

A level English Literature

Coursework submission
support session 4.4.19

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Session Agenda

- Deadline
- Where's the guidance/paperwork?
- Prepping the sample: the basics
- Word counts
- Bibliographies/referencing
- Annotation and evidence of moderation
- Which scripts & other paperwork must be included in the sample sent to the moderator?
- How to get your moderator's name and address
- How to enter your marks
- Troubleshooting problems on Edexcel Online
- Any other questions?



Deadline for summer 2019

Your grades must be entered and your sample with your Moderator by **15 May 2019**.



Where's the guidance/paperwork?

Submission guidance

Coursework key guidance

Authentication sheets



Coursework: the basics

- Take in coursework: correct task title is written at the top of the work & student's full name & word count are on the coursework
- Complete assessment record sheet
- Attach it to the front of the coursework with treasury tag
- 1st teacher marks and annotates the coursework in ink by hand
- Comments are directed at the moderator and are linked to the mark scheme level
- 2nd teacher reviews the marking and annotates the coursework



Coursework: the basics continued

- Head of English or exams officer enters marks on Edexcel Online and prints off the marks for all students.
- Exams officer or Head of English gets the moderator's name and address from Edexcel Online.
- Exams officer posts the work of the students ticked on Edexcel Online, with the print-out of the marks of all students to the moderator by 15 May 2019.



Word counts

- 2500-3000 (show word count at end of coursework)
- Advisory
- No penalty for exceeding, but over-length responses may self-penalize on AO1
- Included: quotations, footnotes that contain content.
- Not included: title, bibliography, footnotes that are purely a text reference.



Bibliographies/referencing

- See p. 16 of the [Getting Started Guide](#).
- Consistently apply a recognised referencing system such as Harvard.
- Use bracketed references in the body of the text to secondary material (Smith, p. 25) and provide full details of the text referred to in the bibliography.



Annotation and evidence of moderation

- Annotate in ink, by hand
- You can use 2 colours: 1st marker, moderator
- Show the Edexcel moderator how you have interpreted the MS and applied it to the student's work by making marginal annotations
- Refer to AOs and the level at which they're being met
- Summative comments at the end of the cwk script or on the authentication sheet
- 2nd marker adds their comments in margins/at end of cwk script



Which scripts & other paperwork must be included in the sample sent to the moderator?

- The work of the students ticked on Edexcel Online with the authentication sheet attached to the front using a treasury tag
- Plus (if not already ticked) the highest and lowest-scoring candidates
- Withdrawn candidates/ incomplete submission: provide a replacement folder (of similar quality) with a covering note for the moderator.
- A print-out of the marks entered for the whole cohort from Edexcel Online.
- A note to the moderator if you are a 'lone teacher'
- No 'centre authentication sheet' signed by all teachers assessing NEA.



How to get your moderator's name and address/enter marks

Follow the steps [here](#).



Troubleshooting problems on Edexcel Online

- Can't see the sample: check you have 'coursework and portfolio' ticked on your [Edexcel Online](#) profile. Exams Officers manage profiles.
- Forgotten your password: [generate a new one](#).
- Made a mistake entering a mark: email the full details to courseworkmarks@pearson.com.



Updates

- Paper 2: Prose time change to 1 hour 15 and Paper 3 :Poetry format changes for 2019 assessment.
- Paper 3 poetry reduction for 2020 assessment.
- Additional Level 5 exemplar for Paper 3: Poetry Section A exemplar.
- AS 2018 exemplar.



Your Subject Advisor

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