

Edexcel Online Making Entries

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support page:**

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1. Introduction

About this guide

The purpose of this user guide is to help you understand and operate 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 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 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. Making Entries - Individual Candidate Entries



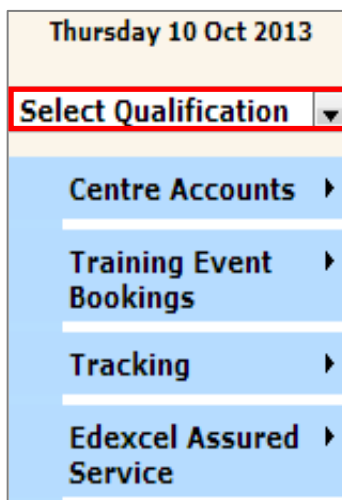
This section explains how to make Individual Candidate Entries.

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
- You have selected the home site with the National Centre Number (NCN) against it for the paper based test(s) you wish to book or register candidates against (if applicable).

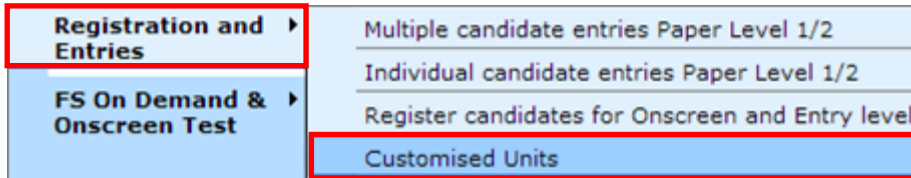
Step 1

On the left hand side menu, click the drop down box **Select Qualification** and select **Functional Skills**.



Step 2

Select **Registration and Entries** then select **Customised Units**.



Step 3

Select the **Session** for which you want your candidates to sit the Functional Skills paper based exam.

Select **Get Subjects**.



Step 4

Select the **Individual Units** for which you wish to register candidates against by ticking the appropriate box in the **Selected** column.

Functional Skills in English have the following abbreviations for the different tests you wish to book:

- U1 - Speaking, Listening and Communication test
- U2 - Reading test
- U3 - Writing test

Select **Save Selection**.

(Example on following page).

Session: February 2014 Get Subjects

Save Selection

Select Individual Units:

Description	Option Code(s)	Selected
E101 :FUNCTIONAL ENGLISH L1 U1		<input checked="" type="checkbox"/>
E102 :FUNCTIONAL ENGLISH L1 U2		<input type="checkbox"/>
E103 :FUNCTIONAL ENGLISH L1 U3		<input type="checkbox"/>
E201 :FUNCTIONAL ENGLISH L2 U1		<input type="checkbox"/>
E202 :FUNCTIONAL ENGLISH L2 U2		<input type="checkbox"/>
E203 :FUNCTIONAL ENGLISH L2 U3		<input type="checkbox"/>
FSE01:FUNCTIONAL ENGLISH LEVEL1		<input type="checkbox"/>
FSE02:FUNCTIONAL ENGLISH LEVEL2		<input type="checkbox"/>
FSM01:FUNCTIONAL MATHS.LEVEL 1		<input type="checkbox"/>
FSM02:FUNCTIONAL MATHS.LEVEL 2		<input type="checkbox"/>

Step 5

You will then receive a confirmation message as below.



Step 6

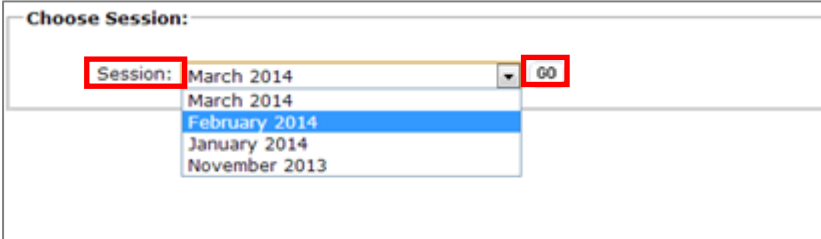
Select **Registration and Entries** then select **Individual candidate entries Paper Level 1/2**.

Registration and Entries	Multiple candidate entries Paper Level 1/2
	Individual candidate entries Paper Level 1/2
FS On Demand & Onscreen Test	Register candidates for Onscreen and Entry level
Top up	Customised Units

Step 7

Select the **Session** for which you customised your units for according to the session selected.

Select **Go**.



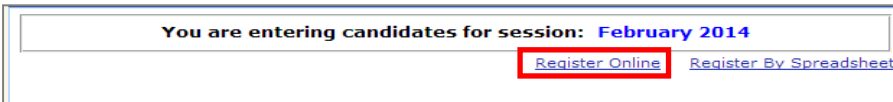
Choose Session:

Session: March 2014

- March 2014
- February 2014
- January 2014
- November 2013

Step 8

Select the link **Register Online**.



You are entering candidates for session: **February 2014**

[Register Online](#) [Register By Spreadsheet](#)

Step 9

To search for your candidate enter the candidate's UCI number. (**Unique Candidate Identifier**) and press **Go**. The candidate's details will automatically appear in the blank fields.

The UCI is generated by the centre and contains 12 characters - and is made up of:

1. Your Centre Number (5 digits – do not include sub-site letter if your centre has one)
2. A '0' (1 digit)
3. The entry year (2 digits – i.e. 2013 = 13)
4. The candidate number (4 digits of your choosing and are unique to that learner)

(Example on following page).

You are entering candidates for session: February 2014

Enter New Candidate:

Enter a UCI number and press 'Go'.

UCI Number:

Candidate Num:

Candidate Status: Sex: M F

First Name: Date of Birth:

Last Name: ULN:

Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number

Enter Candidates For:

Specification:	Subject:	Option Code:	Papers:	<input type="checkbox"/>
E101	FUNCTIONAL ENGLISH L1 U1		Papers	<input type="checkbox"/>
E102	FUNCTIONAL ENGLISH L1 U2		Papers	<input type="checkbox"/>
E103	FUNCTIONAL ENGLISH L1 U3		Papers	<input type="checkbox"/>
E201	FUNCTIONAL ENGLISH L2 U1		Papers	<input type="checkbox"/>

Step 10

Select the papers on the right hand side of the page you want your candidate to sit and select **Add to List**.

You are entering candidates for session: January 2014

Enter New Candidate:

Candidate identified, complete Candidate Details and Specification(s) below or press cancel to clear the entry and re-enter a new UCI number

UCI Number:

Candidate Num:

Candidate Status: Sex: M F

First Name: Date of Birth:

Last Name: ULN:

Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number

Enter Candidates For:

Specification:	Subject:	Option Code:	Papers:	<input type="checkbox"/>
E101	FUNCTIONAL ENGLISH L1 U1		Papers	<input checked="" type="checkbox"/>
E102	FUNCTIONAL ENGLISH L1 U2		Papers	<input checked="" type="checkbox"/>
E103	FUNCTIONAL ENGLISH L1 U3		Papers	<input checked="" type="checkbox"/>
E201	FUNCTIONAL ENGLISH L2 U1		Papers	<input type="checkbox"/>

Step 11

The candidate's details will appear at the bottom of the page. Repeat Steps 10 – 12 for any additional candidates.

Once you have added all the candidates to the list, select **Submit List**.

You are entering candidates for session: **January 2014**

Enter New Candidate:

Enter a UCI number and press 'Go'.

UCI Number:

Candidate Num:

Candidate Status: Sex: M F

First Name: Date of Birth:

Last Name: ULN:

Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number

Enter Candidates For:

Specification:	Subject:	Option Code:	Papers:
E101	FUNCTIONAL ENGLISH L1 U1		Papers <input checked="" type="checkbox"/>
E102	FUNCTIONAL ENGLISH L1 U2		Papers <input checked="" type="checkbox"/>
E103	FUNCTIONAL ENGLISH L1 U3		Papers <input checked="" type="checkbox"/>
E104	FUNCTIONAL ENGLISH L1 U4		Papers <input type="checkbox"/>

Candidate Unit Entry List:

Candidate Number:	UCI Number:	First Name:	Last Name:	DOB:	SEX:	ULN:	Specification:
1	999990130001L	AN	EXAMPLE	01/01/1980	F		E101 ,E102 ... <input type="button" value="Edit"/> <input type="button" value="Del"/>

Step 12

You will see a summary of what you have entered. If this is correct click **Accept** to confirm you authorise these entries and accept all associated costs.

Candidate Unit Entry List:

Candidate Number:	UCI Number:	First Name:	Last Name:	DOB:	SEX:	ULN:	Specification:
1	999990130001L	AN	EXAMPLE	01/01/1980	F		E101 ,E102 ...

Created By: Number of Candidates:

Created Date: Number of entries:


I authorise these entries and accept all associated costs.

Step 13

You will get a message stating - **The candidates listed have been successfully entered.**

Select **Finish** to be taken back to the Functional Skills home page on Edexcel Online.

Candidate Unit Entry List:

 The candidates listed have been successfully entered.

Candidate Number:	UCI Number:	First Name:	Last Name:	DOB:	SEX:	ULN:	Specification:
1	999990130001L	AN	EXAMPLE	01/01/1980	F		E101 ,E102 ...

Created By: Number of Candidates:

Created Date: Number of entries:

I authorise these entries and accept all associated costs.

3. Making Entries - Multiple Candidate Entries



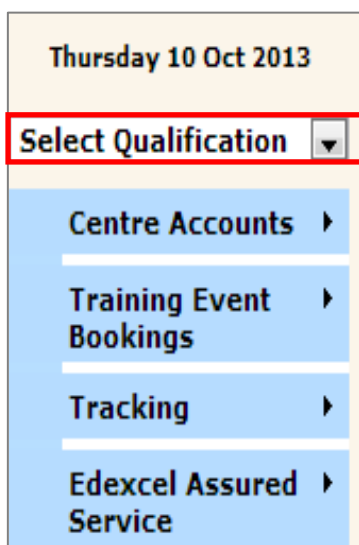
This section explains how to make Multiple Candidate Entries.

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
- You have selected the home site with the National Centre Number (NCN) against it for the paper based test(s) you wish to book or register candidates against (if applicable).

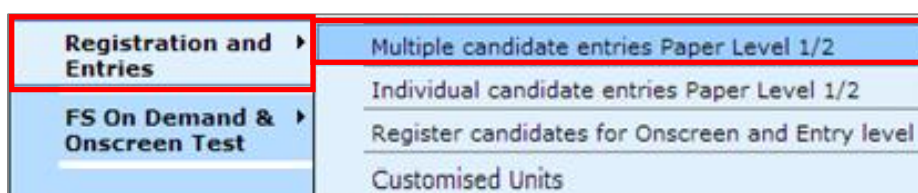
Step 1

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



Step 2

Select **Registration and Entries** and then select **Multiple candidate entries Paper Level 1/2**.



Step 3

Select the **Session** for which you customised your units for according to the session selected.

Select **Go**.

Choose Session:

Session: March 2014 GO

- March 2014
- February 2014
- January 2014
- November 2013

Step 4

Download the **Template** and complete all the mandatory fields, alternatively if you already have this template fill out all mandatory fields, and upload direct from your computer. To do this select **Choose File** and select **Upload**.

Choose Session:

Session: February 2014

Upload Spreadsheet:

Please note the registration template was updated in September 2008 to capture a new optional field the Unique Learner Number (ULN). Only the new template will be accepted so please ensure you are using the new version before proceeding.

Please click Upload to commit the file submission and accept the associated costs. Confirmation of the file receipt will be provided. Please check the entry processing file acknowledgments and error spreadsheets.

Upload Completed Choose File No file chosen Upload

Spreadsheet:

Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number

OR Download Template Template Back

On the template enter the UCI, the candidate number (last 4 numbers of the UCI), First name, Last name, Gender (M or F not Male or Female), DOB (dd/mm/yyyy), ULN if you have this (not required).

	C	D	E	F	G	H
1	Firstname	Lastname	Gender(M or F)	DOB(dd/mm/yyyy)	Unique Learner Number	Status(Centre - 0, Private - 1, Guest - 2)
2	Anne	Example	F	10/09/1987		Centre
3	Anne	Other	F	10/08/1987		Centre

Step 5

You will receive a confirmation as below.

