



Pearson

# Essential Skills Wales Confirmatory Tests

*User guide*



# 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.

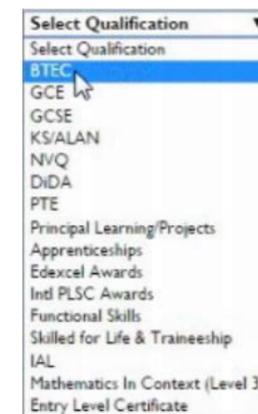
The user guide is written for centre staff and assumes that you have a user account for [Edexcel online](#) to enable you to perform these tasks.

## 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.



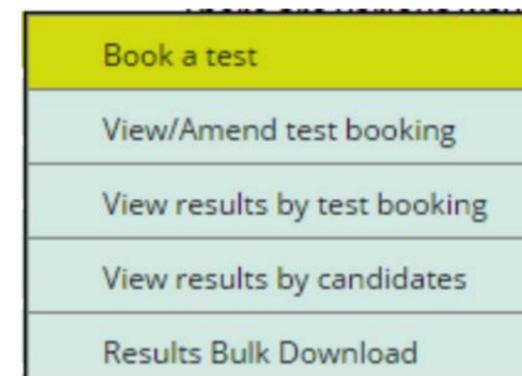
### Step 2:

From the left hand side of the screen, select **Onscreen Testing**.

A rectangular button with a light blue background and a dark blue border. The text 'Onscreen Testing' is written in dark blue, followed by a right-pointing arrow.

### Step 3:

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



**Step 4:**

You will see the following window:

**Test setup**

Programme

Test

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.

**Refine learner**

Registration Number

First Name

Last Name

Registration Year

Cohort

Centre Reference

This function is optional but may help to limit the number of search results.

A percentage sign acts as a wild card.

e.g. Searching for A% in the registration number field will return all learners with a registration number beginning with A.

 A list of learners registered at your centre will appear.

**Step 9:**

**Test Details**

<b>Programme</b>	TFH11:ESSENTIAL APPLICATION OF NUMBER SKILLS (LEVEL 3)		
<b>Test</b>	LEVEL 3 APPLICATION OF NUMBER SKILLS (ENGLISH)		
<b>Venue</b>	TEST TAKEN AT CENTRE	<b>Date</b>	20/04/2017 10:30

Records Per Page:

All	Reg No 	Centre Ref	First Name	Last Name	Date of Birth	Add Time +25%
<input type="checkbox"/>	J070707		JASON	BORNE	07/08/1980	<input type="checkbox"/>

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**

 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.

Booking has not been submitted. Please correct the errors before submitting  
(Hover the mouse over the candidate records to see the actual error).

Test previously passed  
 Test booking already exists  
 Booking clash  
 Other error

Records Per Page: 25

All	Req No. ▲	Centre Ref	First Name	Last Name	Date of Birth	Cohort	Add Time +25%
<input checked="" type="checkbox"/>	EY00201	<b>ERROR : Test booking already exists</b>	DAVIES		23/06/1956		<input type="checkbox"/>

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



## Downloading test papers

### Step 1:

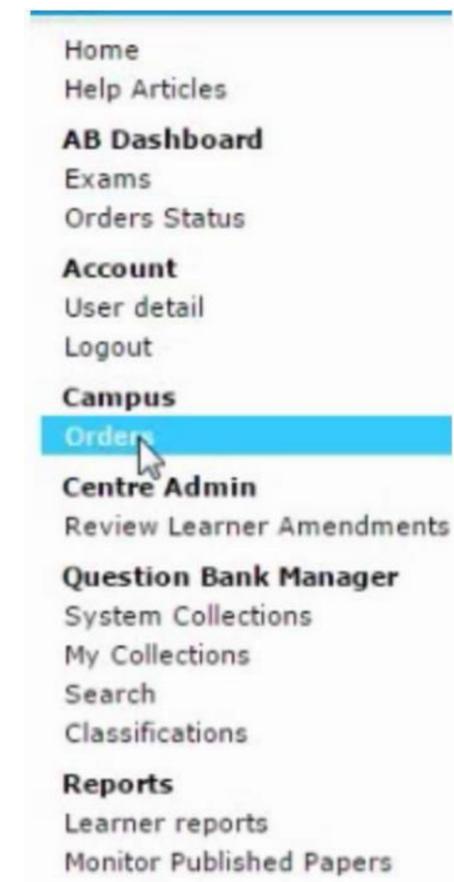
Navigate to the following website: <https://btecng.pearson.com/>

### Step 2:

**Login** using your user credentials.

### Step 3:

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



**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**.

**Step 5:**

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

**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.

**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 [here](#).

 **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