



Pearson

International GCSEs in English: coursework submission guidance for the November 2023 exam series

This update contains reminders for the November 2023 exam series for:

- International GCSE English Language A (4EA1 03 & Spoken Language Endorsement [SLE])
- International GCSE English Language B (Spoken Language Endorsement)
- International GCSE English Literature (4ET1 03)

Entry deadline for International GCSEs for May/June 2021: 7 November 2023.

Entry codes: full details are available in the [Information Manual](#).

Carrying forward coursework marks from a previous exam series

Students may carry forward coursework marks/SLE grades from a previous exam series using the appropriate entry codes in the Information Manual. If a mark/grade is being carried forward, there is no requirement to re-enter the mark/grade on Edexcel Online or the student's work/recording in the sample.

Final date for submission of coursework marks and sample, and optional SLE: 7 November 2023

By 7 November 2023 you must have submitted your coursework marks (and SLE grades if applicable) on Edexcel Online (EOL), and uploaded your coursework and SLE (if applicable) samples to the Learner Work Transfer Portal (LWT).

A sample of video-recordings is required for the SLE in the November 2023 exam series.

Digital Learner Work Transfer Portal (LWT)

All coursework and SLE video-recordings will be submitted digitally through our LWT portal. Please follow the steps in [this guide](#) to uploading to the LWT. Please see this [guidance](#) on different options for annotating coursework. You can access a marker/moderator comments sheet [here](#) if you are not hand-annotating coursework.

English Language A and English literature coursework

Where are the mark schemes for the coursework?

In the specifications.

[English Language A](#), issue 5: p. 20-23.

[English Literature](#): p. 21-22.

Authentication sheets

[English Language A](#)

[English literature](#)

Please upload one pdf per student which contains:

The authentication sheet on top

Assignment A

Assignment B

Informing candidates of their centre assessed marks prior to submission

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Candidates must be told the mark given by their centre for a centre assessed component/unit. This requirement is to enable candidates 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](#).

Although the requirement to inform candidates of their marks strictly applies only to GCSE, GCE and Project qualifications, centres are reminded that the JCQ [General Regulations for Approved Centres](#) states that centres must have a written internal appeals procedure relating to internal assessment decisions in all qualifications and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates. Giving candidates access to their marks is an important part of the procedure.

Do I need to carry out internal standardisation?

In large centres with multiple teachers, it's essential that you carry out internal moderation before you finalise the coursework marks. You should sample double-mark, selecting mark points within the same level from different teaching sets. The double marking should continue until you are satisfied that you have achieved comparability.

Small schools with only one teacher need not carry out internal standardisation. It is helpful to upload a covering note to the LWT with your sample explaining that you are in this situation.

How should I annotate the work?

It's important that you annotate the coursework to show the moderator how you have interpreted the mark scheme and applied it to the students' work. Please see the [LWT guidance](#) for the different ways you can annotate the work prior to uploading your sample. **Please ensure that the audience for your comments is clearly the moderator rather than the student.**

What are the grade boundaries?

You should not attempt to grade the work; you should be marking the work by applying the mark scheme in a consistent manner.

Coursework grades are awarded at the end of each examination series using the standard code of practice awarding process.

Grade boundaries, which are subject to change each exam series, are published on the [grade boundaries page](#) of our website. We publish notional component grade boundaries and actual grade boundaries.

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.

How do I submit my marks to Edexcel? What do I do if I make a mistake?

Your marks should be submitted online via Edexcel Online/EDI. You must save a copy of the marks for your own records. [Find out how here](#).

In order to enter marks you must have 'basic access' and 'Coursework and Portfolio' ticked on your Edexcel Online profile. If you don't have this, your exams officer can amend your profile.

Where is the Edexcel Online link?

Access [Edexcel Online](#).

If you need to be set up with an Edexcel Online account please ask your exams officer. If you've forgotten your Edexcel Online password you can [generate a new one](#).

If you've already submitted a mark but it needs to be amended (for example, because of an administrative error), please email the details to courseworkmarks@pearson.com.

Identifying the sample of work that needs to be sent to the moderator

On Edexcel Online, you'll see a tick next to the names of those students whose work needs to be sent for moderation. The sample will also show on the LWT from mid-April.

You also need to send the work of the highest- and lowest-scoring candidates in addition to the requested sample. If any of the called-for candidates have been withdrawn or have incomplete submissions, please provide additional candidates' work of a comparable level, and upload a covering note to your moderator on the LWT.

Word counts, titles, quotations and bibliographies

Please see the specification guidance at the beginning of each coursework component which gives clear information on word counts. Titles, bibliographies and footnotes (that are references rather than content) are not included in word counts. Quotations are included. **Word counts are advisory and there is no penalty for exceeding them.**

English Language specification A & B: Optional Spoken Language Endorsement (SLE)

The Spoken Language Endorsement is optional on 4EA1 and 4EB1. If you are doing the SLE, you must submit both grades and a sample of video-recordings of the assessments. You should complete the assessment record sheet as usual and retain these. In May/June 2023, **a sample of video-recordings is required.**

Where is the mark scheme and the key guidance for the optional SLE?

In the specifications.

[English Language A](#): p. 26.

[English Language B](#): p. 11.

[Standardising materials](#) (video clips requiring an Edexcel Online login).

SLE authentication sheets

Assessment record sheet (for each candidate), p. 41 of the English Language A [specification](#) and p. 25 of the English Language B [specification](#).

And as word documents:

[Spoken Language Endorsement Assessment Record Sheet 4EA1](#)

[Spoken Language Endorsement Assessment Record Sheet 4EB1](#)

You should complete these whilst assessing candidates and then **retain them**.

Informing candidates of their centre assessed marks prior to submission

As with the coursework marks (see above) candidates must be told the grade given by their centre for the SLE prior to submission. If a candidate is unhappy with their grade, they can be given the opportunity to carry out the SLE again.

Do I need to carry out internal standardisation?

Yes, you should use the [Standardising materials](#) (Edexcel Online login required) to standardise all teachers assessing the SLE.

How do I submit my grades to Edexcel? And what do I do if I make a mistake?

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Your grades should be submitted online via Edexcel Online/ EDI. You must save a copy of the grades for your own records.

How do I submit my video-recordings of the SLE to Edexcel?

These are uploaded to the LWT. Centres make up the sample according to the guidance in the specifications. The names of the candidates in the sample are selected by the centre (not by Pearson Edexcel). Centres with more than 30 candidates submit 10 distinctions, 10 merits and 10 passes. Centres with fewer than 30 candidates submit all video-recordings.