ENTRY PATHWAYS
Internal Assessment Mark Input System
Step-by-step
Guide 2016

Version 1.0

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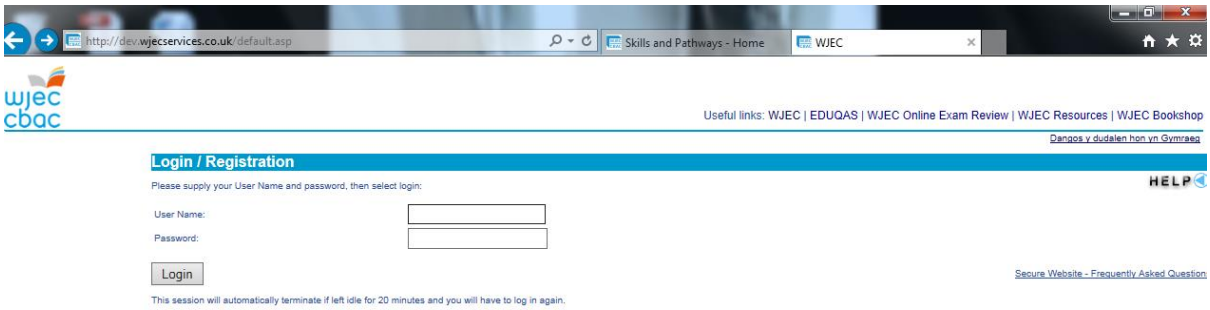
Please note that this document is subject to continual improvements. This document will not be re-issued as a hard copy but the latest version will be available on the Entry Pathways website.

Logging in to the WJEC Secure Website

To access the online Form you will be required to log in to the WJEC Secure Website using the following URL:

http://www.wjecservices.co.uk

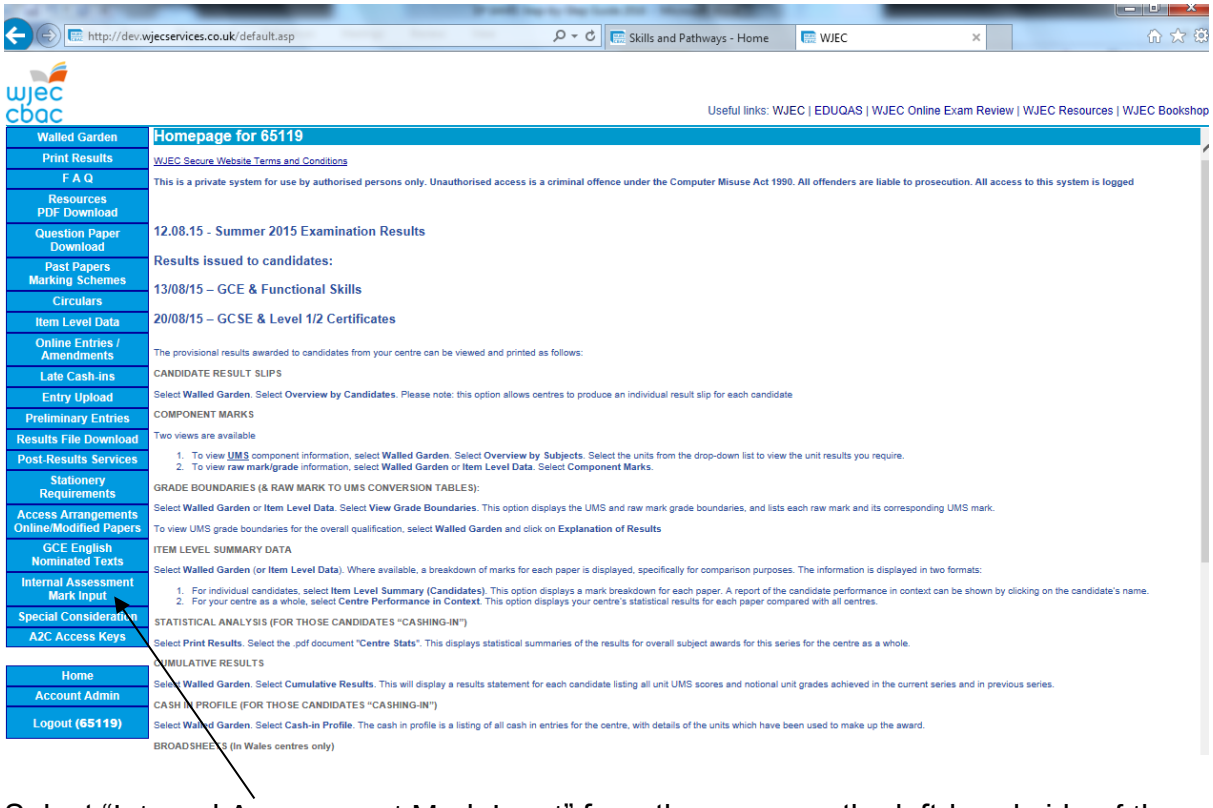
The following screen will appear:



You must receive your user name and password to enable you to log in to the online marking system from the Examinations Officer at your centre.

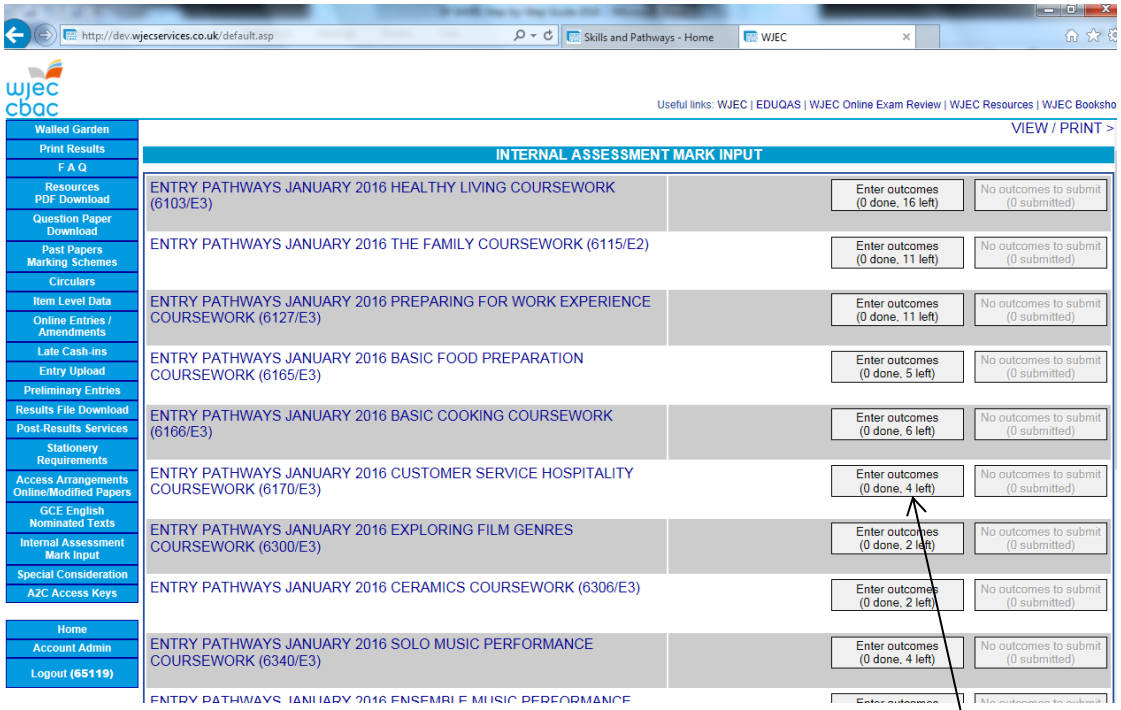
Please enter your user name and password and click on the 'Login' button.

After a successful login the following screen will appear:



Select "Internal Assessment Mark Input" from the menu on the left-hand side of the screen. If this button is not visible, the Examinations Officer can access "Account Admin" and add this facility to your account. See the Appendix – creating/amending secondary accounts.

Internal Assessment Mark Input System

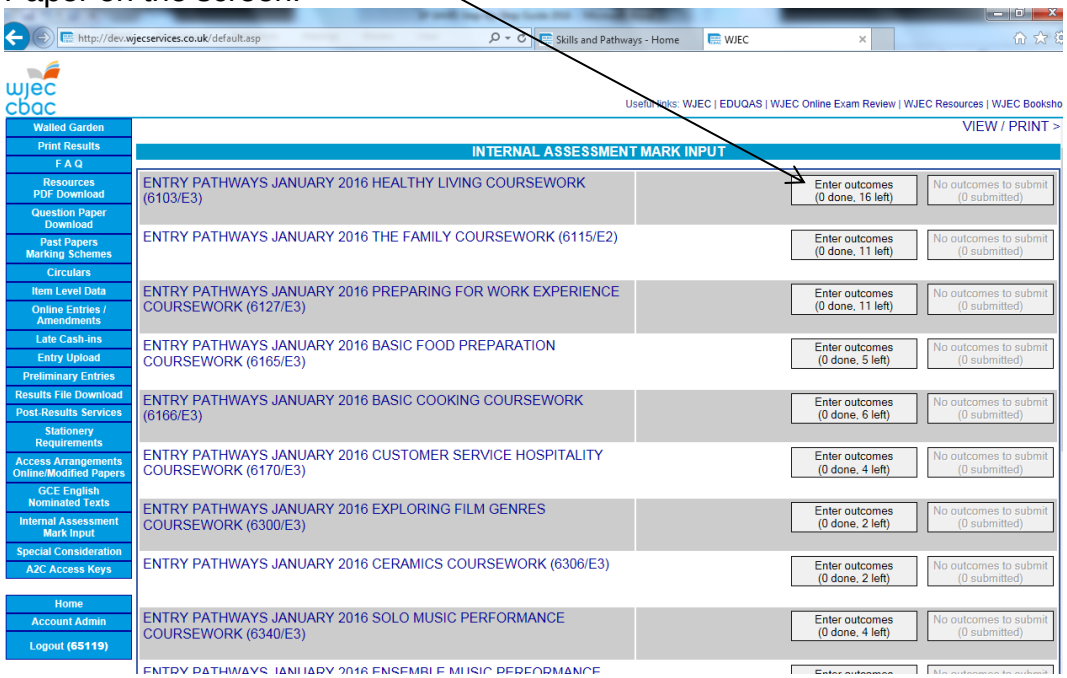


A list of subjects/unit where outcomes need to be input using the online system will be shown on this screen.

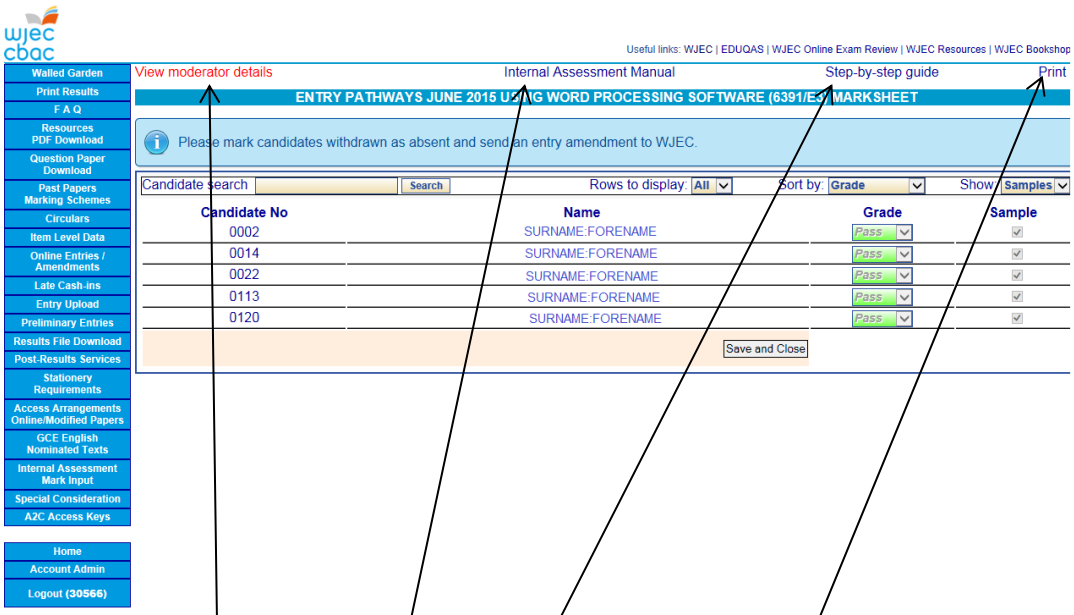
This screen will also show the number of candidates whose outcomes have not been input. For example, there are 4 candidates that need to be input for 6170/E3.

Entering Candidates' Outcomes

Click on the "Enter outcomes" button that is adjacent to the appropriate Subject and Paper on the screen.



This will produce a list of your candidates entered for this subject/paper, as shown below.



All outcomes are pre-populated to "Pass". Click into dropdown menu under the "grade" column to enter "Absent" outcomes as necessary.

View your moderator details here, once your outcomes have been submitted.

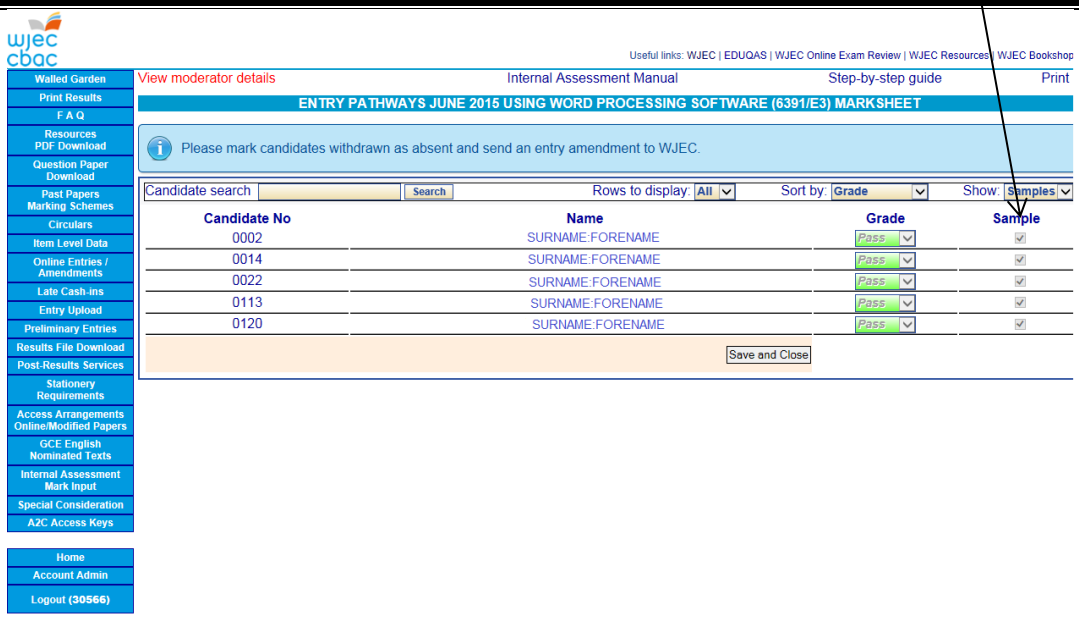
The Internal Assessment Manual is available for reference.

Read the general step-by-step guide here.

Print out the outcomes you have input to check as you go along.

If there are more than 20 candidates in one centre they will be shown on separate pages.

The drop-down menu at the top right of the screen labelled 'Show' has a choice of 'All' (the default), or 'Marked' or 'Samples'. When 'All' is chosen, all candidates are shown on the screen. When 'Marked' is chosen, only candidates with an outcome input will be shown. When 'Sample' is chosen, only candidates chosen for the sample will be shown.



Absent Candidates

In order to indicate that a candidate is absent, tab or click into the grade column on the dropdown menu and select 'absent'. This will be updated when you exit the column. A warning a message stating 'please note an ABSENT should only be used if a candidate is absent' will appear to ask you to confirm that this candidate is Absent.

Late Candidates

Any candidate that does not appear on this screen has not been entered yet. Should teachers wish to input an outcome for any candidate who is not listed on the web page, the Examination Officer should be asked to submit the entry immediately (provided the window for entries & amendment deadline has not passed). Once the entry has been made, teachers should allow 72 hours before trying to input the outcome. If there is a small number of late entry candidates the sample can be chosen and then the outcome added subsequently.

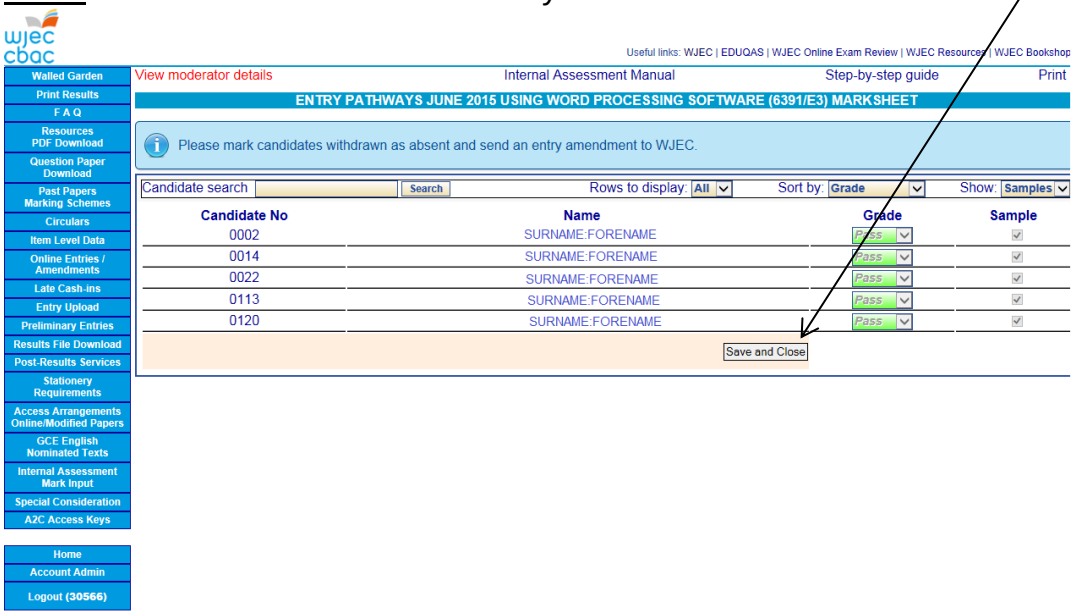
Search for a Candidate Name

There is a facility in the system to search candidates by name. To use this facility, click in the box labelled 'Candidate Search', enter the candidate surname you wish to fins and click the 'search' button.

If the Submit Facility is Not Available

Every candidate needs to be completed before the submit option is made available. On the enter outcomes screen change "show" to "all" to highlight the candidates that still needs outcomes inputting.

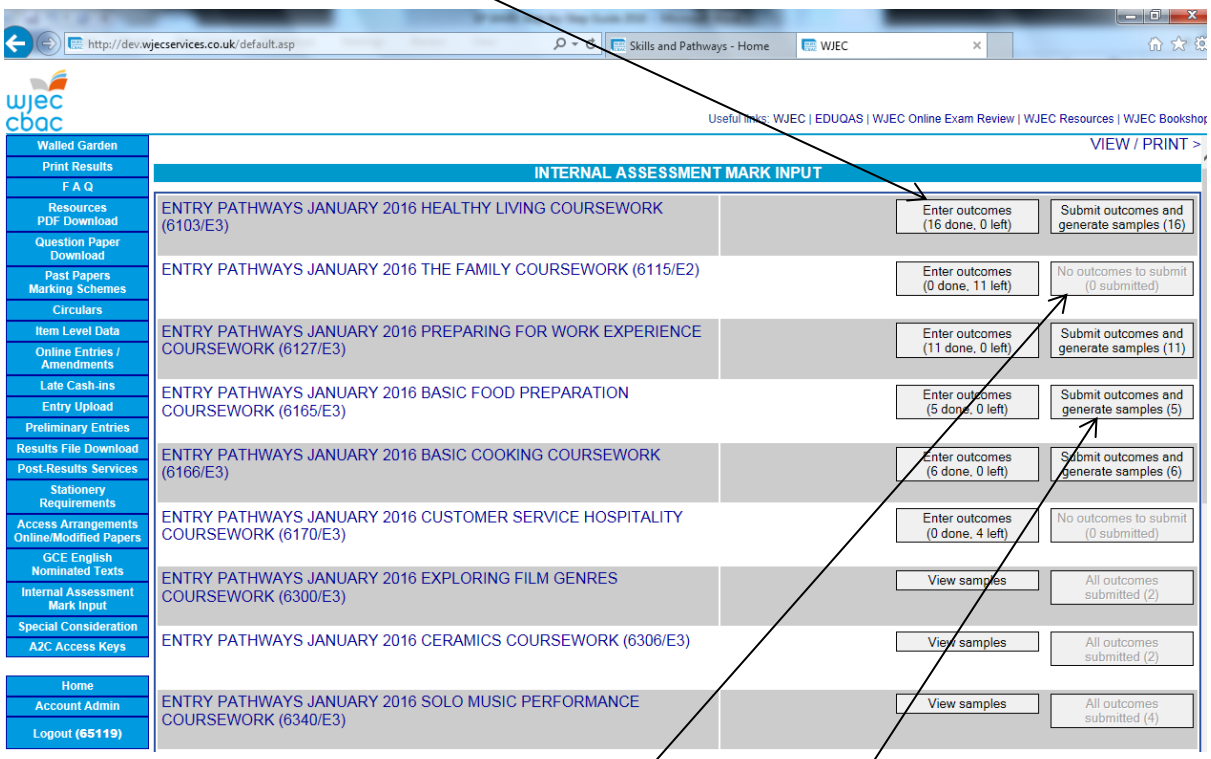
To return to the first screen showing all subjects/papers. Click on the 'Save and Close' button. This can be done at any time.



Submitting Outcomes to WJEC

Once you have entered and saved the outcomes you will be able to edit any outcomes before submitting to WJEC.

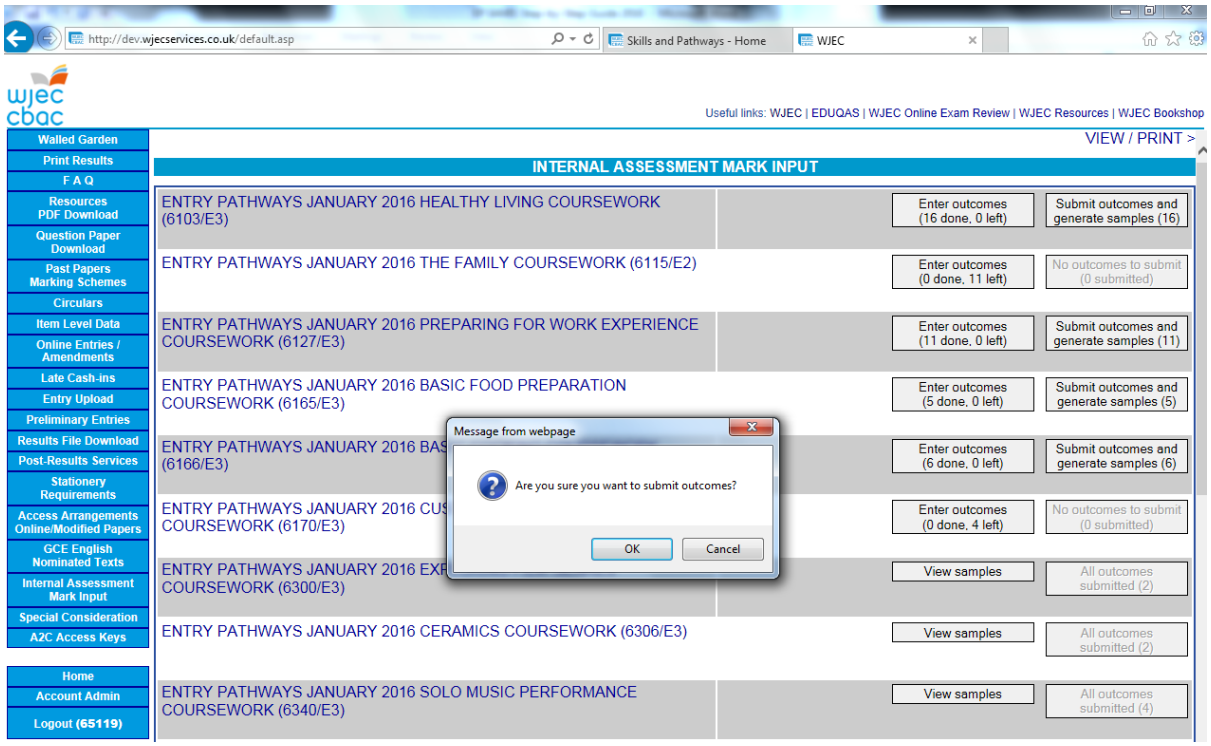
Click ‘Enter outcomes 16 done, 0 left’ to go back into subject screens and amend any details.



The button initially labelled 'no outcomes to submit' will remain unchanged until all candidates outcomes have been input.

When one subject/paper has been completed, a reminder will appear that these outcomes should be submitted and samples viewed. If all the information is correct you must click ‘Submit outcomes and generate samples’ to generate a sample.

The following screen will appear before you finally submit your outcomes.



Generate samples

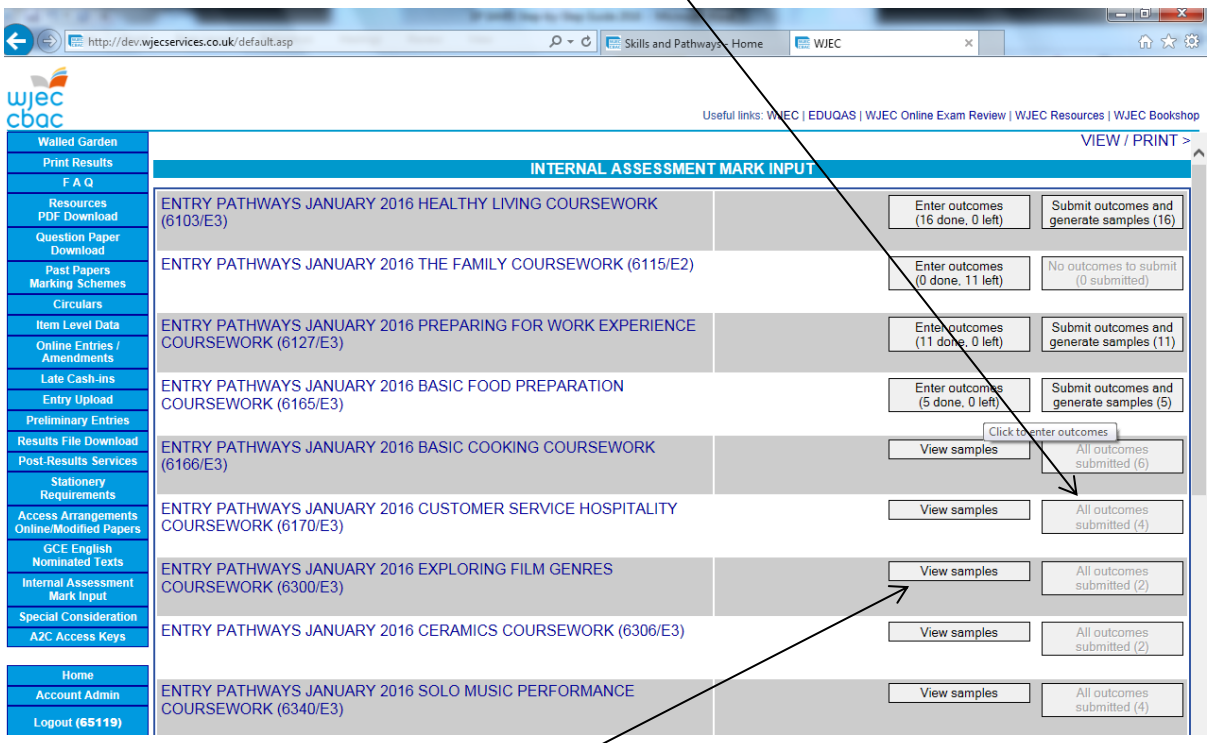
Once all outcomes have been inserted and submitted you can click the following link to go back and view your sample.

Once outcomes have been submitted to WJEC the outcomes awarded to candidates cannot be altered online, but a request to amend an outcome may be sent by email, letter or fax (refer to Internal Assessment Manual P14 for details).

The "print" button can be used at any time, however, to view/print the outcomes submitted.

Clicking the "submit outcomes and generate sample" button will do two things. Firstly, the outcomes will be submitted to the WJEC. Secondly the system will calculate the sample.

Once submitted, 'All outcomes submitted' will appear.



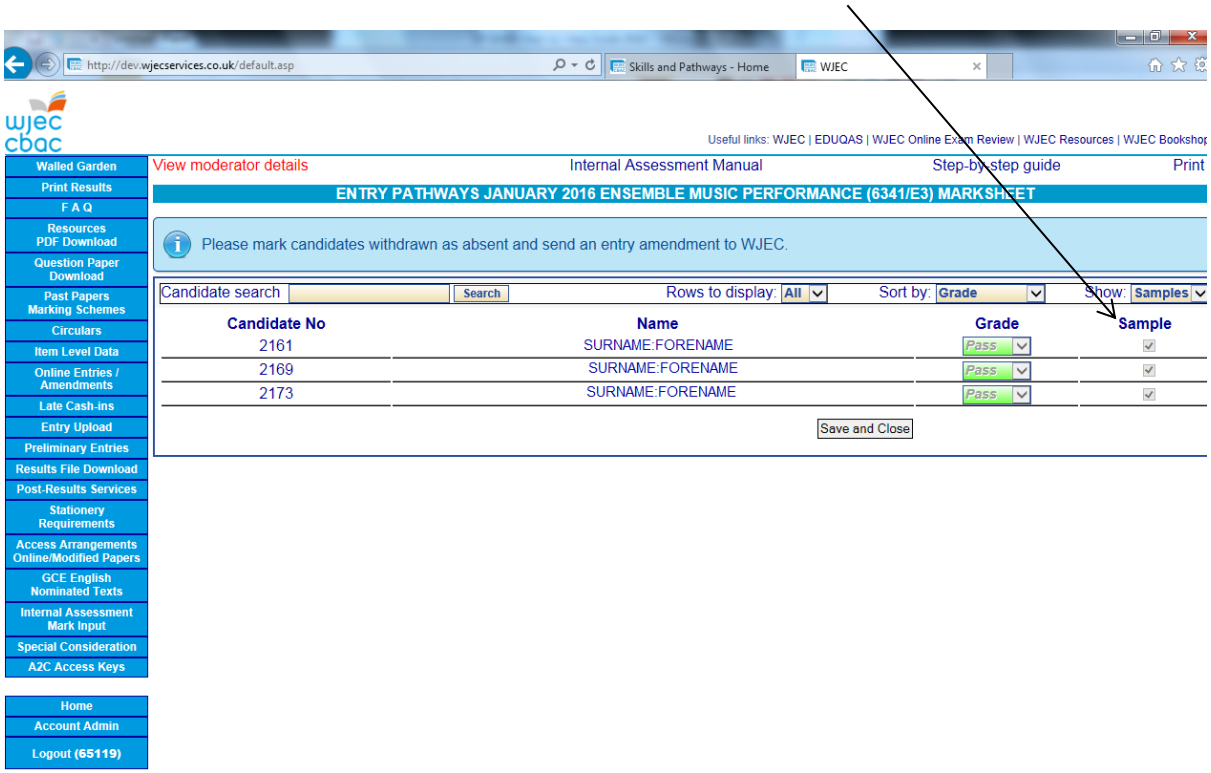
The 'view samples' facility will instantly become active.

Samples will be available for viewing from…

Click 'view samples' to see which candidates have been requested.

View the sample candidates

The sample candidates are indicated on the right hand side of the screen.



If the sample contains a candidate whose work is incomplete or lost then the subject teachers should indicate on the system the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be sent to the moderator and WJEC informed in writing that this outcome should be changed to absent.**

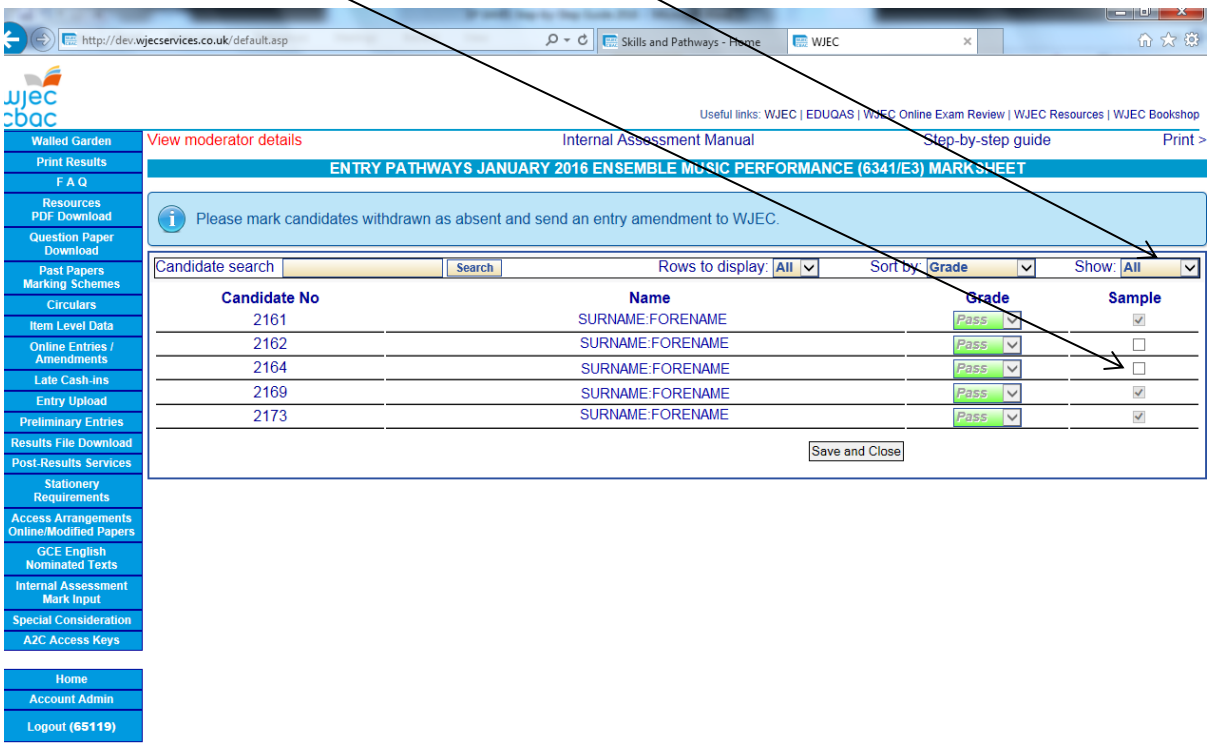
The system will not allow subject teachers to "remove" candidates from the chosen sample. However, the system will allow centres to add "additional" candidates, using the tick box facility.

An explanatory note to the moderator must accompany the folders in such cases where the sample sent by the centre differs from the sample chosen by the system.

Adding additional candidates to the sample

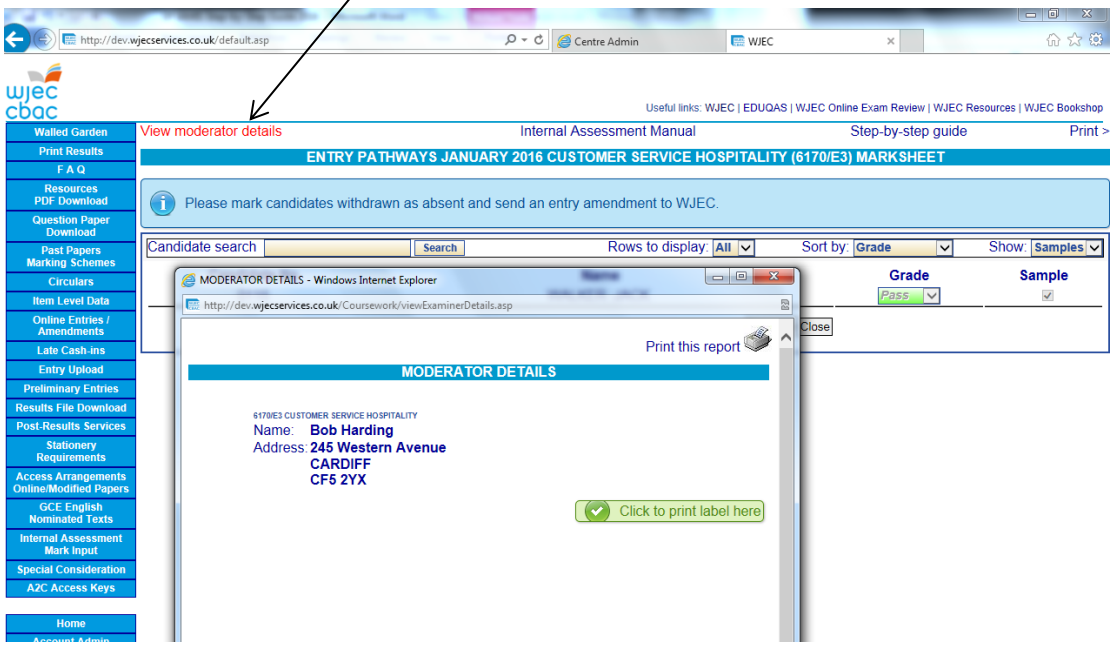
Change the view to show 'All' candidates.

Click the tick box for the extra candidate. You cannot remove candidates chosen by the system.



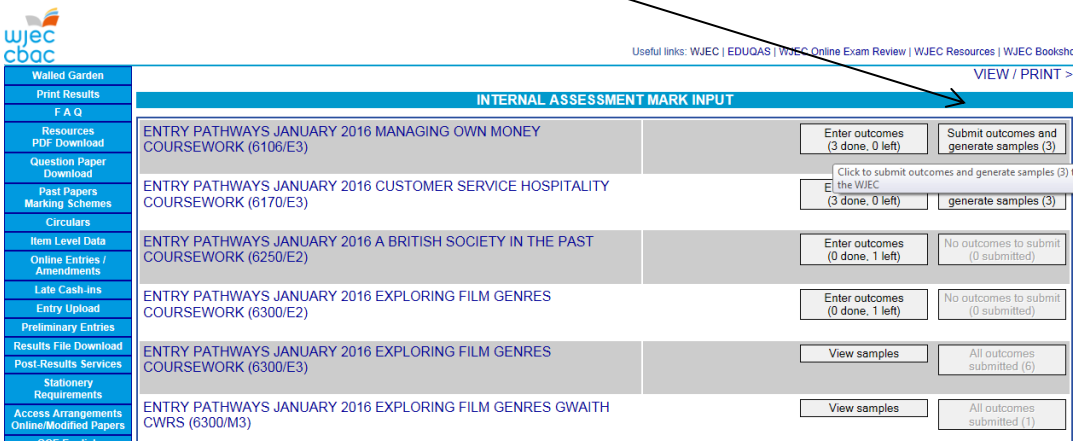
Moderator details

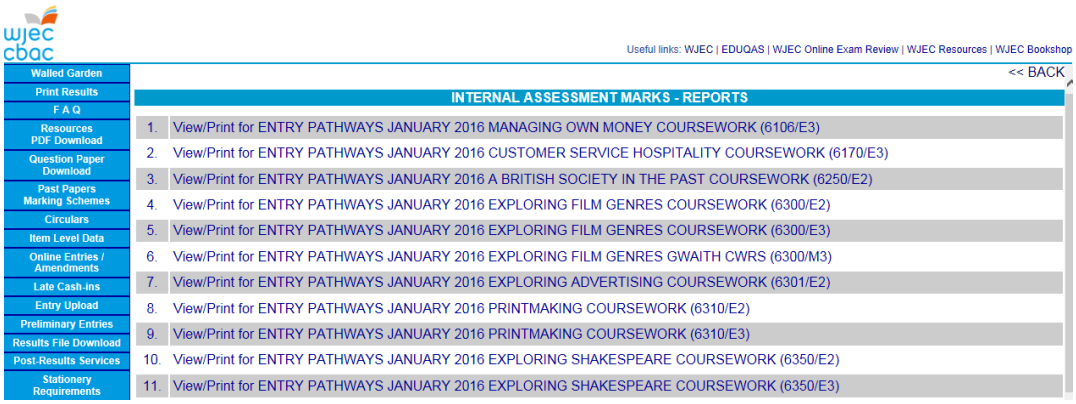
Click 'view moderator details' to see the name and address of the moderator that the sample needs to be sent to:



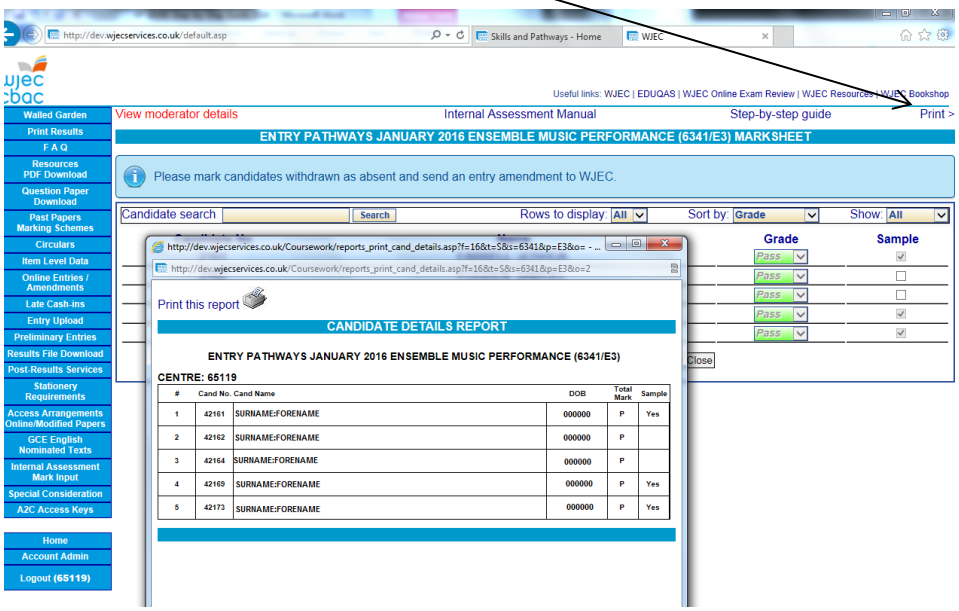
Print Reports

The 'VIEW/PRINT>' button at the top of the screen is an option which will print all candidates for a subject/paper. Once selected, clicking on the required subject/paper on the following screen will allow the details to be viewed/printed in candidate number order.



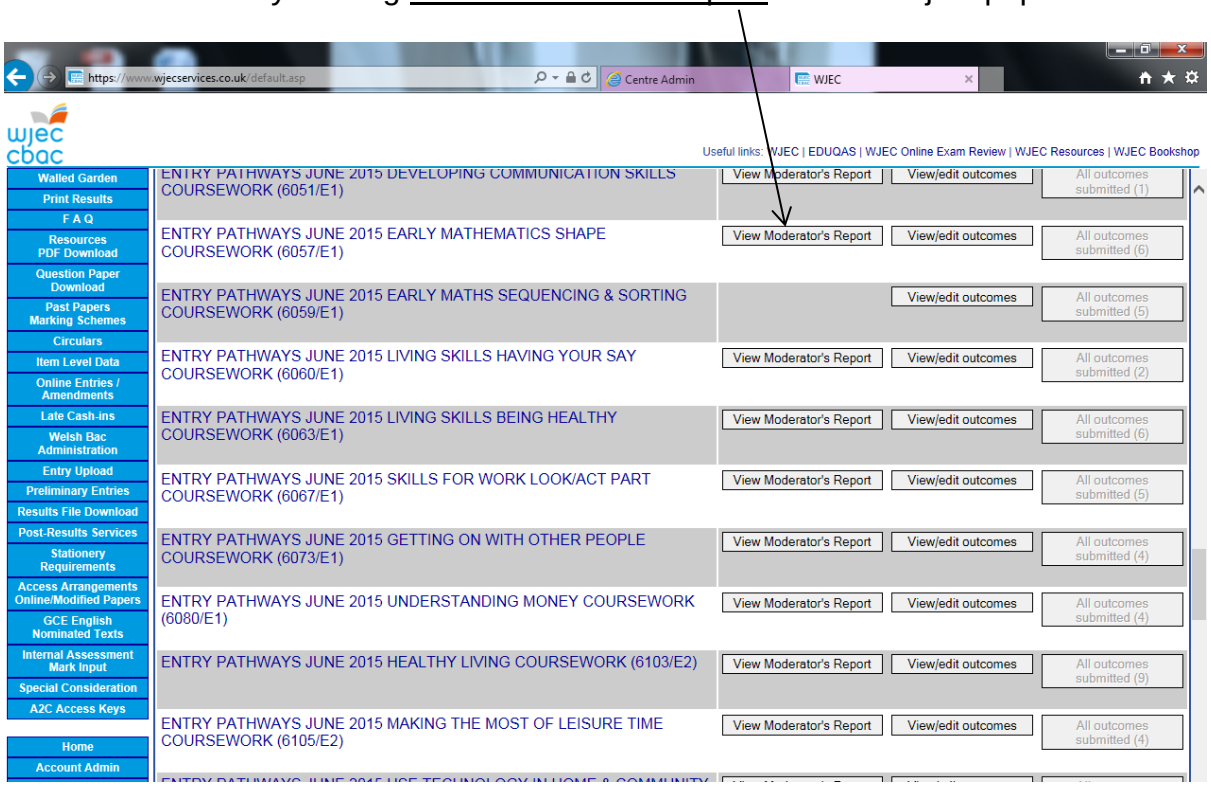


The 'PRINT>' command is also available within a subject screen. A preview of the printout appears as shown below. You can then choose the 'Print this report' button at the top left of the screen.



Moderator Reports

Moderator Reports will be available to view on the system from Results day. They can be accessed by clicking 'View Moderators Report' on the subject/paper screens.



All reports will be by unit and level for each subject.

Helpline

There is a dedicated helpline for queries relating to the use of the online system. The helpline is available from Monday to Friday, 9:00am to 5:00pm.

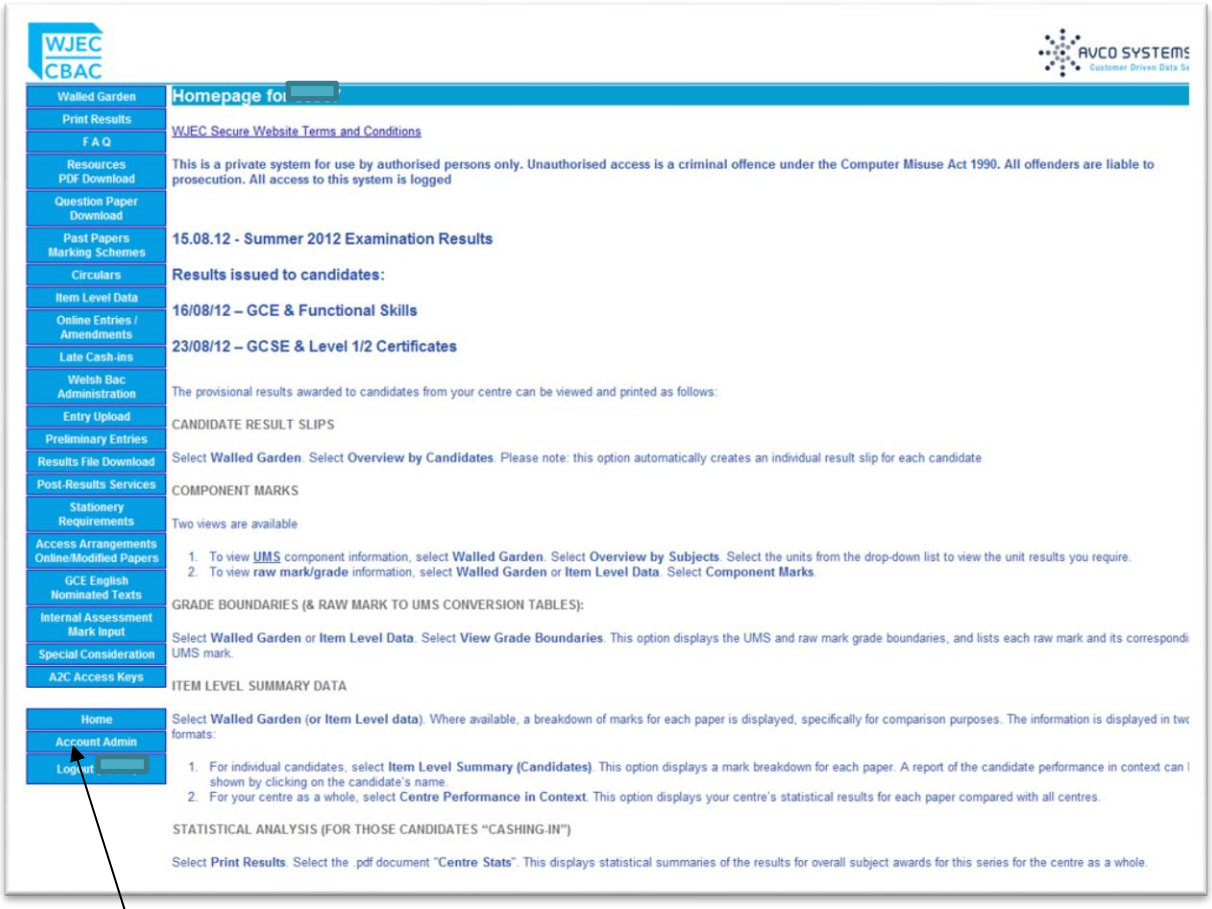
Contact:

Pathways Qualifications

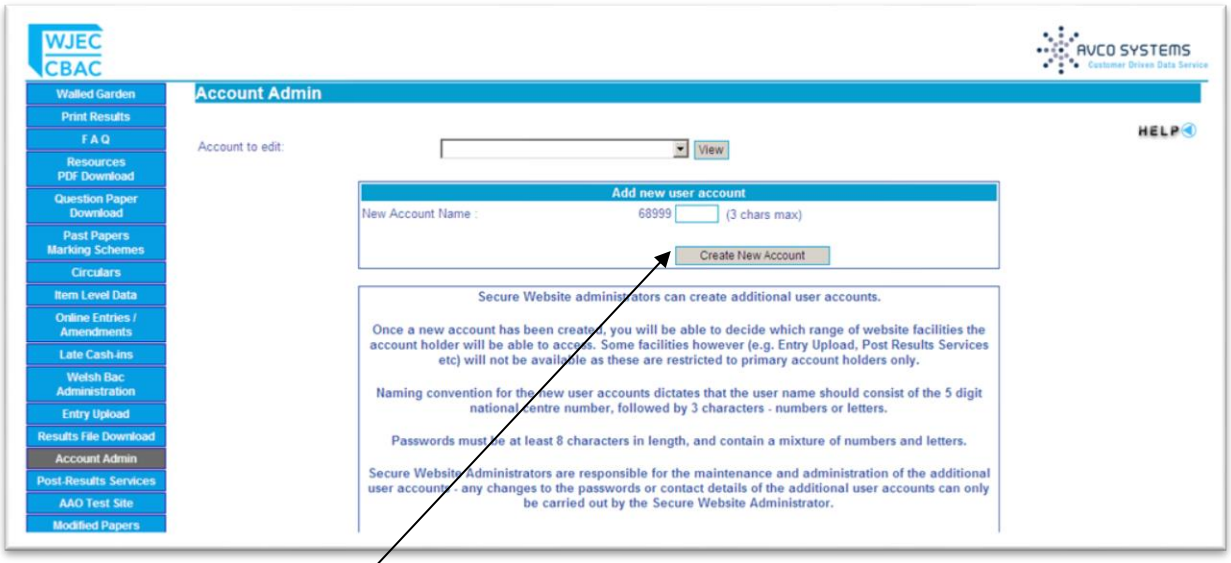
email:pathways@wjec.co.uk

Telephone: 029 2026 5444

Appendix creating/amending secondary accounts (Examination Officers only)

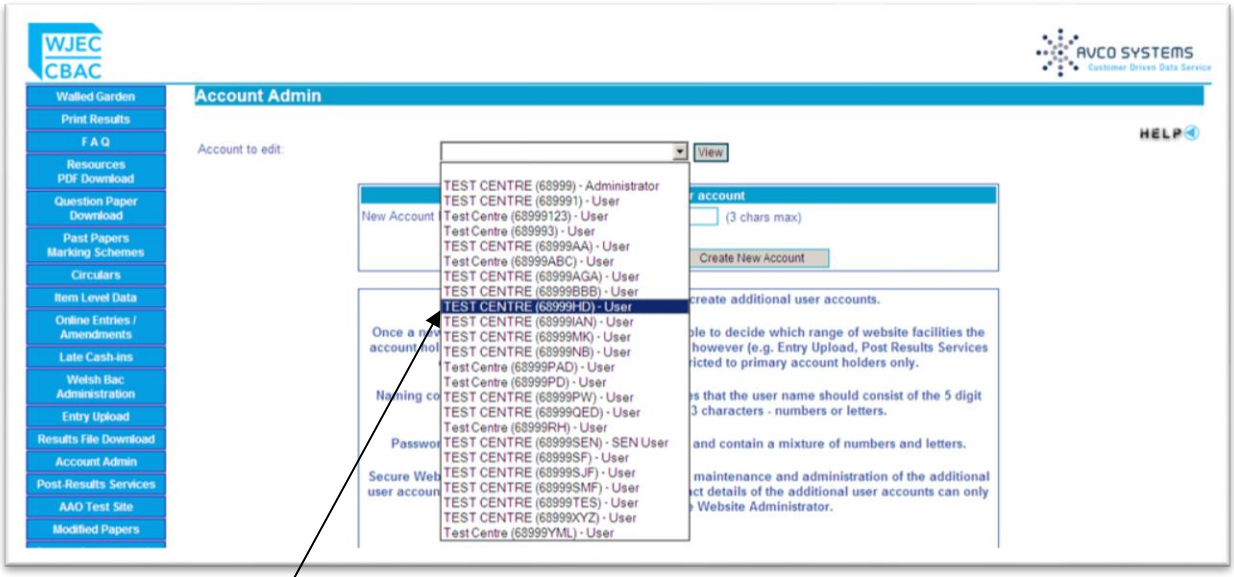


Choose Account Admin

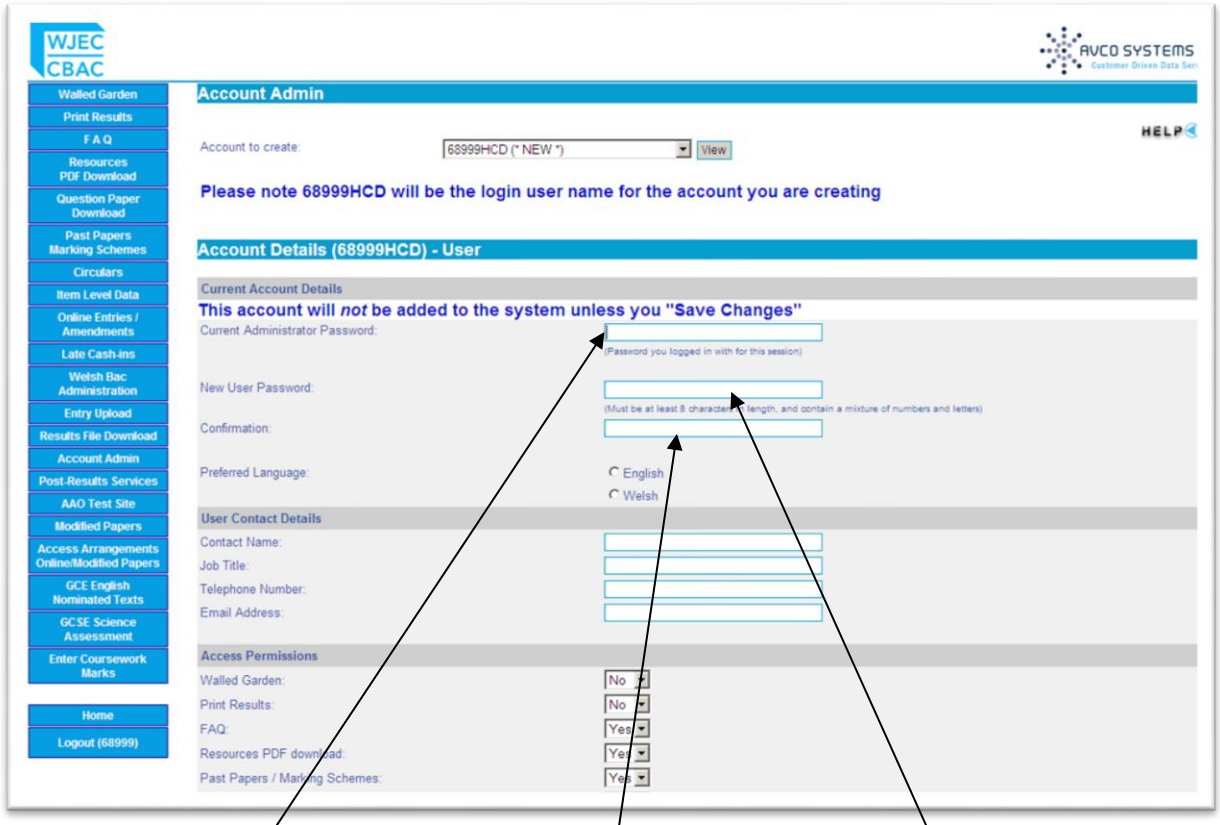


Create a new account by adding initials after your centre number. Click create new account.

Or to amend a secondary account:

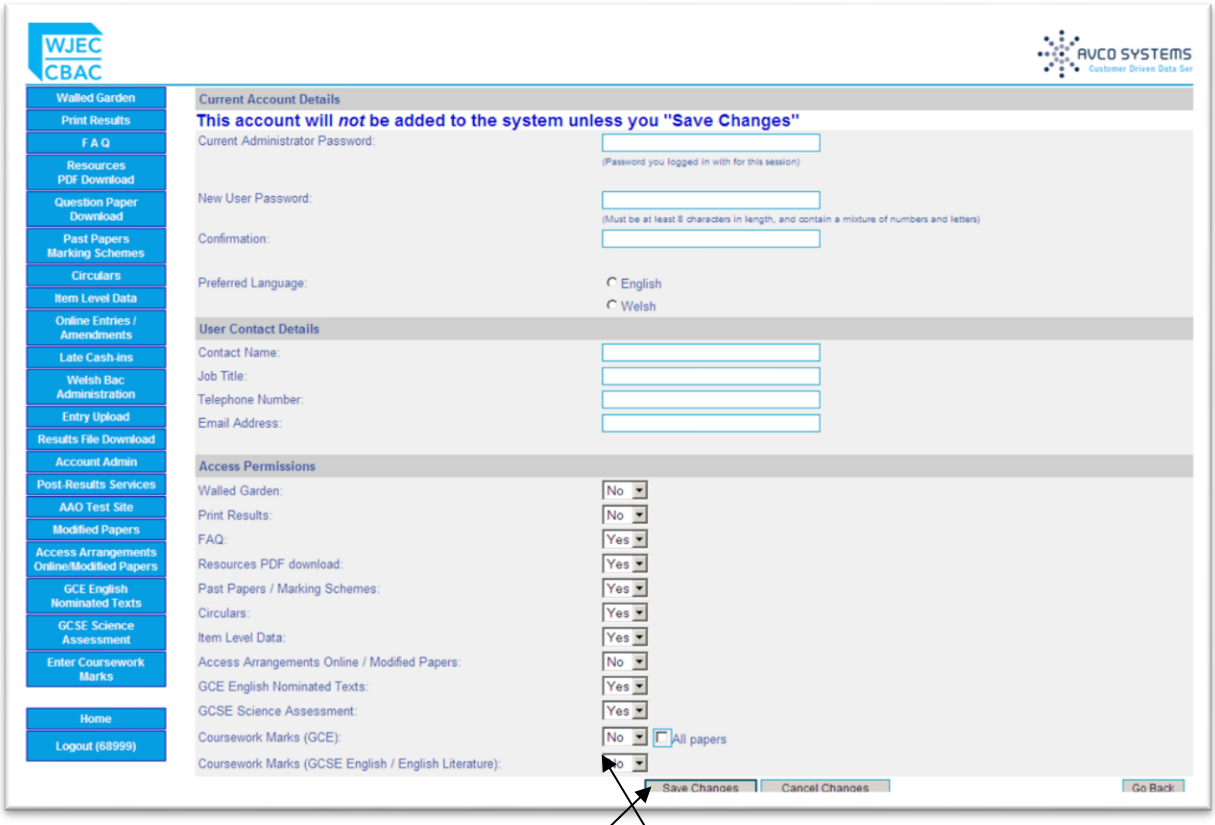


Select the Secondary account that needs permission, and click view.



Enter your usual primary account password. Create a new password for the new secondary account and confirm it.

To amend secondary accounts you only need to enter your primary account password. There is no need to amend the secondary account holders passwords.



Change the access permission to yes for Coursework Marks (Entry Pathways).

THEN YOU MUST SAVE CHANGES

Has it worked? This button will now appear when the teacher logs in using their own username and password.