PAAO Pearson Access Arrangements Online

Guidance for
UK Centres
2018-19

Pearson

About this guide

At Pearson, we recognise the important role centres play in ensuring access arrangement applications are made for your learners.

This guide is designed to support you in your role as you make your applications on the new Pearson Access Arrangements Online (PAAO) system.

From managing your candidate and assessment data, to creating your applications, this document presents you with step by step instructions to guide you through the process.

Interactive video tutorials

Wherever you see this symbol in the guide, click it to be directed to a PAAO video tutorial.

Contents

About PAAO

Pearson's new access arrangements application, Pearson Access Arrangements Online (PAAO) has been launched.

This means that centres can apply for access arrangements online for Pearson qualifications:

- BTEC
- Functional Skills (excluding QMA)
- CiDA/DiDA
- PLSC
- Level 3 Core Maths
- Edexcel Award
- PTE
- International GCSE
- International A Level
- GCE and GCSE (international centres only)

PAAO has been introduced to enable centres not only to apply online, but also to receive an immediate outcome on their applications.
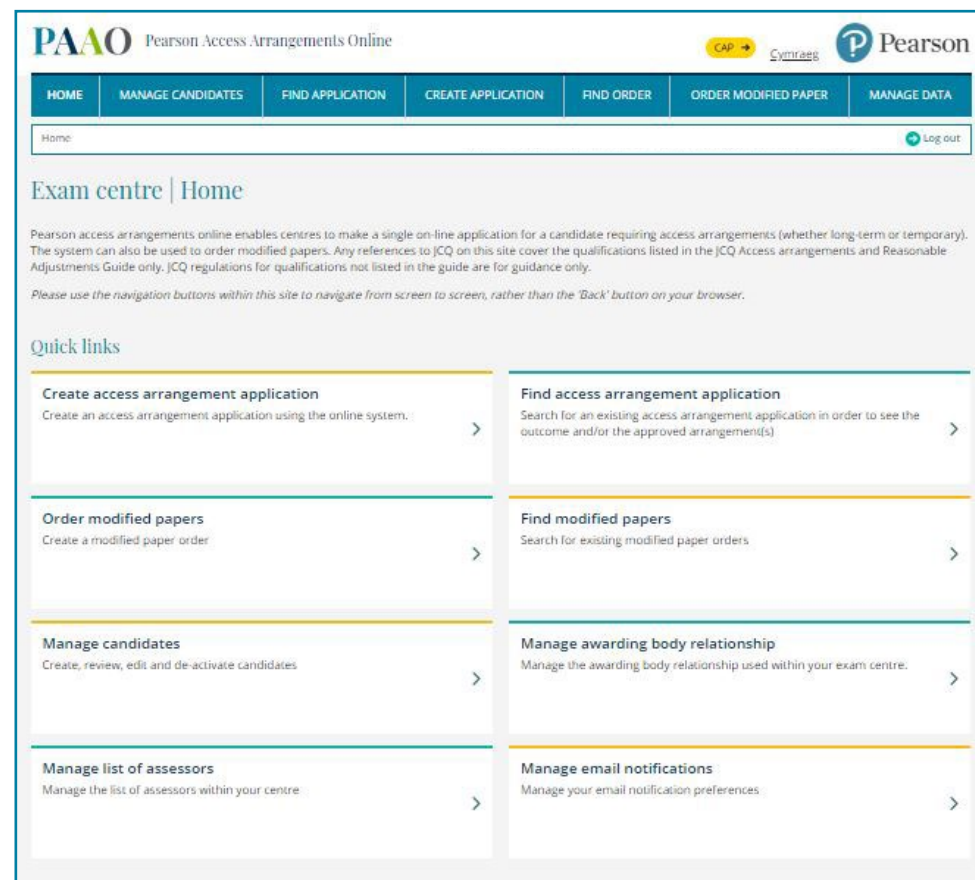
How to access PAAO
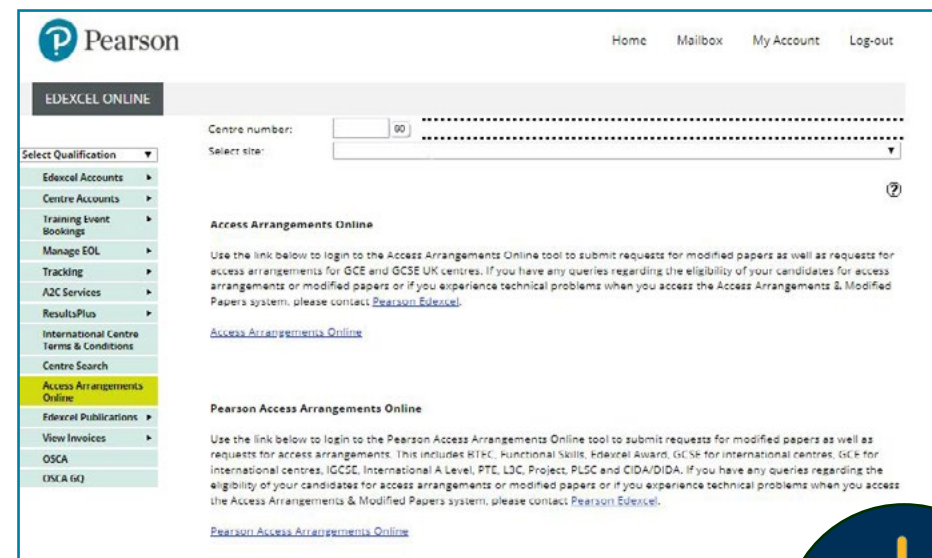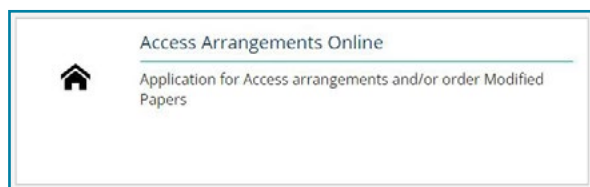
The PAAO System is accessed via Edexcel Online.

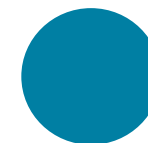## Edexcel Online

Log into your Edexcel Online account.

Select "Access Arrangements Online" from the menu on the left hand side. Please note: you do not have to select a specific qualification from the drop down menu.
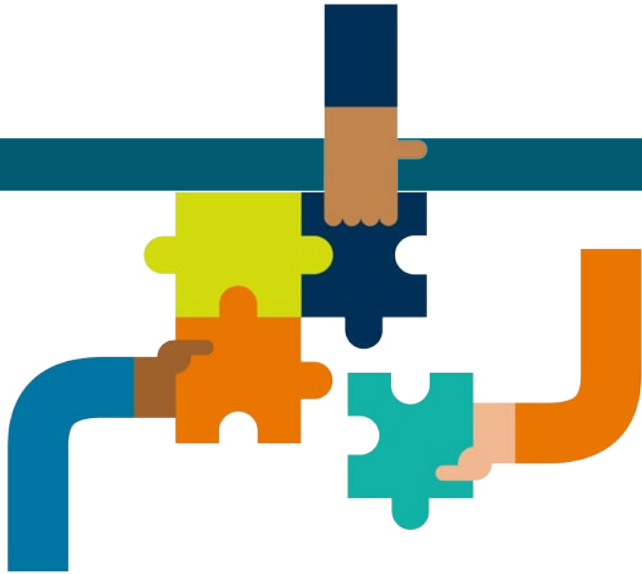
Centre Admin Portal (CAP)

On the CAP home screen, scroll down to the "Access Arrangements Online" link and click to select. You will be directed to the PAAO portal.

P Pearson   Home   Mailbox   My Account   Log-out

EDEXCEL ONLINE

Centre number: [____] [GO]
Select site: [_____▼]

Access Arrangements Online

Use the link below to login to the Access Arrangements Online tool to submit requests for modified papers as well as requests for access arrangements for GCE and GCSE UK centres. If you have any queries regarding the eligibility of your candidates for access arrangements or modified papers or if you experience technical problems when you access the Access Arrangements & Modified Papers system, please contact Pearson Edexcel.

Access Arrangements Online

Pearson Access Arrangements Online

Use the link below to login to the Pearson Access Arrangements Online tool to submit requests for modified papers as well as requests for access arrangements. This includes BTEC, Functional Skills, Edexcel Award, GCSE for international centres, GCE for international centres, IGCSE, International A Level, PTE, L3C, Project, PLSC and CIDA/DIDA. If you have any queries regarding the eligibility of your candidates for access arrangements or modified papers or if you experience technical problems when you access the Access Arrangements & Modified Papers system, please contact Pearson Edexcel.

Pearson Access Arrangements Online

Access Arrangements Online
Application for Access arrangements and/or order Modified Papers

In order to make access arrangement applications, you will need to have the "Access Arrangements Online" permission ticked in your Edexcel Online profile.
If you don't have the correct permissions in place, your centre's Edexcel Online administrator or Exams Officer will be able to help you with this.
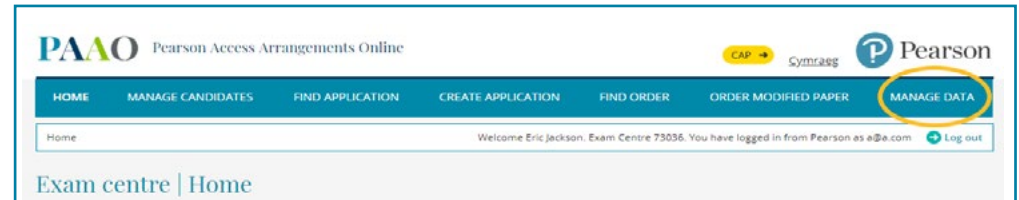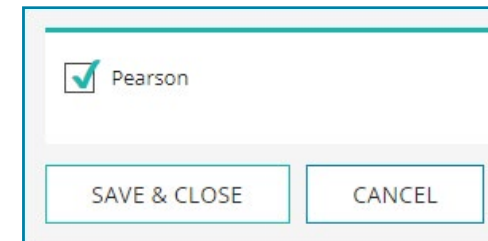
Manage list of awarding bodies

Access PAAO via your Edexcel Online account.

On the home screen, select "Manage data".
Go to "Manage list of awarding bodies".

Make sure that "Pearson" is ticked.

If the Pearson box remains unticked, the system will not link your centre to the awarding body and will not allow you to make applications.

Before you make your access arrangement applications, you need to link your centre to the awarding body - Pearson - on PAAO.

If this information is not updated, you will receive an error message when trying to make your applications

THE FOLLOWING VALIDATION ERRORS MUST BE CORRECTED BEFORE SUBMITTING YOUR APPLICATION

- **Please Note:** Cannot submit application. Your exam centre has no awarding body relationships

Manage list of assessors

Before making access arrangement applications, assessors at your centre will need to be added to your "list of assessors" on PAAO.

Add new assessor to PAAO

Access PAAO via your Edexcel Online account.

On the home screen, select "Manage data".
Go to "Manage list of assessors".

A list of names and details will appear. This is a list of the assessors at your centre who have previously been added to PAAO.

To add a new assessor, click "Add". Add the assessor name details and sort order number, then click "Save".

The assessors' names will appear in the list according to the sort order you've selected.
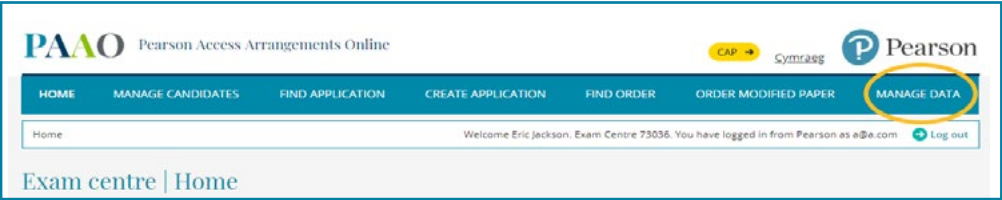
Edit an assessor's details on PAAO

To edit or delete an assessor's details, click "Select" next to the relevant name in the list of assessors.

To change the details, amend the first/last name(s), then click "Save" to update the information.

To remove the name from the list of assessors, click "Delete". The name will no longer appear on the list.

Sort order	First name	Last name	
0	Dr	Pearson	Select
0	Educational psychologist	working within the centre	Select
1	Specialist Teacher with SpLD APC	working within the centre	Select
1	Specialist	Teacher01	Select
2	Dr	Pearson 2	Select
2	Specialist	Teacher02	Select
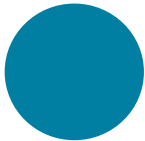
Manage email notifications

Access PAAO via your Edexcel Online account. On the home screen, select "Manage data".
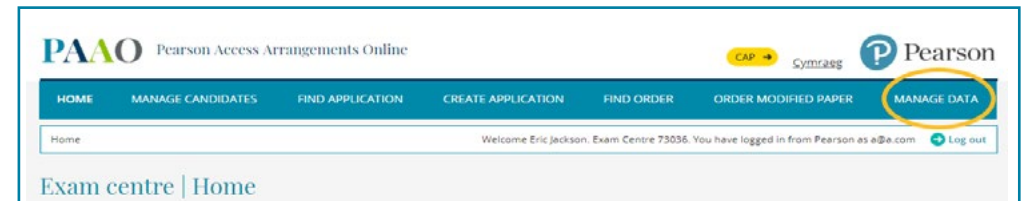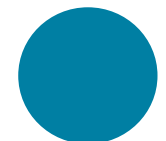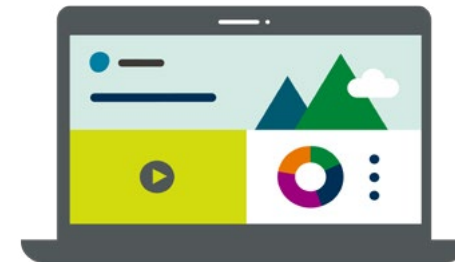
Go to "Manage email notifications".

Tick the box if you wish to receive email notifications.

If the box is ticked, you will be notified via email of any updates made to your applications.

Click "Save and close" to save your email

Creating a candidate in PAAO

You will need to create a record for your candidate on PAAO before making an access arrangement application.

Add a new candidate

Access PAAO via your Edexcel Online account.
On the home screen, select "Manage candidates".

Click "Create new candidate".
Add your candidate details and click "Save".

When creating a new candidate, the fields marked * are mandatory:

Candidate first name
Candidate last name
Date of birth
Candidate number

You must also enter at least one of the two candidate identifiers marked † (UCI or ULN).
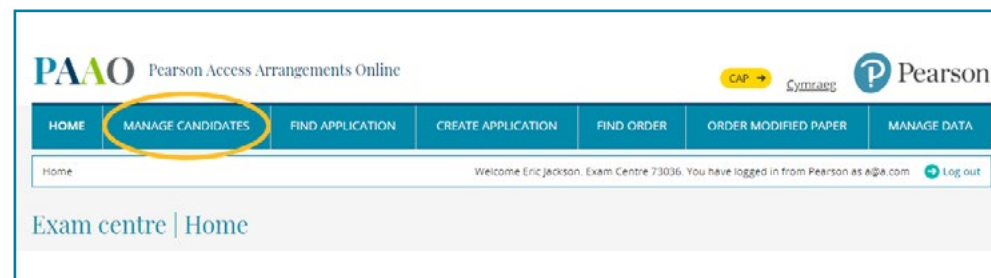
Search for an existing candidate

You can search for an existing candidate on PAAO. Always make sure that the correct centre subsite has been selected. This should be the subsite where your candidate is registered.

Select "Manage candidates".

Click "Search" to see a list of all candidates.

Alternatively, you can filter your list of candidates by entering specific search criterias, for example, the candidate name, year group or candidate number.

Scroll down to view your search results.
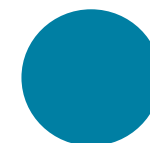
Creating an application in PAAO

Access arrangement applications can be made by the Exams Officer, SENCO or by a person delegated by your centre who understands the process and has access to the necessary paperwork.

How to make your application

Access PAAO via your Edexcel Online account.

On the home screen, select "Create application", either via the quick link or the tab at the top.
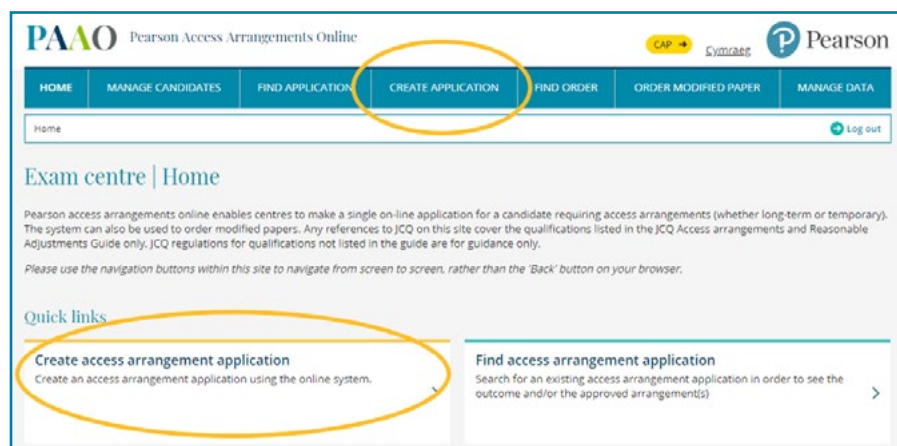
When making applications for BTEC or Functional skills, your candidate must be registered on the programme first in order for their details to be visible on PAAO.

Select the qualification type(s) then search for your candidate using the name, year group, candidate number fields.

Click "Search" then scroll down to view your results. Find the candidate you want to make the application for, and click "New". You will now begin to make the application for that candidate.

As you make your application, you can track where you are up to in the process by following the tracking bar at the top of the screen. You will need to complete all of the sections to make your application.

Creating an application in PAAO

Complete all the sections as follows:

Candidate details

Check the candidate details to ensure you have selected the correct learner for the application.
Select the application duration and specify the academic year to be covered.

Access Arrangements

Select the access arrangements you require for the candidate. You must ensure that you have evidence of need and are able to meet the criteria for the required arrangements.

If you are applying for multiple arrangements, you must ensure that the evidence covers the criteria for ALL selected arrangements, or the application will not be approved.

You can click "Previous" at any time to go back and amend your application details

Optional Arrangements

At this point, you may be shown other options available to your candidate, based on the access arrangement selections you have made so far. Select as required.

Evidence of need

Use the tick boxes to answer the evidence of need questions for your candidate.

Assessor's report (Section C of Form 8)

Complete the assessor and assessment details, using the information taken from Section C of the Form 8.

Where scores are requested, you must enter the standardised score. If the data is expressed in any other format, contact the assessor for the standardised score. Do not type in symbols, eg. <84.

Pearson **PAAO**
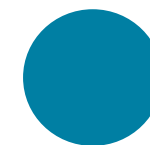
Creating an application in PAAO

Confirmation

You will be shown a summary of all the details you have entered for the application. You should check that all the details are correct before submitting the information.

When you are satisfied that all the information is correct, read and accept the malpractice consequences statement, tick the "Confirmation" box and click "Submit".

The candidate must have signed a Data Protection Notice giving his/her consent to the processing of the application. You must have a signed Data Protection Notice at the time of processing the application.

Read and accept malpractice consequences statement

☑ Confirmation

On behalf of my centre I confirm that I have read and understand the terms of use of Pearson access arrangements online and the Pearson regulations and guidance concerning access arrangements. To the best of my knowledge the information provided is accurate. Appropriate evidence to support the application is available within the centre for inspection.

〈 PREVIOUS   DELETE APPLICATION   SAVE & CLOSE   SUBMIT

As well as the outcome of the application, the application reference number will also be shown.

Outcome

Below is the outcome of this application.

⚠️

Application not approved

Application reference	1008718

Reason(s) for outcome

Computer reader / reader was not approved for the following reason.

Outcome

You will immediately be shown the outcome of your application.

If your application has not been approved, the reasons for this will appear on the screen.

Refer an application to the awarding body

If your application has not been approved but you have additional information that might justify the criteria for the online application, you have the option to refer this to the awarding body.

On the application outcome page, scroll down to the "Awarding body referral" section, and click on "Send to Pearson".

Awarding body referral
If you have additional information, which might justify a request which has not met the criteria for an online application, you may wish to refer this to the awarding body by clicking the button below. You should consult the relevant JCQ regulations before doing so.

SEND TO PEARSON

Tick "Pearson" to refer the application to us.

If you refer an application to Pearson, you must consult the relevant JCQ regulations before doing so

Providing additional information

When providing extra details you must:

• provide full details of the specification, specification code, component/unit, eg. A level Biology, 9BI0, Papers 1, 2 and 3
• provide full details of the required access arrangement(s)

Click "Browse" to locate and upload documents as further evidence. These can be attached to your application as evidence of need.

Confirmation and receipt

Check that the details in the application summary are correct before submitting the information. Tick the "Confirmation" box and click "Submit".

Print the evidence cover sheet(s) for your evidence submission. Click "Save & close".
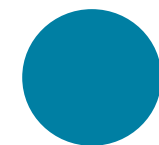
Print a PAAO application

Access PAAO via your Edexcel Online account.

On the home screen, select "Find application".

Use the drop down menu to select a search category.

Search for an application
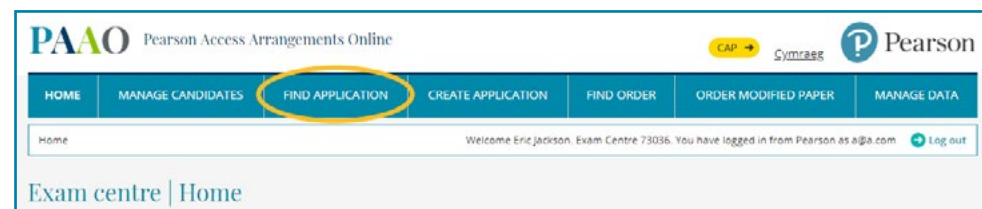
All categories

- Application reference
- Candidate name
- Candidate number
- UCI
- ULN

Type in your search criteria and press 🔍

Tick the box to select your candidate.

| ☑ | 09/10/2018 | 1008677 | Example, Ann | 1234 |

Click "Print application".

Further Support

The Pearson website at *qualifications.pearson.com* provides further information on your access arrangement applications, including:

- PAAO video tutorials
- *Pearson Access Arrangements Online FAQ document*
- JCQ regulation documents and guidance

Prior to making an accesss arrangement application for your candidate, you should always consult the JCQ guidance, which can be found on the JCQ website, *here*.

Email the Pearson Special Requirements team at:

uk.special.requirements@ pearson.com

ALWAYS LEARNING