Your autumn term checklist 2024/25

Use your new autumn term checklist to get started this academic year. We have plenty of support for you to explore to help you meet the first vocational qualification deadlines of 2024/25.

Ensure your Edexcel Online accounts are up to date ☐

At the start of term, we'll be asking your head of centre to work with you and sign a confirmation declaring all your Edexcel Online accounts are up to date. We'll also be working with your quality nominee to complete your annual quality declaration, so you'll need to make sure they have an Edexcel Online account with the quality nominee box ticked.

→ **Read our guide to the Edexcel Online account confirmation and Annual Quality Declaration**

Explore our updated training for exams officers ☐

We've updated our training for exams officers webpage, so you can access short interactive tutorials for all the key processes for September – November. Need more support? You can also access our more in-depth modules through the Pearson Development Hub.

→ **Visit our new training homepage**

Request post-results and appeals ☐

You have until the 26 September to make any post-result requests following the release of results in August. Once you receive the outcome of your request you have 10 working days to submit a formal appeal.

→ **Read more about post-results services**

Make your top-ups and registrations ☐

New registrations should be made for learners by 1 November. If you have learners that have already certificated and are moving on to a larger sized qualification you will need to make a top-up.

→ **Read more about making top-ups**

→ **Explore our interactive guide for making individual registrations**

Make your January entries ☐

Following the release of results in August you may need to start considering the entries you need to make for January. These could include resits, and learners sitting for the first time. The deadline to make January external assessment entries is 18 October 2024.

→ **View our interactive guide for making your entries**

Log in to the VQ Learner Tracker ☐

The VQ Learner Tracker isn't just useful at the end of the year to ensure your learners are on track to receive a result. You can also use it to check you've made all your registrations and review your estimated completion dates are accurate as we begin the new year.

→ **Explore our getting started interactive VQ Learner Tracker tutorial**

Pearson