

E-submission checklist for Internally Assessed NEA

For the period leading up to the submission of marks

Exams Officers - Check that you can log into your Surpass account at the address below:

If you previously activated your account in 2018/19 your username and password as issued will still work.

If your centre has a new Exams Officer, or you are entering an e-submission subject for the first time a new account will be created.

- An email will be sent to the Exams Officer within the centre the term before the series of submission.
- To ensure your centre noreply@Surpass.com contacts. In addition, please check your junk folder.
- A username will already be allocated to the centre. A password and security question will need to be created.
- To complete set up the account follow the instructions in the email.
- Once completed, these login details can be shared with other colleagues within the

If you have any issues accessing your Surpass account contact 029 2240 4310

The web address to use when inputting key codes and uploading the work is <https://wjec.surpass.com/secureassess/htmldelivery/> - no username or password are required to access this webpage.