Functional Skills ICT on-demand

User Guide
Contents of this guide

Introduction ................................................................ Page 3
Registering Learners .................................................. Page 4 - 8
Booking a test ............................................................ Page 9 - 11
Amending a test booking ............................................. Page 12
Downloading test papers ............................................. Page 13 - 14
Notes for Invigilators .................................................. Page 15
Uploading Learner folders .......................................... Page 16 - 19
Marking a learner as absent ........................................ Page 20 - 21
Viewing Results ........................................................ Page 22 - 25
Introduction

The purpose of this User Guide is to take you through (step by step) how to register your learners and book their Functional Skills ICT tests, using our on-demand system.

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.

Link: www.edexcelonline.co.uk.
Registering through Edexcel Online

Registrations can be made through Edexcel Online. Alternatively you can send your learner details through the electronic data files from your student / learner management system(s).

Step 1
Once logged in, Select **Functional Skills** from the drop down menu.

Step 2
From the left hand side of the screen, select **FS On demand and & Onscreen test**

Step 3
From the submenu, select **Register Candidate**

The registration screen will appear.
**Step 4**
Enter the date that the learner(s) enrolled onto the qualification.

**Step 5** (Optional)
Enter the purchase order / reference number that you wish to appear on the invoice - into the **Order Number** field

*Please note – Student Report Forms (SRFs) do not apply*

**Step 6**
Read / review the onscreen declaration and **tick** the box. Then click **Next**

**Step 7**
Select the **programme/qualification** from the drop down menu and click **next**

*Please note each programme number is unique for each customer*
Registering Online

Assuming you have reviewed all of the support on pages 4 & 5, please follow the steps listed below to register your learner(s) online.

**Step 1**
From the bottom of the registration screen, click **Register Online**

**Step 2**
Update the boxes with your learner details and click **Add**

<table>
<thead>
<tr>
<th>Centre Reference</th>
<th>First Names</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emma</td>
<td>Jones</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Cohort</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/04/1984</td>
<td></td>
<td>M/F</td>
</tr>
</tbody>
</table>

**Step 3**
Repeat step(s) 2 if you wish to add / register additional learners.

**Step 4**
Read / review the onscreen declaration and click **Register**. Learners will be assigned registration numbers and you’ll be able to print off a confirmation page.

*repeat steps 2 & 3 if you need to register more than one learner against the selected qualification*
Registering by spreadsheet

Assuming you have reviewed all of the support on pages 4 & 5, please follow the steps listed below to register your learner(s) by spreadsheet.

**Step 1**
Click on **Register by spreadsheet** and the following screen will appear.

![Upload Completed Spreadsheet](image)

Please note the Functional Skills bulk registration template spreadsheet has been updated to include a new column for Cohort. Only the new template will be accepted please make sure you are using the new template which can be downloaded below.

**Step 2**
Download and open the template by clicking on **Full Award** at the bottom of the screen.

Please note that the system will not accept the template(s) if headings are changed or altered in any way.

**Step 3**
Complete the spreadsheet populating all fields with the relevant information

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre reference</td>
<td>Firstname</td>
<td>Lastname</td>
<td>Gender</td>
<td>DOB</td>
<td>Unique Learner Number</td>
<td>Completion Date</td>
<td>Study Mode</td>
<td>Collaborative</td>
<td>CSC code</td>
<td>Combination</td>
<td>Cohort</td>
</tr>
<tr>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
<td>M or F</td>
<td>DD/MM/YYYY</td>
<td>Optional</td>
<td>DD/MM/YYYY</td>
<td>A</td>
<td>Optional</td>
<td>Optional</td>
<td>A</td>
<td>Optional</td>
</tr>
</tbody>
</table>

Note: All mandatory fields listed in the spreadsheet and there required formats are shown below, all other fields are optional

**Mandatory fields**

- Gender must be **M** or **F**
- DOB and Completion date(s) must be in the following format **DD/MM/YYYY**
- Study mode and combination should be **A**
**Step 4**  
Save the spreadsheet to your desktop

**Step 5**  
From the registration screen - click **Browse**

**Step 6**  
Locate your spreadsheet and click **OK / Open**

**Step 7**  
From the registration screen, click **Upload**

*If the system identifies any errors during the upload of candidate data, this information will be displayed onscreen and will need to be corrected before the registration process can be completed*
Booking a test

Step 1
Assuming you have already registered your learners, select **functional skills** from the drop down menu

Step 2
From the left hand side of the screen, select **FS On demand and & Onscreen test**

Step 3
From the submenu select **Book a test**

Step 4
Select the **qualification / programme** from the relevant drop down menu

Step 5
Select the appropriate test

Step 6
Select the venue for which the test will be conducted. This will either be the registered centre address or off site.

Step 7
Then enter the date and time that the test will be taken.
**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.

A list of learners registered at your centre will appear.

**Step 8**
Select the learner(s) that will be taking the test by placing a tick in the box(es) beside their name(s)
**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*

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

**Step 1**
Assuming you have already registered your learners and booked a test, select **Functional Skills** from the drop down menu.

**Step 2**
From the left hand side of the screen, select **FS On demand and & Onscreen test**.

**Step 3**
From the submenu select **View/Amend test booking**.

A screen will appear enabling you to search for tests that have previously been scheduled but not yet taken.

**Step 4**
Enter your search criteria and click **Next**.

A list of tests that meet your selected criteria will appear.

**Step 5**
Select the test you wish to amend (by the side of the programme code / details).

**Step 6**
Click **Amend**.

**Step 7**
You will then be able to amend the time, date and where the test is taking place. Alternatively you can cancel the test booking.
**Downloading test papers**

In order to access the secure site through Edexcel Online, you will need to have been given additional user privileges by an authorised member of staff, at your centre.

**Centre Administrators** can add this feature in Edexcel Online to new and existing users of the system, by ensuring **Access to run on-demand paper based tests** is selected below **Edit User Access Profile**

Assuming you have these additional privileges – please refer to the steps listed below.

**Step 1**
Navigate to the following web site / address. https://pqs.pearson.com/fsict

**Step 2**
Login using your Edexcel Online user credentials

**Step 3**
Click **Login**

**Step 4**
If you have tests booked at other sites, you can view these by clicking on the on the icon below to switch between sub-sites.

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

**Step 5**
Click **Search**. The following screen will appear.
Step 5
Click on the **Order Number** that you wish to view in more detail / download associated content for.

![Order details](image)

Step 6
From the left hand side of the screen, click **Learner entry slips** (Entry slips confirm which version(s) of the tests / data files learners should be issued)

Step 7
Click **Download test paper(s)** – note that some files are password protected, by clicking on **Password** – beside the test file, the Password will be displayed

*Important - You can download test material up to 24 hours before the scheduled time*
Notes for invigilators

Prior to the test

Test materials (papers and/or data files) are password protected. Files/associated materials must be printed and/or distributed to learners on the day of the test. They must not be given to the learners prior to the scheduled date/time - as this would risk the integrity of the test(s).

Learners must not be logged into their own accounts on the PC’s used for testing. This is to prevent malpractice and them accessing any pre-prepared work.

It is advisable for the Learners to check that they have the correct paper and data files that appear on their Entry Slips before beginning their test(s)

During the test

Learners should save their files and screen-shots to a new folder, on their desktop(s). Folder names should be the name of the learners(s) and their dates of birth.

E.g. AnneExample_04101981

After the test

A member of staff should ensure that learners have saved all of their work to the relevant folder before they leave the test room.

Learner folders should be saved/zipped and uploaded to the marking portal.
Uploading learner folders to the marking portal

Assuming Learners have completed their tests and saved their files to a folder on their desktop(s) - you will need to follow the steps below.

**Step 1**
Right click on the folder - which has the learners name(s) and date of births

**Step 2**
Scroll down to **Send To**

**Step 3**
Left click on Compressed (Zipped) folder

A Compressed zipped folder (copy of the original folder) will appear. An example is shown below.

**Step 4**
Visit the following link:  [https://pqs.pearson.com/fsict](https://pqs.pearson.com/fsict)
Step 5
Enter your login details (these are your Edexcel Online user credentials)

Step 6
Click Login

Step 7
From the home page, click on the drop down menu and select Orders

Step 8
Click Search. The following screen will appear.
Step 9
Click on the **Order Number** that you wish to upload the learner’s folders to.

Step 10
From the left hand side of the screen, click **Submit exam materials**

Step 11
Click on the **paperclip** beside the Learners name

Step 12
Click on **Select** - Browse to the zipped (compressed) folder that contains the learners work

Step 13
Click **OK / Open** to upload the chosen folder.
Once the folder is uploaded successfully – a red cross will appear to the right hand side.

If you upload an incorrect folder – click on the red cross to remove the associated materials and repeat steps 12 - 13

Step 14
Click submit

You will then be returned back to the order screen.

Assuming you have either uploaded all of the candidate(s) work or marked them as absent, you will be able to submit the order for marking.
Marking a learner as absent

**Step 1**
Navigate to the following web site / address. https://pqs.pearson.com/fsict
Enter your login details (these are the same details used to access Edexcel Online)

**Step 2**
Click **Login**

**Step 3**
From the home page, click on the drop down menu and select Orders

![Home page screenshot](image)

**Step 4**
Click **Search** and the following screen will appear.

![Orders page screenshot](image)
**Step 5**
Click on the Order Number that you wish to mark a candidate as absent.

![Order details](image)

**Step 6**
From the left hand side of the screen, click **Submit exam materials**

**Step 7**
Click on the red flag beside the learner(s) name, marking the learner as absent

If you mark the incorrect learner as being absent, click on the flag again and the system will mark the learner as being present

![Learner details](image)

**Step 8**
Assuming you have either uploaded all of the learners(s) work or marked them as being absent, you will be able to submit the order for marking.
Viewing Results

Assuming you have already uploaded and submitted your learner folders using the marking portal – please follow the steps below

Step 1
Login to Edexcel Online by navigating to the following website / address
www.edexcelonline.co.uk

Step 2
Select functional skills from the drop down menu.

Step 3
From the left hand side of the screen, select FS On demand and Onscreen test

Step 4
From the submenu select View results by test booking

Step 5
Select ICT Functional Skills from the Programme drop down menu

* You can narrow the search(es) by using the additional criteria boxes*
**Step 6**
Select the test(s) you wish to view results for by ticking the box beside the relevant programme – on the left hand side of the screen

<table>
<thead>
<tr>
<th>Programme</th>
<th>Test</th>
<th>Test Date</th>
<th>Start Time</th>
<th>Venue</th>
<th>Results received</th>
<th>Count of Reg</th>
</tr>
</thead>
<tbody>
<tr>
<td>CXT06</td>
<td>ICT FUNCTIONAL SKILLS L1</td>
<td>02/10/2012</td>
<td>10:00</td>
<td>BEG521</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>CXT06</td>
<td>ICT FUNCTIONAL SKILLS L1</td>
<td>02/10/2012</td>
<td>12:00</td>
<td>BEG521</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**Step 6**
Click on **Export Result** and your results will be exported to a spreadsheet
Viewing Results by Learner

Step 1
From the left hand side of the screen, select **FS On demand and Onscreen test**

Step 2
From the submenu select **View results by candidate**

Step 3
Select **ICT Functional Skills** from the Programme drop down menu

*You can narrow the search(es) by using the additional criteria boxes*
**Step 4**
Select the learner results you wish to view by selecting the box on the left hand-side and then clicking on **View Results**