Pearson Access Arrangements Online FAQs (for International centres)

What is new for this year?

We have introduced a new access arrangement system called Pearson Access Arrangements Online. This will now mean that centres can apply for access arrangements online for BTEC, Edexcel Award, GCSE for international centres, GCE for international centres, IGCSE, International A level, PTE, L3C, Project, PLSC and CIDA/DIDA.

Why are these changes being introduced?

We have introduced the new Pearson Access Arrangements Online (PAAO) system to allow centres to apply online for those qualifications and to get auto approval on those applications.

Will all outcomes be immediate?

Each application will either be "approved" or "not approved". Where the application is "not approved" you have the option to refer the application to the Special Requirements Team, attach further evidence to the application and provide further information to support the application. This will then be reviewed and a decision made to either approve or reject the application.

Do all applications need to be made online?

All applications will need to be made online. The only paper based applications we will accept are for Jetset/LCCI qualifications.

If I make all the applications online, what documentation should I keep for inspection purposes?

The process for keeping your internal records has not changed. You will still need to keep your own candidate assessment records. This new process is simply for getting approval for your applications.

Do I need to apply again for a candidate who has current access arrangements in place?

As long as the arrangement is still in date, you do not need to re-submit the application. If you already have approvals then these will remain valid until the application expires. This also applies to any paper-based approvals for other qualifications.

Does the application need to be made by the Exams Officer, or can it be made by a member of the Exams Office Team or SENCO?

This is left to the discretion of the centre, but ideally should be someone who fully understands the process and has access to the necessary paperwork. The person making the application will need their Edexcel Online profile permissions set up to enable them to manage Access Arrangements. If you don't have access to the system, please request this via your Pearson Account Specialist.

Why am I getting an error message in PAAO/CAP stating my centre/host centre doesn't exist?

In order for a centre (or a subsite linked to that centre) to apply for access arrangements, each centre/subsite must perform an initial log in to PAAO. After the first login, the system will recognise the centre/subsite and you will no longer see this error message.

What does it mean when I get the below warning message?

THE FOLLOWING VALIDATION ERRORS MUST BE CORRECTED BEFORE SUBMITTING YOUR APPLICATION
- Please Note: Cannot submit application.Your exam centre has no awarding body relationships

If you get this message, click Manage Data > Manage list of awarding bodies. Tick "Pearson", then click save and close. This will resolve this issue.

Can I make applications for other awarding bodies on PAAO?

The PAAO system is a Pearson based system only. Other awarding organisations have their own internal processes.

On the search screen the application shows approved but when I print the application it says not approved, how do I know whether it is approved or not?

This will show as not approved in the application due to the original outcome, being not approved. When the application is referred to us and then approved it, the approval will show in the referral outcome and not the main application.