



Pearson

Question Paper Despatch User Guide

This user guide is designed to help you navigate your way through our Question Paper Despatch tool on Edexcel Online. This tool lets you view and track the consignments of question papers for the following qualifications:

- AS and A level
- International A level
- Advanced Extension Award (AEA)
- Mathematics in Context (Level 3 Core Maths)
- GCSE
- International GCSE
- Edexcel Certificate
- Edexcel Award
- Functional Skills
- Pearson Test of English (PTE).

This online tool will enable you to:

- see which question papers we have sent you
- track the progress of their delivery
- obtain delivery details for the consignments of question papers.

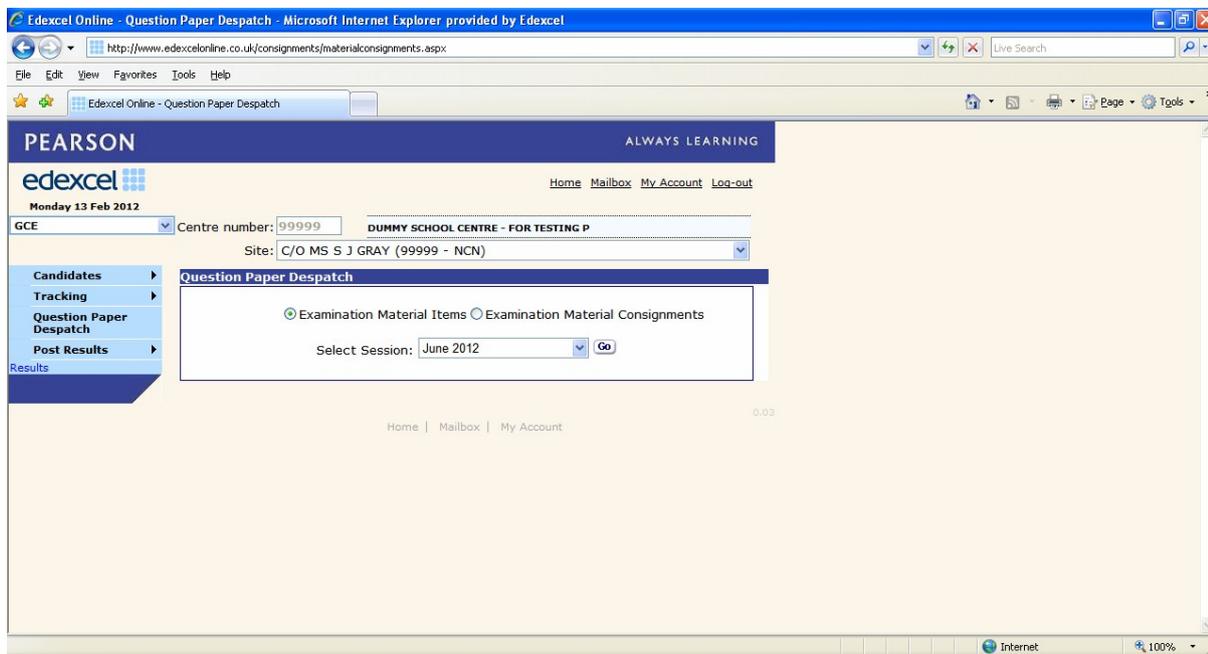
Despatch details of examination stationery, such as additional answer sheets and script return envelopes, can be viewed on our [stationery website](#).

It is not currently possible to view despatch details for attendance registers or other exam admin forms.

1 Accessing Question Paper Despatch

- Log on to Edexcel Online using your user name and password.
- Select the qualification type (e.g. GCE or GCSE) from the drop down menu in the top left hand corner.
- Select the *Question Paper Despatch* menu from the left hand side.

This will direct you to the Question Paper Despatch tool (below).



You can view information at two levels depending on what you are trying to locate.

If you are searching for a specific item, then on the screen above select the *Examination Material Items* button, or *Examination Material Consignments* if you wish to see the details of the consignment as a whole.

Select the examination session you are interested in searching for from the drop down box and click *Go*.

2 Examination Material Items Button

Selecting the Examination Material Items button will provide a summary list, sorted in subject code order, of all the items we have sent to you in the session you've selected (see below).

The summary includes the total number of copies of an item we've sent, or are due to send, and when those items were despatched to you.

In the *Consignment* column, the text *Pending* means that we have yet to despatch that particular item to you.

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edexcel

Monday 13 Feb 2012

GCE Centre number: 99999 DUMMY SCHOOL CENTRE - FOR TESTING P
Site: C/O MS S J GRAY (99999 - NCN)

Question Paper Despatch

Examination Material Items Examination Material Consignments

Select Session: January 2012

Subject	Subject Name	Paper	Item	Total Items	Date	Despatch		
						Consignment	Track	Items
6FR02	FRENCH 2	01	COMPACT DISC	5		Pending		
6GN02	GERMAN 2	01	COMPACT DISC	5		Pending		
6SP02	SPANISH 2	01	COMPACT DISC	5		Pending		
6002	ACCOUNTING 2	01	QUESTION PAPER	15	24/01/2012	8416319155	Track	Items

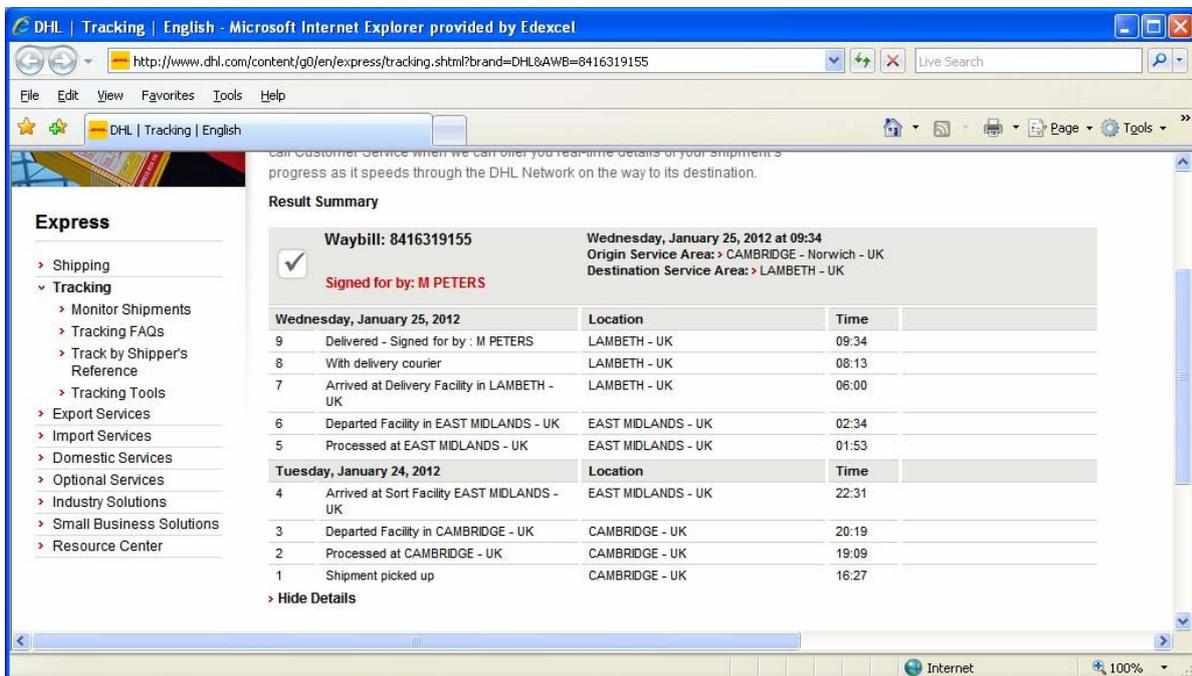
If the item has been sent then two links will be visible in the *Track* and *Items* columns.

3 The Track link

Clicking on the *Track* link takes you to the website of the courier company we have used to send you a particular paper or consignment.

This information, maintained and provided by the courier company, will show you the status of the consignment in their delivery network.

The level of detail provided will vary from company to company but with all the couriers we use you will be able to see the name of the person who signed for the consignment, and the time and date it was received.



The screenshot shows the DHL tracking page for a shipment with waybill number 8416319155. The page is displayed in Microsoft Internet Explorer. The main content area shows a 'Result Summary' with a checkmark icon and the text 'Signed for by: M PETERS'. Below this is a table detailing the shipment's progress.

Result Summary

Waybill: 8416319155 Wednesday, January 25, 2012 at 09:34
Origin Service Area: > CAMBRIDGE - Norwich - UK
Destination Service Area: > LAMBETH - UK

Wednesday, January 25, 2012

	Location	Time
9	Delivered - Signed for by : M PETERS	LAMBETH - UK 09:34
8	With delivery courier	LAMBETH - UK 08:13
7	Arrived at Delivery Facility in LAMBETH - UK	LAMBETH - UK 06:00
6	Departed Facility in EAST MIDLANDS - UK	EAST MIDLANDS - UK 02:34
5	Processed at EAST MIDLANDS - UK	EAST MIDLANDS - UK 01:53

Tuesday, January 24, 2012

	Location	Time
4	Arrived at Sort Facility EAST MIDLANDS - UK	EAST MIDLANDS - UK 22:31
3	Departed Facility in CAMBRIDGE - UK	CAMBRIDGE - UK 20:19
2	Processed at CAMBRIDGE - UK	CAMBRIDGE - UK 19:09
1	Shipment picked up	CAMBRIDGE - UK 16:27

> Hide Details

4 The *Items* link

Clicking on the *Items* link for a specific paper provides you with more detail on what was sent.

This detail includes the number of the various pack sizes and also details of which other papers were sent with this item.

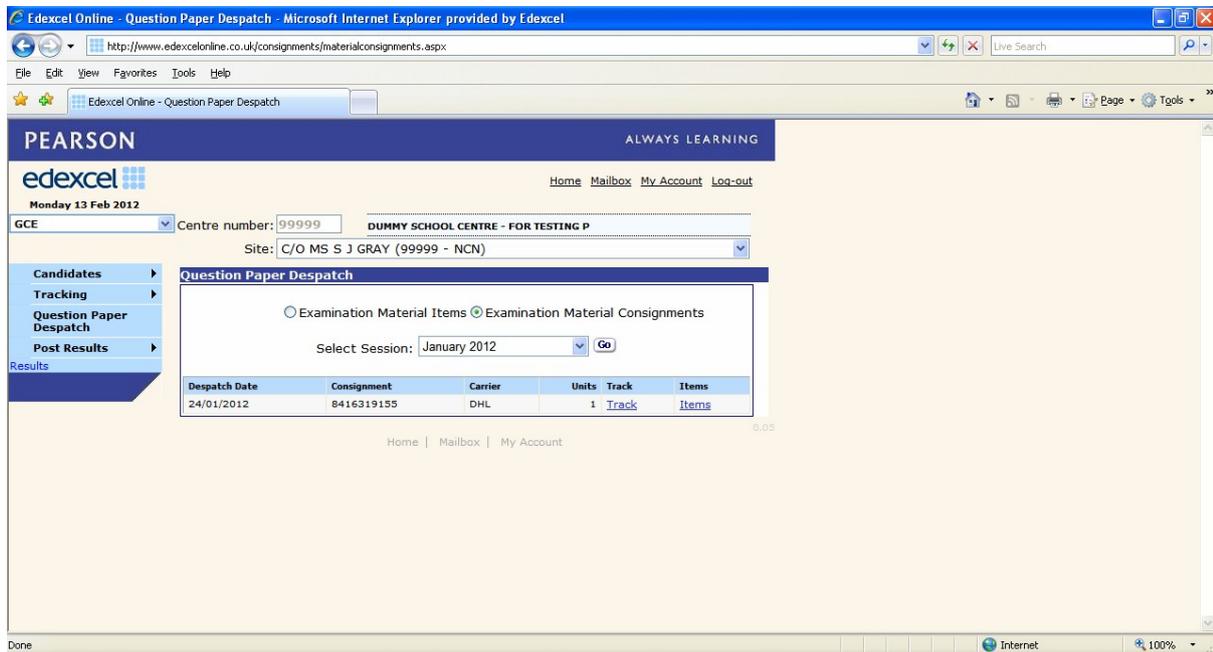
The detail in the *Piece* column shows which box the item was in (displayed as your centre number/box number):

The screenshot shows the Edexcel Online interface. The main content area is titled "Items in Consignment" and includes a "Back" button. Below this, there are fields for Despatch Date (24/01/2012), Carrier (DHL), Consignment (8416319155), and Units (1). A table below provides a detailed breakdown of the items in the consignment.

Piece	Subject	Subject Name	Paper	Item	Pack Sizes					Total Items		
99999/001	6002	ACCOUNTING 2	01	QUESTION PAPER	20	10	5	4	3	2	1	15

5 Examination Material Consignments

This *Examination Material Consignments* button lets you view all the consignments we've sent to you in a particular session.



The screenshot shows the Edexcel Online interface for viewing examination material consignments. The page title is "Edexcel Online - Question Paper Despatch - Microsoft Internet Explorer provided by Edexcel". The URL is "http://www.edexcelonline.co.uk/consignments/materialconsignments.aspx". The page features the Pearson logo and the tagline "ALWAYS LEARNING". The user is logged in as "GCE" on "Monday 13 Feb 2012". The centre number is "99999" and the site is "C/O MS S J GRAY (99999 - NCN)". The page is titled "Question Paper Despatch" and has two radio buttons: "Examination Material Items" (unselected) and "Examination Material Consignments" (selected). Below this, there is a "Select Session:" dropdown menu set to "January 2012" and a "Go" button. A table displays the consignments:

Despatch Date	Consignment	Carrier	Units	Track	Items
24/01/2012	8416319155	DHL	1	Track	Items

At the bottom of the page, there are links for "Home", "Mailbox", and "My Account". The page number "8.05" is visible in the bottom right corner.

Again you can see how many boxes or units we've sent to you, when they were sent, which carrier we used and the tracking or consignment number.

As with the *Examination Material Items* button above, both *Track* and *Items* links will be visible once the material has been sent to you.