E-submission IAMIS* upload
Subject Guide 2025

This booklet outlines the subject specific requirements for each subject using IAMIS upload in 2025, 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 Portal, which requires a Portal login, available from the centre's Exams Officer.

Contents

Iamis Upload

Preparing for 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 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 WJEC Portal https://portal.wjec.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, we recommend that marks are submitted on IAMIS 1 week prior to the date for uploading the sample.

Uploading work through 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 1GB 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** **All signatures must be completed – electronic signatures are acceptable. Failure to include signatures on all assessment paperwork will mean the work cannot be assessed.**
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
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. • **Evidence** - Audio-visual recording of all activities selected for the moderation sample. This evidence will include all the evidence used to make the judgement in the controlled assessment. 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

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) and 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 **as a single zip file** 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	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	For each candidate in the sample, upload **one** document of evidence containing: • 4 practical tasks and their marksheets • 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 Portal • 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 Portal • 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

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)	6700QCL - 2
Subject(s)	Entry Level English Component 2
Details	Each candidate's work should be uploaded. The centre can name the files in any way that enables them to easily identify the correct work to upload to each candidate. It is suggested: TopicTest1/TopicTest2/TopicTest3/TopicTest4, candidate name, candidate number. Before the assessments take place, the centre must download the record keeping mark sheet. This is located alongside the NEA materials on Portal. These must be completed by the teacher and candidate following the assessment and scanned and uploaded-once the sample has been generated on IAMIS. Files can be uploaded separately under the candidate or, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate.
To be uploaded	The following must be submitted: • The candidate's responses to all four Topic Tests • Candidate record keeping mark sheet – uploaded with the candidate's work
Submit work for	Sample
File types accepted	doc, pdf, zip, jpg
Max upload file size (MB)	25

Subject Code(s)	**6700QCL - 3**
Subject(s)	Entry Level English Component 3
Details	Each candidate's work should be uploaded. The centre can name the audio/audio-visual files in any way that enables them to easily identify the correct work to upload to each candidate. It is suggested: Task2presentation/Task2panel, candidate name, candidate number. Before the assessments take place, the centre must download the record keeping mark sheet. This is located alongside the NEA materials on Portal. These must be completed by the teacher and candidate following the assessment and scanned and uploaded once the sample has been generated on IAMIS. Files can be uploaded separately under the candidate, for simplicity, all the candidate's files, including the mark sheet, can be zipped up and then uploaded under the candidate.
To be uploaded	The following must be submitted: • The candidate's Practical assessment submission as audio/audio-visual files • Candidate record keeping mark sheet – uploaded with the candidate's work.
Submit work for	Sample
File types accepted	mp3, mp4, mkv, doc, pdf, zip
Max upload file size (MB)	600

Welsh (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)	6020QU -2
Subject(s)	Entry Level Welsh Unit 2
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** The candidates' examination number first and then their correct/full names: First names and then surname.
To be uploaded	The following must be submitted: • The candidate's 3 written tasks • Candidate record keeping mark sheet –signed by candidate and teacher.
Submit work for	Sample
File types accepted	doc, pdf,
Max upload file size (MB)	25

Subject Code(s)	6020QU-3
Subject(s)	Entry Level Welsh Unit 3
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** The candidates' examination number first and then their correct/full names: First names and then surname
To be uploaded	The following must be submitted: • The candidate's Oral assessment submission as audio/audio-visual files • Candidate record keeping mark sheet – signed by candidate and teacher.
Submit work for	Sample
File types accepted	mp3, mp4, doc, pdf,
Max upload file size (MB)	600

Pathways Modern Languages

French, German, Spanish, Italian, Mandarin, Japanese

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)	**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/L26602/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

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
	
	• 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 care
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. (Word versions of the form are available on Portal)
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. Word versions of all forms are available from the link below under Internal Assessment forms: https://www.wjec.co.uk/qualifications/level-12-vocational-award-in-hospitality-and-catering/#tab_keydocuments All photographic evidence must be uploaded within the candidate work and not as individual JPEG files.
Submit work for	Sample
File types accepted	word, pdf
Advisable maximum upload file size (MB)	600 – per candidate

ICT

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 **as a single zip file** 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

Retail Business

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

Performing Arts (Technical Award)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	5639U1
Subject(s)	Performing Arts Unit 1
Details	Preparing evidence in two compressed zip files per candidate will reduce the number of files you will need to upload. (one for admin documents and one for the sample of work)
To be uploaded	For each candidate in your sample you should upload the evidence for Tasks 1-5. In addition the following admin documents must be included: • Candidate Declaration • Candidate Time Record Sheet • Assessment Record Sheet • Observation Record.
Submit work for	Sample
File types accepted	mp3, mp4, mkv, wav, aiff, aif, aifc, doc, pdf, txt, PPT (in a zip file)
Max upload file size (GB)	1GB per candidate

Subject Code(s)	5639U2
Subject(s)	Performing Arts Unit 2
Details	Preparing evidence in two compressed zip files per candidate will reduce the number of files you will need to upload. (one for admin documents and one for the sample of work)
To be uploaded	For each candidate in your sample you should upload the evidence for Tasks 1-4. In addition the following admin documents must be included: • Candidate Declaration • Candidate Time Record Sheet • Assessment Record Sheet • Observation Record.
Submit work for	Sample
File types accepted	mp3, mp4, mkv, wav, aiff, aif, aifc, doc, pdf, txt, PPT (in a zip file)
Max upload file size (GB)	1GB per candidate

Sport and Coaching Principles (Technical Award)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	5259U2
Subject(s)	Sport and Coaching Principles Unit 2 Improving Sporting Performance
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be uploaded.
To be uploaded	The following must be submitted: • The evidence of all the Assessment Criteria for every candidate in the sample. This evidence will include all the evidence used to make the judgement in the controlled assessment, including written work, presentations, audio-visual recordings • The mark sheets of each candidate including the authentication and time sheets.
Submit work for	All candidates in the sample being moderated.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (per candidate)

Subject Code(s)	5259U3
Subject(s)	Sport and Coaching Principles Unit 3 Coaching Principles
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be uploaded.
To be uploaded	The following must be submitted: • The video evidence produced in the controlled assessment. This could include a variety of clips and smaller sessions. Maximum total length of submission to be 8-10 minutes. • The written evidence to support any of the assessment criteria that cannot be seen in the video clip. • The observation record sheets. • The mark sheets and authentication records for every candidate in the sample.
Submit work for	All candidates in the sample being moderated. Each candidate's performance uploaded.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (per candidate)

Vocational Internally Assessed Subjects

Global Business Communications – French, German and Spanish (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)	**5879U1,** 5879U2, 5879U3 **5889U1,** 5889U2, 5889U3 **5899U1,** 5899U2, 5899U3
Subject(s)	Global Business Communication French – Units 1-3 Global Business Communication German – Units 1-3 Global Business Communication Spanish – Units 1-3
Details	One admin upload will be available to upload all Candidate Declaration Sheets and Candidate Time Record Sheets for each of your sample candidates. These can be done as a zip file.
To be uploaded	The following documents must be submitted: Candidate • The candidate's submission for each language unit requested in the sample. Please ensure that all evidence is clearly labelled with the candidate name, candidate number, unit and task number. • Assessment record sheet with all marks for each task. Admin • Candidate Declaration Sheets signed and dated • Candidate Time Record sheets for each unit.
Submit work for	Sample
File types accepted	mp3, mp4, mkv, doc, pdf, ppt, zip
Max upload file size (MB)	600

Health and Social Care and Childcare: Principles and Context

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)	5972U2 5972N2
Subject(s)	Level 2 - Health and Social Care: Principles and Contexts Unit 2
Details	Files should be zipped up and submitted. Class notes must be included with evidence. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4973U1-99977-24403-Anne Example**
To be uploaded	The following must be submitted: • Report • Marksheet
Submit work for	Sample
File types accepted	doc, pdf
Max upload file size (MB)	20

Subject Code(s)	4973U1 4973N1
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 1
Details	Files should be zipped up and submitted. Class notes must be included with evidence. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4973U1-99977-24403-Anne Example**
To be uploaded	The following must be submitted: • Report and information pack • Marksheet • Class notes • Internal verification document • Time log
Submit work for	Sample
File types accepted	doc, pdf, ppt
Max upload file size (MB)	20

Subject Code(s)	4973U3
	4973N3
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts 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. 4973U3-99977-24403-Anne Example**
To be uploaded	The following must be submitted: • Podcast, presentation or video and accompanying notes • Marksheet
Submit work for	Sample
File types accepted	mp3, wav, doc, pdf, ppt
Max upload file size (MB)	30

Subject Code(s)	4973U4
	4973N4
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 4
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. 4973U4-99977-24403-Anne Example**
To be uploaded	The following must be submitted: • Article and infographic • Marksheet
Submit work for	Sample
File types accepted	doc, pdf, jpg
Max upload file size (MB)	20

Subject Code(s)	4973U5
	4973N5
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 5
Details	Files should be zipped up and submitted. Class notes must be included with evidence. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4973U5-99977-24403-Anne Example**
To be uploaded	The following must be submitted: • Case notes, assignment with additional/accompanying notes • Care and support plan • Marksheet
Submit work for	Sample
File types accepted	doc, pdf, jpg
Max upload file size (MB)	20

Subject Code(s)	**4973U6** **4973N6**
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 6
Details	Files should be zipped up and submitted. Reflective diary must be included with evidence. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4973U6-99977-24403-Anne Example**
To be uploaded	The following must be submitted: • Extended writing • Reflective diary • Sector engagement record • Marksheet
Submit work for	Sample
File types accepted	doc, pdf
Max upload file size (MB)	10

Subject Code(s)	**4973U8** **4973N8**
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 8
Details	Files should be zipped up and submitted. Class notes must be included with evidence. The file should use the naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, **e.g. 4973U8-99977-24403-Anne Example**
To be uploaded	The following must be submitted: • Report • Information booklet • Marksheet • Class notes
Submit work for	Sample
File types accepted	doc, pdf, jp
Max upload file size (MB)	20

Subject Code(s)	**4973U9** **4973N9**
Subject(s)	Level 3 - Health and Social Care: Principles and Contexts Unit 9
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. 4973U9-99977-24403-Anne Example**
To be uploaded	The following must be submitted: • Research project • Marksheet
Submit work for	Sample
File types accepted	doc, pdf, jpg
Max upload file size (MB)	40

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 Portal (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on Portal (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 Portal (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on Portal (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 Portal (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on Portal (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 –Portal (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on Portal (signed by the assessor) • Observation record from the model assignment on Portal (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 –Portal (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on Portal (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)	**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 Portal (signed by both assessor and candidate). • Candidate mark record sheet from the model assignment on Portal (signed by the assessor) • Observation record from the model assignment on –Portal (signed by the assessor).
Submit work for	Sample
File types accepted	word, pdf, ppt
Advisable maximum upload file size (MB)	600 – per candidate

Professional Construction Practice

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

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Level 3 Applied Qualifications Certificate/Extended

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

Subject Code(s)	4783U4
Subject(s)	Unit 4 - Business Investigation
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. 4783U4-99977-24403-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

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)	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 Preparing for Moderation checklists can be found in Resources for Teachers. Level 3 Tourism - Teaching from 2023 (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)	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
	
	Preparing for Moderation checklists can be found in Resources for Teachers. Level 3 Tourism - Teaching from 2023 (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)	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
	
	Preparing for Moderation checklists can be found in Resources for Teachers. Level 3 Tourism - Teaching from 2023 (wjec.co.uk)

Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	900 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:
	• **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.
	
	Preparing for Moderation checklists can be found in Resources for Teachers. Level 3 Tourism - Teaching from 2023 (wjec.co.uk)

Submit work for	Sample
File types accepted	word, pdf, mp3
Advisable maximum upload file size (MB)	900 per candidate

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
	
	Preparing for Moderation checklists can be found in Resources for Teachers. Level 3 Tourism - Teaching from 2023 (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)	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
	
	Preparing for Moderation checklists can be found in Resources for Teachers. Level 3 Tourism - Teaching from 2023 (wjec.co.uk)

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

Level 3 Applied Qualifications

Sport

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	4923U3-U9 (N3-N9)
Subject(s)	Unit 3 Preparation for sport and physical activity Unit 4 Sports pedagogy and coaching Unit 5 Sports events Unit 6 Officiating in sport Unit 7 Performance in sport in physical activity Unit 8 Performance analysis in sport Unit 9 Social influences on participation in sport and physical activity Unit 12 Investigative Research
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Iamis.
To be uploaded	The following must be submitted: • The video evidence produced in the controlled assessment. This could include a variety of clips from one session/performance for 2024. Maximum total length of submission to be15 minutes. • The written evidence to support any of the assessment criteria where the evidence required is written or any criteria that cannot be seen in the video clip, including plans, analysis, investigative research The observation record sheets • The mark sheets and authentication records for every candidate in the sample.
Submit work for	All candidates in the sample being moderated.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600

Level 1/ Level 2 General – Internally Assessed

Level 1 Certificate in Latin

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)	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 (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)	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

Skills Challenge Certificate

Advanced Skills Challenge Certificate

Submission for resits Summer 2025 (no January 2025 entries)

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)	90S3U1 90S3U2 90S3U3 90S3U4
Subject(s)	Advanced Individual Project Advanced Enterprise and Employability Challenge Advanced Global Citizenship Challenge Advanced Community Challenge
Details	Files should be zipped up and submitted.
To be uploaded	The following must be submitted: • The complete candidate portfolio • A completed Candidate Booklet signed by both assessor and candidate
Submit work for	Sample
File types accepted	zip file containing mp3, mp4, doc, pdf, xls, ppt, jpg
Max upload file size (MB)	100 – candidate

National/Foundation Skills Challenge Certificate

Subject Code(s)	90S9U1 90S9U2 90S9U3 90S9U4
Subject(s)	National/Foundation Individual Project National/Foundation Enterprise and Employability Challenge National/Foundation Global Citizenship Challenge National/Foundation Community Challenge
Details	Files should be zipped up and submitted.
To be uploaded	The following must be submitted: • The complete candidate portfolio • A completed Candidate Booklet signed by both assessor and candidate
Submit work for	Sample
File types accepted	zip file containing mp3, mp4, doc, pdf, xls, ppt, jpg
Max upload file size (MB)	100 – candidate

Level 3 Advanced Skills Baccalaureate 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)	9503U10-1 9503U20-1 9503U30-1
Subject(s)	Global Community Project Future Destinations Project Individual Project
Details	Files should be zipped up and submitted.
To be uploaded	The following must be submitted: • The complete candidate portfolio • A completed Candidate Booklet signed by both assessor and candidate
Submit work for	Sample
File types accepted	zip file containing mp3, mp4, doc, pdf, xls, ppt, jpg
Max upload file size (MB)	100 – candidate

Level 3 Extended Project – 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.

Subject Code(s)	9500/03
Subject(s)	Level 3 Extended Project Qualification (WJEC)
Details	The following files which MUST be included in the zip file for this candidate: • The complete candidate portfolio including the completed Candidate Production Record signed by the candidate • The completed Candidate Assessment Record signed by the assessor
To be uploaded	The following must be submitted: • The learner records as listed above, in a zip file(s) • The supervisor records as listed above, in a zip file(s)
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	50

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

Built Environment (WJEC)

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 34 of the JCQ document *Instructions for conducting non-examination assessments 2024-2025* 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

Health and Social Care, and Childcare

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	3570U2/3570N2
Subject(s)	Unit 2 – Promoting and maintaining health and well-being
Details	Task 1: A report on service provision, a mark sheet completed by the assessor, signed declarations of authentication (by the teacher and the candidate). Task 2: A report on health promotion which includes appropriate evidence of a campaign/activity produced by the candidate, a mark sheet completed by the assessor, signed declarations of authentication (by the teacher and the candidate).
To be uploaded	For each candidate in the sample, the following must be submitted: • 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, pdf
Advisable maximum upload file size (MB)	600– per candidate

Subject Code(s)	3570U4/3570N4
Subject(s)	Unit 4 – Promoting and supporting health and well-being to achieve positive outcomes
Details	A report on meaningful activities to meet a specific need, which includes appropriate evidence of an activity produced by the candidate, a mark sheet completed by the assessor, signed declarations of authentication (by the teacher and the candidate).
To be uploaded	For each candidate in the sample, the following must be submitted: • 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, pdf
Advisable maximum upload file size (MB)	600– per candidate

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Computer Science (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)	3500U30
Subject(s)	Computer Science Unit 3 (Wales)
Details	Candidates must complete an individual project according to the task provided by the WJEC and the specification requirements. Teachers are reminded to check the information provided in the specification regarding the requirements of GCSE Computer Science 3500U30 Unit 3.
To be uploaded	The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	150

Digital Technology (WJEC – Wales Only)

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)	3540U20
Subject(s)	Digital Technology Unit 2 (Wales)
Details	Only 7z zip file should be submitted
To be uploaded	Candidates must complete an individual portfolio according to the brief provided by the WJEC and the specification requirements. The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio as detailed in the specification
Submit work for	Sample
File types accepted	7z zip file
Max upload file size (MB)	600

Subject Code(s)	3540U30
Subject(s)	Digital Technology Unit 3 (Wales)
Details	Only 7z zip file should be submitted
To be uploaded	Candidates must complete an individual portfolio according to the brief provided by the WJEC and the specification requirements. The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio as detailed in the specification
Submit work for	Sample
File types accepted	7z zip file
Max upload file size (MB)	300

Drama (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	3690U10
Subject(s)	Drama Unit 1 (Wales)
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	The following must be submitted: • Centre Approval Form • Programme proforma • Recording of the performance(s) for all candidates in the sample • Portfolio and Evaluation plus relevant illustrative material for all candidates in the sample • Mark sheets and candidate/teacher declaration forms for all candidates in the sample.
Submit work for	All candidates in the sample. Please upload the group performance and all written work and marksheets for sample candidates.
File types accepted	Word, pdf, ppt. For drama, media and music units, AV files, MP3 and MP4 are also accepted
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

Drama (Eduqas)

Subject Code(s)	C690U10
Subject(s)	Drama Component 1 (Eduqas)

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	The following must be submitted: • Centre Approval Form • Programme proforma • Recording of the performance(s) for all candidates in the sample • Portfolio and Evaluation plus relevant illustrative material for all candidates in the sample • Mark sheets and candidate/teacher declaration forms for all candidates in the sample.
Submit work for	All candidates in the sample. Please upload the group performance and all written work and marksheets for sample candidate.
File types accepted	Word, pdf, ppt. For drama, media and music units, AV files, MP3 and MP4 are also accepted
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

English Language (WJEC – Wales Only)

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)	3700U10
Subject(s)	English Language Unit 1 (Wales)
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention**

	The candidates' examination number first and then their correct/full names: First names and then surname.
To be uploaded	The following must be submitted: • Task 1: Individual Researched Presentation (audio/visual) • Task 2: Responding and Interacting – group discussion (audio/visual) • Candidate's notes • Mark sheets for both tasks
Submit work for	Sample
File types accepted	mp3, mp4, wav, doc, pdf
Max upload file size (MB)	600

Film Studies (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)	C670U30
Subject(s)	Film Studies Component 3 (Eduqas)
Details	**Practical work** for all candidates and relevant documentation **must be** submitted via Iamis. Research and planning tasks are not required to be uploaded. Where possible, centres should submit production, evaluation and coversheet as separate files.
To be uploaded	The following must be submitted: **Or** - Film extract - Screenplay extract and - Shooting script **And** - Evaluation - Cover sheet with candidate declaration.
Submit work for	Sample
File types accepted	mp4, mov, avi, doc, pdf
Max upload file size (MB)	600 – videos can be compressed for moderation purposes

Media Studies (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)	3680U30
Subject(s)	Media Studies Unit 3 (Wales)
Details	**Production** Learners must select one of the options from one of the media forms detailed on page 19 and 20 of the specification. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet, one document for the research, etc. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet • The AV production should be uploaded for each candidate using the individual candidate upload button. If the work of both candidates of a pair is requested as part of the sample, the AV work should be uploaded twice using both upload buttons.
To be uploaded	The following must be submitted: • The complete candidate portfolio, including a **completed coversheet**, **research**, **planning**, **production** and **reflective analysis**.
Submit work for	Sample
File types accepted	mp4, mov, avi, wmv, doc, pdf
Max upload file size (MB)	600 – videos can be compressed for moderation purposes

Media Studies (Eduqas)

Subject Code(s)	C680U30
Subject(s)	Media Studies Component 3 (Eduqas)
Details	One of the options from the GCSE Media Studies 2025 NEA briefs must be submitted for each candidate in the sample. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet and one document for the production. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet and should be typed or provided as a link
To be uploaded	The following must be submitted: • completed coversheet, including the statement of aims • production
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 – videos can be compressed for moderation purposes

Music (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	3660U10
Subject(s)	Music: Unit 1 (Wales)
Details	- Performing
To be uploaded	For each candidate in your sample, you should upload the following: • An audio file of each performance • A score or lead sheet for each piece performed • 1 programme note • 1 mark sheet, signed by the teacher and candidate. Additionally, please upload the completed GCSE Music Unit 1 Performing Timing sheet using the group upload function.
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

Subject Code(s)	3660U20
Subject(s)	Music: Unit 2 (Wales)
Details	- Composing
To be uploaded	For each candidate in your sample you should upload the following: • An audio file of each composition • A score/lead sheet for each composition • Candidate composing log and mark sheet, signed by the teacher and candidate • An evaluation of Composition 1.
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

Music (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	C660U10
Subject(s)	Music Component 1 (Eduqas)
Details	- Performing
To be uploaded	For each candidate in your sample, you should upload the following: • An audio file of each final performance • A score or lead sheet for each piece performed • 1 mark sheet, signed by the teacher and candidate • Additionally, please upload the completed GCSE Music Component 1 Performance Timing Mark Penalties sheet using the group upload button
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

Subject Code(s)	C660U20
Subject(s)	Music Component 2 (Eduqas)
Details	- Composing
To be uploaded	For each candidate in your sample, you should upload the following: • An audio file of each composition • A score/lead sheet for each composition • Candidate composing log and mark sheet, signed by the teacher and candidate.
Submit work for	Sample
File types accepted	mp3, wav, aiff, aif, aifc, doc, pdf, txt
Max upload file size (MB)	20

Physical Education (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)	3550U20/N20 3555U20/N20
Subject(s)	Unit 2 The active participant in physical education
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted.
To be uploaded	The following must be submitted: • Audio-visual recording of all activities selected for the moderation sample. The evidence must contain the whole activity for every activity. This evidence will include all the evidence used to make the judgement in the controlled assessment. • The mark sheets of each candidate, each activity, full cohort and candidate identification sheets e.g. red no7 is….. blue 4 is….. • The authentication sheets.
Submit work for	All paperwork in one file. Each activity uploaded separately for each level or the activity can be combined as long as it is clearly identified.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	Maximum size per activity

Physical Education (Eduqas)

Subject Code(s)	5550U2 5555U2
Subject(s)	Component 2 The active participant in physical education
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Iamis.
To be uploaded	The following must be submitted: • Audio-visual recording of all activities selected for the moderation sample. The evidence must contain the whole activity for every activity. This evidence will include all the evidence used to make the judgement in the controlled assessment. • The mark sheets of each candidate, each activity, full cohort and candidate identification sheets e.g. red no7 is….. blue 4 is….. • The authentication sheets.
Submit work for	All paperwork in one file. Each activity uploaded separately for each level or the activity can be combined as long as it is clearly identified.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (per candidate)

Welsh Language (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)	3000N10
Subject(s)	Welsh Language Unit 1
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** The candidates' examination number first and then their correct/full names: First names and then surname.
To be uploaded	The following must be submitted: • Task 1: Individual Researched Presentation (audio/visual) • Task 2: Responding and Interacting – group discussion (audio/visual) • Candidate's notes for task 1 and task 2 • Mark sheet for both tasks signed by candidate and teacher.
Submit work for	Sample
File types accepted	mp3, mp4, doc, pdf
Max upload file size (MB)	600

Welsh Literature (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)	3010N30 3010NC0
Subject(s)	Welsh Literature Unit 3 Foundation Welsh Literature Unit 3 Higher
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** The candidates' examination number first and then their correct/full names: First names and then surname
To be uploaded	The following must be submitted: • The recordings of the group discussions • Marksheet for sample per tier (The marksheet - ensure that all candidates' marks identified in the sample, and their groups' marks are included on the mark sheet in rank order. You will not need to scan an individual mark sheet for every group. Save the complete mark sheet and then upload the sheet alongside the work of the first candidate selected by IAMIS for the sample.)
Submit work for	Sample Groups.
File types accepted	mp3, doc, pdf
Max upload file size (MB)	120

Welsh Second Language (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)	3020U10
Subject(s)	Welsh Second Language Unit 1 – oracy response to visual stimulus
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** The candidates' examination number first and then their correct/full names (as they appear on IAMIS): First name(s) and then surname.
To be uploaded	The following two items should be included next to the name of each candidate who has been selected by IAMIS to the sample: - The recordings of the pair/group discussions - Candidate's preparation sheet (only the preparation sheet for the candidate identified in the sample within each group is needed to be uploaded). - The marksheet - ensure that all candidates' marks identified in the sample, and their groups' marks are included on the mark sheet in rank order (with the sample on the highest mark first on the mark sheet). You will not need to scan an individual mark sheet for every group. Save the complete mark sheet (for everyone in the sample and their partners) and then upload the sheet alongside the work of the first candidate selected by IAMIS for the sample.
Submit work for	Pair/Group sample
File types accepted	mp3, doc, pdf
Max upload file size (MB)	25

Subject Code(s)	3020U20
Subject(s)	Welsh Second Language Unit 2 – communicating with other people
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** The candidates' examination number first and then their correct/full names (as they appear on IAMIS): First name(s) and then surname.
To be uploaded	The following two items should be included next to the name of each candidate who has been selected by IAMIS to the sample: - The recordings of the pair/group discussions - The marksheet - ensure that all candidates' marks identified in the sample, and their groups' marks are included on the mark sheet in rank order (with the sample on the highest mark first on the mark sheet). You will not need to scan an individual mark sheet for every group. Save the complete mark sheet (for everyone in the sample and their partners) and then upload the sheet alongside the work of the first candidate selected by IAMIS for the sample.
Submit work for	Pair/Group sample
File types accepted	mp3, doc, pdf
Max upload file size (MB)	25

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)	GCE 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

History (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)	1100UN
Subject(s)	Unit 5:
Details	**Two zipped folders:** The administration folder must be zipped and use the following naming convention: Unit code-Centre number-administration, e.g.: **1100UN-99977-administration** Candidates' work files must be zipped and should use the following naming convention: Unit code–Centre Number-Candidate Number- Candidate Forename and Surname, e.g. **1100UN-99977-24403-Anne Example**
To be uploaded	**Two zipped folders:** **Administration folder** • Approved centre submission form and/or approved learner submission form(s) • Details of centre moderation processes (where relevant) • Details of consortia/part consortia (where appropriate). **Candidate folder** • For each of the candidates identified in the sample the following should be included: • Authentication form • Formal review record • Specific advice record (where used) • Logbook (advised) • Annotated mark scheme (where used) • The candidate's marked and annotated NEA.
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)	A700U10-1
Subject(s)	Component 4:
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname (as they appear on IAMIS).
To be uploaded	The following must be submitted for each candidate in the sample: • a fully completed teacher / candidate declaration form • the candidate's Language and Identity Investigation folder, annotated, assessed and internally moderated at the centre. Candidates' work should use the following naming convention: Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname, e.g. 1720U50-1–99977–24403–Anne Example
Submit work for	Sample
File types accepted	Word, PDF
Advisable maximum upload file size (MB)	600 – per candidate

English Language (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)	1700U50-1
Subject(s)	WJEC GCE A Level English Language Unit 5
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname (as they appear on IAMIS).
To be uploaded	The following must be submitted for each candidate in the sample: • a fully completed teacher / candidate coversheet • the candidate's Language and Identity Investigation folder, annotated, assessed and internally moderated at the centre. Candidates' work files should use the following naming convention: Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname, e.g. 1700U50–99977–24403–Anne Example
Submit work for	Sample
File types accepted	Word; PDF
Advisable maximum upload file size (MB)	600 – per candidate

English Language and Literature (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)	A710U40-1
Subject(s)	Component 4: Critical and Creative Genre Study
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname (as they appear on IAMIS).
To be uploaded	The following must be submitted for each candidate in the sample: • a fully completed teacher / candidate declaration form • the Critical and Creative Genre folder, annotated, assessed and internally moderated at the centre. A copy of the NEA checklist for the centre must also be uploaded. Candidates' work files must be zipped and should use the following naming convention: Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname, e.g. A710U40-1–99977–24403–Anne Example
Submit work for	Sample
File types accepted	Word, PDF
Advisable maximum upload file size (MB)	600 – per candidate

English Language and Literature (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)	1710U50-1
Subject(s)	Unit 5: Critical and Creative Genre Study
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname (as they appear on IAMIS).
To be uploaded	The following must be submitted for each candidate in the sample: • a fully completed teacher / candidate declaration form • the Critical and Creative Genre folder, annotated, assessed and internally moderated at the centre. A copy of the NEA checklist for the centre must also be uploaded. Candidates' work files must be zipped and should use the following naming convention: Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname, e.g. 1710U50-1–99977–24403–Anne Example
Submit work for	Sample
File types accepted	Word, PDF
Advisable maximum upload file size (MB)	600 – per candidate

English Literature (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)	A720U40-1
Subject(s)	Component 4: Prose Study
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname (as they appear on IAMIS).
To be uploaded	The following must be submitted for each candidate in the sample: • a fully completed teacher / candidate declaration form • the Prose Study folder, annotated, assessed and internally moderated at the centre. A copy of the NEA checklist for the centre must also be uploaded. Candidates' work files must be zipped and should use the following naming convention: Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname, e.g. A720U40-1–99977–24403–Anne Example
Submit work for	Sample
File types accepted	Word, PDF
Advisable maximum upload file size (MB)	600 – per candidate

English Literature (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)	1720U50-1
Subject(s)	Unit 5
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname (as they appear on IAMIS).
To be uploaded	The following must be submitted for each candidate in the sample: • a fully completed teacher / candidate declaration form • the Critical and Creative Genre folder, annotated, assessed and internally moderated at the centre. A copy of the NEA checklist for the centre must also be uploaded. Candidates' work files must be zipped and should use the following naming convention: Unit code–Centre Number–Candidate Number–Candidate Forename(s) and Surname, e.g. 1720U50-1–99977–24403–Anne Example
Submit work for	Sample
File types accepted	Word, PDF
Advisable maximum upload file size (MB)	600 – per candidate

Welsh First Language (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)	2000N20
Subject(s)	Welsh First Language Unit 2
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** The candidates' examination number first and then their correct/full names: First names and then surname
To be uploaded	The following must be submitted: • Task 1: An extended piece of creative writing • Task 2: Researching and Expressing an Opinion on a Controversial Topic • Candidate's notes for task 2. • Mark sheet for both tasks signed by candidate and teacher
Submit work for	Sample
File types accepted	doc, pdf
Advisable maximum upload file size (MB)	600 – per candidate

Welsh Second Language (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)	2020U20
Subject(s)	Welsh Second Language Unit 2
Details	Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre. **File naming convention** The candidates' examination number first and then their correct/full names: First names and then surname
To be uploaded	The following must be submitted for each candidate in the sample: • 3 tasks • Mark sheet for both tasks signed by candidate and teacher
Submit work for	Sample
File types accepted	doc, pdf
Advisable maximum upload file size (MB)	600 – per candidate

A Level Computer Science (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)	1500U50
Subject(s)	A Level Computer Science Unit 5 (Wales)
Details	Files should be zipped up and submitted. The file should use the naming convention: Centre number_unit code_ candidate number_candidate's surname_ First two initials of candidate's forename. **e.g. 6002_U5_12345_Example_AN**
To be uploaded	The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio.
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	150

A Level Computer Science (Eduqas)

Subject Code(s)	A500U30
Subject(s)	A Level Computer Science Component 3 (Eduqas)
Details	Files should be zipped up and submitted. The file should use the naming convention: Centre number_unit code_ candidate number_candidate's surname_ First two initials of candidate's forename. **e.g. 6002_U5_12345_Example_AN**
To be uploaded	The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio.
Submit work for	Sample
File types accepted	zip
Max upload file size (MB)	150

AS Digital Technology (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)	1540U20
Subject(s)	AS Level Digital Technology Unit 2 (Wales)
Details	Files should be zipped up and submitted. The file should use the naming convention: Centre number_unit code_ candidate number_candidate's surname_ First two initials of candidate's forename. **e.g. 6002_U5_12345_Example_AN**
To be uploaded	The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio.
Submit work for	Sample
File types accepted	7z zip file
Max upload file size (MB)	4 x 600 (each tab will have a limit of 600 MB)

A2 Digital Technology (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)	1540U40
Subject(s)	A2 Level Digital Technology Unit 4 (Wales)
Details	Files should be zipped up and submitted. The file should use the naming convention: Centre number_unit code_ candidate number_candidate's surname_ First two initials of candidate's forename. **e.g. 6002_U5_12345_Example_AN**
To be uploaded	The following must be submitted: • Candidate declaration form and marks • The complete candidate portfolio.
Submit work for	Sample
File types accepted	7z zip file
Max upload file size (MB)	4 x 600 (each tab will have a limit of 600 MB)

AS Drama and Theatre (WJEC)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	2690U10
Subject(s)	AS Drama Unit 1 (Wales)
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	The following must be submitted: • Centre Approval Form • Programme proforma • Recording of each candidate's performance in the sample • Creative Log and evaluation plus relevant illustrative material for each candidate in the sample • Script of reinterpreted piece for each candidate in the sample with the lines taken from their selected extract highlighted • Mark sheet and candidate/teacher declaration form for each candidate in the sample
Submit work for	All candidates in the sample. . Please upload the group performance and all written work and marksheets for sample candidates .
File types accepted	word, pdf, ppt For drama, media and music units, AV files, MP3 and MP4 are also accepted
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

AS Drama and Theatre (Eduqas)

Subject Code(s)	**B690U10**
Subject(s)	AS Drama Component 1 (Eduqas)
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	The following must be submitted: • Centre Approval Form • Programme proforma • Recording of both performances for each candidate in the sample • Creative Log x2 and evaluation plus relevant illustrative material for each candidate in the sample • Script of reinterpreted piece for each candidate in the sample with the lines taken from their selected extract highlighted • Mark sheet and teacher/candidate declaration form for each candidate in the sample.
Submit work for	All candidates in the sample.. Please upload the group performance and all written work and marksheets for sample candidates
File types accepted	Word, pdf, ppt. For drama, media and music units, AV files, MP3 and MP4 are also accepted.
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

A Level Drama and Theatre (Eduqas)

Requirements for the subject are as follows.

Subject authentication and declaration MUST be present and complete. Work submitted without the correct documentation will be recorded as zero.

Subject Code(s)	A690U10
Subject(s)	A Level Drama Component 1 (Eduqas)
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	The following must be submitted: • Centre Approval Form • Programme proforma • Recording of each candidate's performance in the sample • Creative Log plus relevant illustrative material for each candidate in the sample • Script of reinterpreted piece for each candidate in the sample with the lines taken from their selected extract highlighted • Mark sheet and teacher/candidate declaration form for each candidate in the sample.
Submit work for	All candidates in the sample.. Please upload the group performance and all written work and marksheets for sample candidates
File types accepted	Word, pdf, ppt. For drama, media and music units, AV files, MP3 and MP4 are also accepted
Max upload file size (MB)	600 (please see guidance on reducing file sizes on the E-Submission website page)

AS Film Studies (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)	B670U30
Subject(s)	AS Level Film Studies Component 3 (Eduqas)
Details	**Practical work** for all candidates and relevant documentation **must be** submitted via-Iamis. Research and planning tasks are not required to be uploaded. Where possible, centres should submit production, evaluation and coversheet as separate files.
To be uploaded	The following must be submitted: **Either** • Film extract **Or** • Screenplay and accompanying storyboard **And** • Evaluative analysis • Cover sheet with candidate declaration.
Submit work for	Sample
File types accepted	mp4, mov, avi, doc, pdf, zip
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

A Level Film Studies (Eduqas)

Subject Code(s)	A670QS (A670U30)
Subject(s)	A Level Film Studies Component 3 (Eduqas)
Details	**Practical work** for all candidates and relevant documentation **must be** submitted via Iamis. Research and planning tasks are not required to be uploaded. Where possible, centres should submit production, evaluation and coversheet as separate files.
To be uploaded	The following must be submitted: **Either** • Short Film **Or** • Screenplay for a short film and accompanying storyboard **And** • Evaluative analysis • Cover sheet with candidate declaration
Submit work for	Sample
File types accepted	mp4, mov, avi, doc, pdf, ppt
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

AS Media Studies (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)	2680U20
Subject(s)	AS Level Media Studies Unit 2 (Wales)
Details	Learners must select one of the options from one of the media forms detailed on page 25 and 26 of the specification. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet, one document for the research, etc. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet • If the sample contains work that has been completed in a pair, the group form must be completed and uploaded using the Admin upload button. The AV production should be uploaded for each candidate. If the work of both candidates of a pair is requested as part of the sample, the AV work should be uploaded twice.
To be uploaded	The following must be submitted: • A complete candidate portfolio, including a **completed coversheet**, **research**, **planning**, **production** and **reflective analysis.**
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

AS Media Studies (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)	B680U30
Subject(s)	AS Level Media Studies Component 3 (Eduqas)
Details	One of the options from the AS Media Studies 2025 NEA briefs must be submitted for each candidate in the sampl. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet and one document for the production. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet and should be typed or provided as a link.
To be uploaded	The following must be submitted: • completed coversheet, including the statement of aims and intentions • production.
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

A Level Media Studies (WJEC)

Subject Code(s)	1680U40
Subject(s)	A Level Media Studies Unit 4 (Wales)
Details	Learners must select one of the options from one of the media forms detailed on page 45 - 47 of the specification. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet, one document for the research, etc. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet and should be typed or provided as a link • If the sample contains work that has been completed in a pair, the group form must be completed and uploaded using the Admin upload button. The AV production should be uploaded for each candidate. If the work of both candidates of a pair is requested as part of the sample, the AV work should be uploaded twice.
To be uploaded	The following must be submitted: • A complete candidate portfolio, including a completed **coversheet**, **investigative research** and **development outline**, **cross-media production** and **critical analysis**.
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

A Level Media Studies (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)	A680U30
Subject(s)	A Level Media Studies Component 3 (Eduqas)
Details	One of the options from the A Level Media Studies 2025 NEA briefs must be submitted for each candidate in the sample. • Files should be grouped into as few files as possible and grouped according to type e.g. one document for the cover sheet and one document for each production. • There can be no more than 7 files uploaded in total. • Files must be labelled individually and clearly, and as follows: Candidate name, candidate number, task • For online productions, the URL must be provided on the coversheet and should be typed or provided as a link.
To be uploaded	The following must be submitted: • Completed coversheet, including the statement of aims and intentions • cross-media production.
Submit work for	Sample
File types accepted	mp3, wav, mp4, mov, avi, wmv doc, pdf, zip, jpg
Max upload file size (MB)	600 - videos can be compressed for moderation purposes

Physical Education (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)	1550U/N2 2550U4/N4
Subject(s)	Unit 2 Improving personal performance in physical education. Unit 4 Refining personal performance in physical education.
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Iamis.
To be uploaded	The following must be submitted: • Audio-visual recording of all activities selected for the moderation sample. The evidence must contain the whole activity for every activity. This evidence will include all the evidence used to make the judgement in the controlled assessment. • The mark sheets of each candidate, each activity, full cohort and candidate identification sheets e.g. red no7 is….. blue 4 is…… • The authentication sheets.
Submit work for	All paperwork in one file. Each activity uploaded separately for each level, or the activity can be combined as long as it is clearly identified.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	Maximum size per activity

Physical Education (Eduqas)

Subject Code(s)	AS A550 A level B550
Subject(s)	Component 2 (AS) Component 3 (A level) Improving performance in physical education.
Details	Evidence for the internal assessment and mark sheets for all candidates along with the relevant documentation must be submitted via Iamis.
To be uploaded	The following must be submitted: • Audio-visual recording of all activities selected for the moderation sample. The evidence must contain the whole activity for every activity. This evidence will include all the evidence used to make the judgement in the controlled assessment. • The mark sheets of each candidate, each activity, full cohort and candidate identification sheets e.g. red no7 is….. blue 4 is….. • The authentication sheets.
Submit work for	All paperwork in one file. Each activity uploaded separately for each level, or the activity can be combined as long as it is clearly identified.
File types accepted	mp4, mkv, doc, pdf
Max upload file size (MB)	600 (per candidate)