



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

Version 4.0

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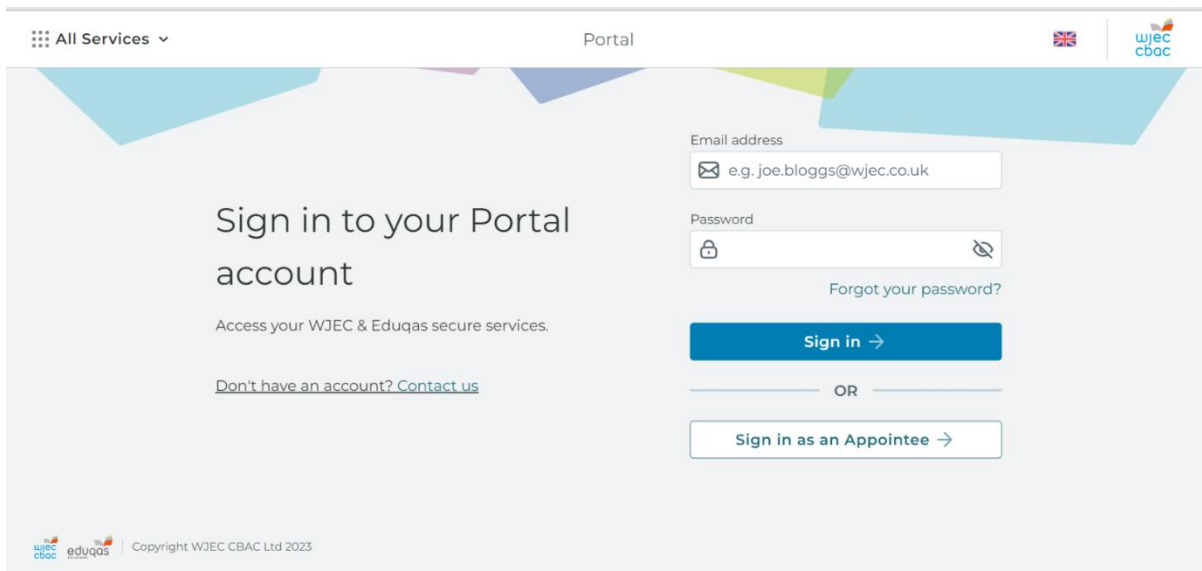
Please note that this document is subject to continual improvements. This document will not be re-issued as a hard copy but the latest version will be available on WJEC/EDUQAS website.

# 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:

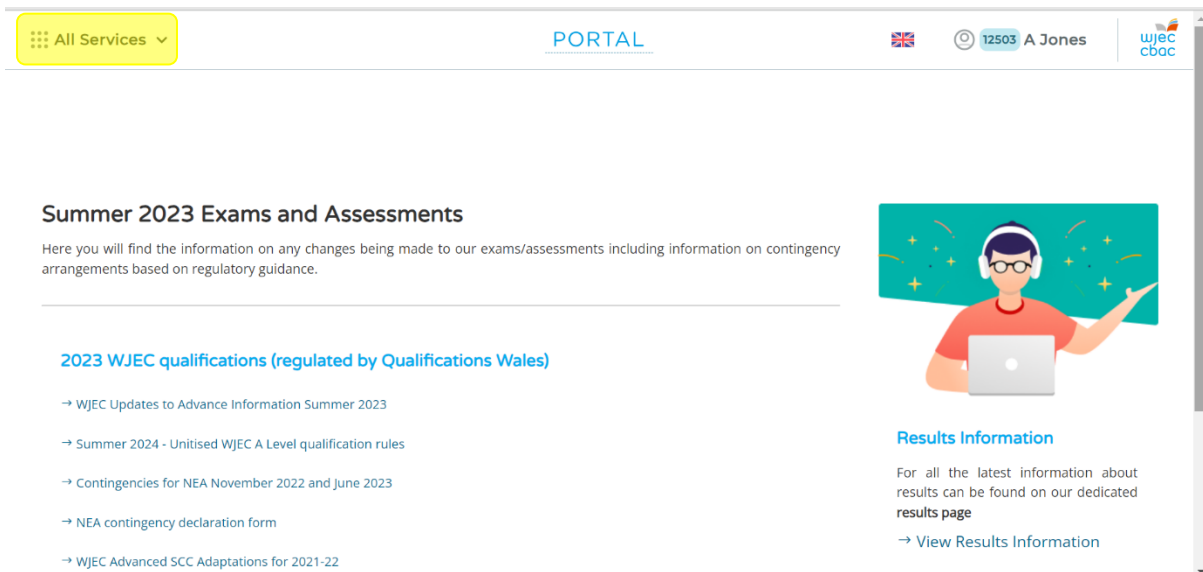


The screenshot shows the WJEC Portal login interface. At the top, there is a navigation bar with 'All Services' on the left and 'Portal' in the center. On the right side of the navigation bar, there are logos for the United Kingdom flag, WJEC, and CBAC. The main content area features a large heading 'Sign in to your Portal account' and a sub-heading 'Access your WJEC & Eduqas secure services.' Below this, there is a link: 'Don't have an account? [Contact us](#)'. To the right, there is a login form with two input fields: 'Email address' (containing 'e.g. joe.bloggs@wjec.co.uk') and 'Password' (with a lock icon and a 'Forgot your password?' link). Below the password field is a blue 'Sign in →' button. Underneath this button is an 'OR' separator and a white button labeled 'Sign in as an Appointee →'. At the bottom left of the page, there are logos for WJEC, CBAC, and Eduqas, along with the text 'Copyright WJEC CBAC Ltd 2023'.

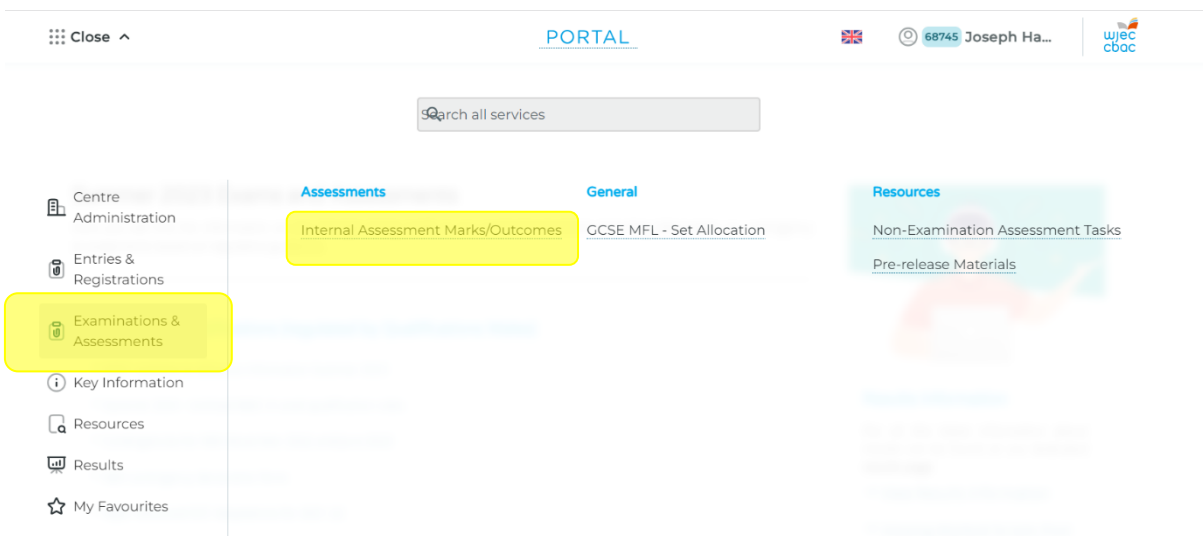
Appropriate staff members will be invited to Portal by their Examinations Officer at their centre.

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.



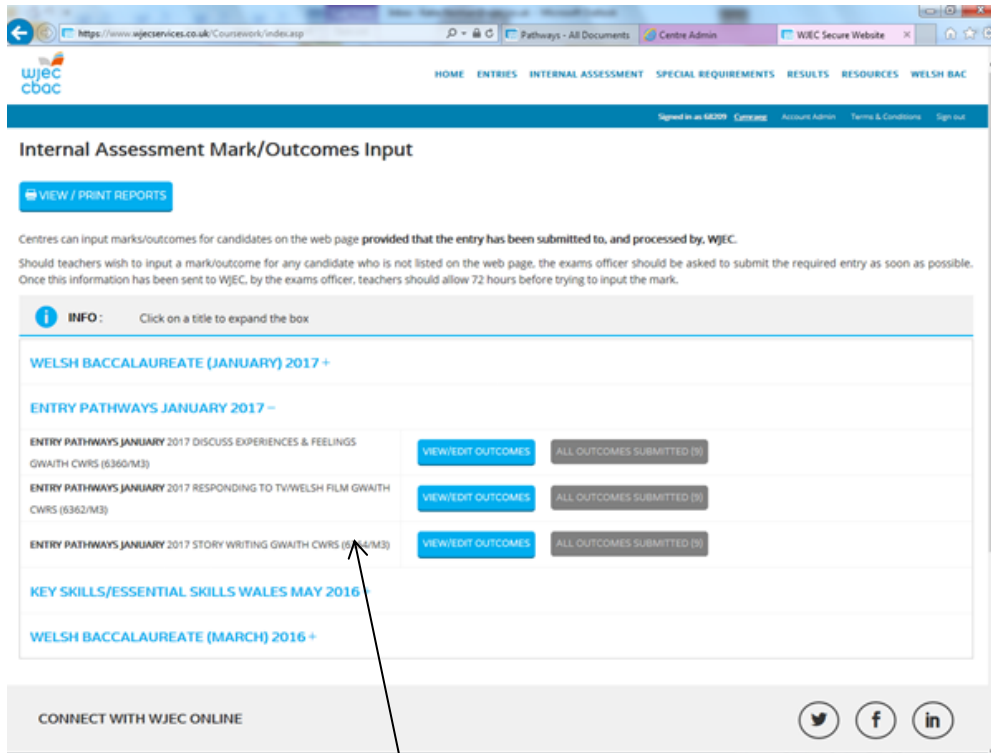
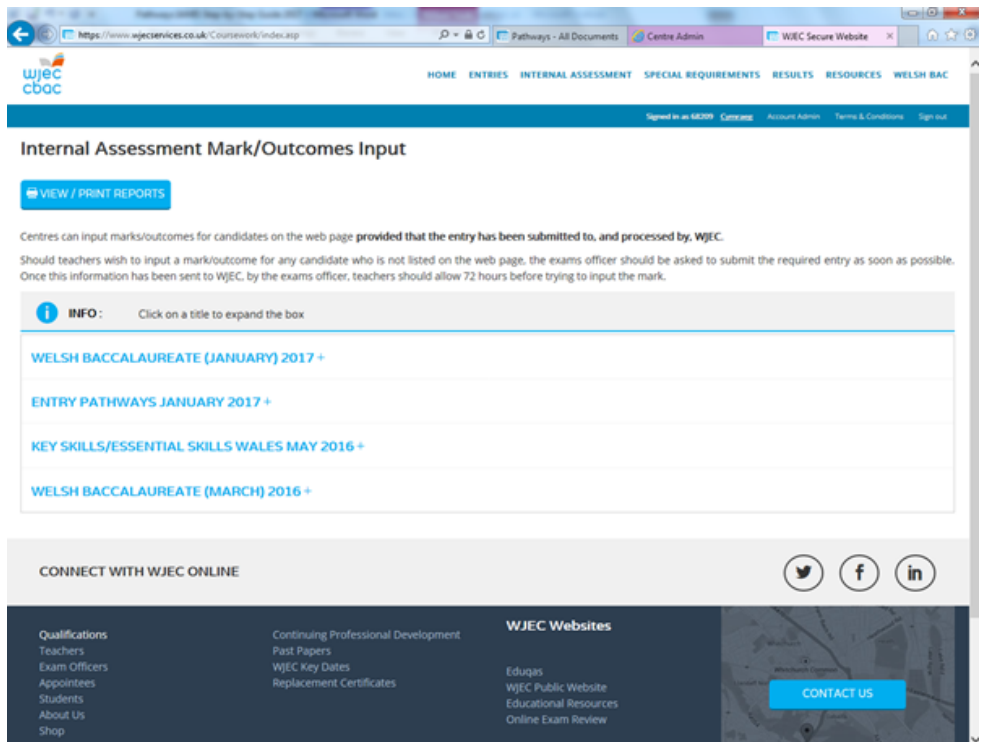
Once you click All Services, a menu will appear. From here you need to select 'Examinations & Assessments' from the left-hand side bar. Then select 'Mark Input' underneath the IAMIS header.



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



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

Internal Assessment Mark/Outcomes Input

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

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.

INFO: Click on a title to expand the box

LEVEL 3 QUALIFICATIONS JUNE 2017 -

LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9611/L3)  
Deadline for submission of samples and cover sheets to moderator: 15/05/2017  
ENTER OUTCOMES (0 DONE, 144 LEFT) NO OUTCOMES TO SUBMIT (0 SUBMITTED)

LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL POLICY & PRACTICE CONTROL ASSESSMENT (9613/L3)  
Deadline for submission of samples and cover sheets to moderator: 15/05/2017  
ENTER OUTCOMES (144 DONE, 0 LEFT) SUBMIT OUTCOMES AND GENERATE SAMPLES (144)

LEVEL 3 QUALIFICATIONS JUNE 2017 CHANGING AWARENESS OF CRIME CONTROL ASSESSMENT (9614/L3)  
Deadline for submission of samples and cover sheets to moderator: 15/05/2017  
ENTER OUTCOMES (43 DONE, 101 LEFT) NO OUTCOMES TO SUBMIT (0 SUBMITTED) 101 OUTCOMES MISSING

LEVEL 3 QUALIFICATIONS JUNE 2017 CRIME SCENE TO COURTROOM CONTROL ASSESSMENT (9615/L3)  
Deadline for submission of samples and cover sheets to moderator: 15/05/2017  
ENTER OUTCOMES (144 DONE, 0 LEFT) SUBMIT OUTCOMES AND GENERATE SAMPLES (144)

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

VIEW MODERATOR DETAILS

Please mark candidates withdrawn as absent and send an entry amendment to WJEC.

Options

Candidate search:  Rows: 20 Sort by: Grade Show: All

INTERNAL ASSESSMENT MANUAL STEP-BY-STEP GUIDE PRINT

Candidate No	Name	Grade	Sample
3007	PIPE, DWAYNE	Pass	<input checked="" type="checkbox"/>
3008	KING, JOE	Pass	<input type="checkbox"/>
3027	GREEN, THERESA	Pass	<input type="checkbox"/>
3044	CASE, JUSTIN	Pass	<input type="checkbox"/>
3073	BATH, ANITA	Pass	<input type="checkbox"/>
3094	OKI, KERRY	Pass	<input checked="" type="checkbox"/>
3144	LOTT, MONA	Pass	<input type="checkbox"/>

The screenshot shows the WJEC Secure Website interface for the 'VOCATIONAL LEVEL 1/2 JUNE 2023 ENGINEERING DESIGN CONTROL ASSESSMENT (9791/01) MARKSHEET'. The page features a navigation bar with links to HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, RESOURCES, and JCQ CENTRE ADMIN PORTAL. A 'VIEW MODERATOR DETAILS' button is located at the top left. An information box provides instructions on file uploads. A search bar allows filtering by candidate search, rows (set to 20), sort by (Grade), and show (All). A table displays candidate data with a dropdown menu under the 'Grade' column showing 'Pass Level 1'. Navigation buttons for manuals and a step-by-step guide are also present.

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.

The screenshot shows the WJEC CBAC interface for the 'ENTRY PATHWAYS JANUARY 2017 RESPONDING TO TV/WELSH FILM (6362/M3) MARKSHEET'. The page includes a search filter with the following options:

- Candidate search:
- Rows: All
- Sort by: Grade
- Show: Samples

Buttons for 'INTERNAL ASSESSMENT MANUAL', 'STEP-BY-STEP GUIDE', and 'PRINT' are visible. Below the filter is a table of candidates:

Candidate No	Name	Grade	Sample
3007	DOWN: NEIL	Pass	<input checked="" type="checkbox"/>
3094	SKIES: SONNY	Pass	<input checked="" type="checkbox"/>
3260	BALL: DENNIS	Pass	<input checked="" type="checkbox"/>

Buttons for 'VIEW MODERATOR DETAILS' and 'SAVE AND CLOSE' are also present. At the bottom, there are social media icons for Twitter, Facebook, and LinkedIn, and the text 'CONNECT WITH WJEC ONLINE'.



## **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 'Save and Close' button. This can be done at any time.

The screenshot displays the WJEC CBAC interface for marking candidates. At the top, there is a navigation bar with links for HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, RESOURCES, and WELSH BAC. Below this is a header for the 'ENTRY PATHWAYS JANUARY 2017 RESPONDING TO TV/WELSH FILM (6362/M3) MARKSHEET'. A 'VIEW MODERATOR DETAILS' button is visible. A message states: 'Please mark candidates withdrawn as absent and send an entry amendment to WJEC.' There are three buttons: 'INTERNAL ASSESSMENT MANUAL', 'STEP-BY-STEP GUIDE', and 'PRINT'. An 'Options' panel contains a 'Candidate search' input field, 'Rows: All', 'Sort by: Grade', and 'Show: Samples' dropdowns, with a 'SEARCH' button. Below this is a table with columns: Candidate No, Name, Grade, and Sample. The table contains three rows of data. At the bottom left, there is a 'SAVE AND CLOSE' button. At the bottom right, there are social media icons for Twitter, Facebook, and LinkedIn, and the text 'CONNECT WITH WJEC ONLINE'. An arrow points from the 'SAVE AND CLOSE' button in the text above to the button on the screenshot.

Candidate No	Name	Grade	Sample
3007	DOWN: NEIL	Pass	<input checked="" type="checkbox"/>
3094	SKIES: SONNY	Pass	<input checked="" type="checkbox"/>
3260	BALL: DENNIS	Pass	<input checked="" type="checkbox"/>

## 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 144 done, 0 left' to go back into subject screens and amend any details.

The screenshot shows the 'Internal Assessment Mark/Outcomes Input' page. It features a navigation bar with 'HOME', 'ENTRIES', 'INTERNAL ASSESSMENT', 'SPECIAL REQUIREMENTS', 'RESULTS', and 'RESOURCES'. Below the navigation bar, there are buttons for 'VIEW / PRINT REPORTS', 'INTERNAL ASSESSMENT MANUAL', and 'STEP-BY-STEP GUIDE'. An information box states: 'Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button.' Below this, a note says: '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.' Another information box says: 'Click on a title to expand the box'. The main content area is titled 'LEVEL 3 QUALIFICATIONS JUNE 2017 -'. It lists four qualifications with their respective deadlines (15/05/2017) and buttons for 'ENTER OUTCOMES' and 'SUBMIT OUTCOMES AND GENERATE SAMPLES'. The 'ENTER OUTCOMES' buttons show the number of outcomes entered and the number left to enter. The 'SUBMIT OUTCOMES AND GENERATE SAMPLES' buttons are only visible when all outcomes for that qualification have been entered.

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.

The screenshot shows a web browser window with the URL <https://web-dev.wjecservices.co.uk/Coursework/index.asp>. The page header includes the WJEC logo and navigation links: HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, RESOURCES. A user is logged in as '43434'. An information banner at the top states: "Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button." Below this, a notice explains that users can input marks/outcomes for candidates on the web page provided the entry has been submitted to and processed by WJEC. It also mentions that teachers should allow 72 hours before trying to input a mark if the candidate is not listed.

The main content area is titled "LEVEL 3 QUALIFICATIONS JUNE 2017 -". It lists three assessment units with their respective deadlines (15/05/2017) and submission buttons:

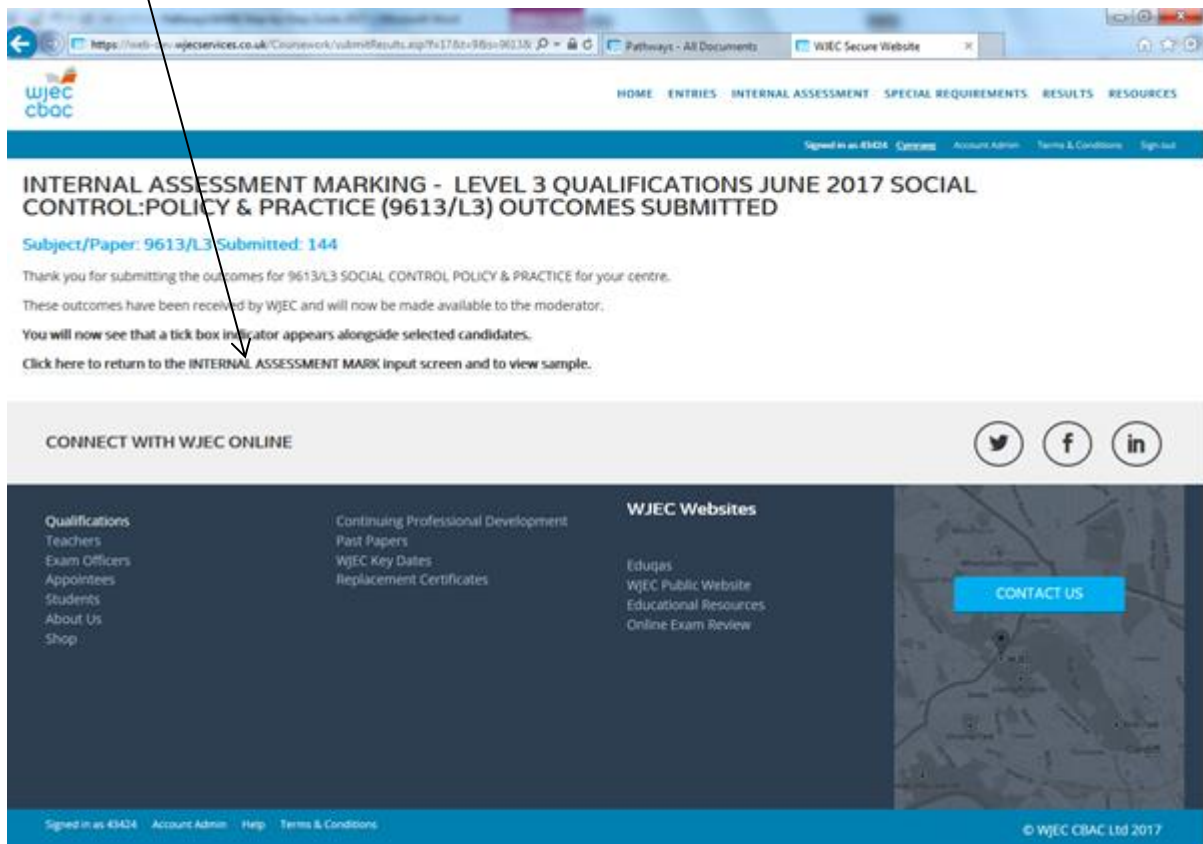
- LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9611/L3)**: "ENTER OUTCOMES (0 DONE, 101 LEFT)" and "SUBMIT OUTCOMES AND GENERATE SAMPLES (144)".
- LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL POLICY & PRACTICE CONTROL ASSESSMENT (9613/L3)**: "ENTER OUTCOMES (43 DONE, 101 LEFT)" and "SUBMIT OUTCOMES AND GENERATE SAMPLES (144)".
- LEVEL 3 QUALIFICATIONS JUNE 2017 CHANGING AWARENESS OF CRIME CONTROL ASSESSMENT (9614/L3)**: "ENTER OUTCOMES (144 DONE, 0 LEFT)" and "SUBMIT OUTCOMES AND GENERATE SAMPLES (144)".

A modal dialog box titled "Message from webpage" is overlaid on the page, asking "Are you sure you want to submit outcomes?" with "OK" and "Cancel" buttons.

At the bottom, another information banner repeats the instruction: "Please remember to submit the marks/outcomes you have entered by clicking the SUBMIT MARKS/OUTCOMES button above as detailed within the".

## Generate samples

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



The screenshot shows a web browser window displaying the WJEC CBAC internal assessment marking results page. The URL in the address bar is <https://webportal.wjecservices.co.uk/Coursework/submitResults.asp?c=178c+963c+9613c>. The page title is "INTERNAL ASSESSMENT MARKING - LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL:POLICY & PRACTICE (9613/L3) OUTCOMES SUBMITTED". Below the title, it states "Subject/Paper: 9613/L3 Submitted: 144". The main content area contains the following text: "Thank you for submitting the outcomes for 9613/L3 SOCIAL CONTROL POLICY & PRACTICE for your centre. These outcomes 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. Click here to return to the INTERNAL ASSESSMENT MARK input screen and to view sample." Below this text is a "CONNECT WITH WJEC ONLINE" section with social media icons for Twitter, Facebook, and LinkedIn. To the right of these icons is a "CONTACT US" button. The page footer includes "Signed in as 43424 Account Admin Help Terms & Conditions" and "© WJEC CBAC Ltd 2017".

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](mailto: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.

Once submitted, 'All outcomes submitted' will appear.

The screenshot shows the WJEC CBAC Coursework Index page. The page is titled "LEVEL 3 QUALIFICATIONS JUNE 2017 -". It contains a table with four rows, each representing a qualification. The first row is "LEVEL 3 QUALIFICATIONS JUNE 2017 CRIMINOLOGICAL THEORIES CONTROL ASSESSMENT (9611/L3)" with buttons "ENTER OUTCOMES (0 DONE, 144 LEFT)" and "NO OUTCOMES TO SUBMIT (0 SUBMITTED)". The second row is "LEVEL 3 QUALIFICATIONS JUNE 2017 SOCIAL CONTROL POLICY & PRACTICE CONTROL ASSESSMENT (9613/L3)" with buttons "VIEW SAMPLES" and "ALL OUTCOMES SUBMITTED (144)". The third row is "LEVEL 3 QUALIFICATIONS JUNE 2017 CHANGING AWARENESS OF CRIME CONTROL ASSESSMENT (9614/L3)" with buttons "ENTER OUTCOMES (43 DONE, 101 LEFT)" and "NO OUTCOMES TO SUBMIT (0 SUBMITTED) 101 OUTCOMES MISSING". The fourth row is "LEVEL 3 QUALIFICATIONS JUNE 2017 CRIME SCENE TO COURTROOM CONTROL ASSESSMENT (9615/L3)" with buttons "ENTER OUTCOMES (144 DONE, 0 LEFT)" and "SUBMIT OUTCOMES AND GENERATE SAMPLES (144)".

The 'view samples' facility will instantly become active.

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.

The screenshot shows the WJEC CBAC Level 3 Qualifications June 2017 Social Control Policy & Practice (9613/L3) Marksheet. The page includes a search bar, a table of candidates, and navigation buttons. An arrow points from the text above to the 'Sample' column in the table.

Candidate No	Name	Grade	Sample
7012	MONEY: XAVIER	Pass	<input checked="" type="checkbox"/>
7283	DRAWERS: CHESTER	Pass	<input checked="" type="checkbox"/>
7306	PRICE: LOIS	Pass	<input checked="" type="checkbox"/>
7395	PURB: SUE	Pass	<input checked="" type="checkbox"/>
7482	DROID: ANNE	Pass	<input checked="" type="checkbox"/>
7003	FOOTFORWARD: BESS	Distinction	<input checked="" type="checkbox"/>

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.

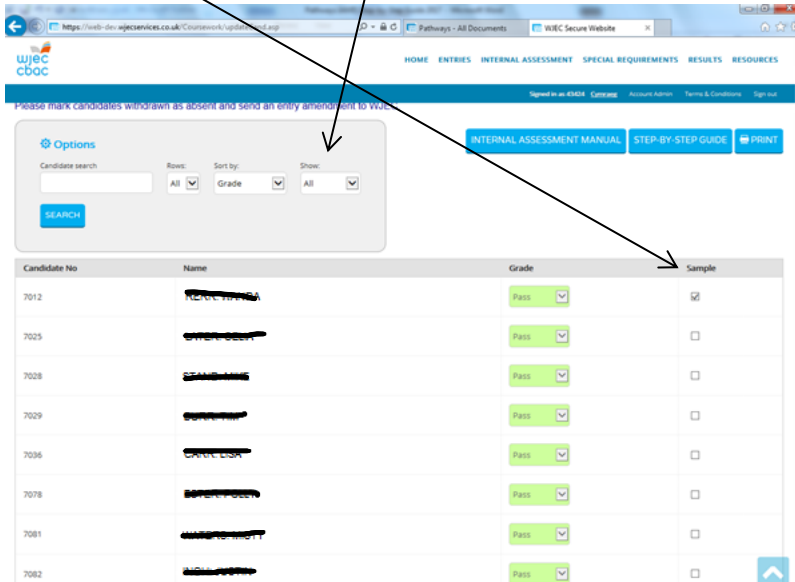
An explanatory note to the moderator must accompany the folders in such cases where the sample sent by the centre differs from the sample chosen by the system.

*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.

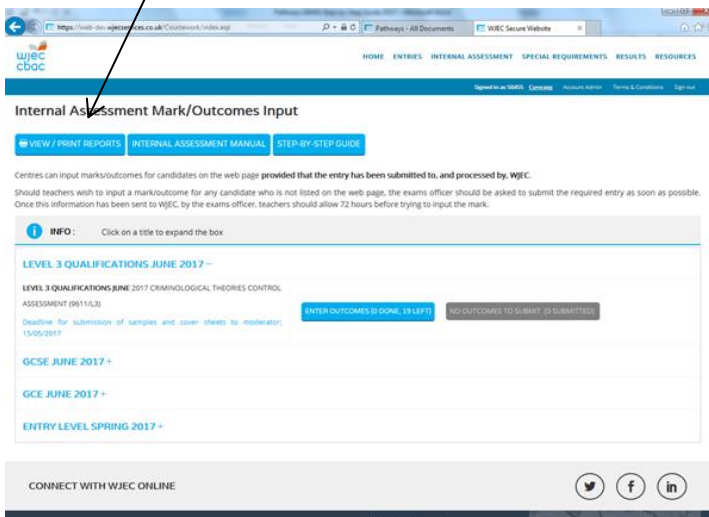


The screenshot shows the WJEC CBQC internal assessment interface. At the top, there is a navigation menu with options like HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. Below the menu, there is a search bar and a 'SEARCH' button. The main content area displays a table of candidates with columns for Candidate No, Name, Grade, and Sample. The 'Sample' column contains checkboxes, with the first one checked. The 'Grade' column shows 'Pass' for all candidates. There are also buttons for 'INTERNAL ASSESSMENT MANUAL', 'STEP-BY-STEP GUIDE', and 'PRINT'.

Candidate No	Name	Grade	Sample
7012	[REDACTED]	Pass	<input checked="" type="checkbox"/>
7025	[REDACTED]	Pass	<input type="checkbox"/>
7028	[REDACTED]	Pass	<input type="checkbox"/>
7029	[REDACTED]	Pass	<input type="checkbox"/>
7036	[REDACTED]	Pass	<input type="checkbox"/>
7078	[REDACTED]	Pass	<input type="checkbox"/>
7081	[REDACTED]	Pass	<input type="checkbox"/>
7082	[REDACTED]	Pass	<input type="checkbox"/>

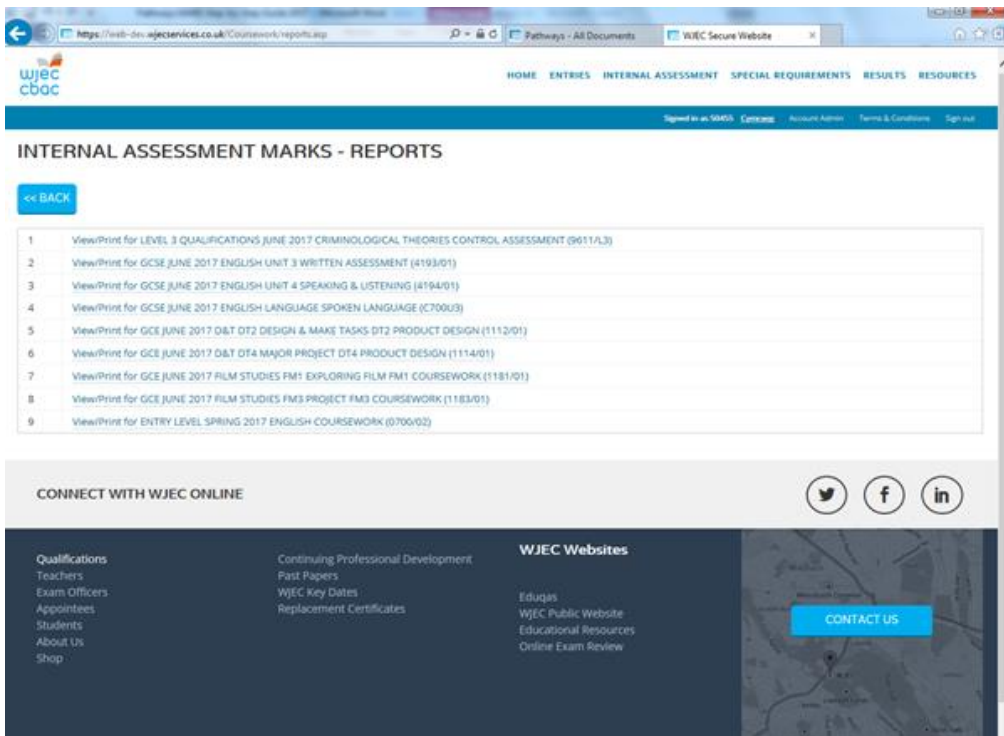
## Print Reports

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.

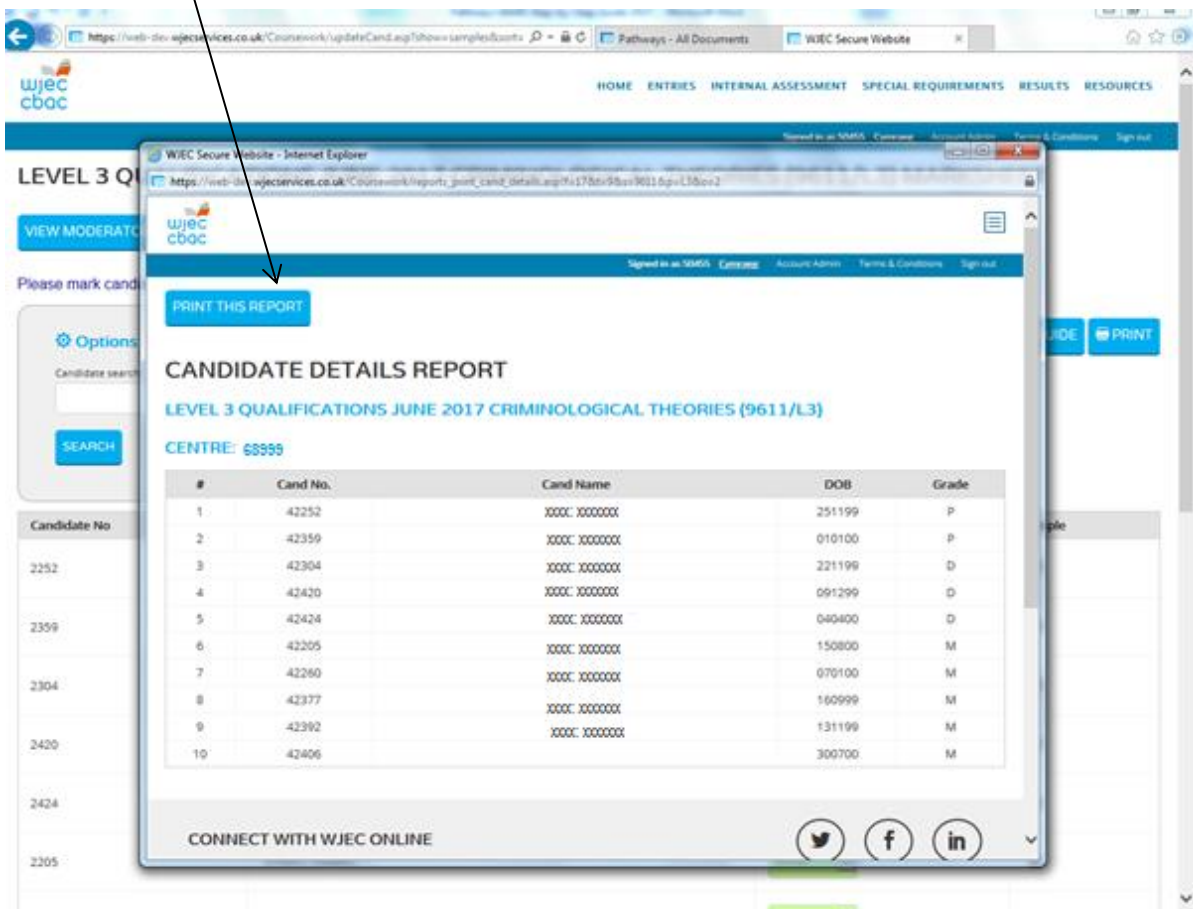


The screenshot shows the 'Internal Assessment Mark/Outcomes Input' screen. At the top, there is a navigation menu with options like HOME, ENTRIES, INTERNAL ASSESSMENT, SPECIAL REQUIREMENTS, RESULTS, and RESOURCES. Below the menu, there is a search bar and a 'SEARCH' button. The main content area displays the 'Internal Assessment Mark/Outcomes Input' section. There are buttons for 'VIEW / PRINT REPORTS', 'INTERNAL ASSESSMENT MANUAL', and 'STEP-BY-STEP GUIDE'. Below these buttons, there is a message: '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.' There is an 'INFO' section with a 'Click on a title to expand the box' instruction. Below this, there are sections for 'LEVEL 3 QUALIFICATIONS JUNE 2017 -', 'GCSE JUNE 2017 +', and 'ENTRY LEVEL SPRING 2017 +'. Each section has a 'Deadline for submission of samples and cover sheets to moderators:' and a 'Deadline for submission of samples and cover sheets to moderators:'. There are also buttons for 'ENTER OUTCOMES (0 DONE, 19 LEFT)' and 'NO OUTCOMES TO SUBMIT (0 SUBMITTED)'. At the bottom, there is a 'CONNECT WITH WJEC ONLINE' section with social media icons for Twitter, Facebook, and LinkedIn.





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.



## 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 Assessment Guide  
<https://www.wjec.co.uk/media/xpxovhrw/internal-assessment-a-guide-for-centres-2024.pdf>

### Internal Assessment Mark/Outcomes Input

VIEW / PRINT REPORTS

STEP-BY-STEP GUIDE



**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  to request an amendment.

## 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

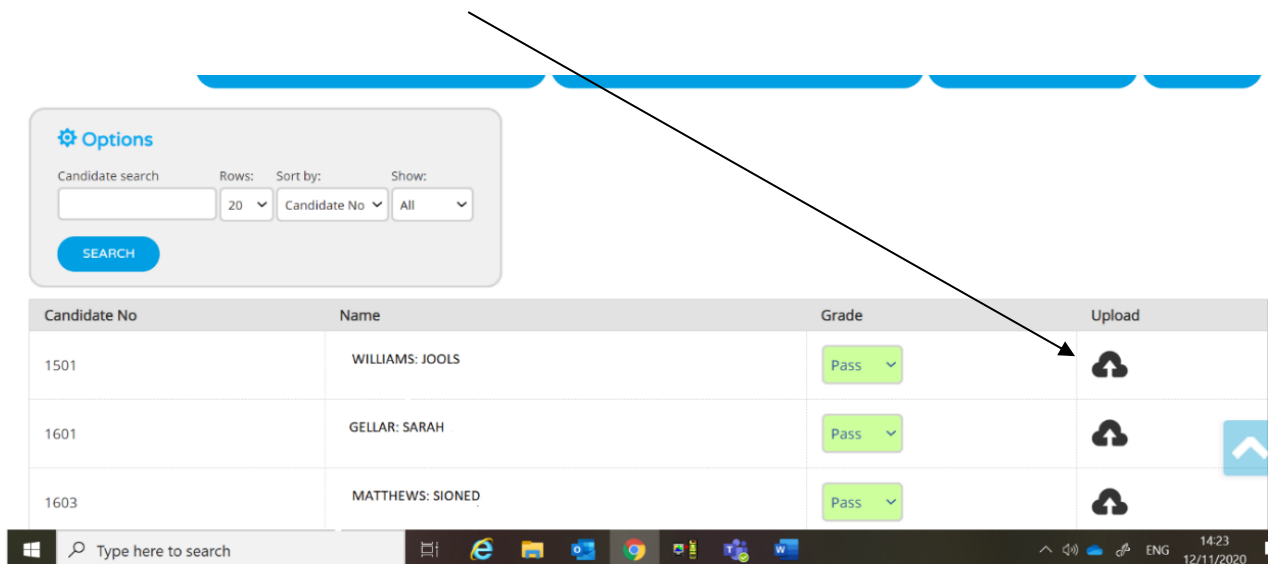
Centres are required to upload unit samples electronically via IAMIS.

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



The screenshot shows a web interface for uploading work. At the top left, there is an 'Options' panel with a search bar, 'Rows' set to 20, 'Sort by' set to 'Candidate No', and 'Show' set to 'All'. Below this is a table with the following columns: 'Candidate No', 'Name', 'Grade', and 'Upload'. The table contains three rows of data:

Candidate No	Name	Grade	Upload
1501	WILLIAMS: JOOLS	Pass	Upload icon
1601	GELLAR: SARAH	Pass	Upload icon
1603	MATTHEWS: SIONED	Pass	Upload icon

An arrow points from the text above to the 'Upload' column, specifically to the cloud upload icon in the first row. The bottom of the screenshot shows a Windows taskbar with the search bar, task icons, and system tray showing the time as 14:23 on 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 not 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

web-dev.wjecservices.co.uk/Coursework/index.asp

WJEC cbac

HOME ENTRIES INTERNAL ASSESSMENT SPECIAL REQUIREMENTS RESULTS RESOURCES JCQ CENTRE ADMIN PORTAL

Signed in as 52334 Cymraeg Account Admin Terms & Conditions Sign out

VIEW / PRINT REPORTS STEP-BY-STEP GUIDE

**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.

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

**ENTRY PATHWAYS JANUARY 2021 –**

ENTRY PATHWAYS JANUARY 2021 DEVELOPING COMMUNICATION SKILLS COURSEWORK (6051/E1)	VIEW SAMPLES	ALL OUTCOMES SUBMITTED (6)
ENTRY PATHWAYS JANUARY 2021 DEVELOPING READING SKILLS COURSEWORK (6052/E1)	VIEW SAMPLES	ALL OUTCOMES SUBMITTED (6)

This time click on the 'upload button



**Options**

Candidate search:

Rows: 20

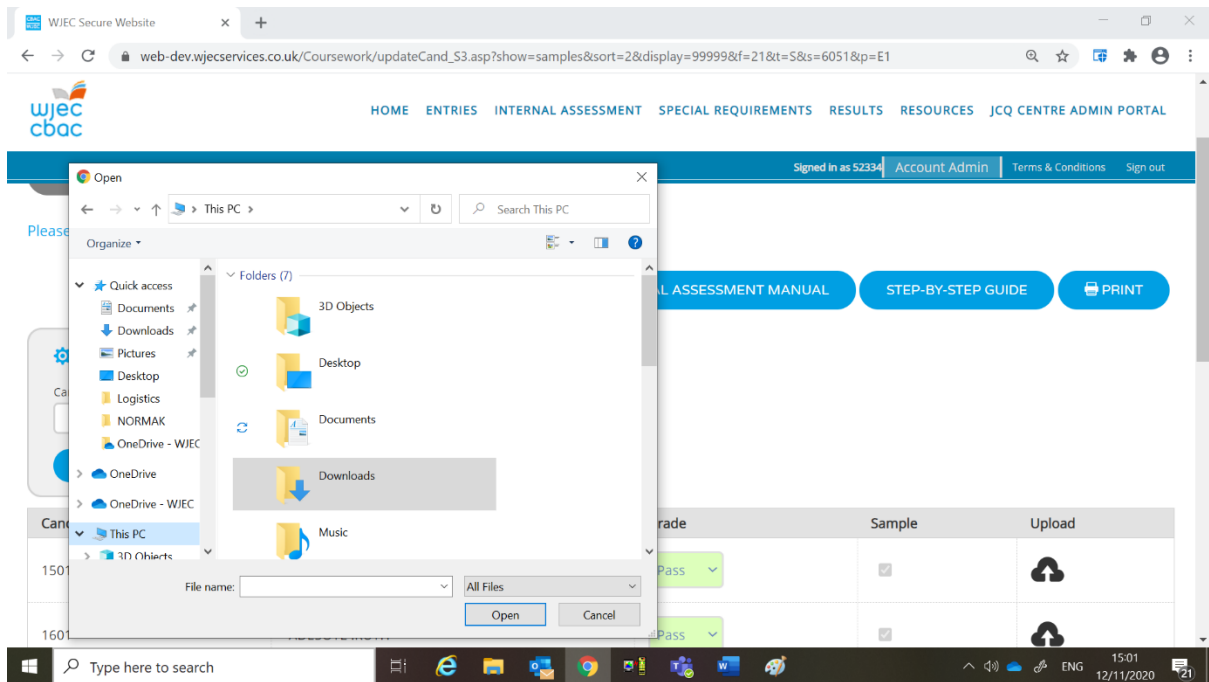
Sort by: Candidate No

Show: All

SEARCH

Candidate No	Name	Grade	Upload
1501	WILLIAMS: JOOLS	Pass	
1601	GELLAR: SARAH	Pass	
1603	MATTHEWS: SIONED	Pass	

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

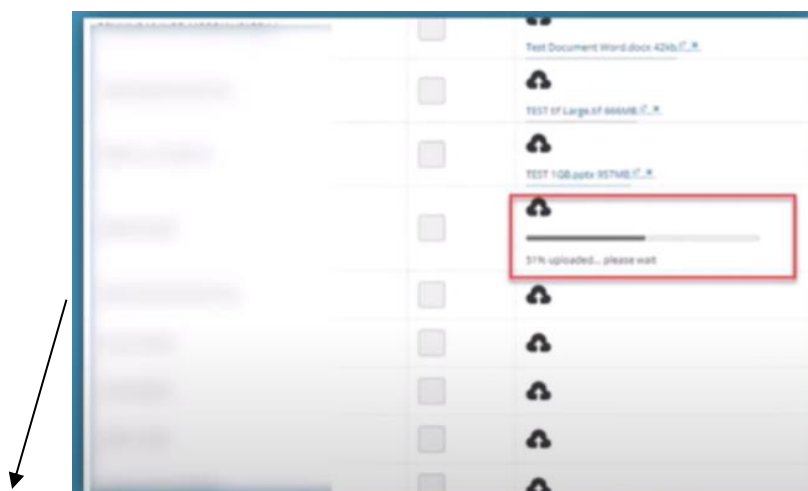


The files that have been uploaded will be displayed against the candidate underneath the upload button. If the files do not appear please contact WJEC



**N.B. The upload will accept any type of file (i.e. word, jpeg, mp3, PowerPoint). 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 [e-submission-iamis-upload-subject-guide-2024.pdf \(wjec.co.uk\)](#)

**INFO :** Work for this assessment is uploaded online (E-Submission) using upload facility below. Here is a guide on [subject specific requirements](#). Large files will take time to upload, please upload one file at a time and do not navigate away from the page until the file name displays onscreen. We recommend files uploaded should be below 600MB.

[WJEC INTERNAL ASSESSMENT MANUAL](#) [EDUQAS INTERNAL ASSESSMENT MANUAL](#) [STEP-BY-STEP GUIDE](#) [PRINT](#)


**Options**

Candidate search:

Rows: All | Sort by: Mark | Show: Samples

[SEARCH](#)

### Grouped/Admin Upload Function



Testing document.docx 13kb \*  
IAMIS Testing January 2025.xlsx 9kb \*

Candidate No	Name	Mark (Max:60)	Clerical Error	Sample
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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**

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 '[View Moderators Report](#)' 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](mailto:pathways@wjec.co.uk)

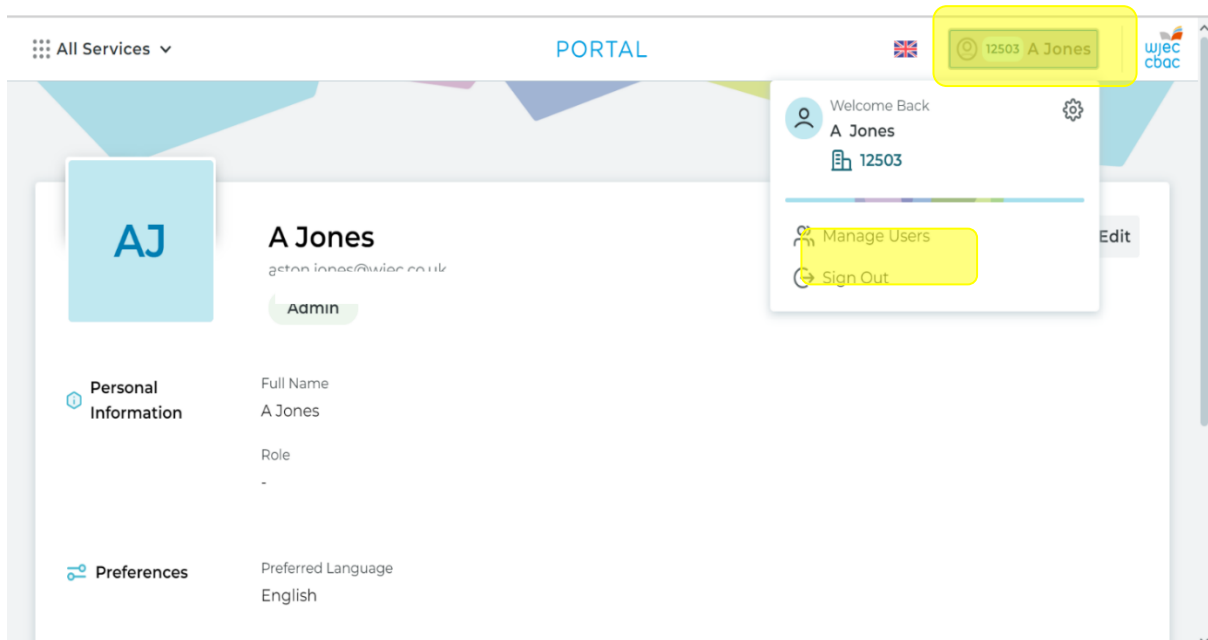
Telephone: 029 2026 5444



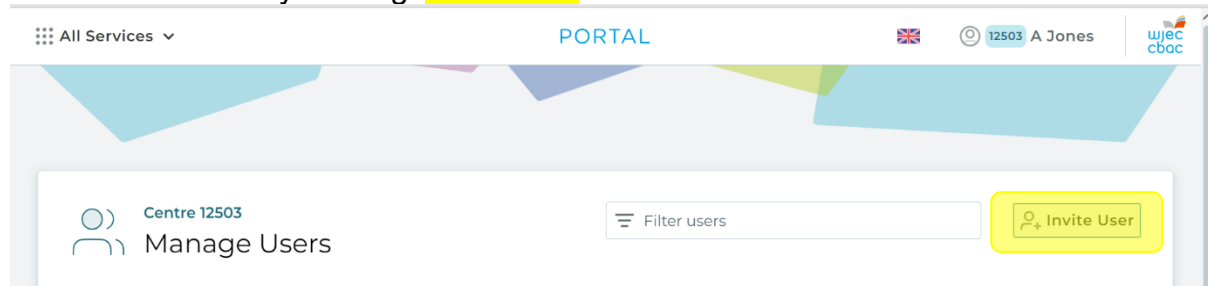
## Appendix 1 – Inviting Admin/ User accounts.

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.

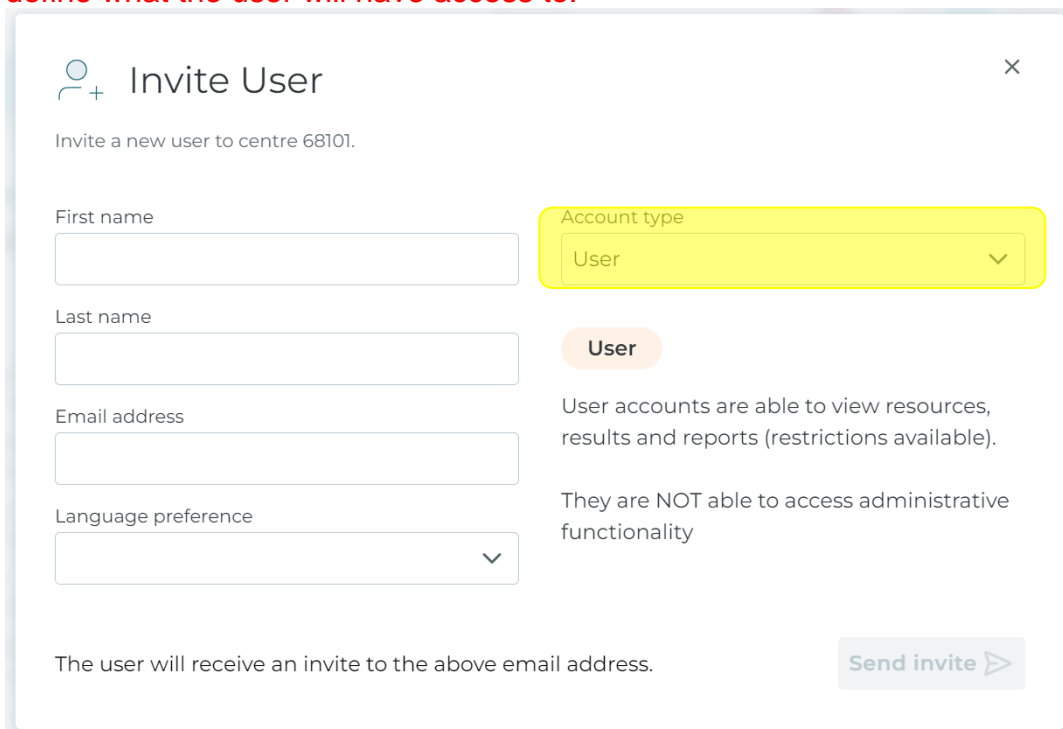


Invite a new user by clicking '**Invite User**'.



Input the user's details, including their name, language preference, and the email address that you want their invite to be sent to.

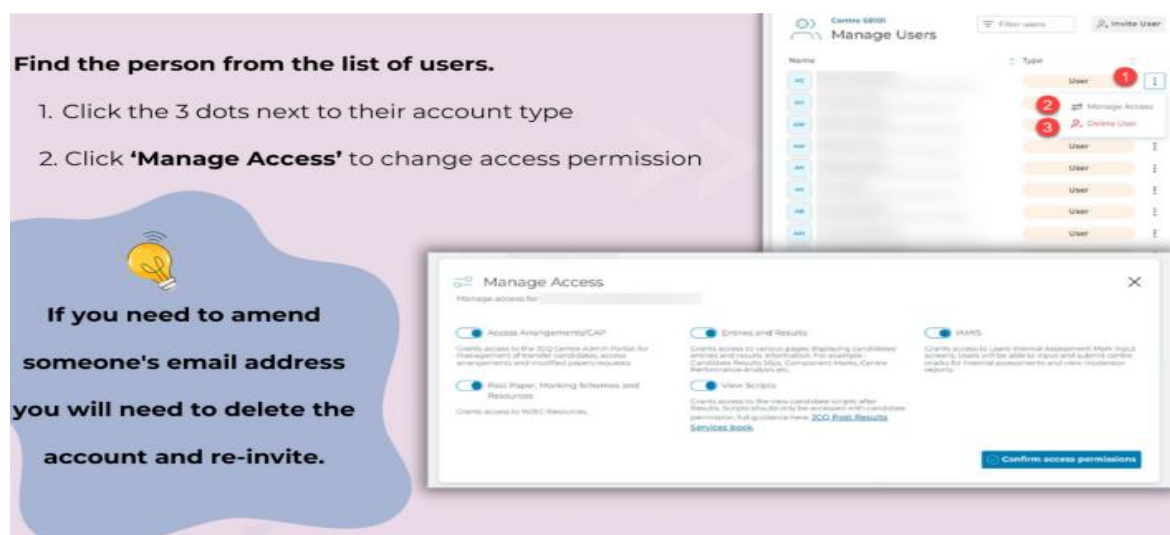
Please ensure you select the correct 'Account Type' when inviting a user, as this will define what the user will have access to.



## 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.




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

### Invite User ✕

Invite a new user to centre 68101.

First name	Account type
<input type="text" value="Joe"/>	<input data-bbox="774 533 1260 589" type="text" value="User"/>
Last name	<b>User</b>
<input type="text" value="Bloggs"/>	User accounts are able to view resources, results and reports (restrictions available).
Email address	They are NOT able to access administrative functionality
<input type="text" value="j.bloggs@wjec.co.uk"/>	
Language preference	
<input data-bbox="242 846 727 902" type="text" value="English"/>	

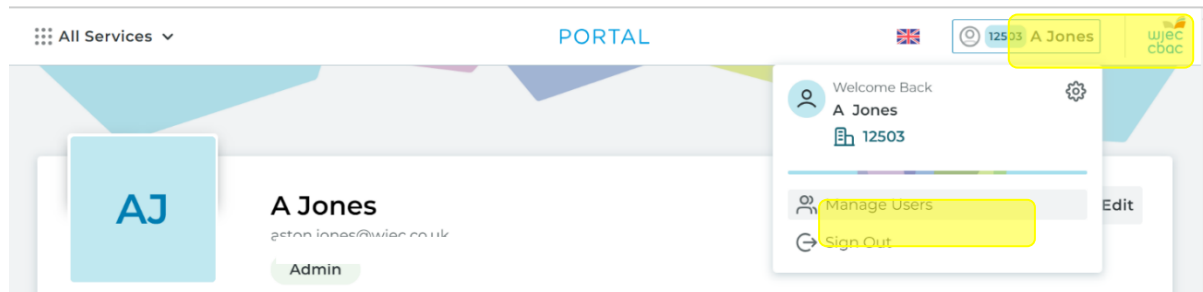
The user will receive an invite to the above email address.

**Send invite** 

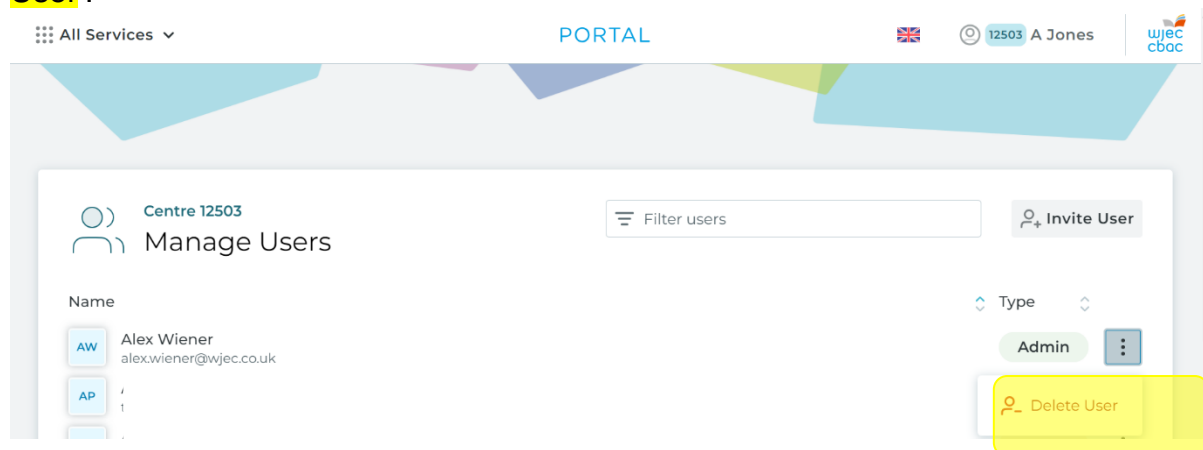
This new user that you have invited will receive an email containing a temporary password, which will allow them to set up their account.

# 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'**.



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'**.



## Appendix 2

### What subjects require E-submission

#### Pathways

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

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

	Level 1/2 Vocational Award in Global Business Communication Spanish	5899/U1 5899/U2 5899/U3	Unit 1 Unit 2 Unit 3
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### Applied Certificates and Diplomas (Level 3)

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



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

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

## WBQ and Extended Project

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

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

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

<b>Suite</b>	<b>Qualification</b>	<b>Unit/Subject Code</b>	<b>Unit Name</b>
	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](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