

Edexcel Online
FS ICT On Demand
Download of Papers

**For further
information
visit our
support page:**

www.pearsonwbl.edexcel.com/our-support

Contents



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

1	Introduction	3
	About this guide	3
	System requirements	3
2	Downloading an ICT On Demand test paper	4-8

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.



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**.

System Login
tem availability is between 02:30 – 00:00... IT Announcement - Edexcel Onlir

Username:
Password:

Having problems logging on? Click [here](#) for help.
Forgotten your password? Click [here](#) to have a new password emailed to you.
Like to change your password? Click [here](#) to change your password.

Please take a moment to read our [terms and conditions](#).

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 usage of cookies. [Learn more](#).

Browser Requirements: Our site works well with most modern browsers. If you have any problems using a particular browser, please contact our helpdesk using the details at www.edexcel.com/contactus.

Adobe Acrobat: Our site uses Adobe Acrobat files to output certain reports. Depending on what system you are using, you may need Adobe Acrobat to access these reports. You can download the latest version from the Adobe homepage at www.adobe.com.

Java Scripting: In order to use our Website, your Web browser must be configured to use "Java Scripting." To set your browser to use Java Scripting, look under "Preferences" or "Options" in your browser.

Pop-Up Windows: Our site uses pop-up windows to enhance your browsing experience. Please turn off any software that disables such windows.

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.

Privacy Policy: We are committed to safeguarding the privacy of our website visitors. Please read our [Privacy Policy](#) which sets out how we will treat your personal information.

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**.

<ul style="list-style-type: none">HomeHelp ArticlesManage Help ArticlesNominal Code management <p>Account</p> <ul style="list-style-type: none">User detailsLogout <p>Campus</p> <ul style="list-style-type: none">Purchase and RegisterSchedule testRegistrationsOrdersBookingsLearnersSIA Eligible learnersSales Orders <p>Centre Admin</p> <ul style="list-style-type: none">Claim requestsImport dataExport data	<ul style="list-style-type: none">Manage NotificationsApproval CasesCentresManage News ArticlesCentre GroupsReview Learner Amendments <p>Certificate processing</p> <ul style="list-style-type: none">International certificatesCertificate PrintingException rulesCertificate Reprint <p>ePortfolio</p> <ul style="list-style-type: none">ePortfolio invoices <p>Fulfillment</p> <ul style="list-style-type: none">SuppliersFulfillment Exception ListTransmission Manager <p>Product Definition</p> <ul style="list-style-type: none">CompositesQualifications	<ul style="list-style-type: none">UnitsPapersCertificate Template SetsKittingImport qualificationsSystem MetatagsDocument Templates <p>Reports</p> <ul style="list-style-type: none">Reports <p>Results Management</p> <ul style="list-style-type: none">OMR ImportImport SIA <p>Script Management</p> <ul style="list-style-type: none">Log script receiptScripts with examinersMarking outstandingLog marked scripts receiptLog mark sheet receiptPending claim formsPrinted claim forms	<ul style="list-style-type: none">Allocate online ordersAllocated online ordersMarking FeesOn-Demand Admin fee <p>System Settings</p> <ul style="list-style-type: none">Define order processBank HolidaysGlobal SettingsSystem MaintenanceLogos & Images <p>Users</p> <ul style="list-style-type: none">Email subscriptionPermission groupsUsers
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Step 5

The following screen will appear.

Menu Home Centre: Please select a centre (change | exit centre)

Search:

Orders

Orders

Order Number: Order stage: Please select Country: Selected(0)

Exam date: From: To: Deleted Orders: Orders Enquiries about results: Centre: Selected(0) Units: Selected(0)

Product code	Subject cod	Subject title	Paper	Exam date	Order No	Learner Cour	Stage	Centre code
50094683	L6011967	FS ICT L1	ICT01_01	11 Oct 2012	20500001	3	Exam Marks sent to IQS	HDAR03
50098275	R6011968	FS ICT L2	ICT02_01	11 Oct 2012	20500002	2	Exam Marks sent to IQS	HDAR03

Step 6

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

Menu Home Centre: Please select a centre (change | exit centre)

Orders Search:

Order Number Order stage Please select Country Selected(0)
 Exam date From: Deleted Orders Centre Selected(0)
 To: Orders Enquiries about results Units Selected(0)

Product code	Subject cod	Subject title	Paper	Exam date	Order No	Learner Cour	Stage	Centre code
50094683	L6011967	FS ICT L1	ICT01_01	11 Oct 2012	20500001	3	Exam Marks sent to IQS	HDAR03
50098275	R6011968	FS ICT L2	ICT02_01	11 Oct 2012	20500002	2	Exam Marks sent to IQS	HDAR03

The following screen will appear.

Order details

Order details

Product: 50094683 - EDEXCEL Functional Skills qualification in Information and Communication Technology (ICT) at Level 1
 Unit: L6011967 - FS ICT L1
 Centre: HDAR03 - EDI Test

Order Number: 20500001 Paper version: ICT01_01
 Learner Count: 3 Delivery type: Paper based
 Scripts Count: 2 Opportunity type: On-demand
 Exam date: 11 Oct 2012 16:00

Stage	Description	Expected date	Achieved
Create pending order	Scheduling completed and order created		11 Oct 2012 14:19
Process order	Process order (Create order)	25 Sep 2012	11 Oct 2012 14:19
Exam date	Day of the exam	11 Oct 2012	11 Oct 2012 14:21
Submit exam materials	Exam materials have been submitted		11 Oct 2012 14:21
Allocate examiner	Allocated to examiner Nirav shah by Stephane Pajon		12 Oct 2012 09:04
Receive scripts by Examine	Order marked as received by Nirav shah		12 Oct 2012 09:04
Input exam marks	Exam marks entered by Nirav shah	11 Oct 2012	12 Oct 2012 09:07
Exam Marks sent to IQS	Marks sent to IQS		12 Oct 2012 12:30
Review results		18 Oct 2012	

Export Page 1 of 1 15 View 1 - 9 of 9

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.

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

[Learner entry slips](#)

[Notes](#)

[History](#)

[Submit exam materials](#)

[Change paper](#)

[Download test paper\(s\)](#)

Product: 50098275 - EDEXCEL Functional Skills qualification in Information and Communication Technology (ICT) at Level 2

Unit: R6011968 - FS ICT L2

Centre: 38590 38590 N/A - 12 EUROPA VIEW

Order Number: 20528852 Paper version: Individual papers

Learner Count: 2 Delivery type: Paper based

Scripts Count: 0 Opportunity type: On-demand

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

[Learner entry slips](#)

[Notes](#)

[History](#)

[Submit exam materials](#)

[Change paper](#)

[Download test paper\(s\)](#)

Product: 50098275 - EDEXCEL Functional Skills qualification in Information and Communication Technology (ICT) at Level 2

Unit: R6011968 - FS ICT L2

Centre: 38590 38590 N/A - 12 EUROPA VIEW

Order Number: 20528852 Paper version: Individual papers

Learner Count: 2 Delivery type: Paper based

Scripts Count: 0 Opportunity type: On-demand

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