



# Pearson Onscreen Platform (POP)

Using POP Offline testing system guide

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Version 1.0 October 2014

## What's in this guide?

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Section One

# Before you start



## About this guide

The purpose of this user guide is to help you understand and operate the POP Offline testing system.

The user guide is written for centre staff and makes the following assumptions:

.....  
You are familiar with the Microsoft Windows operating system

.....  
The computer you are using meets minimum system requirements

.....  
You have installed Test Player.  
For details please see the Pearson Onscreen Platform Offline Installation Guide.

## About the system

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### What is POP Offline?

It is the new Pearson Onscreen Platform testing system, which is not connected to a local area network (LAN) and is therefore 'offline'. We will be using this system with the new Business Skills qualifications.

### What is Advance?

Advance is the bridging website between Edexcel Online or Campus and Test Player.

### System requirements:

#### POP Offline requirements

The system requirements for the installation of the POP Offline Test Player can be found in the Pearson Onscreen Platform Offline Installation Guide.

#### Advance requirements

**Cookies:** This Pearson website stores cookies on your computer. They help the site work better for you, and let us understand how our visitors use the site so that we can keep improving it for you. If you log in, we assume you are happy to accept the site's use of cookies.

# About the system continued

**Browser Requirements:** Internet Explorer. 6.0 to 9.0, Firefox, Google Chrome, Safari.

**Pre-requisites:** Adobe Acrobat Reader and Microsoft Excel (Our site uses Adobe Acrobat and Microsoft Office files to output certain reports. Depending on what system you are using, you may need to install this software.)

**Java Scripting:** In order to use our website, your web browser must be configured to use “java scripting.”

**Pop-up Windows:** Our site uses pop-up windows to enhance your browsing experience. Please turn off any software that disables such windows or configure them so Advance is a trusted website.

**Data Protection:** Advance provides access to sensitive and personal information covered by the Data Protection Act. You must access and use this information for Advance business purposes only. Improper use of personal information is an offence under the Data Protection Act.

# Components

## Process overview

06

Pearson Onscreen Platform Offline is made up of two components:

### Advance

Login to Advance to download test files to your machine and then upload the response file back to Advance (this will be covered in section 5 of this guide).

To get access to the Pearson Onscreen Platform please complete the form located on the Business Skills guidance and support page [here](#).

Once completed, please return it to your Account Specialist who will be in touch with your login details. Please ensure that all PCs meet the minimum technical requirements before running tests and completing the form.

### Test Player

Candidates will use Test Player to open test files and sit tests.



Download test file from  
Advance



Play test file



Upload completed test to  
Advance

Section Two

# Download

## a test

# 2

## In this section

This section will explain how to download a test, which you have previously scheduled on Edexcel Online (EOL) or Campus.

It makes the following assumptions:

.....  
You have scheduled a test on EOL or Campus before accessing the system.

.....  
You have permission to book tests.

.....  
You have an Advance username and password.

### What is Advance?

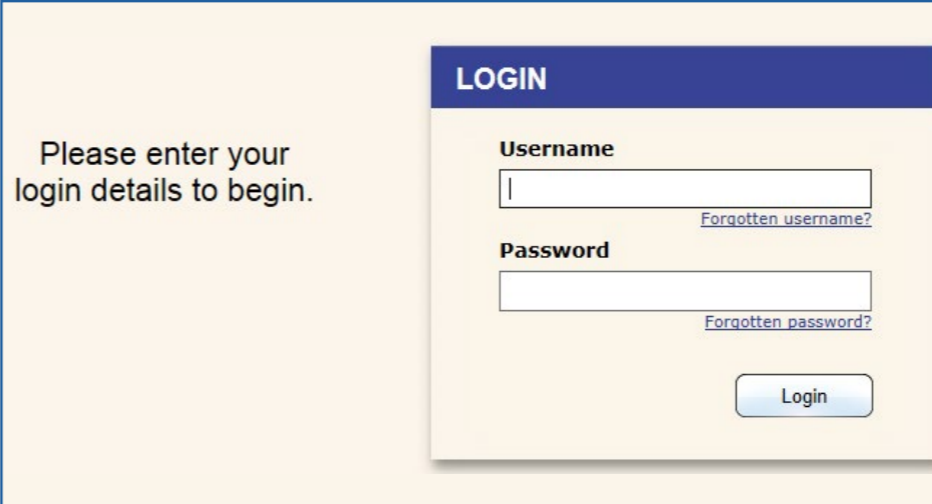
Advance is the bridging system between Edexcel Online or Campus and Test Player.

When you schedule a test via Edexcel Online or Campus you need to access it via the Advance website and download it onto the machine you will be using to perform the test. You will also use the Advance website to upload the results back to Edexcel Online and Campus.

## How to download a test?

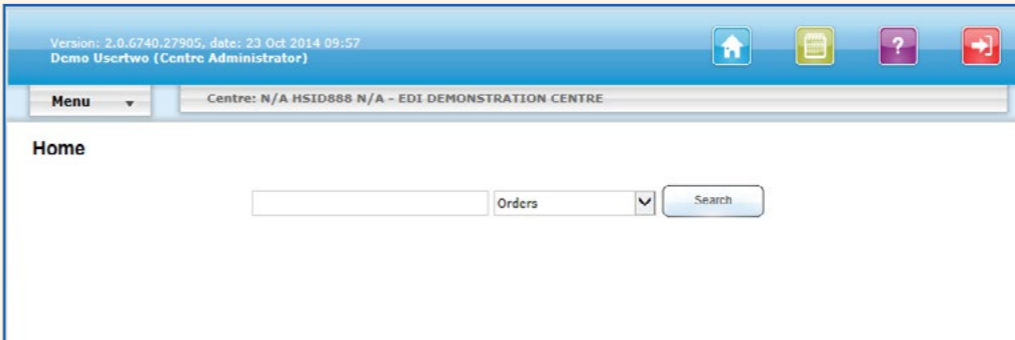
### STEP 1

Navigate to the **Advance Website** <https://btecng.pearson.com> and enter your username and password, which can be obtained from your Account Specialist and click 'Login'.



### STEP 2

Once you have logged in you will be presented with the homepage. Click the 'Menu' tab at the top of the screen to proceed.



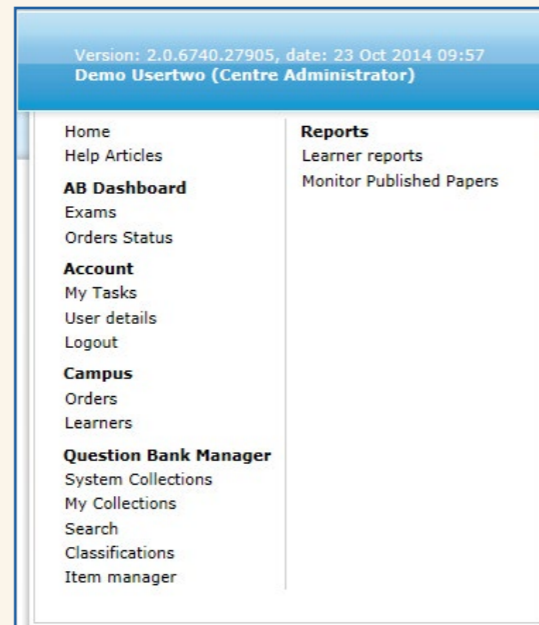


# How to download a test?

## continued

### STEP 3

The dropdown menu will give you many options you can access, such as reports. Click '[Orders](#)' from under the Campus heading.



### STEP 4

You will be taken to the Orders page where you can see the test bookings that have been scheduled. You can locate the order you want to download or refine your search using the search criteria at the top of the page. When you have located your booking click '[Order No](#)' to view details.

# How to download a test?

## continued

### STEP 5

You will be presented with detailed information regarding your test booking, such as the date, number of learners and delivery type. To begin to download the test on to your machine click **'Packaging'**.

We recommend that you create a folder on your desktop called Pearson Onscreen Testing to save all your testing materials in one place. Within this folder create a sub folder for each test. We recommend you save the Attendance Register and Package file together into a test sub folder.

You can download the Attendance Register by selecting the link **'Download Attendance Register and Invigilation Declaration'** from the left hand side.


Use custom authentication key:

Recreate Package

Package available for download:

Package Key: 553EC0ECAE7353956FEF37F10FA9C8FA

Export Package:

 a2adf2...9d0.pkg

Confirm download

### STEP 6

Make a note of the Package Key Reference and click on the **'Export Package'** link. The Package Key Reference can also be found on the Attendance Register.

Order details			
Order details			
<b>Order details</b> <a href="#">Download attendance register and invigilation declaration</a> <a href="#">Learner entry slips</a> <a href="#">History</a> <a href="#">Packaging</a> <a href="#">Change Date / Time of exam</a>			
Product:	POPST1 - Pearson Onscreen Platform software test		
Unit:	Test Unit 1 - Pearson Onscreen Platform Software Test		
Centre:	N/A HSD888 N/A - FDI DEMONSTRATION CENTRE		
Order Number:	10523832	Delivery type:	On screen
PO Number:	n/a	Opportunity type:	On-demand
Invoice Number:	n/a	Exam date:	21 Nov 2014
Registration number:	80031843	Scripts Count:	0
Learner Count:	10		
<b>This order is free of charge</b>			
Stage	Description	Expected date	Achieved
Create pending order	Scheduling completed and order created		21 Nov 2014 13:29



From the **'Order details'** screen you can:

- Download attendance registers and invigilation declarations
- View learner entry slips



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Section Three

# Play test

# 3

# How to play a test?

## STEP 1

Select the Test Player icon on your desktop to open the Test Player software.

## STEP 2

You will be presented with 3 options: Offline, LAN and Online. Select 'Offline'.

## STEP 3

Create a username and password. This can be anything you like but you may wish to use your Campus or EOL credentials for consistency. Once you have entered your chosen username and password click 'Next'.

## STEP 4

Locate the test package on your laptop. You chose the location of the test package when you downloaded it from Advance.

## STEP 5

Type in the package key reference number (You took a note of this when you downloaded the test package) and click 'Test' to validate the package.

## STEP 6

Once validated select 'Finish'. On the test login screen enter the learner and order number from the attendance register and select 'Ok' to start the test.

# How to reset the Test Player?

This section will explain how to reset the Test Player in the event you need to load a new test package. You will need to do this if you have candidates taking different tests.

## STEP 1

On the candidate login screen you need to enter a three key combination on your keyboard. Hold down the keys 'Alt + Shift + F12'

## STEP 2

This will bring up a dialogue box asking you to enter your Administrator Password. Enter your password and select 'Ok'

## STEP 3

You now have three options. Reset state, Close application and Cancel. Click 'Reset state' to load a new test package.

## STEP 4

The 'Application reset' dialogue box will pop up. There is a warning message stating you will lose any unsaved data. Don't worry your learner response files have been saved. This is simply resetting the test player. Click 'Yes'.

## STEP 5

You will now be taken back to the start screen where you will click 'Offline' and then load a new test package as per Step 4 of the instructions on page 12

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Section Four

# Upload response

# 4

## In this section

This section will explain how to upload a test which has been sat by the learner to Advance.

It makes the following assumptions:

.....  
The candidate has taken a test before accessing the system.

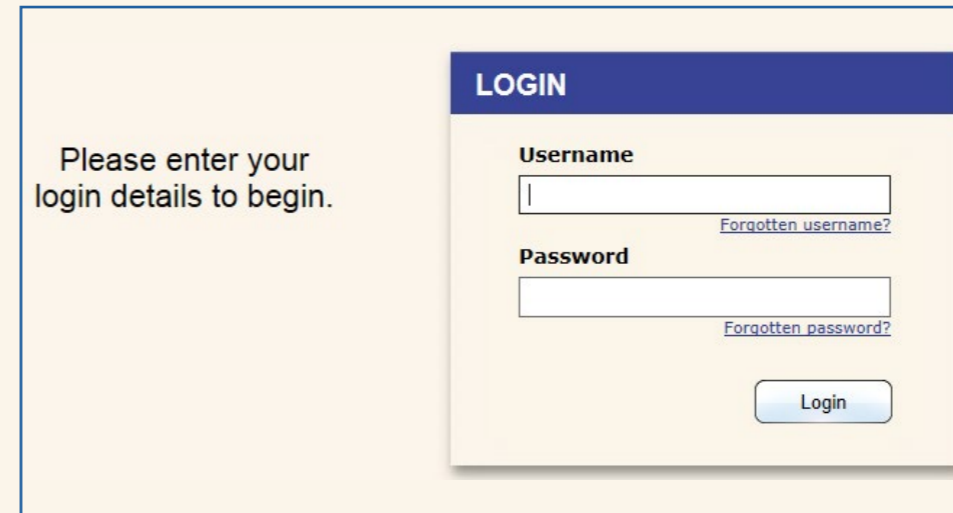
.....  
You have an Advance Username and Password.

## How to upload response?

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### STEP 1

Navigate to the **Advance Website** <https://btecng.pearson.com> and enter your username and password, which can be obtained from your Account Specialist and click 'Login'.



Please enter your login details to begin.

**LOGIN**

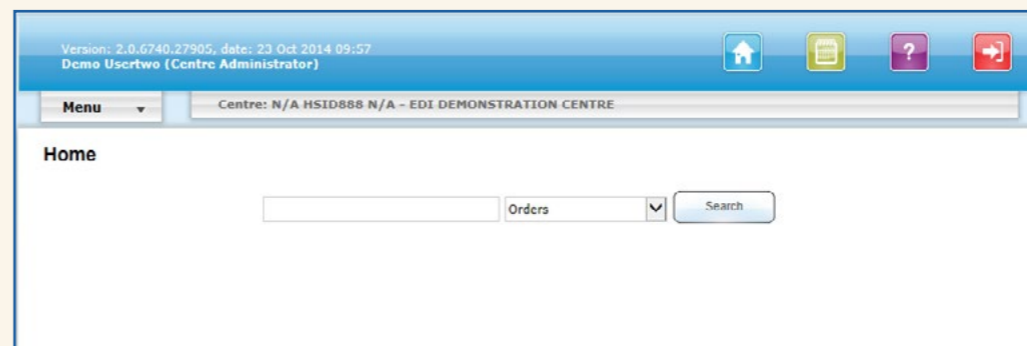
**Username**  
  
[Forgotten username?](#)

**Password**  
  
[Forgotten password?](#)

Login

### STEP 2

Once you have logged in on the homepage click the 'Menu' tab at the top of the screen.



Version: 2.0.6740.27905, date: 23 Oct 2014 09:57  
Demo Usertwo (Centre Administrator)

Menu

Centre: N/A H51D888 N/A - EDI DEMONSTRATION CENTRE

Home

Orders

# How to upload response? continued

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## STEP 3

The dropdown menu will give you many options you can access, such as reports. Click 'Exams' from the first column.

## STEP 4

You will be taken to the 'Awarding Body Dashboard Summary' page. To view the orders associated with your centre select the 'Awarding Body Dashboard' link on the right hand side of the page, then locate your centre and click 'Details'.

Awarding Body Dashboard						
						<a href="#">Go to Awarding Body Dashboard Summary</a>
		From:	<input type="text" value="17/11/2014"/>	To:	<input type="text" value="06/12/2014"/>	<a href="#">Filter</a>
Centre code	Centre name	Orders	Total Learn	Updated from EC	Connectivity check	
N/A HSID888 N/	EDI DEMONSTRATION CENTRE	2	20	--	--	<a href="#">Details</a>
<a href="#">Export</a>		Page <input type="text" value="1"/> of 1			<input type="text" value="100"/>	View 1 - 1 of 1



# How to upload response?

## continued

### STEP 5

All the orders associated with the selected centre will now be shown. To see more information about a particular order click '[Details](#)'.

Awarding Body Centre Details						
Centre code: N/A HSID888 N/A						
<a href="#">Back</a>		From: 17/11/2014	To: 06/12/2014	<a href="#">Filter</a>		
Order No. ↑	Rooms	Unit code ↓	Unit name ↓	Exam date ↓	Updated from EC ↓	
10523506	0	Test Unit 1	Pearson Onscreen Platform Software T	18 Nov 2014 00:00	--	<a href="#">Status</a> <a href="#">Details</a>
10523832	0	Test Unit 1	Pearson Onscreen Platform Software T	21 Nov 2014 00:00	--	<a href="#">Status</a> <a href="#">Details</a>
<input type="checkbox"/> Export <span style="float: right;">Page 1 of 1 15 View 1 - 2 of 2</span>						

### STEP 6

A list of candidates who have taken the scheduled test will be shown. Locate the learner you want to upload the test for and click '[Upload Responses](#)'.

Details For Order 10523506							
Centre code: N/A HSID888 N/A   Order Number: 10523506							
<a href="#">Back</a>							
Learner No.	Learner Name	Current Marking Stage	Allowed time (add. time)	Time started	Response uploaded	Change Status	Sent To Marking
<input type="checkbox"/> Room not defined without invigilator							
10617406	DEMOfIRSTNAME DEM	Waiting to be sent to PQS	--	18 Nov 2014 09:44		--	19 Nov 2014 11:57
10617407	DEMOfIRSTNAME DEM	--	--	--	<a href="#">Upload Responses</a>	<a href="#">Mark as absent</a>	--

### STEP 7

To upload your response click '[Select](#)' to locate your file from your computer. The learner response file will be in the same location you save the test package file. You will be able to identify each response file as it will be named after the Order Number and Candidate Number of the learner. These numbers can be found on the Attendance Register. Double click and your file will appear in the upload window. Then select '[Submit](#)'.