

## Entry Level Certificate English (NEN0): making submissions

The entry deadline for the English ELC is 21 February each year for August certification (on GCSE results day).

### Final dates for submission of your marks and sample: 15 May each year.

By **15 May each year** you must have submitted your ELC marks (1, 2 or 3) on Edexcel Online, and **uploaded your sample to the Learner Work Transfer Portal (LWT)**. Postal submission is no longer possible.

Once you've made your entries, submit your centre marks (1, 2 or 3) on Edexcel Online.

The LWT opens on 13 April 2026 for the June 2026 exam series.

If your centre marks are submitted before this date, your moderation sample will be available in the LWT from 13 April, and you can upload student work for moderation straight away.

If you submit your centre marks on or after 13 April, your moderation sample will appear in the LWT within 6 hours.

If any of the called-for candidates have been withdrawn or have incomplete submissions, please upload additional candidates' work of a comparable level, and upload a covering note to your moderator on the LWT.

Cohort size	Sample size*
1-15	All
16-100	15
101-200	20
>200	25

Please use the [step-by-step LWT guide](#) if you need help.

### How, physically, should I submit the work?

#### How do I submit my marks to Edexcel?

In the marks column on Edexcel Online, you enter '1', '2' or '3' according to the level your student has achieved. **You must print out a copy of the 'marks' for your own records and ensure that the marks entered are accurate immediately after submitting it.**

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.

#### Where is the Edexcel Online link?

Access [Edexcel Online](#).

If you need to be set up with an Edexcel Online account please ask your exams officer. If you've forgotten your Edexcel Online password you can [generate a new one](#).

#### ELC guidance documents

The key information on ELC can be found in these documents:  
[Specification](#), especially p. 49.

[Getting Started Guide](#), especially p. 6.

## ELC authentication sheets

**Please note: these were updated in 2024 to include an AI declaration.**

[Assessment record and authentication sheets.](#)

### **Informing candidates of their centre assessed marks prior to submission**

Candidates must be told the 'mark' (1, 2 or 3) given by their centre for a centre assessed component/unit. This requirement is to enable candidates 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.](#)

### **Do I need to carry out internal standardisation?**

Where marking has been carried out by more than one teacher in a centre, there must be a process of internal standardisation carried out to ensure that there is a consistent application of the assessment criteria.

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 the 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 mark scheme levels are perceived, together with summative comments at the end of the work or on the assessment record 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.

You can use the [exemplars](#) provided to guide you in annotating your sample.

### **Marks and grade boundaries**

The pass mark is 70/100 at each level.

Marks for all three components are combined to give a maximum total mark of 100. Marks from all three components must contribute to the total mark in order for a student to pass. If the student's total mark is 70 out of 100 or more at EL1 or EL2 or EL3, then they have passed. You need to submit all three components at the same level for each student. That is, for a student entering for Entry Level 1 you need to submit an Entry Level 1 fiction reading test, an Entry Level 1 non-fiction reading test and assess Speaking and Listening, and Writing tasks against the Entry Level 1 assessment criteria. You cannot mix and match tasks from different levels. Similarly, if a student does not achieve 70/100 on Entry Level 3, for example, there is no numerical drop down to Entry Level 2. They would need to sit the Entry Level 2 Reading assessments to be awarded an Entry Level 2.