



A level English Language 2015, Non Examination Assessment (NEA) 9EN0/04

Summary of key guidance (updated 24.4.17)

The [Getting Started Guide](#) has a large number of examples of genres and tasks to help you in your choice.

There is no requirement to have your texts or tasks approved. When unsure about a student's proposal, you may use your professional judgement basing your decision on whether you think the texts that will form the basis of the genre study are of sufficient 'quality' to give your students access to the best opportunity to achieve across the full range of marks for each assessment objective. This summary of information may be of help to you:

How can we judge whether a student's proposed texts and tasks are suitable?

It is helpful to require students to think through the whole coursework portfolio using a planning grid like the ones in the [Getting Started Guide](#), rather than giving approval for a single piece, for example, before the student has considered how they will use their style models and how the two pieces will be differentiated. The student should also include in their plan what the likely content of the commentary will be.

What help can I give students? How many drafts should I mark? May I give students provisional grades for their coursework drafts?

There is guidance on these areas in the [specification](#) starting on page 16. Full 'rules' are in JCQ in the documents listed for both students and teachers under [Non Examination Assessments](#).

Teachers generally mark one draft only of students' work. They are permitted to provide general feedback. Teachers should not provide students with provisional grades.

Are exemplars available?

Yes, [here](#).

Practicalities

Where is the mark scheme?

In the [specification](#), p. 18-20.

Layout

Students should select a font that is easy to read such as Arial or Times New Roman in at least size 12. It is customary for academic essays to use double-spacing.

Word count (what's included)

Total for coursework component: 2500–3000 words.

Assignment 1 (2 pieces of original writing) total: 1500–2000 words (2000 is the total for both pieces)

Assignment 2 (commentary) total: 1000 words

Word counts are advisory, but we do not recommend exceeding the upper word limits as students who significantly exceed the word count and whose work lacks coherence may achieve less well on AO1. For assignment 1, the word count does not need to be exactly divided between the 2 pieces. Titles, bibliography and footnotes (provided they contain references and not 'content') are not included in the word count. Quotations are included in the word count.

Bibliography/referencing

See p. 24-25 of the [Getting Started Guide](#).

What documents need to be submitted?

The student's coursework (hard copy) with the completed [NEA authentication sheet](#) attached to the front using a treasury tag. This version of the authentication sheet is editable so teachers can complete it electronically if they wish. Teachers may wish to fill in some details on the sheet and expand boxes before printing and asking students to complete their signatures in class, prior to the teacher adding their final mark and signature. Please do not staple or place students' work in a plastic pocket. First drafts and texts used as style models, plans etc should **not** be submitted.

When and how is the coursework submitted?

In late April, teachers will be able to upload their marks to Edexcel Online. This [video](#) shows you how. The sample will be ticked (students' names ticked) and the moderator details provided. Teachers post the sample indicated to the moderator, along with the highest and lowest-scoring candidate and the print out of the entered marks from Edexcel Online. The sample needs to arrive at the moderator's address by **15 May each year** for the May/June exam series of that year.

Do I need to carry out internal standardisation? Is Edexcel offering help with coursework?

Edexcel offers free coursework standardisation training each year and teachers can access the training packs from previous years under '[past training content](#)'. Teachers should conduct internal moderation of their cohort's work.

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 band 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 include a covering note with your sample explaining that you are in this situation.

How should I annotate the work?

It's important that you annotate students' work to show the moderator how you have interpreted the mark scheme and applied it to the students' work.

Indications in the margins as to where specific assessment objective bands are perceived, together with summative comments at the end of the coursework or on the NEA authentication sheet are ideal. **Please ensure that the audience for your comments is clearly the moderator rather than the student.**

You should mark and annotate the work in ink (rather than pencil). If you have already

annotated in pencil, please make a note to use ink next year.

What are the grade boundaries?

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

The coursework will be 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 on results day each August.

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.

How do I submit my marks to Edexcel? And what do I do if I make a mistake?

Your marks should be submitted online via Edexcel Online/ EDI. You must print out a copy of the marks and include it in the sample for the moderator and keep a copy for your own records. [This video](#) shows you how to enter 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.

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.

Identifying the sample of work that needs to be sent to the moderator

On Edexcel Online, you'll see a tick next to the names of those students whose work needs to be sent for moderation. **You also need to send the work of the highest- and lowest-scoring candidates in addition to the requested sample.** If any of the called-for candidates have been withdrawn or have incomplete submissions, please provide additional candidates' work of a comparable level, along with a covering note.

Who is my moderator?

The name and address of your moderator will be available on Edexcel Online or EDI from mid-April each year for the following May/June exam series.

Private candidates

Private candidates may not submit coursework independently and Edexcel does not mark private candidates' coursework. Only a teacher at a registered Edexcel centre can supervise, mark and authenticate coursework. They must be involved in setting the title and seeing enough of the student's work prior to submission of the final piece to be able to authenticate that the work has been produced by the student independently. The Head of Centre takes responsibility for the authenticity of all marks submitted from their centre.

Where can I get further guidance?

You can email the English Subject Advisor, Clare Haviland, at teachingenglish@pearson.com, who will answer your query or consult the Principal Moderator for guidance.

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