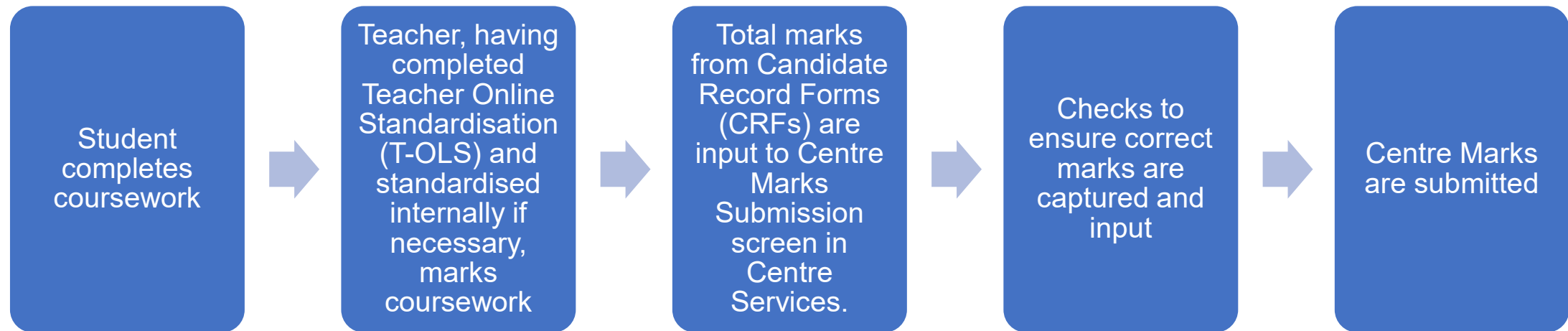
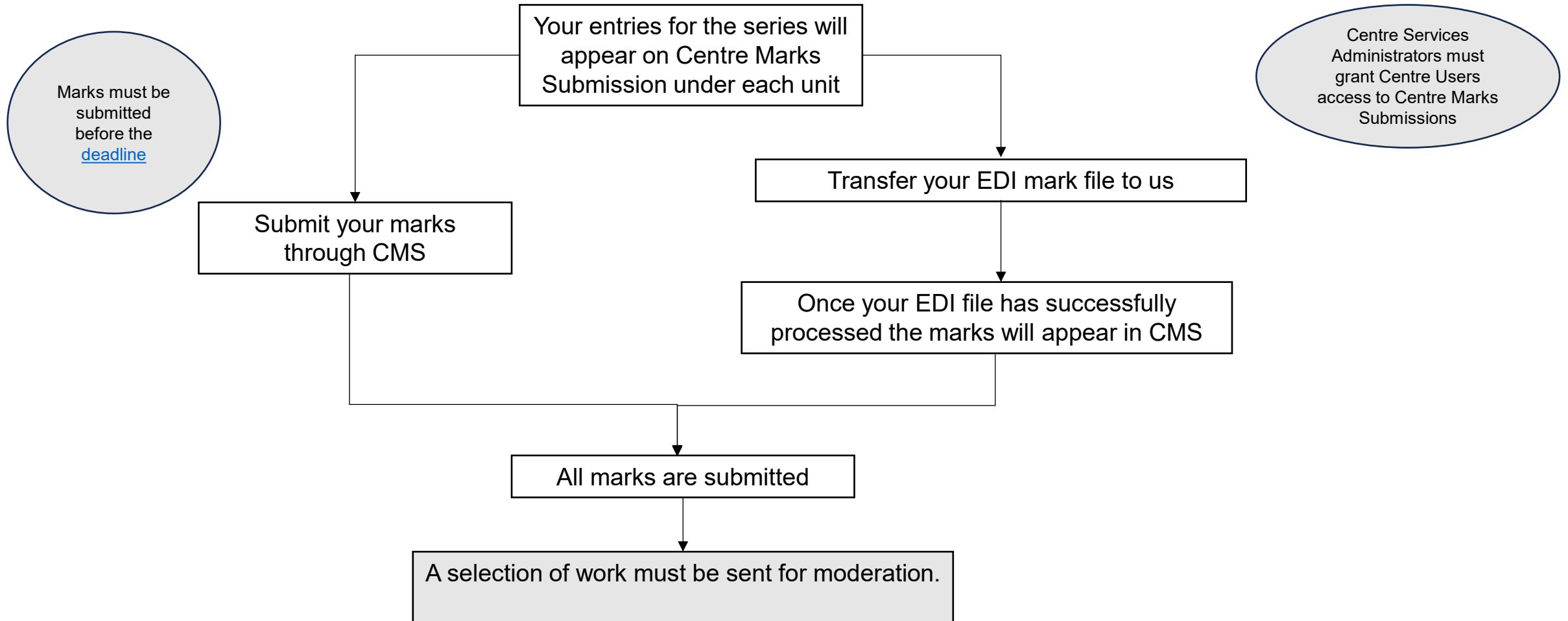


This quick guide is to give an overview of Non-Exam Assessment (NEA) processes, and the steps involved.

Detailed guidance can be found [on our website](#)



## Sending centre marks for NEA components



### Uploading NEA work for moderation

Once centre marks are submitted, samples and student evidence will be digitally uploaded and submitted online through Centre Services.

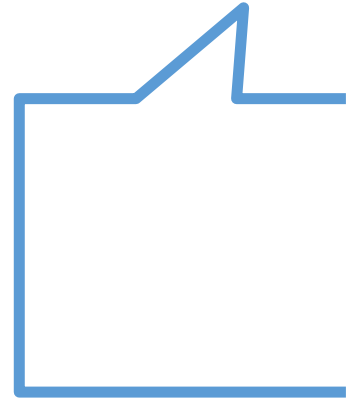
When submitting the following components, the student's work required for moderation will be indicated on the Centre Mark Submission screen:

<b>Subject name</b>	<b>Component code</b>
International GCSE Design & Technology: Product design (new for May/June 2025)	9252/C
International GCSE English Language Coursework Project	9270/P
International GCSE English Literature Coursework	9275/C
GCSE Plus Endorsements	
International A-level English Language	EN04B
International A-level English Literature	LT04B
International Extended Project Qualification	9695
International GCSE Media Studies (from May/June 2026)	9257/C

Samples for 9270/S (International GCSE English Language Spoken Endorsement) will also be uploaded for moderation, but you will select the sample to use.

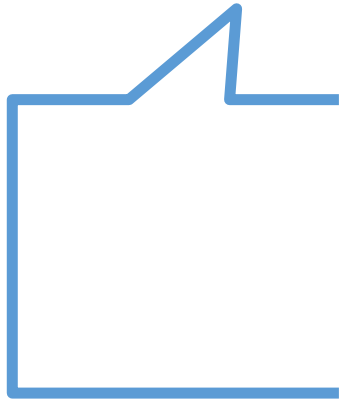
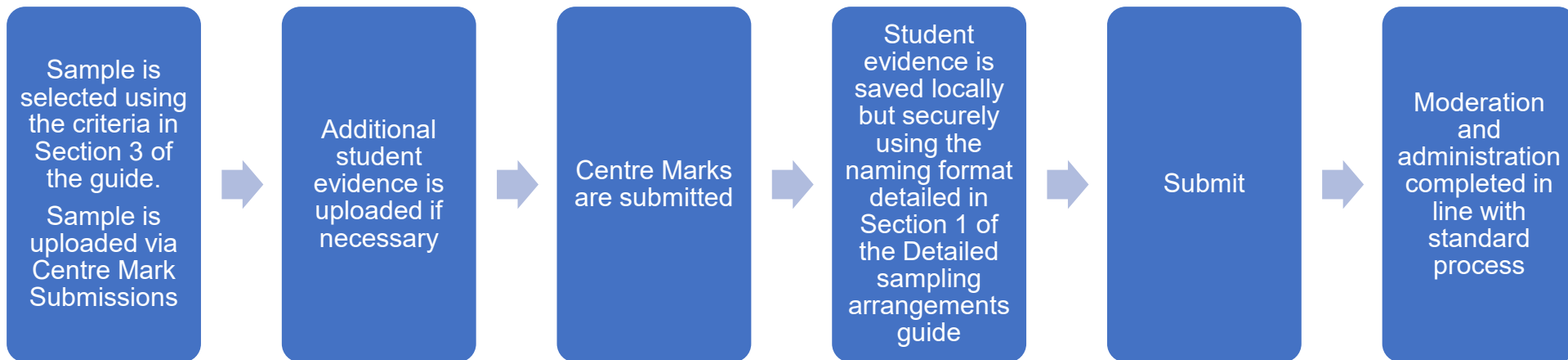
# *System selected sample, digital upload*

*Component/Units - 9270/P, 9275/C, EN04B, LT04B, 9695 (EPQ), 9252/C and GCSE Plus*



# *Centre selected sample, digital upload*

## *Component 9270/S*



# Uploading the sample

Action	Please note
Navigate to the View and Upload sample screen	Centre Marks Submission dashboard > Sample alongside the component Centre Marks Submission > Search for component > View and upload sample
Select Upload and manage files > click Browse to locate required files	Up to 10 files can be selected at once
Click Upload Candidate Files > Confirm	If the files have been named correctly, they will automatically tag to the student
You will see the progress of the upload via the Upload Status Description	Files are processed in the order that they are uploaded. Do not refresh the page, navigate away from the screen or duplicate the browser tab before the progress bar reaches 100%. Progress will be interrupted, and the upload will fail
The files will go through virus scans and transcoding before complete	The Upload Status Description will reflect the stage of processing
If auto-tagging has not worked, you can: Tag a file to a candidate, or Tag a candidate to a file	Upload and Manage files > Edit Candidates link > select correct candidate > save View and upload sample > Edit Media > Sample candidates > select student > save
Upload supporting documentation (e.g. Centre Declaration Sheet)	Upload and Manage files > Browse, locate and file(s) > Upload Centre Documentation
Check all sample criteria has been met, files are uploaded and tagged correctly	You will need to contact us if any information is missing or incorrect after submitting the sample
Submit the sample	View and upload sample > tick to confirm the files have been uploaded > Submit
Status will indicate the sample has been successfully submitted	
If any changes need to be made you will need to email us (info@oxfordaqa.com) with the component, candidate(s) that require unlocking and the reason	We can unlock a submitted sample for amendments to be made

