Pearson Onscreen Platform (POP)

Next

Using POP Offline testing system guide

Version 1.0 October 2014

What's in this guide?
Contents

1 Before you start
Read more

2 Download a test
Read more

3 Play test
Read more

4 Upload response
Read more

Section One

Before you start

About this guide

The purpose of this user guide is to help you understand and operate the POP Offline testing system.

The user guide is written for centre staff and makes the following assumptions:

- You are familiar with the Microsoft Windows operating system
- The computer you are using meets minimum system requirements
- You have installed Test Player. For details please see the Pearson Onscreen Platform Offline Installation Guide.

About the system

What is POP Offline?

It is the new Pearson Onscreen Platform testing system, which is not connected to a local area network (LAN) and is therefore 'offline'. We will be using this system with the new Business Skills qualifications.

What is Advance?

Advance is the bridging website between Edexcel Online or Campus and Test Player.

System requirements:

POP Offline requirements

The system requirements for the installation of the POP Offline Test Player can be found in the Pearson Onscreen Platform Offline Installation Guide.

Advance requirements

Cookies: This Pearson website stores cookies on your computer. They help the site work better for you, and let us understand how our visitors use the site so that we can keep improving it for you. If you log in, we assume you are happy to accept the site's use of cookies.

About the system
continued

Browser Requirements: Internet Explorer. 6.0 to 9.0, Firefox, Google Chrome, Safari.

Pre-requisites: Adobe Acrobat Reader and Microsoft Excel (Our site uses Adobe Acrobat and Microsoft Office files to output certain reports. Depending on what system you are using, you may need to install this software.)

Java Scripting: In order to use our website, your web browser must be configured to use “java scripting.”

Pop-up Windows: Our site uses pop-up windows to enhance your browsing experience. Please turn off any software that disables such windows or configure them so Advance is a trusted website.

Data Protection: Advance provides access to sensitive and personal information covered by the Data Protection Act. You must access and use this information for Advance business purposes only. Improper use of personal information is an offence under the Data Protection Act.

Components

Pearson Onscreen Platform Offline is made up of two components:

Advance

Login to Advance to download test files to your machine and then upload the response file back to Advance (this will be covered in section 5 of this guide).

To get access to the Pearson Onscreen Platform please complete the form located on the Business Skills guidance and support page here. Once completed, please return it to your Account Specialist who will be in touch with your login details. Please ensure that all PCs meet the minimum technical requirements before running tests and completing the form.

Test Player

Candidates will use Test Player to open test files and sit tests.

Process overview

Download test file from Advance

⋮

Play test file

⋮

Upload completed test to Advance

Section Two

Download a test

2

In this section

This section will explain how to download a test, which you have previously scheduled on Edexcel Online (EOL) or Campus.

It makes the following assumptions:

- You have scheduled a test on EOL before accessing the system.
- You have permission to book tests.
- You have an Advance username and password.

What is Advance?

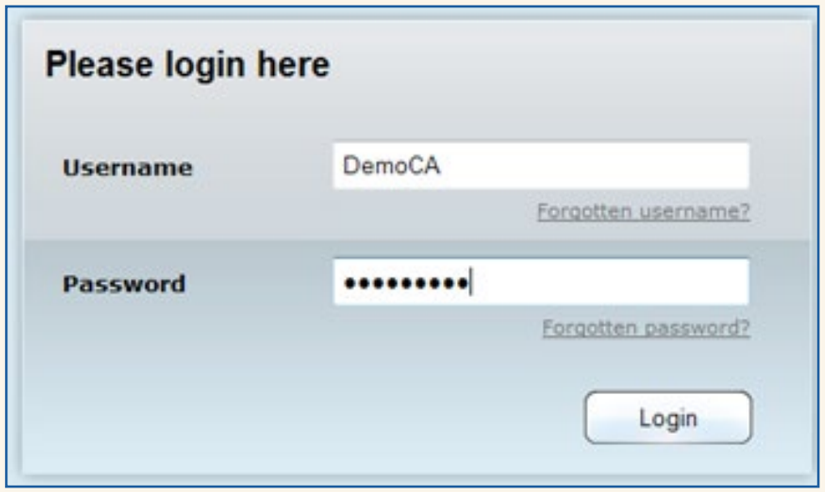
Advance is the bridging system between Edexcel Online or Campus and Test Player.

When you schedule a test via Edexcel Online you need to access it via Advance website and download it onto the machine you will be using to perform the test. You will also use the Advance website to upload the results back to Edexcel Online.

How to download a test?

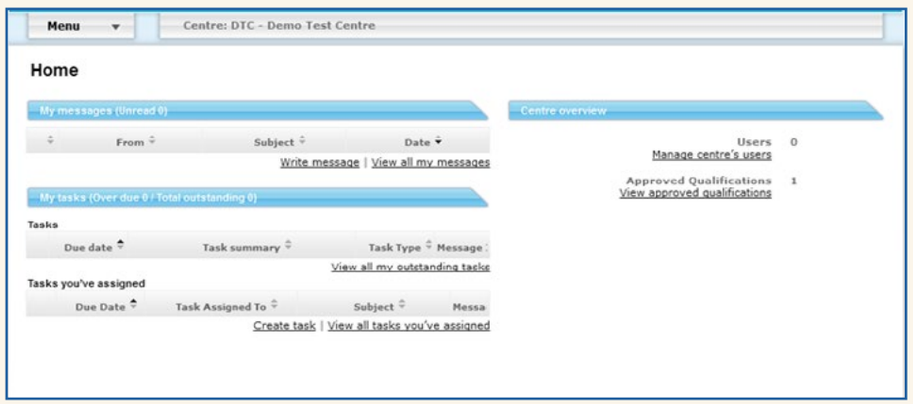
STEP 1

Navigate to the Advance Website https://btecng.pearson.com and enter your username and password, which can be obtained from your Account Specialist and click 'Login'.



STEP 2

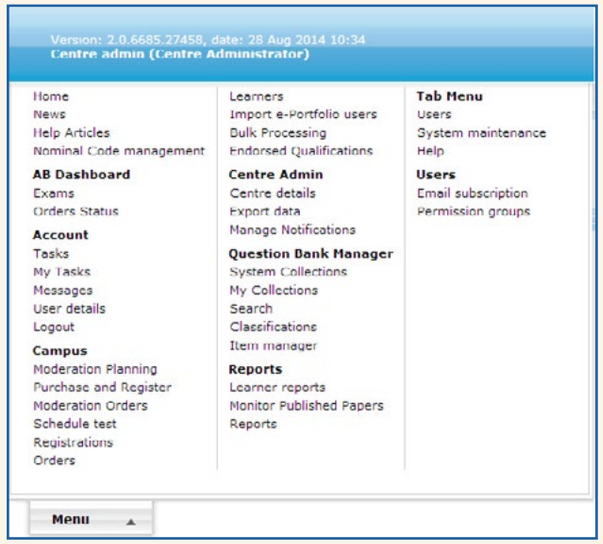
Once you log in the homepage will show any messages you may have, tasks which have been assigned to you, or are outstanding, and give you details about approved qualifications and users at your centre. Click the 'Menu' tab at the top of the screen.



How to download a test?
continued

STEP 3

The dropdown menu will give you many options you can access, such as reports. Click 'Orders' from the bottom of the first column.



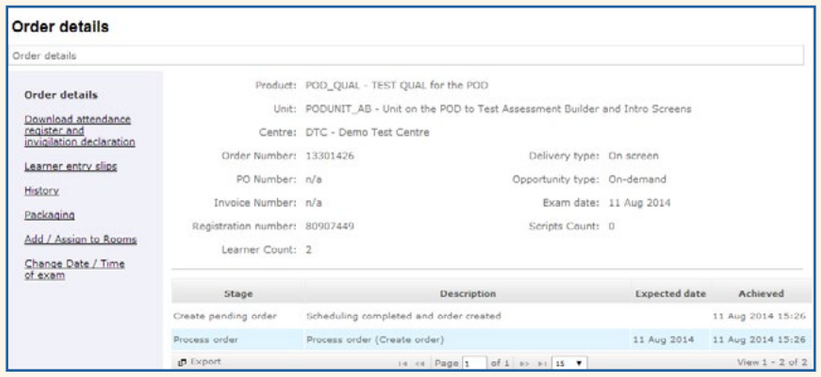
STEP 4

You will be taken to the Orders page where you can see the test bookings that you have scheduled. You can locate the order you want to download or refine your search using the search criteria at the top of the page. When you have located your booking click 'Order No' to view details.

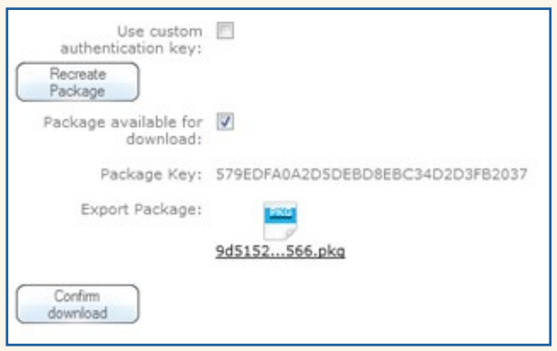
How to download a test?
continued

STEP 5

You will be presented with detailed information regarding your test booking, such as the date, number of learners and delivery type. To begin to download the test on to your machine click 'Packaging'.



You can download the Attendance Register by selecting the link 'Download Attendance Register and Invigilation Declaration' from the left hand side.



STEP 6

Make a note of the Package Key Reference and click on the 'Export Package' link. The Package Key Reference can also be found on the Attendance Register.

From the 'Order details' screen you can:

- Download attendance registers and invigilation declarations
- View learner entry slips

Section Three

Play test

3

How to play a test?

STEP 1

Select the Test Player icon on your desktop to open the Test Player software.

STEP 2

You will be presented with 3 options: Offline, LAN and Online. Select 'Offline'.

STEP 3

Create a username and password. This can be anything you like but you may wish to use your Campus or EOL credentials for consistency. Once you have entered your chosen username and password click 'Next'.

STEP 4

Locate the test package on your laptop. You chose the location of the test package when you downloaded it from Advance.

STEP 5

Type in the package key reference number (You took a note of this when you downloaded the test package) and click 'Test' to validate the package.

Section Four

Upload response 4

In this section

This section will explain how to upload a test which has been sat by the learner in Advance.

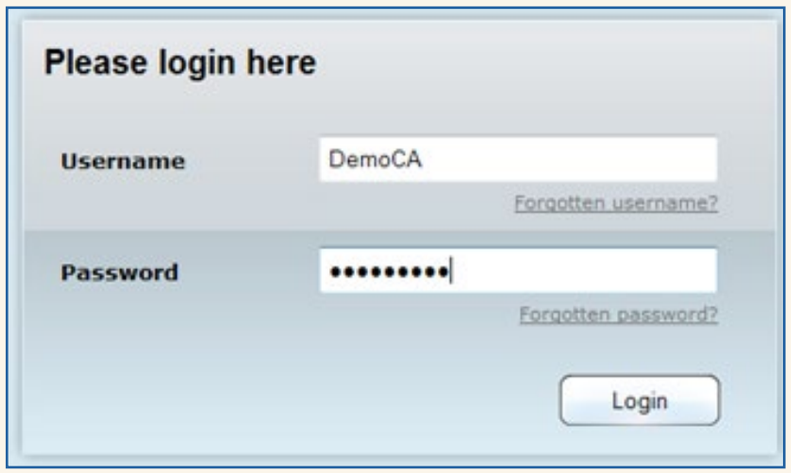
It makes the following assumptions:

- The candidate has taken a test before accessing the system.
- You have an Advance Username and Password.

How to upload response?

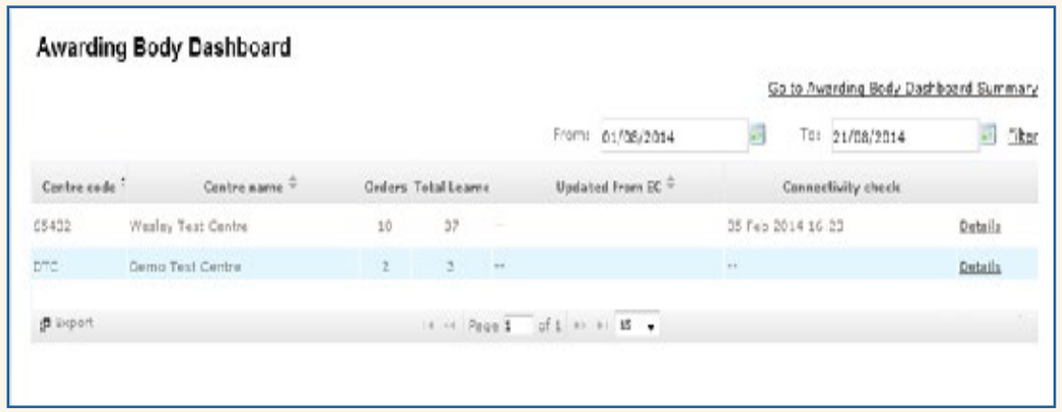
STEP 1

Navigate to the Advance Website https://btecng.pearson.com and enter your username and password, which can be obtained from your Account Specialist and click 'Login'.



STEP 2

Once you log in the homepage will show any messages you may have, tasks which have been assigned to you, or are outstanding, and give you details about approved qualifications and users at your centre. Click the 'Menu' tab at the top of the screen.



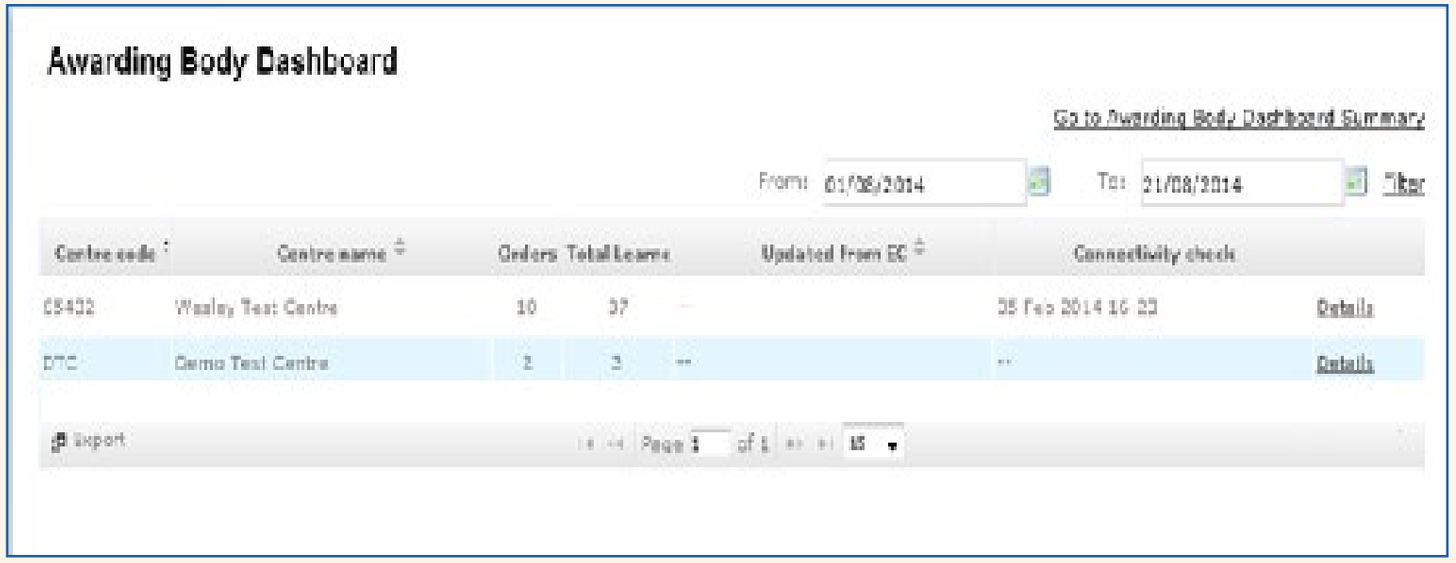
How to upload response?
continued

STEP 3

The dropdown menu will give you many options you can access, such as reports. Click 'Exams' from the first column.

STEP 4

You will be taken to the 'Awarding Body Dashboard Summary' page. To view the orders associated with your centre select the Awarding Body Dashboard link on the right hand side of the page, then locate your centre and click 'Details'.

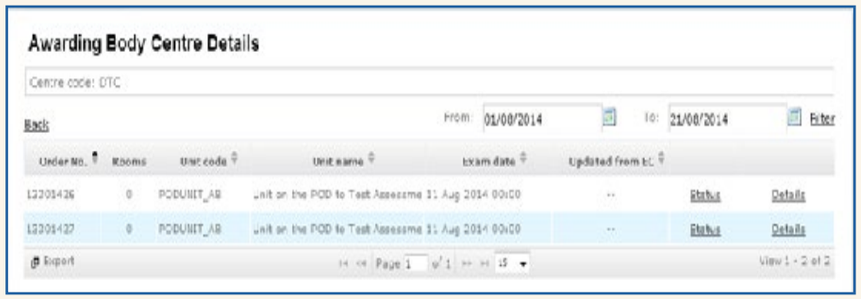


How to upload response?

continued

STEP 5

All the orders associated with the selected centre will now be shown. To see more information about a particular order click 'Details'.



STEP 6

A list of candidates who have taken the scheduled test will be shown. Locate the learner you want to upload the test for and click 'Upload Responses'.

STEP 7

To upload your response click 'Select' to locate your file from your computer. The learner response file will be in the same location you save the test package file. You will be able to identify each response file as it will be named after the Order Number and Candidate Number of the learner. These numbers can be found on the Attendance Register.

Double click and your file will appear in the upload window. Then select 'Submit'.