



Pearson

**Administrative Support Guide (ASG):
Instructions for the Conduct of the
Spoken Language Endorsement**

GCSE English Language 1EN0

Issue 2, November 2018

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Introduction

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

- [GCSE English Language 9-1 Specification](#)
- JCQ [Instructions for conducting non-examination assessments](#)
- JCQ [access arrangements](#)
- JCQ [Information for candidates: Non-examination Assessments \(NEA\)](#)

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 according to the requirements for the NEA component of 1EN0. This guidance encompasses feedback from the Principal Monitor following the first submission of 1EN0 E in summer 2017.

Key dates for the Spoken Language Endorsement (SLE)

November exam series

Date	Action required
From mid-October each year	Candidates' names will be available on Edexcel Online for grade entry & your monitor's details will be available
Around 5 November each year	By this date, grades must be entered and your self-selected sample must be with your monitor

Summer exam series

Date	Action required
From mid-April each year	Candidates' names will be available on Edexcel Online for grade entry & your monitor's details will be available
15 May each year (this date does not change from year to year)	By this date, grades must be entered and your self-selected sample must be with your monitor

With the exception of 15 May, please check all other dates in the [Information Manual](#) each year.

Re-use of SLE grades

Can students carry forward their Spoken Language Endorsement result from their previous attempt at GCSE English Language 9-1?

Yes, they can carry forward the SLE result from a previous attempt at Edexcel 1EN0 or the 9-1 GCSE English Language of the other awarding organisations, providing they achieved a pass, merit or distinction. Exams officers will use a 'transfer' option code '1EN0 T' when making entries for students who are using their previous SLE grade. The option codes are in the [information manual](#). Students who are resitting 1EN0 may also resit the SLE if they wish. If students resit the SLE, their latest rather than their best result will be recorded on their certificate.

If a student was graded 'not classified' in their previous attempt at GCSE English Language 9-1, they must be given the opportunity to resit the SLE. Every student must have the opportunity to sit the SLE and the Head of Centre must confirm this in the declaration they submit with the recordings of the sample for SLE.

What happens if a student claims to have an SLE grade and is entered using 1EN0 T but Edexcel cannot locate a grade (from either Edexcel or another awarding organisation)?

The student's entry must be changed to 1EN0 and the student must complete the SLE as usual. Amendment fees will be charged after the 'amendment fee' deadline given in the information manual.

Students cannot carry forward a speaking and listening result from a legacy (A*-G) GCSE.

Students cannot transfer credit from the speaking and listening element of another English qualification such as International GCSE or Functional Skills.

Grade entry

Please note, you need to have 'coursework and portfolio' ticked in your Edexcel Online profile in order to enter grades and see monitor details. If you don't, your exams officer can amend your profile.

What grades/letters can be entered?

NC=Not classified ('fail', no grade or exempted)

P=Pass

M=Merit

D=Distinction

Please do not type 'return' after entering a grade or ticking a candidate as being in the sample. Move your cursor to the next grade box each time and enter the grade.

You can enter some of your grades & candidates in the sample, 'submit' and return later to complete your submission. The system is designed so that after 25 minutes a warning message advising that there are five minutes left before time out is displayed. Once grades have been submitted, the timer re-sets to 30 minutes and more grades can be entered. However if the warning is ignored, after 30 minutes grades will be lost.

The steps for entering your grades and sample are as follows:

1. Log in to Edexcel Online.
2. Click 'home' top right.
3. Select 'GCSE' from the drop down 'select qualification' box on the left.
4. Hover over 'Candidates' in the menu on the left and select 'Search by Course'.
5. Select 'June 20XX' or 'November 20XX' from the dropdown 'session' menu and click 'Next'.
6. Find '1EN0' in the list of qualifications. Click on 'papers' in the far right column for 1EN0.
7. The first item on the list which opens, is labelled 'E', Spoken Language.

8. Click on 'Endorsement Grades'.
9. You will see some guidance, a link to your monitor's details and if you scroll down, the names of your candidates.
10. Enter 'D', 'M', 'P' or 'NC' for each candidate and tick the 'Included in Sample' box for those candidates who you have selected for your sample. Then use the options at the bottom of the page to 'Submit Grades' and then 'Print' the list of entered grades.

When all the grades have been entered, please print off the whole cohort's grades and include this list when you send your sample to the monitor, along with the record sheets of those candidates in the sample.

What if I make a mistake when entering grades?

If, after entering your grades for 1EN0 Spoken Language Endorsement and printing off your candidates' names and grades you find you have made a mistake, please email courseworkmarks@pearson.com providing the following information:

Centre number

1EN0 E

Candidate names affected

Incorrect grades entered and the correct grades for each candidate.

Getting your monitor details

The steps for [finding your monitor details](#) are as follows:

1. Log in to Edexcel Online.
2. Click 'home' top right.
3. Select 'GCSE' from the drop down qualification box on the left.
4. Hover over 'Candidates' in the menu on the left and select 'Search by Course'.
5. Select 'June 20XX' or 'November 20XX' from the dropdown 'session' menu and click 'Next'.
6. Find '1EN0' in the list of qualifications. Click on 'papers' for 1EN0.
7. The first item on the list which opens, is labelled 'E', Spoken Language.
9. Click on 'Monitor Details' for 'E' and your monitor's name and address will appear.

You can use [this video](#) with screen shots to help you.

Please do revisit pages 11-13 of the [specification](#) before you send off your recordings. These pages remind you of the need to retain a copy of your recordings before posting them and also the checks you need to make that your USB stick or CD has recordings on it that are readable, common file types.

Please don't forget to include with the sample:

Assessment record sheets for students in the sample

Print out of the grades for all candidates

[Head of Centre declaration](#), signed by your Head Teacher

Recordings of students selected in the sample.

Can recordings be submitted electronically?

Your recordings for the Spoken Language Endorsement must be physically posted to your monitor on a USB stick or CD.

They cannot be shared on Dropbox or via Google Cloud etc.

Does Edexcel provide envelopes for sending the sample to the monitor? What method of postage is required?

Edexcel does not provide envelopes. It is the centre's responsibility to ensure that their Data Protection Policy is adhered to. In order to support this process you must ensure that all work is sent via tracked Parcelforce.

What happens if a student does not have a grade for the SLE?

The SLE is a required element of the qualification. There is no separate entry code for the SLE as this is a linear qualification with a single code covering the 3 papers. Every student must have the opportunity to sit the SLE and the Head of Centre must confirm this in the declaration they submit with the recordings of the sample for SLE.

If it ultimately proves impossible for a student to sit the SLE, they should be graded 'NC' and 'Not Classified' will appear on their certificate for the SLE.

Many universities require evidence of speaking and listening capability in English Language for their degree courses and students who cannot evidence this may need to sit an additional qualification such as IELTS.

Where can I find full details of how to deliver the Spoken Language Endorsement (SLE)?

They are in the [issue 3 specification](#).

What if I need more help?

You can look at this [presentation](#) and at these [exemplars](#) of student presentations.

Suggested outline of activities

Setting up, delivering and assessing the SLE over one year. NB the order of events is likely to be similar for those starting the delivery of the SLE at any point.

Date	Activities	Outcomes
September	<p>English Department meeting to discuss the set up of SLE and standardisation activity using the inter-board exemplars.</p> <p>Consider how to deliver the SLE to any students with special/additional needs.</p>	<p>Teachers are clear about the different ways students can carry out the SLE.</p> <p>Teachers have decided how topics for the SLE will be set.</p> <p>Teachers can confidently award grades for the SLE.</p> <p>The department is clear about the approach to recording the sample so that the end result is that the school has recorded 10 distinctions/10 merits and 10 passes.</p> <p>The department has decided whether students will be assessed in class, or whether students will be assessed in a different context.</p>
October	<p>Teachers introduce their students to the SLE and help students to select suitable topics.</p> <p>Teachers view 1 or 2 exemplars with students and have students grade the performances.</p>	<p>Students decide what they will present on.</p> <p>Students understand how they will be assessed.</p>
November	<p>Students prepare their presentation.</p>	<p>Students are ready to present.</p>

	<p>Teacher input on the question and answer session.</p> <p>Teacher input on the advantages and disadvantages of using hand-held notes & PowerPoint presentations.</p>	<p>Students have thought about questions that could follow their presentation & those of their peers.</p> <p>Students have decided whether they will use any aids.</p>
December-February	<p>Students carry out their presentations wearing name badges.</p> <p>Teachers complete the assessment record sheet for each student as they carry out their presentation.</p> <p>Teachers record a sample of candidates, saving each presentation securely using file types and file names as defined in the issue 2 specification.</p>	<p>By the end of February, all students have been assessed.</p>
March	<p>English Department makes sure every student has been assessed.</p> <p>Head of Department (HOD) reviews recordings and ensures that the standard has been applied consistently.</p> <p>HOD ensures that the required sample has been recorded and organises additional recording if necessary.</p> <p>Head Teacher signs Head of Centre Declaration form.</p>	<p>Every student has been assessed.</p> <p>The sample has been recorded and securely stored.</p> <p>Assessment record sheets and Head of Centre Declaration form have been completed.</p>
April	<p>HOD or exams officer (EO) inputs candidates' grades onto Edexcel Online & list of grades printed off.</p>	<p>HOD/EO posts memory stick/CD of recordings to monitor with print out of grades, assessment record sheets for the candidates in</p>

	<p>Monitor details accessed on Edexcel Online.</p> <p>HOD prepares the USB stick/CD of the sample of recordings.</p> <p>HOD ensures that all the recordings in the sample are audible and can be played on the software listed in the specification.</p> <p>HOD retains a copy of the sample of recordings.</p>	<p>the sample and The Head of Centre declaration sheet. HOD/EO retains proof of postage.</p>
By 15 May	N/A	<p>Grades entered on Edexcel Online.</p> <p>Sample with documentation with the monitor.</p>

How long must the student’s presentation last? What if I’m assessing more than 1 student at a time, for example using a debate?

Each student must speak for up to 10 minutes, including questions and answers. Students’ presentations (with questions and answers) should not exceed 10 minutes. If you assess several students at the same time, each student still needs to speak for around 10 minutes each. There is no minimum time for the assessment. You should bear in mind that you need to observe a sufficient quantity of speaking and listening in order for the student to demonstrate the criteria for each grade.

How should the listening and responding to questions be managed?

Candidates who are not asked questions and therefore cannot respond to them must be recorded as NC (Not classified). The questions asked, either by the teacher or by other members of an audience, should serve to help the candidate. Students may prepare the questions they will pose prior to the presentation. Challenging yet supportive open-ended questions which allow candidates to develop and expand their arguments, can help candidates achieve higher grades. It is helpful to coach students in the skills needed to pose and respond to questions. However having the audience pose scripted questions which the candidate responds to with scripted replies should be avoided.

Do the students asking questions have to be ‘in shot’?

It is perfectly acceptable to film the candidate face on to the camera or slightly in profile so that the candidate can face both camera and audience. There is no need to film the audience but their questions must be heard. Audiences should not be positioned behind the candidate as addressing questions to the back of his/her head is disconcerting and might well prevent the candidate from meeting the needs of, or engaging, the audience.

Can questions be posed by the teacher only?

Yes, they can but if this approach is used, the students should answer in a manner which suggests a wider audience, as in a TV interview.

Can students use hand-held, bullet-point notes or use PowerPoint presentations?

Yes, they can, but the intention is that they speak freely. Please see the exemplars for examples of how students use notes. If a student ‘reads’ you should use your professional judgement and apply the mark scheme as usual. A candidate who presents to the audience by reading from a script without making eye contact with the audience or using paralinguistic features is unlikely to be able to meet the needs of the audience (to interest them) and achieve the goals of the presentation.

The use of PowerPoint and video can be effective in buttressing presentations. However there is skill involved in using such supporting material, and they can give candidates too much to do in operating them. PowerPoint is perhaps best used sparingly to focus the audience on a particular stage in the development of an argument, rather than to provide a text to be read from and it can be counterproductive to use videos to fill up time, or because they are perceived to be entertaining, rather than support an argument.

Is there any guidance about which topics candidates should present on?

It is highly recommended that this should be a collaborative decision involving both teacher and candidate, with the candidate having some element of choice. Some topics chosen for discussion in summer 2017 made it more difficult (though not impossible) for candidates to achieve the higher grades. Recounting holiday experiences or the virtues of famous footballers or family members are not, in themselves, topics without challenge or sophistication, but they make it that much more of an uphill task to meet the national standards for merit and distinction grades. Subjects which involve a degree of controversy tend to provide able candidates with the best scope. Good examples included ‘The Scourge of People Trafficking’, ‘What is “post-truth”?’, ‘How to encourage children to read’.

Requiring all candidates to speak on the same subject, such as ‘Work Experience’, ‘The Experience of Exams’ or a set text can prevent candidates from showing enthusiasm and ownership and can encourage presentations which are merely descriptive. Presenting on poems or texts which students have studied elsewhere in their English studies did not prove a particularly successful approach in the first submission in summer 2017.

What paperwork is there?

You need to complete an assessment record sheet for each student and a Head of Centre declaration for each centre. These forms are available in Word form [here](#), or you can make photocopies from the issue 3 specification appendices. You should also provide the print off of the whole cohort's grades from Edexcel Online.

How do I complete the authentication sheet if a student does not pass?

If a student does not meet all the criteria for a pass they are awarded a 'not classified'. On the front sheet you would tick the criteria in pass that they do meet and leave the others blank. You then retain the sheet as a 'not classified' will not form part of your sample.

Do I need to make audio-visual recordings of all students?

If you have 30 candidates or fewer, you make audio-visual recordings of **all candidates**. If you have more than 30 candidates, you make audio-visual recordings of 30 candidates. Full details of how to select the sample are in the [specification](#).

Who chooses the sample of students to be make audio-visual recordings of?

The teacher or Head of Department in the centre does.

May hearing-impaired/deaf candidates use British Sign Language and a signer? Can they be exempted?

No, they may not use BSL or a signer. They should apply for an exemption using this JQC [form](#). It should be sent to uk.special.requirements@pearson.

JQC decided that 'when an exemption is granted by an awarding body an indication will be placed on the candidate's certificate'. On certificates a '(+)' will be added to the end of the subject description e.g. ENGLISH(+), with any endorsement grade already in the system not appearing.

What grade do I enter for a student who has an exemption?

'NC'

Can students who have previously sat the legacy GCSE carry forward their speaking and listening result to the 9-1 GCSE in English Language?

No, they can't. Once a student has sat the 9-1 SLE they can carry that result forward across awarding bodies and will not need to resit it, provided they achieved pass, merit or distinction.

Who can get an exemption?

Students who have suitable medical evidence of a condition which would prevent them from completing the SLE can apply for an exemption by sending this [jcq form](#) with the medical evidence to uk.special.requirements@pearson.com. Only students with conditions such as selective mutism are likely to be granted an exemption. When entering grades on Edexcel Online, candidates who have an exemption should be given the grade 'NC'.

What feedback do teachers receive after results have been issued in the summer or November resit exam series?

Centres receive an individual monitor's report (an 'E9') which is downloaded from Edexcel Online. Teachers are also able to download the Principal Monitor's Report. Following the summer series, centres identified by monitors as requiring support will be contacted. Support visits will take place between December and April. Centres will be contacted by letter between September and December if their monitor has identified them for support.

Can private candidates be entered for 1EN0 and what are the arrangements for the SLE?

Private candidates can be entered for 1EN0. The centre accepting the entry must be willing to undertake the SLE with the private candidate. The centre will be contacted after the entry has been made to confirm that they can carry out the SLE with the candidate.

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 English, Clare Haviland by emailing TeachingEnglish@Pearson.com

Forms

These can be downloaded on the [GCSE English Language webpage](#).

Assessment record sheet: spoken language endorsement

Head of centre declaration: spoken language endorsement

GCSE English Spoken Language Endorsement	
Centre number:	Recorded?
Candidate number:	Candidate name:
Details of task:	

Assessment criteria	✓
Pass criteria	
Is audible	P
Uses Spoken Standard English*	P
Expresses straightforward ideas/information/ feelings	P
Makes an attempt to organise and structure his or her presentation	P
Makes an attempt to meet the needs of the audience	P
Listen to questions/feedback and provides an appropriate response in a straight forward manner	P
Merit criteria	

Is audible	M
Uses Spoken Standard English*	M
Expresses challenging ideas/information/ feelings using a range of vocabulary	M
Organises and structures his or her presentation clearly and appropriately to meet the needs of the audience	M
Achieves the purpose of his or her presentation	M
Listens to questions/feedback responding formally and in some detail	M
Distinction criteria	
Is audible	D
Uses Spoken Standard English*	D
Expresses sophisticated ideas/ information/feelings using a sophisticated repertoire of vocabulary	D
Organises and structures his or her presentation using an effective range of strategies to engage the audience	D
Achieves the purpose of his or her presentation	D
Listens to questions/feedback, responds perceptively and if appropriate elaborates with further ideas and information	D

* For the purposes of the spoken language assessment, use of Spoken Standard English means that a learner must –

- be intelligible, and
- generally use language appropriate to the formal setting of the presentation

Candidates must fulfil ALL the criteria for a level in order to achieve that level overall.

Candidates must also fulfil ALL the criteria for preceding levels, where applicable.

Teacher signature:

Date:

GCSE English Spoken Language endorsement GCSE English Language (9-1)	
Head of centre declaration	
Centre name:	Centre number:
Exams series and year (e.g. November 2017, May/June 2018) :	
Name of Head of centre (please print in block capitals)*:	
Declaration:	

I hereby confirm that reasonable steps have been taken to ensure that all candidates entered for GCSE English Language (9-1) have undertaken the Spoken Language endorsement.

Signature of head of centre:

Date:

*The head of centre is usually the head teacher or principal.

Please include this form with the sample of recordings that you are sending to your monitor, and retain a copy for your own records.