

Enterprise Site Manager (ESM)

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1.Introduction

About this guide

This guide takes you through process to be able to conduct and administer Onscreen tests with Pearson Qualification Services.

Enterprise Site Manager is used by invigilators to unlock tests, upload results, view and print learner provisional score reports.

Administrator is used by learners to sit tests.

Both must be installed to be able to start conducting tests.

2. Downloading Tests



This guide explains how to download booked tests

This part of the user guide makes the following assumptions:

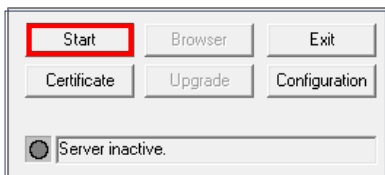
- ESM has been downloaded and installed
- Sufficient Read/Write privileges for the created ESM_Test_Centre folder.

Step 1

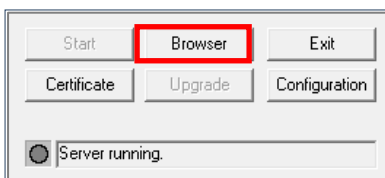
Click on to the desktop shortcut for **ESM**.



Select **Start**.



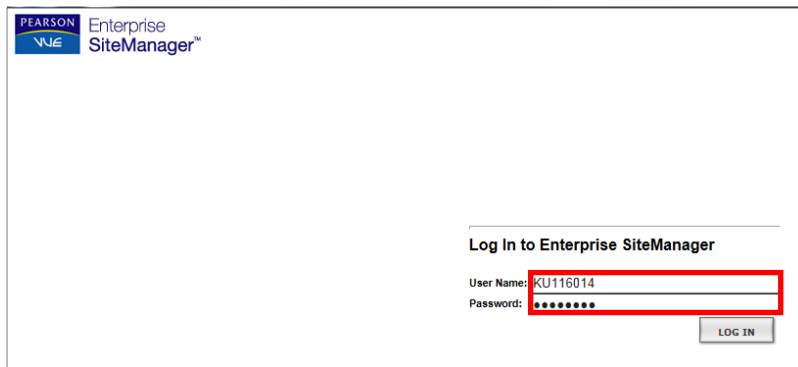
Select **Browser**.



Step 2

Enter your login credentials and select **Login**.

* A prompt may appear to close window, Click **Yes***



PEARSON Enterprise SiteManager™

Log In to Enterprise SiteManager

User Name: KU116014

Password: ●●●●●●●●

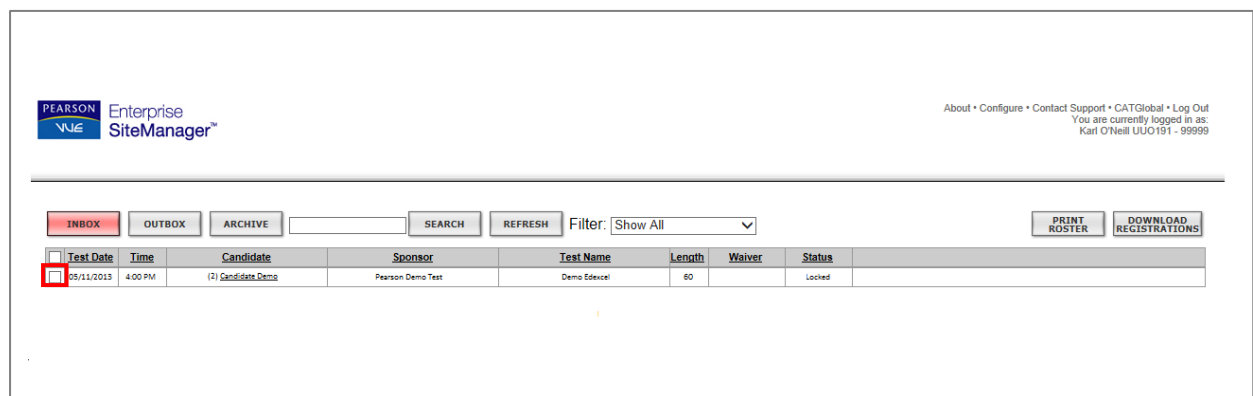
LOG IN

Step 3

Select the required candidate.

Candidate tests can be unlocked 4 hours before and after the scheduled time

Status will state **Locked**.



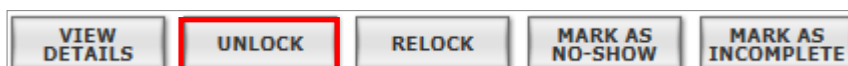
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You are currently logged in as:
Karl O'Neill UUG191 - 99999

INBOX OUTBOX ARCHIVE SEARCH REFRESH Filter: Show All PRINT ROSTER DOWNLOAD REGISTRATIONS

Test Date	Time	Candidate	Sponsor	Test Name	Length	Waiver	Status
09/11/2013	4:00 PM	(2) Candidate Demo	Pearson Demo Test	Demo Edexcel	60		Locked

Select **Unlock**. If you receive a message **test cannot be unlocked because the TDF is not present** go to Step 5.



Confirm Status has changed to **Unlocked**. Continue to section 6 of this guide.

If you receive a message **test cannot be unlocked because the required information has not been reviewed and verified**. Go to Step 4.

Step 4

Select the Information Icon.

INBOX	OUTBOX	ARCHIVE	<input type="text"/>	SEARCH
<input type="checkbox"/>	Test Date	Time	Candidate	Sponsor
<input type="checkbox"/>	11/6/2013	9:00 AM	 (531) Candidate_Demo	Pearson Demo Test

Select **Verify**.

PREVIOUS	Name: Candidate, Demo	TDF Name: 105472.tdf
1 of 1	Scheduled Date/Time: 11/6/2013 4:30 PM	Form Name: Demo Edexcel
NEXT	Test Duration: 60	Reg ID: 30898249
	Sponsor: Pearson Demo Test	Client ID: 368
	Test Number: Demo_Edexcel	
	Test Name: Demo Edexcel	
	Status: Locked	
	Candidate Id / Pwd: EDEX_159 / EDEX_159	
UNLOCK	CANDIDATE INFORMATION	REQUIRED INFORMATION
	CUSTOM DATA	WAIVERS
	PHOTO	PAPER TEST
OVERRIDE	The following is a list of the required fields for this registration. You must verify the information and select the Verify button prior to unlocking and administering this test.	
COMMENT	Photo Identification was checked.	
DOWNLOAD	Verified demographic and exam information with candidate.	
CLOSE	Required documents were checked and collected, if applicable.	
	School information was verified or edited, if applicable.	
	Waiver information was verified or edited, if applicable.	
	Any necessary supplemental materials were presented to the candidate.	
	VERIFY	

Step 5

From the top right of the screen, Select **Configure**.

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Select the **File Transfer** tab. Click **Download TDF** and confirm Status as **Available**.

GENERAL	INBOX / OUTBOX	FILE TRANSFER	CONNECTION	DIAGNOSTICS	PROXY	PRINTER TRAY
Registration Look Ahead: <input type="text" value="3"/>	Registration Download Period: <input type="text" value="60"/>	Registration Refresh Period: <input type="text" value="15"/>	Registration Updates Only: <input type="checkbox"/>	Upload Results: <input checked="" type="checkbox"/>	Results Upload Period: <input type="text" value="60"/>	
		Form Revision Id TDF Status Download Progress				
		106232 Available				
CANCEL	SAVE	CLOSE	DOWNLOAD TDF			

Select **Download TDF** and confirm Status as **Available**

3. Uploading Test Results



This guide explains how to **Upload Test Results** after a test has been completed.

This part of the user guide makes the following assumptions:

- ESM has been downloaded and installed
- Logged in to ESM using user credentials

Step 1

Select **Outbox** and select the required test(s) to upload.

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INBOX **OUTBOX** ARCHIVE SEARCH REFRESH Filter: Show All PRINT ROSTER UPLOAD ALL RESULTS

	Candidate	Test Date	Time	Sponsor	Test Name	Status
<input checked="" type="checkbox"/>	Example	5/11/2015	4:00 PM	Educator	Demo Test	Completed

VIEW DETAILS VIEW SCORE REPORT PRINT SCORE REPORT UPLOAD RESULTS

Status will display **Pending Transmission**.

Status
Pending Transmission

Step 2

Click **Upload Results**.

VIEW DETAILS VIEW SCORE REPORT PRINT SCORE REPORT **UPLOAD RESULTS**

Status will change to **Complete**.

Status
Complete

4. View Results



This guide explains how to view candidate results after a test has been completed.

This part of the user guide makes the following assumptions:

- ESM has been downloaded and installed
- Logged in to ESM using user credentials

Step 1

Select **Outbox** and select required test.

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INBOX **OUTBOX** ARCHIVE SEARCH REFRESH Filter: Show All PRINT ROSTER UPLOAD ALL RESULTS

Candidate	Test Date	Time	Sponsor	Test Name	Status
Example	9/11/2013	4:00 PM	Edexcel	Demo Test	Completed

VIEW DETAILS VIEW SCORE REPORT PRINT SCORE REPORT UPLOAD RESULTS

Step 2

Click **View Score Report**.

* Print Score report is also available*

VIEW DETAILS **VIEW SCORE REPORT** PRINT SCORE REPORT UPLOAD RESULTS