**Application to become a Pearson Edexcel,**

**LCCI or Pearson Test of English General (PTE)**

**International Centre**

**Introduction**

This application will allow you to apply to become a Pearson test centre to deliver the following qualifications:

**Pearson Edexcel Centre**

* iPrimary
* iLowerSecondary
* GCE
* GCSE
* International GCSE
* International Advanced level

**Pearson Test of English (General and Young Learners)**

**Pearson LCCI Qualifications**

#### Quick guide to the form:

|  |  |  |
| --- | --- | --- |
| Section 1 | Centre details and contact details | **All Centres**  |
| Section 2 | Qualification(s) applied for  | **All Centres** |
| Section 3 | Examination and secure storage | **All Centres** |
| Section 4 | General requirements for all centres  | **All Centres**  |
| Section 5 | JCQ Requirements  | **Only applicable to Pearson Edexcel**  |
| Section 6 | LCCI ICE Document  | **Only applicable to LCCI** |
| Section 7 | PTE Test Centre Handbook  | **Only applicable to PTE** |
| Section 8 | Authorisation to proceed  | **All Centres** |
| Section 9 | Centre agreement | **All Centres** |

#### The approval process

1. Your dedicated Pearson representative will be your main point of contact, who will help support your application to become an approved centre to deliver Pearson qualifications.
2. Your Pearson representative will conduct an inspection visit to your premises, to check that your organisation meets security and administration requirements and procedures for the conduct of examinations/tests.
3. 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.
4. The International Approvals team will confirm their approval decision within 7 working days of the receipt of a full application.

## Please note:

* This application should only be completed electronically and submitted in word format.
* It is important to complete all applicable sections of this form to prevent processing delays.

#

# Section 1: Centre Details

If you are already a Pearson centre and your details on Edexcel Online are up to date, you **do not** need to complete this section, please just add your details to the box below.

|  |  |
| --- | --- |
| Please confirm that your centre address and contact details are the same as can be found on Edexcel Online  | Y/N |
|  | Centre number |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Centre/Organisation name |       | Centre number |       |
| Address type |  |
| Address line 1 |       |
| Address line 2 |       |
| Address line 3 |       |
| Town |       | Country |       |
| Postcode |       | Email addressMust be an official email address(not a free to use account e.g gmail, hotmail, yahoo etc) |       |
| Telephone no Must be a landline number |       | Website address |       |
| Registered Company number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Type of centre  |  | If other please confirm |       |
| Funding |  | If other please confirm |       |
| Age range |  | If other please confirm |       |
| Number of learners located at centre |       |

**Head of Centre** – Person who has overall accountability for the delivery of Pearson qualifications

|  |  |  |
| --- | --- | --- |
| **Name** | **Email address** | **Contact phone number**Must be a landline number |
|       |       |       |

**Exams Officer** - Person responsible for student administration and ensuring examination materials remain confidential and

 secure

|  |  |  |
| --- | --- | --- |
| **Name** | **Email address** | **Contact phone number**Must be a landline number |
|       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have approval with another awarding organisation? |  | Awarding organisation name |       |
| Has your organisation had approval declined or withdrawn by any other awarding organisation? |  |
| If ‘Yes’ please provide details of when and why approval was removed |       |

|  |  |  |
| --- | --- | --- |
| **1** | Do you have arrangements in place for assessing candidates who may require access arrangements i.e. a specialist assessor approved by the head of centre? |  |
| **2** | Do you have broadband internet access in order to facilitate electronic transactions with Pearson? |  |
| **3** | Do you have a Safeguarding policy? |  |
| **4** | Do you have a Data Protection policy? |  |
| **5** | Do you have a Disability policy? |  |
| **6** | Do you have a written Appeals and Complaints Policy?  |  |
| **7** | Do you have a Contingency plan (in case of emergency such as extreme adverse weather)? |  |

**Section 2: Qualification(s)**

**Qualifications applied for:**

Please enter the first date that your learners will be undertaking the exam (s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Year** | **Qualification** | **Subject** | **Estimated entries** |
|  |  |  |       |       |
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**Please note**

# There may be Pearson Edexcel subjects not available to learners who are sitting examinations at the British Council and/or controlling authority. Your Regional Representative will be able to advise you on this

# Section 3: Examination accommodation and secure storage

## Exam accommodation

|  |
| --- |
| Please give detail of the examination accommodation |
| * Please give details of how these are sufficient for candidates to sit written examinations and, where appropriate, provide information on the available facilities for on-screen tests?
* If appropriate, provide information about facilities for any practical examinations, e.g. laboratory facilities?
 |

**Receipt and handling of confidential material(s)**

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| --- |
| Please provide details of the staff responsible for receiving material at the centre and the arrangements for its handling and processing |
| * Explain the arrangements that are in place for receiving confidential materials?
 |

## Secure storage of confidential material(s)

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| --- |
| Please provide details of your secure storage facility and include photos of this with your application |
| * Provide details of locks, safes, cabinets, windows and doors.
* Please provide the names of the key holders (min 2/ max 4) to the secure storage area
 |

# Section 4: General Requirements – for all centres

|  |  |
| --- | --- |
| **General Requirements**  | **Y/N** |
| **1** | Does your centre have a full understanding of and is prepared to abide by the JCQ publications[*General Regulations for Approved Centres?*](http://www.jcq.org.uk/exams-office/general-regulations) |  |
| **2** | Does your centre have a full understanding of and is prepared to abide by the following JCQ publications:?* [*Access Arrangement and Reasonable Adjustments*](http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration)
* [*Suspected Malpractice in Examinations and Assessment*](http://www.jcq.org.uk/exams-office/malpractice)
 |  |

# Section 5: JCQ Requirements for Conducting Examinations – for Pearson Edexcel

# If you are offering Pearson Edexcel qualifications you will need to be familiar with the JCQ regulations for external and internal assessment

|  |  |  |
| --- | --- | --- |
| **Pearson Edexcel Only**  | Please confirm that you have read and understood the JCQ Instructions for Conducting Examinations [here](https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2018-2019) and the Exam Administration and Guidance documents [here](https://www.jcq.org.uk/exams-office/non-examination-assessments) |  |

|  |  |
| --- | --- |
| Will you be conducting examinations at your own centre with full responsibility for the security and administration of examinations?  |  |

|  |  |
| --- | --- |
| Will you be conducting examinations through a British Council and/or controlling authority?  |  |
| If ‘Yes’ please provide the name and centre number of the British Council and/or controlling authority (Please be aware that this is where examination papers will be sent) |       |

# Section 6: LCCI Instructions for the Conduct of Examinations (ICE) – for LCCI

# If you are offering LCCI qualifications you will need to be familiar with the LCCI Instructions for the Conduct of Examinations

|  |  |  |
| --- | --- | --- |
| **LCCI Only**  | Please confirm that you have read and understood the LCCI Instructions for the Conduct of Examinations [here](https://qualifications.pearson.com/content/dam/pdf/about/LCCI/exam-admin/LCCI_ICE_document_Version_1_June%202017.pdf) and the Exam Administration and Guidance documents [here](https://qualifications.pearson.com/en/support/support-topics/centre-administration/exam-administration-and-guidance-lcci.html) |  |

# Section 7: Pearson Test of English General (PTE) – for PTE

**If you are offering PTE General qualifications you will need to be familiar with the PTE Test Centre Handbook**

|  |  |  |
| --- | --- | --- |
| **PTE General and YL Only**  | Please confirm that you have read and understood the PTE Instructions for Conducting Examinations [here](https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/pte-general-guides/test-centre-handbook.pdf) and the Exam Administration and Guidance documents [here](https://qualifications.pearson.com/en/qualifications/pearson-test-of-english/pearson-test-of-english-general/resources.html) |  |

# Section 8:

# Authorisation to proceed to be completed by the head of centre

|  |
| --- |
| I understand the responsibilities of a Pearson approved centre delivering Pearson Qualifications and have reviewed the application, endorse and agree that no material supporting this qualification approval has been plagiarised. I confirm that any material supporting this application that is the intellectual property of another person or organisation is used with the express permission of that person or organisation. |
| \*Signature of Head of Centre |       |
| Print name |       |
| Position within organisation |       |
| Date of submission |       |

*\*Your name and email address will be accepted as confirmation of your agreement*

## Section 9:

# Pre submission checklist

Before submitting your application to Pearson please ensure the following has been completed and attached

|  |  |
| --- | --- |
|  | **Y/N** |
| **1** | All Centres  | Section 1: Centre details and contacts  |  |
| **2** | All Centres | Section 2: Qualification(s) applied for  |  |
| **3** | All Centres | Section 3: Photographic evidence of your secure storage  |  |
| **4** | All Centres | Section 4: General Requirements for all centres |  |
| **5** | PearsonEdexcel Only | Section 5: JCQ Checklist has been completed according to the Instructions for Conducting Examinations booklet |  |
| **6** | LCCI Only | Section 5: LCCI ICE document – Confirmation that this has been read and understood |  |
| **7** | PTE Only | Section 7: PTE ICE Document - Confirmation that this has been read and understood |  |
| **8** | All Centres | Head of Centre has authorised the submission of the application |  |
| **9** | All Centres | Head of Centre has signed Pearson terms and conditions which can be found [here](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Approval-centre-agreement.pdf) |  |

**For Pearson use only (to be completed by the Pearson representative)**

Before submitting the application to the International Approvals team, please ensure the following has been completed and supporting documents are attached.

|  |  |
| --- | --- |
|  | **Y/N** |
| **A** | Centre details and qualification(s) applied for |  |
| **B** | Examination and Secure Storage information completed ( with photographic evidence attached)  |  |
| **C** | JCQ, LCCI, PTE sections completed if applicable  |  |
| **D** | Head of centre has signed the declaration section |  |
| **E** | Head of centre has signed Pearson terms and conditions which can be found [here](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Approval-centre-agreement.pdf) |  |
| **F** | An Inspection visit has been carried out and the report is attached |  |

Please submit the completed application and inspection report to **internationalGQapproval@pearson.com**