## PEARSON

## **BTEC and NVQ** *Claim Reporting* function on **Edexcel Online**

On Edexcel Online, you can generate a report of all BTEC and/or NVQ claims made by your centre between a range of dates.

This function can be found by selecting either *BTEC* or *NVQ* from the qualification menu, going to *Candidates* and then selecting *Claim Reporting*.

BT	EC 🔻	Select site:					
	Candidates 🔹 🕨		Search by Candidate				
	Access Arrangements	:	Search by Course				
	OSCA >		Claim Reporting	the BTEC s			
	RTEC Next	Register Candidate					
	Generation		Transfer within Centre				
	Training Event		Transfer from another Centre	e Quality N			
	Bookings		Top up within centre	s should be u receive ir			
	Post Results	-	Top up from another centre	Il find a boy ninee for y ems. Please			
	Approvals - Schools & FE		BTEC Security Reports				
			BTEC Security Candidate Image Upload				
	Approvals – other → centres & Higher awards		BTEC Bulk Grade Reporting				
			Quality Assurance support				
	Qualifications		Our <u>BTEC quality assurance pages</u> provi				

Choose the date range require then click the *Submit* button and your report will be generated for you.

The report is split into three sections: *Certificates Issued*, *Certificates Pending* and *Certificates Rejected*. The report includes learner details, award codes, registration dates, award dates, award issue dates and overall results (where applicable):

Award Award	Date Fr	om: ):	01/10 31/10	/15	(dd/mm/yy) (dd/mm/yy)			Submit			
Req. No.	<u>Centre</u> <u>Ref.</u>	<u>First</u> <u>Name</u>	<u>Last</u> <u>Name</u>	Award Code	<u>Registration</u> <u>Date</u>	<u>Award</u> Date	<u>Award Issue</u> <u>Date</u>	<u>Overall</u> <u>Result</u>			
Certificates Pending											
No students were found.											
Certificates Rejected											
No students were found.											
Confirmation Report											

The *Certificates Pending* list will show any claims that have gone through the normal eligibility processes and have been issued an overall grade, but certification has been blocked. The reason for a block is not displayed and you should check your SV report, then contact your Account Specialist if it is unclear why a certificate has not been released.

The *Certificates Rejected* list shows all claims which have gone through the eligibility checks and been determined as ineligible for certification.

You can print this report by clicking on the *Confirmation Report* button at the bottom of the page. You can also copy and paste the report data into an Excel file.