



## View My Contract

Where to view, accept and reject my contract.

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### Issue

I believe I have been issued a contract for Pearson Associate activities, but I do not know how to access these?

### FAQ

#### **Where can I view my external assessment contract?**

From your [Gateway](#) account, select *My Contracts*, where all your current contracts for External Assessment will be held. To open your contract, select *Details* where you will be provided with options to download, accept or reject your contract.

#### **Where can I view my internal assessment contract?**

From your [Gateway](#) account, select *My Allocations* and when prompted, the qualification. You will then be provided with a link to your contract. At this point we suggest you save a copy for your records, before accepting or rejecting. You will then be presented with a list of your allocation(s).

If you cannot see your contract in *My Allocations*, check *My Contracts*.

#### **Where can I view my non-marking contract?**

From your [Gateway](#) account, select *My Contracts*, where all your current contracts for non-marking activity will be held. To open your contract, select *Details* and you will be provided with options to download, accept or reject your contract.

#### **Where can I view my Senior Associate contract?**

From your [Gateway](#) account, select *My Contracts*, where all your current contracts for Senior activities will be held. To open your contract, select *Details* and you will be provided with options to download, accept or reject your contract.