Pearson

POP Offline User Guide

Edexcel Online

About this guide

This user guide is written for centre staff who use the Pearson Onscreen Platform. This can be accessed by the following users:

- Centre Administrator
- Assessor

The **'POP Assessor Dashboard (PAD)'** allows you to **manage** your test bookings such as start or download a test and mark candidates as absent.

The **'Pearson Offline Platform (POP)'** allows you to **start** tests for your candidates, mark candidates as absent and upload completed tests.

Within this guide, you will learn the steps required to manage the following activities:

- Create a **PIN**
- Manage your bookings in **POP Assessor Dashboard (PAD)**
- Control a test in **Pearson Offline Platform (POP)**
- Dashboard overview
- Mark a learner absent

Contents

1 PIN Creation P3

2 PAD Overview P5

3 Launch Test P9

4 Test Player Navigation P11

5 Mark Absent (POP) P14

6 Upload Test P16

PIN Creation

Section Overview

Creating a '**PIN**' should be the first action you take if you are using the Offline Platform for the first time.

There are rules around the '**PIN**' as follows:

1. You only need to generate your PIN once and this will allow you to control all of your tests.
(You are able to generate a new PIN but we would only expect you to do this should your PIN be compromised, i.e a learner has seen your PIN and you need to change it for security).

2. Your PIN is unique to you and your login.

PIN Creation

This part of the guide focuses on how to generate the PIN you will need to control the '**Pearson Offline Platform (POP)**'. The PIN will be needed by test invigilators to access the Offline Platform and its features.

Step 1

Log into the **'POP Assessor Dashboard (PAD)'** following this link. Hover the mouse cursor over the drop-down on the top right hand side of the screen to access the menu.

PAD web address: https://btecng.pearson.com/PQS.Web.CCPD/

Step 2

Select **'Generate PIN'** from the drop-down menu.

Step 3

Click on **'Generate PIN'**. Your new PIN will appear on the bottom. If your PIN is compromised, you can generate a new one by clicking **'Generate PIN'** again.

Important: Please note that if you generate a new PIN, all your previously downloaded tests will need to be re-downloaded.

PAD Overview

Section Overview

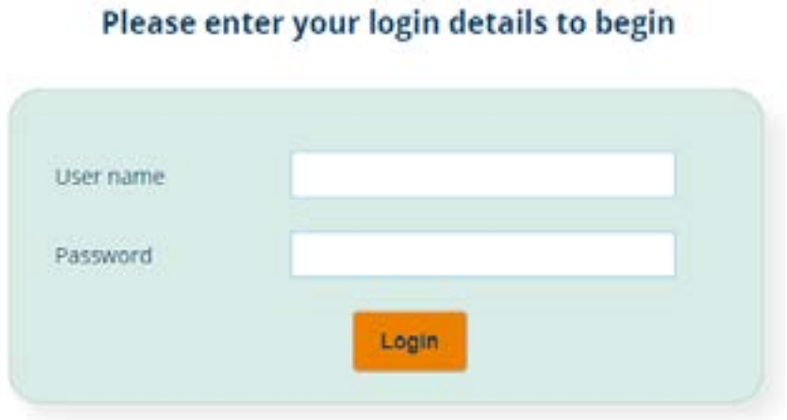
This section guides you through the '**POP Assessor Dashboard (PAD)'** and the process for managing your tests.

You will have an option to launch or download your tests and mark candidates absent. The PAD comes with a simple search filter to easily locate your tests.

2

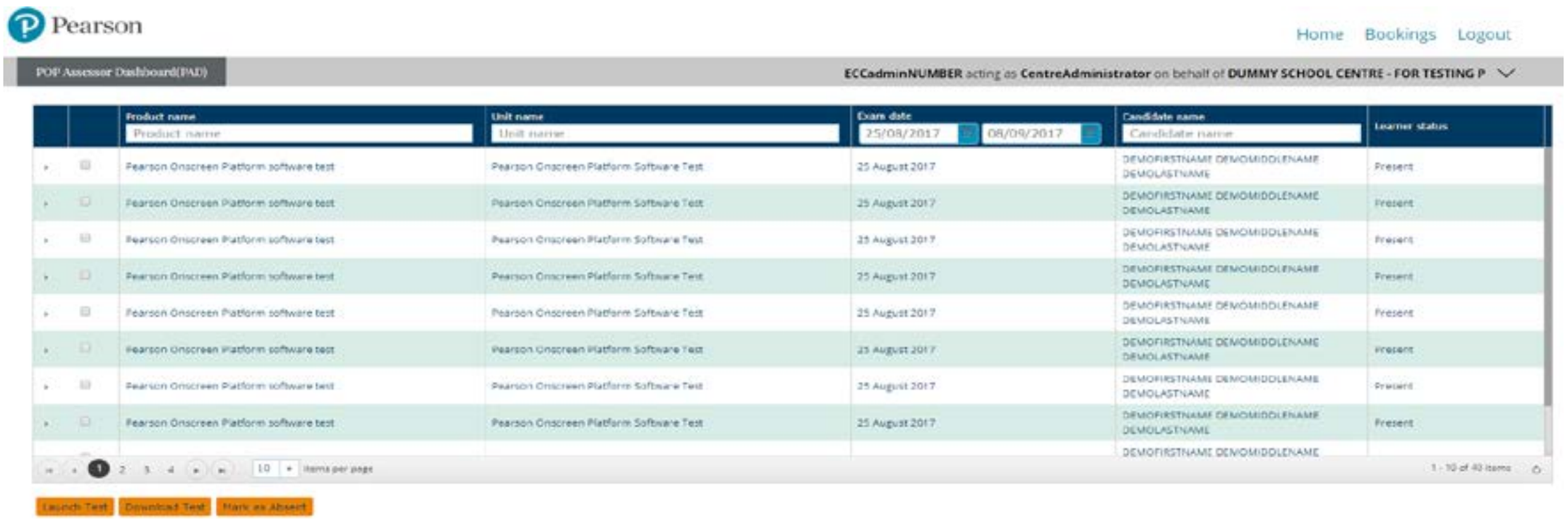
PAD Overview

This part of the guide explains how to manage your test bookings in the '**POP Assessor Dashboard**'.



To access your booked tests, navigate to **https://btecng.pearson.com/PQS.Web.CCPD/** and login with your username and password.

You will be presented with the '**POP Assessor Dashboard (PAD)**' where you can manage your test bookings.



If you need to access tests booked under a different site, you can select the relevant sub-site by pressing **'Switch Centre'** from the drop-down menu on the top right hand side.

PAD Overview (continued)

You can filter your search by '**Product name**', '**Unit name**', '**Exam Date**' and '**Candidate Name**' to show the relevant test booking you need to access.

To access the additional '**Test details**', expand the test window by clicking the small arrow on the left hand side.

If you need to mark your candidate as absent, select the test by ticking the box and press '**Mark as Absent**'. You will be prompted to confirm your selection.

PAD Overview (continued)

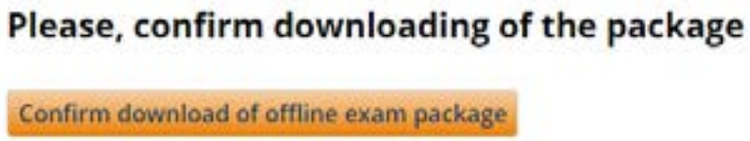
Launch Test (Online)

If you wish to run the test Online, select the test and press '**Launch Test**'. This will launch the test directly from your web browser.

Important: Please note that a stable internet connection is required. Wired connection is recommended, we do not recommend using a wireless or tethered connection as any packet loss may lead to losing the test progress.

Download Test (Offline)

Select the test you want to download and press '**Download Test**'. A new window will appear where you will be prompted to '**Confirm Download**'. Once downloaded, you can locate your test by logging into the Offline Dashboard.



Important: Please ensure you add the **https://btecng.pearson.com** to your browser's pop-up exceptions, otherwise you may not be able to launch/download the exam.

Launch Test

Section Overview

To access the '**Offline Platform**' you will have need to have generated your PIN as mentioned in '**Section 1**'

Once you have access to the '**Offline Platform**' you will be able to access the following information.

1. Available - Shows all the tests that you have downloaded

2. Archived - Shows all the tests that have been '**Uploaded**'

3. Pending Upload - Shows all the tests that have been completed / sat where the response is currently waiting to be '**Uploaded**'

4. Settings - This allows you to turn '**Off**' or '**On**' the automatic '**Upload Response**' feature (by default this is set to '**On**')

Launch Test

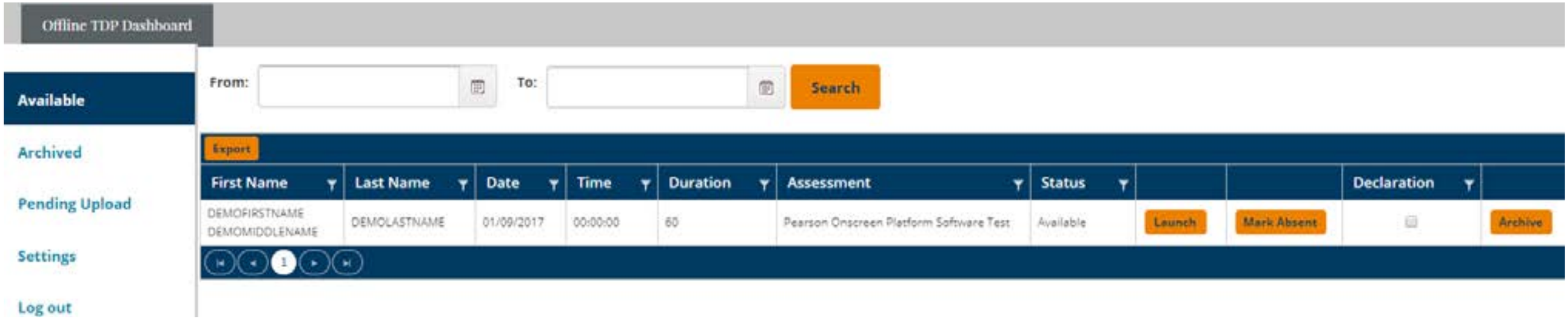
This part of the guide explains how to launch a test using the '**Pearson Offline Platform (POP)**'. You should have downloaded a test from the '**POP Assessor Dashboard (PAD)**' application before following these steps.

To Begin, **Click: Offline Dashboard icon on desktop > Input PIN > Select Login**

Step 1

The dashboard will display the tests that have recently downloaded to your computer in the '**Available**' section.
Find the learner and test entry you wish to launch. You can search by a test date range if you have many learners.
Select the '**Declaration**' box to confirm that you are ready to invigilate the assessment. Then click '**Launch**'.

* Note that you will no longer need an Attendance Register as you are agreeing to the declaration instead.



Test Player Navigation

Section Overview

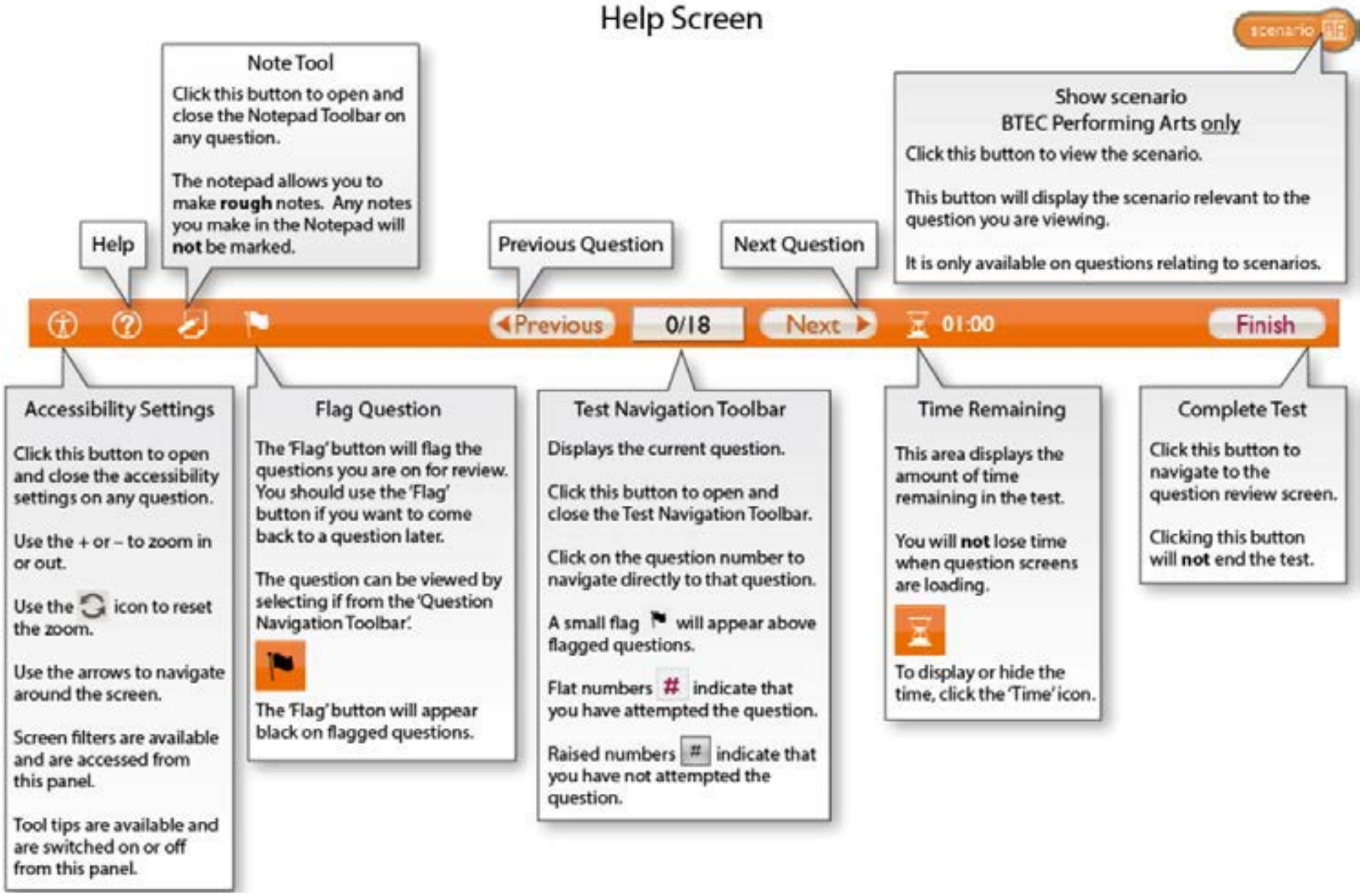
This section explains the **'Tools'** shown on the task bar / test interface. Depending on the type of test, some features may or may not appear.

Features / Tools available:

1. Accessibility
2. Help
3. Note Tool
4. Flag Question
5. Previous / Next
6. Test Navigation Toolbar
7. Time Remaining
8. Finish
9. Scenario

Test Player Navigation

This part of the guide shows you how to navigate the Test Player used in the Pearson Onscreen Platform Offline and Online tests.



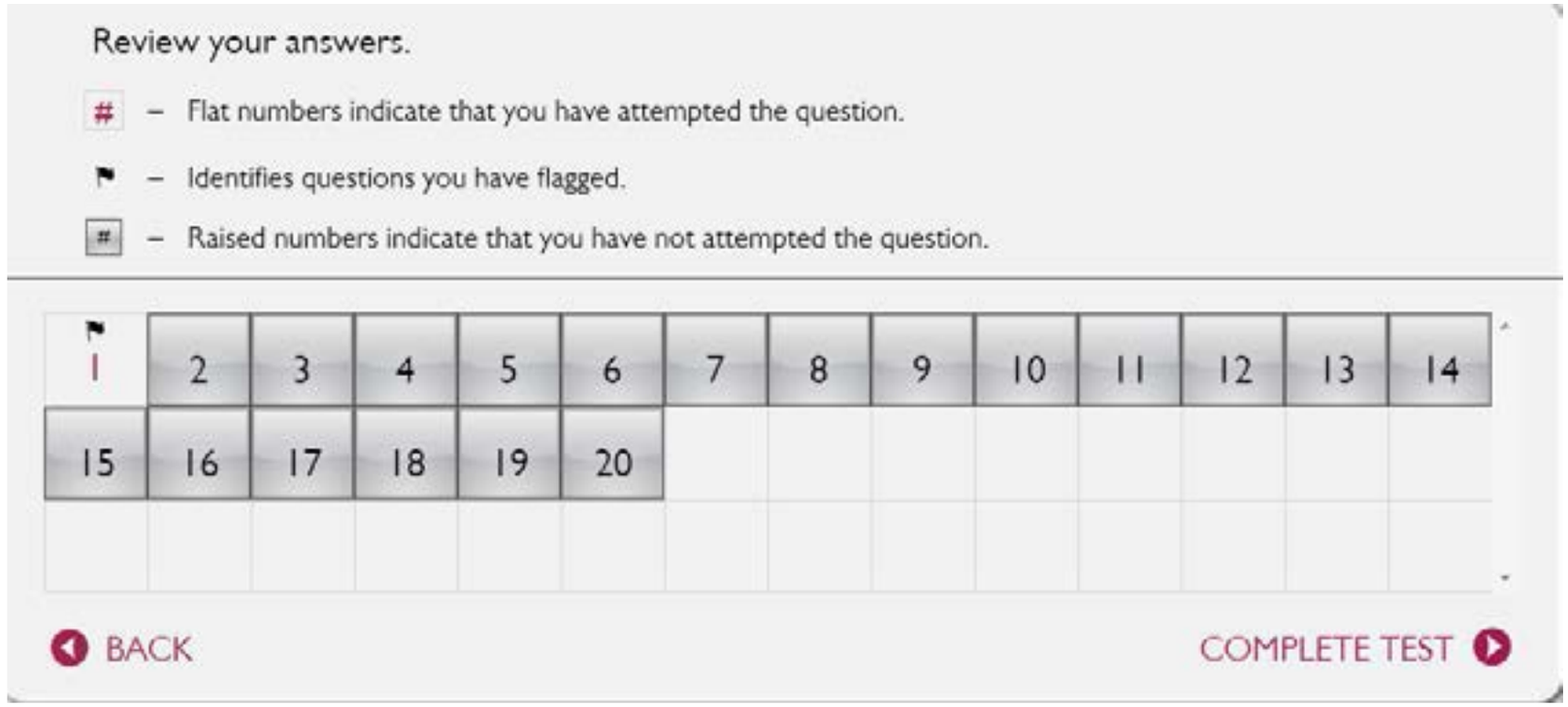
Test Player Navigation (continued)

Step 1

When you click finish you are brought to the Review screen below. While you have time remaining you can review your answers or go back to any unanswered or flagged questions. When you are ready to complete the test, click the '**Complete Test**' icon. You will be asked if you are sure you wish to end the test before the test closes.

As attendance registers are no longer required, if a situation arises where you need to pause or cancel a test please inform Customer Services by e-mail.

In case of an emergency, such as a fire alarm, you can pause a test by holding Ctrl, Shift and End keys on the right of your keyboard. You will need to use your PIN to authorise this and to restart the test.



Mark Absent (POP)

Section Overview

This section explains how to mark a learner absent for an offline test through the '**Pearson Offline Platform**'.

Once you have marked the learner as absent, you will still need to upload their response by following Section '**Upload Response**'.

5

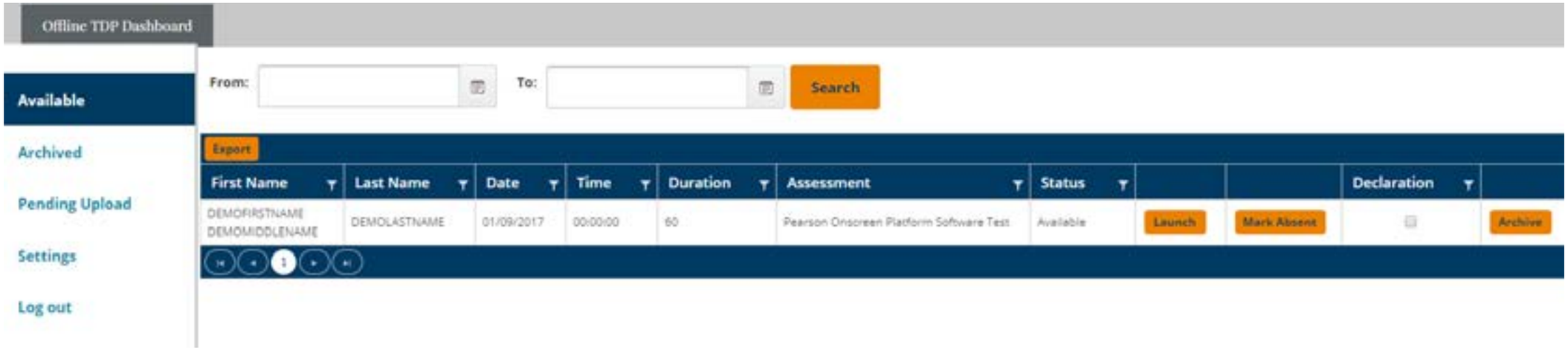
Mark Absent

This part of the guide explains how to mark a learner as absent using the '**Pearson Offline Platform**'.

To Begin, **Click: Offline Dashboard icon on desktop > Input PIN > Select Login**

Step 1

Search for the learner using the search options



Step 2

Click '**Mark Absent**' next to the learner's name

Step 3

The absent status must be uploaded in the same way as a set of candidate responses. Once marked as absent, a booking will appear in your pending uploads screen and can be uploaded from there at a time when you have access to an internet connection or when you are prompted to by the offline dashboard.

Upload Response

Section Overview

Once your learner has completed an offline test through the Pearson Onscreen Platform, you will need to upload their results.

There are two ways to do this:

1. ‘**Automatic response upload**’

This will pop up as a prompt for any outstanding results awaiting upload when you log back in to Pearson Onscreen Platform. (This feature is located in the settings and is set by default to pop up - this can be turned off if necessary).

2. ‘**Manual response upload**’

This option will require you to locate the pending upload in the Offline Platform in order for the results to be uploaded. A manual upload will occur when you click ‘No’ to the automatic prompt - or if you have turned your settings off.

6

Upload Response

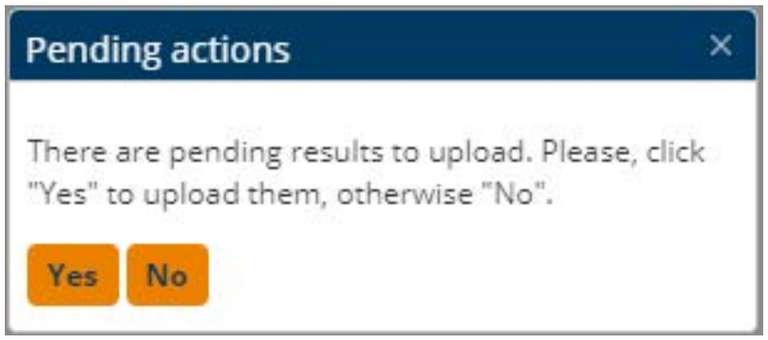
This part of the guide explains how to upload a response using the '**Pearson Offline Platform**'. The learner must have sat an Offline test in order for you to be able to do this.

To Begin, **Click: Offline Dashboard icon on desktop > Input PIN > Select Login**

Step 1

You will be presented with a pop-up window (Pending actions) advising that you have responses waiting to be uploaded.

If you have an internet connection, click '**Yes**'. If you wish to upload later click '**No**'.
If you have selected '**No**' you will need to do a manual upload by selecting '**Pending Upload**' from the menu on the left and then click '**Upload**'.



Step 2

By clicking on '**Yes**' a pop-up window will appear. Click on '**Start to upload**'. Once this has completed you will see the word '**Done**' confirming that the upload has been actioned. Confirmation can also be viewed by selecting '**Archived**' from the menu on the left and checking the '**Status**'.

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