

Obtaining BTEC Results from Edexcel via EDI

If your students take BTEC courses in your centre, you may have already had some correspondence from Edexcel regarding the process for obtaining BTEC results electronically via EDI rather than enter them manually in Exams organiser via results marksheets.

Edexcel are able to provide you with a file of results (regardless of your method of registration). If you registered your learners through Edexcel Online, you can still request and receive an EDI file of results in August. Please refer to Edexcel key dates for publication dates of results.

In order to receive BTEC results via EDI, centres must submit an 'entry' file from Exams Organiser from their Summer season (July must be an associated month for the summer season within the season pattern). Deadline for Entry submissions is **31st May 2019**.

Results Entry submissions will be processed by Edexcel and results files generated in August. Please bear in mind that sending *exceptionally* late files may result in delayed issue of EDI Result files (i.e. after results day) to your centre.

The process is as follows (you may have already completed some of these steps);

1. Request **BTEC Results basedata** (Results – **7B**) from your Edexcel online account as follows;
Log on to Edexcel Online, go to the *BTEC* section, then select **EDI Basedata**. Change the *Basedata Subtype* drop-down to **Results Entry 7B**, make sure the approval year is **2018/19** and select **All Approved Programmes**. Hit **Submit** and JCQ basedata will be sent to your Edexcel Online mailbox within a few hours. Ensure the compressed file you receive contains files for **7B19_15**;
2. Once the results file containing files for series 7B19_15 has been received, extract the basedata files into your EXAMIN folder;
3. To import the basedata in Exams Organiser, ensure **July** is an associated month in your summer exam season via Tools > School Setup > Season Pattern;
4. Once received, import basedata into your Summer season in Exams Organiser for board is **EDEXL/KSQ**, selecting you awards you need;
5. Create 'entry' marksheets (these can be course, year or class based marksheets) using the basedata for series 7B19_15 and make appropriate 'entries' for candidates you expect to receive results for;
6. Submit your entry file to Edexcel via A2C by 31/05/19.

Please note: The Results Entry submission does not create entries or registrations, it only advises Edexcel that results may be expected and are required via EDI for import into SIMS. Any queries with this process should initially be referred to Edexcel.

Changes to learner information

To ensure that your results in August are correct, learner details in the Results Entry 7B file must exactly match the current learner registration details held by Edexcel.

If a learner has been transferred between programmes (for example from a Diploma to a Certificate) after your original 7B file has been submitted, please make the necessary entry change in Exams Organiser and submit an amendment file with the updated details.

Basedata for Programmes not delivered or offered at your centre

If you are part of a consortium and expect to receive BTEC results for your students from another centre, you can request this basedata from the teaching centre and refresh your basedata to include these programmes in readiness for results day.

In order to refresh BTEC basedata in this way,

- Create a sub-folder in your EXAMIN file e.g. BTEC Basedata 2018;
- Archive your existing BTEC results basedata files by choosing all the 7B18_15 files (C, D, L, O & S files) and placing them in the sub-folder so that they are not sitting directly in your EXAMIN folder;
- Extract the basedata files from the other centre directly into your EXAMIN folder;
- Refresh basedata in exams organiser and the system will now be looking at the new files in EXAMIN and you can select the awards you wish to include;
- Results marksheets can then be created as required in readiness for entering results on results day(s).

It may be useful to create sub folders for each centre you will be receiving basedata from for ease of identification. Basedata files can be moved between the archive folder and EXAMIN for each refresh that is required.

You can contact the HfL ICT Service Desk on 01438-844777, option 1, option 1 for any further assistance.