

PEARSON EDEXCEL
INTERNATIONAL
GCSE (9-1)

**English Language A &
English Literature
coursework
submission support,
21 March 2019**

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Session agenda

- Getting your sample ready for 4EA1 03 and 4ET1 03
- Submitting marks
- Getting your sample ready for 4EA1 E
- Questions and answers

Deadline for summer 2019

Your grades must be entered and your sample with your Moderator or Monitor by **15 May 2019**.

Access detailed guidance on submitting in summer 2019 [here](#).

Coursework: the basics

- Take in coursework: correct task title is written at the top of the work & student's full name & word count are on the coursework
- Complete assessment record sheet
- Attach it to the front of the coursework with treasury tag
- 1st teacher marks and annotates the coursework in ink by hand
- Comments are directed at the moderator and are linked to the mark scheme level
- 2nd teacher reviews the marking and annotates the coursework
- Head of English or exams officer enters marks on Edexcel Online and prints off the marks for all students.

Coursework: the basics continued

- Exams officer or Head of English gets the moderator's name and address from Edexcel Online.
- Exams officer posts the work of the students ticked on Edexcel Online, with the print-out of the marks of all students to the moderator by 15 May 2019.

Any questions about 4EA1 03 or 4ET1
03?

Sample and marks for the spoken language endorsement (SLE)

SLE: the basics

- Conduct SLE with students
- Ensure you have video-recorded the sample of 10P/10M/10D
- Save the recordings to a USB using the correct file titling & file types listed in the specification. You may encrypt if you wish.
- The Head of English or Exams Officer submits the grades on Edexcel Online, ticks the students who are in the sample, prints off the grades for the whole cohort & gets the monitor's name and address.
- The Head of English or Exams Officer posts the USB and the completed assessment record sheets for the students in the sample to the monitor listed on Edexcel Online.

Encryption for 4EA1 E/4EB1 E

How to encrypt a USB:

Windows – BitLocker on Windows. BitLocker will encrypt your USB drive, and then require a password to be entered whenever it is connected to a PC. To get started using BitLocker, connect your USB drive to your computer. Right-click on the drive, and click 'turn on BitLocker'.

Mac - When your USB stick is connected to your Mac, right-click the disk, and select the 'encrypt' option. Enter in a password and Finder will encrypt the disk.

If you choose to encrypt the work, you must send the password to your monitor in a separate envelope along with your centre name, centre number and component code i.e. 4EA1/E.

How to select your sample

No. of students at centre	No. of students whose presentations must be recorded	Minimum no. of students at each grade (D, M, P)+
30 or fewer	All students	10 ⁺⁺
Over 30	30	10 ⁺⁺⁺

- + 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.

Private/home-educated candidates

Private candidates can be entered for the SLE, although it is more usual for private candidates not to select coursework or SLE options.

The centre accepting the entry with SLE must be willing to undertake the SLE with the private candidate. The centre will be contacted after the entry has been made to confirm that they can carry out the SLE with the candidate.

Any other questions?

Your English Subject Advisor

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[English Forum](#) The English forum is a discussion platform for English teachers. It highlights useful documents and allows teachers to share information directly.

Thank you for
your time

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<http://qualifications.pearson.com>