

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 Component 4, Non-Examined Assessment.

If you have any further questions regarding these procedures, please contact GCEgeography@EDUQAS.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 arrive with your designated moderator no later than 28 March, 2025 . 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. A suitably annotated exemplar is available, for your reference, on the WJEC secure website.
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 submitted to the moderator. The system will inform you of the postal address of the moderator concerned. 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 included in the sample, centres must include Independent Investigation Form Section 1 and Independent Investigation Form Section 2 and the mark sheet Independent Investigation Form Section 3. 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 'All Course Materials' section under 'Independent Investigation Submission Forms' . Please do not photocopy forms from the specification. For further guidance on the completion of these forms please see pages 44 to 46 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@eduqas.co.uk , without delay.