

Onscreen Testing

Functional Skills



Please note: Our Remote Invigilation Service is also now available. Further information about this service, and a separate checklist can be found on our [dedicated web page](#).

Step 1: Declaration

You will need to complete a Declaration form. If you have already completed the declaration and want to give access to other people to deliver exams, please complete the additional user form.

If your centre does not have qualification approval to deliver Onscreen Functional Skills tests, please contact us before completing the declaration. If you already deliver other Pearson Onscreen exams and have Functional Skills approval, you will be able to book tests immediately. Note: please ensure that the software is up to date.

Step 2: Username and password

A username and password will be sent to you from our Customer Services team. At this point, if you haven't already, you will need to decide which version of our software best suits your needs. You can find more information on the website with regards to which version may best suit your needs. The link to install the software is embedded in the relevant installation guide, so please pass this on to the person who will be installing it for you.

Step 3:
Software

Once the software has been installed (or updated) please contact Customer Services to request a demo test.

Step 4:
Demo test

Once a demo has been successfully completed, please contact Customer Services, as we will need to check that the demo test has run successfully. Assuming the demo test was successful, we will activate your test booking facility allowing you to book tests on Edexcel Online.