

# Entering centre assessed endorsements grades on Edexcel Online for General Qualifications

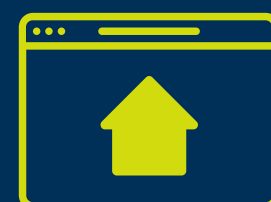


1



Log in to  
**Edexcel Online**

2



Click '**home**' at the top  
right

3



From  
the drop  
down '**select  
qualification**'  
box on the left. Select  
either **GCSE, GCE,  
International GCSE  
and International  
AS/A Level\*\***

4



Hover over '**Candidates**'  
in the the left hand menu  
and select '**Search by  
Course**'.

5



Select **June 2020** from  
the drop down 'session  
menu' and click '**Next**'.

6



Find the relevant  
**qualification code\***  
from the list of  
qualifications. Click on  
'**papers**' in the far  
right column.

7



The first item on the  
list which opens, will  
be labelled '**E**' for  
endorsement.

8



Click on  
'**Endorsement Grades**'.

9



You will see the names of  
your candidates.

10



Enter your Grade for each  
candidate Then use the  
options at the bottom of  
the page to '**Submit Grades**'  
and then '**Print**' the list of  
entered grades.

You can ignore  
the option to  
indicate which  
candidates are  
in the sample  
as this is no  
longer needed.

\*GCSE English spoken language (1EN0/E and 1EN0/ET)  
A level Biology practical (9BI0/E and 9BI0/ET)  
A level Physics practical (9CH0/E and 9CH0/ET)  
A level Chemistry practical (9PH0/E and 9PH0/ET)  
International GCSE English language A spoken language (4EA1/E and 4EA1/ET)  
International GCSE English language B spoken language (4EB1/E and 4EB1/ET)  
International GCSE Swahili (4SW1/E and 4SW1/ET)  
International GCSE English as a second language speaking (4ES1/E and 4ES1/ET)

\*\*International AS/A Level is not available in the UK



If you make a mistake when entering your grades, don't  
worry. Please let us know by sending full details to  
[courseworkmarks@pearson.com](mailto:courseworkmarks@pearson.com)