

## A guide to becoming an Edexcel International Academic Centre



## Becoming an Edexcel Centre

This helpful guide is to assist organisations with the Edexcel Centre Approval process to allow centres to offer Edexcel Academic qualifications.

There are two main types of classifications once a centre is approved these are:

- **Teaching Institute (TI)**
- **Private Centre (PC)**

If at any time you wish to alter the portfolio of qualifications offered at your centre, you should contact your Regional Development Manager/ Regional Office to discuss your options prior to making any changes.

## Which qualifications can a Teaching Institute offer?

**GCSE, International GCSE, Advanced Subsidiary and Advanced GCE examinations with coursework specifications, Primary Curriculum and Lower Secondary Curriculum**

The above specifications are available to centres with appropriately qualified staff, experienced in the delivery of UK specifications and coursework elements.

For Advanced Subsidiary and Advanced GCE examinations, some papers (*Biology* for example) provide a written alternative to the teacher-assessed coursework, but otherwise the specifications are the same as those in the UK.

The majority of the above specifications have a modular format enabling candidates to take individual modules over a period of time rather than taking all examinations in the traditional linear end-of-course fashion.

## Which qualifications can a Private Centre offer?

**International GCSE, Advanced Subsidiary and Advanced GCE examinations with non-coursework specifications.**

This category of centre may best suit overseas schools who are not yet be ready to deal with the coursework element in some of the qualifications. The International GCSE qualification (with the exception of *Computing Studies/ ICT*) can all be taken on a purely examination basis.

The above qualifications are recognised by UK universities and higher education institutions in exactly the same way as previously mentioned qualifications.

These centres are always linked to an overseas authority (for example, a British Council).

## How much does the application process cost?

### Centre Inspection fee

In order to satisfy our criteria for the conduct of examinations in appropriate surroundings, an inspection of your centre will be made by a member of Edexcel or a nominated representative from another organisation (the British Council or an examinations authority, for example).

A centre inspection fee will be charged to cover the costs of this visit.

### Student entry fees Annual Registration Fee and Supplementary Fees

A minimum annual invoice of £2,500 will be charged for those Teaching Institutions which provide an annual fee income of less than £2,500.

A supplementary fee of £105.00 per candidate will be charged to private candidate centres, which have fewer than twenty candidates a year. Please note that this charge will continue to be payable until the entry pattern is consistently more than twenty candidates a year.

### Ad hoc examination inspections

To ensure the quality, validity and integrity of all our qualifications, approved organisations will be subject to ad hoc inspections during the examination sessions. Inspectors will check that appropriate security measures are being taken during examinations. Any cost involved in these inspections will be recharged to the school.

## What Training Services are available to my staff?

A complete listing of face-to-face and online training for centres is available on our website: [www.edexcel.com/resources/training/international](http://www.edexcel.com/resources/training/international)

For centres with no previous experience of assessing coursework, specific on-site training can be provided. Training for the administration of the examinations is available in the UK and can be provided on request.

Edexcel also offers online training sessions where delegates view a presentation online while listening to the presenting trainer (via an international conference call). The opportunity for an interactive Q&A session with the trainer is given afterwards.

For centres with students ranging from 7 to 14 years of age, delivering a British-style curriculum, Edexcel can offer a range of professional training.

Customised and subject-specific training can be provided for centres upon request. Please contact your Regional Office/Regional Development Manager to discuss costs and arrangements.

### What else must I be aware of?

Some subjects require special facilities in order to be studied successfully. Please pay attention to the accompanying Conditions and Responsibilities for the Recognition of Centres.

There are specific details of what a centre will be expected to provide if they wish to offer advanced GCE *Chemistry* or *Physics* and Advanced GCE/ International GCSE ICT.

### Overseas Authority

In some countries all students must be entered through an Overseas Authority (for example a Ministry of Education, British Council or British Embassy). In other countries the Overseas Authority can act as a centre for private candidates.

Please feel free to contact your Regional Office/Regional Development Manager for support and guidance on any queries regarding the above information.

### Publications

Please refer to our website for ordering or downloading documents, such as specifications or past papers: [www.edexcel.com/resources/publications/Pages/home.aspx](http://www.edexcel.com/resources/publications/Pages/home.aspx)

## What do I do next?

### Step 1

Select the type of qualifications you wish to offer. This will indicate which category of centre you should apply for.

### Step 2

Contact your Regional Office/Regional Development Manager to discuss your choices. Regional manager contacts can be found on the following link:

<http://www.edexcel.com/iwantto/Pages/regional-support-int.aspx>

### Step 3

Complete the application form and send it to your Regional Office/Regional Development Manager.

### Step 4

Your regional Edexcel contact will arrange a date for an inspection visit. During the visit we will view your facilities (including those for science and *Computing* subjects where required) and discuss the information provided in your application form.

(In order to keep cost to a minimum, Edexcel will attempt to use a regional member of staff or, if travelling from the UK, make the inspection visit part of another trip to the region/country. However, this is not always possible and therefore the full cost may be recharged).

### Step 5

Once we are satisfied that you have the appropriate resources to conduct our examinations, we will send you the relevant documents to allow you to start preparing students for the qualifications.

**YOU MAY ONLY COMMENCE TEACHING AFTER THIS STAGE HAS BEEN COMPLETED.**

## Contact Us

**Centre Recognition & Approvals  
One90 High Holborn  
London  
WC1V 7BH  
[approvals@edexcel.com](mailto:approvals@edexcel.com)**