



Pearson



Administrative Support Guide
(Instructions for the Conduct of the
Controlled Assessment and Examination)
GCSE Drama 1DR0
Summer 2026 Assessment



Edexcel qualifications come from Pearson, the UK's largest awarding body.

We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers.

Through a network of UK and overseas offices, Pearson's centres receive the support they need to help them deliver their education and training programmes to learners.

Centres must refer to the Administrative Support Guide (ASG) for guidance in completing preparation of their candidates and the paperwork for this qualification. All the requisite forms are available on the GCSE section of the Pearson website. It is required for all components and includes information about all of the assessment procedures. It is updated annually with forms and deadlines that apply to the administration of all three components.

Centres are reminded that there are a number of resources available to support centres delivering the 2016 specification available through the [Pearson/Edexcel website](#)

Further support is available from the following services:

Subject specific content and teaching queries including Ask the Expert queries: teachingperformingarts@pearson.com

Assessment administration including request for permission for non-assessed candidates, digital theatre, extension requests: drama.assessment@pearson.com

General centre related queries including reporting lost coursework, requesting special requirements, queries regarding entries and results: [Pearson Qualifications Support - Contact Us](#)

Centres are also advised that the FAQ page is regularly updated, and this is designed to answer questions regarding the delivery of the specification: [homepage](#)



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Introduction

The information in this Administrative Support guide is applicable for the **2026 examination series only**.

This is an updated version released in September 2025 with revised information on regarding submission of Text Choices and Live Theatre Performance Statement.

The Administrative Support Guide (ASG) must be used in conjunction with the latest version of the following documents:

- [GCSE Drama Specification - Issue 5 \(pearson.com\)](#)
- [JCQ Non-Examination Assessments - JCQ Joint Council for Qualifications](#)
- [JCQ 'ICE' – Instructions for conducting examinations - JCQ Joint Council for Qualifications](#)
- [JCQ Coursework - JCQ Joint Council for Qualifications](#)

Teachers should also share the latest version of the following document with their candidates:

- [Information for candidates documents - JCQ Joint Council for Qualifications](#)

The ASG is to help teachers to ensure that the requirements and regulations of the assessment process have been met and that all assessment evidence is produced accordingly for the examined and NEA components.



Key Dates

Event	Date	Key information
Component 1, 2 and 3:		
Submission of text choices	<u>Online Text Submission:</u> 1 September 2025 - 6 March 2026	Online text submissions must be submitted to Pearson six weeks prior to planned assessment date for 1DR0/02:
Live Theatre Performance Confirmation	<u>Statement Submission:</u> Before 1 May in year of assessment	GCSE Drama Performance Text Submission Pearson qualifications
		Submission via Live Theatre Evaluation Confirmation Form
Component 1: Submission deadline for moderation	<u>Submission Deadline:</u> 15 May 2026	Learner Work Transfer: Opens: 15 April 2026 Closes: 15 May 2026
Component 2: Submission of work	<u>Examination Window:</u> 5 January 2026 - 24 April 2026	Examinations between 6 January and 31 January will require digital submission – there will be no live visits between these dates.
	<u>LWT Window to upload materials</u> 31 January 2026 Up to 7 days after the agreed examination date. LWT will close for submissions on 6 May 2026 (Seven working days after final assessment date)	Centres holding examinations from 1 February will have option of live visit or digital submission. Live centre visits require a minimum of 4 assessed candidates. Centres with fewer than 4 candidates will require a digital submission.
		Centre exam entries must be made before examination takes place.
Component 3: 1DR0/03 Examination	<u>Examination Date</u> Friday 8 May 2026 (PM)	Candidates to complete Live Theatre Notes Form to be attached to Live Theatre Notes: GCSE_Drama_Comp_3_Live_theatre_evaluation_notes_form.docx



Component 1: Devising Drama (1DR0/01)

This Component consists of two parts of assessment:

- a portfolio
- and
- a performance or design realisation.

In the NEA components, optional routes of performer or designer are available. For either option, all candidates must evidence their work through the same requirements i.e., a portfolio and realisation.

It is a JCQ requirement that centres justify the marks that they have awarded for each of the Assessment Objectives. Comments should be recorded on the NEA Authentication Sheet (NAS) for each individual candidate or on the portfolio itself (please indicate in the comments section of the NAS if the comments are on the Portfolio Evidence itself).

The portfolio

All candidates must produce Portfolio Evidence documenting and reflecting on their exploratory process and the refinements and rehearsals that took place in response to the stimuli. Candidates must include a response to the six questions as detailed on page 16 of the specification.

It is important to remember that the Portfolio Evidence is used for assessment purposes and that the work must be clearly evidenced and accessible for the teacher and moderator to check the centre assessment of the work.

Centres are reminded that there are three possible options for the portfolio evidence.

Option 1: handwritten/typed evidence between 1500-2000 words

Option 2: recorded/verbal evidence between 8–10 minutes

Option 3: a combination of handwritten/typed evidence (between 750–1000 words) and recorded/verbal evidence (between 4–5 minutes)



Time limits and/or word counts must be adhered to. Any work produced exceeding the maximum limit must not be assessed by the teacher assessor and will not be moderated. Teacher assessors should indicate either through annotations or comments on the NAS document where marking has stopped for work that is beyond the word count.

Candidates may use

- annotated photographs
- annotated drawings/sketches.

Please note: candidate annotations will count towards the word limit.

Presentation of work

In line with the JCQ [Instructions for conducting Non-examination assessments \(NEA\)](#), candidates **must** insert the following details on each page as a header or footer:

- centre number
- candidate number
- component code (1DR0/01).

Candidates are allowed to word process their work if practicable and when doing so they are allowed to use the spell/grammar check.

Once marked, these documents can be submitted on the LWT as digital portfolios – there is no need to print portfolios for submission purposes. Candidates are encouraged, if submitting handwritten work, to use black ink and write legibly. Whether word processed or handwritten, portfolios which are scanned from hard copies must be uploaded with the correct orientation.

NB: materials that are not the candidates' own work (for example, copied or printed factual materials downloaded from the internet, or which has been edited/alterd by anyway other than the candidate at any time) must not be submitted for moderation.



Artificial Intelligence (AI) Use in Assessments: Protecting the Integrity of Qualifications

Pearson adheres to the [JCQ AI Use in Assessments: Protecting the Integrity of Qualifications guidance](#), which is intended to provide teachers/assessors involved in delivering JCQ qualifications with the information they need to manage use of AI in assessments.

The Devised Performance/Design Realisation

Candidates can undertake preparatory work outside the classroom, for example to practice the performance or develop skills. The actual performance must be live and in front of a suitable audience, without interruptions and in the presence of the teacher-assessor.

Centres **must adhere** to the group size and time limits as outlined on page 10 of the specification. There are specific teacher-assessor requirements when marking learner work that does not meet the regulatory minimum performance times for Component 1.

Centres must record all group performances and candidate identifications. This must include design candidates.

Before the performance, candidates are required to identify themselves by name, candidate number and role(s).

Non-assessed individuals should only be used when permission has been granted by Pearson. There must be exceptional circumstances for a centre to need to seek permission for a non-assessed candidate. Please e-mail requests to use non-assessed individuals to (drama.assessment@pearson.com)

Centres are reminded that you must ensure you are following the best practice when recording a performance. Please refer to **Appendix 4** of the specification for further information.



Submission Process

Sampled candidates

For GCSE Drama, the moderated sample is identified and selected by the centre. Please note: There has been a change in the sample sizes for moderation.

The teacher assessor must select the sample after the internal assessment has taken place to reflect the overall mark range of the cohort. The sample should be selected from no more than 5 separate performance groups and where possible the whole of a performance group will be provided in the sample. This must include the performance/design realisation and portfolio evidence of all sampled candidates.

This must include the:

- highest overall scoring candidate
- lowest overall scoring candidate
- work of further candidates to meet the requested sample size, with a range of marks between the highest and the lowest scoring candidates – ideally from the same performance groups.

Cohort size	Sample size requested
1 - 15	All
16 - 100	15
101 - 200	20
Over 200	25

Digital submission

Centres are required to submit assessment evidence to their moderator via the **Learner Work Transfer (LWT)** portal which will open for centres on 15 April 2026 and will close on 15 May 2026.

Submitting Centre Assessed Marks on Edexcel Online

Centres must also submit teacher-assessed marks for all candidates via Edexcel Online.



For **each sampled student**, centres are required to submit the following assessment materials:

- a portfolio – one per student that includes:
 - NEA authentication sheet (NAS) – attached as front cover of the portfolio
 - Additional design documentation for sampled students (if applicable) – attached at end of the portfolio
- performance recording(s) for sampled students including the candidate identification by full name, candidate number and role (maximum 4 performances)
- Centre/Candidate Information Sheet (CCIS) – one per centre
- a PDF of the email permission from Pearson regarded non-assessed individuals (if applicable).

Centres must check that the mark awarded by the teacher-assessor entered on Edexcel Online matches with the centre information sheet sent to the moderator and any marks on the Portfolio Evidence or NAS forms.

Centres should contact Drama Assessment (drama.assessment@pearson.com) to report any errors with mark entry on Edexcel Online.

Any requests for a change of centre marks following the issuing of results will be denied.

Please see Appendix 1 for details on how to submit the portfolios via LWT portal including file naming conventions and a list of acceptable file formats (Appendix 1a) and details on how to sign the NAS digitally (Appendix 1b) and screen shots (Appendix 1c).

The LWT window to submit materials will be between 15 April –15 May 2026.

The CCIS and NAS can be found in the [‘forms and administration’](#) tab of the subject pages.

Data Protection

It is the centre’s responsibility to ensure that their Data Protection Policy is adhered to.

Secure storage of digital content

It is the centre’s responsibility to keep the work that candidates have submitted securely up to the end of the result enquiry window.

Where work is stored electronically centres are required to restrict access to this material and to utilise appropriate security safeguards such as firewall protection and virus scanning software. An effective back-up strategy must be employed so that an up-to-date archive of candidates’ evidence is maintained.

Component 2: Text In Performance 1DR0/02

This component consists of two assessments – performing or realising a design of two key extracts from a single chosen performance text that has been professionally commissioned or produced and is at least 45 minutes in length.

Candidates may complete this component as a performer or designer or as a combination of both. There can be up to one designer per design role (costume, lighting, set, sound) for each monologue, duologue or group performance.

Centres can choose different texts for each candidate or groups of candidates.

Candidates must perform/design their two extracts from the same text.

Candidates can play different roles or the same roles in across the extracts.

Performers can do any of the possible combinations:

- two monologues
- two duologues
- two performances in a group of 3–4
- two performances in a group of 5–6
- or any combination of the above.

The two extracts are assessed discreetly and must have a clear start and finish with identification before each extract, and a marking break in between. This component is externally assessed by either a visiting examiner or assessed by recording that is sent to the examiner as stated below:

5 January - 31 January	Digital Submission Only
1 February – 24 April	Digital Submission or Live Visit
Centres with fewer than 4 assessed candidates	Digital Submission Only



Please note:

- Entries must be made at least seven working days before planned performance date
- The examination window is between 5 January 2026 - 24 April 2026
- Centres may only have one assessment method – Digital Submission OR Live Visit

Absence Procedure

- If a student is absent on the day of the exam, they must be reported absent for the examination and a non-assessed individual may be used with permission from Pearson. Absent candidates are not able to be assessed after the examination session has taken place for the cohort.
- Students must all be assessed via the same assessment method and during the same examination session. It is not permitted for absent students to be assessed at a later date.

Performance texts

These **must not** be from any of the set text lists for Component 3. The performance text must fulfil the contrast requirements of time, genre and playwright with the chosen text for Component 3.

All centres are required to submit their Component 2 text choices through the Pearson website: [GCSE Drama Performance Text Submission | Pearson qualifications](#) and should aim to submit their text choices as early as possible and at least 6 weeks before the planned examination date.

One form should be submitted per school/college. You can list the texts for your whole cohort on one form. Responses will be stored, and cross referenced against examination responses to ensure that centres have complied with the requirements of the specification and subject criteria.

Please note:

If a preferred text is not available from the pre-approved drop down list on the Text Submission Form, Centres will need to email drama.assessment@pearson.com to request approval for the text to be used.

Texts on the set text list for Component 3 are classed as ‘forbidden texts.’ Any candidates who use a forbidden text will receive 0 marks for the performance the text.



Group sizes and time limits

Mono/duo information	Regulatory minimum performance times	Maximum performance times
1 performance students (monologue)	2 minutes	3 minutes
2 performance students (duologue)	3 minutes	5 minutes

Group size	Regulatory minimum performance times	Recommended minimum performance times	Maximum performance times
3-4 performance students	4 minutes	10 minutes	12 minutes
5-6 performance students	4 minutes	13 minutes	15 minutes

Candidates who do not meet the regulatory minimum performance requirement (Column 1) will have an under-time performance penalty applied in line with the penalty table in Appendix 5 of the specification (Issue 5).

Examiners will stop marking once the maximum performance time has passed.

Non-assessed individuals

Non-assessed individuals should only be used in event of an unforeseen absence of an assessed candidate on the date of the scheduled examination. Centres must request permission to use a non-assessed individual via email - drama.assessment@pearson.com



Centres are advised that non-assessed individuals **must not** be used for the following purposes:

- To deliver lines of dialogue for minor characters not portrayed by an assessed candidate
- To take on a non-speaking role to support a monologue
- To meet number of required characters in an extract

Audience

Centres should consider an appropriate and supportive audience to allow candidates to communicate meaning.

Written intention

Candidates must complete a written intention for performance/design for both extracts to be submitted as a single document. A proforma can be found in the 'forms and administration' tab of the subject pages.

We have produced a statement of intention proforma that centres can use if they wish. The proforma can be found in the ['forms and administration'](#) tab of the subject pages.



Visit information

Centres should agree with the visiting examiner a mutually convenient date and time when the examiner will visit the centre. Centres should have a range of possible dates available prior to being contacted by the examiner. Please note that it may not be possible to accommodate changes to the agreed date or time. Where changes to the agreed dates have been made, centres must be prepared to record the performances.

Examiners will expect to mark up to 20 candidates in one session (3 hours) with a maximum of 2 sessions in one day. Sessions can be morning/afternoon/twilight/evening. The sessions must run consecutively and finish by 9pm. Please note that centres with fewer than 4 candidates will require a digital submission.

We are urging all centres to ensure entries for Component 2 are made as early as possible, so that LWT will be ready for them to use by the opening date. If centres need to submit materials before digital portal opens on 31 January then these will have to be sent to the examiner by email.

Digital recording date

Centres need to set this date to fall within the assessment window stated in this guide and inform their examiner. Centres will then need to ensure that all assessment materials are uploaded to LWT within 7 working days of the examination taking place. There is no requirement to submit any materials prior to the examination for digital submissions.

If equipment allows then a date stamp needs to be applied to the recording.



Submission materials

Centres are required to submit the assessment evidence to their examiner via the **Learner Work Transfer (LWT)** portal.

Please see Appendix 1 for details on how to submit materials via the LWT portal including file naming conventions and a list of acceptable file formats (Appendix 1a)

The LWT window to upload materials will open on 31 January 2026 and close on 6 May 2026.

If centres need to submit materials before LWT is open then please contact the [helpdesk](#).

Materials to be sent prior to the examination/date of recording

For live visit examinations – the following materials need to be sent **seven working days before the exam date**:

- Statement of intention – one per performance extract, two per candidate
- Centre/candidate information sheet (CCIS) – one per centre (teacher declaration 1 *Please see guidance*).

Centres will be contacted by their examiner if they do not have the materials **seven working days before the exam**.

For visits – failure to provide the materials **two working days before the exam date** could result in the visit being cancelled and all necessary materials will have to be uploaded to LWT to be examined digitally. Centres then will not be offered another visiting date or another visiting examiner.

For digital submissions, these materials, along with examination material, can be uploaded to LWT within seven working days of the examination taking place.



During the examination

The visiting examiner must be provided with the facilities and conditions that will enable them to mark in confidence and without being overlooked by candidates or audience.

Please ensure that the examiner is provided with adequate facilities at the venue to examine the performance; a chair and table away from the audience and a suitable light source must be provided - 'the best seat in the house'. Centres must provide a private area for the examiner to allow them to consider their marking. Examiners may stay in the performance space between the monologues/ duologues. This should be agreed with the examiner and centre staff.

Examiners will only talk to candidates in exceptional circumstances where individual identification is not clear following introductions before the performance, and will not enter into any discussion with candidates/staff/audience members at the end of the performance. Examiners will remind centres that the candidate must introduce themselves clearly and slowly to the camera, giving their name, candidate number and role(s).

All supporting material for the design evidence must remain in the centre and not be taken away. Examiners will remind centres that all documentation must be clearly seen in the recording. Copies of performance texts/extracts should be available in centre for the examiner to refer to if required.

Child Protection and Safeguarding

Visiting examiners must adhere to the Pearson Safeguarding Children Policy. Examiners will take photographic ID with them on all visits. Examiners must not engage in discussions with teachers or candidates about any aspect of the examination.

Recording of performances

All performances, candidate identifications and designer documentation must be recorded and saved by the centre. All performance and design candidates are required to identify themselves by name, candidate number and role at the beginning of each extract.

Centres are reminded that you must ensure you are following the best practice when recording a performance. Please refer to **Appendix 4** of the specification for further information.

After the examination/recording

The following materials need to be uploaded **seven working days after the exam/date of the recording**:

- recordings of examination performances
- centre/candidate information sheet (CCIS) – one per centre (teacher declaration 2 completed)
- additional documentation for designers (if applicable)
- additional documentation must be recorded on the day of the exam alongside any supporting evidence (if applicable)
- permission to use non-assessed individuals (if applicable).

** For Digital Submissions only: Copies of Performance Text Extracts*

Centres must ensure they retain a copy of all files submitted to Pearson via LWT. Pearson will not return any externally assessed work to centres.



Component 3: Theatre Makers in Practice (Paper Copes: 1DR0/3A or 1DR0/3B)

This is an externally assessed written examination with two papers.
Centres must make entries for either Paper 1DR0/3A or 1DR0/3B.

1DR0/3A – covers the List A performance text choices.

1DR0/3B – covers the List B performance text choices.

Section A - Bringing Texts to Life

- Practical exploration and study of one complete performance text
- Choice of six performance texts
- Copies of the set texts are not allowed in the examination.
- Extracts will be provided in the examination.
- 45 marks are available.
- Candidates must answer all questions in response to one of the six set texts.

The texts chosen for Component 2 must fulfil the contrast requirements of time, genre and playwright with the chosen text for Component 3. **Please see pages 6–8 of the specification for more detail.**

The Question Paper is split to cover List A performance texts (option 1DR0/3A) and List B performance texts (option 1DR0/3B).



Please ensure the correct entry code is made for this component so that your centre receives the correct Question Paper.

List A (pre-1954) 1DR0/3A		
Performance text	Genre	Prescribed edition*
<i>A Doll's House</i> , Henrik Ibsen (adapted by Tanika Gupta)	Historical drama	Methuen Drama (Bloomsbury) ISBN 9781350261075
<i>An Inspector Calls</i> , J.B Priestley	Social thriller/ mystery	Heinemann ISBN 9780435232825
<i>Antigone</i> , Sophocles (adapted by Roy Williams)	Tragedy	Methuen Drama (Bloomsbury) ISBN 9781350260849
<i>The Crucible</i> , Arthur Miller	Historical drama	Methuen (student edition) ISBN 9781350245778
<i>Government Inspector</i> , Nikolai Gogol (adapted by David Harrower)	Black comedy	Faber & Faber ISBN 9780571280490
<i>Twelfth Night</i> , William Shakespeare	Romantic comedy	New Longman Shakespeare ISBN 9780582365780



List B (post-2000) 1DR0/3B		
Performance text	Genre	Prescribed edition*
<i>100</i> , Diene Petterle, Neil Monaghan and Christopher Helmann	Ensemble storytelling	Nick Hern Books ISBN 9781854597373
<i>1984</i> , George Orwell, Robert Icke and Duncan Macmillan	Political satire	Oberon Plays ISBN 9781783190614
<i>Blue Stockings</i> , Jessica Swale	Historical drama	Nick Hern Books ISBN 9781848423299
<i>DNA</i> , Dennis Kelly	Black comedy	Oberon Plays (school edition) ISBN 9781840029529
<i>The Free9</i> , In-Sook Chappell	Tragedy/ ensemble storytelling	Methuen Drama (Bloomsbury) ISBN 9781350261037
<i>Gone Too Far!</i> , Bola Agbaje*	Social drama	Methuen Drama (Bloomsbury) ISBN 9781350258433



Section B - Live Theatre Evaluation

It is a regulatory requirement that students are required to watch a live theatre performance. Centres must submit a confirmation of visiting live theatre to Pearson by 1 May 2026. This form is available here: [Live Theatre Evaluation Confirmation Form](#)

Students must have attended live theatre by 1 May.

If there are extenuating circumstances that prevent a candidate from referring to a live theatre performance for this component, please contact drama.assessment@pearson.com

Live Theatre Evaluation requirements:

- Production chosen must not be a live performance of any of the 12 set texts.
- Free choice of any other live peer, amateur or professional production, as long as the choice enables students to access the demands of this component.
- Sung-through musicals are not permitted for the Live Theatre Evaluation.
- Copies of any performance texts are not allowed in the examination.
- Authenticated live theatre performance notes may be used in the examination.
- 15 marks are available.

In section B, candidates must answer both questions in response to the same live performance.

Candidates are allowed to use theatre evaluation notes of up to a maximum of 500 words. Theatre evaluation notes must be kept in a secure place by the centre until the day of the exam and placed on desks with the answer booklet. These notes must be focused on one performance only.

These notes may include reference to:

- Performers, including performers in specific roles
- Design considerations, including the use of costume, set, lighting and sound
- The director's concept/interpretation and the chosen performance style
- The use of the theatre space
- How ideas were communicated during the performance.

Sketches, drawings and diagrams may also be included in the notes and used to support the response to the question if required. No pre-published material, including programmes and photographs, may be taken into the examination or form part of the notes. Notes may be handwritten or word processed but the total word limit must not be exceeded.

Notes must not be submitted with the examination paper but retained by the centre and kept until after the post-results services deadline.

The Component 3 Live Theatre Evaluation notes form must be attached to the front of the notes.

A copy of the Live Theatre Evaluation Notes form can be found [here](#).

Centres are reminded that the choice of live theatre performance cannot be a performance text that is on the prescribed list of the specification.



Important Information

Consortium arrangements

If you are a centre that will be part of a consortium, your candidates will be treated as a single group for the purposes of coursework moderation. You need to identify a consortium coordinator who must ensure that internal standardisation is carried out by all the teachers involved in each component. We will allocate the same moderator to every centre within the consortium for a particular component, with confirmation or adjustment of marks being applied to all centres within the consortium.

Centres **must** register their consortium arrangements using the [JCQ centre consortium form](#) which then must be sent to the Pearson Deployment team at gqdeployment@pearson.com.

Lost coursework

If work is either lost, damaged or irretrievable, i.e., video performances become corrupted. Your centre should complete a [form 15](#), which is available to download at, this must then be sent to resultsresolution@pearson.com.

Do **not** submit a lost coursework form for centre technical errors e.g., missing sound from video performances. These instances should be followed up with an application for special considerations.

Special consideration

If a candidate has been affected by adverse circumstances beyond their control, they may be eligible for special consideration. This may include candidates who have been present or absent from the assessment.

Applications for special consideration along with the appropriate documentation, such as a medical certificate, should be sent to:

The Special Requirements Department Pearson
Fretwell Road
Hellaby Business Park
Rotherham
S66 8HN

Email: uk.special.requirements@pearson.com

Special consideration will not be given to those candidates absent because of holidays or personal arrangements.

Applications for Missing Centre Assessed work or Special Consideration must be made by the examinations officer to the relevant department at Pearson.

For further information on access arrangements or special consideration and all the necessary forms please go to the [Joint Council website](#) and consult your Examinations Officer.



Absent candidates

Absent candidates should be indicated with an “A” on the assessment forms/ attendance register. Where a candidate is disadvantaged or affected by circumstances that are beyond his or her control or is suffering from illness or a temporary condition at the time of examinations, you can submit a request for special consideration.

Component 3

Special consideration may be applied for absent candidates at the time of the written examination if they have been disadvantaged or affected by circumstances beyond their control. For further information on access arrangements or special consideration and all the necessary forms please go to the [Joint Council website](#) consult your Examinations Officer.

Online support material is also available through the [Pearson/Edexcel website](#).

Assessment administration including request for permission for non-assessed candidates, digital theatre, extension requests:
drama.assessment@pearson.com

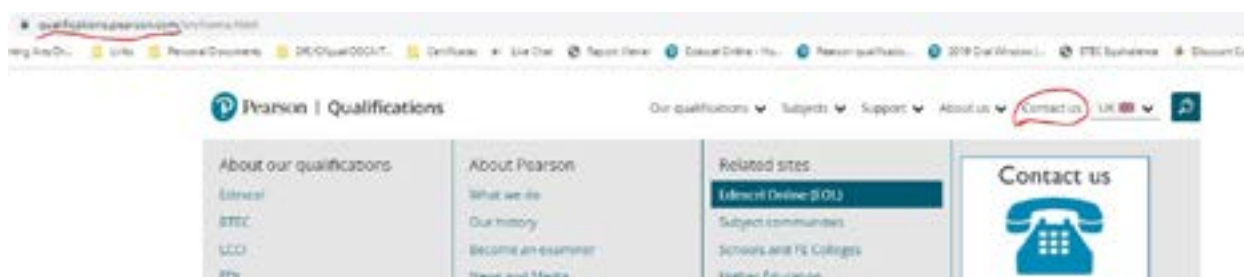
General centre related queries including reporting lost coursework, requesting special requirements, queries regarding entries and results:
[Pearson Qualifications Support - Contact Us](#)

Centres are also advised that the FAQ page is regularly updated, and this is designed to answer questions regarding the delivery of the specification.

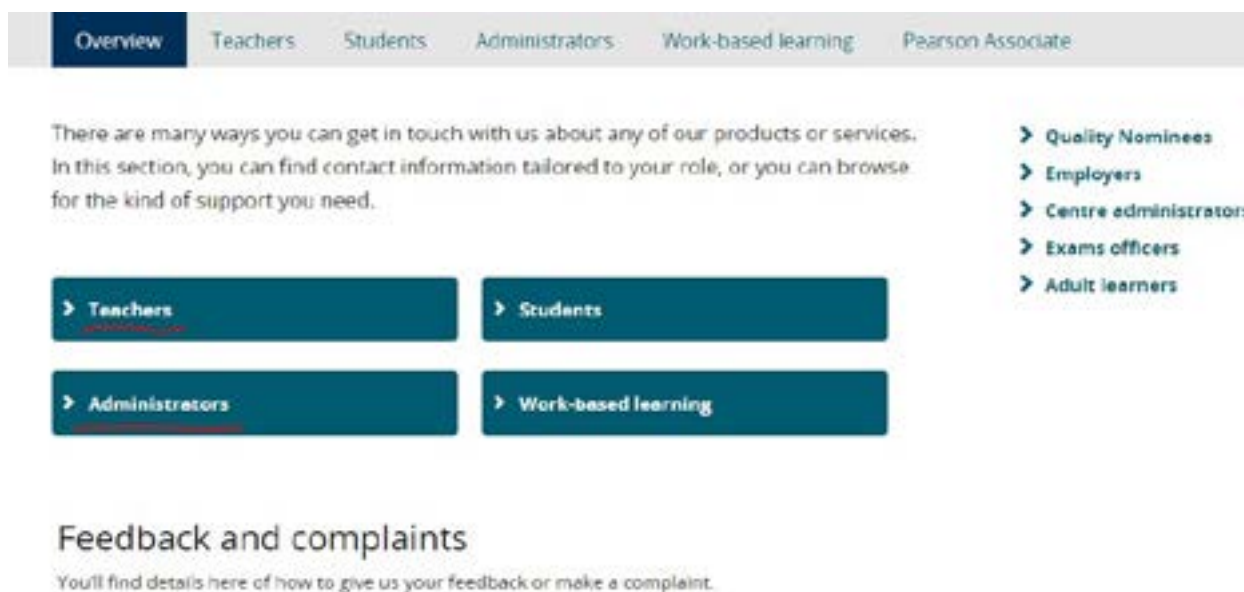
Support for Centres

If you have any subject specific questions about the content of this Administrative Support Guide you can contact the Subject Advisor for Drama, Paul Webster, by emailing teachingperformingarts@pearson.com or calling on 0344 463 2535 or by following the below steps:

Go to [Contact us | Pearson qualifications](#) and click on 'contact us' on top of the page



Select your role i.e Teacher or Examinations Officer



Feedback and complaints

You'll find details here of how to give us your feedback or make a complaint.

Select relevant subject and click on 'Email & Live Chat'

D

Design and Technology
 UK: 0344 463 2819
 Intl: +44 (0)344 463 2819
[> Email & Live Chat](#)

DiDA
 UK: 0333 016 4160
 Intl: +44 (0)333 016 4160
[> Email & Live Chat](#)

Drama
 UK: 0333 016 4141
 Intl: +44 (0)333 016 4141
[> Email & Live Chat](#)

Fill in your details and outline all details of your query. After you are done, click 'next' and you will be able to submit the case.

Tell us about your issue

*What kind of customer are you?

Centre Number

*IssueType

*Category Type

*SubCategory Type

*Qualification

*Qualification Subject

*Describe the issue you're experiencing
 Please provide all information relevant to your case.
 Have attachments? You can add them at the end, once you have submitted the case.

test

Click 'Next' to login using your Edexcelonline/Gateway credentials - Or Create if a new user





Appendix 1: Non-examined Assessment (NEA) Submission Arrangements

In order to help with teacher and moderator workload, and to ensure our commitment to working more digitally, we use a digital platform for centres to send us their NEA/coursework samples.

The platform is called the **Learner Work Transfer (LWT)** portal. This means that your students' work and accompanying documents for Component 1 and Component 2 will be sent to us via this platform.

There is no hard copy submission of a students' work and documentation.

Information about LWT can be found on [our website](#) and is accessed through Edexcel Online (EOL) and any issues should be made through EOL. The subject advisor will also produce a help video which will be available soon.

If you experience any problems with using the LWT then please [contact the helpdesk](#).



Component 1

Preparation of sample

Both of the approaches listed below are acceptable and both options are digital.

Option 1: Scanning

Students submit their work as a hard copy as in previous years, and you scan and then upload the sample (most photocopiers have a scanning function).

1. Students submit their final portfolio with the NAS (and designer documentation if applicable) in hard copy.
2. Mark the students' work as usual (this can be done on the work itself or on their NAS or a combination of both). If you put comments on their work, please make sure this is clear on the NAS.
3. Moderate your centre's coursework submission as a whole by second marking all or a sample of your cohort. Show the moderation process by annotating the portfolio, for example in a different colour to the original marking or by adding a second marker's comments or by recording additional comments on the CCIS. The comments of the first and second marker/moderator should be distinguishable.
4. Scan all the required hard copy documents and then prepare your sample documentation following the naming conventions below.
5. Upload to LWT, the work for each sampled students, the CCIS, and any other relevant additional documentation.

Option 2: End to end digital

Digital submission with digital in-text annotation using a digital marking platform.

1. Students submit their portfolio and the NAS (and designer documentation if applicable) to you digitally.
2. Mark and annotate your students' work using a digital marking platform.
3. Moderate your centre's coursework submission as a whole by second marking all or a sample of your cohort. Show the moderation process by annotating the scripts digitally or adding additional comments on their CCIS. The comments of the first and second marker/moderator should be distinguishable.
4. Scan all the required hard copy documents and then prepare your sample documentation following the naming conventions below.
5. Upload to LWT, the work for each sampled students, the CCIS, and any other relevant additional documentation.

Document file naming requirements

Please follow these naming conventions for the required documentation.

Recorded performances

File naming convention for group recordings:

[centre number #]_[component no #]_[group number #]

For example, centre 12345 for group 1 would submit a recording entitled:
'12345_C1_group 1'

Accompanying documentation

Please submit the following as one PDF document per student:

- at the front NAS
- then the portfolio
- at the end any additional design documentation (if applicable)*
*see below for the list
- File naming convention for this one document:

[centre number #]_[component number [candidate number#]]_[portfolio

For example, Jackie Kay, candidate number 6789, from centre 12345 would submit a portfolio entitled:
'12345_C1_6789_portfolio'

- File naming convention for centre/candidate information sheet per centre/ student:

[centre number #]_[component number]_[CCIS]*

For example, centre 12345 would submit a CCIS entitled:
'12345_C1_CCIS'

- File naming convention for email permission from Pearson regarded non-assessed individuals (if applicable).

[centre number #]_[component no #]_[NAI]

For example, centre 12345 would submit a doc entitled:
'12345_C1_NAI'

Additional designer documentation requirements

(From page 15 of the specification)

Costume design

In addition to the documents required for Component 1 we also require a costume plot or list of costumes/accessories worn by each performer indicating any changes as appropriate

- File naming convention costume design student:

[centre number #]_[component no #]_[candidate number #]_[costume plot_list]

For example, Jackie Kay, candidate number 6789, from centre 12345 for would submit a doc entitled:

'12345_C2_6789_costume plot_list

Lighting design

In addition to the documents required for Component 1 we also require a lighting plot or cue sheet incorporating a range of transitional devices as appropriate.

- File naming convention lighting design student:

[centre number #]_[component no #]_[candidate number #]_[lighting plot_cue sheet]

For example, Jackie Kay, candidate number 6789, from centre 12345 for would submit a doc entitled:

'12345_C2_6789_lighting plot_cue sheet'

Set design

In addition to the documents required for Component 1 we also require a ground plan of the performance space, including entrances and exits, audience positioning and stage furniture (as appropriate).

- File naming convention set design student:

[centre number #]_[component no #]_[candidate number #]_[set ground plan]

For example, Jackie Kay, candidate number 6789, from centre 12345 for would submit a doc entitled:

'12345_C2_6789_set ground plan'

Sound design

In addition to the documents required for Component 1 we also require a cue sheet showing the source, order, length and output level of each cue.

- File naming convention sound design student:

[centre number #]_[component no #]_[candidate number #]_[sound cue sheet]

For example, Jackie Kay, candidate number 6789, from centre 12345 for would submit a doc entitled:

'12345_C2_6789_sound cue sheet'

Other documentation

A centre may submit a variety of other documentation to support the mark given for design work submitted for Component 1. Therefore, please follow these principles naming documents – include the:

[centre number #]_[component no #]_[candidate number #]

Then add a description of the evidence, for example, [rehearsal recordings].

Component 2

Please follow these naming conventions for the required documentation.

Recorded performances

- File naming convention for performance recordings should reflect the performance schedule/running order:

[centre number]_[component number]_[performance number]

For example, centre 12345 for performance 1 in the schedule would submit a recording entitled '12345_C2_performance 1'

- the CCIS document available to download from the website lists a number of examples

An example of the CCIS Form with file names is available from our website

Accompanying documentation

- File naming convention for statement of intention per student:

[centre number #]_[component no #]_[candidate number #]_[intention]

For example, Jackie Kay, candidate number 6789, from centre 12345 for would submit a document entitled:

'12345_C2_6789_intention'

- File naming convention for centre/candidate information sheet one per centre/candidate:

[centre number #]_[component no #]_[CCIS]*

For example, centre 12345 would submit a doc entitled:

'12345_C2_CCIS'

- File naming convention for extract information sheet one per performance:

[centre number #]_[component no #]_[Performance type and Group Number]_Extract*

For example, centre 12345 would submit a doc entitled:

'12345_C2_Blood Brothers_Extract1'

- File naming convention for email permission from Pearson regarded non-assessed individuals (if applicable).

[centre number #]_[component no #]_[NAI approval email]

For example, centre 12345 would submit a doc entitled:

'12345_C2_NAI'

Additional designer documentation requirements

(From page 40 of the specification)

Costume design

In addition to the documents required for Component 2 we also require a costume plot or list of costumes/accessories worn by each performer indicating any changes as appropriate.

- File naming convention costume design student:

[centre number #]_[component no #]_[candidate number #]_[costume plot_list]

For example, Jackie Kay, candidate number 6789, from centre 12345 for would submit a doc entitled:

'12345_C2_6789_costume plot_list

Lighting design

In addition to the documents required for Component 2 we also require a lighting plot or cue sheet showing incorporating range of transitional devices as appropriate.

- File naming convention lighting design student:

[centre number #]_[component no #]_[candidate number #]_[lighting plot_cue sheet]

For example, Jackie Kay, candidate number 6789, from centre 12345 for would submit a doc entitled:

'12345_C2_6789_lighting plot_cue sheet'



Set design

In addition to the documents required for Component 2 we also require a ground plan of the performance space, including entrances and exits, audience positioning and stage furniture (as appropriate).

- File naming convention set design student:

[centre number #]_[component no #]_[candidate number #]_[set ground plan]

For example, Jackie Kay, candidate number 6789, from centre 12345 for would submit a doc entitled:

'12345_C2_6789_set ground plan'

Sound design

In addition to the documents required for Component 2 we also require a cue sheet showing the source, order, length and output level of each cue.

- File naming convention sound design student:

[centre number #]_[component no #]_[candidate number #]_[sound cue sheet]

For example, Jackie Kay, candidate number 6789, from centre 12345 for would submit a doc entitled:

'12345_C2_6789_sound cue sheet'

Summary of forms and documents

GCSE Drama forms and documents

Component 1	Component 2
<ul style="list-style-type: none"> ▪ Administrative Support Guide 2026 ▪ Component 1 Centre/Candidate Information Sheet (CCIS) Word or Excel version ▪ Component 1: NEA Authentication Sheet <p>PLUS</p> <ul style="list-style-type: none"> ▪ Recorded Performances ▪ Portfolios ▪ Email for non-assessed individuals (if used) ▪ Additional design evidence (design students only) 	<ul style="list-style-type: none"> ▪ Administrative Support Guide 2026 ▪ Component 2 statement of intentions ▪ Component 2 Centre/Candidate Information Sheet (CCIS) Word or Excel version ▪ Copy of each extract per performance <p>PLUS</p> <ul style="list-style-type: none"> ▪ Recorded Performances ▪ Email for non-assessed individuals (if used) ▪ Additional design evidence (design students only)

What file types can be submitted?

Please see Appendix 1a for the accepted file types.

Do I have to upload a performance file for each student?

No, this isn't necessary. For the performance files, you can upload shared files onto the LWT so don't have to upload the same file for each individual student.

Also, handy tip you don't have to stay logged in when uploaded you can log out and check later which might be useful for larger files.

Is there a file limit for files for each student?

Yes, there is an 8GB limit for each student.

What about data protection and privacy?

LWT is secure, so there is no need to encrypt the files you are uploading.



Appendix 1a – File formats accepted on LWT

This is the complete list of acceptable file formats.

Audio	Document/Office	Image
.mp3	.doc	.jpeg
.wav	.docx	.gif
.m4a	.oft	.jpg
.wma	.pfd	Animated GIF <i>(with some limitations on re-sizing and toolbar display)</i>
.aif , .aiff	.pdf	.png
	.ppt	.tiff
.mpeg	.pptx	.tif
.vlc	.pub	
ogg ,.oga	.odt	
.mid	.xls	
.midi	.xlsx	
.m4a	.txt	
	.html , .htm	
	.epub	
	.css	
	.js	
	.rtf	
	.csv	
	.xml	
	.ppsx	
Other Files	Video	
zip (not password protected)	.mpeg	
.exe	.flv	
.rar	.mov	
.vod	.wmv	
	.rm	
	.mp4	
	.avi	
	.vts	
	.vlc	
	ogg , .ogv	

Appendix 1b – Digital Authentication of the NAS

Each student and teacher assessor must sign an NAS for Component 1.

These then need to accompany each sample student’s portfolio and be uploaded digitally onto LWT.

There are three ways of signing and submitting the NAS to Pearson:

1. Commenting on the Word version of the form using the ‘Comment’ function to show the date and time stamp of when the document was signed by both teacher and student
2. Commenting on a PDF version of the form using the ‘Comment’ function to show the date and time stamp of when the document was signed by both teacher and student
3. Printing the NAS, signing it by hand and then scanning into your computer.

This guidance will walk you through how to sign the NAS using options 1 and 2.

Commenting on a Word Document

Attaching a comment to the signature boxes on the Word version of the NAS allows the moderator to see which user made the comment and at what time and date.

The teacher assessor and candidate should sign the boxes on their own user accounts so that the moderator can validate that it was the teacher and student who signed the authentication sheet.

Before commenting with the signatures, the rest of the form should be completed first by filling in the relevant boxes.

To make a comment on a Word Document, users should follow these steps:

1. Select the content you want to comment on (the Teacher/Assessor or Candidate declaration).

Teacher/Assessor declaration

I declare that the work submitted for assessment has been carried out without

assistance other than that which is acceptable according to the rules of the specification.

Assessor name:	Mr John Smith		
Assessor signed:		Date:	30/10/2020

Candidate declaration



The date in the 'Date' box should match the timestamp date of the comment.

2. Go to Review > New Comment



October 30, 2020

Teacher/Assessor declaration

I declare that the work submitted for assessment has been carried out without assistance other than that which is acceptable according to the rules of the specification.

Assessor name:	Gemma Hughes		
Assessor signed:		Date:	30/10/2020



Type your name to sign the NAS. If you want to make changes to any of your comments, you are able to go back and edit them.

Commenting on a PDF

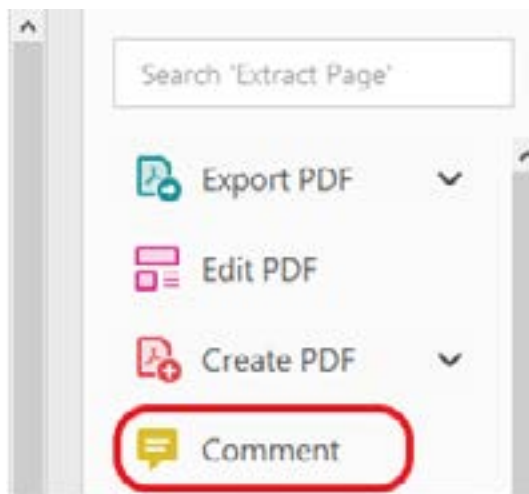
Attaching a comment to the signature boxes on the PDF version of the NAS allows the moderator to see which user made the comment and at what time and date.

The teacher and candidate should sign the boxes on their own user accounts so that the moderator can validate that it was the teacher and candidate who signed the authentication form.

Before commenting with the signatures, the rest of the form should be completed first by filling in the relevant boxes.

To make a comment on a PDF, users should follow these steps:

1. Select the 'Sticky Note' tool in the comment toolbar and click where you want to place the note (the Teacher/Assessor or Candidate declaration).



2. Type text in the pop-up note

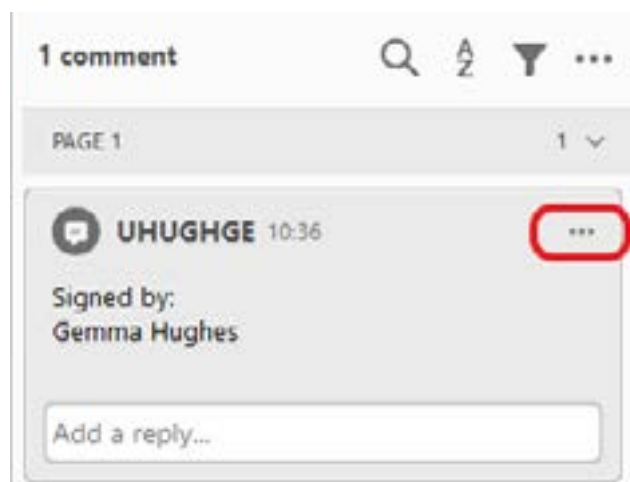
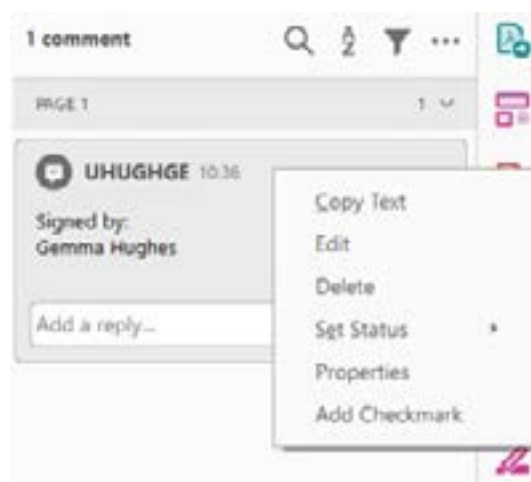
Teacher/Assessor declaration

I declare that the work submitted for assessment has been carried out without assistance other than that which is acceptable according to the rules of the specification.

Assessor name:	Gemma Hughes		
Assessor signed:		Date:	30/10/2020



3. To edit/delete a comment, click the three dots in the comment box.

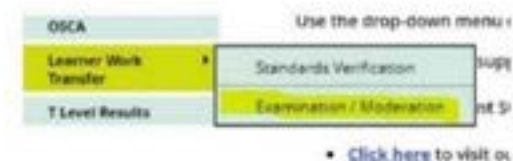


Appendix 1C – LWT submission screenshots

Accessing Learner Work Transfer (LWT)

You will be able to access via Edexcel Online.

- Log in to Edexcel Online
- Do not select a qualification
- Navigate to Learner Work Transfer on the menu on the left
- Select Examination – Component 2
Moderation – Component 1
- Ensure pop ups are enabled – top right of screen



Appendix 1C – LWT submission screenshots

LWT Dashboard

You will enter the LWT Dashboard. There are three tabs – To Do, In Progress and Completed

To Do – New requests

In Progress – Submission has begun and will have some material uploaded but hasn't been submitted

Completed – Submitted. These are read only and can't be edited.



Appendix 1C – LWT submission screenshots

LWT Dashboard

You can select between Examination components and Moderation components

There is also a search box. You can use this to narrow the components that are visible or to find the exact component.

Use the three dots to give options for the component or to enter the component to upload material





Appendix 1C – LWT submission screenshots

Three LWT sections

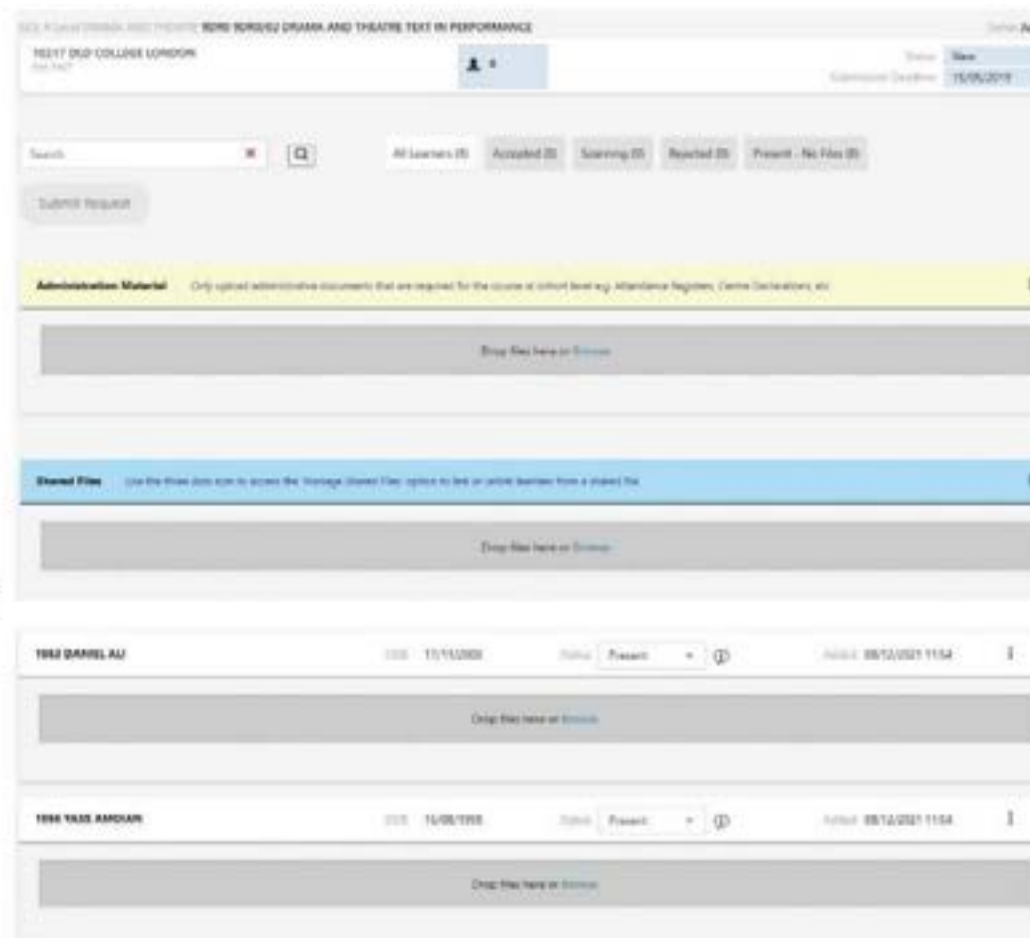
There are three main sections where material can be uploaded in the component.

Component 2

Administration material - cohort level e.g. non-assessed individual permission emails

Shared Files – files that are used for more than one student. You can use this section to link or unlink files e.g. Excel or Word Centre Information Sheets, videos of group/duologues, extracts for groups/duologues

Students – individual upload section for each student. Linked shared files will also appear e.g. intentions, mono videos, Word CIS forms (if being used), additional docs for designers, mono extracts





Appendix 1C – LWT submission screenshots

Three LWT sections

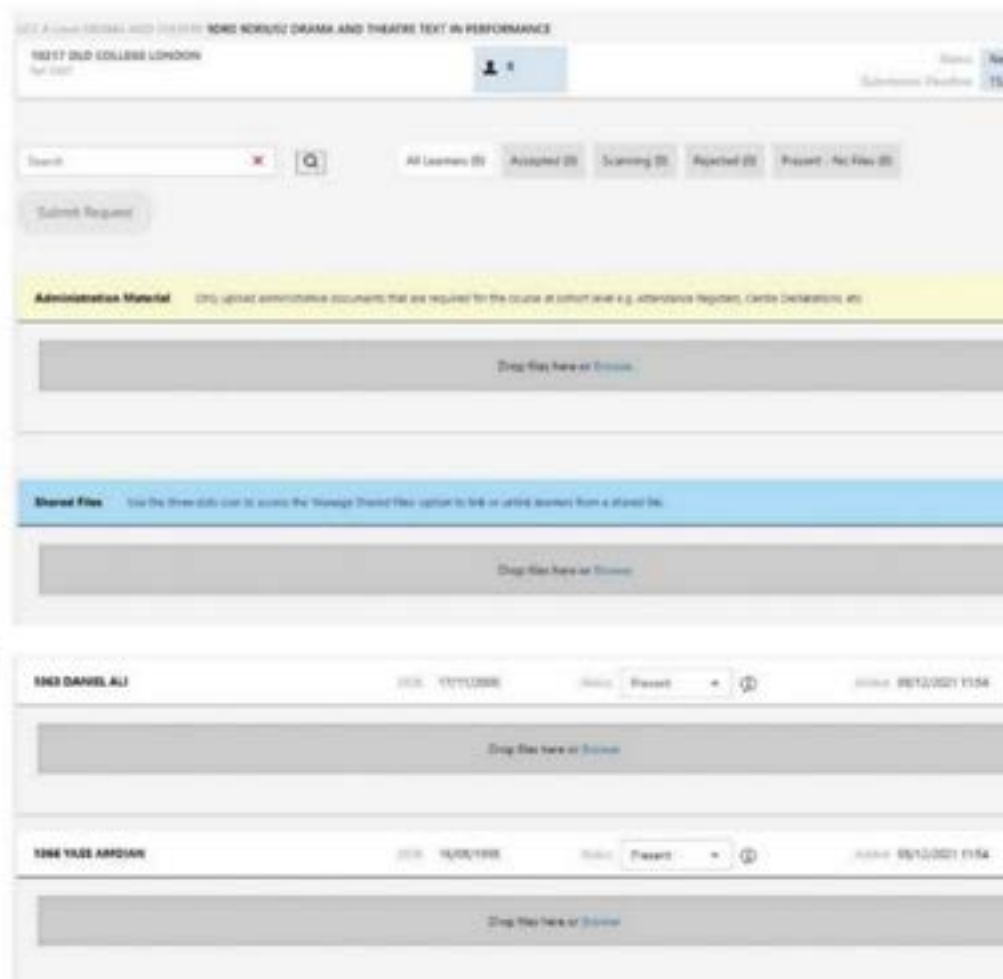
There are three main sections where material can be uploaded in the component.

Component 1

Administration material - cohort level e.g. Excel or Word Centre Information Sheets, non-assessed individual permission emails

Shared Files – files that are used for more than one student. You can use this section to link or unlink files e.g. videos of group/duologues

Students – Individual upload section for each student. Linked shared files will also appear e.g. mono videos, Word CIS forms (if being used), additional docs for designers, portfolios



Appendix 1C – LWT submission screenshots

Managing learners

Component 1

You can add learners, if needed, using the Manage Learners option.

You may need to do this to add the highest and lowest scoring student as part of the moderation sample.



Appendix 1C – LWT submission screenshots

Managing learner status

For each student you can select if they were Present, Absent or No Evidence.

You will only be able to upload material for those marked Present.

You will not need to add anything for candidates marked Absent or No Evidence and will be able to submit the request.



Appendix 1C – LWT submission screenshots

Uploading files

You can either drag and drop files into the grey area for each candidate or use the 'Browse' option to navigate to the files to upload using the file explorer.

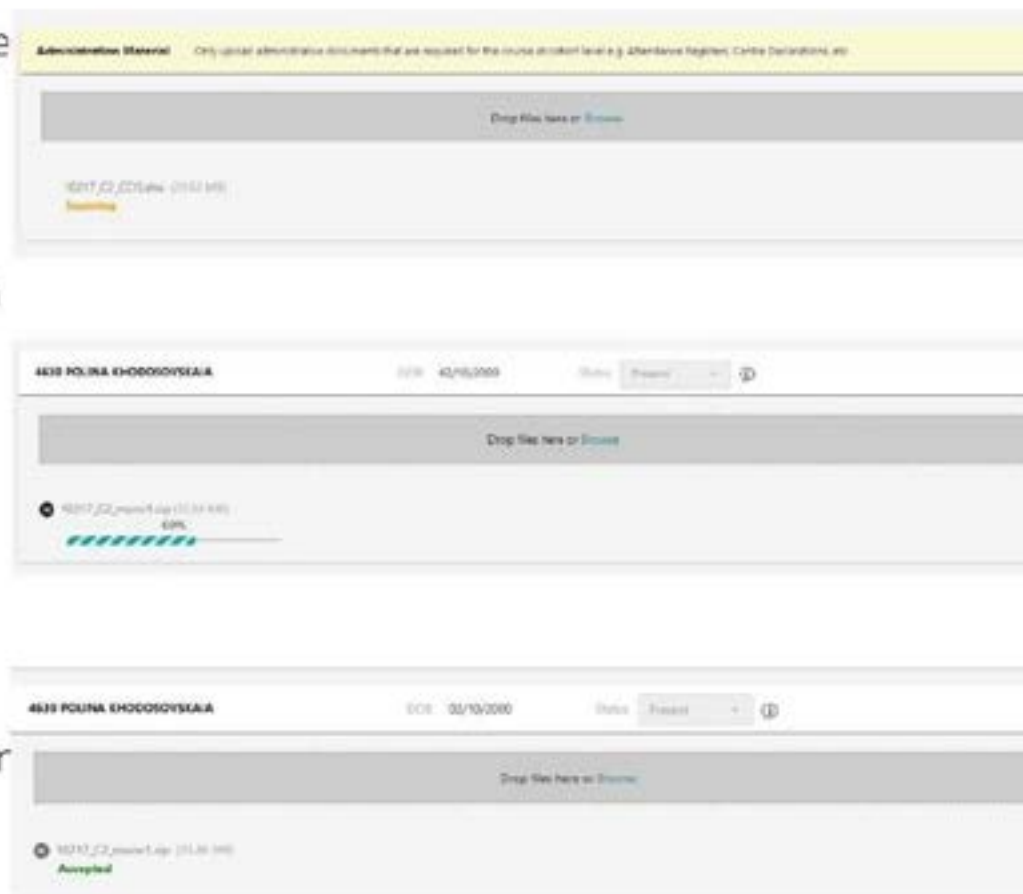
Files are then checked to make sure they are in an accepted format and aren't password protected.

This will result in files being accepted or rejected.

You can navigate away from the check as this continues in the background.

You can continue to upload files while others are in the process of uploading. You don't have to wait.

Files can be removed by clicking on the X next to them.



Appendix 1C – LWT submission screenshots

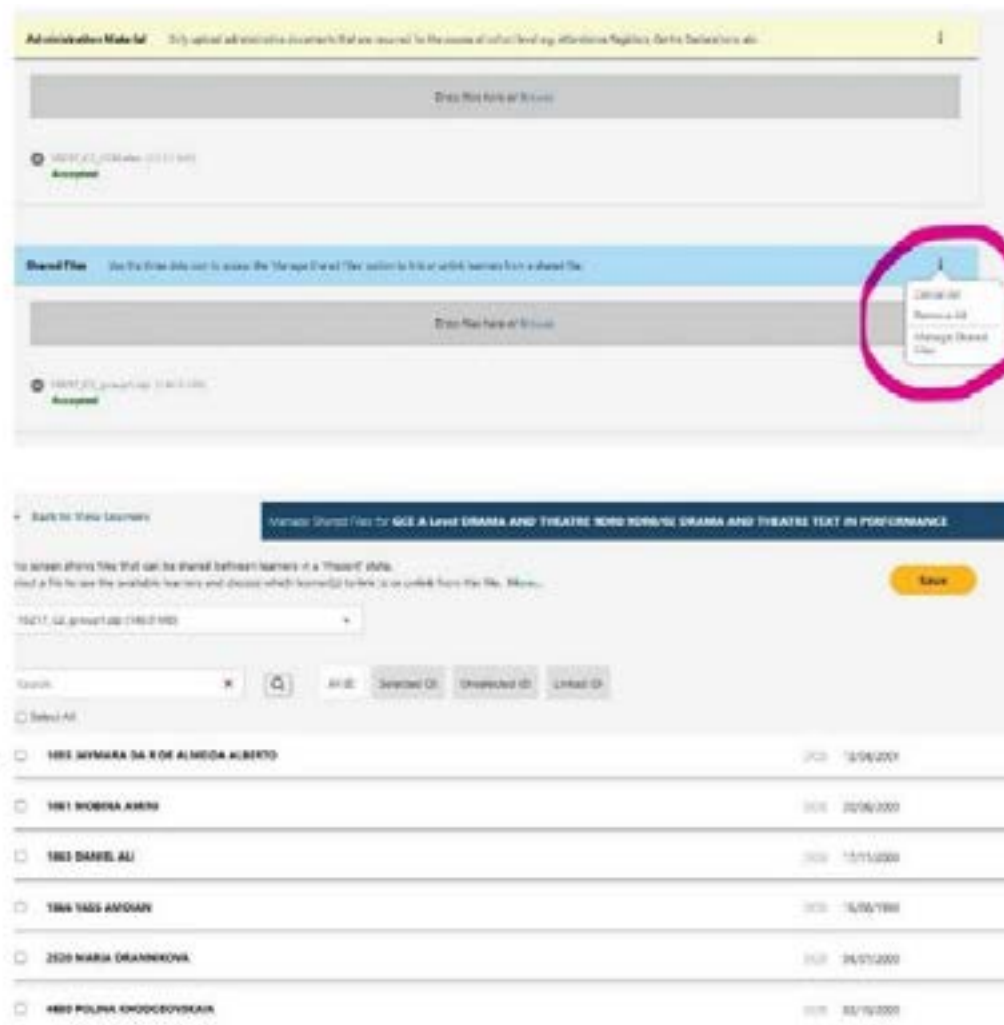
Managing files

You can either drag and drop files into the grey area for the shared files section.

Files are checked in the same way as individual candidate files.

Once accepted you will be able to link the file to candidates.

Click on the three dots at the end of the blue heading and select Manage Shared Files. Select the file from the dropdown list. Use the tick boxes to select the candidates to link the file to and 'Save'



Appendix 1C – LWT submission screenshots

Managing uploads

Now when you move back to the main screen, you can see that each selected student has the recording under their name

Please note the group icon for the file – this indicates that it's in the Shared Files section

Top tip: files that are rejected can be renamed with _2 at the end – this should help!



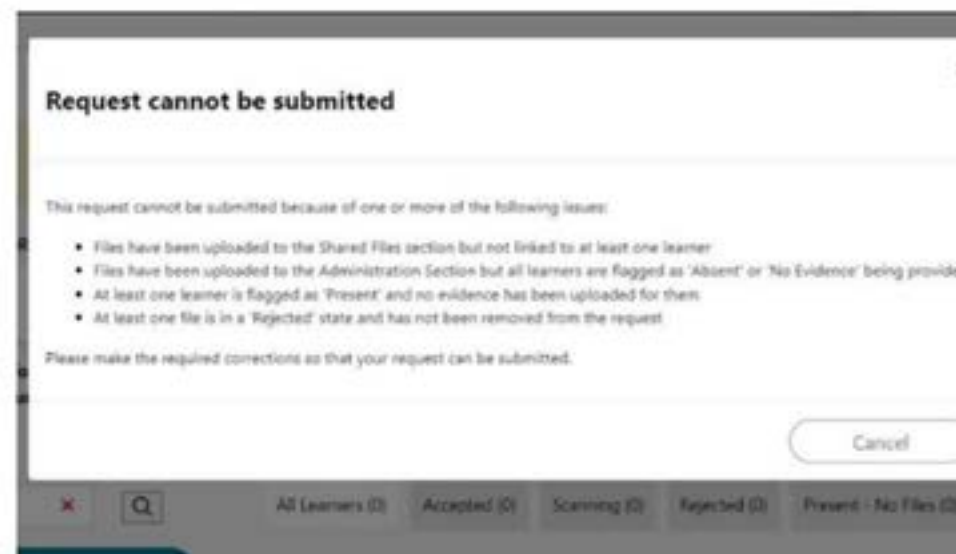
Appendix 1C – LWT submission screenshots

Submitting the work

Please select the big orange button labelled 'Submit request'



If there are any issues with the submission, an error message will appear on the screen. Please follow the instructions to rectify the issues.



Appendix 1C – LWT submission screenshots

Managing after submission

If you have made a mistake, you can contact your moderator/examiner and ask them to return the request. Once they do this it will move to the 'In progress' tab with the status 'Returned' and you will be able to add and remove files.

Examiner/moderator details – they may have contacted you first. If not, please contact us to request this information:
drama.assessment@pearson.com

If the moderator/examiner thinks a mistake has been made they will return the request to the centre. You will receive an email explaining the action needed.

