



April 2011  
www.edexcel.com/eonewsletter

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Supporting success for you and your learners

Due to the overwhelming popularity and feedback from last year's conference, we have arranged two events for this year:

Tuesday 5th July  
London Park Plaza Hotel

Thursday 7th July  
Manchester Ramada Piccadilly Hotel

These are free conferences, with 500 places available at each event. Details explaining how to book these events will follow next month.

*Do you want to know more about our planned improvements to Edexcel Online?*

*Would you like to know more about what's new to BTEC?*

*Do you want to know more about Edexcel Functional Skills?*

*Are you new in the role or new to Edexcel and need some support in getting started?*

*Are you interested in Onscreen tests?*

*Do you want to meet your Service Operations advisor?*

If you answered yes to any of the above then this is the event for you!

Save the date in your diary – we will update you next month with more details. If you want to find out more about what to expect from these events then please take a look at our website page from [last year's conference](#)

If there is anything else that you would like the opportunity to hear about, or do, at the conference, we would love to know about it. Please email us at [examofficerconference2011@edexcel.com](mailto:examofficerconference2011@edexcel.com)

## Upcoming Key Dates:

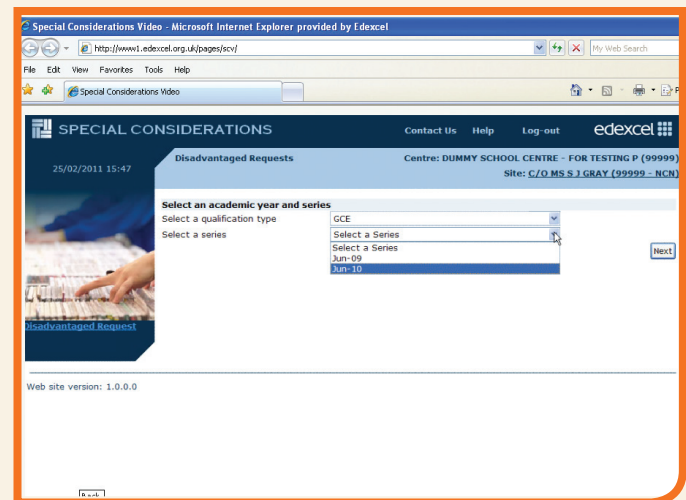
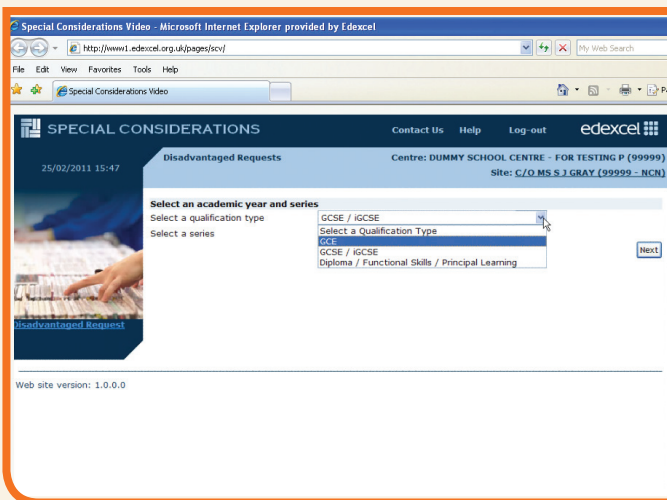
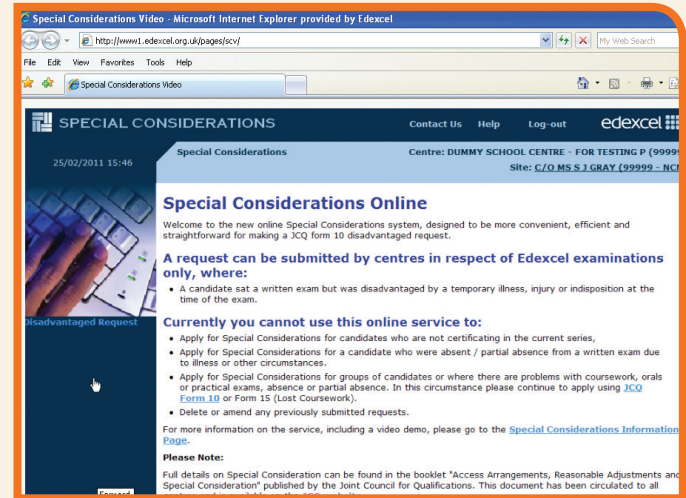
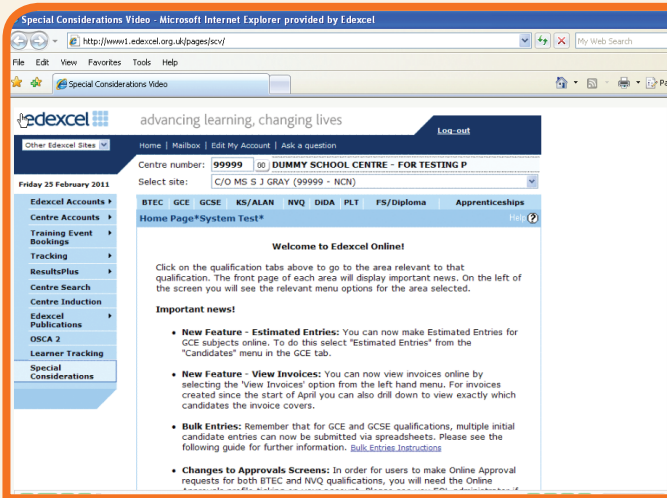
Date	Information	Qualification	Series
4 April 2011	Amendment fees may be charged from this date	Applied GCSE, GCSE, AEA, DiDA, Principal Learning, Projects and GCE (Tier changes only)	June 2011 series
12 April 2011	Final date to apply for late subject (cash-in) awards	GCSE, GCE, DiDA and Principal Learning	January 2011 series
12 April 2011	Final date for Enquires About Results	GCSE and GCE, DiDA, Principal Learning	January 2011 series
13 April 2011	Release of results to centres only	GCSE	March 2011 series
15 April 2011	Entry deadline	Functional skills	May 2011 series
21 April 2011	Withdrawal of entries deadline	GCSE, Applied GCSE, IGCSE, GCE, AEA, ELC (Academic) DiDA, Principal Learning, Level 1 and 2 Projects and Extended project	June 2011 series
22 April 2011	Higher late fees date	GCSE, Applied GCSE, IGCSE, GCE, AEA, ELC (Academic) DiDA, Principal Learning, Level 1 and 2 Projects and Extended project	June 2011 series
23 April 2011	Higher late fees date	Functional Skills	May 2011
29 April 2011	Results issued	Functional Skills	March 2011
30 April 2011	Deadline for submission of EDI entry file which will generate results file from Edexcel to centres in August	BTEC, Entry ALAN, ESOL, Entry Level Functional Skills	n/a

**Revised entry date for March unit re-sits**

If you have candidates who sat GCSE 360Science or Mathematics units in March 2011, we issue the results on 13th April for release to your candidates on 14th April. If any candidates need to resit units in June 2011, you can make the entries for these candidates up until 9th May 2011 without late fees.

## Submit special consideration requests using our new online tool

We have created a new system that will save you time when submitting special considerations applications. You can now make online applications for disadvantaged candidates via [www.edexcelonline.com](http://www.edexcelonline.com). In the future we will include options for absent candidates, groups of candidates and the ability to view ongoing requests. We will keep you informed of new functions as they become available.



## How to use the new facility

You can submit requests on Edexcel Online using the new Special Considerations option which appears on the left hand side. To help you use the facility, we have created an online tutorial and user guide at [www.edexcel.com/special-considerations](http://www.edexcel.com/special-considerations). If you have any questions please call us or email [special.requirements@edexcel.com](mailto:special.requirements@edexcel.com).

## Important information on AS level funding!

The DCSF has made a change to the way that your centre reports the success of your AS level candidates. It is to do with the funding of those qualifications. Please see this [link](#) for further information and how it affects your centre.

### Changes to receipt of attendance registers

We have made a few changes to the order in which you receive attendance register for GCE, GCSE and IGCSE qualifications. From now on you should be receiving them in date order. We hope that this will help you to check and manage them as they get delivered to you. Please see the covering letters that come with your attendance registers for full details. We welcome your feedback on this new system so we can see if it has made a positive difference. Please let us know using [feedback@edexcel.com](mailto:feedback@edexcel.com).

## Replacement Certificates online application facility

We are excited to let you know about our new Replacement Certificates online application facility, which will be added to our website in May 2011. The addition of this facility means that we can bid farewell to the old paper-based application system and from May onwards applications for Replacement Certificates can be submitted online. The online system also allows applicants to make payments and upload proof of identity online. We will let you know as soon as the facility is available. Until then all applications for replacement certification should be submitted using the paper application form, which you can download from our [website](#).

## FREE Training for Examinations Officers

We still have places on our free training events for Examinations Officers and centre co-ordinators covering many qualification areas. 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:

- Functional Skills online (paper based only) \* just released \*
- 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

### **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](http://www.edexcel.com)