INTERNAL ASSESSMENT

A Guide for Centres
2025

Applied Certificates and Diplomas

Certificate in Latin

Eduqas GCE (AS and A Level)

Eduqas GCSE (9-1)

Entry Level

Entry Pathways

Extended Project

Foundation Diploma in Art and Design (FAD)

Language Pathways

Vocational Awards Technical Awards

Vocational Awards

This booklet contains information on the moderation of internally assessed work and the submission of marks and outcomes – hereafter referred to as 'marks'. These instructions relate to those subjects in which the work is <u>sent</u> to the moderator or WJEC or uploaded electronically.

Further instructions for subjects where the work is assessed by a visiting moderator can be found on the individual subject pages on our website.

Content

Please note that internal assessment marks for the qualifications above are collected via our online internal assessment mark input system (IAMIS) on the Portal, which requires access permission available from the centre's Exams Officer.

Introduction

The purpose of this guide is to provide advice and guidance on internal assessments which are marked by centres and externally moderated or monitored by WJEC. The aim is to provide information to support centre staff and ensure the integrity and security of the assessment process. The guide covers:

- key dates
- marking and internal standardisation
- authentication of work
- internal appeals
- submission of marks and identification of samples
- presentation and despatch of work for moderation
- moderation, feedback and return of work to centres
- re-sits and the carry forward of marks
- malpractice
- information on individual subjects
- consortium arrangements
- Head of Centre Declaration Forms.

The manual **must** be read in conjunction with the relevant document:

- [WJEC Instructions for conducting controlled assessments (Vocational qualifications)](#)
- [JCQ Instructions for conducting coursework](#) (GCE legacy qualifications, Entry Level and Extended Project)
- [JCQ Instructions for conducting non-examination assessments](#) (reformed GCE and GCSE qualifications).

In addition to the general requirements documented in the instructions above, teachers **must** follow the subject instructions in the relevant specification.

JCQ (General Regulations for Approved Centres) requires all centres to have a written policy for GCE/GCSE non-examination assessments together with a written internal appeals procedure. The JCQ Centre Inspector may check that these documents are available during their visit.

The Head of Centre **must** ensure that candidates' work is available for despatch for moderation, including additional samples, within the required timescale.

SECTION 1: GENERAL INFORMATION

1.1 KEY DATES

There are a number of internal processes for centres to complete prior to submitting marks to WJEC by the required deadline, including:

- marking and internal standardisation
- ensuring candidates and teachers have signed the authentication declaration
- ensuring that there is sufficient time to undertake and complete any internal appeals
- ensuring that individuals submitting marks have log-in permissions for the WJEC portal Please ensure that you set up Users for the new specifications with internal assessment.

Further guidance is available in the JCQ *Notice to Centres*.

The deadlines for work to be received by the moderator or uploaded to IAMIS are:

Qualification	Subject	Deadline
GCSE	English Language Component 3	November Series – 5 November June Series – 5 May
	Drama Component 1	24 March
	All Remaining subjects	5 May

GCE	Geography Component 4	28 March
	All Remaining Subjects	15 May

Entry Level	All Subjects	5 May

Entry Pathways	All Subjects	January Series – 12 December June Series – 5 May

Language Pathways	All Subjects	January Series – 12 December June Series – 5 May

Certificate in Latin		5 May

Vocational Technical Awards and Certificates	All subjects	January Series – 10 December June Series - 5 May

Applied Certificates and Diplomas	All subjects	15 May

Extended Project		15 May

Centres are reminded that the date set internally for completion of work by candidates, though flexible from WJEC's perspective, must precede the published submission date for moderation by a sufficient margin to facilitate authentication, accurate marking, internal moderation and submission of marks online. There should also be sufficient time for your centre to undertake and complete any internal appeals submitted by candidates.

We recommend that marks are submitted on IAMIS a minimum of 1 week prior to the date for despatching/uploading the sample.

1.2   MARKING AND INTERNAL STANDARDISATION

Centres should use reference and archive materials (such as exemplar material provided by WJEC or, where available, work in the centre from the previous year) to help set the standard of marking within the centre.

Prior to marking, it is useful to undertake a trial marking exercise. Teachers mark the same relatively small sample of work to allow for the comparison of marking standards. The exercise can take place at appropriate stages during the course and has three beneficial effects: it helps to bring about greater comparability in the marking standards; it may identify at an early stage any teachers whose standards are out of line with that of their colleagues and may alleviate a heavy marking load at the end of the course.

Where the work for a component/unit has been marked by more than one teacher in a centre, standardisation of marking should normally be carried out according to one of the following procedures:

Either, a sample of work which has been marked by each teacher is re-marked by the teacher who is in charge of internal standardisation,

Or, all the teachers responsible for marking a component/unit exchange some marked work (preferably at a meeting led by the teacher in charge of internal standardisation) and compare their marking standards.

Where standards are found to be inconsistent, the discrepant teacher(s) should re-consider and, if appropriate make adjustments to the marks of all candidates for whom they were responsible. The new marks should be checked by the teacher in charge of internal standardisation.

If centres encounter any difficulties either in the application of mark schemes or in the process of internal standardisation, advice may be sought from the relevant subject specialist at the WJEC.

1.3   QUALITY OF WRITTEN COMMUNICATION

In most subjects the marking of 'Quality of Written Communication' is incorporated within the overall assessment of components/units.

It is vitally important that instructions are adhered to and mark sheets are completed correctly so that candidates' marks are awarded out of the correct total for all components/units.

1.4   ANNOTATION OF WORK

The following general principles for the annotation of work should be related to any subject-specific requirements.

(a)   One of the following three approaches should be adopted:

     (i)   summative comments either on the work, usually at the end, or on a 'cover sheet';

     (ii)   key pieces of evidence flagged throughout the work by annotation either in the margin or in the text;

     (iii)   a combination of (i) and (ii).

(b)   Indications as to how marks have been awarded should:

     (i)   be clear and unambiguous;

     (ii)   be appropriate to the nature and form of the work;

     (iii)   facilitate the standardisation of marking within a centre;

     (iv)   enable the moderator to check easily the application of the assessment criteria to the marking.

(c)   Annotation, where deemed appropriate, should:

     (i)   indicate where the assessment criteria have been met, e.g. by writing key phrases from the criteria (such as 'awareness of values', 'selects information', 'uses a variety of techniques') at the appropriate point in the work;

     (ii)   indicate any planning and processing not undertaken individually and provide details of any assistance or prompting given to the candidate.

1.5   AUTHENTICATION

Teachers **must** be sufficiently familiar with the candidate's general standard to judge whether the piece of work submitted is within his/her capabilities.

Candidates must be made aware that they are responsible for ensuring that the work submitted for assessment is their own. The documents JCQ *Instructions for conducitng coursework 2024 - 2025 and* JCQ *Information for Candidates – Non-Examination Assessment 2024 – 2524,* available on the JCQ website (www.jcq.org.uk), provide instructions and guidance.

For all Eduqas subjects with a written internal assessment component/unit, an authentication statement is included as part of the mark/cover sheet for individual candidates' folders. These are available for downloading from the relevant subject page on the Eduqas website - www.eduqas.co.uk. On the Eduqas home page, under the heading "Qualifications", click on the relevant subject and select the level of examination, then click "Resources" and "Key Documents". In most cases, there is a quick link to the mark sheets on the subject page. Open the document and save/print as required.

All candidates (not merely those included in the moderation sample) must sign the authentication statement. Failure to do this could constitute maladministration/malpractice.

Teachers must sign the declaration of authentication after the work has been completed by the candidate confirming that:

• the work is solely that of the candidate concerned
• the work was completed under the required conditions
• signed candidate declarations are kept on file.

If a teacher is unable to confirm that the work presented by a candidate is his/her own and has been completed under the required conditions:

• do not accept the candidate's work for assessment
• record a mark of zero for internally assessed work.

Signed candidate declarations **must** be kept on file until the deadline for a review of moderation has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. They may be subject to inspection by a JCQ Centre Inspector.

Electronic signatures are acceptable. Typed names will be taken as being as binding as a hand-written signature.

1.6 INTERNAL APPEALS

When planning the timetable for non-examination assessments, sufficient time must be allocated to enable internal appeals relating to the centre's assessment decisions to be completed prior to the submission deadline. WJEC requires centres to have a written internal appeals procedure and to ensure that details of this procedure are made widely available and accessible to all candidates.

Candidates must be informed of their centre assessed marks. Information is available in the JCQ *Notice to Centres*.

Centres are reminded that internal appeals are conducted independent of WJEC and that they will not have any impact on WJEC decision-making in terms of sample selection or moderation.

We suggest that candidates are advised that their marks may change as a result of external moderation.

1.7 MODERATION AND FEEDBACK

The moderator will re-assess the sample work using the published marking criteria in the specification. The moderator marks are compared with the centre marks for the sample work. If any of the differences between the moderator marks and the centre marks exceeds a specified tolerance, adjustments are normally applied to the centre's marks.

If further evidence of the centre's marking is required, the moderator may request some or all of the remaining work. If there is a significant disagreement between the centre mark and the moderator mark, the moderator's marks may be implemented for all candidates at the centre.

The final, moderated marks are sent to centres with the results (expressed as either raw marks or UMS marks).

Moderators' reports will provide feedback on:

(i)   the efficiency of the centre's administration

(ii)   the appropriateness of the tasks (where set by the centre rather than the awarding body) and the coverage of the assessment objectives

(iii)   the accuracy of the centre's assessments against the criteria and in relation to the agreed standard for the component/unit

(iv)   whether the centre's marks have been adjusted.

Comments on the accuracy of a centre's assessments may be made even if no adjustment is applied. For example, if the difference between the moderator marks and the centre marks is only just within the specified tolerance, the moderator will normally provide advice on the standard of marking.

Moderators' reports will be available on the Portal . They will become available to view and download according to the following time scale:

June examination series: reports available from results day until Christmas.

November examination series: reports available from results day until end of February.

January examination series: reports available from results day until end of May.

1.8   RETURN OF WORK TO CENTRES AND RETENTION OF WORK

For Postal submission moderators will return work directly to centres as soon as possible after moderation.

WJEC will handle with care material submitted for moderation but cannot accept responsibility for loss or damage. Samples may be retained by WJEC for use as exemplar or archive material (centres will receive notification if this is the case).

N.B. Candidates should be advised not to include any items of real or sentimental value e.g. photographs, certificates, etc.

Centres are advised that candidates' work **must** be kept securely until the deadline for a review of moderation has passed, or until a review of moderation or appeal or malpractice investigation has been completed, whichever is the later. Where retention is a problem, because of the nature of the work, some form of evidence (e.g. photographic, audio-taped or video-taped) must be available. Centres are requested to keep a record of the examination numbers and names of those candidates whose work is included in the sample sent to or seen by moderators. This information may be required if there are enquiries upon results at a later date.

Subject team can help with any report requests after this time frame

1.9   'CARRY-FORWARD' OF COMPONENT/UNIT MARKS FOR LINEAR SUBJECTS

For the lifetime of a specification, candidates can re-use ("carry forward") marks in controlled assessments, coursework and non-examination assessments from a previous exam series in which the candidate certificated.

Candidates are not permitted, in any circumstances, to carry forward marks between legacy specifications and reformed specifications.

If a candidate chooses to re-sit the assessment, it is the new result (not the original result, even if the original result is higher) that will count towards the qualification grade.

Where a candidate has certified on two or more previous occasions, the most recent NEA mark is carried forward, regardless of whether that mark is higher or lower (unless that mark is Absent).

If candidates wish to re-use ("carry-forward") marks towards a new overall qualification please indicate this by inputting C or CF on the internal assessment mark input system (IAMIS). Do **not** under any circumstances enter the mark to be carried forward.

GCSE English Language (Eduqas) Spoken Language and GCE Science Practical Skills endorsement grades can be carried forward, including between awarding bodies, **as long as the UCI remains the same**. In these cases the carried forward results are endorsed grades, not marks.

Please refer to our [Guide to Resit Requirements](#) if a candidate wishes to re-sit rather than carry forward/re-use an internally assessed component or unit mark.

1.10   MALPRACTICE

Where candidate malpractice is discovered prior to the signing of the authentication statement, this need not be reported to WJEC, but should be dealt with in accordance with the centre's internal procedures. If staff malpractice is discovered in coursework or non-examination assessments, the head of centre must inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s).

If malpractice is suspected or found after the authentication statement has been signed, the centre must report the malpractice using the relevant JCQ Malpractice form, M1 in the case of suspected candidate malpractice. In the case of suspected centre/centre staff malpractice the centre must notify WJEC using the JCQ M2 form, this is regardless of whether the authentication forms have been signed by the candidate(s) or not. Further guidance on reporting malpractice is available in the WJEC document, *Guide to preventing, reporting and investigating malpractice* and the JCQ document *Suspected Malpractice: Policies and Procedures 2024-2025*.

The completed form should be e-mailed to malpractice@wjec.co.uk.

There are a number of clues that point to the possibility of plagiarism, and teachers should remain alert to these. Further guidance on the detection of plagiarism may be found in the JCQ document *Plagiarism in Assessments*. WJEC uses software to identify potential plagiarism in candidates' work.

Centre staff must familiarise themselves with the relevant WJEC *Instructions for conducting controlled assessment*, JCQ *Instructions for conducting coursework* and JCQ *Instructions for conducting non-examination assessments* together with the subject specification requirements. Knowledge of the requirements will assist a centre and teachers in maintaining the integrity and security of the assessment process. Centres and centre staff who do not comply with the requirements will be investigated under the JCQ Suspected Malpractice procedure.

All candidates and their teacher must sign the declaration of authentication. The forms are required when WJEC receives allegations of suspected malpractice.

1.11   UNSATISFACTORY PRACTICE BY CENTRES

Further guidance will be provided to the Head of Centre where individual teachers or centres fail to meet WJEC requirements for internally assessed work. Where significant problems are identified, WJEC may require approval of subsequent tasks/mark schemes and monitoring of the centre's arrangements for marking and standardisation.

The following guidelines will be used as a means of determining whether there are matters which need to be taken up with centres.

(a)   Are tasks set within the requirements of the specification?

(b)   Are the marking schemes/assessment criteria devised by centres clear, unambiguous and capable of consistent application? Have they been applied appropriately?

(c)   Have WJEC's administrative and procedural instructions been followed?

(d)   Has the internally assessed work been properly annotated?

(e)   Has the internally assessed work been properly authenticated, especially in those cases where some activities may have taken place outside school?

(f)   If details are provided of any assistance given to particular candidates beyond that given to the group as a whole, is the nature of such assistance within the parameters laid down by the specification?

(g)   Is standardisation within the centre effective and within WJEC requirements?

1.12   CENTRE STAFF CONFLICT OF INTEREST

Centre staff must complete a declaration of interest form in the following circumstances:

(i)   if they have marked or been involved in the internal standardisation of the work of their own child. The work **must** also be submitted for moderation even if it is not identified in the sample.

(ii)   if they have access to the content of confidential non-examination materials which could benefit their child in their own or another centre e.g. assessments taken over a period of time, or assessment materials which are allowed to be opened for checking such as DVDs prior to the assessment date.

SECTION 2: SUBMISSION OF MARKS AND IDENTIFICATION OF SAMPLES

Summary

The first step in preparing to input marks is to request a Portal log-in as a User from your Exams Officer.

Please check that you have access to the relevant area(s), for the relevant subject(s) (see 2.1).

Once your centre's entries have been submitted and processed, your candidates' names/numbers are pre-populated on the system. You can submit marks as soon as the submission window opens (see 2.2).

Marks/grades **must** be input and submitted by the deadline (see Section 4).

Once the marks have been submitted, a sample of candidates will be identified automatically by the system (see Section 3 for separate instructions concerning consortium arrangements). See separate instructions for GCSE English Language.

2.1   Inviting Isers to Portal

For IAMIS, Admin users on Portal (usually the exams officer) can allocate access to User account holders (e.g. teachers) who will be entering internal assessment marks and processing samples. To do this, examination officers/Admin users should log onto Portal, click the 'Manage Users' button and amend settings to toggle on access to IAMIS. (see). https://www.eduqas.co.uk/home/administration/portal/ .

2.2   INPUTTING MARKS

IAMIS will be available to the designated account holders on the following dates, once entries have been received and processed by WJEC:

Qualification(s)	IAMIS Opens
GCSE English Language	12 October (November Series)
Entry Pathways Language Pathways Vocational Awards Technical Awards	20 November (January Series)
GCSE Certificate in Latin Vocational Awards Vocational Awards (Technical Awards) Entry Level Entry Pathways Language Pathways	10 March (June Series)
GCE Applied Certificates and Diplomas Extended Project FAD	1 April (June Series)

2.3   ENTERING AND SUBMITTING INTERNAL ASSESSMENT MARKS (VIA PORTAL)

Once entries have been submitted and processed by WJEC, you will need to log on to the Portal and click into 'All Services', navigate to 'Examinations and Assessments' then select 'Internal Assessment Marks/Outcomes' tab. A web page will be available for each internal assessment component/unit for which the centre has entries, and this will be pre-populated with candidate names and numbers. You will need to insert the marks/grades/outcomes (as relevant) for **all** candidates in the spaces provided.

For **certain subjects**, you will also need to input details (i.e. initials) of each candidate's teaching group.

Once **all** candidates' marks have been input, the marks can be submitted**.** Once marks have been submitted and the generate sample button selected IAMIS will immediately identify the candidates whose work has been automatically selected for moderation.

Once marks have been **submitted** they cannot be changed online (see 2.15).

2.4   SENDING INTERNAL ASSESSMENT MARKS (VIA EDI)

Centres may submit internal assessment marks via EDI (electronic data interchange) Further information about EDI submission is available via the helpline on 029 20 265169.

Where internal assessment marks are submitted by EDI time must be allowed for the EDI files to be processed (up to 72 hours). Once files have been processed IAMIS will be pre-populated with the marks which have been submitted.

You will then need to log on to the Portal and access the 'Internal Assessment Marks/Outcomes' tab in order to input details (i.e. initials) of each candidate's teaching group (for certain subjects) and to **submit the marks**. Once marks have been submitted IAMIS will identify the candidates whose work has been automatically selected for moderation.

2.5   IDENTIFICATION OF THE SAMPLE CANDIDATES

IAMIS will automatically identify the sample candidates whose work is to be despatched/uploaded.

Work completed with the aid of a scribe **must** also be sent to the moderator in addition to the sample requested. A cover sheet signed by the scribe and countersigned by the head of centre or the examinations officer **must** also be attached to any such work.

If a teacher has marked or been involved in the internal standardisation of their child's work, this work must also be sent/uploaded for moderation (see 1.12).

WJEC may request further samples of work to be submitted if this is considered necessary.

NB: For a limited number of subjects (below) IAMIS will be used only to upload marks and will **not** identify the sample:

> GCE: PE AS Component 2 & A Level Component 3 - The sample will have been selected when marksheets have been submitted in early March.
>
> GCSE: English Language Component 3.
>
> **.**

2.6   AMENDMENTS TO THE CHOSEN SAMPLE

IAMIS will not allow you to remove candidates from the chosen sample. However, IAMIS will allow you to add additional candidates using the tick boxes.

If the sample contains a candidate whose work is incomplete then you should indicate on IAMIS the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be sent to the moderator.**

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

2.7 LOST CANDIDATE WORK

If a candidate's work has been lost by a centre through no fault of their own, and the centre can verify that work was completed or partially completed and was monitored whilst it was in progress, the candidate may still be eligible for a mark.

The loss of work must be reported by submitting a JCQ/LCW Form 15 to WJEC.

If the work had been completed and marked, the mark should be submitted on IAMIS as normal and the JCQ/LCW Form 15 submitted.

If the work had not been completed and/or marked, an Absent mark should be submitted on IAMIS. An estimated mark should be entered on the JCQ/LCW Form 15 when it is submitted. Estimated marks will be considered by WJEC. Estimates should not be made for work that has not been seen.

To submit forms, or gain further guidance if only part of the work is lost, or for any other issue relating to lost work, please contact:

specialrequirements@wjec.co.uk

2.8 MARK SHEETS AND OTHER REQUIRED DOCUMENTATION

Individual candidate mark sheets (cover sheets), which should accompany each candidate's work submitted for moderation, must also include a candidate declaration of authentication. Cover sheets must be downloaded from the relevant subject page on the Eduqas website. The documents can be found under "Resources" then "Key Documents".

2.9 PRESENTATION OF FOLDERS (VIA POST)

Specific instructions for the presentation of work may be given in the guidelines for individual subjects. Unless otherwise stated, the following points should be noted:

(i) Each candidate's work should be submitted in an A4 folder/file, which itself is clearly marked with **specification title, centre name and number, candidate name and examination number.**

(ii) Ring binders (bulky to post) and plastic wallets (difficult to gain access to work) should **not** be used.

(iii) Where work consists of a number of assignments these should be placed in the folder in the same order as on the cover sheet.

(iv) The use of word processors in the production of the work is permitted, unless restrictions are imposed by specification requirements.

2.10 SUBMISSION OF WORK (VIA POST)

Qualification(s)	Moderator Details Available From (Approx.)
AS Electronics Component 2 A Level Electronics Component 3 A Level Geography Component 4	1 April (June Series)
GCSE Electronic Component 3	20 April (June Series)

The moderator details can be printed onto blank labels and the internally assessed work and cover sheets for the candidates in the sample should then be despatched to the moderator.

NB: No moderator details will be supplied for subjects which require work to be uploaded via IAMIS.

2.11 SUBMITTING INTERNAL ASSESSMENT SAMPLES (VIA E-SUBMISSION)

E-Submission is the process of submitting candidates' work in an electronic format for moderation. WJEC uses IAMIS, a web-based platform for this process.

Our e-Submission webpage gives information, help and guidance relating to all aspects of the process.

2.12 AMENDMENTS TO THE CHOSEN SAMPLE (VIA E-SUBMISSION)

IAMIS will not allow you to remove candidates from the chosen sample. However, IAMIS will allow you to add additional candidates using the tick boxes.

If the sample contains a candidate whose work is incomplete then you should use the tick boxes on IAMIS to indicate the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be uploaded to IAMIS**

An explanatory note to the moderator must be uploaded along with the folders in such cases where the sample sent by the centre differs from the sample chosen by IAMIS.

2.13 PREPARING CANDIDATES WORK FOR UPLOADING (VIA E-SUBMISSION)

Subject specific instructions for the presentation of work are available here:
https://www.eduqas.co.uk/home/administration/e-submission/

These instructions include information regarding:

(i)   File types
(ii)   The maximum number of files
(iii)   Maximum upload sizes
(iv)   Naming of files
(v)   Use of keycodes
(vi)   Resizing large files

2.14 LATE ENTRY CANDIDATES

Marks for late entry candidates can be input on IAMIS, **provided the candidate entry has already been submitted to and processed by WJEC.**

To input a mark for any candidate who is not listed on IAMIS, the exams officer should submit the required entry as soon as possible.

Once this information has been sent to WJEC by the exams officer, allow 72 hours before trying to input and submit the mark.

WJEC monitors centres where candidates are added after the sample has been generated. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

2.15   AMENDING MARKS AFTER SUBMISSION

Once marks have been submitted via IAMIS they cannot be amended by the centre. If it is noticed that an incorrect mark has been submitted, centres must complete and submit the request form, which will be located in the 'Internal Assessment' area of the Portal .

Please note that we will contact you for further information if required. If we do not contact you then your request for mark amendment will be actioned.
WJEC monitors centres requesting amendments to candidates' marks. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

2.16   AMENDING MARKS AFTER ISSUING OF RESULTS

If a teacher notices, after the issuing of results, that an incorrect mark has been submitted, the Head of Centre must send a written request to the relevant section below for the mark to be amended, clearly outlining the circumstances. A completed, signed, dated internal mark sheet must accompany this written request and the actual work (or copy) may also be requested. This information will be referred to the subject officer. After consideration of the evidence, the mark may be altered or the request may be refused. All requests to alter centre submitted marks for internally assessed components/units must be received by:

20 September (June exam series)
15 February (November exam series)
9 April (January exam series)

GCSE	**GCE**	**Entry Level/ Latin/**
gcse@eduqas.co.uk	gce@eduqas.co.uk	**Pathways Qualifications**
		pathways@wjec.co.uk

Extended Project
pathways@wjec.co.uk

SECTION 3: GUIDANCE FOR CONSORTIUM ARRANGEMENTS

(**Only** required if two or more member centres will be entering candidates for work that is centre-assessed)

Some centres may be involved in consortium arrangements for one or more specifications. This usually arises where a group of centres establish joint teaching arrangements in a subject, and the candidates attend a single centre for tuition.

In many consortium arrangements, however, the centre at which the candidates are enrolled ("the entering centre") will make all the required entries. In this case, the additional procedures outlined below must be followed so that the candidates can be treated as a single group for the purposes of internal assessment moderation.

3.1 Roles and Responsibilities – Consortium Co-ordinating Centres

The consortia must appoint a co-ordinator to liaise with the WJEC on behalf of all centres within the consortium. This is normally the Examinations Officer based at the teaching centre. Coordinating centres must complete the online consortia arrangements application form on Portal Click on 'All Services', then 'Centre Administration' and select 'JCQ Centre Admin Portal'. This must be submitted by 31st January for each summer series.

The coordinating centre for each consortium must identify the centres which are part of its consortium and the units / components this applies to. Coordinating centres must contact WJEC if any information changes between submitting the application form and the submission of final entries.

The coordinating centres must ensure that all work submitted from all centres in the consortium is internally standardised prior to the sample being submitted to WJEC.

Coordinating centres are responsible for marking the work and sharing the marks with candidates being taught in that consortium in line with the JCQ '*Notice to Centres – Informing candidates of their centre assessed marks'*

Coordinating centres are responsible for informing the entering centre of the marks awarded for the NEA. This must be done early enough to enable the entering centre to input and submit marks on IAMIS by the official deadline date and to generate the sample for sharing with the consortium coordinator. Any candidate appeal against the mark awarded must be processed by the coordinating centre.

The coordinating centre is responsible for ensuring that authentication forms / marksheets are completed and signed by both the teacher and the candidate. They must also comply with the NEA submission deadlines and despatch / make available the samples at the prescribed time for moderation. The samples must match with those as indicated by IAMIS across all centres within the consortium.

Where there are ten or fewer candidates in any one centre taught as part of the consortium the coordinating centre must provide all candidates' work for moderation for that / those centres. The coordinating centres must liaise with centres in the consortium if the number of candidates at the centre is greater than 10 candidates, in order to provide the specific sample required for moderation, as detailed on IAMIS.

The coordinating centre is responsible for making additional samples available in a timely fashion, should WJEC request them. This may involve some liaison with entering centres, where appropriate.

After moderation the coordinating centre is responsible for the safe and secure retention of the work until the window for reviews of moderation is closed.

When submitting a review of moderation request, the coordinating centre must ensure that all centres within the consortium have agreed to the review of moderation request. On receipt of a review of moderation request, a declaration form will be sent to the coordinating centre for completion. This should be emailed to the WJEC PRS team, prior to the commencement of the review of moderation.

Outcomes of the review of moderation will be sent to every centre within the consortium.

3.2 Roles and Responsibilities – Entering Centres

Entering centres are responsible for liaising with the coordinating centre to provide details of the candidates who will be entered as part of the consortium.

Entering centres are responsible for submitting entries to WJEC at the appropriate time.

Entering centres are responsible for informing WJEC of any special arrangements, such as situations in which they teach their own cohort apart from one or more of their candidates, who are taught at the consortium coordinating centre. This could be for reasons such as issues with internal choices / timetabling. In such cases the entering centres must provide WJEC, via the 'Partial Consortium Arrangements' form (emailed to consortia@wjec.co.uk) with the details of those candidates whose work will be marked at a different centre to the main cohort, which is taught in their own centre.

Entering centres are responsible for liaising with the co-ordinating centre to ascertain the final marks to be input on IAMIS. Marks must be input to IAMIS by the WJEC deadlines.

Entering centres, **with more than ten candidates entered in a cohort for a unit being taught entirely within a consortium,** are responsible for liaising with the co-ordinating centre to inform them of the sample required as identified by IAMIS. This must be done early enough to enable co-ordinating centres to provide the samples to WJEC for moderation, and by the prescribed deadline date.

A review of moderation must be agreed by all centres in the consortium prior to submitting a request. **Each entering centre must submit the request for the review of moderation for their own centre.**

It is the responsibility of the centres within the consortium to liaise and ensure work is uploaded for such subjects for all relevant candidates.

SECTION 4: NOTES FOR INDIVIDUAL SUBJECTS

For details of requirements for the content and presentation of work, please refer to subject specifications.

4.1 GCSE

Subject	Component/Unit	Recommended submission date for marks	Work despatched/ uploaded by	Unit Code	QAN Number	Series Availability	
						Nov	June
Art & Design†	Component 1 Portfolio	31 May (actual submission date)	N/A (Visiting Moderator)	C650U10 – C656U10	601/8087/0	X	✓
Art & Design†	Component 2 Externally Set Assignment	31 May (actual submission date)	N/A (Visiting Moderator)	C650U20 – C656U20	601/8087/0	X	✓
Design & Technology†	Component 2 Design and Make Task	5 May (actual submission date)	N/A (Visiting Moderator)	C600U20	603/1121/6	X	✓
Drama ‡	Component 1 Devising Theatre	17 March	24 March	C690U10	601/8420/6	X	✓
Electronics	Component 3 Extended System Design and Realisation Task	30 April	5 May	C490U30	603/0776/6	X	✓
English Language†‡	Component 3 Spoken Language	November Series – 29 October June Series – 30 April	November Series – 5 November June Series – 5 May	C700U30	601/4505/5	✓	✓
Film Studies ‡	Component 3 Production	30 April	5 May	C670U30	603/0889/8	X	✓
Food Preparation and Nutrition‡	Component 2 Food Preparation and Nutrition in Action	30 April	5 May	C560U20	601/8093/6	X	✓
Media Studies ‡	Component 3 Creating Media Products	30 April	5 May	C680U30	603/1115/0	X	✓

Music ‡	Component 1 Performing	30 April	5 May	C660U10	601/8131/X	X	✓
Music ‡	Component 2 Composing	30 April	5 May	C660U20	601/8131/X	X	✓
Physical Education (Full) ‡†	Component 2 The Active Participant In Physical Education	5 May	N/A (Visiting Moderator)	C550U20		X	✓
Physical Education (Short) ‡†	Component 2 The Active Participant In Physical Education	5 May	N/A (Visiting Moderator)	C555U20		X	✓

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our Portal. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.
†Denotes components/units with further individual notes below.

ART & DESIGN (COMPONENTS 1 & 2) – Visiting Moderator

Centres must submit marks on IAMIS by 31st May. The moderation window extends from 2nd June – 4th July. The moderator allocated to your centre will contact to arrange the moderation visit date before the end of April.

DESIGN & TECHNOLOGY (COMPONENT 2) – Visiting Moderator

Centres must submit marks on IAMIS by 5th May. The moderation will take place 12th to 16th May. The times and dates of the visit will be e-mailed to the exams officer.

ENGLISH LANGUAGE – SPOKEN LANGUAGE (COMPONENT 3)

For GCSE English Language (9-1), Component 3 Spoken Language, grades must be entered on IAMIS by 5th May.

For each candidate, centres will enter either P (Pass), M (Merit), D (Distinction) or N (not classified). Centres must ensure that, if they wish to apply for exemption for any candidates this has been applied for via the JCQ exemption form. These candidates should be input as N.

IAMIS will be available to the designated account holders from 10th March. Please note that centres select their own sample for Component 3 using the formula in the table below.

Sample Sizes

No of cands at centre	No. of cands whose presentations must be recorded	Minimum no. of cands at each grade (D, M, P) +
30 or fewer	All cands	10++
Over 30	30	10+++

The sample should be representative of the teaching groups within the centre.

+ All candidates at a grade if the centre has fewer than the stated minimum. Candidates assessed as 'N' (Not Classified) should not be included.
++ For example, if a centre has 15 D candidates, 11 M candidates and 3 P candidates, all of these candidates will be in the sample.
+++ For example:

    (a)   if a centre has 21 D candidates, 14 M candidates and 3 P candidates, the sample will consist of 10 of the D candidates, 10 of the M candidates and all of the P candidates, with 7 additional candidates (from D and/or M) to make the overall sample up to 30.

    (b)   if a centre has no D candidates, 7 M candidates and 60 P candidates, the sample will consist of all of the M candidates and 23 of the P candidates.

Centres must provide audio-visual recordings of the presentations of a sample of candidates to their designated Spoken Language monitor. Centres Must Upload to the Portal by 5th May at the latest

Please note that only the audio-visual recordings should be Uploaded . No paperwork is required.

Further information on conducting and recording the presentations can be found [here](#).

A candidate may request to carry forward a previous grade for the Spoken Language Endorsement, even if it was awarded by a different awarding body. In such cases, centres must ensure the candidate is entered using the same Unique Candidate Identifier (UCI) as was used when the candidate previously obtained the endorsement, then input a 'Carry Forward' ('C' or 'CF') indicator on the online system as normal.

PHYSICAL EDUCATION (COMPONENT 2)

Moderation will follow the normal series process. Centres will be allocated a moderator and a moderation date will be arranged before December. Mark sheets need to be submitted to the visiting moderator by first Friday in March, unless the moderation is prior to this date (in agreement with the moderator). The moderator will identify the sample for moderation and inform the centre. All candidates/work identified must be available on the moderation day. All written work needs to be available on the moderation day. Marks to be input and submitted on IAMIS by the official deadline. Centres are required to upload a video of the assessment following the visit.

4.2 GCE – AS/ADVANCED LEVEL

General Certificate of Education (Eduqas specification)

AS
Non-examination Assessment

Subject	Component/Unit	Recommended submission date for marks	Work despatched/uploaded by	Unit Code	QAN Number	Series Availability
						June
Art & Design†	Component 1: Personal Creative Enquiry	31 May (actual submission date)	N/A (Visiting Moderator)	B650U10 – B656U10	601/4892/5	✓
Design & Technology†	Component 2: Design & Make Task	15 May (actual submission date)	N/A (Visiting Moderator)	B601U20 B602U20	603/1174/5	✓
Drama & Theatre*	Component 1: Performance Workshop	8 May	15 May	B690U10	601/8555/7	✓
Electronics	Component 2: System design and realisation tasks	8 May	15 May	B490U20	603/0778/X	✓
Film Studies*	Component 3: Production	8 May	15 May	B670U30	603/0972/6	✓
Media Studies*	Component 3: Media Production	8 May	15 May	B680U30	603/1150/2	✓
Physical Education*†	Component 2: Improving personal performance in physical education	15 May (actual submission date)	N/A (Visiting Moderator)	B550U20	601/8839/X	✓

*Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on Portal. Further details are available in the 'E-Submission Process – Subject Guide' available here.
†Denotes components/units with further individual notes below.

A Level

Non-Examination Assessment

Subject	Component/Unit	Recommended submission date for marks	Work despatched/uploaded by	Unit Code	QAN Number	Series Availability
						June
Art & Design†	Component 1: Personal Investigation	31 May (actual submission date)	N/A (Visiting Moderator)	A650U10 – A656U10	601/4891/3	✓
Art & Design†	Component 2: Externally Set Assignment	31 May (actual submission date)	N/A (Visiting Moderator)	A650U20 – A656U20	601/4891/3	✓
Biology†	Practical Endorsement	15 May	N/A	A400U40	601/5706/9	✓
Chemistry†	Practical Endorsement	15 May	N/A	A410U40	601/5645/4	✓
Computer Science*	Component 3: Programmed Solution to a Problem	8 May	15 May	A500U30	601/5031/2	✓
Design & Technology†	Component 2: Design & Make Project	15 May (actual submission date)	N/A (Visiting Moderator)	A601U20 A602U20	603/1178/2	✓
Drama & Theatre*	Component 1: Theatre Workshop	8 May	15 May	A690U10	601/8554/5	✓

Electronics	Component 3: Extended System Design & Realisation Tasks	8 May	15 May	A490U30	603/0777/8	✓
English Language	Component 4: Language and Identity	8 May	15 May	A700U40	601/5043/9	✓
English Language & Literature	Component 4: Critical and Creative Genre Study	8 May	15 May	A710U40	601/5022/1	✓
English Literature	Component 4: Prose Study	8 May	15 May	A720U40	601/4870/6	✓
Film Studies*	Component 3: Production	8 May	15 May	A670U30	603/1147/2	✓
Geography†	Component 4: Independent Investigation	21March	28 March	A110U40	601/8847/9	✓
Geology †	Practical Endorsement	15 May	N/A	A480U40	603/0859/X	✓
Media Studies*	Component 3: Creating Media Products	8 May	15 May	A680U30		✓
Physical Education*†	Component 3: Improving Personal Performance in physical education	15 May (actual submission date)	N/A (Visiting Moderator)	A550U30	601/8838/8	✓
Physics†	Practical Endorsement	15 May	N/A	A420U40	601/5522/X	✓

*Denotes components/units for which candidates' work must be submitted electronically. Further details are available in the 'E-Submission Process – Subject Guide' available here.
†Denotes components/units with further individual notes below.

†General Certificate of Education (Eduqas specification)

ART AND DESIGN (AS COMPONENT 1 & A LEVEL COMPONENTS 1 & 2)

Centres must submit marks on IAMIS by 31st May. The moderation window extends from 9th Jone – 4th July . The moderator allocated to your centre will contact to arrange the moderation visit date before the end of April.

BIOLOGY, CHEMISTRY, PHYSICS & GEOLOGY (PRACTICAL ENDORSEMENTS)

Centres will be required to input and submit a 'Pass', 'Not Classified' or 'Carry Forward' indicator on the online system.

A candidate may request to carry forward a previous outcome for the Practical Endorsement, even if it was awarded by a different awarding body. In such cases, centres must ensure the candidate is entered using the same Unique Candidate Identifier (UCI) as was used when the candidate previously obtained the endorsement, then input a 'Carry Forward' ('C' or 'CF') indicator on the IAMIS as normal.

DESIGN AND TECHNOLOGY (AS COMPONENT 2 & A LEVEL COMPONENT 2)

Centres must submit marks on IAMIS by 15th May. The moderation will take place 19th – 23rd May. Times and dates of the visit will be emailed to the Exams Officer.

GEOGRAPHY (A LEVEL COMPONENT 4)

NEA sample work must arrive with the moderator by 28 March 2025. The following should be submitted for each candidate within the requested sample:

· Independent investigation Form Section 1: Signed candidate/teacher authentication
· Independent investigation Form Section 2: Independent Investigation Proposal
· Independent investigation Form Section 3: Independent Investigation Mark Sheet

All three sections of the form are available to download in the Independent Investigation Submission Forms folder on the Eduqas GCE Geography website.

PHYSICAL EDUCATION (AS COMPONENT 2 & A LEVEL COMPONENT 3)

Moderation will follow the normal series process. Centres will be allocated a moderator and a moderation date will be arranged before December. Mark sheets need to be submitted to the visiting moderator by first Friday in March, unless the moderation is prior to this date (in agreement with the moderator). The moderator will identify the sample for moderation and inform the centre. All candidates/work identified must be available on the moderation day. All written work needs to be available on the moderation day. Marks to be input and submitted on IAMIS by the official deadline. Centres are required to upload a video of the assessment following the visit.

4.3 VOCATIONAL AWARDS AND CERTIFICATES

Controlled Assessment

Subject	Component/Unit	Recommended submission date for marks	Work uploaded by	Unit Code	Series Availability
					June
Tourism: Customer Experience Unit 1 ‡	Internal Controlled Assessment	29 April	5 May	9801/01	✓
Tourism: Developing UK Tourist Destinations Unit 3 ‡	Internal Controlled Assessment	29 April	5 May	9803/01	✓
Event Operations Unit 2‡	Internal Assessment	29 April	5 May	5599U2	✓
Event Planning Unit 3‡	Internal Assessment	29 April	5 May	5599U3	✓
Global Business Communication: French Global opportunities – Unit 1[†]	Controlled Assessment	29 April	5 May	5879U1	✓
Global Business Communication: French Customer relations – Unit 2[†]	Controlled Assessment	29 April	5 May	5879U2	✓
Global Business Communication: French marketing and sales – Unit 3[†]	Controlled Assessment	29 April	5 May	5879U3	✓
Global Business Communication: German – Opportunities Unit 1[†]	Controlled Assessment	29 April	5 May	5889U1	✓
Global Business Communication: German – Customer relations Unit 2[†]	Controlled Assessment	29 April	5 May	5889U2	✓
Global Business Communication: German – Marketing and sales Unit 3[†]	Controlled Assessment	29 April	5 May	5889U3	✓

Global Business Communication: Spanish – Global opportunities Unit 1†	Controlled Assessment	29 April	5 May	5899U1		✓
Global Business Communication: Spanish – Customer relations Unit 2†	Controlled Assessment	29 April	5 May	5899U2		✓
Global Business Communication: Spanish – Marketing and Sales Unit 3†	Controlled Assessment	29 April	5 May	5899U3		✓

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on Portal . Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.

†LEVEL 1 / LEVEL 2 AWARD GLOBAL BUSINESS COMMUNICATON (French, German and Spanish) (first teaching Sept 2022)

Centres should plan to submit marks on IAMIS for the following internal units by 29 April deadline:

Unit 1 - Global Opportunities
Unit 2 - Global Customer Relationships
Unit 3 - Global Sales and Marketing

Once all grades have been submitted, the system will then identify the sample candidates. Work must then be submitted via IAMIS by the 5 May deadline. Further details are available in the 'E-Assessment submission Guide for Centres' available here.

Audio files should be in MP3 format with a maximum size of 20MB. Video files should be in MP4 format with a maximum size of 100MB

Time sheets for each unit and candidate declaration sheets for each candidate must also be included. These are available to download from Portal under the resources section.

4.4 Level 1/ Level 2 Vocational Awards(TECHNICAL AWARDS) (first teaching Sept 2022)

Controlled Assessment

Subject	Component/Unit	Recommended submission date for marks (Jan / June)	Work uploaded by (Jan / June)	Unit Code	Series Availability	
					Jan	June
Construction and the Built Environment: Designing the Built Environment Unit 2 ‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	E819U2	✓	✓
Construction and the Built Environment: Constructing the Built Environment Unit 3‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	E819U3	✓	✓
Engineering: Manufacturing Engineering Products Unit 1‡	Internal Controlled Assessment	4 December / 29 April	10 December / 5 May	5799U1	✓	✓
Engineering: Designing Engineering Products Unit 2‡	Internal Controlled Assessment	4 December / 29 April	10 December / 5 May	5799U2	✓	✓
Health and Social Care: Outcome-Focused and Person-Cantered Practice in Health and Social Care Unit ‡	Internal Controlled Assessment	4 December / 29 April	10 December / 5 May	E309U2	✓	✓
Hospitality and Catering: Hospitality and Catering in Action Unit 2 ‡	Internal Controlled Assessment	4 December / 29 April	10 December / 5 May	5409U2	✓	✓
ICT: ICT in Context Unit 1 ‡	Internal Controlled Assessment	4 December / 29 April	10 December / 5 May	5539U2	✓	✓
Performing Arts: Performing Unit 1	Internl Controlled Assessment	4 December / 29 April	10 December / 5 May	5639U1	✓	✓

Performing Arts: Creating Unit 2	Internal Controlled Assessment	4 December / 29 April	10 December / 5 May	5639U2	✓	✓
Retail Business: Customer Service for Retail Business‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	5789U2	✓	✓
Retail Business: Merchandising and Marketing Retail Products‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	5789U3	✓	✓
Sport and Coaching Principles: Improving Sporting Performance Unit 2	Internal Controlled Assessment	4 December / 29 April	10 December / 5 May	5259U2	✓	✓
Sport and Coaching Principles: Coaching Principles Unit 3	Internal Controlled Assessment	4 December / 29 April	10 December / 5 May	5259U3	✓	✓

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on Portal . Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.

4.5 Applied Certificates and Diplomas

Controlled Assessment

Subject	Component/ Unit	Recommended submission date for marks	Work uploaded by	Unit Code	QAN Number	Series Availability
						June
Certificate in Criminology: Changing Awareness in Crime Unit 1 ‡	Internal Controlled Assessment	8 May	15 May	4543U10-1	601/6249/1	✓
Diploma in Criminology: Crime Scene to Courtroom Unit 3‡	Internal Controlled Assessment	8 May	15 May	4543U30-1	601/6248/X	✓
Certificate in Food Science and Nutrition: Meeting Nutritional Needs of Specific Groups Unit 1‡	Internal Controlled Assessment	8 May	15 May	4563UA0-1	601/4553/5	✓
Diploma in Food Science and Nutrition: Experimenting to Solve Food Production Problems Unit 3 ‡	Internal Controlled Assessment	8 May	15 May	4563U30-1	601/4552/3	✓
Diploma in Food Science and Nutrition: Current Issues in Food Science and Nutrition Unit 4 ‡	Internal Controlled Assessment	8 May	15 May	4563U40-1	601/4552/3	✓
Certificate in Health & Social Care: Core Values and Services Unit 2 ‡	Internal Controlled Assessment	8 May	15 May	4573U20-1	603/0856/4	✓

Diploma in Health & Social Care: Employment within the Sectors Unit 3 ‡	Internal Controlled Assessment	8 May	15 May	4573U30-1	603/0857/6		✓
Diploma in Health & Social Care: Experience of Disease, Illness and Disability Unit 4 ‡	Interal Controlled Assessment	8 May	15 May	4573U40-1	603/0857/6		✓
Certificate in Medical Science: Physiological Measurement Techniques Unit 2 ‡	Internal Controlled Assessment	8 May	15 May	4463U20-1	601/7651/9		✓
Certificate in Medical Science: Medical Science Research Methods Unit 3 ‡	Internal Controlled Assessment	8 May	15 May	4463U30-1	601/7651/9		✓
Diploma in Medical Science: Medicines and Treatment of Disease Unit 4 ‡	Controlled Assessment	8 May	15 May	4463U40-1	601/7644/1		✓
Certificate in Business: Active Marketing Unit 2 ‡	Internal Controlled Assessment	8 May	15 May	4513U20-1	603/0820/5		✓
Diploma in Business: Markets and Customers Unit 5 ‡	Internal Controlled Assessment	8 May	15 May	4513U50-1	603/0821/7		✓
Certificate in Tourism: Unit 2 Worldwide Tourism Destinations‡	Internal Controlled Assessment	8 May	15 May	4583U20-1	603/0825/4		✓
Diploma in Tourism: Unit 4 Event and Itinerary Planning‡	Internal Controlled Assessment	8 May	15 May	4583U40-1	603/0826/6		✓

Diploma in Professional Construction Practice: Unit 1 Design the Built Environment‡	Internal Controlled Assessment	8 May	15 May	4903U10-1	603/0822/9		✓
Diploma in Professional Construction Practice: Unit 4 BIM and Construction Projects‡	Internal Controlled Assessment	8 May	15 May	4903U40-1	603/0822/9		✓

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our Portal . Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.

4.6 Certificate in Latin

Controlled Assessment

Subject	Component/Unit	Recommended submission date for marks	Work uploaded by	Unit Code	QAN Number	Series Availability
						June
Roman Civilisation Study: Level 1 Unit 9513 ‡	Controlled Assessment	30 April	5 May	9513/01	500/6831/3	✓

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our Portal . Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.

4.7 ENTRY LEVEL

Coursework

Subject	Component/Unit	Marks to be submitted by	Recommended submission date for marks	Unit Code	QAN Number/ QiW Number	Series Availability
						June
English	Component 2: Topic Tests	30 April	5 May	6700QCL-2	603/1342/0 C00/1186/9	✓
English	Component 3: Practical Assessments	30 April	5 May	6700QCL-3	603/1342/0 C00/1186/9	✓
Mathematics – Numeracy‡	Component2: Topic Tests End of stage Test	30 April	5 May	6300QCL-2	603/1012/1 C00/1154/6	✓
Mathematics – Numeracy‡	Component3: Practical Assessment	30 April	5 May	6300QCL-3	603/1012/1 C00/1154/6	✓
Science (Single Award)‡	Component 2: Topic Tests End of unit test	30 April	5 May	6430QCL-2	601/8295/7 C00/0792/0	✓
Science (Single Award)‡	Component 3 - Practical Assessment	30 April	5 May	6430QCL-3	601/8295/7 C00/0792/0	✓

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our Portal . Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.

4.8 ENTRY PATHWAYS

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and as outlined in the 'E-Submission (IAMIS upload) – Subject Guide' available here to ensure that the required sample is electronically uploaded by **12 December (January Series)/5 May (June Series).**

LANGUAGE PATHWAYS
(French, German, Spanish, Italian, Mandarin, Japanese)

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and as outlined in the 'E-Submission (IAMIS upload) – Subject Guide' available here to ensure that the required sample is electronically uploaded by **12 December (January Series)/5 May (June Series).**

4.9 Foundation Diploma in Art & Design (FAD)

Controlled Assessment

Subject	Grades to be submitted by	Work despatched/ uploaded by	Entry Code	QAN Number	Series Availability
					June
Units 1-6	48 hours in advance of the agreed moderation visit date	N/A (Visiting Moderator)	P653QDL	603/0975/1	✓

A date and time for the moderation visit should be agreed between the Moderator and Programme Leader within the specified moderation window (June 1st – 30th), which should coincide with the period of exhibition of learners' work (visits will be one day in duration).

The centre should submit proposed grades for all components via IAMIS at least 48 hours in advance of the agreed moderation visit date. Centres must provide the Moderator with a printout of the learners' proposed grades from the Portal on arrival (all view). A sample of assessed work from Components 1, 2, 3 and 4 should be made available including Assessment Criteria Forms for components 1, 2, 3 and 4. All learners must curate and present a Major Project prior to the moderation visit. The moderator will select a sample from the display for moderation. The sample will be between 15% and 100%, depending on learner numbers.

The following represents the normal procedure for the Moderator at the visit:

(i)   Meeting with the Programme Leader to discuss programme, delivery, management and any changes that may have occurred during the year and to receive a printout of learners' proposed grades from the Portal , by hovering over 'Internal Assessment' then selecting 'Internal Assessment Mark/Outcomes Input' (all view).

(ii)   Tour of Major Project exhibits with Programme Leader and/or subject specialist(s). The display of each learner's major project should be prominently labelled with the name of the learner, area of specialisation and career progression. The learner's completed 'Proposing and reviewing a Major Project' document plus supporting materials reflecting the journey from initial concept to realisation should accompany the display and there should be a précis of the Proposal/review mounted alongside.

(iii)   The moderator will sample a representative group of learners' work in Components 5 and 6 using a copy of the internal Grade Descriptor forms (Unit 5 and Unit 6). As a recommended guide the moderation process will generally cover:

-     the work of at least one learner from each main area of study

-     a selection of work from learners graded as distinction, merit and pass, including borderline cases

-     the work of all proposed learners assessed as referred.

(iv)   Review the exhibition (Moderator only) and then meet with Programme Leader to discuss any amendments to proposed final grades and discuss learners who are proposed for referral. Finalise additional work for candidates and the Moderator will complete the

Referral Form - including a timescale for re-submission. Complete and sign the printout showing proposed and moderated grades.

(vii)   Meet a representative selection of learners in consultation with the Programme Leader.

(viii)   Meeting with the programme team for general feedback and discussion.

After the visit the Moderator will submit final grades for Components 5 and 6 and complete the Moderator's Visit Report form on the Portal . The report will comment on administration and assessment (including any grade changes), programme delivery, outcomes and general comments/advice. The Moderator's report will be available to centres from the A level results release date via the Portal .

4.10 Extended Project

Coursework

Subject	Recommended submission date for marks	Work uploaded by	Unit Code	QAN Number	Series Availability
					June
Extended Project*	7 May	15 May	9500 03	601/4698/9	✓

*Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on Portal. Further details are available in the 'E-Submission Process – Subject Guide' available here.

Appendix

HEAD OF CENTRE DECLARATION FORMS
For non-exam assessment (NEA) and fieldwork

Here is a summary below of the qualifications that require a signature from the head of centre for non-exam assessment (NEA) or fieldwork.

A Level				
Qualification	**Purpose of Declaration Form**		**Date required**	**Send to**
Biology Chemistry Physics	Candidates entered have completed the practical activities as prescribed in the specification and additional guidance provided, including the completion of at least 12 practical activities and a contemporaneous record of the work undertaken during these practical activities.		May 15th	[A Level Team](#)
Drama and Theatre	Centre considers all material intended for performance for Component 1 and 2 acceptable in terms of both content and treatment.	Component 1	May 15th	Submit with NEA
		Component 2	Day of Examiner Visit	Examiner collects
	Component 3: Centre has given opportunities to candidates to see live theatre.		May 31st	[Drama Team](#)
Geography	Centre to confirm that all students who have been entered have undertaken the minimum requirement of 4 days of fieldwork.		March 30th	[Geography Team](#)
Geology	Practical Activities: Candidates entered have completed the practical activities as prescribed in the specification and additional guidance provided, including the completion of at least 13 practical activities and a contemporaneous record of the work undertaken during these practical activities. Fieldwork: All candidates have been given the opportunity to undertake a minimum of four days fieldwork.		May 15th	[A Level Team](#)

AS				
Qualification	**Purpose of Declaration Form**		**Date required**	**Send to**
Drama and Theatre	Component 1: Centre considers all material intended for performance acceptable in terms of both content and treatment.		January 25th	Submit with NEA
	Component 2: Centre has given opportunities to candidates to see live theatre.		May 31st	[Drama Team](#)
Geography	Centre to confirm that all students who have been entered have undertaken the minimum requirement of 2 days of fieldwork.		March 30th	[Geography Team](#)

Geology	All candidates have been given the opportunity to undertake a minimum of two days fieldwork.		May 15th	Geology Team

GCSE				
Qualification	**Purpose of Declaration Form**		**Date Required**	**Send To**
Drama	Centre considers all material intended for performance for Component 1 and 2 acceptable in terms of both content and treatment.	Component 1	March 24th	Submit with NEA
		Component 2	Day of Examiner Visit	Examiner collects
	Component 3: Centre has given opportunities to candidates to see live theatre.		May 31st	Drama Team
English Language	Centre ensures all reasonable steps have been taken or will be taken to provide all candidates with the opportunity to undertake the Spoken Language endorsement.		May 5th	English Team
Geography A	Centres must use form to confirm that each learner has been provided with opportunity to undertake geographical fieldwork on at least two occasions and with respect to at least two contrasting environments.		March 30th	Geography Team
Geography B	Centres must use form to confirm that each learner has been provided with opportunity to undertake geographical fieldwork on at least two occasions and with respect to at least two contrasting environments.		March 30th	Geography Team
Geology	All learners have been given the opportunity to undertake a minimum of two days fieldwork. In addition, learners have been given a minimum of one opportunity to carry out a directed investigation to answer a geological problem as detailed in this statement.		May 15th	Geology Team

Head of centre declaration forms can be found on the Portal in 'Resources > Subject-Specific Support Material including CPD & Exemplars > Head of Centre Declaration Forms'. Alternatively, the forms can be found on the individual qualification pages.