

International GCSEs – digital coursework submission arrangements

This guidance is to provide clarity on marking, moderating and annotating coursework in situations where teachers do not have access to the ‘standard approach’ which is to hand-annotate samples and carry out face to face moderation. The most common reason for using digital approaches to annotation and moderation are contexts in which schools are closed and teaching has switched to online with neither students nor teachers able to meet in person.

[Access the main guidance on the submission of marks, grades and samples.](#)

[Access the guidance on avoiding submission pitfalls.](#)

Learner Work Transfer Portal (LWT)

All coursework samples for International GCSEs in English (4EA1 03 and 4ET1 03) are submitted through the LWT. Samples show **after** centres have entered all their coursework marks on Edexcel Online.

What do I submit?

For each student, the marked and moderated coursework and the completed coursework authentication sheet (CAS):

[Int GCSE English Language A](#)

[Int GCSE English Literature](#)

How do I prepare my sample?

Any of the approaches listed below are acceptable. You are required to submit the named sample of your cohort’s work. Please do not zip files if you are uploading more than one document per student.

Option 1– Scanning (where teachers can receive coursework directly from students and teachers can meet face to face to mark and moderate the coursework with hand-written annotation).

This is the most-commonly used approach when teachers can receive work in person from their students and where teachers can meet to discuss the marking/moderation and hand-annotate the students’ work.

Students submit their work hard copy and you scan and then upload it (most photocopiers have a scanning function).

1. Students submit their final coursework to you hard copy with a hard copy coursework authentication sheet (CAS)
2. Mark and annotate your students’ work by hand as usual & complete the CAS.
3. Moderate your centre’s coursework submission as a whole by second marking all or a sample of your cohort. Show the moderation process by annotating the scripts, for example in a different colour to the original marking or by adding a second marker’s comments and initials.
4. For each student, scan the annotated coursework and CAS and save as one pdf document using the file naming conventions below.
5. When the LWT is open, upload the files for the students named in the sample showing on the LWT.

Option 2 – Separate marking notes (where a school needs a 100% digital approach to annotation and moderation)

Students submit their final coursework to you digitally in an uneditable form (pdf or read-only Word document). You capture your marking and moderating comments using the marker/moderator notes form which is uploaded with the student's coursework and CAS.

1. Students submit their final coursework to you digitally. You complete a CAS digitally.
2. Mark and annotate your students' work. Capture your first and second marker/moderator's comments on a marker/moderator notes form. These might make reference to specific paragraphs on specific pages where you see evidence of performance on a particular AO at a particular level (comments that would previously have been marginal annotation). The comments of the first and second marker/moderator should be distinguishable. There is no intention to create additional workload for teachers. There is no need to duplicate comments on the marker sheet and the CAS.
3. For each student, upload the coursework, the marker/moderator's form and the digital CAS using the file naming conventions below. You have the option on the LWT to upload single or multiple documents for each student, so you may upload the coursework, marker form and CAS separately if you wish, but a single pdf per student is preferred.
4. When the LWT is open, upload the files for the students named in the sample shown.

Option 3 – End to end digital (where a school needs a 100% digital approach to annotation and moderation)

Digital submission with digital in-text annotation using a digital marking platform. Schools and colleges may only use platforms on which students' work remains uneditable during the digital annotation.

1. Students submit their final coursework in an uneditable form to you digitally. You complete a CAS digitally.
2. Mark and annotate your students' work using a digital marking platform.
3. Moderate your centre's coursework submission by second marking all or a sample of your cohort. Show the moderation process by annotating the scripts digitally. The comments of the first and second marker/moderator should be distinguishable.
4. For each student, upload the digitally annotated coursework and digital CAS using the file naming conventions below. You have the option on the LWT to upload a single or multiple documents for each student, so you may upload the coursework and CAS separately if you wish, but a single pdf is preferred.
5. When the LWT is open, upload the files for the students named in the sample shown.

File naming requirements

Create a file for each student. Each file should use the following naming convention: [centre #]_[candidate number #]_[surname]_[first letter of first name] Example: Joshua Smith with candidate number 7890 at centre 12345 for component 4EA1 03 would have work in a folder titled, "12345_7890_Smith_J"

If you are uploading more than one document for a student, please adopt the following naming approach. Please do not use zip files:

12345_7890_Smith_J (for the coursework script itself)

12345_7890_Smith_J_CAS (for the coursework authentication sheet)
12345_7890_Smith_J_marking (for the marker/moderator form [option 2])

File types

Teachers may upload the following file types:

Read-only word documents
Pdfs

Please do not use zip files. You can hold CTRL down whilst selecting multiple files in the file explorer if you wish to upload multiple files for a single student in one go.

Data protection and privacy

The LWT is secure. There is therefore no need to encrypt the files you are uploading.