

## Centres in Wales

Before sending the NEA sample folders to the moderator, please check the following:

### Folder choice

Please ensure that you have included all the folders identified on the IAMIS web page for mark input.

See the [Internal Assessment: A Guide for Centres](#) for information about the electronic input of marks. The sample should only vary from this if:

- a folder in the original sample is incomplete, and an alternative is offered. This should be from the same teacher group and be the next available mark for a complete folder;
- the number of teaching groups means that the selection (based on three folders per teacher) results in a sample of over 30, in which case you should ensure that at least two folders per teacher are included.

If it has been necessary to deviate from the sample indicated by IAMIS (for example, in the case of an incomplete folder or a withdrawn candidate), **please enclose a note of explanation with the folders.**

### Folders

Please check that:

- the work is in coversheet order
- the folders are presented in the order suggested by the sample marksheet
- the candidates and teachers have signed the coversheets. This is a mandatory requirement, and coversheets will be returned to centres if they are not signed. **Please note that electronic signatures are acceptable.**
- each coversheet has the learner's candidate number on it
- all details have been filled in appropriately on the coversheets
- any relevant JCQ forms used are included with the sample
- marks for the two Assessment Objectives for the Shakespeare work and the three Assessment Objectives for the poetry essay are noted on the coversheet. These marks should be arrived at after considering the assessment criteria for each AO. For the Shakespeare essay, AO1 and AO2 are both marked out of 12. For the poetry essay, AO1 and AO2 are both marked out of 6 and AO3 is marked out of 12
- the essays are marked in accordance with the criteria. A copy of the Assessment Criteria may be found on the WJEC secure Portal under 'Examinations & Assessments' > 'Non-Examination Assessment Tasks' > then use the Search box – Subject 'English Literature' – Level 'GCSE' – Type of document - Non-Examination Assessment Tasks' – Publication Year 'All'. The assessment criteria are towards the back of the document, which also contains copies of the coversheet.

Please be aware that there is also a new [English Literature Unit 3 Coversheet](#) that centres must use when submitting NEA from 2024 onwards as this now contains a statement about the use of artificial intelligence.

**GCSE English Literature  
Checklist for NEA sample**



**General point**

Please use treasury tags to secure each candidate's work rather than plastic envelopes or any other binding device.

If the work is treasury tagged, staples are unnecessary. Stapling work is best avoided as moderators often find that the staples have to be removed before the work can be fully accessed.

Please send the folders to reach the moderator **before** or **by** the deadline.

An address label for your moderator can be printed via IAMIS once marks have been submitted.

**Deadlines:**

**24 March**      mainstream centres  
**5 May**          FE colleges, special schools, etc.

Many thanks for your care in the presentation of your folders.