

Preparing your samples for online submission – FAQs for teachers

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Applicable to all subject components

1. Do teachers have to do the scanning/ collating/ uploading?

It is up to the individual school or college which members of staff carry out these tasks.

2. Are there any particular file formats we should use?

Guidance on supported file types can be found here: [File types](#)

3. What are the file naming conventions we should use?

The file naming conventions for non-exam assessment (NEA) samples can be found here: [File naming conventions](#)

4. Is there a preferred method of annotating that we should be using?

This is at the discretion of the teacher and can be either digital or handwritten. All annotations must be fully visible and legible.

5. If our school/college is going to move to digital annotations, can we use the 'add comment' functionality in Microsoft Word?

Yes. The comments must be visible in the uploaded version of the work.

6. If there are elements of the NEA that are completed by hand, do these need to be incorporated into the final submission?

Yes. Handwritten work and any photographs should be included and scanned in.

7. Should photographs be embedded into the written work or submitted separately?

Where appropriate, photographs should be embedded into the written work.

8. How can A3 sheets be scanned and incorporated into the final submission?

Most photocopiers can accommodate A3, so you should be able to scan them along with the other sheets. If not, please photograph the work and make sure that the resolution is sufficient to be clearly visible by the moderator.

9. My learners use Google Docs for their NEA. How should these be uploaded?

Candidates will need to download the file from Google in one of the supported file types, for example a .doc file or as a .pdf file and upload it in the normal way.

10. What is the expected process for submitting NEAs from multiple candidates across different formats (for example, Google Docs, Word, PowerPoint)?

These can be uploaded in their original format (with the exception of Google Docs which will need to be exported as .doc or .pdf files) – guidance on accepted file types can be found here: [File types](#)

11. Can multiple files of different formats be uploaded per candidate?

Yes. Multiple files of different types can be uploaded per candidate, and multiple candidates can be included in a batch of 50 candidate files. We recommend combining documents for each candidate where appropriate as this will reduce the total number of files to upload and streamline the uploading process.

12. Do candidate signatures need to be handwritten, or can they be typed?

We accept typed signatures in digital documents in place of handwritten signatures. If you're using handwritten signatures on documents these can be scanned and then uploaded.

13. Is the candidate record form still required for online submissions?

Yes, the candidate record form must be uploaded for each candidate in the sample, preferably as part of the same file as the candidate's work/evidence. They should not be uploaded as part of centre declarations.

Note: for A-level History (7042/C) candidate record forms must be uploaded for every candidate, even those who are not part of the sample.

A-level Geography specific FAQs (7037/C)

1. **With reports often including a large number of pages, maps and other graphics, the file sizes are anticipated to be large. Are there file size limitations for uploading?**

There is a limit of 50Gb per batch of 50 candidate files. Please note that the larger the file, the longer the upload will take.

2. **Can GIS story maps be submitted as part of the NEA, and if so, how should they be uploaded?**

GIS story maps should be exported as .pdf files where possible and included in the submission. If there is no export functionality, a link can be embedded into the written work as an appendix or similar. Please make sure that this link works or can be copied and pasted into a browser before uploading, so that the moderator has access to it.

3. **How should tracing paper be scanned when there are multiple layers that need to be seen separately?**

As these elements may be difficult to scan, photographs of the tracing paper elements overlaid onto the map below would be preferable. These photographs can then be incorporated into the document.

ELC Science specific FAQs (5961, 5962)

1. **With a number of Externally-Set Assignments (ESAs) and Teacher-Devised Assignments (TDAs) needing to be uploaded for sampled learners, is there a particular way these files should be organised for moderation?**

Yes, there should be **three files** per candidate.

- The first file in the submission should be the **Candidate Record Form (CRF)** alongside **any relevant JCQ document**, for example, Access Arrangements (AAs).
- The second file should contain the **ESAs** in **numerical component order**.
- The third file should contain the **TDAs**, in **component order**.
 - If you are not using AQA TDAs, the pages must be numbered, and the TDAs should be collated in the following order: Biology > Chemistry > Physics

When naming files (see guidance here: [File naming conventions](#)) the 'description' should reflect the contents of the file, for example, CRF and AAs, ESAs, TDAs.

Project qualification specific FAQs – FPQ (7991), HPQ (7992), EPQ (7993)

Please note – EPQ (7993) will be changing to online submission via Centre Marks Submission from November 2026 onwards.

1. How many files do you recommend we upload per candidate for project qualifications?

We recommend uploading **one file** per candidate for all Project qualifications. Where combining files is not feasible, for example, one of the files is a video, the additional files should be reflected in the contents page (see below).

2. How should we organise learner work for uploading, since project qualifications do not follow a standard model?

The learner remains responsible for the organisation of their work. They should include a contents page to provide an indication of all elements that have been submitted for assessment. All material that the school or college has used in its assessment of a learner must be uploaded.

The **Candidate Record Form/Production Log** should be at the **beginning of the project file**.

3. On our feedback form, it said that some of the documents uploaded were illegible. What should we do to avoid this in the future?

All scanned/electronic documents should be checked before submission to make sure that the entirety of the work is legible, and that photographs are of a suitable resolution. This will ensure a smooth moderation process. PDFs generated from already digital formats (for example, Word) would be the best way to ensure that all work is fully legible.

4. Should we be annotating work in any particular way for Project qualifications?

The style of annotating is the decision of the supervisor/coordinator and can be either digital or handwritten. All annotations must be fully visible and legible in the version of the file that is uploaded.

5. How should we include artefacts in the submissions?

Photographs of artefacts should be embedded into the single project file.

Videos of artefacts can be submitted as a separate file but should be included in the contents page.

6. How do learners add Project Q to the learners' report, when we (supervisors) write comments on the record of marks at the very end of the process?

The addition of the candidate record form, record of marks and production log should be managed by the supervisor following internal moderation. Once all of the marks and comments are complete, the document can be exported to a .pdf format and combined with the learner's report and any supplementary documents in a single .pdf.

7. If work has already been marked by hand, can it still be scanned in and uploaded?

Yes. Care should be taken with respect to scanning to ensure that all of the submission remains legible. Where possible a digital copy of the learner's submission prior to printing and scanning should be retained in the event of legibility issues. It is advised to scan in the highest resolution possible, and if necessary combine files to ensure pagination reflects the learner's original intentions.

8. To annotate from Project Q you need to download the file, but then after internal standardisation if you want to change the mark you need to do this on Project Q. Will the annotations then be lost?

It will be simpler to keep the candidate record form, record of marks and production log as the downloaded Word document until after internal standardisation and any requested reviews have been completed by the centre. This Word document can be edited appropriately to reflect any differences in the final marks and comments prior to exporting as a .pdf and combining with the remainder of the submission. This final version can then be uploaded onto CMS.

9. What support is available to coordinators who might need help with uploading the work onto CMS?

Although it is likely to be more advantageous to utilise the skills of colleagues in your own centre, guidance can be obtained from your EPQ Adviser (details can be found on [Centre Services](#)), and the Projects team at AQA. There are [extensive guides](#) produced by AQA that provide a walkthrough of CMS uploads as described during the Curriculum Connect.

GCSE and A-level D&T specific FAQs (8552/C, 7552/C, 7562/C)

Note: The following also applies (where relevant) to GCSE Food Preparation and Nutrition (8585/C).

1. How do we embed videos into the submissions?

Videos should be included as separate files to be uploaded alongside the portfolio.

2. How should large CAD files be submitted (for example, Fusion, Solidworks, Sketchup)?

CAD files must be exported and uploaded as supported file types (for example PDF files). Please see our guidance on supported file types [here](#). Unsupported files will be rejected during the upload process.

3. Can scanned sketchbook pages be uploaded?

Yes, provided that the sketchbook pages are fully legible for the moderation process.

4. Can you add additional pages/sketchbooks alongside the NEA portfolio?

Where possible, it is recommended that files for each candidate are combined and additional pages are added as appendices to the NEA portfolio. This will reduce the total number of files to upload and streamline the uploading process.

5. What quality/resolution should photos of prototypes be?

The photographs should be of a high enough resolution/quality so that they can be clearly seen on a computer screen. Please make sure that you've checked photographs before uploading candidate's work.

6. What quality/resolution should photos of prototypes be?

The photographs should be of a high enough resolution/quality so that they can be clearly seen on a computer screen. Please make sure that you've checked photographs before uploading candidate's work.

ELC Step Up to English (5970)

1. Should I upload Component 1 and Component 2 separately?

Yes, you will upload the 2 live NEA topics for Component 1 and the 1 live NEA topic for Component 2 separately. Please remember that if you are entering a candidate at both Silver and Gold step to ensure that the codes on the front of the NEAs correspond to the entry codes.

2. What are the codes for each component?

Silver step Component 1 code – 5972/1

Silver Step Component 2 code – 5972/2

Gold step Component 1 code – 5973/1

Gold step Component 2 code – 5973/2

3. Should I scan both Component 1 NEAs in together?

Yes. It does not matter which of the two topics are scanned in first, but both topics should constitute one file. Each topic should be scanned sequentially.

4. Is there a particular way that the files should be scanned?

Yes. The files should be scanned as follows:

- the fully completed front cover of the NEA, as this constitutes the Candidate Record Form (CRF)
- any relevant JCQ documentation required
- the NEA in sequence
- for component 1, the second NEA in sequence.