



# Pearson English International Certificate Paper-Based Test Centre Handbook



DCL1 - Public

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# Important Links

Important Links	
List of universities, employers, and national education authorities by country where International Certificate is validated	<a href="#">Where is it accepted?   Pearson</a>
Information about International Certificate – Young Learners	<a href="#">International Certificate Young Learners   Pearson qualifications</a>
Policies for centres, learners and employees	<a href="https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html">https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html</a>
International Certificate test dates	<a href="#">Test dates   Pearson qualifications</a>
Request access to Edexcel Online (EOL)	<a href="https://qualifications.pearson.com/en/support/Services/edexcel-online.html">https://qualifications.pearson.com/en/support/Services/edexcel-online.html</a>
Pearson Portal	<a href="https://iam.pearson.com/">https://iam.pearson.com/</a>
Edexcel login page	<a href="https://www.edexcelonline.com/Account/Login.aspx">https://www.edexcelonline.com/Account/Login.aspx</a>
Edexcel step-by-step video guides	<a href="https://qualifications.pearson.com/en/support/support-for-you/exam-officers-administrators/centre-administration/video-guides.html">https://qualifications.pearson.com/en/support/support-for-you/exam-officers-administrators/centre-administration/video-guides.html</a>
International Certificate Guidance page	<a href="#">Pearson English International Certificate: Administration</a>
Interlocutor/Assessor Application form	<a href="#">Interlocutor/Assessor Application Form   Pearson qualifications</a>

Secure File Transfer Guide	<a href="#">SFT Limited Sender instructions</a>
Learner Work Transfer (LWT) Tutorials	<a href="#">Learner Work Transfer (LWT) (pearson.com)</a>
Special Consideration Request Form	<a href="#">Resources   Pearson qualifications</a>
Special consideration guide for International Certificate	<a href="#">Pearson English International Certificate-Special Consideration Guide V.1.1.pdf</a>
JCQ Access Arrangements, Reasonable Adjustments and Special Consideration	<a href="#">Regulations and Guidance - JCQ Joint Council for Qualifications</a>
Suspected Malpractice Policy and Procedures	<a href="#">Exams: Malpractice (pearson.com)</a>
JCQ Form M1 Report of suspected candidate malpractice	<a href="#">Malpractice - JCQ Joint Council for Qualifications</a>
JCQ form M2 Notification of suspected malpractice/maladministration involving centre staff	<a href="#">Malpractice - JCQ Joint Council for Qualifications</a>
JCQ Exam Room Posters: No mobile phones poster	<a href="#">Unauthorised-Items-poster.pdf (jcq.org.uk)</a>
JCQ Exam Room Posters: Warning to candidates	<a href="#">Warning-to-Candidates-202021.pdf (jcq.org.uk)</a>
Post Results Services	<a href="#">Post-results service   Pearson qualifications</a>
JCQ Access Arrangements	<a href="#">Access Arrangements, Reasonable Adjustments and Special Consideration - JCQ Joint Council for Qualifications</a>
Incident Log	<a href="https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/exam-room-incident-log">https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/exam-room-incident-log</a>
Test Inspection Landing page	<a href="#">International Certificate   Pearson qualifications</a>
Test Inspection Notification Form	<a href="#">Useful links section International Certificate   Pearson qualifications</a>

# Introduction to Pearson English International Certificate

The Pearson Test of English General International Certificate/ Pearson English International Certificate is an assessment solution for six levels of proficiency (A1, 1, 2, 3, 4 and 5), which is designed to assess and accredit general English language ability. The six levels of the test are provided by Pearson Edexcel Limited, the largest UK awarding body for academic and vocational qualifications. Pearson Edexcel Limited is the official awarding body for International Certificate General.

All levels of International Certificate are recognised globally and are accepted by universities, employers, and national education authorities in many countries as evidence of a required standard of English.

[Click here to see the complete list](#)

In England, the tests are regulated by Ofqual under the title Pearson Edexcel Certificate in ESOL International.

Pearson reserves the right to modify the content and structure of the test from time to time with prior notice to test centres.

## Who takes International Certificate?

International Certificate is intended for candidates who are speakers of other languages (ESOL), in other words, not native English speakers. The test items do not require any previous work experience, specialised knowledge, or vocabulary beyond what people may need in their social, academic, or professional life.

Children between the ages of 8 and 13 may prefer to take the Pearson English International Certificate for Young Learners. Get more here: [International Certificate Young Learners | Pearson qualifications](#)

## What Skills are tested?

International Certificate assesses the four skills: **listening**, **reading**, **speaking**, and **writing**, and is organised in two sections: **spoken** and **written**. The written test and spoken test are given during separate testing periods.

**Please note that both parts need to be attempted to achieve a passing grade.**

Candidates are asked to successfully complete real-life tasks, such as writing messages, understanding talks and presentations, understanding newspaper articles, or participating in conversations.

The skills are tested at the six levels, which are mapped to the Common European Framework of Reference for Languages (CEF), A1 to C2.

## Test Structure

The International Certificate Test consists of a written and spoken component. The written part has nine sections at all levels and assesses listening, reading, and writing.

### Written Test (all levels)

Section	Text
1	Listening
2	Listening & Writing
3	Listening
4-7	Reading
8-9	Writing

The spoken part consists of 2 sections for levels A1 and 1, and 3 sections for levels 2-5.

### Spoken test (A1-1)

Section	Skills
10	N/A for A1-1
11	Speaking / Describe Picture
12	Speaking / Role Play

## Spoken test (2-5)

Section	Skills
10	Speaking / Discussion
11	Speaking / Describe Picture
12	Speaking / Role Play

## Scoring

The maximum number of points that can be earned in the written section is 75, and 25 in the spoken section. The table below shows the sections, the skills tested, and the maximum number of points that can be achieved for each part of the written section.

Section	Skills	Points
1	Listening	10
2	Listening and writing	10 (5 listening, 5 writing)
3	Listening	10
4	Reading	5
5	Reading	5
6	Reading	8
7	Reading	7
8	Writing	10
9	Writing	10
<b>Total</b>		<b>75</b>

The table below shows the sections, the skills tests and the maximum number of points that can be achieved for the spoken component of the test at levels A1 and 1, and levels 2-5. Please note that Levels A1 and 1 do not include Section 10.

## Levels A1–1

Section	Skills	Section
11	Speaking/ Describe a Picture	25 total distributed across 2 sections
12	Speaking/Role Play	
<b>Total</b>		<b>25</b>

## Levels 2–5

Section	Skills	Points
10	Speaking/Discussion	25 total distributed across 3 sections.
11	Speaking/Descript Picture	
12	Speaking/Role Play	
<b>Total</b>		<b>25</b>

# Test Administration

## Registering test takers

Entries must be made online via the Edexcel Online (EOL) system. If your centre does not have access to Edexcel Online, please [request access](#) following the steps described on the “Setting Up an Account” page. In order to access Edexcel Online, you should access the [Pearson Portal](#). When logging in, you should have set up your multifactor authentication (MFA) on a mobile device. If your centre is having issues with access Edexcel Online or with the MFA then please contact the customer service team to support on [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com).

**You must make sure that registrations are submitted by 17:00 UK time on the deadline date listed in the [test timetable](#). Please ensure that you make allowances for time differences.**

Entries received after 17:00 can only be accepted with a late fee surcharge.

Each test centre must complete the test notification form (found in the useful links section of this website [International Certificate | Pearson qualifications](#)) after registering their candidates for any of the established dates.

Pearson must be informed if any member of the school's staff, e.g., a superintendent, head of centre, or member of staff, is closely related to any of the candidates. This must be done at the time when entries are submitted by emailing Pearson at [conflictofinterests@pearson.com](mailto:conflictofinterests@pearson.com).

[Click here for more information](#) about conflicts of interest and other policies for PEIC.

The head of centre must manage conflicts of Interest for staff by informing the awarding bodies before the published deadline for entries of:

- Any members of centre staff who are taking qualifications at their own centre, which include internally assessed components/units. Please remember to complete the test notification form.
- Any members of centre staff who are teaching and preparing members of their family (which includes stepfamily, foster family and similar close relationships) or close friends/ immediate family (e.g., son/daughter) for qualifications which include internally assessed components/units; and maintain clear records of all instances where:
  - Exams office staff have members of their family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g., son/daughter) being entered for examinations and assessments either at the centre itself or other centres.
  - Centre staff are taking qualifications at their centre, which do not include internally assessed components/units.
  - Centre staff are taking qualifications at other centres.

The head of centre must ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected, including a notice to test takers of appropriate preparation for the test and proper behaviour during the exam, as specified in the [Candidate Expectation document](#).

The records may be inspected by a Test inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Please ensure that all candidates' dates of birth are listed in the UK format (dd/mm/yyyy). Please also leave out diacritical marks, for example: ñ, ö, á, Ł, ó, from candidates' names. If included, they will appear as blank spaces on results documents and certificates. In case candidates need diacritical marks, please refer to the diacritical certificate process in this document.

Centres may accept late entrants on the day of the test if there are any test materials left after they have been distributed to the already registered candidates. However, requests for extra test materials to cover potential late entrants will be declined. Centres are reminded that any late entrants are subject to late fees.

For more information on Edexcel Online, including how to register candidates and perform other functions, see the section on Edexcel in this document. [Click here](#) to watch step-by-step video guides on Edexcel Online.

## Test Timetable

Test sessions are scheduled several times per year. The dates are published here: [Test dates | Pearson qualifications](#)

Please pay attention to the levels on offer at each session.

If you are looking for Young Learner details, then please visit the [Young Learners website](#).

## Registration Documents

### Candidate “Statements of Entry”

Approximately two weeks after the entry deadline, you will be sent “Statements of Entry” for the candidates you have registered. Upon receipt, please check the “Statements of Entry” documentation to ensure that the candidate details are correct. If you do not wish to receive hard copies, you can suppress the mailing via Edexcel Online (EOL), under candidates, entry report delivery options.

You can also view your entries on EOL and download digital statements of entries should you wish.

### Amendments and withdrawals

If details for any of the candidates you have registered are not correct, you can amend that information via Edexcel Online (EOL). [Click here](#) to learn how.

For questions about candidate amendments or withdrawals, please contact Pearson customer service at [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com).

**Please note:** You will receive a refund of the test fee for any candidates who withdraw up to two calendar weeks before the written test date. If a student withdraws less than 14 days prior to the scheduled test, test fees will not be refunded.

## Payment

Pearson will invoice the amount indicated in the “NTF” (Net Test Fee) column of the “Test Centre Service Agreement”. The invoice should be paid by electronic bank transfer. All accredited banks can provide this service. It is essential that you include your centre number, centre name, and invoice reference number with the transfer. This will prevent your payment from being mixed up with payments from other centres.

Invoices should be in British Pounds Sterling (GBP); however, in some regions these can be presented in local currency. **Please confirm your region’s billing arrangements with your local Pearson representative.**

## Access Arrangements & Reasonable Adjustments

Access arrangements and reasonable adjustments can be made for people with disabilities that would otherwise put them at a disadvantage in taking an assessment. The reasonable adjustment will depend on a number of factors including the needs of the candidates. An adjustment may not be considered reasonable if it involves unreasonable costs, time frames, or affects the security or integrity of the assessment.

Centres should refer to, and familiar with, the [JCQ Access Arrangements, Reasonable Adjustments and Special Consideration regulations and guidance](#). Centres must have appropriate arrangements in place to ensure that test takers’ needs are appropriately assessed at the beginning of the course of study and arrangements are put in place. All access arrangements and reasonable adjustments must be supported with evidence of need and appropriate documentation retained.

Appropriate supporting or medical evidence identifying physical or psychological impairment must be provided with access arrangement requests. These documents should be no more than two years old. Pearson reserves the right to deny adjustments to the exam if it interferes with assessment objectives.

## Access arrangements that do not require Pearson approval

Some access arrangements can be offered to candidates without prior consultation with Pearson, including the following list. Evidence of need in the normal working arrangements of the candidate should be considered.

- Less than 25% extra time
- Supervised rest breaks may be considered as an alternative or an addition to extra time. The supervised rest break is not included in any extra time allowance.
- Centres may permit a candidate to take the test under separate invigilation if there is a pressing need to do so. For example, if the candidate is sensitive to noise or light.
- Centres may permit certain devices which are normally used by the candidate and that do not have any bearing on the test. This might include coloured overlays or low vision aides. This does not include reading pens, which read to the candidate and define the word, electronic translators, any other computer software, or other electronic devices for which permission has not been granted.
- Centres must consult Pearson if they are unsure about a candidate's requested use of technology during a test.

### Prompters

- A prompter may be permitted if a candidate has little or no sense of time or is affected by an obsessive-compulsive disorder which may lead him/her to keep revising a question rather than moving on to other questions.
- A prompter must not speak to the candidate, give factual help or offer suggestions, or communicate in any other way other than to remind the candidate to move on to the next question by tapping on the desk or his/her arm.
- The candidates' subject teachers must not act as prompters. On no account may a relative, friend, or peer of the candidate be used as a prompter.

### Access arrangements to be approved by Pearson

The access arrangements listed below must be approved by Pearson before they can be implemented at the centre. Evidence of need must be supplied. Requests for Access Arrangements and Reasonable Adjustments need to be submitted using the Pearson Access Arrangements Online system via [the Person Portal](#). Pearson may not automatically agree to all access arrangements requested, particularly if they conflict with test criteria. In such cases, Pearson will suggest alternative arrangements if appropriate.

Further information on how the centre can apply for the following arrangements will be provided by Pearson. Centres may request:

## Modified Papers

Question papers with modifications can be produced when applications are made by the deadline. These papers are not produced automatically. Modified papers must be requested 8 weeks in advance of the written exam via an email to: [additional\\_requirements@pearson.com](mailto:additional_requirements@pearson.com).

These requests need to be submitted at the start of the entry window for each series, and evidence of the entry will also be requested once the process has started.

Some examples of modified papers that can be produced include:

- 18pt Bold Font on A4 paper
- 24pt Bold Font on A4 paper
- 24pt Bold Font on A3 paper
- 36pt Bold Font on A3 paper

*Please note: Evidence of need and normal way of working will need to be provided to ensure a modified paper is a reasonable accommodation.*

### Readers

- A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. This may involve reading the whole paper to the candidate or the candidate may request only some words to be read.
- A reader is not permitted during the reading section of the paper. A test taker that would normally be eligible for a reader may apply for extra time allowance for the reading section.

*Please note: The same person may act as reader, scribe, and practical assistant as long as permission has been given for all three arrangements. The head of centre/examinations officer should ensure that readers, scribes, and practical assistants are responsible adults, familiar with the subject matter being tested, and have worked with the candidate before the test. A relative, friend, or peer of the candidate may not act as a reader, scribe, or practical assistant.*

### Scribes

- A scribe is a responsible adult who writes, or types “dictated” answers to the questions. If a test taker dictates answers and they are recorded, the centre must produce a transcript of the recording.
- A copy of the “[Scribe Cover Sheet](#)” must be completed and securely attached to the front of the candidates test paper. No other documentation should be attached.

- International Certificate is an examination that assesses the quality of written communication as well as spelling, punctuation, and grammar. Marks can only be awarded if the candidate can demonstrate that he/she has carried out the skills being assessed.

(This also applies where a candidate uses a scribe due to a temporary injury at the time of the examination). Details about how the candidate demonstrated knowledge of spelling, punctuation and grammar must be recorded and provided using the Scribe Cover Sheet.

## Practical assistance

- A practical assistant is a responsible adult who carries out practical tasks, such as turning a page in the answer booklet or holding a ruler, at the request of a candidate with a physical disability or poor motor coordination.
- A copy of the “[Practical Assistant Cover Sheet](#)” must be completed and securely attached to the front of the candidates test paper. No other documentation should be attached.

## Word Processors

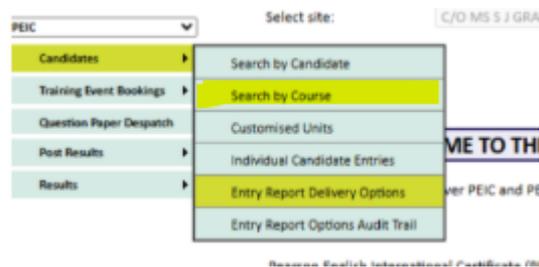
- Word processors may be used by candidates whose disability or learning difficulty either impairs their hand-written communication or renders their handwriting illegible, as evidenced by a diagnostic or medical report.
- Applications must be submitted to Pearson for all access arrangements and reasonable adjustments. Approval for access arrangements can be requested via Pearson Access Arrangements Online (PAAO), which can be accessed via the Pearson Portal.

If the application is received after the deadline, the requested adjustments may not be accommodated. Should you have any questions, please contact Pearson Customer Service.

## Receipt of test and administration materials– Attendance registers

Attendance registers for the written paper will arrive via mail the week before the spoken test period (between two and three weeks before the written test). They will arrive independently of the “Statements of Entry” documentation and test materials.

If you do not have a hard copy of the attendance register, you can create your own using the information from [Edexcel Online](#), and then formatting it as a table/spreadsheet. To do this, hover over the ‘candidates’ option, then select ‘search by course’. The new window will show all the registered candidates and the same information as an attendance register, as indicated below:



## Test Packs

- Test packs, containing written and spoken test materials, will arrive the week before the spoken test period. Written test papers may arrive in a separate consignment to the spoken test packs.
- Check the contents against the consignment note inside the box then store the test packs securely. **Do not open the test packs until the time of the examination.** Please also refer to the cover letter within the box for further guidance. If any of the materials you have received do not match the consignment note or there is any damage to the package contents, then please email [qpd@pearson.com](mailto:qpd@pearson.com).

## Return Envelopes

Envelopes for the return of test materials will arrive with your test packs. If you are missing these, then you can order them from: <https://pearson-exam-stationery.com/>. These envelopes along with any unused material should be returned to Pearson after both the spoken and written tests have been administered. If you have any questions about returning materials, please write to [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com).

## Security of test papers and other test materials

Please refer to the annex at the end of the handbook for further guidance on secure storage. For reference only, please note that the secure storage requirements for International Certificate test papers differ slightly to those outlined in section 3 of the JCQ ICE. Please see the important reminders section below.

Each package should include the following:

- Sealed packets containing question papers
- All test materials, including question papers.
- All audio material for the listening section will be available on Secure Download Service (SDS) 48 hours before the test date. SDS is a profile within Edexcel Online (EOL) which gives centres access to confidential examination material. Centres will be able to access the audio materials on SDS if they have entries only. (If you do not have access to SDS, then please contact your local representative).

- Question papers or confidential instructions.

When the test materials arrive, **centres must log receipt of the material and check the question paper packets and examination material carefully** when removing them from the dispatch packaging (this must be undertaken in the secure room). Please record the details of who signed for the package(s), the number of packages, and date and time of arrival in the Point of delivery log. The log must also contain information on which authorised staff member(s) collected the packages and transported them to secure storage. Click here to find the log templates “Exam Material Receipt Log – point of delivery log” and “Exam Material Receipt Log – Exams Officer”

Pearson must be informed immediately if there are any problems, for example:

- It appears that the parcel or one of the packets has been opened or damaged during transit.
- There are any differences between material received and the despatch/delivery note.
- The material has been significantly damaged in transit or upon opening.
- The material does not appear to meet your requirements.
- The material has been received in error.

If any such issues are identified, please contact Pearson immediately at [QPD@pearson.com](mailto:QPD@pearson.com).

## Important reminders

- Please read the information on the outside to check the contents.
- Confidential materials must not be opened in advance of the test; strict precautions must be taken to safeguard them; they must not be removed from the centre, and when not in use, must be kept secure.
- Exam material must be stored in a room with controlled access. The safe/lockable cupboard should be in a secure room, access to which is limited to a small number of centre staff (with a minimum of 2 and a maximum of 6 people authorised by the Head of Centre).
- If centres are conducting the same test in multiple rooms at a single site or multiple sites, they can open packets of papers 90 minutes in advance of the test in order to distribute them to the different rooms. The minimum number of packages should be opened, and when possible, papers should remain in their sealed packets to be opened in the presence of the candidates.
- The safe/lockable cupboard should be in a secure room. The safe or cupboard in the secure room must be of solid construction and lockable. Persons should not be able to easily move the safe/cupboard.
- Place confidential materials in the secure storage within the locked room (please refer to annex at the end of this handbook), ensuring that the windows and doors are locked to guarantee controlled access at all times. The room must only be

accessible to 2 to 6 authorised test centre staff who are involved in the delivery of the exams.

- A full-length external locking bar with a strong lock should be used to make a cabinet more secure. Metal cabinets are recommended, but any securely locked, sturdy cabinet that deters tampering (cannot be easily moved or broken into) can be used.
- The Head of Centre must be satisfied that all required security arrangements have been met. If security is put at risk by fire, theft, loss, damage, unauthorized disclosure, or any other circumstances. Pearson must be informed immediately by contacting your local regional representative.
- You are not permitted to keep unused test materials after the tests have finished. Please contact your local Pearson representative to advise on how to return any unused material to Pearson or how to destroy securely, following security protocols.
- For alternative accommodation at other sites (where an examination for any candidates will be conducted at an address other than the Centre's registered address), applications must be made in advance. These should be made via accessing the Centre Admin Portal found on EOL. Please also ensure that you notify your Regional Pearson representative of your reasons and plans for holding the exams away from your normal registered site. Your plans for appropriate transportation and storage of the exam materials should be provided. If you do not have a Regional Pearson representative to contact, please contact the UK tea via [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com). Instructions on how to access the portal can be found here: [Pearson English International Certificate \(PEIC\): Access Arrangements](#)

## Secure File Transfer of exam material

There may be occasions when test materials are sent via the Pearson Secure site and via email rather than hard copies being despatched from Pearson. If this occurs, the following rules are to be adhered to:

- Only authorised centre personnel are to have access to the Pearson Secure site and/or to receive via email. Files are to be deleted once printed.
- The printing of material is to be carried out in a controlled manner within a secure environment.
- Material to be printed no more than 90 minutes before the test time.
- Once printed, materials are to be stored securely as per the above guidelines.
- Transporting materials to alternative venues to follow the above guidelines.

**Pearson must be informed immediately if the security of the question papers or confidential supporting instructions is put at risk.** Any natural disasters, fire, theft (attempted or actual), loss, damage, or any other circumstances that render the existing accommodation or secure storage of examination materials at risk should be reported to Pearson immediately.

## Spoken Test

The spoken part of International Certificate is delivered within a two-week window before and leading up to the written component. It can be arranged to take place at any time in the two weeks prior to the written part of the test.

### Selecting interlocutors for the spoken test

It is the test centre's responsibility to recruit interlocutors to conduct the spoken test, who must then be approved by Pearson. To apply for approval, complete the online "[Interlocutor Form](#)". The deadline to submit this form for each session can be found here: [Test dates | Pearson qualifications](#).

To be approved, all interlocutors must meet the following criteria:

- Must be proficient in spoken English. Pearson may request an interview with an applicant to verify their proficiency in spoken English. Please get in touch with your local Pearson representative for additional details about this
- Must have a Teaching English as a foreign language (TEFL) qualification.
- Must have at least two years' experience teaching English.

Centres must be satisfied that interlocutors have been trained. Training courses are primarily delivered online in advance of test sessions. In some cases, face-to-face events are also available. Teachers must not act as interlocutors for students from their own classes. If you have any concerns or questions about this, please contact your local Pearson representative.

The interlocutor's number remains active indefinitely. Nevertheless, we recommend revisiting the recorded training on an annual basis. Pearson reserves right, at its discretion, to request that an interlocutor review the training content. To access these training resources, please visit our [website](#).

## Testing room arrangements

- Candidates are interviewed individually.
- Only the interlocutor and the candidate should be in the testing room. (Test inspections are an exception.)
- Candidates waiting to take the test should do so outside the room being used to conduct the test.
- Candidates waiting to take the test should be prevented from making noises that might disrupt the test. It is recommended that a member of staff is available to support and monitor candidates' behaviour outside the test room. Clear signage should be in place to remind candidates that an examination is taking place, an example can be found on the resource section of the website.
- Test material should not be left unsupervised in the room when not in use. It should be returned to the secure storage if conducting tests over multiple days with the oral window.
- Candidates leaving the test should be supervised by a member of centre staff. Candidates must not communicate with other candidates waiting to sit their tests.

## Reminders on conducting the spoken test

- Do not allow candidates to take any materials into the testing room.
- Once candidates complete the spoken test, escort them away from the testing room as quickly as possible, so they do not have any opportunity to confer with candidates who are waiting.
- Arrange the room so that the interview situation is not too intimidating for the candidate. For example, the interlocutor and candidate should sit around a table rather than at separate desks.
- Place the recording equipment on the same table and position the microphone(s) to ensure that the candidate can be heard clearly on the recording. It is the candidates' responses that are being marked.
- Test the equipment in each room to be used before testing begins.
- Return the recorded oral exams electronically using Learner Work Transfer (LWT) after the spoken test has been completed. Files should be uploaded in .MP3 format. Each candidate should have their own file. Any other file formats submitted are at risk of not being marked.
- Update the candidate's attendance by marking them as present or absent in LWT.
- The oral recordings must be sent no later than Friday following the date of the written test. The dates can be found here: [Test dates | Pearson qualifications](#)

## Recording arrangements for the spoken test

Use a separate .mp3 file for each candidate. Cassettes/tapes and CDs must not be used for recording the spoken tests.

The use of mobile phones to record is discouraged but is not prohibited. If a mobile phone is used, it must be in airplane mode throughout the test. A suitable device would be one that supports .mp3 file type.

The audio recording quality is the responsibility of the test centre to ensure that the candidates can be heard clearly on the recording. Only upload MP3 formats to Learner Work Transfer. Please be reminded that files submitted in file formats other than .mp3 may not be marked.

Don't forget these 7 points to ensure recordings are clear, audible, and complete:

- Use a good quality recorder, preferably with an external microphone mounted on a stand. Internal microphones invariably pick up motor noise, which makes the recording difficult to hear.
- Stand the microphone on a felt or rubber pad.
- Position the microphone to pick up the candidate's voice, not just the interlocutors. Remember the candidate is the person being assessed.
- Conduct a trial run with co-workers or student volunteers sitting in the place of candidates. Adjust the recording volume so that even a quiet-spoken candidate is clearly audible when the recording is played back.
- Make sure you press "Record" at the beginning of the interaction.
- The interlocutor must start the recording of each interview by giving the centre number, and the interlocutor's name and number. The interlocutor must then begin each interview by asking for confirmation of the candidate's number and name.
- Allow the recording to run continuously for the duration of the test. If there is any evidence that the recording has been stopped or paused during the test, the candidate's results may be declared void. The interlocutor must end the recording of the interviews by indicating that the interview has been completed.

## Returning the spoken test

After conducting the spoken tests, please send the recorded audio files to Pearson using Learner Work Transfer. Each candidate should have their own file.

Every file should contain the following details:

- Centre number

- Test date
- Level (e.g., 4063)
- Candidate numbers
- The corresponding interviewer details (interlocutor's name and number)

### Example:

- Centre: 80000
- Date: 1st November 2025
- Level: 4063
- Candidate: 0001 John Smith
- Interlocutor: 999999 John Richards

**It is advisable to check your access in Learner Work Transfer prior to the submission deadline to ensure that there are no delays when uploading your material.**

If you have issues with uploading audio files, contact: [peicmarksreceipt@pearson.com](mailto:peicmarksreceipt@pearson.com)

Once audio files have been shared with Pearson, centres should retain a copy of the recording securely until at least the end of the appeals window following results.

## Packing of test materials

Audio files and attendance registers for the oral exams can be sent securely electronically using Learner Work Transfer (LWT).

**The submission deadline for files to be uploaded to LWT is 6 days after the written test date.**

Dates can be found here: [Test dates | Pearson qualifications](#)

# Written Test

## Key Documents

Below is a table which contains important documents and situations which you should familiarise yourself with ahead of the exam session:

All Candidates	The Head of Centre should check that appropriate arrangements are in place to ensure identity checks are carried out for all candidates. Please check the identification of <b>all candidates</b> upon arrival.
Late Entries	If you add a candidate to the “Attendance Register” after it is released, please add their name and their candidate number to the bottom of the list. Make sure candidates use their own candidate number. They must not under any circumstances use the number of a candidate shown on the register who has since withdrawn from the test.
Identification	Candidates must use the centre number and the individual candidate number shown on their “Statement of Entry”. If the centre chooses to label test scripts (test papers completed by candidates) in the spaces provided, these labels must include the test centre name and number, and the candidates’ numbers. Labels are shipped with other materials.
Seating Plan	A seating plan must be available before the start of the exam, identifying the name and location for each candidate. The seating plan should include those candidates requiring access arrangements and reasonable adjustments. The template can be found <a href="#">here</a> .
JCQ Warning to Candidates	This document should be placed outside the examination room for all candidates to see. Exam Room Posters - JCQ Joint Council for Qualifications.
JCQ unauthorised items poster	This poster must be displayed outside the examination room, where it is clearly visible to all candidates. The poster can be found <a href="#">here</a> .
Centre Emergency Evacuation Procedure	All candidates should be aware of the Centre Emergency Evacuation Procedure. They should be informed of this prior to the examination starting.
Special Consideration Form	Completed for candidates who have been impacted during the examination by something outside of their control. E.g. Illness. The form can be found <a href="#">here</a> .

## The exam room (pre-exam)

Please refer to section 11 of the JCQ instructions for Conducting Examinations. The following is a reminder of some key points:

- A test notice is to be placed on the door of the test room stating: “Exam in progress”.
- An unauthorised items poster is placed on the test room door. [Click here to get a copy of the poster.](#)
- The following items are prohibited in the test room:
  - Web-enabled devices including; mobile phones, tablets and smart watches.
  - Wrist watches must be removed.
  - Any pencil case that is not transparent (see-through)
  - Water bottles can be brought in. They should be clear with the labels removed.

Ideally, all unauthorised items should be left outside of the examination room. If that is not possible, the unauthorised items that have been taken into the examination room must be placed at the front of the test room or similar arrangement that enables the invigilator to control access to the items (make sure these or any items do not block access or exit points) before the examination starts.

- Do not display any reference materials or other items which might assist candidates in the test room.
- The following should be on display:
  - Warning to the candidate notice
  - A clearly visible clock- the clock is to be displayed so that all candidates can see without moving or changing position.
  - A board/flipchart/ whiteboard showing the centre number, name, test details (paper name/number), date, start and finish time.
- Check that you have the following in the test room:
  - A copy of this handbook (hard copy or electronic)
  - Any subject specific instructions issued by Edexcel/Pearson. Including any erratum notices issued by Edexcel/Pearson.
  - A seating plan of the test room
- Desk requirements:
  - Desks should be spaced at least 1.25 meters apart. All the desks should face in the same direction.
  - Each desk should have enough surface space to hold the paper and answer sheet.
- The test room must:
  - Support the number of candidates sitting the test.
  - Provide appropriate heating, ventilation, and lighting.
  - Keep outside distractions/noise to a minimum and not distract

candidates.

- Check your audio set up prior to the candidates arriving.
  - Check the audio device is working.
  - Check that the volume level can be heard from all areas in the room.

## Invigilator Guidance

A test is considered to be in progress from the time the candidates enter the room, until all the scripts have been collected. Before candidates are permitted to start work, the invigilator must take the following steps:

- Invigilators must not supervise candidates they have taught or helped to prepare for the test
- Check that any charts, diagrams, etc. that are in English have been cleared from the walls.
- Check the seating plan- make sure that candidates are sitting in the correct places according to this plan.
- Ensure there are enough invigilators for the number of candidates. The maximum ratio is 1 invigilator per 30 candidates (1:30).
- Complete Identification checks of all registered candidates.
- Inform candidates of the regulations- Inform candidates that they are now subject to the regulations of the test and draw attention to the “warning to candidates” notice posted on the wall. This should include a warning about unauthorised and authorised items in the test room and what to do in case of an emergency that requires the room to be evacuated (e.g. fire alarm, bomb threat).
- Reference can be made to [JCQ ICE](#)- Sections 19 and 25 and Appendix 3 and 5.
- Ensure that two members of staff check the date, time, level, and content of the test is correct and record this on the Second pair of eyes log before opening the sealed packets of question papers. The template for the Second pair of eyes log can be found [here](#) The question papers should then be issued to the candidates.
- Check the cover of the paper- Ask the candidates to read the instructions printed on the front of the question paper and ask them to check that they have been given the test paper for the correct subject and/or level. Please note: No candidate is allowed to change their level (as indicated on the candidate list) unless there are justifiable reasons for doing so. In this case, the candidate may be supplied with the paper they claim to be correct, but it must be explained that Pearson has the right not to accept the script(s).
- Highlight errata- Ensure that details of any erratum notices are brought to the attention of candidates. An erratum notice is an instruction to be given to candidates in the event that there is a printing error on a written paper.

- Remind candidates to write with blue or black ink. Red ink, red ballpoint pen, pencil, correcting fluid, highlighter pens, correcting pens, gel pens and blotting paper must not be used.
- Advise candidates that:
  - All rough work should be completed in the question paper. No blank paper should be provided for rough work.
  - Any rough work must be neatly crossed through.
  - Answers must be written in the answer spaces provided. Any answers written outside of this; they may not receive credit.
- Remind candidates that they must not communicate with, seek assistance from or give assistance to other candidates whilst they are in the test room. To do so may constitute malpractice which must be reported to Pearson.
- Tell the candidates to write their names, centre number and candidate number on their question papers and complete other details as required.
- Announce the start of the test- Announce clearly in English and/or the usual language of the centre that the candidates can begin to write their answers and give them the time allowed for the test. Then announce: “I will now begin the audio recording for the listening section. This will play without stopping until the end of the session. I am going to play a sound to start to ensure you can all hear the audio”.
- Complete the Attendance Register:
  - 30 minutes after the start of the test, the invigilator should complete the Attendance register. If a candidate is present, fill in the “P” bubble and if they are absent, fill in the “A” bubble.
  - If a candidate is not shown on the attendance register, write their name in the next space on the sheet. You must not under any circumstances substitute a new candidate for a candidate who has subsequently withdrawn from the test, but their name is still shown on the register.
  - If a candidate has officially withdrawn from a paper but they still appear on the attendance register put a line through the candidate number and name.
  - The top copy of the attendance register should be sent to Pearson with the corresponding scripts. The second copy is to be kept by the centre until after the results have been issued. If all candidates are absent, the register must still be completed and returned to Pearson.
  - If a candidate is absent from all aspects of the test due to illness or misfortune, Pearson will give the candidate the chance to take the test in the next scheduled test session. Please email Pearson at this email address: [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com). If a candidate becomes ill or has to leave during the written test due to exceptional circumstances an “[Application for Special Consideration Form](#)”, together with a medical certificate where appropriate, should be submitted to Pearson.

Late arrivals: If a candidate arrives late, they may be allowed the full time for the test at the discretion of the head of centre. The candidate may only enter the test room at the end of

the listening section. The invigilator may replay the listening section for a candidate who arrived late, subject to supervision by the Head of Centre.

- The script should be sent to Pearson in the same way all tests are returned. Please make note of late arrivals on the incident log.
- Always supervise the candidates to prevent cheating and distractions. Invigilators must supervise the candidates throughout the whole time the test is in progress and always give complete attention to this duty
- Ensure that no candidate leaves the test room until at least one hour after the Centre's official starting time.
- Ensure that no question paper is removed from the test room until the end of the test.
- Ensure that a member of staff is available to accompany any candidates who need to leave the room temporarily. Ensure these are recorded on the Incident log.
- Identify and report any instances of actual or suspected malpractice- see section below.
- Inform candidates when they have five minutes remaining. And instruct candidates to stop writing at the end of the test.
- End the test at the appointed time with the full attention of all candidates following instructions to complete their work.
- Ensure completed test scripts are collected before candidates leave the test room.
- The test should be arranged in the order of the attendance register
- Test centres should return both completed scripts and unused material immediately to Pearson by the end of the day once all levels have been completed. Ensure that test materials are locked in a secure place if the test is not at the end of the day, before returning them to Pearson.

### **Written exam material must be sent to:**

Pearson Education  
Fretwell Road  
Hellaby Lane  
Hellaby  
Rotherham  
South Yorkshire  
S66 8HN  
UK  
Tel: 01709 700400

Email: [peicmarksreceipt@pearson.com](mailto:peicmarksreceipt@pearson.com)

The address for the return of written tests (Paper 01) is subject to change per level/session and therefore, the label provided on the “Attendance Register” for Paper 01 should be used, unless otherwise informed by Pearson.

Permission may be granted for alternative methods of disposal for unused test material. Send an email to your local Pearson representative with any requests.

## During the written Exam

### Malpractice and Maladministration

- Actual or suspected malpractice must be reported to Pearson by submitting [JCQ form M1](#) to [candidatemalpractice@pearson.com](mailto:candidatemalpractice@pearson.com).
- Actual or suspected staff maladministration or malpractice must be reported to Pearson by submitting [JCQ form M2](#) to [pqsmalpractice@pearson.com](mailto:pqsmalpractice@pearson.com).
- More information on malpractice can be found within section 24 of the [JCQ Instructions for Conducting Examinations](#) and the [JCQ suspected Malpractice Policies and Procedures](#).
- Wherever possible, the invigilator should remove and retain any unauthorised items discovered in the possession of a candidate in the test room.
- If Pearson discovers an irregularity, Pearson will investigate the matter. Depending on the case, Pearson reserves the right to withhold or adjust test results.
- According to the nature of a particular case, Pearson may ask the Head of Centre to gather evidence and submit a written report. The Head of Centre is required to support all Pearson investigations into any potential malpractice incidents or other irregularities.
- Failure to follow the regulations may lead to disqualification or other penalties being imposed on the candidate. The decision on any penalty's rests with Pearson.

### Emergencies

The Invigilator must take the following action in the event of an emergency, such as a fire alarm or bomb alert:

- Evacuate the test room in accordance with the instructions given by the appropriate on-site authority.
- Candidates are to remain under “exam conditions” throughout the evacuation, supervised, candidates are not to talk and must be kept segregated.
- Ensure that all question papers and scripts are left in the test room.
- Ensure that the candidates are supervised as closely as possible while they are

out of the testing room to avoid cheating.

- Note the time and duration of the interruption in the incident log.
- Allow the candidates the full working time prescribed for the test.
- If there are a small number of candidates, they can be taken (with question papers and scripts) to another place in order to complete the test.
- Make a full report of the incident and of the action taken for direct submission to Pearson at [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com). Ensure this is also recorded in the incident log.

## Post exam test

The written tests must be sent immediately after the test to the address designated on the attendance register for paper 01 using the labels provided. Written tests should not be retained overnight, but if there was an exceptional reason they must be kept under secure conditions.

Centres must use a parcel courier service that offers a tracking service to return materials to Pearson. You should ensure that you make a record of your tracking numbers and retain your despatch receipt so that in the event that they are not received by Pearson on time, the package(s) can be tracked. It is the responsibility of the centre to ensure that test materials (including attendance registers) reach Pearson securely and within five days of the written exam. Any delays may result in unmarked work, thereby causing delay in the release of results.

- The written papers should be packaged up in the envelopes provided, in level and candidate order.
- Put the top copy of the attendance register in the packages and keep the second copy for your record.
- Peel the address label from the attendance register and label the packages.
- Despatch the papers and any unused materials. You must ensure that papers are despatched as soon as possible after the written test is complete.

Pearson Education  
Fretwell Road  
Hellaby Lane  
Hellaby  
Rotherham  
South Yorkshire  
S66 8HN  
UK

Permission may be granted for alternative methods of disposal for unused test material. Send an email to your local Pearson representative with any requests.

**Important notice:** Under no circumstances may unused test materials be used as practice materials for students studying for the test. Approved materials for student practice are available on the Pearson International Certificate website in the resource section- [Resources | Pearson qualifications](#)

## Test Inspectors

Test inspectors will be randomly allocated to conduct inspections to ensure that Pearson conditions are being adhered to. This is to ensure that papers remain secure, exams are being conducted appropriately and that candidates are not being disadvantaged. Announced and unannounced test inspections are an important quality assurance measure by Pearson. These could be conducted virtually or in person.

Both the written and spoken elements of the tests are subject to inspection. Oral test inspections will be conducted remotely. You are required to inform Pearson of the date you intend to sit your oral exams in order to conduct the inspection. Failure to comply with this could result in disciplinary action being taken against your centre.

For an in-person visit the test inspector will be in possession of a test inspector ID letter which will allow you to verify their identity and give you an opportunity to call us directly to confirm that the inspector has been scheduled to visit your centre. You must allow the test inspector access to your test venue and provide them with the information they require. The test inspector will complete a Test Inspection Report, the criteria of the report derived from this handbook.

For a virtual test inspection this will be conducted via a virtual meeting platform, should your centre be selected for an inspection, you will be contacted directly by the test inspection team who will provide further information.

You will be advised of the outcome of the inspection within 10 working days of the inspection.

To ensure our International Certificate is conducted as per Pearson requirements we will be conducting random test inspections to ensure centres are conducting exams in line with Pearson requirements stated within this handbook. The form which the test inspectors complete can be found within the dedicated test inspections website for your reference: [Pearson Test Inspections: International Certificate](#).

Test Inspections will be conducted either by an unannounced visit to your centre or via an announced virtual inspection. These inspections will be conducted by a trained Pearson Test Inspector.

**It is essential that all Test Centres complete the Test notification form (found within the resource section [International Certificate | Pearson qualifications](#)) when they are sitting an examination series.**

For more information on test inspections, please refer to the [Pearson Website](#).

## Special Considerations

Special Consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary injury, illness, or other indisposition at the time of the examination. These include, but are not limited to:

- Accident, injury, or temporary illness of candidates at the time of the test.
- Serious disturbance or accidental events at the time of the test.
- Death of a family member at the time of the test.

For further information regarding Special Considerations, please see the [JCQ Website](#) for the special consideration process and the [Pearson English International Certificate- Special Consideration Guide](#).

All applications for special considerations are considered on an individual basis. Special consideration is processed by applying an allowance of marks to each component affected within a specification. The size of the allowance depends on the timing, nature and extent of the illness or misfortune.

Pearson's decision about a special consideration request will be based on various factors which may vary from one subject to another. These may include:

- The severity of the circumstances
- The date of the test in relation to the circumstances
- The nature of the test, e.g. whether written papers are affected, or whether a speaking test is involved.

Special consideration can only be applied if the candidate was able to sit one component of the examination (either the written or speaking test). Please note that if a candidate was unable to sit for both components, special consideration does not apply.

The candidate should be marked as “absent” and must provide a certificate of illness or proof of exceptional circumstances in order to register for the next session.

If appropriate evidence has been submitted, candidates who are unable to complete the test due to illness or sudden/severe injury may apply to have the cost of the test refunded and/or choose to re-enter (at a cost) during another test session. Pearson will refund 100% of the test fee in approved cases. In this instance the information to request a refund should be submitted to the [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com)

## How to apply for special considerations

If a centre believes that a candidate is entitled to special consideration, a request should be submitted using the [Pearson English International Certificate- Special Consideration Guide](#) and a translation of the evidence. Submissions should be received no later than 7 days after the written exam.

Request forms and any other supporting documents, such as medical evidence, should be scanned and attached to an email to Pearson at [uk.special.requirements@pearson.com](mailto:uk.special.requirements@pearson.com). Letters requesting special consideration must not be sent with the test materials.

Requests for special considerations for candidates where access arrangements should have been requested instead will be considered, but may not be accepted. Access arrangement requests must be made prior to each test session. Please see the section on access arrangements.

# Results, Reports and Certificates

## Results

Candidate results can be accessed via [Edexcel Online \(EOL\)](#). Please use the [exam timetable](#) for the date these results will be available. Candidates’ “Statements of Provisional Results” will be sent out via courier on the date listed on the exam timetable. The statement of results is divided into two, length- ways, with a perforated seam down the middle. Separate the copies and issue one to the candidate and keep the other for your records. Although results are dispatched on fixed dates, Pearson is unable to guarantee the dates on which they will be received; delays may occur in transit.

**Please note:** Statements of results are provisional and in certain circumstances may not reflect the grade awarded on a candidate’s certificate.

Pearson takes the responsibility for issuing accurate results very seriously. We have quality assurance checks at every point in the exam cycle, from recruiting examiners to setting grade boundaries. We know however that there may be times when a candidate wants reassurance about a grade. In these circumstances, you may refer to our post-results services.

## Post Results Services

For International Certificate General and Young Learners, there are two services available:

1. Review of Marking- A review of marking is a check that our examiners have marked externally assessed components correctly. It can be requested via Edexcel Online (EOL), it costs £50 per paper, and the outcome will be available within 20 days of the date the application was submitted. This is referred on Edexcel Online as an EAR2. Results will be shared with the requester via your Edexcel Online mailbox. You will receive a reference code beginning with either TEX or TIN to acknowledge your request, this will be used throughout the post results process. Please refer to this reference in any correspondence with Pearson.
2. Appeal- An appeal is a check that our awarding body has followed procedures accurately, fairly, and consistently to regulatory requirements. An appeal can only be applied for following a Review of Marking request and must be submitted within 30 days of receiving this outcome. The maximum amount that we will charge is £150 per examination component for the initial appeal investigation, and £200 for any subsequent appeal hearing.

To learn more about post results services, [please visit our website](#), including the procedures and accepted grounds for an appeal.

Refer to the website- [Test dates | Pearson qualifications](#) to find the key dates for raising a Review of Marking request. Any requests which are received outside of this window may not be considered. Additional guidance can be found [here](#) on how to raise a request. For any queries, please contact our customer service team at [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com)

## Certificates

Two to three weeks after receipt of provisional results, test certificates are issued and sent via courier to the test centre on the date listed on the [test timetable](#).



Applicants should be mindful of weekends and bank holidays. The system does not refresh until the following day. For example, an application made on Monday would not be available to be processed until Tuesday.

Application forms should be completed in English with ID provided in English. When completing the application, provide as accurate detail to the approximate year the qualification was achieved.

Any missing ID, qualification year and potential name amendments which have occurred since the certification may delay the process, this will impact the published timelines for despatch of the replacements certificate. It is essential that customers respond to any emails from [replacementcertificates@pearson.com](mailto:replacementcertificates@pearson.com) to support their application.

## FAQs

### **How do I make entries?**

Entries should be made via Edexcel Online. The entry window can be found here: [Test dates / Pearson qualifications](#). More information can be found here: [Pearson English International Certificate \(PTE General / PTE YL\): Registering Test Takers](#)

### **Where can I find test dates?**

Test dates can be found here: [Test dates / Pearson qualifications](#)

### **Our contact details have changed for our Test Centre what should we do?**

[Visit here](#) to find out how Edexcel Online (EOL) Accounts (pearson.com). If you are unable to access this secure location, please reach out to your local Pearson representative for support.

### **How should I report Incidents during exam sittings?**

Incidents during the written examination should be reported on the incident log. This can be downloaded from [here](#). For example, late arrivals, bathroom breaks, unwell candidates.

### **How should I return the oral files?**

The oral files should be uploaded in .MP3 file format to LWT along with the attendance register, no later than 6 days after the written exam. Guidance can be found [here](#).

### **How should I return the written materials?**

Written materials should be returned securely to Pearson as soon as possible after the exam, no later than 3 days after it is sat. Centres must use a trackable service and retain any tracking information to share with Pearson should they be asked. All materials should be returned

### **When should I apply for Special consideration?**

If a candidate has temporarily experienced illness, injury, or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment. More information can be found [here](#).

### **How will I receive my results?**

Results are available via EOL on results day. Candidate statement of provisions results are sent from the UK on results day. Certificates are then sent a week later from the UK.

### **How can I challenge my results?**

If you have some concerns regarding your results. Pearson offers post results service, which enables learners to have their work reviewed by a senior examiner. More information including how to request this service can be found [here](#).

### **How will I be invoiced?**

This varies based on your country. Please contact your local regional representative to support you with this

## **Contact Us**

For all administration enquiries relating to the conduct of Pearson English International Certificate (PTE General) please contact our customer service team at: [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com) or via the [Pearson support portal](#).

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Report conflicts of interest to Pearson [conflictofinterest@pearson.com](mailto:conflictofinterest@pearson.com)

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Contact for problems with materials [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com)

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Email for questions about packaging and sending of tests	<a href="mailto:pgs.internationaleo@pearson.com">pgs.internationaleo@pearson.com</a>
Email to report absent candidate	<a href="mailto:pgs.internationaleo@pearson.com">pgs.internationaleo@pearson.com</a>
Email to report damaged material	<a href="mailto:qpd@pearson.com">qpd@pearson.com</a>
Email to submit Special Consideration form	<a href="mailto:Uk.sepcial.requirements@pearson.com">Uk.sepcial.requirements@pearson.com</a>
Email to report issues with Learner Work Transfer (LWT)	<a href="mailto:peicmarksreceipt@pearson.com">peicmarksreceipt@pearson.com</a>

## Annex: Additional Guidelines on Secure Storage

When exam related materials are on site, they must be kept in a secure room access only by members of staff who are involved in exam administration. The secure room may be used by other members of staff when examination material is not on site.

The secure room must be large enough for staff to handle secure content in private. At least two, and no more than six, members of staff must hold keys to the secure room. There must be at least two keys, rather than one key that is accessed by two or more members of staff.

Within the secure room, all exam related materials must be kept in a secure storage unit such as a safe or lockable cabinet. The secure storage unit must be large enough to hold all the materials you expect to receive.

The secure room and secure storage unit must meet the requirements set out below.

# Secure storage requirements

## Acceptable

- The secure room must be located within a fixed building and must not have a door that leads directly to the outside.
- Walls, ceiling, and floor must be strong and solid.
- External windows on ground floor rooms must be made of toughened glass and securely lockable from the inside.
- Internal windows must also be made of toughened glass and securely lockable from the inside.
- Doors must be solid, fitted with strong secure hinges, and equipped with a high-quality lock.
- Glass doors are acceptable if made of toughened safety glass and fitted with a suitable lock.
- Windows with security bars or grilles are acceptable.
- Examples of acceptable locks include:
  - 5-lever mortice locks
  - Coded keypad locks
  - Electronic security locks

## Not Acceptable

- Portacabins, wooden buildings, and temporary structures
- Movable or partition walls
- Sliding doors

# Secure Storage Unit Requirements

## Acceptable:

- Storage units must be made of solid wood or metal.
- Units must be non-portable.
- Units must have a secure locking system.
- Metal or solid wood cabinets with a full-length external locking bar are acceptable.
- Examples include:
  - Strong non-portable metal safes
  - Strong non-portable security cabinets with multi-locking systems

## Not Acceptable:

- MDF cabinets with small locks
- Small hotel-style safes unless bolted to the floor (and even then, they may not be large enough)
- Filing cabinets unless fitted with a full-length metal bar
- Small cabinets or pedestals that can be easily moved

## Examples of acceptable cabinets:



# Document Control

The following updates and amendments have been made since the last version:

- Important Links: Reviewed and amended for Test Notification Form.
- Registering Test Takers: Updated information regarding late entry fees.
- Test Timetable: Updated information on levels available in each section.
- Registration Documentation: Updated guidance on removing hardcopy statements and locating information in Edexcel Online.
- Return Envelopes: Added reminder to return any unused material.
- Security of Test Paper and Other Test Materials: Added point-of-delivery log documentation and secure storage protocol.
- Secure File Transfer of Exam Material: Updated.
- Testing Room Arrangements for Spoken Test: Updated to reflect oral inspection; removed reference to hardcopy attendance registers for the spoken component; reminder regarding increased file type requirements.

- The Exam Room (Pre-Exam): Updated poster document links.
- Invigilator Guidance: Refreshed; added reference to “second pair of eyes” log. Included information on absence from one part of the exam due to unforeseen circumstances.
- Test Inspectors: Added oral inspection guidance and clarified differences between face-to-face and virtual inspections.
- Special Considerations: Updated eligibility criteria for candidates.
- Post Results Services: Updated.
- Invigilator section updated in line with JCQ guidelines, with a link to the JCQ website added for reference.