

E-Submission Process (Surpass)

Subject Guide - 2025

GCSE / GCE / HEALTH AND SOCIAL CARE, AND CHILDCARE / VOCATIONAL AWARD (TECHNICAL AWARD)/ APPLIED CERTIFICATES AND DIPLOMAS

This booklet outlines the subject specific requirements for each subject using e-Submission (Surpass) for 2025, as well as the recommended file types to use and maximum file sizes when uploading work.

The booklet is divided into internally assessed and externally assessed units/components, and by level of qualification.

It also contains brief advice relating to the upload process. For more detailed step by step advice please read [E-Submission Process – Centre Guide 2024 – 2025](#).

To access the invigilate tab and retrieve candidates keycodes, login to <https://wjec.Surpass.com/Login>.

To upload candidate work, visit <https://wjec.Surpass.com/secureassess/htmldelivery> and use the relevant keycode (n.b. no username and password are required to upload work).

Login details can be shared with other colleagues within the centre, at the account holder's discretion. **Secondary accounts cannot be created.**

Contents

Preparing for e-Submission.....	3
Prior to e-Submission.....	3
Uploading work through Surpass	3
Further information & Contacts.....	4
GCSE Externally Assessed Subjects	5
Drama (WJEC).....	5
Drama (Eduqas).....	6
French, German and Spanish (WJEC).....	7
French, German and Spanish (Eduqas).....	8
GCE Externally Assessed Subjects	10
A Level Drama and Theatre (WJEC).....	10
A Level Drama and Theatre (Eduqas).....	11
A Level French, German and Spanish (WJEC).....	12
A Level French, German and Spanish (Eduqas).....	14
AS French, German and Spanish (WJEC).....	16
AS French, German and Spanish (Eduqas).....	17
AS Level French, German and Spanish (Eduqas).....	18
AS / A Level Music (WJEC).....	19
AS / A Level Music (Eduqas).....	19
Health and Social Care, and Childcare	21
Vocational Award (Technical Award) Externally Assessed Subjects.....	22
Performing Arts (Technical Award).....	22
Level 3 Applied Certificates and Diplomas Externally Assessed Subjects	23
Level 3 Applied Extended Certificate in Tourism	23
Level 3 Applied qualifications in Sport.....	24

Preparing for e-Submission

The following steps must be undertaken to ensure the smooth running of the e-Submission process.

Prior to e-Submission

For all components

A Surpass account is allocated to the Exams Officer within your centre. To access Surpass, visit <https://wjec.Surpass.com/Login>.

If your Exams Officer has a Surpass account, the same Username and Password should be used. If these details have been forgotten, please select 'Can't access your account' on the Surpass homepage.

If your centre has a new Exams Officer, or you are entering an e-Submission subject for the first time a new account will be created.

- An email will be sent to the Exams Officer within the centre the term before the series of submission.
- To ensure your centre receives this email, please add 'noreply@Surpass.com' to your contacts. In addition, please check your junk folder.
- A username will already be allocated to the centre. A password and security question will need to be created.
- To complete set up the account follow the instructions in the email.
- Once completed, these login details can be shared with other colleagues within the centre, at the account holder's discretion. **Secondary accounts cannot be created.**

Externally marked units/components

1. Keycodes for the entered cohort will be available in the invigilate tab of Surpass prior to the deadline for submission.
2. To access the invigilate tab and retrieve candidates keycodes, login to <https://wjec.Surpass.com/Login>.

Uploading work through Surpass

To upload candidate work, visit <https://wjec.Surpass.com/secureassess/htmldelivery> and use the relevant keycode (n.b. no username and password are required to upload work).

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@eduqas.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.eduqas.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: <ul style="list-style-type: none"> • 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 accepted	mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

Drama (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)	C690U20
Subject(s)	Drama Component 2 (Eduqas)
Details	Practical work for all candidates must be submitted via Surpass
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form (tab 1.1) • Programme Proforma (tab 1.1) • Recording of the performances for all candidates • Artistic Intentions for all candidates.
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 accepted	mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

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 e-submission@wjec.co.uk e-submission@Eduqas.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.Eduqas.co.uk/qualifications

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)	3800U10, 3800UA0 3820U10, 3820UA0 3810U10, 3810UA0
Subject(s)	French/German/Spanish WJEC Unit 1 Foundation / Higher Tier
Details	<p>Before the assessments The centre must download:</p> <ul style="list-style-type: none"> • The MFL Centre Form from the subject page of the public website • The list of the oral card set allocations for each candidate from the secure website. <p>Conducting the assessments</p> <ul style="list-style-type: none"> • Candidates are required to use the allocated set of oral cards as listed in the oral card allocation list. (Secure website) • The MFL Centre Form must be completed by the teacher and candidate immediately following each assessment. • Further details on how to conduct the speaking examination can be found on the subject page of the WJEC public website. <p>File naming Each sound file must be labelled as follows: GCSE WJEC French/German/Spanish, FT / HT, candidate name, candidate number.</p> <p>After the assessments</p> <ol style="list-style-type: none"> 1. Centres must upload the audio files within 48 hours or two working days of the speaking assessments taking place. These should be in mp3 format. 2. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please indicate on the online submission form which set was used for the candidate. 3. The MFL Centre Form and the set allocation list must be scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several documents can be uploaded using the same key code if the Centre Form or set list needs to be copied for different teaching groups or teachers. 4. Please use the separate teacher/administration keycodes for each language.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • The candidate's recording correctly labelled • The set allocation list and 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

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)	French/German/Spanish (Eduqas) Component 1
Details	<p>Before the assessments The centre must download:</p> <ul style="list-style-type: none"> • The MFL Centre Form from the subject page of the Eduqas public website • The list of the oral card set allocations for each candidate from the WJEC secure website. <p>Conducting the assessments</p> <ul style="list-style-type: none"> • Candidates are required to use the allocated set of oral cards as listed in the oral card allocation list. (Secure website) • The MFL Centre Form must be completed by the teacher and candidate immediately following each assessment. • Further details on how to conduct the speaking examination can be found on the subject page of the Eduqas public website. <p>File naming Each sound file must be labelled as follows: GCSE Eduqas French/German/Spanish, FT / HT, candidate name, candidate number.</p> <p>After the assessments</p> <ol style="list-style-type: none"> 1. Centres must upload the audio files within 48 hours or two working days of the speaking assessments taking place. These should be in mp3 format. 2. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please indicate on the online submission form which set was used for the candidate. 3. The MFL Centre Form and the set allocation list must be scanned (where necessary) and uploaded to Surpass after the final assessment has taken place. An additional teacher/administrator key code is provided for this. Several documents can be uploaded using the same key code if the Centre Form or set list needs to be copied for different teaching groups or teachers. 4. Please use the separate teacher/administration keycodes for each language.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • The candidate's recording correctly labelled • The set allocation list and 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

E-Submission Process (Surpass) Subject Guide – 2025 V1

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](#)

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

GCE Externally Assessed Subjects

A Level Drama and Theatre (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)	1690U30
Subject(s)	Drama and Theatre Unit 3
Details	Practical work and Process and Evaluation Reports for all candidates must be submitted via Surpass within a week of the performance.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form (tab 1.1) • Programme Proforma (tab 1.1) • Recording of both performances for all candidates • Process and Evaluation reports for all candidates • Declaration Form.
Submit work for	All candidates. One keycode provided. Within each tab, please upload the group performance and all written work and marksheets for the 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 – Text/Devised - title of piece eg. Group One – Devised - Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Process and Evaluation Report
File types accepted	mp4, mkv, doc, zip, pdf
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

A Level Drama and Theatre (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)	A690U20
Subject(s)	Drama and Theatre Component 2
Details	Practical work and Process and Evaluation Reports for all candidates must be submitted via Surpass within a week of the performance date.
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Centre Approval Form (tab 1.1) • Programme Proforma (tab 1.1) • Recording of both performances for all candidates • Process and evaluation report for all candidates • Declaration Form.
Submit work for	All candidates. One keycode provided. Within each tab please upload the group performance and all written work and marksheets for the 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 – Text/Devised - title of piece eg. Group One – Devised - Peer Pressure Please use the following file name convention for written work: Candidate name – candidate number – type of work /evidence eg. Joe Bloggs – 1234 – Process and Evaluation Report
File types accepted	mp4, mkv, doc, zip, pdf
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

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 e-submission@wjec.co.uk e-submission@Eduqas.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.Eduqas.co.uk/qualifications

E-Submission Process (Surpass) Subject Guide – 2025 V1

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	<p>The MFL Centre Form along with details on running the examination are available on the subject specific pages on the WJEC website.</p> <p>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.</p> <p>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.</p>
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> • 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 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	<u>https://www.wjec.co.uk/qualifications</u> <u>https://www.Eduqas.co.uk/qualifications</u>

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	<p>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.</p> <p>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.</p>
To be uploaded	<p>The following must be submitted by the external examiner:</p> <ul style="list-style-type: none"> The candidate's recording. <p>The following must be submitted by the centre:</p> <ul style="list-style-type: none"> 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

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	<u>https://www.wjec.co.uk/qualifications</u> <u>https://www.Eduqas.co.uk/qualifications</u>

AS 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)	2800U10-1 2800N10-1 2820U10-1 2820N10-1 2810U10-1 2810N10-1
Subject(s)	AS French/German/Spanish WJEC Unit 1
Details	<p>The MFL Centre Form along with details on running the examination are available on the subject specific pages on the WJEC website.</p> <p>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: AS French/German/Spanish, candidate name, candidate number. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please indicate on the MFL Centre Form which of the three cards was used for the candidate.</p> <p>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. 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.</p>
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> • The candidate's recording • 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

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 e-submission@wjec.co.uk e-submission@Eduqas.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.Eduqas.co.uk/qualifications

AS 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 Centre conducted, externally marked
Details	<p>The oral cards must be allocated to candidates using the formula supplied in the grid contained in the <i>Instructions for Teacher-Examiners</i> document available on the <i>Non-Exam Assessment – Speaking</i> tab of the language webpage. The MFL Centre Form along with details on running the examination are available on the subject specific pages on the Eduqas website.</p> <p>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: AS French / German / Spanish, candidate name, candidate number. Each candidate's work should be uploaded using the individual candidate keycode. When uploading the work for each candidate, please indicate on the MFL Centre Form which cards were used for that candidate.</p> <p>Before the assessments take place, the centre must download the MFL Centre Form from the subject page of the website. The 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. 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.</p>
To be uploaded	<p>The following must be submitted:</p> <ul style="list-style-type: none"> • The candidate's recording • 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

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	<p>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.</p> <p>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.</p>
To be uploaded	<p>The following must be submitted by the external examiner:</p> <ul style="list-style-type: none"> The candidate's recording <p>The following must be submitted by the centre:</p> <ul style="list-style-type: none"> 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

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 e-submission@wjec.co.uk e-submission@Eduqas.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.Eduqas.co.uk/qualifications

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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

AS / A Level Music (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)	B660U20 A660U20 (Option A) A660U50 (Option B)
Subject(s)	GCE AS Music Component 2 (Eduqas) GCE A Music Component 2 Option A (Eduqas)
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • Audio file of each composition • Score/lead sheet of each composition • A signed candidate composing log.
Subject(s)	GCE A Music Component 2 Option B (Eduqas)
To be uploaded	The following must be submitted: <ul style="list-style-type: none"> • 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

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](#)

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

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: <ul style="list-style-type: none"> • 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 <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 e-submission@wjec.co.uk e-submission@Eduqas.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.Eduqas.co.uk/qualifications

Vocational Award (Technical Award) Externally Assessed Subjects

Performing Arts (Technical Award)

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)	5639U3
Subject(s)	Performing Arts Unit 3
Details	Preparing evidence in a compressed zip file per candidate will reduce the number of files you will need to upload. There is an upload limit of 10 individual files per candidate.
To be uploaded	For each candidate in your cohort you should upload the evidence for Tasks 1-7 In addition the following admin documents must be included: <ul style="list-style-type: none"> - Candidate Declaration - Candidate Time Record Sheet - Unassessed Participant Declaration Sheet (if applicable) Please take care when uploading work to ensure that all tasks have been included. If tasks are missing, then examiners will have to assume that work has not been completed and mark as zero for that task. If there is no work to submit for a candidate, then please still upload a Time Record Sheet which indicates this.
Submit work for	Cohort
File types accepted	mp3, mp4, mkv, wav, aiff, aif, aifc, doc, pdf, txt, PPT (in a zip file)
Max upload file size (MB)	600- 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 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 e-submission@wjec.co.uk e-submission@Eduqas.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.Eduqas.co.uk/qualifications

Level 3 Applied Certificates and Diplomas Externally Assessed Subjects

Level 3 Applied Extended Certificate in Tourism

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)	4803U2
Subject(s)	Unit 2 – Wales as a Tourist Destination Unit 9 – Ireland as a Tourism Destination
Details	Files should be zipped to be submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, e.g. 4803U6-99977-24403-Anne Example
To be uploaded	For each candidate in the sample, upload one document of evidence containing: <ul style="list-style-type: none"> • Admin: Candidate Pack which includes Candidate Declaration Form and Candidate Time Record Sheet • Evidence: Presentation of findings merged into one document
Submit work for	Whole cohort
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 - per candidate

* Unit 2 is not available to centres in Northern Ireland

** Unit 9 not available to centres in Wales

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 e-submission@wjec.co.uk e-submission@Eduqas.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.Eduqas.co.uk/qualifications

E-Submission Process (Surpass) Subject Guide – 2025 V1

Level 3 Applied qualifications in Sport

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)	4923UB, 4923NB, 4923UE, 4923NE
Subject(s)	Unit 2 Improving sporting performance Unit 11 Sports psychology
Details	<u>Evidence for the external assessment for all candidates along with the relevant documentation must be uploaded. Using the candidate keycodes submitted via Surpass.</u> The window for the completion of controlled assessment and upload is the first Monday in May until last Friday before May half term.
To be uploaded	The following must be submitted: The evidence of all the Assessment Criteria for every candidate. This evidence will include all the evidence produced in the controlled assessment, including written work, presentations, audio-visual recordings The declaration sheets of each candidate including the authentication and time sheets.
Submit work for	all
File types accepted	word, pdf, ppt, mp3
Advisable maximum upload file size (MB)	600 - 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 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 e-submission@wjec.co.uk e-submission@Eduqas.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.Eduqas.co.uk/qualifications