

ESOL

advancing learning, changing lives

Administration

Because of the security implications, it is extremely important that no claims for certification are made without the “clearance” of the Internal Verifier for the award responsibilities.

Centre Approval

Existing Edexcel centres are able to run ESOL Qualifications by completing an Intention to Offer form. Non-Edexcel approved centres can complete a Centre Approval Form available via the Edexcel website (services for centres/forms).

Edexcel Online

Centres are strongly recommended to consider using www.edexcelonline.org.uk to make registrations and claims, to ease the administrative burden on exams officers.

You may register, obtain a password and user name for Edexcel Online by contacting 0870 240 9800.

Benefits of Edexcel Online

- No forms to fill in for each learner; centres can produce a spreadsheet of registrations and claims and upload quickly to make registrations and claim results
- Student Report Forms (SRFs) can be suppressed, if you wish to use Edexcel Online only to completely eliminate paperwork
- Any action is processed immediately on our live systems and confirmation is available to email or print
- Easily accessible information on current and historical registrations and results
- Guidance on how to make entries using Edexcel Online is available by using the Help function available on each page of the website.

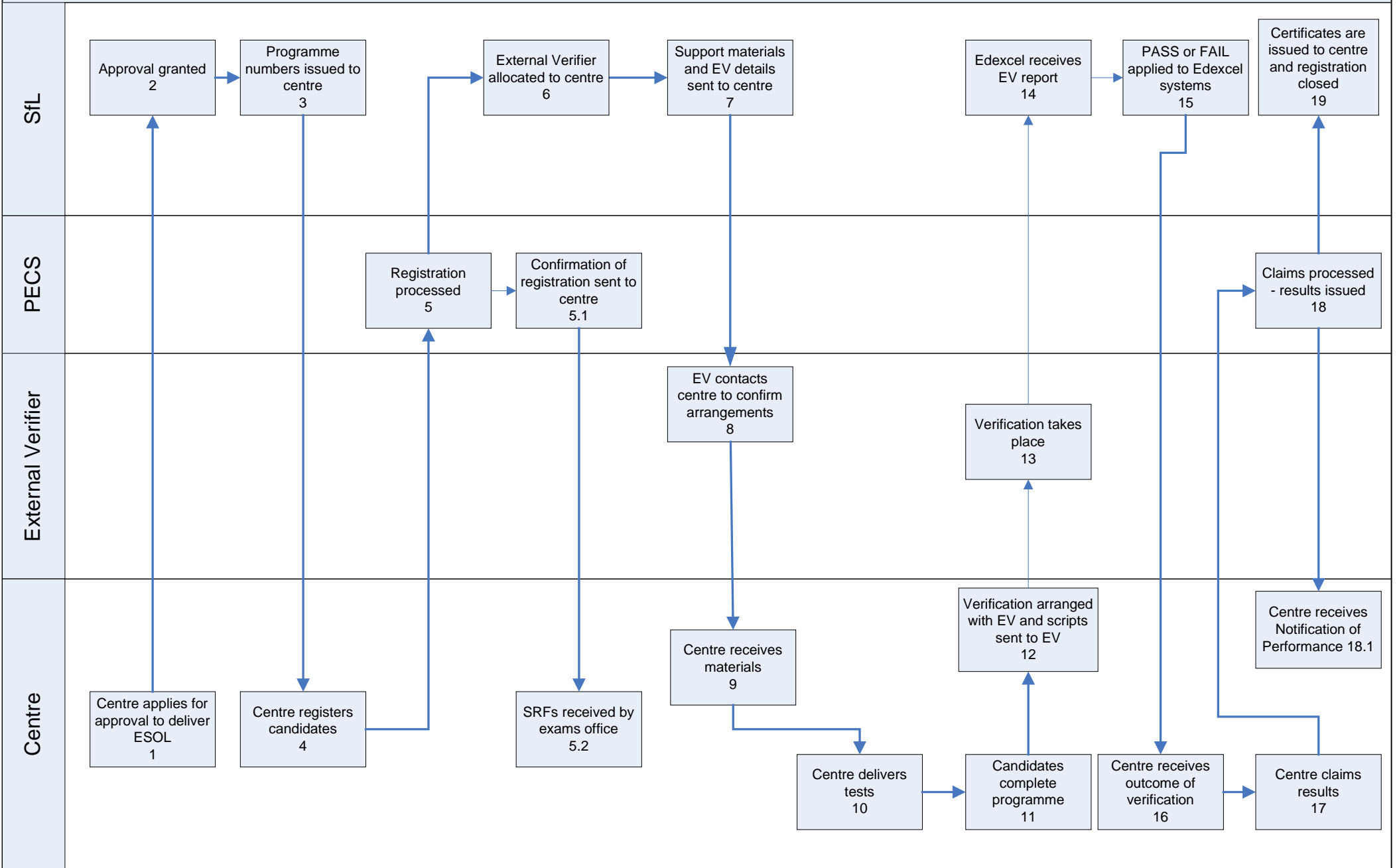
Processes

Please see overleaf for administration summary and also refer to the ESOL section in the Edexcel Information Manual 2005-2006.

Forms

- **Centre Approval Form** - centres complete this form when expressing an interest in becoming an Edexcel approved centre
- **Recognition to centres** - conditions and responsibilities for the recognition for ESOL tests
- **Intention to Offer form** - centres complete this form to indicate the qualifications they wish to offer.
- **SA1 form** - The Learner Application Form (SA1) is used by centres to register a learner for a qualification or for individual units.
- **Student Report form (SRF)** - is a form generated by Edexcel on receiving the SA1. The centre needs to keep a copy and ensure each learner receives a copy as a personalised record of their registration. The form lists all unit titles and codes relating to the qualification for which the learner has been registered.
- **Self-Assessment form** - the centre will submit the report to the External Verifier along with the first batch of scripts to be verified for the year. The External Verifier will produce a report on the self-assessment, to be returned to the centre, along with the script verification report.
- **Pass List** - the centre will send this to the EV with the marked scripts, before claiming learner achievement.
- **ICE Document** - conduct of Examinations published by the Joint Council for Qualifications and is available on the website.

ESOL External Verification Process



1. **Centre applies for approval**
Centre applies for approval by submitting form ATOEL- Application to offer ESOL qualifications - to the Skills for Life team. Centres that do not already have a centre number should apply to the Skills for Life team.
2. **Approval granted**
Once this form has been received, it will be processed by Skills for Life team.
3. **Programme numbers issued to centre**
A letter is sent to the centre informing them of the programme number with a copy of the guidance and National Standards document.
4. **Centre registers candidates**
Centre registers candidates using:
 - SA1 form
 - Edexcel Online (BTEC screens)
 - EDI (currently Edifact format only)
5. **Registration processed**
Registration is processed and exams office sends postal confirmation of registration details (also available through Edexcel Online) and SRFs for each candidate.
6. **External Verifier (EV) allocated to centre**
Edexcel monitors new registrations and allocates an External Verifier.
7. **Support materials and EV details sent to centre**
A letter informing them of their EV contact details, a copy of the ESOL section of the Information Manual, and the ESOL Guidance and Support pack is sent to the new centre.
8. **EV contacts centre to confirm arrangements**
The EV contacts the centre to confirm their contact details, gives a general introduction and discusses the rest of the EV process and requirements.
9. **Centre receives materials**
It is the responsibility of the Head of Centre to ensure that the test materials are stored securely. The tests must not be used as practice tests before, during or after the assessment window.
10. **Centre delivers tests**
ESOL tests are delivered by the centre.
11. **Candidates complete programme**
It is essential here to ensure that the candidates have reached their full potential before the tests are submitted to the External Verifier, as once the candidates' achievement is reported on the SRFs, the registration will be closed.
12. **Verification arranged with EV and scripts sent to EV**
The centre arranges for the EV to verify the tests that they have passed through internal marking.
13. **Verification takes place**
The EV receives a sample of the tests and verifies the results. Verifier assesses work and completes the 'Pass list report' stating the outcome of verification.
14. **Edexcel receives EV report**
This report is sent to the ESOL team (yellow copy) and to the centre (white copy), along with the sample. A pink copy is sent to the Lead Verifier, whilst the green copy is retained by the External Verifier.

If action is required then the 'Centre Development/Action Plan' is used.
15. **PASS or FAIL applied to Edexcel systems**
Edexcel updates records in light of the verification.
16. **Centre receives outcome of verification**
Centre receives 'External Verifier report'.
17. **Centre claims results**
Centre claims results using:
 - SRF forms
 - Edexcel Online
18. **Claims processed - results issued**
The SRFs are processed. Edexcel Online processes the information directly. Notification of Performance (NOP) is generated for each candidate.
19. **Certificates are issued to centre and registration closed**
A certificate is automatically printed, on a weekly basis, as long as there is a pass, and the registration is closed (i.e. results have been claimed). Certificates are despatched weekly to the exams office via Recorded Delivery.

Centre self-assessment

At the beginning of each year, the centre is required to complete a self-assessment report (ESOL-CSA in the *Information Manual*, available from the website, and the ICE document). This form is sent out as part of the approval pack and a copy of this is included in Appendix 2. This report will be based upon the following criteria:

- that the centre has a process to profile the individual learner to ensure that their Level is correctly identified at the start of the programme
- that the centre has a programme with a structure and content appropriate to teaching the learning outcomes
- that the centre understands and is prepared to conform with the assessment requirements
- that the centre has the resources needed to deliver an ESOL programme
- that the centre reviews the procedures necessary to ensure that the programme takes account of learners' changing needs
- that the centre has identified progression routes most appropriate to the individual learner

The centre will submit a report against these criteria to the External Verifier, along with the first batch of papers. It will not be possible to verify the first batch of scripts unless this report is submitted. The External Verifier will review the contents of the self-assessment and produce a report, which will be forwarded to Edexcel and to the centre, along with the script verification report. The Verifier will seek evidence of how centres implement the above.

Until the Verifier is satisfied that National Standards have been maintained, certificates cannot be issued.

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Contact us

For further information see the Guidance and National Standards document or contact us at:
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Tel: 0870 240 9800
CSP014

About Edexcel

Edexcel is one of the UK's largest providers of qualifications, with the widest portfolio of academic and vocational qualifications. Regulated by the Qualifications and Curriculum Authority (QCA) to offer qualifications, Edexcel works with over 5,500 education partners in over 100 countries