



Welcome to the May 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 Training – Feedback

We have now completed the second round of our free examination officer training events. We have thoroughly enjoyed delivering the events, and by the excellent feedback we have received, it seems that everyone who attended enjoyed them too. We delivered over 50 events to over 800 exams officers and ensured that they covered the most important information on areas of both General Qualifications and Vocational Qualifications. As well as face to face events, we conducted Online training events specifically tailored for both our home and international centres.



We really do value your comments and listen to what you say. So, following from your requests, we will now be delivering our online events every month from September 2010 onwards. Our monthly events will give you the opportunity to drop in at a time that suits you best. Look out for news in later editions of the Exams Officer Newsletter. We will also email you later in the year with more details.

These are just some of the comments we have received from you about our events in the last few months. If you missed the chance to provide feedback or have any other comments or requests, please email us at [serviceoperations@edexcel.com](mailto:serviceoperations@edexcel.com).

- "I would recommend this training to a colleague as it's very explicit and helpful. It was also a very friendly/relaxed environment"
- "Very comprehensive overview and plenty of feedback on individual questions"
- "Takes you right through the process. Even though I have done BTEC for years, I picked up different points"
- Apart from the useful information of the training, one of the best parts was seeing your photos which will add a lot to our personal and professional relationship. We used to know all of you by name and seeing your photos gave us the impression that we are working with human beings not machines
- "WOW! What a super session that was. First of all, thank you to all colleagues who ensured I could still join the session at the last minute. From the minute I joined the session until the end, I felt that all information provided was relevant, well structured and most of all it was brilliant that you spoke clearly, at the right speed and in such a way that can be easily understood by international centre staff.
- "A job very well done and I hope many more centres will be able to join and benefit from future sessions."

### Inside this issue:

#### Page 2

*BTEC Summer Results Processing*

*NQF NVQ 10-week Rule and QCF NVQs*

#### Page 3

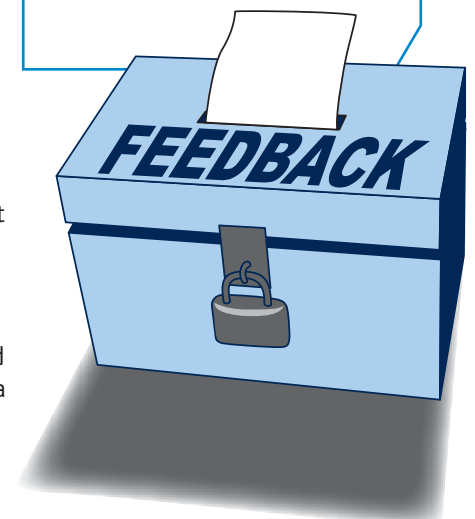
*A level and GCSE Eligibility – June 2010 examinations series*  
*GQ Certificates – January 2010*

*Upcoming Key Dates*

#### Page 4

*GCSE Applied French (27 May 2010)*

*Estimated Grades Coursework Mark Submission*



## BTEC Summer Results Processing

Here is an outline of what we will be doing to ensure your learners achieve their qualifications and receive their certificates. If you have learners applying for Higher Education (HE) entry, we will contact you and the Universities and Colleges Admission Service (UCAS) to avoid any queries in August.

### Eligibility

Each summer we process over 550,000 learner award claims. Over 18,000 of these BTEC certificate claims are rejected due to queries with eligibility for the qualification. We will resolve these queries but as we may need additional information, we will speak to you for further information. We appreciate your support with this process.

### Key Dates

Please claim certification by 5 July for learners completing their BTEC programme this summer. This will help us:

- Pass results to UCAS for HE entry
- Send performance data to FORVUS/University of Bath
- Issue you with the appropriate certificates by the middle of August

If you are unable to get results to us by this date, please send in the claims as soon as possible. For any received by 31 July, we will aim to get data to UCAS by A level results week and to FORVUS for inclusion in performance figures.

Universities & Colleges Admissions Service (UCAS)

In April we worked with UCAS to identify all BTEC level 3 learners who have applied for HE places. We only match learners who are registered on programmes that have been awarded points on the UCAS tariff. These programmes are:

- BTEC National Awards, Certificates and Diplomas
- BTEC Higher National Certificates and Diplomas
- Level 3 Foundation Diploma in Art & Design

Additionally, we have matched BTEC Level 3 Short Courses which have been accredited as part of The Diploma catalogue, for the first time this year. The subject areas accredited are:

- Construction & the Built Environment
- Engineering
- Information Technology
- Society, Health & Development

You can view further information on BTEC qualifications and the UCAS tariff by visiting the UCAS website at [www.ucas.ac.uk](http://www.ucas.ac.uk)

We will tell you if we have identified learners from your centre with UCAS. By mid-May we will send you a list of all the learners along with red UCAS SRFs (unless there were previous requests to suppress SRF documentation). Further details regarding the BTEC UCAS results process will accompany this listing.

Please note, UCAS will write to you at the beginning of May outlining the process for getting results to Higher Education Institutions (HEIs) for BTEC applicants.

At Edexcel, from mid-July through to September, a weekly file of learner results will be sent to UCAS who then forward this to HEIs.

### Summer Results Files

If you would like us to send an August EDI file of your BTEC learners (including Entry ALAN and ESOL) please remember to:

- Send us a board 15 series 7B entry file as soon as possible for JCQ formats
- Email the request with your centre number to [eprocessing@edexcel.com](mailto:eprocessing@edexcel.com) for EDIFACT formats (includes NVQ)

## NQF NVQ 10-week Rule and QCF NVQs

The Regulatory Arrangements for the Qualifications and Credit Framework, 2008, apply to all National Vocational Qualifications (NVQs) and competence-based qualifications accredited within the QCF. If you offer Edexcel QCF NVQs this means that there are changes to your quality assurance processes:

- You must continue to register individuals with us at the point of enrolment on to the QCF NVQ programmes by the deadlines provided in the Information Manual
- We will remove the rule that prevents you from making QCF NVQ certification claims via Edexcel Online within 10 weeks of a candidates registration

- Our Quality Standards team will continue to monitor all certificate claims made within 10 weeks of registration
- We may suspend certification for a programme to ensure the integrity of the awarding of Edexcel QCF NVQs
- The procedures that we currently have in place for the implementation of the 10-week rule will be retained for the existing NQF NVQs.

You can find more information by searching for "10 week rule" on our website [www.edexcel.com](http://www.edexcel.com).

## A level and GCSE Eligibility – June 2010 examinations series

You will have received your June 2010 ineligibility reports. You may access up-to-date reports and look at individual student eligibility status on Edexcel Online. To view this, please log onto Edexcel Online and select the qualification (for example 'GCE') then:

- On the 'Candidates option', select 'Eligibility Check'
- Select a session ('June 2010')
- You can either select an award and the eligibility status ('Both' for eligible and ineligible awards, 'No' for ineligible awards only and 'Yes' for eligible awards only) or a combination of awards and eligibility statuses. A listing will be produced of the options chosen.
- You can also select 'Eligibility report' which will produce PDF reports and send them to your Edexcel Online mailbox.

To ensure that all candidates receive their qualification results, it is important that ineligibility errors are resolved urgently. Please check your ineligible candidates and make sure that they are entered for all the required units for the qualifications that they wish to claim in June 2010.

We have a team of dedicated Customer Relations Advisors who can assist to resolve any eligibility queries you may have. You can contact them at [serviceoperations@edexcel.com](mailto:serviceoperations@edexcel.com).

### GQ certificates – January 2010

We have issued January 2010 examination series certificates for delivery at your centre by 31 May 2010. If you require your certificates to arrive before this date, please contact our Operations Management team at [eprocessing@edexcel.com](mailto:eprocessing@edexcel.com). We will endeavour to fulfil all early certification requests.

### Upcoming Key Dates:

Date	Information	Qualification	Series
10 May 2010	Start of the window for ICT FT101 and FT201	Functional Skills	June 2010
10 May 2010	First date for submitting special consideration requests	Functional Skills	June 2010
14 May 2010	End of the window for ICT FT101 and FT201	Functional Skills	June 2010
14 May 2010	End of the window for 4305 Computerised Accounting (Paper 2)	IGCSE	June 2010
15 May 2010	Final date for submitting estimated grades	GCE, AEA	June 2010
15 May 2010	Final date for coursework & internally assessed component marks and materials to be received by Edexcel and moderators	GCE, GCSE, IGCSE, Projects and Extended Projects	June 2010
15 May 2010	Final date for submission of centre marks	Applied GCSE	June 2010
15 May 2010	Final date for submission of centre marks and moderation samples for Units D101, D201, D202 (except for OSCA-accredited units)	DIDA	June 2010
17 May 2010	First date for submitting special consideration requests	GCSE, IGCSE, GCE	June 2010
19 May 2010	First date for submitting special consideration requests	Principal Learning	June 2010
21 May 2010	Final date for submitting special consideration requests	Functional Skills	June 2010
31 May 2010	Date by which certificates will be in centres	GCE, GCSE, Applied GCSE, DIDA, Principal Learning, Functional Skills, Projects and Extended Projects	Jan 2010
31 May 2010	Date by which certificates will be in centres	Functional Skills	Mar 2010

## GCSE Applied French (27 May 2010)

If you have submitted entries for GCSE Applied French, your candidates will be sitting onscreen tested Listening and Reading exams. Mock tests allow students the opportunity to experience the look and feel of the live exams, using a past paper. They also allow us to ensure that your IT infrastructure will support our software. A paper-based alternative will be made available for students if we identify any risks to the live exam. We advise all centres to schedule and complete their mock exams before the 27 May 2010.

We will be contacting Exam Officers by email with details on how to successfully administer these mock exams. You can email requests for mock bookings to [eprocessing@edexcel.com](mailto:eprocessing@edexcel.com)



## Estimated Grades

Estimated Grades provide Chief and Principal Examiners with important information about your students' abilities at unit and qualification level. This information is one of a number of key pieces of evidence that they use in the awarding process to make grade boundary recommendations. They are also valuable if a candidate is unable to complete an examination due to ill health. In such a situation, an award can be calculated using their performance on other units/components for that specification and the teacher's estimated grade.

We collect estimated grades for GCE, GCSE, Functional Skills, Principal Learning and the Project.

Estimated Grades can be returned by one of three methods: optically mark read (OMR) forms, EDI or via any other legible format. OMR forms are used for GCE and GCSE only. Functional Skills, Principal Learning and the Project are collected via EDI only.

Please return Estimated Grades before the first written component of the relevant examination is taken by the candidate(s) listed. If this is not possible, grades should be returned by the final date of 15 May.

## Coursework Mark Submission

### Where should I send my OPTEMS (Optically-read Teacher Examiner Mark Sheet)?

If your centre is intending to send their OPTEMS to Edexcel, please note the following information (which is also found at top of the OPTEMS).

**Top copy (red & white):** Please send the top copy of your OPTEMS to the address on the left side of the sheet:

Edexcel  
c/o Pearson Assessments and Testing  
Hellaby Business Park  
Rotherham  
S66 8HN

**Second copy (yellow):** This should be sent to your moderator. The moderator's name and address are printed on an adhesive label at the bottom of the OPTEMS. (Please note this does not apply to Art & Design subjects. The moderator will collect these on the date of their visit)

**Third copy (green):** Should be kept secure at your centre.

### Do I need to still send the OPTEMS even though I have completed this on Edexcel Online?

No, you do not need to send the OPTEMS for marks on Edexcel Online. However, so that the moderator knows what marks you have given, you will need to print a copy of the screen from Edexcel Online and enclose this with the candidates work.

## 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)