

Enterprise Site Manager (ESM)

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information
visit our
support page:**

www.pearsonwbl.edexcel.com/our-support

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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

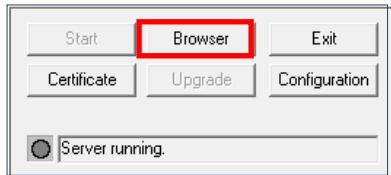
Click on to the desktop shortcut for **ESM**.



Select **Start**.



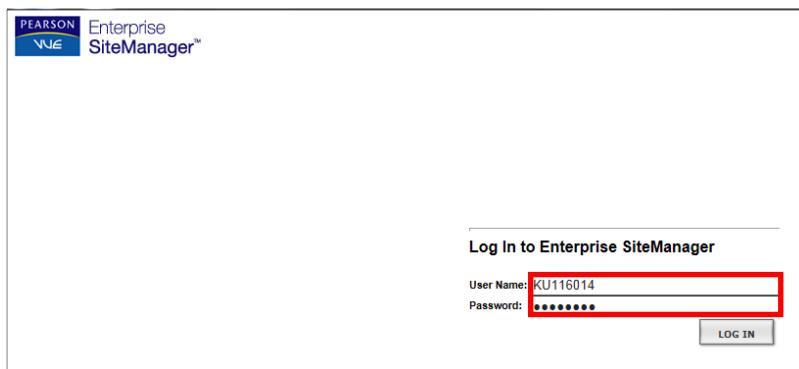
Select **Browser**.



Step 2

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

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



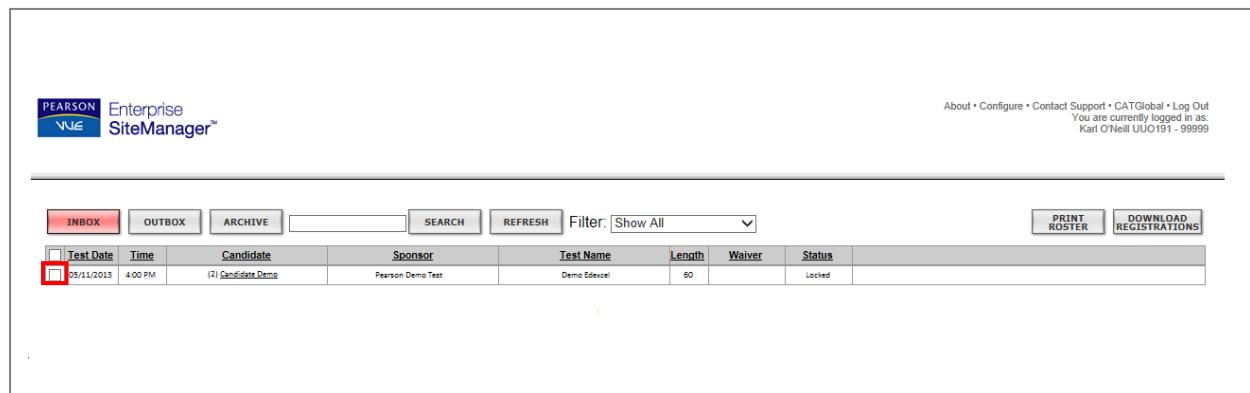
The screenshot shows the 'Log In to Enterprise SiteManager' page. At the top left is the Pearson VUE logo. The page title is 'Log In to Enterprise SiteManager'. Below the title are two input fields: 'User Name:' containing 'KU116014' and 'Password:' containing several redacted characters. A 'LOG IN' button is located to the right of the password field.

Step 3

Select the required candidate.

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

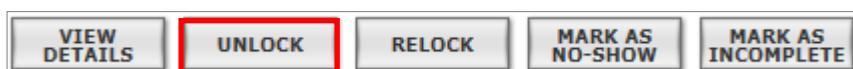
Status will state **Locked**.



The screenshot shows the 'INBOX' tab selected in the Enterprise SiteManager inbox. The top navigation bar includes links for 'About', 'Configure', 'Contact Support', 'CATGlobal', 'Log Out', and a message stating 'You are currently logged in as: Karl O'Neill UU0191 - 99999'. Below the navigation is a search bar and a 'PRINT ROSTER' button. The main area displays a table of test details:

Test Date	Time	Candidate	Sponsor	Test Name	Length	Waiver	Status
05/11/2013	4:00 PM	(2) Candidate Demo	Person 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.



A row of five buttons: 'VIEW DETAILS', 'UNLOCK' (which is highlighted with a red border), 'RELOCK', 'MARK AS NO-SHOW', and 'MARK AS INCOMPLETE'.

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

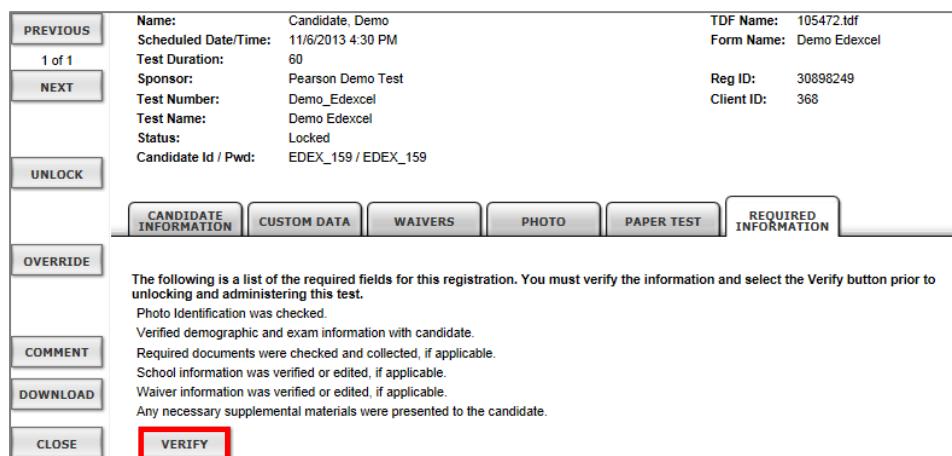
Select the Information Icon.



INBOX OUTBOX ARCHIVE SEARCH

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

Select **Verify**.



PREVIOUS 1 of 1 NEXT UNLOCK OVERRIDE COMMENT DOWNLOAD CLOSE

Name: Candidate, Demo	Scheduled Date/Time: 11/6/2013 4:30 PM	TDF Name: 105472.tdf
Test Duration: 60		Form Name: Demo Edexcel
Sponsor: Pearson Demo Test		Reg ID: 30898249
Test Number: Demo_Edexcel		Client ID: 368
Test Name: Demo Edexcel		
Status: Locked		
Candidate Id / Pwd: EDEX_159 / EDEX_159		

CANDIDATE INFORMATION CUSTOM DATA WAIVERS PHOTO PAPER TEST REQUIRED INFORMATION

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.

Photo Identification was checked.

Verified demographic and exam information with candidate.

Required documents were checked and collected, if applicable.

School information was verified or edited, if applicable.

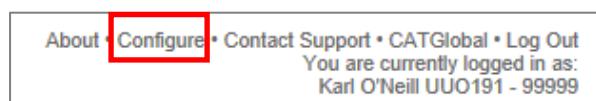
Waiver information was verified or edited, if applicable.

Any necessary supplemental materials were presented to the candidate.

VERIFY

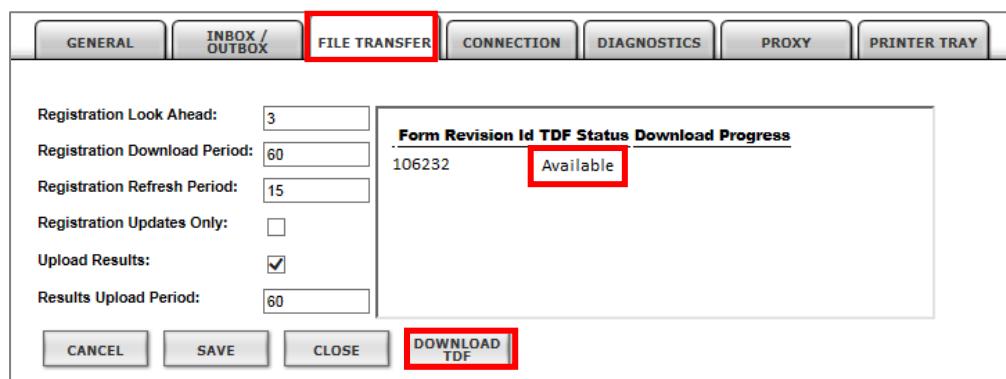
Step 5

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



About **Configure** Contact Support CATGlobal Log Out
You are currently logged in as: Karl O'Neill UUO191 - 99999

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: 3
Registration Download Period: 60
Registration Refresh Period: 15
Registration Updates Only:
Upload Results:
Results Upload Period: 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.

	Candidate	Test Date	Time	Sponsor	Test Name	Status
<input type="checkbox"/>	Example	5/11/2013	4:00 PM	Edexcel	Demo Test	Completed

Status will display **Pending Transmission**.

<u>Status</u>
Pending Transmission

Step 2

Click **Upload Results**.

VIEW DETAILS	VIEW SCORE REPORT	PRINT SCORE REPORT	UPLOAD RESULTS
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Status will change to **Complete**.

<u>Status</u>
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.

PEARSON VUE Enterprise SiteManager™

About • Configure • Contact Support • CATGlobal • Log Out
You are currently logged in as:
Karl O'Neill UUO191 - 99999

Candidate	Test Date	Time	Sponsor	Test Name	Status
Example	5/11/2013	4:00 PM	Edexcel	Demo Test	Completed

INBOX OUTBOX ARCHIVE SEARCH REFRESH Filter: Show All ▾

PRINT ROSTER UPLOAD ALL RESULTS

VIEW DETAILS VIEW SCORE REPORT PRINT SCORE REPORT UPLOAD RESULTS

Step 2

Click **View Score Report**.

* Print Score report is also available*

