



March 2011
www.edexcel.com/eonewsletter



Welcome to the March 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.



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FREE Training for Examinations Officers

We still have places on our FREE training events for Examinations Officers/centre co-ordinators covering many qualification areas. Our events are delivered face to face at various locations around the UK as well as online. 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)
- 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

Securing your place

Log on to Edexcel Online and use the **online booking system**. Simply enter the relevant event code (which can be found by clicking here) in the "search" box to find the selected event. Alternatively, call us and we will happily book a place for you over the telephone:

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

NEW

FREE Training and Regional Support Network Events

Over the coming year we are looking to deliver Free Training and Regional Support Network Events for Exams Officers. We would like the Training and Support events to be delivered within a centre. We would therefore be grateful if you could let us know if your centre would be interested in hosting one of these events. If interested, or if you require further details please e-mail serviceoperations@edexcel.com and mark for the attention of Brij Ghedia, Customer Relations Support Manager

JANUARY 2011 RESULTS DAYS: DiDA, GCE, GCSE, Principal Learning (all levels) and Projects (Extended and levels 1 and 2)

RESULTS support

We have prepared a guide with all the information you may need to know ahead of results day. Our guide contains information including results grade, post-results services, useful links and contact detail, FAQs and more. The guide can be found here: www.edexcel.com/results. We have user guides and support for EDI available on the website.

EDI and Edexcel Online

Electronic results for the January 2011 examination series will be available on **09 March 2011**. The results will be available via EDI and Edexcel Online. Unless you have opted out of our paper results service using Edexcel Online we will issue paper results. You can expect to receive the delivery from 10 March 2011.



RESULTS – Students

10 March 2011 is an official day when you may share the results with students.

You can provide results to your students in a variety of ways, depending upon your centre's preference and agreed arrangements:

- By downloading results via EDI and producing paper copies from your MIS
- By downloading results from Edexcel Online
- Distributing the Statements of Results sent to your centre

ResultsPlus – Teaching Staff

The results on ResultsPlus will also be published on **10 March 2010**. Don't forget that you can give teaching staff access using '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.

GCSE 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/quals/gcse/gcse10/Pages/default.aspx

or view

www.jcq.org.uk

GCSE Fees and Basedata

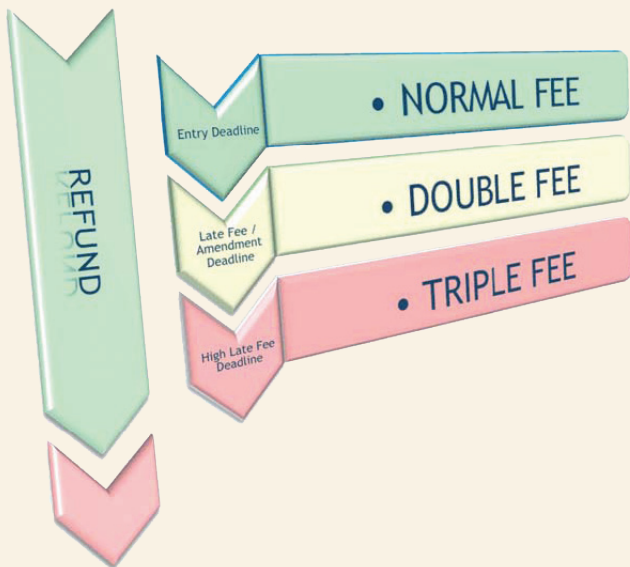
We have recently updated our GCSE basedata for June 2011, the changes are:

- the basedata allows 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.

Late Entries, Amendments and Withdrawals for Academic Qualifications

If you need to make a late entry, amendment or withdrawal, you can do so using EDI or Edexcel Online. Late entries should be made as early as possible to ensure we can meet your needs, and to allocate the necessary examiners and arrange the delivery of assessment material.



Late entry fees are charged for entries made after the normal entry deadline. They are initially charged double the published fee, rising to three times the fee after the high late fee deadline. Late or high late fees are applied if units are added, or if a change in option is made after the relevant deadline date. Late fees are also applicable for requests for subject awards (cash-in) made after the entry deadline. Refunds for withdrawal of additional unit entries will be issued up until the high late fee deadline.

Please familiarise yourself with our policy on late entries and amendments to ensure that you do not incur additional costs. We remind you of the deadlines via email updates and the Exams Officer Newsletter. All important dates can be checked in the relevant section of the Information Manual or at www.edexcel.com/keydates. If there is anything else that you would like us to do to help you with meeting your deadlines, please contact us at: eprocessing@edexcel.com.

Stationery and Materials Booklets

We will be dispatching the Stationery and Materials booklet for the GCSE March 2011 examination series in the same box as the question papers. An electronic copy of this booklet is available for you to view on our website at: www.edexcel.com

We will dispatch the Stationery and Materials booklet for the GCE, GCSE, IGCSE and Principal Learning May-June 2011 examination series with the box of stationery you receive, and not with the question papers.

Examination timetables

You can now view the provisional November 2011 and January 2012 GCE, GCSE, IGCSE and Principal Learning timetables on our website. Centres have until March 31st to submit comments on these provisional timetables with the finalised versions being published online on June 30. You can expect to receive a hard copy of these timetables in September. These timetables will be dispatched with our other supporting documentation including the Information Manual and Key Dates Calendar.



Get Ready for BTEC Summer Results 2011!

If you get your GCSE and A level results via EDI, did you know we can provide an EDI file of your BTEC/ESOL/Entry ALAN learner results in August to you? You can then import these results directly into your MIS. We can send you a file regardless of whether you registered your learners by EDI or through Edexcel Online.

- All you need to do is to download the basedata for July 2011 available through your Edexcel Online account. Select 'JCQ', 'Results Entry Series 7B' and the academic year 2010/11. Basedata will then be emailed to your user email address.

- Then create a July 2011 series in your MIS, create an entry (not results) file and send us a file of those entries of learners completing this academic year. This should be submitted using EDI Board Code 15. As we only use this file for the purpose of issuing results, we will not make any registrations or candidate amendments.

We will then use that data to generate a results file for those learners in August.

New Area on the Edexcel Website: The Future of Vocational Education

Following the publication in late 2010 of the Government White Paper 'the Importance of Teaching', and the announcement earlier this year around the English Baccalaureate performance measure, we have created a new area on the website to give you all the latest information on the future of vocational education.

The future of vocational Education and the impact of the English Bacc:

www.edexcel.com/quals/BTEC/future-vocational-education/Pages/home.aspx

FAQs: www.edexcel.com/quals/BTEC/future-vocational-education/Pages/faqs.aspx

There is also an area where you can read what fellow teachers think of these new developments, as well as an opportunity to share your own vocational education stories: www.btec.co.uk/yourstories

Edexcel Online is Getting a Makeover!



advancing learning, changing lives

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Edexcel Online

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We have embarked on a major EOL improvement programme. Our plans for development include to:

- re-design and restructure Edexcel Online to make it intuitive to use and consistent from one area to another, with better links to the main Edexcel website and other online services
- carry out a technical review of the site in order to further improve reliability and responsiveness at critical points in the year

- enhance existing services and introduce new services where they are needed to ensure the most comprehensive support for you

We'll be communicating our plans to you at every step, but will also give you the opportunity to let us know what you think. We will build your feedback into the development process, ensuring that we build the service that you want and deserve. For updates and further information please check www.edexcelonline.com

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

BTEC and NVQ: 0844 576 00 26

GCSE: 0844 576 00 27

GCE: 0844 576 00 25

DIPLOMA: 0844 576 00 28

DiDA and other qualifications:

0844 576 00 31

Online services including Results+ and Edexcel Online

0844 576 00 24

International customer (all enquiries)

+0044 (0) 1204 770696

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

www.edexcel.com