Preparing for E-submission - Summer 2022

The information in this newsletter is intended for examination officers and teachers of the following WJEC subjects with NEA Units for which work will be submitted online in the 2022 Summer series:

Level	Subject	Submission Deadline	Internal/ External assessment
GCE	A Level Computer Science WJEC Unit 5	15th May	Internal
GCE	AS ICT	15th May	Internal
GCE	A Level ICT	15th May	Internal
GCE	AS Drama WJEC Unit 1	15th May	Internal
GCE	A Level Drama and Theatre WJEC Unit 3	15th May	Internal & External
GCE	A Level Media Studies WJEC Unit 4	15th May	Internal
GCE	AS Media Studies WJEC Unit 2	15th May	Internal
GCE	AS Music WJEC Unit 2	15th May	External
GCE	A Level Music WJEC Unit 5 A + B	15th May	External
GCE	French Unit 1 GCE AS WJEC NEA	15th May	External
GCE	German Unit 1 GCE AS WJEC NEA	15th May	External
GCE	Spanish Unit 1 GCE AS WJEC NEA	15th May	External
GCSE	Drama WJEC Unit 1	24th March	Internal
GCSE	English Language Unit 1	24th March	Internal
GCSE	French WJEC Unit 1 Foundation/Higher	5th May	External
GCSE	German WJEC Unit 1 Foundation/Higher	5th May	External
GCSE	Spanish WJEC Unit 1 Foundation/Higher	5th May	External
GCSE	ICT WJEC Unit 2	5th May	Internal
GCSE	ICT WJEC Unit 4	5th May	Internal
GCSE	Media Studies WJEC Unit 3	5th May	Internal
GCSE	Music WJEC Unit 1 + 2	5th May	Internal
GCSE	Welsh Language Unit 1	24th March	Internal
GCSE	Welsh Literature Unit 3 Foundation	5th May	Internal
GCSE	Welsh Literature Unit 3 Higher	5th May	Internal
GCSE	Welsh 2nd Language WJEC Unit 1	5th May	Internal
GCSE	Welsh 2nd Language WJEC Unit 2	5th May	Internal
Level 1 / 2	Global Business Comms French WJEC Units 1, 3 + 4	5th May	Internal
Level 1 / 2	Global Business Comms German WJEC Units 1, 3 + 4	5th May	Internal
Level 1 / 2	Global Business Comms Spanish WJEC Units 1, 3 + 4	5th May	Internal
Level 1 / 2	Global Business Comms French WJEC Unit 2	21st May	External
Level 1 / 2	Global Business Comms German WJEC Unit 2	21st May	External
Level 1 / 2	Global Business Comms Spanish WJEC Unit 2	21st May	External

Level 1 / 2	Sport and Coaching Principles Unit 1	5th May	Internal
Level 1 / 2	Sport and Coaching Principles Unit 3	5th May	Internal
Level 3	Extended Project WJEC	15th May	Internal
VQ	Health and Social Care: Principles and Contexts	11th June	Internal
VQ	Children's Care, Play, Learning and Development (CCPLD)	15th May	External
Entry Level	English WJEC Component 2	5th May	Internal
Entry Level	English WJEC Component 3	5th May	Internal
Entry Level	Welsh Unit 2	5th May	Internal
Entry Level	Welsh Unit 3	5th May	Internal
Welsh Baccalaureate	National / Foundation Skills Challenge Certificate	17th May	Internal
	Advanced Skills Challenge Certificate	27th May	Internal

Please note, you must submit work for all candidates entered for externally assessed **Components.**

<u>E-submission</u>

The process of submitting work online is straightforward and easy. Please refer to the subject guidance for details of the work to be submitted. The latest versions can be found on our website: www.wjec.co.uk

We will be here to help you throughout the process. In addition, we have developed a helpful guide and a video tutorial which are available from our dedicated e-submission webpages, simply visit https://www.wjec.co.uk/home/administration/e-submission/

Please note, in the case of internally assessed work the moderation process does not commence until after the deadline for submission. We reserve the right to request the work of additional candidates **to aid in a fair moderation process.** It is therefore essential that you have all work ready to be uploaded if required.

What should I be doing now?

Teachers and Examination Officers

As you prepare to submit work electronically, we recommend you take the following steps:

1. Refer to the E-submission Process Subject Guide Summer 2022 for information on the types of file you will be able to upload. You can find this here.

2. To speed up the process of uploading work online, we advise that work is saved in the correct format when it is created, to avoid having to convert files at a later stage. Where possible, encourage candidates to work electronically, or if documents will need to be scanned, do this as you go along, saving with appropriate filenames. There are a number of apps available for smartphones and tablets which will do this easily and create pdf files.

Please note, file names can only be made up of letters and numbers, with no special characters e.g. ?,! /$. You should ensure that files are named so that they can be easily identified, by including candidate names or numbers and the task title.

3.   As you complete paperwork and forms, ensure that they are all signed as necessary. Work submitted without the correct authentication may result in a candidate being awarded zero. All forms can be downloaded from the subject pages of our websites.

4.   Check that all files are correct and complete, including that audio and video files will play to the end, and create a back-up of everything in case of any computer or network problems.

Examination Officers only

1.   Forward this newsletter to the relevant member(s) of staff in your centre who are responsible for the subjects listed above.

2.   Check that you are able to log into the Surpass website. Click 'Can't Access Your Account?' if you need to rest your account. You will need to be able to log in to obtain the keycodes for each candidate which are required to submit work electronically.

What is the timeline for uploads?

The deadlines for submission of each subject are on the table at the top of this document.

A checklist for centres to use and share with their teachers during the e-submission process has been produced and can be found on the WJEC E-submission page.

For queries relating to the E-Submission process, please ring our new dedicated helpline number - 029 2240 4310 or email e-submission@wjec.co.uk

Video guides

There are a number of video guides available on the E-submission page to help support you with preparing and uploading your files.