



Pearson

Your January – March 2025 VQ exams officer checklist

Use your new checklist to get started in 2025. We have plenty of support for you to explore to help you meet the first deadlines of 2025 and have a successful January exam series.

Complete your cohort declaration by 31 January

You should review your summer 2025 cohort in the VQ Learner Tracker, adding or removing tags where necessary, before completing your cohort declaration. This mandatory activity creates a shared view of all learners expecting a result on August results days, allowing us to work together to provide on time results.

→ [Read our guide to completing your cohort declaration](#)

Ensure multi-factor authentication is set up

You should take some time to ensure multi-factor authentication (MFA) is set up for anyone who needs access to Edexcel Online or secure content in 2025. Doing this now can save you precious time in the busy January assessment series.

→ [Read more about setting up MFA](#)

Get ready to deliver assessments

Bookmark and explore our autumn and winter essentials to help you run the January, February or March 2025 exam series. Explore our exam administration support, including timetables, tracking your question papers, generating attendance registers and where to download set tasks and assessment documentation, including admin support guides.

→ [Explore our autumn and winter essential information](#)

Make your summer entries

The deadline to submit your summer entries is 21 February for BTEC Tech Award and 21 March for BTEC Firsts, Nationals and Technicals. You'll be able to identify any registrations that require entries making through the VQ Learner Tracker in February.

→ [Explore our support articles for making entries](#)

Keep updated with level 3 reforms

We'll keep you updated at a sector level about what the level 3 reforms means for you and your learners. We'll let you know if you need to take any action to ensure learners remain funded on the qualifications they are registered on, such as transferring to programmes before they expire in July 2025.

→ [Bookmark our level 3 reforms webpage](#)