

9 BTEC, NVQ and BTEC Apprenticeship

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9 BTEC, NVQ and BTEC Apprenticeship

I Registration

I.1 Registration deadlines

Enrolment is defined as

- for knowledge based programmes, the day on which delivery of the learner's programme/unit commences
- for competence based programmes, the day on which assessment of the learner's programme/unit commences.

BTEC programmes

The Centre will register all learners within **60 days** of their being enrolled by the Centre with the exception of courses/programmes that are of less than 2 months duration. In such circumstances the Centre must register learners before they have reached the midpoint of their course. Registrations received within 60 days of learner enrolment will not be subject to a Late Fee.

Note: BTEC registrations received after the 60 days will be subject to a late registration fee. (Please see the Fees Information issued separately.)

NVQ/QCF Competence programmes

Registrations are due within one month of commencing the assessment of the learners' programme/unit.

1.2 Certification deadlines

Last date for Edexcel Online certificate claims	The earliest date certificates will be in centres on
Friday 09 Sep 2011	Friday 16 Sep 2011
Friday 16 Sep 2011	Friday 23 Sep 2011
Friday 23 Sep 2011	Friday 30 Sep 2011
Friday 30 Sep 2011	Friday 07 Oct 2011
Friday 07 Oct 2011	Friday 14 Oct 2011
Friday 14 Oct 2011	Friday 21 Oct 2011
Friday 21 Oct 2011	Friday 28 Oct 2011
Friday 28 Oct 2011	Friday 04 Nov 2011
Friday 04 Nov 2011	Friday 11 Nov 2011
Friday 11 Nov 2011	Friday 18 Nov 2011
Friday 18 Nov 2011	Friday 25 Nov 2011
Friday 25 Nov 2011	Friday 02 Dec 2011
Friday 02 Dec 2011	Friday 09 Dec 2011
Friday 09 Dec 2011	Friday 16 Dec 2011
Friday 16 Dec 2011	Friday 23 Dec 2011
Friday 23 Dec 2011	Friday 06 Jan 2012
Friday 06 Jan 2012	Friday 13 Jan 2012
Friday 13 Jan 2012	Friday 20 Jan 2012
Friday 20 Jan 2012	Friday 27 Jan 2012
Friday 27 Jan 2012	Friday 03 Feb 2012
Friday 03 Feb 2012	Friday 10 Feb 2012
Friday 10 Feb 2012	Friday 17 Feb 2012
Friday 17 Feb 2012	Friday 24 Feb 2012

Friday 24 Feb 2012	Friday 02 Mar 2012
Friday 02 Mar 2012	Friday 09 Mar 2012
Friday 09 Mar 2012	Friday 16 Mar 2012
Friday 16 Mar 2012	Friday 23 Mar 2012
Friday 23 Mar 2012	Friday 30 Mar 2012
Friday 30 Mar 2012	Friday 06 Apr 2012
Friday 06 Apr 2012	Friday 13 Apr 2012
Friday 13 Apr 2012	Friday 20 Apr 2012
Friday 20 Apr 2012	Friday 27 Apr 2012
Friday 27 Apr 2012	Friday 04 May 2012
Friday 04 May 2012	Friday 11 May 2012
Friday 11 May 2012	Friday 18 May 2012
Friday 18 May 2012	Friday 25 May 2012
Friday 25 May 2012	Friday 01 Jun 2012
Friday 01 Jun 2012	Friday 08 Jun 2012
Friday 08 Jun 2012	Friday 15 Jun 2012
Friday 15 Jun 2012	Friday 22 Jun 2012
Friday 22 Jun 2012	Friday 29 Jun 2012
Friday 29 Jun 2012	Friday 06 Jul 2012
Friday 06 Jul 2012	Friday 13 Jul 2012
Friday 27 Jul 2012	Friday 03 Aug 2012
Friday 17 Aug 2012	Friday 24 Aug 2012
Friday 24 Aug 2012	Friday 31 Aug 2012
Friday 31 Aug 2012	Friday 07 Sep 2012
Friday 07 Sep 2012	Friday 14 Sep 2012

2 Scope of this Section of the Information Manual

2.1 Vocational qualifications

This part of the manual gives instructions and information on the administrative procedures for learners on programmes leading to Edexcel/Pearson vocational qualifications. These include:

- BTEC QCF qualifications
- non-accredited Customised BTEC qualifications (CQF)
- NVQ Certificates and Diplomas Levels 1- 8.

The following areas are covered:

- overview of registration
- quality assurance
- assessment
- overview of onscreen testing
- overview of reporting achievement
- overview of claiming certification.

Previous versions of current qualifications or qualification types are addressed, even where registrations are no longer permitted.

2.2 Collaborative arrangements and consortia

Where a centre works with other organisations or institutions to deliver programmes this is termed a collaborative arrangement (formerly referred to as a franchise). The lead centre has responsibility for the programme and is the only centre that can make registrations and receive communications about the programme. All collaborative arrangements must be approved by Edexcel prior to the commencement of programmes. The form can be found on the Edexcel website.

It is important that copies of this information are made available to the examinations officer/ administrator, all coordinators and members of staff responsible for the preparation of documents for enrolment, registration and reporting achievement of vocational qualifications.

2.3 BTEC qualifications delivered through external testing

Most BTEC qualifications are assessed through the centre, and the outcomes are then reported to Edexcel. For some qualifications assessment is through external testing. For some tests centres are required to install appropriate supporting software. For further details please refer to the onscreen testing guide available on the Edexcel website.

3 Notes on issues for Registration and Certification

Centres should note these important issues in relation to registration and certification.

3.1 Timing of registration

Learners must be registered within 60 days of enrolment at the centre. Enrolment at the centre is defined as the day on which delivery of the learner's programme/unit of learning or assessment on competence based programmes commences.

Note: Any delay in registration may affect our capacity to provide centres with the assessment and verification opportunities that they require and, therefore, certification may be delayed. Centres should note that this could cause problems for learners going through UCAS in order to enter higher education.

3.2 Registration: topping up

For nationally accredited qualifications, learners may achieve at one qualification level and top up to a further type (eg Edexcel Level 2 First Certificate to Edexcel Level 2 First Extended Certificate) provided that both qualifications are based on the same specification ie have the same unit identification codes.

However, a learner registered before September 2010 on a First, National or Higher National qualification may top-up onto the **same specification** Certificate or Diploma. Please note that centres must be aware of certification end dates for these qualifications (given on the website) and not make top ups unless learners will be able to complete programmes before the certification deadline.

Top ups are available for the following current qualifications:

- Foundation Learning Tier Awards, Certificates and Diplomas
- BTEC Firsts and Nationals – Certificates and Diplomas
- BTEC Level 4 HNC & Level 5 HND
- BTEC Level 3 Foundation Diploma in Art & Design & Level 4 Foundation Diploma in Art & Design
- BTEC Specialist & Professional Awards, Certificates and Diplomas
- BTEC WorkSkills Awards, Certificates and Diplomas
- Customised BTEC Short Course Awards, Certificates and Diplomas
- NVQ and QCF Competence Qualification Awards, Certificates and Diplomas Levels 1-8

3.3 Registration: estimated completion dates

At the time of registration centres are asked to give an estimated completion date. These dates are used in relation to the allocation of standards verifiers. It is important that centres give an accurate date (within two months) and that any changes are notified.

3.4 Registration: programme numbers

Centres should check that the programme numbers being used for all programmes are those which match the programmes being delivered, particularly if registrations are submitted electronically.

Note: Whilst learners who are incorrectly registered may transfer, this could delay assessment, quality assurance and certification.

Edexcel reserves the right to:

- refuse to accept new registrations from a centre if the centre has a debt outstanding to Edexcel at the due date of submission of new registrations
- withhold certificates if the centre has a debt outstanding to Edexcel at the due date of issue of certificates.

3.5 Reporting success to Edexcel

Learner achievement should be reported by using Edexcel Online. Results must be reported for every learner who has achieved unit success and also where the learner has withdrawn from the programme. No action is required where a learner has not completed any units in year one of a two-year programme.

It is particularly important that, for learners who have made applications to Higher Education Institutions (HEIs), that their results are reported by 5 July, even where the learner is retaking assessments and/or tests, so that HEIs have information on each applicant. A member of centre staff should be available during July/August in order to process any queries raised.

3.6 Certification

Certificates are issued weekly. Please refer to part 1.2 of this section of the Information Manual for the schedule of dates. Edexcel reserves the right to withhold certificates if fees are outstanding at the time of despatch.

Results should only be reported if the centre has clearance to certificate through reports from standards verifiers. Subject to this, results must be reported immediately following programme completion so that certificates can be issued as soon as possible.

4 Registration Policies and Procedures

4.1 Responsibility for registration

When a centre has enrolled learners onto an approved Edexcel programme or individual units, the learners must then be formally registered with Edexcel so that quality assurance can be implemented, achievement can be reported and awards issued. Responsibility for the registration of learners and for the payment of fees lies with the approved centre.

Centres operating under a collaborative arrangement are not able to register learners directly, and the responsibility lies with the approved centre to register learners and identify the collaborative centre attended by each learner. (Please refer to the Collaborative Arrangements Vocational Qualifications Centre Guidance, available on the Edexcel website.)

4.2 Periods of registrations

Registrations must be made before the end date given for qualification approval. Registrations are valid for a period of up to five years or until the issue of certificates, whichever is the earlier. A learner may only be certificated during the stipulated period. Where registration lapses by the expiry of the period of registration, the learner must be re-registered on a currently approved programme.

4.3 Deletion of registrations

Following registration of a learner, you have 90 days in which to apply for deletion of the registration. We will issue a credit note for the original registration fee, provided that we are notified by email to serviceoperations@edexcel.com within 90 days of registration and the learner has not completed any units. You must give the learner name and registration number in the email. No requests for student deletions can be made unless the student names to be deleted are supplied.

Learner registrations will not be deleted or fees refunded if we receive the request more than 90 days after registrations have been accepted by Edexcel. A new learner cannot replace an individual who has been registered and subsequently left the programme.

Requests for a credit note for deletions outside of the 3 month deadline will only be granted in exceptional circumstances. A business case for justification should be submitted to the International Sales Director and International Finance Director for approval.

4.4 Withdrawal of learners

Centres should advise us of all learners who have withdrawn from programmes. Withdrawal can be done through Edexcel Online and can take place throughout the year. Withdrawal does not result in a credit back of any fees.

5 Reporting Learner Achievement

5.1 Responsibility

Centres are responsible for reporting on the achievement in internally assessed units for each learner, in respect of assessment requirements for the programme for which he/she is registered, and for reporting success to Edexcel for interim or final certification. Where programmes also include external assessment, the centre must ensure that appropriate assessments have been completed and that Edexcel has data related to achievement - please refer to qualification specifications for further guidance.

5.2 Unit grades

It is important that you report unit grades accurately according to the available assessment records for the programme and in accordance with the grading rules stipulated.

BTEC Level 2-5 qualification (First, National and Higher National) units are always subject to grading except where otherwise indicated in the qualification specifications. Achievement should be reported using the grades below:

P - Pass
M - Merit
D - Distinction.

Please refer to the specifications for each programme for full details. Centres must ensure that they correctly report grades according to the status of the unit.

5.3 Overall qualification grades of achievement

The following qualifications have overall grades based on reported unit achievement of Pass, Merit and Distinction grades:

NQF

- BTEC Introductory Certificates and Diplomas
- BTEC First Awards, Certificates and Diplomas
- BTEC Nationals, Awards, Certificates and Diplomas
- BTEC Foundation Diploma in Art and Design

QCF

- BTEC Firsts and Nationals – Certificates and Diplomas
- QCF Level 4 HNC & to Level 5 HND
- QCF Level 3 Diploma in Art & Design & to Level 4 Diploma in Art & Design

The overall grade is calculated automatically from the unit grades reported (except Level 3-4 Diplomas in Art & Design where you will need to report the overall grade through EOL; the centre does not need to supply further information. Full details on how grades are determined are given in the specification for each programme.

5.4 National Vocational Qualifications

The ten week rule has been removed from NVQ and QCF Competence Qualifications accredited under the Qualifications and Curriculum Framework (QCF). This means there does not have to be a ten week period between registration and applying for certification. This is in light of the smaller sized qualifications within the QCF and the potential for learners that are competent within the workplace to achieve these qualifications more readily. Edexcel will continue to monitor claims for certification that are made within the ten week period between registration and applying for certification, to guard against mistaken or fraudulent claims.

All claims should be validated by an occupationally competent and qualified internal verifier. Centres must ensure that all claims for certification are authentic and valid and can be supported by auditable records.

5.5 Confirmation of learner achievement

It is essential that all centres issue annual reports of success to learners.

Centres using Edexcel Online should issue the learners with the Edexcel Online report. It is most important that centres accept the responsibility to provide learners with evidence of portfolio achievement in order that they have early official evidence of their success.

5.6 Submission of results to Edexcel

Interim reporting

Results must be returned or results reported via Edexcel Online for every learner registered who has achieved unit success, and also where he/she has withdrawn from the programme. If he/she has already been deleted you do not need to include them in the report. Success on units should only be reported where all requirements have been met. All units are reported on Edexcel Online.

Note: In all cases of interim reporting a Notification of Performance will be produced automatically.

Dates for grade reporting

In order to ensure that certification is received as soon as possible please refer to part 1.2 in this section for the required dates.

5.7 Methods of reporting

There is an electronic method of reporting success:

Edexcel Online.

Please see the Edexcel Online section of the website for how to gain access to Edexcel Online.

5.8 Timing of success reporting

Data should be submitted for all learners through Edexcel Online on these occasions:

- at the end of each year/stage of the programme
- immediately after completion for non-academic year programmes
- on transfer of the learner to another programme/centre
- for all learners who have withdrawn from the programme, even where no success has been achieved.

6 Completion of Quality Assurance Processes Required for Certification - BTEC

6.1 Summary

BTEC programmes are operated on the basis that appropriate quality checks are completed prior to certification. Certification claims should only be made when centres have authority to do so. Claims made without authority may be blocked from processing or may lead to subsequent action by Edexcel.

Edexcel reserves the right to suspend certification by a centre on a programme/unit if there are any concerns over standards, quality assurance or centre management.

Language of Assessment

The language of assessment is English unless agreed with Edexcel.

6.2 BTEC qualifications Quality Assurance

Edexcel quality assures the standards of delivery and assessment of all levels of BTEC programmes by conducting External Verification. A standards verifier conducts external verification and will visit a centre twice per year. A report is produced after each visit. The outcome of the report will either release or block certification. It will also include advice and guidance on how, if necessary, quality can be improved.

The Centre will allow Edexcel full and free access to such materials, any premises and/or learners associated with any Qualification(s) for the purpose of external verification. The Centre will bear the costs associated with External Verification (detailed in the Price List available from Regional Office as the same may be updated from time to time) and provide, at its own expense, all such accommodation and facilities in connection with inspection as Edexcel may reasonably require.

Standards Verifier

This is an expert in the subject area who will be allocated to the centre as soon as registrations are made. Registrations alert Edexcel to the active programme and a standards verifier will then make contact to arrange the first visit. A standards verifier is normally allocated to a centre for no more than 4 years, after which a different standards verifier will be allocated.

Further information about the quality assurance process can be found in the International Centre Handbook available on the Edexcel web site.

7 Access to Assessment

Equality of opportunity is a tenet of our provision and is embedded in Edexcel's policies. There should be no artificial barriers to Edexcel BTEC programmes and awards, which must:

- be available to everyone who can achieve the required standard
- be free from barriers which restrict access to progression
- be free from overt or covert discriminatory practices with regard to age, colour, creed, ethnic origin, gender, nationality, marital status, race or sexual orientation
- pay due regard to the particular requirements of individuals, including those who may require support to undertake learning and assessment
- be free from any restrictions that are not legally required.

Edexcel's policy on access arrangements and special considerations for BTEC and NVQ qualifications aims to enhance access to the qualifications for learners with disabilities and other difficulties (as defined by the Disability and Discrimination Act 1995 and the Amendments to the Act), without compromising the assessment of skills, knowledge, understanding or competence being measured.

Note: For full information on equal opportunities, visit the Disability Rights Commission website: www.drc-gb.org and refer to the latest Draft Code of Practice: The Disability Discrimination Act 1995.

8 Recognition of Prior Learning

8.1 Recognition of prior learning and/or experience (RPL)

Centres may make claims for some units or a whole qualification based on recognition of prior learning and/or experience. Please refer to the policy on Recognition of Prior Learning which is on the Edexcel website: www.edexcel.com/policies.

8.2 Claiming a qualification by RPL

After accepting a learner for assessment of prior learning, registration should be made in the usual way and RPL achievement may then be reported and graded where appropriate using normal methods.

9 Equality of Opportunity

Equality of opportunity is a tenet of our provision and is embedded in Edexcel's policies. There should be no artificial barriers to Edexcel programmes and awards, which must be:

- available to everyone who can achieve the required standard and be free from barriers which restrict access to progression
- free from overt or covert discriminatory practices with regard to age, colour, creed, ethnic origin, gender, nationality, marital status, race or sexual orientation, and pay due regard to the particular requirements of individuals, including those who may require support to undertake learning and assessment
- free from any restrictions that are not legally required.

Every approved centre must have an equal opportunities policy and a strategy for monitoring and reviewing:

- access to assessment and learning
- prevention of discrimination
- provision for candidates with particular requirements

and a mechanism for dealing with candidate appeals.

It is essential that centres recruit with integrity and fully explore with applicants any issues which may prevent them from achieving in any areas of their proposed qualification.

Centres should assess each applicant's potential and make a judgement about his/her ability to successfully achieve the programme of study. This should include access to specialist resources and/or essential skills such as basic and key skills. Initial assessment is highly recommended, with particular regard to the Disability Discrimination Act as applicable.

Centres should refer to the appropriate Occupational Standards, the Evidence Requirements and, where available, the Assessment Requirements/Strategy, for the particular NVQ title when giving advice to prospective candidates. As part of this process centres should advise candidates if there is a more appropriate qualification, or if they would only be able to achieve unit certification, rather than the full qualification.

10 Candidates with Particular Assessment Requirements: Policies and Procedures

Specific assessment policy is detailed in the guidelines for each qualification. Centres should refer to the reasonable adjustment arrangements for Edexcel vocational qualifications which can be found on the Edexcel website.

10.1 Centre recruitment

While access to our awards should be as open as possible, it is not in the interests of the individual if centres encourage unrealistic candidate expectations or set unattainable goals.

Centres must ensure that their recruitment process is conducted with integrity. Counselling on the appropriateness and feasibility of a particular course or qualification is very important to ensure the best match with an individual's needs.

10.2 Assessment and reasonable adjustments

Centres can put in place reasonable adjustment arrangements for candidates with particular requirements if they have, for example:

- a permanent or long-term disability or learning difficulty
- a temporary disability, illness or indisposition.

These arrangements are intended to allow candidates to demonstrate their achievement. However, any reasonable adjustment arrangements must not:

- advantage or disadvantage the candidate
- alter the assessment demands of the qualification.

Centres should contact Edexcel by emailing qualitystandards@edexcel.com of any reasonable adjustment arrangements they are putting in place to support candidates.

Edexcel reserves the right to request further clarification or information in relation to any proposed arrangements.

10.3 Appeals by a candidate

As part of the approvals/centre recognition process, centres are required to provide evidence that they have a published internal appeals procedure which can be accessed by candidates.

From time to time candidates contact Edexcel directly about issues relating to the delivery and assessment of the programme they are following. On receipt of any such communication we would, in the first instance, refer the candidate back to the centre's own internal appeals procedure. Candidates are advised that they must fully exhaust this system before Edexcel can become involved.

If a candidate does access the centre's internal system and does not feel that the outcome is satisfactory, he/she can contact Edexcel again.

Candidates should provide the following information when making an appeal to Edexcel:

- an outline of the nature of the issue and details of communication with the centre
- evidence that they have fully completed the centre's internal appeals process
- clear details of why they feel the outcome to be unsatisfactory.

At this stage we would take the appropriate steps to investigate the complaint. The outcomes of any such reviews are confidential between Edexcel and the centre. Edexcel may charge for carrying out these reviews.

The external verifier's role is to monitor the conduct of the appeal in line with the centre's published appeals procedure. External verifiers are not permitted to arbitrate in appeals.

10.4 Centre assessment records

Centres are expected to make every effort to ensure the safety and security of candidate work which they are holding for assessment purposes. Centres must ensure that they have detailed and up-to-date assessment records for all candidates, which are kept separately from actual candidate work. Assessment and verification records left in candidate portfolios are likely to be unavailable when candidates leave programmes or complete certification. Centres need to retain assessment and internal verification records for three years, according to the NVQ Code of Practice and Edexcel Assessment Requirements and SQA Accreditation Awarding Body Criteria (2007).

Lost or destroyed learner work

If candidate work is lost or destroyed centres will need to provide those assessment records that will verify what has been achieved in order to ensure that certification can proceed.

Centres must notify BTEC Quality Standards immediately when candidate work is lost or destroyed, ensuring they provide the following information:

- circumstances in which the work was lost or destroyed
- programme title and number
- details of the candidate(s) affected
- details of which unit(s) are affected
- centre, programme and assessment records
- any evidence of internal verification
- any supplementary information, such as witness testimonies.

Each case will be considered individually and certificates may be granted if:

- sufficient centre records and supplementary evidence are available
- all other assessment on the programme has been subject to ongoing external quality assurance which identifies that national standards have been met.

11 BTEC Qualifications Assessed by Computer-based or Onscreen Test

11.1 Centre and qualification approval

Please refer to the onscreen testing section of this Information Manual for guidance on gaining approval. Once the qualification is approved, we will contact you to arrange for the installation of our computer-based test software on your IT network.

11.2 Learner registration

Before they can take a test learners must be registered with Edexcel for the relevant qualification. Please refer to the Vocational Registration section of this Information Manual for details of our learner registration policies and procedures.

11.3 Test booking

For further details on onscreen testing, how to become an onscreen test centre and how to make test bookings, please visit <http://www.edexcel.com/iwantto/Pages/default.aspx> and enter “onscreen”.

11.4 Test results

For further details on onscreen testing, how to become an onscreen test centre and how to access test results, please visit <http://www.edexcel.com/iwantto/Pages/default.aspx> and enter “onscreen”.

11.5 Certification

Computer-based tested qualifications may either be assessed entirely by a test(s) or by a mix of tests and portfolio of evidence.

Where the qualification is assessed entirely by one or more computer-based tests there is no need for you to claim the certificate. We will issue the certificate as soon as the learner is eligible. However, where the qualification is also assessed by an externally verified portfolio of evidence you need to report achievement for the units concerned and claim the certificate for the learner. Please refer to parts 5 and 6 of this section of the Information Manual for guidance.

12 Onscreen Testing

Onscreen BTEC tests are available.

12.1 Benefits

- On demand testing
- Schedule up to 365 days in advance
- Pay for tests upon learner registration
- Portable
- Free installation
- No limit to number of re-sits
- Instant printable results

12.2 Results

Provisional results are available instantly to centre staff once the tests have been completed. These can also be printed out and given to candidates. Once all units within the BTEC programme have been completed then the certificate will be issued.

12.3 Invoices

Centres will be invoiced upon registration. No additional entry or certificate fees are charged.

