

## Guidance for the GCSE English Literature Tracking Spreadsheet

This spreadsheet has been designed to enable you to track your candidates' results and monitor their achievement. It will also help to identify, where relevant, the need for a resit.

Using this spreadsheet will allow you to enter the UMS score each candidate achieves against each unit they sit. It will then convert this to give a UMS award, i.e. estimated grade for that unit. Once all the UMS results have been entered for every unit for each candidate it will give an overall UMS and award for the qualification.

### Instructions

1. Enter all the candidates' details, i.e. candidate number, forename and surname.
2. After each candidate has been awarded a unit result, enter the result, i.e. UMS in the relevant column on the tracking spreadsheet.

For example:

- GCSE English Literature Unit 1: Understanding Prose, candidate achieved UMS of 72.
  - Enter UMS Result (72) for candidate in Column D. The spreadsheet will then work out the UMS grade for that unit UMS in Column E, i.e. Unit Grade C.
  - Follow the same procedure for Unit 2 and Unit 3.
3. The overall qualification UMS and grade will then be calculated in columns M and N respectively. NB: If the result is below the UMS score for a G it will return a U.

Tracking spreadsheets for GCSE English Language and GCSE English are also available.

You can use this information for effective targeting, in terms of the UMS candidates need to achieve their target grade. You can also use this information to help you decide which students results you wish to cash-in.

### PLEASE REMEMBER:

- That after a candidate has been awarded a result, the uniform mark will be recorded in our system until you request that an overall grade to be calculated and certificated (cash-in).
- Please be aware of the **terminal rule requirement**, i.e. 40% of the subject must be completed at the point when the final GCSE grade is requested and certificated.
- Remember candidates can only resit a unit once. Please note, that if a candidates terminal assessment is a unit they are resitting, this unit result only will count towards the final Qualification UMS and grade. Examples can be found here: [Resit Requirements and the Terminal Requirement](#)
- The earliest time all GCSE 2010 English specifications can be cashed in is Summer 2012. You must remember to request this for your students to obtain their overall GCSE grade by entering the code for the cash in.

For more information please visit: <http://www.edexcel.com/results/Pages/GCSE09-resultsupport.aspx> or contact [English10@edexcel.com](mailto:English10@edexcel.com).