



Welcome to the May 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.

Secure Download Update

You may recall hearing from us over the winter about changes we were making to the download of secure material from our website and about the Secure Download Service (SDS) that we developed for Edexcel Online. We thought this would be a good opportunity to re-cap and update you with further developments regarding the download of secure content.



Secure Download materials on www.edexcel.com

We recently introduced new levels of security for documents and materials relating to Edexcel qualifications that are posted on our websites. These changes are to ensure that the security controls around these documents and materials match the requirements of the specification and regulatory controls. They ensure the security of sensitive assessment material, but also ensure that the process for obtaining the material is as user friendly as possible for you as the centre administrator/examinations officer. The content protected in this way will only be available for download by you as the centre administrator/examinations officer; you will then need to distribute the material to the relevant authorised subject leader within your centre.

Your subject leader must ensure that the material is stored electronically in an area on your centre's network which can only be accessed by subject colleagues but cannot be viewed or accessed by students until the appointed time.

Some secure material on our website will remain available to any registered online user at your centre. The new rules restricting access to centre administrators, examinations officers and heads of centre only apply to particularly sensitive assessment material. The image below shows you how you can distinguish between the different types of secure content.

Content which is accessible to all	▼ Download
Content which requires an Edexcel Online username and password to access	▼ Download
Exam related content which requires the Centre Administrator/ Examinations Officer to download	▼ Download

Content protected in this way includes:

- GCSE 2009 History A – Controlled Assessment Tasks
- GCSE 2009 History B – Controlled Assessment Tasks
- GCE Chemistry 2008 – Internal Assessment Tasks
- GCSE 360 Science – Internal Assessment Activities

If you have problems with any aspect of our new secure download service, please call our online support team on 0844 576 0024.

Secure Download of material through Edexcel Online (EOL)

In addition to the new security arrangements for documents on www.edexcel.com outlined above, we have also introduced a Secure Download Service in Edexcel Online to protect other exam material that we need to make sure is only available for a limited period of time during the exam season. At present, MP3 files for language listening exams are protected in this way. To register for access to this material, you must be your centre's administrator or examinations officer. You should register for this service by accessing the 'Secure Download Service' menu item on the Edexcel Online home page and then following the instructions in the email that will then be sent to you. Details on how to register are on the next page.

The MP3 files are available to download the day before the exam, from 9am for a morning exam and 1:30pm for an afternoon one. They are only available for a period of 24hrs. If the exam falls on a Monday we will be making the files available to you from the Friday before. As long as your centre has entries for the paper you are trying to download the MP3 for, you will be able to access the file.

If you experience difficulties accessing the MP3 files through Edexcel Online please contact our [Edexcel Online Customer Support Team](#).

How to register:

1. Log on to [Edexcel Online \(EOL\)](#).
2. Select SECURE DOWNLOAD SERVICE profile on the left hand side.
3. Check the GMT and daylight saving time settings displayed are correct for your location.
4. Click REQUEST ACCESS button.
5. An email will now be sent to the email address we hold for you on Edexcel Online. Subject title of this email is Edexcel Secure Download Service: Access Granted email 1 of 2.
6. On this email follow the link called ACTIVATE SERVICE.
7. You will be asked to confirm that you have read and agreed to the Terms and Conditions. There are new elements in the Terms and Conditions that we ask you take note of.
8. If you agree to the Terms and Conditions tick the confirmation box and the ACTIVATE SERVICE button will now become active. Click on the ACTIVATE SERVICE button and a second email will be sent to your Edexcel Online email address. Subject title of this email is Edexcel Secure Download Service Activated: email 2 of 2.
9. Do not delete this second email as it provides the link by which you will access the secure material.
10. You have now registered.

Accessing content:

1. Ensure you are logged on to Edexcel Online.
2. Open the email called Edexcel Secure Download Service Activated: email 2 of 2 that we sent you when your registered.
3. Follow the ACCESS MATERIALS link on this email.
4. A screen will now display showing the items available for you to download.
5. Click Download against the item you need and then select the location on your network that you wish the item to be saved into.
6. Follow any onscreen instructions.
7. Once finished log out of Edexcel Online and close the email.

ResultsPlus is changing for the better

Over the next few weeks, we're launching a number of new and enhanced features in ResultsPlus. Our "next generation" service will be easier to use, with more detail than ever and extra features that help you and your colleagues get more from your students' exam results. Best of all, the new Mock Analysis feature gives you all the reporting power of ResultsPlus before your students take their real exams.

NEW Mock Analysis

We know that teachers value the understanding of students' strengths and weaknesses made possible by ResultsPlus. But for some students, like those taking linear courses, this information would be even more valuable if it could be made available earlier, giving more time to take appropriate steps. Our new FREE Mock Analysis Service lets you upload mock paper scores to ResultsPlus, giving you rich insight BEFORE your students take their actual exams. Skills map reports help you plan remediation and revision, while grade-tracking features give you visibility of students' progress toward their EBacc.

Your ResultsPlus account will be upgraded in the coming weeks and you will still be able to access this valuable resource by logging in at www.edexcel.com/resultsplus. In the meantime, it might be worth checking that your colleagues are each set up with their own ResultsPlus access on Edexcel Online (www.edexcelonline.com), and are not sharing their account details with other colleagues (as this is a breach of the ResultsPlus terms and conditions of usage). If you need any help with this please call us on 0844 576 0024.

Learn how to get the most out of your exam data

We realise that not everyone finds it easy to analyse and interpret data. So, we've designed ResultsPlus Training sessions to help build confidence in the use of exam data and to turn this insight into effective actions for your department or centre. These sessions will benefit teachers and Heads of Department following Edexcel GCSEs/GCEs, members of the Leadership team and Exams Officers. Find out more by visiting www.edexcel.com/training and selecting 'ResultsPlus' from the qualifications listing.

Giving students access to their results

This service allows your students to have access to the examination results and links to further supporting information. They will have clear results data complementing the invaluable service you provide to them on results day.

To access their results online, students need to register using a secure personal identification number (PIN). You will receive these PINs in May for students sitting their GCE and GCSE examinations this summer.

If you have opted out of online results for your students prior to the examination session, you will not be sent PINs. If you receive them and do not wish to use them, please dispose of them securely.

The PIN slips contain all the information the students need to register. If you need replacements PIN slips, or if you have any questions, please contact us on 0844 576 0024.

Students can call 0845 6180440 for support or go to www.edexcel.com/students

Stationery and Materials Update

The Stationery and Materials booklet for the May-June examination series states (on page 10) that calculators are permitted for unit 6663/01 (Core Maths 1). This is an error, as this is a non-calculator paper. Apologies for any confusion.

Upcoming Key Dates:

For further key dates please see our website www.edexcel.com/Keydates

Upcoming Key Dates:

Date	Information	Qualification	Series
9 May 2011	Start of the May exam series	Functional Skills	May 2011 series
15 May 2011	Final date for receipt by Edexcel of IGCSE coursework marks (excluding IGCSE Art and Design)	IGCSE	June 2011 series
15 May 2011	Final date for the receipt of centre marks by Edexcel	Applied GCSE	June 2011 series
15 May 2011	Last date for submission of coursework marks	Level 1 & 2 Project and Extended Project	June 2011 series
15 May 2011	Mark Submission deadline	Controlled Assessments	June 2011 series
16 May 2011	First date for submitting special consideration requests	GCSE, IGCSE, GCE	June 2011 series
18 May 2011	First date for submitting special consideration requests	Principal Learning	June 2011 series
20 May 2011	Entry deadline	Functional Skills	June 2011 series
21 May 2011	late entry fee date	Functional Skills	June 2011 series
28 May 2011	High Late fee date	Functional Skills	June 2011 series
31 May 2011	Date by which certificates will be in centres	GCSE, GCE, DiDA, Principal Learning 1 & 2 Projects and Extended Projects	June 2011 series
31 May 2011	Final date for submission of comments to JCQ on provisional examination timetables	GCSE, GCE PL	June 2012 series

The Wolf Report - what does it mean to you?

Professor Alison Wolf was asked by the Education Secretary Michael Gove to conduct a review into vocational education for 14 to 19-year-olds. Her report was published on 3 March 2011, and is available for you to download from the Department for Education website: www.education.gov.uk/publications/standard/publicationDetail

You can contact us at btec@edexcel.com if you have any further queries about the review and what it means for you and your students, or if you would like to register your interest in our upcoming support events.

Following the publication of Professor Alison Wolf's Review into Vocational Education, we have been collating some common questions from our customers. You can find our responses to these questions on our website www.edexcel.com/wolf

BTEC Summer Results Processing

With our summer results period soon upon us, please read on for an outline of what we will be doing to ensure your learners achieve the qualification and receive their certificates. We will liaise with you and the Universities and Colleges Admission Service (UCAS) for learners applying for Higher Education (HE) entry.

Key Dates for Claiming Certificate

Please claim certification by 5 July for learners completing their BTEC programme this summer. This will help us ensure that we can:

- Pass results on to UCAS for HE entry
- Send performance data to FORVUS/University of Bath
- Issue you with the appropriate certificates by the middle of August

If you are unable to get results to us by this date, please submit your claim by 31 July at the latest. We will try to get data to UCAS by A level results week and to FORVUS for inclusion in performance figures.

Ensuring Universities & Colleges Admissions Service (UCAS) are informed

In April we match our records with UCAS to identify all BTEC level 3 learners who have applied for Higher Education places. We only match learners who are registered on programmes that carry UCAS points. These programmes are:

- BTEC National Awards, Certificates and Diplomas
- BTEC Higher National Certificates and Diplomas
- Level 3 Foundation Diploma in Art & Design

We have matched BTEC Level 3 Short Courses which have been accredited as part of The Diploma catalogue. The subject areas accredited are:

- Construction & the Built Environment
- Engineering
- Information Technology
- Society, Health & Development

You can view further information on BTEC qualifications and the UCAS tariff by visiting the UCAS website at www.ucas.ac.uk

We May Contact You About Eligibility

Each summer we process around 550,000 claims for BTEC awards. Over 18,000 of these certificate claims are rejected due to queries with eligibility for the qualification. We will try to resolve these ourselves but over the coming months, we may get in touch with you.

What Happens Next

We will send you a list of all successfully matched learners from your centre. We will also send you red UCAS SRFs to distinguish between UCAS students and non UCAS students (unless there were previous requests to suppress SRF documentation). Further details regarding the BTEC UCAS results process will accompany this listing. UCAS will write to you at the beginning of May outlining the process for getting results to Higher Education Institutions (HEIs) for BTEC applicants. We will update UCAS with results every week between July and September.

Would You Like BTEC EDI Summer Results Files?

If in August you would like a results file for your BTEC learners (including Entry ALAN and ESOL) please remember to:

- send us a board 15 series 7B entry file for JCQ formats.
- Email the request with your centre number to eprocessing@edexcel.com for EDIFACT formats (includes NVQ)

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