

Booking Onscreen Tests

August 2012

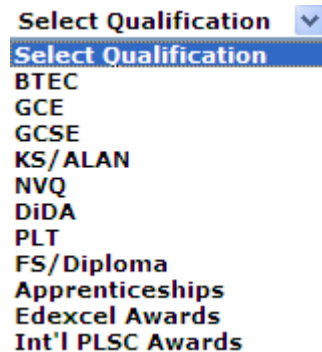
Introduction

This document is to take you through step by step how to book, amend and cancel Onscreen test bookings for learners.

Making Bookings on Edexcel Online For Key Skills BTEC Stand alone qualifications

Test bookings are made through www.edexcelonline.co.uk. You will need to have an account and have our Promissor system installed in order to schedule learners for tests.

You will need to select one of the options from the qualification drop down of which your learner is registered against.



On the left hand side menu you will need to select the **Onscreen Testing** option, then click on **Book a test**.

Complete the **Test setup** section by selecting a programme and test. You must then select a venue and test date and time. When selecting the test date and time, the earliest a test can be scheduled is 2 hours in advance.

The **Refine learner** section allows you to choose which registered learners you wish to sit the test. All fields can be used to search for candidates but they are not compulsory. Click **next** when you are ready to proceed.

Test setup

Programme

Test

Venue

Test Date (dd/mm/yyyy) Time

Refine learner

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

First Name A percentage sign acts as a wild card.

Last Name

Registration Year e.g. Searching for A% in the registration number field will return all learners with a registration number beginning with A.

Centre Reference

The next screen will supply you with a list of registered learners filtered by the refine learner search. You can use the column headings to search and choose to view a different number of candidates per page.

You can choose of how many candidates you wish to view per page. The list can also be sorted by heading.

Select the learners who will take the test by completing the tick box next to the learner name on the left-hand side.

If additional time is required please fill the **Add Time** tick box on the right-hand side.

Centres are able to add up to 25% additional time, as this is centre-delegated. Anything additional to this will need to be approved by Edexcel through the relevant JCO application process.

Test Details			
Programme	Adult Literacy & Numeracy (Levels 1&2) - Onscreen		
Test	ADULT LITERACY LEVEL 1		
Venue	QUL579 BASEMENT	Date	19/08/2008 16:00

Records per page:

<input type="checkbox"/> All	<u>Req No</u>	<u>Centre Ref</u>	<u>First Name</u>	<u>Last Name</u>	<u>Date of Birth</u>	<u>Cohort</u>	Add Time +25% <input type="checkbox"/>
<input type="checkbox"/>	Y574927		EMMA	CLARKE	01/11/1984		<input type="checkbox"/>
<input type="checkbox"/>	Y574928		RIAN	DE ROUWE	01/11/1984		<input type="checkbox"/>
<input type="checkbox"/>	Y574929		STEVE	HARRIS	01/11/1984		<input type="checkbox"/>
<input type="checkbox"/>	Y574930		EMY	NYAMUNDANDA	01/11/1984		<input type="checkbox"/>
<input type="checkbox"/>	Y574931		GREG	FERRARI	01/11/1984		<input type="checkbox"/>
<input type="checkbox"/>	Y574932		STEVE	SAUNDERS	01/11/1984		<input type="checkbox"/>
<input type="checkbox"/>	Y574933		CAROLINE	HUGHES	01/11/1984		<input type="checkbox"/>
<input type="checkbox"/>	Y574934		IAIN	MARJORIBANKS	01/11/1984		<input type="checkbox"/>

When all learners have been selected for your test booking, click

The system will check that the test can be scheduled. If not you will see an error on the following screen.

The next screen will show learners selected and will highlight any learners who may not be booked for tests and the reason for this. They will be highlighted in different colours depending on the reason that a booking cannot be made.

Hover your mouse to one of the rows with an error message it will return a message that informs you of the reason for the error, for example:

|ERROR: Booking clash - period from 18-SEP-2009 13:00 & 18-SEP-2009 14:15 already booked|

If you wish to change the test booking, click on **back** and you can modify your choice.

If you do not have any errors, click **Continue** to make the booking.

This will complete the booking and the following screen will appear:



By clicking **Attendance Register** allows you to view and print a list of learners with their usernames and passwords.

Attendance Register

Centre No: 03758		Centre Name: EDEXCEL (ONSCREEN TESTING)	
Site: KEY SKILLS DEPT (03758 - BTEC/GVQ)			
Programme : ABS:Adult Literacy & Numeracy (Levels 1&2) - Onscreen			
Test ID: U5050011		Test Title: ADULT LITERACY LEVEL 1	
Booking Date: 19/08/2008 16:00			

Name: EMMA CLARKE	Registration No: Y574927
Username: EDEX_Y574927	Password: 574927
	Present: <input type="checkbox"/> Absent: <input type="checkbox"/>

Name: RIAAN DE ROUWE	Registration No: Y574928
Username: EDEX_Y574928	Password: 574928
	Present: <input type="checkbox"/> Absent: <input type="checkbox"/>

Learners will need the username and password to access the test via the Administrator software. Clicking on **Candidate Confirmation of Test Entry** allows you to print off individual learner slips which contain all the required information to enable the learner to sit the test.

Programme:	ABS:Adult Literacy & Numeracy (Levels 1&2) - Onscreen
Test:	ADULT LITERACY LEVEL 1
Venue ID:	QUL579
Test Date and Time:	19/08/2008 16:00
First Name:	EMMA
Last Name:	CLARKE
Date of Birth:	01/11/1984
Gender:	F
Registration No:	Y574927
Username:	EDEX_Y574927
Password:	574927
Additional Time:	

Viewing and Amending Test Bookings

To complete the **Booking search** section, you can use as many or as few of the search criteria as you like.

When ready click **Next** to find your test booking.

Booking search

Programme:

Test:

Venue:

Test date (From): :

Test date (To): :

Once your booking has been located, you will be given a range of options as shown below:

Records per page:

	Programme	Test	Test Date	Start Time	Venue	Count of Reg
<input checked="" type="radio"/>	ABS	ADULT LITERACY LEVEL 1	19/08/2008	16:00	QUL579	2

To edit the test booking, fill the radio button and click the **Amend** button.

You will then be given the option to edit the venue, test time and date of the booking. When you have finalised your amendments, click **Submit** to update.

Change test details

Venue:

Test date: Time: :

To make amendments to a specific candidate, click the number under **Count of Reg**. This will direct you to the list of the candidates entered for your particular test booking.

[Count of Reg](#)

[2](#)

At this point it is possible to add to or delete candidates from the test booking, or to edit the test booking details for an individual candidate. To do this select the tick box next to the candidate **Reg No** and use the appropriate button on the row above.

Records per page:


Candidate Confirmation of Test Entry

All	Reg No	Centre Ref	First Name	Last Name	Date of Birth	Cohort	Add Time +25%
<input type="checkbox"/>	Y574927		EMMA	CLARKE	01/11/1984		<input type="checkbox"/>

You also have the option to edit the venue, test time and date and add or remove additional time for individual Learners by clicking **Amend**. Once you have made your amendments click **Submit** to update your test booking. The Attendance Register and Candidate Confirmation of Test Entry documents will be automatically updated.

Submit

Change test details

Venue	QUL579 BASEMENT B2		
Test date	18/08/2008		Time
Add/Remove Additional time	<input type="checkbox"/>	(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.)	15 00