

**A level English:
coursework submission
support & exam briefing**

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Reminder of set texts arrangements for 9ET0 and 9ELO

The front cover of each question paper states whether set texts may be taken into the exam.

9ET0

[Access the guidance](#)

Only the poetry texts have specific ISBNs which must be purchased. These are in the [specification](#).

9ET01-3 are 'open book'

'Decade' is not required for 9ET003.

9ELO

Poetry texts and the drama texts for 9ELO 01 have specific ISBNs. These are in the [specification](#).

9ELO1-2 are 'open book'

Reminder of revised question numbering for 9ET0 01

9ET0 01, Section B has new question numbering:

Les Blancs, Lorraine Hansberry	Questions 17 and 18
Doctor Faustus, Christopher Marlowe	Questions 19 and 20
The Duchess of Malfi, John Webster	Questions 21 and 22
The Importance of Being Earnest, Oscar Wilde	Questions 23 and 24
The Rover, Aphra Behn	Questions 25 and 26
A Streetcar Named Desire, Tennessee Williams	Questions 27 and 28
Sweat, Lynn Nottage	Questions 29 and 30
Waiting for Godot, Samuel Beckett	Questions 31 and 32

9ET0 02: the new texts were 'slotted in' to their themes so the question numbering has not changed.

Read the [full details](#).



Exam timetables

[Access full details](#) of the exam dates, times and duration.

Coursework submission



What you need to do

- Mark and moderate students' coursework.
- Complete an [updated assessment record sheet](#) (with AI declaration) 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 by 15.5.24.
- Upload the work of the students 'ticked' on Edexcel Online and listed on the LWT, one pdf per student by 15.5.24 (create a pdf by scanning the authentication sheet and the students moderated coursework). The coursework moderation sample is selected randomly by Edexcel.
- Securely retain the coursework and authentication sheets of all students until after the closing date for reviews of moderation for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

What you need to do

- If the highest and lowest-scoring students are not included in the sample, also upload the work of these students. You go to 'manage learners' on the LWT and add the names of the additional students. They will then appear in your sample list.
- 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.

Key dates and documents

The LWT will be open to submit your sample from mid-April.

All submissions must be complete by 15 May 2024.

Access the [submission guidance](#).

Access the LWT [step-by-step user guide](#).

Support with [avoiding common submission issues](#).

[How to upload marks to Edexcel Online](#).

[Multi-factor authentication troubleshooting](#).

Annotating scripts: evidence of second marking/ moderation

A suggested approach:

The first marker annotates in the margin of the coursework script to show the moderator how you have interpreted the mark scheme and applied it to the student's work.

Your comments are for the moderator, not the student. The comments should show how you think something in the student's work relates to the descriptors in the marking grid at a particular level. Try to use your own words, rather than quoting exactly from the descriptors.

The second marker adds their comments to the first marker's. They can use a different colour pen. They might say something like 'AO4 here seems over-rewarded. The understanding of context is at L3 'relevant comment' rather than L4 'integrated convincingly'".

At the end of the coursework, the second marker could say something like: 'I agree broadly with placement in L4 but would recommend a mark of 20 rather than 24 to reflect the weaker performance on AO4' and sign the comment.

- Don't just 'tick through' the work without commenting.
- Don't note the AO with no other comment in the margin.

Getting consistency across folders

- All teachers mark their students' folders
- Departmental moderation: everyone second marks the other teachers' folders. The second markers annotate the coursework and if they think marks need adjusting, they discuss with the first marker or head of department (HOD). If all agree, they change the original marks given.

Or

- Teachers work in pairs and second mark folders from 'top, middle & bottom' and then discuss any differences in their rewarding. Each teacher then calibrates the marks of their teaching group.

Then

- When all the second marking is finished, the HOD arranges all the folders in rank order from top to bottom. The HOD sample backreads folders next to each other to make sure the rank order is correct or if further adjustment is needed. The HOD uses grade boundaries from June 2019 for coursework to see whether the marks awarded are broadly in line with performance at each grade. The HOD makes additional adjustments to marks.

Annotation method

[NEA digital submission guidance](#)

This guidance is available for each A level.

Option 1: most centres will hand-annotate their coursework & then scan authentication sheet and coursework as 1 pdf for upload

Option 2: a few centres will use a separate marking notes sheet (using the document Pearson provides). They will submit: 3 documents, scanned and uploaded as 1pdf per student (authentication sheet, coursework & marking notes sheet).

Option 3: very few centres will upload coursework which has been annotated with digital in-text annotation (using a platform which allows annotation of a student's work in non-editable form). They will submit: 2 documents, scanned and uploaded as 1pdf per student (authentication sheet, coursework with in-text digital annotation).

Help with standardising marking

For each A level you can use the following resources to support you in making marking decisions on coursework:

- Exemplars
- Examiner reports (which also contain marked student scripts)
- Marking training packs
- Exam feedback training packs

Word counts

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.**

Referencing, footnotes, in-line references & bibliography

Students need to consistently apply a recognised referencing system such as Harvard. They can, for example, 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.

The Getting Started Guide for each A level has guidance on referencing and bibliographies.

Incomplete work/non-completion of NEA

- 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.
- If a student has incomplete work (with a valid reason) and could reasonably complete the work if they were given a short extension, you may request one here <https://support.pearson.com/uk/s/qualification-contactus>
- Please provide: Candidate's full name and candidate number; your centre number; details of why a short extension is needed.
- You may also consult JCQ's guidance on [NEA and special consideration](#), section 8.

AI and plagiarism

Please consult JCQ's AI [Use in Assessments: Protecting the Integrity of Qualifications](#)

There is also guidance on plagiarism and malpractice procedures in separate [JCQ documents](#).

Informing students of their centre assessed marks prior to submission

Students must be told the mark given by their centre for a centre assessed component/unit before submission.

This requirement is to enable students 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](#).

What if students are resitting 9ET0, 9EN0 or 9EL0?

- If they have been entered with a T (for transfer of coursework marks) option code then you do not need to enter a mark or sample. We will access the mark from the previous sitting.
- If you entered the students with 9ET0/9EN0 or 9EL0, you need to submit a mark and sample for the student & we will contact you if we do not receive them for the students concerned.
- If you have entered using the wrong code, your exams officer needs to amend the entry.



Questions?



Contact

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