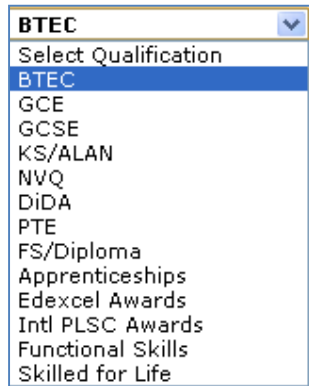


## Making test bookings for NQF BTEC Set Tasks and Paper-Based External Assessment

### Step 1

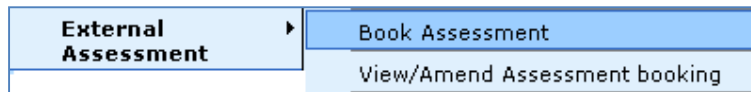
Once logged into Edexcel Online, Select **BTEC** from the drop down menu.



A screenshot of a dropdown menu. The top item is 'BTEC' with a small blue arrow icon to its right. Below it is a text prompt 'Select Qualification'. The menu is open, showing a list of options: 'BTEC' (highlighted in blue), 'GCE', 'GCSE', 'KS/ALAN', 'NVQ', 'DiDA', 'PTE', 'FS/Diploma', 'Apprenticeships', 'Edexcel Awards', 'Intl PLSC Awards', 'Functional Skills', and 'Skilled for Life'.

### Step 2

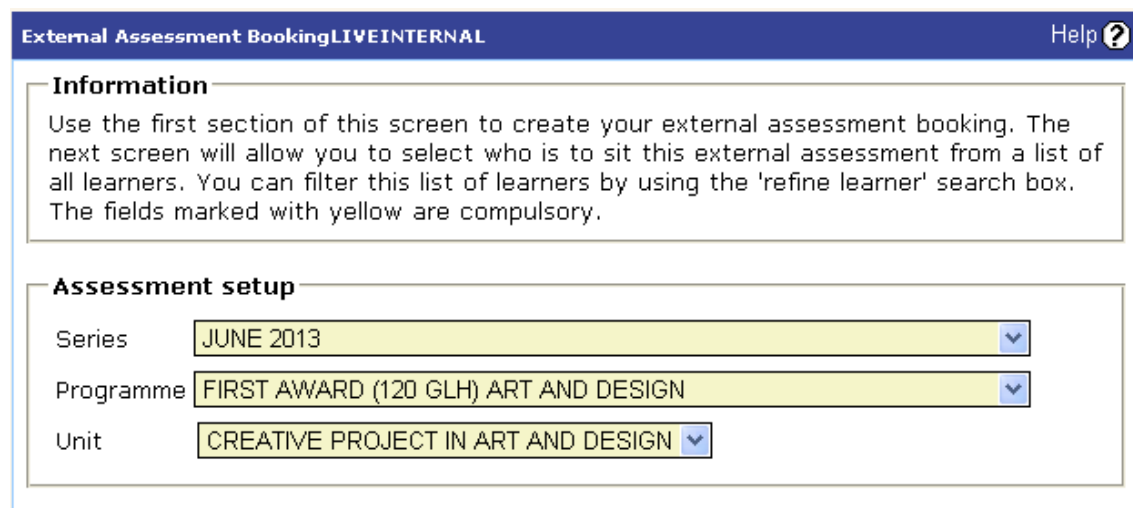
On the left hand side, hover over the **External Assessment** menu and then select **Book Assessment**.



A screenshot of a navigation menu. On the left, there is a button labeled 'External Assessment' with a right-pointing arrow. To its right, a sub-menu is open, showing two options: 'Book Assessment' (highlighted in blue) and 'View/Amend Assessment booking'.

### Step 3

Select the relevant series, the programme and the external assessment unit that you want to book.



A screenshot of the 'External Assessment Booking' interface. The title bar reads 'External Assessment BookingLIVEINTERNAL' and includes a 'Help' icon. Below the title bar is an 'Information' section with text: 'Use the first section of this screen to create your external assessment booking. The next screen will allow you to select who is to sit this external assessment from a list of all learners. You can filter this list of learners by using the 'refine learner' search box. The fields marked with yellow are compulsory.' Below this is an 'Assessment setup' section with three dropdown menus: 'Series' (JUNE 2013), 'Programme' (FIRST AWARD (120 GLH) ART AND DESIGN), and 'Unit' (CREATIVE PROJECT IN ART AND DESIGN). The dropdown boxes for Series, Programme, and Unit are highlighted in yellow.

**Step 4**

You will now have to select the learner(s) you want to book the external assessments for. You can do this individually by entering the registration number or searching the first name and last name of the learner.

Alternatively in the **Registration Year** field choose relevant registration year to bring up all learners registered on the programme.

Click **Next** to go to the next screen.

**Refine learner**

Registration Number	<input type="text"/>	This function is optional but may help to limit the number of search results.
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Registration Year	2012/13 (E Registrations) ▾	A percentage sign acts as a wild card. e.g. Searching for A% in the registration number field will return all learners with a registration number beginning with A.
Cohort	<input type="text"/>	
Centre Reference	<input type="text"/>	

**Step 5**

Select the learner(s) you want to book external assessments for by ticking the appropriate box on the left hand side.

Once you have selected the learner(s) click **Submit** to finalise the booking.

**External Assessment learner selection** LIVEINTERNAL Help ?

**Information**

Use this screen to select the learners that you wish to take the external assessment. Only learners that have active registrations are listed. Once you have selected all the learners that you wish to take the external assessment click the Submit button to finish the process.

**External Assessment Details**

<b>Programme</b>	FIRST AWARD (120 GLH) ART AND DESIGN
<b>Unit</b>	CREATIVE PROJECT IN ART AND DESIGN
<b>Series</b>	JUNE 2013

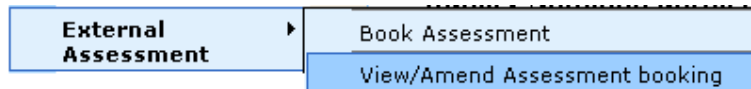
Records Per Page:  ▾

All	<a href="#">Reg No</a> ▲	<a href="#">Centre Ref</a>	<a href="#">First Name</a>	<a href="#">Last Name</a>	<a href="#">Date of Birth</a>	<a href="#">Cohort</a>
<input type="checkbox"/>	E832927	10202	KEJV	NOEMI	10/05/1999	
<input type="checkbox"/>	E832928	10202	HASSAN	BURCHER	20/02/1999	

## View/Amend Bookings

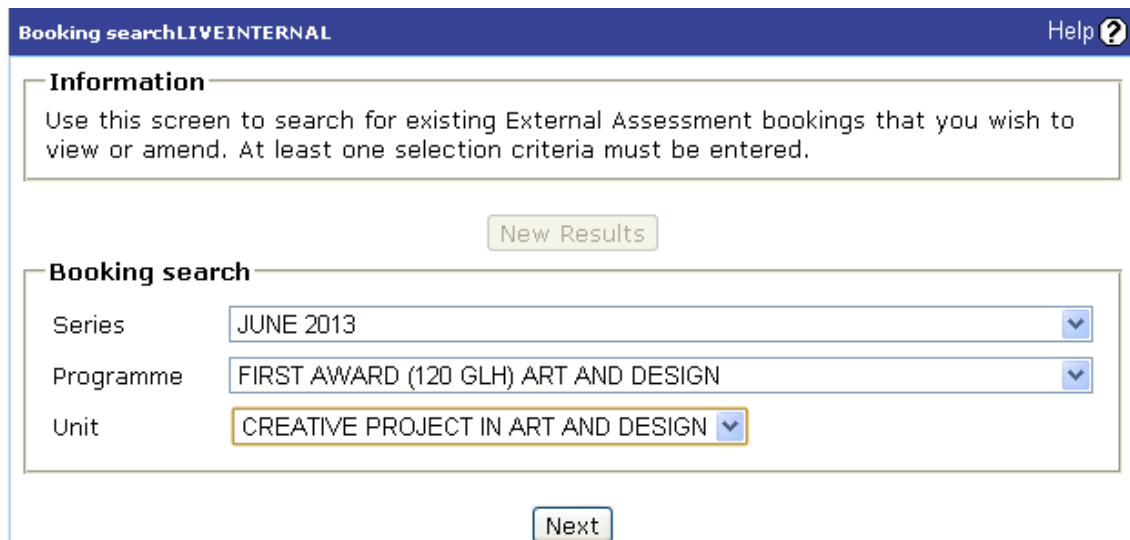
### Step 1

On the left hand side hover over the **External Assessment** menu. In the drop down menu click on **View/Amend Assessment Booking**



### Step 2

In the drop down menus select the relevant series, the appropriate programme and external assessment unit you want to view/amend. Click **Next**.

A screenshot of a web application interface titled 'Booking searchLIVEINTERNAL'. At the top right is a 'Help ?' link. Below the title is an 'Information' box with the text: 'Use this screen to search for existing External Assessment bookings that you wish to view or amend. At least one selection criteria must be entered.' Below this is a 'New Results' button. The main section is titled 'Booking search' and contains three dropdown menus: 'Series' with 'JUNE 2013', 'Programme' with 'FIRST AWARD (120 GLH) ART AND DESIGN', and 'Unit' with 'CREATIVE PROJECT IN ART AND DESIGN'. At the bottom is a 'Next' button.

### Step 3

Your bookings will appear as displayed below. If you wish to delete the booking select the programme on the left hand side and click delete.

Assessment BookingsLIVEINTERNAL Help ?

**Information**  
Use this screen to view, amend or remove learners from selected external assessment bookings. In addition you can also view the learners entered for a specific external assessment.

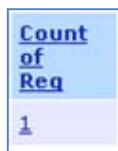
**Search criteria**

<b>Series</b>	JUNE 2013
<b>Programme</b>	BFJ72: FIRST AWARD (120 GLH) ART AND DESIGN
<b>Unit</b>	CREATIVE PROJECT IN ART AND DESIGN

Records Per Page:

	Programme	Unit	Assessment Date	Cohort	Count of Reg
<input type="radio"/>	BFJ72	CREATIVE PROJECT IN ART AND DESIGN			<u>1</u>

If you wish to delete individual learner(s) bookings click the **Count of Reg** column where you will have the option of deleting individual learner(s) bookings.



### Accessing Set Tasks

The set tasks can be found on the relevant subject page on the [www.edexcel.com](http://www.edexcel.com)

To access the set task for NQF BTEC Art and Design please click [here](#).

To access the set task for NQF BTEC Performing Arts please click [here](#).

Please note the set tasks can be downloaded by anyone with an Edexcel Online user account.

***\* Please note you will need to make bookings for Paper-Based and Set Task assessments by a given deadline, after which late fees will be applied.***