

# Submit centre assessed marks: online via e-Subs or EDI

Centre marks submission (e-Subs), electronic data interchange (EDI)

Approximately three weeks before the submission deadline ([aqa.org.uk/deadlines](http://aqa.org.uk/deadlines))

e-AQA centre administrators must grant other e-AQA users access to e-Subs

To arrive by the submission deadline ([aqa.org.uk/deadlines](http://aqa.org.uk/deadlines))

If you submit by EDI and the component sample has not been created, check e-Subs for students with a missing mark/special status

Remember to include signed [candidate record forms](#) and a [centre declaration sheet](#) with your work

Heads of schools/colleges entering students for GCSE English (8700), A-level Biology, Chemistry and Physics and AS Geography, must also sign the [NEA and fieldwork centre declaration form](#).

Post no later than within five working days of the submission deadline

Receive sacks for posting samples of work to your moderator

Your entries for the series will appear on e-Subs

Input your marks on either e-Subs or your EDI system (see [guidance document](#))

Component submission is not 100% complete

e-Subs

Send your marks through e-Subs

EDI

Transmit your EDI mark file to us

We upload your EDI marks overnight into the e-Subs system

Component submission is 100% complete

e-AQA centre administrators receive an email when the component sample is ready to view

Details of your sample and allocated moderator are available on e-Subs

Post sample of work to your moderator