

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.

Step 2:

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

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**

Pearson Home Mailbox (18) My Account Log-out

EDEXCEL ONLINE

Thursday 16 Nov 2017

Centre number: 99999 00 Dummy Centre

Select site: [Dropdown]

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 00:00:00

Test Date (To)* 27/10/2017 00:00:00

Programme* CUSTOMER SERVICE (QCF)

Test PRINCIPLES OF CUSTOMER SERVICE (Pearson Onscreen Platform)

Registration Number [Text Box]

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**.

Pearson Home Mailbox (18) My Account Log-out

EDEXCEL ONLINE

Thursday 16 Nov 2017

Centre number: 99999 00 Dummy Centre

Select site: [Dropdown]

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 [Text Box] Registration Year [Text Box]

First Name [Text Box] Last Name [Text Box]

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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