

International GCSE Art and Design (9–1)

Administrative Support Guide

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Administrative Support Guide

1. Introduction

This guidance contains information outlining processes, procedures and requirements related to the administration and assessment of International GCSE Art and Design.

This document relates to the following endorsed titles:

- 4FA1 – Fine Art
- 4GC1 – Graphic Communication
- 4PY1 – Photography
- 4TD1 – Three-Dimensional Design
- 4TE1 – Textile Design

Details of the specification can be found on the [International GCSE Art and Design](#) qualification page.

All centres delivering this qualification must submit work digitally via our online assessment platform, Learner Work Transfer (LWT).

A guidance document for online schools using remote delivery is also available on the [International GCSE Art and Design course materials page](#) under 'Forms and administration' > 'Guidance for centres'.

2. Key dates

Event	Date	Other information
Externally-set Assignment (ESA) released online	2 January 2026	Secure content – Edexcel Online login required.
Deadline for entries	21 March 2026	Late fees charged after this date.
Submission deadline	31 May 2026	Component 1 and 2 submitted for external assessment on Learner Work Transfer (LWT) no later than this date.
International GCSE results day	21 August 2026	Release of results to candidates (restricted release of results to centres only 20 August 2026)
Review of marking (Service 2) deadline	TBC September 2026	Last date to request a Review of marking (Service 2)

3. General information

It is essential that centres ensure that their candidates are entered for all the relevant components and titles.

Subject code	Specification title	Component codes
4FA1	Fine Art	4FA1/01 4FA1/02
4GC1	Graphic Communication	4GC1/01 4GC1/02
4PY1	Photography	4PY1/01 4PY1/02
4TD1	Three-dimensional Design	4TD1/01 4TD1/02
4TE1	Textile Design	4TE1/01 4TE1/02

Candidates may enter for more than one specification title (endorsement) in the same assessment series. Candidates entering for more than one title must produce separate and different work for each qualification they are entered for.

This qualification is available to both UK and International centres.

To qualify for all titles, candidates must satisfy the requirements as defined in the specification and must do so predominantly through the media and practices of their chosen specialism. However, a candidate entered for the Textile Design title for example, (working predominantly with textiles) might also submit some photographs, using photography as a tool to address issues through the eyes of a textile artist.

This applies to all components.

Although candidates entering for all titles will be expected to show evidence of the skills and understanding relating to their chosen specialisms in Component 1 and 2, these components may also carry evidence of general knowledge in terms of Art and Design.

The GCSE Art and Design qualification is made up of two Components: Component 1 (Personal Portfolio) and Component 2 (Externally Set Assignment).

Component	Weighting	Method of assessment
Component 1: Personal Portfolio	50% 72 marks available	Internally set Externally assessed
Component 2: Externally-set Assignment	50% 72 marks available	Externally set Externally assessed 10-hour sustained focus

4. Component 1: Personal Portfolio

The Personal Portfolio is internally set by the centre and candidates may explore as many theme(s) / project(s) as the centre wishes.

However, only **one** project will be submitted for external assessment.

General feedback can be given to candidates throughout Component 1 and work submitted for external assessment must be their own as authenticated by the teacher.

Please see the [Essential Guide to Component 1](#) for further information and guidance.

5. Component 2: Externally-set Assignment

The Externally-set Assignment (ESA) is released on 2 January each year for Component 2. The paper is available on the [International GCSE Art and Design course materials page](#) under 'Exam materials' > 'June 2026'. Centres should use the following guidance to help them access the assignment.

Accessing the assignment

What is secure content?

'Secure content' is the phrase we use for any document (PDF, Word etc) or page on the website to which access is restricted. In order to access secure content, you will need an

Edexcel Online username and password.

How do I get a username and password in order to access secure content?

If you already have an Edexcel Online account, you can use your existing name and password to access secure content. If you do not have an Edexcel Online account, you will need to consult your Exams Officer. Your Exams Officer can set up access for you. Please do not contact Pearson directly to request an account.

As an additional step for securing customer and learner data, we use the Pearson Authenticator app. Guidance for downloading and using this authenticator can be found on the [Support Portal](#).

What does my Exams Officer need?

The Exams Officer will require an Edexcel Online account.

How does my Exams Officer give teachers access to secure content relevant to the International GCSE Art and Design externally set assignments?

When an Edexcel Online Administrator (your Exams Officer) sets up a new user in Edexcel Online, they will be asked to specify what level of access the new user needs by ticking the appropriate user profile boxes. This ensures that users are only able to access appropriate screens within the service. You only need a username and password to access the secure content. You do not need any of the user profiles offered just to access the secure content.

What do I do after my Exams Officer has given me a username and password?

Once you have these, you can access the secure content protected ESA from the [International GCSE Art and Design](#) page on the Pearson Edexcel website.

Who do I contact if I have a problem?

Please contact the [Pearson Support Portal](#).

Preparatory Studies

During the Component 2 preparatory period – which has no set time period and should be decided by the centre – candidates will be expected to investigate a wide range of work and sources.

At the beginning of this period the teacher should distribute the Externally-set Assignment paper to the candidates.

General feedback can be given to candidates during the preparatory period and work submitted for external assessment must be their own as authenticated by the teacher.

Examination Conditions

Component 2 ends with a **10-hour period of sustained focus under examination conditions**.

The sustained focus period must be sat and submitted for assessment no later than 31 May.

The preparatory supporting studies and the timed examination work must be discrete entities.

The preparatory supporting studies and the timed examination work must be separately identified but will be considered as a whole in order to arrive at a mark for the Externally-set Assignment. Marks will be awarded based on the extent to which the Assessment Objectives have been met across the entire submission for the Externally-set Assignment. The preparatory supporting studies will be as important as the timed examination work in meeting the Assessment Objectives and as such in gaining marks.

What can candidates prepare for the 10-hour exam?

Because every candidate's Component 2 project is different, focusing on varied lines of enquiry and outcome(s), it is important to determine what can be done prior to the 10 hours based on whether it is a technical process or is part of the creative process of making the outcome(s).

- **If it is a technical process, it can be done as prep prior to the 10 hours.**
- **If it is part of the creative process of making the outcome(s), it is done during the 10 hours.**

The Art and Design teachers are the experts of their curriculum, school context and candidate projects so are best placed to make this decision.

It is the centre's discretion to determine the length of the preparatory study period. Candidates can use the preparatory studies to help them prepare for the creation of their final piece, but it is important that when determining the end of the preparatory study period, centres must ensure that candidates have enough to complete in the 10-hour period of controlled assessment.

Work produced during the preparatory period and work produced during the 10-hour period of controlled assessment must be clearly labelled for the moderator.

Where must the exam be sat and what conditions apply?

Centres must ensure that suitable art room accommodation is available for the timed examination and that candidates are able to work with equipment and materials to which they are normally accustomed, as far as permitted by the examination regulations.

The work done by the candidates during the timed examination period should be unaided and carried out under examination conditions, that is, with the absence of unnecessary noise and movement and with conversation limited to essential requests such as those relating to materials and equipment. Candidates are not permitted to listen to music.

What access arrangements apply to the timed examination?

Before an examination or assessment, you can apply for access arrangements on behalf of a candidate with special needs. Access arrangements aim to meet the particular needs of an individual candidate without affecting the integrity of the assessment.

Extra time, support for candidates with SEND and the use of music/white noise for candidates with a substantial impairment are discussed in more detail in the [Extra time and SEND FAQs](#).

All applications for individual access arrangements are determined by the centre's SENCo and must follow [Access Arrangements and Reasonable Adjustments - Joint Council for Qualifications](#).

What if a candidate is entered for more than one title?

Candidates entering for more than one specification title must produce separate submissions of work for the Externally Set Assignments. They must be permitted the full

time allowed for each specification entered.

What materials will candidates need?

All materials must be supplied by the centre. Pearson Edexcel will not supply paper for the use of candidates in the Art and Design examination.

Candidates may take into the examination room any preparatory supporting studies which they have produced, and which are to be submitted for assessment along with the work done in the period of the timed examination. Candidates may also take into the examination room the objects and materials which are required to set up a still-life group. The invigilator must ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies.

Candidates must not access their work outside of assessment time. Candidates are not permitted to undertake any further work on the Externally Set Assignment Component upon completion of the timed examination. Work must not be added to or altered after the timed supervised period has ended. It is not acceptable for candidates to have some preparatory time prior to the period of sustained focus, complete it, and then have some preparatory time for additional work. At the end of the period of sustained focus, candidates must hand in any preparatory supporting studies work to be assessed along with the period of sustained focus work.

Photographs to be used as part of the Externally Set Assignment can be taken during the preparatory studies period and brought into the exam. The timed examination can then be used to process, manipulate, and devise the presentation of the work. All photography brought into the exam should be checked by the invigilator to ensure the work is the candidates' own. Any photography done during the timed examination must be done under the supervision of the invigilator under controlled examination conditions as outlined previously in this section.

Can candidates use the internet / online software and storage in the exam?

During the 10 hours of sustained focus, internet access is prohibited under examination conditions and must be disabled on centre workstations used during exams. Also, in situations where computer workstations are situated near one another, invigilators must ensure that candidates are working independently.

For centres that use cloud-based storage systems, the internet can only be accessed to download files from secured centre sites and to upload upon completion. Candidates will be required to download their documents and images from their drives prior to the start of the exam, under supervision, and only work that has been authenticated during the

preparatory period. It is also important that work is secure and cannot be edited by candidates between sessions.

For cloud-based software, most applications can be used offline. The centre must connect to the internet to install the programme, however, once this is installed on the computer, an ongoing internet connection is not needed to use the apps.

For programmes that do not have an offline version available, the candidate's access must be restricted to that programme only.

Who invigilates the exam and what is 'technical assistance'?

Pearson Edexcel's regulations require that all persons except members of staff acting as invigilators, or other authorised members of staff, and candidates actually engaged in each examination shall be excluded from the examination room.

Pearson Edexcel recommends that the timed examination should normally be invigilated by an Art and Design teacher. However, as the Art and Design teacher may be additional invigilators should be deployed at the exams officer's discretion to ensure the supervision of candidates is maintained at all times.

There are some cases where candidates may require technical assistance which may be given by teachers. The following are examples of the technical assistance which may properly be given:

- a) the welding of an armature for a figure, the candidate having determined the proportions and disposition of the components.
- b) the selection of the type of dye to be used on a particular material, but not the colour. It should however be noted that candidates who offer printmaking in any form will be expected to carry out all necessary processes themselves without the teacher's aid.
- c) the loading of the kiln and the firing of the ware (the latter is in any case not included in the time allowance) but not the preparation of the clay and the shaping or throwing of the ware.
- d) the filing, formatting, rendering and storage of digital image, video or audio data files, but not the editing or manipulation of the content contained in those files which constitute any part of the final presented output, and are therefore part of the creative process. Any other technical (hardware or software) support related to digital processing that does not in any way assist with the creative decision-making process.

Where an activity is part of the creative process, that activity should be counted within the timed examination period and assistance is not permitted. Candidates are advised to keep a time sheet in order to record the time spent on such activities.

The following are not to be included in the time allowance for the examination:

- a) rest periods for models
- b) arrangement of still-life groups
- c) stretching of screens, preparation of blocks and plates
- d) mixing of photographic chemicals and washing and drying prints
- e) drying of printing inks
- f) the mounting of models and sculptures
- g) drying and firing of pottery and sculpture
- h) casting and mounting of models and sculpture
- i) fixing dye, dyeing yarn, washing and finishing of hand-woven fabrics, stretching of embroidery
- j) the making of a bare model stage.

Ceramic work should, where appropriate, be fired and completed before presentation for assessment. It is appreciated that in certain cases considerable time is required for drying-out and firing. It is suggested that candidates working with clay should commence their timed examination sufficiently early to ensure that the work is completed in good time.

Where is the examination work stored between examination sessions?

Incomplete examination work must be stored in a secure place between examination sessions. Candidates' preparatory supporting studies taken into the examination room must also be kept securely, and candidates should not be given access to them during the intervals of the sustained focus.

6. External Assessment

It is the centres responsibility to ensure that all submissions for assessment are uploaded onto the [Learning Work Transfer \(LWT\) platform](#). Pearson examiners will evaluate each

candidate's individual components separately, utilising the Performance Bands in the [Assessment Grid](#), [Taxonomy](#), and [Exemplar Gallery](#) for International GCSE Art and Design. Each piece of work must be clearly labelled to indicate its corresponding component prior to evaluation.

Each of the four Assessment Objectives is assigned a mark out of 18, resulting in a maximum total of 72 marks per component. For each candidate, Pearson examiners will award a final mark out of 72 for Component 1 and out of 72 for Component 2, producing a combined total mark of 144.

7. Private Candidates

This subject is available to private candidates. Private candidates will need to enter through a registered centre and attend the centre at regular intervals throughout the course to enable the teacher to authenticate the work. Private candidates must complete the 10-hour sustained focus period at the centre they are entering through.

8. Special Consideration

Special consideration is given following an examination to ensure that candidates who suffered temporary illness, injury or indisposition at the time of the examination are given some compensation for their difficulties.

Applications for special consideration must be made online through the Examinations Officer, using the appropriate documentation. Where required JCQ/SC Form 10 must be completed in detail and submitted to the Special Requirements Section at Pearson Edexcel once the work has been submitted for assessment. Candidates will not be eligible for special consideration if the effect on the final assessment cannot be reliably quantified by Pearson Edexcel. Please therefore ensure that full details of dates when the candidate was suffering from the illness, injury or indisposition are given along with any appropriate supporting evidence. No special consideration can be made unless this form is submitted. The centre should retain copies of any such documents.

If an application for special consideration is accepted, Pearson Edexcel will review the candidate's performance in the part(s) of the examination which have been completed, considering all the available evidence, to compensate for the adverse circumstances and make an appropriate award. In many cases it may be possible only to give a very limited allowance, as Pearson Edexcel must seek to ensure that the grade accurately reflects the standard which the candidate has been able to attain.

The Examinations Officer will be able to advise on candidate's eligibility for special consideration.

9. Malpractice

Upon submission of work for external assessment each candidate must sign the Authentication Form to confirm that the work submitted has been carried out without assistance other than that which is acceptable under the scheme of assessment.

If malpractice is suspected/discovered prior to the signing of declarations of authentication it is the responsibility of the Head of Centre, acting on behalf of Pearson Edexcel, to carry out an investigation. Full details of the required procedures can be found in the JCQ document 'Suspected Malpractice in Examinations and Assessments: Policies and Procedures'. Centres must not give credit for any work submitted which is not the candidate's own work.

Malpractice discovered prior to the signing of declarations of authentication need not be reported to Pearson Edexcel. Any malpractice discovered after the signing of the Authentication Form by the centre must be reported to Pearson Edexcel at the earliest opportunity using form JCQ/M1.

Candidate work submitted for each individual endorsed title or unit must be unique. The same work cannot be submitted to fulfil the requirements for any other unit or qualification.

10. Grade Awarding

International GCSE Art and Design is a criterion referenced examination. Decisions regarding the grade boundaries are based on the professional judgement of the Chair, Principal Examiners and the Awarding Committee and are made by reference to candidates' work. However, statistical information is taken into consideration, together with archive work from previous years, to ensure year on year comparability.

Pearson Edexcel follows the procedures laid down in the Code of Practice for all awarding organisations when establishing the grade boundaries. The key grade boundaries for International GCSE Art and Design are established in the following order: 4, 7 and 1.

The sample of work for awarding will be drawn from across the entry for the June 2025 examination covering a range of marks on and around the notional grade boundaries in all endorsed titles. The sample drawn must be of a sufficient size and mark range on which to base sound awarding judgements.

11. Accessing Results

As this qualification is 100% externally assessed, centres will not receive a tailored feedback report on results day. Instead, centres can access a breakdown of their marks for each assessment objective for each candidate.

This information is released on results day and can be accessed via Results Plus.

You can access this information by logging onto Results Plus (linked above) > ResultsPlus Analysis > Download Results > Select Qualification (GCSE) and Session > Select subject

4FA1 GCSE ART & DESIGN: FINE ART		
4FA1 ART & DESIGN: FINE ART: ART & DESIGN: FINE ART	June 2023	
Paper 01: PERSONAL PORTFOLIO	June 2023	Download CSV
Paper 01T: TRANSF. PERSONAL PORTFOLIO	June 2023	Results not available for this paper
Paper 02: EXTERNALLY SET ASSIGNMENT	June 2023	Download CSV

12. Post Results

If you feel that a grade has been awarded in error, the centre should contact Pearson Edexcel via the Post-results line. Centres should note that amending the centre mark of one candidate at the centre might have an effect on the final marks and subsequently the grades issued to the candidate.

13. Digital submission guidance

All work must be submitted for assessment via our online assessment platform, Learner Work Transfer. All work must be submitted by 31 May.

Candidates should only submit one project for Component 1. The project submitted should represent all four assessment objectives equally in a holistic and integrated way.

This qualification is 100% externally assessed, therefore, centres do not need to submit a completed assessment grid with each candidate submission.

For each component, students can submit:

Either

- images/scans of the three A2 sheets of supporting studies
- images/scans of the one A2 sheet of final outcome(s).

Or

- A presentation containing no more than 20 slides.

A signed authentication sheet must be included with each submission for each component. Missing authentication sheets will result in the examiner being unable to mark the submission.

Attendance registers for the Component 2 controlled assessment periods should also be included and uploaded under *Administration Materials*.

All images submitted must be of reasonable quality, with any annotation readable, so that the examiner can sufficiently view and assess the work submitted. Candidates should not submit multiple pages of work on one slide.

If your digital portfolio includes moving images or video, you should embed the video directly into your slides and also upload the original video file at the same time you submit your slides. Please ensure to add a note within your slides indicating that the original video has been uploaded to Learner Work Transfer (LWT). This will help the examiner locate the video in case the embedded version does not display correctly.

Candidate submissions should **not** be in the format of:

- .zip folders
- .rar files
- Sway links

Accepted file formats and a submission checklist can be found below.

Accepted File Formats for Images

.jpeg
.gif
.jpg
Animated GIF
.png
.tiff
.tif

Accepted File Formats for Digital Portfolios

.doc
.docx
.oft
.pfd
.pdf
.ppt
.pptx
.pub
.odt

Submission checklist

Each candidate must have:

- ☒ Signed [authentication form](#).
- ☒ Component 1 portfolio evidencing all four Assessment Objectives equally and in an integrated and holistic way.
- ☒ Component 2 portfolio evidencing all four Assessment Objectives equally and in an integrated and holistic way.

Each centre must also upload:

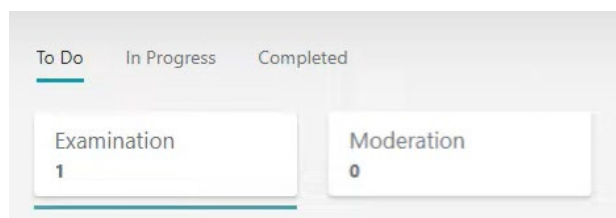
- ☒ An attendance register for the 10-hour period of sustained focus in Component 2.

Using Learner Work Transfer

We have produced two video tutorials demonstrating how users can access and navigate the Learner Work Transfer (LWT). Pop-ups must be enabled in order to access LWT.

- [Logging in and navigating LWT](#)
- [Managing moderation requests](#)

Once LWT opens, there will be two boxes at the top, one for Examination and the other for Moderation, if you click *Examination* then your International GCSE Art and Design request should appear.



When the work is ready, upload the submission for each candidate entered to LWT.

All candidates entered must either submit work for assessment or be marked as *Absent* or *No Evidence*.

When work is uploaded, it will show as scanning. Sometimes, this may take a while. If it has taken more than 48 hours for a piece of work to upload, please [contact us](#).

Once the work has uploaded, please press *Submit Request*.

The examiner might request missing material e.g., authentication forms, once the work is submitted for assessment. In this case, the examiner will return the request to the centre to upload the requested material. Once the work is uploaded, the centre will need to submit the work again using the *Submit Request* function.

14. Contact us

For additional support or guidance, please refer to the contact information provided on the [International GCSE Art and Design](#) qualification page.

Alternatively, you may reach out via the [Support Portal](#).