GCSE and A Level Physical Education Digital Submission Guidance

Contents

Introduction

In order to support with teacher and moderator workload and to ensure our commitment to working more digitally, we have developed a digital platform to allow for centres to send Pearson their NEA/coursework samples and its associated paperwork, this is called the **Learner Work Transfer (LWT).**

This means that for both GCSE and A Level Component 3 and 4, the sampled work can be submitted digitally using the LWT portal via Edexcel Online and centres are no longer required to post materials offline e.g. USB or hardcopy.

This guidance document provides a short overview of accessing and navigating the LWT portal and its requirements but please visit our dedicated webpage here for more support, videos guidance tutorials and detailed FAQs.

Key information

The deadline to upload and officially submit the sampled work on the LWT is the following:
- Component 3: 1PE0 GCSE and 9PE0 A Level Practical Performance: **5th May**
- Component 4: 1PE0 GCSE Personal Exercise Programme and 9PE0 A Level Performance Analysis/Performance Development Programme: **15th May**

Further dates and procedures are outlined in the Instructions for the Conduct of Non Examined Assessment (NEA) document for GCSE and GCE.

Component 3

Due to the nature of the assessment for Component 3, centres are asked **not** to submit learners that have been identified with a green tick in the "Included in Sample" column on Edexcel Online for sampling submission on the LWT. Instead, the sample size and its additional criteria are outlined in the NEA guidance document as above, in which centres are expected to adhere to. Upon receipt of the final centre marks on Edexcel Online and the PE2MS for all candidates in the cohort, the moderator will review and confirm with the centre which learners and activities the centre will be required to submit work for on the LWT for moderation. It is important to note that the only work required to be submitted on the LWT is for the learners that have been requested as part of the moderation sample, it is **only** the work of these learners that must be submitted, not for the whole cohort. It is anticipated that those with highest and lowest centre marks in the cohort will always be requested for sample.

In addition, though a centre opting for a live visit by a moderator will not be required to submit the work on the LWT prior to moderation, they should consider to video recording the performance of those sampled learners on the moderation day and later upload the evidence on the LWT. This is to ensure that they are eligible to request a Review of Marking/Moderation (RoMM) service following Results Day. It is important to note that the recording must be the same evidence that was seen by the moderator during their live visit to allow an appeal to proceed. Without this evidence (or incorrect evidence), an appeal of the results outcome cannot be accepted.

Component 4

For Component 4, centres are asked to submit learners that have been identified with a green tick in the "Included in Sample" column on Edexcel Online for sampling submission on the LWT.

However, please note that even when the highest and lowest marked learners in the cohort are not automatically identified as part of the sample on Edexcel Online and via the LWT portal, the centre should still manually include them in the sample list before they proceed with the submission and subsequently for moderation.

Accessing LWT

Login on [Edexcel Online](#) with your usual username and password. Then, select "Learner Work Transfer" and sub-select "Examination / Moderation" on the left side menu (towards the bottom) of the homepage. A new, separate window will appear for the LWT portal.
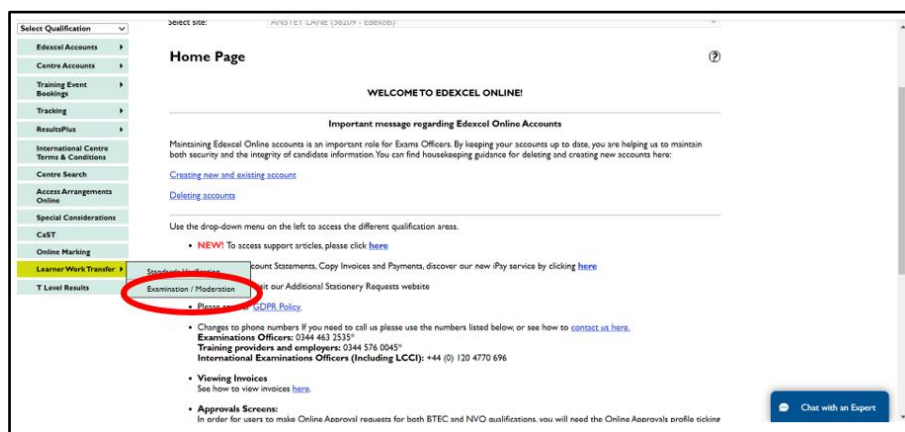

If the new window fails to open, you may need to enable a pop-up window first to allow access to the LWT site. Please review the setting on your computer. Once opened, you may be asked to fill in your username and password again on the LWT portal.

LWT dashboard

Once logged in, you will enter the LWT dashboard. There are three different tabs at the top of the dashboard for status progress of the requests:

- **To Do** – new requests – awaiting the centre to start uploading sampled learner work.
- **In Progress** – ongoing – the centre has started to upload sampled learner work but has not yet submitted the request for moderation.
- **Completed** – submitted – the requests which have already been submitted for moderation. It will be a read only and cannot be edited.
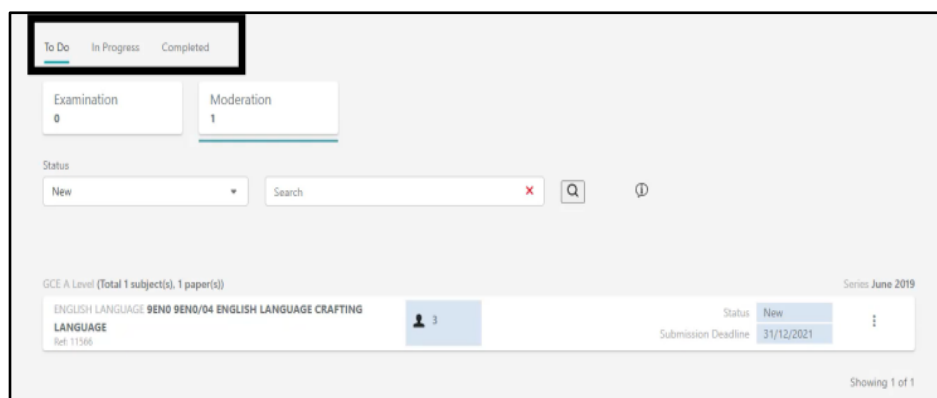
Select the "Moderation" tab for the assessment type. The first few requests for each qualification/component will be shown on the dashboard by default. You can use the search bar to enter the specific qualification/component i.e. 1PE0, 1PE0/03, 1PE0/04 or PHYSICAL EDUCATION.
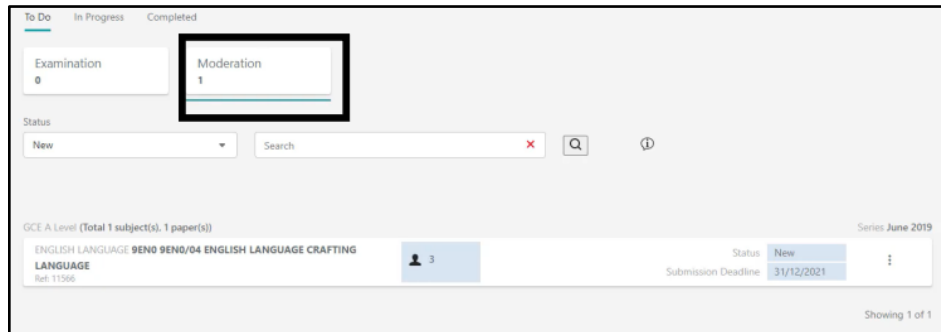

Once found the relevant component/qualification to manage your learners, click on the 3 vertical dots on the right of the request box to open the request to upload and submit the work.
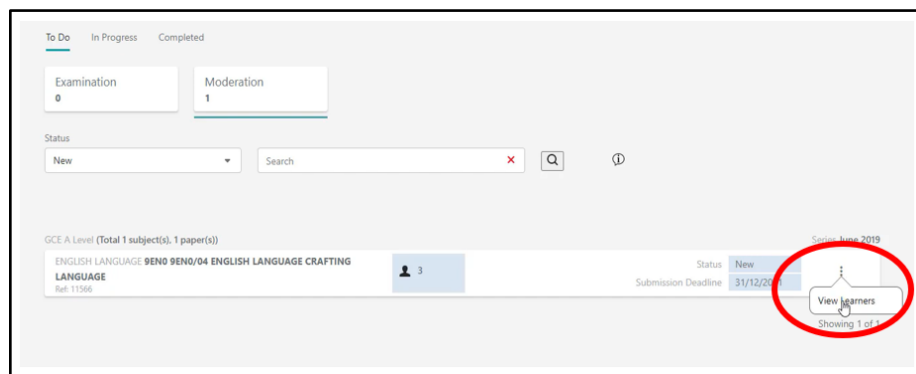
Managing learners

Once entered the "View Learner" page, you will normally be presented with a list of all learners in the cohort selected by Pearson to be part of the sample. However, for Component 3 in particular, you will see there will be no learners in the list being shown automatically – this is because the sample will be determined offline made by the moderator rather than via Pearson's computerised system. Therefore, once the moderator has provided you with a list of learners for the sample request via the PE2MS, you will then need to manually add those sampled learners on the "Manage Learners" tab at the top of the page.

Though for Component 4, you will normally be presented with a list of all learners in the cohort selected by Pearson to be part of the sample, you may also need to use the "Manage Learners" function to add the highest and lowest marked learner in the cohort, if they have not been included in the initial list.
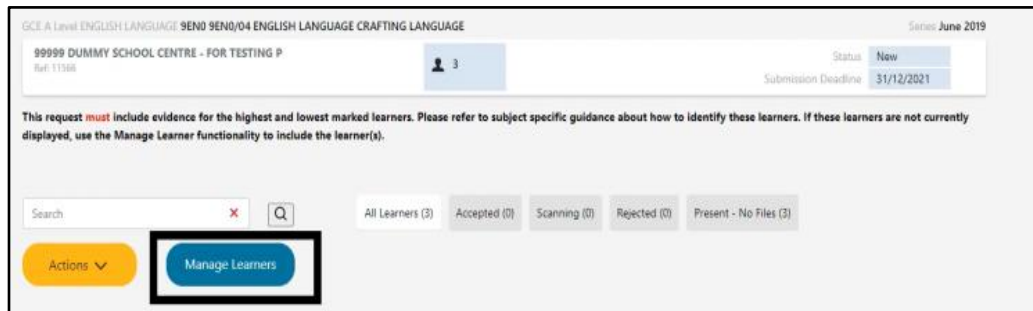
If you cannot find a learner in the list as expected, you need to check the entry list on Edexcel Online. The list of the learners on the LWT is based on the entries made on Edexcel Online.

When all relevant, sampled learners have been ticked:
1) Press the 'Save' button
2) Click on 'Back to View Learners'
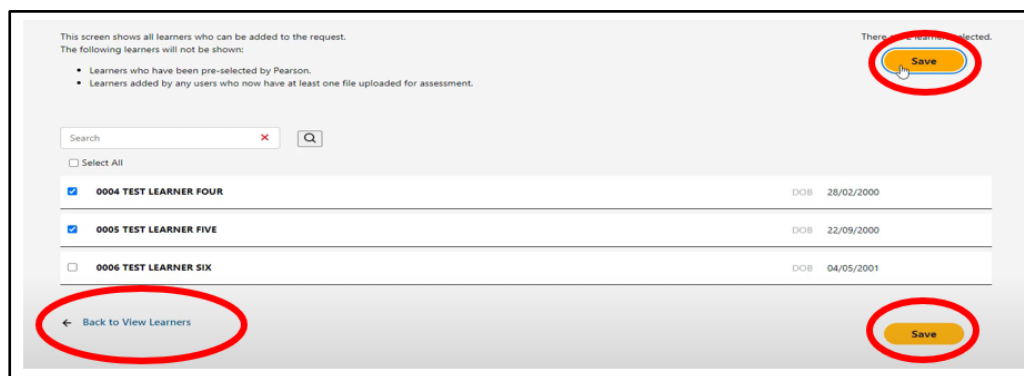
Those sampled learners will then appear on the "View Learner" page and you will be able to start uploading the evidence.

Managing upload

On the "View Learner" page, there are three main sections where evidence can be uploaded:

- **Administration material** – to upload a non-assessment evidence material at cohort level e.g. authentication sheet, PE2MS, attendance register etc.
- **Shared files** – to upload evidence of assessment and assign it to multiple learners e.g. a competitive match involving several sampled learners in one video.
- **Individual Learner** – to upload evidence of a learner's work for moderation e.g. practical performance, PEP, PDP, training record form
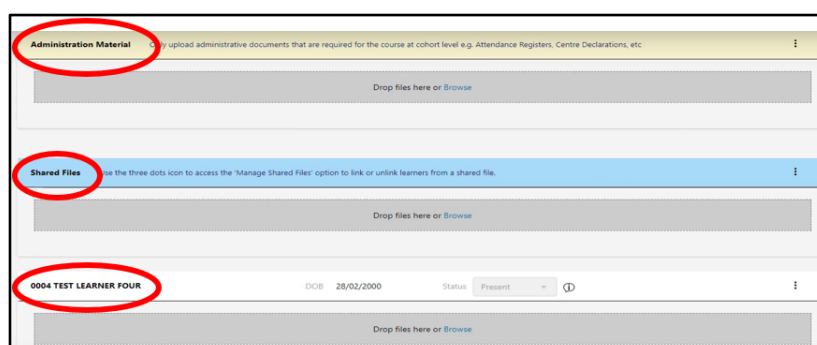
For each learner upload, you must select if they were **Present, Absent** or **No Evidence.** You will only be able to upload evidence material for those marked as **Present.** If a learner is part of the sample but marked "Absent" or "No Evidence", then the centre should present the work of another learner of a similar ability/mark as part of the sample using the "Manage Learners" function.
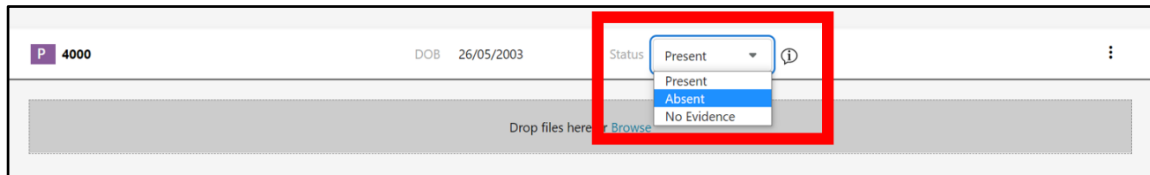

You can either drag and drop files into the grey area for each learner or use the 'Browser' option to navigate to the files to upload using the file explorer.
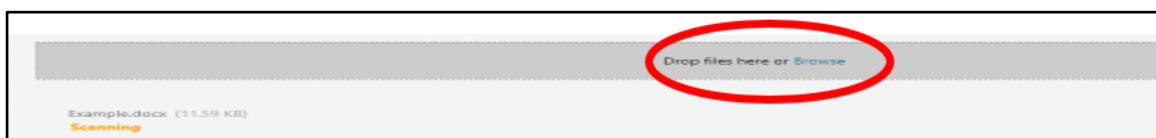

Once you have uploaded the evidence on the learner's box, the file(s) will move to **Scanning** status, which means they are being checked for viruses and file format acceptance. In this instance, you can navigate away as the scanning continues in the background. If the checks are successful, the status will show as **Accepted**. It is important to note all files uploaded must **not** be password protected otherwise the file will not be accepted and the status will show as **Rejected**. You can hover over the warning icon to review the reason for rejection.
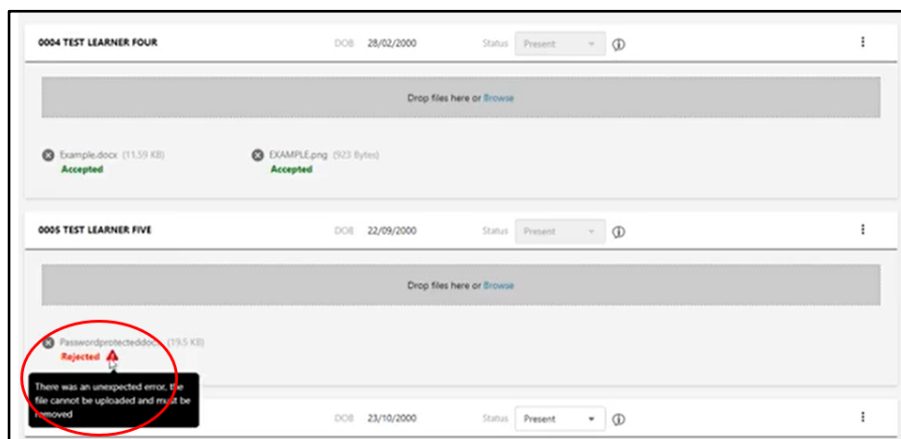
To upload a file and assign it to multiple learners at once, you must drop the evidence files within the **Shared Files** section. This is good practice for any evidence that involves several sampled learners in one video e.g. a competitive football match or a swimming race. Once the file status shows as "Accepted", you will then need to link the selected learners to the file itself. To do this, click on the 3 vertical dots on the right of the Shared Files section and select "Manage Shared Files.
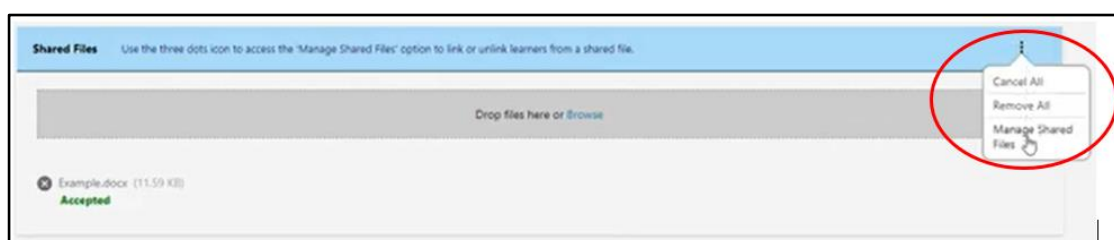
Once entered, use the dropdown box to select the relevant file to be used for linked learners. Once selected, use the tick boxes on the left against each learner to select the specific learners that you want to link and press the "Save" button. Click on the "Back to View Learners" link to return to the "View Learners" page.
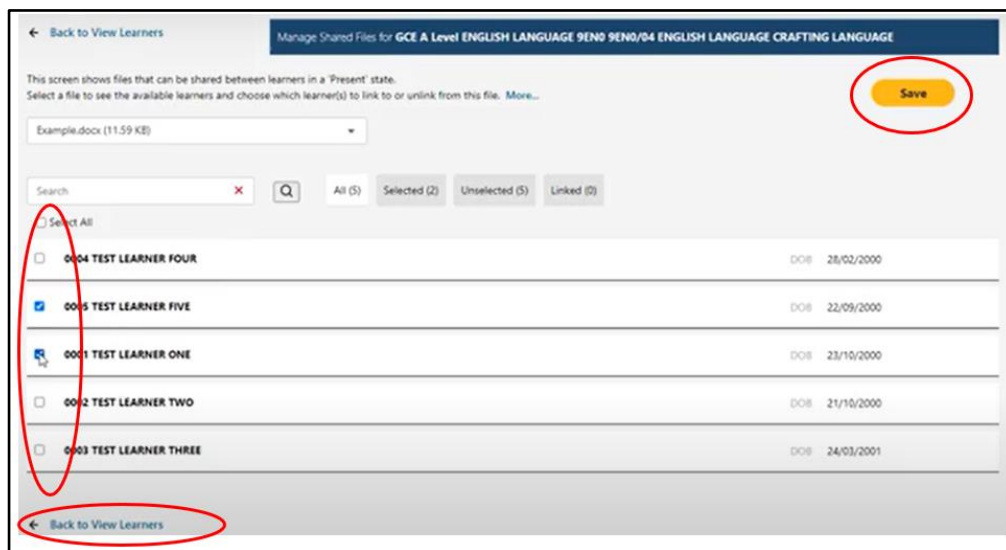
Then, the shared file logo next to the file itself will indicate that this file has been uploaded with multiple learners – clicking on the logo itself will show a pop-up list of the learners associated to that file.

You can use the filter views to monitor the progress of the file uploads.
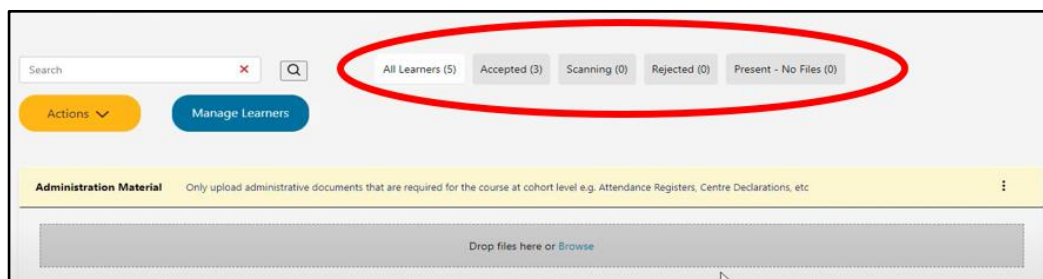
Organising the learner work for submission

When uploading evidence on the sampled learner section, below is the recommended naming convention to aid the moderator with their navigation on the portal for moderation:

[centre no.]_[candidate no.]_[surname]_[first letter of first name]_[type of documentation]

For example,
- 12345_6789_Smith_J_netballmatchvideoperformance
- 54321_9876_Jones_M_athleticsPEP

As a reminder, the following documentation must be completed and uploaded before making a submission:

Component 3: Practical Performance
Administration Material section:
- Signed authentication sheet for each sampled learner (GCSE and A Level)
- A completed, final centre version of the PE2MS to be shared with the moderator for sample selection (GCSE only)

Individual Learner/Shared Files section:
- Video recording of the performance – both skills in isolation/unopposed situations and formal/competitive situations (GCSE and A Level)
- Any useful, additional notes i.e. timeline of the activity or commentary (not compulsory) (GCSE and A Level)

Component 4: PEP and PA/PDP
Administration Material section:
- Signed authentication sheet for each sampled learner (GCSE and A Level)

Individual Learner/Shared Files section:
- PEP (GCSE) & PA/PDP (A Level)
- PARQ (GCSE – if not included in the PEP)
- Training Record Form (GCSE and A Level)
- Any useful, additional notes i.e. additional data, coaching/witness statement (not compulsory) (GCSE and A Level)

The above documentation is available to download and use in the Forms and Administration section in both GCSE and GCE webpage.

A list of the accepted **image**, **video, document** file formats for uploading onto LWT can be found here. Remember, the LWT portal is a secure platform and encryption/password protection is not needed. Therefore, please do not attempt to encrypt or password protect the file(s) that you are uploading, otherwise they will be rejected as invalid.

For Component 3, you may want to consider breaking down the video of the individual overall performance into different phases of **that** performance. For example, it is good practice to upload one file concentrating on the skills in isolation/unopposed situations **and** another file concentrating on the formal/competitive situations. Also, any competitive element such as a game match should only be uploaded once for multiple learners that have been sampled in the Shared File section rather than via each individual learner's section – the same applies to filming a number of sampled learners performing the skills in isolation. This is to reduce the length of time for uploading, scanning and downloading the learner's files on the portal – please refer to page 7 for a step-by-step process on uploading the work on the Shared File section.

Remember, the video evidence of **that** performance must be undertaken in **one session** as opposed to over a number of weeks, so that we receive a realistic view of the performance as it actually happens. It is important to note that, as per the specification, the performance itself must be a continuous and unedited recording which means it is **not** acceptable for centres to edit together several clips to highlight performances taken at a different time. Centres should avoid uploading a series of clips altogether, it must be filmed and uploaded footage as one whole entity.

For further guidance and support with recording learner's performances, please refer to the pre-record training on our subject webpage [here, titling "A Guidance on Video Recording for Practical Performance",](#) for best practice.

Additional guidance is also available in the relevant specification:
- [Guidance on recording practical performance – GCSE Specification – Appendix 4, p.48-52](#)
- [Guidance on recording practical performance – A level Specification – Appendix 5, p.81-85](#)

Submitting request

Once you have uploaded all the necessary documentation and evidence for each sampled learner, select the 'Actions' orange button and sub select 'Submit Request' to officially submit for moderation.
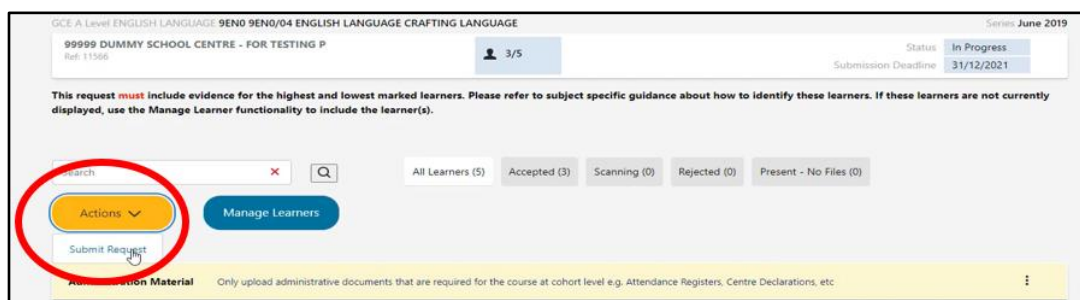
There will be a pop-up window to confirm that you are happy to proceed with the submission and you should press 'Ok' if yes.

Once submitted, the request will be in the 'Completed' tab and will show as 'Submitted' and it is now only in a read-only state – no amendments can be made.
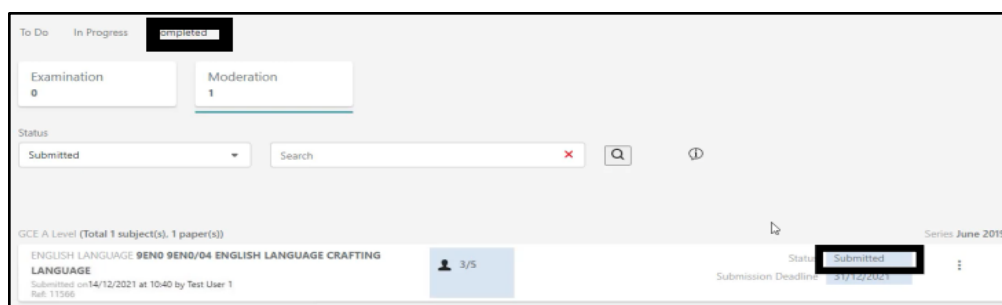
If you have made a mistake or have forgotten to upload more documentation or evidence after the submission stage, you can contact your allocated moderator and ask them to make action to 'return' the request in order for you to edit again. Once they do this, the case will move to the

'In Progress' tab with the status 'Returned' and you will be able to add and/or remove a file(s). Once you have completed the action as requested, you should proceed with 'Submit Request' as above for completion.

Please be aware that if your allocated moderator thinks a mistake has been made or there is missing documentation or evidence, they will return the request to the centre for resubmission – please ensure to regularly review your cases on the LWT portal. Also, the allocated moderator might request an additional sample - if this is required, the moderator will then return the request, which will enable the centre to select additional learners via "Manage Learners", upload their work, and re-submit the request back to the moderator.

Support and contact

A full FAQs on LWT can found here.

To contact us directly, please use the Customer Support Team and select the relevant support categories.