

Please Note - there is a requirement to give all candidates the chance to appeal their teacher assessed marks before you submit them, so you must factor in the time required for this, according to your own school policy. This applies to all subjects, and all examination boards. More details on this via JCQ: [Instructions for Conduction Coursework](#) Section 13.5 (numbered page 14 / page 18 in pdf).

Important [Key Dates](#)

ENTRIES Deadline - **21st February 2025**

IAMIS (Units 1 and 2) Input Screen Opens for Marks / Sample - **10th March 2025**

ENTRIES Late Fees Payable - **19th March 2025**

SURPASS (Unit 3) Keycodes available - **1st April 2025**

IAMIS (Unit 1 and 2) Marks and Submission Deadline - **5th May 2025**

SURPASS (Unit 3) Submission Deadline - **5th May 2025**

RESULTS DAY - 21st August 2025

Preparing Individual Candidates' Work for IAMIS Upload

Preparing evidence in two compressed zip folders per candidate, per unit (see below) will reduce the number of files you will need to upload.

Centres may find it useful to convert documents to PDFs before saving them. It ensures there are no formatting issues. Individual tasks can be combined into one PDF document. You can then combine the administration forms into a separate PDF file using Adobe Pro software.

If you need to reduce or convert video files, then view the [video guidance](#). You will find Adobe Pro video guides on YouTube (this will be helpful if you are combining / organising pdfs within one file). Please delete any blank pages in the pdfs.

File Types (mp3, mp4, mkv, wav, aiff, aif, aifc, doc, pdf, txt, ppt – save as pdf). If files contain embedded audio / video clips then they must be uploaded within a zip folder. If you are unsure of the validity of a file type then please contact the e-submissions team: e-submission@wjec.co.uk (029 2240 4310).

Maximum file size – 600MB

Do not upload individual images such as jpg / png etc (these are time consuming to download individually for moderators, so they must be part of another presentational file / format like a PowerPoint or Word document). All images used in any document(s) types must be orientated correctly and of a suitable size for viewing.

Folder / File names need to be clear. If you include any special characters (this includes all punctuation) then the system **will not** accept it. **Use only letters and numbers in the file names:**

Within zip folders the following information should be used in the file name.

Candidate name and number-Unit number (U1, U2)-Task number or Name of record sheet. For example:

John Smith 12345 U1 Task 1a / John Smith 12345 U1 Task 5

John Smith 12345 U1 CDS / John Smith 12345 U1 UPD

WJEC / Eduqas reserves the right to request additional candidate work, so it should all be ready to upload, not just the sample. If extra work is requested this does not necessarily mean there is a problem - we also request everything from a random selection of centres. We have a duty to ensure assessments are accurate and consistent and therefore fair to all candidates.

Recording Practical Work

When recording practical work care should be taken over the positioning of the camera. It is permissible to make use of pan and zoom where you feel this may be appropriate. When performing and recording performances with an audience, centres must undertake their own risk assessment in regard to performers and audience, and abide by relevant GDPR and data protection legislation. If there are any non-assessed candidates in the performance, then a non-assessed participant declaration form should be submitted alongside the work.

Candidate Identification

It is vital that all candidates within a group can be easily identified. Candidates should hold up their candidate number and introduce themselves slowly and clearly for the purpose of the visual recording. Candidates should also introduce the title of their chosen repertoire (Unit 1). This can be done before or after the actual performance but must be included with the evidence.

Updated Administration Forms

Please note that we have streamlined our administration forms for [Unit 1](#) and [Unit 2](#). For regulatory purposes, candidates will still need to submit an individual, signed Candidate Declaration Sheet (CDS), the remaining forms will be one excel document with a tab for each of the current forms, the Assessment Record Sheet (ARS) and Observation Record Sheet (ORS) have been combined into one tab. **For Summer 2025, we will accept either these new documents or the legacy documents for centre submissions.**

Unit 1 – Performing

[Cohort Administration](#) for ARS / ORS and TRS (CAU1 filename for upload). **This record must be submitted for the correct unit with the highest marked candidate in the selected sample on IAMIS.**

For each candidate in the sample, you should upload the following to support the assessment judgements and decisions you have made in two zip folders.

Zip Folder 1 – Folder name for upload (**ZF1-U1-Candidate-Name-Admin**)

The following documents are required:

- [Candidate Declaration Sheet](#) (CDS filename for upload).
- [Unassessed Participant Declaration](#) (UPD filename for upload)
only where there are unassessed candidates in the performance

OR legacy documents below in addition to the Candidate Declaration Sheet (CDS)

- [Legacy Assessment Record Sheet \(ARS\)](#)
- [Legacy Observation Record Sheet \(ORS\)](#)
- [Legacy Time Record Sheet \(TRS\)](#)

Zip Folder 2 – Folder name for upload (**ZF2-U1-Candidate-Name-Evidence**)

The following tasks are required:

- Task 1a Outline of findings of research.
- Task 1b Discussion of how the research will influence performance.
- Task 2 Rehearsal plan / schedule.
- Task 3 Reflective journal and recordings of key points during the process.
- Task 4 Recording of the final performance (3 and 6 minutes long per candidate)
(NB: Music Technology can be submitted as an audio file, all other disciplines should be submitted as a video file).
- Task 5 Evaluation.

All signatures must be completed – electronic signatures are acceptable – failure to include signatures will mean the work cannot be assessed.

Unit 2 – Creating

[Cohort Administration](#) for ARS / ORS and TRS (CAU1 filename for upload). **This record must be submitted for the correct unit with the highest marked candidate in the selected sample on IAMIS.**

For each candidate in the sample, you should upload the following to support the assessment judgements and decisions you have made in two zip folders.

Zip Folder 1 – Folder name for upload **(ZF1-U2-Candidate Name-Admin)**

The following documents are required:

- [Candidate Declaration Sheet](#) (CDS filename for upload).
- [Unassessed Participant Declaration](#) (UPD filename for upload)
only where there are unassessed candidates in the performance

OR legacy documents below in addition to the Candidate Declaration Sheet (CDS)

- [Legacy Assessment Record Sheet](#) (ARS filename for upload)
- [Legacy Observation Record Sheet](#) (ORS filename for upload)
- [Legacy Time Record Sheet](#) (TRS filename for upload)

Zip Folder 2 – Folder name for upload **(ZF2-U2-Candidate Name-Evidence)**

The following tasks are required:

- Task 1 Outline the components considered when writing the creative brief.
- Task 2 A development log.
- Task 3 Present final piece to an audience.
- Task 4 Evaluate the success of creative piece and final creation.

All signatures must be completed – electronic signatures are acceptable – failure to include signatures will mean the work cannot be assessed.

Unit 3 Performing Arts in Practice

For each candidate in the cohort you should upload the following for external assessment. **If a candidate has not completed any work for this unit, please still upload the Time Record Sheet for them, stating that no work was completed.**

Zip Folder 1 – Folder name for upload **(ZF1-U3-Candidate Name-Admin)**

The following documents are required:

- [Candidate Declaration Sheet](#) (CDS filename for upload).
- [Unassessed Participant Declaration](#) (UPD filename for upload)
only where there are unassessed candidates in the performance.
- [Time Record Sheet](#) (TRS filename for upload)

Zip Folder 2 – Folder name for upload **(ZF2-U3-Candidate Name-Evidence)**

The following tasks are required:

- Task 1 Factors influencing the creation of the proposed work.
- Task 2 Plans and ideas for the proposed event.
- Task 3 Outline of timeline, personnel, and resources (including budget)
- Task 4 Outline of marketing and public relation plans to promote the event.
- Task 5 Practical examples (this will be evidenced within Task 6 but can also be added as a separate audio / video file if required).
- Task 6 The pitch
- Task 7 Evaluation

All signatures must be completed – electronic signatures are acceptable – failure to include signatures will mean the work cannot be assessed.

IAMIS Upload Process (Marks and Samples) Units 1 and 2

You can ask your exams officer to set you up with a secondary account to the [Portal](#) if you have not already done so. If they provide access to IAMIS you will be able to input your marks and upload your work yourself. You will then also have access to your moderator reports on results days (please note all reports are archived from portal after about 3 months, so please download and save in an appropriate place).

1. Once the work for candidates has been marked and any internal appeals resolved, the marks for all candidates entered are uploaded via [IAMIS](#) on the [Portal](#).
2. Press submit and then the screen will refresh and your sample will be identified.
3. You can then click into individual sampled candidates and upload the work / evidence. Once marks are submitted you can re-visit the input screen showing lists of candidates, but it will differ slightly as an 'Upload Cloud' icon will appear. Press the cloud icon and a window will appear to enable you to choose a folder / file to upload. Select the file you wish to upload and click 'open'. The files that have been uploaded will be displayed against the candidate underneath the upload button. If the files do not appear or you have made a mistake and chosen the wrong folder / file, then please contact WJEC / Eduqas. **Note:** If you have made entries for both units you will have to upload **two** zip folders per unit for each candidate. **Do not mix them up!**

The deadline for uploading the requested sample is midnight on **5th May 2025**. Do not forget that it takes time to upload marks and the work. Organise yourself in advance with naming conventions etc. If submitting Unit 1 and Unit 2 then please ensure you are uploading work under the correct unit and for the right candidate.

Surpass Upload Process Unit 3

Once entries have been made then keycodes will be automatically generated for the whole cohort and will be made available. Your exams officer will be able to access these on [Surpass](#). They keycodes will be available from **1st April 2025**.

Go to the upload page on [Surpass](#). Enter the keycode for each candidate, then upload the work and supporting administration documents for them.

Please take care when uploading work to ensure that all tasks, where completed, have been included, examiners will only be able to mark what is available on Surpass. If there is no work to submit for a candidate, then please still upload a [Time Record Sheet](#) which indicates this.

Qualification Cash In

If completing the qualification this series, candidates should also have been entered for the aggregation (cash in) this does not happen automatically; it is necessary to enter the relevant code for aggregation to take place, this is 5639QA. Candidates will need to have been entered (and not withdrawn) for all 3 mandatory units: Unit 1 5639U1, Unit 2 5639U2 and Unit 3 5639U3.

Useful Links

[E-Submission Process](#) – Centre Guide.

[Video demonstration](#) of the upload process.

There are lots of useful videos giving guidance on compressing images and converting audio and video files on your [e-submission](#) page.

Useful Contacts

For guidance on any aspect of the e-submission process please contact:
e-mail: e-submission@wjec.co.uk Tel 029 2240 4310

For subject specific queries not relating to e-submission please contact:
e-mail: performingarts@wjec.co.uk Tel 029 2026 5470