# Pearson Edexcel GCSE Maths for Post-16

# Online Diagnostic Assessment

# Entry Guidance

## September 2022

# ❶ Introduction

This document outlines how you register and make entries for your candidates for the Pearson FE GCSE Maths Online Diagnostic Assessment. In this document, we will refer to making entries as making bookings.

# ❷ Centre Registration

When you complete a Pearson FE GCSE Maths Online Diagnostic Assessment 'Intention to Offer' form, Pearson will upload your centre details to the Online Assessment booking platform. You will then receive an email notifying you and asking you to complete the registration process. In the email a link will be included for you to confirm the email address you'll be using for making entries and setting a password.

**How to register**

Please click the link below where you will be asked to register and provide a password:

**Complete Registration**

You've received this email because your email address was submitted on our Intention to Offer form. However, if you wish to change the email address linked to your account for making entries, you will be given this option during your registration.

Please note that this will be the only opportunity to change the email address linked to your account.
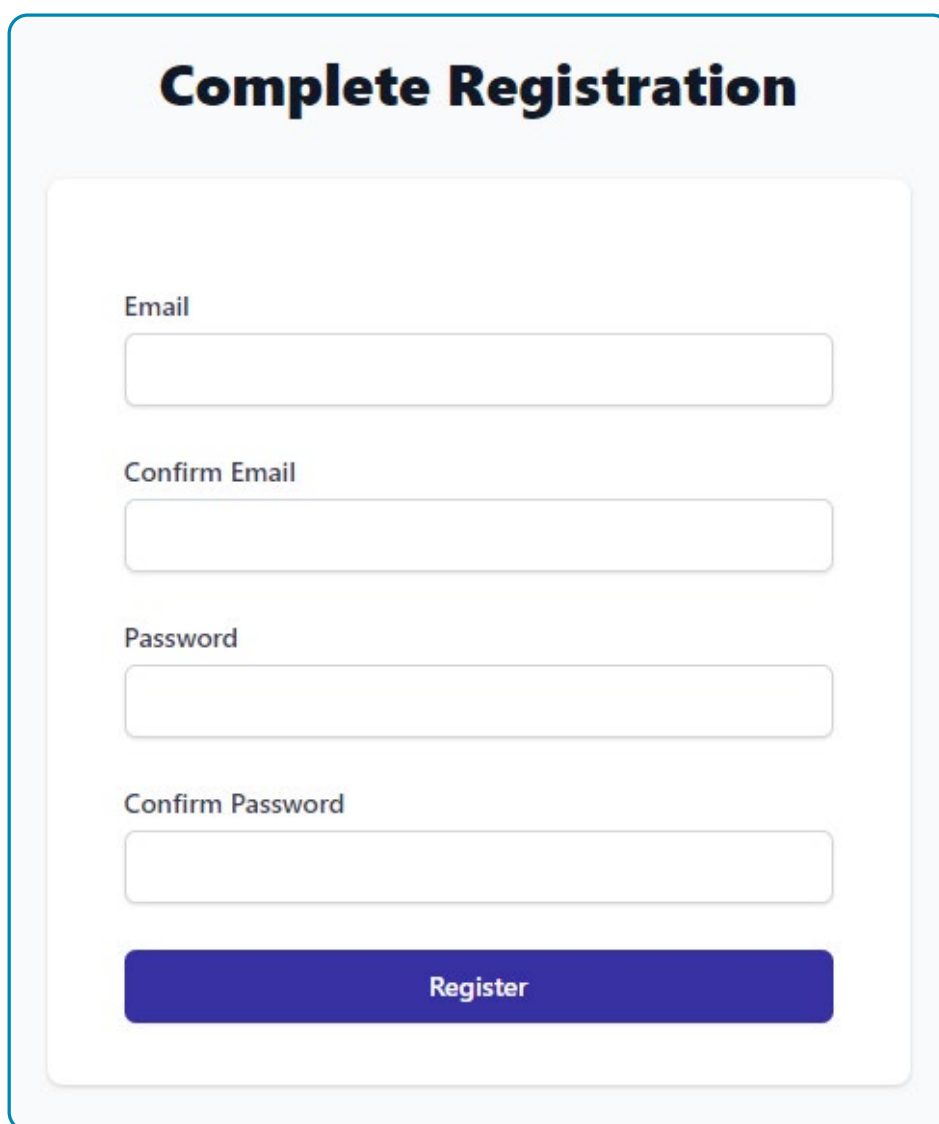
Once your school or college is registered, you will be able to start making your entries.

At this point you will need to type in a password and confirm it.

When all password fields are entered click the "Complete" button and you will be redirected to the login page.

## Changing your email address during registration

If you'd like to change your email address linked to the booking platform, please select 'Email not correct?' in the top right-hand corner of the registration screen. You can then change the email address in the 'Email address' field, confirm it's the correct email address in the 'Confirm email address' field and then set your password before accepting the terms and conditions and selecting 'Complete'.

**Complete Registration**

Email

Confirm Email

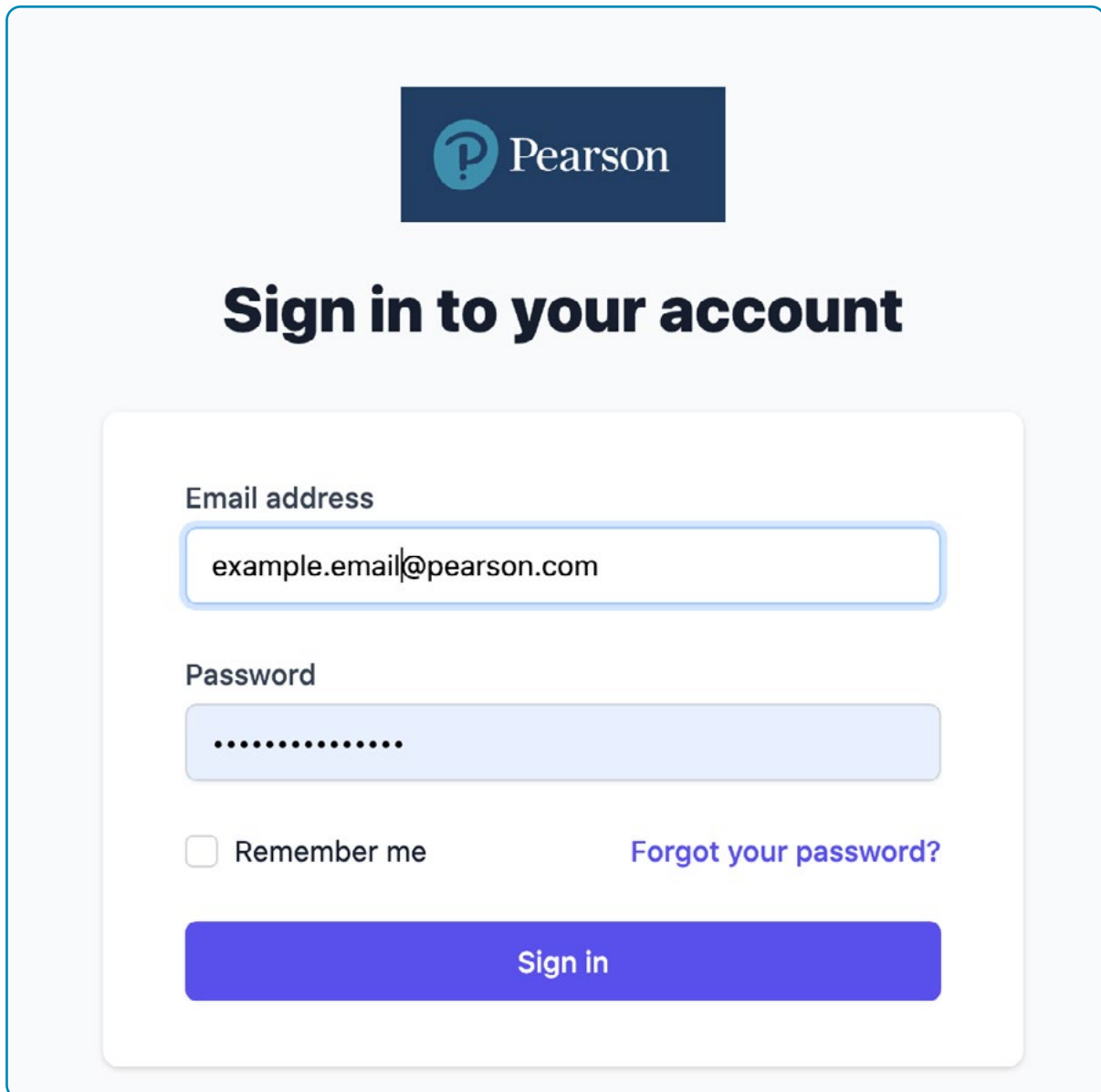Password

Confirm Password

Register

**❸ Logging In**

Enter the email address and password selected at the registration stage to login.

Following a successful login, you will be presented with the "Dashboard" where the process for creating Online Assessment bookings can begin.

## 4 Bookings

The first field you are presented with is "Series". Select the relevant series you're booking for from the drop-down list and then the "Booking Services" field will become visible.

Each series has a booking window, during this period you can make and remove bookings against the services for that series. Once the booking window is closed you will no longer be able to upload or remove candidates for that series.
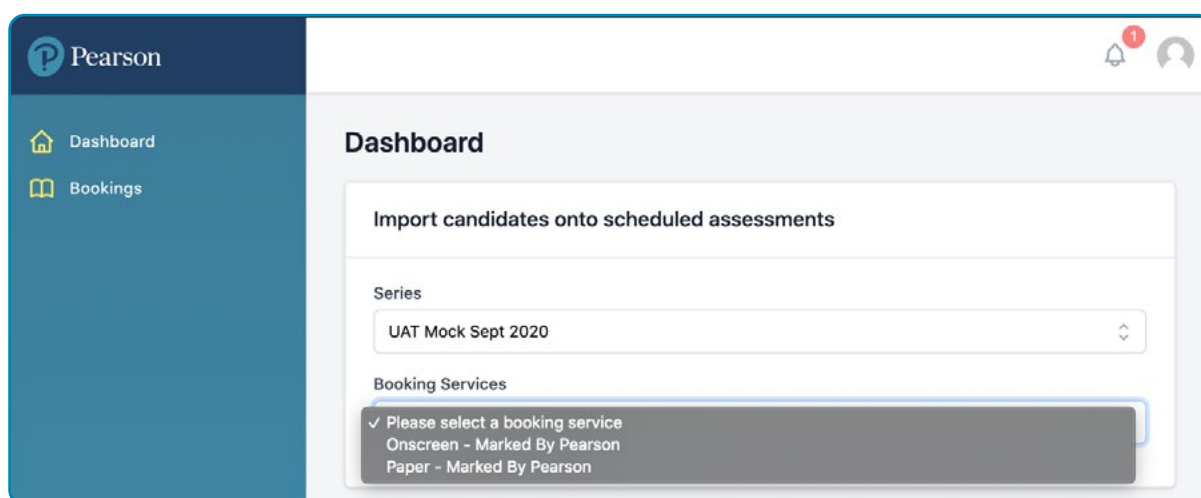
Following selection of a booking service the available assessments will be listed. There is a button to download the template needed to make your bookings. Click the 'Download Candidate CSV Template' button and access the file from your download location, this can usually easily be reached from a banner that appears at the bottom of the browser.



The template contains the following fields with some example data shown:

| Field | Example Data | Mandatory |
|---|---|---|
| Forename | Lisa | Y |
| Surname | Green | Y |
| DOB | 09/07/2006 | Y |
| Gender | f | Y |
| Candidate ID* | 9878 | Y |
| Purchase Order Number | 3434535 | N |

*The candidate ID can be any 4-digit number you choose. Each candidate entered must be given a unique candidate number which we recommend you use across all of the assessments they're entered for within an academic year. Please avoid using zeros at the beginning of your candidate IDs, for example, 0041.

When the template has been filled it can be uploaded using the "Import candidates" button. Each assessment listed for the series and booking service selected has one of these buttons next to it. Please ensure you click the button next to the assessment you are registering your candidates for.
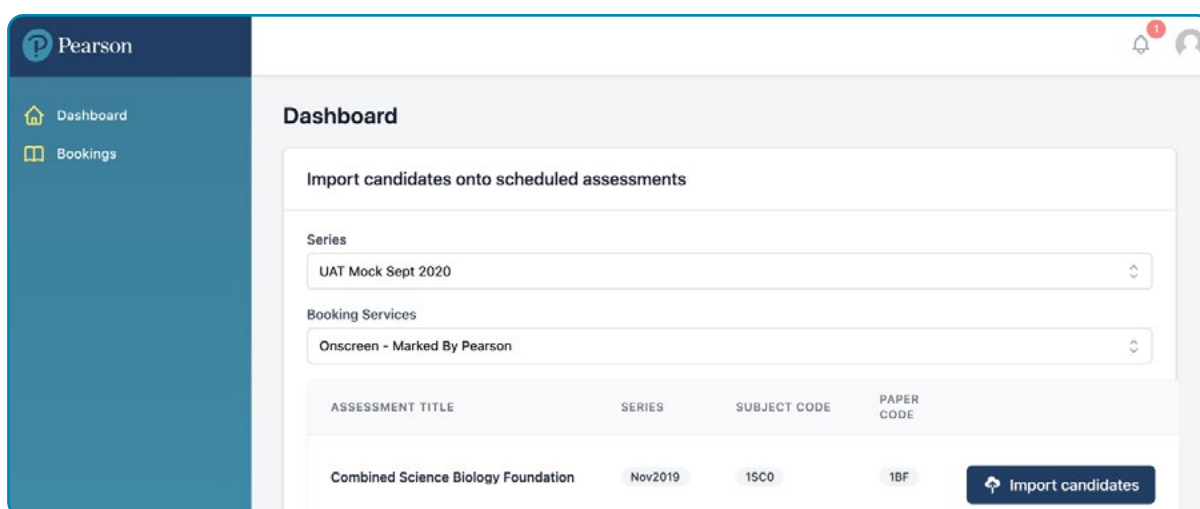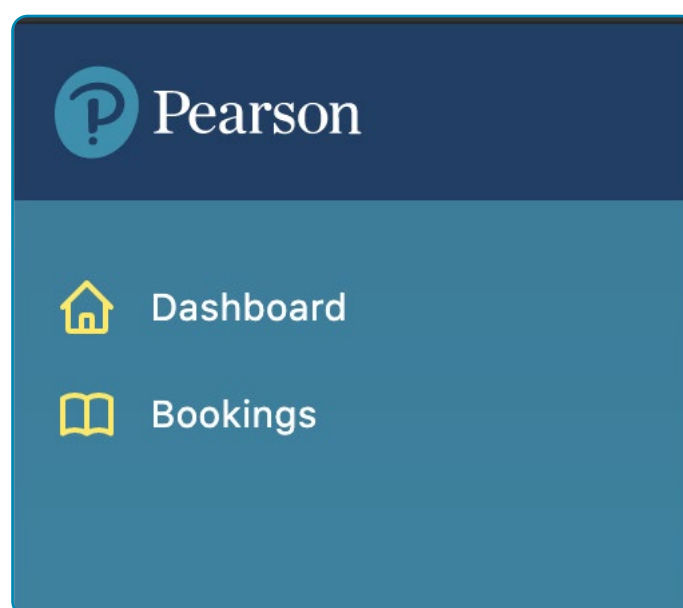
If the file import is successful a notification will be displayed in the top right of your screen.
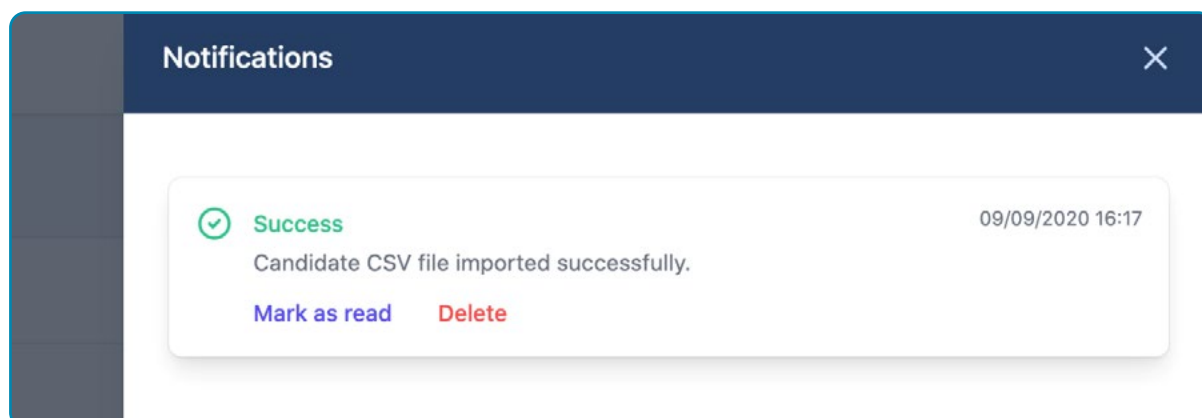


# ❺ Viewing/Amending/Removing Bookings

If you wish to view, amend or remove any booking you have made you can access them from the "Bookings" option on the left-hand menu.



You will be presented with a list of all candidate bookings you have made.

To **amend bookings**, check the box on the left of the candidate entry you wish to edit and select 'Edit candidate' by clicking on the three vertical dots at the end of the candidate row. From here, you can edit the candidate's name, gender and date of birth. The candidate ID will be shown but you will not be able to edit this field. If you have made an error with the candidate ID and wish to amend it, please contact our Customer Service team. When you edit the candidate information, this will update across all bookings linked to that candidate.
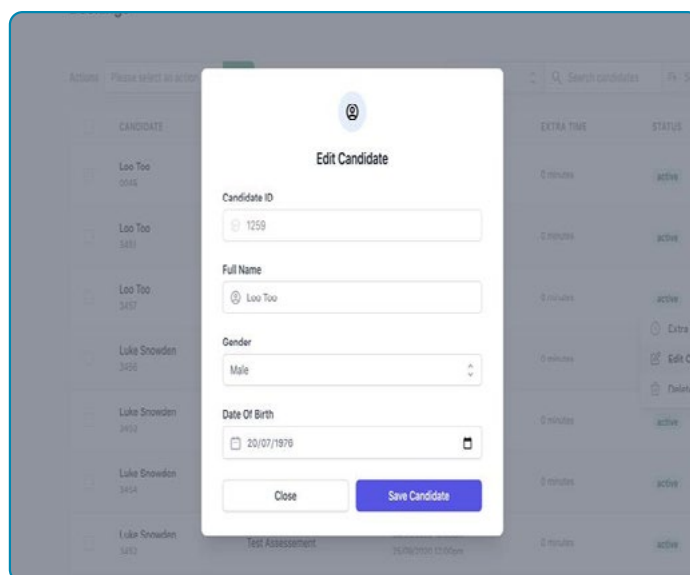


To **remove bookings** check the box on the left of the candidate entries you wish to remove and select "Delete selected" from the "Actions" menu located at the top left of the list. If you then select the green button next to the action menu the deletion will be submitted. Please note bookings can only be removed if the booking window is still active.
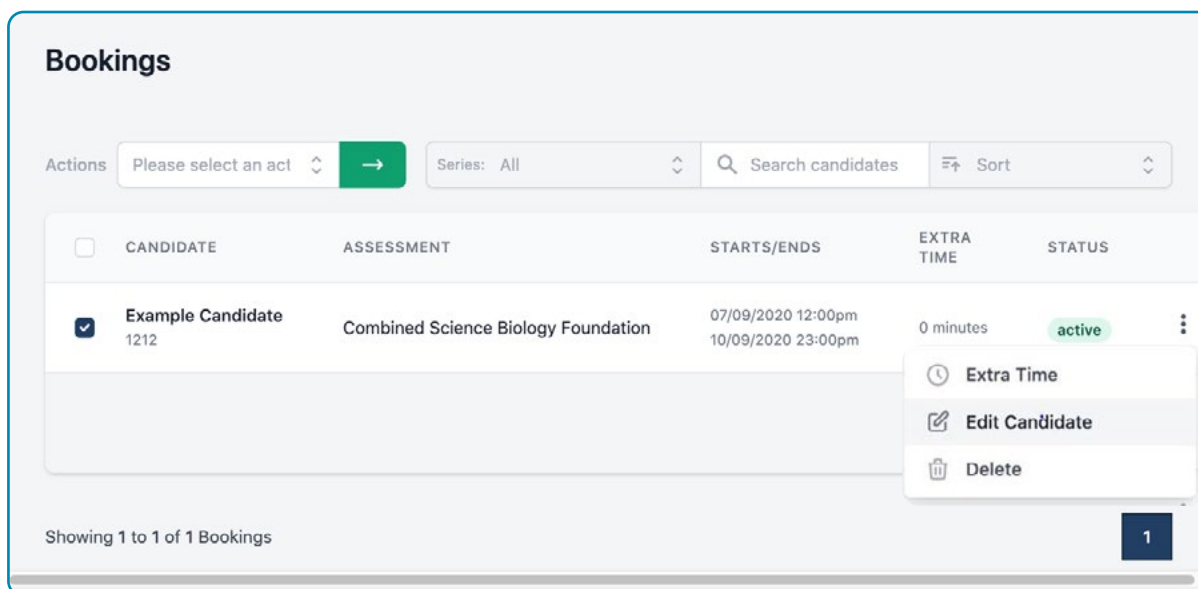
You can also select 'Delete' by clicking on the three vertical dots at the end of the candidate row.
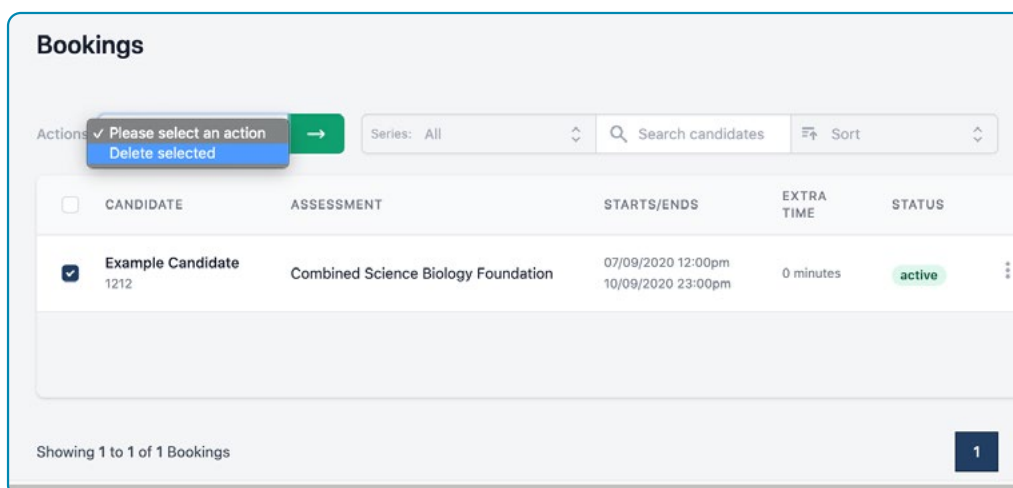
# ❻ Extra Time

From the bookings screen you also have the option to allocate extra time for a candidate. This option can be accessed from the right-hand side of the candidate entries by selecting the three vertical dots.
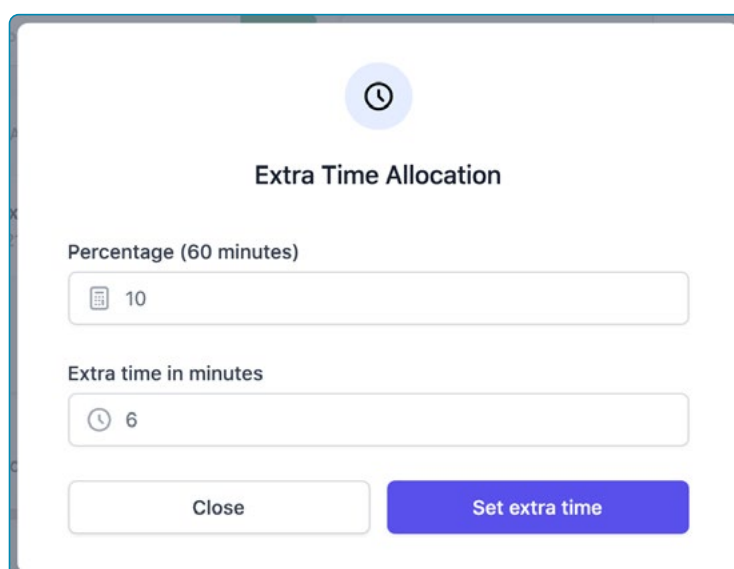


Extra time can either be set as a percentage of the assessment length or using minutes. When you enter a value in the 'Percentage' field, it will automatically calculate the number of minutes this equates to based upon the assessment's duration. It will automatically populate the 'Extra time in minutes' field with this value.

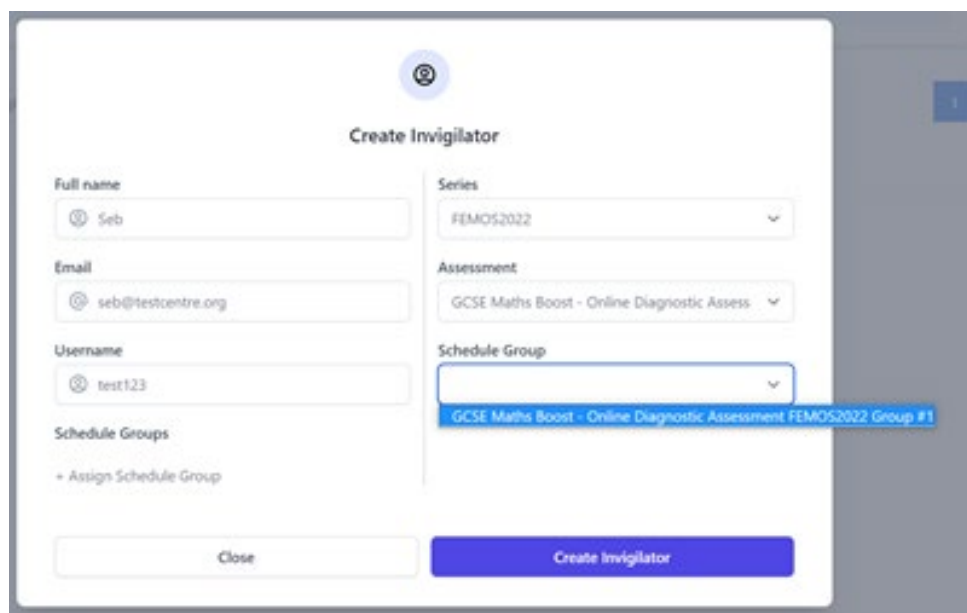Extra time can be added up until the Online Assessment start date.

**❼ Assigning your students to an assessment**

Once you have successfully registered your centre and uploaded your candidate details follow these steps to issue usernames and password to students to allow them to complete the assessments assigned to them.

1. Go to **https://booking.mod.pearson.com/login** and sign in using your credentials used to register.

2. Click the 'Invigilators' tab and then click on 'Create Invigilator'.
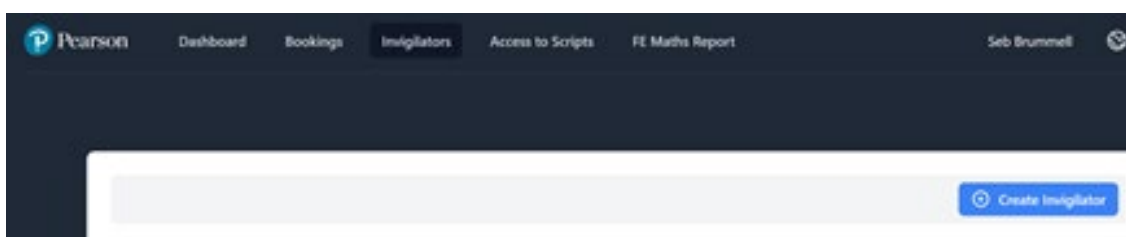


3. Complete the form as shown using the invigilators name, email and username you want to assign to the assessment to (The invigilator can be yourself).

4. Click the '+Assign Schedule Group' button to expand the box, and complete all fields as shown.



Under 'Assessment', the invigilator will need to be set up for each of the 3 available assessments. Select the Test you wish to complete first – additional Test can be added to the invigilator after.

5. The invigilator will be sent an email to confirm their registration as an invigilator – click the link in the email. The invigilator will be directed to a 'Complete Registration' form where they will set their password and complete sign up. From there, they can sign in using their username, centre ID and password.

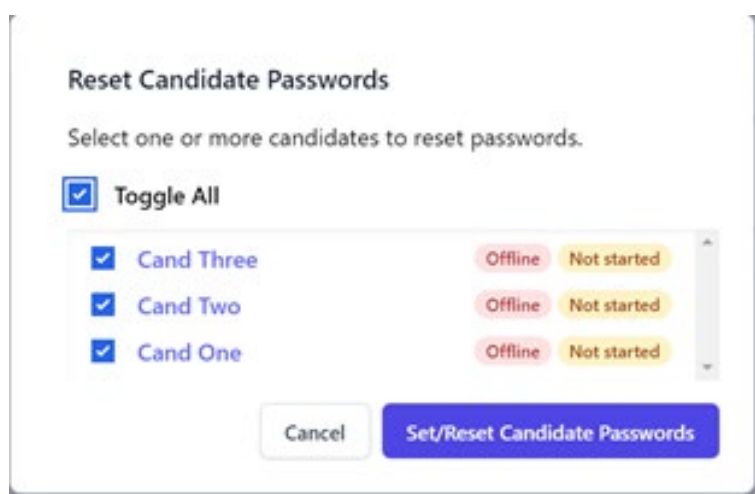6. You'll be taken to this screen:
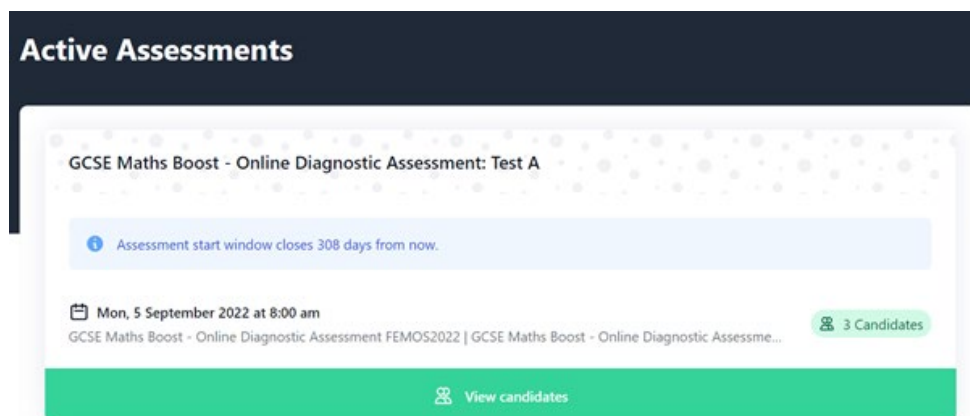


Click 'View Candidates' to continue.

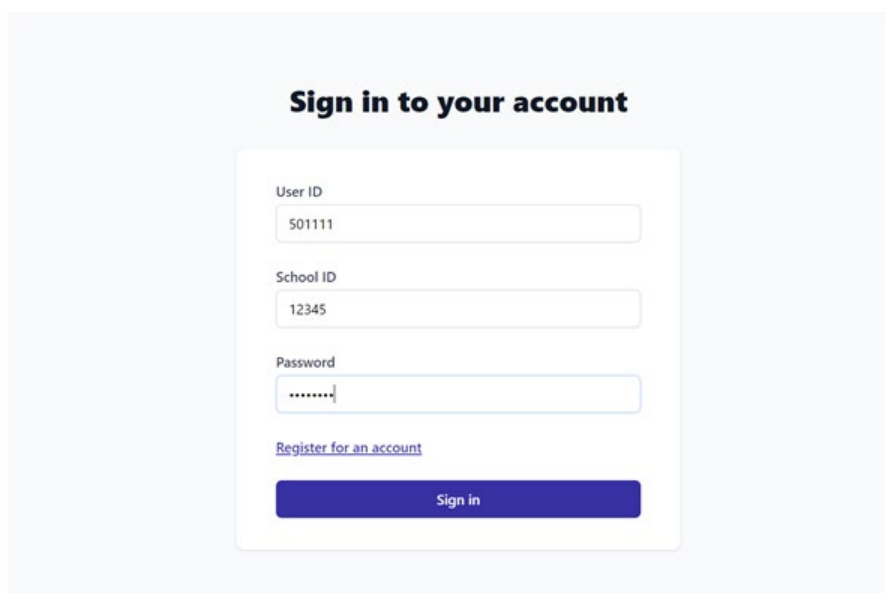7. From here, you can set up candidate passwords using the 'Set/Reset Candidate Passwords' button.
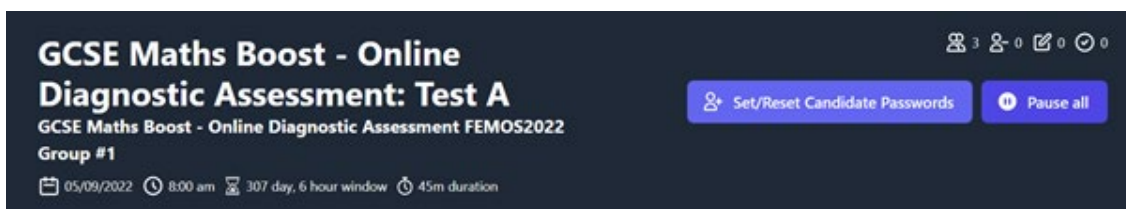


Select all candidates and click to set passwords.

This will generate a spreadsheet with all candidates' usernames and passwords which you can distribute to your students.

The candidate username will be a 2-digit number followed by the candidate user ID you chose when you uploaded your candidate at the registration stage.

8. Students can then go to **https://assessment.mod.pearson.com/login** to login in and complete the assessment that has been assigned to them.
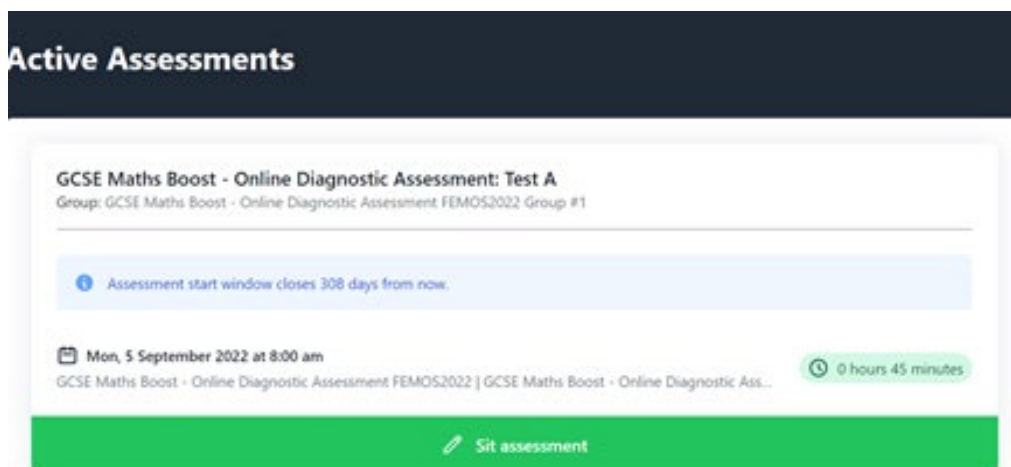


9. And then click the green 'Sit assessment' button to begin.

## 8 Logging out of the system

To log out of the booking system go to the icon in the top right-hand corner of your screen and select 'Sign out'.

## 9 Support

If any assistance is required during your use of the Online Assessment booking form please refer to the guidance in our FAQs on the website. If you're unable to find the support you need, please contact our Qualifications Customer Services team and refer to the FE GCSE Maths Online Assessment Booking system in your communication.