



January and February 2011
www.edexcel.com/eonewsletter

Welcome to the January and February 2011 edition of the Exams Officer newsletter.

Edexcel recognises the important role of an Examinations Officer. We want to support you as much as possible by providing clear and regular updates on key information and our administration processes.



Welcome to our specially extended edition of the Exams Officers newsletter combining January and February. You'll find in this edition information on the new GCSE specification, updates on our Online Services and communication on our BTEC qualifications.

For those of you attending we look forward to seeing you at the Association of Colleges annual conference, further details on page 3. We also look forward to seeing you at our upcoming Examinations Officers training events.

FREE Training events for Examinations Officers

We still have places on our **FREE** training events for Examinations Officers/centre co-ordinators covering a wide range of qualification areas. To make the training available to as many of you as possible, our events are delivered at various locations around the UK in addition to online events. **These training events are designed for new Examination Officers who have been in post for up to 12 months or for those who are new to Edexcel.** We are currently running the following events:

- General Qualifications online events (UK)
- General Qualifications face-to-face events (UK) * just released *
- BTEC face to face events (UK) * just released *
- BTEC online events (UK)
- Onscreen Testing online events (UK)
- International General Qualification online events
- International BTEC online events
- BTEC Apprenticeships: Learner Administration for Centre Co-ordinators

How to secure your place

If you have an Edexcel Online account, the quickest and easiest way to book your place is via our **online booking system** www.edexcel.com/training. Simply enter the relevant event code (which can be found from www.edexcel.com/examsofficer under 'free training') in the "search" box to find the selected event.

Alternatively, call us and we can book a place for you over the telephone:

General Qualifications 0844 576 0027 BTEC and Vocational Qualifications 0844 576 0026

Ask a question

If you wish to ask a question which will be answered at your event, simply e-mail eotrainingquestions@edexcel.com with your event code in the subject line.

Some feedback

"I am finding your service very effective at the moment"

"Many thanks for all you are doing on this - it really is excellent work"

"I would recommend this training to a colleague as its very explicit and helpful"

"Very comprehensive overview and plenty of feedback on individual questions"

"Welcoming, knowledgeable trainers"

"WOW! What a super session that was"

"Thank you very much for the marvellous refreshing training"

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The New GCSE Specifications: Understanding Terminal Requirement and Re-sit Rules

Terminal Requirement

- At least 40% of the assessment must be taken in the examination series in which the qualification is certificated.
- The final grade will include the assessment results which satisfy the terminal requirement even if there is a better result from an earlier attempt.

For example let's take a look at some case studies for GCSE Business (cash-in code 2BS01)

Case Studies to illustrate the GCSE Rules			Unit Weighting: 5BS01 - 25%, 5BS02 - 25%, 5BS03 - 50%	
	June 2010	January 2011	June 2011	
Candidate 1	Centre enters candidate for unit 5BS01 in June 2010 examination series Mark achieved: 5BS01 - 59%	Centre enters candidate to re-sit unit 5BS01 in January 2011 examination series Mark achieved: 5BS01 - 74%	Centre enters candidate for units 5BS02, 5BS03 and cash in 2BS01 in June 2011 examination series Marks achieved: 5BS02 - 62% 5BS03 - 82%	Module Bank 2BS01 looks for the best available result for unit 5BS01 in the previous examination series, along with marks obtained from 5BS02 and 5BS03 in the June 2011 examination series
Candidate 2	Centre enters candidate for unit 5BS01 in June 2010 examination series Mark achieved: 5BS01 - 58%	Centre enters candidate to re-sit unit 5BS01 in January 2011 examination series Mark achieved: 5BS01 - 57%	Centre enters candidate for units 5BS01, 5BS02, 5BS03 and cash in 2BS01 in June 2011 examination series Marks achieved: 5BS02 - 82% 5BS03 - 64%	Module Bank Candidate entry for 5BS01 in June 2011 is removed as this would infringe the re-sit rule.
Candidate 3	Centre enters candidate for unit 5BS01 in June 2010 examination series Mark achieved: 5BS01 - 87%	Centre enters candidate for units 5BS02 and 5BS03 Marks achieved: 5BS02 - 77% 5BS03 - 69%	Centre enters candidate for units 5BS02, 5BS03 and cash in 2BS01 in June 2011 examination series Mark achieved: 5BS02 - 57% 5BS03 - 64%	Module Bank Although the result for unit 5BS03 is higher in the January 2011 series than in the June 2011 series, the June 2011 result has to be used in order to meet the terminal requirement. The result for 5BS02 is better in January 2011 and can be used, as the June result is not needed to meet the terminal requirement.
Terminal requirement - combination of units 5BS01 <u>and</u> 5BS02 or just unit 5BS03				

Re-sit Rules

- Learners may only re-sit each unit once before requesting a qualification grade.
- Options within a unit and optional units are treated as separate units. This means that the learner can have two attempts at each of these units.
- A tiered unit or tiered option may be re-sat once only, even if the re-sit is as part of a different tier.
- The better result will count towards the final grade, unless the final result is lower and is needed to fulfil the terminal requirement.

For more information about the rules for the new specifications go to

www.edexcel.com/gcse09

or view

[www.jcq.org.uk/attachments/published/1209/Rules%20for%20new%20GCSE%20Specifications%20\(Website\).pdf](http://www.jcq.org.uk/attachments/published/1209/Rules%20for%20new%20GCSE%20Specifications%20(Website).pdf)

June 2011 entry deadlines

GCSE

The main June 2011 entry deadline is 21 February 2011. You should submit entries on or before this date via EDI or Edexcel Online. If you're waiting for results from the January 2011 exam series, we've extended the entry deadline for any GCSE units or awards available in the January 2011 exam series until 21 March 2011. This means you can review the results before deciding on any re-sits.

Also, for the March 2011 re-sit window, we're aware that the public holidays at the end of April may mean that many schools are taking extended holidays. We have decided to change the entry deadline for re-sits originally set as 30 April 2011. After

having received the March 2011 360 Science and Mathematics results, you can enter students who have taken units in the March 2011 without late fees up to 9 May 2011. Please note this only applies to June 2011 re-sit entries of March 2011 results.

If you want clarification of any late fee policy, please call us. Our contact details are on page 8.

GCE, AEA, DiDA, Principal Learning, Level 1 and 2 Projects and Extended Project

The June 2011 entry deadline is 21 March 2011. You should submit entries on or before this date via EDI or Edexcel Online.

Key Dates Calendars

We have produced six qualification specific key date reminders for this academic year 2010-2011. They are Microsoft Outlook holiday files (.hol files) to populate in your calendars. You'll find them available to download from www.edexcel.com/exams/officer under 'key dates'. You will be reminded of upcoming important dates and deadlines. The range of prompts covered include Basedata release dates, Entry Deadlines, Electronic and Student results release dates and Certification dates. You can download all the files or individually per qualification as required. We want to offer you continued support in your roles as Exams Officers and hope you find them useful in planning for the forthcoming academic year.

Another useful tool is the online key dates calendar for general qualifications that has been devised by the National Assessment Agency (NAA) in collaboration with the unitary awarding bodies.

This calendar, at www.modernisationonline.com/compkeydates, gives an overview of administrative deadlines and other key dates (including an examinations timetable) for the UK awarding bodies AQA, Edexcel, OCR, WJEC and CCEA and common dates issued through JCQ.

Upcoming Key Dates:

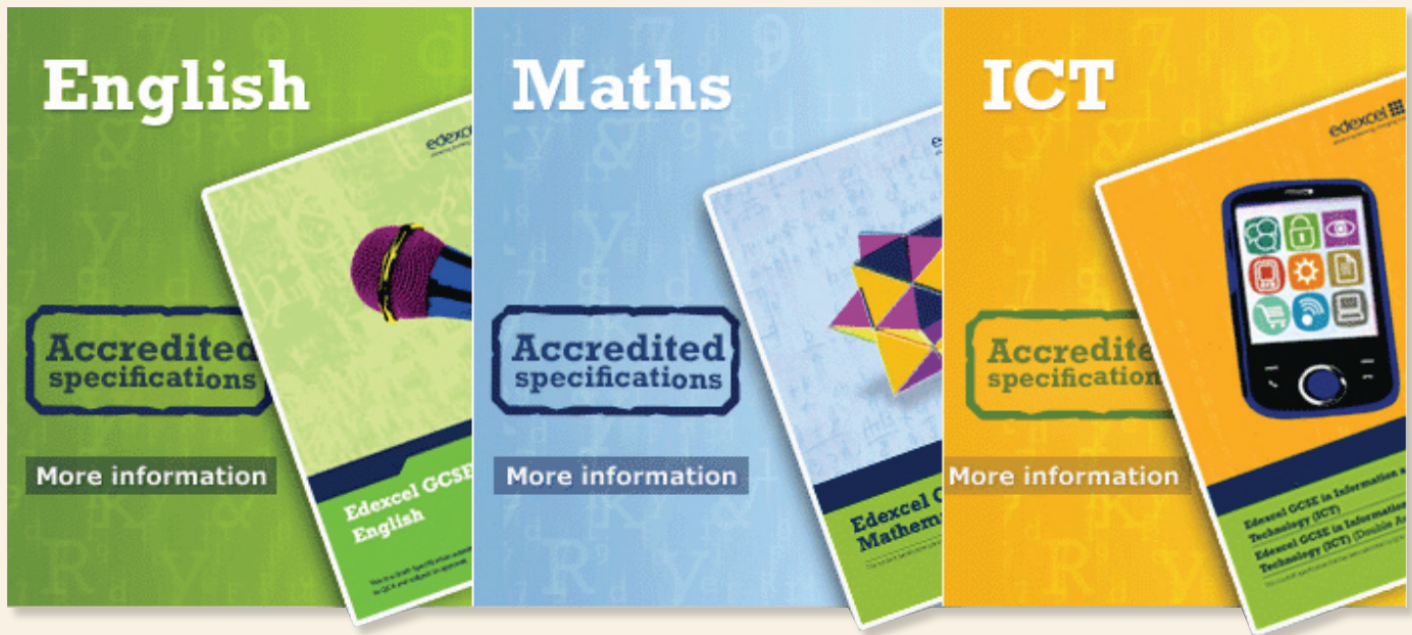
You can see all the key dates on the website at www.edexcel.com/keydates

Date	Qualification	Exam Series	Description
14-Feb-11	Functional Skills	Feb-11	Start of the February exam series
18-Feb-11	Functional Skills	Feb-11	End of the February exam series
21-Feb-11	GCSE and IGCSE and ELC	Jun-11	Final date for on-time entries to be received
21-Feb-11	Functional Skills	Jan-11	Results issued – January exam series
25-Feb-11	Functional Skills	Mar-11	Entry deadline – March exam series
09-Mar-11	GCSE, GCE, DiDA, Principal Learning, Projects	Jan-11	Restricted release of results to centres only
10-Mar-11	GCSE, GCE, DiDA, Principal Learning, Projects	Jan-11	Release of results to candidates

Association of Colleges Annual Examinations Officers' Conference 2011

This conference will be taking place in Leeds on the 15 and 16 February 2011 and we will be attending with our own exhibition stand and our own breakout sessions. This will be a great opportunity for you to ask us any questions, make suggestions to improve our service to you, find out what we have planned for the rest of 2011 as well as get to meet us face to face. If you make a suggestion, you may also be one of the lucky ones to win a prize!

Good luck and we look forward to seeing you. For more information please contact us at serviceoperations@edexcel.com



Reminder about new modular specifications for GCSE Maths, English and ICT

Edexcel are offering the new GCSE 2010 specifications in Maths B (2MB01), English (2EH01, 2EN01, 2ET01) and ICT (2IT01, 2IT02) alongside the legacy specifications.

Please ensure you are entering your candidates for the correct specification, and be aware that Maths B, English and ICT are now modular specifications with units offered in the November (Maths), January (English and ICT), March (Maths) and June series (Maths, English, ICT)

View our link to the GCSE 2010 subject pages, which includes the transition models showing which units are available when. You may wish to share this information with your teaching staff to ensure they are fully informed.

Edexcel GCSEs 2010 - Maths, English, ICT
www.edexcel.com/gcse10

Stationery booklet: GCSE March 2011 examination series

We have dispatched a copy of the Stationery and Materials List for the GCSE March 2011 examination series with the question papers to all centres who made entries by the deadline.

The booklet should have shown that a protractor is required for Physics 5009/5045 P1 a Topics 9 and 10. This requirement appears on the front cover of the question paper. We'd like to remind candidates and those responsible for materials in examination rooms of this requirement. We're sorry for this omission.

Maths	GCSE Legacy Specification	GCSE 2010 Specification
Nov-10	Yes	Yes
Jan-11	No	No
Mar-11	Yes	Yes
Jun-11	Yes	Yes
English	GCSE Legacy Specification	GCSE 2010 Specification
Nov-10	Yes	No
Jan-11	No	Yes
Mar-11	No	No
Jun-11	Yes	Yes
ICT	GCSE Legacy Specification	GCSE 2010 Specification
Nov-10	No	No
Jan-11	No	Yes
Mar-11	No	No
Jun-11	Yes	Yes

ResultsPlus

look forward to better exam results

For the November GCSE results release this January, we published results on the ResultsPlus system at the same time as we did on Edexcel Online and by EDI. This caused a problem for some exams officers as it allowed teaching staff to access the results on the day before the results were released to candidates.

As a result of this feedback, we have reviewed the publication date for results on the ResultsPlus system. In future, Edexcel will make results available on ResultsPlus on the published day of official release to candidates. Results will continue to be made available via EDI on the results screens on Edexcel Online to exams officers only on the day before official results release.

Don't forget that you can give teaching staff access to ResultsPlus using the 'resultsplus' profile on Edexcel Online, while not needing to give them the 'results' profile that enables them to use the results search and view screens on Edexcel Online itself.

www.edexcel.com/resultsplus



ResultsPlus Direct

As in previous years, we'll be providing students with the opportunity to view their summer 2011 results online this August via the ResultsPlus Direct service. Once we've received the entries for the summer examination session, we'll be printing and sending registration PIN slips to all centres. You can opt out of this service using the ResultsPlus Direct opt in screen which is accessible from the ResultsPlus menu item on your Edexcel Online homepage, but you will need to do this before the entry deadline in March if you want to make sure you don't receive the PINs. If you do receive PINs but do not wish your students to be able to register, please dispose of them securely.

Students who have registered to view their results online, should log in at www.resultsplusdirect.co.uk

Centre Accounts ▶	BTEC	GCE	GCSE	KS/A
Training Event Bookings ▶	Home Page			
Tracking ▶				
ResultsPlus ▶	ResultsPlus Direct Opt in			
Centre Induction	Click on the qualification qualification. The front the screen you will see			
Edexcel Publications ▶				
View Invoices ▶	Important news!			
OSCA 2	• New Feature - F			

January 2011 and June 2011 Paper Results Availability

We're continuing to offer Statement of Results (CSPR's) to students in the January and June examination series, although you can still opt out using Edexcel Online. We will despatch January 2011 paper Statement of Results to your centre by first class mail. You can expect to receive delivery of paper results on the morning of results day 10 March 2011.

The GCSE March exam series will be electronic only. We'll keep you updated on any developments to Edexcel Online and our offer to you.

For all the examination series you may use Edexcel Online to download and print your own paper Statements of Results, Component Mark List, Broadsheet or Contributing Units Results. We have guidance available here www.edexcel.com/results. Log into Edexcel Online, select qualification, for example 'GCSE', and then 'results' on the left hand side and then select one of the bulk download options. The report attachment will be delivered to your Edexcel Online mailbox.

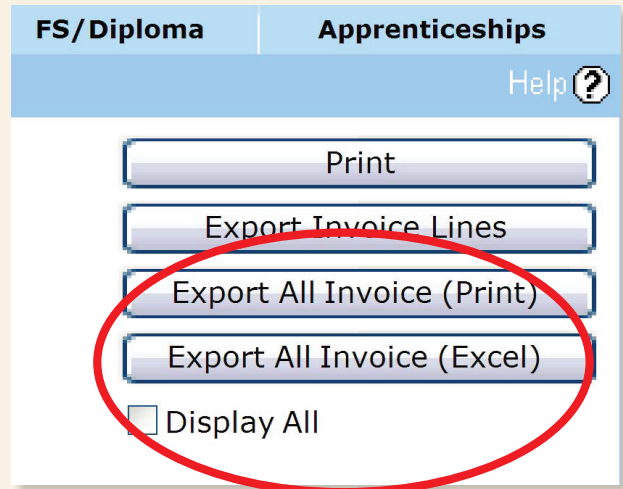
New invoice function on Edexcel Online

We updated the invoice functions on Edexcel Online to meet your needs and make it easier for you as an Exams Officer. You can now download entire invoices in spreadsheet format. Select 'view invoices' followed by 'view summary invoices' and enter your search on Edexcel Online.

When you view an invoice, there are now two new functions:

- Export All invoice (Print)
- Export All Invoice (Excel)

The 'Export All Invoice (Excel)' function will enable you to download student level detail for the entire invoice with one click, rather than line by line, in a spreadsheet format. We are looking to add the award/specification title to these downloadable formats to improve our service we provide to you. We'll keep you updated on any developments to Edexcel Online and our offer to you. You should contact your Edexcel Online administrator if you don't have access.



New Edexcel Online 'Special Considerations Online Tool'

Exciting news! From 1st March 2011 you will be able to make a request for 'special consideration' via our new 'Special Considerations Online Tool'.

What's new

The 1st phase of the 'Special Considerations Online Tool' will allow you to request 'special consideration' for candidates online.

Please note at this stage you can apply for disadvantaged candidates but not candidates that are absent. This will follow in the next phases.

Why change?

We have responded to your feedback and invested in a new online system to make applying for Special Consideration easier.

Additional benefits include...

- Reduced time to process your requests
- Improved visibility and consistency of the service provided to you
- Extra security when submitting your request

How do I submit a request?

You will be able to submit your requests via Edexcel Online, using the 'disadvantaged request' option. Online tutorials will be available on www.edexcel.com in the coming weeks.

Communities Exams Office

You are here: [Home](#) » [Exams Office](#)



The Exams Office Community

Just a reminder that you can come and join us in The Exams Office forum at <http://community.edexcel.com/examsoffice/default.aspx>

Your Community

A place to gather, discuss, share, and collaborate

The Exams Office Community is your chance to discuss issues and share resources with other Exams Officers as well as representatives from Edexcel.

All you need is your Edexcel Online username and password. A picture of yourself is optional.

Come and have a look around!



Online Standardisation (OSCA2) for BTEC Levels 2 and 3 and Foundation Learning

We have introduced a new online training and standardisation system for BTEC programmes at Levels 2 and 3 and Foundation Learning. (Please note: if you have already offered WorkSkills, this is the same approach). In each subject area, centres register a Lead Internal Verifier who will go through this process. To gain access to the Lead IV standardisation, Lead IVs should register onto OSCA2 through EOL. The Quality nominee in your centre should be managing this process and ensuring that a Lead Internal Verifier is in place and ready to attempt OSCA2 for each of the subject areas that you are running. It is important that for each subject area a Lead Internal Verifier attempts OSCA2 as failure to do this could result in a delay in certification in the summer.

Centre Inductions for 2011

Centres who are already running BTEC qualifications can access their recorded training sessions on the website (www.edexcel.com/centreinduction). Centres that are new to BTEC will have the opportunity to access Live Online events by logging into Edexcel Online and then clicking on Centre Induction.

OSCA2 tutorials videos

To help centres, we have produced a series of short tutorial videos on how to use OSCA2. These videos are available under 'the quality assurance process' on www.BTEC.co.uk. Click directly on this link to access the videos: www.edexcel.com/quals/BTEC/quality/Pages/osca2webtutorials.aspx.

OSCA2 Practice materials

In order to support your Lead Internal Verifiers through successful Online Standardisation we have produced Practice materials for all available programme groups. These can be accessed by your Lead Internal Verifier from within OSCA2.

BTEC Assignment Sharing Service – FREE Online Events

To support centres in delivering BTEC in 2011, Edexcel will be holding approximately 200 sector specific live online training events in assignment design across 8 sectors. Led by BTEC experts, these FREE events will provide an opportunity to discuss BTEC assessment and will focus on sharing best practice for writing assignment briefs. The twilight sessions (16:00-18:00) will run from 24 January 2011 until the beginning of March.

For more details you can view our News and Updates website pages

www.edexcel.com/quals/BTEC/Pages/bulletins.aspx selecting 'BTEC Assignment Sharing Service – FREE online Events'

Results for the Online Standardisation window 2

The results for the second Online Standardisation window will be emailed to your Lead Internal Verifiers on the 4 February 2011 after 6pm.





Online Standardisation window 3 opens on 21 February 2011

The third Online Standardisation Window on OSCA2 opens on 21 February 2011.

You can access the list of programmes available in window 3. www.edexcel.com/quals/BTEC/Documents/Lead-IV-accreditation-FINALv3.pdf

Key points for successful completion of Online Standardisation:

- make sure that you have fully read and understood the SSV commentary for the Practice materials
- download and print off the assessment exercise early
- make sure that you have downloaded all parts of the assessment exercise
- read through and answer all questions offline at your own pace
- log back on to OSCA2 and input all of your answers online when you are ready
- if you have started inputting your answers then this will count as your attempt to gain accreditation in 2010-11
- you may insert your comments but they are not taken in to consideration when your decisions are marked
- ensure that you have answered 36 questions in total, these may be spread over 2-3 parts
- make sure that you have pressed the "Submit" button at the end of each series of questions so that your status changes from "Not started" (Red) or "Incomplete" (Amber) to "Complete" (Green)
- input your answers well in advance of the close of the window closing date 11 March 2011 to ensure that you have completed the exercise and to avoid undue stress on the final day of the window

Check for Information Manual Updates

Since the printed copy of the Information Manual was sent to you, we have identified various corrections. We have published a list of what has been corrected at www.edexcel.com/infomanual since the document was released, and this has been regularly updated with any changes as they have been found.

Please note that the list of amendments include corrections to show that cash-ins for the new GCSE 2010 specifications are not available in June 2011. Please accept our apologies for these mistakes.

Changes to your Centre's details

If you want to advise us on any changes to your centre's details, please send us the amendments in writing on letter-headed paper to the addresses below:

Email centrerecords@edexcel.com

Address Centre Records and Approval
Service Operations
190 High Holborn
London
WC1V 7BH

Updated basedata and GCSE fees

We have recently updated our GCSE basedata for June 2011, the changes are:

- We have amended our basedata to allow you to use your MIS to timetable controlled assessment components of Art, Astronomy, Business, Citizenship, Geography, History, Modern Foreign Languages, Music and Statistics. Timetabling of these units remains entirely optional for you and there is no requirement to timetable them.
- Our GCSE fees have been amended. There has been no change to any overall qualification prices. In short, this means you will be charged the correct fee but at the unit and cash-in level.

We have corrected fees for the Religious Studies short course cash-in, Citizenship short course cash-in, and all modern foreign language short course cash-ins. We have also amended the Applied Business, Applied ICT, and Maths unit fees. They remain the same, as listed in the published fee documents on our website at www.edexcel.com/iwantto/Pages/fees-academic.aspx

You can find current basedata at www.edexcel.com/basedata. If you are unsure whether you have the most up to date basedata, or have any questions, please contact us at eprocessing@edexcel.com.

Edexcel Customer Services: Our general enquiry numbers are as follows:

BTEC and NVQ:	0844 576 00 26	DiDA and other qualifications:	0844 576 00 31
GCSE:	0844 576 00 27	Online services including Results+ and Edexcel Online	0844 576 00 24
GCE:	0844 576 00 25	International customer (all enquiries)	+0044 (0) 1204 770696
DIPLOMA:	0844 576 00 28		

Our contact centre is open between 8am and 6pm from Monday to Friday. www.edexcel.com