



Welcome to the June 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.

## Exams Officer Conference 2010 July 13th 2010



We hope you'll be able to join us in Birmingham this summer for our first national conference dedicated to you, our Exams Officers. In response to your many requests we have built a comprehensive programme of speakers and break-out sessions, featuring updates and practical support, for both experienced officers and those new to the role.

### What can you expect on the day?

- Updates from **Ziggy Liaquat**, our Managing Director, **Greg Ferrari** Director of Customer Services and **Isabel Sutcliffe** Director of Regulations, Standards and Research
- Choose from 10 break-out sessions including:
  - Special consideration and special requirements
  - Diplomas
  - Edexcel Online
  - Controlled Assessments
- Time to network with your peers and colleagues
- Opportunity to meet the Exams Officer Customer Relations Advisor dedicated to your Centre
- A showcase of our services, including Pearson Phoenix, Fronter, BTEC 2010 (New Specifications), GCSE 2010 (New Specifications Maths, ICT and English)

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Places are free but limited, don't delay, view our website [www.edexcel.co.uk/eoc2010](http://www.edexcel.co.uk/eoc2010) for full details and how to book.

## November 2010 and January 2011 Examination Timetables

We will publish the November 2010 and January 2011 finalised timetable on June 30th on our website. You can download timetables for the current (June 2010) series from our website now at - [www.edexcel.com/timetables](http://www.edexcel.com/timetables).

Following your feedback, we will send you paper copies of all timetables for the academic year together. Two copies of each timetable will be sent to all centres who have submitted entries over the last two years.

We will send the timetables for all exam series with the Information Manual and Key Dates Calendar to arrive at your centre at the beginning of September.

### You can run Functional Skills from September 2010

We will be able to offer you our new Functional Skills qualifications in English, Maths and ICT for first teaching in September 2010. You will be able to run Level 1 & 2 English and Maths in eight exam series, and ICT in four series. This gives your students the full opportunity to sit and pass the exams.

If you took part in the pilot your students' certificates will carry the same merit as the new specifications. If any of your students passed English pilot units but didn't complete

the full qualification, we will transfer them for you to the new English qualification from September.

#### How we will keep you informed

During June, we will send you level 1 and 2 specifications and sample assessment materials for English and Maths. Level 1 & 2 specifications and Sample Assessment Materials for ICT will follow in July. We will send you all the information you need to administer Functional Skills by the first week of September. It will contain the exam dates; explain how to make entries, and explain the results process. If you would like more information please check our Functional Skills website at [www.edexcel.com/fs](http://www.edexcel.com/fs).

### Remember to Apply for Special Consideration by 7th July

We understand that some students have extra difficulties to cope with during their exams and we want to ensure that they have the full opportunity to do well.

If your students have a temporary illness, injury or indisposition during their exams, you can apply for special consideration. This means that an adjustment could be made to the candidates marks to try to compensate them for being disadvantaged during their exams.

You can find the application process in the JCQ booklet entitled "Access Arrangements, Reasonable Adjustments and Special Consideration 2009-2010". This is available on the JCQ website, [www.jcq.org.uk](http://www.jcq.org.uk) under 'Exams Office' with links on the left where you can view more information. You can find more information on our website [www.edexcel.com](http://www.edexcel.com) by searching for "special consideration".

Once you submit an application we will work to make the exam process as easy as possible for your students, whilst ensuring that standards are upheld.

For your information, the final date for submitting GCE, GCSE and IGCSE special consideration requests for the June series is on 7 July 2010.

## ResultsPlus

### It's Free and Easy to Use

ResultsPlus is free, and it's been designed to show you useful information about your results. It provides instant snapshots, graphs and reports illustrating how your students performed in their exams, even down to individual questions. You can generate reports with a single click of the mouse to help spot performance trends e.g. comparing genders, subjects, or similar schools or classes.

#### Students access their results on results day

ResultsPlus has the unique benefit of offering students online access to their results on results day. This includes the 'Edexcel Gradeometer', which demonstrates to the student how close they were to the grade boundary.

#### To gain access, students need their PIN

To access their results online, students need to register using a secure personal identification number (PIN). You will have received these PINs in May for students sitting their GCE, GCSE and IGCSE examinations this summer. For late entered students, a second run of PINs has been sent which you should have received by now.

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

## Check Your June Key Skills and ALAN Exams Dates

A reminder that the June Key Skills and ALAN level 1 and 2 exams will take place on different dates to those published in the Information Manual. They will instead take place on the 7th, 8th and 9th June.

These dates were amended at the beginning of the academic year. The changes were made by JCQ and were intended to avoid the June half term week. Our basedata has been updated with the correct dates. The test papers will have the correct dates included with them.

All exam dates and more information about key skills can be found at [www.edexcel.com/keyskills](http://www.edexcel.com/keyskills)

### Upcoming Key Dates:

Date	Information	Qualification	Series
3 June 2010	Final date for submission of Art and Design postal moderation samples (not visits)	GCE, GCSE, IGCSE	June 2010
5 June 2010	Final date for the submission of marks for internally assessed units	Principal learning	June 2010
5 June 2010	Final date for the submission of work to the Examiner for the externally assessed Creative and Media Units	Principal learning	June 2010
9 June 2010	Date by which centres should receive original examination scripts-Access to Scripts	GCE, GCSE, Principal Learning, Functional Skills	January 2010
15 June 2010	Final date for submission of centre marks for units D101, D201, D102 and D202. Final date for submission of centre marks and moderation sample of units D103, D203, D104, D204, D105, D205.	DiDA	June 2010
15 June 2010	Centre marks for English Speaking and Listening Units FE101 and FE201 must be submitted via Edexcel on line by this date	Functional Skills	June 2010
15 June 2010	Centre authentication for ICT FT102 and FT202 must be completed via Edexcel on line by this date	Functional Skills	June 2010

See all the key dates on the website at [www.edexcel.com/Keydates](http://www.edexcel.com/Keydates)

## BTEC Bulletin – Keep informed of BTEC news and updates

We want you to be updated and continually informed on BTEC qualifications news, key documents and relevant notices. Please view our dedicated web pages [www.edexcel.com/quals/BTEC/Pages/bulletins.aspx](http://www.edexcel.com/quals/BTEC/Pages/bulletins.aspx)

The latest edition of the BTEC bulletin (issue 42 – May 2010) is now online and contains detailed articles on available specifications and accreditation updates.

You can subscribe to receive the BTEC Bulletin and BTEC Update directly by contacting [btecmessaging@edexcel.com](mailto:btecmessaging@edexcel.com) giving your name, title, centre name/details and your email address.

## Run Both BTEC QCF and NQF IT Practitioners

We are pleased to announce that until the 31st Dec 2010 you have the choice to register 14-19 year old learners onto either the new BTEC Firsts/Nationals in IT (QCF) or the legacy BTEC Firsts/Nationals in IT Practitioners (NQF). From 1st January 2011 it will not be possible to register new learners for the NQF programmes.

### How to Choose Between QCF and NQF

You may wish to consider the following when selecting which qualification to deliver:

- The last certification dates for BTEC IT Practitioners (NQF) will be:

BTEC Firsts	31 Dec 2012
BTEC Nationals	31 Dec 2013

- The NQF qualifications do not carry any QCF credit. Learners who achieve one of these qualifications will not have credit to take forward into further study.
- Learners who register for the NQF programme during 2010 can 'top-up' to a larger qualification after 31st December 2010 (but before the last certification date).

For further information please contact us on 0844 576 0026 or email our ICT Subject Advisor [ICTSubjectAdvisor@edexcel.com](mailto:ICTSubjectAdvisor@edexcel.com)

## Getting ready for the QCF: BTEC Firsts and Nationals

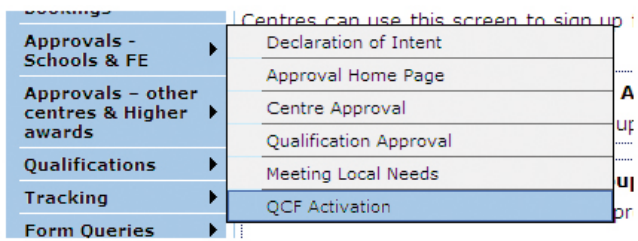
To make the transition to the new Qualification Credit Framework (QCF) as easy as possible, we have matched all of your currently approved NQF BTEC First and National programmes up to the new QCF BTEC programmes, and given you the approval to run them. All you have to do is activate your approvals, which we have made easy for you.

### What we have Approved

We have given you approvals on the basis of the NQF programmes that you are currently offering, and for those programmes where you have registered learners. The new approvals are now visible on Edexcel Online and you can start registering on them from September 2010. The programmes have been grouped by sector and level. For a full list of the groupings and levels go to [www.edexcel.com/firsts](http://www.edexcel.com/firsts), select key documents, and then click on accreditation update.

### ▼ How to activate your approval

In early May, we sent you an email advising that you need to "activate" your auto approvals. We need you to do this because we need to know that you agree with the terms and conditions of our regulatory requirements. You won't be able to make registrations on these programmes until the approvals have been activated. To do this, log into Edexcel Online, click on the Approvals Menu of the BTEC tab and select QCF Activation. When you active your approvals, please take a moment to read the terms and conditions.



### ▼ Getting New Approvals Made Easier

If you want to run a particular sector for the first time we've made it easy to gain the new QCF Firsts and Nationals by online approval. At the top of the qualification approval screen, look for QCF BTEC Firsts and QCF BTEC Nationals. You can request approval to everything in that sector, so you don't have to make multiple requests. We've even simplified the screen to make it quicker for you to get the approvals you need.

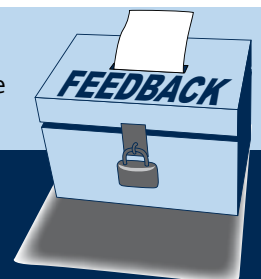
### The titles of Firsts and Nationals have changed

The titling rules of the Qualification Credit Framework mean that we can't continue to use the First or National titles for our certificates. The new titles and their NQF equivalent are shown below. We want to help you register your learners on the right programmes, so we have put the NQF equivalents in brackets after the QCF titles. This should help you choose the right programmes until you are used to the new titles.

QCF Title	NQF Equivalence
EDEXCEL BTEC LEVEL 2 CERTIFICATE	50% OF FIRST CERTIFICATE
EDEXCEL BTEC LEVEL 2 EXTENDED CERTIFICATE	FIRST CERTIFICATE
EDEXCEL BTEC LEVEL 2 DIPLOMA	FIRST DIPLOMA
EDEXCEL BTEC LEVEL 3 CERTIFICATE	50% OF NATIONAL AWARD
EDEXCEL BTEC LEVEL 3 SUBSIDIARY DIPLOMA	NATIONAL AWARD
EDEXCEL BTEC LEVEL 3 DIPLOMA	NATIONAL CERTIFICATE
EDEXCEL BTEC LEVEL 3 EXTENDED DIPLOMA	NATIONAL DIPLOMA

## Let us know what you think!

We would love to hear what you think of our newsletter; the things you love, would like to see more of, or the areas that you want to know more about. Email us at [eprocessing@edexcel.com](mailto:eprocessing@edexcel.com) to let us know!



### 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](http://www.edexcel.com)