

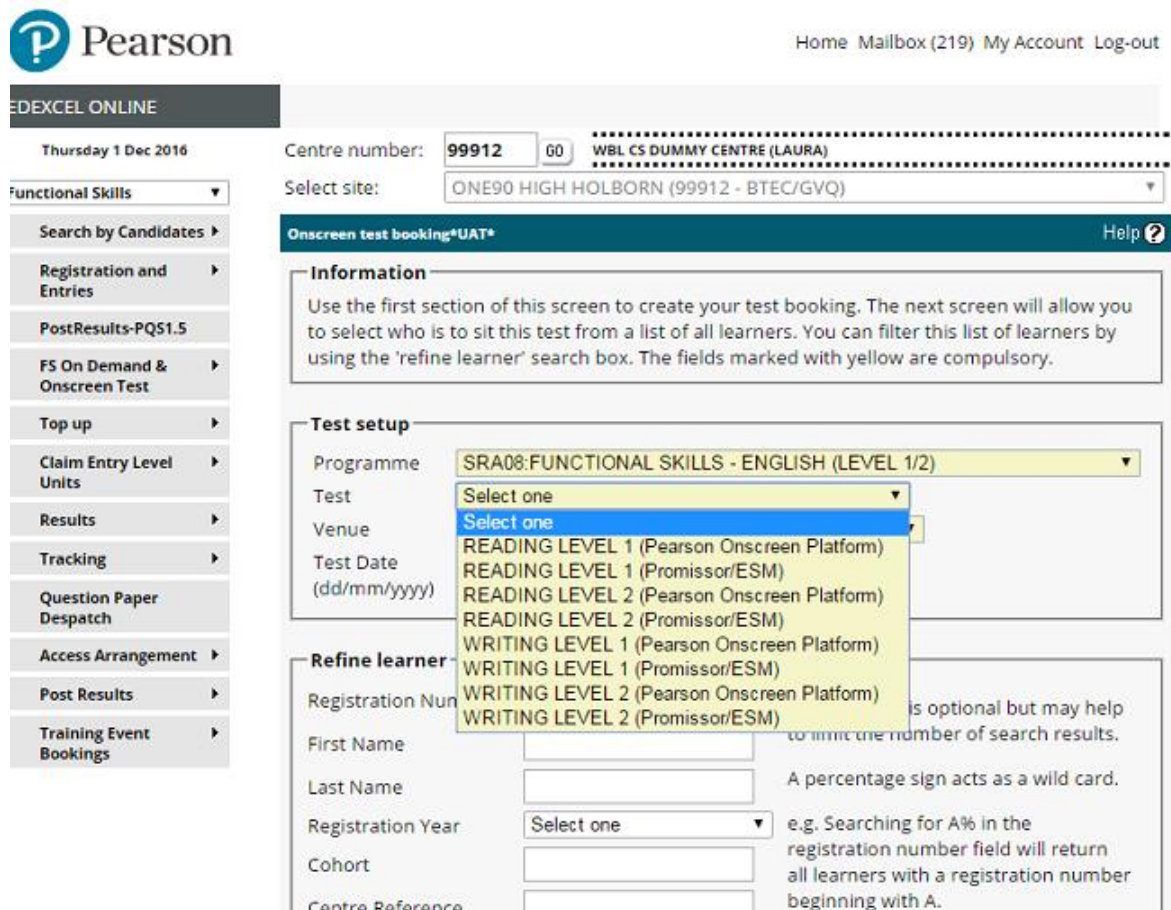
Guide to Booking Onscreen Tests on Edexcel Online whilst Dual Running

During the transition of onscreen tests to the Pearson Onscreen Platform we will be running all tests that are currently available on Promissor/ESM on both platforms.

Due to this you will see a slight change on Edexcel Online when you come to book onscreen tests for your learners.

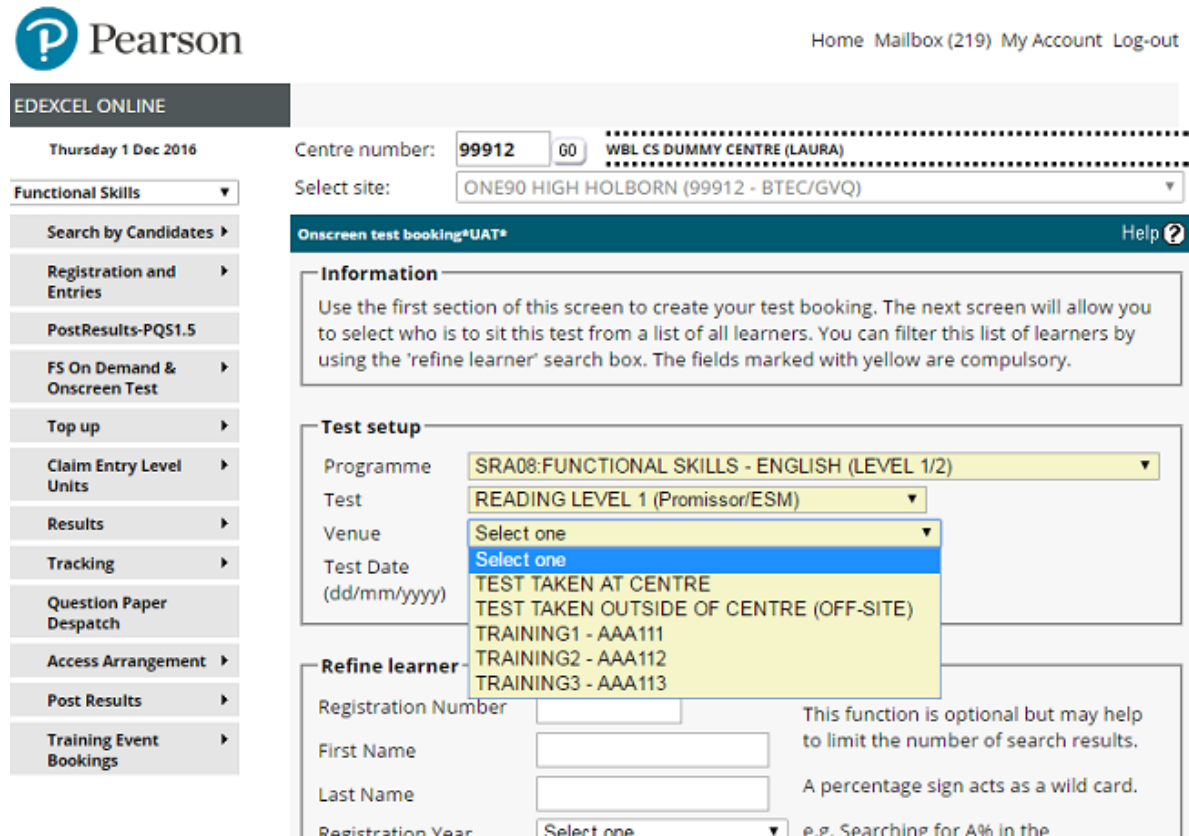
Once you have navigated to the onscreen testing, book a test area of Edexcel Online you will see that your test options will appear twice, one for the Pearson Onscreen Platform and again for Promissor/ESM.

You can select the option for the platform which you are going to use to deliver the test to your candidate.



The screenshot shows the Pearson Edexcel Online interface. At the top left is the Pearson logo and the text 'EDXCEL ONLINE'. On the right, there are links for 'Home', 'Mailbox (219)', 'My Account', and 'Log-out'. Below the header, the date 'Thursday 1 Dec 2016' is displayed. A navigation menu on the left includes options like 'Functional Skills', 'Search by Candidates', 'Registration and Entries', 'PostResults-PQS1.5', 'FS On Demand & Onscreen Test', 'Top up', 'Claim Entry Level Units', 'Results', 'Tracking', 'Question Paper Despatch', 'Access Arrangement', 'Post Results', and 'Training Event Bookings'. The main content area is titled 'Onscreen test booking*UAT*' and contains an 'Information' section with instructions. Below this is the 'Test setup' section with a dropdown menu for 'Programme' set to 'SRA08:FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2)'. A dropdown menu for 'Test' is open, showing options: 'Select one', 'READING LEVEL 1 (Pearson Onscreen Platform)', 'READING LEVEL 1 (Promissor/ESM)', 'READING LEVEL 2 (Pearson Onscreen Platform)', 'READING LEVEL 2 (Promissor/ESM)', 'WRITING LEVEL 1 (Pearson Onscreen Platform)', 'WRITING LEVEL 1 (Promissor/ESM)', 'WRITING LEVEL 2 (Pearson Onscreen Platform)', and 'WRITING LEVEL 2 (Promissor/ESM)'. The 'Refine learner' section includes fields for 'Registration Number', 'First Name', 'Last Name', 'Registration Year' (with a dropdown), 'Cohort', and 'Centre Reference', along with explanatory text for the search filters.

Please be aware that if you select Promissor/ESM you must select the relevant Venue ID



The screenshot shows the Pearson EDEXCEL ONLINE interface. At the top left is the Pearson logo and the text 'EDEXCEL ONLINE'. Below this is a navigation menu with items like 'Functional Skills', 'Search by Candidates', 'Registration and Entries', etc. The main content area is titled 'Onscreen test booking*UAT*' and contains several sections: 'Information' with instructions, 'Test setup' with dropdown menus for Programme, Test, Venue, and Test Date, and 'Refine learner' with input fields for Registration Number, First Name, Last Name, and Registration Year. A dropdown menu is open for the 'Venue' field, showing options like 'TEST TAKEN AT CENTRE', 'TEST TAKEN OUTSIDE OF CENTRE (OFF-SITE)', and 'TRAINING1 - AAA111'.

Thursday 1 Dec 2016

Centre number: 99912 GO WBL CS DUMMY CENTRE (LAURA)

Select site: ONE90 HIGH HOLBORN (99912 - BTEC/GVQ)

Onscreen test booking*UAT* 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: SRA08:FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2)

Test: READING LEVEL 1 (Promissor/ESM)

Venue: Select one

Test Date (dd/mm/yyyy): Select one

TEST TAKEN AT CENTRE

TEST TAKEN OUTSIDE OF CENTRE (OFF-SITE)

TRAINING1 - AAA111

TRAINING2 - AAA112

TRAINING3 - AAA113

Refine learner

Registration Number: [] This function is optional but may help to limit the number of search results.

First Name: []

Last Name: [] A percentage sign acts as a wild card.

Registration Year: Select one e.g. Searching for A% in the

You can then continue the booking of your test in the usual way.

When it comes to the time that you want to deliver the test to your learner you will need to log in to the onscreen testing platform which you selected when making your booking.