



Pearson

A level English coursework submission guidance for the May/June 2023 exam series

This update contains reminders for the May/June 2023 exam series for:

- A level English Literature 9ET0
- A level English Language 9EN0
- A level English Language and Literature 9EL0

Entry deadline: 21 February 2023 (21 March 2023 for non-UK centres).

Entry codes: full details are available in the [Information Manual](#), pp 17.

Carrying forward coursework marks from a previous exam series

Students may carry forward coursework marks from a previous exam series using the T option code on entry. If a mark is being carried forward, there is no requirement to re-enter the mark on Edexcel Online and the student's work will not make up part of the sample.

Final date for submission of coursework marks and sample: 15 May 2023.

What do I need to do?

- Mark and moderate students' coursework.
- Complete an assessment record sheet for each student.
- Inform students of the mark they have achieved prior to submission.
- Upload students' marks to Edexcel Online and print off a list of all marks entered before finalising your submission.
- Upload the work of the students 'ticked' on Edexcel Online and listed on the LWT, one pdf per student in the 'Shared Files' section. The coursework moderation sample is selected randomly by Edexcel.
- If the highest and lowest-scoring students are not included in the sample, also upload the work of these students. If you have more than one candidate with the highest and lowest mark, you need only submit one of these. If any of the called-for candidates have been withdrawn or have incomplete submissions, please provide additional candidates' work of a comparable level, and upload a covering note to your moderator on the LWT.
- Upload a print-out of the marks submitted for all students on Edexcel Online to the 'Administrative Material' section on the LWT.

Entering coursework marks on Edexcel Online from mid-April

[Find out how here.](#)

- Select 'GCE' qualification from the dropdown on the left
- Hover over 'Candidates'
- Select 'Search by Course'
- Select session 'June 2023' & 'Next'
- Click 'Papers' (far right) for 9ET0/9EN0 or 9EL0
- Select the blue 'Coursework Marks' for the 'Written Coursework' option in the 'Paper Title' column
- Input marks in the 'marks' column for each candidate
- Click 'Print'
- Click 'Submit Marks'.

In order to enter marks you must have 'basic access' and 'Coursework and Portfolio' ticked on your Edexcel Online profile. If you don't have this, your exams officer can amend your profile.

Where is the Edexcel Online link?

Access [Edexcel Online](#).

If you need to be set up with an Edexcel Online account please ask your exams officer. If you've forgotten your Edexcel Online password you can [generate a new one](#).

If you've already submitted a mark but it needs to be amended (for example, because of an administrative error), please email the details to courseworkmarks@pearson.com.

The LWT is accessed on Edexcel Online. The LWT does not open until mid-April. Samples cannot be uploaded earlier. Please follow the steps in [this guide](#) to uploading to the LWT.

Please see this [guidance](#) which includes file-naming conventions, links to the authentication sheets for each A level and a marker/moderator comments sheet.

To assist moderators, please upload a single pdf per student, with the completed authentication sheet followed by the annotated coursework/the coursework followed by the marker/moderator comments sheet if you are using a separate sheet for annotations.

Authentication sheets

[English Literature](#)

[English Language](#)

[English Language and Literature](#)

Coursework guidance documents

The key information for each A level can be found in these guides:

[English Literature](#)

[English Language](#)

[English Language and Literature](#)

Informing candidates of their centre-assessed marks prior to submission

Candidates must be told the mark given by their centre for a centre-assessed component/unit. This requirement is to enable candidates to request a review of the centre's marking prior to the marks being submitted to the awarding body, should they wish to do so. Please see the [JCQ guidance](#).

Do I need to carry out internal standardisation?

In large centres with multiple teachers, it's essential that you carry out internal moderation before you finalise the coursework marks. You should sample double-mark, selecting mark points within the same level from different teaching sets. The double marking should continue until you are satisfied that you have achieved comparability.

Small schools with only one teacher need not carry out internal standardisation. It is helpful to upload a covering note to the LWT with your sample explaining that you are in this situation.

How should I annotate the work?

It's important that you annotate the coursework to show the moderator how you have

interpreted the mark scheme and applied it to the students' work. Marginal annotation noting how and how well a particular Assessment Objective has been met is useful. Teachers should avoid excessive ticking without commentary. Equally, simply noting 'AO2' in the margin does not help the moderator understand the teacher's evaluation of the quality of the work perceived by the marker. The first marker and second marker/moderator may annotate in different colours to differentiate their comments. Please ensure that the audience for your comments is clearly the moderator rather than the student. Moderators are best able to confirm teachers' marks when the annotation clearly explains the markers' thought processes.

What are the grade boundaries?

You should not attempt to grade the work; you should be marking the work by applying the mark scheme in a consistent manner.

Coursework grades are awarded at the end of each examination series using the standard code of practice awarding process.

Grade boundaries, which are subject to change each exam series, are published on the [grade boundaries page](#) of our website. We publish notional component grade boundaries and actual grade boundaries.

There is some [scaling](#) on our A levels (although not on the coursework component) and you should bear this in mind when consulting grade boundaries. You can use the [scaling calculator](#) to help you.

Please also remember that the mark you submit to us should be the total raw mark.

A score of zero should only be used if a candidate has submitted work that is found to meet none of the assessment criteria. An X should be used for any candidate who is absent.

Word counts, titles, quotations and bibliographies

Please see the specification guidance at the beginning of each coursework unit which gives clear information on word counts. Titles, bibliographies and footnotes (that are references rather than content) are not included in word counts. Quotations are included. **Word counts are advisory and there is no penalty for exceeding them.**