

**Viewing learners Onscreen Test results**


August 2012

**Introduction**

This guidance document is to take you through step by step how to view results for learners who have completed an Onscreen test .

**Viewing Results by Test Booking**

Log in to [www.edexcelonline.co.uk](http://www.edexcelonline.co.uk) and select one of the options from the qualification drop down of which your learner is registered against.

- Select Qualification 
- Select Qualification
  - BTEC
  - GCE
  - GCSE
  - KS/ALAN
  - NVQ
  - DiDA
  - PLT
  - FS/Diploma
  - Apprenticeships
  - Edexcel Awards
  - Int'l PLSC Awards


To find a set of results, use the **Booking search** option to find a test session and then click **Next**. If you do not know the exact information you can search within a time frame or by programme.


**Booking search**

Programme

Test

Venue

Test date (From)   00 : 00

Test date (To)   00 : 00

From here you can either select:

**Create Pass List**, which lists all candidates that have passed, or

**Count of Reg** which lists all candidates from that session, passed or failed, with their test score.

Records per page:

	<u>Programme</u>	<u>Test</u>	<u>Test Date</u>	<u>Start Time</u>	<u>Venue</u>	<u>Results received</u>	<u>Count of Reg</u>
<input checked="" type="checkbox"/>	ABS	ADULT LITERACY LEVEL 1	14/08/2008	14:30	CTQ510	0	4

To view a particular candidate’s result history select **Count of Reg**, select the candidate you require from the list then select **View All Results**.

<a href="#">Programme</a>	<a href="#">Test</a>	<a href="#">Venue</a>	<a href="#">Test Date</a>	<a href="#">Result</a>	<a href="#">Test Score</a>	<a href="#">Feedback</a>
ABS	ADULT LITERACY LEVEL 1	CTQ510	22-04-2008 13:22	Fail	5 / 40	<a href="#">Feedback</a>
ABS	ADULT NUMERACY LEVEL 1	OXG181	13-11-2007 15:22	Fail	3 / 40	<a href="#">Feedback</a>

### Viewing Results by Candidates

Complete the **Candidate search** section with the relevant information. You can complete as many or as few fields as needed, then select **Next**.

**Candidate search**

Registration Number

Centre Reference

First Name

Last Name

Cohort

Date of Birth

Gender

Once your candidate has been found, you will be able to see whether the learner has passed or failed. For Key Skills and Adult Literacy and Numeracy only, the **Feedback** option enables you to view an item-level (question by question) breakdown, which will assist in learner development.

<a href="#">Programme</a>	<a href="#">Test</a>	<a href="#">Venue</a>	<a href="#">Test Date</a>	<a href="#">Result</a>	<a href="#">Test Score</a>	<a href="#">Feedback</a>
ABS	ADULT LITERACY LEVEL 1	GQJ749	29-05-2007 13:33	Fail	14 / 40	<a href="#">Feedback</a>