

Evidence of student performance - Centre submission checklist

Please make sure you have completed the following actions to ensure candidate work is submitted accurately and without delay to the grading process.

Use this form to identify any outstanding actions before submitting evidence.

Action	Completed Yes/No
1. Collate and scan evidence for each student using the Guidance document .	
2. Ensure you have sufficient evidence for each student for an examiner to carry out holistic grading of their work.	
3. Follow the Centre upload instructions to upload evidence for each student. Folders have been created for your centre for the entries you have made for May/June 2026.	
4. Complete the Centre Declaration form . This is the final step in the process. By completing the form, this confirms that the evidence you are submitting has been checked, is complete and can be sent to an examiner for review.	
5. You may also submit predicted grades for your students. This is not mandatory. <i>If you are submitting these, please create an additional folder within the main folder for your centre and label this 'predicted grades'.</i>	
6. Ensure you have submitted your evidence by Friday 12 June 2026 . We advise centres to submit work as soon as it is ready and not wait for the deadline.	

