

Edexcel Online

Amending Learner Details

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support page:**

www.pearsonwbl.edexcel.com/our-support

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1. Introduction

About this guide

The purpose of this user guide is to help you understand and operate the Edexcel Online. The user guide is written for centre staff and makes the following assumptions:

- You know how to use a personal computer
- You are familiar with the Microsoft Windows operating system
- The computer you are using meets system requirements

System requirements

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Pre-requisites: Adobe Acrobat Reader and Microsoft Excel (Our site uses Adobe Acrobat and Microsoft Office files to output certain reports. Depending on what system you are using, you may need to install this software.

Java Scripting: In order to use our Website, your Web browser must be configured to use "Java Scripting."

Pop-up Windows: Our site uses pop-up windows to enhance your browsing experience. Please turn off any software that disables such windows or configure them so Edexcel is a trusted website.

Data Protection: Edexcel Online provides access to sensitive and personal information covered by the Data Protection Act. You must access and use this information for Edexcel business purposes only. Improper use of personal information is an offence under the Data Protection Act.

2. Amending Learner Details



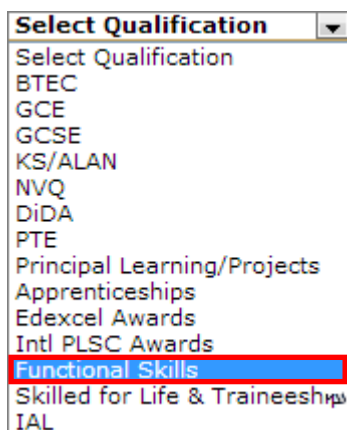
This guide explains how to amend learner details once they have been registered.

This part of the user guide makes the following assumptions:

- You have an Edexcel Login.
- You have user rights to amend candidate's details.

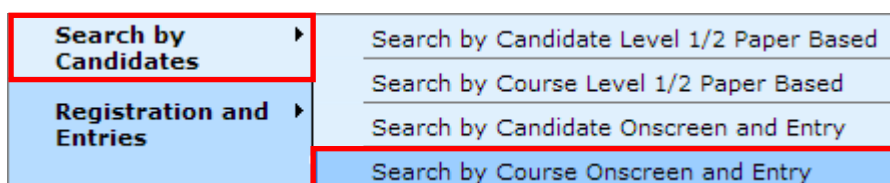
Step 1

On the left hand side menu, from the drop down menu select the qualification for which the candidate is registered against.



Step 2

From the menu select **Search by Candidate** and from the submenu select **Search by Course Onscreen and Entry** (If looking to amend for **BTEC** or **NVQ** learners, select **Search by Course**.)



Step 3

Select the **Session** for which your candidate was registered against.

Select **Next**.



Course Search Help ?

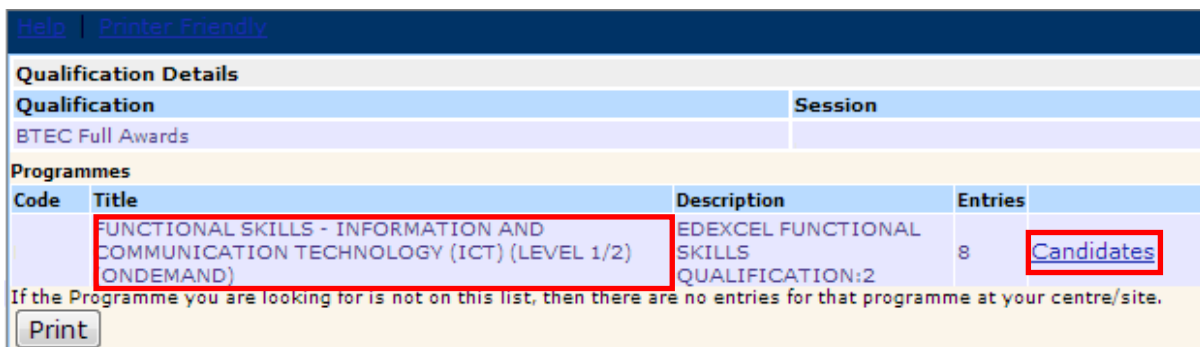
Session: 2013/14 (F Registrations) [v]

Next

Step 4

The below screen will appear.

Locate the qualification for which you registered the candidate against, to do this select **Candidate's**.



Help | [Printer Friendly](#)

Qualification Details

Qualification	Session
BTEC Full Awards	

Programmes

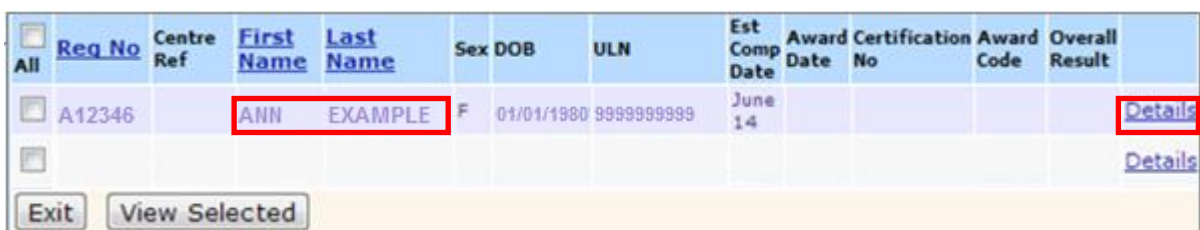
Code	Title	Description	Entries	
	FUNCTIONAL SKILLS - INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) (LEVEL 1/2) ONDEMAND)	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION:2	8	Candidate's

If the Programme you are looking for is not on this list, then there are no entries for that programme at your centre/site.

Print

Step 5

Locate the candidate you wish to amend the details for and select **Details**.



<input type="checkbox"/>	Reg No	Centre Ref	First Name	Last Name	Sex	DOB	ULN	Est Comp Date	Award Date	Certification No	Award Code	Overall Result	
<input type="checkbox"/>	A12346		ANN	EXAMPLE	F	01/01/1980	9999999999	June 14					Details
<input type="checkbox"/>													Details

Exit View Selected

Step 6

Scroll to the bottom of the candidate record and Select **Edit**.

*
* P - Pass, M - Merit, D - Distinction, U - Unclassified, T - Transfer
Unit results are provisional until certificated by Edexcel. The unit certificate is the official confirmation of unit results.

Withdraw/Reinstate Candidate
 (Tick to withdraw candidate, untick to reinstate candidate)

Prev Next Confirmation Report **Edit** View Results Back Exit

Step 7

Edit the candidates details so that they are correct and select **Save**.

Modify candidate details and press Save button to commit the changes.

Candidate Details

Reg. No.	Name	Enrolment Date	D.O.B	ULN
FY00002	ANN EXAMPLE	01/09/13	14/07/1977	

Please note that following initial registration you may amend either a learner forename, surname or date of birth via Edexcel Online only once. This is to prevent the substitution of one candidate record for another.

First Name: ANN **Last Name:** EXAMPLE
DOB: 14/07/1977 **ULN:**

Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number

Sex: Male Female **Centre Ref:**
Planned Completion Date: 31/07/14 **Study Mode:** --Select--
LSC Code: **Franchise No:**
Combination: A (Please be aware that changing combination code will fetch a new list of units)

Certification Details
Award Date: **Unit Certificate Issue date:**
Award Claimed: **Award Eligible:**
Issued Date: **Overall Result:**
Fallback: **Apprenticeship:**

Claim Type
 Full Award Interim Fallback

* P - Pass, M - Merit, D - Distinction, U - Unclassified, T - Transfer
Unit results are provisional until certificated by Edexcel. The unit certificate is the official confirmation of unit results.

Award Date: (mm/yy)
Overall Result:

Add Unit
Unit Code: Add

Withdraw/Reinstate Candidate
 (Tick to withdraw candidate, untick to reinstate candidate)

Prev Next **Save** Cancel View Results Back Exit

Step 8

A new screen will appear confirming the corrections you have made to the candidates details. Example; the candidate's name is now spelt **ANNE EXAMPLE** and not **ANN EXAMPLE**.

To update candidate details click on Edit button.

Candidate Details

Reg. No.	Name	Enrolment Date	D.O.B	ULN
	ANNE EXAMPLE	01/09/13	14/07/1977	

Sex:	Male	Centre Ref:	12345
Planned Completion Date:	31/07/14	Study Mode:	
LSC Code:		Franchise No:	
Combination:	A	Certification No:	

Certification Details

Award Date:		Unit Certificate Issue date:	
Award Claimed:		Award Eligible:	
Issued Date:		Overall Result:	
Fallback:		Apprenticeship:	

Programme/Unit Details

Programme:	DHL16 Functional Skills - Information And Communication Technology (Ict) (Level 1/2) (Ondemand) (Edexcel Functional Skills Qualification:2)
Eligibility Formulae Help	1(1A)

The eligibility formula displayed is for your guidance. Please refer to the qualification specification for the complete and authoritative eligibility rules

Results | Transaction History | Transfer History

Unit Code	Group	Title	Level	Value	Status	Grade
20937E	A	Ict Functional Skills At L1	1	1	O	Y
20938E	A	Ict Functional Skills At L2	2	1	O	Y

*
 * P - Pass, M - Merit, D - Distinction, U - Unclassified, T - Transfer
 Unit results are provisional until certificated by Edexcel. The unit certificate is the official confirmation of unit results.

Withdraw/Reinstate Candidate

(Tick to withdraw candidate, untick to reinstate candidate)

Thanks you for modifying candidate details through Edexcel Online.