

Exams Update Wednesday 16 July

Welcome to your regular roundup of all the important updates at Edexcel. [You can find all of our notices online](#)



How to prepare for Results Days...

With the August results days fast approaching, why not check out our **Results and Post-Results** support web pages?

Whether you're a teacher or exams officer, you can use this **page** on our website to get essential information, and find out what to do after you've received your students' results.

Over the next few weeks we'll be updating this space with support material and FAQs.

Reminder: Summer 2014 BTEC Claims

Please note the deadline to make BTEC claims via Edexcel Online to receive certificates by the August results week is 25 July.

You are also able to submit BTEC claims by **EDI EDIFACT**. To ensure they are processed in time for results please submit these as soon as possible.

You can make amendments to the grades you have submitted for BTEC learners on Edexcel Online whilst the eligibility status is pending or ineligible.

To do this, log onto Edexcel Online, and:



- go to the student details
- click 'Edit' and choose the type of claim to make
- add units or amend grades previously entered

NB: You will not be able to delete grades yourselves. If you wish to do so you should email the details to your Account Specialist at examsofficers@pearson.com.

If a learner has not completed the required units for a qualification and does not intend to complete the course you can claim for a fallback certificate. We will then issue a certificate listing the units achieved and will close the registration. Please note that claiming for a fallback will not transfer the registration to the lower level qualification.

Please pass this information on to teachers at your centre if they have the responsibility to submit BTEC certification claims.

For guidance on how to search for and reply to Form Queries regarding your learner's eligibility please see our [video](#).

NQF BTEC Onscreen Exams - if a Candidate is absent



If a candidate is absent for a NQF BTEC onscreen exam and they want to be rebooked, please email us so we can manually remove the previous booking.

We will need the following data:

- Candidate reg number
- Order number
- learner number
- date of previous test

Please email these details to pearsononscreenplatform@pearson.com or use the live chat facility [here](#).

Reminder: Receive paper results for the June 2014 exams series



To receive paper results for the June 2014 exams series you will need to opt-in before the 23 July 2014.

To opt-in:

- *Log into **Edexcel Online***
- *Select a qualification*
- *Hover over Results and select Report Delivery Options.*
- *Select the documents you would like to receive in paper format and press 'Submit'.*

Please note you will need to do this for each qualification that you deliver.

Reminder: Summer 2014 Results and Certification



Alternative Address for results

If you would like your summer GCSE/GCE hard copy results to be sent to an alternative address, please submit your request before **18 July** to your Account Specialist at examsofficers@pearson.com

Early Certification

If you would like to receive your summer 2014 certificates earlier than the published date (31 October 2014), please submit your request to eprocessing@pearson.com before **31 August 2014**

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