



Pearson Edexcel International

Welcome Pack

Your step by step guide to
becoming a Pearson Edexcel
Centre and delivering our exams

A woman with short, vibrant pink hair is sitting in a modern office chair. She is wearing a light blue button-down shirt with the sleeves rolled up and olive green trousers. She is holding a black laptop on her lap and looking towards the camera with a slight smile. The background is a blurred office environment with shelves and plants.

[START HERE >](#)

Welcome

Welcome to the UK's largest awarding organisation. With over 150 years, experience of delivering world-class recognised qualifications, we look forward to working with you.

We've developed this guide to explain what happens now that you want to become a Pearson Edexcel Centre to deliver the following qualifications:

iPrimary

iLowerSecondary

GCSE

International GCSE

GCE A Level

International Advanced Level



You can learn more about our qualifications and resources, how to become a centre, find details of your local contact and sign-up to stay in touch

[HERE](#) 



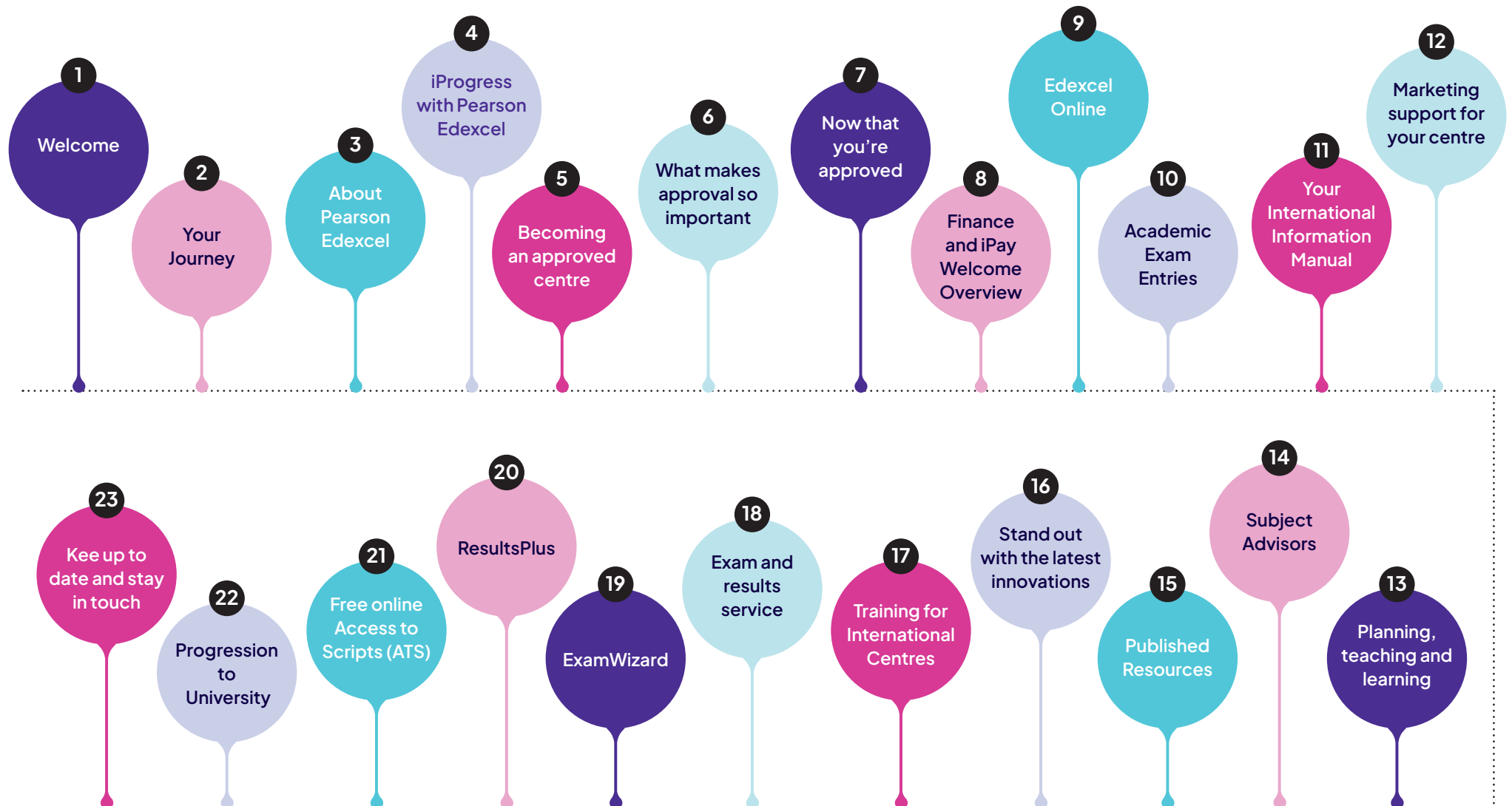
For specific answers to your questions and issues visit our support portal

[HERE](#) 



Your Journey

Click on any title to view that section 



About Pearson Edexcel

We set the standard for worldwide recognised qualifications, built on the UK educational system and accepted by universities worldwide.



A choice to help you meet the needs of more students: qualifications that can be modular or linear; assessments on paper or online; in-school or remote invigilation.



Local Pearson consultants in most of the countries we serve. They speak your language. They know your schools. They get your world. And most importantly, they're always on hand to support you.



Globally respected curriculum that builds the skills that matter most such as problem solving, critical thinking, collaboration, leadership, to help students grow into confident, curious young adults and skills that universities love.



Qualification support from helping you choose the best-fit qualifications to guiding your team through setup, teaching, timetabling, and admin.



Earning the trust of international schools for 150 years, we work with schools and learners in over 115 countries. Every year, we award over 2.3 million qualifications. And we mark 10 million exam scripts for the UK government—more than any other international exam board. But it's not just about scale. It's about what that scale makes possible. Access to top universities. Global careers. And lives filled with purpose, passion, and possibility.



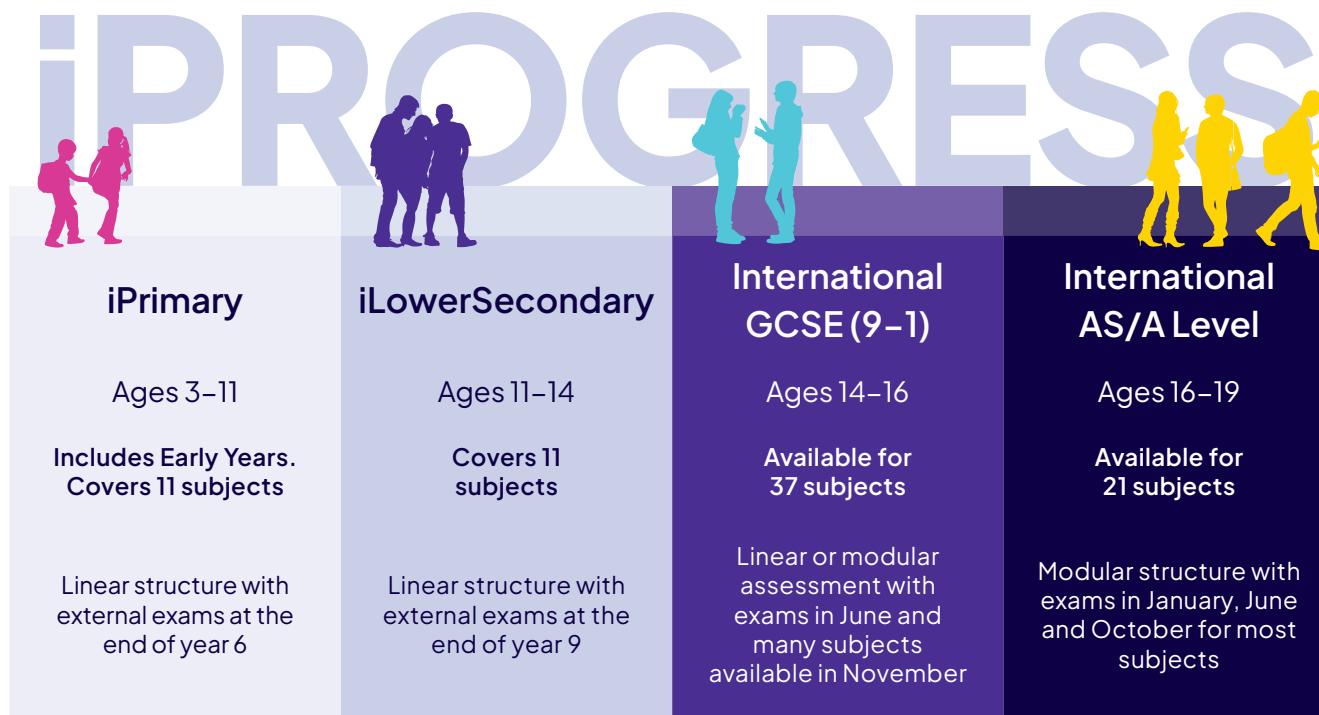
“Very often, someone’s opportunities in life are determined by things out of their control: where they were born or how they were raised. Education and learning are among the few real ways we can level the playing field. I believe that our lifelong learning vision has the potential to make a difference in the lives of many people.”



iProgress with Pearson Edexcel

iProgress is our continuum for international learners from ages 3 to 19.

It supports learners to progress through school to university and onto global employment opportunities through a consistent learning journey and world-class resources and support for teachers and students.



Visit our website for the full range of curriculum support resources, tools and services including training, professional development, print and online teaching materials.

Becoming an approved centre

To be able to deliver our qualifications you will need to become an approved centre. Your dedicated Pearson representative will be your main point of contact to support your application.

1

Your Pearson representative will visit to inspect your premises, to check that your organisation meets security and administration requirements and procedures for the conduct of examinations/tests.

2

Once your inspection visit has taken place your Pearson representative will submit your completed application for processing, which will be reviewed by a member of the International Approvals team.

3

The International Approvals team will confirm their approval decision within 7–14 working days of the receipt of a full application.

If you have not received an approved centre application form please request one

HERE 



What makes approval important?

To maintain the reliability and credibility of Pearson's exams, we must be confident that all schools offering our qualifications will keep our exam materials secure.

Inspection visits and approvals mean that we know every school working with us meets our security standards, and will run exams in a consistent way, wherever they are in the world.

Our inspection visits are guided by JCQ General Regulations and **Instructions for delivering exams** which are updated annually to support schools in delivering best practice.

JCQ's **'Are You Ready' checklist** will help you prepare for the inspection visit. The visit will give particular attention to your secure storage facilities, so please check these requirements before we visit you.



Now that you're approved

Congratulations, it's great to have you on board! Our partnership has many possibilities but here are your immediate next steps.



You will receive an approval certificate, direct from our approvals team, to certify that you are an approved centre.



A Pearson representative will be in touch to set up your Edexcel Online Account. Alternatively you can contact us on +44 (0) 120 477 0696 or go [HERE](#) to get access.



Your regional Pearson contact will visit your school with your Pearson Edexcel centre plaques which you can display alongside your approval certificate.



Finance and iPay Overview

Your self-service portal – iPay

In addition to receiving invoices electronically or by post, you can view, print, and download invoices and statements using iPay (iReceivables).

Your self service finance portal iPay allows you to:

- make secure payments by card online
- download copies of invoices and credit notes
- view or download your current statement of account.

This service is available twenty-four hours a day, seven days a week, all year round.

iPay/iReceivables: Online Account Set Up FAQs

SIGN INTO iPAY 

Please note: your finance account is not the same as your Centre number (NCN) which is given to you when you are approved as a Pearson qualification customer.

Contact us

The easiest way to get in touch is via the Pearson Support portal, which also has an extensive library of articles and resources.

VISIT THE SUPPORT PORTAL 

Account and Billing information

Invoices are generated weekly, and statements on the first Tuesday of the month and both are sent to your billing address as held in our records.

Your Billing Address

Your first invoice and statement will be sent to the postal address you provided at the centre approval stage. However, you will receive them more quickly, and to the right person if we can send them electronically. Your electronic billing address should be a company finance email address, i.e. **finance@testcentre.org**.

If you believe we have an incorrect billing address, or you wish to update your records, please complete our 'Updating Our Records' form, allowing up to 10 days for changes to take effect. **You must also update your finance contact and billing records in Edexcel Online on a regular basis.**

Finance Contacts – Updating Our Records form



Finance and iPay Overview

(continued)

If you have any queries about the charges on an invoice, or wish to dispute an invoice please create a case record by **contacting us** (select Invoicing, Statements & Payments in the Issue Type and Invoice Dispute in the Category Type).

Payment cannot be withheld unless you dispute the amount of the charges within 21 days of receipt of an invoice, as detailed in section 10 of the **Terms and conditions**. You will need to give full details of the amounts disputed and the reason for your dispute.

Qualification related invoices do not give specific learner registration details, but you can view a breakdowns in Edexcel Online or QMA, by following the video guides.

- **Login to Edexcel Online**
- **Edexcel Online video**

Understanding your Statements and Invoices

Our statements provide a monthly summary of all open transactions on your account. If an invoice is partially paid, it will be shown on your statement as 'Original Amount' and 'Outstanding Amount'; the statement of account only shows outstanding receivables. This will include open transactions such as invoices, credits, and debits.

Historical invoices or those that are fully paid will no longer be part of the current Statement of Account (SOA).

Making Payments

Payment for all fees is due **30 days** from the date of the invoice. You can find more information on the different methods of payment below.

Invoices: Making Payments



Remittance Advice

Each time you make a payment, unless doing so with credit card via iPay, you will need to send a remittance advice to **cashrec@pearson.com**. This will ensure your payments are allocated correctly to your account. You will need to advise us of how to apply any credit notes in the same way. For more information, including a sample remittance template, follow the link below.

Invoices: Allocating Payments Via Remittance Advice

Account Suspension

General Terms and Conditions for sales orders for qualifications

Please note: Pearson reserves the right to suspend a customer's account if payment terms and conditions are not met, or invoices are not paid in full by the due date. This means you will be unable to place orders, make qualification registrations and entries or book tests.



Edexcel Online

Edexcel Online is your self service portal for centre staff.

It provides administrators with support at every stage of the qualification cycle, from approval to exam entries, reporting of achievement and results, as well as post-results services.

It also gives access to services such as online booking for training events. Your Edexcel Online username and password will also give you access to our secure resources and ResultsPlus.



New to the role of Exam officer? Take a look at support dedicated to you.

[HERE](#) 

Learn about Edexcel Online

[HERE](#) 

You can also find video tutorials

[HERE](#) 

Now you have your Edexcel Online access, book your Exam Officer Training. From the main training home page 'Select a subject' and select 'Exam Officer GQ Training'. Alternatively contact us at on +44 (0) 120 477 0696 or go to your Pearson support service portal


[HERE](#) 

Access a range of Edexcel Online Support

[HERE](#) 



Academic exam entries

Exam entries are made using Edexcel Online [HERE](#) 



Create and amend exam entries



Search for, and download, reports of existing exam entries



Report coursework/portfolio marks



Access post-results services



Track processing of electronic data interchange (EDI) files



Check that candidates are eligible for awards



Download results reports



Your International Information Manual

Access your information manual [HERE](#)



Contact information for exam officers, heads of department, teachers, subject advisors, payment of fees, training, complaints and feedback, queries from past learners.




Key Dates including entry deadlines, late entry fees, results dates, certification receipt dates, early certification requests, certificate retention.



General Qualification Overview including administration guidance, making estimated/actual entries, candidate eligibility, invoicing, examination guidance, results and postresults services, certification.

Information manuals

1. UK and International

-  Change log for the Information Manual 2023/24 (PDF | 99.4 KB)
-  Change log for the Information Manual 2024/25 (PDF | 82.2 KB)
-  Change log of UK and International key dates 2023/24 (PDF | 93.9 KB)
-  Change log of UK and International key dates 2024/25 (PDF | 81.5 KB)
-  1 - Key Dates - Pearson Qualifications Information Manual 2023/24 (PDF | 119.3 KB)
-  1 - Key Dates - Pearson Qualifications Information Manual 2024/25 (PDF | 119.9 KB)
-  2 - A Level and AS Level - Pearson Qualifications Information Manual 2023/24 (PDF | 527.0 KB)
-  2 - A Level and AS Level - Pearson Qualifications Information Manual 2024/25 (PDF | 528.1 KB)
-  3 - Advanced Extension Award (AEA) - Pearson Qualifications Information Manual 2023/24 (PDF | 74.6 KB)
-  3 - Advanced Extension Award (AEA) - Pearson Qualifications Information Manual 2024/25 (PDF | 74.8 KB)
-  5 - GCSE - Pearson Qualifications Information Manual 2023/24 (PDF | 469.9 KB)
-  5 - GCSE - Pearson Qualifications Information Manual 2024/25 (PDF | 469.9 KB)
-  6 - International GCSE - Pearson Qualifications Information Manual 2023/24 (PDF | 247.6 KB)
-  6 - International GCSE - Pearson Qualifications Information Manual 2024/25 (PDF | 298.7 KB)
-  7 - Level 2 Extended Mathematics Certificate - Pearson Qualifications Information Manual 2024/25 (PDF | 76.6 KB)
-  7 - Mathematics in Context (Level 3 Core Maths) - Pearson Qualifications Information Manual 2023/24 (PDF | 67.4 KB)
-  8 - Mathematics in Context (Level 3 Core Maths) - Pearson Qualifications Information Manual 2024/25 (PDF | 70.4 KB)



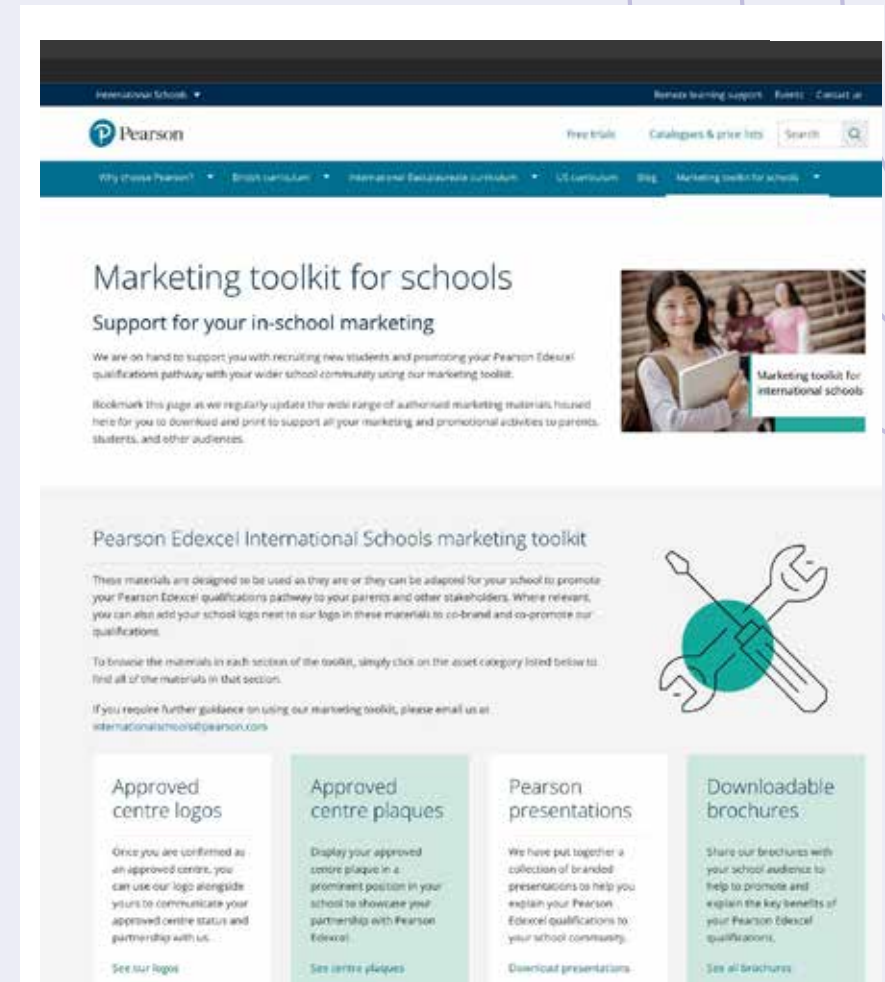
Marketing support for your centre

We understand that marketing your centre, and the curriculum you offer, to prospective teachers, parents and students is the key to your success.



Your Pearson Edexcel Marketing Toolkit is available [HERE](#) 

It contains a wide range of curriculum, qualification and subject guides for your school community including parents. In addition, on approval we will add you to our **Find a Centre** tool which increases the chances of prospective parents and students finding your centre.



The screenshot shows the Pearson Edexcel International Schools marketing toolkit website. The header includes the Pearson logo and navigation links for International Schools, Remote learning support, Events, and Contact us. A search bar is also present. The main content area is titled "Marketing toolkit for schools" and "Support for your in-school marketing". It includes a brief description of the toolkit's purpose and a list of resources available, such as Approved centre logos, Approved centre plaques, Pearson presentations, and Downloadable brochures. Each resource has a brief description and a link to view or download it. A small image of a student holding a tablet is also visible on the right side of the main content area.



Planning, teaching and learning

Our website provides access to a wide range of free support and resources, information about published resources and professional development, to help your academic staff plan and teach, including*:

- Specification
- Scheme of Work
- Sample Assessment Material
- Getting Started Guides
- Exemplars
- Lesson Plans
- Past Papers
- Mark Schemes
- Examiner Reports
- Past Training Content
- Subject Advisor Contact

*may vary depending on qualification and subject



Follow the link to the qualification home page and select the subject to access all subject support and resources

qualifications.pearson.com/iPrimary

HERE 

qualifications.pearson.com/iLowerSecondary

HERE 

qualifications.pearson.com/international-GCSE

HERE 

qualifications.pearson.com/IAL

HERE 



Subject Advisors

Our subject advisors are real people and experts in their area - they're on hand by telephone or email.

Meet some of the team.



Clare Haviland
ENGLISH



Mark Heslop
MATHEMATICS AND
STATISTICS



Tim Lawrence
SCIENCE &
PSYCHOLOGY



Colin Leith
BUSINESS &
ECONOMICS



Mark Battye
HISTORY & EPQ



Rebecca Walker
LANGUAGES



Jaclyn Wiid
ART, DESIGN AND
MEDIA



Tim Brady
COMPUTER
SCIENCE AND ICT



Jon Wolton
GEOGRAPHY
AND CITIZENSHIP

Contact your
subject advisor
and sign-up for
their updates.

HERE 

Published Resources

We have developed a range of published resources to support teaching and learning.

Matched to our qualifications, these resources are specifically designed for international students, with a strong focus on progression, recognition and transferable skills, allowing learning in a local context to a global standard.

To find out what resources are available for your qualification, go to the qualification page, choose your subject and select the 'published resources' tab from the top.

[iPrimary](#)

[iLowerSecondary](#)

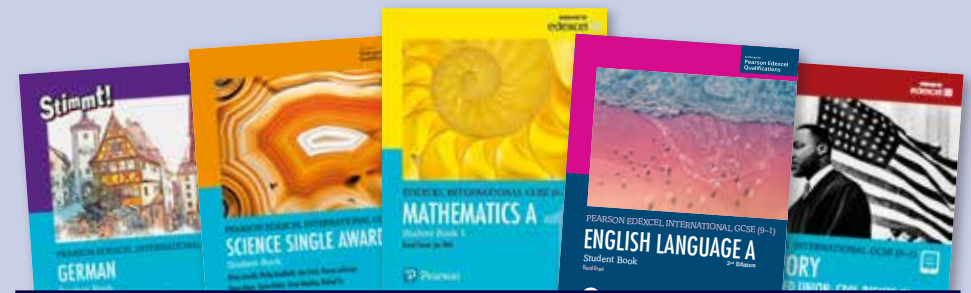
[International GCSE](#)

[International A Level](#)

Alternatively, you can visit
[pearson.com/international-schools](https://www.pearson.com/international-schools)

HERE 

Pearson resources are NOT required for teaching or delivery of the qualifications.



Stand out with the latest innovations

Pearson Edexcel is the only awarding organisation to offer a choice of assessment approach (modular or linear) for International GCSE, modular International AS/A levels, and choice of assessment format (onscreen or paper-based) at International GCSE and International AS/A level plus platforms such as Teaching Hubs that ensure your school are delivering consistent quality teaching and learning to maximise success.



International GCSE Teaching Hubs

Unlock teaching and learning excellence with the ultimate and essential, end-to-end programme for teaching and learning at international GCSE.

LEARN MORE 



Modular assessment

Pearson Edexcel is the only awarding body to offer a modular route for International GCSEs as an alternative choice to the linear assessment route and modular assessment for International A Level.

LEARN MORE 



Onscreen assessment

Pearson is proud to be leading the way in onscreen assessment as the first awarding body to offer onscreen International GCSE and International A Level exams alongside traditional paper-based exams.

LEARN MORE 

Training for International Centres

We offer a range of face-to-face and online training events around the world for teachers, exams officers and other centre staff.

For full details and to book your place.

HERE 

Pearson's free on-demand courses are a convenient way to access training. All our on-demand training courses are available here. The library includes specific international courses which are labelled 'International'.

We also run live update sessions each month and archive the recordings.

HERE 



Exam and results services

Pearson Edexcel offer unbeatable exam and results services including:

ONSCREEN MOCK SERVICE

Onscreen Mocks Service

Our Onscreen Mocks Service helps students understand what to expect in the live exam, and support teachers to identify where to focus revision.

LEARN MORE 

examWizard

examWizard

A free tool for teachers containing a bank of past paper questions to help create bespoke mock exams and tests.

LEARN MORE 

ResultsPlus

Results Plus

A free online results analysis tool that gives you a detailed breakdown of your students' performance in Pearson Edexcel exams.

LEARN MORE 

ACCESS TO SCRIPTS

Onscreen Mocks Service

Free online Access to Scripts allows you to view your candidates' marked scripts online or download as a PDF.

LEARN MORE 



examWizard contains a bank of past paper questions to help create bespoke mock exams and tests to focus on particular topic areas as needed:

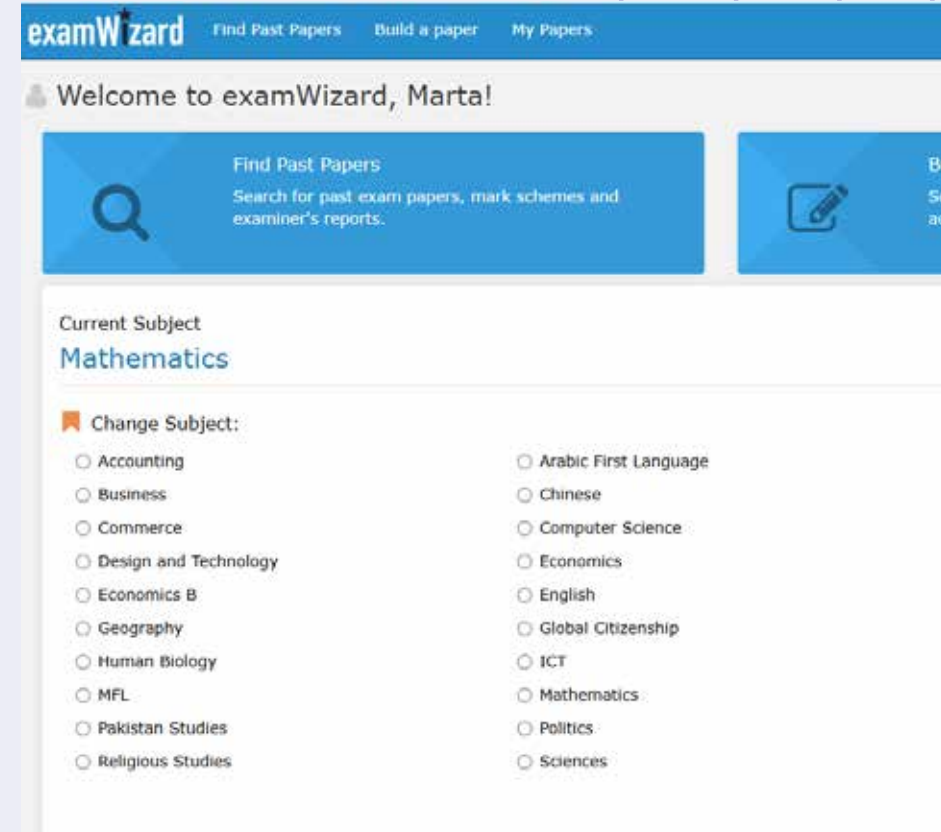
- Use existing mark schemes for accurate marking
- Use existing examiner reports for insight
- Use the results to understand where students need more support, informing teaching strategies.

Unlike other similar question banks, examWizard is:

- Available free to all Pearson Edexcel centres
- Updated with the latest questions faster, following the exam series
- A one stop shop for assessment material with access to whole past papers and examiner reports as well as the ability to easily construct bespoke ones with content tagged to specific attributes.

Learn more about examWizard

HERE 



GCSE SUBJECTS

Astronomy	ICT
Business	Mathematics
Computer Science	PE
English, English Language and English Literature	Religious Studies
French, German and Spanish	Science
Geography A and B	Statistics
History A and B	

INTERNATIONAL GCSE SUBJECTS

Arabic First Language	Further Pure Mathematics
Biology	Geography
Chemistry	German
Chinese	History
Commerce	ICT
English as a Second Language	Mathematics A & B
English Language A & B	Physics
English Literature	Spanish
French	

A LEVEL SUBJECTS

Business	Mathematics
Economics A and B	Psychology
Geography	Science
History	

INTERNATIONAL ADVANCED LEVEL SUBJECTS

Accounting	Physics
Business	Information Technology
Economics	Mathematics
Biology	Further Pure Mathematics
Chemistry	



ResultsPlus is an online results analysis tool which provides a detailed breakdown of student performance in Pearson Edexcel exams.

Unlike similar tools available from other awarding organisations, ResultsPlus:

- Is available for all International GCSE and International A Level subjects with results analysis available for the latest session from results day
- Has a mock exam service which makes the service useful throughout the school year and not just for postresults
- Tracks performance over time with historical records
- Allows you to view reports for individual, cohort or teacher created groups
- Benchmarks performance against other Pearson Edexcel schools in their country
- Provides student access to results using Results Plus direct.

Learn more, take a look at a 3 minute overview demonstration, and sign-up for a free account in a few easy steps

HERE 



Free Access to Scripts (ATS) Online Portal

Free Access to Scripts (ATS) allows you to immediately access electronically marked exam papers and gives you:

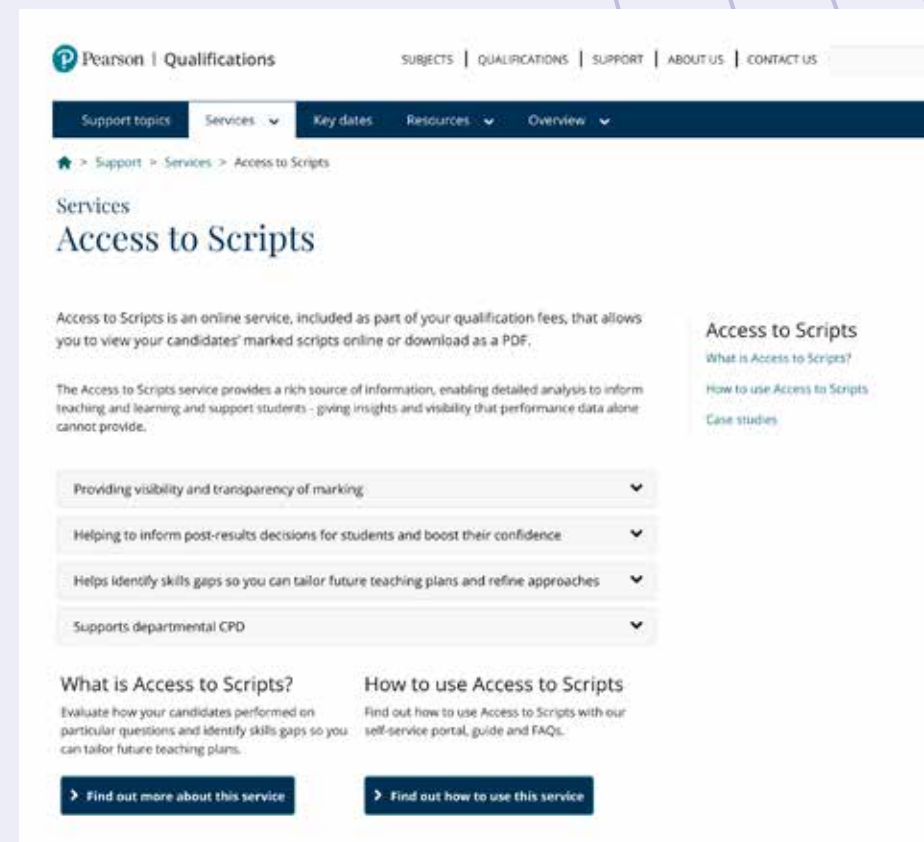
Unlike similar tools available from other awarding organisations, ResultsPlus:

- greater visibility and transparency of marking
- a better understanding of marking before requests for enquiries about results are made
- support for teaching and preparing other cohorts for examinations by helping you to evaluate a student's performance on particular questions in relation to what they have been taught.

Available instantly from results day for all our examination series, during a defined window, you can view and download scripts which have been marked online free of charge from our self-service portal.

Learn more about ATS, including dates for the post results windows

HERE 



Progression to university

Our qualifications provide learners with access to the world's top universities and prestigious employment opportunities.

Pearson Edexcel international academic qualifications are recognised by leading universities across the world - including Oxford, Cambridge, Columbia University and Yale University, and have been benchmarked to the UK curriculum by UK NARIC.

Our Progression and Recognition team are closely connected with higher education stakeholders and also curate a range of free support to help students progress, such as country study guides, case study blogs and interactive webinars.

Contact us on **progression@pearson.com** to discuss your students' university progression at any time. Join our high school counsellor mailing list in one easy step [here](#).

Learn more about all our support for student progression to university

HERE 



Keep up to date and stay in touch

Contact your dedicated Account Specialist support team at support.pearson.com/uk/s/



Sign-up to receive our **Exam Officer Newsletter** to receive important information on upcoming key dates, system changes and administrative processes regarding the delivery of our academic and vocational qualifications.

LEARN MORE 



Be the first to learn about new developments and sign-up to our monthly Pearson Edexcel Qualifications update

LEARN MORE 



Encourage the academic team to sign-up to subject advisor updates for your subjects

LEARN MORE 

Go to qualifications.pearson.com/edexcel-support to find all of the above plus further information about our qualifications and support services.

Thank you for choosing Pearson

Find out more about us at:
pearson.com/international-schools

HERE 

