



International Certificate

Learner Work Transfer (LWT) FAQs

About Learner Work Transfer

This portal allows users to securely transfer digital evidence required for assessment. Evidence is transferred via a 'request', and this is created at paper/unit level.

Users must have:

- A verified EOL username and password
- An unlocked EOL account
- The following profile assigned to their EOL account if they are an external user:
 - o Basic Access

How do I access Learner Work Transfer?

- Access is via Edexcel Online (EOL) - our short [video guide](#) gives step-by-step instructions on accessing Learner Work Transfer.

I am trying to log in, but get an "Access Denied" message

- You need the "Basic Access" profile on your EOL account to access Learner Work Transfer – please check with your administrator that you have this profile ticked.

I am not sure how to upload work to Learner Work Transfer

- This [video guide](#) provides step-by-step instructions on using Learner Work Transfer to upload and submit learner work.

What files are accepted?

- We support a range of common file types, which are listed [here](#).
- Files up to 8gb in size are accepted.
- Files must not be password protected – the system is secure so password protection is not required.

I can't see all the learners for a subject on Learner Work Transfer

- Any late entries will show on Learner Work Transfer within 24 hours of being entered.
- Where late changes to entries were made, there may be two requests on your dashboard for the same subject. Please check both requests for the learners.

A learner I have withdrawn is still showing on Learner Work Transfer

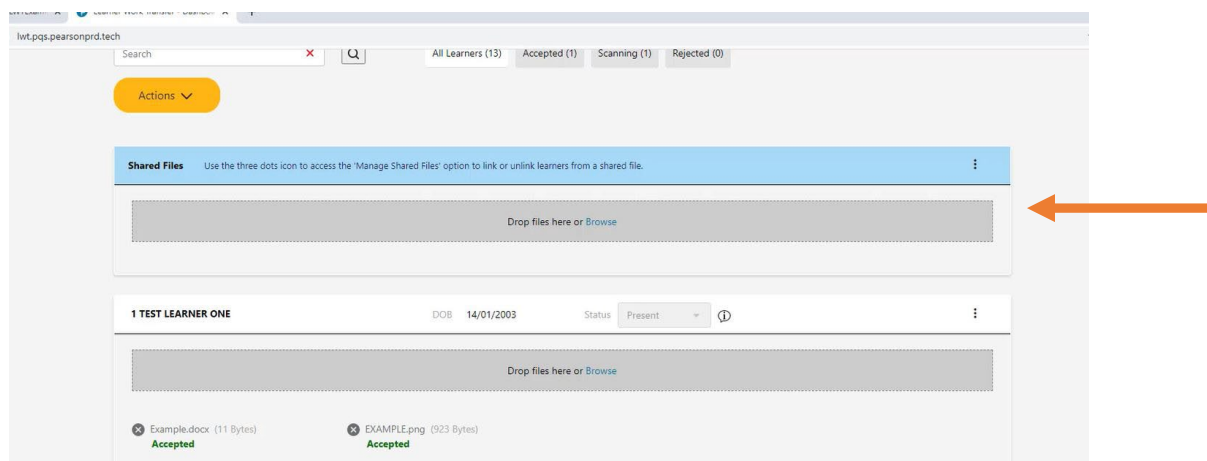
- Please use the “Status” dropdown to mark the learner as absent on Learner Work Transfer.

I cannot submit the learner work I have uploaded

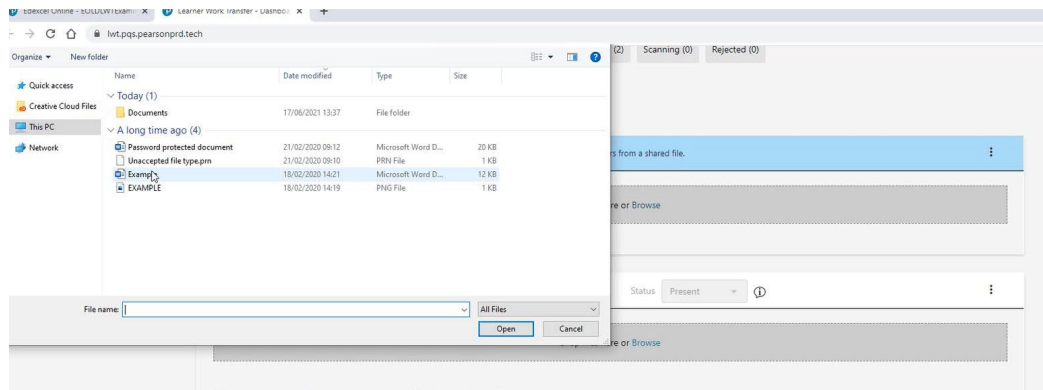
- Check that all learners either have at least one file uploaded, or are marked as absent.
- Check that all files uploaded have been accepted – any that show as rejected will need to be removed and replaced.
- If you have uploaded files using the “Shared Files” option, ensure that you have clicked on the “Manage Shared Files” option (accessed by the menu button on the right of the “Shared Files” box, and linked the files to the correct learners.

How do I submit group recordings for International Certificate YL?

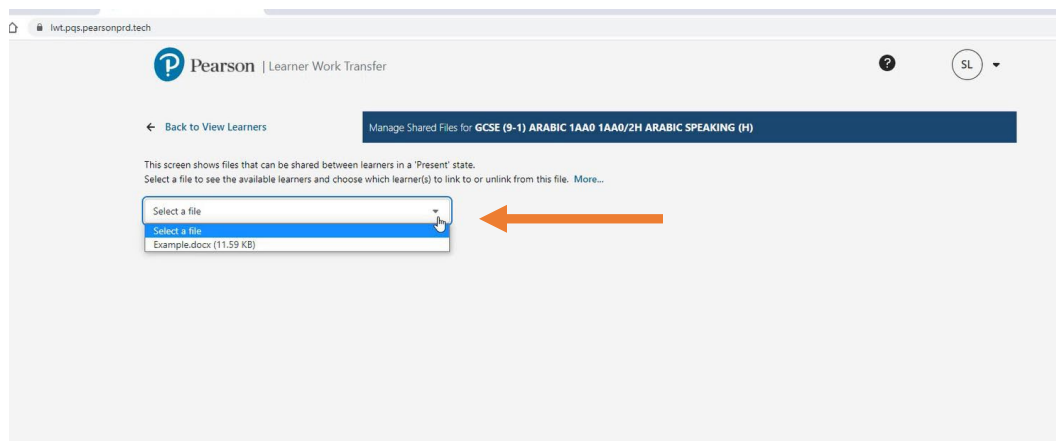
To submit files which contain recordings for more than one learner, you can use the ‘Shared Files’ function in Learner Work Transfer. This is at the top of the request, above the individual learners:



As with uploading to individual learners, you can either click ‘Browse’ to choose files from your computer, or drag and drop files onto the dark grey bar:



Once you have uploaded the files, they have completed scanning and show as 'Accepted', click on the three vertical dots on the blue 'Shared Files' bar, and select 'Manage Shared Files'. Use the 'Select a file' dropdown to choose a file you have uploaded:



This will then show the learners, allowing you to select which learners are associated to that file. Tick the learners you need to link to that file:

The screenshot shows a web application interface for selecting learners. At the top, there are tabs for 'All (13)', 'Selected (8)', 'Unselected (5)', and 'Linked (0)'. Below these is a search bar and a 'Select All' checkbox. A table lists learners with checkboxes in the first column and their names and DOBs in the second column. The following table represents the data shown in the screenshot:

Checkbox	Learner Name	DOB
<input type="checkbox"/>	1 TEST LEARNER ONE	14/01/2003
<input type="checkbox"/>	10 TEST LEARNER TEN	03/05/2003
<input type="checkbox"/>	11 TEST LEARNER ELEVEN	10/08/2003
<input type="checkbox"/>	12 TEST LEARNER TWELVE	10/08/2003
<input type="checkbox"/>	14 TEST LEARNER FOURTEEN	25/08/2003
<input checked="" type="checkbox"/>	17 TEST LEARNER SEVENTEEN	30/03/2003
<input checked="" type="checkbox"/>	2 TEST LEARNER TWO	01/10/2002
<input checked="" type="checkbox"/>	3 TEST LEARNER THREE	29/06/2003
<input checked="" type="checkbox"/>	4 TEST LEARNER FOUR	
<input checked="" type="checkbox"/>	5 TEST LEARNER FIVE	
<input checked="" type="checkbox"/>	6 TEST LEARNER SIX	
<input checked="" type="checkbox"/>	7 TEST LEARNER SEVEN	
<input checked="" type="checkbox"/>	8 TEST LEARNER EIGHT	

A dark blue callout box on the right contains the text: "When all learners have been selected, click on the Save button."

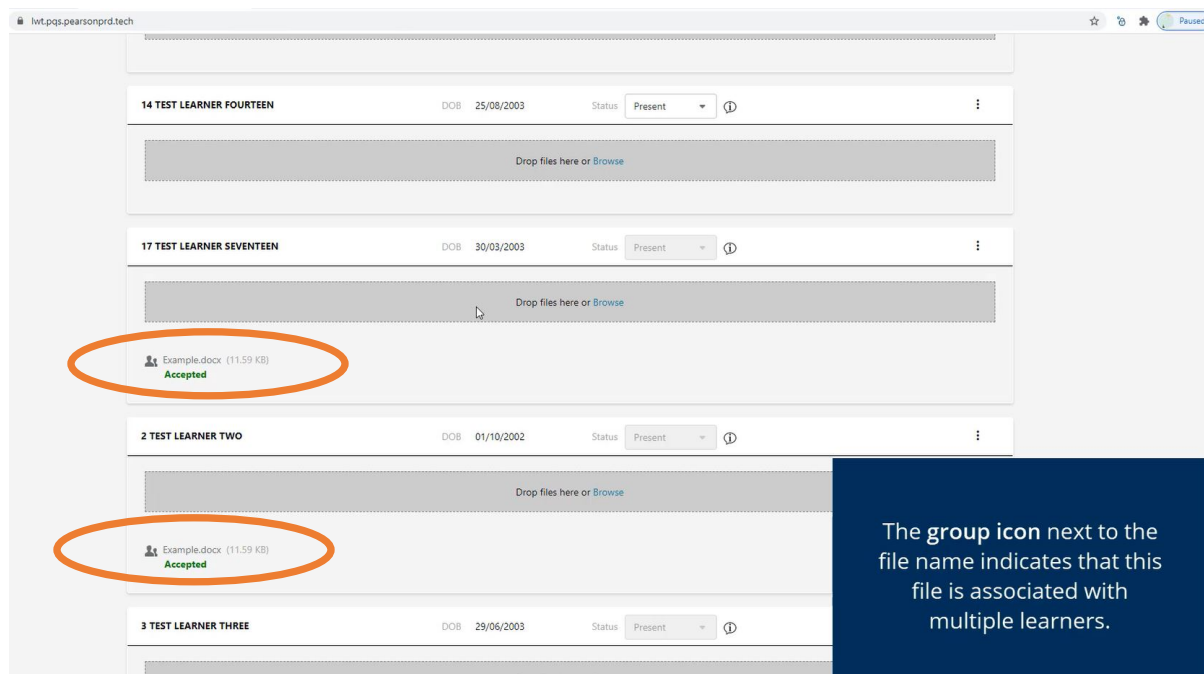
Once you have selected the relevant learners for that file, click on the yellow 'Save' button at the top of the page. You will then see a confirmation message as circled below:

The screenshot shows the same interface as before, but with a confirmation message at the top left: "The change has been successfully saved for the chosen learner(s)." This message is circled in orange. A yellow 'Save' button is highlighted with an orange arrow pointing to it from the right. Below the message, there is a 'Back to View Learners' link and a section titled 'Manage Shared Files for GCSE (9-1) ARABIC 1AA0 1AA0/2H ARABIC SPEAKING (H)'. The text below this section reads: "This screen shows files that can be shared between learners in a 'Present' state. Select a file to see the available learners and choose which learner(s) to link to or unlink from this file. More..." A dropdown menu shows 'Example.docx (11.59 KB)'. Below this is another set of tabs for 'All (13)', 'Selected (3)', 'Unselected (5)', and 'Linked (8)', followed by a search bar and a 'Select All' checkbox. The table below shows the first three learners:

Checkbox	Learner Name	DOB
<input type="checkbox"/>	1 TEST LEARNER ONE	14/01/2003
<input type="checkbox"/>	10 TEST LEARNER TEN	03/05/2003
<input type="checkbox"/>	11 TEST LEARNER ELEVEN	10/08/2003

Repeat this process for each shared file you have uploaded, by selecting each in the file dropdown. The same process should also be used for the marksheets.

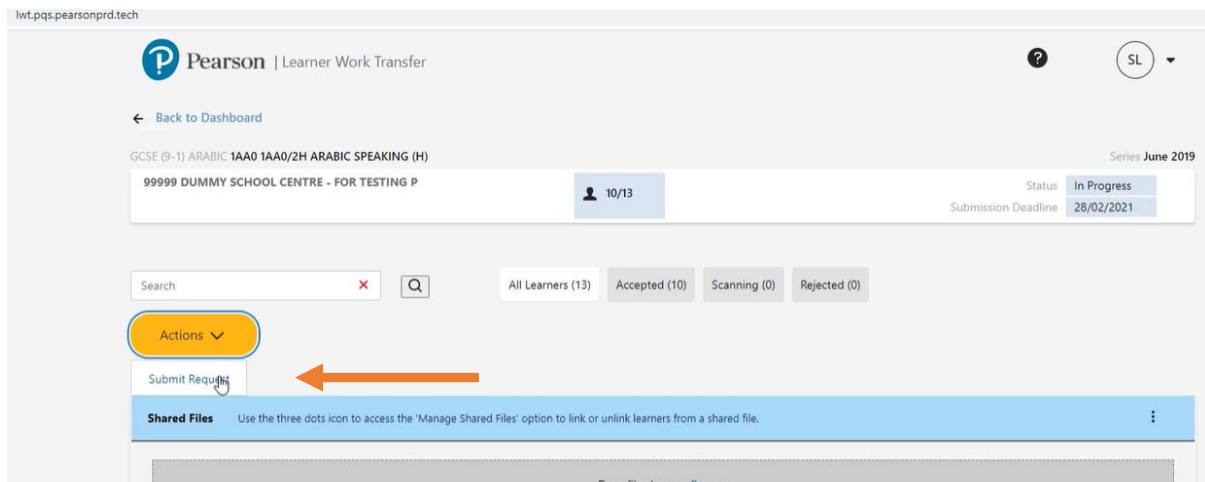
Once you have linked learners to all the shared files, click on 'Back to View Learners' at the top of the page. This will take you back to the full request. The shared files will now appear under each learner you linked them to, with a group icon to indicate the file is shared between multiple learners:



The screenshot shows a web application interface for managing learners and files. It displays a list of learners, each with a header row containing their name, DOB, and status. Below each header is a file upload area. For '14 TEST LEARNER FOURTEEN', the status is 'Present'. For '17 TEST LEARNER SEVENTEEN', the status is 'Present'. For '2 TEST LEARNER TWO', the status is 'Present'. For '3 TEST LEARNER THREE', the status is 'Present'. Each learner's file area shows a file named 'Example.docx (11.59 KB)' with a green 'Accepted' status. The file name is circled in orange for both '17 TEST LEARNER SEVENTEEN' and '2 TEST LEARNER TWO'. A blue callout box on the right side of the screenshot contains the text: 'The group icon next to the file name indicates that this file is associated with multiple learners.'

Once you have linked all learners to a file, and indicated that any learners who did not take part are absent by changing their status to 'Absent', you will be able to submit the request by clicking on 'Actions' and then 'Submit Request':

(NOTE: 'Submit Request' only becomes available once all learners have at least one file associated to them, or are marked as absent)



This will send the uploaded work to Pearson. You will not be able to make any further changes once the request is submitted.

Have additional questions? Contact us at pqs.internationaleo@pearson.com