Completing Non-Examined Assessment Mark Submissions on Edexcel Online

Introduction & Contents

In order to increase security and allow more time for centres to process and submit their centre assessed marks, in line with other Awarding Organisations, we will be allowing centres to submit those marks online only - via EDI, or the Edexcel Online portal.

As well as allowing centres the facility to submit marks up to the deadline itself, it should also improve the process for your allocated moderator, and reduce the amount of paper being sent through the system.

This will also help eliminate the risk of OPTEMS being lost or damaged in the post, reduce the paper storage requirement on centres and be better for the environment.

Pearson

What Is Your Mark Submission Process?

Exams Officers

Teaching Staff

Exams Officers can receive marks for assessments from teaching staff and enter these on Edexcel Online.

Samples of work for moderation should be collected and sent to the moderator as usual along with a hard copy of the marks printed from Edexcel Online.
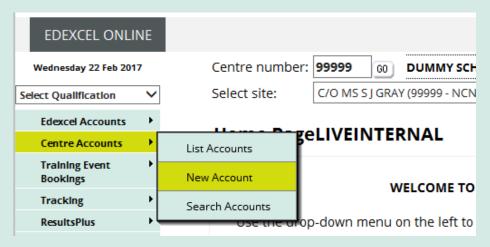
Senior teaching staff or Heads of Department can be given appropiate access to Edexcel Online.

Here they can submit the marks electronically. Samples and hard copies (printed from Edexcel Online) can be printed and sent with the samples.

Click here for guidance on submitting marks

Click here for guidance on setting up accounts for Teachers

Creating A New Edexcel Online Account

1. Log into Edexcel Online. Once on the home page menu hover the cursor over "Centre Accounts" and then select "New Account".

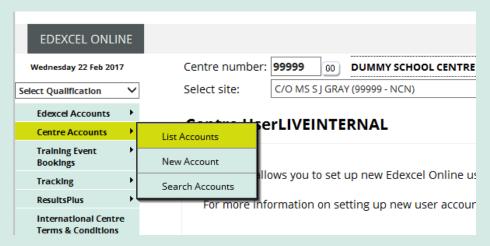
2. Complete the personal user details. Please note that the email address will become that person's user name.

3. Complete the job jole and subject selection areas.

4. Tick the appropriate access boxes. Teaching staff should only have "Basic Access", "ResultsPlus" and "Coursework and Portfolio" ticked. Click "Submit" at the bottom. An email to set their new password will be sent.

Editing An Existing Edexcel Online Account

1. Log into Edexcel Online. Once on the home page menu hover the cursor over "Centre Accounts" and then select "List Accounts".

2. Find the user that you need to amend and click on their user name which should be their email address.

3. You can then adjust their access rights. Teaching staff should only have "Basic Access", "ResultsPlus" and "Coursework and Portfolio". Click "Submit" at the bottom.
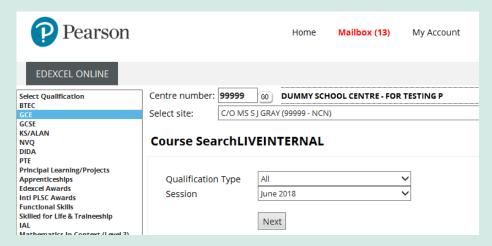
Once the member of staff has access, guidance on submitting marks can can be found HERE

Submitting Marks

1. Once logged in to Edexcel Online, select the relevant qualification type (i.e GCE) by using the "Select Qualification" drop down on the left hand side.

2. Once the menu options change, hover the cursor over "Candidates" and click "Search By Course"

3. This will open another window (please ensure pop ups are not blocked) with all the relevant units. Find the unit you require and click the "Papers" link.

4. In the next section, click on "Coursework Marks" for the required component. You can also access Moderator Details here

Submitting Marks (including printing & Moderator Details)

5. Enter the marks for your learners and click submit. You do not need to do all learners at once.

You can also view any learners that have been requested for moderation as there will be a column showing ticks on the right hand side for those learners "Included in Sample".

You will also need to print a hard copy to send to the moderator with the sample. To do this, go back to the submission screen once the marks are entered and click "Print".

6. On both this and the previous screen should be an option for "Moderator Details" where you can find the name and address for your moderator for this unit.

Sample Guidance

Candidates whose work is required for sampling will be identified on Edexcel Online. Go to the submission screen described in the processes above. Any learners with a tick in the "included in Sample" column will need to be sent.

Please note that even when the highest and lowest marked candidates are not identified as part of the sample, you should still include them in the sample you send to the moderator.

If no ticks are shown in Edexcel Online then a sample has not been selected yet.

For other instances in which candidates' coursework should be manually included in the sample, please refer to the individual subject specifications.

andidates											
☐ All	Candidate	UCI No	First Name	Last Name	Sex	DOB	ULN	Overall Result	Mark	Included in Sample	
☐	1234	123450171234A	SAMPLE	LEARNER	M	13/03/98			38		Detail
☐	1234	123450171234A	SAMPLE	LEARNER	F	12/03/98			39	✔	Detail
☐	1234	123450171234A	SAMPLE	LEARNER	F	17/01/98			42	✔	Detail
☐	1234	123450171234A	SAMPLE	LEARNER	M	03/07/98			43	✔	Detail
☐	1234	123450171234A	SAMPLE	LEARNER	M	22/03/98			38	✔	Detail
☐	1234	123450171234A	SAMPLE	LEARNER	F	17/12/97			29	✔	Detail

Mark Amendments

If you discover an error after submitting a mark, you can amend it by emailing your centre number, the unit and candidate details, and details of the mark(s) to be amended, to:

courseworkmarks@pearson.com - before the issue of results
resultsresolution@pearson.com - after the issue of results

You'll need to include an explanation for the change with the request, and we may ask for further evidence.