Preparing for E-submission 2020

The information in this newsletter is intended for examination officers and teachers of the following Eduqas subjects:

Level	Subject	Internally or Externally Assessed
GCSE & GCE	Computer Science	Internal
GCSE & GCE	Drama	Internal
GCSE & GCE	Film Studies	Internal
GCSE & GCE	Media Studies	Internal
GCSE & GCE	MFL (French, German, Spanish – centre conducted only)	External
GCSE & GCE	Music	Internal (GCSE) External (GCE)
Vocational	Global Business Communications (French, German, Spanish)	Internal
Vocational	Global Business Communications (French, German, Spanish)	External
Entry Level	English	Internal
Level 3	Extended Project	Internal

Submitting work through e-submission
The process of submitting work online is straightforward and easy. Please refer to the subject specifications for details of the work to be submitted. The latest versions can be found on our website www.eduqas.co.uk

We will be here to help you throughout the process. In addition, we have developed a helpful guide and a video tutorial which are available from our dedicated e-submission webpages, simply visit www.eduqas.co.uk/teachers/e-submission/

Please note, the moderation process does not commence until after the deadline for submission. We reserve the right to request the work of additional **candidates to aid in a fair moderation process.** It is therefore essential that you have all work ready to be uploaded, if required.

What should I be doing now?

Teachers and Examination Officers

As you prepare to submit work electronically, we recommend you take the following steps:

1.   Refer to the E-Submission subject guide 2019-20 for information on the types of file you will be able to upload. You can find this by selecting the name of the subject in the list above or you can view a complete set of all subject requirements here.

2.   To speed up the process of uploading work online, we advise that work is saved in the correct format when it is created, to avoid having to convert files at a later stage. Where possible, encourage candidates to work electronically, or if documents will need to be scanned, do this as you go along, saving with appropriate filenames. There are a number of apps available for smartphones and tablets which will do this easily and create pdf files.

Please note, file names can only be made up of letters and numbers, with no special characters e.g.?,! /$. You should ensure that files are named so that they can be easily identified, e.g. by including candidate names and numbers and the task title.

3.   As you complete paperwork and forms, ensure that they are all signed as necessary. Work submitted without the correct authentication may result in a candidate being awarded zero. All forms can be downloaded from the subject pages of our websites.

4.   Check that all files are correct and complete, including that audio and video files will play to the end, and create a back-up of everything in case of any computer or network problems.

Examination Officers only

1.   Forward this newsletter to the relevant member(s) of staff in your centre who are responsible for the subjects listed above.

2.   Check that you are still able to log into the Surpass website. Click 'Can't Access Your Account?' if you need to rest your account. You will need to be able to log in to obtain the keycodes for each candidate which is required to submit work electronically. For internally assessed units and components these will be available for the sampled candidates within 48 working hours after marks are submitted on IAMIS and can be used immediately.

What is the timeline for uploads?

The table below outlines the key dates and processes linked to e-submission

Date	Process
21st February	The deadline for entries to be made for all subjects
10th March	Internal Assessment Mark Input System (IAMIS) is available on the secure website (link) for GCSE internally assessed units and components.
20th March	Keycodes will be available for submission of GCE AS and A level externally assessed units and components.
1st April	IAMIS is available for GCE AS and A Level internally assessed units and components
1st May	Last day to input GCSE internal assessment marks on IAMIS and allow for creation of keycodes before the submission deadline
5th May	Deadline for uploading required GCSE candidate work
13th May	Last day to input GCE AS and A Level internal assessment marks on IAMIS to allow for delivery of keycodes before the submission deadline.
15th May	Deadline for uploading required GCE AS and A Level candidate work

A checklist for centres to use and share with their teachers during the e-submission process has been produced and can be found on the EDUQAS E-Submission page. There is also a link to the checklist on each of the relevant subject web pages.

For queries relating to the e-submission process, please ring our new dedicated helpline number - 029 2240 4310 or email e-submission@eduqas.co.uk