

E-submission checklist for Externally Assessed NEA

For the period leading up to the completion of the assessment

- Exams Officers - Check that you can log into your Surpass account at the address below:

<https://wjec.surpass.com/>

- If you previously activated your account in 2018/19 your username and password as issued will still work.
- 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.
- An email will be sent to the Exams Officer within the centre the term before the series of submission.
 - To ensure your centre receives this email, please add 'noreply@Surpass.com' to your contacts. In addition, please check your junk folder.
 - A username will already be allocated to the centre. A password and security question will need to be created.
 - To complete set up the account follow the instructions in the email.
 - Once completed, these login details can be shared with other colleagues within the centre, at the account holder's discretion.

If you have any issues accessing your Surpass account contact 029 2240 4310

- Advise the relevant teachers at your centre of the '*E-submission Process - Subject Guide*' available on the [WJEC](#) or [Eduqas](#) e- submission pages.

After the completion of the assessment at your centre

- Exams Officers – log into Surpass and retrieve candidate keycodes available from the 'invigilate' tab.
- Share the key codes with the person responsible for uploading the samples.

The web address to use when inputting key codes and uploading the work is <https://wjec.surpass.com/secureassess/htmldelivery/> - no username or password are required to access this webpage.

When uploading the samples to Surpass

- Please refer to the relevant '*E-submission Process - Subject Guide*' to ensure that the appropriate number of relevant files and paperwork are uploaded.
- Ensure that all candidate and teacher authentication signatures are present, work with missing signatures will be recorded as zero.
- Before you finish uploading work for a candidate take a screenshot if you wish to retain a record of the files that have been uploaded.

Once work has been uploaded for all candidates

- Exams Officers will be able to login to Surpass to check that all candidates have a green tick next to them. This green tick will indicate that all keycodes have been used.