Quality Assurance – Stage 3

Submitting evidence samples

Summer 2021

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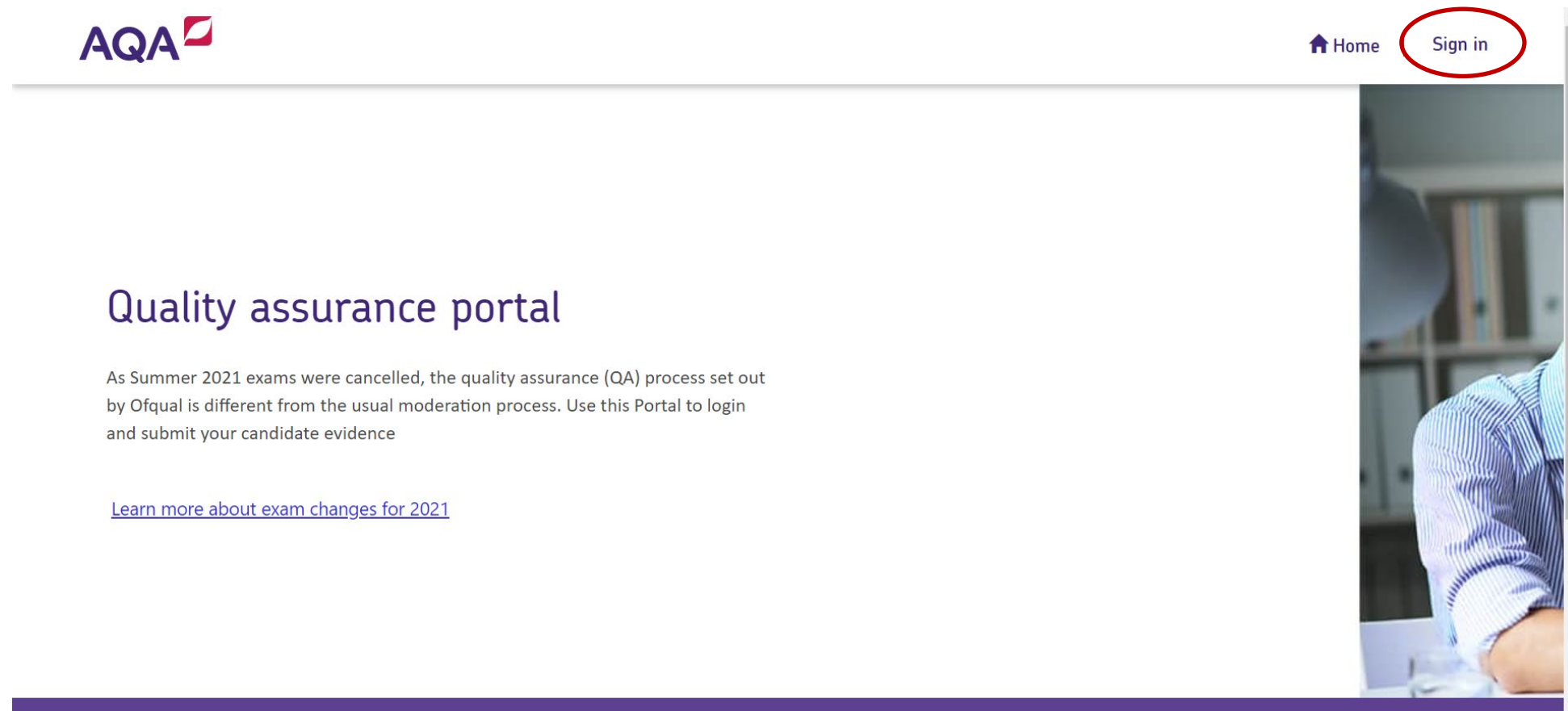
This document will guide you through the full process – from finding out which subjects and students you need to submit evidence for, to submitting the evidence.

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) can convert audio files to mp3 format
  - HandBrake (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.

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2 of 12

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

AQA

🏠 Home | Sign in

🔑 Sign in | [Redeem invitation](#)

Associate SignIn

Centre SignIn

* User name

AQA ID

* Password

☐ Remember Me

Sign in | Forgot your password?

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 ▾

QA Subject Reference	Subject	Subject Order	Awarding Organisation	All evidence submitted	Centre	
QASUBJ-Q6Z6J-05012-V7S	GCSE Maths	1	AQA	No	Test Centre A	⌄
QASUBJ-Y5S2L-05013-J1Q	GCSE English	2	AQA	No	Test Centre A	⌄
QASUBJ-G3D0Z-05014-N5J	A-Level Physics	3	AQA	No	Test Centre A	⌄

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5 of 12

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.
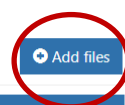
Subject

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	⌄

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6 of 12

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.

[⌄]
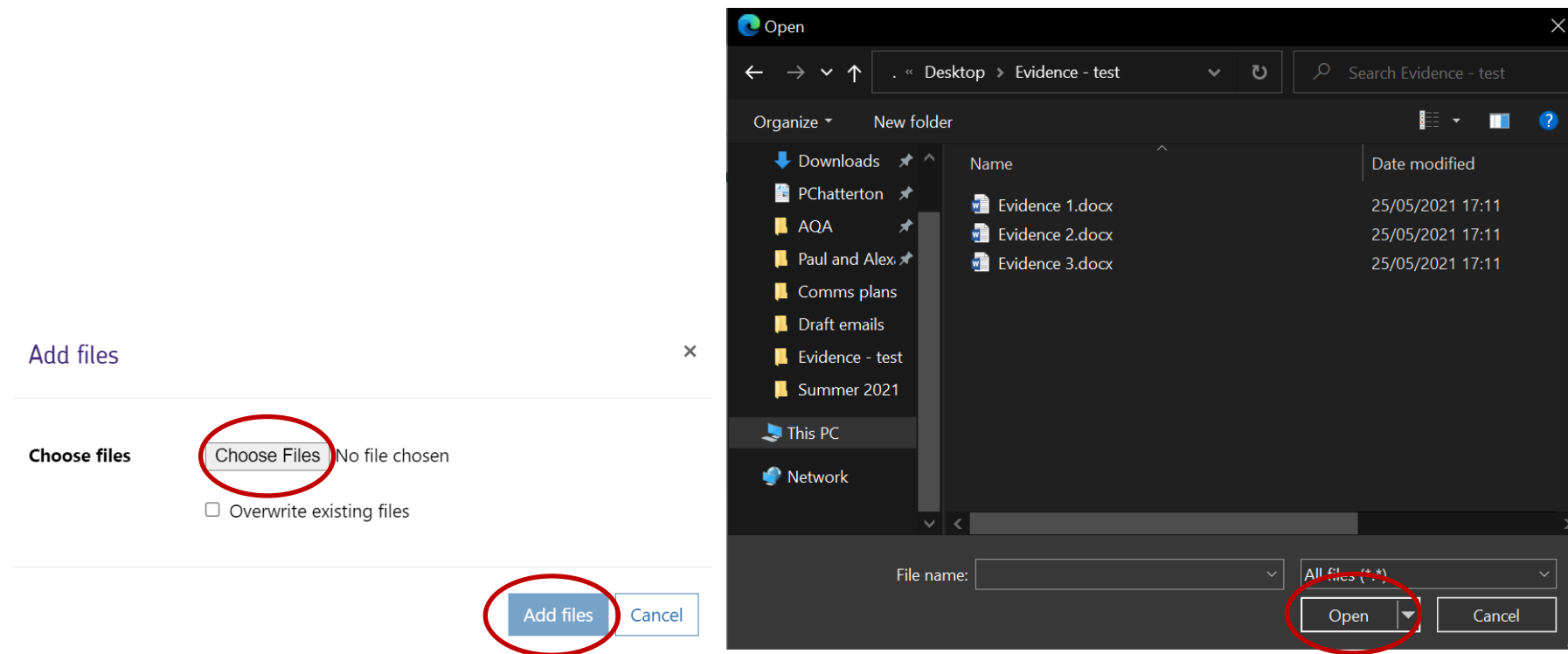
Submission Progress

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.

[Incomplete   ⌄]

Submit

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7 of 12

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'.

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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	⌄

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11 of 12

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	▾

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12 of 12