Guidance on the Administration and Online Submission for LRN International GCSE Arts and Design - 7011

(For submissions in 2025 and onwards)

METHOD OF SUBMISSION

(2025 and onwards)

This document offers guidance on how to prepare and submit work through Submit for Assessment.

Starting in 2025, candidates' work for LRN will be captured through photographs, scans, or digital organisation for exam officers to upload to (examunit@lrnglobal.org) for Submit for Assessment. The subject guide specifies the syllabus and assessment objectives.

Teachers are not responsible for grading candidates' work, as both components are evaluated externally. Submit for Assessment is compatible with Windows and macOS systems.

More information on file sizes, formats, and naming conventions can be found in the section on 'Details of Submission Approaches' follows this.

When should files be uploaded for Submit for Assessment?

The assigned examinations officer is responsible for submitting candidates' work through Submit for Assessment in accordance with the specified deadlines. Centres are advised to establish internal deadlines to ensure that candidates' work is prepared for photographing, scanning, or digital presentation in order to meet these deadlines. Files should be emailed to: examunit@lrnglobal.org.

Component	June Deadline	Submission
1: Coursework	May 2, 2025	Candidate's work should be submitted to LRN as soon as possible after the test and no longer than the May 9th 2025.
2: Externally set Assignment	The test should be conducted between January 1, 2025 – May 1, 2025.	

LRN suggests that candidates finish their coursework for Component 1 before beginning work on Component 2, the Externally Set Assignment.

Candidates are required to create distinct work for each component and should refrain from using the same theme for both Components 1 and 2.

PREPARATION OF CANDIDATES' WORK FOR SUBMISSION VIA SUBMIT FOR ASSESSMENT

Work can be submitted in the following ways:

1. Candidates have the option to work on A2 sheets as specified in the syllabus. The syllabus document provides information on the maximum number of A2 sheets required for submission.   Once the work is completed on A2 sheets, it must be either photographed or scanned at the end of the course (Component 1: Coursework) or after the timed test (Component 2: Externally Set Assignment).

   More details can be found in Submission Approach 1.

2. Candidates can arrange their work digitally by incorporating files, images, photographs, scans, and text into PowerPoint slides or a similar format. This process can be carried out throughout the duration of the study.

   Further information is available in Submission Approach 2.

SUBMISSION APPROACH 1

Component 1: Coursework

Coursework involves candidates working in any media and preparing their work on A2 sheets. The work is then photographed or scanned for uploading via Submit for Assessment. Candidates are responsible for photographing or scanning their work for Component 1: Coursework, which should be completed before the submission deadline.

Component 2: Externally Set Assignment.

Candidates are required to create supporting studies in any media which are then prepared on A2 sheets and uploaded via Submit for Assessment after being photographed or scanned.   This method offers flexibility, especially for candidates utilizing a combination of traditional and digital techniques.   Supporting studies are organized in a digital portfolio by incorporating files, images, photographs, scans of work, and text into PowerPoint slides or equivalent platforms throughout the preparation period.

During a timed test, candidates work in any media to produce their final outcome.   Similarly, the work for this stage is created on A2 sheets and uploaded via Submit for Assessment after being photographed or scanned.   It is important to schedule this test properly to ensure sufficient time for the task and to meet the upload deadline set by the exams officer.

The photographing and scanning of the work is considered an additional task and is not included in the timed test itself. The work completed in this component should be based on one question from the question paper. Candidates are advised to avoid selecting a question that overlaps with the theme covered in Component 1: Coursework to ensure diversity in their submissions.

SUBMISSION APPROACH 2

Component 1: Coursework

Candidates have the opportunity to work in various forms of media, allowing them flexibility especially when using a combination of traditional and digital methods.

Candidates are able to compile their work in a digital portfolio by incorporating files, images, photos, or scans of their work and written text into PowerPoint slides or a similar platform.   This process can be completed gradually throughout the duration of the course.   Files are submitted for assessment through the Submit for Assessment feature.

Component 2: Externally Set Assessment

Supporting studies: Candidates have the freedom to work in any type of media, allowing them flexibility when using a combination of traditional and digital techniques.   Supporting studies are organized in a digital portfolio by including files, images, photographs, or scans of their work and text in PowerPoint slides or a similar format during the preparation period.

Timed test: Candidates are allowed to work in any media to create their final piece.   Once the timed test is complete, the final outcome is added to their digital portfolio.   It is important to schedule the test properly to have enough time for this task and to ensure the exams officer can meet the upload deadline.

Photographing and scanning the final piece is not part of the timed test and must be done separately.

The work created for this component should be based on one question from the question paper.   Candidates are advised against selecting a question similar to the theme they covered in Component 1: Coursework to avoid repetition.

KEY POINTS

- Displaying the work in a digital portfolio with Submission Approach 2 does not imply that the work must be made digitally or with digital drawing software.

- Candidates have the option to use a combination of methods to get ready for submission. For instance, Component 1: Coursework could be completed using Submission Approach 2 while Component 2: Externally Set Assignment could be completed using Submission Approach 1.

- Allocate sufficient time for yourself to ready the task in line with the given guidelines. It may be necessary to adjust the deadline for Component 1: Coursework and plan an earlier date for the timed test in Component 2: Externally Set Assignment.

- When opting for Submission Approach 2, contemplate establishing an internal deadline for your students to finish their supplementary studies for Component 2: Externally Set Assignment prior to the timed test.   This will provide ample time to capture images or scan the supporting studies before the exam.

DETAILS OF SUBMISSION APPROACHES

SUBMISSION APPROACH 1:
Hard copy work is photographed or scanned for submission.

Hard copy work is placed on A2 sheets and then photographed or scanned for submission via Submit for Assessment. Guidance on how to photograph or scan the work can be found in this document. The photos or scanned images for each candidate should be presented in one file per component, with the following order: a coversheet, final outcome, and portfolio (for Component 1: Coursework) or supporting studies (for Component 2: Externally Set Assignment). Refer to Appendix 1 for an example of Submission Approach 1.

Important points to remember include ensuring the coversheet is page 1, followed by the final outcome. Screen pages showing detailed work can also be submitted, although it is not mandatory.   While candidates are not required to annotate their work, annotations can assist the examiner in understanding their intentions if they are included and legible. The teacher must not edit the work before submission.

All content should be visible without overlapping, and if hard copy work includes flaps, the work underneath should be photographed or scanned and included. Each candidate should have one file per component, with a maximum of 20 screen pages per file.

SUBMISSION APPROACH 2:
Candidate's work is organised and presented in a digital portfolio

Work is structured, presented, and/or completed digitally and stored in a digital portfolio. This method allows candidates to utilize traditional methods (e.g. hard copy) or digital methods (e.g. Photoshop), or a combination of both.

Candidates can still opt for traditional methods like drawing, painting, textiles, or sculpture. For instance, a candidate may take a photo of a painting they created and include it in their digital portfolio within a PowerPoint presentation. This can be done at any stage in the course. Candidates may or may not choose to add annotations to the slides.

When utilizing software, it is important to include screenshots to demonstrate how ideas have been developed, such as displaying the selection of tools and manipulation of images. Candidates are required to use their own images and acknowledge all sources utilized in their research by labelling them.

PDF files should not contain interactive elements like overlaid comments, digital signatures, or form fields. If interactive elements are present in PDF files, the recommended approach is to follow the instructions outlined in the Administrative Guidance on Using Submit for Assessment to "flatten" the PDFs and remove the interactive elements. It is crucial to verify the quality of the flattened file prior to submission. Uploading PDF files with interactive elements will result in an error message being received by the exams officer.

KEY POINTS

- The coversheet should always be the first page displayed, followed by the final outcome.
- Candidates have the option to submit pages showing detailed aspects of the work, but it is not mandatory.
- While annotations are not obligatory, they can aid the examiner in understanding the candidate's intentions. Legible annotations should be included if provided.
- The work must not be altered by the teacher before submission.
- Ensure that all content is visible and that there is no overlap between items. If a candidate has used flaps on hard copy work, the content beneath the flap should be photographed or scanned and included in the submission.
- Accepted file formats include: .ppt, .pptx, .pdf, .gslides, .pptm, .odp, .ink, .potx, .pub.
- Avoid creating interactive PDF files, embedding links, or using zip files.
- Each candidate should submit one file per component. The maximum number of pages per file is limited to 20.

TIPS FOR PHOTOGRAPHING OR SCANNING CANDIDATE'S WORK

To photograph hard copy work, you can use either a mobile phone or a digital camera. It is important to ensure that the images are clear and that all text or details are visible. Professional photography or scanning of the work is not necessary, but you are responsible for ensuring that the quality of the images and text is adequate for assessment.

When taking photographs of the work, ensure that the image is taken head-on, without any angles. To avoid blurry images, use a tripod. Make sure the image is in focus and the text is easily readable. Good artificial lighting should be used to evenly light the image, avoiding glare or shadows. Avoid using a flash as it can affect the color and lower the image quality. The image should fill the frame and if blank space is visible, place the work against a plain background. Combine all images into a single file.

Accepted file formats for images include .jpg, .png, .jpeg, .tif, .jfif, .gif, .heic, .psd, and .dox. Teachers or technicians should not edit, adjust, filter, or crop the photographs before submission. Make sure that all text and details are legible when zooming in.

When scanning the work, do multiple passes and import the scanned images into image editing software. Ensure that all images are properly oriented and combine them into a single file. The accepted file formats for scanned images are the same as for photographs. Teachers or technicians should also not edit, adjust, filter, or crop scanned images before submission.

WHAT TYPES OF FILES ARE PERMISSIBLE?

Regardless of whether you opt for Submission Approach 1, Submission Approach 2, or a mixture of both, submissions need to adhere to the specified file sizes and formats.

File types	Accepted formats	Limit
Document	.odt .pdf .rtf .txt .doc .docx .dotx . pages	25 GB
Images	.jpg .png .jpeg .tif .jfif .gif .heic .psd .dox	15 MB
Presentation	.ppt .pptx .pdf .gslides .pptm .odp . ink .potx .pub	25 GB
Web	.html .htm .gdoc .url .exe .key	25 GB

Files should be uploaded by either the exams officers or supervisors through the Submit for Assessment feature.   It is advised to adhere to the suggested naming format:

CentreNumber_CandidateNumber_ ComponentSection

Examples:

• RU123_0081_coursework

• RU123_0081_ESA