

# Paper Based On Demand Tests Guidance

Functional Skills Level 1 & 2  
Maths & English



# Booking Tests

## Section Overview

This section will describe how to book your Paper Based On Demand test for Functional Skills Level 1 & 2 Maths and English, on Edexcel Online.

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# Booking Tests

This part of the guide is to help you book your Paper Based On Demand tests for Functional Skills Level 1 & 2 Maths and English.

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Centre number:

Site:

Select Qualification

- BTEC
- GCE
- GCSE
- KS/ALAN
- NVQ
- DiDA
- PTE
- Principal Learning/Projects
- Apprenticeships
- Edexcel Awards
- Intl PLSC Awards
- Functional Skills
- Skilled for Life & Traineeship
- IAL
- Mathematics In Context (Level 3)

Access Arrangements Online

Edexcel Publications

View Invoices

OSCA

OSCA GQ

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**WELCOME TO EDEXCEL ONLINE!**

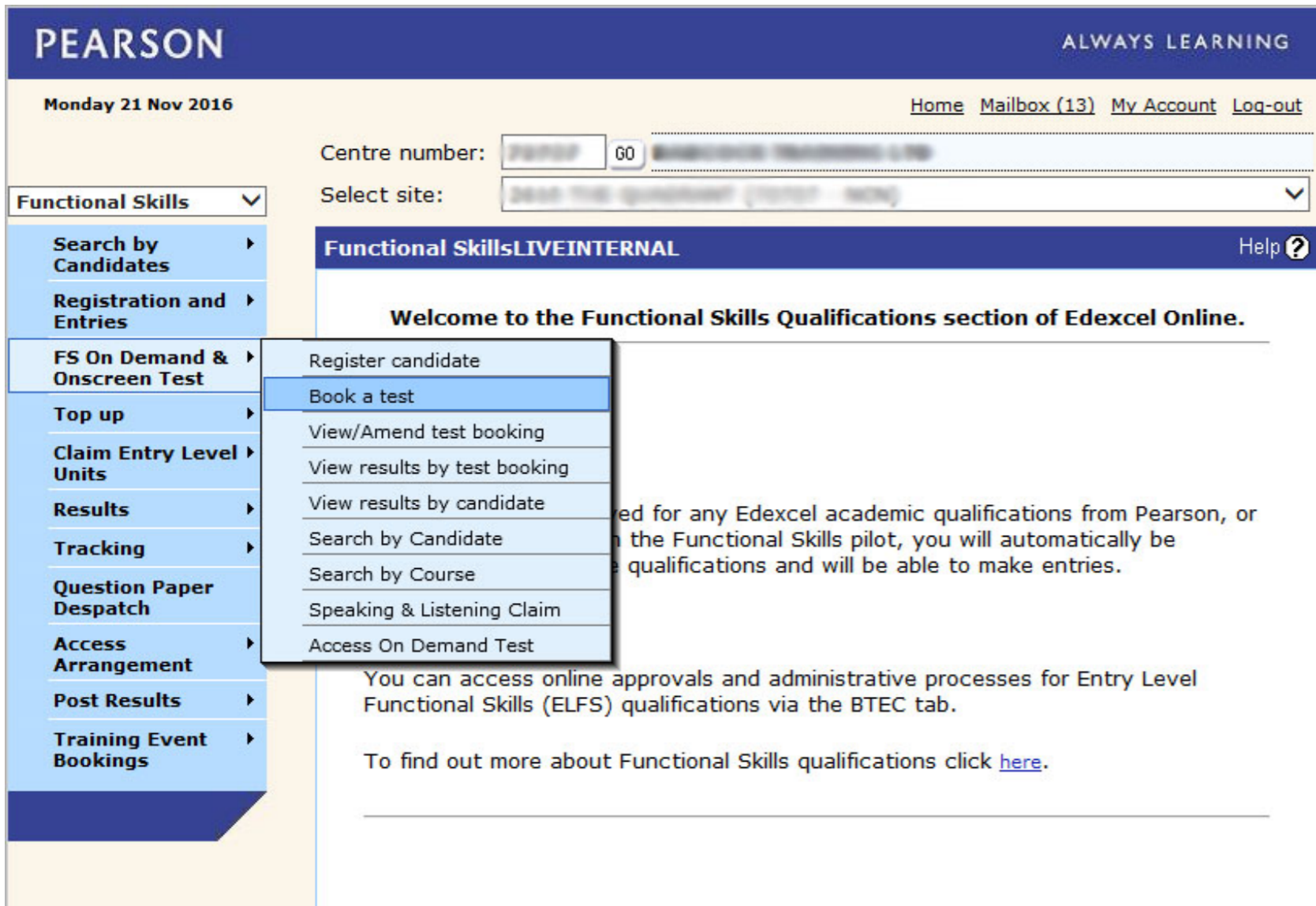
the drop-down menu on the left to access the different qualification areas.

- **Academic results:** results for the recent academic examination series will be made available in the relevant qualification areas. For all the information you need about the release of 2016 academic results, check our [results page](#).
- **Approvals Screens:** In order for users to make Online Approval requests for both BTEC and NVQ qualifications, you will need the Online Approvals profile ticking on your account. Please see your Edexcel Online administrator if you need the Approvals profile.
- **View Invoices:** You can view invoices online by selecting the 'View Invoices' option from the left hand menu. You can also drill down to view exactly which candidates the invoice covers.
- **BTEC/NVQ Basedata:** Authorised users can request basedata for approved BTEC and NVQ programmes via Edexcel Online by selecting the *EDI Basedata* option from the BTEC and NVQ menus. Instructions on how to do so can be viewed by clicking the help link at the top right of the basedata page.

**Step 1: Once you have logged in, select “Functional Skills” from the drop down menu on the upper left hand side of the Edexcel Online home page.**

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**Step 2: From the left hand menu, hover over “FS On Demand & Onscreen Test” and then select “Book A Test”**

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The screenshot shows the Pearson Onscreen test booking interface. At the top, there is a blue header with the Pearson logo and the tagline 'ALWAYS LEARNING'. Below the header, the date 'Friday 18 Nov 2016' is displayed on the left, and navigation links 'Home', 'Mailbox', 'My Account', and 'Log-out' are on the right. A search bar for 'Centre number' with a 'GO' button and a 'Select site' dropdown menu are also present. On the left side, there is a vertical navigation menu with options: 'Functional Skills', 'Search by Candidates', 'Registration and Entries', 'FS On Demand & Onscreen Test', 'Top up', 'Claim Entry Level Units', 'Results', 'Tracking', 'Question Paper Despatch', and 'Training Event Bookings'. The main content area is titled 'Onscreen test booking\*UAT\*' and includes a 'Help' icon. It is divided into three sections: 'Information', 'Test setup', and 'Refine learner'. The 'Information' section provides instructions on how to use the booking screen. The 'Test setup' section contains dropdown menus for 'Programme' (FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2)), 'Test' (READING LEVEL 1 (PAPER ONDEMAND)), and 'Venue' (TEST TAKEN AT CENTRE), along with fields for 'Test Date' and 'Time'. The 'Refine learner' section includes input fields for 'Registration Number', 'First Name', 'Last Name', 'Registration Year' (a dropdown menu), 'Cohort', and 'Centre Reference', with explanatory text for the search filters. A 'Next' button is located at the bottom of the form.

**Step 3: Select the relevant Programme, Test (make sure you select the “Paper Ondemand” version) and venue (please always select “Test Taken At Centre”). Then enter the required test date & time and hit “Next”.**

**You can use the fields below to filter the results but leave them blank to show all available learners.**

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Centre number:

Select site:

**Functional Skills** ▾

- [Search by Candidates](#) ▸
- [Registration and Entries](#) ▸
- [FS On Demand & Onscreen Test](#) ▸
- [Top up](#) ▸
- [Claim Entry Level Units](#) ▸
- [Results](#) ▸
- [Tracking](#) ▸
- [Question Paper Despatch](#) ▸
- [Training Event Bookings](#) ▸

**Onscreen test candidates selection\*UAT\*** [Help](#) ?

**Information**  
Use this screen to select the learners that you wish to take the test. Only learners that have active registrations are listed. Once you have selected all the learners that you wish to take the test click the Submit button to finish the process.

**Test Details**

<b>Programme</b>	FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2) (ONSCREEN)		
<b>Test</b>	READING LEVEL 1 (PAPER ONDEMAND)		
<b>Venue</b>	123 Street - Exeter	<b>Date</b>	01/12/2016 9:00

Records Per Page:  ▾

All	Reg No. ▲	Centre Ref	First Name	Last Name	Date of Birth	Cohort	Add Time +25%
<input type="checkbox"/>	XXXXXXXXXX		John	Smith	01/01/1980		<input type="checkbox"/>

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**Step 4: Check the test details are correct and then tick the learners you would book for this test. Then click “Submit”.**

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