New submission arrangements for oral recordings - May/June 2022 series onwards

International GCSE and IAS/IAL Modern Foreign Languages

This guidance applies to all international qualifications with a speaking component:

- International GCSE Chinese, French, German and Spanish.
- International GCSE English as a Second Language and Swahili (optional speaking components).
- International AS/A level French, German and Spanish.

Submitting oral recordings via Learner Work Transfer

To help with teacher-examiner workload, and to ensure our commitment to working more digitally, we have developed a new online way for centres to submit their candidate speaking recordings to Pearson.

The system is called the digital Learner Work Transfer (LWT) portal and is already used by centres for International AS/A level languages. Audio files for all language qualifications must now be submitted via this portal, which is available to access through Edexcel Online (EOL). Submissions using USB / CDs will no longer be accepted. Please contact our customer services team if you need support with the LWT portal.

Please note that you should always keep a copy of your candidates' recordings and paperwork. Should there be any issues with the recording or paperwork uploaded onto LWT, Pearson may request a copy of the candidates' work.

Key dates and deadlines

The speaking assessment windows for the May/June 2022 series are as follows:

- International GCSE Chinese, French, German and Spanish: 14 March-20 May 2022.
- International GCSE English as a Second Language and Swahili (optional speaking components): 28 March-20 May 2022.
- International AS/A level French, German and Spanish: 18 April-20 May 2022.

Speaking dates for future series will be available once they are confirmed in the [key dates finder](#) and on the [languages landing page](#).

Learner Work Transfer for the summer 2022 series will be available for centres to access from **4 April 2022**.

For International GCSE orals that are scheduled within the designated speaking window before 4 April 2022, candidate recordings and associated paperwork should therefore be stored securely in the centre (accessible only by exams officers and authorised staff) to be submitted as soon as possible once LWT is available. The usual 2 working day submissions window applied to all our MFL qualifications would therefore not apply this year to International GCSE orals conducted before 4 April 2022.

In subsequent series, LWT will be scheduled to be available to centres for all language qualifications at the start of the prescribed speaking window dates.

The usual submission deadline is 2 working days after the final speaking exam for that language qualification has taken place in the centre. The LWT window to submit materials will therefore close at 5pm GMT on 24 May 2022.

Files to submit

Centres must submit the following documents for each candidate. Where signatures are required, names can simply be typed on the on-screen forms – there is no need to print, sign manually and scan the forms.

For International GCSE Chinese, French, German and Spanish:

- Candidate recording
- [Candidate cover sheet](#) (CCS)
- Picture used for task A, picture-based discussion, in digital or scanned form (if a candidate has chosen a personal photo, a written description of the picture may be provided instead).

For International GCSE English as a Second Language (ESL):

- Candidate recording
- [Candidate cover sheet for ESL](#) (CCS)

For International GCSE Swahili (optional centre-assessed speaking endorsement):

- Candidate recording for moderation purposes
- [Assessment record sheet](#) for spoken language endorsement

Please note that for International GCSE Swahili, submission is only required if a sample of recordings or all recordings are requested for external monitoring.

For IAS/IAL:

- Candidate recording
- [Oral topic form](#) (OR1) for Unit 1 and/or
- [Oral chosen issue form](#) (OR3) for Unit 3
- [Candidate speaking authentication sheet](#) (CAS).

File naming conventions

When you create a file for each sampled student then each file should use the following naming convention:

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

For example, Jane Smith with candidate number 7890 at centre 12345 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:

International GCSE candidate:

- 12345_7890_Smith_J (for the speaking recording itself)
- 12345_7890_Smith_J_CCS (for the candidate cover sheet)
- 12345_7890_Smith_J_pic (for the candidate's chosen picture for task A)

IAS/IAL candidate:

- 12345_7890_Smith_J (for the speaking recording itself)
- 12345_7890_Smith_J_OR1 (for the oral topic form for IAS/IAL)
- 12345_7890_Smith_J_CAS (for the candidate authentication sheet)

Recording formats

Pearson Edexcel only accepts recordings in the following formats:

mp3 / mpeg / wav / vlc / m4a / ogg / wma / oga / aif / mid / aiff / midi

If centres record the oral assessment in a different digital format, they must convert the recording to one of the above accepted formats before submitting them to Pearson Edexcel.

Complete, unedited recordings of all assessments must be submitted to Pearson Edexcel via the LWT. There is no need to encrypt the files you are uploading as the LWT portal is secure. Please do not use zip files.

Data protection and privacy

The LWT portal is secure, so there is no need to encrypt the files you are uploading.

How to use the LWT portal to submit oral assessments

Instructions on how to access LWT can be found [here](#) and guidance on managing uploads is available in video format [here](#). If you need further support, step-by-step guidance and screenshots are provided below. If you have any issues with the LWT system, please contact our helpdesk on 0800 169 9202.

1. Accessing the portal

Access the portal through your Edexcel Online account under 'Learner Work Transfer'.

An example of the Learner Work Transfer dashboard is shown below. Depending on the state of the request ('To Do', 'In Progress' or 'Completed'), the default view will start on a particular tab.

2. Viewing candidates in the portal

The search box can be used to narrow down the results as required. Click the three vertical dots on the right of the request then 'View' learners to open the request.

You will be presented with a list of all learners entered for the unit. If you have additional learners who have not yet been entered, please make entries for them through the usual process. This should be updated within 24 hours. If you have uploaded evidence for some learners, when the new entries have been added, the request will show a status on 'In Progress (C)' to represent a change.

3. Naming documents for upload

When you create a file for each sampled student then each file should use the following naming convention:

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

For example, Jane Smith with candidate number 7890 at centre 12345 would have work in a folder titled: 12345_7890_Smith_J

More details on naming individual documents are provided on page 1 of this guidance.

If you are uploading one CAS form for multiple candidates, please use the following naming convention: [centre number]_CS4, i.e. 12345_CS4. Please see the instructions on linking a file to multiple learners below.

4. Uploading files

To upload learner evidence, click 'Browse' under the learner.
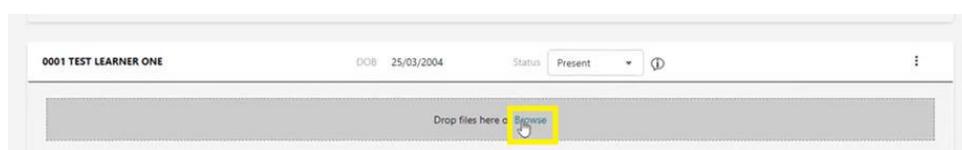
This will open a file explorer. Click on a file to upload or hold down the 'Ctrl' key to select multiple files then click 'Open'. Alternatively drag the files from your computer onto the grey area of the page, where it states: 'Drop files here'.
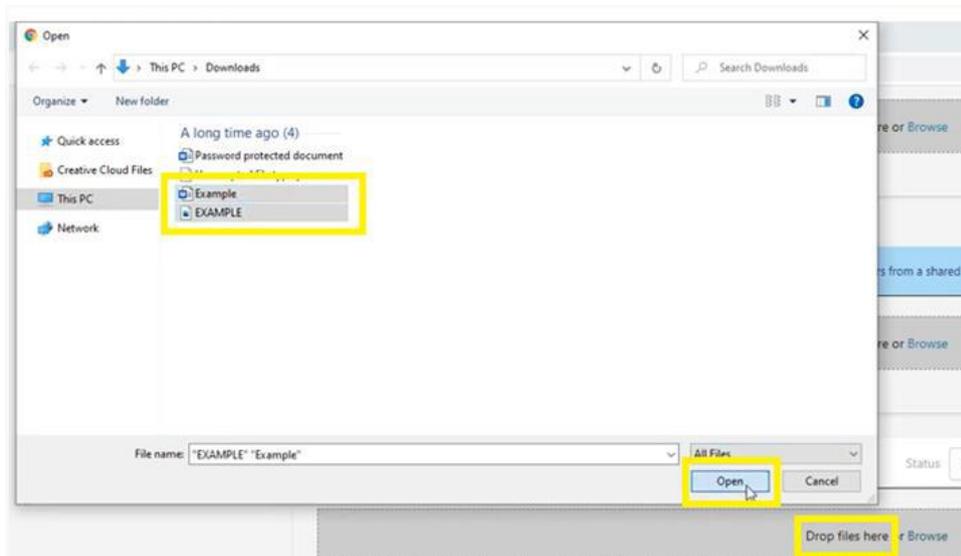
Files uploaded will then move to 'Scanning' state. Once the checks are successful it is updated to 'Accepted' or 'Rejected'. If you have uploaded the incorrect document, you can remove it by clicking the 'X' next to the file name.
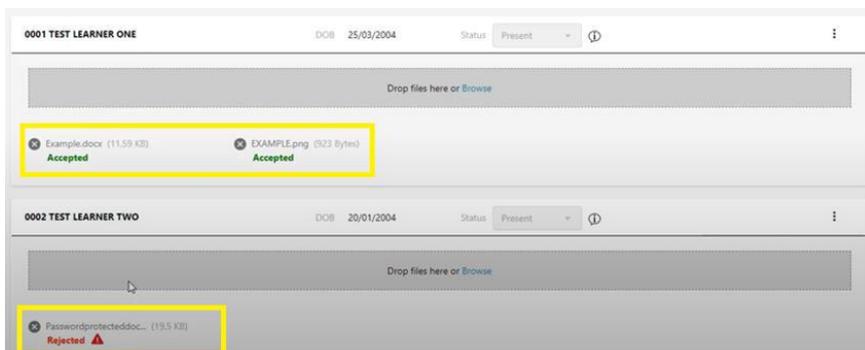
Please do not zip files. You can hold CTRL down whilst selecting multiple files in the file explorer if you wish to upload multiple files for a single student in one go. LWT is a secure platform, so there is no need to encrypt files.

The portal accepts most of the popular file types including mp3, mp4 and jpeg files. A full list of accepted file types can be found here.

For any learners who were absent for the assessment, the centre should change their status to 'Absent' using the 'Status' dropdown. This will take the place of completing the attendance register.

If the learners work is not available, for example where special consideration is being applied, the status should be changed to 'No Evidence'. Special consideration should be completed via an application following the usual process.

Attendance registers can be uploaded in the 'Administration Material' section. You should only upload documents in this section that are required for the course at cohort level.

Once you have at least one file uploaded per learner and indicated their status (absent/no evidence) the 'Submit Request' option will become available at the top of the screen and also from the 'In Progress' dashboard.
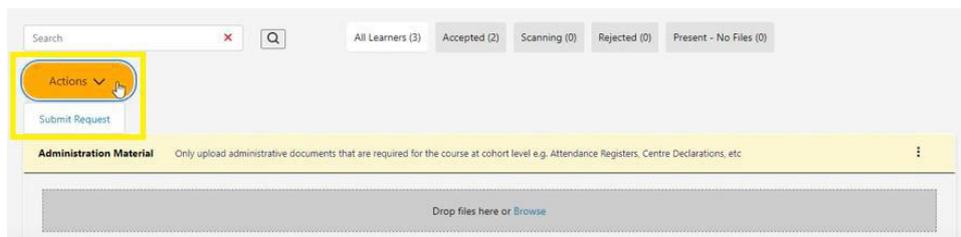
Once a request has been submitted, you will receive a confirmation message, click 'Ok' to proceed. This will send the request to your assessor, and you will no longer be able to add, edit or remove evidence. The completed tab shows requests which have been submitted for assessment.


If the assessor finds that the wrong material has been uploaded, they can return the request to the centre. You should receive an email from the assessor or Pearson. This will show in the 'In Progress' tab with a status 'Returned'. You can then add or remove files before resubmitting the request.

If the centre identifies incorrect documents uploaded and submitted, they will need to contact the assessor or Pearson for the request to be returned.

5. Linking a file to multiple learners

Use the 'Shared Files' feature to upload a file that must be shared between multiple learners. You can drag and drop files into the grey space or browse to the required file within your system.
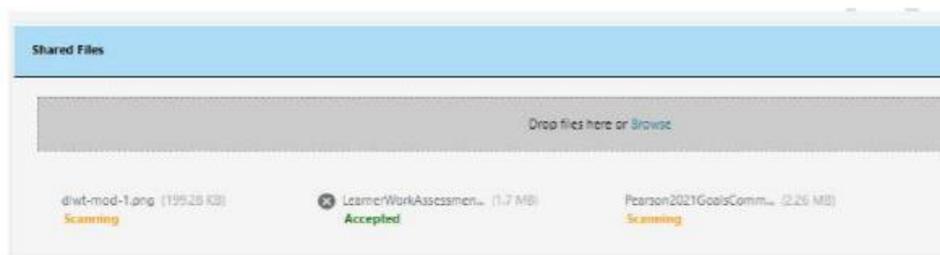
A file cannot be uploaded directly to a learner or via the shared files functionality if another file with the same name and format has already been uploaded to that card. For example, you cannot upload multiple pdfs called 'speaking form' to the same learner, or within the shared file section. If this occurs an error message is shown.

However, each learner can have a file called 'speaking form' uploaded to their card or associated to them via the shared files functionality.

Please see this video guide (from 5 mins 55 seconds) for step-by-step instructions on how to upload a file and link it to multiple candidates. If uploading one form for multiple candidates, please name it with your centre number and the form name. There is no need to name a form with multiple candidate numbers if it is linked to them on LWT in this way.