Internal Assessment Mark Input System (IAMIS)

Step-by-step Guide

Contents

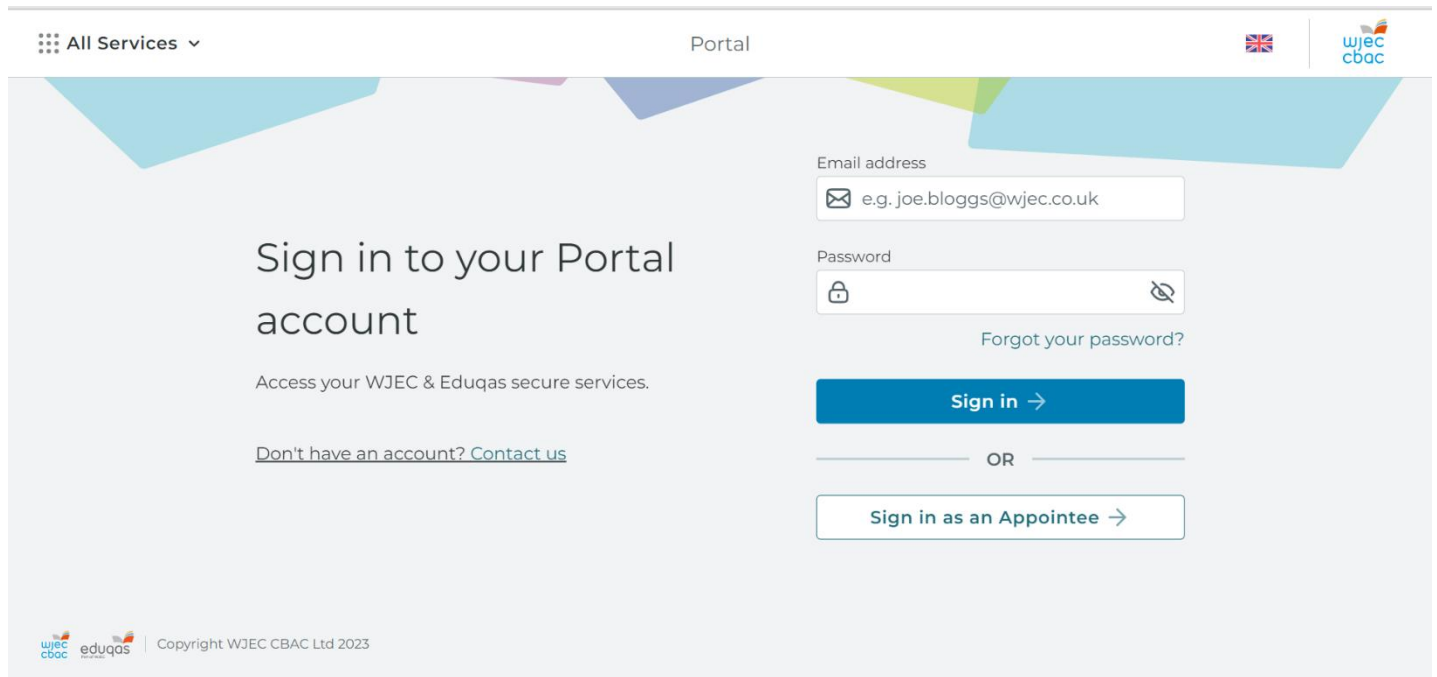# Logging in to Portal

To access the online electronic marksheet you will be required to log on to the WJEC Portal using the following URL:

http://www.portal.wjec.co.uk
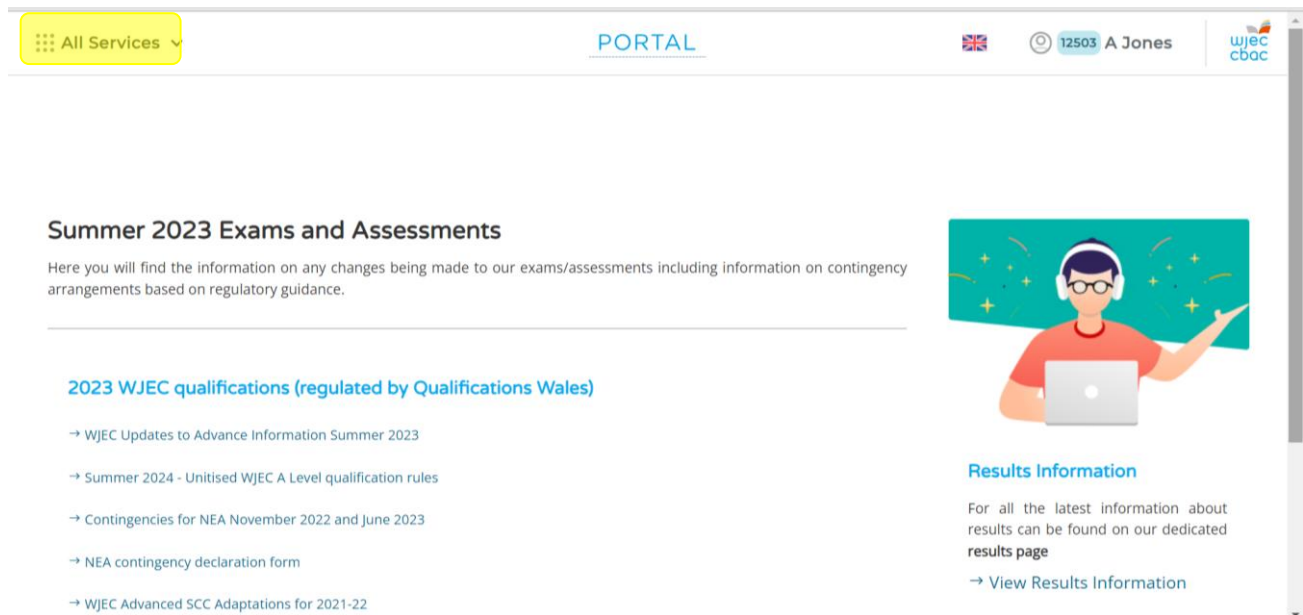
The following screen will appear:

Appropriate staff members will be invited to Portal by their Examinations Officer at their centre.

Please enter your username and password and click on the 'Sign In' button.

Once you have authenticated via Multifactor Authentication, the following screen will appear. Click on the 'All services' button in top left corner.

Once you click All Services, a menu will appear. From here you need to select 'Examinations & Assessments' from the left-hand side bar. Then select 'Internal Assessment Marks/Outcomes' underneath the Assessments header.
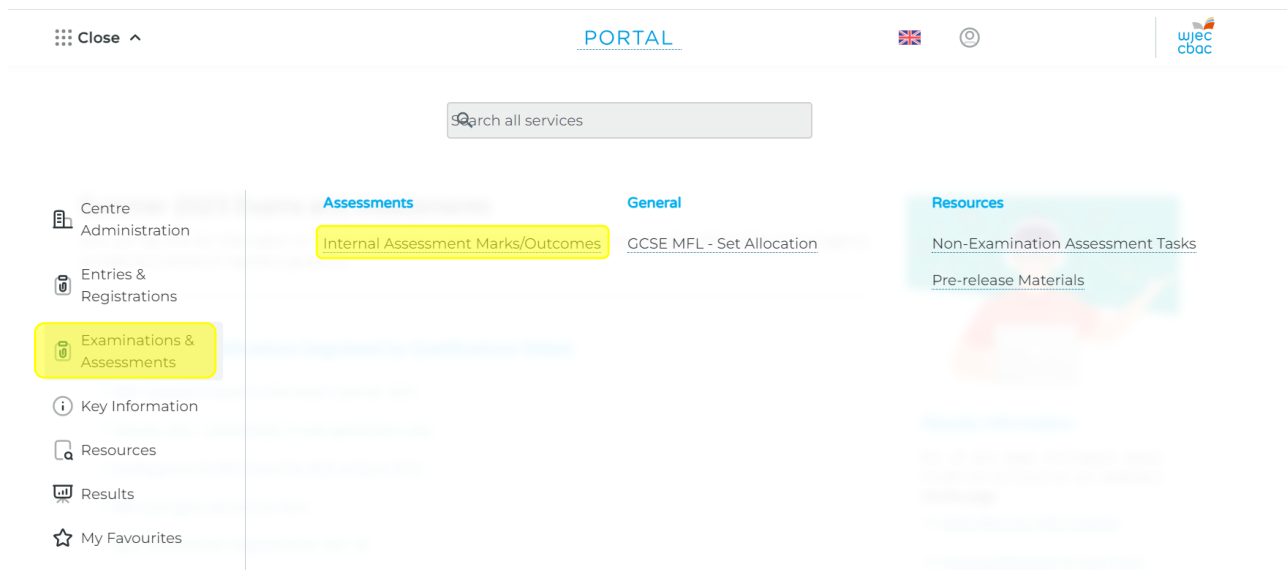
If the above is not visible, the Examinations Officer will need to change your account type. Please get in touch with your examinations officer at your centre for this.

Internal Assessment Mark Input System

Internal Assessment Mark/Outcomes Input

🖨 VIEW / PRINT REPORTS   **STEP-BY-STEP GUIDE**

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

If an incorrect mark/outcome has been submitted, centres must complete and submit this form to request an amendment.

> ℹ **INFO :**   Click on a title to expand the box

APPLIED LEVEL 3 JUNE 2023 –

APPLIED LEVEL 3 JUNE 2023 CRIMINOLOGY UNIT 1 UNIT 1 CONTROLLED (4543U1)	MODERATOR'S REPORT	VIEW SAMPLES	ALL MARKS SUBMITTED (38)
APPLIED LEVEL 3 JUNE 2023 CRIMINOLOGY UNIT 3 UNIT 3 CONTROLLED (4543U3)	MODERATOR'S REPORT	VIEW SAMPLES	ALL MARKS SUBMITTED (16)

GCE JUNE 2023 +

A list of subjects/papers for which marks/outcomes need to be input using the online system will be shown on this screen.

Enter Candidates' Marks

Click on the **'Enter marks'** 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.

Enter the marks for the candidates in candidate number sequence or name sequence. Once the mark has been entered the "TAB" key on the keyboard can be pressed to move the cursor down to the next candidate. Once a mark has been entered, the background of the mark box will change colour to green to show the system has accepted this mark.

If there are more than 20 candidates in one centre they will be shown on separate pages. You can alter the number of rows to display, using the pull down options at the top of this screen.

The drop-down menu at the top right of the screen labelled 'Show:' has a choice of 'All' (the default), 'Unmarked', 'Marked' or 'Samples'. When 'All' is chosen, all candidates are shown on the screen. When 'Unmarked' is chosen only those candidates whose marks have not been input will be shown. When 'Marked' is chosen, only candidates with a mark input will be shown. When 'Sample' is chosen, only candidates chosen for the sample will be shown.

If applicable, moderator details will appear once your marks have been submitted, by clicking the 'View Moderator Details' button.

The Internal Assessment Manual is available for reference.

Clicking on the 'Save & Close' button will return you to the menu screen and save any marks that have been input. This can be done at any time.

If the mark entered for a candidate is higher than the maximum mark for that paper a message (as shown) will appear and you will be required to enter the correct mark.
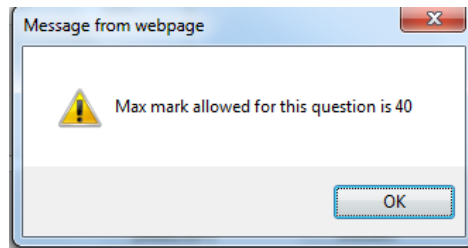
For those subjects/qualifications requiring Teacher Initials, we recommend entering the candidate marks for each unit first and then the Teacher Initials. On inputting a mark the Teacher Initials box will appear. Once a teacher's initials have been input the system will store these details. It will also enable you to enter these same initials for all candidates whose work is marked by this teacher. By clicking in the Teacher Initial box for the next candidate in that class the initials will appear. The system will continue to repeat these initials until you click 'save & close'. You will not be able to submit marks until Teacher Initials are input for all candidates.

Absent Candidates

In order to indicate that a candidate is absent, tab or click into the mark column and enter the letter 'a' or 'A'. This will be updated to 'A' when you exit the column. You will be asked to confirm that this candidate is Absent.

Carry Forward Candidates

For linear qualifications, in order to indicate that a candidate is carrying forward their mark from a previous series, tab or click into the mark column and enter the letters "C" or "CF".
DO NOT UNDER ANY CIRCUMSTANCES ENTER THE MARK TO BE CARRIED FORWARD.

Late Entry Candidates

Any candidate that does not appear on this screen has not been entered yet. Should teachers wish to input a mark for any candidate who is not listed on the web page, the Examinations Officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC by the exams officer, teachers should allow 72 hours before trying to input the mark.

Search for a Candidate Name

There is a facility in the system to search for candidates by name. To use this facility, click in the box labelled 'Candidate Search', enter the candidate surname you wish to find 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 marks screen change "show" to "unmarked" to highlight the candidates that still need marks inputting.

Submitting Marks to WJEC

When all the data has been entered for a subject/paper the marks should be submitted to WJEC. Clicking on the 'Save & Close' button will show the menu screen.

GCSE JUNE 2023 ART & DESIGN TEXTILE DESIGN UNIT 1 PORTFOLIO (3653U1) Deadline for submission of samples and cover sheets to moderator: 31/05/2023	ENTER MARKS (29 DONE, 0 LEFT)	SUBMIT MARKS AND GENERATE SAMPLES (29)
GCSE JUNE 2023 ART & DESIGN TEXTILE DESIGN UNIT 2 EXTERNALLY SET (3653U2) Deadline for submission of samples and cover sheets to moderator: 31/05/2023	ENTER MARKS (0 DONE, 29 LEFT)	NO MARKS TO SUBMIT (0 SUBMITTED)

When all marks for a subject have been entered, the 'Submit Marks and Generate Sample' button will become available.

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

Clicking the 'Submit Marks and Generate Sample' button will submit marks to WJEC and generate a sample.

Once you have submitted your marks, this screen will appear.

INTERNAL ASSESSMENT MARKING - GCSE NOVEMBER 2023 ENGLISH LANGUAGE UNIT 1 - ORACY (3700U1) MARKS SUBMITTED

Subject/Paper: 3700U1 Submitted: 8

Thank you for submitting the marks for 3700U1 ENGLISH LANGUAGE UNIT 1 ORACY for your centre.

These marks have been received by WJEC and will now be made available to the moderator.

You will now see that a tick box indicator appears alongside selected candidates.

Work should be submitted via Surpass

Click here to return to the INTERNAL ASSESSMENT MARK input screen and to view sample.

ONCE MARKS HAVE BEEN SUBMITTED TO WJEC THE MARKS AWARDED TO CANDIDATES CANNOT BE ALTERED ONLINE, BUT AN AMENDMENT REQUEST CAN BE SENT BY COMPLETING THE FORM AVAILABLE FROM THE MENU SCREEN:

VIEW / PRINT REPORTS	STEP-BY-STEP GUIDE

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

If an incorrect mark/outcome has been submitted, centres must complete and submit this form to request an amendment.

View the sample candidates

Internal Assessment Mark/Outcomes Input

[🖨 VIEW / PRINT REPORTS] [STEP-BY-STEP GUIDE]

ℹ **INFO :**   Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button.

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

If an incorrect mark/outcome has been submitted, centres must complete and submit this form to request an amendment.

ℹ **INFO :**   Click on a title to expand the box

GCSE NOVEMBER 2023 −

GCSE NOVEMBER 2023 ENGLISH LANGUAGE UNIT 1 ORACY (3700U1)	[VIEW SAMPLES] [ALL MARKS SUBMITTED (8)]

Click on the **'View Samples'** button

GCSE NOVEMBER 2023 ENGLISH LANGUAGE UNIT 1 ORACY (3700U1) MARKSHEET

[VIEW MODERATOR DETAILS]

You must enter C or CF in the mark column if you wish to carry forward.

⚙ **Options**

Candidate search   Rows: Sort by: Show:
[   ] [All ▾] [Mark ▾] [Samples ▾]

[SEARCH]

[INTERNAL ASSESSMENT MANUAL] [STEP-BY-STEP GUIDE] [🖨 PRINT]

[SAVE AND CLOSE]

Candidate No	Name	Task 1 (Max:40)	Clerical Error	Task 2 (Max:40)	Clerical Error	Total	Clerical Error Total	Teacher Initials	Sample
1054	SURNAME :FORENAME	20		20		40		AB	☑
3268	SURNAME :FORENAME	20		20		40		AB	☑

The sample candidates have been indicated on the right-hand side of the screen.

If the sample contains a candidate whose work is incomplete or lost then 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.**

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.

Adding additional candidates to the sample

GCSE JUNE 2023 ART & DESIGN TEXTILE DESIGN UNIT 1 PORTFOLIO (3653N1) MARKSHEET

VIEW MODERATOR DETAILS

INFO : You must enter C or CF in the mark column if you wish to carry forward.

WJEC INTERNAL ASSESSMENT MANUAL   EDUQAS INTERNAL ASSESSMENT MANUAL   STEP-BY-STEP GUIDE   🖨 PRINT

⚙ Options

Candidate search   Rows: Sort by: Show:
[   ]   [All ▾]   [Mark ▾]   [Samples ▾]

SEARCH

All
Unmarked
Marked
Samples

Candidate No	Name	Mark (Max:120)	Clerical Error	Sample
8966	SURNAME :FORENAME	100		☑
8971	SURNAME :FORENAME	100		☑
9885	SURNAME :FORENAME	23		☑

Change the view to show All candidates.

WJEC INTERNAL ASSESSMENT MANUAL   EDUQAS INTERNAL ASSESSMENT MANUAL   STEP-BY-STEP GUIDE   🖨 PRINT

⚙ Options

Candidate search   Rows: Sort by: Show:
[   ]   [All ▾]   [Mark ▾]   [All ▾]

SEARCH

Candidate No	Name	Mark (Max:120)	Clerical Error	Sample
1065	SURNAME :FORENAME	100		☐
1071	SURNAME :FORENAME	100		☐
1073	SURNAME :FORENAME	100		☐
8966	SURNAME :FORENAME	100		☑
8971	SURNAME :FORENAME	100		☑
8974	SURNAME :FORENAME	100		☐

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

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.

Clerical Error

Moderators sometimes identify clerical errors during the process of reviewing the sample work from centres and these amended marks will be highlighted in red alongside the original mark. The amended mark in red will be processed to override the original mark from the centre. It is important that the centre ensures that the marks for the remaining candidates are also correct. WJEC will contact centres to inform them that clerical errors have been identified for one or more of their marks/outcomes.

Print Reports

The 'View/Print Reports' 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.

Internal Assessment Mark/Outcomes Input

VIEW / PRINT REPORTS | INTERNAL ASSESSMENT MANUAL | STEP-BY-STEP GUIDE

Centres can input marks/outcomes for candidates on the web page **provided that the entry has been submitted to, and processed by, WJEC.**

Should teachers wish to input a mark/outcome for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible. Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

INFO :   Click on a title to expand the box

INTERNAL ASSESSMENT MARKS - REPORTS

<< BACK

1	View/Print for GCSE NOVEMBER 2023 ENGLISH LANGUAGE UNIT 1 ORACY (3700U1)
2	View/Print for WELSH BACCALAUREATE JUNE 2023 INDIVIDUAL PROJECT N/F PROJECT (90S9U1)
3	View/Print for WELSH BACCALAUREATE JUNE 2023 ENTERPRISE AND EMPLOYABILITY N/F CHALLENGE 1 (90S9U2)
4	View/Print for WELSH BACCALAUREATE JUNE 2023 GLOBAL CITIZENSHIP N/F CHALLENGE 2 (90S9U3)
5	View/Print for WELSH BACCALAUREATE JUNE 2023 COMMUNITY N/F CHALLENGE 3 (90S9U4)
6	View/Print for WELSH BACCALAUREATE JUNE 2023 INDIVIDUAL PROJECT ADVANCED PROJECT (90S3U1)
7	View/Print for WELSH BACCALAUREATE JUNE 2023 ENTERPRISE AND EMPLOYABILITY ADV CHALLENGE 1 (90S3U2)
8	View/Print for WELSH BACCALAUREATE JUNE 2023 GLOBAL CITIZENSHIP ADV CHALLENGE 2 (90S3U3)
9	View/Print for VOCATIONAL LEVEL 1/2 JUNE 2023 ENGINEERING DESIGN CONTROL ASSESSMENT (9791/01)
10	View/Print for VOCATIONAL LEVEL 1/2 JUNE 2023 PRODUCING ENGINEERING PRODUCTS CONTROL ASSESSMENT (9792/01)

Once a subject is selected, you can then choose the 'Print This Report' button at the top left of the screen.

PRINT THIS REPORT

CANDIDATE DETAILS REPORT

GCSE NOVEMBER 2023 ENGLISH LANGUAGE UNIT 1 ORACY (3700U1)

CENTRE:

#	Cand No.	Cand Name	DOB	Mark (Max:80)	Teacher Initials	Sample
1	1111	SURNAM: FORNAME	010101	40	AB	Yes
2	1111	SURNAM: FORNAME	010101	40	AB	Yes
3	1111	SURNAM: FORNAME	010101	40	AB	Yes
4	1111	SURNAM: FORNAME	010101	40	AB	Yes
5	1111	SURNAM: FORNAME	010101	40	AB	Yes
6	1111	SURNAM: FORNAME	010101	40	AB	Yes
7	1111	SURNAM: FORNAME	010101	40	AB	Yes
8	1111	SURNAM: FORNAME	010101	40	AB	Yes

IAMIS UPLOAD

For some qualifications centres are required to upload unit samples electronically via IAMIS.

Input pages will appear in the usual way as outlined in pages 2-13.

Upon returning to the 'View Sample' page as described above, the input screen showing lists of candidates per subject/paper will differ slightly as the 'Upload Cloud' icon will appear.

N.B. Centres are reminded <u>not</u> to upload any files until marks/outcomes are submitted and samples generated.

When clicking the 'upload button', a window will appear to enable you to choose a file to upload. Select the file you wish to upload and click 'open'.

The files that have been uploaded will be displayed against the candidate underneath the upload button. If the files do not appear please contact WJEC.

N.B. The upload will accept any type of file (i.e. word, jpeg, mp3, PowerPoint). Centres will need to refer to subject specific guidance on what types of evidence and files are accepted for each unit/subject.

Multiple files can be uploaded per candidate (if needed).

Unable to upload file

1. Open the file, Save As, and save as a new file with different name and upload
2. Or place the file in zip folder and upload

   This should resolve any upload issues.

If a centre recognises the wrong file has been uploaded they can delete any file that has been uploaded **up to the date of submission for that series.**

If a moderator or WJEC representative contact the centre to request further samples the centre should check the input screen to see which candidates have been identified as additional samples and ensure that files of evidence are uploaded for them in addition to the original sample.

Group Upload
Some subjects use a group upload or admin function requirements for these subjects can be found in the IAMIS subject Guide e-submission-iamis-upload-subject-guide-2025-v2.pdf

If a centre recognises the wrong file has been uploaded they can delete any file that has been uploaded up to the date of submission for that series.

Moderator Reports

<mark>Moderator Reports</mark> will be available to view from the Internal Assessment menu screen from Results Day.

GCSE JUNE 2023			
GCSE JUNE 2023 WELSH LANGUAGE UNED 1 LLAFAR (3000N1)	MODERATOR'S REPORT	VIEW/EDIT MARKS	ALL MARKS SUBMITTED (1)
GCSE JUNE 2023 WELSH SECOND LANGUAGE UNIT 1 UNIT 1 (3020U1)	MODERATOR'S REPORT	VIEW/EDIT MARKS	ALL MARKS SUBMITTED (38)
GCSE JUNE 2023 WELSH SECOND LANGUAGE UNIT 2 UNIT 2 (3020U2)	MODERATOR'S REPORT	VIEW/EDIT MARKS	ALL MARKS SUBMITTED (248)
GCSE JUNE 2023 HISTORY UNIT 4 UNIT 4 (3100UN)	MODERATOR'S REPORT	VIEW/EDIT MARKS	ALL MARKS SUBMITTED (42)
GCSE JUNE 2023 COMPUTER SCIENCE UNIT 3 (3500U3)	MODERATOR'S REPORT	VIEW/EDIT MARKS	ALL MARKS SUBMITTED (30)
GCSE JUNE 2023 DIGITAL TECHNOLOGY UNIT 2 NEA (3540U2)	MODERATOR'S REPORT	VIEW/EDIT MARKS	ALL MARKS SUBMITTED (20)
GCSE JUNE 2023 DIGITAL TECHNOLOGY UNIT 3 NEA (3540U3)	MODERATOR'S REPORT	VIEW/EDIT MARKS	ALL MARKS SUBMITTED (20)

Helpline

There is a dedicated helpline for any queries relating to the use of the online system. The helpline is available Monday to Friday, 8:30am to 5:00pm.

Contact: GCSE   E-mail: gcse@wjec.co.uk

                GCE   E-mail: gce@wjec.co.uk

   Pathways   E-mail: pathways@wjec.co.uk

                Welsh Baccalaureate   E-mail: WBQ@wjec.co.uk

 Telephone: All staff   02920 265082/420/154
                GCSE
 E

                        GCE   All staff   02920 265336

                   Pathways   All staff   02920 265444

        Welsh Baccalaureate   All staff   02922 404250

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Appendix – Inviting Admin/User accounts.

Once you are logged into Portal. Click on your name/centre number in the top right.

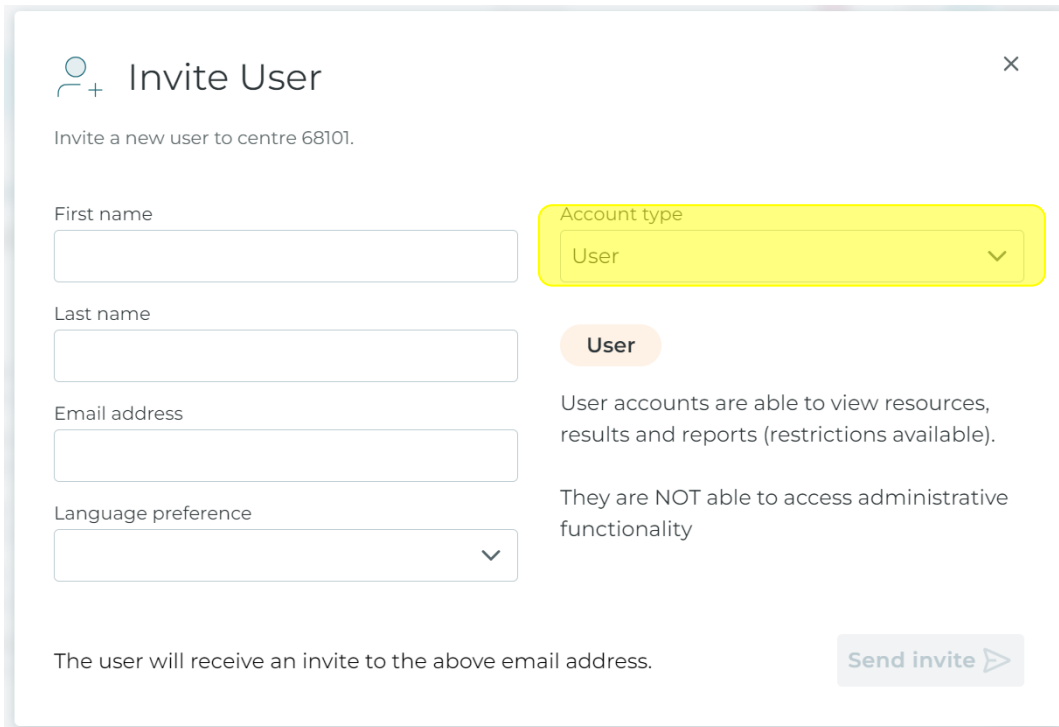Click 'Manage Users' from the menu that appear. This will bring up a new page as seen in the screenshot below.
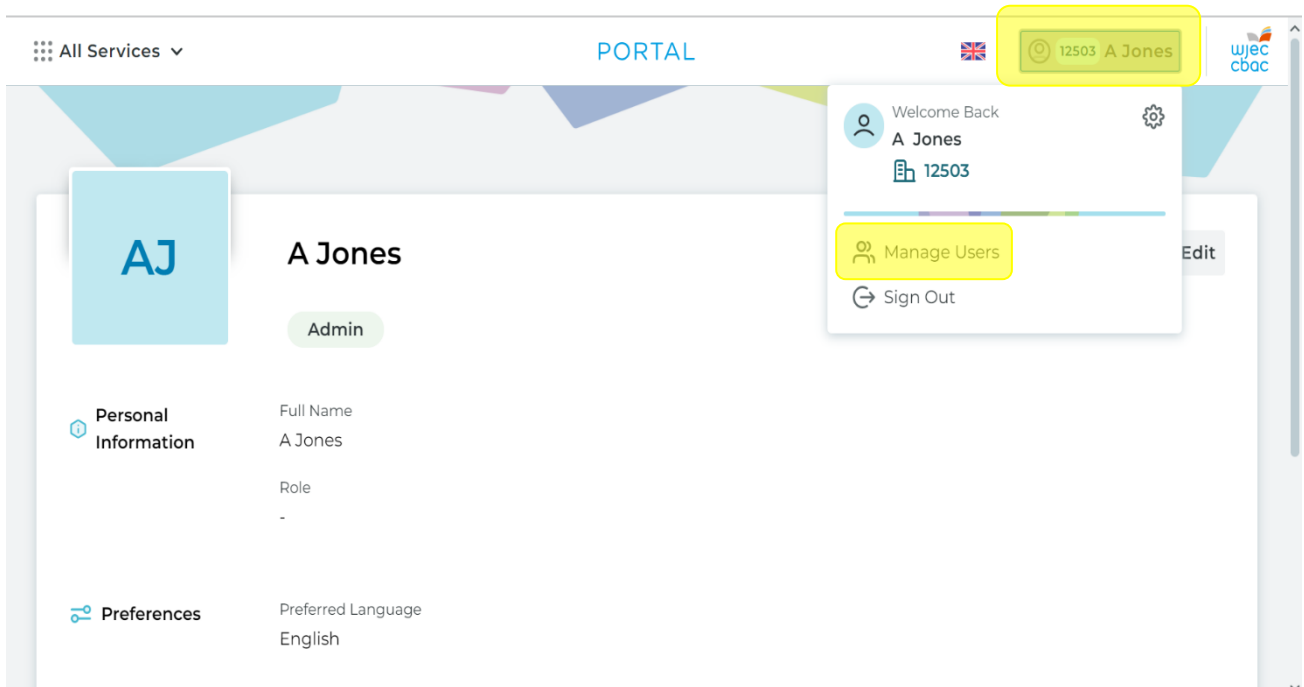
Invite a new user by clicking 'Invite User'.
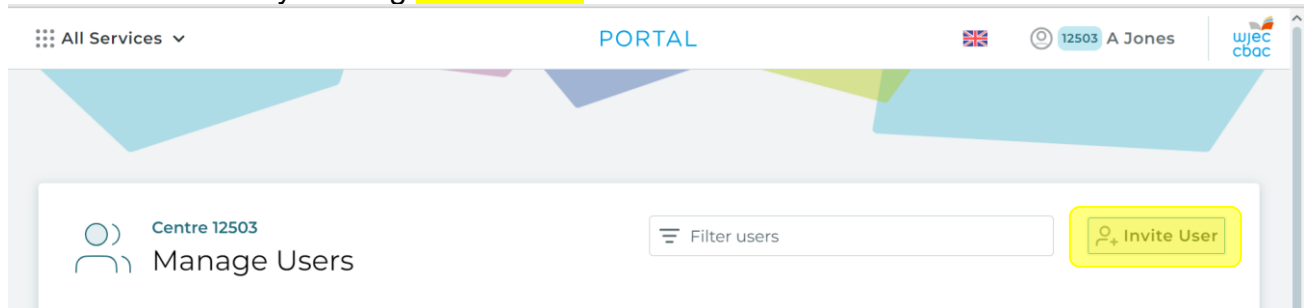
Input the user's details, including their name, language preference, and the email address that you want their invite to be sent to.

Please ensure you select the correct 'Account Type' when inviting a user, as this will define what the user will have access to.

Account type

Admin account – *Admin accounts have the same access as examination officer accounts. It allows you to make entries, see results, invite new users etc. We recommend this type of account for examination office teams.*

User account – *User accounts will be able to view resources, OERs, and does not have the same access as examination officers. We recommend this type of account for teachers. Additional access can be granted to these accounts, see below.*

Once you have filled in the details and ensured that the email address is correct. Click on ‘Send Invite’.

This new user that you have invited will receive an email containing a temporary password, which will allow them to set up their account.

Granting Access to IAMIS

To manage permissions of a User account, you need to click on your centre number/name in the top right and then from the menu that appears, select 'Manage Users'.
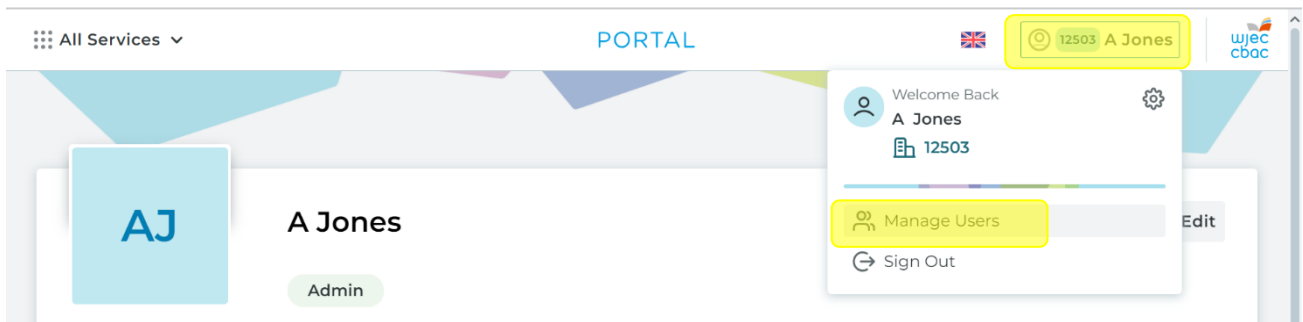
This will bring up your Manage Users page. To change permissions for a User account,, simply click on the three dots next to the relevant name/account, then select the 'Manage Access'.

On the resulting Menu, ensure that the button is turned on for 'IAMIS', before clicking 'Confirm access permissions'. This will grant the User access to the Internal Assessment Mark Input System.