



Pearson

Completing Non-Examined Assessment Mark Submissions on Edexcel Online





Introduction & Contents

In order to increase security and allow more time for centres to process and submit their centre assessed marks, in line with other Awarding Organisations, we will be allowing centres to submit those marks online only - via EDI, or the Edexcel Online portal.

As well as allowing centres the facility to submit marks up to the deadline itself, it should also improve the process for your allocated moderator, and reduce the amount of paper being sent through the system.

This will also help eliminate the risk of OPTEMS being lost or damaged in the post, reduce the paper storage requirement on centres and be better for the environment.

What Is Your Mark Submission Process?

Creating A New Edexcel Online Account

Editing An Existing Edexcel Online Account

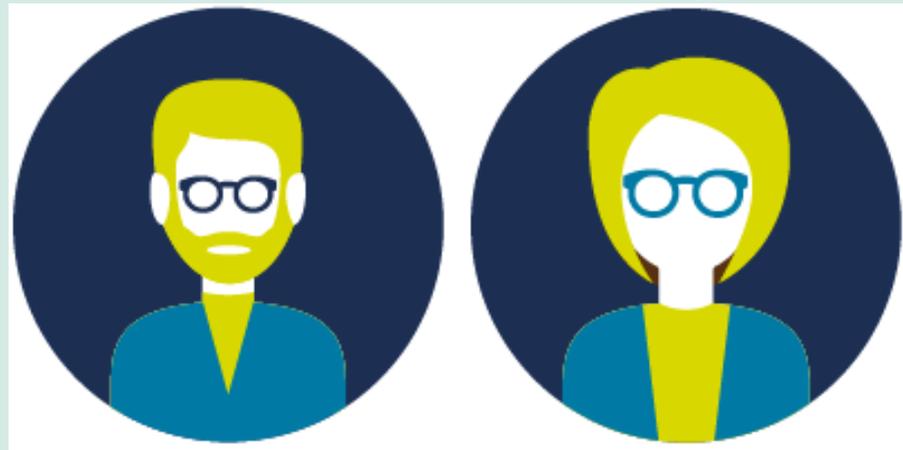
Submitting Marks

Printing Marks

Sample Guidance

What Is Your Mark Submission Process?

Exams Officers



Exams Officers can receive marks for assessments from teaching staff and enter these on Edexcel Online.

Samples of work for moderation should be collected and sent to the moderator as usual along with a hard copy of the marks printed from Edexcel Online.

[Click here for guidance on submitting marks](#)

Teaching Staff



Senior teaching staff or Heads of Department can be given appropriate access to Edexcel Online.

Here they can submit the marks electronically. Samples and hard copies (printed from Edexcel Online) can be printed and sent with the samples.

[Click here for guidance on setting up accounts for Teachers](#)

Creating A New Edexcel Online Account

EDEXCEL ONLINE

Wednesday 22 Feb 2017

Centre number: 99999 GO DUMMY SCH

Select site: C/O MS S J GRAY (99999 - NCN)

Select Qualification

Edexcel Accounts

Centre Accounts

Training Event Bookings

Tracking

ResultsPlus

List Accounts

New Account

Search Accounts

WELCOME TO

1. Log into Edexcel Online. Once on the home page menu hover the cursor over “Centre Accounts” and then select “New Account”.

Please select the option that best describes your role:

Job Role: Head of Department

Please check this box if you are the Quality Nominee for your centre. [What's this?](#)

Please select the most appropriate subject area:

Subjects available

Subjects selected

Subject Area:

3. Complete the job role and subject selection areas.

New User Personal Details:

Title: Mr

Forename: Joe

Surname: Bloggs

E-mail: joe.bloggs@email.com

Retype E-mail: joe.bloggs@email.com

Office Number: 0111 1212121

Mobile Number:

2. Complete the personal user details. Please note that the email address will become that person’s user name.

Profiles:

EIE Admin

Basic Access

Basic Access (International)

Account Administrator (International)

Coursework And Portfolio

Registrations And Entries

User Accounts

Form Queries

Results

BTEC/NVQ Achievement Reporting

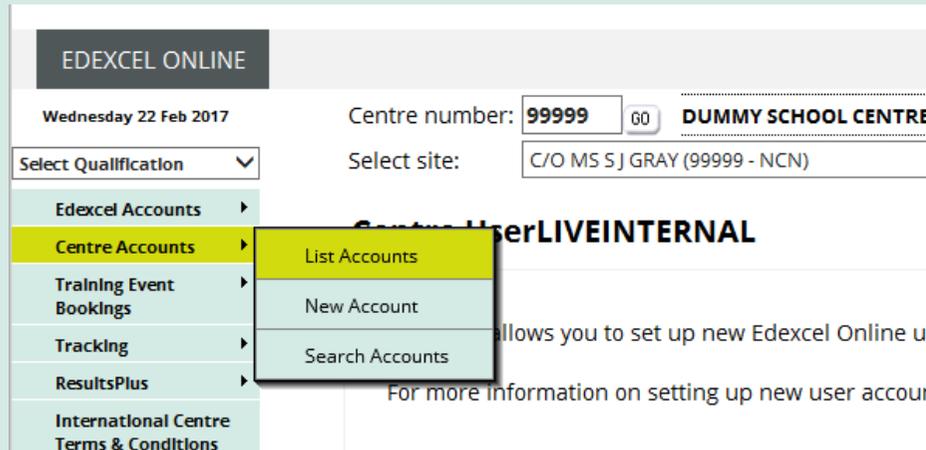
BTEC/NVQ basedata download

Basic Access (Internal)

4. Tick the appropriate access boxes. Teaching staff should only have “Basic Access”, “ResultsPlus” and “Coursework and Portfolio” ticked. Click “Submit” at the bottom. An email to set their new password will be sent.



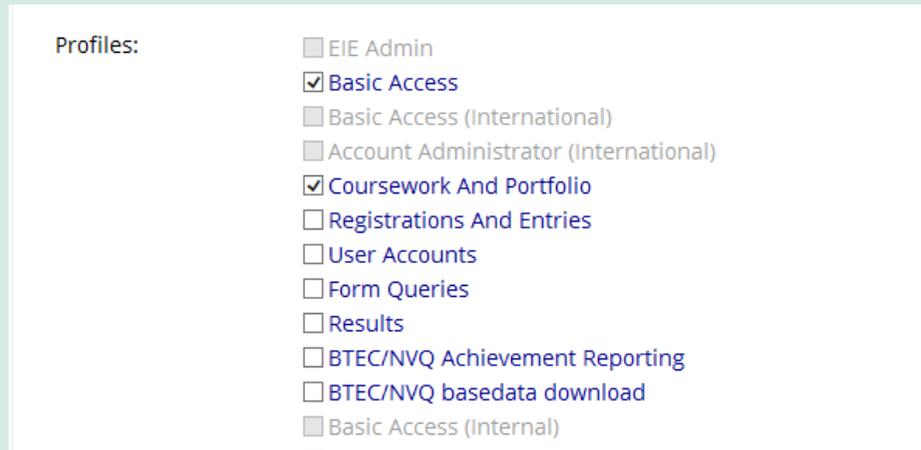
Editing An Existing Edexcel Online Account



1. Log into Edexcel Online. Once on the home page menu hover the cursor over “Centre Accounts” and then select “List Accounts”.

* Title	Firstname	Lastname	Username	Centre Number	Centre Name	Examiner ID	Role Description
* Mr	Ofqual	Access	Ofqual@pearson.com	99999	DUMMY SCHOOL CENTRE - FOR TESTING P	0	Examinations Officer
Mr	Example	Access Account	access@access.com	99999	DUMMY SCHOOL CENTRE - FOR TESTING P	0	Teacher/Lecturer
Mr	Ofqual	Account	ofqualaccount@edexcel.com	99999	DUMMY SCHOOL CENTRE - FOR TESTING P	0	Other
* Mr	Test	Account	eryl.hicks@pearson.org.uk	99999	DUMMY SCHOOL CENTRE - FOR TESTING P	0	Examinations Officer

2. Find the user that you need to amend and click on their user name which should be their email address.



3. You can then adjust their access rights. Teaching staff should only have “Basic Access”, “ResultsPlus” and “Coursework and Portfolio”. Click “Submit” at the bottom.

Once the member of staff has access, guidance on submitting marks can be found [HERE](#)



Submitting Marks

The screenshot shows the Edexcel Online interface. At the top, there are navigation links for Home, Mailbox (13), and My Account. Below this is the 'EDEXCEL ONLINE' header. On the left, a 'Select Qualification' dropdown menu is open, with 'GCE' selected. The main area shows the Centre number as '99999' and the Site as 'DUMMY SCHOOL CENTRE - FOR TESTING P'. Below this, there is a 'Course SearchLIVEINTERNAL' section with dropdowns for 'Qualification Type' (set to 'All') and 'Session' (set to 'June 2018'). A 'Next' button is visible at the bottom.

1. Once logged in to Edexcel Online, select the relevant qualification type (i.e GCE) by using the “Select Qualification” drop down on the left hand side.

The screenshot shows the 'Qualification Details' section for 'GCE Cash Ins' in 'June 2017'. Below this is a table of specifications. The 'Candidates' and 'Papers' links for each specification are highlighted with a red circle.

Code	Title	Description	Entries	Candidates	Papers
6DR01	DRAMA & THEATRE STUDIES 1	GCE Unit	1	Candidates	Papers
6DR02	DRAMA & THEATRE STUDIES 2	GCE Unit	3	Candidates	Papers
6DR03	DRAMA & THEATRE STUDIES 3	GCE Unit	3	Candidates	Papers

3. This will open another window (please ensure pop ups are not blocked) with all the relevant units. Find the unit you require and click the “Papers” link.

The screenshot shows the Edexcel Online interface with the 'Candidates' menu open. The 'Search By Course' option is highlighted. The background shows the same search filters as the previous screenshot.

2. Once the menu options change, hover the cursor over “Candidates” and click “Search By Course”

The screenshot shows the 'Specification No' table. The 'Coursework Marks' link for the 'EXPLORATION OF DRAM.PERF.' specification is highlighted.

Specification No	Title	Description				
6DR03	DRAMA	GCE Unit				
Paper Number	Paper Date	Paper Time	Paper Title			
01			EXPLORATION OF DRAM.PERF.	Candidates	Coursework Marks	Moderator Details

4. In the next section, click on “Coursework Marks” for the required component. You can also access Moderator Details here



Submitting Marks (including printing & Moderator Details)

Candidate	UCI No	First Name	Last Name	Sex	DOB	ULN	Overall Result	Mark	Included in Sample
1234	123450171234	demo	user	M	01/01/99			24	
5678	123450175678	demo	user	M	01/01/99			12	
9999	123450179999	demo	user	M	01/01/99			26	

View Selected Submit Marks Print

5. Enter the marks for your learners and click submit. You do not need to do all learners at once.

You can also view any learners that have been requested for moderation as there will be a column showing ticks on the right hand side for those learners "Included in Sample".

You will also need to print a hard copy to send to the moderator with the sample. To do this, go back to the submission screen once the marks are entered and click "Print".

Pearson Help Printer Friendly Close

EDEXCEL ONLINE

Assessment Associate Script Address

The information was correct on 23/02/2017. Any conflicting address information received prior to this should be ignored.

Number: 1234567
 Name: Mr Sample
 Address: 1 Sample Road
 Demotown
 DM0 SA1

6. On both this and the previous screen should be an option for "Moderator Details" where you can find the name and address for your moderator for this unit.



Sample Guidance

Candidates whose work is required for sampling will be identified on Edexcel Online. Go to the submission screen described in the processes above. Any learners with a tick in the “included in Sample” column will need to be sent.

Please note that even when the highest and lowest marked candidates are not identified as part of the sample, you should still include them in the sample you send to the moderator.

If no ticks are shown in Edexcel Online then a sample has not been selected yet.

For other instances in which candidates’ coursework should be manually included in the sample, please refer to the individual subject specifications.

Candidates											
<input type="checkbox"/> All	Candidate	UCI No	First Name	Last Name	Sex	DOB	ULN	Overall Result	Mark	Included in Sample	
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	M	13/03/98			38		Detail
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	F	12/03/98			39	✓	Detail
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	F	17/01/98			42	✓	Detail
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	M	03/07/98			43	✓	Detail
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	M	22/03/98			38	✓	Detail
<input type="checkbox"/>	1234	123450171234A	SAMPLE	LEARNER	F	17/12/97			29	✓	Detail

Mark Amendments

If you discover an error after submitting a mark, you can amend it by emailing your centre number, the unit and candidate details, and details of the mark(s) to be amended, to:

courseworkmarks@pearson.com - before the issue of results

resultsresolution@pearson.com - after the issue of results

You’ll need to include an explanation for the change with the request, and we may ask for further evidence.