Instructions for submitting NEA marks online and sending samples of work

These instructions cover all the components that can be submitted online through Centre Services – Centre marks submission in 2023/24.

Subjects that are excluded from Centre marks submission (CMS)

GCSE and A-level Physical Education are **not** available online through CMS

Informing students of their centre-assessed marks

Students must be told the mark given by their school or college for a centre-assessed component. Schools and colleges are required to have a process in place for students to appeal their marks. This process must be completed **before** submitting marks to us, which must take place by the published deadline. More guidance is available on the non-exam assessment page of the JCQ website.

Accuracy of marks

- It is important to check that the mark totals are correct on the *candidate record form* (CRF).
- For each candidate, please ensure that the total mark from the CRF has been correctly entered online.

Deadlines

Exam series	Code	CMS opens	Submission deadline
November 2023	BG23	13 October 2023	5 November 2023
January 2024	1A24	17 November 2023	10 January 2024
March 2024	3G24	24 January 2024	21 February 2024
June 2024 AS & A-level	6A24	mid April 2024	15 May 2024 for most subjects 31 May 2024 for Art and Design
June 20234GCSE	6G24	mid April 2024	7 May 2024 for most subjects 31 May 2024 for Art and Design

For a full list of deadlines please visit aqa.org.uk/deadlines

It is the responsibility of the school/college, through the exams officer, to make the necessary arrangements with teaching staff for collating and recording of marks for internally assessed units/components.
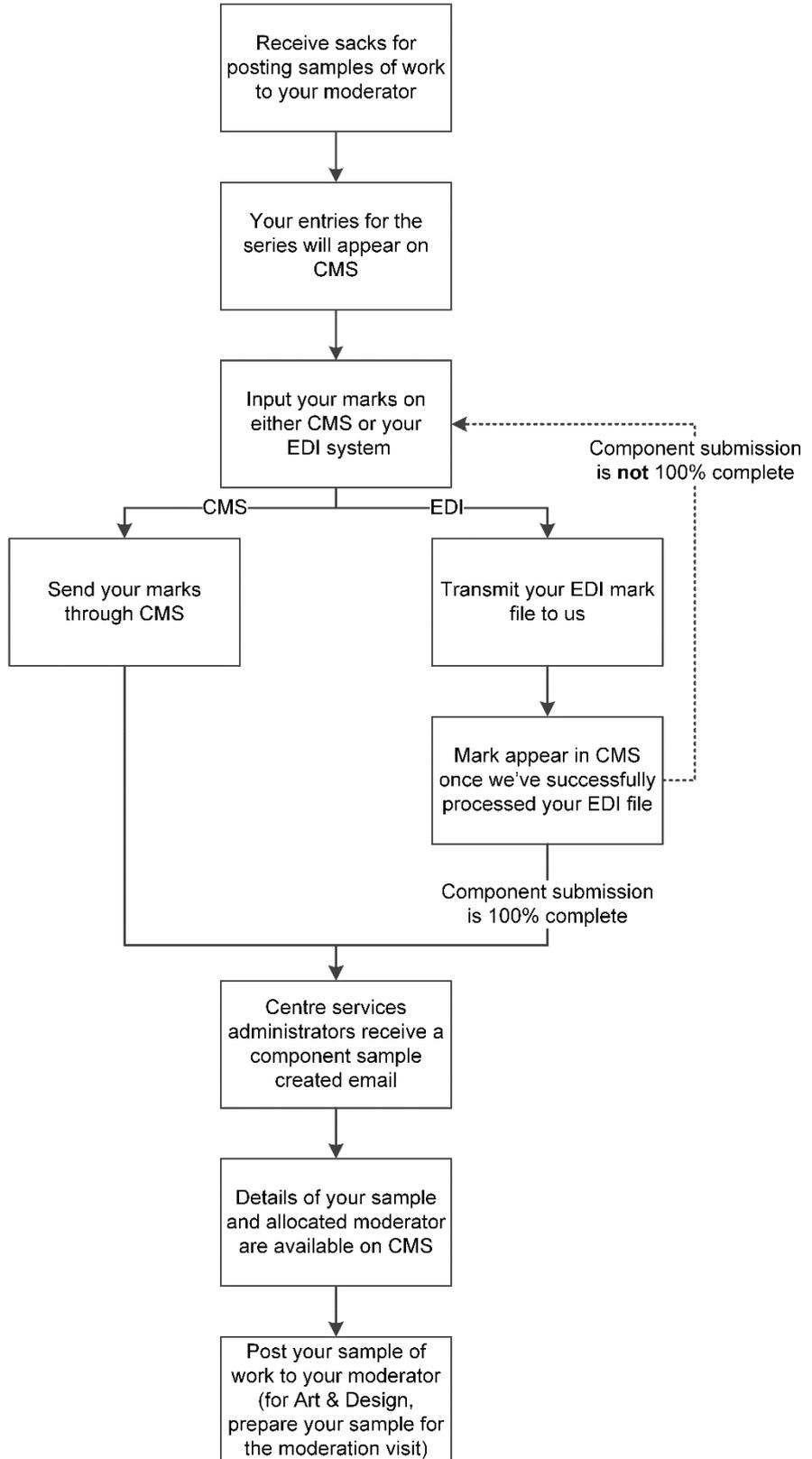
Process overview

Approx 3 weeks before the mark submission deadline (aqa.org.uk/deadlines)

Centre services administrators must grant other users access to CMS

To arrive by the submission deadline (aqa.org.uk/deadlines)

If you submit by EDI and the component sample has **not** been created, check CMS for candidates with a missing mark/ special status

Post at the very latest within **five days** of the mark submission deadline

Receive sacks for posting samples of work to your moderator

↓

Your entries for the series will appear on CMS

↓

Input your marks on either CMS or your EDI system

Component submission is **not** 100% complete

──CMS── ──EDI──

Send your marks through CMS

Transmit your EDI mark file to us

↓

Mark appear in CMS once we've successfully processed your EDI file

Component submission is 100% complete

↓

Centre services administrators receive a component sample created email

↓

Details of your sample and allocated moderator are available on CMS

↓

Post your sample of work to your moderator (for Art & Design, prepare your sample for the moderation visit)

Contents

1   Online access

You can submit your marks for internally assessed work in one of following ways:

- Centre services - Centre marks submission (CMS)
- Electronic Data Interchange (EDI).

You only need to use one of these methods to submit a set of marks for a unit/component. Marks submitted via EDI will be processed through our internal systems and then transferred into the CMS system.

Centre Services: Centre marks submission (CMS)

The CMS system is accessed through our secure extranet https://onlineservices.aqa.org.uk/

Main Centre Servicess administrators (usually the exams officer) will automatically have full access to the Centre marks submission (CMS) module and to all of the CMS functionality.

Other users won't be able to see the CMS module or send marks to AQA and the moderator until their centre administrator grants them appropriate access.

Centre administrators can assign users one of five different levels of access to CMS:

- no access (the default setting)
- read
- enter
- enter/send
- enter/send/amend.

Entering and sending marks on CMS

Every candidate must have a mark, special status or current extension to the submission deadline. The sample (where applicable) will not be created until the mark submission is 100% complete.

Marks can be input, saved and amended as soon as entries appear in CMS, usually 2-3 weeks before the submission deadline. They are not transferred to AQA and moderators until the 'submit to AQA' button is pressed.

Marks for each component must be submitted separately.

Note: you **cannot** add additional candidates to CMS. If you need to submit a mark for a candidate who does not appear on CMS, you must submit a late entry for them.

If a CMS component does not appear on the system, the most likely cause is that your candidates have not been entered for the component – see section 4   Late or withdrawn entries and mark amendments

Electronic Data Interchange (EDI)

Download the A2C migration application for your MIS system and refer to the JCQ[CIC] formats for the exchange of exam related data at www.jcq.org.uk

Entering and sending marks using EDI file formats

Please follow the instructions on your software package for inputting marks for the relevant internally assessed units/components.

Before transferring mark data to us, please check that the correct file format is used and that the correct file header information is included. In particular, note the following:

Data type	M for Marks
Board code	70 for AQA
Exam series code	Our series codes can be found in the Exam series guide 2023/24, which is available at aqa.org.uk/series

Check that every candidate has a mark and/or a valid mark status and that the correct component code has been used. The sample (where applicable) will not be created until the mark submission is 100% complete.

When we receive your EDI mark files, we will process them through our internal systems and upload them into CMS. Your moderator will then be able to access your marks through the system.

2　Special statuses

The following special statuses are available on CMS (the equivalent EDI status codes are in brackets)

- Absent (A)
- Carry forward AQA (F)
- Carry forward OCR, Carry forward Pearson, Carry forward WJEC
- Educated elsewhere (E)
- Loss of coursework
- Parental interest (E)
- Private (E)

Not every special status is applicable to every component. CMS will only display the special statuses that can be applied to the component.

Absent (A)

This should only be selected if the candidate did not submit any work, has transferred to another school/college, or if you intend to withdraw the candidate from the component.

Note: you cannot withdraw entries directly through CMS; you must submit an entry amendment - see aqa.org.uk/entries

Carry forward AQA (F) and Carry forward OCR, Carry forward Pearson, Carry forward WJEC

Carry forward describes the process of transferring a mark/grade that has been previously issued **into a new entry** for the unit/component in a subsequent exam series.

This status should be selected if a candidate is carrying forward his/her mark.

If carrying forward from another awarding body (applicable to GCSE English Language and A-level science endorsements only), the previous awarding body must be specified by selecting the appropriate carry forward special status on CMS. The EDI formats do not allow for the previous awarding body to be specified, so EDI carry forward statuses (F) are treated as AQA carry forward requests.

You do not need to provide the mark. Note: CMS will not allow you to input both a carry forward status and a mark.

For further information about which components can be carried forward and the associated rules please see aqa.org.uk/carryforward

Educated elsewhere (E)

Internal candidates not assessed by the school or college where they are entered. The procedure applies when a candidate's entry has been completely transferred to your school or college (ie the candidate is entered at your school as a 'centre' candidate), but their internally assessed work has not been marked or re-marked at your school. It does not apply to private candidates, or to schools or colleges that have applied for consortium arrangements.

For 'Educated elsewhere' candidates, you should not provide the mark even if the work was marked at the previous school (CMS will not allow you to input both a mark and this status). These candidates will always be added to the moderation sample.

Lost Coursework

Select this status if an application for non-timetabled special consideration in respect of lost/damaged work has been submitted through Centre Services.

If the work was complete and marked before it was lost/damaged, then the mark should also be recorded on CMS. Otherwise the mark on CMS should be left blank.

For EDI submissions, the loss of coursework status is not available through EDI software. You will need to use CMS to assign the candidate a loss of coursework special status **before** transmitting your EDI mark file. If you don't do this, there is a risk that CMS will select the candidate as part of your sample, or that CMS will not be able to select a sample.

Parental interest (E)

Where a candidate's work has been assessed by a teacher/assessor who has a personal interest in the candidate, record the mark as normal and select parental interest status. These candidates will always be added to the moderation sample.

Private (E)

This applies to private candidates whose work has not been assessed by the school or college where they are entered. This status does **not** apply to controlled assessment in GCSE or to non-exam assessment (NEA) in GCSE, AS and A-levels.

Select 'Private' from the dropdown list. No mark should be recorded (and CMS will not allow you to input both a mark and this status). These candidates will always be added to the moderation sample.

3   Zero, not classified, fail or absent?

Scenario	Components where a numeric mark is submitted	GCSE English, foreign language and A-level Science endorsements	Functional Skills English Speaking
The candidate produces work that is not worthy of credit/below the standard required for a pass grade	0 (zero)	NC (not classified)	F (fail)
The centre is unable to confirm work presented by a candidate is his/her own and has been completed under the required conditions	0 (zero)	NC (not classified)	F (fail)
The candidate produces no work whatsoever/refuses to complete the assessment	Absent	NC (not classified)	Absent
The candidate has AQA approved exemption from the assessment*	Absent	NC (not classified)	Absent

*Applications can be made by emailing the JCQ application for exemption form to AccessArrangementsQueries@aqa.org.uk or through Centre Services.

4   Late or withdrawn entries and mark amendments

Depending on the time of year and volume of entry and entry amendment files we are receiving, it may take several working days for us to process your file. There may also be further delays in processing the file if we find any problems with the data, for example unmatched Unique Learner Numbers (ULNs).

Late candidate entries

The candidate will appear on CMS once we've successfully processed the entry/entry amendment file. You will need to log in to CMS and input your mark(s).

If the late mark affects the sample, an email will be sent to the main Centre Services administrator notifying them of a change in the sample. See Section 6   Change of sample (component sample modified).

Late component entries

For late component entries, you may not be allocated a moderator straight away. If a moderator hasn't been allocated at the time you send your marks, the sample will still be calculated and displayed in CMS in the normal way, but a message will appear in the moderator details box stating that a moderator has yet to be assigned.

Please continue to prepare the sample and keep hold of the work. We'll send an email to the main Centre Services administrator as soon as a moderator has been allocated.

Withdrawn candidates

Withdrawn candidates will be removed from the mark inputting screens in CMS the day after we process the entry/entry amendment file.

If you withdraw a candidate that has already been selected as part of the sample, the withdrawn candidate will remain in the view sample screen. If you have other candidates available, another candidate will be added to the sample to replace them and an email will be sent to the main Centre Services administrator. See Section 6   Change of sample (component sample modified).

Mark amendments

The candidate's total unit/component mark on the *candidate record form* must be identical to the mark submitted on Centre marks submission or by EDI.

If you notice an error after submitting the marks to us and your moderator, you must submit a mark amendment using CMS. You must select a reason for the amendment from the dropdown list of values:

- Incorrect total reported by the moderator
- Incorrect total identified by the centre
- Standardisation mark change
- Withdrawn
- Admin error
- Other

Please **do not** submit mark amendments by EDI.

If the moderator notices an error they will notify you by email using a MOD/CEN/ADM form, and you should submit a mark amendment using CMS as above, with the reason 'Incorrect total reported by the moderator'.

Only CMS users with the highest level of access (enter/send/amend) can submit mark amendments.

5 Extensions to the submission deadline

All extension requests must be made through CMS even when EDI is used for mark submission. Please note requests can only be made by main administrators.

Requests can be made for:

- 1 week
- 2 weeks
- More than 2 weeks (Note: due to the limited time available for moderation, it is not normally possible to grant an extension of more than 2 weeks).

You must specify one of the following reasons for the extension request:

- Affected by bereavement
- Deadline mix up
- Problems with equipment or premises
- Religious holiday/event clash
- Maternity/paternity leave
- Medical reasons relating to the candidate
- Medical reasons relating to the teacher
- Reproducing the work
- Teaching and workload problems
- Ofsted inspection
- Other (a comment must be added)

We will consider each request on a case by case basis and we may need to contact you for additional information or evidence to support your request.

When a decision has been made we will send an email to the Centre Services administrator notifying them of the outcome.

6   Dispatching samples to moderators

Approximately three weeks prior to each submission deadline we'll send you a pack of exam materials. These include sacks/envelopes for sending samples of work to your moderator.

Please send your samples of work to your moderator as soon as possible, and **at the very latest** within five days of the mark submission deadline.

Remember to include:

- a signed candidate record form attached to the work of each candidate
- a centre declaration sheet.

The material must be dispatched by first-class post and a record retained of all items dispatched. Recorded Delivery or any dispatch method requiring a signature by your moderator must not be used as this can considerably delay delivery to your moderator.

When you send work to the moderator, you can save on postage costs and storage space by removing work from binders/bulky folders. Please secure work using a treasury tag or by placing inside a manila folder. All work should be suitably labelled prior to dispatch.

Sample of work and moderator details (component submission complete)

Details of your sample and the name and address of your allocated moderator will be available on the view sample screen through CMS after you have sent your marks to us and your sample has been generated.

An email will be sent to the main Centre Services administrator as soon as the component has been successfully submitted. For marks submitted through CMS, this normally happens within a few minutes of sending your marks.

Note: if you submitted your marks via EDI, we will process them through our internal systems and upload them into CMS. If you do not receive an email notifying you the sample has been created within 24 hours of sending your file to us, please check CMS to ensure that your mark submission for the component was 100% complete – CMS will not generate a sample if you have one or more candidates with a missing mark/grade or special status.

The work of any candidates having a special status of educated elsewhere, parental interest or private (or status E on EDI) must also be sent to your moderator, in addition to the sample.

For a registered consortia, a sample will only be generated when the marks for all the schools/colleges in the consortia for a component have been sent. Each centre will see only their own candidates within the sample, so the consortium co-ordinator must ensure that the full sample of work is sent.

Note: additional sampling rules apply to some subjects. See Section 7   Subject specific information.

Change of sample (component sample modified)

If the sample changes as a result of a late mark or mark amendment, main Centre service administrators will receive an email notifying them that a sample has been modified, asking them to log in to CMS to view the additions.

Additions to the sample appear on the view sample screen in red. The work must be sent to the allocated moderator without delay.

Change of moderator (moderator/sample reassignment)

Occasionally we need to change the allocated moderator for a component. When this happens, an email will be sent to the main Centre Services administrator informing them that the moderator assigned has changed.

If you have not yet posted the sample, please log in to CMS and use the updated moderator details shown.

If you have already sent your sample, please contact us at CourseworkAdmin@aqa.org.uk and we will follow it up with the original moderator.

7 Subject specific information

GCSE and A-level Art & Design

For each qualification, the two components (portfolio/personal investigation, and externally set assignment) in each title are grouped together and treated as a single entity for sampling – your sample won't be available on CMS until your marks for both components for a title have been submitted.

You should prepare the moderation sample, including candidate record forms and a centre declaration sheet, which will be viewed by the moderator at a visit. However you must ensure that **all** work is readily available on the day of moderation in case it is needed.

Any transposition errors identified by the moderator on the day of the visit must be corrected immediately on CMS, as this may result in a change of sample (see p10) for which the moderator will need to see any new pieces of work.

A-level Geography (8037)

If you are entering candidates for this specification, then you must complete a *non-exam assessment (NEA) and fieldwork declaration form*. The form must be signed by the head of centre and emailed to neadeclaration@aqa.org.uk by 15 May. Failure to complete the declaration may lead to a malpractice investigation.

A-level History (7042)

In addition to the sample, when you dispatch work to the moderator you must also include candidate record forms for **all** other candidates.

A-level Sciences practical skills endorsement

- Biology   7402/C
- Chemistry   7405/C
- Physics   7408/C

A moderator will **not** be assigned for these components and the centre marks submission system will **not** show you a sample or moderator details for them. You should submit a grade of either Pass (P) or Not Classified (NC). The status Absent (A) is **not** valid for these components.

A candidate re-taking an A-level science subject is able to carry forward a previously awarded endorsement grade in the same subject across the JCQ awarding bodies. You will need to select relevant the carry forward option on CMS to indicate the previous awarding body:

- Carry forward - AQA
- Carry forward - OCR
- Carry forward - Pearson
- Carry forward - WJEC.

If carrying forward, you do **not** need to specify the previous grade – we will locate the previous grade irrespective of the awarding body and transfer it into the new entry.

Carry forward from other awarding bodies cannot be requested by EDI as the JCQ file formats only allow for a single carry forward status (F). All EDI carry forward requests are therefore treated as carry forwards from AQA.

If you are entering candidates for one or more of these subjects, then you must complete a *non-exam assessment (NEA) and fieldwork declaration form*. The form must be signed by the head of centre and emailed to neadeclaration@aqa.org.uk by 15 May. Failure to complete the declaration may lead to a malpractice investigation.

Functional Skills English Level 1 and 2

- Speaking, Listening and Communicating Level 1   8720S
- Speaking, Listening and Communicating Level 2   8725S

CMS will **not** select a sample to display. The view sample screen will however show you the name and address of your allocated moderator. You must select your own sample of candidates and send recordings of their presentations and *candidate record forms* to the moderator.

The **sample size is 10 'pass' recordings per level**.

Notes:
1. if you have fewer than 10 pass/fail candidates for a level, then you must include **all** of the recordings on that level irrespective of their grade
2. If you have 11 or more pass/fail candidates but less than 10 pass candidates, then you must include all of your pass recordings and provide recordings of candidates with a grade of fail to make the sample to 10 candidates.
3. if you've assigned any of your candidates a 'parental interest' status, then you must send their recordings **in addition** to the sample.

For example:

Grades submitted	No of pass/fail candidates	Sample
3 pass 4 fail 1 absent	7	Sample consists of 7 candidates: 3 pass 4 fail
18 pass 2 fail 2 absent	20	Sample consists of 10 candidates: 10 pass
7 pass 6 fail 1 absent	13	Sample consists of 10 candidates: 7 pass 3 fail

GCSE English Language (8700/C)

You should submit a grade of Distinction (D), Merit (M), Pass (P) or Not Classified (NC). The status Absent (A) is **not** valid for the component.

CMS will **not** select a sample to display. The view sample screen will however show you the name and address of your allocated moderator. You must select your own sample of candidates and send recordings of their presentations to the moderator.

The **sample size is 30 recordings**; minimum of 10 Distinction, 10 Merit and 10 Pass candidates.

Notes:
1. candidates with a grade of Not Classified (NC), or with a status of carry forward are **not** included
2. if you have a total of 30 or fewer Distinction, Merit and Pass candidates, then your sample must include **all** candidates
3. if you have fewer than 10 candidates for a grade, then you must include all of the recordings on that grade and provide additional candidates on one of the other grades to make the sample to 30 candidates.
4. if you've assigned any of your candidates a 'parental interest' status, then you must send their recordings **in addition** to the sample.

For example:

Grades submitted	Sample
215 Distinction 65 Merit 103 Pass 1 Not Classified 2 carry forward	Sample consists of 30 candidates: 10 Distinction 10 Merit 10 Pass
13 Distinction 12 Merit 3 Pass 1 Not Classified 40 carry forward	Sample consists of 28 candidates: 13 Distinction 12 Merit 3 Pass
127 Distinction 115 Merit 0 Pass 1 Not classified 0 carry forward	Sample consists of 30 candidates in total: Between 10 and 20 Distinction Between 10 and 20 Merit
0 Distinction 82 Merit 1 Pass 0 Not Classified 10 carry forward	Sample consists of 30 candidates: 29 Merit 1 Pass

Further guidance can be found in the JCQ document 'Instructions for conducting non-examination assessments 2023-2024 at jcq.org.uk/exams-office/non-examination-assessments.

A candidate re-taking GCSE English Language is able to carry forward a previously awarded endorsement grade across the JCQ awarding bodies. You will need to select the relevant carry forward option on CMS to indicate the previous awarding body:

- Carry forward - AQA
- Carry forward - OCR
- Carry forward - Pearson
- Carry forward - WJEC.

If carrying forward, you do **not** need to specify the previous grade – we will locate the previous grade irrespective of the awarding body and transfer it into the new entry.

Carry forward from other awarding bodies cannot be requested by EDI as the JCQ file formats only allow for a single carry forward status (F). All EDI carry forward requests are therefore treated as carry forwards from AQA.

If you are entering candidates for this subject, then you must complete a *non-exam assessment (NEA) and fieldwork declaration form*. The form must be signed by the head of centre and emailed to neadeclaration@aqa.org.uk by 5 November for the November exam series, and 15 May for the June exam series. Failure to complete the declaration may lead to a malpractice investigation.

GCSE Music - Performing Music (8271/P)

In addition to the sample, when you dispatch work to the moderator you must also include **all** other candidates that have used a non-standard instrument (ie an instrument for which there are no nationally recognised accredited music grades).

Project qualifications

- Level 1 Foundation   7991
- Level 2 Higher   7992
- Level 3 Extended   7993

If the centre marks submission system selects a candidate for the sample who has completed a group project, you must send the work of the other candidates in the group to your allocated moderator in addition to the sample shown on the system.

8   Help and support

You can contact Customer Services on 0800 197 7162 (or +44 203 671 8010 from outside the UK) or email eos@aqa.org.uk at any time if you need some help or guidance.

Schools/colleges which cannot carry out assessments (approved prime marking)

If your school or college is unable to assess your candidates' work (for example, because the only teacher in the subject is ill) you must make every effort to arrange an alternative, such as approaching a neighbouring school which is entering candidates for the same exam and which may be able to help by undertaking the assessment.

If there appears to be no other way for your work to be assessed, you can submit a request for us to arrange for the work to be 'prime marked'. Applications need to be made in writing, **from the exams officer or head of centre only** to CentreMarks@aqa.org.uk

Please note:

- the procedure is exceptional and applies to the year of the exam only
- that we cannot guarantee to publish your results on time
- your school will be invoiced for the additional costs incurred by us in undertaking the assessment.

9   Further information

The following information is available at aqa.org.uk/coursework

- Record forms (including *candidate record forms* and *centre declaration sheets*)
- Carry forwards marks
- Moderation
    - o   how adjustments to marks are made
    - o   Centre Assessment Standards Scrutiny (CASS)
- Standardisation
- Lost or damaged work
- Return of non-exam assessment work