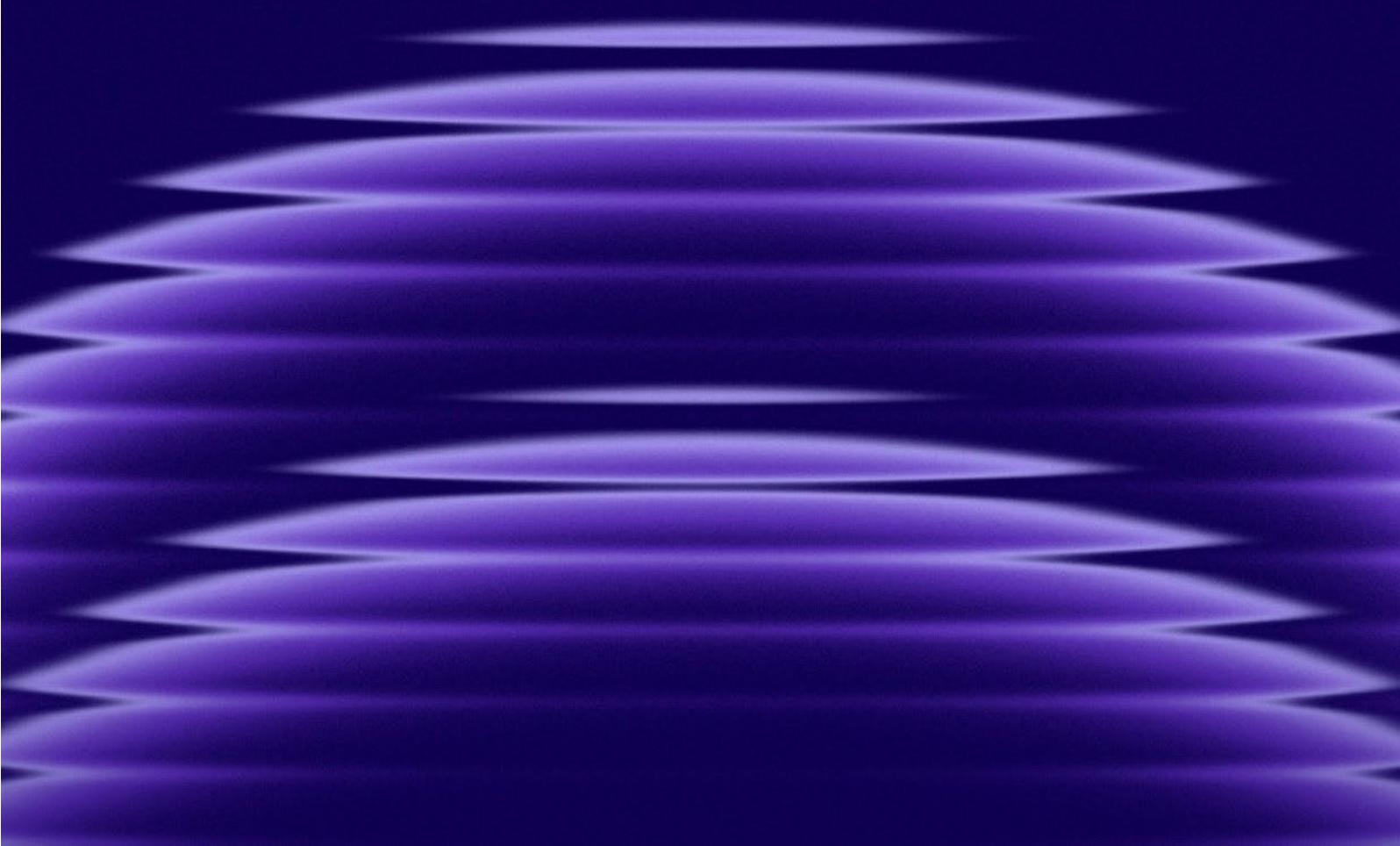




Pearson Edexcel Entry Level Certificate in Religious Studies

Digital Submission Guidance



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Introduction	3
Key dates	3
Using the Learner Work Transfer (LWT)	3
Forms	4
Organising the Work for Submission	5
Contact us	5

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Digital Submission Guidance

Introduction

Candidate submissions will be submitted digitally using the Learner Work Transfer (LWT).

The pre-selected moderation sample should be uploaded to LWT. The candidates with the highest and lowest mark must also be submitted for moderation, if they are not already included with the sample selected on Gateway.

Marks must be submitted onto Edexcel Online in the normal way, before the work is uploaded to LWT.

Key dates

The LWT opens on 13 April for summer 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.

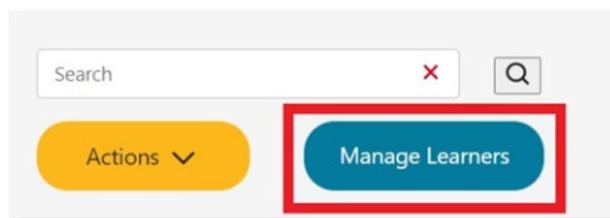
The submission deadline (to submit marks onto Edexcel Online and to upload candidate work to the Learner Work Transfer) 15 May for the summer series.

Using the Learner Work Transfer (LWT)

Video guidance is available on our website, demonstrating how users can navigate LWT. These can be found [here](#).

To access LWT, please enable pop-ups on your computer. Upload the moderation sample candidates' work onto LWT. Candidates whose names are 'ticked' on Edexcel Online will automatically appear on LWT when you select the examination series and subject code (e.g., June 2026, NRS0).

Before you "Submit Request," ensure that the highest and lowest scoring candidates' submissions are included in the sample. If these are not automatically selected, you can add them via the "Manage Learners" function on LWT.



If any candidates are marked "Absent" or have "No evidence", ensure to replace these using the "Manage Learners" function.

For entries of 15 or less, all candidates' submissions must be uploaded. For cohorts of 16–100 learners, a sample of 15 candidates is required. For cohorts of 101–200 learners, the sample increases to 20 candidates. Where the cohort size is over 200 learners, 25 candidates must be submitted for moderation.

Your allocated moderator might request additional samples after submission. If this is required, the moderator will return the request, enabling you to select additional candidates via the "Manage Learners" option. You can then proceed to upload and re-submit the sample to the moderator.

Forms

An assessment record and authentication sheet must be completed and uploaded to LWT, alongside the submission for each candidate.

All forms are available in editable PDF format and can be downloaded [here](#) and require signed authentication by the teacher and/or candidate before being submitted for assessment.

There are two ways of completing and signing the forms:

1. They can be completed and signed electronically using a PDF reader (as outlined above).
2. They can be printed from pages 43–44 of the [specification](#) and completed by hand, before being scanned and uploaded to LWT.

Organising the Work for Submission

The selected moderation sample (found on LWT once your marks have been uploaded), plus the highest and lowest scoring candidates (if not part of the sample), should be uploaded to LWT for moderation.

Please ensure that all work is placed in the correct folder (against the candidate it belongs to) and all assessments are uploaded before pressing 'Submit Request' to avoid delay and confusion during moderation.

The file(s) should be collated and labelled clearly before being uploaded.

The 4 assessments for each candidate being submitted, should be uploaded in either PDF or Word format (To ensure our assessment associates can access your sample efficiently, centres are advised to not submit multiple files for a candidate. All assessments should be combined into a single PDF/Word document for each candidate).

Contact us

To contact our assessment or teaching support teams, please use the [Support Portal](#) and select the relevant support categories.