



Pearson

Completing Online Attendance Registers for BTEC Externally Set Tasks

Some attendance registers for Externally Set Tasks are completed using Edexcel Online. These set tasks are those that are sent directly to examiners. Set Tasks that use online attendance registers are listed below:

- 20512E – Performing Arts – Unit 1: Individual Showcase
- 31827H – Art and Design – Unit 1: Visual Recording and Communication
- 31828H – Art and Design – Unit 2: Critical and Contextual Studies in Art and Design
- 31832H – Art and Design – Unit 6: Managing a Client Brief
- 31833H – Art and Design – Unit 7: Developing and Realising Creative Intentions
- 31489H – Business / Enterprise and Entrepreneurship – Unit 2: Developing a Marketing Campaign
- 31670H – Creative Digital Media Production – Unit 3: Digital Media Skills
- 31674H – Creative Digital Media Production – Unit 8: Responding to a Commission
- 31761H – Information Technology – Unit 2: Creating Systems to Manage Information
- 31811H – Music Technology – Unit 5: Music Technology in Context
- 31810H – Music Technology – Unit 6: DAW Production
- 31809H – Music Technology – Unit 7: Music Technology Enterprise Opportunities
- 31555H – Performing Arts – Unit 1: Investigating Practitioners
- 31557H – Performing Arts – Unit 3: Group Performance Workshop
- 31525H – Sport – Unit 2: Fitness Training and Programming for Health, Sport and Wellbeing

You should complete the online register once all learners have finished the assessment and you are ready to send your learners' work to the examiner.

If a learner is absent from the assessment or has been withdrawn, you must inform us by marking them as 'Absent' online. All learners who complete work should be marked as present.

The information below will guide you through accessing and completing online attendance registers.

PEARSON ALWAYS LEARNING
edexcel

Tuesday 30 Apr 2013

Centre number: 99999 GO DUMMY SCHOOL CENTRE - FOR TESTING P

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

Home Page LIVE INTERNAL Help ?

WELCOME TO EDEXCEL ONLINE!

Use the drop-down menu on the left to access the different qualification areas.

- Academic results:** results for the recent academic examination series will be made available in the relevant qualification areas. For all the information you need about the release of 2012 academic results, check our [results page](#).
- Approvals Screens:** In order for users to make Online Approval requests for both BTEC and NVQ qualifications, you will need the Online Approvals profile ticking on your account. Please see your Edexcel Online administrator if you need the Approvals profile.
- View Invoices:** You can view invoices online by selecting the 'View Invoices' option from the left hand menu. You can also drill down to view exactly which candidates the invoice covers.
- BTEC/NVQ Basedata:** Authorised users can request basedata for approved BTEC and NVQ programmes via Edexcel Online by selecting the *EDI Basedata* option from the BTEC and NVQ menus. Instructions on how to do so can be viewed by clicking the help link at the top right of the basedata page.

If you experience any difficulty using Edexcel Online ...
Try using the online help by clicking on the ? symbol where it appears on the menu bar.
Alternatively, you can [contact us](#).

Please note, for your protection, your session will expire after 20 minutes of inactivity.

Log in to Edexcel Online and access the BTEC menu from the drop down here.

Candidates

Access Arrangements

OSCA

BTEC Next Generation

Approvals - Schools & FE

Approvals - other centres & Higher awards

Qualifications

Tracking

Form Queries

External Verification

OSCA 1

Quality Review & Development

Onscreen Testing

External Assessment

- Book Assessment
- View/Amend Assessment booking
- Manage Assessments

Select 'External Assessment' then 'Manage Assessments' from the left hand menu.

edexcel Version: 1.0.0.0, date: 21 Apr 2017 12:25:12 (CentreAdministrator)

Menu Centre: [Redacted]

Home

Moderated Assessment
(Art & Design)

PRS Marking

Attendance Register

Click on this option to access your centre details and online attendance details for units your learners are completing.

ALWAYS LEARNING Accessibility PEARSON

edexcel Version: 1.0.0.0, date: 21 Apr 2017 12:25:12 (CentreAdministrator)

Record absences

Series name: NQF BTEC May/June 2

Registration No.	Learner name	Centre code	Subject code	Status	Learner No.
[Redacted]	[Redacted]	[Redacted]	20512E	Present	X
[Redacted]	[Redacted]	[Redacted]	20512E	Present	X
[Redacted]	[Redacted]	[Redacted]	20512E	Present	X
[Redacted]	[Redacted]	[Redacted]	20512E	Present	X
[Redacted]	[Redacted]	[Redacted]	20512E	Present	X
[Redacted]	[Redacted]	[Redacted]	20512E	Present	X
[Redacted]	[Redacted]	[Redacted]	20512E	Present	X
[Redacted]	[Redacted]	[Redacted]	20512E	Present	X

Export Page 1 of 1 15 View 1 - 8 of 8 Submit

Each learner's registration number is displayed here. Each learner should use this number to identify their work.

Select the current exam session here

In the middle of the screen you can see each learner's details with the centre and unit codes

This learner number is our internal reference number - please disregard it. Learners should continue to use their registration number.

ALWAYS LEARNING

edexcel Version: 1.0.0.0, date: 21 Apr 2017 12:25:12
 CentreAdministrator

Menu Centre: [Redacted]

Attendance Register

Record absences

Registration No. [Redacted]

Search: X

Series name: NQF BTEC May/June 2

Centre code	Subject code	Status	Learner No.
[Redacted]	20512E	Present	[Redacted]
[Redacted]	20512E	Present	[Redacted]
[Redacted]	20512E	Present	[Redacted]
[Redacted]	20512E	Present	[Redacted]
[Redacted]	20512E	Present	[Redacted]
[Redacted]	20512E	Present	[Redacted]
[Redacted]	20512E	Present	[Redacted]
[Redacted]	20512E	Present	[Redacted]

Export Page 1 of 1 15 View 1 - 8 of 8

Submit

ALWAYS LEARNING Accessibility PEARSON

Use the search field to filter the responses down to only show the unit you want to submit attendance details for. Do this by typing in the unit code (found in the Examinations Timetable) and pressing the return key on your keyboard,

Status

Present

Present

Absent

Present

Present

Absent

Present

Present

Present

Absent

Present

Present

Present

Present

Present

Present

View 1 - 15 of 15

Submit

Next to each learner select present or absent from the drop down menu.

Once you've selected present or absent for **every** learner in the unit you are working on, click submit to send in your attendance register.

Note: Once you've clicked submit you won't be able to make any further amendments so double check. If you do make a mistake get in touch with us at btecingexams@pearson.com and we can put it right.