

E-submission Process – Centre Guide 2019 - 2020

This document is intended to provide comprehensive guidance to centres for the process of submitting work for moderation or assessment through e-submission.

It should be used alongside the [E-submission Process – Subject Guide 2019-2020](#)

A short video showing an overview of the process can be viewed on the e-submission webpage on [WJEC](#) or [Eduqas](#)

Please ensure you read this guidance in FULL before attempting to submit work electronically. In addition, our e-submission team is on hand to provide help and guidance if you experience technical difficulties – contact details can be found within this document.

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WHAT IS E-SUBMISSION?

E-submission is the process of electronically submitting candidates' work safely and securely to WJEC/WJEC Eduqas. Work is submitted for the purpose of assessment and/or moderation.

How do I submit the work electronically?

Work is submitted using an online portal called Surpass <https://wjec.surpass.com/Login>

In order to submit your candidates' work electronically (either a sample or full cohort), you will be allocated a 'keycode'. Without the keycode, you will not be able to submit your work electronically – guidance on keycodes is included in this guide.

What subjects require work to be submitted electronically?

The list of subjects that use e-submission can be found here: <https://www.wjec.co.uk/teachers/e-submission/>
<https://www.eduqas.co.uk/teachers/e-submission/>

This list continues to grow; however, the process remains the same, regardless of the subject.

What is the process of submitting work electronically?

This process is straightforward and intuitive. It involves 5 steps:

1. Setting up a Surpass account
2. Preparing candidates' work for uploading
3. Retrieving candidates' keycodes from Surpass
4. Uploading candidates' work
5. Submitting the work to WJEC / Eduqas

Please ensure you read this guidance in FULL before attempting to submit work electronically.

SETTING UP A SURPASS ACCOUNT

A Surpass account is allocated to the Exams Officer within your centre. To access Surpass, visit <https://wjec.Surpass.com/Login>.

If your Exams Officer had an account for 2018/19, the same Username and Password should be used. If these details have been forgotten, please select 'Can't access your account' on the Surpass homepage.

If your centre has a new Exams Officer, or you are entering an e-submission subject for the first time a new account will be created.

1. An email will be sent to the registered Exams Officer within the centre the term before the series of submission.
2. To ensure your centre receives this email, please add 'noreply@Surpass.com' to your contacts. In addition, please check your junk folder.
3. A username will already be allocated to the centre. A password and security question will need to be created.
4. To complete set up of the account follow the instructions in the email.
5. Once completed, these login details can be shared with other colleagues within the centre, at the account holder's discretion.

PREPARING CANDIDATE WORK FOR UPLOADING

To ensure you can successfully submit candidates' work electronically, it is important to ensure that these files are prepared in the correct manner BEFORE uploading.

Each subject has specific requirements. These include:

- file types accepted for each subject
- the number of files accepted
- the maximum upload sizes

Please use the [E-submission Process Subject Guide 2019-20](#) for information for specific subjects.

Where candidate work exceeds the maximum upload size please see [Appendix 1. Tips and tricks for smaller files](#)

Please note, do not use the following 'special characters' when saving work, as the work will then fail to upload: _ & # * \$ £ @ ' %

RETRIEVING CANDIDATE KEYCODES

LOGGING IN TO SURPASS

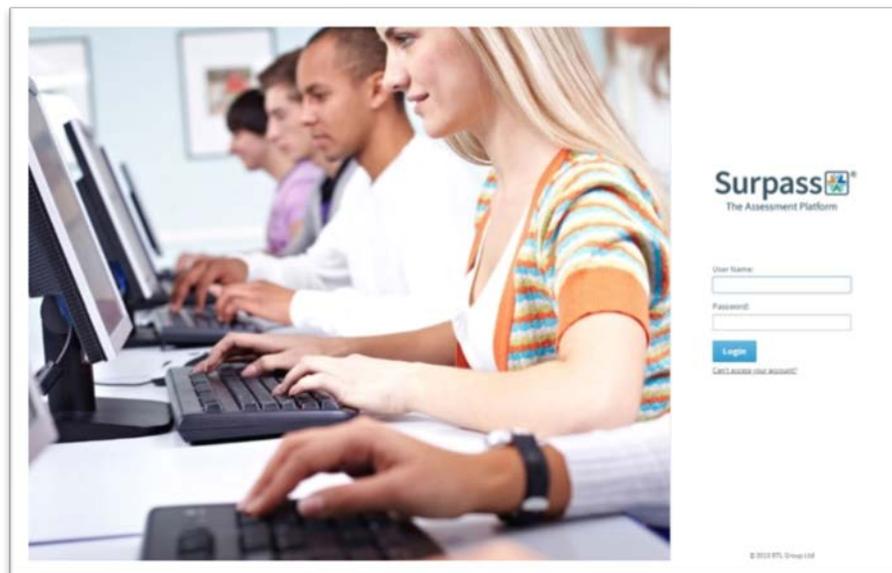
To retrieve your candidates' keycodes you **MUST** allow for 48 working hours between submitting marks on IAMIS and retrieving keycodes. Once this time has passed, follow these simple steps:

1. Open a web browser and login to Surpass (<https://wjec.surpass.com>) with your Surpass username and password.

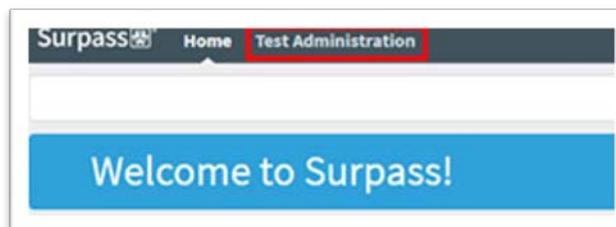
Please ensure your web browser e.g. Google Chrome has 'Flash' enabled.

For users using an Apple Mac, we recommend using the Google Chrome browser.

If you cannot remember your password, please use the 'Can't access your account' link, displayed below the login button.

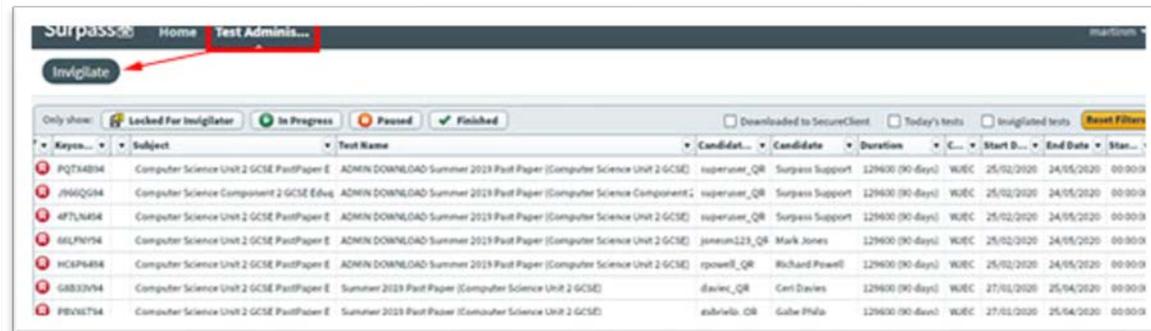


2. Click on **TEST ADMINISTRATION** on the Surpass homepage.

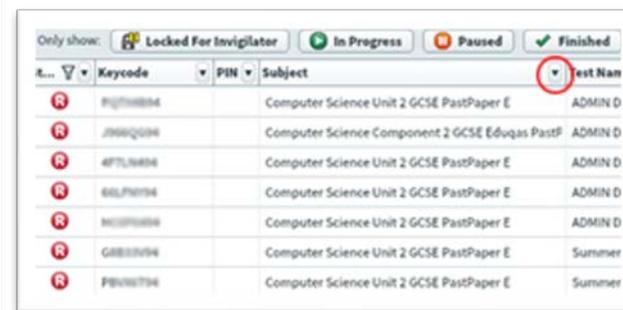


ACCESSING CANDIDATE KEYCODES

3. Click on **INVIGILATE**.

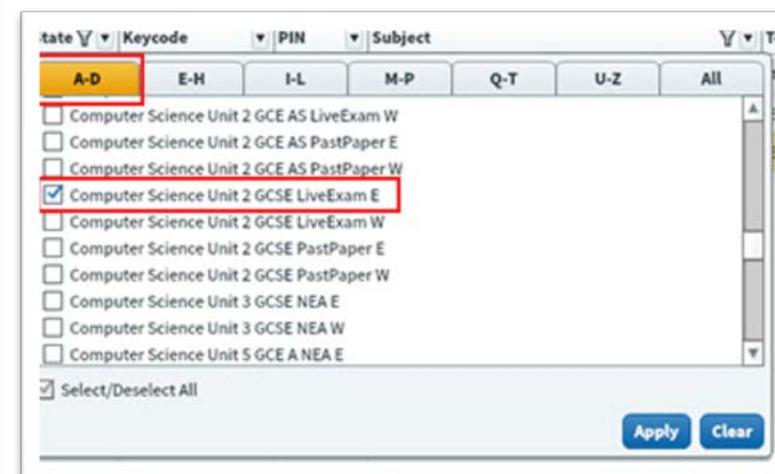


4. Use the small arrow at the top of the subject column to filter the subjects.



5. To select your subject

- i. Filter alphabetically
- ii. Select the relevant subject
- iii. Click **APPLY**



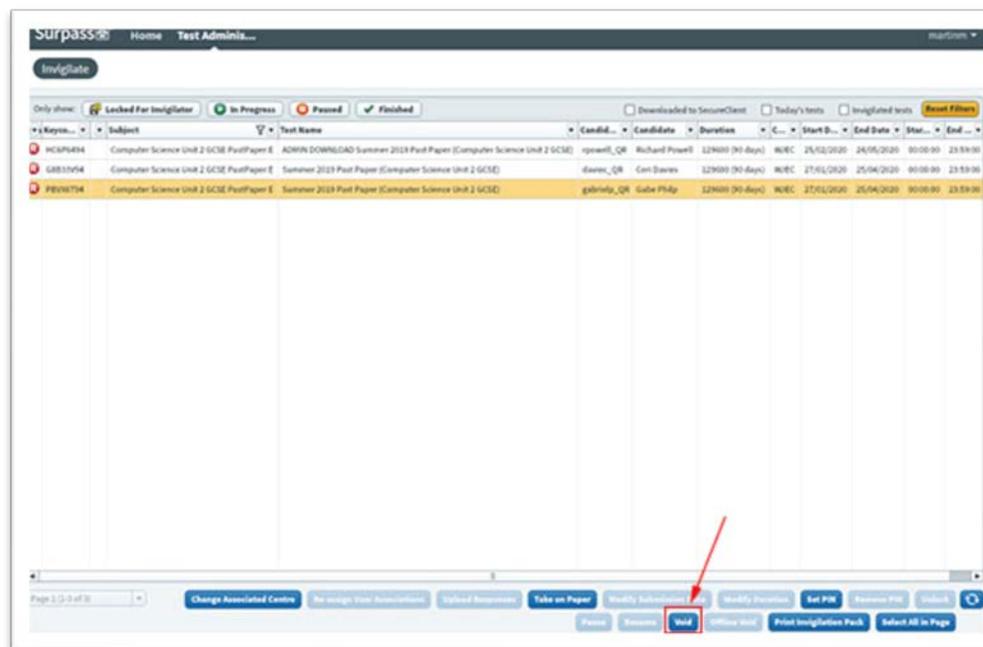
All keycodes for sampled candidates will now appear in the **KEYCODE** column.

The screenshot shows the 'Surpass' Test Administration interface. At the top, there are navigation links for 'Home' and 'Test Administration'. Below this is a dark header with the 'Surpass' logo and a 'Home' link. A large 'Invigilate' button is visible. Underneath, there are filter buttons for 'Only show: Locked For Invigilator', 'In Progress', and 'Paused'. A table is displayed with columns for 'State', 'Keycode', 'PIN', and 'Subject'. The 'Keycode' column header is highlighted with a red box. The table contains five rows of data, each starting with a red 'R' icon in the 'State' column and 'WBQ Community Advanced NEA E' in the 'Subject' column.

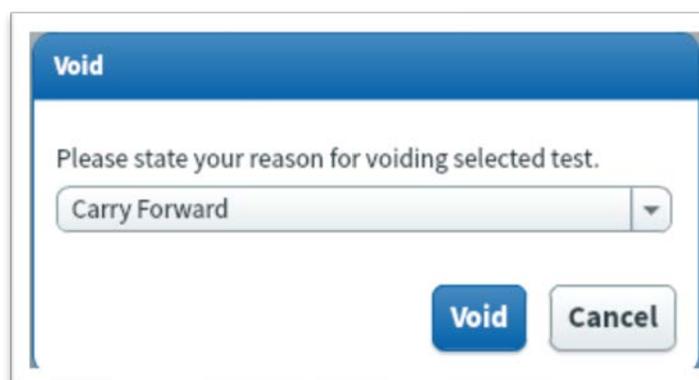
State	Keycode	PIN	Subject
R			WBQ Community Advanced NEA E
R			WBQ Community Advanced NEA E
R			WBQ Community Advanced NEA E
R			WBQ Community Advanced NEA E
R			WBQ Community Advanced NEA E

CANDIDATES WHO ARE ABSENT, WITHDRAWN OR 'CARRYING FORWARD'

1. Void any keycodes for candidates who are absent, withdrawn or 'carrying forward'. Please note, once a keycode has been voided, it can no longer be used.
 - i. In the **INVIGILATE** tab, click on the candidate who will no longer be part of the sample.
 - ii. Click the **VOID** button at the bottom of the screen.



2. Select the appropriate reason and click **VOID** to confirm.



CREATING A PDF OF CANDIDATE KEYCODES

1. To highlight all candidate keycodes, click the first keycode, hold down the **SHIFT** key and click on the last keycode, or,
2. to highlight specific candidate keycodes use **CTRL** and click on each keycode you require.

keycode	PIN	Subject
12345678		Computer Science Unit 2 GCSE
12345678		Computer Science Unit 2 GCSE
12345678		Computer Science Unit 2 GCSE
12345678		Computer Science Unit 2 GCSE
12345678		Computer Science Unit 2 GCSE

3. At the bottom of the page click **PRINT INVIGILATION PACK**.



4. Select **CREATE INVIGILATION PACK USING SELECTED TESTS**.



5. In the next window
 - i. untick all options but **ATTENDANCE REGISTER**
 - ii. Click **FINISH**

The PDF should appear onscreen or you will have the option to download it. This can then be shared with the person responsible for uploading the work.

Print Invigilation Pack

Please choose the information you require for printing:

Attendance Register

Invigilation Report

Keycode Slips

UPLOADING WORK TO SURPASS

UPLOADING INDIVIDUAL CANDIDATE WORK

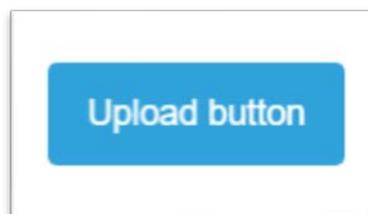
1. Go to <https://wjec.Surpass.com/secureassess/htmldelivery> this will take you to the upload portal. No login is required.
 - i. Enter the keycode for the candidate.
 - ii. Click **OK**.

2. You will be asked to confirm the details are correct.

If correct click **CONFIRM**.

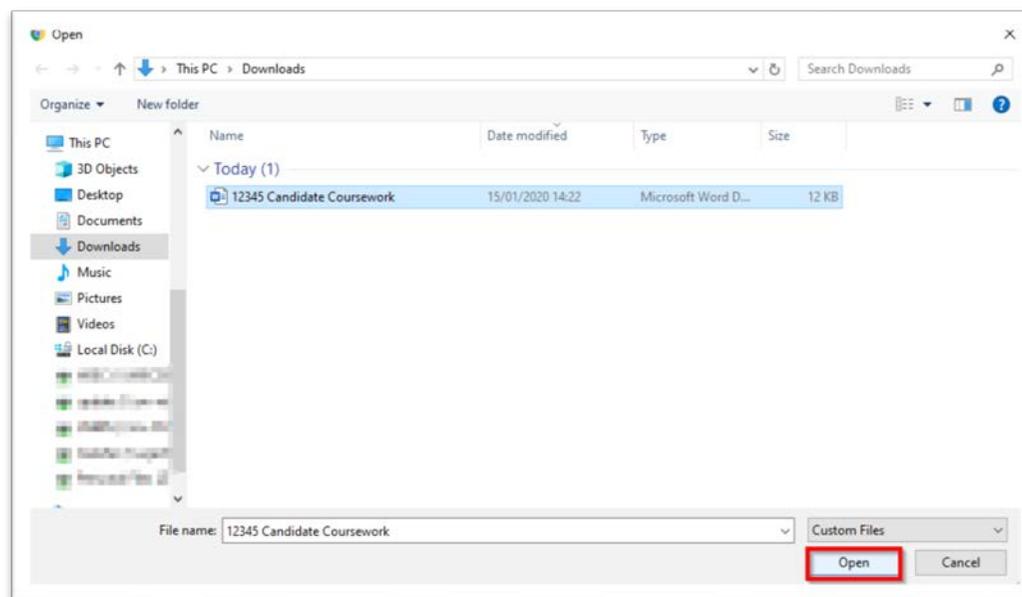
3. Click on the **UPLOAD** button.

In some browsers, you may need to scroll to see this.



4. Browse for the file you wish to upload.

- i. Select the file
- ii. Click **OPEN**.

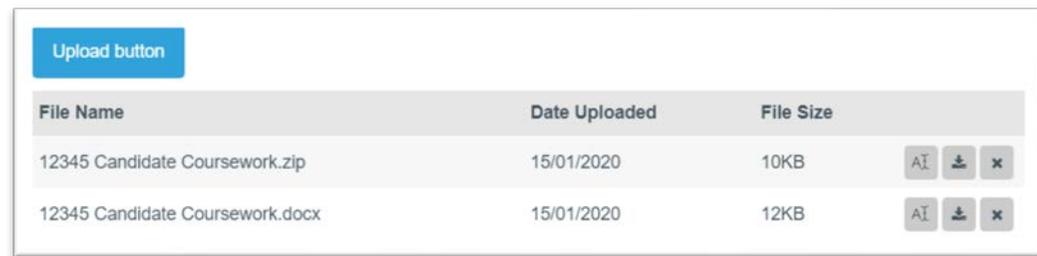


5. Details of the uploaded file will appear at the bottom of the screen. Repeat steps 3 and 4, in this section to upload all required files for the candidate.



6. Check that all files you wish to upload are listed on screen. Please be aware that once the work has been submitted you cannot return to check these files.

Therefore, a screenshot should be taken in order to keep a record of the files uploaded.



7. Repeat this process (Steps 1 – 6 in this section) for each candidate in the sample.

UPLOADING GROUP OR PAIR WORK (a login is not required to upload group or pair work)

1. Go to <https://wjec.Surpass.com/secureassess/htmldelivery> this will take you to the upload portal. No login is required.

In the case of group or pair work, a single keycode will be allocated (depending on the size of the sample).

- i. Enter the keycode
- ii. Click **OK**

2. You will be asked to confirm the details are correct.

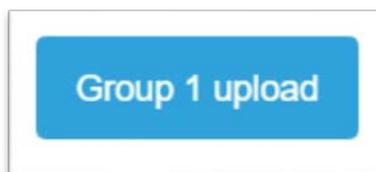
If correct click **CONFIRM**.

3. The screen will show numbered tabs on the left-hand side.

Each tab will allow you to upload an audio/video file and any requested documentation for the sampled candidate in the group.

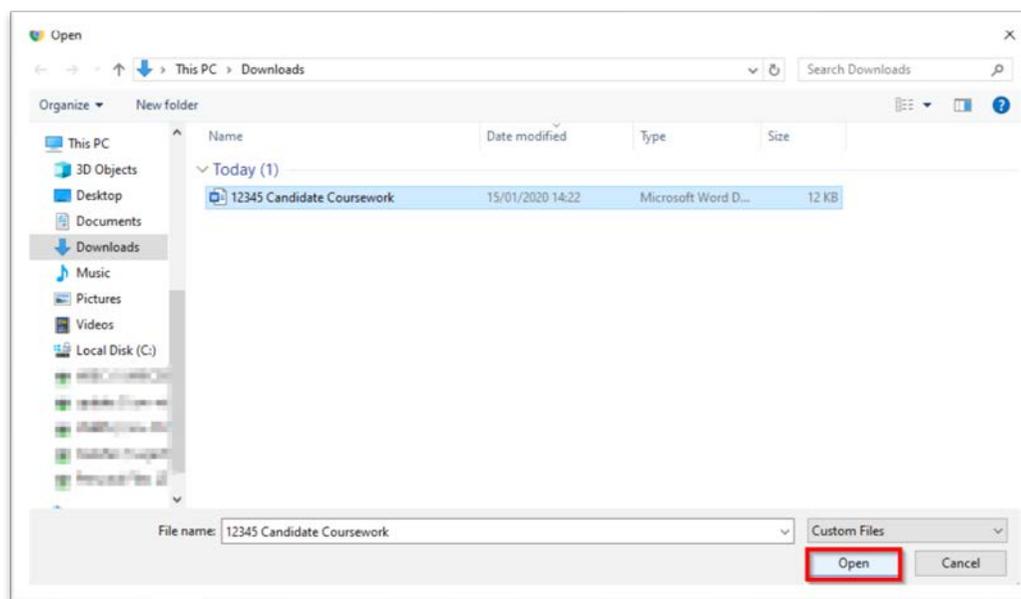


4. To upload work, click on the **UPLOAD** button. In some browsers, you may need to scroll to see this.



5. Browse for the file you wish to upload. Select and click **OPEN**.

If uploading more than one file for a candidate repeat this process (steps 4 and 5) until all required files have been uploaded.



6. Details of the uploaded file will appear at the bottom of the screen.

Please note, when both candidates working in a pair have been selected on IAMIS the upload process must be repeated for each candidate in the pair.



6. Check that all files you wish to upload are listed on screen. Please be aware that once the work has been submitted you cannot return to check these files.

Therefore, a screenshot should be taken in order to keep a record of the files uploaded.



7. When uploading more than one group or pairs' work, repeat this process (Steps 1 – 8) for each candidate.

FINISHING THE UPLOAD AND SUBMITTING WORK

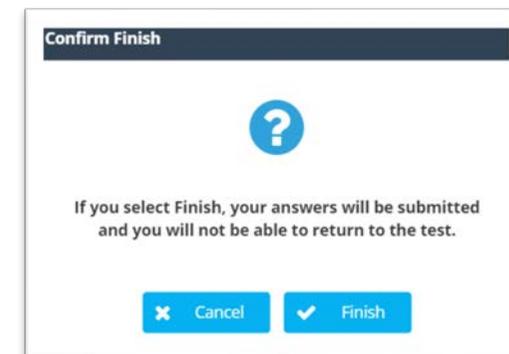
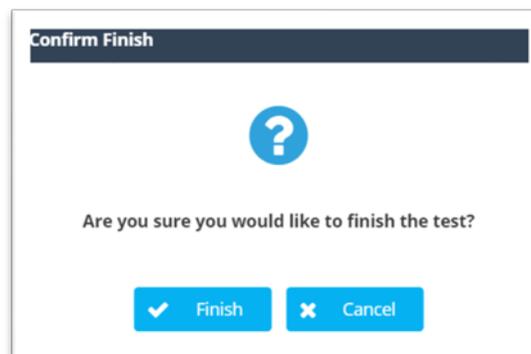
1. Once you are satisfied that all files are present, click **FINISH TEST**



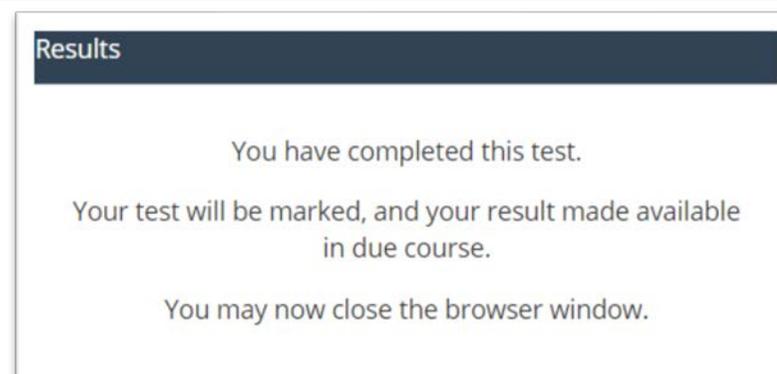
2. You will be asked to **CONFIRM FINISH**.

- i. The pop-up window will ask if you are sure you would like to finish the test, click **FINISH**
- ii. In a second pop-up window you will be asked again to confirm finish. Click **FINISH**

Clicking **FINISH** will submit work to WJEC / Eduqas. Clicking **CANCEL** will take you to the previous screen.



3. A confirmation will appear similar to the one shown. Once this message is displayed you can no longer return to the upload.



CHECKING THE UPLOAD IS COMPLETE

Login to <https://wjec.surpass.com/Login> using the username and password.

In the **INVIGILATE** tab a green tick should be displayed by each candidate/group who has had work submitted. This shows the keycode has been used and the upload is complete.

State	Keycode	PIN	Subject
✓	93WJB694		Computer Science Unit 2 GCSE

If you see another icon, not listed right, it could mean that the upload has been interrupted.

If you see another icon displayed, please contact 029 2240 4310

The most common states are listed below:

-  ***the keycode has been voided and can no longer be used***
-  ***the keycode is ready for use***
-  ***the keycode has been used and the upload completed***

APPENDIX 1: TIPS AND TRICKS FOR SMALLER FILES

The following tips should be used in order to keep files sizes as small as possible for uploading.

This is not an exhaustive list. Your IT support may be able to offer further help with this.

SCANNING 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 is 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.

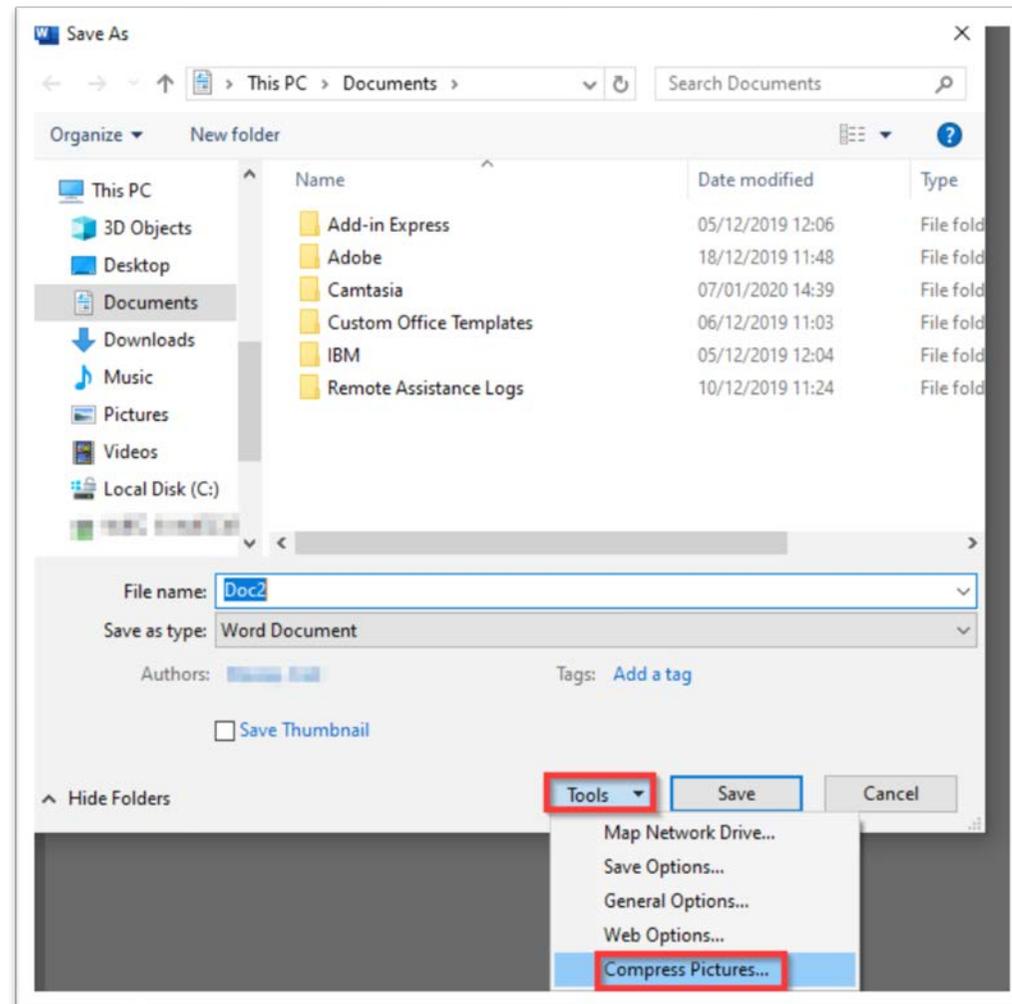
COMPRESSING IMAGES IN WORD

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

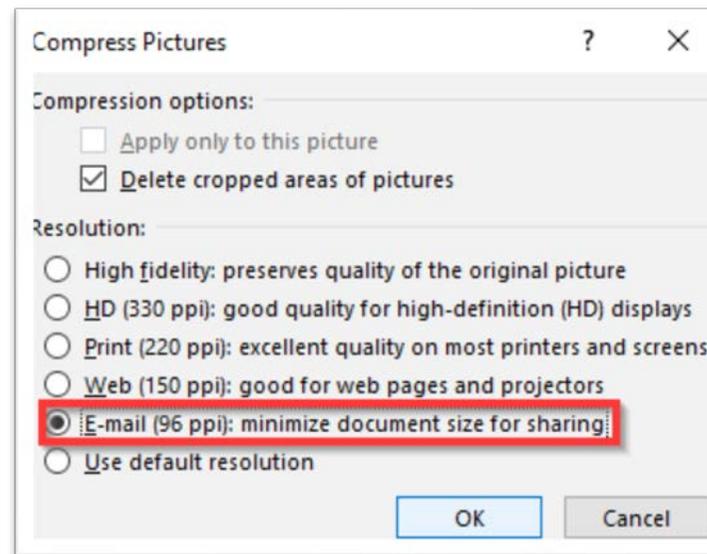
To do this:

Click **FILE**, then click **SAVE AS** or **SAVE**.

In the **SAVE AS** window, click **TOOLS** then click **COMPRESS PICTURES**.



Select **E-MAIL**, and then click **OK** and save your document.

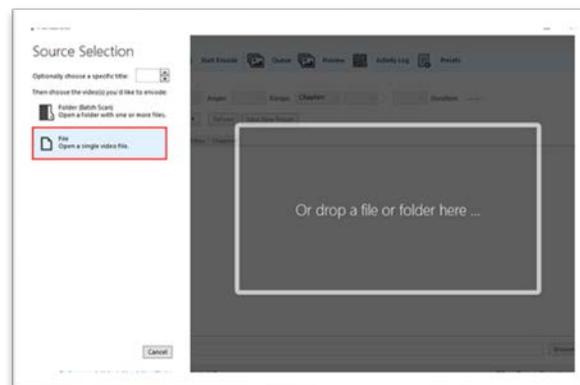


This document can then be zipped up with other files for uploading.

VIDEO FILES – RESIZING AND COMPRESSING (ENCODING) IN PREPARATION FOR UPLOADING

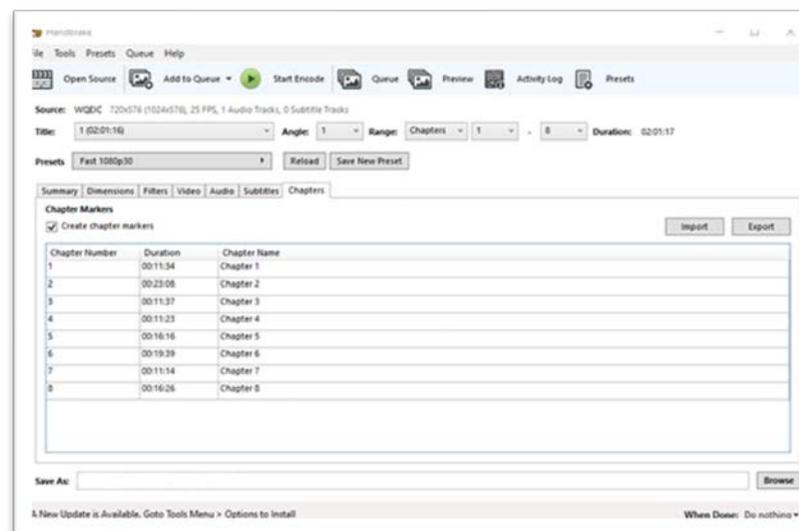
Download and open Handbrake - <https://handbrake.fr/>

Select the file you wish to work on:

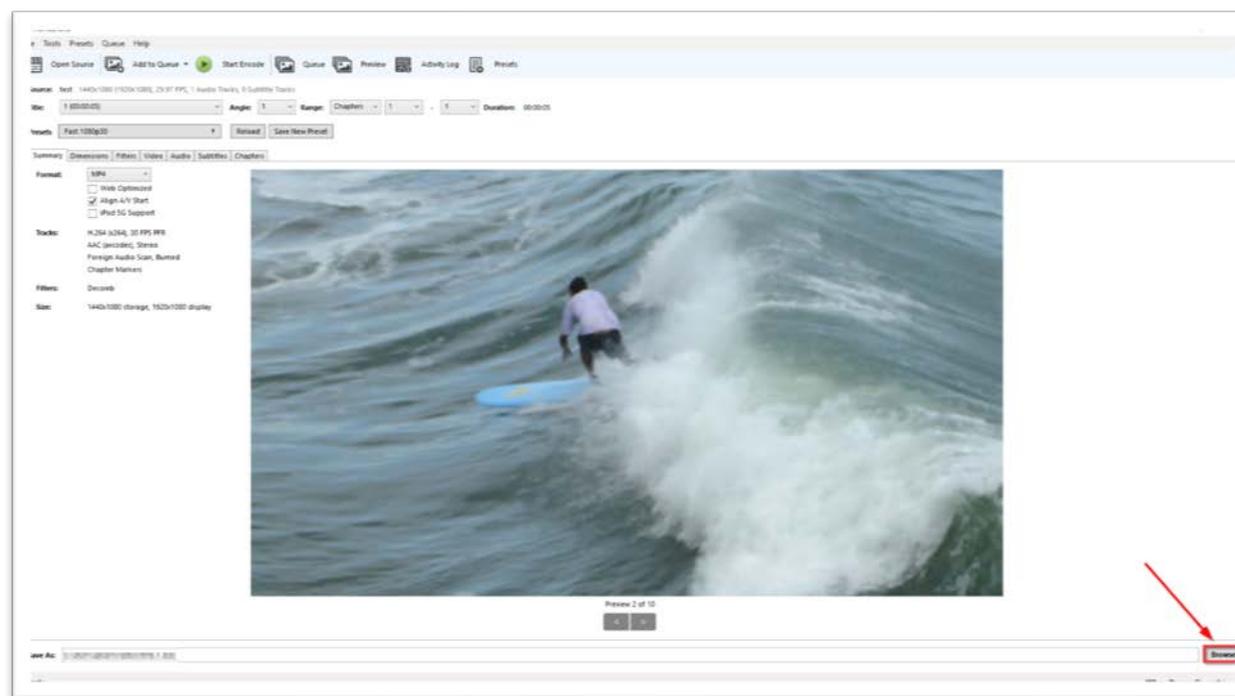


If you are working from a DVD, you will have the option to open that.

If your DVD contains chapters, please ensure you encode one chapter at a time.

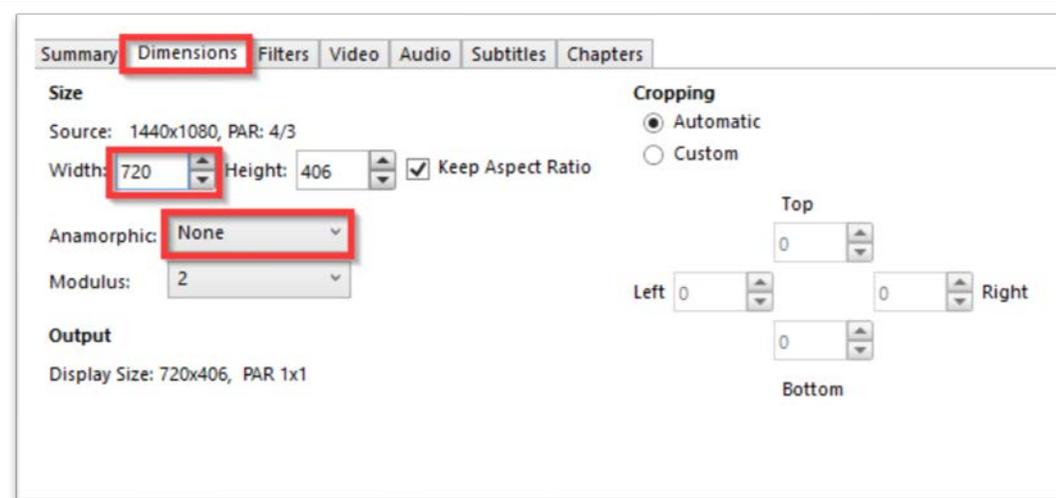


Select where you wish to save the encoded video by clicking the **BROWSE** button.



On the **DIMENSIONS** tab, Anamorphic should be set to **NONE**, and then set the width to **720**.

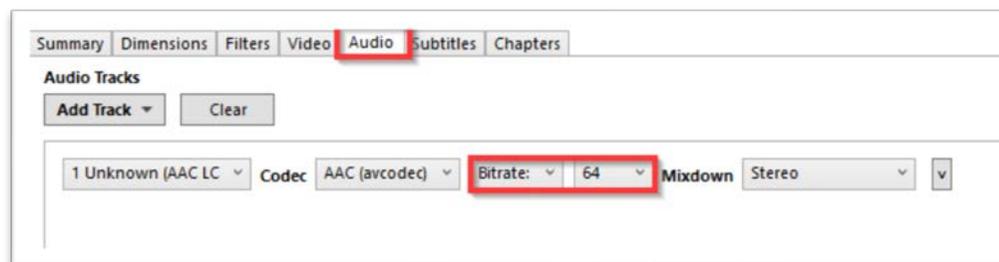
The height will automatically adjust to maintain the aspect ratio the video was filmed in.



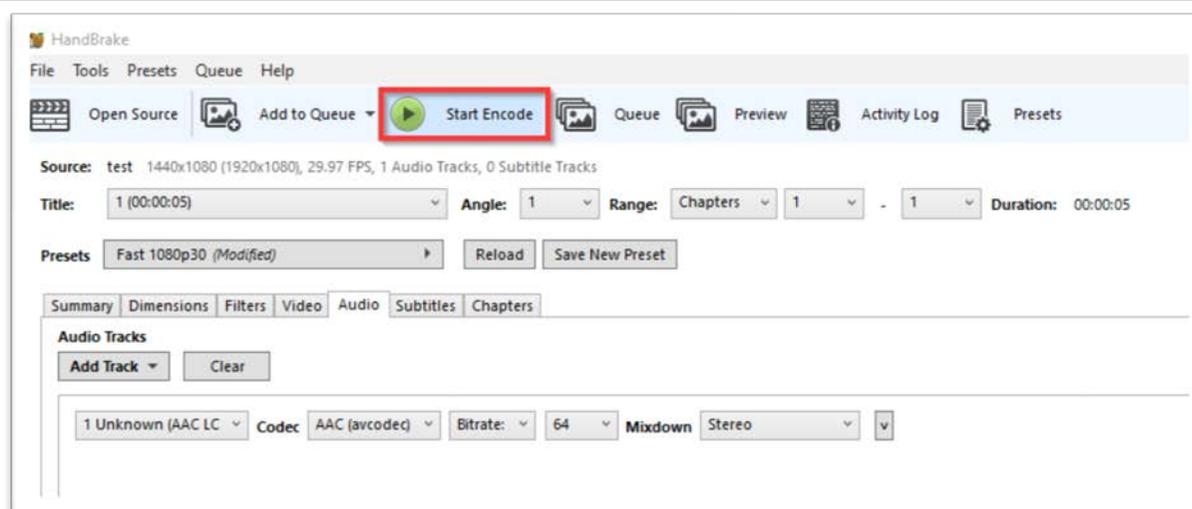
In the **VIDEO** tab, move the slider so that the Constant Quality is **30 RF**



In the **AUDIO** tab, change the bit rate to 64.



To start video encoding, click **START ENCODE**



Your video should then encode using the settings chosen, and this should reduce the size of the file you need to upload. Right click on the newly created file and select properties to see the size of the file.

Please remember that any video submission is for moderation purposes only, **therefore a reduction in quality from the original is acceptable.**

CONTACTS

e-submission@wjec.co.uk

029 2240 4310