

International GCSEs - new coursework submission arrangements for summer 2021 and thereafter

Digital Learner Work Transfer Portal (DLWTP)

We have developed a new digital learner work transfer portal (DLWTP).

All coursework for International GCSEs in English (4EA1 03 and 4ET1 03) in summer 2021 and thereafter will need to be submitted through this portal.

Final instructions on using the portal will be available in April 2021. Teachers should mark and moderate their students' coursework in such a manner that it can be submitted digitally.

When do I submit my sample?

The final dates for the summer 2021 exam timetable and the coursework submission deadline have not yet been confirmed. The dates given below are the usual deadlines and are TBC.

The names of the students who have been randomly selected for the sample will show on the portal from mid-April (TBC). You will not be able to upload your sample earlier.

Do I still need to submit the marks awarded on Edexcel Online?

Yes, you do. There are two processes: entering the marks awarded to your students by 15 May 2021 (TBC) and uploading your students' work to the DLWTP by 15 May 2021 (TBC).

What do I submit?

For each student, the marked and moderated coursework and the completed coursework authentication sheet (CAS):

[Int GCSE English Language A](#)

[Int GCSE English Literature](#)

How do I prepare my sample?

Any of the approaches listed below are acceptable. As before, you are only required to submit the named sample of your cohort's work. These 3 options are all digital. Please do not zip files if you are uploading more than one document per student. There is no hard copy submission of a coursework sample in summer 2021.

Option 1- Scanning

Students submit their work hard copy as in previous years, and you scan and then upload it (most photocopiers have a scanning function).

1. Students submit their final coursework to you hard copy with a hard copy coursework authentication sheet (CAS)
2. Mark and annotate your students' work by hand as usual & complete the CAS.
3. Moderate your centre's coursework submission as a whole by second marking all or a sample of your cohort. Show the moderation process by annotating the scripts, for example in a different colour to the original marking or by adding a second marker's comments and initials.
4. For each student, scan the annotated coursework and CAS and save as one pdf document using the file naming conventions below.

5. When the portal is open, upload the files for the students named in the sample showing on the portal.

Option 2 – Separate marking notes

Students submit their final coursework to you digitally in an uneditable form (pdf or read-only Word document). You capture your marking and moderating comments using the marker/moderator notes form which is uploaded with the student's coursework and CAS.

1. Students submit their final coursework to you digitally. You complete a CAS digitally.
2. Mark and annotate your students' work. Capture your first and second marker/moderator's comments on a marker/moderator notes form. These might make reference to specific paragraphs on specific pages where you see evidence of performance on a particular AO at a particular level (comments that would previously have been marginal annotation). The comments of the first and second marker/moderator should be distinguishable. There is no intention to create additional workload for teachers. There is no need to duplicate comments on the marker sheet and the CAS.
3. For each student, upload the coursework, the marker/moderator's form and the digital CAS using the file naming conventions below. You have the option on the portal to upload single or multiple documents for each student, so you may upload the coursework, marker form and CAS separately if you wish.
4. When the portal is open, upload the files for the students named in the sample showing on the portal.

Option 3 – End to end digital

Digital submission with digital in-text annotation using a digital marking platform.

1. Students submit their final coursework in an uneditable form to you digitally. You complete a CAS digitally.
2. Mark and annotate your students' work using a digital marking platform.
3. Moderate your centre's coursework submission as a whole by second marking all or a sample of your cohort. Show the moderation process by annotating the scripts digitally. The comments of the first and second marker/moderator should be distinguishable.
4. For each student, upload the digitally annotated coursework and digital CAS using the file naming conventions below. You have the option on the portal to upload a single or multiple documents for each student, so you may upload the coursework and CAS separately if you wish.
5. When the portal is open, upload the files for the students named in the sample showing on the portal.

File naming requirements

Create a file for each student. Each file should use the following naming convention: [centre #]_[candidate number #]_[surname]_[first letter of first name] Example: Joshua Smith with candidate number 7890 at centre 12345 for component 4EA1 03 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. Please do not use zip files:

12345_7890_Smith_J (for the coursework script itself)
12345_7890_Smith_J_CAS (for the coursework authentication sheet)
12345_7890_Smith_J_marking (for the marker/moderator form [option 2])

File types

Teachers may upload the following file types:

Read-only word documents
Pdfs

Please do not use 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.

Data protection and privacy

The Digital Learner Work Transfer Portal is secure. There is therefore no need to encrypt the files you are uploading.

Last updated 5.11.20.