

Essential Skills Wales Confirmatory Tests

User guide



Booking a test

Note: this process is the same for onscreen and paper-based bookings.

Step 1:

Assuming you have already registered your learners, Select **BTEC** from the drop down menu.

Select Qualification	٠
Select Qualification	
BTEC	
GCE W	
GCSE	
K\$/ALAN	
NVQ	
DiDA	
PTE	
Principal Learning/Projects	
Apprenticeships	
Edexcel Awards	
Intl PLSC Awards	
Functional Skills	
Skilled for Life & Traineeship	
IAL	
Mathematics In Context (Leve	el 3)
Entry Level Certificate	

Step 2:



Step 3:

From the submenu select **Book a test**:

Book a test
View/Amend test booking
View results by test booking
View results by candidates
Results Bulk Download

About this guide

The purpose of this User Guide is to take you through (step by step) how to book an Essential Skills Wales confirmatory tests, using our on-demand system.

Please note that the method to book the onscreen, on demand and paper-based on demand tests is exactly the same. This guide will highlight the step of the process where you will need to make the choice between onscreen and paper-based delivery and then will follow the rest of the process for paper-based assessments.

The user guide is written for centre staff and assumes that you have a user account for **Edexcel online** to enable you to perform these tasks.

Essential	Skills	Wales
LISSUIIIIAI	OVIIIO	value

<u>Confirmatory Tests</u>

Refine learner Registration Number First Name Last Name Select one v **Registration** Year Cohort Centre Reference Next



Step 9:

Pro	ogramme	TFH11:ES	SENTIAL APPLICATION O	FNUM
Tes	st	LEVEL 3 A	PPLICATION OF NUMBER	SKILL
Ve	nue	TEST TAK	EN AT CENTRE	
Pocor	ds Dor Dago:	25 T Pofrach		
Recor	rds Per Page:	25 T Refresh		
Recor	rds Per Page:	25 T Refresh	<u>First Name</u>	

Select the learner(s) that will be taking the test by placing a tick in the box(es) beside their name(s).

If your learner will require extra time to complete the test, tick the box under the header Add Time +25%

Step 10:

Click **Submit**

Step 4:

You will see the following window: Test setup Select one Programme Test Select one * ? Select one * Venue Test Date (dd/mm/yyyy) Time



Use the dropdown to select the relevant Programme.

Step 5:

Select the appropriate **Test**.

Step 6:

Select the **Venue** for where the test will be conducted.

Step 7:

Then enter the **Test Date** and **Time** that the test will be taken. There is a calendar function that can be used to help you select the correct date.

Step 8:

Click **Next** from the bottom of the screen to view a list of learners that have previously been registered and have not taken or passed the selected test.

Alternatively you can narrow your search by using the refine learner section and following the onscreen instructions.



Last Namo	Date of Birth	Add 1	lime
		Back	Submit
Date	20/04/	2017 10:3	0
S (ENGLISH)			
IBER SKILLS (LEVEL	3)		
IBER SKILLS (LEVEL	3)		

Confirmatory Tests

Ę

^{*} If a selected learner has already been scheduled to take a test, or has previously passed, an error will be displayed. An example of an error message is shown below.

Book (Hov	ing has not er the mou Test previ Test book Booking cl Other erro	been submit se over the c iously passed ing already e ash or ge: 25 💌	ted. Please co candidate rec xists Refresh	prrect the err ords to see t	ors before sub he actual error	mitting r). Back	Submit
All V	Reg No	<u>Centre Ref</u>	First Name	Last Name	Date of Birth	Cohort	Add Time +25%
	EY00201 ER	ROR : Test bookin	ng already exists	DAVIES	23/06/1956		
						Back	Submit

You will see a confirmation screen confirming your bookings. You must print and retain the attendance register.



Downloading test papers

Step 1:

Navigate to the following website: https://btecng.pearson.com/

Step 2:

Login using your user credentials.

Step 3:

From the home page, click on the drop down menu and select **Orders**.

Home

Help Articles

AB Dashboard

Exams Orders Status

Account

User detail Logout

Campus

Order Centre Admin **Review Learner Amendments**

Question Bank Manager

System Collections My Collections Search Classifications

Reports

Learner reports Monitor Published Papers

Essential	Skills	Wales
	NAMA AND	1100200

Confirmatory Tests

Essential Skills Wales

Step 4:

Use the **Order** screen to help you find the order test that you have scheduled.

There are a number of ways to do this.

For example, you can search for an **Order Number**, by using the **Exam date** or by selecting the **Units**.

Orders							Search:
Orders							
xam registration			Opportunity type	Please select	•	Product type	Please select
rder Number	I		Delivery type	Please select	•	Order type	Please select
woice Number			Order stage	Please select		Country	Selected(0)
0 Number			Deleted orders			Centre	Selected(0)
xam date	From:		Orders Enquiries	about results		Units	Selected(0)
	To:	1					

Step 5:

Click on the **Order Number** that you wish to view in more detail / download associated content for.

Order details

Order details					
Order details <u>History</u> Packaging	Product: 60168390 - Pearson E Unit: 30785H - Level 2 - Es Centre: 72727 72727E N/A - E		rson BTEC Level 2 Essential Communication Skills 2 - Essential Communication Skills (COM2) I/A - BABCOCK TRAINING LTD		
<u>Change Date / Time of</u> exam	Order Number: PO Number: Invoice Number: Registration number: Learner Count:	20876949 n/a n/a 80608894 1	Paper versior Delivery type Opportunity type Exam date Scripts Coun	:: On screen :: On-demand :: 25 Jan 2017 14:30 :: 0	
	Stage Create pending order Process order Review results (C Export	Scheduling comp	Description leted and order created	Rollback Expected date 20 Jan 25 Jan 2017 01 Feb 2017	

Step 6:

Click on **Packaging** on the left hand side. This is the point where you will decide whether you want your candidate to do the confirmatory test as paper-based or an onscreen assessment.

Packaging Order details History Packaging Change Date / Time of exam Package available for exam Package Key: 392EC1DA52696C6DC9D1D7EC95872F82 Export Package: 016257...02b.pkg

Confirm

Download Paper Document

Step 7:

If you want the test to be taken as a paper-based assessment click **Download Paper Document**.

If you want the test to be onscreen, click **Confirm download** to take the paper as an onscreen assessment.

Step 8: for paper-based only

Read and **Accept** the terms and conditions in order to download the paper-based assessment package.

The details of the candidate will already be filled in on both the front sheets of the test paper and on the answer sheet.



Note: you will be able to download this **24 hours** before the test is due to take place or 4 hours after the assessment is meant to take place.

Please ensure that the test papers are kept secure at all times. For further information download a copy of the Instructions for Conduction Examinations founder <u>here</u>.



Note: In the instance that a paper is downloaded with two different levels on the cover, please refer to the level on the **subject line** to find the correct level of your downloaded paper.

The **subject line** is the section of the front cover highlighted below in yellow:

Pearson BTEC Level 1 Essential Communication Skills

Level 1 – Essential Communication Skills (COM1)

Confirmatory Test

Sending the paper-based assessment to be marked

When sending the answer sheets to be marked, you must also include the confirmatory test question paper in the package.

Use a secure or tracked mail service and send to:

OnDemand Processing Pearson Qualifications Services Lowton House Lowton Way Hellaby Rotherham **S66 8SS**



Note: The papers will be marked within 10 days of them being received by Hellaby, not within 10 days of the test being taken.

ALWAYS LEARNING