

Edexcel Online
Viewing Results
Functional Skills

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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 Windows 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 (Please contact Account Services to confirm which versions we support)

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 Results by test booking for Onscreen / On Demand Functional Skills exams.



This section explains how to view results for Onscreen/ On Demand Functional Skills exams.

This part of the user guide makes the following assumptions:

- You have been given an EOL login.
- You have permission to view candidate details/results.

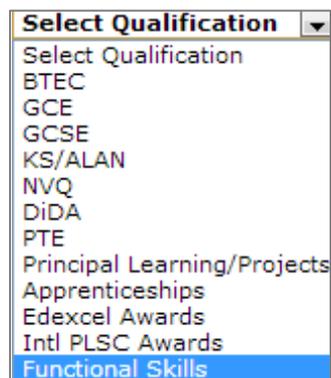
Step 1

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



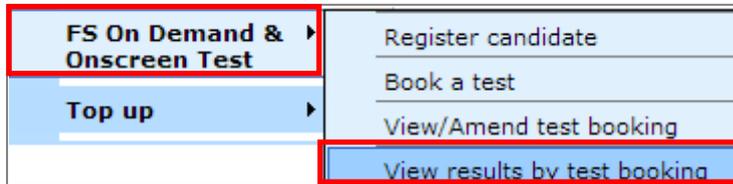
Step 2

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



Step 3

Select **FS On Demand & Onscreen Test** then select **View results by test booking**.



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** (This 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 results of test booking(s). If the 'from' and 'to' fields are left blank the search will return results from up to two years until the present day.

Select **Next**.



The image shows a screenshot of a web application window titled 'Booking search'. The window has a blue header bar with 'Help' and a question mark icon. Below the header is an 'Information' section with text explaining the search process. Below the information is a 'New Results' button. The main section is titled 'Booking search' and contains several input fields: 'Programme' (a dropdown menu with 'Select all' selected), 'Test' (a dropdown menu), 'Venue' (a dropdown menu with 'Select all' selected), 'Test Date (From)' (a date field with '09/10/2013' and a time field with '00 : 00'), and 'Test Date (To)' (a date field with '08/11/2013' and a time field with '00 : 00'). At the bottom of the form is a 'Next' button, which is highlighted with a red border.

Step 5

A list of exam results will now appear.

Information

Use this screen to select either a test booking for which you wish to see the learners' results or one or more test bookings for which you wish to create a Pass List.

You can create pass lists by clicking on one or more test bookings and clicking the 'Create Pass List' button.
You can launch a detailed report for all the bookings listed below by selecting 'Export Results'.

Search criteria

Programme	
Test	
Venue	Date range 09/10/2013 0:0 - 08/11/2013 0:0

Records Per Page: 25

	Programme ▲	Test	Test Date	Start Time	Venue	Results received	Count of Reg
<input type="checkbox"/>	VW221	MATHS LEVEL 2	01/11/2013	11:00	TVH189	0	1
<input type="checkbox"/>	VW222	READING LEVEL 2	01/11/2013	10:00	DFD953	0	1
<input type="checkbox"/>	VW222	READING LEVEL 2	01/11/2013	10:00	RHD167	0	1
<input type="checkbox"/>	VW222	READING LEVEL 2	01/11/2013	10:00	RKR176	0	1
<input type="checkbox"/>	VW222	WRITING LEVEL 2	01/11/2013	11:00	DFD953	0	1

3. Viewing Results for On Screen / On Demand Functional Skills exams by candidate search.



This section explains how to view results for Functional Skills by candidate search.

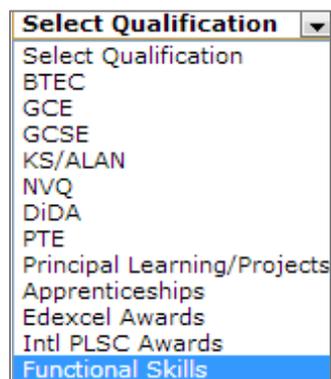
Step 1

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



Step 2

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



Step 3

Select **FS On Demand & Onscreen Test** then select **View results by candidate**.

FS On Demand & Onscreen Test	Register candidate
Top up	Book a test
Claim Entry Level Units	View/Amend test booking
	View results by test booking
	View results by candidate

Step 4

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

- **Registration Year**
- **Programme**
- **Test**
- **Registration Number**
- **Reference**
- **First Name**
- **Last Name**
- **Cohort**
- **Date of Birth**
- **Gender**

Information
Use this screen to search for a learner and their onscreen test results.

Candidate search

Registration Year

Programme

Test

Registration Number

Centre

Reference

First Name

Last Name

Cohort

Date of Birth

Gender

Step 5

The below screen will appear which will display all onscreen test results for the selected learner.

Information
This screen displays all onscreen test results for the selected learner.

Candidate

Registration Number	A123456	Centre Reference	22759
First Name	Anne	Last Name	Example
Date of Birth	10.09.1987	Gender	Female

Records Per Page: 25

Programme ▲	Test	Venue	Test Date	Result	Test Score	Pass Mark	Special Consideration
VW221	MATHS LEVEL 2	TVH189	23/09/2013 14:00	No Show			

4. Viewing Results for Paper Based Functional Skills exams by candidate search. Full Award.



This section explains how to view results for Paper-based Functional Skills results by candidate search.

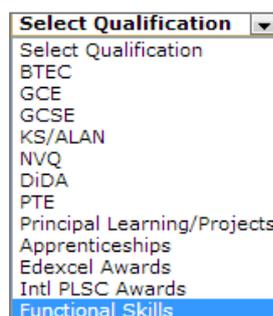
Step 1

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



Step 2

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



Step 3

Select **Results** then select **Component Results**.

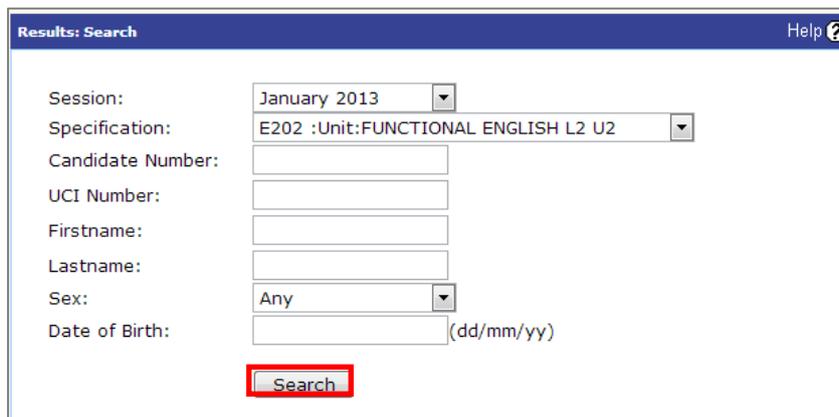


Step 4

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

- **Session**
- **Specification**
- **Candidate Number**
- **UCI Number**
- **First Name**
- **Last Name**
- **Sex**
- **Date of Birth**

Select **Search**.



A screenshot of a search form titled 'Results: Search'. The form contains several fields: 'Session' (dropdown menu with 'January 2013' selected), 'Specification' (dropdown menu with 'E202 :Unit:FUNCTIONAL ENGLISH L2 U2' selected), 'Candidate Number' (text input), 'UCI Number' (text input), 'Firstname' (text input), 'Lastname' (text input), 'Sex' (dropdown menu with 'Any' selected), and 'Date of Birth' (text input with '(dd/mm/yy)' placeholder). A 'Search' button is located at the bottom of the form and is highlighted with a red border.

Step 5

Select **View**.

Results For Session								
Qualification			Specification					
January 2013			Functional Skills E202 :Unit:FUNCTIONAL ENGLISH L2 U2					
Candidate Number	First Name	Last Name	Sex	DOB	UCI No	Grade	Result	Details
0130	Anne	Example	F	11/06/1981	999999999999A	6/6		View
New Search								

Step 6

The below screen will appear.

Session	Qualification	Specification			
January 2013		E202 :Unit:FUNCTIONAL ENGLISH L2 U2			
Candidate	UCI Number	First Name	Last Name	Sex	DOB
0130	999999999999A	Anne	Example	F	11/06/1981
Exam Session	Code	Subject	UMS		
Close					

5. Viewing Results for Paper Based Functional Skills exams by unit search.

i This section explains how to view results for Paper-based Functional Skills results by unit search per candidate.

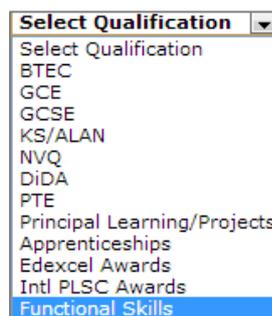
Step 1

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



Step 2

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



Step 3

Select **Results** then select **Search**.

Results	Search
Tracking	Component Results
Question Paper Despatch	Reports - Bulk Download
	Moderator Reports
	Maintain Results Report

Step 4

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

- **Session**
- **Specification**
- **Candidate Number**
- **UCI Number**
- **First Name**
- **Last Name**
- **Sex**
- **Date of Birth**

Select **Search**.

The screenshot shows a web form titled "Results: Search" with a "Help ?" link in the top right corner. The form contains the following fields:

- Session: January 2013 (dropdown menu)
- Specification: FSM02:Unit:FUNCTIONAL MATHS.LEVEL 2 (dropdown menu)
- Candidate Number: (text input field)
- UCI Number: (text input field)
- Firstname: (text input field)
- Lastname: (text input field)
- Sex: Any (dropdown menu)
- Date of Birth: (text input field) (dd/mm/yy)

A red rectangular box highlights the "Search" button at the bottom of the form.

Step 5

The below screen will appear showing each candidates result.

Results: Candidates Help ?								
Results For Session		Qualification	Specification					
January 2013		Functional Skills	FSM02:Unit:FUNCTIONAL MATHS.LEVEL 2					
Candidate Number	First Name	Last Name	Sex	DOB	UCI No	Grade	Result	Details
0121	Anne	Example	F	13/04/1975	999999999999A	P	PASS	View
0131	Ann	Other	F	14/03/1992	999999999999B	P	PASS	View
0130	An	Again	F	11/06/1981	999999999999C	P	PASS	View
New Search								

6. Viewing Results for Paper Based Functional Skills exams by unit search.



This section explains how to view results for Paper-based Functional Skills results by unit search per candidate.

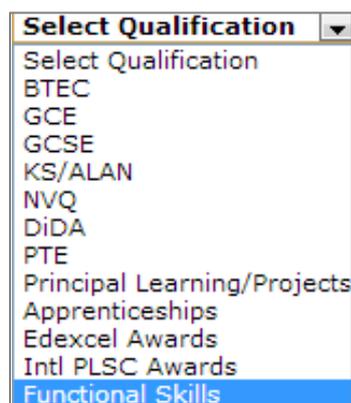
Step 1

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



Step 2

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



Step 3

Select **Results** then select **Report – Bulk Download**.

Results	Search
Tracking	Component Results
Question Paper Despatch	Reports - Bulk Download
	Moderator Reports
	Maintain Results Report

Step 4

Select the session.

Session:

Please be aware that due to ongoing Enquiries About Results, these grades/marks may be raised or lowered as a result of this process. Notification of any changes will be forwarded to your centre via fax or post. Any queries regarding this data should be referred to the Post Results Helpline using the details on the [Contact us](#) page of our website.

Step 5

Select the type of report you wish to download, and download the report to your computer.

Session:

Report Type:

- Broadsheet [*.csv]
- Broadsheet [*.pdf]
- Component Mark List [*.pdf]
- Contributing Units Results [*.pdf]
- Statement Of Results [*.pdf]

No results available for this session.
Please select another session.

Please be aware that due to ongoing Enquiries About Results, these grades/marks may be raised or lowered as a result of this process. Notification of any changes will be forwarded to your centre via fax or post. Any queries regarding this data should be referred to the Post Results Helpline using the details on the [Contact us](#) page of our website.

Broadsheet *.csv

A screen will appear informing you that the results will be sent to your inbox.

Example is shown below.

Thank you for requesting the Functional Skills Results Broadsheet for January 2013.

Your request has a reference number of : 1573241.

Your report is now being prepared and will be available from your Edexcel Online Mailbox within the next 2 hours.

You can access these files when they have been sent by clicking on the 'Mailbox' link shown in the banner at the top of the screen.

[Close](#)