



GCSE and A Level Art and Design Digital Submission Guidance

Summer 2024

Contact Us

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Alternatively, to contact our assessment teams, please use the [Support Portal](#).

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1. Introduction

We are pleased to confirm that we will be offering moderation visits to all international centres for Summer 2024. All International centres will have the choice between having a live face-to-face moderation visit or submitting their work digitally via Learner Work Transfer (LWT).



Centres must inform us of their moderation preferences, if you have not completed the online form to let us know if you require a visit or will be submitting your work digitally, please email us at creative.arts@pearson.com as soon as possible.

This document is intended to support our GCSE and A Level Art and Design international centres who have opted to submit their work for assessment digitally via our online assessment platform, Learner Work Transfer.

2. Key Dates

Event	Deadline	Other information
Submission deadline	31 st May 2024	Deadline to submit requested sample for moderation to LWT and upload all centre marks to Edexcel Online.

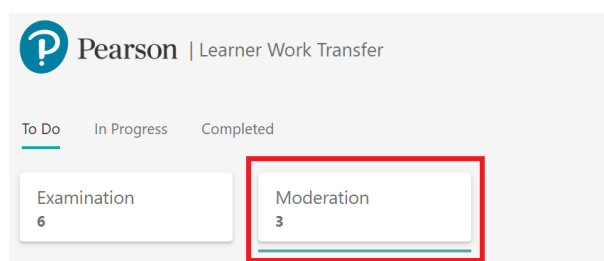
Further key dates can be found in the Administrative Support Guide ([GCSE](#) and [A Level](#)).

3. Using Learner Work Transfer (LWT)

We have produced two video tutorials demonstrating how users can access and navigate the Learner Work Transfer (LWT). Pop-ups must be enabled in order to access LWT.

[Logging in and navigating LWT](#)
[Managing moderation requests](#)

Once LWT opens, there will be two boxes at the top, one for Examination and the other for Moderation, if you click Moderation then your GCSE/A Level Art and Design request should appear.



Uploading work to Learner Work Transfer

When the work is ready upload the moderation sample candidates' work to LWT. Each candidate whose name has been ticked on Edexcel Online will automatically show on LWT upon selection of examination series and subject code (e.g. June 2024, 9GC0 01).

Ensure the highest and the lowest scoring candidates' submissions are included in the sample before you submit the work for moderation. If the highest and lowest scoring candidates are not part of the pre-selected sample, you can add them to the LWT sample using the *Manage Learners* function.



Ensure to replace any candidates marked *Absent* or *No Evidence* using the *Manage Learners* function.

When work is uploaded, it will show as *scanning*. Sometimes, this may take a while. If it has taken more than 48 hours for a piece of work to upload, please [contact us](#).

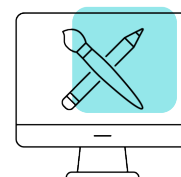
Once the work has uploaded, please press *Submit Request*.

Your allocated moderator might request additional sample after you submit the work for moderation. If this is required, the moderator will return the request, which will enable you to select additional candidates via *Manage Learners*, upload their work, and re-submit request back to the moderator.

4. Selecting Work for Submission

The work for each candidate being submitted, should be uploaded as portfolio in either a PowerPoint or PDF file containing all candidate work.

Centres should not submit multiple image files for a candidate, instead the images should be put into a PowerPoint or PDF file creating a 'digital portfolio' for that candidate.



Portfolios should consist of no more than 80 slides per component for GCSE and no more than 100 slides per component for A Level (plus the Personal Study for Component 1).

Work should be clearly labelled so that the moderator can easily identify research, candidate work and the final outcome.

Please note, if centres do submit the work for each candidate as multiple image files, the moderator may return the work to the centre and request that they reupload the work in a more suitable and accessible format.

Candidates may choose to work in an entirely digital format creating a 'digital portfolio' as they progress, or if they work in a physical format the sketchbook and final outcome should be photographed or scanned with all images placed into a PowerPoint or PDF, creating a 'digital portfolio'.

The portfolio must be in chronological order so that the moderator can see a clear development of ideas.

Once the candidate has finished and submitted their work to the teacher for assessment (before moderation), the candidate must no longer have access to their work.

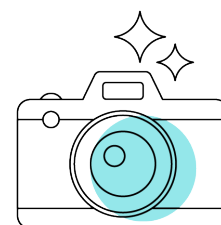
Centres and candidates are reminded that they should be selective with the work they submit for moderation.

A completed Assessment Grid and signed Authentication Form must be included for each candidate.

It would also be useful for the moderator to include a completed Taxonomy (GCSE) or Performance Calculator (A Level) in the work submitted for assessment for each candidate.

5. Instructions for Photographing and Videoing Candidate Work

Photographs and videos of the candidate work should demonstrate the evidence of all assessment objectives as detailed in the specification. Please ensure the photos/videos submitted are of high quality to allow for assessment; additional material may be requested if this is not the case which may delay the assessment.



Photographs/videos must not be edited or filtered.

Photographing

When photographing candidate work, centres must ensure that all material relevant to assessment is included.

Handwriting must be clear and easily read in photographs.

Videoing

Videos of candidate final outcome(s) are suitable for submission as additional evidence to show the 3D nature of the work, for example for three-dimensional design or textile submissions. If video evidence is required, these should be uploaded as individual files to Learner Work Transfer and indicated in the 'digital portfolio' that there is a video to accompany the submission.

Videos of the entire sketchbook should not be submitted for assessment.

Accepted **video** file formats for upload to the Digital Learner Work transfer can be found in the table below.

Accepted file formats for videos
.mpeg
.flv
.mov
.wmv
.rm
.mp4
.avi
.vts
.vlc
ogg , .ogv
.mpg
.m4v

Centres should consider the following guidance before photographing/videoing candidate's work.

- Take photos straight on and not at an angle. The lens of the camera should be positioned and pointed at the centre of the work or middle of the spine of the sketchbook ensuring that it is at a perpendicular angle.
- In good lighting, without glare. Glare/reflection from any shiny surfaces of work should be minimised.
- Ensure the photo and video is in focus so that all of the work can be seen in the image.
- Use a ruler or pencil for larger pieces of work to show the scale.
- Have a plain background behind the work.
- Do not crop, adjust, balance or re-size the photographs.

6. Blogs

Blogs are an accepted submission format.

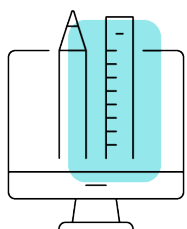
Candidates must not be able to access the blogs after the work has been internally marked by the centre.

The link(s) for the blogs should be pasted onto a word document and then uploaded to the Learner Work Transfer for each candidate. The username and password to access the blog should be included.

Moderators should be able to access the blog with the username and password provided by the centre, they should not need to request additional access.

7. Organising the Work for Submission

The selected moderation sample (found on Edexcel Online), plus the highest and lowest scoring candidates if they are not included, should be uploaded to the Learner Work Transfer for moderation. If the moderator requests any additional candidates, these too should be included using the *Manage Learners* function on LWT.



Please ensure that all correct work is placed in the correct folder and all work is uploaded before pressing *Submit Request*.

The file(s) should be labelled clearly before being uploaded.

Please ensure that all correct work is placed in the correct folder to avoid delay and confusion during moderation.

8. Checklist

Uploaded to the Learner Work Transfer for each candidate:

- A completed Assessment Grid.
- A signed Authentication Sheet.
- A clear development of ideas (digital portfolio).
- A clear final outcome.
- Personal study (A Level only).