



# Pearson Business Skills qualifications and BTEC Apprenticeships

Guide to registrations, scheduling and amending tests  
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Version 1.0 September 2014

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Section One

# Registrations

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# Making registrations via Edexcel Online

1. Log on to Edexcel Online and select the relevant qualification that you require to register the learner(s) on from the Business Skills suite of qualifications.

*Please note this could be under NVQ or Apprenticeship qualification.*

2. From the left-hand menu, select *Candidates – Register Candidate*.

PEARSON

Tuesday 16 Sep 2014

Home Mailbox (30) My

Centre number:  GO Please Enter A Centre Number.

Select site:

Select Qualification ▾

- Edexcel Accounts ▸
- Centre Accounts ▸
- Training Event Bookings ▸
- Tracking ▸
- Edexcel Assured Service ▸

Home PageLIVEINTERNAL

WELCOME TO EDEXCEL ONLINE!

Use the drop-down menu on the left to access the different qualification

- **Academic results:** results for the recent academic examination so made available in the relevant qualification areas. For all the inform



For fees relating to registrations please see the Vocational Fees [here](#).

# Making registrations via Edexcel Online continued

3. Complete the relevant fields for the registration and then click 'Next'.

4. Select the required programme from the drop-down menu of approved programmes at your centre.

5. Once selected you will be given two options - either to 'Register Online' or 'Register By Spreadsheet'.

If you have more than 5 learners it is suggested that you register via spreadsheet as it will be the quicker process.

The screenshot shows the Pearson Edexcel Online registration page. The header includes the Pearson logo and the tagline 'ALWAYS LEARNING'. The date 'Tuesday 16 Sep 2014' is displayed. Navigation links for 'Home', 'Mailbox (30)', 'My Account', and 'Log-out' are present. The 'Centre number' is '03648' and the 'Select site' is 'LEARNING & DEVELOPMENT (03648 - BTEC/GVQ)'. The main content area is titled 'Register StudentsLIVEINTERNAL' and includes a 'Help' link. The 'Registration Type' section has radio buttons for 'Full Award' (selected) and 'Individual Units'. The 'Enrolment Date' is set to '01 September 2014'. There is an 'Order Number' field. The 'SRFs required?' section has radio buttons for 'Yes' (selected) and 'No'. A confirmation statement is displayed: '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.' A 'Next' button is located at the bottom right.

# Making registrations via Edexcel Online

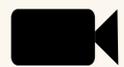
## Individual registrations

1. If you select '[Register Online](#)', also known as individual registrations you will be presented with the following fields to complete for a learner.

2. You can build up a list of candidates that you wish to register by clicking the '[Add](#)' button and repeating the process for all the learners.

3. Once all learners you wish to register have been added to the list, click '[Register](#)'.

4. Once complete you will be able to print out a Confirmation Report with the learner details, as well as the registration numbers showing on the Edexcel Online page.



Watch the video of step-by-step instructions [here](#).

### Enter New Candidate Details:

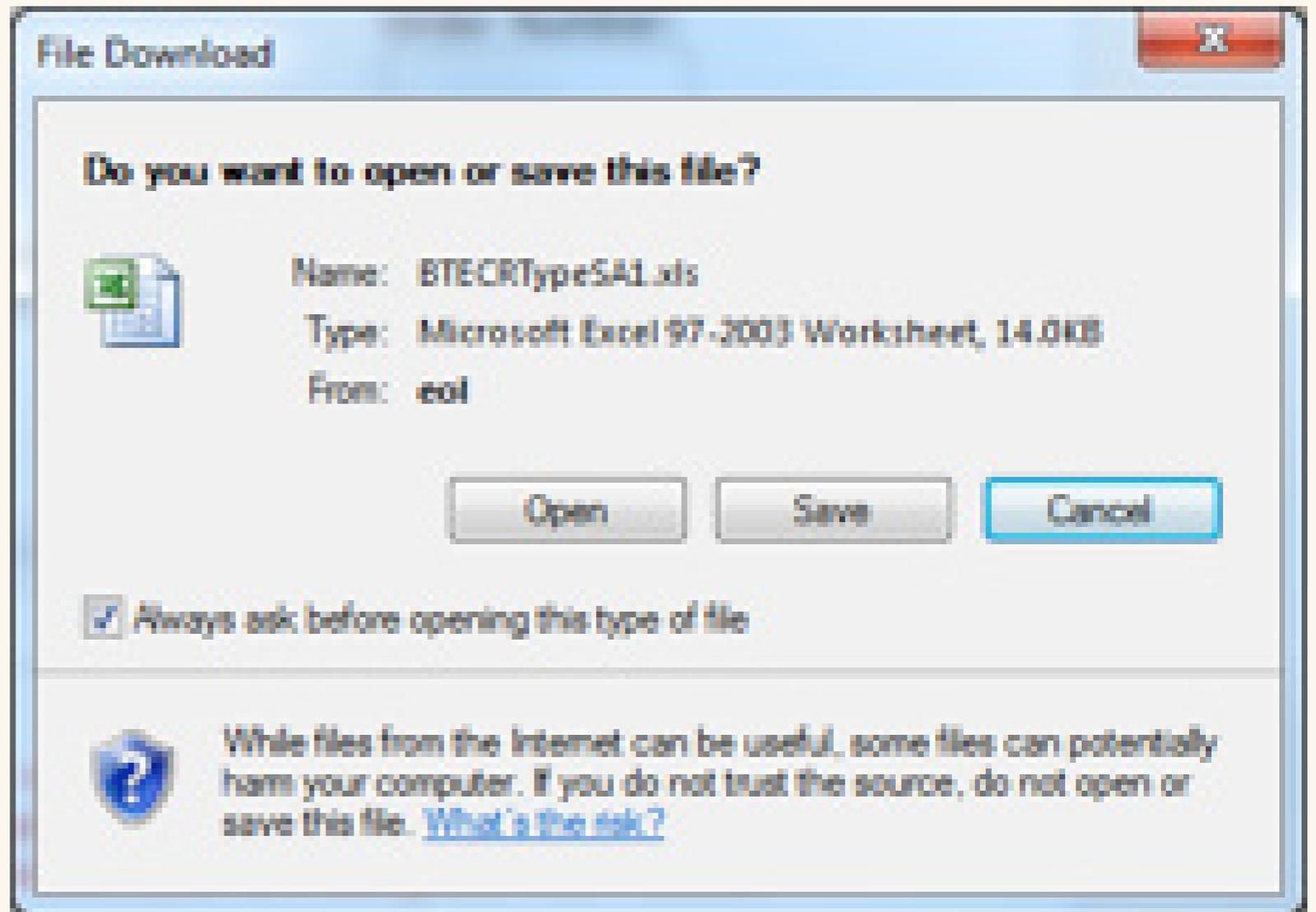
Centre Reference <input type="text"/>	First Names <input type="text"/>	Last Name <input type="text"/>	Sex <input type="radio"/> M <input type="radio"/> F
Date of Birth <input type="text"/>	Planned Completion <input type="text"/>	LSC Code <input type="text"/>	
Study Mode <input type="text" value="--Select--"/>	Collaborative Partner No <input type="text"/>	Combination <input type="text" value="--Select--"/>	
ULN <input type="text"/>			

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

# Making registrations via Edexcel Online

## Bulk registrations

1. If you select '**Register By Spreadsheet**', also known as bulk registrations, you will need to download the template for this registration process.
2. For these programmes you will need to select **Full Award**.
3. This template needs to be saved to a designated place, please **do not** amend the title of this spreadsheet.



# Making registrations via Edexcel Online

## Bulk registrations continued

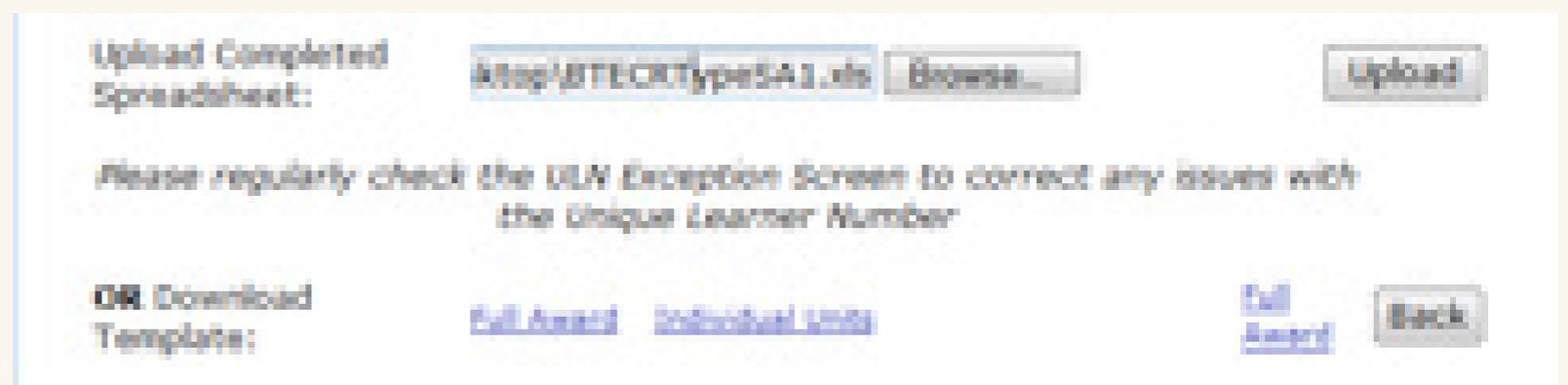
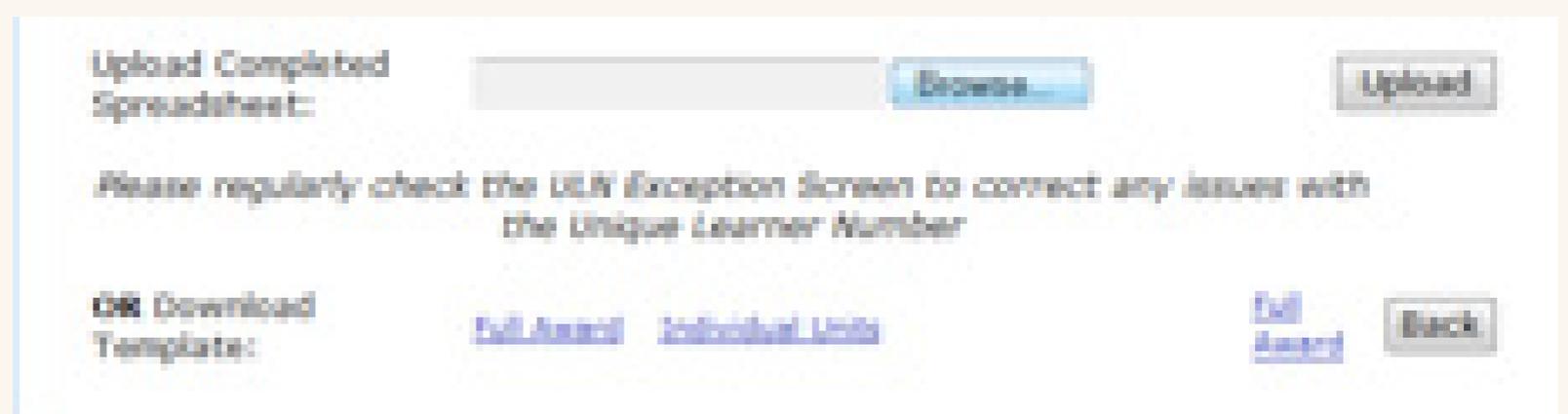
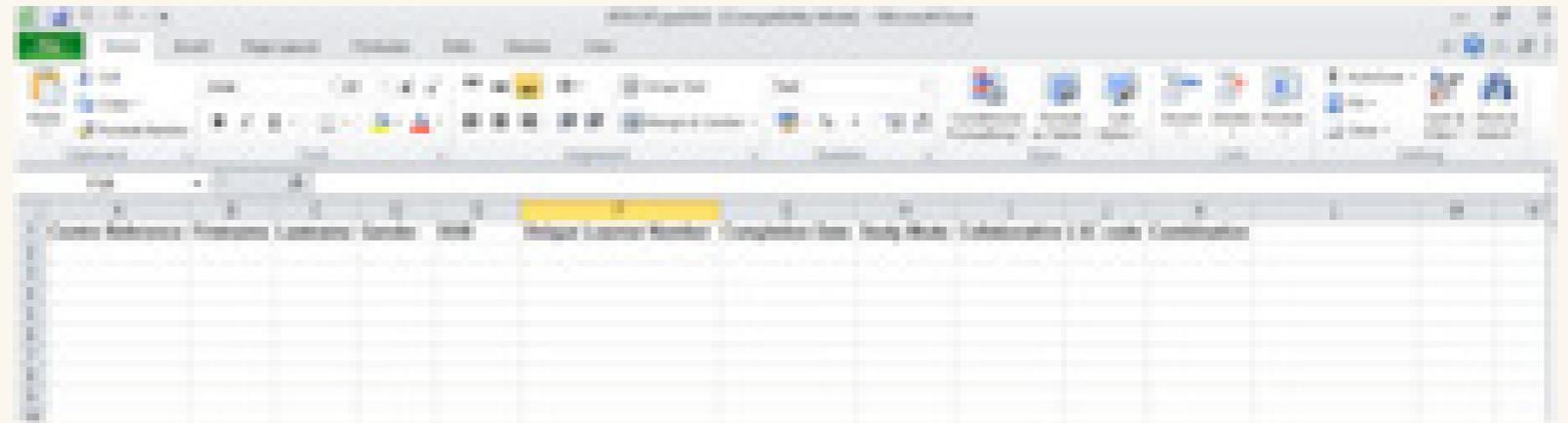
4. Complete the spreadsheet with the candidate details. Please ensure that the format of the cells is not amended. Do not add or remove any columns because the system will not recognise the spreadsheet when you try to upload it.

5. Once you have completed the spreadsheet and you have checked that the learner details are correct, you can upload the file on Edexcel Online.

6. The spreadsheet will upload and you will see a list of candidates on the screen.



Watch the video of step-by-step instructions [here](#).



## Making registrations via A2C

If you make registrations via A2C, you need to ensure that you have downloaded the Basedata for BTEC via Edexcel Online. If you have recently been approved for Business Skills qualifications, please download the basedata again so that all approved programmes are within this data. A step by step process of requesting BTEC basedata can be found [here](#).

1. Log onto Edexcel Online.

2. Select the BTEC qualification from the drop down menu.

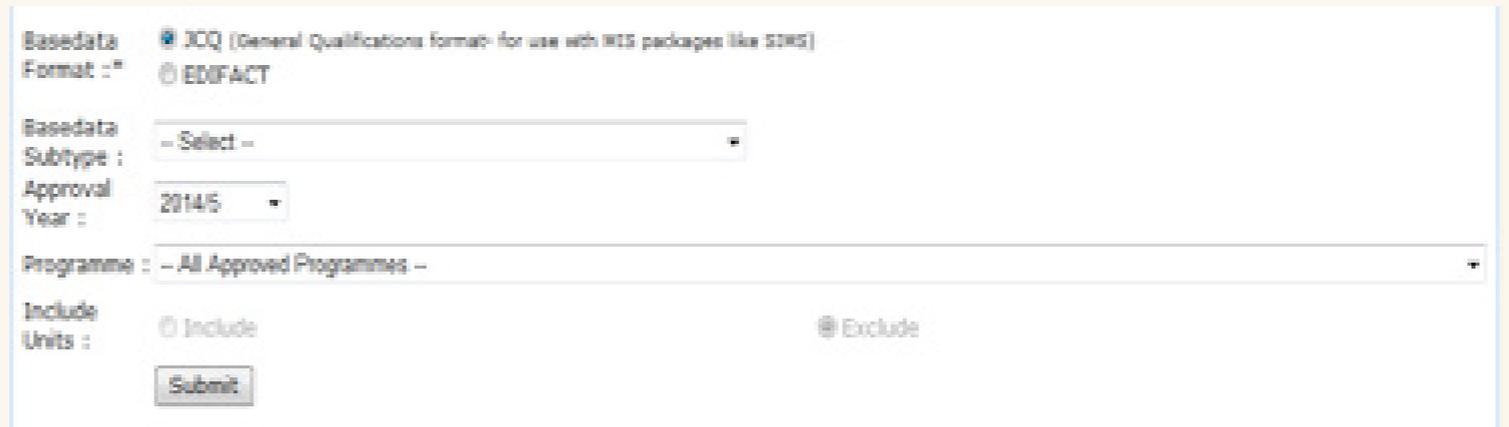
3. Select EDI Basedata from the column on the left-hand side.

The screenshot shows the Edexcel Online A2C registration interface. On the left, there is a dropdown menu labeled "Select Qualification" with a downward arrow. Below it, a list of options is displayed: "Edexcel Accounts", "Centre Accounts", "Training Event Bookings", "Quality Review & Development", "EDI Basedata" (highlighted in blue), "Onscreen Testing", and "External Assessment". On the right, there are two sections. The top section is labeled "Centre number:" and "Select site:", with a button labeled "Home PageLIVE". The bottom section contains the text "There are work local assurance Managers".

## Making registrations via A2C continued

4. You will need to choose between JCQ and EDIFACT basedata, this is dependent upon the MIS provider that you have within your centre.

5. Now select basedata for **Registrations 9B** from the 'Basedata Subtype' dropdown box.



Basedata Format :  
 JCQ (General Qualifications format- for use with MIS packages like SIMS)  
 EDIFACT

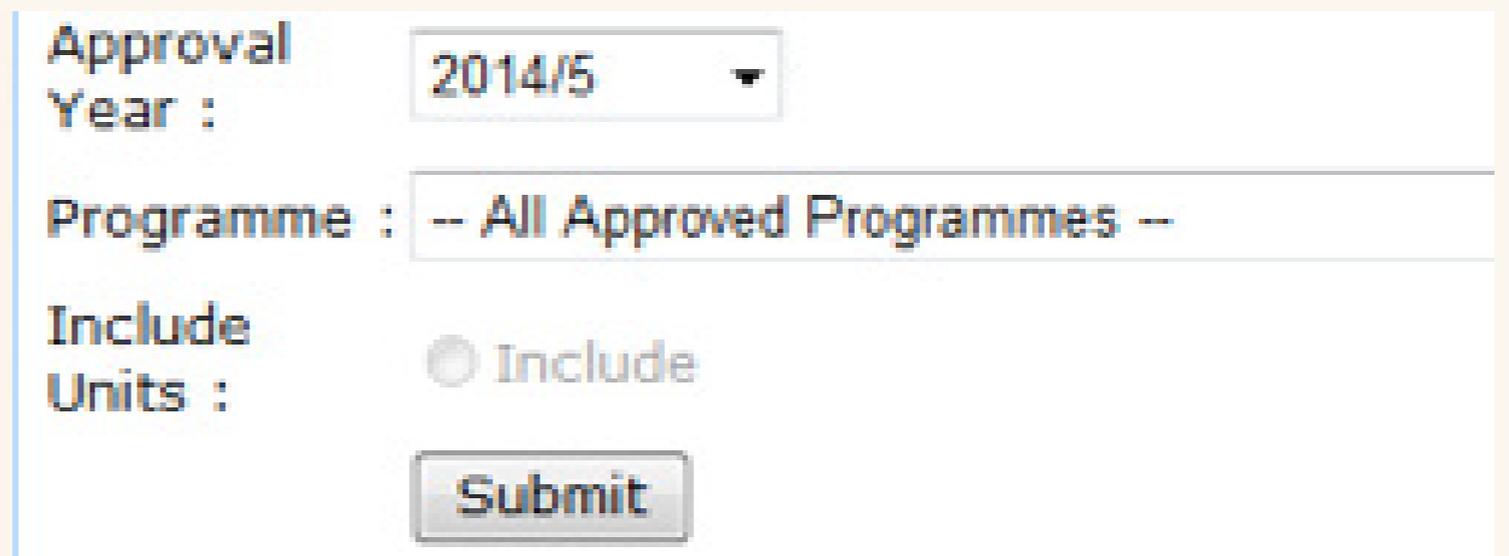
Basedata Subtype :  
-- Select --

Approval Year :  
2014/5

Programme :  
-- All Approved Programmes --

Include Units :  
 Include  Exclude

Submit



Approval Year :  
2014/5

Programme :  
-- All Approved Programmes --

Include Units :  
 Include  Exclude

Submit

## Making registrations via A2C continued

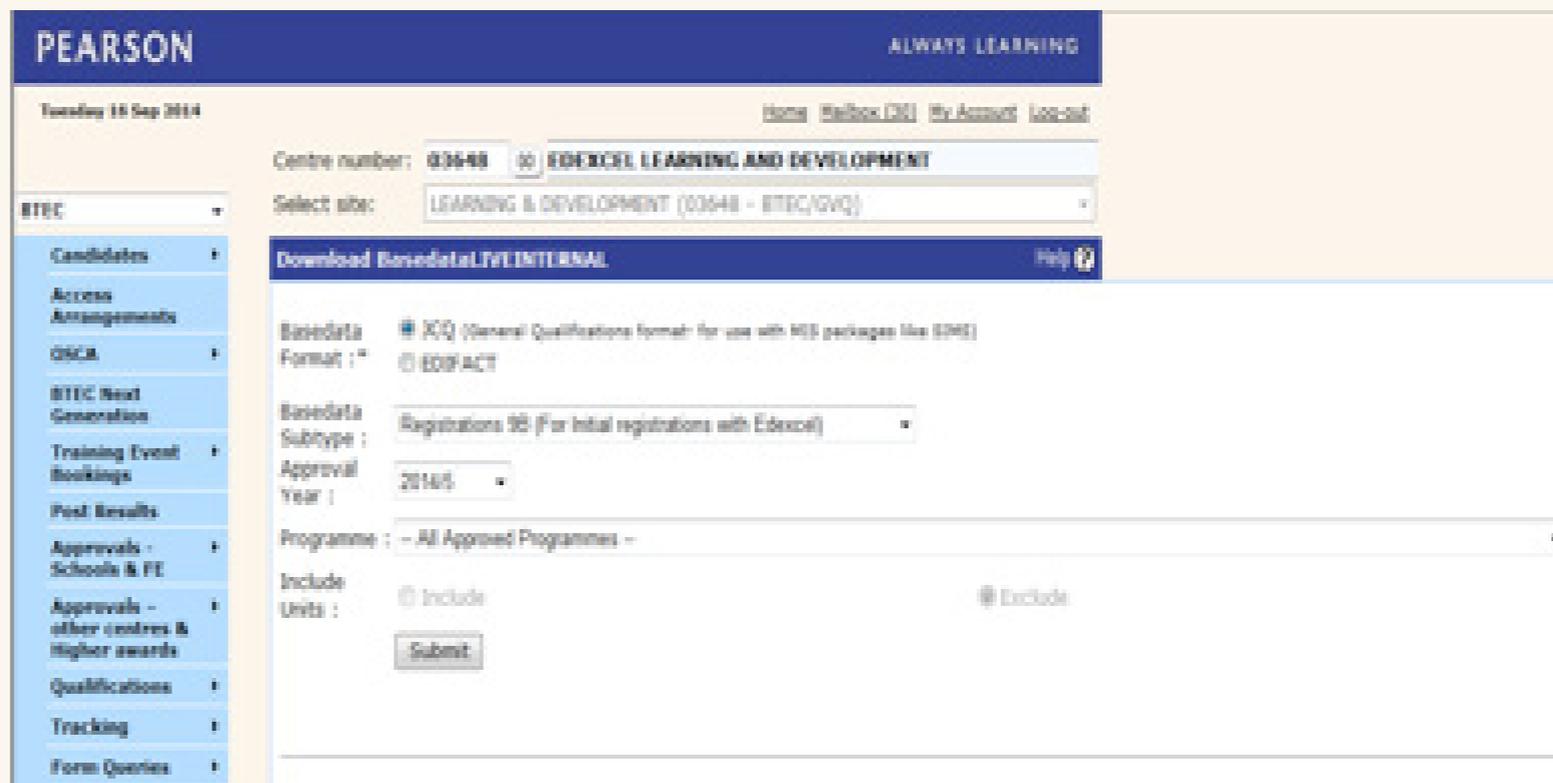
7. You can select to get basedata for all qualifications or just specific programmes.

8. Click the **Submit** button.

The basedata will be available within 2 hours in your Edexcel Online Mailbox.

9. Once the basedata has been downloaded you will need to create a registration file and send through your A2C to Pearson.

10. The method of creating these registration files varies between MIS providers, so you will need to contact your MIS for further details if you have not created these previously.



The screenshot shows the Pearson A2C registration interface. The header includes the Pearson logo and 'ALWAYS LEARNING'. The date is 'Tuesday 18 Sep 2014'. The user is logged in as 'Home Mailbox(20) My Account Logout'. The 'Centre number' is '00648' and the 'Select site' is 'LEARNING & DEVELOPMENT (00648 - BTEC/GVQ)'. The 'Download Basedata(LIVE)INTERNAL' form is displayed with the following options:

- Basedata Format:**  XQ (General Qualifications format for use with MIS packages like SIMS) and  EDFACT
- Basedata Subtype:** Registrations 30 (For initial registrations with Edexcel)
- Approval Year:** 2014/5
- Programme:** - All Approved Programmes -
- Include Units:**  Include and  Exclude

A 'Submit' button is located at the bottom of the form.

Section Two

# Schedule a test 2

13 Things to check

14 How to schedule a test

# Schedule a test

## Things to check

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This part of the guide explains how to schedule a test on Edexcel Online.

It makes the following assumptions:

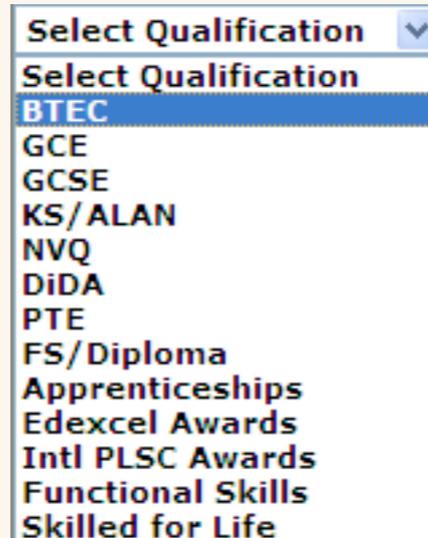
- You have been given an Edexcel Online login. If you do not have one, please contact the Examination Officer/Administrator within your centre or your designated Account Specialist.
  - You have permission to book tests.
  - Your centre has approval for the qualification you wish to book a test for.
  - A candidate has been registered.
  - You have selected your sub-site with the correct National Centre Number (NCN) against it (if applicable).
-

# Schedule a test

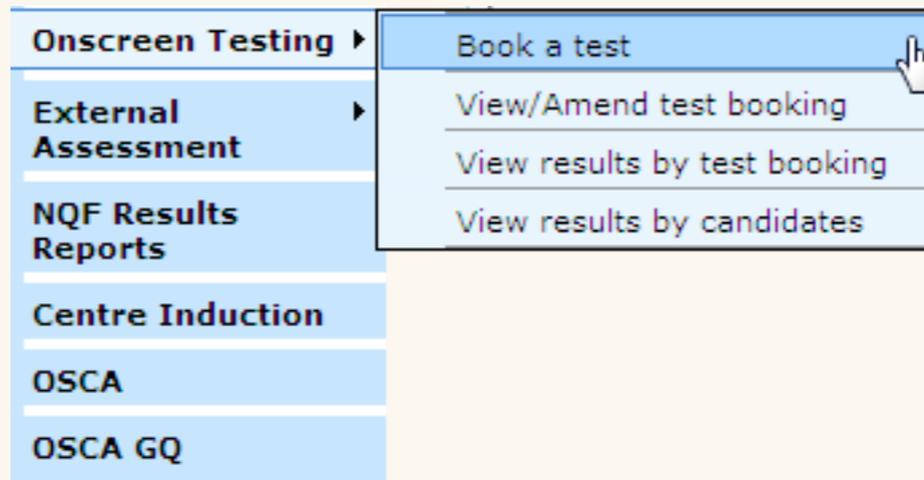
## How to schedule a test

1. Login to Edexcel Online (EOL). If you have many subsites for your centre, select the relevant location at the top of the screen.

2. Select the qualification from the dropdown list that you want to book your test for. In this case select 'BTEC'.



3. From the menu on the right-hand side navigate down to Onscreen Testing. From here you will be able to perform numerous functions relating to tests for your candidates such as scheduling, amending and cancelling and viewing results of tests. To schedule a test select 'Book a test'.



# Schedule a test

## How to schedule a test continued

4. On the next screen you need to create your test booking details. To do this complete the dropdown fields to refine your search:

- Programme - Qualification/Product candidates are registered against.
- Test - Unit of the associated Qualification/Product.
- Venue - Select whether this test will be taken at the centre or off-site.
- Test Date - The date you wish to schedule the test.
- Time - The time you want to schedule the test for.

5. Select the candidates you wish to sit the test. If choosing just one candidate you can enter their Registration Number or First Name/Last Name and click 'Next'.

Alternatively, if you want to see all candidates registered on that course enter a percentage sign (%) in the Registration Number field and click 'Next'.

**Onscreen test booking** Help ?

**Information**  
Use the first section of this screen to create your test booking. The next screen will allow you to select who is to sit this test from a list of all learners. You can filter this list of learners by using the 'refine learner' search box. The fields marked with yellow are compulsory.

**Test setup**

Programme HGT58:INFORMATION AND CREATIVE TECHNOLOGY (AWARD) ▼

Test ICT1 - THE ONLINE WORLD ▼

Venue TEST TAKEN OUTSIDE OF CENTRE (OFF-SITE) ▼

Test Date (dd/mm/yyyy) 18/09/2014  Time 13 ▼ 00 ▼

**Refine learner**

Registration Number

First Name

Last Name

Registration Year Select one ▼

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.

# Schedule a test

## How to schedule a test continued

6. Locate your candidate(s) and tick the boxes beside the 'Reg No' column to book a test for the candidates, then click 'Submit' to confirm the test booking.

Please note you are currently unable to add the 25% extra time at this point. All access arrangements requests must be made using the 'access arrangements' tab on Edexcel Online. [Click here](#) for more information.

7. Once the booking has been confirmed you can then print an Attendance Register and Candidate Confirmation of Test Entry. You can also Book Another Test from this page.

8. Requests for Access Arrangements should be made via [JCQ Form 1](#) or [JCQ Form 8](#) at least 15 working days in advance.

**Onscreen test candidates selection** Help ?

**Information**  
Use this screen to select the learners that you wish to take the test. Only learners that have active registrations are listed. Once you have selected all the learners that you wish to take the test click the Submit button to finish the process.

**Test Details**

Programme			
Test			
Venue	TEST1	Date	03/12/2013 13:30

Records Per Page: 25

All	Req No ▲	Centre Ref	First Name	Last Name	Date of Birth	Cohort	Add Time +25%
<input checked="" type="checkbox"/>	EY89672	99900	AN	EXAMPLE	10/09/1987		<input checked="" type="checkbox"/>
<input type="checkbox"/>	EY92566	99000	JOHN	SMITH	10/08/1987		<input type="checkbox"/>
<input checked="" type="checkbox"/>	EY92567	99000	ANN	EXAMPLE	10/07/1987		<input checked="" type="checkbox"/>

**Onscreen test candidates selection** Help ?

**Confirmation**  
You have created a booking for 1 candidate(s).

Test details:

Programme	BTEC Level 3 Diploma in Customer Service		
Test	UNIT 1		
Venue	TEST 1	Date	10/09/2014 9:00

**Print**

Section Three

# Amend a test 3

# Amend a test

You may wish to amend a test prior to the test date. Follow the below steps to find out how:

1. Log on to Edexcel Online (EOL).
2. Select the BTEC qualification from the dropdown menu.
3. Select 'Onscreen Testing' - 'View/Amend test booking'.
4. On the next screen complete the fields to search for the required test booking you wish to amend.

<b>Onscreen Testing</b> ▶	Book a test
<b>External Assessment</b> ▶	<b>View/Amend test booking</b>
	View results by test booking
<b>NQF Results Reports</b>	View results by candidates

# Amend a test continued

5. Select the test that you wish to amend and then click 'Amend'.

6. You will be able to amend the venue, date and time of the test booking.

7. Once all amendments have been made, click 'Submit'.

**Search criteria**

Programme	XU528:PRINCIPLES OF BUSINESS AND ADMINISTRATION (QCF)		
Test			
Venue		Date range	10/09/2014 11:00 - 10/09/2015 10:00

Records Per Page: 25

Refresh Export Results Back Delete Amend Attendance Register

Click here to amend the selected

	Programme ▲	Test	Test Date	Start Time	Venue	Count of Reg
<input checked="" type="checkbox"/>	XU528	TEST 1 - UNIT 9	11/09/2014	15:00	NIP558	1

**Test details**

No. of candidates selected	1		
Programme	PRINCIPLES OF BUSINESS AND ADMINISTRATION (QCF)		
Test	TEST 1 - UNIT 9		
Venue	NIP558	Date	11/09/2014 15:00

**Change test details**

Venue: NIP558

Test date (dd/mm/yyyy): 11/09/2014

Time: 15:00

Back Submit