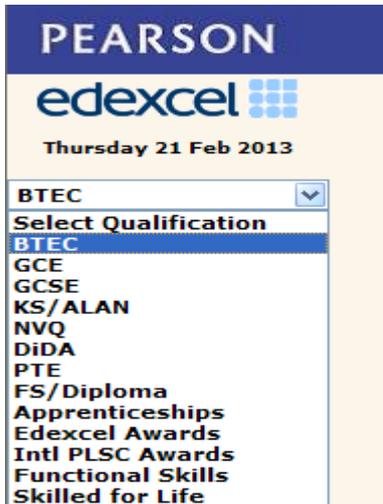


Viewing onscreen results

To view a learner's onscreen results you will need to log in to **Edexcel Online** and follow the instructions below.

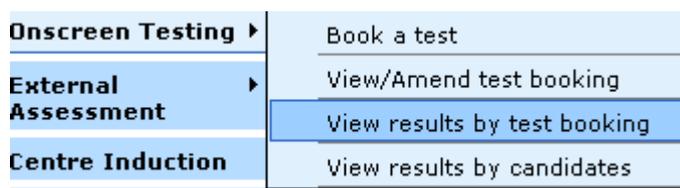
Step 1: Log in to Edexcel Online and select **BTEC** from the drop down Qualifications menu.



There are two ways to view your learner's onscreen results on Edexcel Online and instructions for both are detailed below:

- View results by test booking (**Steps 2-5**)
- View results by candidate (**Steps 6-10**)

Step 2: Hover over **Onscreen Testing** and select **View results by test booking**



Step 3: You will then need to complete the **Booking search** options and click **Next**.

Booking search

Programme

Test

Venue

Test Date (From)

Test Date (To)

Next

Step 4: A summary of your test bookings will appear, similar to the image below. For ease of locating a specific test booking, you are able to sort the information by clicking on any of the column headings.

Records Per Page: Refresh Export Results Back Create Pass List

| | Programme ▲ | Test | Test Date | Start Time | Venue | Results received | Count of Reg |
|--------------------------|-----------------------------|---|---------------------------|----------------------------|-----------------------|----------------------------------|------------------------------|
| <input type="checkbox"/> | ONS69 | SPORT1 - FITNESS FOR SPORT AND EXERCISE | 18/03/2013 | 09:00 | ONSITE | 0 | 12 |
| <input type="checkbox"/> | ONS69 | SPORT1 - FITNESS FOR SPORT AND EXERCISE | 18/03/2013 | 10:00 | ONSITE | 0 | 12 |
| <input type="checkbox"/> | ONS69 | SPORT1 - FITNESS FOR SPORT AND EXERCISE | 18/03/2013 | 11:00 | ONSITE | 0 | 15 |
| <input type="checkbox"/> | ONS69 | SPORT1 - FITNESS FOR SPORT AND EXERCISE | 18/03/2013 | 14:00 | ONSITE | 0 | 16 |

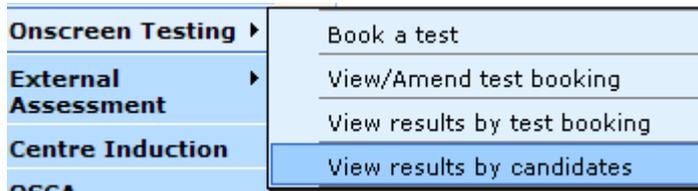
Step 5: Once you have selected a test booking (by ticking the checkbox), you can create your own pass list by clicking on the **Create Pass List** button.

Records Per Page: Refresh Export Results Back Create Pass List

| | Programme ▲ | Test | Test Date | Start Time | Venue | Results received | Count of Reg |
|-------------------------------------|-----------------------------|---|---------------------------|----------------------------|-----------------------|----------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | ONS69 | SPORT1 - FITNESS FOR SPORT AND EXERCISE | 18/03/2013 | 09:00 | ONSITE | 0 | 12 |
| <input type="checkbox"/> | ONS69 | SPORT1 - FITNESS FOR SPORT AND EXERCISE | 18/03/2013 | 10:00 | ONSITE | 0 | 12 |

Step 6: Another search option is to use the **View results by candidates** facility which lets you search all onscreen results for a specific learner or group of learners. For this option log in to Edexcel Online and select **BTEC** from the dropdown menu (Step 1).

Step 7: Hover over **Onscreen testing** and select **View results by candidates**.



Step 8: Once selected, you have the option to search for a particular learner or group of learners from a specified registration year or programme.

Candidate search

| | |
|---------------------|----------------------|
| Registration Year | Select one |
| Programme | Select one |
| Test | |
| Registration Number | <input type="text"/> |
| Centre Reference | <input type="text"/> |
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Date of Birth | <input type="text"/> |
| Gender | Any |

Next

Step 9: The example below shows search results for all learners registered during the 2012-13 academic year on programme BRE13 who attempted the onscreen testable unit: SPORT1 – FITNESS FOR SPORT AND EXERCISE

Search criteria

| | | | |
|----------------------------|---|-------------------------|-----|
| Registration Year | 2012/13 (E Registrations) | | |
| Programme | BRE13:SPORT (AWARD) | | |
| Test | SPORT1 - FITNESS FOR SPORT AND EXERCISE | | |
| Registration Number | % | Centre Reference | |
| First Name | | Last Name | |
| Date of Birth | | Gender | Any |

Step 10: Select the learner of your choice and click on the **View All Results** button, which will then list all onscreen results for that learner.

Records Per Page:

| | <u>Req No</u> ▲ | <u>Centre Ref</u> | <u>First Name</u> | <u>Last Name</u> | <u>Date of Birth</u> | <u>Result</u> | <u>Test Score</u> |
|----------------------------------|-----------------|-------------------|-------------------|------------------|----------------------|---------------|-------------------|
| <input checked="" type="radio"/> | E684684 | | KIERA | BAILERN | 07/07/1999 | Pending | |
| <input type="radio"/> | E688688 | | LAR | BRAIHAM | 04/04/1999 | Pending | |
| <input type="radio"/> | E689689 | | KERR | WOORN | 11/11/1998 | Pending | |
| <input type="radio"/> | E691691 | | BRAD | BUCKELLY | 09/09/1998 | Pending | |