

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

[Access the pre-recorded version](#)

Clare Haviland, English Subject Advisor
March 12 March 2025



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

Find us on Facebook

Pearson Edexcel Facebook Page

Don't forget to follow us on Facebook for the latest updates about our qualifications. You can also find the latest updates from JCQ and Ofqual here too.

Click [here](#) to find our page, or scan this code



Facebook Teacher Groups

Be sure to also join our Pearson Edexcel International GCSE English teacher group on Facebook. Created to give International GCSE English teachers a private, professional space to have discussions. The group is managed by your Subject Advisor, Clare Haviland.

Click [here](#) to join the group, or scan this code



General reminders





General reminders

- [Rules for prescribed texts](#) in exams.
- [Exam timetables](#).
- 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 if your students have been entered for the SLE option.
- After May/June, the next Int GCSE exam series for 4EA1/4EB1 and 4ET1 is November 2025.
- No changes to the exams in June 2025 for 4EA1, 4EB1 or 4ET1.



Useful revision resources 4EA1

[Guidance on how to respond to each 4EA1 01 question](#)

[Guidance on transactional writing](#)

[Question summaries: overview of which types of writing set on Paper 1, and lots of writing questions for students to plan or write](#)

[Audio recordings of all the anthology texts](#)

[Student exercise on varying sentence structure](#)

[Exam walkthrough PPT to remind students what's expected for each question](#)



Useful revision resources 4EB1

[Guidance on how to respond to each 4EB1 question](#)

[Guidance on writing text types](#)

[Question summaries: overview of which types of writing set, and lots of writing questions for students to plan or write](#)

[Student exercise on varying sentence structure](#)



Useful revision resources 4ET1

[Question summaries and knowledge organisers](#)

[Audio recordings of all the anthology texts](#)

[Exam walkthrough PPT to remind students what's expected for each question](#)

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 15.5.25.
- Upload the work of the students 'ticked' on Edexcel Online and listed on the LWT, one pdf per student by 15.5.25. 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-April.
- All submissions must be complete by 15 May 2025.
- 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 2024 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](#).
- [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 2025

- 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 2025 for the May/June 2025 exam series.
- Submit audio-visual recordings on the Learner Work Transfer (LWT) portal by 15 May 2025 for the June 2025 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

Clare Haviland

Pronouns: She, her, hers

(+44) 344 463 2535

qualifications.pearson.com/contactus

Email: teachingenglish@pearson.com

Sign up to regular subject advisor updates

Book an appointment with Clare

Join the Int GCSE English teachers Facebook group





Pearson