

# Making BTEC Next Generation onscreen test bookings via Edexcel Online

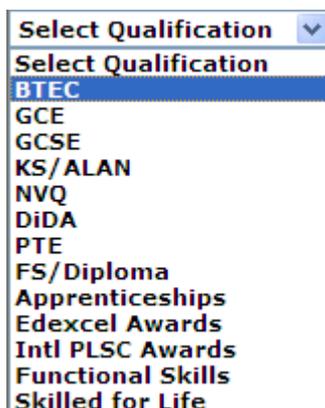
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## Making bookings

To make bookings for BTEC Next Generation onscreen tests you will need to login to Edexcel Online ([www.edexcelonline.co.uk](http://www.edexcelonline.co.uk)). If you do not have a login, please speak to your Exams Officer who will be able to set one up for you.

Once logged in select 'BTEC' from the qualification drop down list, in the left hand side menu.



Then select 'Onscreen Testing', and click on 'Book a test'.

PEARSON ALWAYS LEARNING

edexcel Home Mailbox My Account Log-out

Friday 14 Jun 2013

Centre number: 03758 00 EDEXCEL (ONSCREEN TESTING)

Select site: KEY SKILLS DEPT (03758 - BTEC/GVQ)

BTEC

**BTECLIVEINTERNAL** Help ?

**Welcome to the BTEC section of Edexcel Online**

**Certificate end date for BTEC NQF Firsts**

From 31 August 2012 NQF BTEC Firsts reach their certification end date. After the certification end date, learners who have not been certificated on NQF BTEC Firsts will need to move to currently approved specifications to complete their qualification.

The certification end date for each BTEC First can be viewed on the relevant qualification [pages](#), under 'Accreditation'.

**Confirmation sampling for BTEC QCF now underway**

Each year, we select a sample of programme groups with accredited Lead Internal Verifiers to ensure standards are being maintained. Allocations for confirmation sampling 2011-12 have now begun. If your programme is selected, a Standards Verifier will be allocated to undertake sampling of assessed and internally verified learner work.

Details are available in the BTEC Standards Verification section of the [UK BTEC Quality Assurance Handbook 2011-12](#).

Book a test

View/Amend test booking

View results by test booking

View results by candidates

On the next screen complete the dropdown fields by choosing the required options.  
On the venue dropdown either option can be selected.

**Onscreen test booking**LIVEINTERNAL
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 HVL49:SPORT (AWARD)

Test SPORT1 - FITNESS FOR SPORT AND EXERCISE

Venue TEST TAKEN AT CENTRE

Test Date (dd/mm/yyyy) 14/06/2013 Time 13 00

Now that you have chosen the test time and date, you will need to select which students you wish to sit the test. The easiest way to do this is to put the percentage sign [%] in the 'Registration Number' field and click 'Next' as per screenshot below.

**Onscreen test booking**LIVEINTERNAL
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 BRW67:SPORT (AWARD)

Test SPORT1 - FITNESS FOR SPORT AND EXERCISE

Venue TEST TAKEN AT CENTRE

Test Date (dd/mm/yyyy) 14/06/2013 Time 13 00

**Refine learner**

Registration Number	<input style="border: 1px solid #ccc;" type="text" value="%"/>	This function is optional but may help to limit the number of search results.
First Name	<input style="border: 1px solid #ccc;" type="text"/>	A percentage sign acts as a wild card.
Last Name	<input style="border: 1px solid #ccc;" type="text"/>	
Registration Year	<span style="border: 1px solid #ccc; padding: 2px;">Select one</span>	e.g. Searching for A% in the registration number field will return all learners with a registration number beginning with A.
Centre Reference	<input style="border: 1px solid #ccc;" type="text"/>	

Next

This will now give you a list of all the candidates registered on that course. Tick the boxes next to the required learners and click the 'Submit' button at the bottom right of the screen.

**Onscreen test candidates selection**LIVEINTERNAL Help ?

**Information**

Use this screen to select the learners that you wish to take the test. Only learners that have active registrations are listed. Once you have selected all the learners that you wish to take the test click the Submit button to finish the process.

**Test Details**

<b>Programme</b>	BRW67:SPORT (AWARD)		
<b>Test</b>	SPORT1 - FITNESS FOR SPORT AND EXERCISE		
<b>Venue</b>	TEST TAKEN AT CENTRE	<b>Date</b>	14/06/2013 13:00

Records Per Page: 25 Refresh Back Submit

All <input type="checkbox"/>	Req No ▲	Centre Ref	First Name	Last Name	Date of Birth	Add Time +25% <input type="checkbox"/>
<input checked="" type="checkbox"/>	E352146	1010	CHELSEA	BERRY-RADFORD	07/08/1999	<input type="checkbox"/>
<input type="checkbox"/>	E352147	1011	LILLIE	BIDDLECOMBE	18/12/1998	<input type="checkbox"/>
<input checked="" type="checkbox"/>	E352148	1014	LUCY	BLAYDEN	04/07/1999	<input type="checkbox"/>
<input type="checkbox"/>	E352149	1018	ELLA-JANE	BRAMMER	15/05/1999	<input type="checkbox"/>
<input type="checkbox"/>	E352150	1022	JONATHAN	BUCCI	15/08/1999	<input type="checkbox"/>
<input type="checkbox"/>	E352151	1037	CHARLIE	CUMMINGS	18/10/1998	<input type="checkbox"/>
<input type="checkbox"/>	E352152	1048	OWEN	FEE	18/07/1999	<input type="checkbox"/>

1 2 3 Back Submit

**Please note you are currently unable to add the 25% extra time at this point. All access arrangements requests must be made using the 'access arrangements' tab on Edexcel online. For more information please visit**

[http://www.edexcel.com/iwantto/Pages/special\\_req\\_nextgen\\_BTEC.aspx](http://www.edexcel.com/iwantto/Pages/special_req_nextgen_BTEC.aspx)

You will receive a booking confirmation as per screenshot below.

The test will be delivered to your Administrator Dashboard within the next 3 hours, if booked for the same day. If you have booked your tests in advance you will receive the package 48 hours before the test.

**Test booking confirmationLIVEINTERNAL**
Help ?

**Confirmation**  
You have created a booking for 5 candidate(s).

Test Details:

<b>Total number of candidate(s) selected</b>	5		
<b>Programme</b>	BNU13:SPORT (AWARD)		
<b>Test</b>	SPORT1 - FITNESS FOR SPORT AND EXERCISE		
<b>Venue</b>	TEST TAKEN AT CENTRE	<b>Date</b>	04/06/2013 11:00

**Print**

Attendance Register

Candidate Confirmation of Test Entry

Book Another Test

Back to Main page

**Please note the learner numbers included in the confirmation of test entry will not be correct. Learner numbers can be printed from the Administrator Dashboard & Invigilator Dashboard. For more information please read the user guides.**

## Amending bookings

To make amendments to your existing test booking, select 'View/Amend test booking' option from the left hand side menu.

The screenshot shows the Pearson Edexcel BTEC Live Internal portal. The header includes the Pearson logo, 'edexcel' logo, and 'ALWAYS LEARNING' text. The date is Friday 14 Jun 2013. The centre number is 58837 00 TESTWOOD SPORTS COLLEGE, and the site is TESTWOOD LANE (58837 - Edexcel). The left-hand navigation menu is expanded to show the 'View/Amend test booking' option under the 'Onscreen Testing' category. The main content area displays a welcome message and information about BTEC NQF Firsts certification end dates and confirmation sampling for BTEC QCF.

On the next screen, complete the dropdown fields to search for a relevant test, and click 'Next'.

The screenshot shows the 'Booking searchLIVEINTERNAL' screen. It includes an 'Information' section explaining the search functionality. Below this is a 'New Results' button. The 'Booking search' section contains the following search criteria:

- Programme: DWL22: INFORMATION AND CREATIVE TECHNOLOGY (CERT)
- Test: ICT2 - TECHNOLOGY SYSTEMS
- Venue: TEST TAKEN AT CENTRE
- Test Date (From): 14/06/2013 12:00
- Test Date (To): 14/06/2013 13:00

A 'Next' button is located at the bottom of the search form.

This will provide you with a list of candidates as per screenshot below. Select the candidates you wish to amend by ticking the box on the left hand side of the candidate's registration number, and click 'Amend'.

**Onscreen test candidates selection**LIVEINTERNAL Help ?

**Information**  
Use this screen to select candidates from the test booking with a view to removing them, amending their booking details or producing a Learner Statement of Test Entry for them. Use the Add option to attach additional learners to the test booking.

**Test Details**

<b>Programme</b>	INFORMATION AND CREATIVE TECHNOLOGY (CERT)		
<b>Test</b>	ICT2 - TECHNOLOGY SYSTEMS		
<b>Venue</b>	ONSITE	<b>Date</b>	14/06/2013 12:00

Records Per Page:

All	Reg No ▲	Centre Ref	First Name	Last Name	Date of Birth	Add Time +25%
<input checked="" type="checkbox"/>	EC43260	9148	EMILY RACHEL	WEBB	19/08/1998	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EC43261	9151	JAMEY	WILLIAMS	01/02/1998	<input type="checkbox"/>

You will then be given an option of what you want to amend. You are able to change the time or date of the test. If you have booked the wrong test you will need to delete the booking and create another.

**Onscreen test booking**LIVEINTERNAL Help ?

**Information**  
Use this screen to amend the entry details for the selected learners. Note: Changes to the venue, date and/or time will result in the creation of a new test booking for these learners.

**Test details**

<b>No. of candidates selected</b>	1		
<b>Programme</b>	INFORMATION AND CREATIVE TECHNOLOGY (AWARD)		
<b>Test</b>	ICT2 - TECHNOLOGY SYSTEMS		
<b>Venue</b>	ONSITE	<b>Date</b>	21/06/2013 9:00

**Change test details**

Venue

Test date (dd/mm/yyyy)   Time

Add/Remove Additional time  ( Selecting/Unselecting this, the application will remove additional time if included in the existing booking or add additional time if not included in the existing booking. )

Once you have made all the changes, click 'Submit'. You will then be given the confirmation screen below to confirm your test has been amended.

**Test booking confirmation**LIVEINTERNAL Help ?

**Confirmation**  
You have amended 2 candidate(s).

Test Details:

<b>Total number of candidate(s) amended</b>	2		
<b>Programme</b>	INFORMATION AND CREATIVE TECHNOLOGY (CERT)		
<b>Test</b>	ICT2 - TECHNOLOGY SYSTEMS		
<b>Venue</b>	ONSITE	<b>Date</b>	14/06/2013 12:00

Amended Details:

<b>New venue</b>	ONSITE	<b>New test date &amp; time</b>	21/06/2013 9:00
<b>Additional time</b>	No change		