General Upload Facility Instructions for GA First Aid Examinations and Assessments

1. Purpose

This document provides instructions to centre staff on how to return documentation to GA using the General Upload Facility of the Ark following the assessment of candidates for GA First Aid qualifications.

2. First Aid Materials to be Uploaded

Approved Centres are responsible for ensuring that the correct documentation is returned to GA following the assessment of Candidates. For the First Aid qualifications, the documents Centres must return are:

- Completed and marked Candidate Examination Papers
- Competed Invigilation Report Form and Seating Plan
- Completed and marked Candidate Assessment Booklets (inclusive of the observation record and detailing any oral questioning used)

The above should be returned alongside:

- Records of Internal Moderation (e.g., Sampling Plans, Sample Records or similar)

3. Timescales and Purpose of the Upload of First Aid Materials

Centres are required to upload the materials within a maximum 10 weeks from the date of the examination.

The return of the assessment materials and supporting IQA documentation allows GA and the Centre to comply with the assessment requirements for the GA First Aid qualifications under the assessment strategy for these qualifications and the GA CASS and General Moderation Policy.

All documentation will be subject to the scrutiny of the relevant GA External Moderator, who will confirm the Candidates' results, the award of the qualification, where applicable, and permit the release of Candidate qualification certificates.

4. Preparing Documents to be Uploaded

All documents must be scanned clearly, in the correct orientation, and saved as PDF files on your local device drive.

It is essential that all documents are clearly labelled with the Candidate name, identifying the qualification, course date and document name, e.g.

📄 Sample Candidate Name - EFAW - 01072022 - Examination Paper

In the example above, one Candidate will have multiple documents.

The Centre may choose to use a single document which contains scans of all Candidate work.

This must be labelled clearly, e.g.

Sample Candidate Name - EFAW - 01072022 - Full Assessment Materials

Once all Candidate's documents, the Invigilation Report Form and Seating Plan, and the Internal Moderation Records are scanned, saved and clearly labelled, create a Zip file.
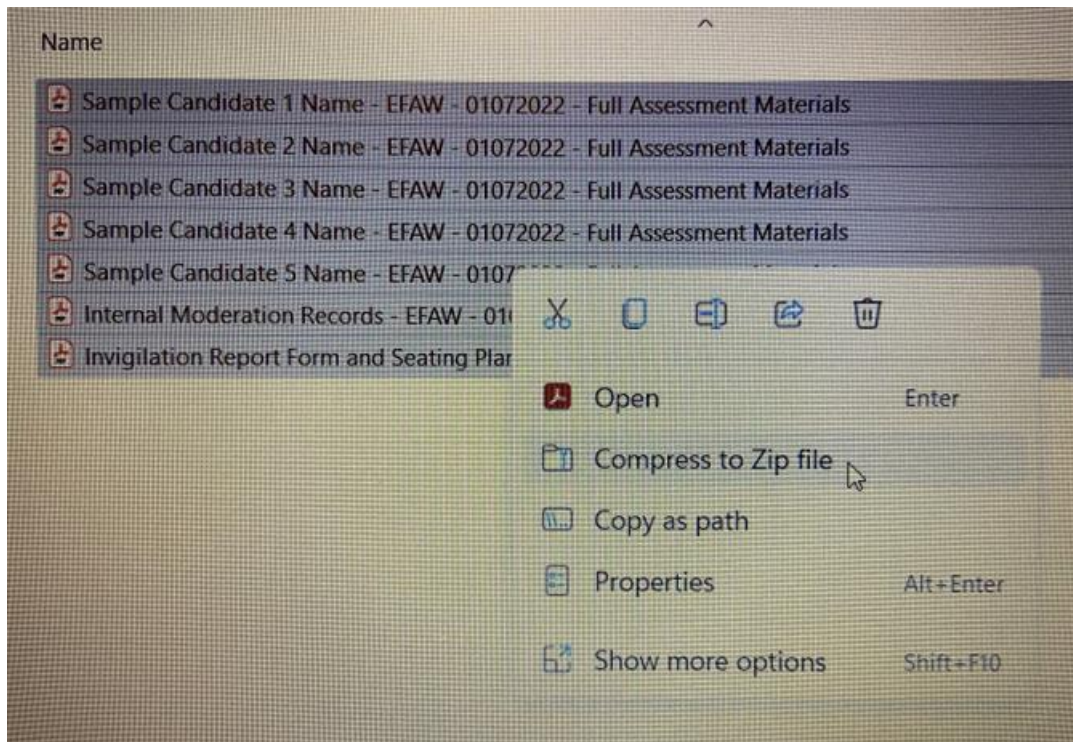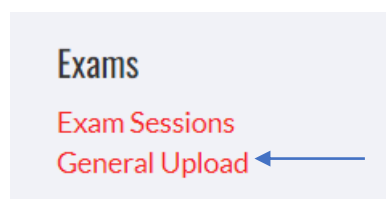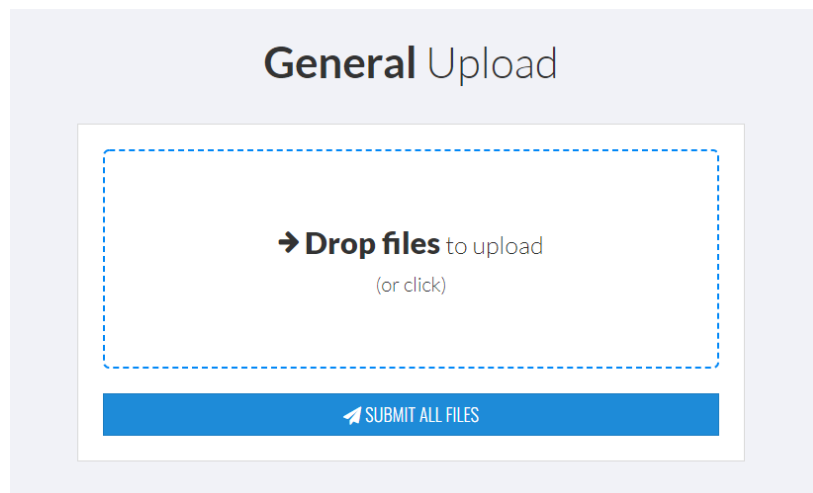

Name the Zip file accordingly, e.g.

EFAW - Batch 5 - 01072022

5. Uploading to the Ark

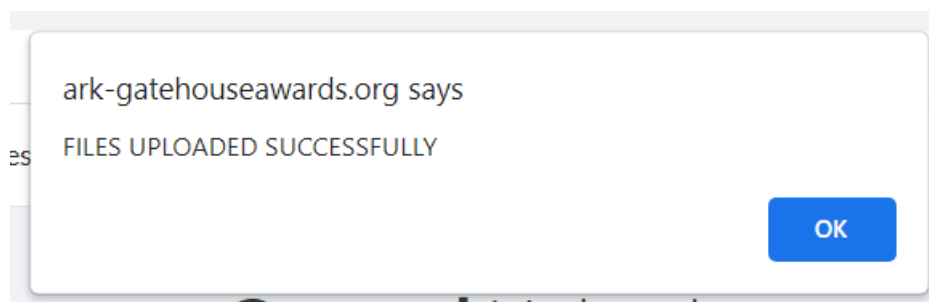Log onto the Ark and select 'General Upload' from the Exams menu

The following page will display:

Drag and drop the Zipped file(s) to the upload area, or click within the upload area to access the File Manager, selecting the Zipped file(s) you want to upload.

Select 'Submit all Files'.

Your files will be uploaded to GA and the following confirmation message will display:

6. Help and Support

Instructions and information on the general use of the Ark can be found in the document 'Centre Guide to the Ark', available on the GA website.

For further help and support with the General Upload Facility or any other Ark-related query, please contact your dedicated Centre Administrator.