Edexcel Online

Making Entries

Contents

> **_i_** **_Please note – clicking on any of the individual sections below will automatically direct you to the relevant page number._**

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.
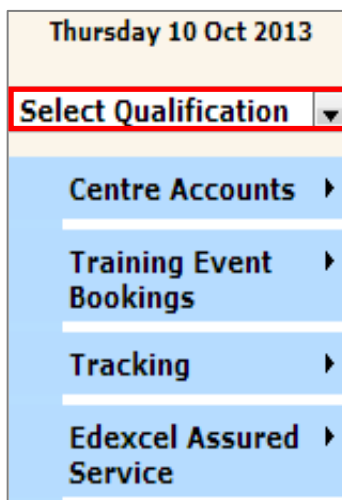
2.   Making Entries - Individual Candidate Entries

i   **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).
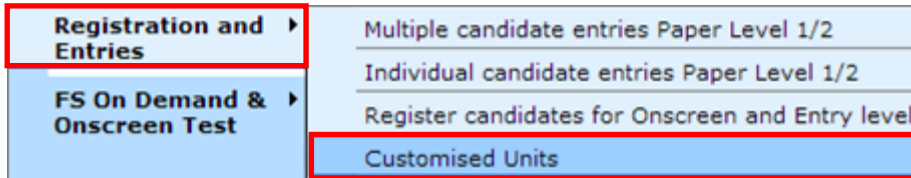
Step 1

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

Thursday 10 Oct 2013

Select Qualification ▼

Centre Accounts	▶
Training Event Bookings	▶
Tracking	▶
Edexcel Assured Service	▶

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).

Step 5

You will then receive a confirmation message as below.

Your customised unit selection has been saved successfully

Step 6

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

Step 7

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

Select **Go**.

Step 8
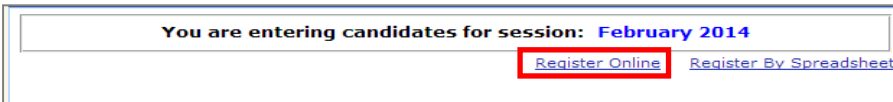
Select the link **Register Online**.

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).

Step 10

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

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**.

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.

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:	1
Created Date:		Number of entries:	3

Submit List   Finish   Back   Report

I authorise these entries and accept all associated costs.   Accept

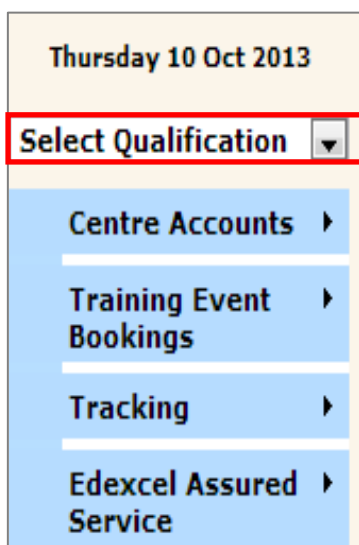# 3.   Making Entries - Multiple Candidate Entries

> **i**   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).
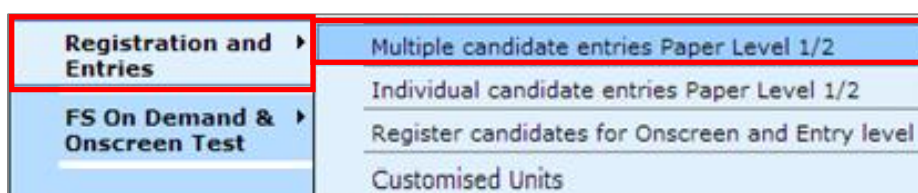
Step 1

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

Thursday 10 Oct 2013

Select Qualification ▾

Centre Accounts ▸

Training Event Bookings ▸

Tracking ▸

Edexcel Assured Service ▸

Step 2

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

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

Step 3

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

Select **Go**.

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**.

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.

The file submitted has been uploaded and will be processed.