# International Contingency Centre Portfolio Submission Guidance

International GCSE, International Advanced Subsidiary, International Advanced Level, iPrimary and iLower Secondary (iPLS)

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# Who's eligible for this contingency arrangement?

Students that have been accepted on to international contingency grading will meet one of the following criteria:

| | |
|---|---|
| Linear qualifications | Have an entry for the summer 2026 series **and** have not completed any components (i.e. NEA or speaking assessments) in the summer 2026 series |
| Modular qualifications | Have both unit entries and a cash-in entry for the summer 2026 series<br><br>Have no banked results from a previous session<br>or<br>Have resit entries for banked results from a previous session |

## International contingency grading entries

If you meet the above criteria, we will amend your entry code. You'll see these entries appear on Edexcel Online as paper number 99 under the specification number.

# Creating portfolios of evidence

If your students are entered for international contingency grading, teachers will need to compile and submit a **portfolio of evidence** for each student. This portfolio should include the best available evidence to demonstrate the candidate's knowledge and skills required by the specification.This should include:

- Assessments for all components within a linear qualification (for example, Paper 1 and Paper 2), or for each modular unit requiring grading, including evidence for every component of ICT/Computer Science qualifications where practical exams have been cancelled. These could be past examination papers or a new paper prepared by you for this purpose, providing you ensure it covers the breadth of content for that component. May/June 2026 exam papers must not be used for evidence, even if you have already received them.
- A blank version of the assessment used so graders are aware of what students are responding to.
- A centre evidence confirmation form. We need this so we can see what evidence has been collated, where assessments have been derived from and to confirm the conditions in which they were completed. This form also provides the option to submit predicted grades, although that section is not required for us to be able to assess the portfolio. You can download this form on our website. We have also provided an Example Centre Evidence Confirmation Form.
- Student work may be submitted either marked or unmarked. This won't influence the portfolio review, as the examiner grading the work will focus solely on the content of the work itself.

We prefer the same evidence to be submitted for the whole cohort where possible, but you can submit different evidence for individual learners if needed. You may choose to submit further evidence completed during the course, in addition to the exam assessments.

Examples may include:

- Class assessments that have been designed to assess specific assessment objectives
- Written assignments or essays
- Timed internal end-of-year or topic tests. Full multiple choice tests are not acceptable.
- Supporting context, including predicted grades where appropriate

You should collect evidence in as close to exam conditions as possible, for example, secure conditions such as as online-proctored mock or an in-person supervised mock. Teachers should compile one set of assessments (for example, Paper 1 and Paper 2 if a specification is made up of two papers).

When you complete the centre evidence confirmation form, you'll have the option to include supporting context.You can use this to explain the conditions under which the assessments were completed. There's also a section where you can provide predicted grades. Predicted grades should be awarded as if candidates were going to sit exams this series and we'll use these to support the portfolio of evidence provided.

**Both the supporting context and predicted grades are optional. You don't have to complete these sections when submitting your portfolio of evidence.**

Results will be issued to candidates as usual on our published results days, as shown in the list of key dates.

See the FAQs section of this guidance for more detail about the portfolios of evidence.

## Submitting portfolios of evidence

You'll be able to upload your students' portfolios of evidence to our digital **Learner Work Transfer** (LWT) platform from **1 May until 9 June**.

Once the submission window opens, all the relevant candidate and qualification details will be pre-populated when you log in to the LWT platform, ready for you to upload their work.

Need help uploading work to LWT? Follow our step-by-step guidance.

As well as the portfolios of evidence, you'll need to upload the completed centre evidence confirmation form to the 'administration material' section of LWT.

Once you've finished uploading portfolios of evidence for **all** your students, click **'Submit Request'**.

If you have any late entries, candidates missing from LWT, or you need help uploading evidence to LWT, contact us via the Pearson support portal and we'll be happy to help.

## Naming conventions and file formats

You should name each file using a single continuous format that includes the centre number, candidate number, surname, first initial, the tier where applicable (H or F), and the past-paper code/title of the piece of evidence when relevant. This keeps every file clearly identifiable by centre, candidate, tier and assessment component.

A complete example is: 12345_7890_Smith_J_H_2406_4MA1_1Hmock.

If more than one document is uploaded for the same student, keep the full filename exactly the same and add a descriptor at the end so all files remain aligned and easy to track. For example: , 12345_7890_Smith_J_H_2406_4MA1_1Hmock, 12345_7890_Smith_J_H_2506_4MA1_2Hmock.

Please ensure that the evidence you are collating is saved in a supported file format. You can read here further details on supported file formats.

## Key dates and deadlines

Key events and deadlines are included below:

| Date | Event |
|---|---|
| 01 May 2026 | LWT open for centre submission of candidate evidence |
| 09 June 2026 | Deadline for centres to upload candidate evidence to LWT |
| 12 August 2026 | Results day for centres for International A-Level – grades for candidates following the contingency process route will be available via Edexcel Online |
| 13 August 2026 | Results day for candidates for International A-Level |
| 19 August 2026 | Results day for centres for International GCSE/iPLS – grades for candidates following the contingency process route will be available via Edexcel Online |
| 20 August 2026 | Results day for candidates for International GCSE/iPLS |

# Post-results services

Following the release of results in August, our post-results services will be available as usual, with some changes to account for the contingency circumstances.

## Access to scripts

Due to the nature of contingency grading and the different types of evidence you may submit, we won't be able to provide our Access to Scripts service for results achieved under this contingency.

## Review of grading

You'll be able to request a review of grading if you disagree with the grade that's been awarded to a candidate. A senior examiner will review the original grade along with the portfolio of evidence submitted.

You'll need to request a review of grading on Edexcel Online, as you would normally request a review of marking or moderation. Read more about applying for post-results services.

## Making an appeal

If you're not satisfied with the outcome of a review of grading request, you'll have the option to appeal the decision.

All appeals will require valid grounds to be considered. You can find details of relevant grounds for appeal on our post-results and appeals page, which also contains additional information for centres who may wish to appeal a decision.

You must have already requested a review of grading in order to request an appeal.

# Frequently asked questions

**Q: How much evidence does each subject need to submit? Do I need to submit evidence other than the exam?**

**A:** Past examination papers (for example, Paper 1 and Paper 2) already completed as part of usual preparation, such as mock exams, or a new paper prepared specifically for this purpose, are the best forms of evidence. Ideally, these should be completed under exam conditions or as close to them as possible. If mock exams have already been completed using hybrid papers, you can submit these, provided they cover the full assessment for that component. Where practical exams in ICT/Computer Science have been cancelled, evidence must be submitted for those components.

Students should only be assessed on content they have been taught. Teachers should compile evidence that reflects performance across a broad range of content and the full range of demand, similar to what students would have been expected to encounter in the public examinations for the series, and across the assessment objectives for the qualification.

Past papers should be used, in full or in part, where appropriate. If required, for example where sections of previous past papers have already been used for formative or other assessments, teachers may combine different past papers (for example, Paper 1 from June 2024 and Paper 2 from June 2025) or combine individual questions to create a new assessment for students. Please ensure you include a blank copy of the assessment used so graders are aware of what students are responding to.

Other assessed work completed during the course of study may be used, if needed, to ensure full coverage of the specification.

In all cases, you should clearly indicate the evidence used when you upload your portfolios.

**Q: Why do you recommend the use of full past papers?**

**A:** The overriding aim of the contingency grading is to ensure that students receive the fairest outcome. Portfolios of evidence will be graded by Pearson examiners, meaning that use of Pearson materials is the fairest and most accurate piece of evidence.

**Q: Do we have to submit predicted grades?**

**A:** You don't have to submit predicted grades when you submit portfolios of evidence, but you're welcome to include them if you want to. You can either include them on the centre evidence confirmation form or upload them separately to the 'administration materials' section of LWT.

**Q: Should student work in the portfolio of evidence be marked or unmarked?**

**A:** Student work may be submitted either marked or unmarked. This won't influence the portfolio review, as the examiner focuses solely on the content of the work itself. If work is marked, any annotations should be minimal and must not obstruct our examiners from clearly viewing the materials during their grading process.

**Q: Which grade boundaries will Pearson use when awarding grades with an evidence-based approach?**

**A:** We won't use grade boundaries for international contingency grading. Experienced examiners with prior marking experience on the qualification will grade students based upon the quality of the evidence provided, skills achieved and breadth of knowledge demonstrated, in line with typical performance by students awarded through live assessments.

**Q: What happens if I haven't been able to provide any evidence for my particular subject?**

**A:** We'll treat this on a case-by-case basis. Please contact us via the Pearson support portal in the first instance if you are facing difficulties in gathering evidence for any students.

# Version History

| Version | Date | Description |
|---|---|---|
| 2.0 | 9 April 2026 | • Initial published version |
| 2.1 | 15 April 2026 | • Added clarification in the eligibility table for linear qualifications to specify that “components” refers to NEA or speaking assessments<br>• Removed wording in the submitting portfolios of evidence section referring to “anticipate not being able to meet the 7 June submission deadline” |
| 2.2 | 28 April 2026 | • Updated Example Centre Evidence Confirmation form |
| 2.3 | 30 April 2026 | • Added section on naming conventions and file formats |
| 2.4 | 14 May 2026 | • Deadline amended for Centre submissions<br>• General formatting |
| 2.5 | 19 May 2026 | • Instruction added to include a blank version of the assessment used when submitting portfolios |

# Example Centre Evidence Confirmation Form

## International Contingency

### Centre Evidence Confirmation

**This document should be completed for each linear or modular unit/component. Submission is confirmation that the information you are submitting is accurate evidence of the approach taken in compiling the portfolio(s) of evidence.**

**Please ensure you enable macros when opening the sheet**

### Required Information

**Your Information – Centre Declaration**

**I confirm that the portfolio submitted for each candidate is their own authentic and unaided work. I further confirm that the material submitted is a true and accurate reflection of each candidate's expected standard of performance.**

| | |
|---|---|
| **Name:** | Joe Bloggs |
| **Position/ Role:** | Exams Officer |
| **Signed(Print Name)** | JOE BLOGGS |
| **Date:** | 01/05/2026 |

### Centre Information and Evidence Details

| | |
|---|---|
| **Centre Number :** | 99999 |
| **Subject :** *Please add only the unit code e.g. WME01/01, 4MA1/1H etc .* | 4MA1/1H |
| **Details of Evidence Provided :** *Please ensure you list all papers used and what series they are derived from. If students have differing evidence then please detail this. Examples: Full Past papers Teacher compiled assessments* | Candidate 1234 sat 4MA1/1H past paper compiled using 2025 and 2024. Rest of cohort sat 4MA1/1H compiled using June 2025 and January 2026 past papers |
| **Under what conditions was each piece of evidence completed?** | All candidates sat offline proctored mock |
| **Does the evidence provided cover the full breadth of the component?** | No |
| **If not/why?** | Detail any gaps in coverage and any reasoning why |

### Optional Information

| | |
|---|---|
| **Supporting context :** *Please provide any additional information that the examiner should be aware of .* | Mock exams were sat under exam conditions Feb 2025. Detail any access arrangements in place. |

### Predicted Grades

Once you add the number of candidates this will populate the number of rows in the table below

| | |
|---|---|
| **No. of Candidates:** | |

| **Predicted Grades :** | **Candidate Number** | **Grade** |
|---|---|---|
| If you would like to copy and paste an exisitng list, please **paste values** only. Home > Paste > Paste values or (ctrl+ shift + v) | 1234 | 7 |
| | 1235 | 8 |
| | 1236 | 4 |
| | 1237 | 5 |
| | 1239 | 5 |