

**17 - Entry Level Certificate in Adult Literacy,
Numeracy & ICT**

17

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17 Entry Level Certificate in Adult Literacy, Numeracy & ICT

1 Standards

Although labelled Adult Qualifications, these three qualifications are available to pre-16 candidates.

The qualifications are based on the National Standards for Literacy, Numeracy, and ICT. Copies of the standards can be downloaded from the Edexcel website, www.edexcel.org.uk.

2 Centre approval

Existing Edexcel-approved centres are approved for these qualifications. However, a unique programme number must be obtained for each qualification to enable centres to make candidate registrations.

To obtain a programme number, centres should complete and return the 'Intention to Offer' form indicating the qualification(s) for which a programme number is required. This form can be downloaded from the Adult Literacy, Adult Numeracy or Adult ICT section of the website: www.edexcel.org.uk.

Centres that require Edexcel centre approval prior to submitting the 'Intention to Offer' form should complete and return the 'Edexcel Centre Recognition Form', available from the website.

There is no deadline for gaining centre approval or obtaining a unique programme number.

3 Assessment

All assessments are available as assessment on demand.

Following candidate registrations for the first cohort of learners each academic year, centres are sent the assessment tests on a CD-Rom, which includes instructions to assessors on how to administer the qualifications, and mark schemes.

The units within the qualifications are available at three entry sub-levels: E1, E2 and E3. Edexcel provides all the entry level assessments.

Adult Literacy	Reading	Writing	Speaking and Listening
Adult Numeracy	Measure Shape and Space	Data Handling	Number
Adult ICT	Using ICT systems	Finding and Exchanging Information	Developing and Presenting Information

The assessments are designed to be taken when the candidate is ready. There is no time limit set for the candidate to complete the assessments; however, each assessment must be completed at the one sitting, and administered under supervised conditions.

Where the candidate fails to reach the pass mark, the assessment may be taken again two weeks later. There are no limits on the number of times a candidate may retake assessments within an academic year.

Completed assessments are marked by the centre and are subject to internal verification. Edexcel will verify the marked assessments through postal sampling.

At Entry Level, the *only* form of assessment will be the assessments set by Edexcel for each component unit of Entry Level Certificate in Adult Literacy, Numeracy and ICT qualifications. There will be no need for candidates to construct portfolios of evidence or to submit additional course work.



4 Despatch of the Edexcel-devised assessments

There will be one complete set of assessments for the Entry Level Certificate in Adult Literacy and the Entry Level Certificate in Adult Numeracy issued by Edexcel each year. The assessments for that year will *only be issued when the centre registers the first cohort of candidates for the year*. Where a centre is approved but no candidates are registered, no assessments will be issued to the centre.

The test materials should be treated as any other live test materials and kept securely at all times.

5 Registration

Candidate registrations can be made for either the full award or individual units. Centres should note however that, where candidates are registered on individual units, achievement of the three units will not enable a claim for the full award to be made.

Centres may register candidates by using:

- EDI
- Edexcel Online
- Spreadsheet (uploaded on Edexcel Online).

Please use Edexcel Online to register your candidates with Edexcel. You may also register them by Electronic Data Interchange (EDI), using the vocational EDI message REGIST. When the forms are received at Edexcel, we will generate a student report form (SRF) for each candidate.

Candidate registrations can be made at any point during the year. No late fees are applicable. See the Fees information, available separately.

5.1 Making registrations on Edexcel Online

Edexcel Online is a web-based service designed to make the administration and access of learner information easier and faster. It allows you to make registrations within a few minutes and receive confirmation of registration numbers immediately. Detailed instructions on how to make registrations online are given in part 6 of this section of the manual.

5.2 Making registrations by EDI (Electronic Data Interchange)

There are two EDI formats which will support registrations: EDIFACT and JCQ. EDIFACT and JCQ basedata can be obtained from Edexcel Online (BTEC section).

EDIFACT

EDIFACT supports the following activities:

- provision of centre-specific basedata (Edexcel to centre)
- registration of learners (centre to Edexcel)
- email acknowledgement of file receipt and processing (Edexcel to centre)
- provision of registration numbers (Edexcel to centre)
- reporting of learner unit grades (centre to Edexcel)
- confirmation of learner unit and overall grades (Edexcel to centre).

JCQ

- provision of centre specific basedata (Edexcel to centre)
- registration (centre to Edexcel)
- email acknowledgement of file receipt and processing (Edexcel to centre)
- amendments to learner registration data (centre to Edexcel)
- confirmation of learner overall grades (Edexcel to centre).

Candidates must be registered separately for Entry Level Certificate in Adult Literacy, Entry Level Certificate in Adult Numeracy and Entry Level Adult ICT. At the point of registration, there is no need to state the level for the various components: this will be picked up at the point of reporting learner achievement.

Candidates must be split into cohorts for individual assessment groups/cohorts (ie, a group of candidates who have been assessed by the same assessor).

5.3 Amendments to registration details

You are able to amend online the stored data for a learner's forename, surname and date of birth as well as gender, planned completion date, study mode and combination.

In order to prevent the substitution of one learner for another, you are able to change only one of the forename, surname or date of birth fields and only once. Once saved, any certificates issued will reflect the details on our database so a new SRF should not be necessary (see part 9.2 of this section).

5.4 EDI transfers and amendments

EDIFACT formats

EDIFACT EDI formats do not currently support amendments to learner registration details. Amendments to registrations may be made through Edexcel Online, as detailed above.

JCQ formats

Amendments may be submitted to learner registration details through JCQ EDI.

EDI amendments may be made to:

- Forename and surname
- Date of birth
- Programme code (transfer)
- Withdrawal of learner.

Amendments to learner numbers and UCIs should be submitted in writing.

6 How to make registrations using Edexcel Online

Please see the Edexcel Online section of this manual for details of how to register for the service if you have not already done so.

6.1 Choosing header details

The 'Register Candidates' option can be found in the 'Candidates' menu, under the BTEC tab. If your centre has more than one sub-site, please ensure that the correct one has been chosen at the top of the page.

This screen allows you to enter information that will apply to a whole group of learners on a particular programme or unit. The individual learner information will be entered in the next stage.

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Centre number: **EDEXCEL LEARNING AND DEVELOPMENT**

Select site:

Monday 16 January 2006

- [Candidates](#) ▶
- [OSCA](#) ▶
- [Qualifications](#) ▶
- [Tracking](#) ▶
- [Form Queries](#) ▶
- [External Verification](#) ▶

BTEC | **GCE** | **GCSE** | **GNVQ** | **Key Skills/ALAN** | **NVQ** | **VCE** | **DiDA** [Help ?](#)

Register Students

Registration Type:
 Full Award Individual Units Apprenticeship

Enrolment Date: Order Number:

SRFs required? Yes No
(Select "Yes" if you would like us to send you Student Report Forms (SRFs) for the candidates you are registering or "No" if you will be claiming certificates online and do not require SRFs)

I confirm that the enrolment date shown above is correct.

0.02

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Registration type: full award, individual units or apprenticeship

The 'Full Award' option should be selected when the learner will be completing the full programme.

The 'Individual Units' option should be selected when the learners are completing particular units in the programme. This should not be chosen if you intend the learners to meet the requirements of the full programme.

Enrolment date

It is important that the enrolment date accurately reflects the time at which the group commenced the Edexcel programme. The default enrolment date will be the start of the current academic year, eg, 01/09/2007. If learners are not following the academic year, it is important that this is amended.

By clicking on the 'Next' button, you are confirming that the enrolment date accurately reflects the learner commencement date.

Order number

The order number will be printed on the invoice arising from the registrations. It may be up to six characters (alphanumeric) and can be whatever you choose. The order number can be left blank but you should have some system in place to ensure that invoices can be reconciled to the registrations.

SRFs required?

Edexcel Online allows you to claim certificates for learners online and, in this case, you may not wish to receive SRF forms. A registration listing will be produced and sent to you in either instance.

Selecting the programme

After clicking the 'Next' button you will be given the chance to choose which programme you need.

You will now be given a drop-down box listing all of your currently approved programmes. Simply select the required programme and click 'Next' to proceed. If the programme that you wish to register for is not listed, please check your currently approved programmes in the 'Qualifications' menu.

6.2 Register online

After selecting all of the header records that apply to all learners in a group, you can now enter the individual learner details.

The register online option allows you to enter all the learner details individually. For large groups of registrations, the register by spreadsheet option may be easier (see part 6.3). The information required for each is the same.

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Centre number: **EDEXCEL LEARNING AND DEVELOPMENT**

Select site:

Monday 16 January 2006

- [Candidates](#)
- [OSCA](#)
- [Qualifications](#)
- [Tracking](#)
- [Form Queries](#)
- [External Verification](#)

BTEC | **GCE** | **GCSE** | **GNVQ** | **Key Skills/ALAN** | **NVQ** | **VCE** | **DiDA**

Register Students [Help?](#)

Registration Type:
 Full Award Individual Units Apprenticeship

Enrolment Date: Order Number:

SRFs required? Yes No
(Select "Yes" if you would like us to send you Student Report Forms (SRFs) for the candidates you are registering or "No" if you will be claiming certificates online and do not require SRFs)

Programme:

Enter New Candidate Details:

Centre Reference <input type="text"/>	First Names <input type="text"/>	Last Name <input type="text"/>	Sex <input type="radio"/> M <input type="radio"/> F
Date of Birth <input type="text"/>	Planned Completion <input type="text"/>	LSC Code <input type="text"/>	
Study Mode <input type="text" value="--Select--"/>	Franchise No <input type="text"/>	Combination <input type="text" value="--Select--"/>	

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Centre reference

This field allows you to enter a reference for your own administrative convenience. It should be alphanumeric up to a maximum 10 digits in length.

First names

The forename must be no more than 20 characters including spaces.

Last name

The surname should be no more than 30 characters including spaces.

Sex

Select either M for male, or F for female.

Date of birth

This is a required field and should be in the format: dd/mm/yy (eg, 24/11/87).

Planned completion

This date must be in the future and should be in the format: dd/mm/yy (eg, 01/07/08).

Study mode

Choose the main mode of study from the drop-down list.

Franchise number

This should be left blank unless the learner is attending a franchisee institution approved to offer the programme.

Combination

The drop-down box allows you to choose from the valid combinations and this will usually be A. The programme definition should be used to check different combinations; this can be found in the 'Qualifications' menu under the 'Reports' option.

Completing the registrations

Once you have entered all of the required information for a particular learner you need to click the 'Add' button. This will then start a list of learners to be registered at the bottom of the screen. You need to keep adding learner details until you have everyone for that particular course. At this point, you have the option to delete learners from the list using the 'Del' button, or to amend any details incorrectly entered by using 'Edit' next to each learner's name.

Once you are happy that all information is correct, proceed by clicking the 'Register' button. The data will then be checked and, if no problems are found, registration numbers will be displayed onscreen. A confirmation report will be available at this point for you to print or save electronically for your records.

Possible errors

Any errors relating to the data entered will be displayed, with instructions in red advising you of the problem – for instance, invalid characters in the name field or a completion date in the past. You will have an opportunity to correct the data before uploading once more.

The registration will also be rejected if it is found that a registration already exists for that learner and programme. If this is the case, the learner will be highlighted in green and their existing registration number will be displayed. You will need to remove this learner from the list to be registered before continuing. Where a record is highlighted in green, you can view the specific error message by 'hovering' the mouse pointer over the highlighted record.

6.3 Register by spreadsheet

This option allows you to use a standard format of an Excel spreadsheet template which can be downloaded in order to provide learner details. The spreadsheet, once downloaded, can be completed offline, either by the person who intends to make the registrations or sent to another member of staff for the updating of learner details to be uploaded at a later date. This might be a more convenient way of registering large numbers of learners on different programmes.

The information required for these fields: centre reference, first name, last name, date of birth, completion date, franchise number and LSC code is the same and in the same format as required above in part 6.2.

	A	B	C	D	E	F	G	H	I	J
1	Centre Reference	Firstname	Lastname	Sex	DOB	Completion Date	Study Mode	Franchise No	LSC code	Combination
2	06_FD_NA	Natalie	Adaeva	F	01/01/1988	01/07/2008	A			A
3	06_FD_KI	Katie	Ingman	F	13/08/1988	01/07/2008	A			A
4	06_FD_CP	Christohper	Page	M	14/04/1988	01/07/2008	A			A
5	06_FD_NW	Neil	Wheeler	M	25/11/1988	01/07/2008	A			A
6	06_FD_NA	Mathew	Seers	M	13/01/1988	01/07/2008	A			A
7										
8										
9										

Sex

Type either M for male, or F for female.

Study mode

It is important that a letter is entered for the study mode column for all learners. This should be one of the letters shown below and must be in this format.

- A Full time
- B Short full time
- C Sandwich
- D Block release
- E Part-time day
- F Part-time day/evening
- G Evening only
- H Open learning
- J Distance learning
- K Open and/or distance learning
- L Flexible
- Z Assessment only (APL). This is only available in cases where a learner has approached you on the basis of a complete portfolio of previous qualifications or experience.

Combination

Every programme should include a combination which will be a single letter and must be entered in this column. For most programmes, there is only one combination which will be A. If you are unsure, please check the programme definition for combinations.

Individual unit registration by spreadsheet

This spreadsheet has the addition of unit code columns. At least one valid unit code must be entered for each learner in the unit code column.

Uploading the completed spreadsheet

When your spreadsheet has been completed and saved, you are ready to upload it to us. Click on the 'Browse' button to locate the file on your computer and, once selected, click 'Upload'.

Once registered, the registration numbers of the learners will be listed in the right-hand column and you will be able to access the confirmation report for your records if you wish.

Possible errors

Any errors relating to the data entered will be displayed with instructions in red advising you of the problem. Examples might be invalid characters in the name field or a completion date in the past. You will have an opportunity to correct the data before uploading once more.

The registration will also be rejected if it is found that a registration already exists for that learner and programme. If this is the case, the learner will be highlighted in green and their existing registration number will be displayed. You will need to remove this learner from the list to be registered before continuing. Where a record is highlighted in green, you can view the specific error message by 'hovering' the mouse pointer over the highlighted record.

7 How to register by EDI

7.1 Registration by EDIFACT EDI

Obtaining EDIFACT basedata

EDIFACT basedata contains details of all programmes and their unit structures and all units approved at your centre. This can be downloaded into your software package to enable you to register learners and to report unit grades.

You can download your centre's basedata from Edexcel Online (www.edexcelonline.org.uk).

Basedata is only issued for programmes and units that have current year approval.

EDIFACT file content

It is essential that EDI registration files contain all the required centre, programme and learner details. Programme registrations should include the appropriate header and footer lines, one registration header line per programme and one registration detail line per learner. The registration header must include registration type (R or S), your centre number, programme number and date of learner enrolment.

Note: Please note that, if the date of learner enrolment is omitted, the registrations will be initially rejected. We will then set a default date of 1 September for the current academic year and reprocess the registrations.

```
UNB+UNOA:2+50645+EDEX+20060111:1609+1182+++++0
UNG+REGIST+50645+EDEXCEL+20060111:1609+1182+BT+4:2++
UNH+1182+REGIST:5:1++1:F
REG1+R+59999+Q5000151+20050904+00002++++
REG2+143850+ELIZABETH +BURTON+F+19810623+++N++
REG2+65596+JANE +CRIGHTON+F+19581027+++N++
REG1+R+50645+Q5000150+20050904+00001++++
REG2+108145+WENDY +MCADAMS+F+19660709+++N++
REG2+147734+JOHN+CAFFERTY+M+19541021+++N++
UNT+6+1182
UNE+1+1182
UNZ+1+1182
```

Individual unit registrations should include the appropriate header and footer lines, one registration header line per programme, one registration detail line per learner and one or more registration module detail lines per learner. The registration header must include registration type (I), your centre number and the date of learner enrolment. The programme number field must be blank.

```
UNB+UNOA:2+50645+EDEX+20060111:1609+1182+++++0
UNG+REGIST+50645+EDEXCEL +20060111:1609+1182+BT+4:2++
UNH+1182+REGIST:4:2++1:F
REG1+I+50645++20050904+00003++++BUS.DEV
REG2+147735+PETER +BROWN+M+19570928+20060701+A+N++
REG3+20656V
REG3+20657V
REG2+143851+FRAN ANN+DEELEY+F+19700811+20060701+A+N++
REG3+20656V
REG3+20657V
REG2+88634+LESLEY +GOLDING+F+19700112+20060701+A+N++
REG3+20656V
REG3+20657V
UNT+10+1182
UNE+1+1182
UNZ+1+1182
```

Sending EDIFACT registration files (.erd)

Upon receipt of a file at Edexcel, your centre number will first be validated to ensure that the file can be allocated to your EDI account. Once this has happened, the format of the content of the file will be validated to ensure that the content may be processed. Once this has taken place, an automated email receipt acknowledgement will be sent to the email address we hold on record for your centre.

After successful validation of a file, the learner details will then be processed through our learner registration process. Once this has happened, an automated email processing acknowledgement will be sent as described above.

The processing acknowledgements contain details of any processing rejections generated by our system. This is for information only and does not require you to take any immediate action.

Edexcel will review all rejected learner registration data and will contact you if we require you to take any further action but, where possible, we will resolve the error ourselves.

Note: Please note that remedial action taken by Edexcel may include reprocessing all or part of a file. This will generate a new processing acknowledgement email to the centre.

Receiving EDIFACT registration number files (.ern)

Edexcel will send files of BTEC registration numbers to centres weekly (.ern files) for all learners registered by EDI during the previous week. These files may be downloaded into your system to record the BTEC registration numbers of your learners. These files will be in **version 5** of the EDIFACT file format, regardless of the format version of the registration file received at Edexcel. (Version 5 contains the programme number for the learner. This is essential where learners have multiple registrations.)

Edexcel is only able to send automated .ern files for learners registered by EDIFACT EDI.

The .ern files will be sent to centres via the transmission record we hold on record for your centre. This does not need to be the same method by which registration (.erd) files were sent to us. For example, if a file is sent via a carrier, we are able to send the .ern file back by email. If you require this, it is important that we have up-to-date EDI contact details for your centre. (See above, 'Sending EDIFACT registration files (.erd)').

Should you require a file of registration numbers for learners not registered by EDI, this may be obtained from Edexcel Online.

7.2 Registration by JCQ EDI**Obtaining basedata**

JCQ basedata contains details of all programmes approved at your centre. This can be downloaded into your software package to enable you to create entries to allow you to register learners.

We are unable to provide basedata for programmes for which you do not have approval. If you are still awaiting approval for one or more programmes, we would suggest that you request basedata for the centre as a whole and, when you receive confirmation of approval from your regional office, request a refresh of your basedata.

Please do not delay registration of your main registrations whilst you are awaiting approval. Send an amendment file of registrations for those programmes once approval is received.

Basedata is only issued for programmes that have current year approval. In June each year, the default is changed to the forthcoming academic year.

JCQ file content

It is essential that EDI registration files contain all the required centre, programme and learner details.

Programme registrations should include the appropriate header and footer lines and one detail line per learner. The detail line must include the learner number and UCI.

E5C334290002HANDILAND:SAMANTHA ANNE	F240788334370000198T	W1750A
E5C334290003BROON:LOUISA RUTH	F061288334270040060X	X3757A
E5C334290004JACKSON:DEAN ANTHONY	M170789334270037071F	X3274A
E7334290000006261005		
E93342900000080000001		

The JCQ format does not permit you to report enrolment and completion dates. Therefore, we will default the date of learner enrolment to 1 September 2007 and the completion dates to 31 July 2008. When you receive the registration listing, please check the completion date and notify us of any changes required.

Sending JCQ entry and amendment files

BTEC registration and amendment files should be created under Board 13 (Edexcel Registrations and series 9B (September)).

Upon receipt of a file at Edexcel, your centre number will first be validated to ensure that the file can be allocated to your EDI account. Once this has happened, the format of the file will be validated to ensure that the content may be processed. Once this has taken place, an automated email receipt acknowledgement will be sent to the email address we hold on record for your centre.

After successful validation of a file, the learner details will then be processed through our internal learner registration programme. Once this has happened an automated email processing acknowledgement will be sent as described above.

8 Verification model

8.1 Internal verification

The internal verifier is at the heart of quality assurance. The role, in terms of managing assessment so that it consistently meets National Standards, is central to maintaining public confidence in each and every qualification issued. As such, the internal verifier is a key factor in managing risk, ensuring that when certification is claimed for a candidate they have achieved the National Standards.

Internal verifiers must be competent in the assessment of the qualification offered, and hold or be working towards a suitable qualification.

Verification for these qualifications will take place throughout the academic year (September 2007–August 2008).

8.2 Role of the internal verifier

Internal verifiers will be responsible and accountable for:

- regularly sampling evidence of assessment decisions made by all assessors across all programmes within the centre. Sampling must include some (speaking & listening) direct observation of assessment practice
- establishing procedures to develop a common interpretation of the test requirements between assessors
- monitoring and supporting the work of assessors within the centre
- maintaining up-to-date records of internal verification and sampling activity and ensuring that these are available for the purposes of external verification aspects of ESOL assessment in order to monitor, and ensure, consistency in the interpretation and application of standards
- facilitating appropriate staff development and training for assessors
- providing feedback to the external verifier of the effectiveness of assessment ensuring that any corrective actions are required by the awarding body are implemented within agreed timescales.

Note: Internal verifiers must not verify evidence that they have assessed.

8.3 Role of the assessor

Assessors will be responsible and accountable for:

- managing the system of assessment from assessment planning, through to marking and recording assessment decisions, as required by the awarding body
- maintaining accurate and verifiable candidate assessment and achievement records, as required by the awarding body.

8.4 Verifying assessment

There are three strands to verifying assessment:

- sampling assessments
- monitoring assessment practice
- standardising assessment judgements.

Please use this table as a guide on sampling for assessors, for the first three years of internal verification.

Year	Literacy Subject	Numeracy Subject	Internal Verification
Year 1	Speaking and Listening	Handling Data	100%
	Reading	Measure Shape and Space	30%
	Writing	Number	100%
Year 2	Speaking and Listening	Handling Data	50%
	Reading	Measure Shape and Space	20%
	Writing	Number	50%
Year 3	Speaking and Listening	Handling Data	30%
	Reading	Measure Shape and Space	10%
	Writing	Number	30%

Sampling assessments

The sampling strategy for each centre will vary according to the needs of the centre and the particular programme, but in all cases must be agreed with the external verifier.

In defining the strategy, all the following should be taken into account:

- size of sample needed to ensure reliability
- assessors – number, experience, workload and location
- range (if any) of assessment sites, satellites
- candidate cohorts, eg, full-time/part-time, different employees, different programme start dates – particularly focusing on any problem unit(s).

The frequency of internal verification is for the centre to decide. However, please see the table for a guide on sampling assessors for the first three years.

Internal verification takes place based on a sample of candidate performances. This must represent a wide range of achievement, including those attracting highest, average and lowest marks. As consistency is imperative, sampling for each tutor/assessor should include marking of at least two candidates.

Monitoring assessment practice

- to ensure that National Standards of assessment are adhered to by all assessors
- to identify problems or areas where assessors require advice/development
- to ensure that candidates are aware of and satisfied with the assessment process.

Monitoring assessment includes the internal verifier sampling assessors. It also includes reviewing the internal verification records completed with each assessor and evaluating all aspects of their performance, as recorded in the internal verification records.

Standardising assessment judgements

The simplest means of completing a standardisation review is to collate copies of evidence presented for unit accreditation and ask each assessor to make a decision based on what is in front of them. It is also helpful to ask them to note any queries they may have, eg, further information needed.

Internal verification exercises should be repeated at intervals to ensure that messages are reinforced. The aim should be to put in place procedures that will provide ongoing feedback to tutors/assessors. This will be dependent on:

- the skills and experience of internal verifiers
- how long the centre has been running the qualification
- how long the qualification has been available.

If action to adjust assessment is found necessary, a plan should be in place to ensure that this is completed before external verification takes place. The external verifier may wish to see this as part of their monitoring role.

Developing and supporting assessors

The internal verifier must ensure that all assessors in the centre have:

- copies of test papers, instructions and mark schemes
- the identified resources/equipment/facilities, eg, video, tape as specified on the test paper
- a copy of the Instructions for Candidate Examination (ICE document)
- access to the Guidance and National Standards document
- access to appropriate training and support.

Large teams

Where the centre has a large team, including a number of internal verifiers, it is beneficial to appoint a senior or coordinating internal verifier. With this model, the senior internal verifier would also monitor performance and maintain development plans for the other internal verifiers.

8.5 External verification

External verifiers are allocated each academic year following an initial candidate registration being made. Notification of your allocated external verifier will be given upon registration of one or more candidates each academic year. In order for the candidate to be eligible for external verification, he/she must be registered with Edexcel.

Complete the Pass List and External Verifier Sampling Report for literacy (doc: AL_PLVS) and/or numeracy (doc: AN_PLVS) and forward, with the relevant scripts attached, to the external verifier. A completed Centre Self Assessment Report must be completed at the beginning of the year prior to submitting scripts for external verification. (See part 12 of this section of the manual.)

Once the scripts have been verified by the external verifier, they will be returned to the centre, along with a copy of the verification report. If verification has been successful, achievement and final certification can be claimed.

9 Reporting learner achievement

9.1 Methods of reporting

There are three methods of reporting success:

- form SRF
- EDI transmission
- Edexcel Online.

Form SRF

Personalised forms (SRFs) will be produced on initial registration and after interim reporting. Where SRFs are lost after receipt, reprints can be obtained from Edexcel Customer Services (see the Contact Information section of this manual).

EDI transmission

Learners' results and certificate claims may be transmitted electronically by EDI, in which case form SRF should not be submitted.

Edexcel Online

Centres may report results and claim certification through Edexcel Online. (See the Edexcel Online section of this manual for how to gain access to Edexcel Online.)

Claims must *only* be submitted for work that has been forwarded to the EV. Only pass achievement should be reported.

9.2 Student report form (SRF)

Following registration, a student report form (SRF) is issued for each learner. This is to be used for reporting the learner's results to Edexcel and claiming certification. Each learner will have a personalised SRF, following registration. This form will list all unit titles and codes currently approved at the time of registration for the Edexcel programme on which the learner was registered.

For individual unit registration, an SRF will be produced for each learner, listing the units for which he/she was registered.

Results may also be reported by EDI or through Edexcel Online, our web-based service. If results are reported by EDI or through Edexcel Online, there is no need to return the learner's SRF.

SRFs must be returned for every learner registered who has achieved unit success, and also where the learner has withdrawn from the programme. It is essential that each SRF is signed by the person designated to sign the declaration of achievement, on completion of the programme.

9.3 Types of awards

Centres can claim one of three awards:

- **Interim Award/(Notification of Performance)**
If the candidate has completed one or more modes and requires a certificate indicating units achieved to date.
- **Fallback of Unit Achievement**
Where the candidate has achieved one or more modes at different levels and requires a certificate and requires an award to be issued at the lowest level which has been achieved.
- **Full Award**
Where the candidate has achieved the three modes.

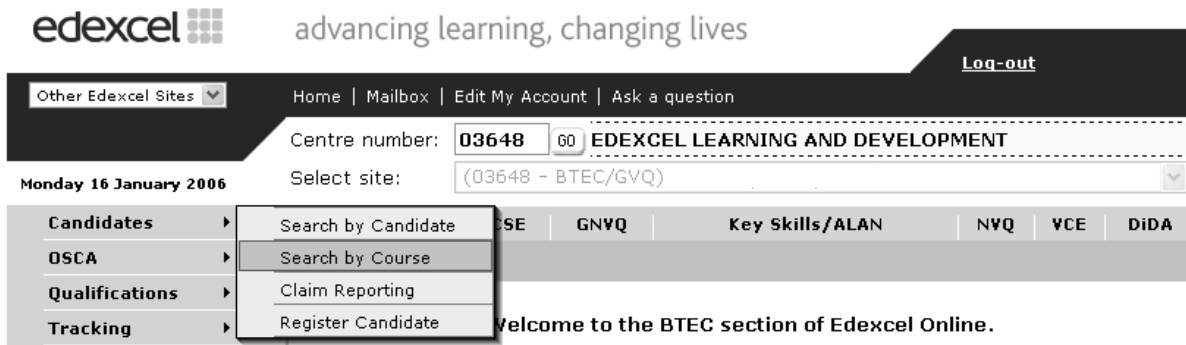
Note: Only the full award can be claimed for Adult ICT. It is essential when claiming either a fallback of unit achievement or the full award to ensure that the candidates have reached their full potential as, once the candidates' achievement is reported on the SRFs, the registration will be closed and no further SRFs will then be issued for further achievement by the candidate.

9.4 Claiming via Edexcel Online

Edexcel Online is a web-based service designed to make the administration of learner information easier, faster and more accessible. It allows you to report unit grades and claim certification within a few minutes. Once changes have been saved, our in-house system updates instantly therefore removing the need for SRFs to be sent into us for processing.

Choosing header details

If your centre has sub-sites, please ensure that the correct site has been chosen at the top of the screen. You will need to select the 'BTEC' tab from the qualification bar, followed by the 'Candidates' menu and 'Search by Course' option.



You then need to use the drop-down menus to determine the qualification type and the session before clicking on the 'Next' box.

Qualification Type

Session

This will result in a new window appearing, listing the programme numbers and number of learners registered for the qualification type and session selected. By clicking on the 'Candidates' link on the right for the programme the learners are currently registered on, a list will appear showing all candidates for the specified criteria in numerical order of registration number.

Locate the student for whom you want to claim and then click the 'Details' link on the right. This will show the individual learner's details. Scroll down and click on the 'Edit' button, which then allows you to indicate the 'Claim Type'.

Claim Type

Full Award Interim Fallback [Unselect](#)

Programme/Unit Details

Programme: G2960 Management Studies (Btec Advanced Certificate:3)

Please ensure that all grades are correctly recorded before clicking on "save". Please contact us immediately if any incorrect grades are submitted in error.

Unit Code	Title	Level	Value	Status	Deferred	P	M	D	U	T	Grade
21553W	Managing People And Performance	3	3	C		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unselect	
21554W	Effective People Skills	3	3	C		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unselect	
21555W	Managing Theory & Practice	3	3	C		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unselect	
21556W	Making Change Happen	3	1	C		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unselect	
21557W	Managing Customers	3	1	C		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unselect	

* **P** - Pass, **M** - Merit, **D** - Distinction, **U** - Unclassified, **T** - Transfer

Deferred unit results are provisional and have not yet been authorised by Edexcel.

Award Date: (mm/yy)

Overall Result:

Add Unit

Unit Code:

Withdraw/Reinstate Candidate

(Tick to withdraw candidate, untick to reinstate candidate)

Select the correct claim type and then indicate the unit grades achieved by the learner by selecting the grades for each unit attempted. Once all unit grades have been indicated, enter the award date (for full award only) and click on the 'Save' button. The screen will then refresh and confirm the grades for each unit. For confirmation of the learner's record, please click on the 'Confirmation Report' which will allow you to print off the details.

Please be aware that claiming a 'Fallback' will close the learner's registration.

9.5 Eligibility

This only applies where a full award application has been made for a learner. For full certification to be issued, the eligibility requirements must be met for that particular programme.

10 Certification

Certificates are issued weekly, following successful completion and reporting of the required test.

Centres should allow approximately 10 working days for the receipt of certificates where the claims have been made on Edexcel Online. Where claims have been made using the SRF, certificates will take approximately 15 working days to reach centres.

Edexcel reserves the right to withhold certificates if fees are outstanding at the time of despatch. Certification can be deferred, pending an external verifier or external examiner reporting that national standards are being met and that certification can take place.

10.1 Replacement certification

Lost between Edexcel and centre

We will take every care to ensure the correct preparation of the award and the receipt by the centre of a satisfactory document. All award documents are issued to centres by recorded delivery, or by a similar service that provides evidence of delivery.

If a centre has to return documents to us, either recorded delivery should be used or proof of posting obtained from the post office. Either will be accepted as satisfactory evidence of posting.

Lost by centre

We ask that you take due care in receipt and distribution of award documents. However, if you misplace award documents in the centre, you may apply in writing to Edexcel giving full details of the loss. In such cases, a duplicate certificate fee per learner will be charged for replacement.

Learner name

The centre is asked to ensure that the learner's name reported on registration is the name that he/she wishes to see on the final award document. We will issue amended award documents where the learner's name is incorrect because of a spelling mistake. Where a change of name is required, the original document must be returned to Edexcel.

A replacement certificate fee will be charged if the request is received by Edexcel more than three months after the certificate was issued. No change of name that has taken place later than the award date can normally be taken into account. Learners should be made aware of this policy.

Damaged documents

If any damaged award documents are received by the centre, they should immediately be returned to Edexcel for replacement.

Lost or damaged between centre and learner

We cannot accept responsibility for the loss or damage of documents between the centre and the learner. It is suggested that centres either arrange for personal collection or use recorded delivery for despatch of original documents. We make every effort to pack documents securely and advise centres to ensure that any awards mailed to learners are likewise securely packaged.

If award documents are lost between the centre and the learner you may apply in writing for duplicates, enclosing details of any information you have from the post office regarding the loss. A duplicate certificate fee per learner will be charged for replacements.

11 Centre self-assessment

At the beginning of each year, the centre is required to complete a self-assessment report. The criteria are, that the centre:

- has a process to profile the individual candidate to ensure that the sub-levels are correctly identified at the start of the programme
- has a programme with a structure and content appropriate to achieving the learning outcomes
- understands and is prepared to conform with the assessment requirements
- has the resources needed to deliver an adult literacy, numeracy or ICT programme
- reviews the procedures necessary to ensure that the programme takes account of candidates' changing needs
- has identified progression routes most appropriate to the individual learner.

Along with the first batch of scripts for the year, the centre must then send the centre self-assessment report to the external verifier. It will not be possible to verify the first batch of scripts unless this report is submitted.



The external verifier will seek evidence of how the centre implements the above.

Until the external verifier is satisfied that National Standards have been maintained, certificates cannot be issued.

Claims must *only* be submitted for work that has been forwarded to the external verifier.

12 Instructions for the conduct of tests

The 'Instructions for the Conduct of Examinations for Unit Assessments at Entry Level' can be downloaded from the Adult Literacy and Numeracy, and the Adult ICT section of the Edexcel website, www.edexcel.org.uk.

13 Access arrangements

The Joint Council publication 'Guidance for Candidates with Particular Requirements' can be found on the JCQ website. However, it should be noted that the arrangements do not refer to Adult Basic Skills, and so the following guidelines have been prepared by Edexcel for the tests.

These include:

- up to 25 per cent extra time on individual papers
- a location other than the usual examination premises
- the need to enlarge test papers
- the need to alter colour preferences
- the use of an amanuensis
- the need to sign questions for deaf candidates
- use of a keyboard for the visually impaired, or those who have difficulties writing due to disability (this must not have use of a spell or grammar check).

It is anticipated that most special requirements can be accommodated by early dialogue with the external verifier, who can advise on a particular situation.

Most special requirement needs can be evidenced by recording the need on the front paper. The external verifier will confirm if special considerations can be taken into account when verifying the paper.

Candidates who have been in this country for fewer than two years may use a dictionary, but can have no extra time allowance for this purpose.

14 Invoicing

Invoices are normally issued weekly by the Edexcel Finance Department.

Centres using Edexcel Online to register learners may enter an order number in the 'Order Number' box on the 'Register Students' screen. This will then be printed on the corresponding registration invoice.

Centres submitting registrations by electronic data interchange (EDI) and licensed centres are able to use their own numbers to identify learner groups, as appropriate. The reference number may be any alphanumeric reference of up to six characters.



- 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.

15 Forms

A blank copy of all forms referred to within this section of the manual can be downloaded from the Edexcel website: www.edexcel.org.uk . Centres should check within the section for the relevant qualification.