

Question Paper Despatch User Guide

This user guide is designed to help you navigate your way through the new Question Paper Despatch tool on Edexcel Online. This tool enables you to view and track the consignments of question papers we have picked and despatched to you.

This online tool will enable you to:

- View what question papers we have sent you.
- Track the progress of the delivery of these to you.
- Obtain delivery details for the consignments of question papers.

Currently you cannot use this online tool:

- To view details on any despatches of Key skills, BTEC or NVQ material.
- To view details on any despatches of attendance registers or other forms for the administration of examinations.
- To view details on any despatches of examination stationery like answer booklets or envelopes that we have sent you.

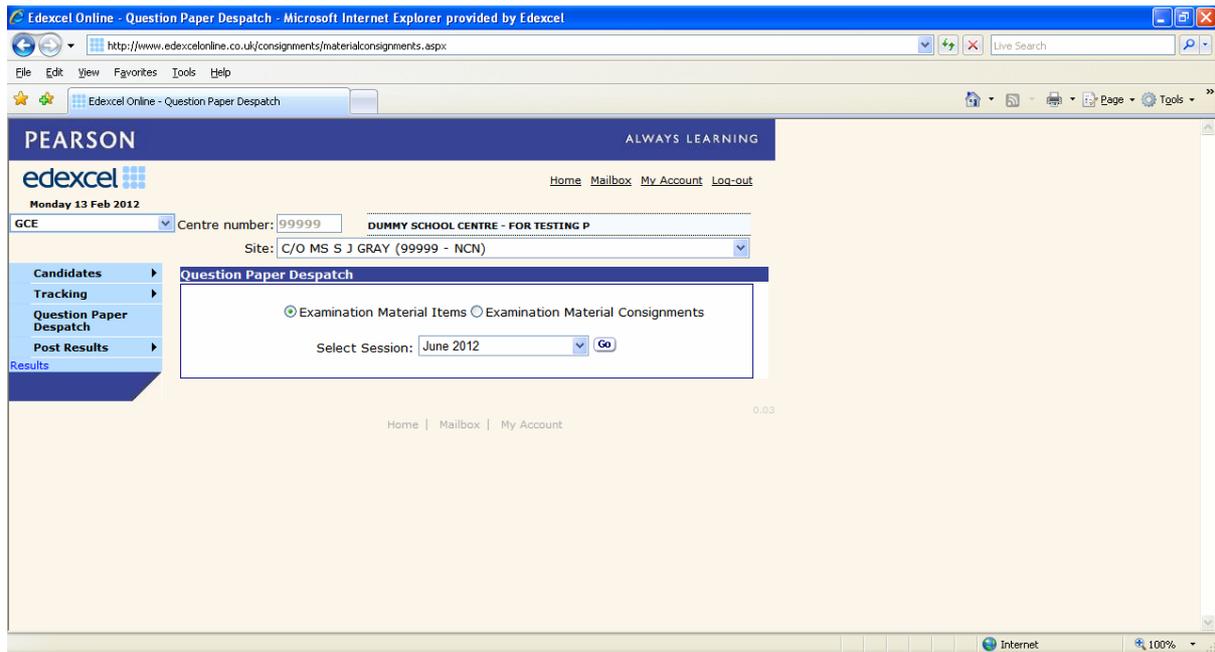
Details of the despatches of examination stationery sent to you can be seen by logging onto:

<http://www.edexcel-centre-materials.org/shop>

1. Accessing Question Paper Despatch

- Log on to Edexcel Online using your user name and password.
- Select the qualification type e.g. GCE, GCSE etc from the drop down menu in the top left hand corner.
- Select the **Question Paper Despatch** menu from the list of menus on the left hand side.

This will direct you to the **Question Paper Despatch** tool (below).



You can view information at two levels depending on what it is you are trying to locate.

If you are searching for a specific item, then on the screen above select the **Examination Material Items** button, or **Examination Material Consignments** if you wish to see the details of the consignment as a whole.

Select the examination session you are interested in searching for from the drop down box and click **Go**.

2. Examination Material Items Button

Selecting the **Examination Material Items** button will provide a summary list, sorted in subject number order, of all the items we have sent to you in the particular session you've selected (see below).

The summary includes the total number of copies of an item we've sent, or are due to send, and when those items were despatched to you.

In the Consignment column, the text **Pending** means that we have yet to despatch that particular item to you.

Edexcel Online - Question Paper Despatch - Microsoft Internet Explorer provided by Edexcel

http://www.edexcelonline.co.uk/consignments/materialconsignments.aspx

PEARSON ALWAYS LEARNING

edexcel

Home Mailbox My Account Log-out

Monday 13 Feb 2012

GCE Centre number: 99999 DUMMY SCHOOL CENTRE - FOR TESTING P
Site: C/O MS S J GRAY (99999 - NCN)

Question Paper Despatch

Examination Material Items Examination Material Consignments

Select Session: January 2012 Go

Subject	Subject Name	Paper	Item	Total Items	Date	Despatch Consignment	Track	Items
6FR02	FRENCH 2	01	COMPACT DISC	5		Pending		
6GN02	GERMAN 2	01	COMPACT DISC	5		Pending		
6SP02	SPANISH 2	01	COMPACT DISC	5		Pending		
6002	ACCOUNTING 2	01	QUESTION PAPER	15	24/01/2012	8416319155	Track	Items

Home | Mailbox | My Account

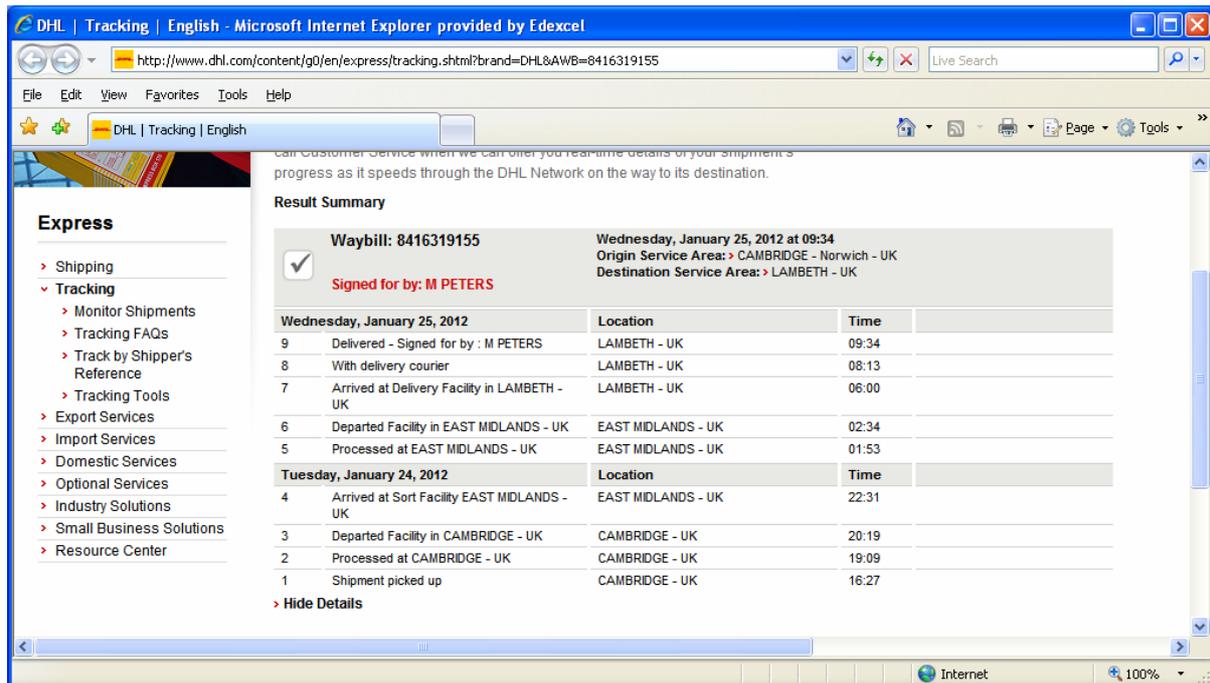
If the item has been sent then two links will be visible in the **Track** and **Items** columns.

3. The Track link

Clicking on the **Track** link takes you to the website of the courier company we have used to send you a particular paper or consignment.

This information, maintained and provided by the courier company will show you the status of the consignment in their delivery network.

The level of detail provided will vary from company to company but with all the couriers we use you will be able to see the name, date and time of the person who signed for the consignment.



The screenshot shows the DHL tracking page for waybill 8416319155. The page includes a navigation menu on the left, a result summary, and a detailed shipment history table.

Express

- > Shipping
- > **Tracking**
 - > Monitor Shipments
 - > Tracking FAQs
 - > Track by Shipper's Reference
 - > Tracking Tools
- > Export Services
- > Import Services
- > Domestic Services
- > Optional Services
- > Industry Solutions
- > Small Business Solutions
- > Resource Center

Result Summary

Waybill: 8416319155 Wednesday, January 25, 2012 at 09:34
Origin Service Area: > CAMBRIDGE - Norwich - UK
Destination Service Area: > LAMBETH - UK

Signed for by: M PETERS

Wednesday, January 25, 2012		Location	Time
9	Delivered - Signed for by : M PETERS	LAMBETH - UK	09:34
8	With delivery courier	LAMBETH - UK	08:13
7	Arrived at Delivery Facility in LAMBETH - UK	LAMBETH - UK	06:00
6	Departed Facility in EAST MIDLANDS - UK	EAST MIDLANDS - UK	02:34
5	Processed at EAST MIDLANDS - UK	EAST MIDLANDS - UK	01:53

Tuesday, January 24, 2012		Location	Time
4	Arrived at Sort Facility EAST MIDLANDS - UK	EAST MIDLANDS - UK	22:31
3	Departed Facility in CAMBRIDGE - UK	CAMBRIDGE - UK	20:19
2	Processed at CAMBRIDGE - UK	CAMBRIDGE - UK	19:09
1	Shipment picked up	CAMBRIDGE - UK	16:27

> Hide Details

4. The Items link

Clicking on the **Items** link for a specific paper provides you with more detail on what was sent.

This detail includes the number of the various pack sizes and also details of what other papers were sent with this item.

The detail in the Piece column shows what box the item was in, displayed as **Your Centre Number/Box Number**

PEARSON ALWAYS LEARNING
edexcel

Monday 13 Feb 2012

GCE Centre number: 99999 DUMMY SCHOOL CENTRE - FOR TESTING P
Site: C/O MS S J GRAY (99999 - NCN)

Items in Consignment [Back]

Despatch Date	24/01/2012	Consignment	8416319155
Carrier	DHL	Units	1

Piece	Subject	Subject Name	Paper	Item	Pack Sizes					Total Items	
					20	10	5	4	3		2
99999/001	6002	ACCOUNTING 2	01	QUESTION PAPER	1	1					15

Home | Mailbox | My Account

5. Examination Material Consignments

This **Examination Material Consignments** button lets you view all the consignments we've sent to you in a particular session.

The screenshot shows the Edexcel Online interface in Microsoft Internet Explorer. The page title is "Edexcel Online - Question Paper Despatch". The URL is "http://www.edexcelonline.co.uk/consignments/materialconsignments.aspx". The page features the Pearson logo and "ALWAYS LEARNING" tagline. The user is logged in as "GCE" on "Monday 13 Feb 2012". The centre number is "99999" and the site is "C/O MS S J GRAY (99999 - NCN)". The page is titled "Question Paper Despatch" and has two radio buttons: "Examination Material Items" (unselected) and "Examination Material Consignments" (selected). Below this, there is a "Select Session" dropdown menu set to "January 2012" and a "Go" button. A table displays the following data:

Despatch Date	Consignment	Carrier	Units	Track	Items
24/01/2012	8416319155	DHL	1	Track	Items

The page also includes a sidebar with navigation options: Candidates, Tracking, Question Paper Despatch, Post Results, and Results. At the bottom, there are links for "Home", "Mailbox", and "My Account".

Again you can see how many boxes or units we've sent to you, when they were sent, what carrier we used and the tracking or consignment number allocated.

As with the **Examination Material Items** button above, both **Track** and **Items** links will be visible once the material has been sent to you.