

# Administrative support guide

## GCSE and A level Design and Technology

Non-Examined Assessment (NEA)

Academic year **2023/2024**

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**1DT0 02**

GCSE Design and Technology – Component 2

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**9DT0 02**

A level Design and Technology – Component 2

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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.

If you have any subject specific questions about the content of this Administrative Support Guide that require the help of a subject specialist, you may find our Ask the Expert service helpful. For further information, please call our Subject Advisor Evren Alibaba and the D&T team on **0333 463 2819**, or email [teachingdesignandtechnology@pearson.com](mailto:teachingdesignandtechnology@pearson.com) or via [contact us](#).

Please also reference the [Design and Technology subject page](#) for more information.

## Document version control

Version	Amendment	Date
1.1	Key dates section - page 5. 'GCSE' added to Contextual challenge release dates.	17.01.2024
1.1	Added JCQ AI guidance – page 11	
1.1	Links correction where necessary to link to latest exemplars and delivery guide – across the document	
1.2	Link to D&T AI guidance added – page 11.	29.02.2024

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# Introduction

This document 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.

GCSE Design & Technology non-examined component	1DT0_02
A-level Design & Technology non-examined component	9DT0_02

It is advised that teachers and examinations officers' study the instructions and advice given, since failure to do so may disadvantage candidates preparing for their Design & Technology assessment in 2024.

Guidance on approaches to teaching the Pearson Edexcel Design & Technology can be found in the respective [specifications](#) for these qualifications, as well as the [NEA delivery guides](#) available on the subject pages:

<a href="#">GCSE Design and Technology specification</a>	<a href="#">Delivery guide</a>
<a href="#">A level Design and Technology specification</a>	<a href="#">Delivery guide</a>

## Key dates

Date	Activity
1 June 2023	GCSE D&T NEA Contextual challenges for summer 2024 NEA submissions released.
Mid-April 2024	Sample* visible in Edexcel Online.
15 May 2024	Deadline to submit sample* on Learner Work Transfer (LWT)**. Sample to include, portfolio, CAB, authentication sheet and photos of final prototype of the sampled learners.
	Submit marks on edexcel online for all learners in your cohort.
1 June 2024	GCSE D&T NEA Contextual challenges for summer 2025 NEA submissions released.
15 August 2024	A level Results Day
22 August 2024	GCSE Results Day

\*Sample, which will be visible in edexcel online around mid-April, may not include the highest and lowest marked candidate. If these are not included, please add them to your sample. See guidance [here](#).

All samples are submitted digitally on [Learner Work Transfer](#).

# Arranging the sample

## Marking learner work and entering marks on edexcel online

Using [Edexcel Online](#), you will input your internally assessed marks for each candidate for their Non- Examined Assessment (NEA) unit. Please ensure that all your students either have a mark submitted or have been marked as absent.

Here is a [video guide](#) and a [PDF guide](#) to supporting your inputting of marks via Edexcel Online.

It is the centre’s responsibility to ensure that online mark submissions are correctly completed, as well as each candidate being correctly totalled in each assessment grid of the Candidate Assessment Booklet (CAB). **Please check that marks submitted on Edexcel Online and on the CABS are identical.**

If marks that have already been submitted require amendment, you must contact our Coursework Processing Team at [courseworkmarks@pearson.com](mailto:courseworkmarks@pearson.com), providing details of the amendments to be made.

## Your sample

Your sample will be visible in Edexcel Online around **mid-April 2024**. Candidates selected for the sample will be indicated with a tick (✓) in Edexcel Online. If the selected sample does not include both your highest and the lowest marked candidate, please add these to your original sample.

Candidates										
<input type="checkbox"/> All	Candidate	UOI No	First Name	Last Name	Sex/DOB	ULN	Overall Result	Mark	Included in Sample	
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	M 13/03/98			38		<a href="#">Detail</a>
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	F 12/03/98			39	✓	<a href="#">Detail</a>
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	F 17/01/98			42	✓	<a href="#">Detail</a>
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	M 03/07/98			43	✓	<a href="#">Detail</a>
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	M 22/03/98			38	✓	<a href="#">Detail</a>
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	F 17/12/97			29	✓	<a href="#">Detail</a>

**NB** your lowest marked candidate is one that has submitted a portfolio, absent candidates are NOT included in the moderation process.

If an absent candidate is part of your requested sample, please ensure you submit the next lowest candidate. There is more information on sample sizes provided below.

## Sample size

Your sample size is determined according to how many candidates are in your centre's overall cohort:

Cohort size	Sample size
Up to 10	All
11 – 99	10 (+ highest and lowest, if not already included)
100 – 199	15 (+ highest and lowest, if not already included)
200 – more	20 (+ highest and lowest, if not already included)

The highest and lowest marked candidates work must also be added to the sample, if your sample selection from Edexcel Online does not include these. See guidance [here](#).

## What to include in the sample

For each learner sampled, you must submit the following on Learner Work Transfer:

- 1) Portfolio (including all sections of the NEA)
- 2) Photos of the final prototype\* (high quality, detailed photos)
- 3) Candidate assessment booklet
- 4) Authentication sheet (signed and dated by teachers/assessor and learner)

### Photos of the final prototype\*

Final prototype of the designed and manufactured solution must be photographed in various angles/perspective and include detailed shots, so it is communicated effectively to its audience.

This can be a PDF booklet including various photos of the final prototype.

### Can I submit additional files, e.g. videos?

Yes, you can submit additional files, such as videos. Please make sure that videos are concise and are effectively used. Please use the naming conventions listed below.

## Naming conventions

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

Item	Naming convention
Portfolio	12345_1234_Smith_J_Portfolio.pdf
Photos of the final prototype	12345_1234_Smith_J_Photos.pdf
CAB	12345_1234_Smith_J_CAB.xlsx
Authentication sheet	12345_1234_Smith_J_Authentication.pdf
Other e.g. a video	12345_1234_Smith_J_testing the mechanism.mp4

It is advised that learners name their files, i.e. the portfolio with the required naming convention from start and use this file to save on. This is good practice and will also save time during sample submissions. It is also advised that learners back up their work in case issues such as file corruption or accidental deletion.

## Digital portfolios

All work would be submitted through the Learner Work Transfer system and therefore we advise taking a [digital approach in portfolio creation](#). For instance, learners should have a digital portfolio to work on along the way, and digitalise work, such as sketches, drawings, models...etc on the go and include them in the digital portfolios.

It is advised that learners back up their work regularly in case issues such as file corruption or accidental deletion occur.

## Learner Work Transfer (LWT)

All samples are submitted through LWT. No hardcopy submissions.

Please refer to [this guide](#), which gives information & guidance on how centre's should prepare their sample digitally.

Please read [this guidance](#) for details on using the LWT system for Design and Technology. This guidance will include information on naming conventions, file types accepted, step-by-step guidance on using LWT and more.

## Candidate Assessment Booklet (CAB) and Authentication

Candidate assessment booklets are used for assessing learners work, marking and highlighting where evidence is found for each assessment criteria.



As part of your submission, you must provide a separate CAB for every candidate in your sample (including your highest and lowest candidate).

Assessors must use the CABs to mark learner's portfolios and show page numbers where the evidence is found for each section. Assessors can also type brief annotations in the CABs, to support learners' evidence.



Assessors must make sure the marks are inputted and added up correctly and give learners their final marks accordingly. It is recommended centres clerically check the input and addition of marks several times before submission to prevent any errors that could negatively impact their candidates.

Alongside the CABs high quality photographic evidence of the final prototype must be submitted. These should be from various angles to show the design and quality of the prototype effectively.

The Candidate Assessment Booklets for each qualification can be accessed from the course materials section of the qualification page.

## CABs and Authentication sheet for 2023/2024

For summer 2024, please use the CABs and Authentication sheets available in the links below:

	<a href="#">A level Design and Technology CAB</a>
	<a href="#">GCSE Design and Technology CAB</a>

As the CABS are now in excel format, we have a separate sheet for authentication, which can be accessed from, above CAB links. Authentication sheets can be signed electronically and therefore no need to print them.

## Final mark procedure

The following is an explanation of the procedure for determining the final coursework marks for candidates based on the marks awarded by the centre and the moderator.

All centres have this procedure applied, even those where all candidates' work is seen by the moderator. This is to ensure that all centres are treated equally, whether the entry is large or small.

For the candidates sampled by the moderator, the marks awarded by the centre and the moderator are compared and if the differences all lie within acceptable limits, then the centre's marks are accepted.

If at least one candidate's mark is outside the designated permissible difference, then adjustment of the whole cohort is considered. This adjustment is a statistically calculated balance between the centre and moderator marks based on a line of best fit.

However, if the 'adjusted' marks for all candidates lie within the given range when compared to the centre's marks then, again, the decision would be to accept the centre's marks.

If the condition stated above is not satisfied, then the 'adjusted' marks will be recommended.

Further details of this can be found in our published document: [Coursework Moderation and Mark Adjustments \(An Explanation for Centres\)](#)

## Moderator reports

Moderator Reports are generated by your centre's moderator, to give you additional general feedback on your assessment practice. These can be downloaded from Edexcel Online on results day. It is important to highlight that the moderator's role is provide feedback about the centre's interpretation of the assessment criteria as a whole, and not about individual candidates.

## Joint Council for Qualifications (JCQ) Documents

There are sets of documents from the JCQ, informing centres about the rules around delivering and assessing the NEA.

Some useful JCQ guidance can be found via the following pages on their website:

- [JCQ Non-Examined Assessment documents](#)
- [Access arrangements, reasonable adjustment, and special consideration](#)
- [Results and certification](#)
- [Post results services](#)
- [News releases](#)

Centres have, for many years, been required to have a written internal appeals procedure relating to internal assessment decisions. As part of this procedure, candidates must be told the mark given by their centre for a centre-assessed component/unit. This applies to legacy and the new GCE and GCSE qualifications, and Project qualifications.

JCQ has some [guidance about this process](#).

# Special considerations/NEA deadline extension requests

## Special considerations

A candidate's performance can sometimes be affected by circumstances out of their control.

Special consideration is a post-assessment adjustment that compensates candidates who were suffering from a temporary illness or condition or who were otherwise disadvantaged at the time of the assessment.

During the assessment window, you will have an option to submit a special consideration request.

Please explore the links below that provides you with in-depth information about special consideration requests as well as documentation on the application process.

- [JCQ "A guide to the special consideration process"](#)
- [Pearson Special Requirements web page](#)

## NEA deadline extension requests

NEA deadline extension requests are assessed on their own merits, using the same criteria applied across all our subjects. A maximum extension of two weeks can be granted, and only in cases of unexpected/unavoidable delay that could not reasonably be planned for. We ask centres to submit their coursework extension requests in the few weeks before the NEA submission deadline, the 15th of May.

Awarding bodies cannot be held responsible for the effective management of human resources in a centre. As such, staff absence or unavailability is not deemed as a valid reason for granting extensions or special consideration requests.

Extension requests should be emailed directly to [dt.eng@pearson.com](mailto:dt.eng@pearson.com) with supporting evidence provided.

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

Please read and familiarise yourself with the AI guidance in assessment to avoid misuse and potential malpractice.

- [Access JCQ AI guidance](#)

In addition to this, we have published D&T specific AI guidance, with exemplification of its potential use and misuse exemplification.

- [GCSE and A level D&T – AI guidance for component 2](#)

# Checklist

Task	Completed
Have you identified your sample in edexcel online and included highest and lowest if not included in the sample already?	
Have you marked learners work using the CABs?	
Have you inputted marks in edexcel online?	
Have you compared your marks in edexcel online to the marks in the CABs before submitting them?	
Have you included page numbers in the CABs, showing where the evidence can be found?	
Is there a collection of various high-quality photos of the final prototype available for each learner?	
Have you signed the authentication as the assessor?	
Has your learners signed the authentication?	
Each learner's sample should include: 1) Portfolio, 2) photos of the final prototype, 3) CAB and 4) Authentication	
Have you submitted the (above) sample for each learner on "Learner Work Transfer"?	
Have you clicked submit in LWT? This will pass the sample to the moderator.	
Have you checked for any malpractice, such as misuse of AI.	

# Useful links and Support

## Useful links

A level Design and Technology	GCSE Design and Technology
<a href="#">Principle moderator reports – June 2023</a>	<a href="#">Principle moderator reports – June 2023</a>
<i>No contextual challenges for A level Design and Technology NEA</i>	<a href="#">Contextual challenges for Summer 2024 submissions</a>
<a href="#">Delivery guide</a>	<a href="#">Delivery guide</a>
<a href="#">Exemplar materials</a>	<a href="#">Exemplar materials</a> <a href="#">Exemplar Library</a>
<a href="#">CABs, Authentication, and assessment criteria</a>	<a href="#">CABs, Authentication, and assessment criteria</a>
<a href="#">Learner Work Transfer Guidance for D&amp;T</a>	
<a href="#">Learner work transfer general guidance topics</a>	
<a href="#">Digital portfolio guidance</a>	
<a href="#">Qualification page</a>	<a href="#">Qualification page</a>
<a href="#">Past training content</a>	<a href="#">Past training content</a>

## Support

If you require any help or support, please do not hesitate to contact your Subject Advisor - Evren Alibaba from the contact details available on the [subject page](#).