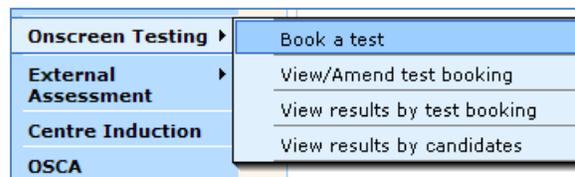


## Making test bookings for Onscreen On-demand NQF External Assessment

*\*Please note if you want to book on-demand external assessment for your learners, this needs to be booked at least 2 hours before taking the exam. Once the test is booked it can be downloaded 72 hours prior to the tests being sat by the learner(s).*

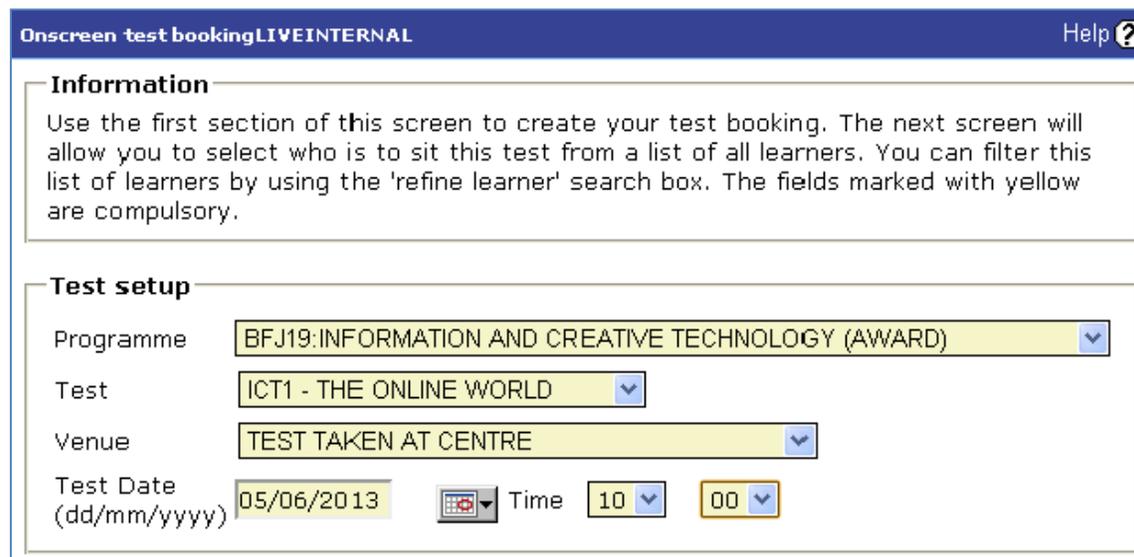
### Step 1

Log onto **Edexcel Online** and select **BTEC** qualification from the drop down menu displayed at the top left of the screen. Then hover over **Onscreen Testing** and click on **Book a test**.



### Step 2

Fill in the required fields; Programme, Test, Venue, Test Date, and Time. Then click **Next**.



**Onscreen test bookingLIVEINTERNAL** Help ?

**Information**

Use the first section of this screen to create your test booking. The next screen will allow you to select who is to sit this test 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.

**Test setup**

Programme: BFJ19:INFORMATION AND CREATIVE TECHNOLOGY (AWARD) ▼

Test: ICT1 - THE ONLINE WORLD ▼

Venue: TEST TAKEN AT CENTRE ▼

Test Date (dd/mm/yyyy): 05/06/2013  Time: 10:00 ▼

**Step 3**

You can then search by individual learner(s), registration year or by a partial text entry followed by % sign.

Once you have inputted the necessary details click **Next**.

**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"/>	A percentage sign acts as a wild card.
Last Name	<input type="text"/>	
Registration Year	Select one <input type="button" value="v"/>	e.g. Searching for A% in the registration number field will return all learners with a registration number beginning with A.
Centre Reference	<input type="text"/>	

**Step 4**

From the list of learners select individual or all registrations and click **Submit** to process your bookings.

**Test Details**

<b>Programme</b>	CPM44:INFORMATION AND CREATIVE TECHNOLOGY (AWARD)		
<b>Test</b>	ICT1 - THE ONLINE WORLD		
<b>Venue</b>	TEST TAKEN AT CENTRE	<b>Date</b>	30/03/2013 5:30

Records Per Page:

All	Reg No ▲	Centre Ref	First Name	Last Name	Date of Birth	Add Time +25%
<input checked="" type="checkbox"/>	EA94 938	0023	MOHAMOUD	CAMPBELL	29/07/1999	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EA94943	0027	DUFIE	ALI	08/01/1999	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EA94954	0036	DEAN ALAN	MARCIN	09/09/1998	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EA94318	0053	EMILY ROSE	LEWIS	16/03/1999	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EA94310	0072	NICHOLAS LEE	AMADANI	26/01/1998	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EA44945	0073	LAMBERT	ROBINSON	19/07/1997	<input type="checkbox"/>

***\*Please note that to add 25% extra time for your learner(s), this can only be done on Edexcel Online, under the BTEC drop down menu and then by selecting the Access Arrangement option.***

**Step 5**

The selected learners have now been booked to sit the externally assessed unit and the following screen will appear as confirmation. At this stage, an **Attendance Register** and **Candidate Confirmation of Test Entry** can be printed off.

**Confirmation**

You have created a booking for 9 candidate(s).

Test Details:

<b>Total number of candidate(s) selected</b>	9		
<b>Programme</b>	CPM44: INFORMATION AND CREATIVE TECHNOLOGY (AWARD)		
<b>Test</b>	ICT1 - THE ONLINE WORLD		
<b>Venue</b>	TEST TAKEN AT CENTRE	<b>Date</b>	18/03/2013 10:00

**Print**

Attendance Register

Candidate Confirmation of Test Entry

Book Another Test

Back to Main page

See below for an example of the **Attendance Register**.

*\*Please do not use the Username and Password listed on the attendance register. The Username and Password required can be generated by the Pearson Onscreen Platform.*

Attendance Register 

Centre No: Centre Name:

Site:

Programme: INFORMATION AND CREATIVE TECHNOLOGY (AWARD)

Test ID: 20560E Test Title: ICT1 – THE ONLINE WORLD

Booking Date: 05/06/2013 10:00

Venue: ONSITE

---

Name:	MOHAMOUD CAMPBELL	Registration No:	EA94938
Username:	EDEX_EA94938	PASSWORD:	94938
		Present:	<input type="checkbox"/>
		Absent:	<input type="checkbox"/>

---

Name:	DUFIE ALI	Registration No:	EA94943
Username:	EDEX_EA94943	PASSWORD:	94943
		Present:	<input type="checkbox"/>
		Absent:	<input type="checkbox"/>

---

Name:	DEAN ALAN MARCIN	Registration No:	EA94954
Username:	EDEX_EA94954	PASSWORD:	94954
		Present:	<input type="checkbox"/>
		Absent:	<input type="checkbox"/>

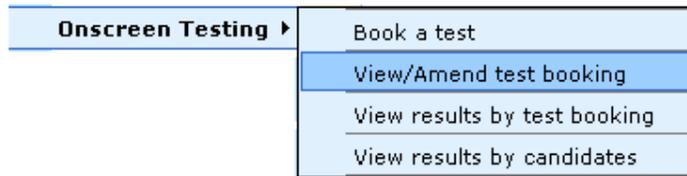
See below for a copy of the **Candidate Confirmation of Test Entry**.

Candidate Confirmation of Test Entry		edexcel 
<b>Programme:</b>	INFORMATION AND CREATIVE TECHNOLOGY (AWARD)	
<b>Test:</b>	ICT1 – THE ONLINE WORLD	
<b>Venue ID:</b>	ONSITE	
<b>Test Date and Time:</b>	05/06/2013 10:00	
<b>First Name:</b>	MOHAMOUD	
<b>Last Name:</b>	CAMPBELL	
<b>Date of Birth:</b>	29/07/1999	
<b>Gender:</b>	M	
<b>Registration No:</b>	EA94938	
<b>Username:</b>	EDEX_EA94938	
<b>Password:</b>	94938	
<b>Additional Time:</b>	None	

## Viewing and amending test bookings

### Step 1

To view or amend your test bookings hover over **Onscreen Testing** and click on **View/Amend test booking**.



### Step 2

To complete the Booking search section, you can use as many or as few of the search criteria as you like.

When ready click **Next** to find your test booking.

### Step 3

Once your booking has been found, you will be given a range of options as shown below.

To edit the test booking cohort for the selected test date and time, select and then click the **Amend** button. To make amendments to a specific candidate, click the number under **Count of Reg**. This will direct you to the list of the candidates entered for your particular test booking.

**Search criteria**

<b>Programme</b>	CPM44:INFORMATION AND CREATIVE TECHNOLOGY (AWARD)		
<b>Test</b>	ICT1 - THE ONLINE WORLD		
<b>Venue</b>	TEST TAKEN AT CENTRE	<b>Date range</b>	

Records Per Page:       25

	<u>Programme</u>	<u>Test</u>	<u>Test Date</u>	<u>Start Time</u>	<u>Venue</u>	<u>Count of Reg</u>
<input type="radio"/>	CPM44	ICT1 - THE ONLINE WORLD	05/06/2013	10:00	ONSITE	<a href="#">9</a>

**Step 4**

You will then be given the option to edit the venue, test time and date of the booking. When you have finalised your amendments, click **Submit** to update.

*\*Please note that any amendments must to be done at least 2 hours before taking the test.*

**Test details**

<b>No. of candidates selected</b>	9		
<b>Programme</b>	INFORMATION AND CREATIVE TECHNOLOGY (EXT CERT)		
<b>Test</b>	ICT1 - THE ONLINE WORLD		
<b>Venue</b>	ONSITE	<b>Date</b>	05/06/2013 10:00

**Change test details**

Venue: TEST TAKEN AT CENTRE ▼

Test date (dd/mm/yyyy): 07/06/2013 ▼ Time: 08 ▼ 30 ▼

Back
Submit

**Step 5**

At this point it is possible to **add** or **delete** candidates from the test booking, or to edit the test booking details for an individual candidate. To do this select the tick box next to the candidate registration number and use the appropriate button on the row above.

Back
Add
Amend
Delete

Records per page: 25 Refresh

Candidate Confirmation of Test Entry

All	Reg No ▲	Centre Ref	First Name	Last Name	Date of Birth	Add Time +25%
<input checked="" type="checkbox"/>	EA94938	0023	MOHAMOUD	CAMPBELL	29/07/1999	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EA94943	0027	DUFIE	ALI	08/01/1999	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EA94954	0036	DEAN ALAN	MARCIN	09/09/1998	<input type="checkbox"/>

You also have the option to edit the venue, test time and date for individual Learners by clicking **Amend**.

**Step 6**

You will be presented with the below screen. Once you have made your amendments click **Submit** to update your test booking. The **Attendance Register** and **Candidate Confirmation of Test Entry** documents will be automatically updated.

Test details			
No. of candidates selected	1		
Programme	INFORMATION AND CREATIVE TECHNOLOGY (EXT CERT)		
Test	ICT1 - THE ONLINE WORLD		
Venue	ONSITE	Date	22/03/2013 8:30

Change test details	
Venue	TEST TAKEN AT CENTRE 
Test date (dd/mm/yyyy)	22/03/2013  Time 08  30 
Add/Remove Additional time	<input type="checkbox"/> ( Selecting/Unselecting this, the application will remove additional time if included in the existing booking or add additional time if not included in the existing booking. )