



DistanceLearningCentre.com

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December Newsletter



The **final Newsletter** of the year brings you an update on our November moderation, plus a reminder about our closing times over the festive period.

We would like to wish all of our learners a wonderful Christmas and a Happy New Year. We look forward to seeing you all again in 2020!

Best Wishes,

The DistanceLearningCentre.com team



NOVEMBER MODERATION

A fantastic year has seen 231 students go through moderation this Winter

Over **5,000 grades** have been confirmed and there were no changes made to the grading decisions that were awarded by tutors. Those of you entered for this moderation will receive your certificates in **January 2020**. Please check your emails for the update that were sent by the Exams Office last week. **Well done to all!**

What happens next?

In conjunction with the awarding body the Final Awards Board has now taken place and your grades have been now been confirmed.

Your certificate will come to you by registered **1st class post** (meaning it will have to be **signed for**) in early January to whatever address is listed on your account.

Please make sure the address listed on your account is accurate and that it is the address you would like your



certificate to be posted to. This needs to be done before **Sunday the 5th January**.

You can make any necessary changes by going to the **'my Account'** tab on your account hub and selecting **'Contact Details'** from the drop-down menu. This **MUST** be a UK address. If you did not check your details and your certificate is sent to the wrong address there will be a reissue fee to pay in order for us to release the certificate once it has returned to us.

If this is the case for you then please contact exams exams@distancelearningcentre.com and we will explain the procedure.

Finally, if you have not already done so, please take the time to show the world what you have achieved by sending us either; a review of how you found the course, along with a picture of yourself for our 'Hall of fame', or if you prefer, you can review us on our **Facebook page** at: <https://www.facebook.com/distancelearningcentredotcom/>



CHRISTMAS BREAK

Just as a reminder to all learners, that tutors will be on their Christmas break from:

5pm on Friday the 20th of December until 9am on Monday the 6th January

During this time, your tutor will be unavailable for tutorials and will not be answering any phone calls or emails. All learners will need to make sure that they have the passwords for the 2 weeks whilst the tutors are on holiday.

- Your tutor will be able to provide you with the assessment password for your current unit (if you are working through the materials), plus the materials password for the unit that you are due to study next, according to your Individual Learning Plan (ILP). Or;
- If you are currently working on a unit assessment, the next materials and assessment password (according to your ILP) can be provided.


We apologise for the inconvenience this may cause but please remember, we remain open for most of the year, apart from the Easter and Christmas periods for a total of three weeks.

Student Services will only be closed on **Christmas Day, Boxing Day** and **New Year's Day**, and therefore will be on hand as usual, whilst the tutors are away, to answer your general enquiries.

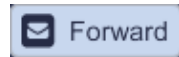
Please note - Student Services are **unable to provide you with any passwords** so you will need to contact your tutor before **12pm on Friday 20th of December** to ensure you get the passwords before we close.



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