



Joint Council for
Qualifications^{CIC}

GUIDANCE FOR THE SUBMISSION OF SAMPLE MATERIAL FOR STAGE 3 OF THE QUALITY ASSURANCE PROCESS

This document contains guidance for the uploading of a sample of the candidate material you have used to determine your Teacher Assessed Grades (TAGs) as part of Stage 3 of the Quality Assurance Process.

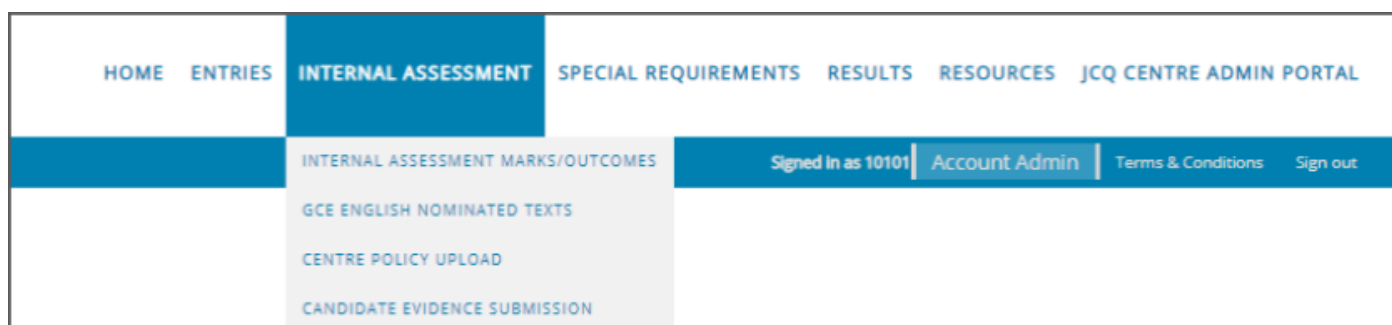
As you will only be told the name of the Exam Board to which you will be required to send this material when the window for submission opens, we have gathered the guidance for all boards into this single document so it is available centrally in advance.

The document is broken down into four sections covering each Exam Board.

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Using the wjecservices.co.uk website, navigate to the “Candidate Evidence Submission” page from the “Internal Assessment” top navigation dropdown menu.



Using the drop-down menus, select the session, candidate and subject.

Candidate Evidence Submission

Session:
Please select ▼

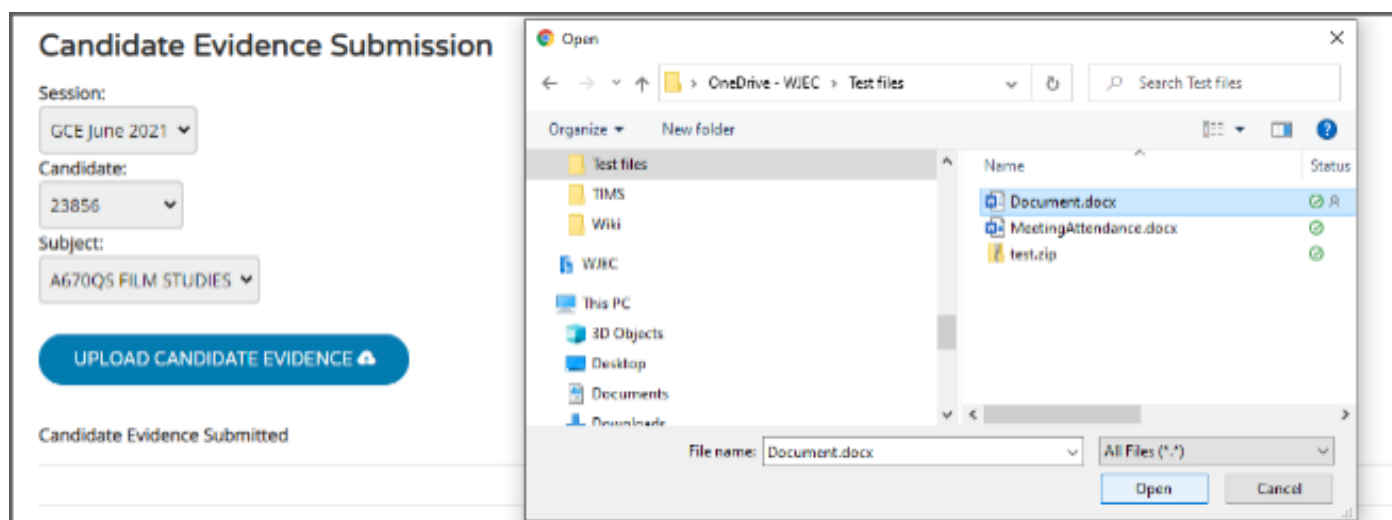
Candidate:
Please select ▼

Subject:
Please select ▼

UPLOAD CANDIDATE EVIDENCE 📁

Candidate Evidence Submitted

Once dropdowns have been populated, the upload button can be selected and documents uploaded.



Documents correctly uploaded will show under the 'candidate evidence submitted' heading.

Candidate Evidence Submission

Session:

GCE June 2021

Candidate:

23856

Subject:

A670QS FILM STUDIES

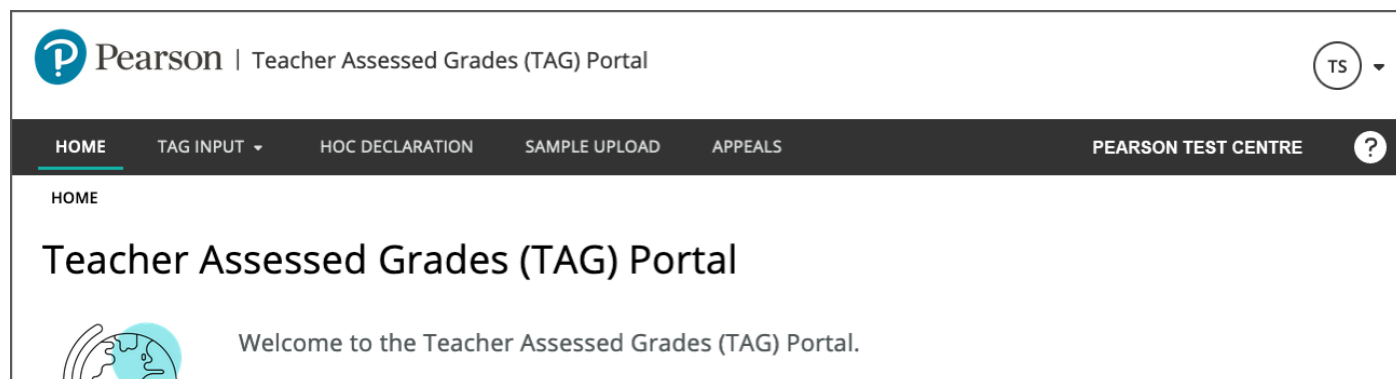
[UPLOAD CANDIDATE EVIDENCE](#)

Candidate Evidence Submitted

Document.docx 12kb

The Pearson sample upload page is in the same portal used to submit the TAGs. To login to the TAG portal, use the information from the [TAG portal guidance](#).


If you are required to submit material to Pearson, you will see a new 'Sample Upload' menu item (centres required to submit to other boards and not Pearson will not see this).



The page shows tab buttons for General Qualifications and Vocational Qualifications based on your entries and registrations with Pearson. If you only do General Qualifications as in the example below, you will only see the General Qualifications tab.

The subjects for which you are required to submit sample material to Pearson will be listed below the relevant qualification tab. For General qualifications, there will be up to three subjects listed. If your centre is one of the relatively small number whose three subjects are spread across more than one Awarding Organisation, you will see less than three subjects on this page.

Sample Upload



Upload your required sample learner material below.
For information on this process, please see our [guidance](#).


GENERAL QUALIFICATIONS

Filter subjects and/or search learners:

9CH0 CHEMISTRY A Level

UNKNOWN LEARNER

DOB: Candidate Number: 4207 UCI:



Drag and drop files here or [click to upload](#).

You can use the search field in two ways: the drop-down menu on the left allows you to filter the list by subject. The search field to the right of the drop down allows you to search by individual candidate name or number.

For each candidate, you have the option to either drag and drop files onto the drag and drop area below the panel showing their details, or to click where indicated to select individual files from your local network or computer.

9CH0 CHEMISTRY A Level

UNKNOWN LEARNER

DOB: Candidate Number: 4207 UCI:

↑

Drag and drop files here or [click](#) to upload.

learner work 1

Learner sample 2 2

Once you have selected or dragged and dropped files to upload for a candidate, you will see a progress indicator. Small files will upload quickly; larger files may take longer, depending on the speed of your local network connection. For large files, you can continue the process of uploading for other candidates and the large file upload will continue in the background until completed.

If you close the browser while the upload is in progress, you will need to navigate back to the uploads page and start the process again.

UNKNOWN LEARNER

DOB: Candidate Number: 4207 UCI:

↑

Drag and drop files here or [click](#) to upload.

learner work 1.png

0% uploaded

×

Learner sample 2.png

59% uploaded

×

All valid file types are supported. Please use unique filenames for each file uploaded against a particular candidate. Files with the same name can be uploaded against different candidates, but please make sure you are uploading the correct file against the correct candidate.

If you find you have uploaded an incorrect file, you can delete them by clicking on the bin icon alongside each file. You will be asked to confirm your request before the file is deleted.

UNKNOWN LEARNER

DOB:

Candidate Number: 4207

UCI:



Drag and drop files here or [click](#) to upload.

learner work 1.png

10/06/2021 13:19

807.45 KB



Learner sample 2.png

10/06/2021 13:19

3.73 MB



Please ensure you upload the necessary files for all the candidates listed. You do not have to upload all your samples in one session; you can upload some and then return to the page later to upload others, provided all required files are uploaded before the deadline.

Once you have uploaded all required files, you can navigate away from the page.

For OCR, to submit your samples, log in to Interchange and click on 'Quality assurance samples' in the left-hand menu and then click on the button to be taken to our secure quality assurance portal. You'll see the qualification details for the samples you need to upload. Click on each qualification to see the candidate details and to upload your evidence for each candidate.

For step-by-step instructions on how to upload and submit your samples, please see the OCR website (www.ocr.org.uk/everything-you-need-to-know-for-summer-2021/quality-assurance-sampling).

The screenshot shows the OCR Interchange website interface. At the top, the OCR logo and 'interchange' text are visible, along with the text 'Oxford Cambridge and RSA'. On the right, it says 'You are logged in as: [username]' with 'Help' and 'Log out' links. Below this is a 'Print page' button. The main content area has a breadcrumb trail: 'You are here: Home > Quality assurance samples'. On the left is a 'By task' sidebar menu with options: Candidates, Entries, JCQ Centre Admin Portal, Quality assurance samples (highlighted), Special consideration, VTQ Adaptations, Coursework and tests, e-Assessment, and Certification claims. The main content area is titled 'Welcome to Interchange' and 'Key dates'. It lists several key dates and events, including submission windows for teacher-assessed grades, practical endorsement grades, and entry amendments/withdrawals deadlines for various qualifications. It also mentions that results will be issued to candidates for AS/A Level, FSMQ, Level 3 Certificate Core Maths, Extended Project, GCSE, Cambridge Nationals, and Entry Level Certificate. A note at the bottom states that updated basedata files are available for download from the OCR website.

OCR interchange
Oxford Cambridge and RSA

You are logged in as: [username] [Help](#) [Log out](#)

[Print page](#)

You are here: Home > Quality assurance samples

By task

- Candidates
- Entries
- JCQ Centre Admin Portal
- Quality assurance samples**
- Special consideration
- VTQ Adaptations
- Coursework and tests
- e-Assessment
- Certification claims

Welcome to Interchange

Key dates

26 May to 18 June – Teacher assessed grades submission window via [OCR Grade Submission System](#)

18 June – [Practical endorsement grade](#) submission deadline for A Level Sciences and GCSE English spoken language

02 August – Entry amendments/withdrawals deadline for AS and A Level, FSMQ, Level 3 Certificate Core Maths, Extended Project

04 August – Entry amendments/withdrawals deadline for Cambridge Nationals, GCSE, Entry Level Certificate [Interchange](#) for AS/A Level, FSMQ, Level 3 Certificate Core Maths, Extended Project

10 August – Results to be issued to candidates for AS/A Level, FSMQ, Level 3 Certificate Core Maths, Extended Project [Interchange](#) for GCSE, Cambridge Nationals and Entry Level Certificate

12 August – Results to be issued to candidates for GCSE, Cambridge Nationals and Entry Level Certificate [OCR website](#)

Updated basedata files are available to download from the [OCR website](#).

For a full list of key dates, please see our [website](#).

The deadline to submit students' grades for summer 2021 is Friday 18 June. Once we've received your grades, we'll ask every school and college to provide samples of student work.

Ofqual has said that schools and colleges will need to submit this evidence within 48 hours of the request. The 48-hour window will run from **Monday 21 June to Wednesday 23 June**.

We've created a simple and easy to use system for you to upload students' evidence. You'll be able to login into the system from Monday 21 June, using your **Centre Services main admin account details**, so you won't need to register a new account for this system. Once logged into the portal you'll be able to view which subjects and students you need to submit evidence for.

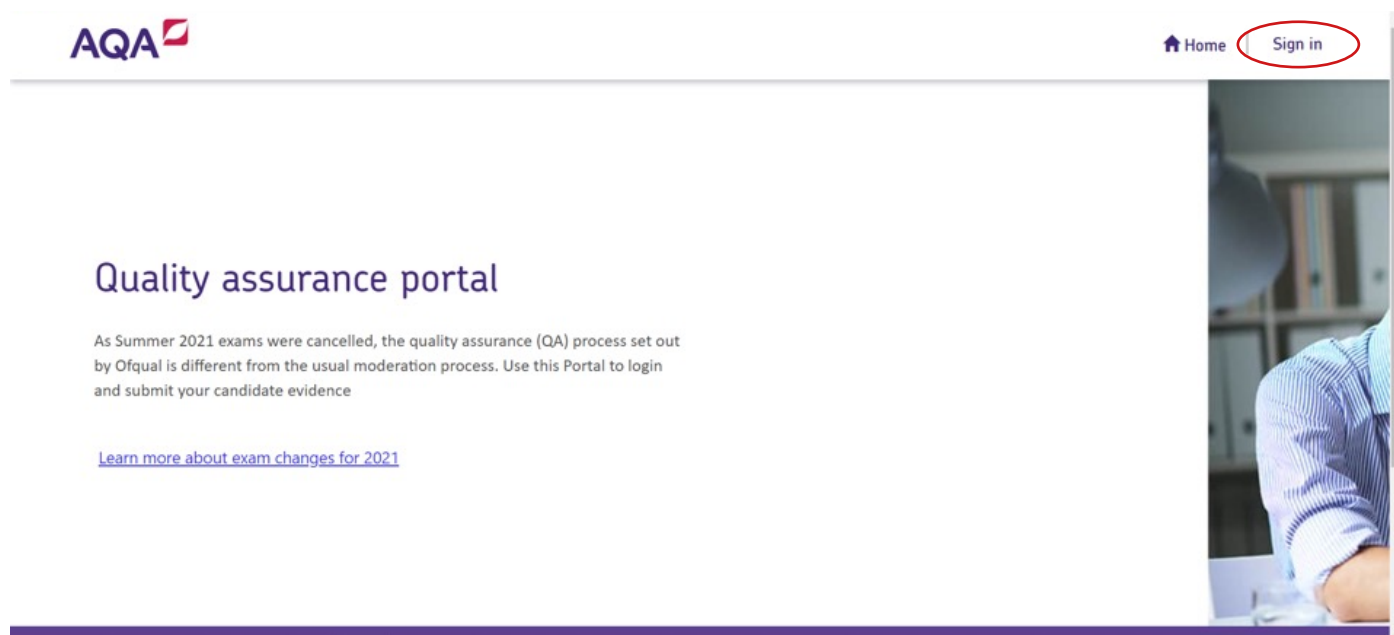
This document will guide you through the full process – from finding out which subjects and students you need to submit evidence for, to submitting the evidence.

Notes:

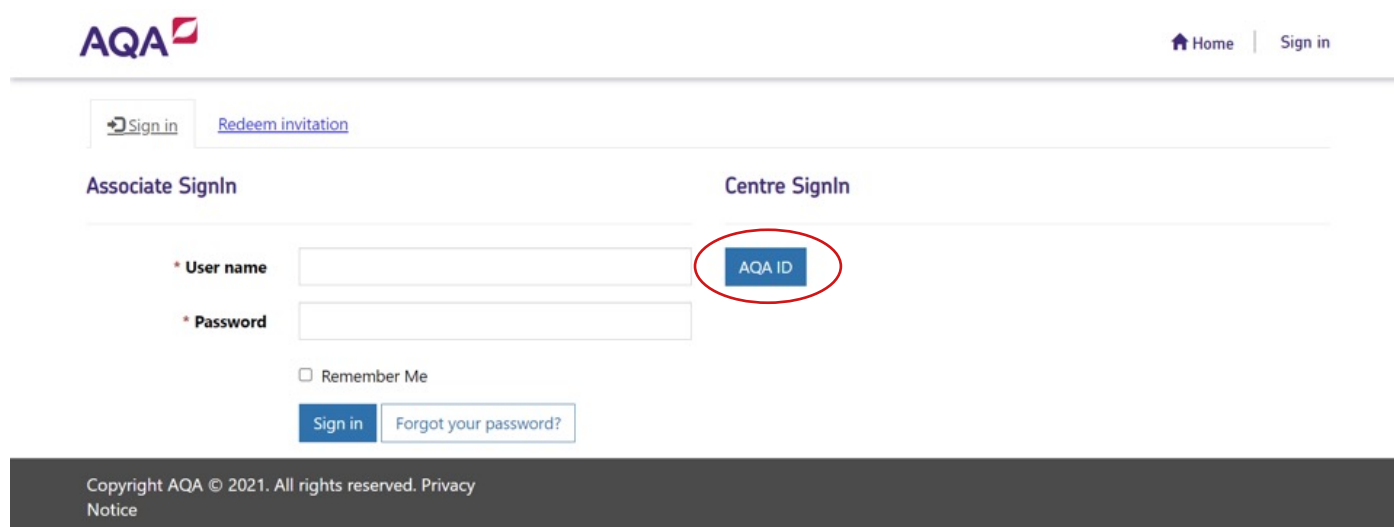
- use your Centre Services main admin account login details
- use the back button in your browser to navigate between screens
- files you upload will be saved automatically
- there's a maximum file size of 50mb – see below tips on reducing file sizes
 - PDF file size can be reduced by up to 70% using compression tools:
 - Adobe Acrobat Pro - Optimizing PDFs in Adobe Acrobat Pro
 - PDF24 - <https://tools.pdf24.org/en/creator>
 - Large Word and PowerPoint files can be saved in PDF format and compressed.
 - [Audacity \(www.audacityteam.org\)](http://www.audacityteam.org) can convert audio files to mp3 format
 - [HandBrake \(handbrake.fr\)](http://handbrake.fr) can be used for converting video files to mp4 format
- there's no limit on the number of files you can upload
- accepted file types: PDF (pdf), Word (doc, docx), PowerPoint (ppt, pptx) gif, png, jpg/ jpeg, mp3, mp4, wmv, mpeg/mpg, avi, asf
- where a piece of work is un-scannable due to its physical size or the materials used, please take a high-quality photo to upload instead.

Access the portal using the link in the email we send you on Monday 21 June.

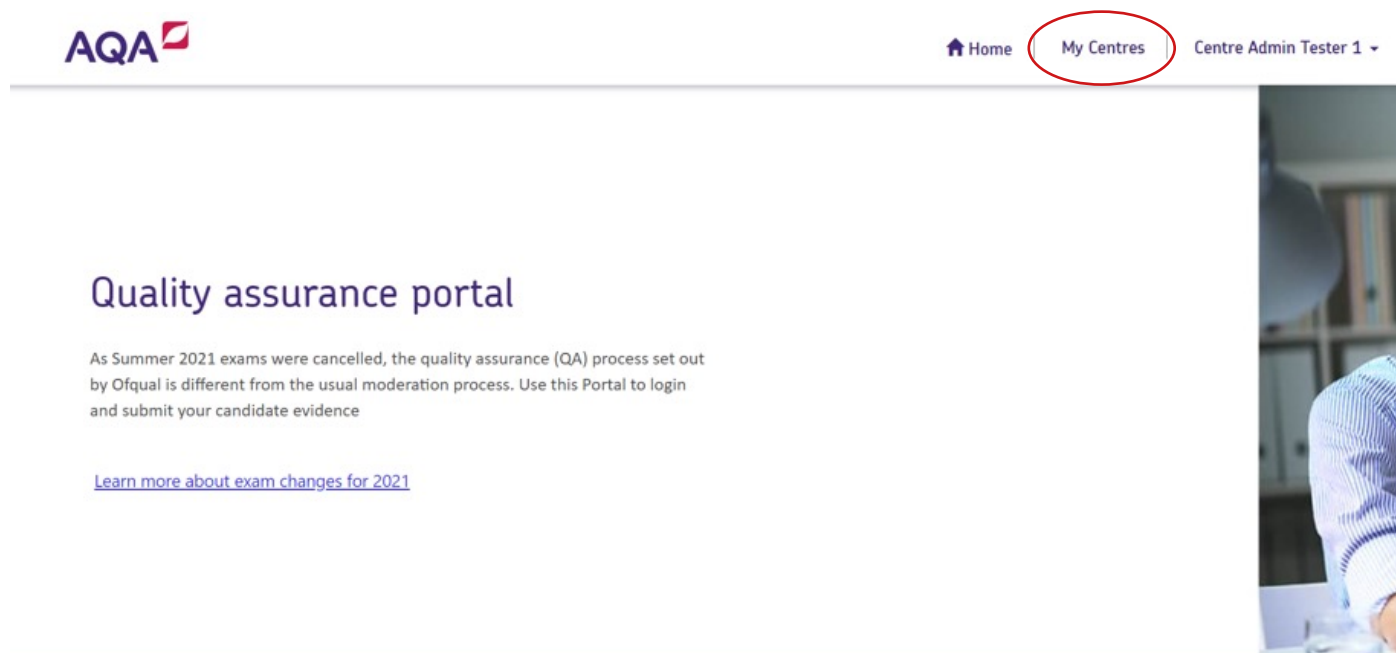
Click 'Sign in' in the top right of your browser.



Click 'AQA ID' and then sign in using your Centre Services main admin account details.



Click 'My Centres'. You'll then see any centre numbers where you're the main admin – for most, this will be one but, if you're the admin for multiple centre numbers, they'll all show here.



Click the centre number you want to view.




You'll now be able to see the subjects you'll need to submit evidence for. You can click the highlighted link or arrow to see which students you need to submit evidence for.

Centre Name *
Test Centre A

Centre Number
11111

Quality assurance subjects

QA Subjects - Evidence Not Submitted ▾

<u>QA Subject Reference</u>	<u>Subject</u>	<u>Subject Order</u>	<u>Awarding Organisation</u>	<u>All evidence submitted</u>	<u>Centre</u>
QASUBJ-Q6Z6J-05012-V7S	GCSE Maths	1	AQA	No	Test Centre A 
QASUBJ-YSS2L-05013-J1Q	GCSE English	2	AQA	No	Test Centre A 
QASUBJ-G3D0Z-05014-N5J	A-Level Physics	3	AQA	No	Test Centre A 

You'll now be able to see the students you need to submit evidence for, for the chosen subject.

Click the link or arrow to go to the upload page for your chosen student.

Subject
A-Level Physics

Awarding Organisation
AQA

QA Candidates

QA Candidate Reference	Candidate Name	Candidate Number ↑	Subject	Submission Status	
QACAND-M2P0W-011337-Z0R	Can 159	10162	A-Level Physics	Incomplete	▼
QACAND-S8W2K-011289-H0G	Can 111	31762	A-Level Physics	Complete	▼
QACAND-Y5C6V-011301-N6B	Can 123	49430	A-Level Physics	Incomplete	▼
QACAND-M8B3P-011325-V3Y	Can 147	71713	A-Level Physics	Incomplete	▼
QACAND-V4L9Y-011313-C6Q	Can 135	72400	A-Level Physics	Incomplete	▼

On this screen, you can upload evidence and any files you upload will show as below.

Click 'Add files' to upload a new piece of evidence.

Evidence

[Add files](#)

Name ↑	Modified	
Open QAS3 Cases 02-06-2021 08-31-57.xlsx (15 KB)	3 days ago	▼
QA Subjects Advanced Find View 01-06-2021 11-49-45.xlsx (13 KB)	3 days ago	▼
QA Subjects Advanced Find View 01-06-2021 12-02-38.xlsx (13 KB)	3 days ago	▼
QA Subjects Advanced Find View 02-06-2021 07-43-46.xlsx (13 KB)	3 days ago	▼

Submission Errors
Only complete this section if there has been a problem uploading evidence for this candidate

Submission Errors
☒ No ☐ Yes

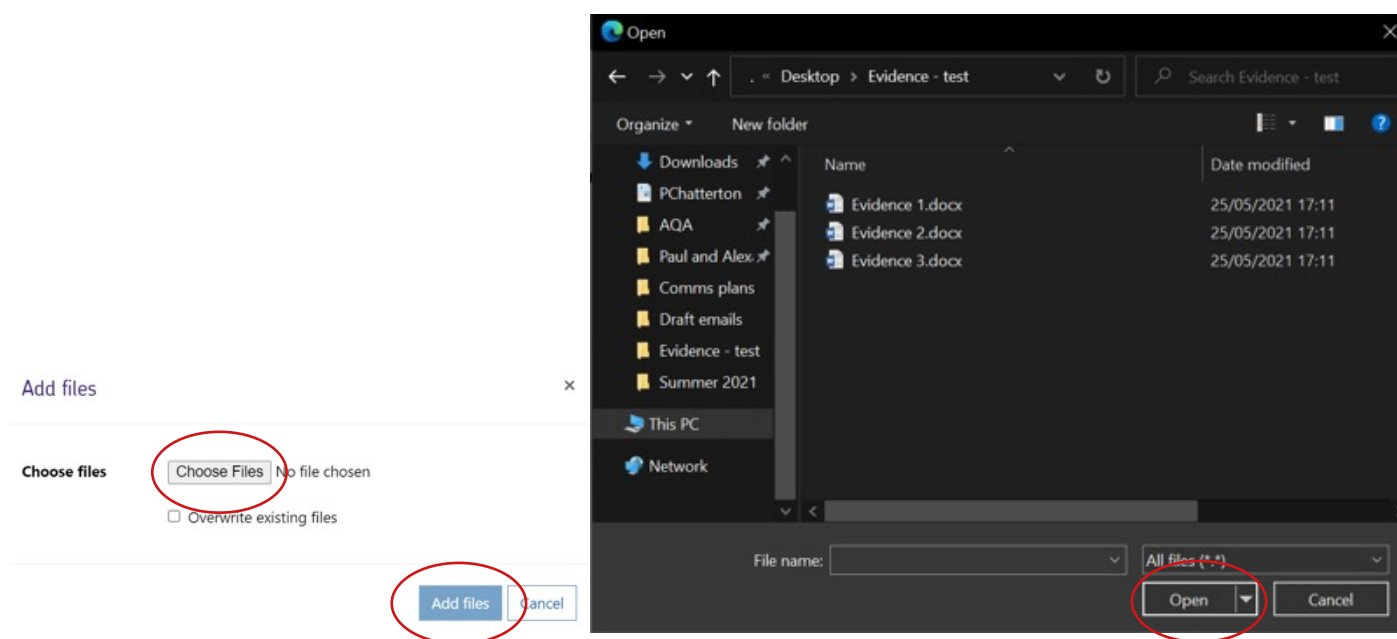
Unable to Submit Reason
Please provide the primary reason evidence cannot be submitted for this Candidate.

Submission Progress

Submission Status
Ensure all evidence for this candidate has been added before marking as complete. Changing the status to complete will make this record inaccessible.

[Submit](#)

Click 'Choose files' and then you'll be able to select your evidence. You can upload multiple files at once - just select and then click 'Open' and 'Add files'.



The evidence list will show four files on each tab – if you upload more than four files you can click the arrow or number highlighted to view each tab.

If you need to delete a piece of evidence, click on the down arrow and then click delete.



If you can't upload a piece of evidence, please change the 'Submission Errors' option to yes and choose the reason you're unable to upload from the list below.

Submission Errors

Only complete this section if there has been a problem uploading evidence for this candidate

Submission Errors

☒ No ☐ Yes

Unable to Submit Reason

Please provide the primary reason evidence cannot be submitted for this Candidate.

File too large
File type not accepted
Unable to provide digital version
No Evidence for candidate

Ensure all evidence for this candidate has been added before marking as complete. Changing the status to complete will make this record inaccessible.

Incomplete

Submit

This will send a report to us and we'll be in touch to arrange an alternative method of submission.

Once you've uploaded all of the evidence for the chosen student, select 'Complete' from the highlighted dropdown menu and then click 'Submit'.

If you had a submission error (detailed above), please leave this as 'Incomplete' and 'Submit' to let us know you're finished uploading evidence in the portal for the chosen student.

Submission Progress

Submission Status

Ensure all evidence for this candidate has been added before marking as complete. Changing the status to complete will make this record inaccessible.

Incomplete

Incomplete

Complete

Submit

Once you've submitted the evidence for a student you'll see 'Complete' on the subject page.

Note: if you reported a submission error this will remain as 'Incomplete', but as long as you clicked submit we'll be notified and begin clerical checks on the evidence you've submitted.

QA Candidates

QA Candidate Reference	Candidate Name	Candidate Number ↑	Subject	Submission Status	
QACAND-M2P0W-011337-Z0R	Can 159	10162	A-Level Physics	Complete	▼
QACAND-S8W2K-011289-H0G	Can 111	31762	A-Level Physics	Complete	▼
QACAND-Y5C6V-011301-N6B	Can 123	49430	A-Level Physics	Incomplete	▼
QACAND-M8B3P-011325-V3Y	Can 147	71713	A-Level Physics	Incomplete	▼
QACAND-V4L9Y-011313-C6Q	Can 135	72400	A-Level Physics	Incomplete	▼

When you've submitted evidence for all students for a particular subject you'll see 'Yes' in the 'All evidence submitted' column on your centre page. If you see 'No' in this column it means you haven't pressed 'Submit' yet.

Once you've clicked 'Submit' for each student on all subjects we'll receive a notification and begin to review the evidence. We'll then email you to let you know that we've received the evidence and it has passed clerical checks – these checks will make sure the work is for the correct student and subject.

The 'All evidence submitted' column may take up to an hour to update.

Quality assurance subjects

☰ QA Subjects - Evidence Not Submitted ▼

QA Subject Reference	Subject	Subject Order	Awarding Organisation	All evidence submitted	Centre	
QASUBJ-J8T1Q-05021-B4X	GCSE Maths	1	AQA	No	Test Centre D	▼
QASUBJ-Z6M4C-05022-Q0N	GCSE English	2	AQA	No	Test Centre D	▼
QASUBJ-K3N0Z-05023-F7R	A-Level Physics	3	AQA	No	Test Centre D	▼