

New Entry Level Certificate learner work submission arrangements for summer 2021 and thereafter

Digital Learner Work Transfer Portal (DLWTP)

We have developed a new digital learner work transfer portal (DLWTP).

All samples of learner work for the Entry Level Certificate (ELC) in English (NEN0) in summer 2021 will need to be submitted through this portal.

Final instructions on using the portal will be available in April 2021. Teachers should mark and moderate their learners' work in such a manner that it can be submitted digitally.

When do I submit my sample?

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

The names of the learners 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: entering the level ('1', '2' or '3') your learners passed at by 15 May 2021 (tbc) and uploading your learners' work to the DLWTP by 15 May 2021 (tbc).

What do I submit?

For each learner, the marked and moderated work and the completed assessment and authentication record sheet (AARS) at the appropriate level:

[Entry level 1 assessment and authentication record sheet](#)

[Entry level 2 assessment and authentication record sheet](#)

[Entry level 3 assessment and authentication record sheet](#)

How do I prepare my sample?

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 if these are not already included in the sample. Please do not zip files if you are uploading more than one document per learner. There is no hard copy submission of learner work in summer 2021.

Scan and upload your learners' work (most photocopiers have a scanning function).

1. Mark your learners' work by hand as usual & complete the assessment and authentication record sheet (AARS).
2. Moderate your centre's work as a whole by second marking all or a sample of your cohort's work. 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 on the AARS.
3. For each learner, scan the annotated work and AARS and save as one pdf document using the file naming conventions below.
4. When the portal is open, upload the files for the learners named in the sample showing on the portal.

File naming requirements

Create a file for each learner. Each file should use the following naming convention: [centre #]_[candidate number #]_[surname]_[first letter of first name] Example: Joshua Smith with candidate number 7890 at centre 12345 for component NEN0 would have work in a folder titled, "12345_7890_Smith_J"

If you are uploading more than one document for a learner, please adopt the following naming approach. Please do not use zip files:

12345_7890_Smith_J (for the learner's work itself)

12345_7890_Smith_J_AARS (for the assessment and authentication record sheet)

File types

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 learner in one go.

Data protection and privacy

The Digital Learner Work Transfer Portal is secure. There is therefore no need to encrypt the files you are uploading.

Last updated 6.11.20.