

Further information & Contacts

More detailed information about uploading candidate work	E-Submission Process – Centre Guide 2024 – 2025
Key dates and deadlines for submission	Examination Timetables Internal Assessment deadlines
For queries related to account access, IAMIS or keycodes please contact	02922 404 310 e-submission@wjec.co.uk e-submission@educas.co.uk
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	https://www.wjec.co.uk/qualifications https://www.educas.co.uk/qualifications

GCSE Externally Assessed Subjects

Drama (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	3690U20
Subject(s)	Drama Unit 2 (Wales)
Details	Practical work for all candidates must be submitted via Surpass
To be uploaded	The following must be submitted: Centre Approval Form (tab1.1) Programme Proforma (tab 1.1) Recording of the performances for all candidates Artistic Intentions for all candidate.
Submit work for	All candidates in the sample. One admin keycode per centre. Within each tab please upload the group performance and all written work and marksheets for sample candidates in that group. Please upload groups in consecutive tabs (group numbers do not need to match tab numbers). Please use the following file name convention for performance work: Group number – title of piece eg. Group One – Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Artistic Intentions

File types ac t t

French, German and Spanish (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration forms **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	C800U10, C800UA0 C820U10, C820UA0 C810U10, C810UA0
Subject(s) Details	French/German/Spanish (Eduqas) Component 1

Keycodes are available from Surpass <https://wjec.Surpass.com/Login>, see your exams officer for login details.

To upload candidate work visit <https://wjec.Surpass.com/secureassess/htmldelivery>

You can request a new keycode for a candidate(s) or a group admin code by using the form below: [E-submission Surpass Upload – replacement keycode request form](#)

For queries related to account access, IAMIS or keycodes please contact	02922 404 310 <u>e-submission@wjec.co.uk</u> <u>e-submission@Eduqas.co.uk</u>
For subject specific enquiries relating to content of assessment, required assessment documentation or subject requirements, please contact your subject specialists	https://www.wjec.co.uk/qualifications https://www.Eduqas.co.uk/qualifications

GCE Externally Assessed Subjects

A Level Drama and Theatre (WJEC)

Requirements for the subject are as follows.

A Level French, German and Spanish (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration forms **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	1800U30-1 1800N30-1 1820U30-1 1820N30-1 1810U30-1 1810N30-1
Subject(s)	A Level French/German/Spanish WJEC Unit 3
Details	The MFL Centre Form along with details on running the examination are available on the subject specific pages on the WJEC website. Centres should upload the audio files within 48 hours or two working days of the speaking assessments taking place. These should be in mp3 format. The centre can name the audio files in any way that enables them to easily identify the correct work to upload to each candidate's key code. It is suggested: A Level French/German/Spanish, candidate name, candidate number. Each candidate's work should be uploaded using the individual candidate keycode. Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the teacher and each candidate following the assessment, scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. A completed Unit 3 IRP Proforma must also be completed by each candidate and uploaded. An additional teacher/administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they need to be copied for different teaching groups or teachers. Please use the separate teacher/administration keycodes for each language.
To be uploaded	The following must be submitted: • The candidate's recording • The MFL Centre Form and Unit 3 IRP proforma – uploaded under admin keycode.
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20 – per candidate

Keycodes are available from Surpass <https://wjec.Surpass.com/Login>, see your exams officer for login details.

To upload candidate work visit <https://wjec.Surpass.com/secureassess/htmldelivery>

You can request a new keycode for a candidate(s) or a group admin code by1grou3 E69 0.47MC /Spmgrou

A Level French, German and Spanish (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration forms **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	A800U10-1 A820U10-1 A810U10-1
Subject(s)	A Level French/German/Spanish Eduqas Component 1
Details	The speaking assessment will be carried out by an external examiner appointed by WJEC. The external examiner will be responsible for conducting the speaking assessment and for marking and uploading the candidate recordings to WJEC. However, the centre is responsible for the completion of the MFL Centre Form. Where a candidate has been approved for extra time in speaking assessments, the centre will need to share this information with the external examiner before the candidate is assessed. Following the assessment, the external examiner will inform the centre which card was used to examine each candidate so that the centre can record this information on the MFL Centre Form. Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the centre and each candidate following the assessment, scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An administrator key code is provided for this. Several MFL Centre Forms can be uploaded using the same key code if they need to be copied for different teaching groups or teachers. Please use the separate administration keycodes for each language.
To be uploaded	The following must be submitted by the external examiner: The candidate's recording. The following must be submitted by the centre: The MFL Centre Form – uploaded under admin keycode.
Submit work for	Cohort
File types accepted	mp3, doc, pdf
Max upload file size (MB)	20 – per candidate

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AS French, German and Spanish (WJEC)

AS Level French, German and Spanish (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	B800UA0 B820UA0 B810UA0
Subject(s)	GCE AS Level French/German/Spanish (Eduqas) Component 1 Examiner conducted, externally marked
Details	The speaking assessment will be carried out by an external examiner appointed by WJEC. The external examiner will be responsible for conducting the speaking assessment and for marking and uploading the candidate recordings to WJEC. However, the centre is responsible for the completion of the MFL Centre Form. Where a candidate has been approved for extra time in speaking assessments, the centre will need to share this information with the external examiner before the candidate is assessed. Following the assessment, the external examiner will inform the centre which cards were used to examine each candidate so that the centre can record this information on the MFL Centre Form. Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The MFL Centre Form must be completed by the centre and each candidate following the assessment, scanned (where necessary) and uploaded to

AS / A Level Music (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	2660U20 1660U60 (Option A) 1660U70 (Option B)
Subject(s)	GCE AS Music Unit 2 (Wales) GCE A Music Unit 5 Option A (Wales)
To be uploaded	For each candidate you should upload the following: • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log.
Subject(s)	GCE A Music Unit 5 Option B (Wales)
To be uploaded	For each candidate you should upload the following: • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log.
Submit work for	Cohort
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20 - per candidate

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Health and Social Care, and Childcare

Requirements for the subject are as follows.

Subject authentication and declaration **MUST** be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	4963UY0-1 4963NY0-1
Subject(s)	Level 3 - CCPLD: Unit 331 Investigating current issues in children's care, play, learning and development in Wales
Details	5000-word task focused external assessment based on pre released topic areas.
To be uploaded	The following must be submitted: Extended writing piece Signed timesheet
Submit work for	Cohort
File types accepted	doc, pdf, ppt
Max upload file size (MB)	20 - per candidate

Keycodes are available from Surpass <https://wjec.Surpass.com/Login>, see your exams officer for login details.

To upload candidate work visit

