

Access to Scripts Self-service Portal

Version 1.1 No / 16/03/2017 / DCL 4

Contents

Signing out and changing session	9
Downloading and printing candidate scripts	8
Searching for and viewing scripts	6
Logging in	4
Getting started	4
Introduction	3
The second se	2

Introduction

This document provides an overview of how to use the Access to Scripts self-service portal.

The Pearson Access to Scripts self-service portal allows you to view electronically marked scripts as part of the Enquiries about Results service. The system is web based and facilitates

- Viewing of electronically marked scripts online
- Printing of scripts in pdf format to be printed or saved and distributed electronically

Getting started

The self-service portal is accessed via the Edexcel Online website using the URL <u>www.edexcelonline.com</u>. Centre administrators should already have a username and password for this site. If you already have a username and password, you should request access to the self-service portal from your centre administrator. If you do not have a username and password, you should request an account from your centre administrator.

Logging in

Go to site <u>www.edexcelonline.com</u> and type in your username and password on the login page. Click on the checkbox to accept the terms and conditions and click '**Login**' to enter the site. If you don't have access, please speak to your centre administrator.

Edexcel Online - System			
← → C	/EOL/Account/Login.aspx		
Chrome			
		Pearson	
		Log in Username: Test.Account Password: Incceptione Forgot passwor Changi passwor Log in	Terms & Conditions rd? prd?
		Service status Available 📀 Service offline daily: 00:00 - 02:00 Testing Ticker Message	Need help logging in? If you have any issues then please get in touch <u>Contact us</u>

Select the menu option 'Script Viewer'



The self-service portal will open in a **new tab**. If the self-service portal does not open in a new tab, please allow pop ups from Edexcel Online and select the menu again.

Edexcel Online - Script V x 🗅 Exam Viewer x	
← → C ① /ExamViewerWebTest/?sptoken=142ce8a5-f3f0-45e	5-ac59-9ea6d12196fd Q 🖈 🗾 🧿
Pearson	Exam Viewer
	Test Account +
Select session	The message below will be displayed when no sessions are currently available
No sessions are currently available.	

Edexcel Online - Script VI × 🕒 Exam Viewer ×	New Pressential	
	୧ 🛧 🔼 🚯	
🗅 Chrome 🔺		
Pearson	Exam V	Viewer
	т	est Account 👻
Select session	Select the session to access the system and search for scripts for the selected session	
Test Series May 2014 (1405)		
Test Series Jan 2014 (1401)		
	Build Versi	on: 2017.2.27.1

Searching for and viewing scripts

Pearson	Exam Viewer
Search	Test Series Jan 2014 (1401) Test Account +
Search	Use the six fields below to enter your search criteria and click on ' Search '
Search criteria	
Centre 10126 Subject Surname	Candidate Paper Forename
Q Search Reset	

Edexcel Online	ne - Script Vi 🗙 🗋 Exam Vie	wer ×				2
\leftrightarrow \Rightarrow C	/ExamVie	werWebTest/Search/Search?FilterValues[0].Key	=2&FilterValues[0]		९ 🛧 🔼 🕻	D
🗋 Chrome 🔺						
	Pearson			Exam View	er	
	Search			Test Series Jan 2014 (1401) Test Accou	unt +	
	Search		Use be	e the drop down list below to swit tween the sites you have access t	ch :o	
	Search criteria					
	Centre	10126 •	Candidate			
	Subject	10126 10126H	Paper Forename			
	Q Search Reset					
				Build Version: 2017.2	2.27.1	

Edexcel Online - Script Vi ×	Exam Viewer	×	-				
\leftrightarrow \Rightarrow C	/ExamViewerWebTest/Se	arch/Search?Filter	Values%5B0%5D	.Key=2&FilterValues	%5B0%5D.		ବ 🖈 🔼 🔿
🗅 Chrome ★							
Pearsor	1					Exam Viewer	
Search					Test Series Jan	2014 (1401) Test Account 🗸	
Search				The result below.	s of your search Click on 'View ' to	criteria will be liste access the script	ed
Search criteria			/				
Centre	10126		•	Candidate			
Subject	4HB0			Paper	01		
Surname				Forename			
Q Search	Reset						
Centre	Candidate	Subject	Paper	Surname	Forename	Action	
10126	0211	4HB0	01	XXXXXX	YYYYY	View	
1 total item	$\underline{\ }$					Build Version: 2017.2.27.1	

Note: if you click on '**Search**' without entering a search criteria, the system will return all available scripts for your centre for the series that has been selected.

Edexcel Online - Script V 🗙 🏴 Ex	am Viewer ×	
← → C /Exa	amViewerWebTest/Document/ViewDocument/119473	९ 🖈 🖪 📀
🗅 Chrome 🔺		
🔚 Details 🛛 🖨 Print		× Close
•	U Write your name here	Use the ' Print ' button to generate a script in pdf format
	Surname	Other names
	Edexcel International GCSE	er Candidate Number
	Human Biolog Unit: 4HB0 Paper: 01	У
03485	Tuesday 7 May 2013 – Morning Time: 2 hours	Paper Reference 4HB0/01
NC001	You must have: Ruler Candidates may use a calculator.	Total Marks Total 98

Downloading and printing candidate scripts



Note: from this page, you can print the script locally or save the script in pdf format.

Signing out and changing session

Note: signing out of the self-service portal using the '**Sign out**' option will automatically log you out of all sessions. If you're planning to continue using Edexcel Online, please close the tab as opposed to signing out.

	_
Exam Viewer	
Test Series Jan 2014 (1401) Test Account 🗸	Use the ' Change session ' menu to switch between sessions
Change session Sign out	