**»Pearson**

# Virtual centres policy

Document summary

This policy applies to virtual centres delivering Pearson Edexcel Qualifications wholly online. It does not apply to temporary online arrangements or vocational distance learning.

# Contents

# Pearson Education Ltd – our mission and values

Our purpose is simple: to help people realize the life they imagine through learning. We believe that every learning opportunity is a chance for a personal breakthrough. That's why our c. 18,000 Pearson employees are committed to creating vibrant and enriching learning experiences designed for real-life impact. We are the world's lifelong learning company, serving customers in nearly 200 countries with digital content, assessments, qualifications, and data. For us, learning isn't just what we do. It's who we are. Visit us at pearsonplc.com.

We are regulated by the UK qualifications regulators Ofqual (England), CCEA Regulation (Northern Ireland) and Qualifications Wales (Wales). Our regulatory policies are integral to our approach and articulate how we meet regulatory requirements. These policies are designed to support centres and students and set out clearly our approach to the design, delivery, and award of Pearson qualifications and services.

# 1.  Scope of policy

1.1 Most Pearson approved centres deliver face-to-face learning at a physical location, which also serves as the venue for exams. This policy is for centres wishing to deliver Pearson academic programmes (UK GCSE, International GCSE, Modular International GCSE, UK A Levels and International A Levels) wholly online – as an online or virtual school.

1.2 If you are a virtual centre, you are responsible for arranging venues for candidates to sit their exams, wherever they are located. Each year, your Head of Centre will confirm your centre's arrangements, helping ensure every candidate has a fair exam experience. Examination venues should be approved Pearson centres, including the British Council where relevant.

# 2.  How to apply for approval

## New centres

2.1 Start by completing and submitting an [expression of interest form](#). Our Pearson representatives will contact you to discuss your needs and how we can support your students.

## Existing centres

2.2 Please reach out directly to your Pearson representative.

## What to expect

2.3 Our Pearson representative will ask you to:

- Confirm your centre details and the qualifications you wish to offer.
- Complete the relevant Academic Approval Form(s).
- Explain how your centre operates and your plans for virtual delivery.
- Share which locations you'll be recruiting students from.
- Confirm the policies and agreements you have in place for exams.
- Confirm you've read and understood the [General Conditions of Recognition and JCQ requirements](#).

2.4 Please provide a commercial address (residential addresses aren't accepted), a business email, and a telephone landline.

2.5 Once your application is complete and your Head of Centre has signed our [Terms and Conditions](#), email the documents to the address your representative provides.

2.6 A Pearson representative will carry out a centre inspection to ensure you're ready to deliver our qualifications in line with regulatory requirements.

2.7 If you plan to host UK Qualifications exams at your own site in the UK, you'll need to complete the [UK Approval Process](#), which includes a JCQ inspection. For IAL (International A Level) exams only, Pearson staff will conduct the inspection to check secure storage and exam facilities.

**2.8 Please wait for approval before marketing Pearson Edexcel Qualifications or enrolling students.**

# 3. Which candidates can be entered into exams

3.1 Pearson Edexcel International AS/A Level and Modular International GCSE qualifications are available to students attending international schools outside of the UK. They are not available to schools in the UK, the Channel Islands, the Isle of Man or in British Armed Forces schools overseas.

3.2 If you are a virtual centre delivering academic qualifications to UK-based students only, you can be approved to deliver UK GCSE, International GCSE, and UK A Levels. You won't be able to deliver International A Levels (IALs) and Modular International GCSEs as these qualifications are developed for the international market and offered at times that suit international time zones.

3.3 If you deliver to students both in and outside the UK, you can be approved for UK A Levels, UK GCSEs, International GCSEs, Modular International GCSEs, and IALs.

3.4 Private candidates outside of the UK, or those who studied IALs or Modular International GCSEs outside of the UK and then relocated to the UK, Channel Islands, or the Isle of Man, can be entered for these exams. UK centres should contact Pearson using our [support portal](#) and submit evidence. We'll provide the relevant forms and issue a temporary international centre number for entries.

3.5 We recognise that some candidates with additional needs benefit from the modular approach. UK-based virtual centres approached by a private candidate who meets these criteria can seek exceptional approval for IAL and Modular International GCSE

entries. Contact us using our support portal for the forms. If approved, you'll receive a temporary international centre number for entries.

3.6     Candidates will sit exams according to the time-zones of their Host Centres. You can find Pearson's published exam start times on our website.

# 4.  How to make examination entries

4.1     Upload your entries by the deadline using Edexcel Online, making sure to use your centre number.

- UK entry deadlines: https://support.pearson.com/uk/s/article/Entries-UK-Centre-Entry-Deadlines

- International entry deadlines: https://support.pearson.com/uk/s/article/Entries-International-Centre-Entry-Deadlines

4.2     Candidate certificates will include your centre name and number, regardless of where candidates sit their exams.

# 5.  How will exams be accommodated

5.1     You may own your own exam facilities or have agreements in place with Pearson Edexcel Approved centres or British Council centres in the exam location (Host centres).

5.2     Virtual centres must transfer students to the relevant Host Centre at least six weeks before the exam.  Submit the spreadsheet template from our website to transferredcandidates@pearson.com, including :

- Student registration number.

- Student first name and surname.

- Student date of birth.

- Unit/paper number.

- Host centre number.

5.3     You'll receive a confirmation email when the transfer is complete.

5.4     In exceptional circumstances, you can apply to host exams at alternative sites near your centre. Use the CAP portal via Pearson Access Arrangements online (on Edexcel

Online). Exam materials must be transportable to the venue securely within 90 minutes of the exam start time. There's no need to transfer students to alternative sites.

5.5 If you use an alternative exam site, it's your responsibility to ensure that exams are conducted in line with regulatory requirements. Approval status may be removed if malpractice occurs.

# 6. Regulatory references

6.1 UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies and guides that relate to Pearson's status as an awarding organisation will reference any conditions and criteria that they address.

6.2 This policy addresses the following regulatory criteria and conditions:

| Qualification regulator or relevant governing body | Regulatory rule or guidance document | Regulatory condition or criteria |
|---|---|---|
| Ofqual | General Conditions of Recognition | C1; C2 |
| CCEA Regulation | General Conditions of Recognition | C1; C2 |
| Qualifications Wales | Standard Conditions of Recognition | C1; C2 |
| JCQ | General regulations for approved centres | 5.6 |

# 7. Review date

7.1 This policy will be reviewed in December 2026.

# 8. Glossary

## Pearson Approved Centre

A centre that has followed Pearson's approval process and has signed Terms and Conditions to deliver academic qualifications.

## Virtual Centre

A centre delivering qualification content wholly online, responsible for ensuring enrolled students have access to an exam centre for physical exams.

## Host Centre

A physical centre with an agreement to accommodate student exams.

## Alternative Site

A non-permanent location for exams, such as a hotel or conference facilities.

## JCQ – Joint Council for Qualifications

A group of UK awarding bodies with agreements for centre recognition and exam conduct.

# 9. Version control

| Version | Changes | Date |
|---------|---------|------|
| 0.6 | Dates and footer updated | 19th December 2025 |