Edexcel Online
Review Results (BTEC)

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

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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.   Viewing Results

> **i**   **This section explains how to View Results for BTEC Qualifications**

This part of the user guide makes the following assumptions:

- You have been given an EOL login.
- Candidate has sat the test.

Step 1

Select Qualification.

```
Select Qualification
BTEC
GCE
GCSE
KS/ALAN
NVQ
DiDA
PTE
Principal Learning/Projects
Apprenticeships
Edexcel Awards
Intl PLSC Awards
Functional Skills
Skilled for Life & Traineeship
IAL
```

Step 2

Select **Onscreen Testing** then **View results by candidates**.

```
Onscreen Testing ▶        Book a test
External          ▶       View/Amend test booking
Assessment                View results by test booking
NQF Results               View results by candidates
Reports
```

Step 3

Select **Programme.**

Enter **Candidate name** or **Registration ID**, and then **Search**.

Information

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

Candidate search

Registration Year	Select one
Programme	Select one
Test	
Registration Number	
Centre Reference	
First Name	
Last Name	
Date of Birth	
Gender	Any

Next

Step 4

Candidates results will now appear.

Information

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

Candidate

Registration Number	E123456	Centre Reference	
First Name	ANNE	Last Name	EXAMPLE
Date of Birth	01/01/1980	Gender	FEMALE

Records Per Page: 25   Refresh   Back

Programme ▲	Test	Venue	Test Date	Result	Test Score
VV614	TEST 2 - UNIT 3	TVH189	07/08/2013 11:44	Pass	18 / 0