

Welcome to the February 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.

New Examination Officers Training Events 2010

Following the successful delivery of our free Examination Officer Training Events in October 2009, we are pleased to announce updated training events for February and March 2010. These events are specifically designed to support new and existing examination officers who seek training or additional support on the administration of our BTEC or General Qualification (GQ) programmes. As such, the events are most suitable for examination officers who have been in post for up to 12 months.



What's new?

Not only have we updated and improved upon the October 2009 training events adding new and relevant areas of interest, we have also made the training events more interactive. We welcome your input and discussion and will provide ample time for this to take place.

Furthermore, we will also give you an opportunity, before the event, to pose a question to us. It could be a specific query that you are currently enquiring about or a matter that has already been dealt with by your service operations advisor but you need more clarity as to how that was done. As long as your question is sent to us 5 days before your event, we guarantee that we will cover this area for you.

Finally, if you are unable to personally attend our training events, we will also be providing the same event online.

For more information and event listings go to: www.edexcel.com/resources/training/Pages/home.aspx

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Book your place on our free training events

If you have an Edexcel Online account, the quickest and easiest way to book your place is via our online booking system at:

<https://eiewebvip.edexcel.org.uk/TrainingBookingsPublic/>

Alternatively, we can book a place for you via telephone:

BTEC: 0844 5760026

GCSE: 0844 5760027

GCE: 0844 576 0025

Ask a question

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

SUMMER 2010 KEY DATES

We would like to remind centres of the upcoming entry deadlines:

- 21 February 2010 – GCSE / IGCSE / ELC(Academic) *
- 21 March 2010 - GCE / AEA / Applied GCSE / GCSE History unit entries / DiDA / Principal Learning / Functional Skills / Projects and Extended Project

* please note that centres with learners who have sat 360Science and Two Tier Mathematics in March 2010 and wish to re-sit them in June 2010 can make entries between 16-30 April

2010 without additional late fees. The entry deadline for new entries for these subjects remains 21 February 2010

For centres making entries and registrations using EDI the latest basedata for all Edexcel qualifications is available at www.edexcel.com/basedata

PROCESSING YOUR ENTRIES

To help us ensure the successful and efficient processing of entry files please use the below checklist when submitting your entries for each examination series. We suggest you use this as a general guidance for your centres administration procedures:

- To apply valid UCI numbers for each candidate entry
- To ensure the correct unit code format and valid specification option are used
- To check that UCI numbers have not been transposed between candidates
- To ensure that Candidates who are to be entered for Applied GCE, DiDA or Principal Learning units are registered prior to the submission of entries
- For registration based qualifications - Applied GCE, DiDA or Principal Learning - the personal details information on entry should match the data supplied on initial registration.

GCSE MATHEMATICS UNITS 5384F AND 5384H

The Autumn 2009 – Summer 2010 Information Manual indicates that units 5284F and 5384H are available in the March 2010 examination series, this however is incorrect. The 5384F and 5384H terminal papers are only available

in the November 2009 and June 2010 examination series. We apologise for the misprint and for the inconvenience this may cause you and your centre.

TRANSITION FROM CURRENT GCSE TO GCSE 2009 SPECIFICATIONS

Edexcel is keen to support Exams Officers and Teachers in the transition from the current to the new GCSE specifications. Our transition model will help you to view the availability for GCSE subjects over

the next few years, whether it be the last examination series of the outgoing 2001 specifications or the first examination series of the GCSE 2009 specifications.

The GCSE Transition Model can be found at www.edexcel.com/notices/Documents/GCSE-Transition-Model-v60-DE.xls

Please note: The June 2010 series will be the final opportunity to undertake several current specification papers.

Below is a list of some of these:

- Design and Technology
- Geography A
- Geography B
- History A
- History B
- History C
- Religious Studies

ResultsPlus

ResultsPlus is a tool which provides centres with clear information analysing their performance in all Edexcel GCEs and GCSEs as well as showing candidates how they have performed in each subject, providing question-by-question level detail. We will be contacting you soon about individual ResultsPlus Direct PIN for candidates.

This tool is available to all GCSE and GCE centres who have or will submit entries for the June 2010 examination series. The deadline for opting in or opting out of this service is 26 February 2010 and centres can do this by logging onto their Edexcel Online accounts and selecting the ResultsPlus option.

RESULTS DAYS

Please note the upcoming January 2010 examination series results dates:

- 10 March 2010 – Exam results available via EDI and Edexcel Online for examination officers
- 11 March 2010 – Exam results available to candidates
- 18 March 2010 – Hard copy format of results in centre

Edexcel has a comprehensive website with useful information including a Results Guide specifically for centres, grade boundaries, and information on our post-results service. Please view the link to access this www.edexcel.com/results

QUALIFICATION ACCREDITATION NUMBERS- QAN

All qualifications are accredited against the criteria laid out in the Statutory regulation of external qualifications in England, Wales and Northern Ireland (2004). Qualification Accreditation Numbers are available to be found on The National Database of Accredited Qualifications (NDAQ).

www.accreditedqualifications.org.uk/index.aspx. This allows you to search for details of all qualifications accredited by QCA. Additionally, the database includes details of units and elements for each qualification, qualification and unit reference numbers and accreditation start and end dates. You can also access the information about GQ QAN codes for June 2009 - January 2010 from our Edexcel website www.edexcel.com/qan

SUMMER 2010 – EARLY CERTIFICATION REQUESTS

Edexcel understands that some centres may require early certification for the Summer 2010 exam series. Please submit requests by 30 July 2010 to our Operations Management Team eprocessing@edexcel.com.

Please note:

Choosing to request early certificates for the summer 2010 examination series, will result in your centre missing the opportunity to claim a late subject award. The deadline for making late cash in claims is on 20 September 2010.

UPCOMING KEY DATES

Date	Qualification	Session	Information
02-Feb-2010	GCSE	March 2010	Final date for requesting transferred candidate arrangements
04-Feb-2010	GCSE	March 2010	Amendment fees may be charged from this date
05-Feb-2010	Principal Learning	January 2010	Final date for submitting special consideration requests
10-Feb-2010	GCSE/GCE/Functional Skills	January 2010	Final date for submitting special consideration requests
11-Feb-2010	GCSE/IGCSE	November 2009	Final date for Enquiries About Results
12-Feb-2010	GCSE/IGCSE	November 2009	Earliest date that original scripts will be returned to centres – Access to Scripts service
21-Feb-2010	GCSE/IGCSE/ELC Academic	June 2010	Final date for entries
22-Feb-2010	GCSE/IGCSE/ELC (Academic)	June 2010	Late fees may be charged from this date
22-Feb-2010	GCSE/ Functional Skills	March 2010	Higher late fees may be charged from this date
28-Feb-2010	GCSE/IGCSE	November 2009	The date by which certificates will be issued
28-Feb-2010	GCSE/IGCSE	November 2009	Final date to apply for return of original scripts – Access to Scripts service
21-Mar-2010	GCE/AEA/Applied GCSE/ DIDA/Principal Learning/ Functional Skills/ Projects and Extended Projects	June 2010	Final date for entries

FEBRUARY NEWS UPDATE ON WEATHER CONDITIONS

Edexcel are committed to maintaining a high level of service. The Edexcel Service Pledge 2009/2010 makes a clear promise about the level of service you can expect from us, and outlines the standards we have in place around the quality, accuracy, manner and timeliness of our interactions with you.

At Edexcel, we understand the anxiety the recent adverse weather conditions may cause to students and centres, and we are committed to maintaining a high level of service during this period of disruption to continue to advise and support schools and colleges. We would like to reassure that tried and tested contingency plans are in place for such situations. We continuously monitor the Met Office advice and provide up-to-date information via the Edexcel website.

For future points of reference, useful sources of information include:

The JCQ website www.jcq.org.uk. The Joint Council for Qualifications, working with Edexcel and other awarding bodies, is the single voice for the member awarding bodies offering the full range of UK qualifications.

Applications for special consideration should be made using the Application for Special Consideration form on the JCQ website. www.jcq.org.uk/attachments/published/1149/Form_10~Application_for_special_consideration.doc

The JCQ booklet, *Instructions for conducting examinations* can be located on the Edexcel Website. Please view and go to the Exams Officer area web pages, available at www.edexcel.com/i-am-a/exams-officer

ACCREDITATION UPDATE - BTEC LEVEL 2 FIRSTS AND BTEC LEVEL 3 NATIONALS

We are currently in the process of revising our BTEC First and National specifications for accreditation on to the Qualifications and Credit Framework (QCF) for first teaching from September 2010.

A number of qualifications have been accredited, and final specifications are now available from the Edexcel website:

BTEC Firsts: www.edexcel.com/quals/firsts10

BTEC Nationals: www.edexcel.com/quals/nationals10

A number of qualifications are still in development, and have yet to be submitted to Ofqual for accreditation. Final specifications for these qualifications are not yet available. However, you can still access draft units and structures from the website -

www.edexcel.com/notices/Pages/btec2010-accreditation-availability-materials.aspx

Edexcel will automatically re-approve you for all First and National qualifications that you currently offer. There is no need to seek approval for the new specifications from Edexcel Online. Please ensure that you use these new qualification codes for all registrations in 2010/11. Basedata to include these qualifications will be available from Edexcel Online once this process is complete.

The current First and National specifications expire for registration on 31 August 2010. Please ensure that all learners studying the old specifications are registered before that date. The last date for certification on the old specifications are 31 August 2012 for Firsts and 31 August 2013 for Nationals. Learners registered on these specifications may complete their qualifications up to these dates. There is no need to transfer current learners to the new specifications.

Further information about BTEC qualifications is available in our BTEC BULLETIN. Please view at www.edexcel.com/migrationdocuments/Family%20top%20level/BTEC_Bulletin_40.pdf

BTEC AND THEIR EQUIVALENCES

We have produced a simple guide to BTECs and their equivalences in SCAAT points and, where appropriate, UCAS Tariff points -

www.edexcel.com/migrationdocuments/Family%20top%20level/BTEC_to_GQ_Equivalence_Guide.pdf

This quick guide to the current position for DCSF School and College Attainment and Achievement Table (SCAAT)/performance tables and UCAS points will be useful. Please note that we cannot, as yet, confirm both the SCAAT and UCAS points for the new QCF versions of BTEC qualifications after 1 September 2010. We are in dialogue with UCAS regarding UCAS points for the QCF BTEC Nationals and BTEC Specialist qualifications.

EDEXCEL NVQS AND QCF TIMESCALES

Many of the current Edexcel National Qualifications Framework (NQF) NVQs will also be titled as Edexcel NVQs on the Qualifications and Credit Framework (QCF), although a minority of Sector Skills Councils (SSCs) do not wish to include the term NVQ in the titles of competence-based qualifications within their sectors. Edexcel NQF NVQs, Edexcel QCF NVQs and Edexcel QCF competence-based qualifications will be referred to collectively as Edexcel NVQs

www.edexcel.com/quals/nvq/Pages/default.aspx

- The QCF is expected to be fully operational by 1st January 2011 by which time Edexcel NQF NVQs will have been migrated across as QCF NVQs
- The timelines and dates for the accreditation of the QCF NVQs are being managed by the individual SSCs
- Edexcel NQF NVQs will not have an accredited end date beyond 31st December 2010 - certification claims may be made after this, up to the certification end date.

Edexcel NQF NVQs, Edexcel QCF NVQs and Edexcel QCF competence-based qualifications will be visible under the NVQ tab of Edexcel Online.

- Centres that are currently approved for Edexcel NQF NVQs will receive automatic approvals for the successor QCF NVQs, provided that the conditions for automatic approval are met.
- An online approvals application process is available via Edexcel Online for centres currently approved to offer Edexcel NVQs seeking to gain approval to offer Edexcel NVQs at a different level or in a different sector.

CENTRE CONTACT DETAILS

Email and telephone contacts are essential methods of communication between centres and ourselves. It is important that these details are correct and updated regularly. This information can be updated by the Administrator on Edexcel Online in your centre or by us. To request changes to your centre's details amendments need to be sent to centrerecords@edexcel.com. If you wish to change the name of your centre this should be notified to us on a letter signed by the Head of the Centre.

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		
DIPLOMA:	0844 576 00 28	International customer (all enquiries)	+0044 (0) 1204 770696

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