

Non-examined Assessment (NEA)

Digital Submission Arrangements for Summer 2023

GCSE (9-1) and A level Design and Technology

What is new?

In Summer 2022, all moderation samples were submitted through the new Learner Work Transfer (LWT) system. In Summer 2023, all samples will be submitted through LWT. No hardcopy submissions.

You can access tutorials on using LWT from the index article Learner Work Transfer (LWT).

Teachers should mark and moderate their students' NEA in such a manner that it can be submitted digitally. Access a detailed guidance document on preparing digital portfolios for D&T here.

The 2022/2023 Administrative support guide has been compiled to inform teachers and centres of the correct procedures for the conduct of GCSE and GCE Design & Technology, specifically the non-examined (NEA) components.

If you have any further questions after reading this update, please contact our Subject Advisor, Evren Alibaba at TeachingDesignandTechnology@pearson.com or <https://support.pearson.com/uk/s/qualification-contactus>

When do I submit my sample in summer 2023?

The centre submission date for the NEA Component 2 centre sample is **15th May 2023**.

By this date, marks must be entered on edexcel online, and sample NEA portfolio samples submitted on the portal, along with all supporting files and candidate evidence.

What do I submit?

For each student, centres will need to submit:

- **An NEA portfolio** – File format PDF*
- **One Candidate Assessment Booklet (CAB)** – File format Excel**
- **An Authentication sheet** – File format PDF*
- **Photos of the final prototype/proof-of-concept outcome** – File format PDF* (This can be a PDF booklet, including series of photos)

* PDF – Candidates should save their final portfolio as PDF, which helps secure the presentation.

** Excel – CABs are in excel format from summer 2022 onwards.

Can candidates submit additional work/files?

Candidates are welcome to submit additional files including videos, photos, and supporting documents, where these add value outside of the NEA portfolio submission. For example:

- A video of testing of the prototype/proof of concept.
- Recording of a client meeting

***CAD files should not form part of the candidate submission.** There are an enormous range of different types of CAD packages and software versions which our moderation team are unable to account for. Instead, where candidates wish to include evidence of work produced in these software packages, candidates should create outputs of their CAD work which may include;

- Rendered images – e.g. show a detail of the design. (Jpeg, PDF)
- Animation videos, e.g. to demonstrate a moving mechanism, save the animation as a video file (MP4, mpeg, mov)
- Screenshots to show the development (JPEG, PDF).
- Simulations and associated analysis reports (PDF)

The above evidence should, where possible, form **part of the NEA portfolio**. In instances where candidates include additional files which are not part of the portfolio, these files must be clearly referenced in the CAB to ensure these can be accounted for in the moderation process. You can use the comments sections of the marking record to show which assessment criteria, this evidence is targeting.

What are the file naming conventions for GCSE and A Level Design and Technology?

When compiling a centre sample, you should create a file for each sampled candidate according to the following naming convention:

[centre #]_[candidate number #]_[surname]_[first letter of first name]_file.extension

For example,

- 12345_6789_Smith_J_Portfolio.pdf
- 12345_6789_Smith_J_CAB.xlsx
- 12345_6789_Smith_J_Authentication.pdf
- 12345_6789_Smith_J_photos of prototype.pdf

For all additional work beyond the above 3 submission documents, the same rules for naming files should apply. For video evidence these would be named in the following way:

- 12345_6789_Smith_J_client discussion.mp4
- 12345_6789_Smith_J_animation of gears.mp4

What file types can be submitted to the LWT?

Teachers may upload the following file types:

- PDFs
- xls/xlsx - Excel spreadsheet for CAB
- MP4, MOV, MPEG for videos.
- JPEGs for image

!! If candidates are submitting additional images, it is advised that these images are presented in one presentation document and saved as PDF before submission. This may require titles to be added to image slides in order to support clarity in the moderation process and ensure a candidate's work is clear and chronological. For example;

- 12345_6789_Smith_J_images of prototype.pdf

What about data protection and privacy?

LWT is a secure and encrypted platform. It is **essential** that files are **not pre-encrypted** before uploading them to the platform, as this encryption will not allow files to be opened following download from the platform by our moderation team.

Frequently Asked Questions

Q. What browsers can I use to access Learner Work Transfer (LWT)?

A: LWT is compatible with the following browsers:

- Chrome version 76 and above
- Firefox version 69 and above
- Edge Chromium version 80 and above
- Safari version 12 and above

Q. I have been logged out of Learner Work Transfer. I did not log myself out.

A: If you are logged into LWT but are inactive for 60 minutes the system will automatically log you out.

Q. How do I upload my centre work to LWT?

A: Training videos and guidance on how to navigate the LWT system can be found [here](#).

Q. LWT says there are no requests when I try to upload candidate work.

A: Please check the following:

- a) you have gone into the 'examination/moderation' portal and not the 'standards verification portal'
- b) you have made entries on Edexcel Online
- c) your centre has been allocated to an moderator – you can check this in edexcel online, using the instructions [here](#).

Q. I have uploaded my work, but I can't submit, why?

A: Please check the following: –

- a) any absent learners have been marked as 'absent' using the attendance dropdown
- b) all other learners have at least one file uploaded
- c) all files in a 'Rejected' state have been removed.

Q: Can I submit pre assessment materials and then upload the rest of the learner's evidence later?

A: No, LWT is designed for all evidence required for assessment to be sent at the same time. If you have submitted your request without providing all the necessary evidence, you will need to ask for the request to be returned to you.

Q: My highest and lowest sample are not in the sample selected by Pearson. How do I add these learners?

A: If the required learner sample is not pre-selected by Pearson, you must use the Manage Learner button to select and add the learners to the view learner screen per guidance [here](#).

Q. My examiner/moderator says they can't view my work, even though I have uploaded it.

A: Please ensure that you have pressed the 'submit' button once you have uploaded your centre work and your request has been successfully submitted, otherwise your allocated examiner will not be able to view it.

Q. How long will it take to upload my files?

A: The upload speed will be dependent on your internet connection. You can check your internet speed here: <https://www.broadband.co.uk/broadband-speed-test/> and based on your speed check how long it will take to upload a file here: <https://downloadtimecalculator.com/UploadTime-Calculator.html>.

Q. Do I need to wait for one file to finish uploading and scanning before starting the next?

A: No, you can upload files to multiple learners at the same time and leave the system to complete scanning. Drag and Drop the required files to each learner, browse for the required files for each learner or use the Shared File functionality.

Q: What do I do if I get logged out while files are uploading?

A: When you log back into the system if you can still see the affected file(s), then you do not need to do anything. If the affected file(s) is not displayed, please rename the file(s) and upload again.

Q. LWT is rejecting materials that are in the same file format as others that have been accepted.

A: Hover the cursor over the red triangle on a rejected file to view the error message. If the message indicates that a file is in an unsupported format, is password protected or has a virus, please remove it and take appropriate remedial action

Q. I have submitted my request to my examiner, but I forgot to upload some required evidence for assessment. What can I do?

A. Please inform the moderator of the situation so they can return the request to your centre. You can then upload the evidence and resubmit the request.

Q. Where can I find my allocated moderator details in LWT?

A: Moderator details are not shown in LWT, they are available on Edexcel Online. [Watch video here.](#)

Q. LWT won't let me upload a file bigger than 8GB. What should I do?

There is guidance from Adobe on optimising/reducing file size, which you can view on the below pages.

<https://helpx.adobe.com/uk/acrobat/using/optimizing-pdfs-acrobat-pro.html>

<https://helpx.adobe.com/uk/acrobat/using/saving-pdfs.html>

If you require any further help and support, please get in touch with your Subject Advisor, using the details on the [Design and Technology subject page](#).

