

LEVEL 1/2 Vocational Award in RETAIL BUSINESS (Technical Award)

Preparing and Uploading NEA

All work submitted for the Level 1/2 Retail Business (Technical Award) must be uploaded on IAMIS on the secure site by the deadline date. In order to prepare for this, centres may wish to follow this guidance.

How do I submit the NEA work?

IAMIS

- You will need to enter your marks for all your candidates on to the Internal Assessment Mark Input System (IAMIS) via the secure website: www.wjecservices.co.uk
- Once you have submitted all your marks, the system will automatically generate the sample for you – depending on the size of your cohort, this is usually no more than 10 candidates.
- Once the sample has been selected, the work for the candidates in the sample should be uploaded by clicking the upload button alongside their name.
- Here is a step-by step guide on how to enter the marks on IAMIS: [skills-and-pathways-iamis-step-by-step-guide.pdf](#)

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- The work for each candidate should be uploaded as one file (PDF or Word). It is acceptable for the mark record sheet to be uploaded as a separate document, but there shouldn't be multiple documents.
- Ensure there are annotations on written work submitted.
- Ensure **all** pages of the **Assessment Record sheets, Declaration sheet and Time Record sheet** are completed and signed.
- Failure of the candidate to sign the declaration could constitute maladministration / malpractice. E-signatures are acceptable.
- State clearly how and where marks are awarded with comments from the assessment criteria.
- Label each upload using the following convention, with no punctuation or special characters:

Unit code–Centre Number-Candidate Number- Candidate Forename and Surname

e.g. 5789U2-99977-24403-Anne Example

What are the submission deadlines?

- Summer Series: 5th May (mark entry window opens 10th March)
- Winter Series: 10th December (mark entry window opens 20th November)

We recommend you have everything uploaded at least a little in advance of the deadline, so you have time to resolve any potential technical issues before the final deadline.