

Please Note - there is a requirement to give all candidates the chance to appeal their teacher assessed grades before you submit them, so you must factor in the time required for this, according to your own centre policy. This applies to all subjects, and all examination boards. More details on this via JCQ: [Instructions for Conduction Coursework](#) Section 13.5 (numbered page 14 / page 18 in pdf).

Important Key Dates

ENTRIES Deadline – **21st October 2024**

IAMIS Mark Input Screen Opens – **20th November 2024**

IAMIS Grades and Sample Submission – **12th December 2024**

ENTRIES Late Fees Payable – **13th December 2024**

RESULTS Day – **6th March 2025**

Preparing individual Candidates' Work for IAMIS Upload

Preparing evidence in one compressed zip folder per candidate, per unit, per entry level will reduce the number of files you will need to upload and this is the WJEC's preferred method. There is an upload limit of 10 individual files per candidate in a zip folder. Please therefore consider presentational formats and combine files when appropriate.

Folder / File names need to be clear. If you include any special characters (this includes all punctuation) then the system will not accept the attempted uploaded zip folder or file(s). Use only letters and numbers in the folder / file names:

Zip Folder Example

ZF-Unit Code-Entry Level-Candidate Name e.g. ZF-6306-E2-Anne-Smith

File Name Example

Unit Code-Entry Level-Centre Number-Candidate Number-Candidate Forename and Surname
e.g. 6306-E2-99977-24403-Anne-Smith

The preference is to combine all administration paperwork and assessment evidence into one PDF file and use the file name example above. To avoid formatting issues, centres may find it useful to convert individual documents for each candidate to PDFs and then combine the pdfs using Adobe Pro.

If separate files are being used within the zip folder then add **AS, AR, GF, WS or AE** as indicated below to the end of the file name example given above (remember maximum of ten files).

The following fully completed forms are required per unit and entry level (either E2 or E3). Just use the initials at the end of the file name if individual files are upload into the zip folder:

- [Authentication Sheet \(AS\)](#)
- Assessment Records (AR)
[Art and Design](#) / [Design and Technology](#) / [Drama](#) / [Media](#) / [Music](#)
- GDPR Consent Forms (GF)
[Art and Design](#) / [Design and Technology](#) / [Drama](#) / [Media](#) / [Music](#)
- [Witness Statement \(WS\)](#)

This form can only be used when appropriate and when work has been observed but no physical evidence is available. **Teachers should always plan to have physical evidence available.**

- **Assessment Evidence (AE)**
Candidate work must be marked and annotated to reflect the Assessment Criteria noted in the Assessment Record. **Do not** upload individual images such as jpg / png etc (these are time consuming to download individually for moderators, so they must be part of another presentational file / format like a Powerpoint or Word document). All images used in any document(s) types must be orientated correctly and of a suitable size for viewing. It is important in some subjects like Design and Technology that images of outcomes are taken from different viewpoints and indication of scale is important (placing a ruler next to the outcome before the image is taken will suffice).

All signatures must be completed – electronic signatures are acceptable. Failure to include signatures on all assessment paperwork will mean the work cannot be assessed.

Accepted File Types (maximum file size 600MB)

mp3, mp4, mkv, wav, aiff, aif, aifc, doc, pdf, txt

ppt – save as pdf or upload as zip file (if these contain embedded audio / video clips then they must be uploaded as a zip folder). Please ensure all embedded links work when files are converted to pdf(s). If you are unsure of the validity of a file type then please contact the e-submissions team (contact information below).

If you need to reduce or convert video files, then video guidance can be found [here](#). You will find Adobe Pro video guides on YouTube (this will be helpful if you are combining / organising pdfs within one file). Please delete any blank pages in the pdfs.

WJEC Eduqas reserves the right to request additional candidate work, so this should also be ready to upload if requested, not just the sample. If extra work is requested this does not necessarily mean there is a problem – we also request everything from a random selection of centres. The reason for this is because we have a duty to ensure that assessment is accurate and therefore fair to all candidates.

Candidate Identification (Group Work)

It is vital that all candidates within a group can be easily identified. Candidates should hold up their candidate number and introduce themselves slowly and clearly for the purpose of any visual recordings. This can be done before or after the actual performance but must be included with the evidence.

IAMIS Upload Process

1. Once the work for candidates has been marked and any internal appeals resolved, the grades (Pass or Fail) for all candidates must be entered on [IAMIS](#) on the [Portal](#).
2. Press submit and then the screen will refresh and your sample will be identified.
3. You can then click into individual sampled candidates and upload the work / evidence.

Sample size:

1 – 10 Candidates = 3 Samples

11 – 20 Candidates = 5 Samples

21+ Candidates = 7 Samples

If submitting more than one unit / entry level for candidates please ensure you are uploading under the correct unit and entry level (either E2 or E3). You will find unit numbers and entry level options in Appendix 5 in the [specification](#) (numbered page 25 at the top of page and page 26 in the pdf).

Useful Links

[E-Submission \(IAMIS upload\) - Subject Guide](#) (see page 6)

[Internal Assessment Mark Input System Step-by Step Guide \(Pathways\)](#)

[Internal Assessment: A Guide for Centres](#)

There are lots of useful videos giving guidance on compressing images and converting audio and video files on your [e-submission](#) page.

Useful Contacts

For guidance on any aspect of the e-submission process please contact:

e-submission@eduqas.co.uk Tel 029 2240 4310

For subject specific queries not relating to e-submission please contact:

epcreative@eduqas.co.uk Tel 029 2240 4306