

NEW TO 2025

Guidelines for IAMIS Upload GCSE Welsh Second Language Unit 1 (3020U10) and Unit 2 (3020U20) 2025

Here is further information of what was mentioned in newsletter number 108, and also in the GCSE Oral Handbook Welsh Second Language 2025:

IAMIS Upload and **not** Surpass will need to be used to upload NEA samples assessed by the centre -GCSE Welsh Second Language Unit 1 (3020U10) and Unit 2 (3020U20) in the 2025 series. You will be able to input marks and upload samples on the same system and there will be no need to wait for key codes. Here are guidelines of how to upload the work of the samples for GCSE Welsh Second Language Unit 1 and Unit 2 onto IAMIS Upload.

Centre personnel responsible for electronic submission of NEA marks will require access to IAMIS, which is now [via the new Portal login](#). (All services > Examinations and Assessment > Internal Assessment/Marks Outcomes).

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

Uploading work through e-submission (IAMIS upload)

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

Subject Code	3020U10
Subject	GCSE Welsh Second Language Unit 1- Oral response to visual stimulus
Details	<p>Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre.</p> <p>File naming convention</p> <p>The candidates' examination number first and then their correct/full names (as they appear on IAMIS): First name(s) and then surname.</p>
To be uploaded	<p>The following two items should be included next to the name of each candidate who has been selected by IAMIS to the sample:</p> <ul style="list-style-type: none"> • 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). <p style="text-align: center;">*****</p> <ul style="list-style-type: none"> • 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, wav, doc, pdf

Subject Code	3020U20
Subject	GCSE Welsh Second Language Unit 2- Communicating with other people
Details	<p>Ensure that you include this information when saving and uploading the candidates' information who are part of the sample in your centre.</p> <p>File naming convention</p> <p>The candidates' examination number first and then their correct/full names (as they appear on IAMIS): First name(s) and then surname.</p>
To be uploaded	<p>The following should be included next to the name of each candidate who has been selected by IAMIS to the sample:</p> <ul style="list-style-type: none"> • The recordings of the pair/group discussions <p style="text-align: center;">*****</p> <ul style="list-style-type: none"> • 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, wav, doc, pdf

If an additional sample is required

Should the moderator request an additional sample, please follow the same steps as above and upload the second complete mark sheet alongside the work of the first candidate who has been selected by IAMIS for the additional sample.