

# Your VQ exams officer autumn checklist

The start of term is always busy, and as an exams officer you're right at the heart of it. To make life simpler, we've pulled together your top five priorities for your autumn term



## Check your Edexcel Online accounts

Your Edexcel Online Account Confirmation and Terms and Conditions need to be signed by 28 October.

Although your head of centre does this, they'll need your support.

Get ahead by checking now that your Edexcel Online accounts are up to date.

[Read more about the Edexcel Online Account confirmation](#)



## Make registrations and entries

You should make registrations by 1 November including our new BTEC level 3 nationals (AAQs).

Students that have already certificated and are moving on to a larger sized qualification need to be topped up.

You should make entries for January assessments by 17 October.

[Read more about registrations and entries](#)



## Stay up to date on Level 3 reforms (England only)

Check that you're registering learners on the right qualification size and review any funding changes that could affect you.

[Read our advice on level 3 reforms and registering students](#)



[Get the latest on our Level 3 reforms page](#)



## Finalise post-results

Don't forget to complete any final tasks from the summer. The deadline to submit your post-results request is 25 September.

## New exams officer? Tell us!

We've got a full support programme designed to help you get up to speed quickly and confidently. Contact us through the [Pearson support portal](#).