



Pearson

Training Guide

Supporting your development

How to download BTEC Score
Reports on Edexcel Online

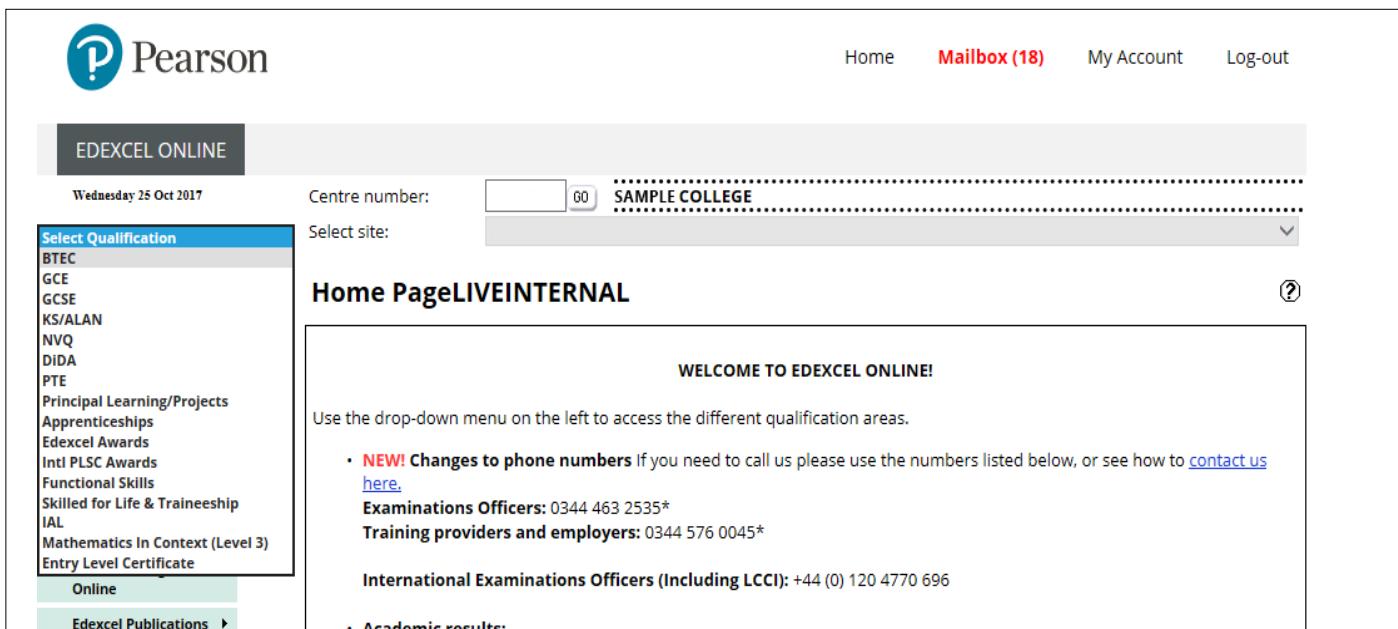
How to download BTEC Score Reports on Edexcel Online

Quick Guide

Before you start, make sure you have “Results” access on Edexcel Online

Step 1:

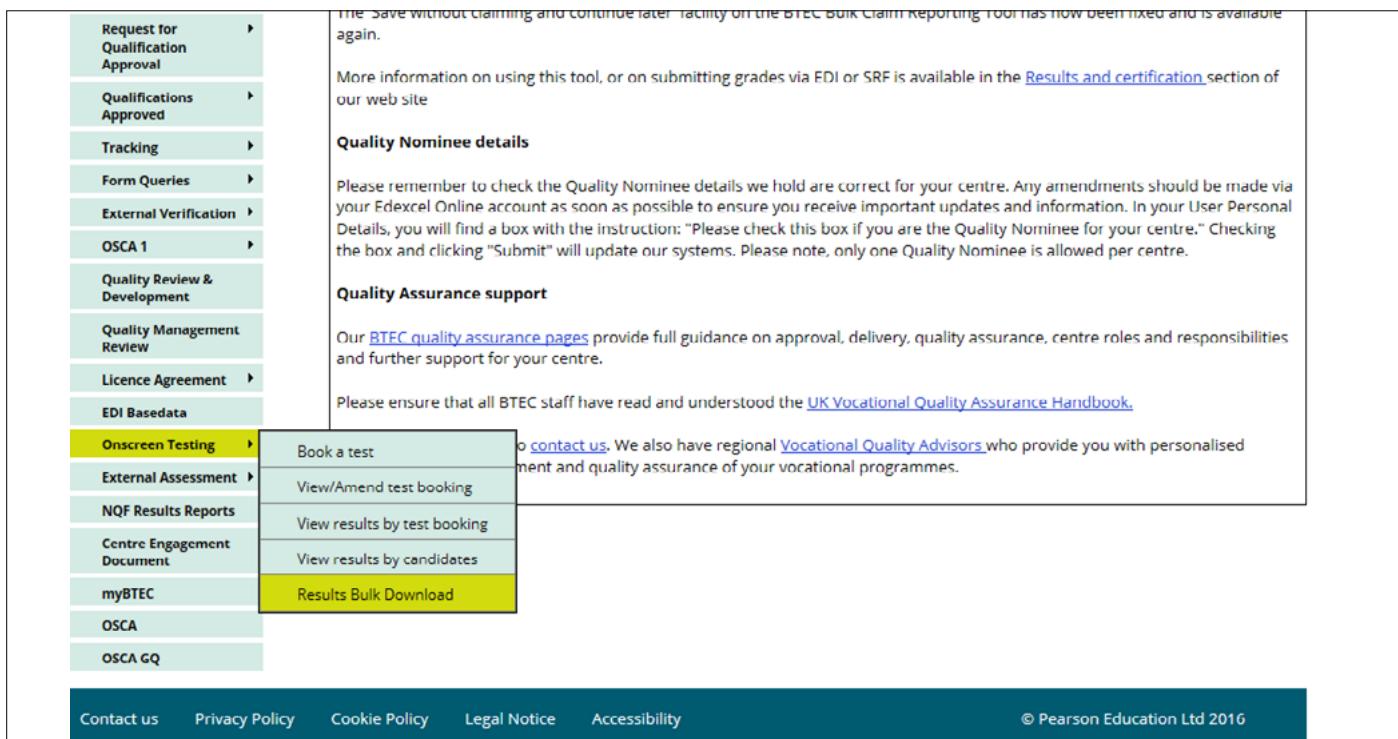
Log on to Edexcel Online & choose **BTEC** on the **Select Qualification** drop down menu.



The screenshot shows the Edexcel Online homepage. At the top, there is a navigation bar with the Pearson logo, Home, Mailbox (18), My Account, and Log-out. Below the navigation bar, the page title is "EDEXCEL ONLINE" and the date is "Wednesday 25 Oct 2017". The main content area has a heading "Home PageLIVEINTERNAL" with a help icon. On the left, there is a sidebar with a "Select Qualification" dropdown menu. The "BTEC" option is highlighted. Other options in the dropdown include GCE, GCSE, KS/ALAN, NVQ, DIDA, PTE, Principal Learning/Projects, Apprenticeships, Edexcel Awards, Intl PLSC Awards, Functional Skills, Skilled for Life & Traineeship, IAL, Mathematics In Context (Level 3), and Entry Level Certificate. Below the dropdown, there are buttons for "Online" and "Edexcel Publications". The main content area has a "WELCOME TO EDEXCEL ONLINE!" message and a list of contact numbers for Examinations Officers, Training providers and employers, and International Examinations Officers (Including LCCI).

Step 2:

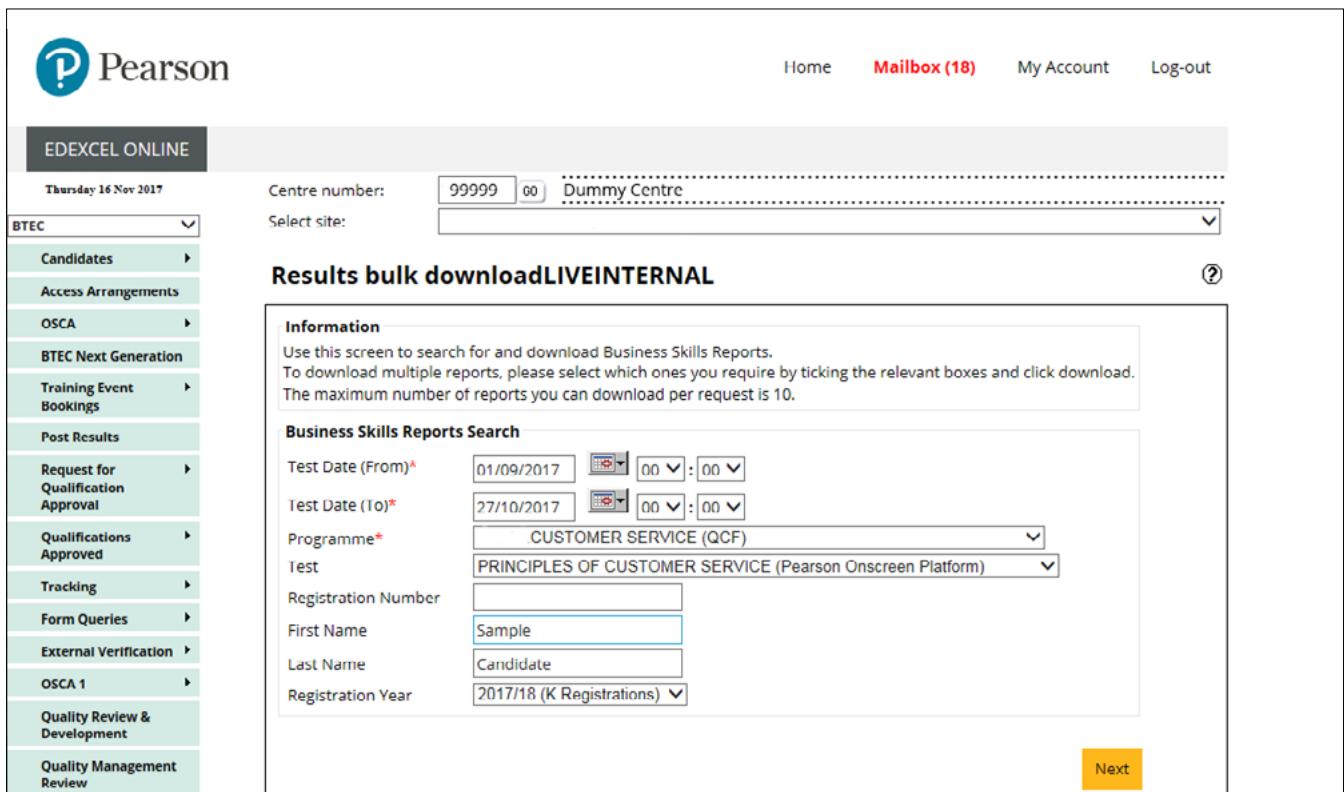
On the left hand menu, hover over **Onscreen Testing** & select **Results Bulk Download**.



The screenshot shows the Edexcel Online Onscreen Testing menu. The left sidebar has a list of options: Request for Qualification Approval, Qualifications Approved, Tracking, Form Queries, External Verification, OSCA 1, Quality Review & Development, Quality Management Review, Licence Agreement, EDI Basedata, Onscreen Testing, External Assessment, NQF Results Reports, Centre Engagement Document, myBTEC, OSCA, and OSCA GQ. The "Onscreen Testing" option is highlighted. The main content area has a "Quality Nominee details" section, a "Quality Assurance support" section, and a "Results Bulk Download" section. The "Results Bulk Download" section is highlighted with a yellow box. The text in the "Results Bulk Download" section says: "Please ensure that all BTEC staff have read and understood the [UK Vocational Quality Assurance Handbook](#). You can contact us. We also have regional [Vocational Quality Advisors](#) who provide you with personalised support and quality assurance of your vocational programmes."

Step 3:

Select the date & time range, programme & test you wish to search for. You can optionally add names, registration numbers & registration year as search terms. Then click **Next**



Centre number: 99999 Dummy Centre

Select site:

Results bulk downloadLIVEINTERNAL

Information
Use this screen to search for and download Business Skills Reports.
To download multiple reports, please select which ones you require by ticking the relevant boxes and click download.
The maximum number of reports you can download per request is 10.

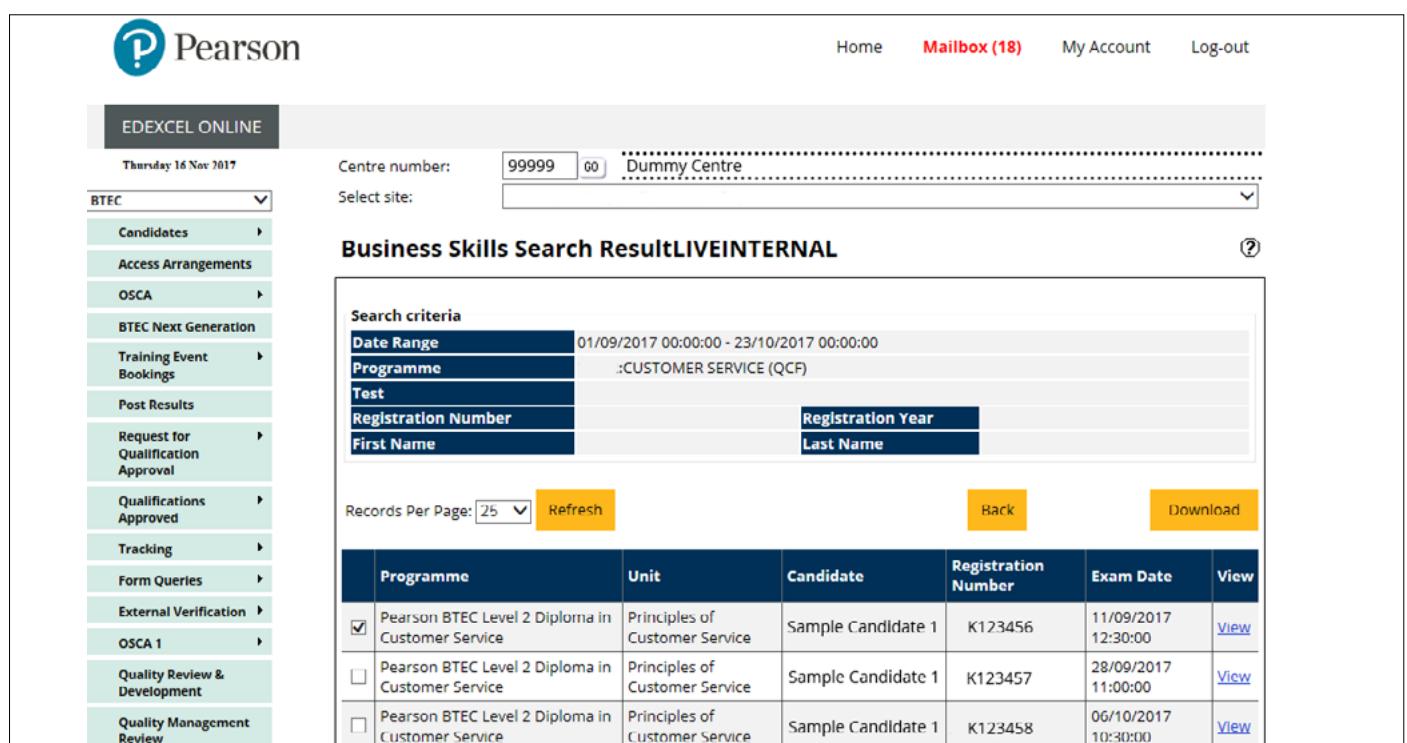
Business Skills Reports Search

Test Date (From)*: 01/09/2017
Test Date (To)*: 27/10/2017
Programme*: CUSTOMER SERVICE (QCF)
Test: PRINCIPLES OF CUSTOMER SERVICE (Pearson Onscreen Platform)
Registration Number
First Name: Sample
Last Name: Candidate
Registration Year: 2017/18 (K Registrations)

Next

Step 4:

You can then view the relevant learners to your search. To download the Score Report, tick the box on the left for the learner needed, then click **Download**.



Centre number: 99999 Dummy Centre

Select site:

Business Skills Search ResultLIVEINTERNAL

Search criteria

Date Range: 01/09/2017 00:00:00 - 23/10/2017 00:00:00
Programme: CUSTOMER SERVICE (QCF)
Test
Registration Number
Registration Year
First Name
Last Name

Records Per Page: 25 Refresh Back Download

	Programme	Unit	Candidate	Registration Number	Exam Date	View
<input checked="" type="checkbox"/>	Pearson BTEC Level 2 Diploma in Customer Service	Principles of Customer Service	Sample Candidate 1	K123456	11/09/2017 12:30:00	View
<input type="checkbox"/>	Pearson BTEC Level 2 Diploma in Customer Service	Principles of Customer Service	Sample Candidate 1	K123457	28/09/2017 11:00:00	View
<input type="checkbox"/>	Pearson BTEC Level 2 Diploma in Customer Service	Principles of Customer Service	Sample Candidate 1	K123458	06/10/2017 10:30:00	View

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Step 5:

You can also click on **View** in the right hand column & the Score Report will open in a “pop up” window

PEARSON		ALWAYS LEARNING		
Candidate Name:	Sample Candidate	Candidate Number:	K123456	
Centre:	Dummy Centre	Centre Number:	99999	
Unit Title:	Principles of Customer Service			
Unit Reference:	20945G (J/506/2132)			
Qualification Title:	Pearson BTEC Level 2 Diploma in Customer Service			
Qualification Reference:	601/3424/0			
Date:	11-Sep-2017 12:30			
Provisional Grade:	Pass			
Learning Outcome		% Achieved	Total Marks	Outcome
Understand customer service		85.71%	6/7	Pass
Understand how legal and ethical requirements relate to customer service		62.5%	5/8	Pass
Understand how to deliver effective customer service		100%	7/7	Pass
Understand the management of customer service information		100%	8/8	Pass

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