Notes and guidance: Recording and submitting NEA evidence

GCSE and A-level Media Studies (8572, 7572)

Advice and guidance on submitting NEA practical work for moderation

Version 2.0
October 2024

Introduction

All submissions for the GCSE Media Studies (8572/C) and A-level Media Studies (7572/C) NEA are electronic.

Students should have completed one of the briefs (one production task for GCSE, or two production tasks for A-level) published for their year of submission. New briefs are published every year on 1 March for submission the following year. Responses to the briefs should be completed and marks uploaded by 7 May for GCSE or 15 May for A-level.

Briefs are available from [Centre Services](#) on our website.

Marks and work are submitted via Centre Services. Smaller centres will need to prepare all students' work for submission whereas, the system will identify a sample that should be prepared and uploaded for larger centres. This sample should be uploaded within five days of the submission of marks.

Admin

On the Digital Media Submissions Portal, centres should submit one completed and signed [Centre declaration sheet](#) for the subject and qualification and one completed and signed [Candidate Record Form](#) (CRF) for each student in the cohort or sample. Please ensure all parts of the form are completed and all details are provided to help moderation.

AQA publish a [Digital media submissions portal guide](#) that includes acceptable file types and file naming conventions. It also provides contact details for a helpdesk should you experience any technical issues.

This guide, however, offers advice in terms of preparing practical work for submission rather than using the online submission system.

Paperwork

To save time when uploading, you may want to combine the Word/word processor files into one pdf, so you only need to upload one file rather than many.

If you feel there may be any confusion regarding the content of the submission (eg video files that should be considered as part of an online media submission) please identify how the work is being presented on the Candidate Record Form or in an additional document.

Candidate Record Forms

CRFs can be completed as a Word document, this allows all the information to be included on one document. Forms can be signed electronically and should be saved, preferably as a pdf for submission.

Statements of intent

Statements of intent should be typed and then saved, preferably as a pdf. Teachers can annotate the document before saving/scanning or comments can be added to the CRF.

Printed Productions

For example: magazines, newspapers, print adverts, posters, printed social media content.

Please note the [Teaching guide: NEA production](#) suggests test prints of print productions should be done before submission to ensure the work looks the way the student intends. When looking on a screen it may not always be clear if pages and designs are proportioned accurately with correct font sizes, practical colour combinations etc. Test prints should be used within the centre to ensure the work is as accurate as possible as this informs the marks that should be awarded.

The best format to present print production work for submission is as a PDF. Other formats are acceptable (see the [Digital media submissions portal guide](#) for more), but please do not use a file format that needs to be viewed in specialist software, such as PSD or PUB files. PDF files will translate the work most accurately, regardless of fonts and other assets on the moderator's device.

You may want to collate the printed work into one file to save time when uploading. Please ensure that work is clearly labelled in terms of which task it is responding to. If double page spreads have been created as separate pages, it is very helpful for moderation to include an image of the two pages side-by-side along with the original pages.

There is no need to submit screenshots of websites for A-level. Please submit live online or via a video walkthrough (see below). However, GCSE moderators still require screenshots where a live URL is used.

Printed Instagram posts (A-level only)

Please ensure that the order of the posts on the grid is clear and that comments, additional images etc. for each post are clearly signposted. If video posts have been included as a separate file, please direct your moderator to the named file containing the work.

Audio and video files

Please refer to the [Digital media submissions portal guide](#) for acceptable file formats and file naming conventions.

If you have multiple files to upload (For example three Tik Tok videos) you could combine the videos into one file for submission.

You can submit video walkthroughs of websites should you wish. Please make sure that the video shows any multi-media content the student has created and that all content is presented clearly so moderators can see the detail of the work being submitted.

It is always worth checking that finalised video/audio files play properly before submission – this could save you a lot of extra work later.

Online submissions

It is acceptable to submit students' work that is hosted live online. For example, published wix.com websites or an Instagram or YouTube account created specifically for this purpose.

Points to consider when submitting work live online:

- Submit by pasting a working URL onto a word-processed document, as a clickable link. It's a good idea to check the link works before submission.
- Do not submit access to a website creation/social media account, only to the finished work itself.
- Make sure that the work is accessible during the moderation process and not set to private.
- If using YouTube, individual work can be saved to an 'unlisted link' so only those who have the link can view the work.
- Once you have taken the work in to mark, the students must have their ability to amend the work removed. This would usually mean that the passwords used to access the account are changed after the centre's final submission deadline.

Please be aware of GDPR and safeguarding issues for work submitted via URLs that are publicly accessible. Ensure your students do not use real names or contact details in their work.

Please make sure you have access to all student work and related admin after submission just in case there are any technical issues and work needs to be uploaded again.

Further Support

Each centre has an allocated NEA Advisor who can be contacted by email. They will help interpret the specification and briefs' requirements and offer practical guidance on submission. If you do not have contact details for your NEA advisor, please contact eos@aqa.org.uk stating your centre number and the qualification you are enquiring about.

The helpdesk detailed in the [Digital media submissions portal guide](#) should be contacted if you need help using the portal and uploading work for moderation.

You can also contact mediastudies@aqa.org.uk for more general support.

Useful Documents

- Guidance and the mark scheme for the NEA is in the specification
- [Teaching guide: NEA](#)
- [Teaching guide: NEA production](#)
- [Digital media submissions portal guide.](#)