



March 2010

www.edexcel.com/eonewsletter

Welcome to the March 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.

Examinations Officer Conference 2010: 13 July 2010: Birmingham



Supporting success for you and your candidates

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Drowning in administration?

Want to know how you can help raise attainment in your centre?

Looking for ways to stretch your budget?

We know it's tough being an Examinations Officer, and we know that we can help. We're holding a free conference in July, designed specifically for you, to help support success for you and your candidates.

Save the date in your diary – we'll update you next month with more details.

If there is a particular session you would like to see held at the conference, we would love to know about it. Email us at examofficerconference2010@edexcel.com

UPCOMING KEY DATES

Date	Qualification	Session	Information
07-Mar-10	GCSE and IGCSE	June 2010	Amendment fees may be charged from this date
10-Mar-10	GCSE/Applied GCSE/GCE/DiDa/ Principal Learning/Functional Skills/ Projects and Extended Projects	January 2010	Publication of provisional results (online and via EDI)
15-Mar-10	Functional Skills	March 2010	Centre authentication and marks for Functional Skills ICT FT102 and FT202 must be completed via Edexcel Online by this date
18-Mar-10	GCSE/Applied GCSE/GCE/Principal Learning/Functional Skills/ Projects and Extended Projects	January 2010	Publication of provisional GCSE January 2010 examination results (hard copy format)
18-Mar-10	DiDA	January 2010	Paper results listing in centres
19-Mar-10	GCE/ Level 3 Principal Learning	January 2010	Final date to request priority photocopies of scripts
21-Mar-10	GCE /AEA/GCSE History / Applied GCSE/ Projects and Extended Projects/ Principal Learning/ Functional Skills/ DiDA	June 2010	Final date for entries
21-Mar-10	GCSE and IGCSE/GCE and AEA/ Functional Skills	June 2010	Final date for requesting access arrangements
22-Mar-10	Functional Skills/GCE and AEA/ Applied GCSE and GCSE History/ DiDA/ Projects and Extended Projects/ Principal Learning	June 2010	Late fees may be charged from this date
31-Mar-10	GCSE and IGCSE/ GCE and AEA/ Principal Learning/Functional Skills/Projects and Extended Projects	June 2011	Issue of provisional timetables online

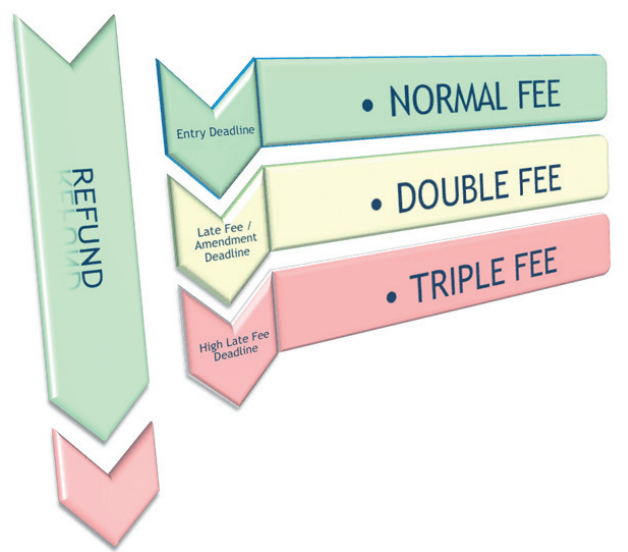
You can view a full list of important dates at www.edexcel.com/Keydates

Late Entries, Amendments And Withdrawals

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, 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



Some Important Updates About BTEC

Sending BTEC Results To UCAS

Each year we work closely with UCAS to identify BTEC learners who are applying to University so that we can send UCAS their results in the summer. At the beginning of May we will send you a listing of those learners along with special red UCAS SRFs. This helps us to get results to UCAS as quickly as possible.

We will send UCAS results each week from the middle of July until the UCAS clearing process is complete.

Do You Use SRFs?

If you use Edexcel Online or EDIFACT EDI exclusively to report BTEC results to us and you do not need the Student Report Forms (SRFs) that we send you following registration, then please let us know (serviceoperations@edexcel.com) and we will stop sending them to you. We will continue to send you the registration listing but not the SRFs.

Would You Like An EDI File Of Your Learners' Results In August?

We can send you a file of your learners' BTEC overall qualification results in August. The process is different for JCQ and EDIFACT EDI. If you use JCQ EDI, create a board 15 (Edexcel Assessments) series 7B (July2010) session in your system, and send us a file of those entries. We will then send you a file during A level results week in August. Basedata is available now through your Edexcel Online account. Please let us have entry files by 30 April.

If you use EDIFACT EDI, let us know you would like a file by sending an email to eprocessing@edexcel.com (please let us know how; AVCO ExamService, RM SecureNet, Redstone Webxchange or by email). We will then send you a file during A-level results week in August.

If you would like a spreadsheet of your BTEC overall qualification results in August rather than an EDI file, please email us at eprocessing@edexcel.com

Guidance On Ordering BTEC Basedata

Ordering Edifact BTEC Basedata

To order your BTEC Basedata log on to Edexcel Online.

- Click on the 'BTEC' tab.
- On the left-hand menu click 'EDI Basedata'.
- Select Basedata Format as 'EDIFACT'.
- select the Approval Year you would like
- Select either 'All Programmes' or a single programme number from the drop-down list
- Select either 'Include Units' or 'Exclude Units'. (If you exclude units you will still receive all units attached to each programme. This is a list of all units approved at your centre that you will only need if you are offering stand alone individual units.)
- Then press 'Submit'.

Once the request is accepted, the basedata will be sent to you as a zipped file to your user email address. If you right click on the file you will be able to view the basedata or to save it.

Ordering JCQ BTEC Basedata

- Click on the 'BTEC' tab.
- On the left-hand menu click 'EDI Basedata'.
- Select Basedata Format as 'JCQ'.
- Select Basedata Subtype as 'Registrations 9B' or 'Results Entry 7B' (9B should be used for initial Edexcel Registrations. 7B should be used for requesting a file of your candidates' overall grades at the end of the academic year).
- Select Approval Year.
- Select either 'All Programmes' or a single programme number from the drop-down list
- Press 'Submit'.

ResultsPlus

To give teaching staff as much time as possible to review the performance of their students, we will issue results for the January 2010 examination series on ResultsPlus at the same time as publication via EDI and Edexcel Online. This is a week before you will receive hard copies of results.

Edexcel Online users with administrative access can control who has access to the results information by giving access to the appropriate user profile. The *ResultsPlus* profile will grant access to the

ResultsPlus system. Only users with the *Results* profile will be able to access the results information and documents on Edexcel Online.

A guide to amending user profiles, information can be found by typing in "Edexcel Online user profiles" into our Ask Edexcel service at www.edexcel.com/askedexcel

The Diploma: Learner Tracking

Edexcel is committed to the success of the UK Diploma and its component qualifications. To facilitate the administration of the Diploma, we have developed a Learner Tracking system which will highlight any issues we can see for any of our components in a single consolidated view of a Diploma learner. Alongside this is a suite of simple MI showing an overview of each learner and a list of activities required to resolve outstanding administration issues. The functionality will be available in three crucial views:

1. **Diploma Overview:** A summary overview of all DAB learners' components with health status flags to highlight any concerns.
2. **Forensic breakdown overview:** A detailed list across all learners of any issues found with resolution advice.
3. **Single Learner Record:** A comprehensive view of all qualifications and unit entries found for a single learner with health check status flags and resolution advice across all data.

The system is being designed to be accessible by any user where the centre delegates access, much like DAS 3rd party administrator. It enables access to other users in the consortium, LEA or any other user supporting the process if the centre wishes to include them. Diploma Learner Tracking will be available from 1 March 10 and can be accessed through your Edexcel Online account.

Principal Learning Award Claims

If you wish to claim a qualification for a learner in a particular examination series, you can do so by making an award claim using the relevant cash-in code. By doing so you can avoid delays to the release of the overall results.

March 2010 GCSE and Functional Skills results

As you will know, JCQ awarding bodies will not issue paper results in April for the March 2010 examination series. We will issue results via EDI and Edexcel Online – you will be able to access all the usual results documentation. We will also have supporting documents available on our website at www.edexcel.com/results.

All successful Functional Skills learners will be issued certificates by 31 May 2010. These will be sent to your centres at the same time as your January 2010 certificates.

GCE AWARDS

Achieving A* grade

To be awarded a grade A* at GCE A level, a candidate must:

- Achieve a grade A overall for the A level. This can also be described as achieving 80% of the total uniform marks.
- Achieve 90% of the combined uniform mark total for the A2 units.

For example:

For a four-unit A level, a candidate must achieve at least 320 of the 400 total uniform marks and 180 of the 200 combined uniform mark total for the A2 units. For a six-unit A level, a candidate must achieve at least 480 of the 600 total uniform marks and 270 of the 300 combined uniform mark total for the A2 units.

Please note:

- The above rules are applied to the best available result for each AS and A2 unit; for each unit, this best available result may be achieved at the first or subsequent sitting.
- Grade A* is not available for AS qualifications.

New Examination Officer Training Events 2010 – Last Chance To Book

Following the successful delivery of our Examination Officer Training Events in October 2009, we are pleased to announce updated training events for March and April 2010. The 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, they are most suitable for examination officers who have been in post for up to 12 months. There are still places available on our online and venue based events and we have recently added new dates in Belfast on 14 & 15 April 2010. Book now to avoid missing out.

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: www.edexcel.org.uk/TrainingBookingsPublic

Alternatively, we can book a place for you via telephone – look for the numbers at the bottom of the page.

Ask a question

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

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