

**#Pearson**

**Summer success:  
Preparing for a  
smooth summer &  
beyond**

January & February Exams Officer Conference 2026

# Our agenda today

01

---

Introduction

*Who we are and how we can help you*

02

---

Term-time checkpoints  
and deadlines

*Why they are important and how you  
can get ahead*

03

---

Top tips ahead of summer

*Best practices and insider know-how  
to help your summer run smoothly*

04

---

What are we working on to  
make your role easier?

*A sneak peek at some of the work  
we're doing to make your role easier*

05

---

Any Questions?

“In this session we’ll be focusing on practical steps to take now that will prepare you for a successful summer. We’ll explore best practice, share updates on key processes, and offer an insight on how we’re improving the assessment experience.”

# Who we are and how we can help

# Support when you need it most

## Vocational Qualification Customer Experience Team

Your partners in providing a supportive and smooth experience for Vocational Qualifications.

Working across customer services, data, comms and continuous improvement.

We're responsible for making sure we have all the information we need to deliver on time results in August.

## Vocational Quality Assurance Managers

Supporting your quality nominee for everything quality assurance.

Deliver onboarding, training packages, handbooks and ongoing support.

[Meet your VQAM](#)

## General Qualification Assessment

Your partners in providing a supportive and smooth assessment experience for General Qualifications.

Working across customer services, comms and continuous improvement.

## Customer services Specialists

Supporting your day-to-day queries, and are available through chat, phone or support portal.

# Term-time checkpoints and key dates

# Your term-time checkpoints for 2025/26

Sep – Nov

## Make your registrations

Start the year by completing your registrations by 1 November

Feb – Mar

## Make your external assessment entries

You'll see in the VQ Learner Tracker which students need entries.

5 July

## BTEC claiming deadline

We'll monitor your summer cohort, and we may ask you to do another check of your summer tags. Deadline 1 May.

Dec – Jan

## Cohort declaration (termtime checkpoint 1)

Opens on 1 Dec, deadline to complete 30 Jan. We ask you to log in to the VQ Learner Tracker and check your summer tags.

April – May

## Cohort confirmation (term-time checkpoint 2)

We'll monitor your summer cohort, and we may ask you to do another check of your summer tags. Deadline 1 May.

# Why do termtime checkpoints and key dates matter?

---



We have a shared view of all your students expecting results in August.

You'll see your "to-do" list for each student in the VQ Learner Tracker from February.



We can make sure students are on track to receive their results.

This allows us to send results to UCAS on time in August.



# Practical tips to make the term-time checkpoints easier

- ✓ Review your estimated completion dates
- ✓ Tidy up your registrations with withdrawals/deletions
- ✓ Keep in touch with programme teams throughout the year, and make sure they understand the importance of the termtime checkpoints
- ✓ Use VQ Learner Tracker all year, and share data with teams



What practical tips would you share that helps you complete term-time checkpoints?

# Top tips for a successful summer



# Preparing for the summer assessment series (GQ)

- ✓ Check your contingency planning
- ✓ Check your Edexcel Online access (secure download service)
- ✓ Secure storage audited and ready
- ✓ Centre and JCQ policies ready and communication



What practical tips would you share to help prepare for the summer assessment series?

# Preparing for BTEC student claims (VQ)

Successful certification requires a team effort!



## Check registrations

Ensure students on correct programme

Check that the units delivered meet the Rule Of Combination (ROC)

Check estimated completion dates

Identify and record any reasonable adjustments required



## Exam entries and unit claims

Cross reference that all students have an external exam entry / result

Process 'interim' internal unit claims throughout year

BTEC Tech Awards – verify terminal rule met and cash in



## Track standards verification outcome

Should be complete by end of May

As soon as '**released**', aim to process qualification claims early

Resolve any issues related to SV reporting outcomes



## Quality checks

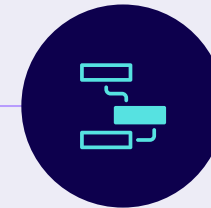
All claims must be processed before **5<sup>th</sup> July** deadline

Ask curriculum to check claims relect those submitted

Check submitted learner claims are eligible

Check any special considerations applications have been made

Process fallback claims and/ or withdrawals



## Contingency planning

Identify centre colleagues available during summer break for claim queries

Hold tracking data centrally

Record any known issues with claims to share with Pearson

# VQ Learner Tracker

Dedicated tool for tracking BTEC students expecting a qualification result in August. (*Firsts, Nationals, Tech Awards*)

## Filter and download reports

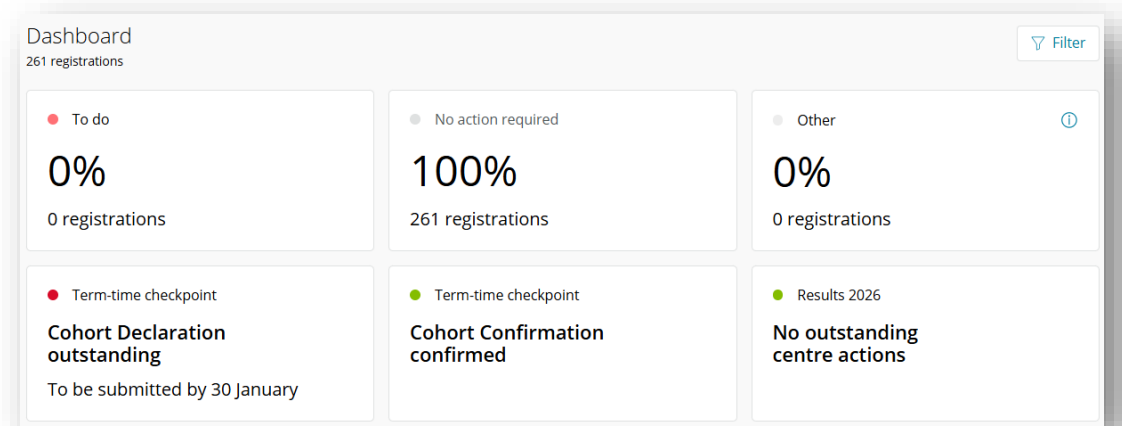
- Share data with teams

## Work with your Quality Nominee to:

- Resolve any student actions that may arise  
e.g. Identify missing external units with curriculum

## Summer tags:

- Adjust these to reflect any changes to estimated completion dates after initial registration



# How we're improving the assessment experience

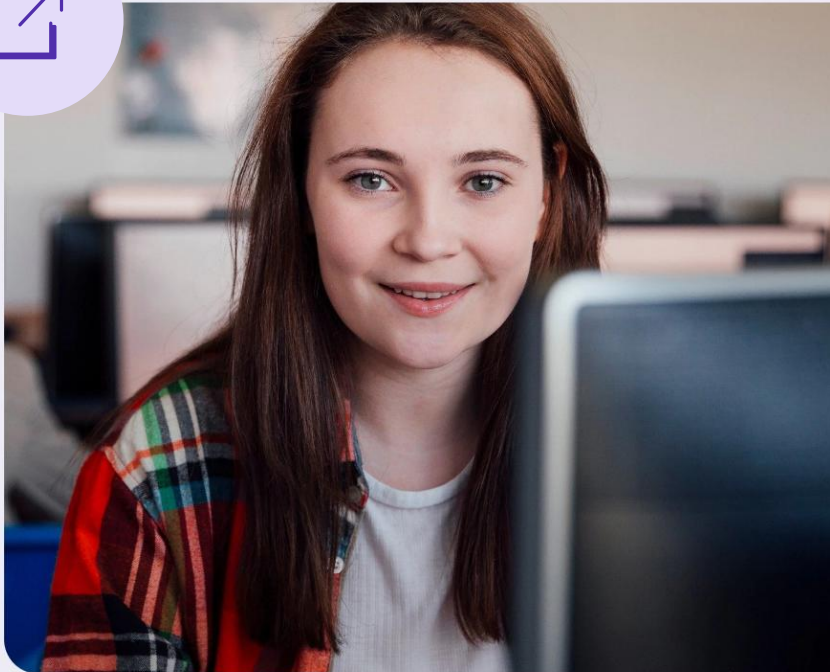
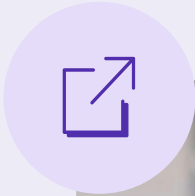
*Enhancing access &  
Inclusion*

# Onscreen Assessment

Empowering choice, enhancing inclusion

**14,000+**  
**exams**

**taken onscreen**  
for GCSE,  
International  
GCSE and IAL  
qualifications



## See onscreen assessment in action

Onscreen exams are about more than assessments being on a device. With the option of paper and digital exams, there are more ways for students to best show what they know and can do. What's more, schools and colleges can choose the formats that will suit each learner.

See for yourself what our onscreen exams look like and explore how they could work for your students.

[Take our guided tour](#)



# Modified Papers

Modified papers help ensure that **candidates with varying needs can access the examination materials needed to accurately assess** their skills and knowledge.

## Formats available:

- Modified Enlarged Prints
- Unified English Braille (Grades 1 & 2)
- Physical Maths Models (3D shapes)
- Tactile Diagrams
- Interactive PDFS
- Hearing Impairment Subtitles

## Pilot Scheme

- Printing examination materials on coloured paper for GCSE English resits. For students with these arrangements in place. Pilot summer 2026-2027

**28,000 +  
exams**

taken in modified formats across general and vocational qualifications.



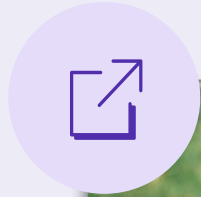
“Students can immediately start writing (typing) when they think of the answer, offering immediate ease compared to constantly shifting attention between the paper and the processor.”

Teacher on interactive PDFs

# Modified Papers Case Studies

Read real-life stories of students with additional access requirements.

Available [here](#).



# Remote Invigilation

Pearson is the **first UK exam board making remote invigilation available** as a service.

It **enables learners to take their Pearson International examinations from home**, or their chosen setting, whilst maintaining the security and integrity of our qualifications.



**6,500 + exams**

taken remotely since 2023

**We're ready to  
support you**

# Any questions or feedback?



# Explore our training and support



## Regular communication

Sign up to our VQ Bulletin, GQ bulletin and Exams Officer updates.

## Monthly webinars

Join us every month to hear the latest updates from us.

## Bitesize live events

Dedicated sessions on different topics throughout the year. Perfect for new exams officers, or if you need a refresh.

## Onboarding events

Monthly sessions for our newest exams officers to help you get settled into your role.

---



## Support articles

Explore our library of support articles that covers all our processes.

---

## Contact us

Live chat, phone, support portal.

---

» Pearson

**Thank you**

Place contact info here