



Tips to Save you Time

BTEC Security Qualifications with Edexcel

Upload Images Before Certification

We need you to upload images before learners are certificated, and ideally when you register them. Try to have a process in place that ensures that you get these from your learners up front. One idea may be to take photos of your learners using a digital camera when they come to your centre.



If the images are in place before certification, learner data is sent to the SIA soon after the certificates are created. You also won't be able to upload the images after certification because the learner records become locked.

We have created a batch upload system that allows you to upload many student images in one go. This can be found under 'BTEC Security Candidate Image Upload' in the 'Candidates' menu.

Ensure Learner Details on the Answer Sheets Match the Registration

We recommend that you enter the learner details on the answer sheets rather than getting students to fill them in. They can then check that the details are correct and amend them if necessary. All the information on the answer sheets is matched against the registrations. If you can ensure that they match then we can ensure your answer sheets are processed quickly and error free.

ANSWER SHEET



CANDIDATE NUMBER:	CG 2345	CANDIDATE DOB(DDMMYY)	1	1	0	2	7	2					
TEST NUMBER:	DS-QCFU1T1	CENTRE ID											
UNIT ID	2	0	0	7	4	C	DATE	2	5	1	1	1	0
CANDIDATE NAME: (Name & Surname)	T H O M			Y O R K E									
PROOF OF ID:							GENDER	<input checked="" type="checkbox"/>					

Only encircle answers which correspond to the questions

Check Your Results Using the Results Reports

You can check your exam results using the 'Exams Results Report' under the 'BTEC Security Report' tab in the Candidate's Menu. The candidate details screen only shows achieved units so if they have not yet passed then you won't see the unit. If you can't find results using a date range, try just searching for one learner.

Advise learners to apply for their licence after certification

Learners should only apply for their licence once they have their certificate, otherwise they run the risk of losing their application fee. If this happens then they often go back to the centre to complain. We recommend that you advise learners when they enrol to apply for the licence only when they have the physical copy of their certificate to avoid such queries.

If you have any questions

- For any query 8am to 6pm you can call us on **0844 576 0026**, or if you prefer to email, please use **serviceoperations@edexcel.com**
- If you have any queries specifically about Standard Verification or course structure please contact us at **vocationalprocessing@edexcel.com**
- If you need help with processing of images or exam papers please email **eprocessing@edexcel.com**