

GCSE and GCE entry deadlines both 21 March

In previous years, the entry deadlines were 21 February for GCSE entries and 21 March for GCE (a month apart). This left little time between the January results and the June entry deadline. We have merged the deadlines so in 2012, both deadlines will now be on 21 March.

More time to submit entries without any late fee

You can still make GCSE entries on or before 21 February. We just won't charge you any late fees as long as you submit them before 21 March. This gives you longer to decide if your candidates need to be entered for re-sits, without worrying about the late fees.

Any entries received on or after 22 March will be charged late fees as normal. We will remind you by email to your registered Edexcel Online email address, closer to the time.



The JCQ A2C Project

Edexcel is working with all JCQ Awarding Bodies and AVCO Systems, to invite all centres that use EDI, to download a new piece of software, called the A2C Migration Application.

The new software will replace the current method of transferring EDI files between centres and Awarding Bodies – called VAN providers. Your current VAN provider will be one of Avco ExamService, RM SecureNet and webXchange.

The new software is a free service, allowing the quicker transfer of EDI files. It will not have any impact on your MIS and your supplier is aware of the software.

Once you have downloaded the software we encourage you to start using it to send all EDI files (entries and registrations) to all Awarding Bodies. We will also start using the same software to send you acknowledgement files and results files, so it's important you start using it soon.

What to do

Once you receive the email, follow the guidance and download the software. The guidance and installation is simple. You will need to download an access key from Edexcel Online, and other Awarding Body extranets, and copy them into the software. The Avco email will have a link to a support website for you.

Important information for if your centre has multiple centre numbers

If your centre uses one Management Information Software (MIS) to support multiple centre numbers we would like you to help us to notify AVCO by completing an online form before registering or downloading the application. All Awarding Bodies and AVCO will need to set up your access before you go ahead. <http://a2c.avcosystems.com/MisTemplate>. Once you fill in the form AVCO will contact you to let you know when you can download and install the application.

More information about A2C can be found on the JCQ A2C website - <http://a2c.jcq.org.uk/> and also the Edexcel website www.edexcel.com/a2c.

March 2012 GCSE results

The March results are issued on 18 April. This is only a few days prior to the June 2012 entry high late fee and refund date on 22 April.

Candidates re-sitting March exams in June

The main June GCSE entry deadline is 21 March.

Some units are available in both March and June (GCSE 2010 Maths and GCSE 2011 Science). If your candidate will sit a unit in March and wants to re-sit in June, you can make the entry without late fees until 9 May.

If you are not sure what unit they will re-sit

If you have candidates that will sit exams in March and you are not sure what unit they will re-sit in June 2012 (i.e. different tiered units), you can enter them on or before 21 March and withdraw prior to the 09 May date and get a full refund. This only applies to units that are available in March and June 2012.

The same applies to any entries for IMA0 and 2MB01 (and associated units). If you enter them by 21 March, you will have until 9 May to make withdrawals of those entries with no penalties.

When to expect invoices

We will invoice you for entries a week after you have made them. We will invoice for any late entry fees after 9 May, once we have checked they are not re-sits.



Key Dates in February

Date	Qualification	Exam series	Description
01 February 2012	BTEC	N/A	Late registration fees (1.5 x fee) charged from this date
02 February 2012	GCSE	Mar-12	Final date for requesting transferred candidate arrangements
03 February 2012	Principal Learning	Jan-12	Final date for submitting special consideration requests
03 February 2012	Functional Skills	Feb-12	High late fee date
04 February 2012	GCSE	Mar-12	Entry amendment fees charged from this date
06 February 2012	Functional Skills	Feb-12	Start of February test window
09 February 2012	GCSE, International GCSE, GCE	Jan-12	Final date for submitting special consideration requests
09 February 2012	GCSE	Nov-11	Final date for Enquiries About Results applications
10 February 2012	Functional Skills	Feb-12	End of February test window
17 February 2012	Functional Skills	Jan-12	Results issued
17 February 2012	Functional Skills	Jan-12	Enquiries About Results and Access to Scripts services available
17 February 2012	Functional Skills	Feb-12	Deadline for submitting marks for English Speaking, Listening and Communication (E101 and E201)
21 February 2012	GCSE, International GCSE, GCE, AEA, ELC, Functional, Skills, Principal Learning	Jun-12	Final date for requesting modified papers
22 February 2012	GCSE	Mar-12	High late fees charged from this date
23 February 2012	Functional Skills	Mar-12	Entry deadline
24 February 2012	Functional Skills	Mar-12	Late fee date
28 February 2012	GCSE	Nov-11	Date by which certificates will be released to centres
28 February 2012	GCSE	Nov-11	Final date to apply for the return of original scripts via the Access to Scripts service

February and March Exams Officer Events

We are pleased to announce new training event dates in February and March where we can help you with your administration.

If you use Edexcel Online, you can book your place using our [online booking system](#). In the search items enter BTEC and Examinations Officers to check availability. If you'd prefer to call, please phone our Exams Officer helpline 0844 463 2535.

Ask a question

If you book an event and you want a specific question

to be answered, simply email EOevents@pearson.com, detailing when you will attend and we will try to ensure it is answered.

Title	Date	Location/s	Available
BTEC Examination Officers training event	28/02/2012	London	am and pm
BTEC Examination Officers training event	29/02/2012	London	am and pm
BTEC Examination Officers training event	01/03/2012	London	am and pm
BTEC Examination Officers training event	06/03/2012	Birmingham	am and pm
BTEC Examination Officers training event	07/03/2012	Birmingham	am and pm
BTEC Examination Officers training event	13/03/2012	Manchester	am and pm
BTEC Examination Officers training event	14/03/2012	Manchester	am and pm
BTEC Examination Officers training event	15/03/2012	Newcastle	am and pm

Modified paper deadline approaching!

21 February is the deadline for requests for modified papers for Summer 2012 exams.

If you request modified papers after this deadline, we will try to meet your needs wherever possible, but won't be able to guarantee to get them to you in time.

How to apply

You can apply for GCSE and GCE using the Access Arrangements Online application, which you can access via Edexcel Online.

You can check what access arrangements are available using the JCQ guidance at www.jcq.org.uk. To apply, log into Edexcel Online, pick the relevant qualification and then click on the tab called "CAA website". Use the 'Access Arrangements Online' to go to the new website.

Functional Skills Onscreen – Use your own cohort references

You told us how important it is to use your own cohort references when keeping track of your Functional Skills onscreen learners. You said that this would save you time when locating learners and making claims. We've listened to what you said, and are happy to tell you we have made these changes. These improved features are now available on Edexcel Online;

1. An extra column for cohort references has been added to the registration spreadsheet;
2. Once you've used a cohort to register learners you can search using the cohort reference;

	C	D	E	F	G	H	I	J	K	L
1	Lastname	Gender	DOB	Unique Learner Number	Completion Date	Study Mode	Collaborative	LSC code	Combination	Cohort
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

3. The same is true when booking onscreen tests;

Refine learner

Registration Number This function is optional but may help to limit the number of search results.

First Name

Last Name A percentage sign acts as a wild card.

Registration Year Select one

Cohort e.g. Searching for A% in the registration number field will return all learners with a registration number beginning with A.

Centre Reference

BTEC GCE GCSE KS/ALAN NVQ DIDA PLT FS/Diploma Apprenticeships

Candidate Search Help ?

Session

Programme

Registration Number

Centre Reference

Firstname

Lastname

Sex

Date of Birth (dd/mm/yy)

Cohort

You may use % as a wild card in the 'Firstname' and 'Lastname' fields. For example Lastname = sm% will return Smith, Smiley, etc.

4. You can also sort when claiming for Speaking & Listening components, saving you more valuable time!

Candidates						
Req No	First Name	Last Name	Sex	DOB	Cohort	<input type="checkbox"/> All

If you have any other ideas about how we can make your life easier by improving Edexcel Online please contact us at feedback@edexcel.com.

Do you request replacement certificates?

If you need a replacement certificate and you'd like your centre to be invoiced, please email us as normal at serviceoperations@pearson.com.

Students can apply online

If a former student is paying for the certificate themselves, please direct them to www.edexcel.com/replacementcertificates, where they'll find an online application form.

Students can track their own certificate requests

There are a host of benefits to using the online form:

- It's more secure, making payment safer
- Certificates can be sent to the student's home address
- Users can track the progress of their application with a unique tracking number that is automatically emailed to them once the application has been made
- It saves time and money

There's a comprehensive set of Frequently Asked Questions (FAQs) on our website that explain more about the new service.

Save paper

We launched the online application form in August 2011. As of January 2012, we no longer accept applications made using the paper application form, so if you still have a copy in your desk drawer, please consign it to the dustbin of history.



Warrick Harniess
Student Services

Need More ParcelForce Examiner Labels?

You can now request new Parcelforce labels using our online form. You'll need an Edexcel Online registered email address for security reasons. The online form is better because:

- we'll process your application quicker
- you have better visibility of our service
- the service is more secure

Labels are only valid for two weeks from the date they're produced, so please make sure you don't request them too early (no more than two weeks before the examination date).

Some exceptions:

We don't always supply examiner labels in the same way so you cannot use the online form if the following applies:

- If your centre is outside of England
- If your centre does not use Parcelforce
- For Key Skills, Adult Literacy and Adult Numeracy, or Edexcel International GCSE
- For internally moderated coursework (for example, for Principal Learning or the Extended Project)
- For transferred candidates (this is an automated process, and you'll receive labels as soon as we've processed the transferred candidates application)

We hope you like the new online service, if you have any questions or comments please contact us at labels@pearson.com.

Meet Our People



Steven Waldron
Customer Relations Advisor

I have been working for Edexcel for 4 years and have been part of the new Customer Relations pilot teams in the Manchester contact centre. We are now providing many more services and whilst it has been hard work learning lots of new skills, we are proud of the changes we have made.

I really enjoy building relationships and I know that my centres prefer having a single point of contact. Sometimes when they call or email I get to share jokes and stories, which makes it fun. In the future I am looking forward to being able visit centres in my area and getting to know them even better.

On a personal note I am looking forward to the birth of my son this year and would like to pre-emptively thank my team mates for looking after my centres while I'm on paternity.