



**Functional Skills ICT
Management**
User Guide
For the qualifications management application
.....
Version 1.0 December 2014

What's in this guide?

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Before you start



About this guide

The user guide is written for centre staff and makes the following assumptions:

.....
You are familiar with the Microsoft Windows operating system.
.....

The computer you are using meets system requirements.
.....

About the system

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What is the qualifications management application?

This application is the new online information and administration system which is accessed by all approved centres.

The application can be used for:

- Approvals
- Registration
- Entries
- Results and Certification
- Invoicing

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About the system (continued)

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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 the qualifications management application is a trusted website.

Data Protection: The application provides access to sensitive and personal information covered by the Data Protection Act 1998. You must only access and use this information if authorised to do so, if it is for legitimate Pearson business purposes, and if use of the information is made strictly for the purposes intended and agreed between the parties. The information should not be shared with any third parties without the express prior permission of Pearson and remains the property of Pearson. Improper use of personal information is an offence under the Data Protection Act and could lead to prosecution.

Upload Test Data

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In this section

This section will explain how to submit FS (Functional Skills) ICT Test Data in qualifications management application.

It makes the following assumptions:

.....
You have a **login** for the application.
.....

You have permission to view and use the FS ICT Management section of qualifications management application
.....

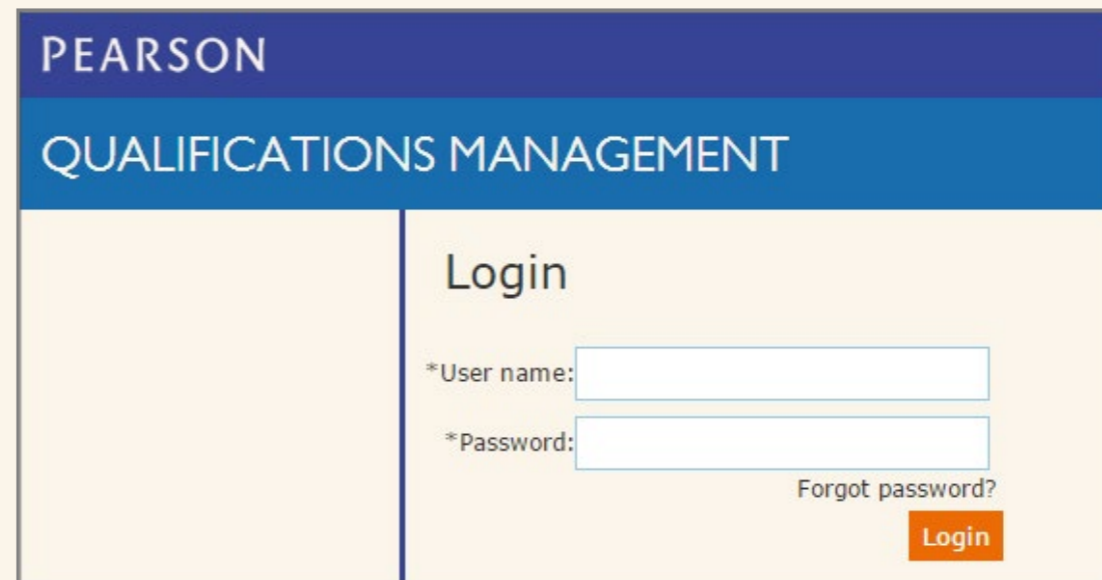
A login may be obtained from your Pearson Account Specialist.

Upload Test Data

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Step 1

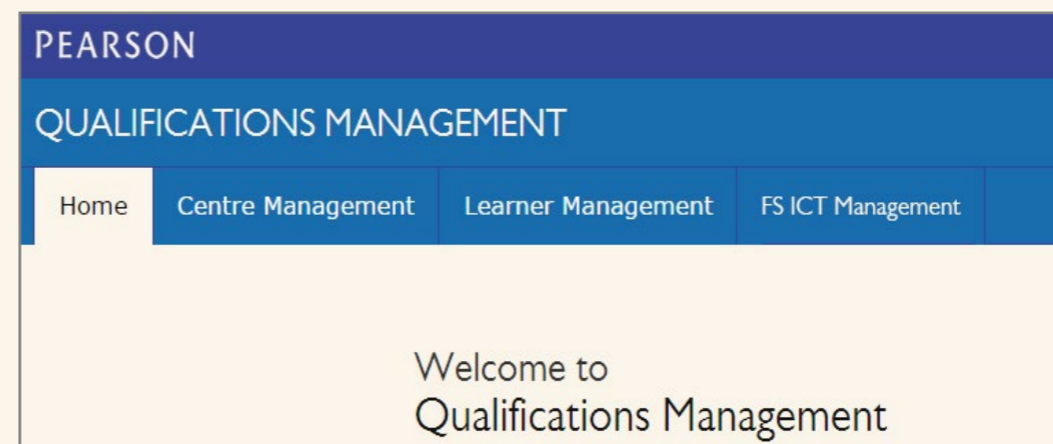
Navigate to the [qualifications management application website](#), enter your username and password, and click 'Login'.



The screenshot shows the login interface for the Pearson Qualifications Management application. At the top, there is a dark blue header with the word "PEARSON" in white. Below this is a lighter blue header with "QUALIFICATIONS MANAGEMENT" in white. The main content area is white and contains the word "Login" in a large, bold font. Below "Login" are two input fields: "*User name:" followed by a text box, and "*Password:" followed by a text box. To the right of the password field is a link that says "Forgot password?". At the bottom right of the form is an orange button with the word "Login" in white.

Step 2

Select '[FS ICT Management](#)' from the menu bar.



The screenshot shows the menu bar of the Pearson Qualifications Management application. At the top, there is a dark blue header with the word "PEARSON" in white. Below this is a lighter blue header with "QUALIFICATIONS MANAGEMENT" in white. Below the header is a horizontal menu bar with four items: "Home", "Centre Management", "Learner Management", and "FS ICT Management". The "FS ICT Management" item is highlighted with a white background. Below the menu bar is a white area with the text "Welcome to Qualifications Management" centered.

Upload Test Data (continued)

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Step 3

Select 'FS/ICT' from the left and 'Manage Tests'.



Step 4

Locate your learner and click 'Edit' on the right.

List of Learners Tests

Search:

Entry Number	Learner Pearson ...	First Name	Last Name	Centre Number	Unit Name	Exam date time	Actions
12345	50000001	ANNE	EXAMPLE	00001	FS ICT	16-10-14 12:40	<input type="button" value="Edit"/>
67891	50000002	A-DIFFERENT	EXAMPLE	00001	FS ICT	16-10-14 12:42	<input type="button" value="Edit"/>
12131	50000003	FURTHER	EXAMPLE	00001	FS ICT	16-10-14 12:36	<input type="button" value="Edit"/>
41516	50000004	ANOTHER	EXAMPLE	00001	FS ICT	16-10-14 12:37	<input type="button" value="Edit"/>
17181	50000005	SUPPLEMENTARY	EXAMPLE	00001	FS ICT	16-10-14 12:50	<input type="button" value="Edit"/>

10 items per page

No items to display

Upload Test Data (continued)

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Step 5

Expand the 'Submit exam materials' menu and click 'Upload File'.

Learner Details

Learner and Order details **Results**

Given Name:	* Family Name:	Date Of Birth*:	* Gender:
<input type="text" value="ANNE"/>	<input type="text" value="EXAMPLE"/>	<input type="text" value="01/01/1985"/>	<input type="text" value="Female"/>
Learner Pearson Id:	Centre Reference Number:	ULN:	ULN Status:
<input type="text" value="5000001"/>	<input type="text" value="00001"/>	<input type="text"/>	<input type="text"/>
UCAS:	UCAS Scheme:		
<input type="text"/>	<input type="text"/>		

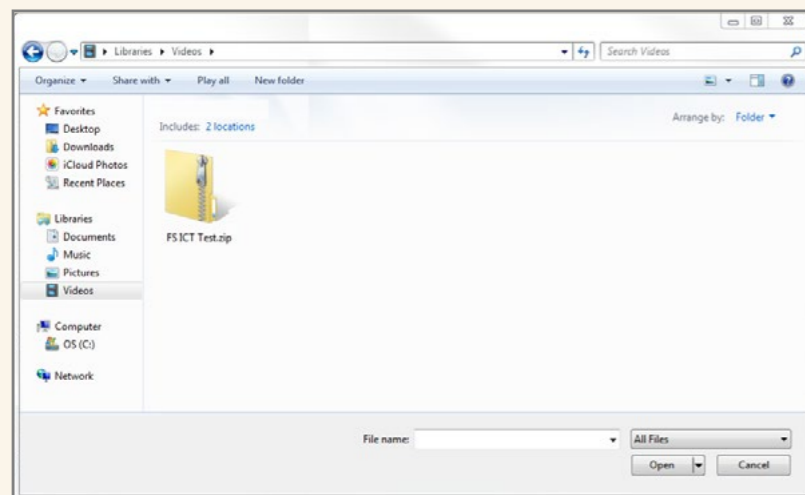
[Submit exam materials](#)

Exam materials uploaded: no

[Other IDs](#)

Step 6

Locate the test materials on your computer and click 'Open'.



Upload Test Data (continued)

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Step 7

Once the materials have uploaded click **Save**.



Step 8

Click **Submit** to finish. If you have uploaded the wrong file you can delete the submission by clicking **Delete Evidence**.

