

Edexcel Online
Booking an Onscreen Test
Amending / Cancelling a Test

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1. Introduction

About this guide

The purpose of this user guide is to help you understand the processes of Booking, Amending and Cancelling On-screen tests within Edexcel Online.

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 usage 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. Booking an On-Screen Test



This guide explains how to book candidates onto an On-Screen test against a qualification on Edexcel Online.

This part of the user guide makes the following assumptions:

- You have been given an EOL login.
- You have permission to book tests.
- Your centre has approval for the qualification you wish to book a test for.
- A candidate has been registered.

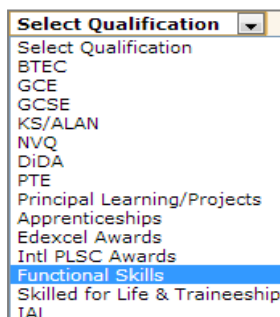
Step 1

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



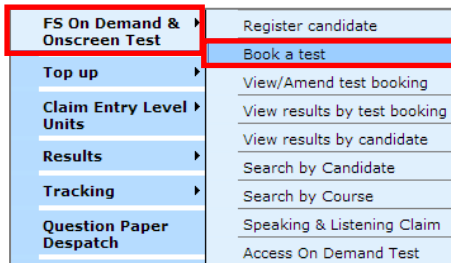
Step 2

From the menu, select the qualification type you wish to book the test for. (The example below shows how to book a test for Functional Skills).

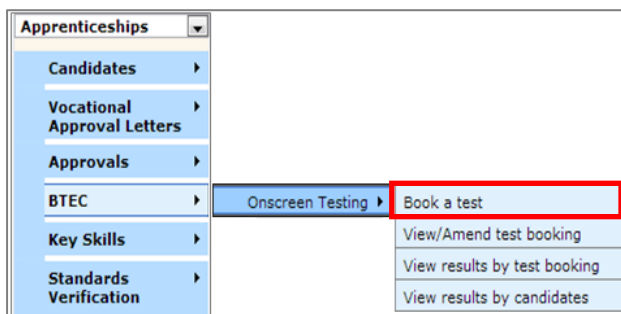


Step 3

Select **FS On Demand & Onscreen Test** and then the option **Book a test**.



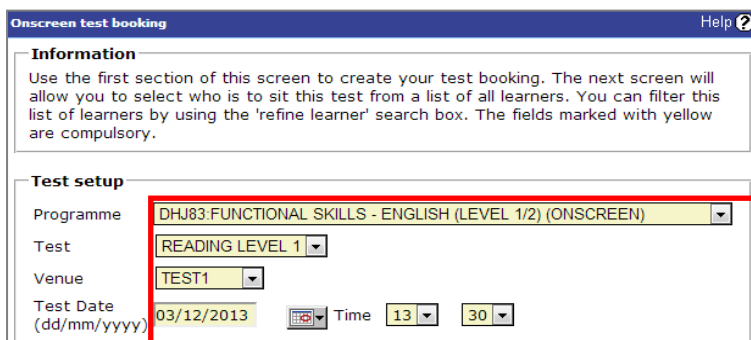
The screen layout will differ for **Apprenticeships** (as seen below).



Step 4

You can refine your search by using the following optional fields:

- **Programme** (Qualification/Product candidates are registered against)
- **Test** (Unit of the associated Qualification/Product)
- **Venue** (is the machine the selected tests will be taken on)
- **Test Date – From** (original test date)
- **Test Date – To** (date that the test is due to be taken)



Step 5

Enter the Candidate **Registration Number** or **First Name/Last Name**.

Alternatively click **Next** to display a list of candidates registered on the selected programme/Qualification.

Refine learner

Registration Number This function is optional but may help to limit the number of search results.

First Name

Last Name

Registration Year A percentage sign acts as a wild card.

Cohort

Centre Reference e.g. Searching for A% in the registration number field will return all learners with a registration number beginning with A.

Step 6

Locate your candidate(s) and tick the boxes beside the **Reg No** to book a test for the candidates. If a candidate requires extra time to complete the test tick the box of **Add Time +25%** then select **Submit** to confirm the test booking.

Onscreen test candidates selection Help ?

Information
Use this test 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

| | | | |
|-----------|--|------|------------------|
| Programme | DHJ83:FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2) (ONSCREEN) | | |
| Test | READING LEVEL 1 | | |
| Venue | TEST1 | Date | 03/12/2013 13:30 |

Records Per Page:

| All | Reg No ▲ | Centre Ref | First Name | Last Name | Date of Birth | Cohort | Add Time +25% |
|-------------------------------------|----------|------------|------------|-----------|---------------|--------|-------------------------------------|
| <input checked="" type="checkbox"/> | EY89672 | 99900 | AN | EXAMPLE | 10/09/1987 | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | EY92566 | 99000 | JOHN | SMITH | 10/08/1987 | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | EY92567 | 99000 | ANN | EXAMPLE | 10/07/1987 | | <input checked="" type="checkbox"/> |

Step 7

Once the booking has been confirmed you can then print an **Attendance Register** and **Candidate Confirmation of Test Entry**. You can also **Book Another Test** from this page.

Test booking confirmation*UAT* Help ?

Confirmation
You have created a booking for 1 candidate(s).

Test Details:

| | | | |
|--|---|-------------|------------------|
| Total number of candidate(s) selected | 1 | | |
| Programme | DHK04:FUNCTIONAL SKILLS - INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) (LEVEL 1/2) (ONDEMAND) | | |
| Test | ICT FUNCTIONAL SKILLS L1 | | |
| Venue | TEST TAKEN AT CENTRE | Date | 14/02/2013 13:30 |

Print

3. Amending / Cancelling an On-Screen Test



This section explains how to amend/cancel an On-Screen test on Edexcel online.

This part of the user guide makes the following assumptions:

- You have been given an EOL login.

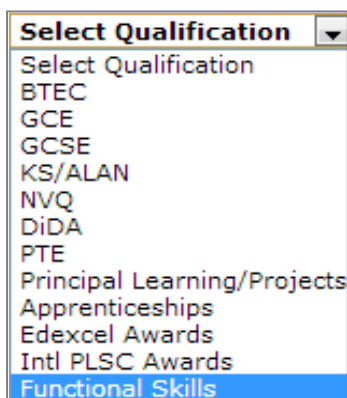
Step 1

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



Step 2

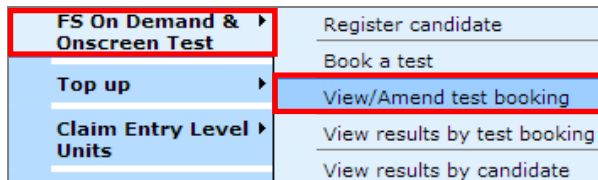
From the menu, select **Functional Skills** option.



Step 3

Select **FS On Demand & Onscreen Test** and from the sub menu select **View/Amend test booking**.

For BTEC/Apprenticeships it is called **Onscreen testing**.



Once you have selected **View/Amend test booking** you will see the following screen.

A screenshot of a web application window titled 'Booking search'. The window has a blue header with 'Help ?' on the right. Below the header is an 'Information' section with text: 'Use this screen to search for existing test booking(s) that you wish to view or amend. If the 'to' field is left blank the search will return results from up to 1 year in the future.' Below this is a 'Booking search' section with several fields: 'Programme' (VW221:FUNCTIONAL SKILLS - MATHEMATICS (LEVEL 1/2) (ONSCREEN)), 'Test' (MATHS LEVEL 1), 'Venue' (DFD953), 'Test Date (From)' (08/11/2013), and 'Test Date (To)' (11/11/2013). Each date field has a calendar icon and time selection dropdowns (14:30). A 'Next' button is highlighted with a red box at the bottom center.

Step 4

You can refine your search using the following optional fields.

- **Programme** (Qualification/Product candidates are registered against)
- **Test** (Unit of the associated Qualification/Product)
- **Venue** (is the machine the selected tests will be taken on)
- **Test Date – From** (original test date)
- **Test Date – To** (date that the test is due to be taken)

Use this screen to search for existing test booking(s) that you wish to view or amend. If the **to field is left blank the search will return results from up to 1 year in the future.*

Select **Next**.

Step 5

Select the populated test and click **Amend**.

** The test can be deleted at this stage if required**

| Records per page: 25 | Refresh | Back | Delete | Amend | Attendance Register |
|--------------------------|---------|------------------------|------------|-------|---------------------|
| Programme | Test | Test Date | Start Time | Venue | Count of Reg |
| <input type="checkbox"/> | ABS | ADULT LITERACY LEVEL 1 | 19/08/2008 | 16:00 | QUL579 <u>2</u> |

Step 6

Make the required Venue and date amendments, select **Submit**. Please note you can only make changes before advertised start time.

| | |
|----------------------------|-----------------|
| Change test details | |
| Venue | QUL579 BASEMENT |
| Test date | 19/08/2008 |
| | Time 16:00 |
| Back | Submit |