Pearson Edexcel Entry Level Certificate in Religious Studies

Digital Submission Guidance

Contents:

![Pearson Edexcel logo]

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. For entries which are 10 or more, a full sample of ten must be submitted even if fewer samples are selected by the system.

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

Key dates

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 2025, 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.
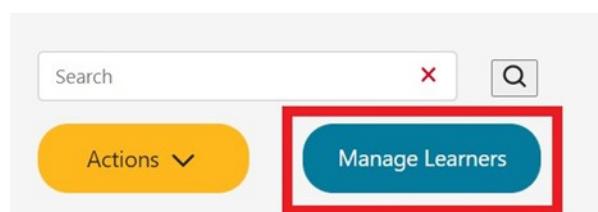
If any candidates are marked "Absent" or have "No evidence", ensure to replace these using the "Manage Learners" function.

For entries of 10 or less, all candidates' submissions must be uploaded. For entries greater than 10, please ensure that the minimum required sample of 10 is uploaded (by adding additional candidates via "Manage Learners" function if required).

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 Edexcel Online), 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.