

Online submission of NEA samples via Centre marks submission (CMS)

Guidance for centre users

Version 2.8 April 2026

Online submission of NEA samples via Centre marks submission (CMS)	1
Guidance for centre users.....	1
1. Overview	2
2. Components using online NEA sample submissions	3
3. Getting your NEA sample files ready	4
4. Inputting marks and generating your sample	6
5. Uploading sample files for auto-tagging	10
6. Manually tagging files and candidates.....	15
7. Viewing uploaded files.....	18
8. Finalising sample submissions.....	20
9. Unlocking your sample to amend your submission	23
10. Re-sampling	26
11. Appendix 1: Example sample files.....	27
12. Appendix 2: Supported file types	28
13. Appendix 3: Valid characters in filenames	29
14. Appendix 4: Auto-tagging examples	30

1. Overview

AQA Centre marks submission now allows schools and colleges to upload and submit NEA sample files (e.g. spoken language tests, performance recordings, candidate record forms) for some components online, rather than sending it to us through the post.

The following guidance is to support centres with the gathering, uploading and submitting of NEA sample files online, prior to moderation taking place.

Sample submissions may include:

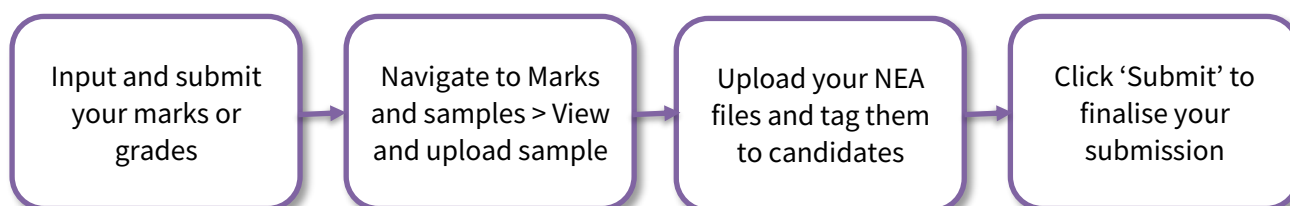
- One or more files for each sample candidate (e.g. videos, recordings, candidate record forms, candidate notes)
- One or more files for non-sample candidates (e.g. group activities where a candidate in the group is not in the sample)
- Candidate record forms
- Candidate identification list

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

Please note: Centre documents are no longer uploaded separately. All documents should be uploaded as candidate files and tagged to the relevant candidates.

See *Appendix 1: Example sample files*.

Process summary



Please note: Examiner marked media uploads (such as Modern Foreign Language speaking tests) are handled differently to online sample submissions. For guidance on these please see the *Digital Media Portal centre guidance* on our website.

Centre marked NEA samples must be uploaded via Centre marks submissions - Marks and samples, they cannot be uploaded via the Digital Media Portal.

2. Components using online NEA sample submissions

Below is a list of components that require NEA samples to be uploaded and submitted online via Centre Services - Centre marks submission.

Samples for any components not listed below should be submitted in the same way as previous years.

Please note: Components marked with an asterisk * are new in scope for Summer 2026.

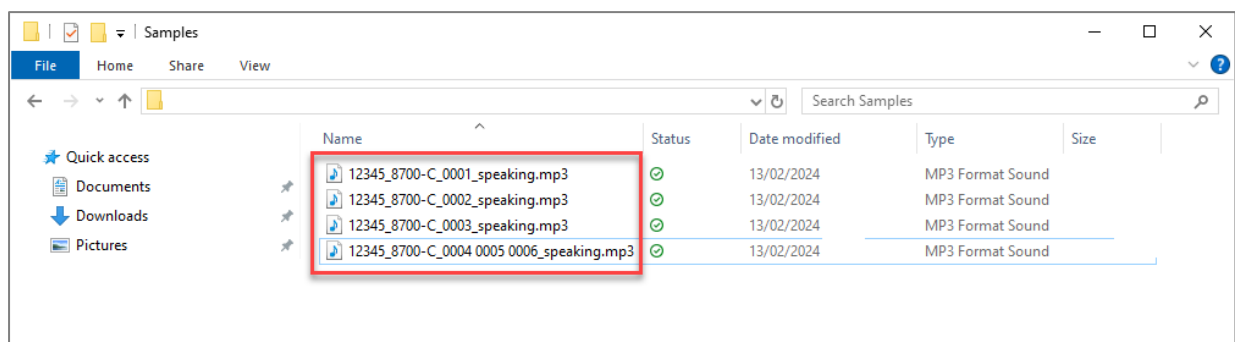
Qualification	Subject	Component code	Centre selects sample
A-level	Computer Science	7517/C	
A-level	D&T Product Design	7552/C *	
A-level	D&T Fashion and Textiles	7562/C *	
A-level	Drama and Theatre - Creating Drama	7262/C	
A-level	English Language	7702/C	
A-level	English Language and Literature	7707/C	
A-level	English Literature A & B	7712/C, 7717/C	
A-level	Geography	7037/C	
A-level	Media Studies	7572/C	
GCSE	Dance	8236/C	
GCSE	D&T	8552/C *	
GCSE	Drama - Devising Drama	8261/C	
GCSE	Engineering	8852/C	
GCSE	English Language Spoken Language	8700/C	Yes
GCSE	Food Preparation and Nutrition	8585/C	
GCSE	Media Studies	8572/C	
GCSE	Music Composing & Performing	8271/C, 8271/P	
ELC	Science	5961, 5962	
Project	Level 1 & Level 2 Project	7991, 7992	

3. Getting your NEA sample files ready

The following section explains how to prepare your NEA sample files ready for upload via Centre marks submission.

3.1 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.

3.2 Ensure your file types are on our supported list

Check to make sure that your files are on the list of supported file types, see *Appendix 2: Supported file types*.

3.3 Name your files

Use the following naming convention to label your files, see description below:

e.g. 92345_8261-C_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) either a single four digit candidate number with leading zeros, e.g. 0001 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) Please note: for GCSE English Language spoken endorsement 8700/C the description for the AV file must include the candidate name and 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.

For examples of correct and incorrect filenames, see *Appendix 4: Auto-tagging examples*

Special characters such as \$ % & * # @ must not be used, see *Appendix 3: Valid characters in filenames*.

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

Once you have prepared your files, you are ready to move on to the next section, *4. Inputting marks and generating your sample*.

4. Inputting marks and generating your sample

The following section explains how to input and submit your NEA marks or grades to generate your list of sample candidates.

4.1 Input and submit marks or grades

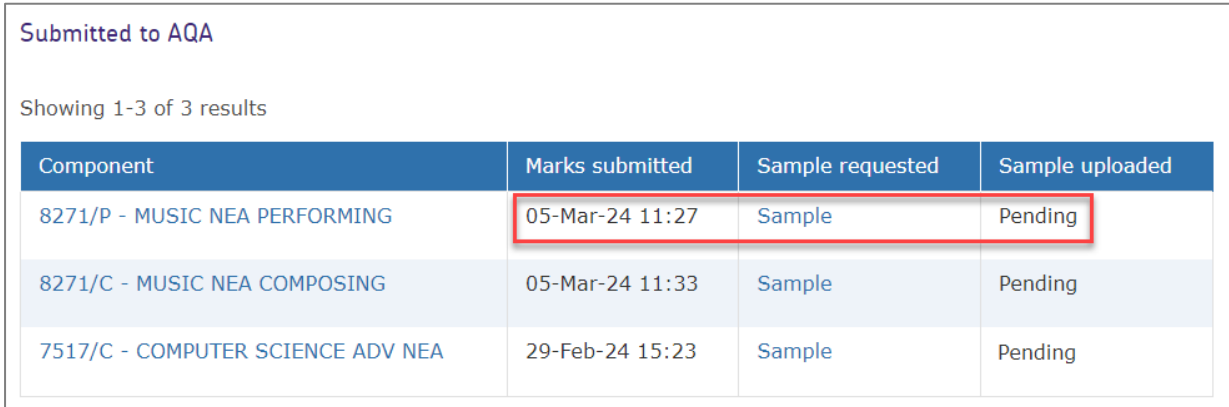
Input and submit your marks or grades as normal, either via Centre mark submission > Dashboard or via an EDI mark file. For most NEA components, the system will select the sample required (other than for centre selected sample components).



The screenshot shows a navigation menu with tabs: Pre-exams, Exams, Post-exams, Resources, and Key information. Under the 'Exams' tab, there is a list of options: Special consideration, Day of exam material, Script dispatch labels, Centre marks submission (highlighted with a red box), Digital Media Submissions Portal, and Very late arrival process. To the right of this list, a dropdown menu is open, displaying: Dashboard >, Marks and samples >, Request extension >, and View extensions >.

Input your marks or grades as normal via Centre mark submission > Dashboard

On the Dashboard screen, the 'Submitted to AQA' quadrant at the bottom-left will show the date and time of your mark or grade submission, as well as a 'Sample' link to view your sample, and a sample upload status of 'Pending'.



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

The 'Submitted to AQA' quadrant of the Dashboard will show a 'Sample' link to view your sample, and a sample upload status of 'Pending'.

The Marks and samples screen will show a mark or grade status of 'Submitted to AQA' as well as a 'View and Upload Sample' link to view your sample, and a sample status indicating how many candidate sample files have been uploaded plus how many candidate's samples are remaining.

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	

The Marks and samples screen will show a mark or grade status of 'Submitted to AQA' as well as a 'View and Upload Sample' link to view your sample.

4.2 View your sample

From Centre marks submission navigate to the View and Upload Sample screen.

This screen can be accessed in two different ways, either from the main Dashboard by clicking 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

The View Sample screen can be accessed from the Dashboard by clicking on the 'Sample' link..

Or, from the Marks and samples screen by searching for your component and 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	

The View Sample screen can also be accessed from the Marks and samples screen by clicking on the 'View and upload sample' link.

a) System selected samples

On the View and upload sample screen, for components where the system selects the sample, you will see a table containing your sample candidates. Below this is a table containing any remaining non-sample candidates in your cohort.

You must upload a file for every candidate in your sample, however non-sample candidates are optional.

If you have a small cohort in which all your candidates are included in the sample, you will only see the sample candidates table.

Sample candidates					
<input checked="" type="checkbox"/>	Component code(s) ⇅	Cand no ⇅	Surname ⇅	Forename ⇅	Mark ⇅
<input checked="" type="checkbox"/>	8271/C	1	WINTER	KIRSTY	1
<input checked="" type="checkbox"/>	8271/C	2	WINTER	JACOB	2
<input checked="" type="checkbox"/>	8271/C	3	PEARCE	ZACHARY	3
<input checked="" type="checkbox"/>	8271/C	4	EIGHT	BLUE	4
<input checked="" type="checkbox"/>	8271/C	5	CLEMENTS	QUINN	5

The View and upload sample screen for system selected samples shows sample candidates plus any non-sample candidates.

b) Centre selected samples

For components where centres select their own sample (GCSE English Language), you will see a table containing all eligible sample candidates.

e.g. for GCSE English Language 10 candidates with a Pass, 10 with a Merit and 10 with a Distinction.

Eligible Sample Candidates					
Showing 1-3 of 3 results					
<input checked="" type="checkbox"/>	Component code(s) ⇅	Cand no ⇅	Surname ⇅	Forename ⇅	Grade ⇅
<input checked="" type="checkbox"/>	8700/C	1	WATTS	LIAM	D
<input checked="" type="checkbox"/>	8700/C	2	CARPENTER	DAVID	M
<input checked="" type="checkbox"/>	8700/C	3	CHAPMAN	GABRIEL	P

The View and upload sample screen for centre selected samples shows all eligible sample candidates.

You must select your own sample of candidates and upload files for these candidates, according to the sample arrangements for the component.

4.3 Gather your sample files

Gather your files for the required sample ready for uploading to Centre Services, you might find it useful to save them in a single folder for easy access.

Now proceed to the next section, *5. Uploading sample files for auto-tagging*.

5. Uploading sample files for auto-tagging

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 or grades. If you have not already done this, see 4. *Inputting marks and generating your sample*.

Once you have input and submitted your marks or grades, a 'Sample' link will show on the Dashboard screen and a 'View and upload sample' link will show on the Marks and samples screen.

5.1 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

Click on the 'Sample' link in the bottom-left 'Submitted to AQA' quadrant of the Dashboard screen.

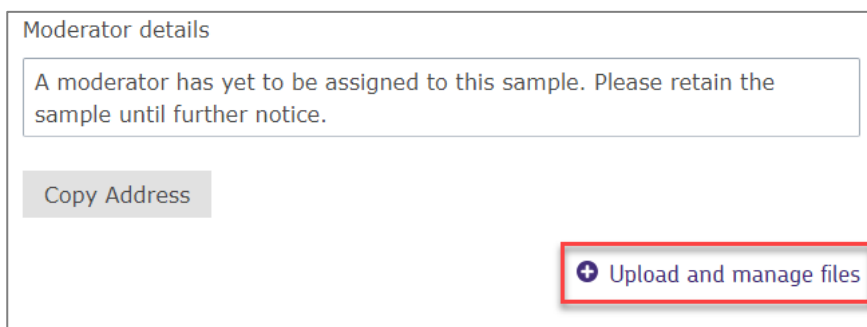
You can also navigate to the View and upload sample screen from the Marks and Samples screen by using the search fields to find your component, then clicking on the 'View and upload sample' link.

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	

Click on the 'View and upload sample' link on the Marks and samples screen.

5.2 Upload candidate 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.

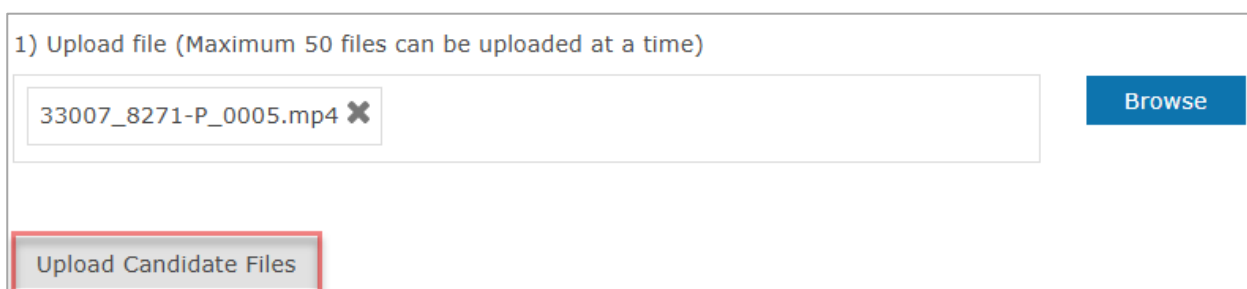
Up to **50 candidate files** can be selected at a time per batch. The 50 files can be for the same candidate or for multiple candidates.

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

Please note: Centre documents are no longer uploaded separately. All documents should be uploaded as candidate files and tagged to the relevant candidates.



1) Upload file (Maximum 50 files can be uploaded at a time)

33007_8271-P_0005.mp4

Browse and select your files.



Your files will now begin uploading.

Please note: files will be auto-tagged to candidates if the filename convention has been followed correctly, see 3. *Getting your NEA sample files ready*.

5.3 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 Files table, with a 'File upload is in progress' message.

Upload Status 	Upload Status Description	
Uploading	File upload is in progress 	Cancel Upload

The 'Upload Status Description' column will show 'File upload is in progress'.

Please note: 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.

While upload is in progress please do not duplicate tab, refresh page or navigate away from the upload screen, this will cause the file upload to fail.

During upload, each file will progress through the following steps:

Step	Status	Description
1	In queue	File is queued for upload. Please don't close this tab, refresh or leave the page until it completes.
2	Uploading	Upload in progress. Please don't close this tab, refresh or leave the page until it completes.
3	Preparing for scan	File being prepared for virus scan.
4	Preparing for final upload	Virus scan passed. File being prepared for final stages.
5	Uploaded	Upload complete. Please remember to confirm and submit your files to AQA.

Once every file in your batch has passed step 2 you can now navigate away from the page or manually tag additional candidates, see 6. *Manually tagging files and candidates..*

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

5.4 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 Files table will show one of the following error messages.

Status	Description
Upload failed	An error/issue with your network occurred. Please try to resume the upload or contact us if the issue continues.
	An AQA server error occurred. Please try to resume the upload or contact us if the issue continues.
	Virus scan failed. Please check your file and try again or contact us if the issue continues.
	File upload failed. Please check your file and try again or contact us if the issue continues.
	Final processing failed. Please check your file and try again or contact us if the issue continues.

If an upload fails, the 'Upload status description' will show one of these error messages.

If possible, click Resume Upload to re-attempt to 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 you can finalise your sample submission.

5.5 Auto-tagging candidate files

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 Files table.

Please note: if the filename convention is not followed this will lead to files not being auto-tagged.

Candidate Files	
Uploaded File Link ↕	Associated Candidates ↕
96686_8271-C_0001 0002 0003_demo file.mp3	0001,0002,0003

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

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

A single file can be auto-tagged to more than one candidate, e.g. a video of a group performance.

You can also manually tag your files and candidates, see 6. *Manually tagging files and candidates*.



6. 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.


6.1 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	

Click the 'Edit Candidates' link next to an uploaded file.

A popup 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.

<input type="checkbox"/>	Candidate Number 
<input type="checkbox"/>	0001
<input checked="" type="checkbox"/>	0002
<input type="checkbox"/>	0003
<input type="checkbox"/>	0004

Tick which candidates you want to tag to the file.

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

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

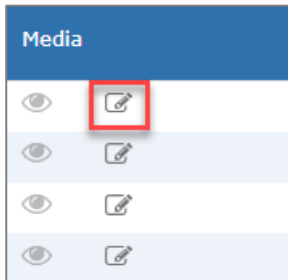
Uploaded File Link 	Associated Candidates 
33007_8572-C_demo-doc.docx	0002

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

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

6.2 Tagging candidates to files

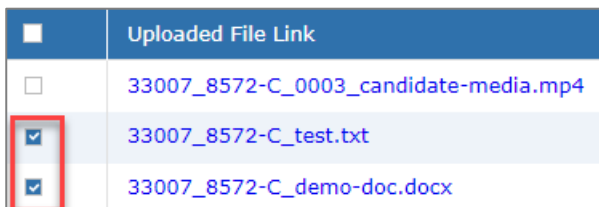
On the View and upload sample screen, click the Edit Media icon in the 'Media' column of the 'Sample candidates', 'Remaining non-sample candidates' or 'Eligible sample candidates' table (as appropriate depending on component and size of cohort).



On the View and upload sample screen, click the 'Edit Media' icon in the 'Media' column.

A popup 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).

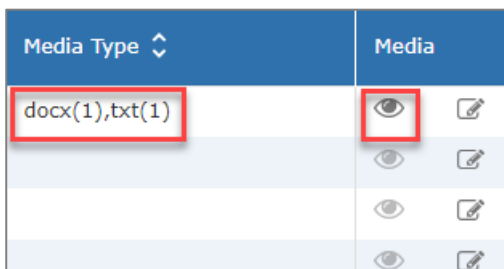










<input type="checkbox"/>	Uploaded File Link
<input type="checkbox"/>	33007_8572-C_0003_candidate-media.mp4
<input checked="" type="checkbox"/>	33007_8572-C_test.txt
<input checked="" type="checkbox"/>	33007_8572-C_demo-doc.docx

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.



Media Type	Media
docx(1),txt(1)	 
	 
	 
	 

A summary of your tagged file types will show and the 'eye' icon will become active.

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

Candidate Media Files ✕

Candidate Number	Surname	Forename
1	SWITCH	AB

[33007_8572-C_demo-doc.docx](#)
[33007_8572-C_test.txt](#)

Close

Click on the 'eye' icon to view the files tagged to your candidate.

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

To review your uploaded files, see *7. Viewing uploaded files*.









If you are ready to submit your sample, see *8. Finalising sample submissions*.

7. Viewing uploaded files

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

7.1 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.

Media Type	Media
docx(1)	 
mp4(1)	 
	 
mp4(1)	 

Click on the 'eye' icon to view files tagged to candidates.

Candidate Media Files

Candidate Number	Surname	Forename
2	PALE	BRYAN

[33007_8236-C_0002.mp4](#)



Close

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.

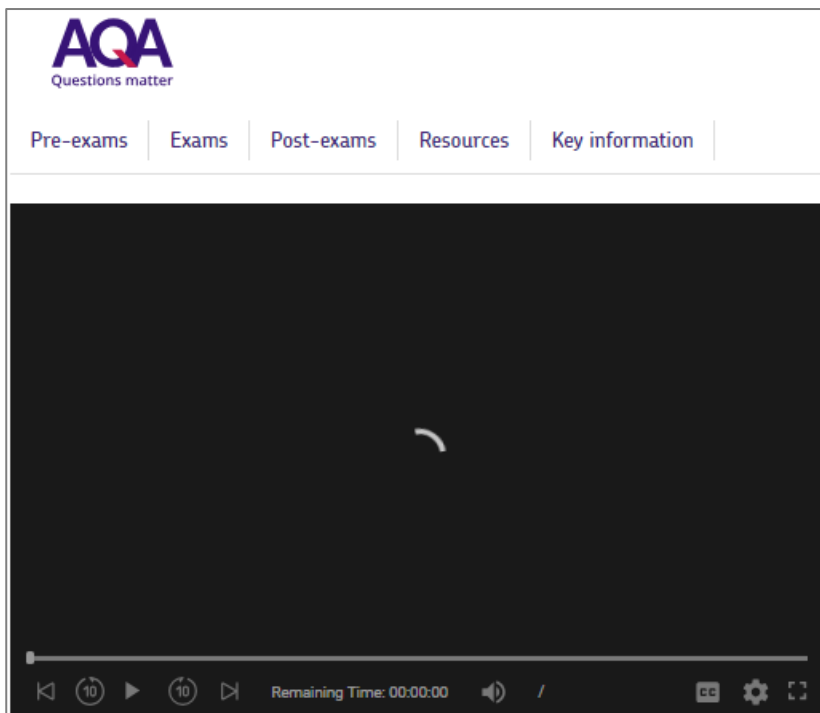
7.2 View files via the Upload and manage files screen

On the Upload and manage files screen, click on a filename link in the 'Candidate Files' table.

Candidate Files	
Showing 1-2 of 2 results	
Uploaded File Link 	Associated Candidates 
33007_8271-C_0009 0021.txt	0009,0021

Click on an uploaded file in either the Centre Declarations table or the Candidate Files 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 8. *Finalising sample submissions*.

8. 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 ask centres to upload their sample files to Centre Services within three days of submitting marks, or at the latest 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.

8.1 Pre-submission checks

Before submitting, you must make sure that:

- ✓ all sample candidates have their NEA files uploaded and tagged to them.

Tip: 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.

Tip: 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 'Sample Candidates' table.

- ✓ all uploaded files are tagged to candidates.

Tip: on the 'Upload and manage files' screen, the 'Associated Candidates' column of the 'Candidate Files' table should not show any files as having 'No candidates tagged'.

- ✓ all uploaded files have fully processed.

Tip: 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 submitted once all the above checks are complete.

8.2 Submitting your sample

On the View and upload sample screen, tick the box to confirm that all sample files have been uploaded, then click Submit and confirm you are ready to commit the sample.

I confirm that all the files for this sample have been uploaded.

[Submit](#) [Download Sample List](#) [Back](#)

Tick the box 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 9. *Unlocking your sample* to amend your submission.

8.3 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.

9. Unlocking your sample to amend your submission

We understand you may need to add to or amend your sample after submission.

If this is the case, you will need to email our Centre Marks team at centremarks@aqa.org.uk to ask for your sample submission to be unlocked, with details of which candidates need unlocking, as well as providing the reason.

Once AQA 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.

9.1 Viewing unlocked candidates

You can view and edit candidate files 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.

<input type="checkbox"/>	Component code(s)	Cand no
<input type="checkbox"/>	8236/C	1
<input checked="" type="checkbox"/>	8236/C	2
<input checked="" type="checkbox"/>	8236/C	10
<input type="checkbox"/>	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.

9.2 Deleting tagged files

If a file is tagged to one candidate, once submission is unlocked for that candidate you can go ahead and 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.

9.3 Re-submission checks

Before re-submitting make sure that:

- ✓ all sample candidates have their NEA files uploaded and tagged to them.

Tip: 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 are tagged to at least one file.

Tip: 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 'Sample candidates' table.

- ✓ all uploaded files are tagged to candidates.

Tip: On the Upload and manage files screen, the 'Associated Candidates' column of the 'Candidate Files' table should not show any files as having 'No candidates tagged'.

- ✓ all uploaded files have fully processed.

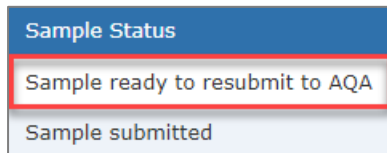
Tip: on the Upload and manage files screen, the 'Upload status description' should show 'Media file is successfully uploaded' for all files.

Please note: a sample can only be re-submitted once all the above checks are complete.

9.4 Re-submitting your sample

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

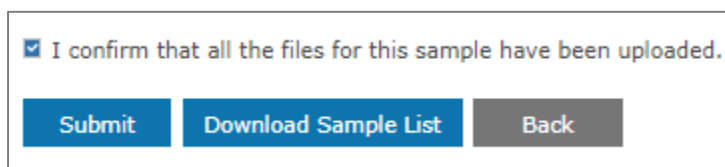
The Marks and samples screen will indicate that your sample is ready to re-submit.



A screenshot of a dropdown menu titled "Sample Status". The menu is open, showing three options: "Sample ready to resubmit to AQA" (highlighted with a red border), "Sample submitted", and "Sample submitted".

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 to confirm that all files for the sample have been uploaded, then click Submit and confirm you are ready to commit the amended sample.



A screenshot of a confirmation screen. It features a checked checkbox followed by the text "I confirm that all the files for this sample have been uploaded." Below this text are three buttons: "Submit" (blue), "Download Sample List" (blue), and "Back" (grey).

Tick the checkbox 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.

10. Re-sampling

Your sample may change after submission, e.g. if your candidate marks change and there is a new highest or lowest candidate mark, or if there are 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 Marks and Samples screen, the 'Sample status' column will change to 'Submitted X remaining'.

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 files will need to be uploaded and tagged to these candidates.

Your sample can then be re-submitted in the normal way, see 8. *Finalising sample submissions.*

11. Appendix 1: Example sample files

Below are examples of the different types of sample files.

Please note: Centre documents are no longer uploaded separately. All documents should be uploaded as candidate files and tagged to the relevant candidate/s.

Example sample files
Performance video
Spoken recording
Candidate record form
Candidate performance notes
Devised coursework notes
Programme notes
Question approval forms (A-Level History)
Any file that is associated with one or more candidates
Candidate identification list
Any centre level file that applies to the entire cohort

12. Appendix 2: Supported file types

Below is a list of new supported file types for sample uploads.

Any file type not shown may be validated and rejected during the upload process.

Documents
.txt .csv .doc .docx .dotx .eml .msg .odp .ods .odt .pdf .pot .potx .pps .ppsx .ppt .pptx .rtf .vsd .vsdx .xls .xlsb .xlsx
Images
.ai .arw .bmp .cr2 .eps .erf .gif .ico .icon .jpeg .jpg .mrw .nef .orf .pict .png .tif .tiff
Video
.flv .mp4 .mxv .gxf .ts .ps .3gp .3gpp .mpg .wmv .asf .avi .mkv .wav .mov
Audio
.amr .m4a .m4v .aac .mp2 .mp3 .wma .wave .flac .ogg

13. Appendix 3: Valid characters in filenames

Below is a list of permitted valid characters that can be used in filenames:

- Alphabet letters (A-Z, a-z)
- Numbers (123...)
- Hyphens (-)
- Underscores (_)
- Dots (.)
- Brackets ()
- Diacritic characters (ü, à, ó)

The following special characters should not be used in filenames as these may be validated and rejected during the upload process:

- / ! @ # \$ % ^ & * + \ = [] { } ; ' : " | , < > ? +

14. Appendix 4: Auto-tagging examples

Below are some examples of candidate files showing how filenames are validated for auto tagging.

e.g. centre 92345, components 8261/C and 7991, candidates 0001, 0002, 0003, 0004, 0005 and 0006.

Uploaded file	Filename convention	Auto-tagged candidates	Explanation
92345_8261-C-0001-Speaking.wav	Incorrect	None	Dash omitted from component code.
92345_8261-C-0001-Speaking.wav	Incorrect	None	Dash rather than underscore has been used between candidate number and file description.
92345_8261-C_0003 0004 0005 0006-Speaking.mp3	Incorrect	0003, 0004, 0005	Dash rather than underscore has been used between candidate number and file description.
92345_8261-C_Class-Speaking.wav	Incorrect	None	No candidates in filename. Candidates will need to be manually tagged.
Centre-speaking-test.mp4	Incorrect	None	No centre or candidates in filename. Candidates will need to be manually tagged.
92345_8261-C_0001 Speaking 0002.wav	Incorrect	None	Space rather than underscore after candidate number. Candidate 0001 still auto-tagged but candidates after text will not auto-tag.
92345_8261-C_0001 Speaking.wav	Incorrect	0001	Space rather than underscore after candidate number. However, candidate 0001 will still auto-tag.
92345_8261-C-0001.wav	Correct	0001	
92345_8261-C_0001_Speaking.wav	Correct	0001	Underscore between candidate number and file description.
92345_8261-C_0002 0003 0004_speakingrecording.mp3	Correct	0002, 0003, 0004	
92345_7992_0001_Recording.avi	Correct	0001	No dash required for component code.