



# **Learner Work Transfer (LWT)**

## **A Level Geography**

### **Digital Sample Submission Guidance**

### **for Independent Investigation**

**(9GEO/04)**

## Contact Information

To contact our assessment or teaching support teams, please use the [Support Portal](#) and select the relevant support categories.

February 2022

All the material in this publication is copyright

© Pearson Education Ltd 2022

# Introduction

This document provides guidance on how sample of students' work for A Level Geography, Independent Investigation, paper 04, should be submitted to Pearson Edexcel for the purpose of moderation.

## Learner Work Transfer (LWT)

At Pearson Edexcel, we have developed a new digital **Learner Work Transfer portal (LWT)**. This new system will enable centres to upload/submit their sample for moderation electronically.

All centres have access to this new system via their Edexcel Online account. Centre's allocated Moderator will also have access to the same system which will enable them to view students' work instantly.

## What has changed?

Starting summer 2022, centres will have to upload digital copies of student's work, for the purpose of moderation, to LWT instead of posting it. This is the only change being introduced. **Centres should NOT send sample of students' work via post for moderation anymore.**

## NEA (Independent Investigation work)

There is NO change to the way centres and students conduct their investigation and collate their written evidence ready to send to Pearson Edexcel to be moderated. All processes and forms stay the same and so are the requirement for student and teacher signatures.

## When do I submit my sample?

The coursework submission deadline is 15 May 2022. This is the same deadline as in all previous years.

## Do I still need to submit marks awarded by centres on Edexcel Online?

Yes, you do. There are **two** processes:

1. entering the marks you awarded to **ALL** your students on Edexcel Online by 15 May
2. uploading your **selected** sample students' work (NEA) to LWT by 15 May.

## What documents do I submit on LWT?

For each sampled/selected student, centres are to submit the teacher marked and annotated coursework, the [Geography Independent Investigation form](#) and [Geography Independent Investigation Mark Sheet](#).

## How do I prepare my sample?

Any of the approaches listed below are acceptable and both options are digital.

As before, you are only required to submit the named (pre-selected students) sample of your cohort's work. If the pre-selected sample does not include **your highest and lowest scoring students, then they need to be added** (the video guidance will show you how to add students to the sample).

### Option 1: Scanning

Students submit their work printed as hard copy, similar to previous years, and you scan and then upload the requested sample (most photocopiers have a scanning function that save documents as pdf).

1. Students submit their final coursework to you as hard copy.
2. You and your colleagues mark and annotate your students' work by hand as usual.
3. The Mark Sheet and the Independent Investigation forms to be completed as Word document and signed by both the teacher and the student electronically (**electronic signatures are acceptable from now!**).
4. For the students named in the sample, scan their marked and annotated coursework and save as pdf.
5. Upload all three files (the coursework and the two forms) on LWT for a student and repeat for all students in the sample using the file naming convention below.

### Option 2: End-to-end digital

1. Students submit their final coursework electronically as an un-editable Word document (or even better a Word document converted to pdf).
2. You and your colleagues mark and annotate your students' digital work using annotation/marking tools and save (and preferably converted to pdf).
3. The Mark Sheet and the Independent Investigation forms to be completed as Word documents and signed by both the teacher and the student electronically (**electronic signatures are acceptable from now!**).
4. Upload all three files (the coursework and the two forms) on LWT for a student and repeat for all students in the sample using the file naming convention below.

## What is the file naming convention?

When you create a folder for each sampled student, please use the following naming convention:

*CentreNumber\_CandidateNumber\_Surname\_[First Letter Of First Name]*

For example, **Sam Smith** with Candidate number 7890 at Centre number 12345 would have work in a folder titled: **12345\_7890\_Smith\_S**. This folder is saved in your system and will have three files inside it. All three files need to be uploaded to LWT.

Because you are uploading **three** documents per student, please adopt the following naming convention:

- *12345\_7890\_Smith\_S\_Coursework* (for the coursework itself)
- *12345\_7890\_Smith\_S\_Marking Sheet* (for the Independent Investigation Marking Sheet)
- *12345\_7890\_Smith\_S\_Independent Investigation* (for the Independent Investigation Form)

You can choose to either zip the folder and upload or upload the three files/documents individually under the student's name in LWT.

## What File Formats are accepted?

There are many file formats that are accepted by the LWT system. However, for A Level Geography, since the report will need to be typed up, we highly recommend that students use a text editor (like Word or something similar) or Power Point. These programs will enable students to add images and tables/data on to their coursework as necessary. They will also be able to convert their work to pdf easily. For a list of acceptable file formats, please see [here](#).

Highly recommended file formats for A Level Geography:

.doc	.docx	.oft	.pfd	.pdf
.ppt	.pptx	.pub	.odt	.txt

## How do I upload coursework and related docs on LWT?

We have prepared a step-by-step video guide showing how to use the new LWT portal on the [Learner Work Transfer page](#).

Please have a look at the Moderation videos, there are two of them.

# Learner Work Transfer (LWT) FAQs

## About Learner Work Transfer

This portal allows users to securely transfer digital evidence required for moderation. 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:
  - 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.

## What about data protection and privacy?

- Files must not be password protected – the system is secure, so encryption or 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.

End of Guidance document.