Submitting Centre Assessment Grades and Rank Order Data on Edexcel Online

Summer 2020

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Accessing the service

Log in to your Edexcel Online account.

> **Edexcel Online Profile Permissions**
>
> In order to access the Centre Assessment Grades Capture screen, Edexcel Online users must have the **Capture** permission ticked in their Edexcel Online profile. This permission will automatically be added to all existing profiles where the user has the **Results** permission ticked. Additionally, the Edexcel Online administrator at each centre will be able to create additional user accounts and can give the new profile to other users at the centre as required.

From the home screen, select the qualification level you want to work within e.g. GCSE, BTEC etc.
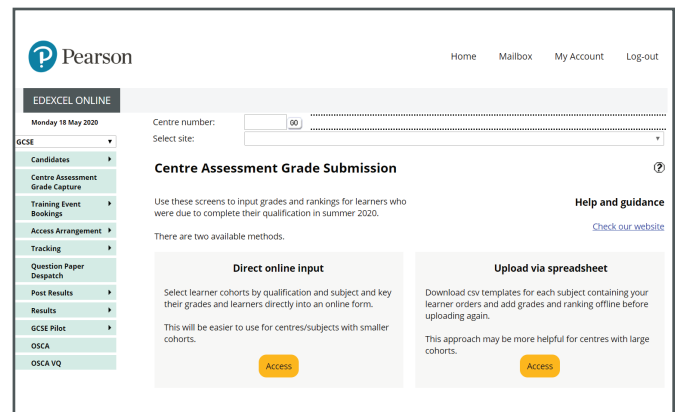
Navigate to **Centre Assessment Grade Capture**.

> **Please note, if you are submitting data for BTEC, we only require a rank order at qualification level.**
>
> **No centre assessment grade is required at qualification level for BTEC.**
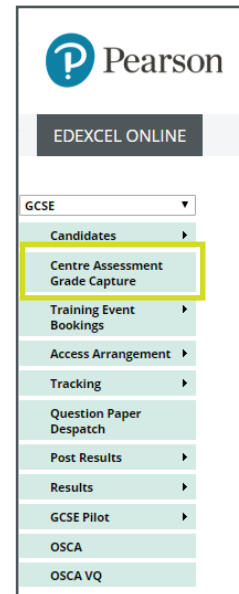
There are two available input methods. You will be presented with the following options:

- **Direct online input**
- **Upload via spreadsheet**

Direct Online Input

Selecting the **Direct Online Input** method enables you to:

- select a learner cohort by qualification and subject
- key your centre assessment grades and rank order decisions directly into an online form.

This method is recommended for centres or subjects with smaller cohorts.

Click *Access* to select the direct online input option.
A pop-up window will appear.

Please ensure pop-ups are enabled on Edexcel Online to allow you to view the information.

The window will display a list of the qualifications for which you have made entries (subject code; title), and the number of entries for that qualification at your centre.

Click *Learners* next to the relevant qualification to be directed to the data submission page.

The data submission screen will display your list of candidates, with columns to submit your grade and rank order data.

Please note, there is a 30 minute time limit to submit information on this screen.

Enter the valid grade and rank order for each learner in the *Grade* and *Rank* columns.

- In the *Grade* column, enter the centre assessment grade from the dropdown list displayed. Only valid grade sets for each qualification can be selected. A *Guide to valid grades* is available via the on-screen link.

- In the *Rank* column, you will need to input the rank order for your learners.

Data can be submitted across multiple sessions. For example, where there are 10 learners in a cohort, it is possible to submit data for 5 of them, then return later (and before Head of Centre sign off) to submit the other 5. Data does not have to be entered in a single session.

Before submitting your data, you must confirm that accuracy and quality assurance processes have been undertaken by the Head of Department/Subject Lead.

Tick the check box to confirm, then click *Submit*.

This will save and submit the grade and rank order information you have provided.

Where information you have entered is incorrect, a red error message will be shown to indicate missing or invalid grades. Hover over the warning icon ⚠ next to the learner name for more details.

Check the grades and rank order you have entered, make any corrections and resubmit with the appropriate grade and rank order.

When the upload has been completed, and when all grades are valid, you will receive a green successful confirmation message.

To print a copy of your submitted grades, click the *Printer Friendly* link at the top of the window.

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Upload via Spreadsheet

Selecting the **Upload via Spreadsheet** method enables you to:

- download CSV (comma-delimited) templates for each subject
- add grades and ranking offline before uploading to Edexcel Online.

This method is recommended for centres or subjects with larger cohorts.

Click *Access* to select the upload via spreadsheet option.

Upload via spreadsheet

Download csv templates for each subject containing your learner orders and add grades and ranking offline before uploading again.

This approach may be more helpful for centres with large cohorts.

Access

You will be directed to a Centre Assessment Grades Capture landing page.

Please note: for multi-site centres, the relevant site number must be selected.

Select your qualification from the menu bar at the top of the page. This will direct you to the Grades Capture page for that qualification.

The **Grades Capture** page provides an up-to-date status report for each subject within this qualification.

The status report will update as you upload your spreadsheet data.

You can search or sort in a variety of ways, eg. by status or qualification.

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# 1. Download spreadsheet templates

In order to enter your grade and rank order data, you will first need to download a spreadsheet template. There is a separate template for each subject within each qualification.

There are two ways to download your spreadsheet templates. Either:

- Click *Download all templates*. This will download a template for each of the listed subjects in a zip file (Option 1), or
- individually, by subject (Option 2).

Option 1: To download templates for **all subjects** within that qualification level, click *Download all templates* on the qualification Grades Capture screen.
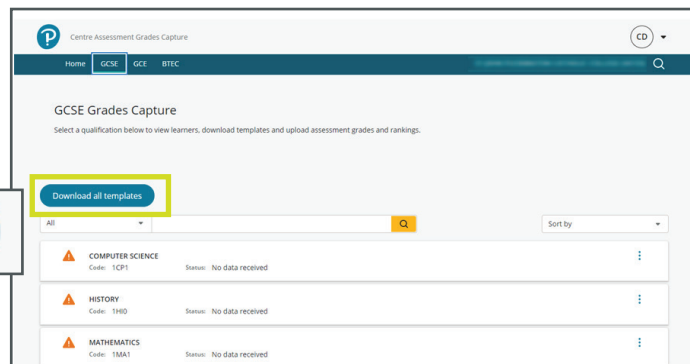
Option 2: To download by **individually, by subject,** click on the 3 dots on the right hand side of the relevant subject line and select *Download template*.

Alternatively, click on the 3 dots and select *View learners*. On the view learners subject page, go to *Actions* and click *Download template* to download the template for that individual subject.
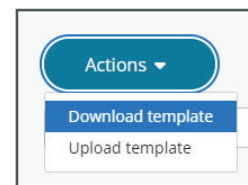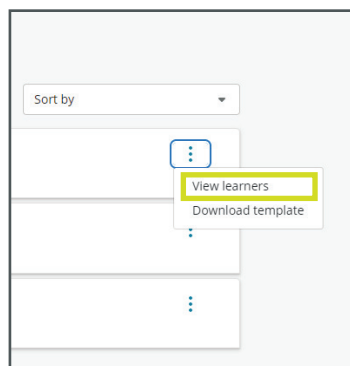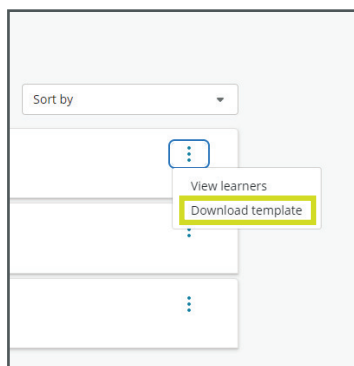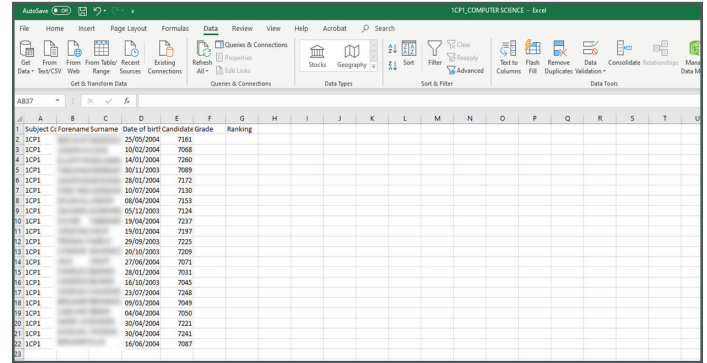
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2. Enter data into the spreadsheet

Open your downloaded spreadsheet template.

In the spreadsheet, enter:

- a valid **grade** (in column F), where required, and
- a **ranking** (in column G) for each learner.

Ensure the Date of Birth is correctly formatted as **dd/mm/yyyy**.

To enable you to enter your data more easily, you are able to filter or reorder the information in the spreadsheet. Please ensure all filters are removed before upload.
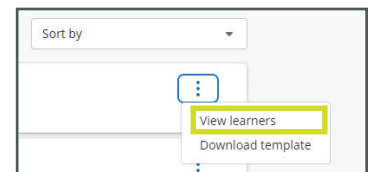
Save the spreadsheet as a CSV file.
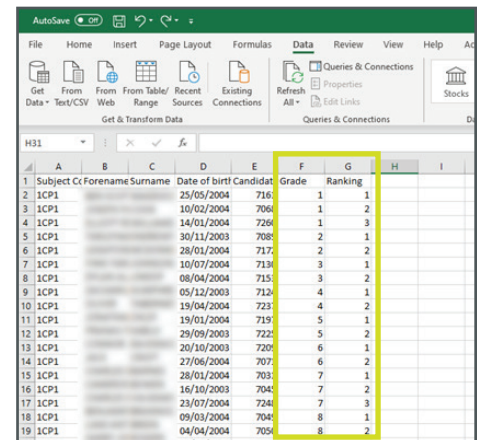
3. Upload the spreadsheet data

To upload your spreadsheet, go to the qualification Grades Capture page.

Click on the 3 dots on the right hand side of the relevant subject line and select *View learners*.
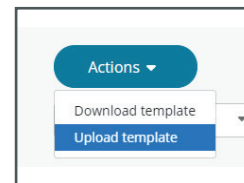
This will bring up a list of the learners at your centre with an entry for that subject.

All learner information including name, date of birth, and candidate or registration number will be prepopulated on this screen.
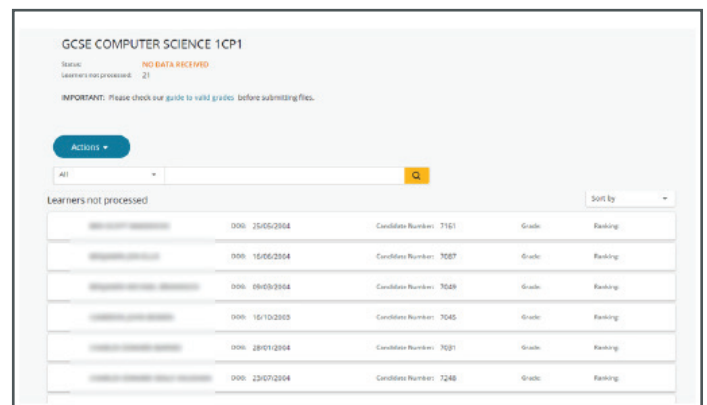
Click the Actions tab and select *Upload template.*

Browse for the CSV subject file.

Please note, you must ensure that the spreadsheet you upload matches the subject page you are uploading to. If you upload the wrong course code file it will be rejected.

Upon successful upload, the screen will display:

- a green successful confirmation message at the top of the screen, and
- a tick against each learner (please note, this is only the first step acknowledging an uploaded file has been received and the processing of the information may take longer). Always check this status on the main qualification screen.
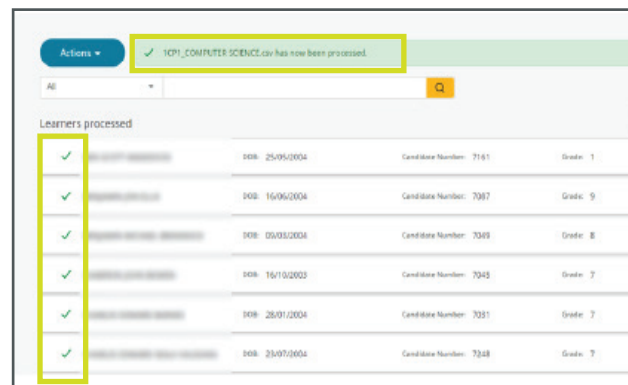
If you see an amber warning next to the learner names, this indicates that there is an error or missing information. The amber text will tell you what each issue is.

You can make corrections to your spreadsheet and upload the amended spreadsheet again. Always return to the main screen and give the data time to process so you can ensure only required correcntions are made.

The most recent upload will overwrite any previously uploaded information so always ensure all previously correct information is included in your re-uploads.
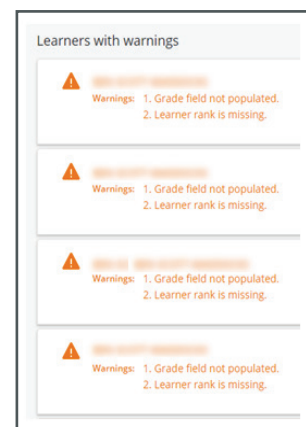
When an upload fails or is rejected, you will see a red warning next to learner names.

The errors and reasons for the errors will also be listed in red text to enable you to make the necessary corrections.
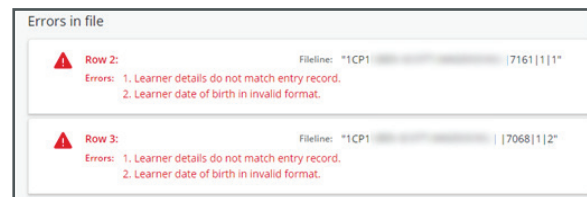
You can upload batches of learner grades and ranking data at a time, but the system works in a cumulative fashion. You will need to upload a complete data set, including data that has previously been uploaded, each time otherwise the previously uploaded data will be lost.

Examples of why data may be rejected include:

- Candidate information does not match entries made
- Subject columns have been removed or altered
- Invalid grades are entered. Check the *Guide to valid grades* link for the correct grade set for the subject/level/qualification.
- Duplicate rankings have been entered (eg. two or more learners entered as rank 1 for a particular subject and grade).
- Date of birth in an invalid format. Please ensure the date of birth is written in the format dd/mm/yyyy. Any other format will prevent your data from being uploaded successfully.

4. Final checks

Once a successful upload has taken place, the status will show as **processed** at the top of the View learners page.

The qualification Grade Capture screen will also show the updated status.

Any outstanding issues will be indicated with a warning sign.

A green tick indicates a successful upload.

Head of Centre declaration

In order to ensure that the Head of Centre declaration is not submitted inadvertently and before all necessary quality checks have been undertaken, the functionality will not be immediately available when the application is released on 1 June 2020.

Once all grades and ranks have been provided for all required subjects, the Head of Centre needs to declare that all appropriate quality checks and procedures have been followed in the process of determining the centre assessment grades and rank order for every learner.

The declaration must only be completed when all data has been submitted and before the published deadline.

In order to submit the declaration, access the declaration screen from Edexcel Online.

Enter the following details for the Head of Centre:
- name
- job title
- email address
- contact number (optional)

Once these are completed, click *Submit declaration*. A copy of the declaration will then be emailed to the Head of Centre for their records.

This finalises your grades and rank submissions.

Please note that once the Head of Centre declaration has been submitted, it will no longer be possible to enter or amend centre assessment grade and rank order data.

The Head of Centre declaration:

I confirm that these centre assessment grades, and the rank order of students have been checked for accuracy, reviewed by a second member of staff (where possible) and are accurate and represent the objective and professional judgements made by my staff, that entries were appropriate for each candidate and that each candidate has no more than one entry per subject. Having reviewed the relevant processes and data, I am confident that they honestly and fairly represent the grades that these students would have been most likely to achieve if they had sat their exams as planned, and that they have not been disclosed to either the candidate or their parent/guardian. I understand that exam boards will conduct a statistical standardisation exercise, using a model developed with Ofqual, and that, if the profile of grades submitted is substantially different from what might be expected based on my centre's historical results and the prior attainment of this year's students, the grades for my centre will be adjusted to bring them into line with national standards.

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Further Support

We're here to help.

If you need more information or support at any stage, please contact our teams via the Pearson Customer Portal.

Further information and guidance on submitting your centre assessment grades and rank orders can be found on the Pearson website.

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