

## Online NEA sample submissions

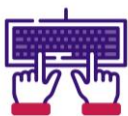
### Quick start guide for centre users – Centre Marks Submission

Please refer to the full [guidance document](#) for more information.



#### Get your NEA sample files ready

- Save your NEA sample files in a folder on your PC or local network
- Make sure your [file types are supported](#)
- Name your files using the [filename convention](#):  
**CentreNumber\_Component-Code\_CandidateNumber\_Description**  
e.g. 92345\_8261-C\_0001\_example of a candidate filename.PDF



#### Input your marks/grades

- Login to Centre Services and go to Exams > Centre mark submission > Dashboard
- Click on your component in the top left 'New/Incomplete' section and input your marks or grades
- If you use EDI to submit your marks or grades they will appear in Centre marks submission as soon as your file has been processed
- Click 'Submit to AQA'. If a pop-up Centre Declaration appears, tick the checkbox to confirm the statement



#### View your sample

- From Centre marks submission > Dashboard click the 'Sample' link next to your component in the bottom left 'Submitted to AQA' section
- View your list of sample candidates (for system selected samples).
- Or, view a list of eligible sample candidates (for centre selected samples such as GCSE English Spoken Language)



#### Upload your NEA files

- On the View and upload sample screen click 'Upload and manage files'
- Select up to 50 files per batch and click 'Upload candidate files'
- Check the upload progress status to ensure everything uploads successfully



#### Tag your files to candidates

- If you've followed the naming convention your files will auto-tag to candidates
- Otherwise manually tag your candidates to files in one of two ways:
  - Upload and manage files > click 'Edit candidates' to tag candidates to a file
  - View and upload sample > click 'Edit media' to tag files to a candidate



#### Submit your sample to AQA

- Make sure all sample candidates have their NEA files tagged to them
- Make sure all uploaded candidate media files are tagged to candidates
- Make sure all files are fully uploaded and there are no failed downloads
- Remember to tick the checkbox and click the Submit button

