

Edexcel Online
Transfer Candidates within
Centre

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

www.pearsonwbl.edexcel.com/our-support

Contents



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

1	Introduction	3
	About this guide	3
	System requirements	3
2	Transferring Candidates within Centre	4-6

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 - Transfer Candidates within Centre



This section explains how to transfer candidates within a centre against a BTEC/NVQ 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 transfer candidates.
- You have ticked the appropriate boxes on your centre/user profile.

Step 1

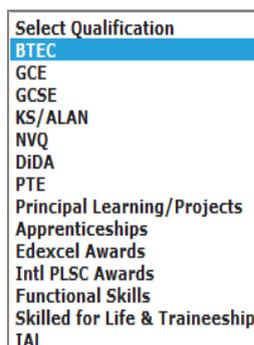
On the left hand side menu, click the drop down box **Select Qualification**.



Step 2

From the menu, select **BTEC or NVQ** option.

Please note Edexcel Online does not allow you to transfer an Apprenticeship Candidate. To do this you need to contact Account Services directly.



Step 3

Select **Candidates** then select **Transfer within Centre**.

Candidates	Search by Candidate
Access Arrangements	Search by Course
Training Event Bookings	Claim Reporting
Approvals - Schools & FE	Register Candidate
	Transfer within Centre
	Transfer from another Centre

Step 4

Select **Session** for which candidates were registered for the qualification.

Session	--Select--
	--Select--
	2013/14 (F Registrations)
	2012/13 (E Registrations)
	2011/12 (D Registrations)
	2010/11 (C Registrations)
	2009/10 (B Registrations)
	2008/09 (A Registrations)

Step 5

Select the **Current Programme** from the drop down menu or enter the **Registration Number** of the candidate for which you wish to search.

Session	2012/13 (E Registrations)
Please complete any one of the following boxes.	
Current Programme	BVR52 PERFORMING ARTS (MUSIC PERFORMANCE) EDEXCEL BTEC LEVEL 1/LEVEL 2 FIRST AWARD (120 GLH) - NQF:2
OR	
Registration Number	
Search	New Search

Select **Search**.

Step 6

Once you have located your candidate tick the box for the eligible candidate you wish to transfer.

Eligible Candidates												
<input type="checkbox"/> All	Reg No	Centre Ref	First Name	Last Name	Sex	DOB	ULN	Est Comp Date	Award Date	Programme	Enrolment Date	
<input checked="" type="checkbox"/>	EY89302	99900	ANN	EXAMPLE	F	10/09/78		September 15		BVR49	13/01/13	Details

Select the programme from the drop down menu and enter new completion date.

Select **Transfer**.

Please note that when the number of selected candidates exceeds 20, the transfer will happen during overnight and you should be able to check the transfer the next working day.

New Programme
New Completion Date
SRF Required?

11/10/2015

Where the current fee of the programme you are transferring to is greater than the original registration fee, you will be charged the difference only. The fee displayed against the new programme is the current registration fee and as such does not represent what you will be charged to transfer.

By making this request you are confirming your authority to make this amendment on behalf of the centre.

When the number of selected candidates exceeds 20, the transfer will happen during overnight and you should be able to check the transfer next working day.

A screen will appear confirming the transfer submission has been accepted.