

Functional Skills ICT on-demand

User Guide

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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.

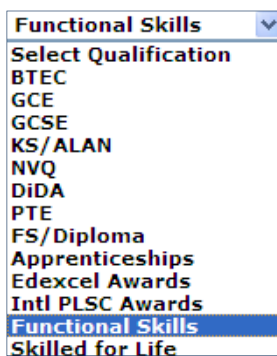
Link: www.edexcelonline.co.uk.

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).

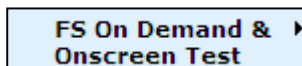
Step 1

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



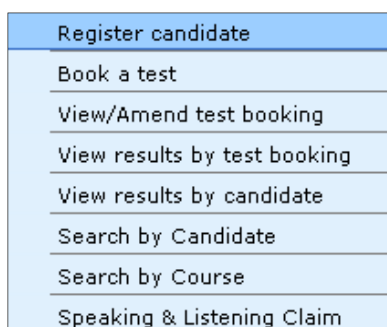
Step 2

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

Register Students Help ?

Registration Type:
 Full Award

Enrolment Date: Order Number:
01 September 2012

SRFs required? Yes No
(Select "Yes" if you would like us to send you Student Report Forms (SRFs) for the candidates you are registering or "No" if you will be claiming certificates online and do not require SRFs)

I confirm that the enrolment date shown is correct for the learners I am registering. I agree that our centre will abide by Edexcel's terms and conditions for the payment of fees, including any late fees that may be due if registrations are made after the published deadlines.

Next

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

Programme:

--Select--

--Select--

CXT06 Functional Skills - Information And Communication Technology (ict) (Level 1/2) (Onscreen) Edexcel Functional Skills Qualification

VG862 Functional Skills - English (Level 1/2) (Onscreen) Edexcel Functional Skills Qualification

VG863 Functional Skills - Mathematics (Level 1/2) (Onscreen) Edexcel Functional Skills Qualification

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**

Centre Reference <input type="text"/>	First Names <input type="text" value="Emma"/>	Last Name <input type="text" value="Jones"/>
Date of Birth <input type="text" value="08/04/1984"/>	Cohort <input type="text"/>	Gender <input type="radio"/> M <input checked="" type="radio"/> F
ULN <input type="text"/>	<i>Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number</i>	
		<input type="button" value="Clear"/> <input type="button" value="Add"/>

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.

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.

Upload Completed Spreadsheet:

Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number

OR Download Template: [Full Award](#)

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Centre reference	Firname	Lastname	Gender	DOB	Unique Learner Number	Completion Date	Study Mode	Collaborative	LSC code	Combination	Cohort
2	Optional			M or F	DD/MM/YYYY	Optional	DD/MM/YYYY	A	Optional	Optional	A	Optional
3												

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**

Register candidate
Book a test
View/Amend test booking
View results by test booking
View results by candidate
Search by Candidate
Search by Course
Speaking & Listening Claim

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.

Test setup	
Programme	DHP16:FUNCTIONAL SKILLS - INFORMATION AND COMMUNICATION TECI ▼
Test	ICT FUNCTIONAL SKILLS L1 ▼
Venue	Select one ▼
Test Date (dd/mm/yyyy)	Select one TEST TAKEN AT CENTRE TEST TAKEN OUTSIDE OF CENTRE (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.

Refine learner

Registration Number	<input type="text"/>	This function is optional but may help to limit the number of search results.
First Name	<input type="text"/>	
Last Name	<input type="text"/>	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.
Registration Year	<input type="text" value="Select one"/>	
Cohort	<input type="text"/>	
Centre Reference	<input type="text"/>	

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)

Test Details

Programme: CXT06:FUNCTIONAL SKILLS - INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) (LEVEL 1/2) (ONSCREEN)

Test: ICT FUNCTIONAL SKILLS L1

Venue: ENR804 Date: 03/10/2012 22:00

Records Per Page: 25 Refresh Back Submit

All	Req No ▲	Centre Ref	First Name	Last Name	Date of Birth	Cohort	Add Time +25%
<input type="checkbox"/>	EY00200		ROY	AYERS	16/07/1985		<input type="checkbox"/>

Back Submit

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 Refresh Back Submit

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

Back Submit

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**

Booking search Help ?

Information
Use this screen to search for existing test booking(s) that you wish to view or amend. If the 'to' field is left blank the search will return results from up to 1 year in the future.

Clicking the 'New Results' button will launch a CSV report showing all new results for the last 7 days and all pending results. You can search for results over a greater period using the 'Booking Search' part of the screen. On the next page you can launch a CSV report showing all returned results.

New Results

Booking search

Programme Select all

Test

Venue Select all

Test Date (From) 00 : 00

Test Date (To) 00 : 00

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.

Product code	Subject code	Subject title	Exam date	Order No	Learner Coun	Stage	Centre code
50098275	R6011968	FS ICT L2	13 Jul 2012	20500009	3	Allocate examiner	HDAR03
50094683	L6011967	FS ICT L1	09 Aug 2012	20500012	2	Allocate examiner	HDAR03

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

[Learner entry slips](#)

[Notes](#)

[History](#)

[Submit exam materials](#)

[Add / Assign to Rooms](#)

[Download test paper\(s\)](#)

Product: 50094683 - EDEXCEL Functional Skills qualification in Information and Communication Technology (ICT) at Level 1

Unit: L6011967 - FS ICT L1

Centre: 05098 05098A 05098 - SEGEDUNUM

Order Number: 20500754

Learner Count: 1

Scripts Count: 0

Paper version: ICT01_02

Delivery type: Paper based

Opportunity type: On-demand

Exam date: 02 Oct 2012 09:30

Stage	Description	Expected date	Achieved
Create pending order	Scheduling completed and order created		02 Oct 2012 08:24
Process order	Process order (Create order)	14 Sep 2012	02 Oct 2012 08:24

Export Page 1 of 1 View 1 - 3 of 3

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

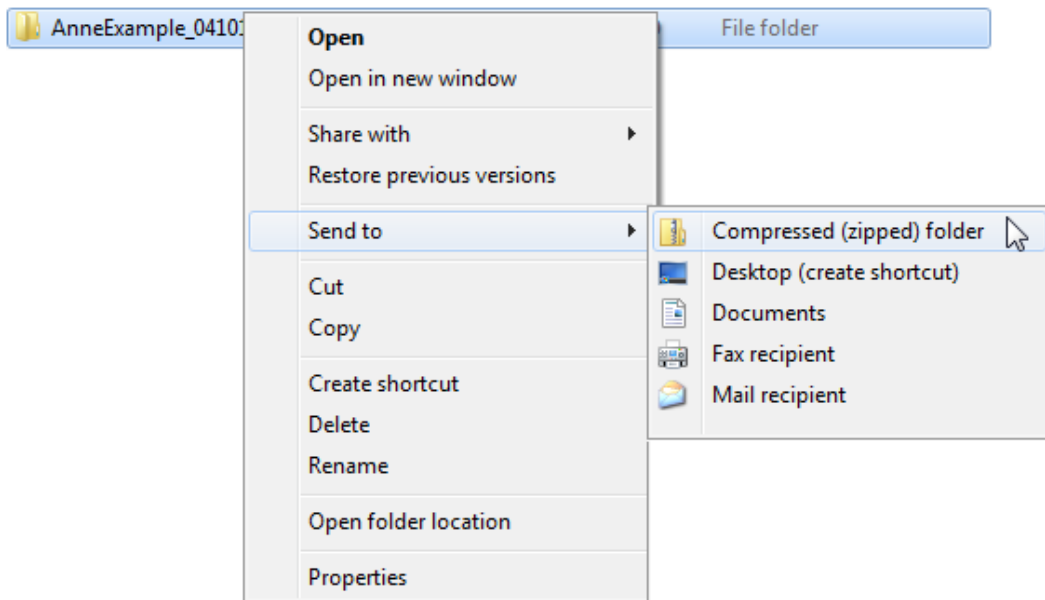
Right **click** on the folder - which has the learners name(s) and date of births

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.

 AnneExample_04101981	07/10/2012 16:43	File folder	
 AnneExample_04101981	07/10/2012 16:43	Compressed (zipped) Folder	48 KB

Step 4

Visit the following link: <https://pqs.pearson.com/fsict>

Step 5

Enter your **login details** (these are your Edexcel Online user credentials)

Step 6

Click **Login**

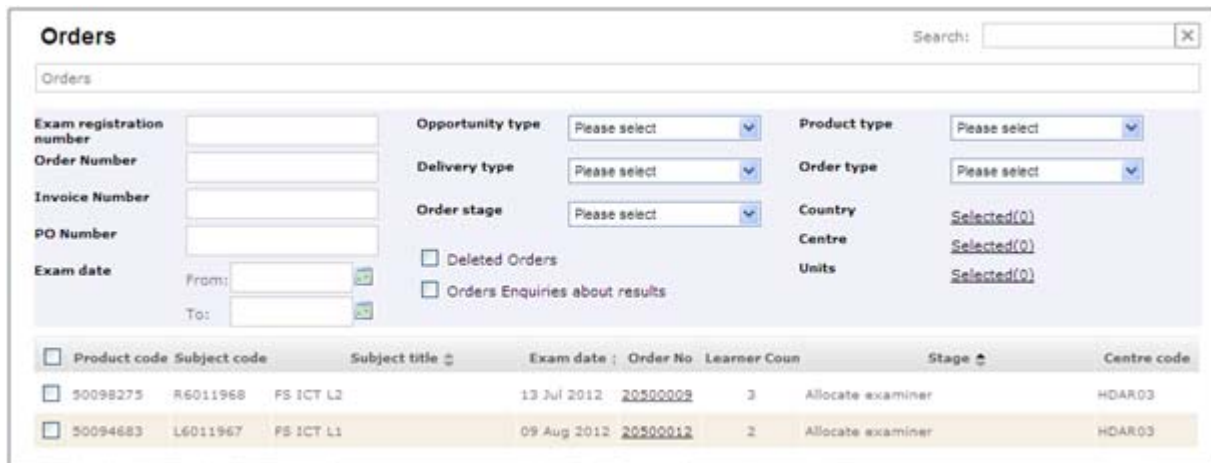
Step 7

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.

Order details

Order details

Product: 50094683 - EDEXCEL Functional Skills qualification in Information and Communication Technology (ICT) at Level 1
 Unit: L6011967 - FS ICT L1
 Centre: 05098 05098A 05098 - SEGEDUNUM
 Order Number: 20500754
 Learner Count: 1
 Scripts Count: 0
 Paper version: ICT01_02
 Delivery type: Paper based
 Opportunity type: On-demand
 Exam date: 02 Oct 2012 09:30

Stage	Description	Expected date	Achieved
Create pending order	Scheduling completed and order created		02 Oct 2012 08:24
Process order	Process order (Create order)	14 Sep 2012	02 Oct 2012 08:24

Export Page 1 of 1 View 1 - 3 of 3

Step 10

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

Step 11

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

Learner No.	Learner Name	Date Of birth	Paper version	Score
86500393	Anne Example	01 Jan 1982	ICT01_02	Not marked

Page 1 of 1 View 1 - 1 of 1

Step 12

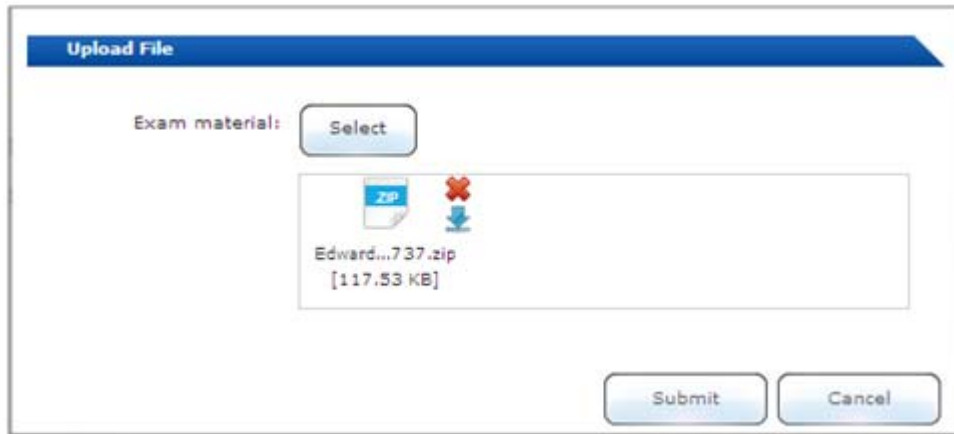
Click on **Select** - Browse to the zipped (compressed) folder that contains the learners work

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

Orders ▼
Search

Step 4

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

Orders Search:

Orders

Exam registration number <input style="width: 100%;" type="text"/>	Opportunity type Please select ▼	Product type Please select ▼
Order Number <input style="width: 100%;" type="text"/>	Delivery type Please select ▼	Order type Please select ▼
Invoice Number <input style="width: 100%;" type="text"/>	Order stage Please select ▼	Country Selected(0)
PO Number <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Deleted Orders	Centre Selected(0)
Exam date From: <input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Orders Enquiries about results	Units Selected(0)

<input type="checkbox"/>	Product code	Subject code	Subject title	Exam date	Order No	Learner Coun	Stage	Centre code
<input type="checkbox"/>	50098275	R6011968	FS ICT L2	13 Jul 2012	<u>20500009</u>	3	Allocate examiner	HDAR03
<input type="checkbox"/>	50094683	L6011967	FS ICT L1	09 Aug 2012	<u>20500012</u>	2	Allocate examiner	HDAR03

Step 5

Click on the Order Number that you wish to mark a candidate as absent.

Order details

Order details

Product: 50094683 - EDEXCEL Functional Skills qualification in Information and Communication Technology (ICT) at Level 1

Unit: L6011967 - FS ICT L1

Centre: 05098 05098A 05098 - SEGEDUNUM

Order Number: 20500754

Learner Count: 1

Scripts Count: 0

Paper version: ICT01_02

Delivery type: Paper based

Opportunity type: On-demand

Exam date: 02 Oct 2012 09:30

Stage	Description	Expected date	Achieved
Create pending order	Scheduling completed and order created		02 Oct 2012 08:24
Process order	Process order (Create order)	14 Sep 2012	02 Oct 2012 08:24

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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 No.	Learner Name	Date Of birth	Paper version	Score
86500393	Anne Example	01 Jan 1992	ICT01_02	Not marked

Page 1 of 1 View 1 - 1 of 1

Submit

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 web site / address
www.edexcelonline.co.uk

Step 2

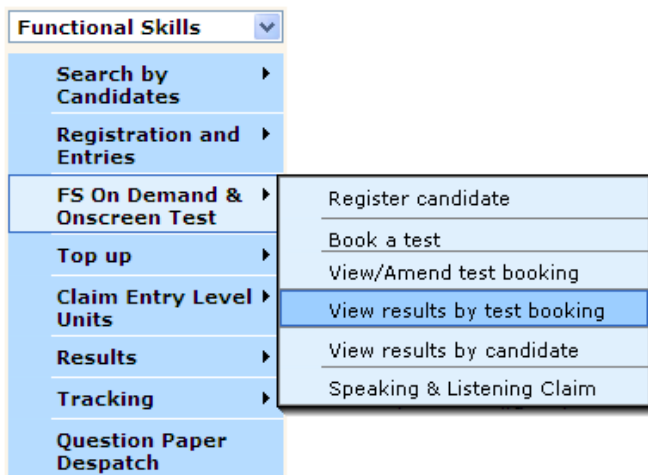
Select **functional skills** from the drop down menu.

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

Records Per Page: 25		Refresh	Export Results	Back	Create Pass List		
<input type="checkbox"/>	Programme ▲	Test	Test Date	Start Time	Venue	Results received	Count of Reg
<input type="checkbox"/>	CXT06	ICT FUNCTIONAL SKILLS L1	02/10/2012	09:30	BEG631	0	1
<input type="checkbox"/>	CXT06	ICT FUNCTIONAL SKILLS L1	02/10/2012	12:00	BEG631	0	3

Step 6

Click on **Export Result** and your results will be exported to a spreadsheet

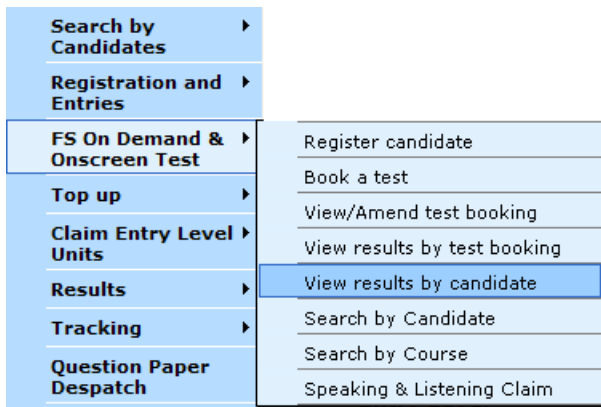
Viewing Results by Learner

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 **

Candidate search

Registration Year

Programme

Test

Registration Number

Centre

Reference

First Name

Last Name

Cohort

Date of Birth

Gender

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**

Search criteria

Registration Year	2012/13 (E Registrations)		
Programme	DHN29:FUNCTIONAL SKILLS - INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) (LEVEL 1/2) (ONDEMAND)		
Test			
Registration Number		Centre Reference	
First Name		Last Name	
Date of Birth		Gender	Any
Cohort			

Records Per Page: 25 Refresh Back View Results

	Req No ▲	Centre Ref	First Name	Last Name	Date of Birth	Gender
<input type="radio"/>	E560043	4545849	MATTHEW	SIMPSON	12/12/1991	M