E-submission (IAMIS* upload)

Subject Guide 2024

This booklet outlines the subject specific requirements for each subject using e-submission (IAMIS upload) in 2024, as well as the recommended file types and maximum file sizes when uploading work.

It also contains brief advice relating to the upload process. For more detailed step by step advice please read Internal Assessment Mark Input System Step-by-Step Guides.

*IAMIS – internal assessment mark input system available on the secure website, which requires a secure website login, available from the centre's Exams Officer.

Version 1

Contents

E-submission ... 3

Preparing for e-submission (IAMIS upload) ... 3

Prior to e- submission (IAMIS upload) ... 3

Uploading work through e-submission (IAMIS upload) ... 3

Further information & Contacts ... 4

Entry Pathways ... 5

Additional English ... 5

Healthy Living and Fitness ... 7

Humanities ... 8

ICT Users ... 9

Independent Living ... 10

Mathematics ... 11

Personal and Social Development ... 12

Personal Progress ... 13

Preparing for Work ... 14

Science Today ... 15

Welsh Second Language ... 16

Entry Level – Internally Assessed ... 17

Mathematics Numeracy ... 17

Science ... 19

Pathways Modern Languages ... 19

French, German, Spanish, Italian, Mandarin, Japanese ... 20

Cymraeg Gwaith ... 21

Cymraeg Gwaith / Work Welsh ... 21

Vocational Awards– Internally Assessed ... 22

Constructing the Built Environment (Wales) ... 22

Creative and Media ... 23

Event Operations ... 24

Tourism ... 25

Vocational Awards (Technical Awards) – Internally Assessed ... 26

Construction and the Built Environment (England) ... 26

Construction and the Built Environment (England) ... 27

Engineering ... 28

Health and Social Care (England) ... 29

Hospitality and Catering 30
ICT 31
Retail Business 32
Level 3 Applied Certificates and Diplomas – Internally Assessed 33
Business (Legacy) 33
Criminology 35
Food Science and Nutrition 36
Food Science and Nutrition 37
Health and Social Care (England) 38
Medical Science 39
Medical Science 40
Professional Construction Practice 41
Tourism (Legacy) 42
Business (NEW) 43
Tourism (NEW) 44
Tourism (NEW) 45
Tourism (NEW) 46
Level 1/ Level 2 General – Internally Assessed 47
Level 1 Certificate in Latin 47
Level 2 Children's Care, Play, Learning and Development: Practice and Theory (Wales) 50
Level 3 Children's Care, Play, Learning and Development: Practice and Theory (WJEC) 50
GCE – Internally Assessed 52
Built Environment (WJEC) 52
Health and Social Care, and Childcare (WJEC) 53
GCSE – Internally Assessed 54
Built Environment (WJEC) 54
Built Environment (WJEC) 56
Food and Nutrition (WJEC) 57
Food Preparation and Nutrition (Eduqas) 57
English Language (Eduqas) 58

E-submission

Preparing for e-submission (IAMIS upload)

1. Centres are advised to prepare for electronic submission by storing internal assessment work electronically and scanning all candidate work in advance of the submission deadlines.
2. When scanning evidence, all pages of work, candidate authentication sheets and/ or cover sheets please ensure these are in chronological order and the correct way around.
3. Please do not use any 'special characters' when saving work.

Prior to e- submission (IAMIS upload)

1. Marks will need to be input and submitted for the relevant internally assessed units/components on the Internal Assessment Mark Input Screen, IAMIS, available on the WJEC secure website www.wjecservices.co.uk .
2. Once the marks have been submitted, IAMIS instantly generates the sample. Therefore, in order to meet your subject's submission of work deadline, marks should be submitted at least 72hrs before the published deadline.

Uploading work through e-submission (IAMIS upload)

1. Alongside each candidate in the sample, you will see the upload button.
2. Click on the button and you will be able to choose the file(s) you wish to upload.
3. Select your chosen file(s) and click 'open'.
4. The file(s) that have been uploaded will be displayed against the candidate.
5. Information on the types of files and what needs to be uploaded are given below.
6. Further information on uploading is available in the Internal Assessment Mark Input System Step-by-Step Guides.

NB: Each subject has an advisable maximum upload file size. Although the function imposes no size limit, anything over a GB is difficult in terms of upload and download as it will take time for the function to process the request. 1GB on normal broadband speeds will take up to 15 minutes to upload. There is an initial progress bar, you should not leave the web page or upload another document until the document you are uploading shows named under the upload icon.

Further information & Contacts

More detailed information about uploading candidate work	Internal Assessment Mark Input System Step-by-Step Guides.
Key dates and deadlines for submission	Key Dates & Timetables webpage
Subject guidance is given below. For further 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

Entry Pathways

Additional English

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)	**6007A2 – Award (Entry 2)** **6007C2 – Certificate (Entry 2)** **6007A3 – Award (Entry 3)** **6007C3 – Certificate (Entry 3)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6007A2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • A completed WJEC Assessment Record – relevant to the unit and entry level with numbered page references • A completed Candidate Declaration Sheet • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record • A Witness Statement (if appropriate) – this should relate to the individual candidate, not to a group of candidates and should give specific details on how the assessment criteria was demonstrated/ achieved and not just provide an outline of the task The unit specific assessment record templates and declaration sheets can be found on the Additional English Subject page under the 'Key Documents' tab and then the section for 'Non-Exam Assessment' (Additional English Entry Pathways | WJEC). This evidence should be combined into one PDF, Word or PowerPoint file per candidate. Please do not upload multiple documents per candidate.
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

Creative, Media and Performance Arts

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)	**6006A2 – Award (Entry 2)** **6006C2 – Certificate (Entry 2)** **6006D2 – Diploma (Entry 2)** **6006A3 – Award (Entry 3)** **6006C3 – Certificate (Entry 3)** **6006D3 – Diploma (Entry 3)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6006A2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **ONE document of evidence (not multiple jpegs),** containing: • A completed Candidate Authentication Sheet • A completed WJEC Assessment Record and GDPR consent form– relevant to the unit and entry level (Art and Design Assessment Records, Design and Technology Assessment Records, Drama Assessment Records, Media Assessment Records, Music Assessment Records) • • A completed GDPR Form for each subject (Art and Design GDPR form, Design and Technology GDPR Form, Drama GDPR form, Media GDPR form, Music GDPR Form) • Candidate work – in **ONE** document, marked and annotated to reflect Assessment Criteria noted in the Assessment Record. Please ensure that all images used in the document are orientated correctly and of a suitable size for viewing. A Witness Statement (if appropriate) – this should relate to the individual candidate, not to a group of candidates.
Submit work for	Sample
File types accepted	word, pdf, ppt For drama, media and music units, AV files, MP3 and MP4 are also accepted.
Advisable maximum upload file size (MB)	600 – per candidate

Healthy Living and Fitness

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)	**6011A2 – Award (Entry 2)** **6011C2 – Certificate (Entry 2)** **6011A3 – Award (Entry 3)** **6011C3 – Certificate (Entry 3)**
Subject(s)	All units (Except practical units)
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6011-A2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Authentication sheet** - only ONE per candidate is required provided all units for which (s)he has been entered. • **Internal Verification** – One for each candidate • **Transcript** - Ensure these are individual to each candidate. This evidence should be combined into one PDF, Word, or PowerPoint file per learner. Please do not upload multiple documents per candidate.
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

NB: Practical units will be assessed by a visiting moderator and do not require upload of files.

Humanities

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)	**6005A2 – Award (Entry 2)** **6005C2 – Certificate (Entry 2)** **6005D2 – Diploma (Entry 2)** **6005A3 – Award (Entry 3)** **6005C3 – Certificate (Entry 3)** **6005D3 – Diploma (Entry 3)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname**, e.g. 6005-E2-99977-24403-Anne Example**
To be uploaded	In each unit, for each level (E2 or E3), for each of the candidates identified in the sample create a single pdf or word document that contains the following: • A completed Candidate Declaration Sheet. • A completed WJEC Assessment Record – relevant to the unit and entry level. • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record. • A Witness Statement (if appropriate) – this should relate to the individual candidate, not to a group of candidates. If you are uploading an MP3 or audio file as well, please use the same naming convention as noted above, but add 'MP3' or 'Audio' after the candidate's name to the upload, i.e. 6237-E3-99977-24403-Anne Example-MP3
Submit work for	Sample
File types accepted	word, pdf, ppt, mp3
Advisable maximum upload file size (MB)	600 – per candidate

ICT Users

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)	**6010A1 – Award (Entry 1)** **6010C1 – Certificate (Entry 1)** **6010A2 – Award (Entry 2)** **6010C2 – Certificate (Entry 2)** **6010A3 – Award (Entry 3)** **6010C3 – Certificate (Entry 3)** **6010A4 – Award (Level 1)** **6010C4 – Certificate (Level 1)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, e**.g. 6010-A1-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence, containing: • **Admin** Candidate authentication sheet Assessment record Witness Statement, where appropriate • **Evidence** All evidence per unit merged into one file including annotation
Submit work for	Sample
File types accepted	word, pdf, ppt, mp3, png/jpeg if scanned
Advisable maximum upload file size (MB)	600 – per candidate

Independent Living

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)	**6002A2 – Award (Entry 2)** **6002C2 – Certificate (Entry 2)** **6002D2 – Diploma (Entry 2)** **6002A3 – Award (Entry 3)** **6002C3 – Certificate (Entry 3)** **6002D3 – Diploma (Entry 3)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6002-A2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Admin** Candidate authentication sheet Assessment record • **Evidence** All evidence per unit merged into one file including annotation
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

Mathematics

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)	**6009A2 – Award (Entry 2)** **6009C2 – Certificate (Entry 2)** **6009A3 – Award (Entry 3)** **6009C3 – Certificate (Entry 3)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6009-A2-99977-24403-Anne Example**
To be uploaded	In each unit, for each level (E2 or E3), For each candidate in the sample, upload **one** document of evidence containing: • A completed Candidate Declaration Sheet. • A completed WJEC Assessment Record – relevant to the unit and entry level (E2 or E3). • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record.
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Personal and Social Development

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)	**6001A2 – Award (Entry 2)** **6001C2 – Certificate (Entry 2)** **6001A3 – Award (Entry 3)** **6001C3 – Certificate (Entry 3)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6001-A2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Authentication sheet** - only ONE per candidate is required provided all units for which (s)he has been entered. • **Internal Verification** – One for each candidate • **Transcript** - Ensure these are individual to each candidate. This evidence should be combined into one PDF, Word or PowerPoint file per candidate. Please do not upload multiple documents per candidate.
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

Personal Progress

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)	**6000A1 – Award (Entry 1)** **6000C1 – Certificate (Entry 1)** **6000D1 – Diploma (Entry 1)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6000-A1-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: **Authentication sheet** - only ONE per candidate is required provided all units for which (s)he has been entered. **Internal Verification** – One for each candidate **Transcript** - Ensure these are individual to each candidate. This evidence should be combined into one PDF, Word or PowerPoint file per candidate. Please do not upload multiple documents per candidate.
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

Preparing for Work

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)	**6003A2 – Award (Entry 2)** **6003C2 – Certificate (Entry 2)** **6003D2 – Diploma (Entry 2)** **6003A3 – Award (Entry 3)** **6003C3 – Certificate (Entry 3)** **6003D3 – Diploma (Entry 2)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6003-A3-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • Candidate Authentication sheet • Assessment record • All evidence per unit merged into one file including annotation
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

Science Today

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)	**6004A2 – Award (Entry 2)** **6004C2 – Certificate (Entry 2)** **6004D2 – Diploma (Entry 2)** **6004A3 – Award (Entry 3)** **6004C3 – Certificate (Entry 3)** **6004D3 – Diploma (Entry 2)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6004-A3-99977-24403-Anne Example**
To be uploaded	In each unit, for each level (E2 or E3), for each of the candidates identified in the sample create a single pdf or word document that contains the following: • A completed Candidate Authentication (Declaration) Sheet. • A completed WJEC Assessment Record – relevant to the unit and entry level. These can be found within the 'units and guidance' document on the Entry Pathways Science Today webpage • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record. • A Witness Statement (if appropriate) – this should relate to the individual candidate, not to a group of candidates.
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

Welsh Second Language

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)	**6012A2 – Award (Entry 2)** **6012C2 – Certificate (Entry 2)** **6012A3 – Award (Entry 3)** **6012C3 – Certificate (Entry 3)**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6012-A3-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be uploaded (there are further instructions below on how to upload these tasks as separate documents): 3 completed units for the Award (E2/E3). 5 completed units for the Certificate (E2/E3). 3 tasks per unit entered (all tasks with written evidence must be marked and annotated by the teacher). Assessment Record per unit entered (signed and dated by the teacher). Candidate Authentication Sheet (listing all the units the candidate has been entered for, signed and dated by the candidate and the teacher). Scripts for the listening and reading tasks must be uploaded with the work for all candidates Mp3 audio files (for the 3 tasks in Unit 6365 and for the 1 task in Unit 6368) must be uploaded with the work.
Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 – per candidate

Entry Level – Internally Assessed

Mathematics Numeracy

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)	**6300QCL-2**
Subject(s)	Component 2 – Topic Tests
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6300QCL-2-99977-24403-Anne Example**
To be uploaded	Two samples are generated, one for component 2 and one for component 3. For each candidate in the sample, upload **one** document of evidence containing: • 4 tests • log sheet of marks • candidate declaration
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**6300QCL-3**
Subject(s)	Component 3 – Practical Assessment
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6300QCL-3-99977-24403-Anne Example**
To be uploaded	Two samples are generated, one for component 2 and one for component 3. For each candidate in the sample, upload **one** document of evidence containing: • 4 practical tasks • log sheet of marks • candidate declaration
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Science

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)	**6430QCL-2**
Subject(s)	Component 2 – Topic Tests
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6430QCL-2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • A completed Candidate Declaration Sheet. This can be found with the component 2 tests on the WJEC secure website • Candidate work – 4 tests marked, with additional annotation if appropriate.
Submit work for	Sample
File types accepted	pdf
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**6430QCL-3**
Subject(s)	Component 3 – Practical assessment
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6430QCL-3-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • A completed Candidate Declaration Sheet. This can be found with the component 3 practical activities on the WJEC secure website • Candidate work – 2 practical activities marked, with additional annotation if appropriate.
Submit work for	Sample
File types accepted	pdf
Advisable maximum upload file size (MB)	600 – per candidate

Pathways Modern Languages

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.

French, German, Spanish, Italian, Mandarin, Japanese

Subject Code(s)	**Entry Level** 6600/E3 6610/E3 6620/E3 6630/E3 6640/E3 6650/E3 6602/E3 6612/E3 6622/E3 6632/E3 6642/E3 6652/E3 6608/E3 6618/E3 6628/E3 6638/E3 6648/E3 6658/E3 **Level 1** 6600/L1 6610/L1 6620/L1 6630/L1 6640/L1 6650/L1 6602/L1 6612/L1 6622/L1 6632/L1 6642/L1 6652/L1 6608/L1 6618/L1 6628/L1 6638/L1 6648/L1 6658/L1 6601/L1 6611/L1 6621/L1 6631/L1 6641/L1 6651/L1 6603/L1 6613/L1 6623/L1 6633/L1 6643/L1 6653/L1 6609/L1 6619/L1 6629/L1 6639/L1 6649/L1 6659/L1 **Level 2** 6600/L2 6610/L2 6620/L2 6630/L2 6640/L2 6650/L2 6602/L2 6612/L2 6622/L2 6632/L2 6642/L2 6652/L2 6602/L2 6612/L2 6622/L2 6632/L2 6642/L2 6652/L2 6601/L2 6611/L2 6621/L2 6631/L2 6641/L2 6651/L2 6603/L2 6613/L2 6623/L2 6633/L2 6643/L2 6653/L2 6609/L2 6619/L2 6629/L2 6639/L2 6649/L2 6659/L2
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 6302-E3-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample the following evidence for each individual unit must be uploaded as separate documents: • Task Sheet • Candidate evidence (Word documents, PDFs, PPTs, MP3 and MP4 files as appropriate) • Candidate Declaration form signed by candidate and assessor (this is found on the subject page of the website) • Additional notes from the assessor to support the candidate's evidence (if applicable)
Submit work for	Sample
File types accepted	word, pdf, ppts, mp3, mp4
Advisable maximum upload file size (MB)	600 – per candidate

Cymraeg Gwaith

Cymraeg Gwaith / Work Welsh

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)	**P90CCA – Route A Entry 3** **P91CCA – Route B Entry 3** **P911CA – Route A Level 1** **P951CA – Route B Level 1** **P922CA – Route A Level 2** **P952CA – Route B Level 2** **P933CA – Route A Level 3** **P953CA – Route B Level 3**
Subject(s)	All units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Entry Level–Centre Number-Candidate Number- Candidate Forename and Surname, e**.g. P91CCA-99977-24403-Anne Example**
To be uploaded	Tasks – the correct number which show evidence of the correct Learning Outcomes for each unit/level entered. When uploading candidates' work, ensure that you do this within the correct level and correct unit code tab on IAMIS Upload and next to the correct candidate's name and number. Assessment Record per unit entered (signed and dated by the tutor/moderator). Student Authentication Sheet (listing all the units the candidate has been entered for, signed and dated by the candidate and the tutor/moderator). **Look at the following pages in the specification to find the information about the tasks that need to be completed for each task/level: p7-59.**
Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 – per candidate

Vocational Awards– Internally Assessed

Constructing the Built Environment (Wales)

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)	**981201**
Subject(s)	Unit 2 – Practical Construction Skills
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 981201-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record. Photographs of the completed skill tasks (usually incorporated into word documents). • Assessment documentation including Mark Record Sheet, Timesheet, Assessment Checklist, Observation Record (if appropriate) and Witness Statement (if appropriate). The candidate work should be submitted as one document incorporating all three skills. Where it has been necessary to include work separately then this should be clearly named before uploading.
Submit work for	Sample
File types accepted	word, pdf, mp3 and images in various potential formats. The work must be accessible to the moderator.
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**981301**
Subject(s)	Unit 3 – Planning Construction Projects
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code- Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 981301-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record. (All tasks merged into one document). • Assessment documentation including Mark Record Sheet, Timesheet, Assessment Checklist, Observation Record (if appropriate) and Witness Statement (if appropriate). • Digitally generated work created using project planning tools may be present (this may be printed as there is no need for the work to be 'live'. The candidate work should be submitted as one document incorporating all three aspects of the assessment. Where it has been necessary to include work separately then this should be clearly named.

Submit work for	Sample
File types accepted	word, pdf, mp3 and images in various potential formats. The work must be accessible to the moderator.
Advisable maximum upload file size (MB)	600 – per candidate

Creative and Media

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)	**975201**
Subject(s)	Unit 2 – Creating an Outcome in Response to a Brief
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 975201-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria. (All tasks merged into one document). Assessment documentation including Internally Assessed Cover Sheet (use to signal Internal Verification) and Unit 2 GDPR Consent Form.
Submit work for	Sample
File types accepted	word, pdf, ppt, excel, mp3s, picture files
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**Optional units – 9753 - 9773**
Subject(s)	Unit 3 –
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 975301-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria. (All tasks merged into one document). Assessment documentation including Internally Assessed Cover Sheet (use to signal Internal Verification) and Unit 3 GDPR Consent Form.
Submit work for	Sample
File types accepted	word, pdf, ppt, excel, mp3s, picture files
Advisable maximum upload file size (MB)	600 – per candidate

Event Operations

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)	**5599U2** **5599U3**
Subject(s)	Unit 2 – Event Operations Unit 3 – Event Planning
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 5599U2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record. (All tasks merged into one document). • Assessment Paperwork including Mark Record Sheet, Observation Record (for each candidate), Timesheet, Assessment Checklist and Witness Statement (if appropriate). • Assessment paperwork can be found in Internal Assessment Coursework Forms Level 1/2 Event Operations (wjec.co.uk).
Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 – per candidate

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)	**980101** **980301**
Subject(s)	Unit 1 – Customer Experience Unit 3 – Developing UK Tourist Destinations
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 980101-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Performance Record Sheet. (All tasks should be merged into one document). • Assessment Paperwork including Assignment Brief, Performance Record Sheet, Observation Record (if appropriate) and Witness Statement (if appropriate). • Assessment paperwork can be found in Sample Assessment Materials Level 1/2 Tourism (wjec.co.uk).
Submit work for	Sample
File types accepted	word, pdf, ppt, or alternative ICT presentation materials
Advisable maximum upload file size (MB)	600 – per candidate

Vocational Awards (Technical Awards) – Internally Assessed

Construction and the Built Environment (England)

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)	**E819U2**
Subject(s)	Unit 2 – Designing the Built Environment
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. E819U2-99977-24403-Anne Example**
To be uploaded	For each of the candidates identified in the sample: From the Candidate pack – Candidate declaration and Candidate time record sheet From the Assessor pack – Assessment record sheets with marking decisions Plus, candidate evidence: • A report which addresses all tasks • Plans, Elevations, 2D and 3D models for all tasks • Written Evaluations The candidate work is to be submitted as one written document with drawings, 2D and 3D work clearly named and uploaded separately.
Submit work for	Sample
File types accepted	A zipped folder to include (not exhaustive) word, pdf, multimedia, images in various formats and software files for 2D and 3D work. Work must be accessible to the moderator.
Advisable maximum upload file size (MB)	600 – per candidate

Construction and the Built Environment (England)

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)	**E819U3**
Subject(s)	Unit 3 – Constructing the Built Environment
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. E819U3-99977-24403-Anne Example**
To be uploaded	For each of the candidates identified in the sample: From the Candidate pack – Candidate declaration and Candidate time record sheet From the Assessor pack – Assessment record sheets with marking decisions Plus candidate evidence, covering each of the three skills: • Specification • Success criteria • Reports • Written evaluations The candidate work is to be submitted as one written document. Photographs can be submitted separately but should be clearly named and placed in a folder.
Submit work for	Sample
File types accepted	A zipped folder to include (not exhaustive) word, pdf, images and multimedia (if appropriate). Work must be accessible by the moderator.
Advisable maximum upload file size (MB)	600 – per candidate

Engineering

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)	**5799U1**
Subject(s)	Unit 1 – Manufacturing Engineering Products
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 5799U1-99977-24403-Anne Example**
To be uploaded	2 files per candidate – named accordingly • Admin file to include: Named ('candidate name + Admin') Candidate Declaration Candidate Time Record Sheet Assessment Record Sheets Observation Record • Evidence file to include: All Candidate work and information used to make assessment judgements and decisions
Submit work for	Sample
File types accepted	word, pdf, ppt, excel, picture files
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**5799U2**
Subject(s)	Unit 2 – Designing Engineering Products
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 5799U2-99977-24403-Anne Example**
To be uploaded	2 files per candidate – named accordingly • Admin file to include: Named ('candidate name + Admin') Candidate Declaration Candidate Time Record Sheet Assessment Record Sheets Observation Record • Evidence file to include: All candidate work and information used to make assessment judgements and decisions
Submit work for	Sample
File types accepted	word, pdf, ppt, excel, picture files
Advisable maximum upload file size (MB)	600 – per candidate

Health and Social Care (England)

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)**	**E309U2**
Subject(s)	Unit 2 – Outcome-focused and person-centred practice in health and social car
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. E309U2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record. (All tasks merged into one file). • Assessor pack - Mark Record Sheet, Skills Checklist, Observation Record • Candidate pack – Candidate declaration and Candidate time record sheet
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Hospitality and Catering

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)	**5409U2**
Subject(s)	Unit 2 – Hospitality and Catering in Action
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 5409U2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record. (All tasks merged into one file). • Assessor pack - Mark Record Sheet, Skills Checklist, Observation Record • Candidate pack – Candidate declaration and Candidate time record sheet
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

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)	**5539U2**
Subject(s)	Unit 2 – ICT in Context
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 5539U2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted as a single zip file: • Candidate work – marked to reflect Assessment Criteria noted in the Assessment Record. (Tasks within in a single folder, containing a folder for each of tasks 1, 2, 3 and 4). • Assessment Paperwork including Annotated Mark Record Sheet, Candidate Declaration, Unassessed Participant Declaration and Candidate Time Record Sheet. - Saved in the root zip folder. Assessment paperwork can be found in Internal Assessment Coursework Forms Level 1/2 Vocational Award ICT (wjec.co.uk).
Submit work for	Sample
File types accepted	Zip file containing any of, but not limited to: Word, PDF, Access, Excel, Adobe Illustrator, Adobe Photoshop Serif Draw, Zip, Open Office or other application software artefacts
Advisable maximum upload file size (MB)	600 – per candidate

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)	**5789U2**
Subject(s)	Unit 2 – Customer Service for Retail Business
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 5789U2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • Candidate pack – Candidate declaration and Candidate time record sheet • Assessor pack – Assessment record sheets Evidence (All three tasks in one file per candidate): Task 1 Research tools Task 2 Research findings Task 3 Report
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**5789U3**
Subject(s)	Unit 3 – Merchandising and marketing retail products
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 5789U3-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • Candidate pack – Candidate declaration and Candidate time record sheet • Assessor pack – Assessment record sheets Evidence (All tasks in one file per candidate): Task 1 (a-d) - Visual merchandising Task 2 (a-d) - Marketing
Submit work for	Sample
File types accepted	Word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Level 3 Applied Certificates and Diplomas – Internally Assessed

Business (Legacy)

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)	**4513U2**
Subject(s)	Unit 2 – Active Marketing
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4513U2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Admin**: Unit 2 Time Sheet Unit 2 Mark Record Sheet • **Evidence**: Written report merged into one document Research appendices
Submit work for	Sample
File types accepted	word, pdf

Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**4513U5**
Subject(s)	Unit 5 – Markets and Customers
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4513U5-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Admin:** Unit 5 Time Sheet Unit 5 Mark Record Sheet • **Evidence:** Parts A and B merged into one document Research appendices
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Criminology

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)	**4543U1**
Subject(s)	Unit 1 – Changing Awareness in Crime
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4543U1-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **ONE** document of evidence containing: • Tasks 1-6 (all tasks merged into one file) • Candidate declaration (signed by both the assessor and candidate • Candidate mark record sheet • unit-1-declaration-and-mark-sheet.docx (live.com) N.B. Upload **one copy** of each candidate Assignment Brief used and **one copy** of the Quality Assurance Form with the work of the highest-scoring candidate in the sample
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**4543U3**
Subject(s)	Unit 3 – Crime Scene to Courtroom
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4543U3-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **ONE** document of evidence containing: • Tasks 1-9 (all tasks merged into one file) • Candidate declaration (signed by both the assessor and candidate • Candidate mark record sheet • unit-3-declaration-and-marksheet.docx (live.com) N.B. Upload **one copy** of each Learner Assignment Brief used and **one copy** of the Quality Assurance Form with the work of the highest-scoring candidate in the sample
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Food Science and Nutrition

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)	**4563UA**
Subject(s)	Unit 1 – Meeting Nutritional Needs of Specific Groups
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4563UA-99977-24403-Anne Example**
To be uploaded	Upload each candidate in the sample separately. For each candidate in the sample, the following must be submitted: • All Tasks within each assessment (all tasks merged into one file) • Candidate declaration from the model assignment on the WJEC secure website (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on the WJEC secure website (signed by the assessor)
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**4563U3**
Subject(s)	Unit 3 – Experimenting to Solve Food Production Problems
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4563U3-99977-24403-Anne Example**
To be uploaded	Upload each candidate in the sample separately. For each candidate in the sample, the following must be submitted: • All Tasks within each assessment (all tasks merged into one file) • Candidate declaration from the model assignment on the WJEC secure website (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on the WJEC secure website (signed by the assessor)
Submit work for	Sample
File types accepted	word, pdf

Advisable maximum upload file size (MB)	600 – per candidate

Food Science and Nutrition

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)	**4563U4**
Subject(s)	Unit 4 – Current Issues
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4563U4-99977-24403-Anne Example**
To be uploaded	Upload each candidate in the sample separately. For each candidate in the sample, the following must be submitted: • All Tasks within each assessment (all tasks merged into one file) • Candidate declaration from the model assignment on the WJEC secure website (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on the WJEC secure website (signed by the assessor)
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

Health and Social Care (England)

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)	**4573U2** **4573U3** **4573U4**
Subject(s)	Unit 2 – Core Values and Services Unit 3 – Employment within the Sectors Unit 4 – Experience of Disease, Illness and Disability
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4573U2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record. (All tasks for each AC merged into one file). • Assessment Paperwork including Mark Record Sheet, Timesheet, Observation Record.
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Medical Science

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)	**4463U2**
Subject(s)	Unit 2 – Physiological Measurement Techniques
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4463U2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Tasks 1-4 (all tasks merged into one file) • Candidate declaration from the model assignment on the WJEC secure website (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on the WJEC secure website (signed by the assessor) • Observation record from the model assignment on the WJEC secure website (signed by the assessor)
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**4463U3**
Subject(s)	Unit 3 – Medical Science Research Methods
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4463U3-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Tasks 1-4 (all tasks merged into one file) • Candidate declaration from the model assignment on the WJEC secure website (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on the WJEC secure website (signed by the assessor)
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

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)**	**4463U4**
Subject(s)	Unit 4 – Medicines and Treatment of Disease
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4463U4-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Tasks 1-3 (all tasks merged into one file) • Candidate declaration from the model assignment on the WJEC secure website (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on the WJEC secure website (signed by the assessor) • Observation record from the model assignment on the WJEC secure website (signed by the assessor)
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

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)	**4903U1**
Subject(s)	Unit 1 – Design the Built Environment
Details	Files should be zipped up and submitted. Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4903U1-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect all task assessment requirements. • Assessment documentation including Mark Record Sheet, Timesheet, Assessment grids with supported assessor decisions. The candidate work is to be submitted as one written document with drawings, 2D and 3D work clearly named and uploaded separately.
Submit work for	Sample
File types accepted	word, pdf, multimedia file, bespoke 2D & 3D software, mp3 & images in various potential formats. The work must be accessible to the moderator.
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**4903U4**
Subject(s)	Unit 4 – BIM and Construction Projects
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4903U4-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect all task assessment requirements. • Assessment documentation including Mark Record Sheet, Timesheet, Assessment grids with supportive assessor decisions. The candidate written work is to be submitted as one document with associated digital files clearly named and uploaded separately.
Submit work for	Sample
File types accepted	word, pdf, multimedia file, bespoke 2D and 3D software, mp3 and images in various potential formats. The work must be accessible to the moderator.

Advisable maximum upload file size (MB)	600 – per candidate

Tourism (Legacy)

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)	**4583U2**
Subject(s)	Unit 2 – Worldwide Tourism Destinations
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4583U2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record. (All tasks merged into one document). • Assessment Paperwork including Timesheet, Record Sheet, Observation Record (if appropriate) and Witness Statement (if appropriate). Assessment paperwork can be found in Sample Assessment Materials Level 3 Tourism (wjec.co.uk).
Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	**4583U4**
Subject(s)	Unit 4 – Event and Itinerary Planning
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4583U4-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: • Candidate work – marked and annotated to reflect Assessment Criteria noted in the Assessment Record. (All tasks merged into one document). • Assessment Paperwork including Timesheet, Record Sheet, Observation Record (if appropriate) and Witness Statement (if appropriate). Assessment paperwork can be found in Sample Assessment Materials Level 3 Tourism (wjec.co.uk).
Submit work for	Sample

File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 – per candidate

Business (NEW)

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)	**4783U2**
Subject(s)	Unit 2 – Business Creation
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4783U2-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Admin**: Candidate Time Sheet Candidate Mark Record Sheet Candidate Declaration Form • **Evidence**: Written report merged into one document Research appendices
Submit work for	Sample
File types accepted	word, pdf,
Advisable maximum upload file size (MB)	600 – per candidate

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)	**4803U3**
Subject(s)	Unit 3 – Managing the Customer Experience
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4803U3-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Admin**: • Candidate Declaration Form • Candidate Time Record Sheet • Candidate Mark Record Form • Observation Form • • Unassessed Participation Declaration Form • **Evidence**: Presentation of findings merged into one document
Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 per candidate

Subject Code(s)	**4803U4**
Subject(s)	Unit 4 – Global Destinations
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4803U4-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Admin**: • Candidate Declaration Form • Candidate Time Record Sheet • Candidate Mark Record Form • Observation Form • Unassessed Participation Declaration Form • **Evidence**:

	• Presentation of findings merged into one document
Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 per candidate

Tourism (NEW)

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)	**4803U5**
Subject(s)	Unit 5 – Planning, Co-ordinating and Running an Event
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4803U5-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Admin**: • Candidate Declaration Form • Candidate Time Record Sheet • Candidate Mark Record Form • Observation Form • Unassessed Participation Declaration Form • **Evidence**: • Presentation of findings merged into one document
Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 per candidate

Subject Code(s)	**4803U6**
Subject(s)	Unit 6 – Digital Marketing for Tourism and Events
Details	Files should be zipped up and 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: • **A Admin**: • Candidate Declaration Form • Candidate Time Record Sheet • Candidate Mark Record Form • Observation Form • Unassessed Participation Declaration Form • **Evidence**: • Presentation of findings merged into one document
Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 per candidate

Tourism (NEW)

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)**	**4803U7**
Subject(s)	Unit 7 – Employment in Tourism and Events
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4803U7-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Admin**: • Candidate Declaration Form • Candidate Time Record Sheet • Candidate Mark Record Form • Observation Form • Unassessed Participation Declaration Form • **Evidence**: • Presentation of findings merged into one document
Submit work for	Sample

File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 per candidate

Subject Code(s)	**4803U8**
Subject(s)	Unit 8 – Adapting to Change in the Tourism Industry
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4803U8-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Admin**: • Candidate Declaration Form • Candidate Time Record Sheet • Candidate Mark Record Form • Observation Form • Unassessed Participation Declaration Form • **Evidence**: • Presentation of findings merged into one document
Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	600 per candidate

Level 1/ Level 2 General – Internally Assessed

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.

Level 1 Certificate in Latin

Subject Code(s)	**951301**
Subject(s)	Controlled Assessment – Roman Civilisation Study
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 951301-99977-24403-Anne Example**

To be uploaded	For each candidate in the sample, the following must be submitted: Candidate work – marked to reflect Assessment Criteria. The tasks submitted for moderation should contain the written answers, the A4 page of notes, the bibliography, and the controlled assessment coversheet. Latin Form L13B found on the website under the Controlled Assessment tab.
Submit work for	Sample
File types accepted	Word, Pdf, Zip
Advisable maximum upload file size (MB)	600 – per candidate

Level 2 Children's Care, Play, Learning and Development: Practice and Theory (Wales)

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)	**5962Q0**
Subject(s)	All practice internally assessed units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 5962Q0-99977-24403-Anne Example**
To be uploaded	The centre should upload: • Assessment pack with declaration sheet • Internal Quality Assurance documentation **Or** • If the centre operates on an e-portfolio system, the External Quality Assurer should be provided with log in details to view evidence
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Level 3 Children's Care, Play, Learning and Development: Practice and Theory (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)	**4963Q0**
Subject(s)	All practice internally assessed units
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4963Q0-99977-24403-Anne Example**
To be uploaded	The centre should upload: • Assessment pack with declaration sheet • Internal Quality Assurance documentation **Or**

	• If the centre operates on an e-portfolio system, the External Quality Assurer should be provided with log in details to view evidence
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

GCE – Internally Assessed

Built Environment (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)	**2509U2** **1509UA** **1509UB**
Subject(s)	Unit 2: Design and planning practices GCE Unit 4: Construction Practices (Building Surveying) GCE Unit 4: Construction Practices (Surveying Land)
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 2509U2-99977-24403-Anne Example**
To be uploaded	For each of the candidates identified in the sample the following should be included: • The completed work for the designing and planning tasks a – e based on the assessment brief issued (Unit 2). • The completed work for building or land surveying tasks (Unit 4) • The files associated with the 2D and 3D digital work Candidate work should be marked and annotated to reflect all task assessment requirements and decisions.
Submit work for	Sample
File types accepted	Word, PDF, images and software files for 2D and 3D work. Work must be accessible to the moderator.
Advisable maximum upload file size (MB)	600 – per candidate

Health and Social Care, and Childcare (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)	**2570U20** **1570U40** **1570U60**
Subject(s)	Unit 2: Supporting Health, Well-Being and Resilience in Wales Unit 4: Supporting the Development, Health, Well-Being and Resilience of Children and Young People Unit 6: Supporting Adults to Maintain Health, Well-Being and Resilience
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 2570U20-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, the following must be submitted: 2 Files: • Admin file to include ('candidate name, number + Admin'): Any relevant Assessment Record Sheets (Including declarations) • Evidence file to include 'candidate name, number + Evidence': All Learner work and information used to make assessment judgements and decisions
Submit work for	Sample
File types accepted	word, ppt, pdf, mp3, mp4
Advisable maximum upload file size (MB)	600 – per candidate

GCSE – Internally Assessed

Built Environment (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)	**3509UA** **3509UB**
Subject(s)	Unit 2 Creating the Built Environment (Designing the Built Environment) Or Unit 2: Creating the Built Environment (Constructing the Built Environment)
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 3509UA-99977-24403-Anne Example**
To be uploaded	**Pathway A** For each of the candidates identified in the sample, evidence should be provided relating to: • Specifications • Plans, sections, drawings, elevations • 2D and 3D plans • Information relevant to the design, success criteria and an evaluation • Associated WJEC documentation The candidate work is to be submitted as one written document (as far as is possible). 2D and 3D work may be submitted separately and should be clearly named. **Pathway B** For each of the candidates identified in the sample and covering the two skills selected, candidate evidence should be provided relating to: • Planning for the tasks • Completing the tasks • Evaluating the tasks • Associated WJEC documentation The candidate work is to be submitted as one written document (as far as is possible). Photographs can be submitted separately but should be clearly named. **For both Pathways** Candidate work should be marked and annotated to reflect all task assessment requirements and assessment decisions.
Submit work for	Sample
File types accepted	Word, PDF, images and software files for 2D and 3D work. Work must be accessible to the moderator.
Advisable maximum upload file size (MB)	600 – per candidate

Subject Code(s)	3509U3
Subject(s)	Unit 3 Exploring the Built Environment
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 3509U3-99977-24403-Anne Example**
To be uploaded	For each of the candidates identified in the sample, candidate evidence should be provided relating to: • A completed case study which relates to a pre-1919 building and a contemporary building and incorporates the five bullet pointed requirements laid out in the specification The candidate work is to be submitted as one written document (as far as is possible). Any additional items such as photographs can be submitted separately but should be clearly named. Candidate work should be marked and annotated to reflect all assessment requirements and assessment decisions.
Submit work for	Sample
File types accepted	Word, PDF, images and software files for 2D and 3D work. Work must be accessible to the moderator.
Advisable maximum upload file size (MB)	600 – per candidate

Food and Nutrition (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)	**3560U20**
Subject(s)	Unit 2 – Food and Nutrition in Action
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, e.g. **3560U20-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing: • **Evidence:** NEA1 and NEA 2 • **Admin** Centre declaration Sheets FN1 and FN2 (mandatory) Centre mark sheets with breakdown (optional)
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Food Preparation and Nutrition (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)	**C560U20**
Subject(s)	Component 2 – Food Preparation and Nutrition in Action
Details	Files should be zipped up and submitted. The file should use the naming convention: Unit code-Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. C560U20-99977-24403-Anne Example**
To be uploaded	For each candidate in the sample, upload **one** document of evidence containing • **Evidence:** NEA1 and NEA 2 • **Admin** Centre declaration Sheets FP1 and FP2 (mandatory)

	Centre mark sheets with breakdown (optional)
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

English Language (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)	**C700QS**
Subject(s)	Component 3 – Spoken Language Presentation
Details	For the assessment of Component 3, Spoken Language, each centre is required to provide audio- visual recordings of the presentations of a sample of students. Using their knowledge of candidates' likely performance, centres must select **their own sample.** Page 33 of the JCQ document *Instructions for conducting non-examination assessments 2022-2023* gives detailed information on how to select the Spoken Language sample. One file should be submitted per candidate. Each file should use the following naming convention: Component code-centre number- candidate number-candidate name (forename and surname) and proposed grade e.g. C700U30-1-12345_0001_Jones Mike_Pass
To be uploaded	For each candidate in the sample, the following must be submitted: • recording of the complete and unedited Spoken language presentation (audio-visual)
Submit work for	Sample
File types accepted	mp4, mp3. The work must be accessible to the moderator.
Advisable maximum upload file size (MB)	600 – per candidate