NEA Support

Detailed sampling arrangements for Non Exam Assessment (NEA) materials

Version 1 October 2024

Contents

Overview

Once centre marks have been submitted, a sample of work is required for moderation by our associates. This is a crucial step in ensuring your students' results reflect their performance and a consistent standard is achieved and applied.

Centre Marks Submission in Centre Services has been enhanced and allows schools to upload and submit NEA sample files digitally. Supporting documentation must also be uploaded and submitted.

The sample will be generated in the system and will show you which student's work, or evidence, should be provided along with the supporting documentation:
- 9695 Extended Project Qualification
- 9270/P GCSE English Language Project
- 9275/C GCSE English Literature NEA
- 9252/C GCSE Design & Technology: Product Design
- GCSE Plus Endorsements
- EN04B A-level English Language
- LT04B A-level English Literature
- 9257/C GCSE Media Studies (from May/June 2026)

The following component requires you to select the sample, based on the criteria in section 3:
- 9270/S GCSE English Language – Spoken endorsement

Remember to include:
- a signed Candidate Record Form (CRF) attached to the work of each student

All evidence, samples and supporting documentation will be uploaded digitally.

Section 1 Preparing files for digital upload

The following section explains how to prepare your NEA sample files ready for upload via the Centre Marks Submission screen.

1.1 Prepare your NEA materials

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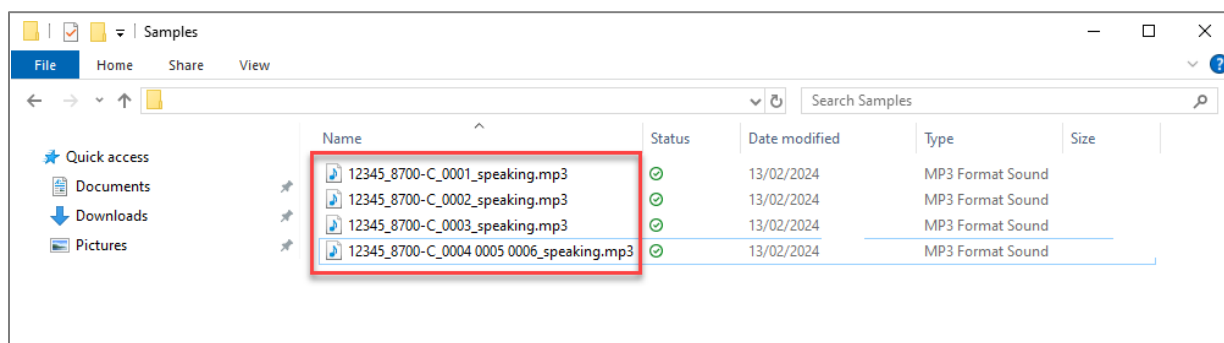
Save your NEA sample files together in a folder on your PC or local network drive.

1.2 Ensure your file types are on our supported list

Check to make sure that your files are on the list of supported file types, listed below any file type not shown may be validated and rejected during the upload process.

Documents
.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 .mkv .wav .mov
Text
.txt
Audio
.amr .m4a .m4v .aac .mp2 .mp3 .wma .wave .flac .ogg

1.3 Name your files

Use the following naming convention, see description below:

e.g. 92345_9270-S_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) a. either a single four digit candidate number with leading zeros, e.g. 0001 b. 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.

Special characters must not be used - below is a list of permitted valid characters that can be used in filenames:
- Alphabet letters (A-Z, a-z)
- Numbers (123…)
- Hyphen (-)
- Underscore (_)
- Dot (.)
- Brackets ()
- Diacritic characters (ü, à, ó)

The following special characters should **not** be used in filenames as these may be rejected during the upload process:
- / ! @ # $ % ^ & * + \ = [ ] { } ; ' : " | , < > ? +

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

Section 2 System selected sample

The guidance is to support with the gathering, uploading and submitting of NEA sample files online, for the following units:

- 9695 Extended Project Qualification
- 9270/P GCSE English Language Project
- 9275/C GCSE English Literature NEA
- 9252/C GCSE Design & Technology: Product Design
- GCSE Plus endorsement
- EN04B A-level English Language
- LT04B A-level English Literature
- 9257/C GCSE Media Studies (from May/June 2026)

Online sample submissions may include:
- One or more files for each sample candidate
- One or more files for non-sample candidates.

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

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. If you have not already done this, see our Centre Mark Submission Guidance.

Your samples of student work should be uploaded as soon as possible once the sample is generated, or at the latest within three days of the mark submission deadline.

Remember to include a signed Candidate Record Form (CRF) attached to the work of each student

All OxfordAQA CRFs are available on the Non-exam assessment page of our website.
You must retain a copy of all work submitted to us digitally.

2.1 Sample of work and moderator details (after centre mark submission complete)

Details of the student work required in your sample will be available on the 'View sample screen' through Centre Mark Submissions after you have sent your marks to us and your sample has been generated.

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

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.

Note: if you submitted your marks via EDI, we will process them through our internal systems and upload them into CMS. Please check CMS to ensure that your mark submission for the component has synced and to complete the mark submission process. CMS will not generate a sample if you have one or more students with a missing mark/grade or special status.

The work of any students having a special status of parental interest (or status E on EDI) will always be added to your sample and must be submitted.

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

2.2 Change of sample (component sample modified)

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

Section 3 Centre selected sample

The guidance below is to support with the gathering, uploading and submitting of NEA sample files online, for **International GCSE English Language spoken endorsement - 9270/S**.

Online sample submissions may include:
- One or more files for each sample candidate
- One or more files for non-sample candidates.

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

For GCSE English Language spoken endorsement 9270/S you will see a table containing all eligible sample candidates:

☑	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

Eligible Sample Candidates

Showing 1-3 of 3 results

You should submit a grade of Distinction (D), Merit (M), Pass (P) or Unclassified (U). **CMS will not select a sample to display**. You must select your own sample of students and upload recordings of their presentations.

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

Notes:
1. students with a grade of Unclassified (U) are not included
2. students with a special status of Absent are not included
3. if you have a total of 30 or fewer Distinction, Merit and Pass students, then your sample must include all students
4. if you have fewer than 10 students for a grade, then you must include all of the recordings on that grade and provide additional students on one of the other grades to make the sample to 30 students.

For example:

Grades submitted	Sample
55 Distinction 65 Merit 50 Pass 1 Unclassified 2 Absent	Sample consists of 30 students: 10 Distinction 10 Merit 10 Pass
13 Distinction 12 Merit 3 Pass 1 Unclassified 40 Absent	Sample consists of 28 students: 13 Distinction 12 Merit 3 Pass
87 Distinction 79 Merit 0 Pass 1 Unclassified 0 Absent	Sample consists of 30 students in total: Between 10 and 20 Distinction Between 10 and 20 Merit
0 Distinction 82 Merit 1 Pass 0 Unclassified 10 Absent	Sample consists of 30 students: 29 Merit 1 Pass

Section 4 Uploading samples

4.1 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

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	

4.2 Upload media 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.

Moderator details
A moderator has yet to be assigned to this sample. Please retain the sample until further notice.
Copy Address
⊕ Upload and manage files

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 media files can be selected at a time.

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 Media button and confirm that you wish to upload the files.

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

Select whether your files are candidate media or centre documentation.

Your files will now begin uploading.

Please note: files will be auto-tagged to candidates if the file naming convention has been followed correctly, see Section 1 Preparing files for digital upload.

4.3 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 Media table, with a 'File upload is in progress' message.

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.

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

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.

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

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 section 5. Manually tagging files and candidates.

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

4.4 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 Media 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

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.

4.5 Auto-tagging candidate media

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 Media table.

Please note: if the file naming convention is not followed this will lead to files not being auto-tagged. You can also manually tag your files and candidates, see section 5. Manually tagging files and candidates.

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

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

Please note: centre documentation (e.g. Centre Declaration Sheets) should not be tagged to candidates.

4.6 Upload centre documentation

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

Up to 5 centre documents can be selected at a time.

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

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

Your file(s) will now begin uploading.

Section 5 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.

5.1 Tagging files to candidates

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

Action		
Edit Candidates	Delete File	↱
Edit Candidates	Delete File	↱

A pop up 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.

☐	Candidate Number ⌄
☐	0001
☑	0002
☐	0003
☐	0004

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

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

Uploaded File Link ⌄	Associated Candidates ⌄
33007_8572-C_demo-doc.docx	0002

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

5.2 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).

Please note: you can also use this process to un-tag files from candidates.
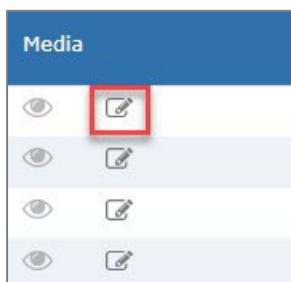
On the View and upload sample screen, click the 'Edit Media' icon in the 'Media' column.

A pop up 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.

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

Section 6 Viewing uploaded files

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

6.1 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.

6.2 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 Documentation' table or the 'Candidate Media' table.

Click on an uploaded file in either the Centre Documentation table or the Candidate Media 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.
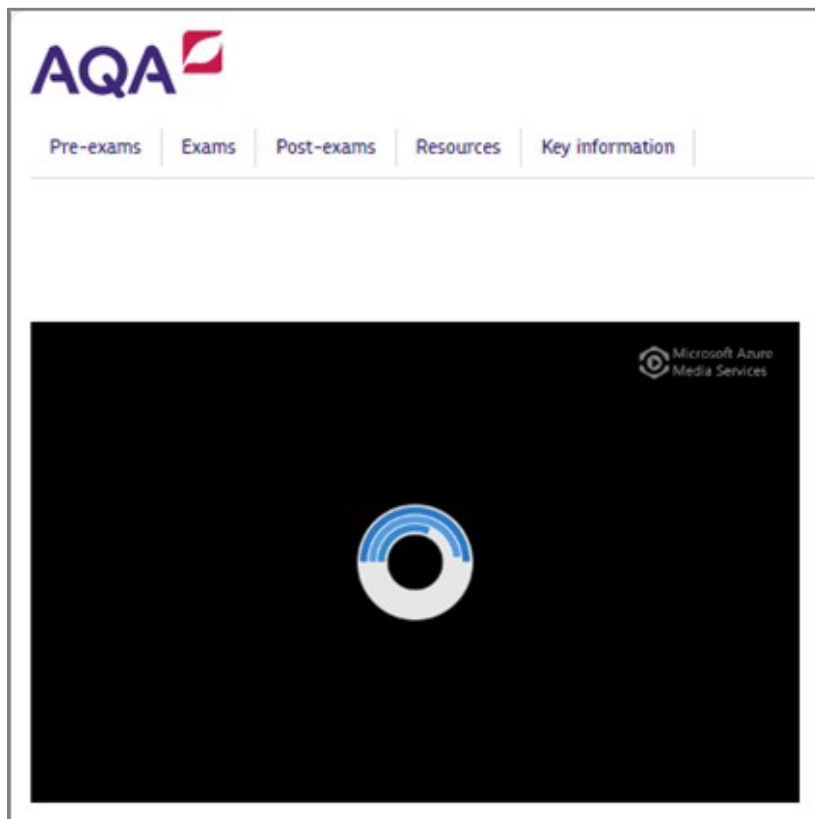
Audio or video files will open in a new tab in your browser and stream via our media player.

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 7. Finalising sample submissions.

Section 7 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.

Sample Status
Submitted - 2 remaining
Sample ready to submit to AQA

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

We normally expect sample files to be uploaded 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.

Sample requested	Sample uploaded
Sample	Pending
Sample	Pending

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.

7.1 Pre-submission checks

The following checks are important as a sample can only be submitted once all the checks are complete.

What to check:	How to check:
all sample candidates have their NEA files uploaded and tagged to them.	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.	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 'Candidate Media' table.
all uploaded files are tagged to candidates.	on the 'Upload and manage files' screen, the 'Associated Candidates' column of the 'Candidate Media' table should not show any files as having 'No candidates tagged'.
all uploaded files have fully processed.	on the 'Upload and manage files' screen, the 'Upload status description' should show 'Media file is successfully uploaded' for all files.

7.2 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 Section 8 Amending submissions.

7.3 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.

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.

Section 8 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 us info@oxfordaqa.com to ask for your sample submission to be unlocked, with details of which candidates need unlocking, as well as providing the reason.

Once we 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.
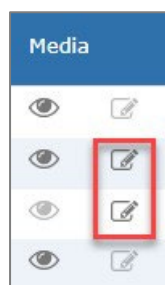
8.1 Viewing unlocked candidates

You can view and edit candidate media 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.

■	Component code(s) ⌄	Cand no ⌄
☐	8236/C	1
☑	8236/C	2
☑	8236/C	10
☐	8236/C	12

Media	
👁	🖉
👁	🖉
👁	🖉
👁	🖉

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.

8.2 Deleting tagged files

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

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.

8.3 Re-submission checks

Before re-submitting make sure that:

What to check:	How to check:
all sample candidates have their NEA files uploaded and tagged to them.	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.	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 'Candidate Media' table.
all uploaded files are tagged to candidates.	on the 'Upload and manage files' screen, the 'Associated Candidates' column of the 'Candidate Media' table should not show any files as having 'No candidates tagged'.
all uploaded files have fully processed.	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.

8.4 Re-submitting your sample

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

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.

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.

Section 9 Re-sampling

Your sample may change after submission for the following reasons:

- candidate marks change

- a new highest or lowest candidate mark

- 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 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 media will need to be uploaded and tagged to these candidates.

Your sample can then be re-submitted in the normal way, see Section 7 Finalising sample submissions.

End of guide