

## **EDI FAQs for Pearson academic qualifications**

These FAQs are aimed at centres making entries and registrations using EDI in the JCQ format.

### **What is the registration basedata file?**

We operate a registration system for our Applied GCE, BTEC, DiDA and Principal Learning programmes. In addition to sending entries for tests and portfolio units in each series, you will need to ensure that all candidates are registered.

To register via EDI, you will need to download the registration basedata file and use it to 'enter' your candidates for the programmes on which they should be registered.

Applied GCE and DiDA candidates will be automatically registered if entries are submitted without registrations.

### **Why do I need to register candidates at all?**

Upfront registration is a fundamental aspect of the system we use for Applied GCE, BTEC, DiDA and Principal Learning programmes.

### **Do I need to re-register my second-year candidates in order to use the new EDI basedata?**

No. Just set them up on your system, ensuring that all personal details are correct, and we will match the details on your entry file(s) against those on our system.

### **Do I need to register my first-year candidates?**

Yes. Registrations must be made before anything else is done, using the series 9A, 9B, 9C, 9D and 9X basedata. The first character of the series code indicates the session. 1-9 is January to September and A-C is October to December.

### **I have previously used sub-centre letter suffixes on my centre numbers to identify different sites of my centre (e.g. 12345A, 12345B). The Joint Council formats only allow me to supply five-figure centre numbers. How do I indicate that some candidates are registered and entered at one site, and some at another?**

In order to use these formats and retain a distinction between the sites at which candidates are registered, you will need to set up separate five-figure centre numbers for each site. This is the same for GCE and GCSE where the same restrictions apply.

### **I have already entered some candidates using Edexcel Online for this session. Can I now switch to EDI?**

Yes, providing that the candidate data matches.

It is important, especially for qualifications with entries, to ensure that your centre management information system matches Edexcel Online, otherwise entries may be withdrawn and late fees incurred.

**Can I send registration amendment files to update candidates' personal details?**

Yes. Amendments to candidate details such as name or date of birth will be processed. Any amendments to UCIs or candidate numbers may be delayed, or disregarded if not permitted, as these are exceptions.

**Can I send registration amendment files to move from one programme to another?**

Yes.

**Can I withdraw registrations using EDI?**

For BTEC, there is a distinction between a registration deletion (where we are notified before 31 January in the candidate's first year, no external tests have been taken and a full refund of the registration fee is provided), and a withdrawal (where the registration is suspended indefinitely until further notice but no refund is given).

For Applied GCE and DiDA, registrations can be withdrawn if no entries have been submitted. If a registration is withdrawn prior to the high late fee date and initial unit entries have been submitted, the registration withdrawal request will be permitted and the unit removed.

**I have a query specific to my centre MIS (Tribal, Pearson Phoenix, Unit-E etc).**

If you can't find the answer to your question by reading these FAQs, please refer the query to your local MIS support.