December / 29 April	10 December / 5 May	5639U1	✓	✓
Performing Arts: Creating*	Controlled Assessment	4 December / 29 April	10 December / 5 May	5639U2	✓	✓
Retail Business: Customer Service for Retail Business‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	5789U2	✓	✓
Retail Business: Merchandising and Marketing Retail Products‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	5789U3	✓	✓

Sport and Coaching Principles: Improving Sporting Performance*	Controlled Assessment	4 December / 29 April	10 December / 5 May	5259U2	✓	✓
Sport and Coaching Principles: Coaching Principles*	Controlled Assessment	4 December / 29 April	10 December / 5 May	5259U3	✓	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.
‡Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here

4.5 Applied Certificates and Diplomas

Subject	Component/Unit	Recommended submission date for marks	Work uploaded by	Unit Code	QAN Number/ QiW Number	Series Availability
						June
Certificate in Criminology: Changing Awareness in Crime‡	Controlled Assessment	8 May	15 May	4543U10-1	601/6249/1 C00/0720/3	✓
Diploma in Criminology: Crime Scene to Courtroom‡	Controlled Assessment	8 May	15 May	4543U30-1	601/6248/X C00/0720/2	✓
Certificate in Food Science and Nutrition: Meeting Nutritional Needs of Specific Groups‡	Controlled Assessment	8 May	15 May	4563UA0-1	601/4553/5 C00/0726/3	✓
Diploma in Food Science and Nutrition: Experimenting to Solve Food Production Problems‡	Controlled Assessment	8 May	15 May	4563U30-1	601/4552/3 C00/0726/2	✓
Diploma in Food Science and Nutrition: Current Issues in Food Science and Nutrition‡	Controlled Assessment	8 May	15 May	4563U40-1	601/4552/3 C00/0726/2	✓
Certificate in Medical Science: Physiological Measurement Techniques ‡	Controlled Assessment	8 May	15 May	4463U20-1	601/7651/9 C00/0779/3	✓
Certificate in Medical Science: Medical Science Research Methods ‡	Controlled Assessment	8 May	15 May	4463U30-1	601/7651/9 C00/0779/3	✓

Diploma in Medical Science: Medicines and Treatment of Disease ‡	Controlled Assessment	8 May	15 May	4463U40-1	601/7644/1 C00/0779/1	✓
Certificate in Business: Active Marketing‡	Internal Assessment	8 May	15 May	4513U2	603/0820/5 C00/1177/3	✓
Diploma in Business: Markets and Customers‡	Internal Assessment	8 May	15 May	4513U5	603/0821/7 C00/1177/4	✓
Certificate in Tourism: Unit 2 Worldwide Tourism Destinations‡	Controlled Assessment	8 May	15 May	4583U2	603/0825/4 C00/1177/1	✓
Diploma in Tourism: Unit 4 Event and Itinerary Planning‡	Controlled Assessment	8 May	15 May	4583U4	603/0826/6 C00/1177/2	✓
Certificate in Business: Unit 2 Business Creation (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4783U2		✓
Certificate in Tourism: Unit 3 Managing the Customer Experience (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4803U3		✓
Certificate in Tourism: Unit 4 Global Destinations (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4803U4		✓
Certificate in Tourism: Unit 5 Planning Coordinating and Running an Event (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4803U5		✓
Certificate in Tourism: Unit 6 Digital Marketing for Tourism and Events (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4803U6		✓

Certificate in Tourism: Unit 7 Employment in Tourism and Events (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4803U7		✓
Certificate in Tourism: Unit 8 Adapting to change in the Tourism Industry (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4803U8		✓
Diploma in Professional Construction Practice: Unit 1 Design the Built Environment‡	Controlled Assessment	8 May	15 May	4903U1	603/0822/9 C00/1178/1	✓
Diploma in Professional Construction Practice: Unit 4 BIM and Construction Projects‡	Controlled Assessment	8 May	15 May	4903U4	603/0822/9 C00/1178/1	✓
Certificate in Sport: Unit 3 Preparation for Sport and Physical Activity (Wales only)*	Controlled Assessment	8 May	15 May	4923U3		✓
Certificate in Sport: Unit 4 Sport Pedagogy and Coaching (Wales only)*	Controlled Assessment	8 May	15 May	4923U4		✓
Certificate in Sport: Unit 5 Sports Events (Wales only)*	Controlled Assessment	8 May	15 May	4923U5		✓
Certificate in Sport: Unit 6 Officiating Sport (Wales only)*	Controlled Assessment	8 May	15 May	4923U6		✓
Certificate in Sport: Unit 7 Performance in Sport or Physical Activity (Wales only)*	Controlled Assessment	8 May	15 May	4923U7		✓
Certificate in Sport: Unit 8 Performance Analysis in Sport (Wales only)*	Controlled Assessment	8 May	15 May	4923U8		✓

Certificate in Sport: Unit 9 Social Influences on participation in Sport and Physical Activity (Wales only)*	Controlled Assessment	8 May	15 May	4923U9		✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.

4.6 Certificate in Latin

Controlled Assessment

Subject	Component/Unit	Recommended submission date for marks	Work uploaded by	Unit Code	QAN Number	Series Availability
						June
Roman Civilisation Study: Level 1‡	Controlled Assessment	30 April	5 May	9513/01	500/6831/3	✓

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.

4.7 ENTRY LEVEL

Coursework

Subject	Component/Unit	Recommended submission date for marks	Work uploaded by	Unit Code	QAN Number/ QiW Number	Series Availability
						June
English*	Component 2: Topic Tests	30 April	5 May	6700QCL-2	603/1342/0 C00/1186/9	✓
English*	Component 3: Practical Assessments	30 April	5 May	6430QCL-3	603/1342/0 C00/1186/9	✓
Mathematics – Numeracy‡	Component 2: Topic Tests	30 April	5 May	6300QCL-2	603/1012/1 C00/1154/6	✓
Mathematics – Numeracy‡	Component 3: Practical Assessment	30 April	5 May	6300QCL-3	603/1012/1 C00/1154/6	✓
Science (Single Award)‡	Component 2: Topic Tests	30 April	5 May	6430QCL-2	601/8295/7 C00/0792/0	✓
Science (Single Award)‡	Component 3 - Practical Assessment	30 April	5 May	6430QCL-3	601/8295/7 C00/0792/0	✓
Welsh*	Unit 2: Written Tasks	30 April	5 May	6020QU-2	C00/3728/8	✓

Welsh*	Unit 3: Oral Tasks	30 April	5 May	6020QU-3	C00/3728/8	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.

4.8 ENTRY PATHWAYS

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and as outlined in the 'E-Submission (IAMIS upload) – Subject Guide' available here to ensure that the required sample is electronically uploaded by **12 December (January Series)/5 May (June Series).**

For Healthy Living and Fitness practical units centres must select their own samples.

LANGUAGE PATHWAYS

(French, German, Spanish, Italian, Mandarin, Japanese)

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and as outlined in the 'E-Submission (IAMIS upload) – Subject Guide' available here to ensure that the required sample is electronically uploaded by **12 December (January Series)/5 May (June Series).**

WORK WELSH PATHWAYS

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and as outlined in the 'E-Submission (IAMIS upload) – Subject Guide' available here to ensure that the required sample is electronically uploaded by **12 December (January Series)/5 May (June Series).**

4.9 Foundation Diploma in Art & Design (FAD)

Controlled Assessment

Subject	Grades to be submitted by	Work despatched/ uploaded by	Entry Code	QAN Number/ QiW Number	Series Availability
					June
Units 1-6	48 hours in advance of the agreed moderation visit date	N/A (Visiting Moderator)	P653QDL	603/0975/1 C00/1186/8	✓

A date and time for the moderation visit should be agreed between the Moderator and Programme Leader within the specified moderation window (June 1st – 30th), which should coincide with the period of exhibition of learners' work (visits will be one day in duration).

The centre should submit proposed grades for all units via IAMIS at least 48 hours in advance of the agreed moderation visit date. Centres must provide the Moderator with a printout of the learners' proposed grades from IAMIS on arrival (all view). A sample of assessed work from Units 1, 2, 3 and 4 should be made available including Assessment Criteria Forms for units 1, 2, 3 and 4. All learners must curate and present a Major Project prior to the moderation visit. The moderator will select a sample from the display for moderation. The sample will be between 15% and 100%, depending on learner numbers.

The following represents the normal procedure for the Moderator at the visit:

(i) Meeting with the Programme Leader to discuss programme, delivery, management and any changes that may have occurred during the year and to receive a printout of learners' proposed grades from the secure website, by hovering over 'Internal Assessment' then selecting 'Internal Assessment Mark/Outcomes Input' (all view).

(ii) Tour of Major Project exhibits with Programme Leader and/or subject specialist(s). The display of each learner's major project should be prominently labelled with the name of the learner, area of specialisation and career progression. The learner's completed 'Proposing and reviewing a Major Project' document plus supporting materials reflecting the journey from initial concept to realisation should accompany the display and there should be a précis of the Proposal/review mounted alongside.

(iii) The moderator will sample a representative group of learners' work in Units 5 and 6 using a copy of the internal Grade Descriptor forms (Unit 5 and Unit 6). As a recommended guide the moderation process will generally cover:

- the work of at least one learner from each main area of study
- a selection of work from learners graded as distinction, merit and pass, including borderline cases
- the work of all proposed learners assessed as referred.

(iv) Review the exhibition (Moderator only) and then meet with Programme Leader to discuss any amendments to proposed final grades and discuss learners who are proposed for referral. Finalise additional work for candidates and the Moderator will

complete the Referral Form - including a timescale for re-submission. Complete and sign the printout showing proposed and moderated grades.

(vii) Meet a representative selection of learners in consultation with the Programme Leader.

(viii) Meeting with the programme team for general feedback and discussion.

After the visit the Moderator will submit final grades for Units 5 and 6 and complete the Moderator's Visit Report form on the secure website. The report will comment on administration and assessment (including any grade changes), programme delivery, outcomes and general comments/advice. The Moderator's report will be available to centres from the A level results release date, via the secure website.

4.10 Extended Project

Coursework

Subject	Recommended submission date for marks	Work uploaded by	Unit Code	QAN Number/ QiW Number	Series Availability
					June
Extended Project*	7 May	15 May	9500 03	601/4698/9 C00/0675/6	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.

4.11 WELSH BACCALAUREATE

Controlled Assessment

Subject	Recommended submission date for marks (Jan / June)	Work uploaded by (Jan / June)	Unit Code	Series Availiability	
				Jan	June
National/Foundation: Individual Project*	15 December / 3 May	22 December / 10 May	90S9U10	✓	✓
National/Foundation: Enterprise and Employability Challenge*	15 December / 3 May	22 December / 10 May	90S9U20	✓	✓
National/Foundation: Global Citizenship Challenge*	15 December / 3 May	22 December / 10 May	90S9U30	✓	✓
National/Foundation: Community Challenge*	15 December / 3 May	22 December / 10 May	90S9U40	✓	✓
Advanced: Individual Project*	5 January / 17 May	12 January / 24 May	90S3U10	✓	✓
Advanced: Enterprise and Employability Challenge*	5 January / 17 May	12 January / 24 May	90S3U20	✓	✓
Advanced: Global Citizenship Challenge*	5 January / 17 May	12 January / 24 May	90S3U30	✓	✓

Advanced: Community Challenge*	5 January / 17 May	12 January / 24 May	90S3U40	✓	✓
Advanced Skills Baccalaureate Wales: Global Community Project*	31 May	7 June	9503U10-1	X	✓
Advanced Skills Baccalaureate Wales: Future Destinations Project*	31 May	7 June	9503U20-1	X	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.

4.12 Health and Social Care, Childcare (HSCCC)

Controlled Assessment

Subject	Work Uploaded by	Unit Code	Series Availability			
			Nov	Jan	June	Aug
Level 2 HSC: Principles and Contexts unit 2 Health and Social Care to Support Outcome Focused Provision for Person-Centred Care*	10 December / 11 June	5972U2	X	✓	✓	X
National/Foundation: Individual Project*Level 2 CCPLD: Practice and Theory Units 200 - 315‡	Sampling activity	5962	✓	✓	✓	✓
Level 3 HSC: Principles and Contexts unit 1 Principles of Care and safe practice within outcome focused person-centered care*	10 December / 11 June	4973U1	X	✓	✓	X
Level 3 HSC: Principles and Contexts unit 3 Promoting the rights of individuals across the lifespan*	10 December / 11 June	4973U3	X	X	✓	X
Level 3 HSC: Principles and Contexts unit 4 Understanding how the human body is affected by common conditions*	10 December / 11 June	4973U4	X	✓	✓	X
Level 3 HSC: Principles and Contexts unit 5 Supporting individuals at risk to achieve their desired outcomes*	10 December / 11 June	4973U5	X	✓	✓	X
Level 3 HSC: Principles and Contexts unit 6 Working in the Health and Social Care sector*	10 December / 11 June	4973U6	X	X	✓	X
Level 3 HSC: Principles and Contexts unit 8 Supporting the health and well-being of adults in Wales to achieve positive outcomes*	10 December / 11 June	4973U8	X	X	✓	X

Level 3 HSC: Principles and Contexts unit 9 Investigating contemporary issues in health and social care in Wales*	10 December / 11 June	4973U9	X	X	✓	X
Level 3 CCPLD: Practice and Theory Units 215 - 329‡	Sampling activity	4963	✓	✓	✓	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.

Appendix

HEAD OF CENTRE DECLARATION FORMS

For non-exam assessment (NEA) and fieldwork

Here is a summary below of the qualifications* that require a signature from the head of centre for non-exam assessment (NEA) or fieldwork.

A Level / AS			
Qualification	**Purpose of Centre Declaration Form**	**Date required**	**Send to**
Drama and Theatre	Unit 1: Centre considers all material intended for performance as part of the assessment of the GCE qualification in Drama & Theatre is acceptable in terms of both content and treatment.	May 15th	Submit with NEA
	Unit 3: Centre considers all material intended for performance as part of the assessment of the GCE qualification in Drama & Theatre is acceptable in terms of both content and treatment.	Day of Examiner Visit	Collected by Examiner
Geography	Confirm that all learners who have been entered for an A Level Geography qualification have undertaken the equivalent of 4 days of fieldwork.	March 30th	Geography Team
Welsh 2nd Language	Confirm all candidates entered for Welsh (Second Language) at A Level and AS have not sat the GCSE Welsh First Language or GCSE Welsh Literature first language examination.	March 16th	GCE Team

GCSE			
Qualification	**Purpose of Centre Declaration Form**	**Date required**	**Send to**
Drama	Unit 1: Centre considers all material intended for performance as part of the assessment of the GCSE qualification in Drama Unit 1 is acceptable in terms of both content and treatment.	March 24th	Submit with NEA
	Unit 2: Centre considers all material intended for performance as part of the assessment of the GCSE qualification in Drama Unit 2 is acceptable in terms of both content and treatment	Day of Examiner Visit	Collected by Examiner
Geography	Confirm that each learner has been provided with opportunity to undertake geographical fieldwork on at least two occasions in contrasting environments.	As soon as Unit 3 papers are sent to WJEC	Geography Team
Welsh 2nd Language	Confirm that all candidates have not followed the Welsh Programme of Study throughout Key Stage 3.	March 15th	GCSE Team

Head of centre declaration forms can be found on the secure website in 'Resources > Subject-Specific Support Material including CPD & Exemplars > Head of Centre Declaration Forms'. Alternatively, the forms can be found on the individual qualification pages.

**There are also Head of Centre Declaration forms for Eduqas GCE and GCSE Geology qualifications, which are designated by Qualification Wales following Ofqual approval. Please see the Eduqas 'Internal Assessment – A Guide For Centres' document.*