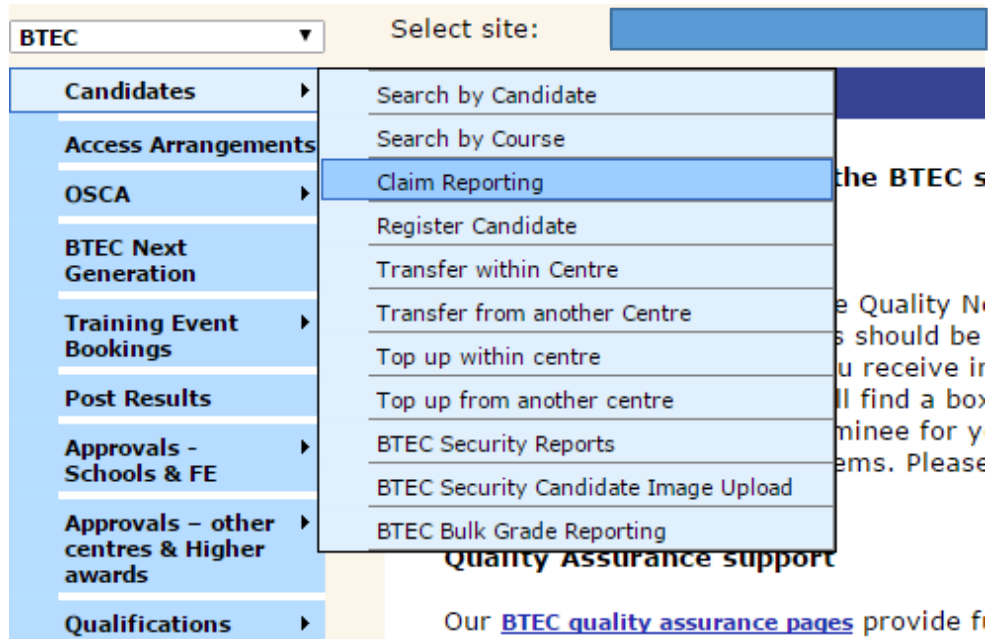


BTEC and NVQ Claim Reporting function on Edexcel Online

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*.



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 Date From: (dd/mm/yy)
Award Date To: (dd/mm/yy)

Certificates Issued

<u>Reg. No.</u>	<u>Centre Ref.</u>	<u>First Name</u>	<u>Last Name</u>	<u>Award Code</u>	<u>Registration Date</u>	<u>Award Date</u>	<u>Award Issue Date</u>	<u>Overall Result</u>

Certificates Pending

No students were found.

Certificates Rejected

No students were found.

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.