![AQA logo - Questions matter]

Online submission of NEA samples via Centre marks submission (CMS)

Guidance for centre users

Version 1.8 April 2024

Document contents

1. Overview

AQA Centre marks submission now allows schools and colleges to upload and submit NEA sample files (e.g. spoken language tests, performance recordings, candidate record forms) for some components online, rather than sending it to us through the post. Supporting centre documentation can also be uploaded and submitted (e.g. centre declaration forms).

The following guidance is to support centres with the gathering, uploading and submitting of NEA sample files online, prior to moderation taking place.
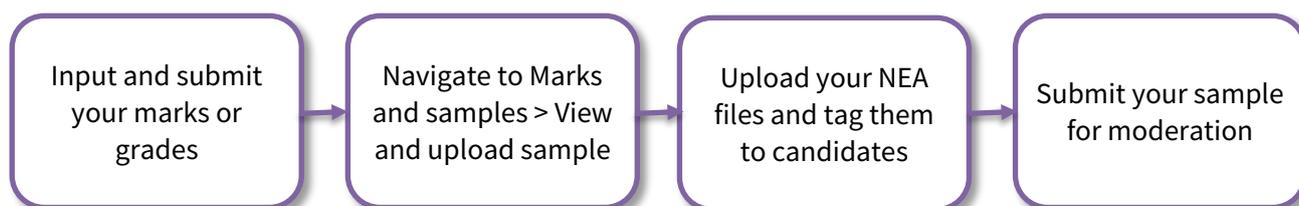
Online sample submissions may include:

- One or more files for each sample candidate (e.g. videos, recordings, candidate record forms, candidate notes)
- One or more files for non-sample candidates (e.g. group activities where a candidate in the group is not in the sample)
- Centre declaration forms.

Please keep a copy of all the sample files you upload via Centre marks online sample submission.

See *Appendix 1: Candidate files and centre declarations.*

Process summary

Input and submit your marks or grades → Navigate to Marks and samples > View and upload sample → Upload your NEA files and tag them to candidates → Submit your sample for moderation

Please note: examiner marked media uploads (such as Modern Foreign Language speaking tests) are handled differently to online sample submissions. For guidance on these please see the *Digital Media Portal centre guidance* on our website. Centre marked NEA samples must be uploaded via Centre marks submissions - Marks and samples, they cannot be uploaded via the Digital Media Portal.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

2 of 36

2. Components using online NEA sample submissions

Below is a list of components that require NEA samples to be uploaded and submitted online via Centre Services - Centre marks submission.

Any components not listed below should submit NEA sample material in the same way as previous years.

Subject name	Component code	Level	Centre selected sample
Computer Science Adv NEA	7517/C	A-level	
Drama and Theatre Adv Int Practical	7262/C	A-level	
Media Studies Adv NEA	7572/C	A-level	
Dance Non-Exam Assessment	8236/C	GCSE	
Drama Internal Practical	8261/C	GCSE	
English Language Spoken Language	8700/C	GCSE	Yes
Media Studies NEA	8572/C	GCSE	
Music NEA Performing	8271/P	GCSE	
Music NEA Composing	8271/C	GCSE	
English Level 1 Speaking	8720S	Functional Skills	Yes
English Level 2 Speaking	8725S	Functional Skills	Yes

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

3 of 36

3. Getting your NEA sample files ready

The following section explains how to prepare your NEA sample files ready for upload via Centre marks submission.

3.1 Prepare your NEA materials

Save your NEA sample files together in a folder on your PC or local network drive (not in the cloud).
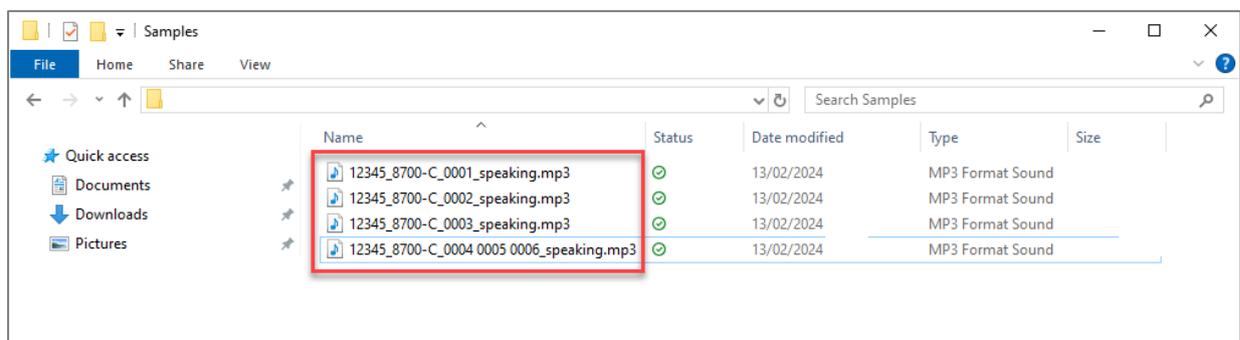
Save your NEA sample files together in a folder on your PC or local network drive.

3.2 Ensure your file types are on our supported list

Check to make sure that your files are on the list of supported file types, see *Appendix 2: Valid file types.*

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

4 of 36

3.3 Name your files

Use the following naming convention, see description below:

e.g. 92345_8700-C_0001 0002_testfile.mp4

CentreNumber_Component-Code_CandidateNumber(s)_Description.extension

Key	Description
1	Centre Number (your five digit centre number)
2	Underscore (_)
3	Component Code (replace any / characters in your component codes with a hyphen -)
4	Underscore (_)
5	Candidate Number(s) either a single four digit candidate number with leading zeros, e.g. 0001 or multiple candidate numbers separated by a space, e.g. 0001 0002 0003
6	Underscore (_)
7	Description (an optional description of your file, this could include a candidate name, title of a performance, or a mark/grade achieved)
8	Full stop (.)
9	File extension (as set by the application)

Please note: be careful to make sure underscores and dashes are used in the correct places, as errors with these will mean your file cannot be automatically tagged to candidates upon upload.

For examples of correct and incorrect filenames, see *Appendix 4: Auto-tagging examples*

Special characters such as $ % & * # @ must not be used, see *Appendix 3: Valid characters in filenames.*

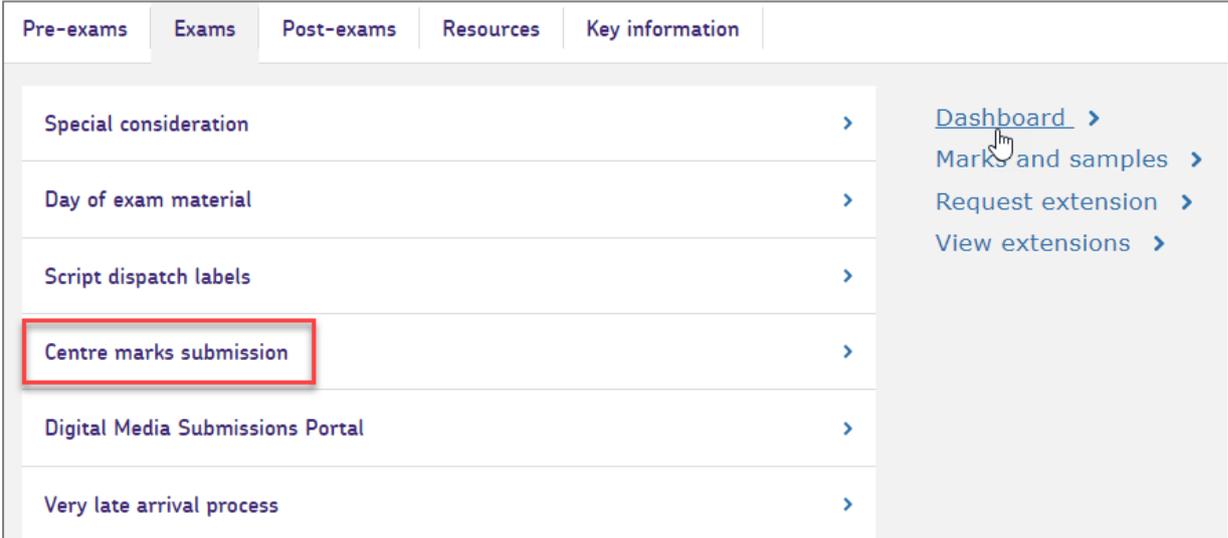Filenames, including the file extension, must not exceed 250 characters.

Once you have prepared your files, you are ready to move on to the next section, *4. Inputting marks and generating your sample*.

4 Inputting marks and generating your sample

The following section explains how to input and submit your NEA marks or grades to generate your list of sample candidates.
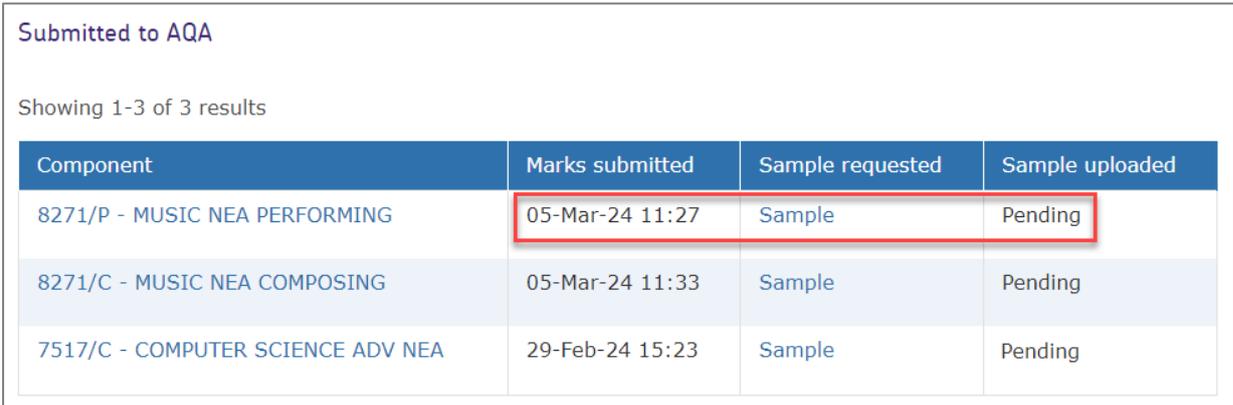
4.1 Input and submit marks or grades

Input and submit your marks or grades as normal, either via Centre mark submission > Dashboard or via an EDI mark file. For most NEA components, the system will select the sample required (other than for centre selected sample components).

Input your marks or grades as normal via Centre mark submission > Dashboard

On the Dashboard screen, the 'Submitted to AQA' quadrant at the bottom-left will show the date and time of your mark or grade submission, as well as a 'Sample' link to view your sample, and a sample upload status of 'Pending'.

The 'Submitted to AQA' quadrant of the Dashboard will show a 'Sample' link to view your sample, and a sample upload status of 'Pending'.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

6 of 36

The Marks and samples screen will show a mark or grade status of 'Submitted to AQA' as well as a 'View and Upload Sample' link to view your sample, and a sample status indicating how many candidate sample files have been uploaded plus how many candidate's samples are remaining.

Mark Status	Sample	Sample Status
Submitted to AQA	View and Upload Sample	4 Remaining
Submitted to AQA	View and Upload Sample	5 Remaining
Submitted to AQA	View and Upload Sample	5 Remaining
5 Remaining	Sample Not Available	

The Marks and samples screen will show a mark or grade status of 'Submitted to AQA' as well as a 'View and Upload Sample' link to view your sample.

4.2 View your sample

From Centre marks submission navigate to the View and Upload Sample screen.

This screen can be accessed in two different ways, either from the main Dashboard by clicking on the 'Sample' link in the bottom left 'Submitted to AQA' quadrant.

Submitted to AQA

Showing 1-3 of 3 results

Component	Marks submitted	Sample requested	Sample uploaded
8271/P - MUSIC NEA PERFORMING	05-Mar-24 11:27	Sample	Pending
8271/C - MUSIC NEA COMPOSING	05-Mar-24 11:33	Sample	Pending
7517/C - COMPUTER SCIENCE ADV NEA	29-Feb-24 15:23	Sample	Pending

The View Sample screen can be accessed from the Dashboard by clicking on the 'Sample' link..

Or, from the Marks and samples screen by searching for your component and then clicking on the 'View and Upload Sample' link.

Mark Status	Sample	Sample Status
Submitted to AQA	View and Upload Sample	4 Remaining
Submitted to AQA	View and Upload Sample	5 Remaining
Submitted to AQA	View and Upload Sample	5 Remaining
5 Remaining	Sample Not Available	

The View Sample screen can also be accessed from the Marks and samples screen by clicking on the 'View and upload sample' link.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

7 of 36

a) System selected samples

On the View and upload sample screen, for components where the system selects the sample, you will see a table containing your sample candidates. Below this is a table containing any remaining non-sample candidates in your cohort.

You must upload a file for every candidate in your sample, however non-sample candidates are optional.

If you have a small cohort in which all your candidates are included in the sample, you will only see the sample candidates table.

Sample candidates					
☑	Component code(s) ⇕	Cand no ⇕	Surname ⇕	Forename ⇕	Mark ⇕
☑	8271/C	1	WINTER	KIRSTY	1
☑	8271/C	2	WINTER	JACOB	2
☑	8271/C	3	PEARCE	ZACHARY	3
☑	8271/C	4	EIGHT	BLUE	4
☑	8271/C	5	CLEMENTS	QUINN	5

The View and upload sample screen for system selected samples shows sample candidates plus any non-sample candidates.

b) Centre selected samples

For components where centres select their own sample (GCSE English Language and Functional Skills English), you will see a table containing all eligible sample candidates.

e.g. for GCSE English Language candidates with a Pass/Merit/Distinction grade; or for Functional Skills English candidates with a Pass/Fail grade.

Eligible Sample Candidates					
Showing 1-3 of 3 results					
☑	Component code(s) ⇕	Cand no ⇕	Surname ⇕	Forename ⇕	Grade ⇕
☑	8700/C	1	WATTS	LIAM	D
☑	8700/C	2	CARPENTER	DAVID	M
☑	8700/C	3	CHAPMAN	GABRIEL	P

The View and upload sample screen for centre selected samples shows all eligible sample candidates.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

8 of 36

You must select your own sample of candidates and upload files for these candidates, according to the sample arrangements for the component.

4.3 Gather your sample files

Gather your files for the required sample ready for uploading to Centre Services, you might find it useful to save them in a single folder for easy access.

Now proceed to the next section, *5. Uploading sample files for auto-tagging*.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

9 of 36

5 Uploading sample files for auto-tagging

The following section explains how to upload files for your sample candidates.

Before uploading sample files for a component you must first input and submit your marks or grades. If you have not already done this, see *4. Inputting marks and generating your sample*.

Once you have input and submitted your marks or grades, a 'Sample' link will show on the Dashboard screen and a 'View and upload sample' link will show on the Marks and samples screen.

5.1 Navigate to the View and upload sample screen

From Centre marks submission > Dashboard, click on the 'Sample' link in the bottom-left 'Submitted to AQA' quadrant.

Submitted to AQA

Showing 1-3 of 3 results

Component	Marks submitted	Sample requested	Sample uploaded
8271/P - MUSIC NEA PERFORMING	05-Mar-24 11:27	Sample	Pending
8271/C - MUSIC NEA COMPOSING	05-Mar-24 11:33	Sample	Pending
7517/C - COMPUTER SCIENCE ADV NEA	29-Feb-24 15:23	Sample	Pending

Click on the 'Sample' link in the bottom-left 'Submitted to AQA' quadrant of the Dashboard screen.

You can also navigate to the View and upload sample screen from the Marks and Samples screen by using the search fields to find your component, then clicking on the 'View and upload sample' link.

Mark Status	Sample	Sample Status
Submitted to AQA	View and Upload Sample	4 Remaining
Submitted to AQA	View and Upload Sample	5 Remaining
Submitted to AQA	View and Upload Sample	5 Remaining
5 Remaining	Sample Not Available	

Click on the 'View and upload sample' link on the Marks and samples screen.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

10 of 36

5.2 Upload candidate files

On the View and upload sample screen, click the 'Upload and manage files' link to the right-hand side of the screen below moderator details.
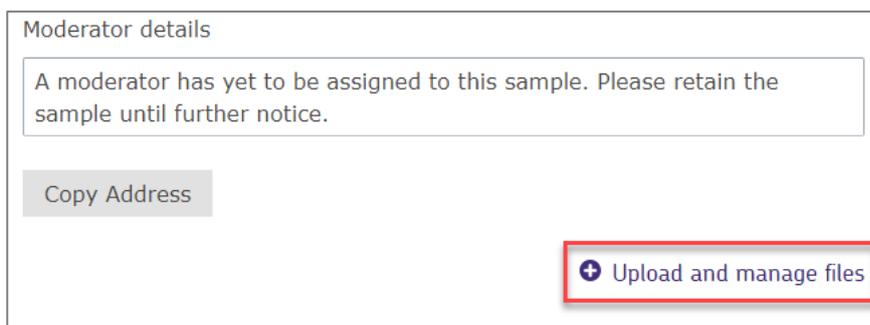
Click the 'Upload and manage files' link to the right-hand side of the screen.

Click the Browse button and select your candidate NEA sample files from your local PC or network drive.

Up to **10 candidate files** can be selected at a time per batch.

You cannot upload two files of the same type with identical filenames.

The maximum size for a batch of files is **50Gb in total**.

Click the Upload Candidate Files button and confirm that you wish to upload the files.

Please note: you can upload candidate files or centre declarations, but not both at the same time. You must select whether your files are candidate files or centre level documents at the time of upload.
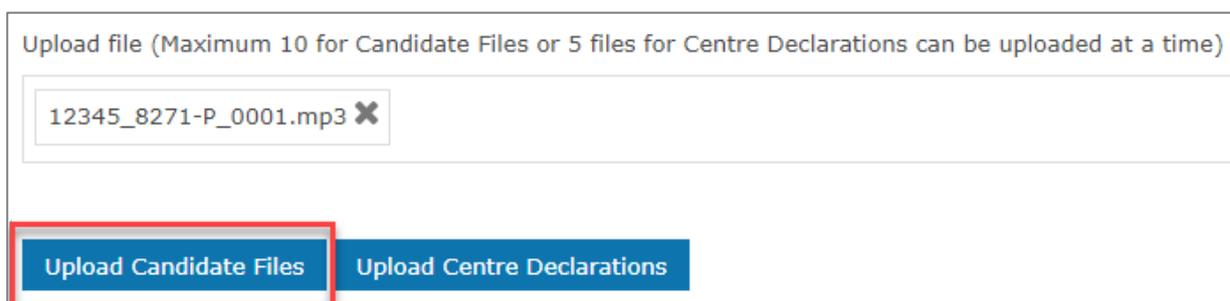
Select whether your files are candidate files or centre level documents.

Your files will now begin uploading.

Please note: files will be auto-tagged to candidates if the filename convention has been followed correctly, see *3. Getting your NEA sample files ready*.

5.3 File processing

Files are processed in the order that they are uploaded.

When your file or files are uploading, a progress bar will appear in the 'Upload status description' column of the Candidate Files table, with a 'File upload is in progress' message.

Upload Status ⇕	Upload Status Description	
Uploading	File upload is in progress **19%**	Cancel Upload

The 'Upload Status Description' column will show 'File upload is in progress'.

Do not refresh the page, navigate away from the screen or duplicate the browser tab before the progress bar reaches 100%, otherwise progress will be interrupted and the upload will fail.

A yellow banner warning message will show at the top of the screen during this time, then disappear once it is safe to move on.

While upload is in progress please do not duplicate tab, refresh page or navigate away from the upload screen, this will cause the file upload to fail.

Once uploaded, the 'Upload Status Description' will change to 'File is uploaded to server and virus scanning is initiated', while sample files are automatically scanned for viruses.

Upload Status ⇕	Upload Status Description
Preparing for Scan	File is uploaded to server and virus scanning is initiated

The 'Upload Status Description' will change to 'File is uploaded to server and virus scanning is initiated'.

If your files are audio or video you may also see an additional 'Transcoding in progress' message after this.

Upload Status ⇕	Upload Status Description
Preparing for Final Upload	Transcoding in progress

You may also see an additional 'Transcoding in progress' message.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

12 of 36

When the upload is fully complete, the 'Upload Status Description' will change to 'Media file is successfully uploaded'.

Upload Status ⇕	Upload Status Description
Uploaded	Media file is successfully uploaded

When the upload is fully complete the 'Upload Status Description' will change to 'Media file is successfully uploaded'.

Once every file in your batch has one of these three statuses you can now navigate away from the page or manually tag additional candidates, see *6. Manually tagging files and candidates*.

Please note: uploads can take different amounts of time to process depending on file sizes and the speed of your internet connection.

5.4 Failed file uploads

If an upload fails, e.g. due to an internet connection issue, or if the upload is cancelled, the 'Upload status description' column of the Candidate Files table will show an 'Upload failed with network error or page got refreshed' message.

Upload Status ⇕	Upload Status Description
Upload Failed	Upload failed with network error or page got refreshed

If an upload fails, the 'Upload status description' will show an 'Upload failed with network error or page got refreshed' message.

Either click Resume Upload to select and re-upload the same file, or click Delete File to delete the failed upload and try again.

Please note: files with a failed upload status must be resolved or deleted before finalising your sample submission.

5.5 Auto-tagging candidate files

If the filename convention has been followed correctly any candidates listed in your filename will be auto-tagged to the uploaded file and shown in the 'Associated Candidates' column of the Candidate Files table.

Please note: if the filename convention is not followed this will lead to files not being auto-tagged.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

13 of 36

Candidates will be auto-tagged to the uploaded file and shown in the Candidate Files table.

All uploaded files must be tagged to at least one candidate.

A single file can be auto-tagged to more than one candidate, e.g. a video of a group performance.

You can also manually tag your files and candidates, see *6. Manually tagging files and candidates*.

Please note: centre level files should not be tagged to candidates.

5.6 Upload centre declarations

On the Upload and manage files screen, click Browse and select your centre declaration files from your local PC or network drive.

Up to **5 centre level files** can be selected at a time.

Click the 'Upload Centre Declarations' button and confirm that you wish to upload the files.

Click the 'Upload Centre Declarations' button and confirm that you wish to upload the files.

Your files will now begin uploading.

Please note: the filename convention does not apply to centre level files as these files should not be auto-tagged to any candidates.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

14 of 36

6 Manually tagging files and candidates

If you need to tag any additional candidates, amend your tagging, or if your file was not auto-tagged, you can also manually tag your files and candidates.

You can do this in two different ways: by tagging an existing file to one or more candidates; or by tagging candidates to an existing file.

6.1 Tagging files to candidates

On the Upload and manage files screen, click the 'Edit Candidates' link next to an uploaded file.

Click the 'Edit Candidates' link next to an uploaded file.

A popup window will launch with a list of your candidates. Tick which candidates you want to tag to the file (you can tag multiple candidates to the same file). Tagged candidates will show in the 'Candidates selected' table below.

Tick which candidates you want to tag to the file.

Click Save and confirm that you want to tag the selected files.

Tagged candidates will show in the 'Associated candidates' column of the 'Candidate Files' table.

Tagged candidates will show in the 'Associated candidates' column of the 'Candidate Files' table.

Please note: you can also use this process to un-tag (remove) candidates from files.

6.2 Tagging candidates to files

On the View and upload sample screen, click the Edit Media icon in the 'Media' column of the 'Sample candidates', 'Remaining non-sample candidates' or 'Eligible sample candidates' table (as appropriate depending on component and size of cohort).

On the View and upload sample screen, click the 'Edit Media' icon in the 'Media' column.

A popup window will launch showing the details of your selected candidate and files that are available to be tagged.

Tick the files that you want to tag to your candidate (you can tag multiple files to a candidate).

A popup window will launch where you can tick the files that you want to tag to your candidate.

Click Save and confirm that you want to tag the selected files.

A summary of your tagged file types will now show and the 'eye' icon next to the Edit Media icon will become active.
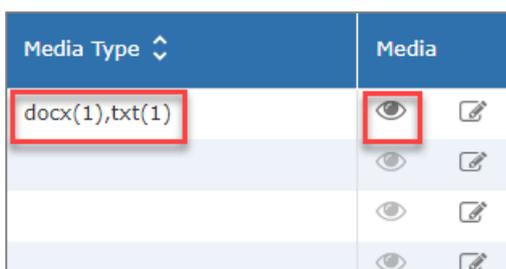
A summary of your tagged file types will show and the 'eye' icon will become active.

You can click this to view the files tagged to your candidate.

Click on the 'eye' icon to view the files tagged to your candidate.

Please note: you can also use this process to un-tag files from candidates.

To review your uploaded files, see *7. Viewing uploaded files*.

If you are ready to submit your sample, see *8. Finalising sample submissions*.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

17 of 36

7 Viewing uploaded files

There are two ways to view your files after they have been uploaded:

7.1 View files via the View and upload sample screen

On the View and upload sample screen, click on the 'eye' icon and then click on the filename link.

Click on the 'eye' icon to view files tagged to candidates.

Then click on the filename link to view the file.

Please note: files must be tagged to at least one candidate in order to be visible on the View and upload sample screen.

7.2 View files via the Upload and manage files screen

On the Upload and manage files screen, click on a filename link in either the 'Centre Declarations' table or the 'Candidate Files' table.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

18 of 36

Centre Declarations

Showing 1-1 of 1 results

Uploaded File Link	Upload Status
12345_Centre-Declaration.pdf	Uploaded

Click on an uploaded file in either the Centre Declarations table or the Candidate Files table.

Audio and video files will open in a media player in a new tab in your browser (you may need to enable pop-ups to allow this); other files (such as Word, PDF, etc.) will download automatically and can be opened locally.
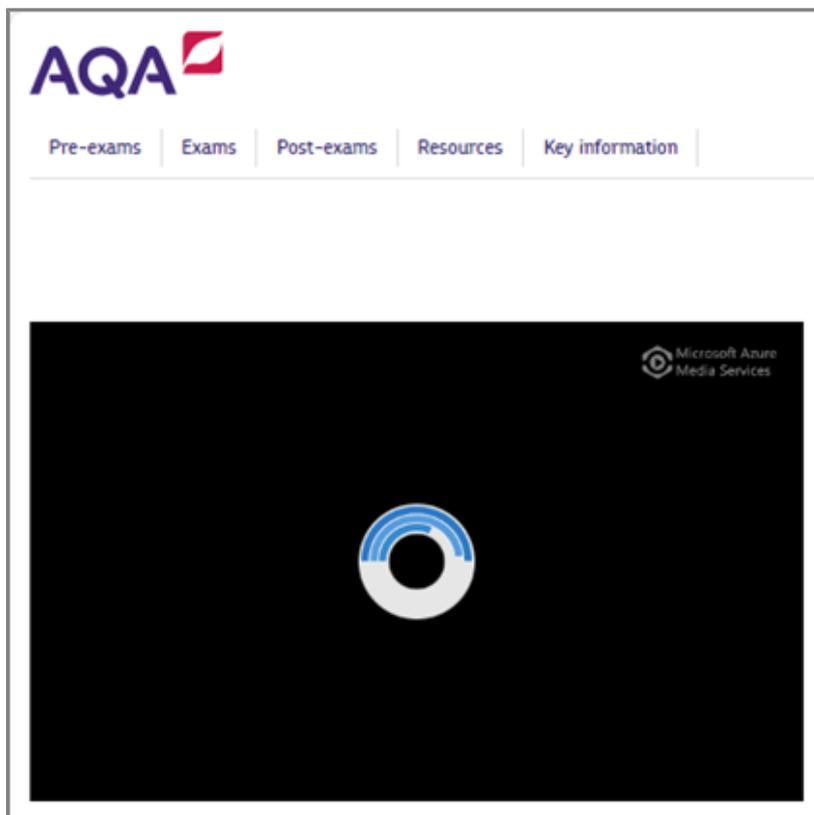
Audio or video files will open in a new tab in your browser and stream via our media player.

Please note: when audio and video files are uploaded, they are transcoded to prepare them for streaming online. We recommend you retain a local copy of the original file in case of queries, or if you need this at a later stage.

Once you are ready to submit your sample, see *8. Finalising sample submissions*.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

19 of 36

8 Finalising sample submissions

Once all your sample candidates have files tagged to them, the next step is to submit your sample.

The Marks and samples screen will indicate that your sample is ready to submit.

The Marks and samples screen will indicate that your sample is ready to submit.

We normally expect centres to upload their sample files to Centre Services within three days of submitting marks, or within three days of the mark submission deadline.

If you do not meet these deadlines, the screen sample upload 'Pending' status on the Dashboard screen will change to red.

If you do not upload your sample files within three days of submitting marks, or within three days of the submission deadline, the 'Pending' status will change to red.

8.1 Pre-submission checks

Before submitting, you must make sure that:

✓ all sample candidates have their NEA files uploaded and tagged to them.

  Tip: the View and upload sample screen shows a summary of the number of files of each type that have been tagged to a candidate, and you can click the 'eye' icon to view the filenames themselves.

✓ all candidates in the sample table are tagged to at least one file.

  Tip: on the View and upload sample screen, ensure each sample candidate has at least one file type listed in the 'Media type' column of the 'Sample Candidates' table.

✓ all uploaded files are tagged to candidates.

  Tip: on the 'Upload and manage files' screen, the 'Associated Candidates' column of the 'Candidate Files' table should not show any files as having 'No candidates tagged'.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

20 of 36

✓ all uploaded files have fully processed.

Tip: on the Upload and manage files screen, the 'Upload status description' should show 'Media file is successfully uploaded' for all files.

Please note: a sample can only be submitted once all the above checks are complete.

8.2 Submitting your sample

On the View and upload sample screen, tick the box at the bottom left-hand side of the page to confirm that all sample files have been uploaded.

Then click Submit and confirm you are ready to commit the sample.
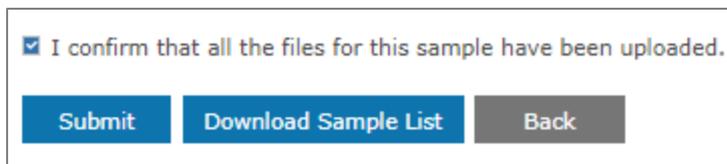
Tick the box at the bottom left-hand side of the page and click Submit.

Your sample will now be locked and submitted for moderation.

Please note: you can still upload files and tag them to non-sample candidates after submission, but if after submitting you need to amend your original submission you will need to ask for it to be unlocked, see *9. Amending submissions*.

8.3 Sample submission status

On the Dashboard screen, the 'Submitted to AQA' quadrant at the bottom-left will show the date and time of your sample submission, as well as a 'Sample' link to view your sample.

Submitted to AQA

Showing 1-3 of 3 results
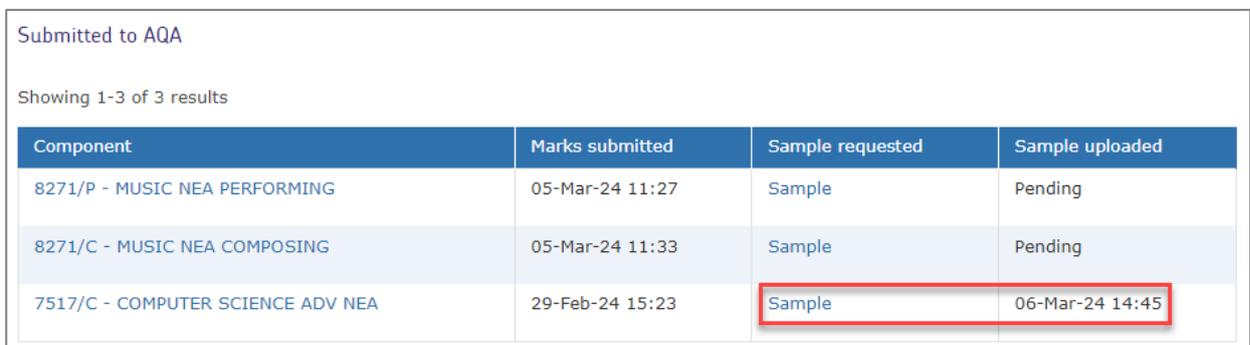
Component	Marks submitted	Sample requested	Sample uploaded
8271/P - MUSIC NEA PERFORMING	05-Mar-24 11:27	Sample	Pending
8271/C - MUSIC NEA COMPOSING	05-Mar-24 11:33	Sample	Pending
7517/C - COMPUTER SCIENCE ADV NEA	29-Feb-24 15:23	Sample	06-Mar-24 14:45

The 'Submitted to AQA' quadrant of the Dashboard will show the date and time of your sample submission, as well as a 'Sample' link to view your sample.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

21 of 36

The Marks and samples screen will show a sample status of 'Submitted' as well as a 'View and Upload Sample' link to view your sample.

Sample	Sample Status
View and Upload Sample	Submitted
Sample Not Available	
Sample Not Available	
View and Upload Sample	5 Remaining

The Marks and samples screen will show a sample status of 'Submitted' as well as a 'View and Upload Sample' link to view your sample.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

22 of 36

9 Amending submissions

We understand you may need to add to or amend your sample after submission.

If this is the case, you will need to email our Exams Office Support team at *eos@aqa.org.uk* to ask for your sample submission to be unlocked, with details of which candidates need unlocking, as well as providing the reason.

Once AQA have unlocked your submission you can upload additional sample files, delete any files uploaded in error, or tag and un-tag files to candidates in the usual way.

9.1 Viewing unlocked candidates

You can view and edit candidate files via the View and upload sample screen.

If a candidate has been unlocked there will be a tick to the left of their details and the Edit Media icon will be active.

In the example below, candidates 0002 and 0010 have been unlocked.

If a candidate has been unlocked there will a tick to the left of their details and the 'Edit Media' icon will be active.

Please note: candidates who are locked will be unticked and the Edit Media icon will be greyed out.

9.2 Deleting tagged files

If a file is tagged to one candidate, once submission is unlocked for that candidate you can go ahead and delete the file via the Upload and manage files screen.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

23 of 36

Action		
Edit Candidates	Delete File	⤓
Edit Candidates	Delete File	⤓
Edit Candidates	Delete File	⤓

If a file is tagged to one candidate, once submission is unlocked you can go ahead and delete the file.

Please note: if a file is tagged to multiple candidates, each of the tagged candidates must first be unlocked and un-tagged from the file before the file can be deleted. A new file can then be uploaded and tagged to one or more candidates as required.

9.3 Re-submission checks

Before re-submitting make sure that:

✓ all sample candidates have their NEA files uploaded and tagged to them.

Tip: the View and upload sample screen shows a summary of the number of files of each type that have been tagged to a candidate, and you can click the 'eye' icon to view the filenames themselves.

✓ all candidates in the sample are tagged to at least one file.

Tip: on the View and upload sample screen, ensure each sample candidate has at least one file type listed in the 'Media type' column of the 'Sample candidates' table.

✓ all uploaded files are tagged to candidates.

Tip: On the Upload and manage files screen, the 'Associated Candidates' column of the 'Candidate Files' table should not show any files as having 'No candidates tagged'.

✓ all uploaded files have fully processed.

Tip: on the Upload and manage files screen, the 'Upload status description' should show 'Media file is successfully uploaded' for all files.

Please note: a sample can only be re-submitted once all the above checks are complete.

9.4 Re-submitting your sample

Once all your sample candidates have files tagged to them, the next step is to re-submit your sample.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

24 of 36

The Marks and samples screen will indicate that your sample is ready to re-submit.

Sample Status
Sample ready to resubmit to AQA
Sample submitted
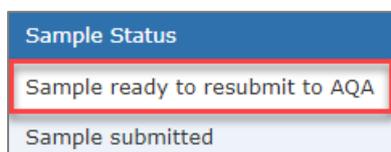
The Marks and samples screen will indicate that your sample is ready to re-submit.

On the View and upload sample screen, tick the box at the bottom left-hand side of the page to confirm that all files for the sample have been uploaded.

Then click Submit and confirm you are ready to commit the amended sample.

☑ I confirm that all the files for this sample have been uploaded.

Submit	Download Sample List	Back
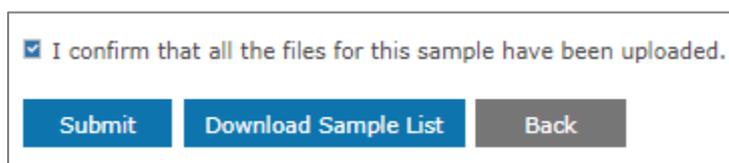
Tick the checkbox at the bottom left-hand side of the page and click Submit.

Your sample will now be re-locked and re-submitted for moderation.

Any candidates previously ticked after being unlocked will now be unticked.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

25 of 36

10 Re-sampling

Your sample may change after submission, e.g. if your candidate marks change and there is a new highest or lowest candidate mark, or if there are late entries.

On the Dashboard screen, in the bottom-left 'Submitted to AQA' quadrant, the sample uploaded status will revert to 'Pending'.

Marks submitted	Sample requested	Sample uploaded
13-Feb-24 15:10	Sample	
19-Feb-24 10:30	Sample	Pending

On the Dashboard screen, the sample uploaded status will revert to 'Pending'.

On the Marks and Samples screen, the 'Sample status' column will change to 'Submitted X remaining'.

Mark Status	Sample	Sample Status
Submitted to AQA	View and Upload Sample	Submitted - 2 remaining
Submitted to AQA	View and Upload Sample	Sample ready to submit to AQA

On the Marks and Samples screen, the 'Sample status' column will change to 'Submitted X remaining'.

On the View and upload sample screen, any new sample candidates will appear in red.

Cand no	Surname	Forename
1	SWITCH	AB
2	PALE	BRYAN
10	SHEPHERD	ALICIA

On the View and upload sample screen, any new sample candidates will appear in red.

Candidate files will need to be uploaded and tagged to these candidates.

Your sample can then be re-submitted in the normal way, see *8. Finalising sample submissions*.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

26 of 36

11 Frequently asked questions

1. ***How can I contact AQA for support with online NEA sample submissions?***

   You can email our Exams Office Support team at *eos@aqa.org.uk* or call them on 0800 197 7162 between 0800-1700 UK time.

2. ***When do I need to upload my sample?***

   We normally expect centres to upload their sample files to Centre Services within three working days of submitting marks, or within three working days of the mark submission deadline.

   For postal samples, we normally expect centres to post samples to arrive with the moderator within five working days of submitting marks.

3. ***How many files can I upload at once?***

File type	Number of files per batch
Candidate file	Up to 10 files can be uploaded at once per batch.
Centre declarations	Up to 5 centre level files can be uploaded at once.

   You can upload candidate files or centre declarations, but not both at the same time.

   You must select whether your files are candidate files or centre declarations at the time of upload.

   Please note: if both the Upload Candidate Files and Upload Centre Declarations buttons are greyed out, this may be because you have already submitted your sample and your candidates are now locked. To amend your sample, see *9. Amending submissions*.

4. ***What is the maximum file size limit?***

   There is no limit on individual file size, but uploads are capped at 50Gb per batch.

   Please note: the larger the files, the longer the upload will take to process.

5. ***What video quality format should I use to output audiovisual sample files?***

   We recommend using Standard Definition (SD) format rather than High Definition (HD) to output audio and visual sample files. This will mean your sample files are smaller and quicker to upload.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

27 of 36

6. **How long will it take to upload my sample?**

   This depends on the number of files being uploaded at once, internet connection speed, and wired versus wireless connections, among other factors. An upload progress bar will display the file upload percentage for each file.

   Once uploaded, files are scanned for viruses and verified (audio and video files are also transcoded).

7. **Why can't I use the Digital Media Portal to upload my sample?**

   Centre marks submission online sample submissions is for the submission of centre marked NEA sample files. It is different to the Digital Media Portal, which is for the submission of examined assessment files (e.g. Modern Foreign Language speaking components).

8. **Why can't I access my sample through Centre Services top level navigation?**

   Samples are only generated once marks or grades are input and submitted for all candidates in a component.

   You can access your sample from the Dashboard and Marks and Samples screens once your sample is generated and the sample links become active.

9. **Can I still send my sample materials through the post?**

   For components now using online NEA sample submissions, we no longer accept samples sent through the post.

   All other components will submit NEA sample material in the same way as previous years.

   Please note: in exceptional circumstances if you have a legitimate reason why your sample media cannot be uploaded digitally, email our Exams Office Support team at *eos@aqa.org.uk* or call them on 0800 197 7162 between 0800-1700 UK time for help and advice.

10. **Can I upload candidate record forms that have hand-written signatures on them?**

    Yes, you can either print, scan and upload these, or alternatively we also accept typed signatures in digital documents in place of hand-written signatures.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

28 of 36

11. Can I upload sample files from the cloud?

Centre marks sample submissions does not currently support files uploaded directly from cloud-based platforms such as ShareFile. ShareFile links may be pasted into a document and uploaded as a workaround if required.

12. Can I upload a password protected file?

Centre marks sample submissions does not prevent password protected files from being uploaded, but we would ask centres not to password protect their files so that they can be opened by moderators.

13. Can I upload an encrypted file?

Centre marks sample submissions does not currently allow encrypted files to be uploaded. For more information on valid file types please see *Appendix 2: Valid file types.*

14. What browsers work for online submission of NEA samples?

We recommend you use the latest version of either Chrome or Edge.

If you're using an older browser version or a different browser to those listed above, some features may not work as you expect, or at all. We recommend you upgrade to the latest version for the best online experience.

15. There was a problem with my upload. What should I do?

If an upload fails, you can either resume the upload and select and re-upload the same file or delete the failed upload and try again. If you uploaded multiple files, where part of the batch uploaded successfully you only need to re-upload the ones that failed.

Please note: files with a failed upload status must be resolved or deleted before finalising your sample submission.

16. All of my candidates have files uploaded. Why can't I submit my sample?

There are certain criteria that need to be met before the system will allow a sample to be submitted.

Before submitting make sure that:

- ✓ all candidates in the sample are tagged to at least one file.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

29 of 36

Tip: *on the View and upload sample screen, ensure each sample candidate has at least one file type listed in the 'Media type' column of the 'Sample candidates' table.*

✓ all uploaded files are tagged to candidates.

Tip: *On the Upload and manage files screen, the 'Associated Candidates' column of the 'Candidate Files' table should not show any files as having 'No candidates tagged'.*

✓ all uploaded files have fully processed.

Tip: *on the Upload and manage files screen, the 'Upload status description' should show 'Media file is successfully uploaded' for all files.*

The tick box at the bottom of the screen must also be ticked to confirm that all files for the sample have been uploaded. The Submit button turns blue once you have met the above criteria and you can then click to finalise your online NEA sample submission.

17. How can I correct my sample after submission?

Once you click submit, your sample uploads will be locked and you will not be able to make changes.

If you have made an error in your submission, email our Exams Office Support team at *eos@aqa.org.uk* or call them on 0800 197 7162 between 0800-1700 UK time to ask for your submission to be unlocked, see *9. Amending submissions*.

You can then add to or edit your sample files before re-submitting your sample.

Please note: you can still upload sample files for non-sample candidates after submission.

18. I have made a late entry. Do I need to submit a sample for this candidate?

First, input and submit a mark or grade for your late entry candidate as normal. Then, if they are added to the sample (they will show on the sample list in red) you will need to upload a sample file for them and click Submit to finalise your submission again.

19. Why aren't all my candidates showing in the sample list?

Certain candidates are not included in sample lists, e.g. absent candidates, candidates with a carry forward request, candidates with lost coursework, candidates with a Not Classified grade, candidates withdrawn before mark or grade submission.

20. I have submitted my sample. Why is the Dashboard still showing a 'Pending' status?

If you have already submitted your sample, the most likely reason is because your cohort has been re-sampled and a new candidate has been added to the sample. This can happen if a late entry is made. You will need to upload a file for the added candidate and submit your sample again.

21. Why is my moderator chasing me for my sample even though I have uploaded it?

If you have uploaded at least one file for all of the candidates in your sample, the most likely reason is that you have not clicked Submit to finalise your submission. Once you have done this, your moderator should be able to view and moderate your sample.

22. Why can't I see my moderator's address on the view and upload sample screen?

Moderator addresses are no longer displayed for components requiring online NEA sample submissions. They are only shown for components where samples are still being sent by post.

23. Is the transcoded version of my media file the same as the original?

No, when you upload your media file a process called transcoding converts your file into a format that is suitable for streaming online. If you download your file after it has been uploaded, the transcoded version will not be the same as the original.

Please note: we recommend you retain a local copy of the original file in case you need this at a later stage, e.g. Post-Results.

24. Can teachers upload sample media in addition to exams officers?

This depends on the level of user permissions your exams officer has delegated within your centre.

Below are some example user permissions based on centre roles:

Role	Permissions
Exams Officer (centre admin)	View marks and grades Input marks and grades Submit marks and grades Request extensions View and upload samples Submit samples.
Teacher (centre user)	View marks and grades Input marks and grades View and upload samples.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

31 of 36

25. How long will AQA keep my files?

Candidate files and centre declarations will be retained for 12 months from the date of upload. Once the retention period is over these will be purged in accordance with General Data Protection Regulation (GDPR).

26. Can you send me a copy of my files?

Please retain a local copy of your sample files as we are unable able to return digital media to centres.

27. When will other subjects be available for online sample submissions?

We are hoping to expand the list of components in scope for online sample submissions in the future and are currently considering all components for suitability and timescales.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

32 of 36

12 Appendix 1: Candidate files and centre declarations

Below are examples of different files, showing which should be uploaded as candidate files and which should be uploaded as centre declarations.

Candidate files
Performance video
Spoken recording
Candidate record form
Candidate performance notes
Devised coursework notes
Programme notes
Any file that is associated with one or more candidates

Centre declarations
Centre declaration sheet
Performance duration declaration form
Candidate identification list
Any centre level file that applies to the entire cohort

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

33 of 36

13   Appendix 2: Valid file types

Below is a list of valid file types for sample uploads, any file type not shown may be validated and rejected during the upload process.

Documents
.txt .csv .doc .docm .docx .dotx .eml .msg .odp .ods .odt .pdf .pot .potm .potx .pps .ppsx .ppt .pptm .pptx .rtf .vsd .vsdx .xls .xlsb .xlsm .xlsx

Images
.ai .arw .bmp .cr2 .eps .erf .gif .ico .icon .jpeg .jpg .mrw .nef .orf .pict .png .psd .tif .tiff

Video
.flv .mp4 .mxf .gxf .ts .ps .3gp .3gpp .mpg .wmv .asf .avi .isma .ismv .dvr-ms .mkv .wave .mov

Audio
.amr .3ga .m4a .m4b .m4p .m4r .m4v .aac .mp2 .mp3 .wma .wav .flac .ous .ogg

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

34 of 36

14   Appendix 3: Valid characters in filenames

Below is a list of permitted valid characters that can be used in filenames:

- Alphabet letters (A-Z, a-z)
- Numbers (123…)
- Hyphens (-)
- Underscores (_)
- Dots (.)
- Brackets ()
- Diacritic characters (ü, à, ó)

The following special characters should not be used in filenames as these may be validated and rejected during the upload process:

- / ! @ # $ % ^ & * + \ = [ ] { } ; ' : " | , < > ? +

15 Appendix 4: Auto-tagging examples

Below are some examples of candidate files showing how filenames are validated for auto tagging.

e.g. centre 92345, components 8700/C and 8720S, candidates 0001, 0002, 0003, 0004, 0005 and 0006.

Uploaded file	Filename convention	Auto-tagged candidates	Explanation
92345_8700C-0001-Speaking.wav	Incorrect	None	Dash omitted from component code.
92345_8700-C-0001-Speaking.wav	Incorrect	None	Dash rather than underscore has been used between candidate number and file description.
92345_8700-C_0003 0004 0005 0006-Speaking.mp3	Incorrect	0003, 0004, 0005	Dash rather than underscore has been used between candidate number and file description.
92345_8700-C_Class-Speaking.wav	Incorrect	None	No candidates in filename. Candidates will need to be manually tagged.
Centre-speaking-test.mp4	Incorrect	None	No centre or candidates in filename. Candidates will need to be manually tagged.
92345_8700-C_0001 Speaking 0002.wav	Incorrect	None	Space rather than underscore after candidate number. Candidate 0001 still auto-tagged but candidates after text will not auto-tag.
92345_8700-C_0001 Speaking.wav	Incorrect	0001	Space rather than underscore after candidate number. However, candidate 0001 will still auto-tag.
92345_8700-C-0001.wav	Correct	0001	
92345_8700-C_0001_Speaking.wav	Correct	0001	Underscore between candidate number and file description.
92345_8700-C_0002 0003 0004_speakingrecording.mp3	Correct	0002, 0003, 0004	
92345_8720S_0001_Recording.avi	Correct	0001	No dash required for component code.
92345_8720S_0003 0004_Recording.avi	Correct	0003, 0004	