

Welcome to the January edition of the Exams Officer newsletter.

This issue will cover estimated entries, OPTEMS, BTEC updates, legacy A levels, the new GCSEs, Onscreen results and replacement certificates.

Estimated entries

Edexcel collect estimated entries for the January and June 2010 examination series for GCSE/IGCSE and GCE qualifications.

Estimated entries should be submitted via Edexcel Online.

We do not require estimated entries for each specification, but we do need advance information for particular subjects/papers, and these are the ones that will be listed on the estimated entries screens on Edexcel online.

Why you should submit estimated entries

The submission of estimated entries is particularly important with the introduction of the new GCSE 2009 units for which we have no historic entry data. The estimated entries data you provide will ensure that your centre:

- Has been included in our database as being a centre from which we should expect actual entries.
- Has access to all relevant materials.
- Has timely access to any pre-release materials that may be required.
- Is given information about controlled assessment meetings for teachers involved with internal assessment.
- Has timely access to information about your centre's moderators.
- Has the opportunity to test the new GCSE 2010 unit codes and receive feedback about intended entries well before actual entries are made.

How to submit estimated entries

When you log on to Edexcel Online you will see some information relating to estimated entries on the welcome page:

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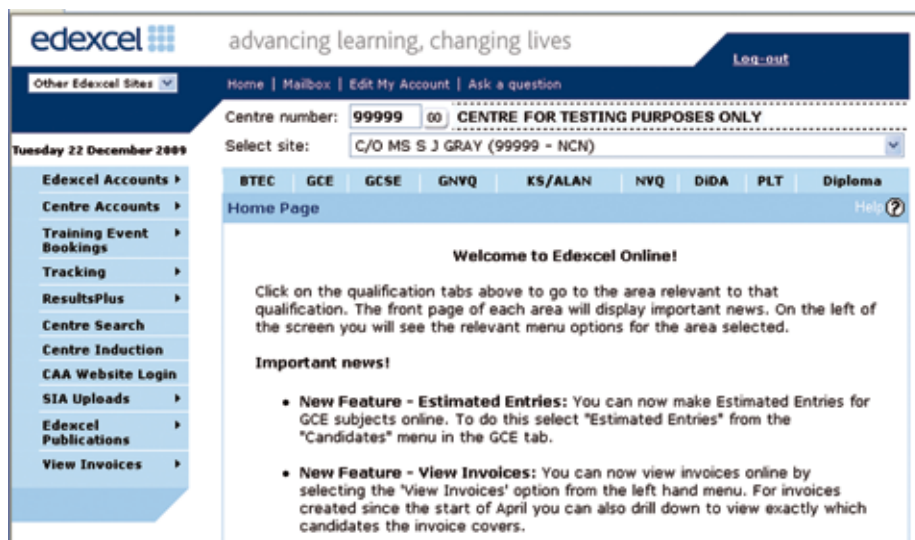
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OPTEMS

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Onscreen results

- Select qualification e.g: (GCE)
- To submit your estimated entries select "candidates" from the left hand menu.
- From the menu which appears select "estimated entries".
- You will then be asked to select the session (January 2010 or June 2010 etc) for which you want to submit estimated entries.
- Once you have selected the session you will be presented with a list of specifications, against which you can enter your estimated entries figures. The codes which appear will be identical to those quoted in the Information Manual.



BTEC Registrations

A reminder of the two methods that you may use when making your registrations.

Edexcel Online

Edexcel Online is a web-based service designed to make the administration and access of learner information easier and faster. It allows you to make registrations within a few minutes and to receive immediate confirmation of registration numbers.

Making registrations by EDI (Electronic Data Interchange)

There are two EDI formats which Edexcel supports for BTEC registrations: EDIFACT and JCQ. EDIFACT file formats may be found under the 'Requirements for Centre Management Information System (Centre MIS) Providers' on the Edexcel

website (www.edexcel.com).

JCQ file formats may be obtained from the JCQ website: (www.jcq.org.uk).

EDIFACT

EDIFACT supports the following activities:

- Provision of centre-specific basedata (Edexcel to centre)
- Registration of learners (centre to Edexcel)
- Email acknowledgement of file receipt and processing (Edexcel to centre)
- Provision of registration numbers (Edexcel to centre)
- Reporting of learner unit grades (centre to Edexcel)
- Confirmation of learner unit and overall grades (Edexcel to centre).

JCQ

JCQ supports the following activities:

- Provision of centre specific basedata (Edexcel to centre)
- Registration of learners (centre to Edexcel)
- Email acknowledgement of file receipt and processing (Edexcel to centre)
- Amendments to learner registration data (centre to Edexcel)
- Confirmation of learner overall grades (Edexcel to centre).

Software suppliers and supported CMIS packages

Please refer to the Edexcel website for a list of software packages that support BTEC EDI (www.edexcel.com). Advice on the operation of a software package should be sought from the software provider.

BTEC Update

Re-titling of the Level 2 BTEC Firsts and Level 3 BTEC Nationals

- The qualification regulator (Ofqual) has created the new Qualifications and Credit Framework (QCF), which requires awarding bodies to conform to new titling conventions.
- Level 2 BTEC First Certificate are now called Level 2 BTEC Extended Certificate

What about level 3?

- Edexcel will continue using the terms Level 2 BTEC Firsts and Level 3 BTEC Nationals for the revised QCF qualifications, because centres (yourselves), learners and others are very familiar with the original BTEC qualifications.

How many credits make up the revised Levels 2 BTEC First and Level 3 BTEC National qualifications and how many credits are there in each unit?

- Each unit comprises credits. This varies by the amount of GLH (Guided Learning Hours) needed to achieve a

unit. Most units in the revised Level 2 BTEC Firsts and Level 3 BTEC Nationals are either 5 or 10 credits.

- The Level 2 BTEC Diploma comprises 60 credits, the Level 2 BTEC Extended Certificate comprises 30 credits and the Level 2 BTEC Certificate comprises 15 credits.
- The Level 3 BTEC Extended Diploma comprises 180 credits, the Level 3 BTEC Diploma comprises 120 credits, the Level 3 BTEC Subsidiary Diploma comprises 60 credits and the Level 3 BTEC Certificate comprises 30 credits.

Will Guided Learning Hours (GLH) still be used, and how do the credits relate to the current Guided Learning Hours?

- Yes, GLH will continue to be shown in the revised QCF BTEC Firsts and Nationals.
- A 5 credit unit has approximately the same size as a 30 GLH unit and a 10 credit unit approximately 60 GLH.
- GLH is the notional amount of time used to measure the time a learner is in guided learning – that is, being taught or under the supervision of a teacher or member of staff. GLH is used to allocate funding and resources.

The new titles use the term "Diploma" quite a lot. Is this not confusing?

- The Qualifications and Credit Framework determines that qualifications of over 370 hours of GLH (or over 37 credits) must be called Diplomas. By the level and size of qualification, in terms of credit, it is possible to differentiate these.

Edexcel has produced guidance for the purpose of promoting the revised QCF BTECs to potential learners. This can be obtained by contacting btec@edexcel.com or phoning 0844 576 0026.

The specifications, once accredited and published, will be available on the Edexcel website (www.edexcel.com). Sample qualification structures and units for certain sectors can be found at <http://www.edexcel.com/2010btecfirsts> and <http://www.edexcel.com/2010btecnationals>.

Accreditation details – (e.g: accreditation dates, permitted age ranges for the qualifications etc) – are on the National Database of Accredited Qualifications – see <http://www.accreditedqualifications.org.uk/index.aspx>.

GCSE

GCSE 2009/ IGCSE 2009 and LEGACY GCSE/ LEGACY IGCSE EXAMINATIONS

Though the new GCSE and IGCSE specifications will be taught from September 2009 there will clearly still be pupils who began their GCSEs in September 2008 (and who may still have

another year of study to undertake).

They will be studying the old (or legacy) specifications. Examinations for these legacy specifications are still available but for a limited period of time.

Tables (called the Transition Model) have been created on the website; these show the availability of the GCSE

2009/IGCSE 2009 and GCSE legacy/IGCSE Legacy examinations.

The Transition Model for GCSE is accessible via this link:

<http://www.edexcel.com/notices/Documents/GCSE-Transition-Model-v60-DE.xls>

The Transition Model for IGCSE is accessible via this link:

<http://www.edexcel.com/quals/igcse/igcse09/Documents/IGCSE%20Transition%20Model.xls>

You will find the following key of use:

- F/S Course = Full or Short Course
- A.M = Assessment Method

A levels

General Certificate of Education - GCE

January 2010

Curriculum 2000 (Legacy) specifications

- Externally assessed A2 units are available. This is the final re-sit opportunity for these A2 units
- Certification of AS and A level possible

GCE 2008 specifications

- Those AS and A2 units that are shown in the specification as

available in this series will be examined

- Coursework units are not available
- Certification is only possible at AS level in this series. It will not be possible for any student to obtain an A level grade in any subject as a result of examinations. Certification at A level standard is only possible in, and after, the June 2010 examination series

June 2010

Curriculum 2000 (Legacy) specifications

- No units available
- No certification possible

New GCE 2008 specifications

- All AS and A2 units are available
- Certification at both AS and A level standard is possible
- A level, A level with AS level, and A level (double award) now include grades with A*

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.

Please note:

- i. 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.
- ii. Grade A* is not available for AS qualifications.

AND

- 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.

OPTEMS

OPTEMS (Optical Teacher Examiner Mark Sheets) are used by centres to record the marks each candidate has obtained on a particular coursework unit (or controlled coursework)

OPTEMS are optically read forms so it is important that the instructions for the completion of these forms are followed.

There are deadlines for the submission of completed OPTEMS forms. These deadlines are shown in the Key Dates section of the Information Manual (Section 2) and on the Key Dates Calendar.

Please ensure that you despatch OPTEMS forms to the address

indicated on each form. If OPTEMS forms are sent to incorrect destinations we will have to contact you for the marks of candidates. This will delay the processing of coursework marks, and may put at risk the publication of candidate results for those units.

OPTEMS are dispatched on a number of occasions which means you should not expect to receive all of them in one go.

Coursework marks can also be submitted through Edexcel Online; you do not have to use OPTEMS forms.

If you have queries about missing OPTEMS please contact us via the following email address:
Coursework@edexcel.com.

Onscreen tests – Uploading Results

We like to ensure that all of your onscreen testing results are successfully sent back to us. There are three main scenarios that may stop your results being sent to us correctly. You can check that your software is operating correctly by running system tests. Our Onscreen Technical Support team can schedule these and assist you with any queries that you have. Please contact them on 0844 576 0024 (option 1).

The centre has not uploaded the results from their Enterprise SiteManager (ESM) software. Results should be uploaded by the centre as soon as the tests are completed.

Centres may have installed a copy of their ESM onto a second workstation in error, meaning that two tests are downloaded. If one is marked as No Show then the correct result may be lost.

Connectivity problems or incorrect installation may prevent ESM from uploading the results.

Replacement Certificates

When requesting a replacement certificate please consider the following points

If the certificate was issued within the previous three years:

Inform the Service Operations Department of any changes to the candidate's details since the original certificate was issued.

Provide the candidate and qualification details. These should include:

- centre number
- candidate number at the time of the exam
- UCI number (when the candidate number is not known)

For re-graded candidates a letter stating that the grade has been amended should be sent along with the certificate.

A replacement certificate will be issued. There is a fee £35 per qualification for this service.

Please be aware that once a request for a re-placement certificate has been received it may take up to 3 weeks before you receive the certificate. This is because certificates are not printed in-house but are produced by a specialist printing company.

If the certificate WAS ISSUED OVER THREE YEARS AGO:

Replacement certificates are not issued, but a Certifying Statement of Results can be provided. There is a fee for this service (£35 per qualification).

The student should complete the application form which can be found on the Edexcel website via these URLs:

For vocational qualifications –
<http://www.edexcel.com/iwantto/Pages/Replace-voc-cert-students.aspx>

For academic qualifications -
<http://www.edexcel.com/iwantto/Pages/Replace-cert-students.aspx>

The website also contains guidance on how to complete the application forms.

There are various reasons why a certificate may not have been issued:

- The cash-in may have not been supplied at the time when the candidate was eligible for an award. A cash-in can be added at a later stage but the date on the certificate will be determined by when the cash-in is added.
- The candidate may have received an unclassified grade in all the subjects taken. Certificates are not issued under these circumstances.
- Candidate sat the qualification at another Awarding Body (AQA/ OCR/ WJEC/ CCEA/ SQA/ City & Guilds)
- Questions about certificates and certifying statements of results should be directed to the Service Operations Department.