

3 General Qualifications overview

Contents

1	Introduction to General Qualifications	30
1.1	General Qualifications in 2013-2014	30
1.2	General Qualifications cycle	30
2	Administration guidance for General Qualifications	31
2.1	Making Estimated/Actual Entries	31
2.2	Making Academic registrations	31
2.3	Candidate Eligibility	31
2.4	Invoicing	31
2.5	Examination Guidance	31
2.6	Results and Post Results services	31
2.7	Certification	31

3 General Qualifications overview

I Introduction to General Qualifications

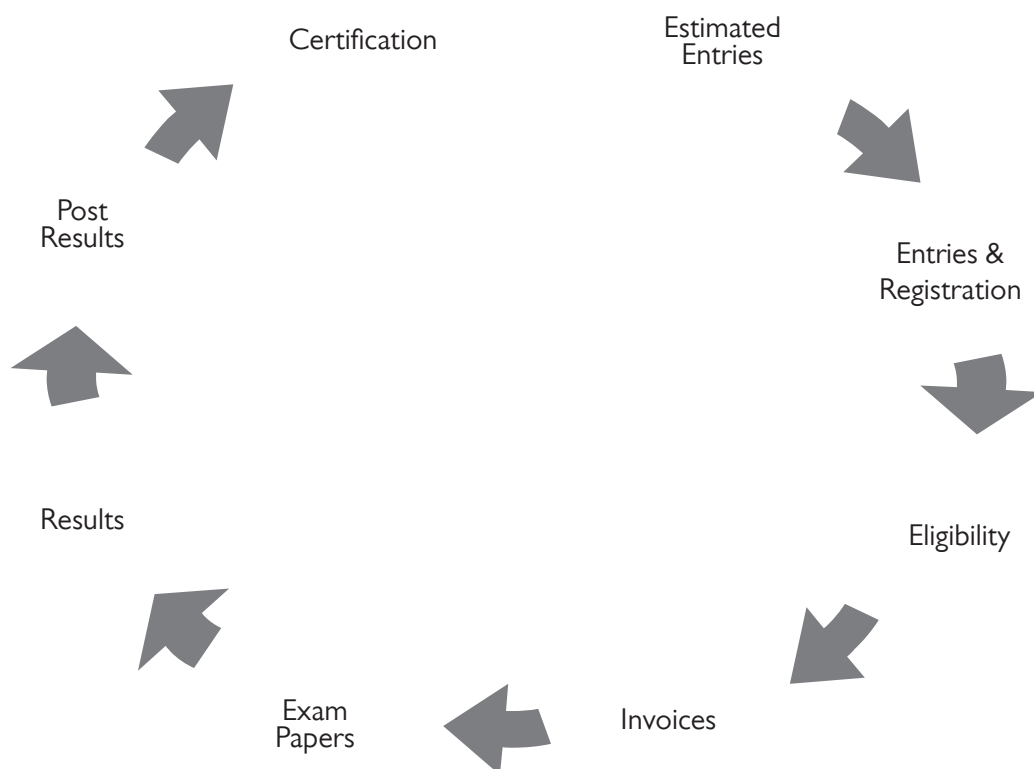
The Information Manual will provide you with the unit codes you will require to make entries, the availability of units across examination series and the associated rules of eligibility.

The general qualifications within this manual consist of;

- GCE and Applied GCE
- Advanced Extension Awards (AEA)
- GCSE, International GCSE and Edexcel Certificate
- Entry Level Certificate (Academic)
- DIDA
- Principal Learning
- Functional Skills
- Projects
- Edexcel Awards

1.2 General Qualifications cycle

Once you are an approved centre the delivery of a general qualification will follow a cycle starting with making estimated entries as illustrated below. The associated administrative procedures will vary slightly depending on the qualification being delivered.



2 Administration guidance for General Qualifications

We have removed some of the detail you've told us you use less frequently within the Information Manual, such as administration guidance, and focused on the really important information such as entry codes and key dates.

We have published all current administrative guidance on our 'I want to...' website pages providing the necessary information to carry out these processes. This will be particularly helpful for new exam officers undertaking these administrative tasks.

Please refer to the below website links to find the relevant guidance.

2.1 Making Estimated/Actual Entries

For guidance on how to make estimated entries and actual entries using Edexcel Online please refer to the video guides on our website:

www.edexcel.com/iwantto/Pages/making-entries-using-eol.aspx

2.2 Making Academic registrations

For guidance on how to make academic registrations (DIDA, Principal Learning, Applied GCE) using Edexcel Online please refer to our website:

www.edexcel.com/iwantto/Pages/academic-registration-procedures.aspx

2.3 Candidate Eligibility

For guidance on candidate eligibility please refer to our website:

www.edexcel.com/iwantto/Pages/candidate-eligibility.aspx

2.4 Invoicing

To learn how to view a breakdown of your invoices using Edexcel Online please refer to our website:

www.edexcel.com/iwantto/Pages/invoicing.aspx

2.5 Examination Guidance

For guidance on how to track the delivery of question papers we send you, conducting examinations and exams stationary please see our website:

www.edexcel.com/iwantto/Pages/exam-guidance.aspx

2.6 Results and Post Results services

For guidance on when you will be receiving results and how to submit a post result enquiry please refer to our Results pages on our website:

www.edexcel.com/iwantto/Pages/results.aspx

2.7 Certification

For view our FAQs regarding certification please refer to our website:

www.edexcel.com/iwantto/Pages/certification.aspx