

Edexcel Online
FS ICT On Demand
Upload Learner Files

**For further
information,
please visit our
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 Window operating system
- The computer you are using meets system requirements

System requirements

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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. Uploading Learner Files



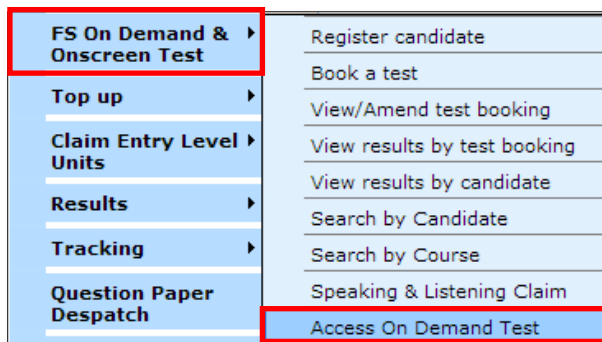
This section explains how to upload learner files for Functional Skills On Demand.

This part of the user guide makes the following assumptions:

- You have been given an EOL login.
- You have permission to make Entries for Functional Skills paper based exams

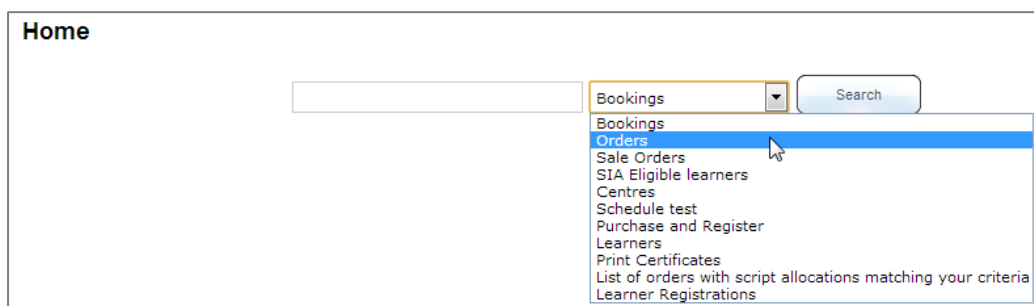
Step 1

From the **FS On Demand & Onscreen Test**, please select **Access On Demand Test**.



Step 2

From the drop down box select **Orders**.



Step 3

Once you have chosen **Orders**, select **Search**.



Home

Search:

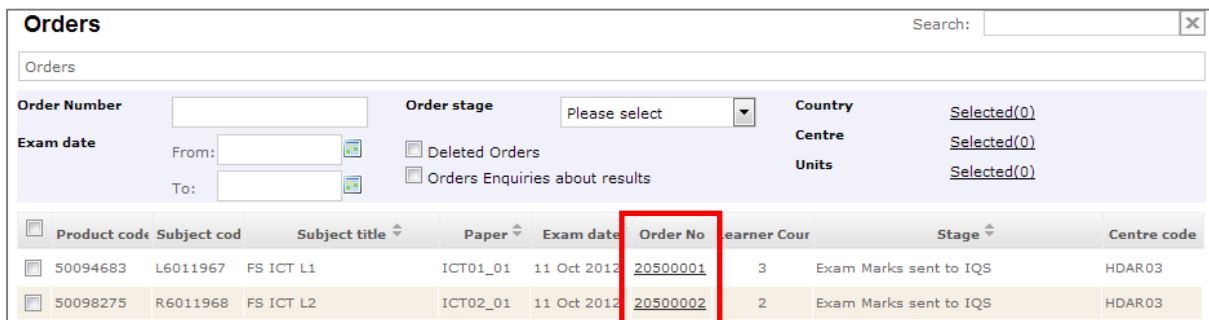
Orders

Search

Step 4

The below screen will appear.

From this screen double click on the order number that your candidate (s) are registered on.



Orders

Search:

Order Number:

Order stage: Please select

Country: Selected(0)

Centre: Selected(0)

Units: Selected(0)

Exam date: From: To:

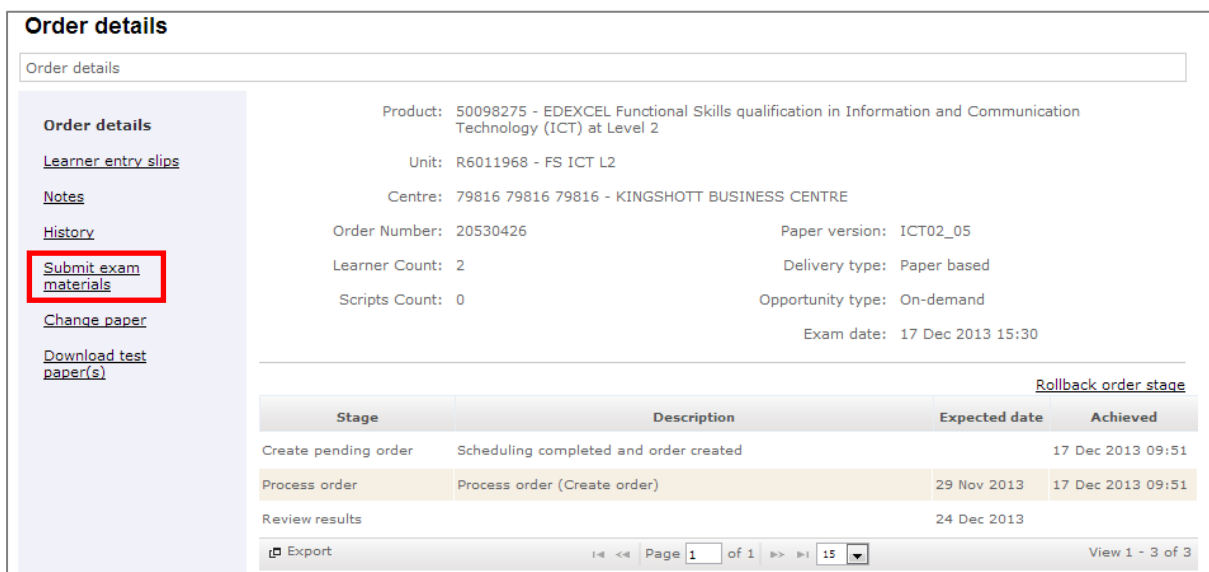
Deleted Orders

Orders Enquiries about results

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 5

From the left hand side of the screen select **Submit exam materials**.



Order details

Order details

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

Unit: R6011968 - FS ICT L2

Centre: 79816 79816 79816 - KINGSHOTT BUSINESS CENTRE

Order Number: 20530426

Learner Count: 2

Scripts Count: 0

Paper version: ICT02_05

Delivery type: Paper based

Opportunity type: On-demand

Exam date: 17 Dec 2013 15:30

[Learner entry slips](#)

[Notes](#)

[History](#)

[Submit exam materials](#)

[Change paper](#)

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

[Rollback order stage](#)

Stage	Description	Expected date	Achieved
Create pending order	Scheduling completed and order created		17 Dec 2013 09:51
Process order	Process order (Create order)	29 Nov 2013	17 Dec 2013 09:51
Review results		24 Dec 2013	




Export

Page 1 of 1

View 1 - 3 of 3

Step 6

Select the paper clip which is located on the right hand side of your page.

Learner No.	Learner Name	Date Of birth	Paper version	Score		
86619251	NICOLA BATTAMS	15 Nov 1972	ICT02_05	Not marked		
86619252	RACHEL TAYLOR	10 Mar 1973	ICT02_05	Not marked		

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Submit

Step 7

Select **Search** and attach your candidate's work from your computer.

(Please ensure this is a zip folder)

Select **Submit**.

Upload File

Exam material:

Step 8

Once the folder is uploaded successfully, a red cross will appear. If you have uploaded an incorrect folder, click on the red cross to remove the file.

Click **Submit**

