

Edexcel Online
Reporting Results & Claiming
Certificates
(BTEC / NVQ / Transferable
Skills)

**For further
information
visit our
support page:**

www.pearsonwbl.edexcel.com/our-support

Contents



Please note – clicking on any of the individual sections below will automatically direct you to the relevant page number.

1	Introduction	3
	About this guide	3
	System requirements	3
2	Reporting Results & Claiming Certificates for BTEC/NVQ/Transferable Skills	4-9

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.

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. EOL User Guide – Reporting Results & Claiming Certificates (BTEC / NVQ / Transferable Skills)



This section explains how to report results and claim certificates for candidates against a BTEC/NVQ/Transferrable Skills 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 claim for candidates.
- You should ensure that the BTEC/NVQ you are claiming for has been sampled and released for certification by a Standards Verifier (the report should be on EOL) before attempting to claim for a Full Award certificate.

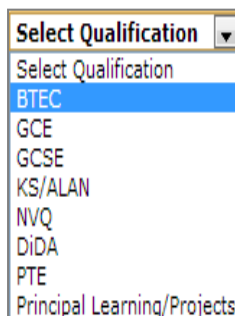
Step 1

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



Step 2

From the menu, select either **BTEC** or **NVQ** option. (For Transferrable Skills - Functional Skills/Essential Skills Wales/WorkSkills) you report results via the **BTEC** option.



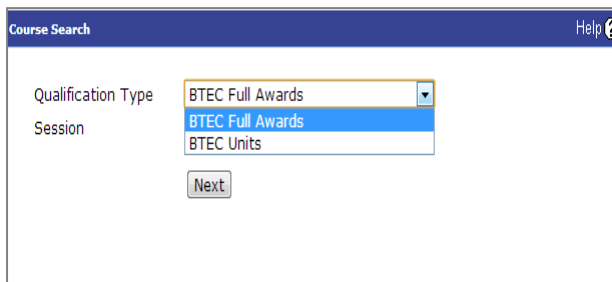
Step 3

Select **Candidates** then select **Search by Course**.

Candidates	Search by Candidate
Training Event Bookings	Search by Course
Qualifications	Claim Reporting
Tracking	Register Candidates
Form Queries	Transfer within Centre
	Transfer from another Centre

Step 4

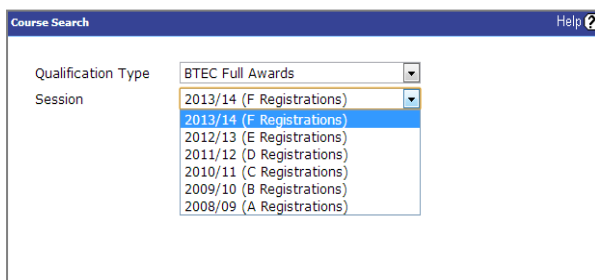
Select **Qualification Type**, either for **BTEC/NVQ Full Award** certificate or **BTEC/NVQ Unit** certificate.



The screenshot shows a 'Course Search' window with a 'Help' icon. The 'Qualification Type' dropdown menu is open, showing three options: 'BTEC Full Awards' (selected), 'BTEC Full Awards', and 'BTEC Units'. A 'Next' button is visible below the dropdown.

Step 5

Select **Session** for which candidates were registered for the qualification. (Candidates are registered by academic year (i.e. F Registrations equates to candidates registered from 01/09/2013 – 31/08/2014)).



The screenshot shows the 'Course Search' window with the 'Session' dropdown menu open. The 'Qualification Type' is set to 'BTEC Full Awards'. The 'Session' dropdown shows a list of academic years and registration types: '2013/14 (F Registrations)' (selected), '2013/14 (F Registrations)', '2012/13 (E Registrations)', '2011/12 (D Registrations)', '2010/11 (C Registrations)', '2009/10 (B Registrations)', and '2008/09 (A Registrations)'.

Select **Next**.

Step 6

A new window will appear listing the number of candidates registered on the specific qualification for that session.

Select **Candidates** to view the names of the candidates registered against the selected qualification.

edexcel advancing learning, changing lives Close

[Help](#) | [Printer Friendly](#)

Qualification Details

Qualification	Session
BTEC Full Awards	2013/14

Programmes

Code	Title	Description	Entries	
BVR52	PERFORMING ARTS (MUSIC PERFORMANCE)	EDEXCEL BTEC LEVEL 1/LEVEL 2 FIRST AWARD (120 GLH) - NQF:2	1	Candidates
DHJ84	FUNCTIONAL SKILLS - MATHEMATICS (LEVEL 1/2) (ONSCREEN)	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION:2	2	Candidates

If the Programme you are looking for is not on this list, then there are no entries for that programme at your centre/site.

Once you have located your candidate select **Details** for the candidate you wish to claim certification for.

Candidates

<input type="checkbox"/>	Reg No	Centre Ref	First Name	Last Name	Sex	DOB	ULN	Est Comp Date	Award Date	Certification No	Award Code	Overall Result	
<input type="checkbox"/>	F634258	99000	ANN	EXAMPLE	F	10/09/78		March 15			BVR52		Details

A screen will appear showing the candidates details. Select **Edit** at the bottom of the screen.

Results | **Transaction History** | **Transfer History**

Unit Code	Group	Title	Level	Value	Status	Grade
20512E	A	Individual Showcase	2	3	C	Y
20513E	A	Individual Showcase	1	3	C	Y
20514E	A	Preparation, Performance And Production	2	3	M	N
20515E	A	Preparation, Performance And Production	1	3	M	N
20522E	B	Music Performance Skills	2	6	O	N
20523E	B	Music Performance Skills	1	6	O	N

*
* P - Pass, M - Merit, D - Distinction, U - Unclassified, T - Transfer
Unit results are provisional until certificated by Edexcel. The unit certificate is the official confirmation of unit results.

Withdraw/Reinstate Candidate
 (Tick to withdraw candidate, untick to reinstate candidate)

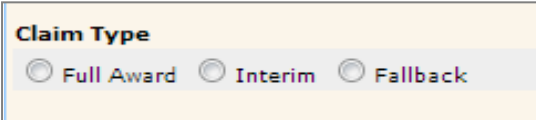
Step 7

Scroll down to the **Claim Type**.

Under the claim type there are three options:

- **Full Award** – Will claim the full award for the candidate.
- **Interim** – Will issue a unit certificate for the unit a candidate has done so far and keep the registration open.
- **Fallback** – Will issue a unit certificate only and close the registration. (Only use this if you are sure the candidate will not be returning to complete the course as registrations are live for 5 years).

Select the appropriate type of claim.



The image shows a screenshot of a form titled "Claim Type". It contains three radio button options: "Full Award", "Interim", and "Fallback". The "Full Award" option is selected, indicated by a filled radio button.

Step 8

Scroll down to the **Results Table** and enter the Grade into the unit for which you wish to claim. (Please note that for NVQ qualifications you will only be able to enter a P – Pass grade.

P - Pass

M – Merit

D – Distinction

U – Unclassified

T – Transfer

Please note most qualifications will only gain a P – Pass grade or fail the unit. Please refer to the specification packs for more information regarding grade awards.

If claiming a full award put in the month and year (mm/yy) you are claiming in the **Award Date** field.

Select **Save**.

Unit Code	Group	Title	Level	Value	Status	P	M	D	U	T	Grade
20512E	A	Individual Showcase	2	3	C						
20513E	A	Individual Showcase	1	3	C						
20514E	A	Preparation, Performance And Production	2	3	M	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Unselect
20515E	A	Preparation, Performance And Production	1	3	M	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Unselect
20522E	B	Music Performance Skills	2	6	O	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Unselect
20523E	B	Music Performance Skills	1	6	O	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Unselect

* P - Pass, M - Merit, D - Distinction, U - Unclassified, T - Transfer
Unit results are provisional until certificated by Edexcel. The unit certificate is the official confirmation of unit results.

Award Date: (mm/yy)

Overall Result:

Add Unit
Unit Code:

Withdraw/Reinstate Candidate
 (Tick to withdraw candidate, untick to reinstate candidate)

Step 9

A screen will appear showing achievement for the unit. If correct select **Confirmation Report**. The report will appear in a new window.

Unit Code	Group	Title	Level	Value	Status	Grade	
20514E	A	Preparation, Performance And Production	2	3	M	Pass	N
20512E	A	Individual Showcase	2	3	C		Y
20513E	A	Individual Showcase	1	3	C		Y
20515E	A	Preparation, Performance And Production	1	3	M		N
20522E	B	Music Performance Skills	2	6	O		N
20523E	B	Music Performance Skills	1	6	O		N

*
* P - Pass, M - Merit, D - Distinction, U - Unclassified, T - Transfer
Unit results are provisional until certificated by Edexcel. The unit certificate is the official confirmation of unit results.

Withdraw/Reinstate Candidate
 (Tick to withdraw candidate, untick to reinstate candidate)

Thank you for submitting a claim through Edexcel Online. The claim has been accepted and certification will be issued subject to our checks of the candidate's eligibility.

Prev Next **Confirmation Report** Edit View Results Back Exit

Please refer to the Specification Packs to validate the units you are about to claim.