

Non-examined Assessment (NEA) New Submission Arrangements for Summer 2021 and Thereafter

A level English Literature (9ET0/04)

What is new?

In order to help with teacher and moderator workload, and to ensure our commitment to working more digitally, we have developed a new digital way for centres to send us their NEA/coursework samples.

The new system is called **the digital learner work transfer portal (DLWTP)**. We are going to start using this for the 2021 assessment series. This means that coursework samples will be sent to us via this portal for all three A level English qualifications.

Therefore from 2021 onwards there is no hard copy submission of a coursework samples.

Final instructions on using the portal will be available in March/April 2021. In the meantime, teachers should mark and moderate their students' coursework in such a manner that it can be submitted digitally.

If you have any further questions after reading this update, please contact our subject advisor, Clare Haviland at TeachingEnglish@pearson.com or <https://support.pearson.com/uk/s/qualification-contactus>.

When do I submit my sample?

The final dates for the summer 2021 exam timetable and the coursework submission deadline have not yet been confirmed. The dates given below are the usual deadlines and are to be confirmed (tbc).

The names of the students who have been randomly selected for the sample will show on the portal from mid-April (tbc). You will not be able to upload your sample earlier.

Do I still need to submit the marks awarded on Edexcel Online?

Yes, you do. There are two processes:

1. entering the marks awarded to your students by 15 May 2021 (tbc)
2. uploading your students' work to the DLWTP by 15 May 2021 (tbc).

What do I submit?

For each student, centres are to submit the marked and moderated coursework and the completed NEA authentication sheet for each sampled student.

NEA authentication sheets (NAS) [A level English Literature](#)

How do I prepare my sample?

Any of the approaches listed below are acceptable and all three options are digital.

As before, you are only required to submit the named sample of your cohort's work and in addition, the work of the highest and lowest-scoring candidates.

Please do not zip files if you are uploading more than one document per student.

Option 1: Scanning

Students submit their work hard copy as in previous years, and you scan and then upload the requested sample (most photocopiers have a scanning function).

1. Students submit their final coursework to you hard copy with a hard copy NEA authentication sheet (NAS).
2. Mark and annotate your students' work by hand as usual and complete the NAS.
3. Moderate your centre's coursework submission as a whole by second marking all or a sample of your cohort. Show the moderation process by annotating the scripts, for example in a different colour to the original marking or by adding a second marker's comments and initials.
4. When the portal is open for the students named in the sample, scan the annotated coursework and NAS and save as one PDF document using the file naming conventions below.
5. Upload the files for the students named in the sample showing on the portal.

Option 2: Separate marking notes

Students submit their final coursework to you digitally in an uneditable form (PDF or read-only Word document). You capture your marking and moderating comments using the [marker/moderator comments sheet](#) which is uploaded with the student's coursework and NAS.

1. Students submit their final coursework to you digitally. You complete an NAS digitally.
2. Mark and annotate your students' work. Capture your first and second marker/moderator's comments on a marker/moderator comments sheet. These might make reference to specific paragraphs on specific pages where you see evidence of performance on a particular AO at a particular level (comments that would previously have been marginal annotation). The comments of the first and second marker/moderator should be distinguishable. There is no intention to create additional workload for teachers, so there is no need to duplicate comments on the marker sheet and the NAS.
3. When the portal is open, for each sampled student, upload the coursework, the marker/moderator comments sheet and the digital NAS using the file naming conventions below. You have the option on the portal to upload single or multiple documents for each student, so you may upload the coursework, marker/moderator comments sheet and NAS separately if you wish.
4. Upload the files for the students named in the sample showing on the portal.

Option 3: End to end digital

Digital submission with digital in-text annotation using a digital marking platform.

1. Students submit their final coursework in an uneditable form to you digitally. You complete an NAS digitally.
2. Mark and annotate your students' work using a digital marking platform.
3. Moderate your centre's coursework submission as a whole by second marking all or a sample of your cohort. Show the moderation process by annotating the scripts digitally. The comments of the first and second marker/moderator should be distinguishable.
4. For each student, upload the digitally annotated coursework and digital NAS using the file naming conventions below. You have the option on the portal to upload a single or multiple documents for each student, so you may upload the coursework and NAS separately if you wish.

5. When the portal is open, upload the files for the students named in the sample showing on the portal.

What are the file naming requirements?

When you create a file for each sampled student then each file should use the following naming convention:

[centre #]_[candidate number #]_[surname]_[first letter of first name]

For example, Joshua Smith with candidate number 7890 at centre 12345 would have work in a folder titled, '12345_7890_Smith_J'

If you are uploading more than one document for a student, please adopt the following naming approach:

- 12345_7890_Smith_J (for the coursework itself)
- 12345_7890_Smith_J_NAS (for the NEA authentication sheet)
- 12345_7890_Smith_J_marking (for the marker/moderator comments sheet [option 2])

Please do not use zip files.

What file types can be submitted?

Teachers may upload the following file types:

- read-only word documents
- PDFs

Please do not use zip files. You can hold CTRL down whilst selecting multiple files in the file explorer if you wish to upload multiple files for a single student in one go.

What about data protection and privacy?

The DLWTP is secure, so there is no need to encrypt the files you are uploading.