

Skills, Pathways and Vocational Internal Assessment Mark Input System Step-by-step Guide

Version 4.0

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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 WJEC/EDUQAS website.

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

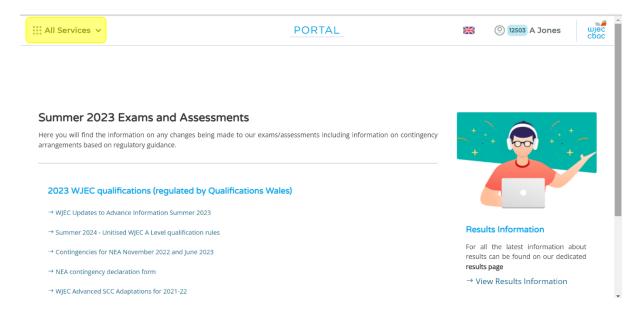
The following screen will appear:

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ac Acce	gn in to your Portal ccount ess your WJEC & Eduqas secure services. It have an account? Contact us	Email address e.g. joe.bloggs@wjec.co.uk Password forgot your password? Sign in OR Sign in as an Appointee	

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 'Mark Input' underneath the IAMIS header.

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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.

After a successful login the following screen will appear:

Internal Assessment Mark Input System

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A list of subjects/units where mark/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.

Entering Candidates' Outcomes

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

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

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Click into dropdown menu under the "grade" column to enter "Pass, Merit, Distinction, Absent" outcomes as necessary.

N.B Moderator detail button will show onscreen but is inactive for IAMIS upload subjects.

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 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.

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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 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 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 <u>'Save and</u> <u>Close</u>' button. This can be done at any time.

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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 '<u>Enter outcomes 144 done, 0 left'</u> to go back into subject screens and amend any details.

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The button initially labelled <u>'no outcomes to submit'</u> 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 '<u>Submit outcomes and generate samples</u>' to generate a sample.

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

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Generate samples

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

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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 to pathways@wjec.co.uk.

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.

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Once submitted, <u>'All outcomes submitted'</u> will appear.

The 'view samples' facility will instantly become active.

Click <u>'view samples'</u> to see which candidates have been requested.

View the sample candidates

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

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andidate No 112 83	MONEY: XAVIER DRAWERS: CHESTER	Pass	22
SEARCH andidate No 012 183 106 195	MONEY: XAVIER DRAWERS: CHESTER PRICE: LOIS	Pass V Pass V Pass V	22

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 uploaded, WJEC should be 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.

N.B. for IAMIS upload an explanatory note to the moderator may be uploaded via 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.

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028		Pass	•
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1081		Pass	•
7082	1000 COTTO	Pass	• •

Print Reports

The <u>'VIEW/PRINT>'</u> 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.

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ould teachers wish to input a mark/outcome for any candidate who is not toe this information has been sent to WJEC, by the exams officer, teachers s			the required e	ntry as soon as possible.
-				
INFO: Click on a title to expand the box				
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LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL				
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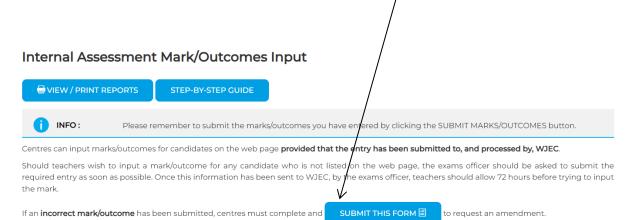
The <u>'PRINT>'</u> command is also available within a subject screen. A preview of the printout appears as shown below. You can then choose the 'Print this report' button at the top left of the screen.

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Amending marks after submission

AMENDING MARKS AFTER SUBMISSION Once marks have been submitted via IAMIS they cannot be amended by the centre. If it is noticed that an incorrect mark has been submitted, centres must complete and submit the request form.

For further information please refer to the Internal Asssessment Guide <u>https://www.wjec.co.uk/media/xpxovhrw/internal-assessment-a-guide-for-centres-2024.pdf</u>



Centre Mark Change Request / Cais am Newid Marciau Canolfan

Request to change marks/ grades already submitted (internally assessed work) /Cais i newid marciau/graddau a gyflwynwyd eisoes (gwaith a aseswyd yn fewnol)

1. Centre Number / Rhif y Ganolfan *

Number must be between 0 ~ 79999

2. Centre Name / Enw'r Ganolfan *

Enter your answer

3. Candidate Number / Rhif yr Ymgeisydd *

The value must be a number

IAMIS UPLOAD

Centres are required to upload unit samples electronically via IAMIS.

Input pages will appear in the usual way as outlined in pages 2-17.

Once the submit button has been clicked and samples generate centres may upload work instantly.

N.B. There is no requirement to wait for a code to generate OR wait for a 'cooling off period' after outcome submission prior to upload on IAMIS. Centres do not have a certain amount of time to upload, all work should be uploaded by / on the submission deadline for marks and samples of work

The input screen showing lists of candidates per subject/paper will differ slightly as the 'Upload Cloud' icon will appear

Candidate search Rows: Sort by	: Show: Idate No V All V		
Candidate No	Name	Grade	Upload
1501	WILLIAMS: JOOLS	Pass ~	•
1601	GELLAR: SARAH	Pass ~	۵ 🔼
1603	MATTHEWS: SIONED	Pass 🗸	•
Type here to search	i 🩋 🖬 💁 🧐) 📲 🍓 🚾	へ (小) 📥 d ⁴ ENG 14:23 12/11/2020

Click into dropdown menu under the "grade" column to enter "Pass, Merit, Distinction, marks or Absent" outcomes as necessary.

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

Once samples have been generated navigate back to the input page by clicking 'view samples'

WJEC Secure Website X	+				- 0
H ightarrow C h web-dev.wjecservic	es.co.uk/Coursework/index.asp				@ ☆ 📑 🗯 \varTheta
wjec cbac	HOME ENTRIES	INTERNAL ASSESSMENT	SPECIAL REQUIREMENTS	RESULTS RESOURCES	JCQ CENTRE ADMIN PORTAL
			Signed in as 52334	Cymraeg Account Adm	nin Terms & Conditions Sign out
	STEP-BY-STEP GUIDE				
iNFO : Please re	member to submit the marks/outo	comes you have entered	by clicking the SUBMIT N	MARKS/OUTCOMES bu	utton.
entres can input marks/outcom	es for candidates on the web page	provided that the entry l	as been submitted to, an	d processed by, WJEC.	
	mark/outcome for any candidate v nation has been sent to WJEC, by t				
INFO : Click on a	a title to expand the box				
ENTRY PATHWAYS JAN	JARY 2021 -				
ENTRY PATHWAYS JANUARY 2021 SKILLS COURSEWORK (6051/E1)	DEVELOPING COMMUNICATION	VIEW SAMPLES	ALL OUTCOMES SU	BMITTED (6)	
ENTRY PATHWAYS JANUARY 2021 COURSEWORK (6052/E1)	DEVELOPING READING SKILLS	VIEW SAMPLES	ALL OUTCOMES SL	BMITTED (6)	
	i 🤁	🚍 🤹 🧿 🛤	🤹 🚾 🛷	^	く 初 👄 🦽 ENG 14:56 12/11/2020

This time click on the 'upload button

	vs: Sort by: Show:		
SEARCH Candidate No	Name	Grade	Upload
501	WILLIAMS: JOOLS	Pass 💙	å
601	GELLAR: SARAH	Pass 🗸	6

A window will appear to enable you to choose a file to upload. Select the file you wish to upload and click 'open'

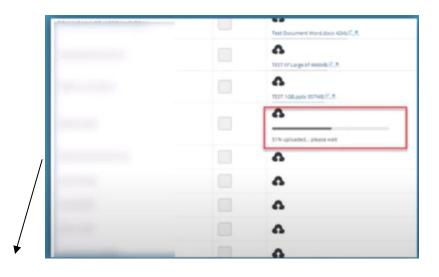
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The files that have been uploaded will be displayed against the candidate underneath the upload button. If the files do not appear please contact WJEC

											/
BRAND :CHLOE MARIE	9201	JOE BLOGGS	01-Sep-2020	JON	14-Sep-2020	HOME	Case Study 1 30	Jessica Question Set A	PASS	6	
							Case Study 2 🚺 0	Covid 19 Exemption	~	015 - WJEC A level Art + Design - 1	further consulation on adaptations-biling.pdf 613kb 🖄 🕷
							Case Study 3 0	Covid 19 Exemption	~		

N.B. The upload will accept any type of file (i.e. word, jpeg, mp3, PowerPoint). Each file must be a maximum of 1GB. Centres will need to refer to subject specific guidance on what types of evidence and files are accepted for certain units/subject.

New upload bar shows the upload progress



Subject specific guidance can be found here esubmission (iamis upload) – subject guide

https://www.wjec.co.uk/home/administration/e-submission/

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.

It is usually expected that candidate work is uploaded as one file but, depending on specific subject guidance, the system will permit multiple files to be uploaded for a candidate.

Group Upload

Some subjects use a group upload or admin function requirements for these subjects can be found in the IAMIS subject Guide <u>e-submission-iamis-upload-subject-guide-2024.pdf (wjec.co.uk)</u>

info:	files will take	this assessment is uploaded online (E-Submission) using upload facility below. Here is a guide on →subject specific requirement ake time to upload, please upload one file at a time and do not navigate away from the page until the file name displays onscr and files uploaded should be below 600MB.							
		WJEC INTERNAL ASSE	SSMENT MANUAL	EDUQAS INTERNAL ASSESSMEN	T MANUAL	STEP-BY-STEP C			
Options Candidate search SEARCH	Rows: Sort by: All V Mark	Show:		Te		Upload Fun ht.docx 13kb ^{eff} * ry 2025.xlsx 9kb ^{eff}			
Candidate No		Name		Mark (Max:60)	Cleric		Sample		

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

Moderator Reports

Moderator Reports will be available to view on the system from Results day.

For Entry Level, Pathways Modern Languages, Vocational Award L1/2, Level 1 Latin and Applied L3 qualifications these can be accessed by clicking <u>'View Moderators</u> <u>Report'</u> on the subject/paper screens.

For Entry Pathways qualifications these can be accessed on the secure website under 'Results File Download – Print Results.'

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 1 – 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.

👬 All Services 🗸		PORTAL	*	(2) 12503 A Jones	wjec cbac
			Welcome Back A Jones	\$	
AJ	A Jones aston ionas@wiac.co.uk Admin		Manage Users	Edit	
Personal Information	Full Name A Jones Role				
Neferences	Preferred Language English				

Invite a new user by clicking 'Invite User'.

All Services 🗸	PORTAL	() 12503 A Jones	wjec cbac
O) Centre 12503 Manage Users	= Filter users	P+ Invite Use	er

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.

Invite a new user to centre 68101.	×
First name	Account type
Last name	User
Email address	User accounts are able to view resources, results and reports (restrictions available).
Language preference	They are NOT able to access administrative functionality
The user will receive an invite to the above en	nail address. Send invite >>

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.

			Manage Us		$\mathcal{D}_{\rm s}$ invite User
Find the person from the list of	users.		Name	± 3µpe	
					User U
1. Click the 3 dots next to their				at Manape Attanti	
		-		A. Delete Uter	
2. Click 'Manage Access' to cha	ande access permissi	ion	-		User I
2. Click Manage Access to cha	ange access permiss	ion			User I
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you will need to delete the	Courts actions to W2012 Bestinetum.	Hencitra, Scripto Mondife	 International control of the second se		
account and re-invite.				Confirm a	ccess permissions

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

First name		Account type		
Јое		User	\checkmark	
Last name				
Bloggs		User		
Email address		User accounts are able to view resources,		
j.bloggs@wjec.co.uk		results and reports (restr	ictions available).	
Language preference		They are NOT able to acc	ess administrative	
English	\sim	functionality		

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

Deleting Accounts

To delete a user from Portal. You need to click on your centre number/name in the top right and then from the menu that appears, select 'Manage Users'.

👬 All Services 🗸		PORTAL	**	2503 A Jones wiec cbac
			Welcome Back A Jones	¢
AJ	A Jones estop iopes@wiec co.uk Admin		Manage Users	Edit

This will bring up your Manage Users page. To delete a user, simply click on the three dots next to the name/account you'd like to delete. Then select the 'Delete User'.

All Services 🗸	PORTAL	() 12503 A Jones Wiec cbac
O) Centre 12503 Manage Users	= Filter users	ို Invite User
Name		🗘 Туре 🗘
Alex Wiener alex.wiener@wjec.co.uk		Admin
AP '		P_ Delete User

Appendix 2 What subjects require E-submission

Pathways

Suite	Qualification	Unit/Subject Code	Unit Name
Entry	Additional English	6007	All units
Pathways		6300 - 6355	
	Creative, Media	6006	All units
	and Performance Arts	6110 – 6343	
	Healthy Living and	6011	All units
	Fitness	6103 – 6172	
		(6430-6435)	
		Practical	
	Humanities	6005	All units
	10711	6102 - 6294	
	ICT Users	6010	All units
	Independent	6380 - 6407 6002	All units
	Living	6100 – 6202	
	Mathematics	6009	All units
		6370 - 6377	
	Personal and	6001	All units
	Social	6100 – 6118	
	Development	0000	All maite
	Personal Progress	6000 6051 - 6080	All units
	Preparing for	6003	All units
	Work	6109 – 6223	
	Science Today	6004	All units
		6110 - 6212	All
	Welsh Second	6012 6365 - 6369	All units
Modern	Language French	6600 - 6609	All units
Languages	German	6610 - 6619	All units
	Spanish	6620 - 6629	All units
	Italian	6630 - 6639	All units
	Mandarin	6640 - 6649	All units
	Japanese	6650 - 6659	All units
Work	Work Welsh	P90CCA	All units
Welsh		P91CCA	
		P911CA	
		P951CA	
		P922CA	
		P952CA	
		P933CA	
		P953CA	

Other General Qualifications

Suite	Qualification	Unit/Subject Code	Unit Name
Entry Level	Mathematics (Numeracy)	6300QC/CCL-2	Component 2
	Mathematics (Numeracy)	6300QC/CCL-3	Component 3
	Science	6430QC/CCL-2	Component 2
	Science	6430QC/CCL-3	Component 3
	English	6700QCL-2	Component 2
	English	6700QCL-3	Component 3
	Welsh	6020CCL-2	Component 2
	Welsh	6020CCL-3	Component 3
Level 1 Certificate	Latin	951301/51	Roman Civilisation Study

Vocational/Technical Awards (Level 1/2)

Suite	Qualification	Unit/Subject Code	Unit Name
Vocational	Constructing the	951201/W1	Unit 2
Awards	Built Environment - legacy (Wales only)	951301/W1	Unit 3
	Creative and	985201/W1 –	Unit 2
	Media	977301/W1	Unit 3
	Event Operations	5599U2/N2 5599U3/N3	Unit 2 Unit 3
	Tourism	980101/W1 980301/W1	Unit 1 Unit 3
	Level 1/2	5639/U1	Unit 1
	Vocational Award Performing Arts	5639U2	Unit 2
	Level 1/2	5259/U2	Unit 2
	Vocational Award Sport and Coaching Principles	5259/U3	Unit 3
	Level 1/2	5879U1	Unit 1
	Vocational Award in Global Business Communication French	5879U2 5879U3	Unit 2 Unit 3
	Level 1/2 Vocational Award	5889/U1 5889/U2	Unit 1 Unit 2
	in Global Business Communication German	5889/U3	Unit 3

	5000/114	
Level 1/2	5899/U1	Unit 1
Vocational Awar	d 5899/U2	Unit 2
in Global	5899/U3	Unit 3
Business		
Communication		
Spanish		

Suite	Qualification	Unit/Subject	Unit Name
Ounc	Quanneation	Code	
Applied	Business	4513U2/N2	Unit 2
	(legacy)	4513U5/N5	Unit 5
	Criminology	4543U1/N1	Unit 1
		4543U3N3	Unit 3
	Food Science	4563UA/NA	Unit 1
	and Nutrition	4563U3/N3	Unit 3
		4563U4/N4	Unit 4
	Health and	4573U2	Unit 2
	Social Care	4573U3	Unit 3
	(England only)	4573U4	Unit 4
	Medical	4463U2/N2	Unit 2
	Science	4463U3/N3	Unit 3
		4463U4/N4	Unit 4
	Professional	4903U1/N1	Unit 1
	Construction	4903U4/N4	Unit 4
	Practice		
	Tourism	4583U2/N2	Unit 2
	(legacy)	4583U4/N4	Unit 4
	Business (New)	4783U2/N2	Unit 2
	(Wales only)	4783U4/N4	Unit 4
	Tourism (New)	4803U3/N3	Unit 3
	(Wales only)	4803U4/N4	Unit 4
		4803U5/N5	Unit 5
		4803U6/N6	Unit 6
		4803U7/N7	Unit 7
		4803U8/N8	Unit 8
	Sport (Wales	4923U3/4943N3	Unit 3
	only)	4923U4/4923N4	Unit 4
		4923U5/4923N5	Unit 5
		4923U6/4923N6	Unit 6
		4923U7/4923N7	Unit 7
		4923U8/4923N8	Unit 8
		4923U9/4923N9	Unit 9

Applied Certificates and Diplomas (Level 3)

Health and Social Care & Childcare (Level 2/3) HSCCC (Wales only)

Suite	Qualification	Unit/Subject Code	Unit Name
	CCPLD: Practical	4953UZ	Unit 3
	Skills for Work		
	Placement		
	CCPLD: Practice	5962U1/N1 -	Unit 200 – Unit 315
	and Theory (L2)	5962UQ/NQ	
HSCCC	CCPLD: Practice	4963U1/N1 -	Unit 208 – Unit 329
	and Theory (L3)	5962UM/NM	
	Principles and	5972U2/5972N2	Unit 2
	Contexts Unit 2		
	Principles and	4973U1/4973N1	Unit 1
	Contexts (L3)	4973U3/4973N3	Unit 3
		4973U4/4973N4	Unit 4
		4973U5/4973N5	Unit 5
		4973U6/4973N6	Unit 6
		4973U8/4973N8	Unit 8
		4973U9/4973N9	Unit 9

WBQ and Extended Project

Suite	Qualification	Unit/Subject Code	Unit Name
Welsh	Individual Project	90S9U1/90S9N1	Unit 1
Baccalaureate			
National/Foundation			
Skills Challenge			
Certificate			
	Enterprise and	90S9U2/90S9N2	Unit 2
	Employability		
	Challenge	90S9U3/90S9N3	Unit 3
	Global Citizenship Challenge	902903/9029143	Unit 5
	Community	90S9U4/90S9N4	Unit 4
	Challenge		

Suite	Qualification	Unit/Subject Code	Unit Name
Welsh Baccalaureate Advanced Skills Challenge Certificate	Individual project	90S3U1/90S3N1	Unit 1
	Enterprise and employability challenge	90S3U2/90S3N2	Unit 2
	Global citizenship challenge	90S3U3/90S3N3	Unit 3
	Community challenge	90S3U4/90S3N4	Unit 4

Suite	Qualification	Unit/Subject Code	Unit Name
Level 3 Advanced	Global Community	9503U1/9503N1	Unit 1
Skills Baccalaureate	Project		
Wales			
	Future Destinations	9503U2/9503N2	Unit 2
	Project		
	Individual Project	9503U3/9503N3	Unit 3

Suite	Qualification	Unit/Subject Code	Unit Name
	Level 3 Extended Project	950003/950053	

APPENDIX 3

Further guidance can be found on our e-submission upload pages

https://www.wjec.co.uk/home/administration/e-submission-upload/#tab_1

Further help/guidance

Please email with the detail of your enquiry to Pathways@wjec.co.uk

Should any technical difficulties be identified by a centre the Pathways team will assess the enquiry and escalate to the WJEC IT team as necessary