



Entry Level Certificate English: making submissions

Are you submitting marks and a sample for Entry Level Certificate (ELC) in English NEN0?

The entry deadline for the English ELC is: 21 February each year for summer certification.

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 on Edexcel Online, and sent your sample to your moderator (**whose name and address will be on Edexcel Online from mid-April**).

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

[Assessment record and authentication sheet: Entry Level 1](#)

[Assessment record and authentication sheet: Entry Level 2](#)

[Assessment record and authentication sheet: Entry Level 3](#)

Informing candidates of their centre assessed marks prior to submission

Candidates must be told the grade 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 grades being submitted to the awarding body, should they wish to do so. Please see the [JCQ guidance](#).

Although the requirement to inform candidates of their marks strictly applies only to GCSE, GCE and Project qualifications, centres are reminded that the JCQ publication [General Regulations for Approved Centres](#) states that centres must have a written internal appeals procedure relating to internal assessment decisions in all qualifications and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates. Giving candidates access to their marks is an important part of the procedure.

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.

How, physically, should I submit the work?

Please attach the completed assessment record and authentication sheet to the front of the student's work using a treasury tag. Please do not staple the student's work or attach the record sheet with a staple. Please do not insert the student's work into a plastic folder. Please do not attach mark schemes with highlighted descriptors as evidence of marking. The students' scripts themselves need to be hand-annotated by the marking/moderating teacher to indicate how the work meets particular assessment objectives at particular levels of the mark scheme.

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 Level 1 you need to submit a Level 1 fiction reading test, a Level 1 non-fiction reading test and assess Speaking and Listening, and Writing tasks against the Level 1 assessment criteria. You cannot mix and match tasks from different levels. Similarly, if a student does not achieve 70/100 on Level 3, for example, there is no numerical drop down to Level 2. They would need to sit the Level 2 Reading assessments in order to be awarded a Level 2.

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

In the marks column on Edexcel Online/ EDI, you enter '1', '2' or '3' according to the level your student has achieved. You must print out a copy of the 'marks' for the moderator and for your own records.

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](#).

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

The minimum sample size is usually 10 candidates. If you have fewer than 10 candidates, you will provide all your candidates' work.

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 on Edexcel Online or EDI from mid-April each year.

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