

# Edexcel Online

## How to view Standard Verifier details & reports

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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

**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. Viewing Standard Verifier Details & Reports - NVQ's.



This section explains how to view Standard Verifier details for NVQ's on Edexcel Online.

This part of the user guide makes the following assumptions:

- You have been given an EOL login.

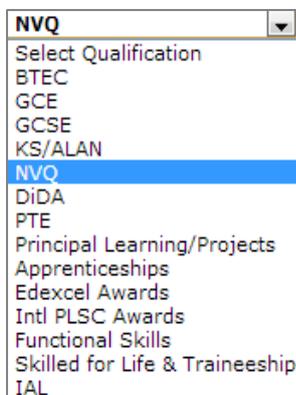
### Step 1

On the left hand side menu, click the drop down box **Select Qualification**.



### Step 2

From the menu, select the **NVQ** option from the drop down menu.



### Step 3

Navigate your way through the menu on the left hand side of the screen and select **External Verification** then select **NVQ Allocation**.

<b>External Verification</b>	<b>NVQ Allocations</b>
<b>EDI Basedata</b>	Report Enquiry & Feedback

### Step 4

A screen will appear listing the Qualification Code/Level/Title and the Associate Advisor (Standard Verifier) assigned to it.

Select the Associate Advisor (AA) details by clicking on their name.

NVQ Allocations					Help ?
Qual. Code	Level	Title	Method	AA No.	AA Name
Q7000558	2	BUSINESS AND ADMINISTRATION (LEVEL 2 NVQ CERTIFICATE)	VISIT 1	502102	<a href="#">MR J YIN</a>
Q7000558	2	BUSINESS AND ADMINISTRATION (LEVEL 2 NVQ CERTIFICATE)	VISIT 2	502102	<a href="#">MR J YIN</a>
Q7000561	3	BUSINESS AND ADMINISTRATION (LEVEL 3 NVQ DIPLOMA)	VISIT 1	502102	<a href="#">MR J YIN</a>
Q7000561	3	BUSINESS AND ADMINISTRATION (LEVEL 3 NVQ DIPLOMA)	VISIT 2	502102	<a href="#">MR J YIN</a>
Q7000533	2	TEAM LEADING (LEVEL 2 NVQ CERTIFICATE)	VISIT 1	502102	<a href="#">MR J YIN</a>
Q7000533	2	TEAM LEADING (LEVEL 2 NVQ CERTIFICATE)	VISIT 2	502102	<a href="#">MR J YIN</a>

### Step 5

A screen will appear showing the Associate's Details.

Centre Details		Help ?
<b>Associate Details</b>		
Name:	MR JOSH	
Address:	26 HEATH ROAD	
Town:	COVENTRY	
County:		
PostCode:	CV4	
Telephone:		
Fax:		
Email:		
<a href="#">Print</a> <a href="#">Back</a>		

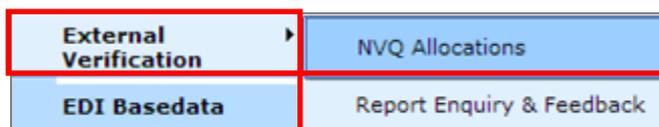


This section explains how to view Standard Verifier Reports for NVQ's on Edexcel Online.

Follow Steps 1 – 2 as above.

### Step 3

Navigate your way through the menu on the left hand side of the screen and select **External Verification** then select **Report Enquiry & Feedback**.



### Step 4

A screen will appear listing the Qualification Code/Level/Title and the Associate Advisor (Standard Verifier) assigned to it, the date of their visit and their report.

To view the report select **View**.

NVQ Report Enquiry & Feedback							Help ?
Qual. Code	Level	Title	AA No.	AA Name	Visit Date	Report	Your Feedback
720	UNITS	ROAD HAULAGE (NVQ)	500768	MRS K WAIT	24/07/13	<a href="#">View</a>	N/A
Q7000533	2	TEAM LEADING (LEVEL 2 NVQ CERTIFICATE)	502102	MR J YIN	31/10/13	<a href="#">View</a>	N/A
Q7000533	2	TEAM LEADING (LEVEL 2 NVQ CERTIFICATE)	502102	MR J YIN	18/06/13	<a href="#">View</a>	N/A
Q7000533	2	TEAM LEADING (LEVEL 2 NVQ CERTIFICATE)	502102	MR J YIN	13/12/12	<a href="#">View</a>	N/A
Q7000534	3	MANAGEMENT (LEVEL 3 NVQ CERTIFICATE)	502102	MR J YIN	31/10/13	<a href="#">View</a>	N/A
Q7000534	3	MANAGEMENT (LEVEL 3 NVQ CERTIFICATE)	502102	MR J YIN	18/06/13	<a href="#">View</a>	N/A
Q7000534	3	MANAGEMENT (LEVEL 3 NVQ CERTIFICATE)	502102	MR J YIN	13/12/12	<a href="#">View</a>	N/A
Q7000535	5	MANAGEMENT (LEVEL 5 NVQ DIPLOMA)	502102	MR J YIN	18/06/13	<a href="#">View</a>	N/A
Q7000535	5	MANAGEMENT (LEVEL 5 NVQ DIPLOMA)	502102	MR J YIN	13/12/12	<a href="#">View</a>	N/A
Q7000558	2	BUSINESS AND ADMINISTRATION (LEVEL 2 NVQ CERTIFICATE)	502102	MR J YIN	31/10/13	<a href="#">View</a>	N/A
Q7000558	2	BUSINESS AND ADMINISTRATION (LEVEL 2 NVQ CERTIFICATE)	502102	MR J YIN	18/06/13	<a href="#">View</a>	N/A
Q7000558	2	BUSINESS AND ADMINISTRATION (LEVEL 2 NVQ CERTIFICATE)	502102	MR J YIN	13/12/12	<a href="#">View</a>	N/A
Q7000561	3	BUSINESS AND ADMINISTRATION (LEVEL 3 NVQ DIPLOMA)	502102	MR J YIN	31/10/13	<a href="#">View</a>	N/A
Q7000561	3	BUSINESS AND ADMINISTRATION (LEVEL 3 NVQ DIPLOMA)	502102	MR J YIN	18/06/13	<a href="#">View</a>	N/A
Q7000561	3	BUSINESS AND ADMINISTRATION (LEVEL 3 NVQ DIPLOMA)	502102	MR J YIN	13/12/12	<a href="#">View</a>	N/A
Q7000568	2	CUSTOMER SERVICE (LEVEL 2 NVQ CERTIFICATE)	502102	MR J YIN	31/10/13	<a href="#">View</a>	N/A
Q7000568	2	CUSTOMER SERVICE (LEVEL 2 NVQ CERTIFICATE)	502102	MR J YIN	18/06/13	<a href="#">View</a>	N/A
Q7000568	2	CUSTOMER SERVICE (LEVEL 2 NVQ CERTIFICATE)	502102	MR J YIN	13/12/12	<a href="#">View</a>	N/A

## Step 5

The report will appear where you can see the relevant information.

You can **Select a format** and download the file as a PDF document.

NVQ Report											
1 of 12											
Select a format Export											
Centre Number:	227										
Centre Name:											
SV Number:	502										
SV Name:	MR J										
Sampling Method:	Visit										
Visit/Sampling Date:	31/10/13										
Duration of visit/sampling (hours):	6										
Number of assessment sites:	1										
Assessment site visited:											
Records required prior to the sampling were forwarded to SV by the centre as specified in the VRP:	No										
Programmes											
Programme Number	Level	Programme Name	Visit No.	No. of Candidates					Outcome	Direct Claim Status	
				Registered	Active	Sampled	Interviewed	Observed			
Q7000533	2	TEAM LEADING (LEVEL 2 NVQ CERTIFICATE)	1	31	6	2	NO	NO	Certification Released	YES	
Q7000534	3	MANAGEMENT (LEVEL 3 NVQ CERTIFICATE)	1	11	3	1	YES	NO	Certification Released	YES	
Q7000558	2	BUSINESS AND ADMINISTRATION	1	70	42	4	YES	NO	Certification Released	YES	

### 3. Viewing Standard Verifier Details & Reports – BTEC’s/English Functional Skills/ESOL/Workskills.



This section explains how to view Standard Verifier details for BTEC’s/English Functional Skills/ESOL/Workskills on Edexcel Online.

This part of the user guide makes the following assumptions:

- You have been given an EOL login.

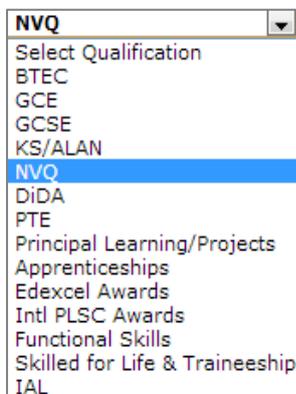
#### Step 1

On the left hand side menu, click the drop down box **Select Qualification**.



#### Step 2

From the menu, select the **BTEC** option from the drop down menu.



### Step 3

Navigate your way through the menu on the left hand side of the screen and select **External Verification** then select the type of product you wish to see the Standard Verifier details and reports for (i.e. QCF BTEC 2-3).

<b>External Verification</b>	Level 2/3 (1-3 short courses)
<b>OSCA 1</b>	Entry & Introductory
<b>Quality Review &amp; Development</b>	Edexcel BTEC Higher Level Programmes
<b>EDI Basedata</b>	QCF BTEC 2-3/Foundation Learning/Workskills
<b>Onscreen Testing</b>	NQF
<b>External Assessment</b>	ALAN & ELFS
	ESOL
	Customised
	SRF

### Step 4

Select the relevant Registration Year/Session from the drop down menu and select **Go**.

Year:

A screen will appear listing the Centre No./Name/Group Type & Title and the Level/Title and the Standard Verifier details. You can view the Standard Verifier (SV) details by clicking on their name.

Centre No.	Centre Name	Group Code	Group Type	Group Title	SV No.	SV Name	Report	Your Feedback
22759	ANNE	QCF23ADLT	QCF	PREPARING TO WORK IN ADULT SOCIAL CARE LEVEL 2-3	973	<a href="#">MR J</a>	Outstanding	N/A
22759	ANNE	SL2ERRHSC	QCF	ERR IN HEALTH, SOCIAL CARE & YOUNG PEOPLE SETTINGS	973	<a href="#">MR J</a>	Outstanding	N/A
22759	ANNE	SL2RETAIL	QCF	RETAIL LEVEL 2 (SPECIALIST)	504	<a href="#">MRS H</a>	Outstanding	N/A
22759	ANNE	TC2BUSADMI	QCF	BUSINESS ADMINISTRATION LEVEL 2 (SPECIALIST)	502	<a href="#">MR J</a>	Released	N/A
22759	ANNE	TC2TEAML	QCF	TEAM LEADING LEVEL 2 (SPECIALIST)	502	<a href="#">MR J</a>	Outstanding	N/A
22759	ANNE	TC3BUSADMI	QCF	BUSINESS ADMINISTRATION LEVEL 3 (SPECIALIST)	502	<a href="#">MR J</a>	Outstanding	N/A
22759	ANNE	TC3MAN	QCF	MANAGEMENT LEVEL 3 (SPECIALIST)	502	<a href="#">MR J</a>	Outstanding	N/A
22759	ANNE	TCL1CSERV	QCF	(Nested) CUSTOMER SERVICES LEVEL 1 (SPECIALIST)	502	<a href="#">MR J</a>	Released	N/A
22759	ANNE	TCL1CSERV	QCF	CUSTOMER SERVICES LEVEL 1 (SPECIALIST)	502	<a href="#">MR J</a>	Released	N/A
22759	ANNE	TCL2CSERV	QCF	CUSTOMER SERVICE LEVEL 2 (SPECIALIST)	502	<a href="#">MR J</a>	Released	N/A
22759	ANNE	TCL3CSERV	QCF	CUSTOMER SERVICE LEVEL 3 (SPECIALIST)	502	<a href="#">MR J</a>	Outstanding	N/A

## Step 5

A screen will appear showing the Associate's Details.

Centre Details Help ?

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### Associate Details

Name:	MR JOSH
Address:	26 HEATH ROAD
Town:	COVENTRY
County:	
PostCode:	CV4
Telephone:	
Fax:	
Email:	

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This section explains how to view Standard Verifier Reports for BTEC's/English Functional Skills/ESOL/Workskills on Edexcel Online.

Follow Steps 1 – 3 as above.

#### Step 4

Select the relevant Registration Year/Session from the drop down menu and select **Go**.

Year:

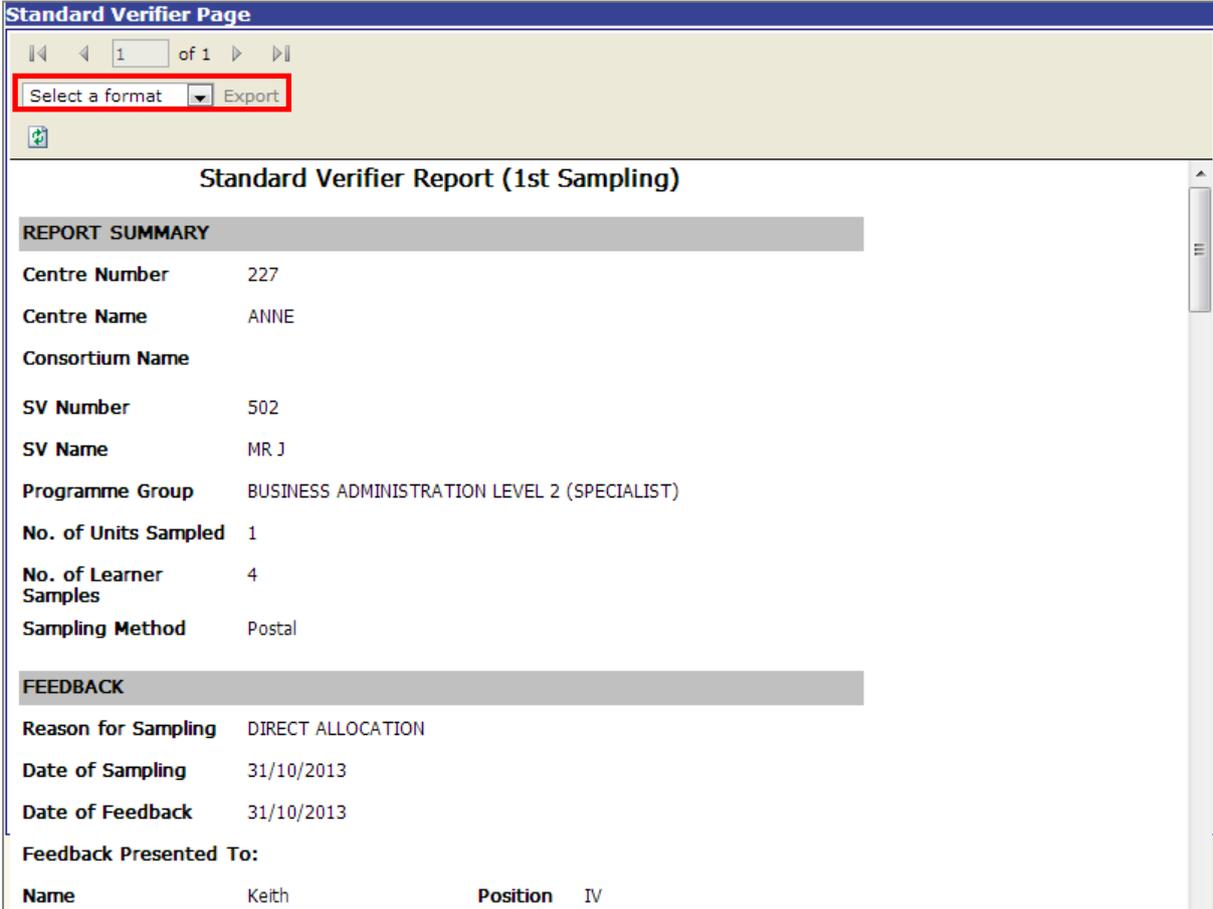
A screen will appear listing the Centre No./Name/Group Type & Title and the Level/Title and the Standard Verifier details and Report. You can view the Standard Verifier (SV) Report by clicking on **Released**. If there is no report to view you will see **Outstanding**.

Centre No.	Centre Name	Group Code	Group Type	Group Title	SV No.	SV Name	Report	Your Feedback
22759	ANNE	QCF23ADLT	QCF	PREPARING TO WORK IN ADULT SOCIAL CARE LEVEL 2-3	973	<a href="#">MR I</a>	Outstanding	N/A
22759	ANNE	SL2ERRHSC	QCF	ERR IN HEALTH, SOCIAL CARE & YOUNG PEOPLE SETTINGS	973	<a href="#">MR I</a>	Outstanding	N/A
22759	ANNE	SL2RETAIL	QCF	RETAIL LEVEL 2 (SPECIALIST)	504	<a href="#">MRS H</a>	Outstanding	N/A
22759	ANNE	TC2BUSADMI	QCF	BUSINESS ADMINISTRATION LEVEL 2 (SPECIALIST)	502	<a href="#">MR J</a>	<b>Released</b>	N/A
22759	ANNE	TC2TEAML	QCF	TEAM LEADING LEVEL 2 (SPECIALIST)	502	<a href="#">MR J</a>	Outstanding	N/A
22759	ANNE	TC3BUSADMI	QCF	BUSINESS ADMINISTRATION LEVEL 3 (SPECIALIST)	502	<a href="#">MR J</a>	Outstanding	N/A
22759	ANNE	TC3MAN	QCF	MANAGEMENT LEVEL 3 (SPECIALIST)	502	<a href="#">MR J</a>	Outstanding	N/A
22759	ANNE	TCL1CSERV	QCF	(Nested) CUSTOMER SERVICES LEVEL 1 (SPECIALIST)	502	<a href="#">MR J</a>	Released	N/A
22759	ANNE	TCL1CSERV	QCF	CUSTOMER SERVICES LEVEL 1 (SPECIALIST)	502	<a href="#">MR J</a>	Released	N/A
22759	ANNE	TCL2CSERV	QCF	CUSTOMER SERVICE LEVEL 2 (SPECIALIST)	502	<a href="#">MR J</a>	Released	N/A
22759	ANNE	TCL3CSERV	QCF	CUSTOMER SERVICE LEVEL 3 (SPECIALIST)	502	<a href="#">MR J</a>	Outstanding	N/A

## Step 5

The report will appear where you can see the relevant information.

You can **Select a format** and download the file as a PDF document.



The screenshot shows a web application interface titled "Standard Verifier Page". At the top, there is a navigation bar with a "1 of 1" indicator and a "Select a format" dropdown menu, which is highlighted with a red box. Next to the dropdown is an "Export" button. Below the navigation bar, the main content area is titled "Standard Verifier Report (1st Sampling)". The report is divided into two sections: "REPORT SUMMARY" and "FEEDBACK".

REPORT SUMMARY	
Centre Number	227
Centre Name	ANNE
Consortium Name	
SV Number	502
SV Name	MR J
Programme Group	BUSINESS ADMINISTRATION LEVEL 2 (SPECIALIST)
No. of Units Sampled	1
No. of Learner Samples	4
Sampling Method	Postal

FEEDBACK	
Reason for Sampling	DIRECT ALLOCATION
Date of Sampling	31/10/2013
Date of Feedback	31/10/2013
Feedback Presented To:	
Name	Keith
Position	IV