# Int GCSE English: coursework & SLE submission support & exam briefing

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[Access a recording](#)

# What we'll cover

What you need to do

Key dates and documents

Annotating scripts: evidence of second marking, moderation

Getting consistency across folders

Annotation method

Help with standardising marking

Word count

Referencing, footnotes, in-line references & bibliography

Incomplete work/non-completion of NEA

AI and plagiarism

Informing candidates of their centre-assessed marks

What if students are resitting?

Questions?

Contact

# General reminders

# General reminders

- [Rules for prescribed texts](#) in exams.

- [Exam timetables](#).

- There is no advance information for the May/June 2024 exam series.

- For 4EA1, you should be following the issue 6 specification. Only 'new format' coursework may be submitted. See the [guidance](#).

- For 4EA1/4EB1, you must submit a sample of video-recordings for the SLE.

- After May/June, the next Int GCSE exam series for 4EA1/4EB1 and 4ET1 is November 2024.

# Marking of planning in exams

We have added one bullet to the end of the General Marking Guidance which precedes each mark scheme for 4EA1, 4EB1 and 4ET1:

Plans in the lined response area of the question paper/answer booklet should not be marked unless no other response to the question has been provided. This applies whether the plan is crossed out or not.

This does not represent a change in approach. It is simply formalising the arrangements which have been in place since the start of delivery/assessment.

This applies to all mark schemes in the May/June 2024 exam series. From May/June 2025, we will also add an additional note to the instructions on the front cover of exam papers to make clear to students in what circumstances an examiner would seek to reward any material in a plan.

# Coursework submissions

# What you need to do

- Mark and moderate students' coursework.

- Complete an updated assessment record sheet with AI declaration for each student. Digital signatures are permitted.

- Inform students of the mark they have achieved prior to submission.

- Upload students' marks to Edexcel Online and print off a list of all marks entered before finalising your submission by 15.5.24.

- Upload the work of the students 'ticked' on Edexcel Online and listed on the LWT, one pdf per student by 15.5.24. The coursework moderation sample is selected randomly by Edexcel.

# What you need to do

- If the highest and lowest-scoring students are not included in the sample, also upload the work of these students. To do this, use the 'manage learners' function to add the names of the highest/lowest-scoring candidates to the sample list.

- If you have more than one candidate with the highest and lowest mark, you need only submit one of these.

- If any of the called-for candidates have been withdrawn or has incomplete submissions, please provide additional candidates' work of a comparable level, and upload a covering note to your moderator on the LWT.

- Upload a print-out of the marks submitted for all students on Edexcel Online to the 'Administrative Material' section on the LWT.

# Key dates and documents

- The LWT will be open to submit your sample from mid-Apr

- All submissions must be complete by 15 May 2024.

- Access the submission guidance.

- Access the LWT step-by-step user guide.

- Support with avoiding common submission issues.

| Image | | | | | |
|---|---|---|---|---|---|
| .jpeg | .gif | .jpg | .png | .tiff | .tif |

*NB - Animated .gif is also supported (with some limitations on resizing and tool bar display)

| Audio | | | | | |
|---|---|---|---|---|---|
| .mp3 | .wav | .m4a | .wma | .aif | .aiff |
| .mpeg | .vlc | .ogg | .oga | .mid | .midi |

| Video | | | | | |
|---|---|---|---|---|---|
| .mpeg | .flv | .mov | .wmv | .mpg | .mp4 |
| .avi | .vts | .vlc | .ogg | .ogv | .mts |
| .m4v | | | | | |

| Document/Office | | | | | |
|---|---|---|---|---|---|
| .doc | .docx | .oft | .pfd | .pdf | .ppt |
| .pptx | .pub | .xls | .xlsx | .xlsm | .xlsb |
| .html | .htm | .epub | .css | .odt | .txt |
| .js | .rtf | .csv | .xml | .ppsx | |

| Other Files | | | | |
|---|---|---|---|---|
| .zip | .exe | .rar | .vod | .py |

# Annotating scripts: evidence of second marking/ moderation

A suggested approach:

The first marker annotates in the margin of the coursework script to show the moderator how you have interpreted the mark scheme and applied it to the student's work.

Your comments are for the moderator, not the student. The comments should show how you think something in the student's work relates to the descriptors in the marking grid at a particular level. Try to use your own words, rather than quoting exactly from the descriptors.

The second marker adds their comments to the first marker's. They can use a different colour pen. They might say something like 'AO4 here seems over-rewarded. The understanding of context is at L3 'relevant comment' rather than L4 'integrated convincingly".

At the end of the coursework, the second marker could say something like: 'I agree broadly with placement in L4 but would recommend a mark of 20 rather than 24 to reflect the weaker performance on AO4' and sign the comment.

- Don't just 'tick through' the work without commenting.

- Don't note the AO with no other comment in the margin.

# Getting consistency across folders

- All teachers mark their students' folders

- Departmental moderation: everyone second marks the other teachers' folders. The second markers annotate the coursework and if they think marks need adjusting, they discuss with the first marker or head of department (HOD). If all agree, they change the original marks given.

Or

- Teachers work in pairs and second mark folders from 'top, middle & bottom' and then discuss any differences in their rewarding. Each teacher then recalibrates the marks of their teaching group.

Then

- When all the second marking is finished, the HOD arranges all the folders in rank order from top to bottom. The HOD sample backreads folders next to each other to make sure the rank order is correct or if further adjustment is needed. The HOD uses grade boundaries from June 2023 for coursework to see whether the marks awarded are broadly in line with performance at each grade. The HOD makes additional adjustments to marks.

# Annotation method

NEA digital submission guidance

**Option 1**: most centres will hand-annotate their coursework & then scan authentication sheet and coursework as 1 pdf for upload

**Option 2**: a few centres will use a separate marking notes sheet (using the document Pearson provides). They will submit: 3 documents, scanned and uploaded as 1pdf per student (authentication sheet, coursework & marking notes sheet).

**Option 3**: very few centres will upload coursework which has been annotated with digital in-text annotation (using a platform which allows annotation of a student's work in non-editable form). They will submit: 2 documents, scanned and uploaded as 1pdf per student (authentication sheet, coursework with in-text digital annotation).

# Help with standardising marking

For 4EA1 and 4ET1 you can use the following resources to support you in making marking decisions on coursework:

- Exemplars
- Examiner reports (which also contain marked student scripts)
- Marking training packs
- Exam feedback training packs

# Word counts

Word counts are advisory and there is no penalty for exceeding them.

4EA1: 1200 words for assignment 1 and 650-800 for assignment 2

4ET1: 650-800 words for each assignment

Titles, bibliographies and footnotes (that are references rather than content) are not included in word counts. Quotations are included.

# Incomplete work/non-completion of NEA

- A score of zero should only be used if a candidate has submitted work that is found to meet none of the assessment criteria.

- An X should be used for any candidate who is absent.

- If a student has incomplete work (with a valid reason) and could reasonably complete the work if they were given a short extension, you may request one here https://support.pearson.com/uk/s/qualification-contactus

- Please provide: Candidate's full name and candidate number; your centre number; details of why a short extension is needed.

- You may also consult JCQ's guidance on incomplete/lost coursework (sections 14 and 16).

# AI and plagiarism

Please consult JCQ's AI Use in Assessments: Protecting the Integrity of Qualifications

There is also guidance on plagiarism and malpractice procedures in separate JCQ documents.

# Informing students of their centre assessed marks prior to submission

Students must be told the mark given by their centre for a centre assessed component/unit before submission.

This requirement is to enable students to request a review of the centre's marking prior to the marks being submitted to the awarding body, should they wish to do so.

Please see the JCQ guidance.

# What if students are resitting 4EA1 or 4ET1?

- All the entry option codes are in the [Information Manual](Information Manual).

- [Access help](Access help) with choosing the right entry and option code.

- If students have been entered with an option code for carrying forward marks from a previous series then you do not need to enter a mark or sample. We will access the mark from the previous sitting.

- If you entered the students with an option code without 'carry forward', you need to submit a mark and sample for the student & we will contact you if we do not receive them for the students concerned.

- If you have entered using the wrong code, your exams officer needs to amend the entry.

# Questions?

# Spoken Language Endorsement (SLE) submissions
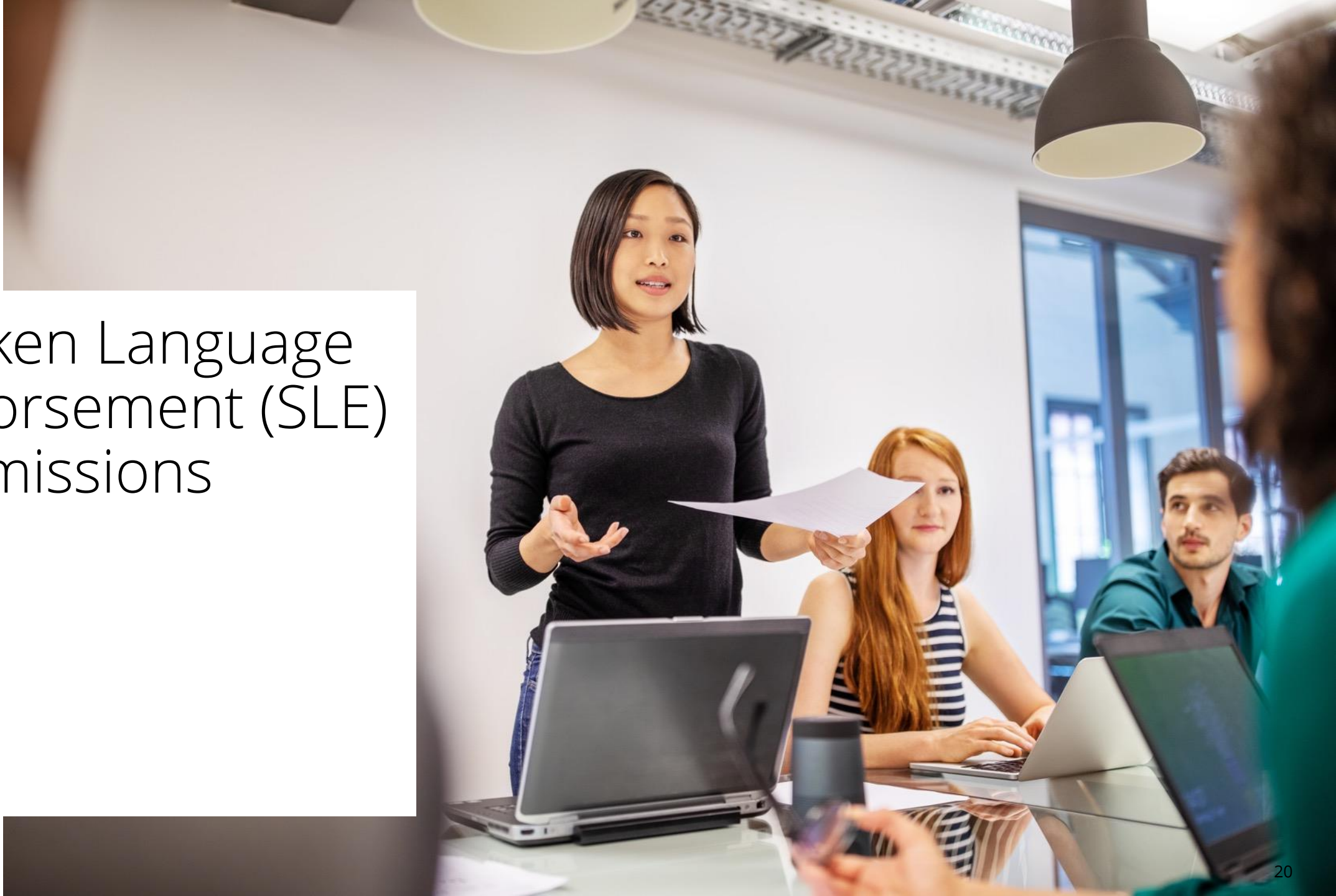
# SLE: audio-visual samples and submitting on the LWT for June 2024

- A sample of audio-visual recordings of SLE assessments is required.

- For cohorts of 30 students or more: 10 distinctions, 10 merits and 10 passes from across teaching groups.

- You select your own sample.

- Full details are in the 4EA1/4EB1 specifications.

- Submit SLE grades on Edexcel Online by 15 May 2024 for the May/June 2024 exam series.

- Submit audio-visual recordings on the Learner Work Transfer (LWT) portal by 15 May 2024 for the June 2024 exam series.

- The LWT is open from mid-April for you to submit your sample.

- Access the submission guidance.

- Access the LWT step-by-step user guide.

# Do all students have to do the SLE? Does everyone need to be video-recorded?

- Only students entered for the optional SLE need to complete it.

- A sample of 30 video-recordings (for cohorts of 30 or more) must be submitted.

# Is there a minimum time for the presentation?

- You're aiming for 10 minutes, so around 6 minutes of presentation and then 2-3 minutes of questions and answers. Students can't pass if they do not do the question and answer section.

# What if I am teaching in a PRU, special school or have students who are reluctant to be video-recorded?

1. If you have a larger cohort and can make up your sample without video-recording students who have specific needs or are very reluctant, do not use those students for the sample.

2. Assess such students 1-1 (1 student & 1 teacher).

3. Use remote assessment.

4. Do not enter the student for the SLE option.

# Informing students of their centre assessed marks prior to submission

- Students must be told the grade given by their centre for a centre assessed component/unit.

- This requirement is to enable students to request a review of the centre's marking prior to the grades being submitted to the awarding body, should they wish to do so.

- In the case of the SLE, students unhappy with the grade awarded by their teacher are usually offered another attempt at the SLE.

# What if I don't have 10P, 10M & 10Ds?

The sample should be representative of the teaching groups within the centre.

+ All students at a grade if the centre has fewer than the stated minimum. Students assessed as Not Classified should not be included.

++ For example, if a centre has 15 D students, 11 M students and 3 P students, all of these students will be in the sample.

+++ For example:

(a) if a centre has 21 D students, 14 M students and 3 P students, the sample will consist of 10 of the D students, 10 of the M students and all of the P students, with 7 additional students (from D and/or M) to make the overall sample up to 30.

(b) if a centre has no D students, 7 M students and 60 P students, the sample will consist of all of the M students and 23 of the P students.

# Which file types does the LWT accept?

Please see [the list](#) of supported file formats.

# What if students are resitting 4EA1 or 4EB1?

- If they have been entered with an SLE carry forward option code, then you do not need to enter a grade or submit a video-recording. We will access the grade from the previous sitting.

- If you entered the students without a carry-forward option code, you need to submit a grade and sample for the student.

- If you have entered using the wrong code, your exams officer needs to amend the entry.

# Questions?

# Contact

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