Edexcel Online

FS ICT On Demand

Download of Papers

For further information visit our support page:

www.pearsonwbl.edexcel.com/our-support

Contents

> **i** *Please note – clicking on any of the individual sections below will automatically direct you to the relevant page number.*

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 Window operating system
- The computer you are using meets system requirements

System requirements

Cookies: This Pearson website stores cookies on your computer. They help the site work better for you, and let us understand how our visitors use the site so that we can keep improving it for you. If you login, we assume you are happy to accept the site's use of cookies.

Browser Requirements: Firefox, Google Chrome, Safari and Internet Explorer.

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. Downloading an ICT On Demand test paper.

> **i** **This section explains how to download a Functional Skills ICT On Demand test paper on Edexcel Online.**

This part of the user guide makes the following assumptions:

- You have been given an EOL login.
- You have administration rights to gain Approval for Edexcel programmes.

In order to access the secure site through Edexcel Online, you will need to be given additional user privileges by an authorised member of staff, at your centre.

Centre Administrators can add this feature in Edexcel Online to new and existing users of the system. You will need to ensure **Access to run on-demand paper based tests** is selected below the heading **Edit User Access Profile**.

Step 1

Enter the following into your address bar: https://pqs.pearson.com/fsict

Step 2

Enter your Edexcel Online **Username** and **Password** and select **Login**.

Step 3

If you have tests booked at other sites, you can view these by clicking on the on the 'switch between sub-sites' icon shown below.

From the home page, select the **drop down menu** located on the left hand side of the page, from the submenu select **Orders.**

Home	Manage Notifications	Units	Allocate online orders
Help Articles	Approval Cases	Papers	Allocated online orders
Manage Help Articles	Centres	Certificate Template Sets	Marking Fees
Nominal Code management	Manage News Articles	Kitting	On-Demand Admin fee
	Centre Groups	Import qualifications	
Account	Review Learner Amendments	System Metatags	**System Settings**
User details		Document Templates	Define order process
Logout	**Certificate processing**		Bank Holidays
	International certificates	**Reports**	Global Settings
Campus	Certificate Printing	Reports	System Maintenance
Purchase and Register	Exception rules		Logos & Images
Schedule test	Certificate Reprint	**Results Management**	
Registrations		OMR Import	**Users**
Orders	**ePortfolio**	Import SIA	Email subscription
Bookings	ePortfolio invoices		Permission groups
Learners		**Script Management**	Users
SIA Eligible learners	**Fulfillment**	Log script receipt	
Sales Orders	Suppliers	Scripts with examiners	
	Fulfillment Exception List	Marking outstanding	
Centre Admin	Transmission Manager	Log marked scripts receipt	
Claim requests		Log mark sheet receipt	
Import data	**Product Definition**	Pending claim forms	
Export data	Composites	Printed claim forms	
	Qualifications		

Step 5

The following screen will appear.

Step 6

Click on the **Order Number** that you wish to view in more detail / download associated content for.

The following screen will appear.

Step 7

From the left hand side of the screen, click **Learner entry slips** (Entry slips confirm which version(s) of the tests / data files learners should be issued)

Order details

Learner entry slips

Notes

History

Examiner notes (Nirav shah)

Learners' evidences

A Statement of Entry will appear at the bottom of your screen. Please see example below.

edexcel

STATEMENT OF ENTRY

Centre No.	HDAR03	Centre name	EDI Test	
Venue ID	International House	Site		

First Name	RITA		Candidate ID	EDEX_2
Last Name	HAYWORTH		UCI	
Date of Birth	04/10/1910		ULN	
Sex	Female			

Username			Password	

Programme / Syllabus Title	Test / Paper No	Test / Paper Title	Additional Time
EDEXCEL Functional Skills qualification in Information and Communication Technology (ICT) at Level 1	ICT01_01	FS ICT L1	

JCQ Fair Data Processing Notice - The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the examinations regulators of England, Wales and Northern Ireland.

Step 8

Select **Download test paper(s)** – note that some files are password protected
Select **Password** beside the test file for the Password to be displayed

Important - You can download test material up to 24 hours before the scheduled time

Order details

Order details

Order details	Product: 50098275 - EDEXCEL Functional Skills qualification in Information and Communication Technology (ICT) at Level 2
Learner entry slips	Unit: R6011968 - FS ICT L2
Notes	Centre: 38590 38590 N/A - 12 EUROPA VIEW
History	Order Number: 20528852 Paper version: Individual papers
Submit exam materials	Learner Count: 2 Delivery type: Paper based
Change paper	Scripts Count: 0 Opportunity type: On-demand
Download test paper(s)	Exam date: 20 Dec 2013 12:00

Rollback order stage

Stage	Description	Expected date	Achieved
Create pending order	Scheduling completed and order created		05 Dec 2013 10:51
Process order	Process order (Create order)	04 Dec 2013	05 Dec 2013 10:51
Review results		27 Dec 2013	
⬜ Export	◄◄ ◄◄ Page 1 of 1 ►► ►► 15 ▾		View 1 - 3 of 3

Step 9

To download the paper, select on the link in the screen shot below.

Order details

Order details

Order details	Product: 50098275 - EDEXCEL Functional Skills qualification in Information and Communication Technology (ICT) at Level 2
Learner entry slips	Unit: R6011968 - FS ICT L2
Notes	Centre: 38590 38590 N/A - 12 EUROPA VIEW
History	Order Number: 20528852 Paper version: Individual papers
Submit exam materials	Learner Count: 2 Delivery type: Paper based
Change paper	Scripts Count: 0 Opportunity type: On-demand
Download test paper(s)	Exam date: 20 Dec 2013 12:00

Learners in the same booking can be allocated different versions of the paper.
You can view the version of the paper that each learner has been allocated below by clicking "view learners" against each paper version listed.
If learners are given an incorrect version we may not be able to award the learner the qualification

Paper version ⬍	Password ⬍
click to view learners ▸ ICT02_05 (Click to Download)	show password