

**PTE GENERAL**

**PTE YOUNG LEARNERS**

# **Test Centre Guide to Edexcel Online (EOL)**

March 2019

Version 1

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## *Test Center Guide to Edexcel Online*

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# Test Centre Guide to Edexcel Online (EOL)

## 1. Test timetable

Test sessions are scheduled several times per year. The test timetable can be found at [www.pearsonpte.com/pte-general](http://www.pearsonpte.com/pte-general).

## 2. General information

Entries must be made online via the Edexcel Online system. If your center does not have access to Edexcel Online, please request access following the steps described at <https://qualifications.pearson.com/en/support/Services/edexcel-online.html>.

You must make sure that registrations are submitted by 17:00 UK time on the deadline date listed in the test timetable. Please ensure that you make allowances for time differences. Entries received after 17:00 may not be accepted.

Pearson must be informed if any member of the school's staff, e.g., a superintendent, head of center or member of staff is closely related to any of the test takers. This must be done at the time when entries are submitted.

For information on Edexcel Online, and how to use it to register candidates and perform other functions, we have created the Guide to Edexcel Online which is available on our website [www.pearsonpte.com/pte-general](http://www.pearsonpte.com/pte-general). There are also step by step video guides on Edexcel Online which you can find on <https://qualifications.pearson.com/en/support/support-for-you/administrators/exams-officers/video-guides.html>.

Please make sure that test takers' dates of birth are listed in the UK format (dd/mm/yyyy). Please also leave out diacritical marks, for example: ñ, ö, á, Ł, ó, from test takers' names. If included, they will appear as blank spaces on results documents and certificates.

Centers may accept late entrants on the day of the test if there are any test materials left after they have been distributed to the already registered test takers. However, requests for extra test materials to cover potential late entrants will be declined.

## 3 Registering test takers via Edexcel Online

Edexcel Online is a free Internet-based service that allows test centers to register test takers and view results from any computer with an Internet connection. To register to use the system, you need to complete the "Edexcel Online Registration Form" and return it to Pearson. A copy of the form can be downloaded from the Pearson website at [www.pearsonpte.com/pte-general](http://www.pearsonpte.com/pte-general), under the 'Resources' tab.

## 3.1 Getting started

### Create your account

Before you can use Edexcel Online, you first need to register one main user at your test center. This should be the person who is responsible for the administration of student entries. This person should:

- complete the “Edexcel Online Registration Form”
- email the completed form to [internationaleo@pearson.com](mailto:internationaleo@pearson.com)

The main user should supply an email address that they access regularly.

D'YUgY'bcHf. Mti 'k J''VY'Ug\_YX'hc'gi dd'mhY'bUa Y'cZ hY' XUHU'WtbHf'Yf 'Uhi'nei f'hYgh'WbHf' h'j'g' h'Y' dYfgcb'fYgdcbgj'V'Y'Zcf'Ybgj' f]b[ 'h'Uhi'gh' XYbHg' dYfgcbU' XYHU]g' UfY'gh'fYX' UbX'i gYX' ]b' UWt'fXUbW'k ]h' 'cW' XUHU'dfch'V'cb'fi 'Yg"

### I gYfbUa Y'UbX'dUgk cfX'bcHjZ]W'h]cb

CbW'nei f'9XYI W'Cb']bY'UWt'i bh'Ug'VYyb'gYhi dZ'nei 'k J''fYW']j Y'Ub'Ya U]'WtbHj]b[ ]nei f'i gYfbUa Y' UbX'dUgk cfX'Z'ca 'Y]Y'UXa ]b4 YXYI W''cf[ 'i \_''8c'bcHfYd'mhc'h'j'g'Ya U]'UXXfYgg'" Znei 'Uj Y'Ub'nei Yf]YgZ' d'YUgY'i gY'h'Y' bhYfbUh]cbU'Yc4 dYUfgcb'Wt'a 'Ya U]'UXXfYgg"

D'YUgY'bcHf. Mti f'i gYfbUa Y'UbX'dUgk cfX'UfY'WUgY'gYbg]h]j Y'UbX'a i gh'VY'hd'YX'Yi UW'mUg'h'Ym'Uj Y'VYyb' gi dd']YX'hc'nei "

## 3.2 Logging on to Edexcel Online

### Change your password

Once you have received your username and password, you can log onto Edexcel Online by visiting: [www.edexcelonline.co.uk](http://www.edexcelonline.co.uk).

The below screen will greet you.

You should immediately change your password to something more familiar and easy to remember. You can do this by clicking the “Change password” link. The password must be a minimum of 6 characters, including at least one numeric character.

EDEXCEL ONLINE

Log in

Username:

Password:

☐ I accept the [Terms & Conditions](#)

[Forgot password?](#)

[Change password?](#)

## Edexcel Online home page

Once you have successfully logged on you will then be presented with the Edexcel Online home page.

To access the Pearson Tests of English area, select the 'PTE' option from the 'Select Qualification' drop down menu on the left. You will then need to enter your center number and click "GO".

Pearson

Home Mailbox My Account Log-out

EDEXCEL ONLINE

Centre number:

Select site:

Select Qualification

- Select Qualification
- BTEC
- GCE
- GCSE
- KS/ALAN
- NVQ
- DIDA
- PTE**
- Principal Learning/Projects
- Apprenticeships
- Edexcel Awards
- Intl PLSC Awards
- Functional Skills
- Skilled for Life & Traineeship
- IAL
- Mathematics in Context (Level 3)
- Entry Level Certificate

Access Arrangements

Home PageUAT

WELCOME TO EDEXCEL ONLINE!

Use the drop-down menu on the left to access the different qualification areas.

- **NEW!** [Click here](#) to visit our Additional Stationery Requests website
- Changes to phone numbers If you need to call us please use the numbers listed below, or see how to [contact us here](#).  
**Examinations Officers:** 0344 463 2535\*  
**Training providers and employers:** 0344 576 0045\*  
**International Examinations Officers (Including LCCI):** +44 (0) 120 4770 696

## 3.3 Pearson Tests of English (PTE) area

In the PTE area of Edexcel Online you can access information about candidates, results, and post results services.

These can be accessed through the menu in the top left-hand corner of the page.

Pearson

Home Mailbox My Account Log-out

EDEXCEL ONLINE

Centre number:

Select site:

PTEUAT

Welcome to the PTE section of Edexcel Online

Pearson Language Tests (PTE) deliver PTE General and PTE Young Learners in association with Pearson.

- **PTE General:**  
Pearson Test of English General (PTE General), formerly known as LTE, is a scenario based English language proficiency test. There are six levels and the tests are designed to allow students the freedom to express themselves, to show what they can do and how well they can use English.
- **PTE Young Learners:**  
Pearson Test of English Young Learners (PTE Young Learners), formerly known as LTEFC, is designed to be interesting and fun for children. There are four levels and the tests aim to make a child's first experience of learning English as a foreign language memorable and motivating.

For more information on these tests please visit [www.pearsonpte.com](http://www.pearsonpte.com).

Through the “Candidates” section you can:

- choose which levels test takers will be sitting
- enter test takers for those levels
- search for and view individual test taker entries
- search for and view all test taker entries by level

Through the “Results” section you can:

- search for individual test takers’ results
- search for and view all test takers’ results by level
- download test takers’ results

Through the "Post Results" section you can:

- submit a new request for Review of Marking
- track the status of a submitted request

## 3.4 Entering test takers for the test

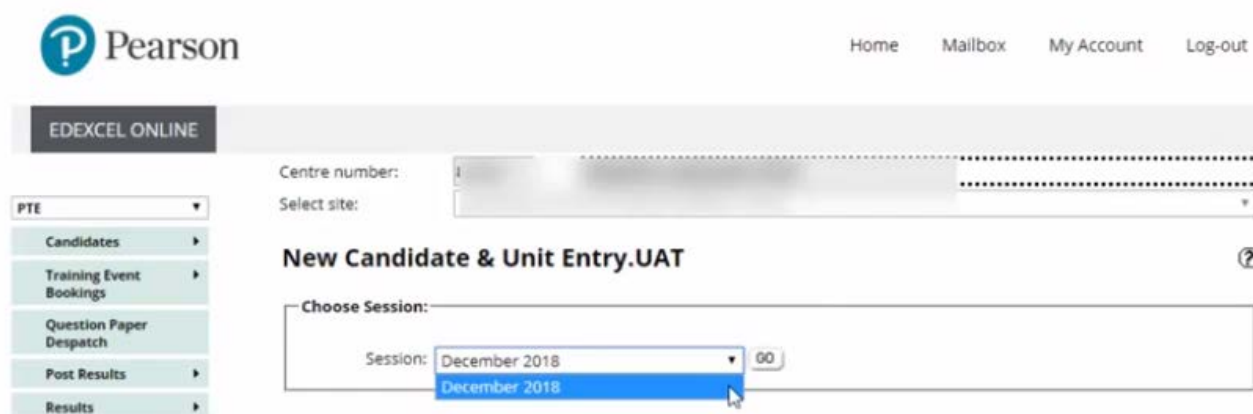
### Select “Individual Candidate Entries”

To enter test takers, first select “Candidates” from the top left-hand corner and then “Individual Candidate Entries”.

The screenshot shows the Pearson Edexcel Online PTE section. At the top, the Pearson logo is on the left, and navigation links for Home, Mailbox, My Account, and Log-out are on the right. Below the logo, a dark grey bar contains the text "EDEXCEL ONLINE". To the right of this bar, there are fields for "Centre number:" and "Select site:". Below these fields, a dropdown menu for "PTE" is open, showing a list of options: "Candidates", "Training Event Bookings", "Question Paper Despatch", "Post Results", and "Results". The "Candidates" option is highlighted in yellow. A sub-menu is open for "Candidates", showing three options: "Search by Candidate", "Search by Course", and "Individual Candidate Entries". The "Individual Candidate Entries" option is highlighted in yellow. To the right of the sub-menu, there is a welcome message: "Welcome to the PTE section of Edexcel Online" followed by "(PTE) deliver PTE General and PTE Young Learners in association with Pearson." Below this message, there are two bullet points: "PTE General:" and "PTE Young Learners:". The "PTE General:" bullet point describes the Pearson Test of English General (PTE General), formerly known as LTE, as a scenario-based English language proficiency test with six levels. The "PTE Young Learners:" bullet point describes the Pearson Test of English Young Learners (PTE Young Learners), formerly known as LTEFLC, as a test designed to be interesting and fun for children with four levels. At the bottom, there is a link to "www.pearsonpte.com" for more information.

## Choose the session

Next select the session you wish to make entries for and click “GO”.



## Select the registration method

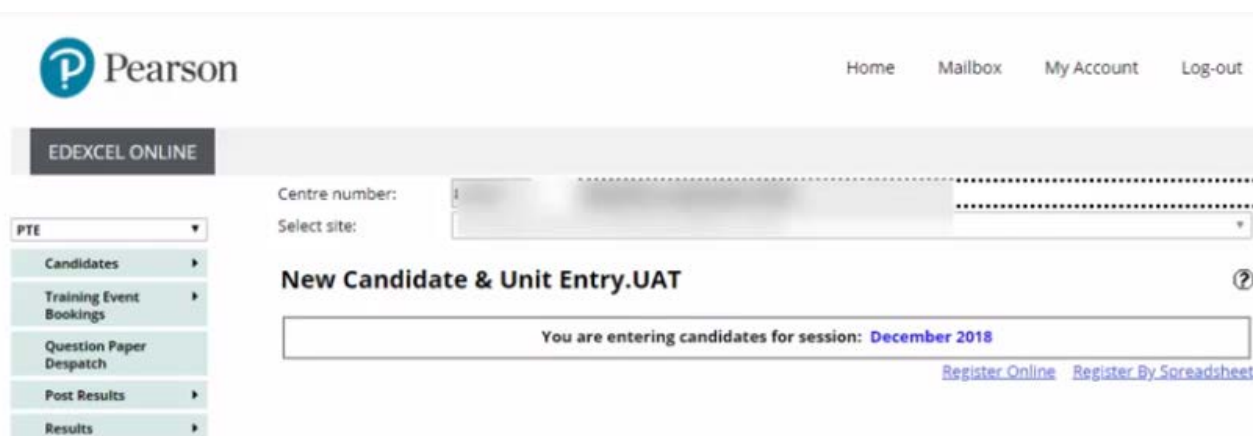
Once you select a session and click “GO”, you will then be given two options for entering test takers:

- Register Online
- Register By Spreadsheet

If you click “Register Online”, you can enter the test taker details into the system manually. This is a good option if you are registering a small number of test takers.

Please note: If you are entering a large number of test takers, or already have test taker details stored electronically, we recommend that you click on the “Register by Spreadsheet” option.

The two options have the same result and you can use a combination of both if you wish.



## 3.5 Registering online

### Register online

Having clicked on “Register Online” you can begin entering test taker details. To enter a test taker, input their four-digit test taker number and click “GO”.

The screenshot shows the Pearson Edexcel Online interface. At the top, there's a navigation bar with 'Home', 'Mailbox', 'My Account', and 'Log-out'. Below this is a 'PTE' dropdown menu and a sidebar with links: 'Candidates', 'Training Event Bookings', 'Question Paper Despatch', 'Post Results', and 'Results'. The main form is titled 'New Candidate & Unit Entry.UAT'. It includes fields for 'Centre number:', 'Select site:', 'Candidate Num:', 'Candidate Status:', 'First Name:', 'Last Name:', 'Sex:', 'Date of Birth:', and 'ULN:'. A yellow message box states: 'Enter a Candidate number and press 'Go''. Below the form, there's a table for 'Enter Candidates For:' with columns for 'Specification:', 'Subject:', 'Papers:', and a checkbox. The table shows '4060' under Specification and 'LEVEL A1' under Subject. A small note at the bottom says: 'Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number'.

The below message will appear to inform you that this test taker number has not yet been used for the current test session.

Please note: If this test taker number has already been used for the current session, then the test taker's details will automatically appear. If these details do not match the test taker you are trying to enter, then you will need to select a different number which has not been assigned to another test taker.

This candidate has not been enrolled for this qualification with Edexcel. Enter Candidate Details and Specification(s) or press cancel to clear the entry and re-enter a new Candidate number.

### Input the test taker's information

Next, enter the test taker's first name, last name, date of birth and gender (M or F).

Leave the “ULN” field blank. This is not used for PTE General or PTE Young Learners test takers.

This screenshot shows the 'Enter New Candidate' form with example data entered. The 'Candidate Num:' field contains '9998' and '00'. The 'Candidate Status:' dropdown is set to 'Centre'. The 'Sex:' field has radio buttons for 'M' and 'F'. The 'First Name:' field contains 'Anne' and the 'Date of Birth:' field contains '01/02/2002'. The 'Last Name:' field contains 'Example' and the 'ULN:' field is blank.



## Select the level

Finally select the level or levels you wish to enter the test for and click "Add to list"

Enter Candidates For:

| Specification: | Subject: | Papers:                |                          |
|----------------|----------|------------------------|--------------------------|
| 4060           | LEVEL A1 | <a href="#">Papers</a> | <input type="checkbox"/> |
| 4061           | LEVEL 1  | <a href="#">Papers</a> | <input type="checkbox"/> |
| 4062           | LEVEL 2  | <a href="#">Papers</a> | <input type="checkbox"/> |

[Add to list](#) [Update](#) [Cancel](#) [Exit Session](#)

The test taker's details will then appear at the bottom of the page.

Candidate Unit Entry List:


| Candidate Number: | First Name: | Last Name: | DOB:       | SEX: | ULN: | Specification: |  |
|-------------------|-------------|------------|------------|------|------|----------------|--|
| 9998              | ANNE        | EXAMPLE    | 01/02/2002 | M    |      | 4060           | <a href="#">Edit</a> <a href="#">Del</a> |

[Submit List](#) [Finish](#) [Back](#) [Report](#)

## 3.6 Making candidate amendments

### Correct an error

Having selected "Candidates" on the menu at the top left side, click on "Search by Candidate".

 Home Mailbox My Account Log-out

**EDEXCEL ONLINE**

Centre number:   
Select site:

PTE

- Candidates ☒ Search by Candidate
- Training Event Bookings ☐ Search by Course
- Question Paper Despatch ☐ Customised Units
- Post Results ☐ Individual Candidate Entries
- Results ☐

Welcome to the PTE section of Edexcel Online  
(PTE) deliver PTE General and PTE Young Learners in association with Pearson.

- PTE General:**  
Pearson Test of English General (PTE General), formerly known as LTE, is a scenario based English language proficiency test. There are six levels and the tests are designed to allow students the freedom to express themselves, to show what they can do and how well they can use English.
- PTE Young Learners:**  
Pearson Test of English Young Learners (PTE Young Learners), formerly known as LTEfC, is designed to be interesting and fun for children. There are four levels and the tests aim to make a child's first experience of learning English as a foreign language memorable and motivating.

For more information on these tests please visit [www.pearsonpte.com](http://www.pearsonpte.com).

## Confirm the correct information

Once you have selected the correct session from the drop down menu and entered the candidate details, click "Next".

### Candidate SearchUAT

Session: December 2018  
Specification: Any Specification  
Candidate Number: 9998  
Firstname:   
Lastname:   
Sex: Any  
Date of Birth: (dd/mm/yy or dd/mm/yyyy)

Next

## View candidate record

Then, click on "Details" to view the candidate record.

| Candidates               |           |               |           |     |          |                |                         |
|--------------------------|-----------|---------------|-----------|-----|----------|----------------|-------------------------|
| All                      | Candidate | First Name    | Last Name | Sex | DOB      | Overall Result |                         |
| <input type="checkbox"/> | 9998      | ANNE          | EXAMPLE   | M   | 01/02/02 |                | <a href="#">Details</a> |
| Exit                     |           | View Selected |           |     |          |                |                         |

## Make candidate amendments

Once the candidate record has appeared, click "Edit" to make your amendments. Then, click "Save".

Pearson EDEXCEL ONLINE

PTE: Candidates

Candidate Details:

Candidate Num: 9998  
Candidate Status: Centre  
Sex: M  
First Name: ANNE  
Date of Birth: 01/02/2002 (dd/MM/yyyy)  
Last Name: EXAMPLE  
ULN:

Selected Session: Results History: Transaction History:

| Specification: | Subject: | Option Code: | Papers:                | Last Amend Date | Created By |
|----------------|----------|--------------|------------------------|-----------------|------------|
| 4060           | LEVEL A1 |              | <a href="#">Papers</a> |                 |            |

[Statement of Entry](#)

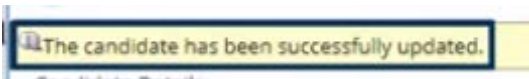
Add Unit Entry: 4060 LEVEL A1

Add Award Entry: No award entries have been selected.

\*Making changes for GCE Applied subjects will not be saved although this functionality is still working for GCE and GCSE subjects.

Back Exit

Finally, click on "Accept", and then a message will appear to confirm the amendment(s) have been made successfully.



## 3.7 Registering by spreadsheet

### Select "Register By Spreadsheet"

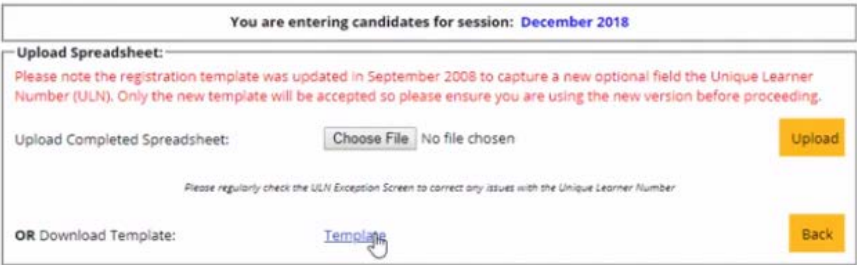
The "Register By Spreadsheet" option allows you to prepare test taker details on a spreadsheet before uploading them to Edexcel Online.

Click "Register By Spreadsheet" to use this method.



### Download the entries spreadsheet

In order to use this method, you will first need to download the template spreadsheet. To do this click on "Template".



### Save the spreadsheet

The spreadsheet will open up and you should save it to your computer.

The formatting of the spreadsheet must not be changed in any way. The formats on the spreadsheet are set so that it will upload to Edexcel Online. Changing the formatting on the spreadsheet will mean that it will not load or will load with errors.

### Completing the spreadsheet

Enter the test taker details onto the spreadsheet as per the instructions below. You do not need to indicate which levels are being entered into the spreadsheet. You will be given the opportunity to assign levels after the spreadsheet has been loaded.

Please read the rules regarding the completion of the spreadsheet, highlighted in bold within the table, carefully.

## 3.8 Instructions for completing the registration spreadsheet

|  |   |
|--|---|
| Column A – Candidate Number  | Assign a different test taker number for each test taker.   |
| <ul style="list-style-type: none"> <li>• Test taker numbers must be entered as a four-digit number within the range 0001 – 9999.</li> <li>• If the test taker is entered for more than one level, use the same test taker number for each entry.</li> <li>• Test taker numbers cannot be changed after entries have been submitted.</li> </ul>   |   |
| Column B – Firstname   | Enter the first name(s) of the test taker in BLOCK CAPITALS   |
| Column C – Lastname  | Enter the last name(s) of the test taker in BLOCK CAPITALS  |
| <ul style="list-style-type: none"> <li>• Both the Firstname and Lastname columns must be completed.</li> <li>• Names which do not follow a first name, last name pattern should be entered as they are to appear on the certificate, e.g., Column B = CHANG; Column C = WAI LI ANNIE.</li> <li>• Names should be entered using Roman characters and must not contain any diacritical marks, accents or ñ. Names entered using non-Roman characters and/or containing diacritical marks, accents or ñ will not be accepted by Edexcel Online.</li> <li>• 40 characters are available for a test taker's full name (First name and Last name). This includes punctuation marks such as spaces, hyphens or apostrophes.</li> <li>• A minimum of 2 characters must be entered into each column. If a test taker's first or last name is only one character long, a 'space' can be entered after this character to ensure successful upload.</li> </ul> |   |
| Column D – Sex(M or F)   | Indicate the test taker's gender by inserting "M" (for male) or "F" (for female) in the space provided.                         |
| Column E – DOB (dd/mm/yyyy)  | Enter the test taker's date of birth as dd/mm/yyyy. For example, a birth date of 5 August 1993 should be entered as 05/08/1993. |
| <ul style="list-style-type: none"> <li>• All birth dates must be supplied accurately and in full. Test takers without complete birth dates will not be entered for the test session.</li> <li>• The format of the birth date must be entered as dd/mm/yyyy. Other formats are not acceptable to Edexcel Online.</li> <li>• Only a "/" should be used to separate the dd/mm/yyyy numbers. Other separators, including commas, hyphens, colons, semi-colons and full stops, are not acceptable to Edexcel Online.</li> </ul>   |   |
| Column F – Status(Centre – 0, Private – 1, Guest – 2)  | This column should always be entered with a "0"   |
| Column G – Unique Learner Number   | Leave this column blank, it is not used for PTE General and Young Learners test takers.   |

## Save your spreadsheet

Now save your spreadsheet and give it a recognizable file name, e.g., "February 2019 PTE Entries".

When you have completed and saved your spreadsheet, go back to Edexcel Online, select "Choose file", locate and open the completed spreadsheet.

Then, click "Upload".

**Upload Spreadsheet:**

Please note the registration template was updated in September 2008 to capture a new optional field the Unique Learner Number (ULN). Only the new template will be accepted so please ensure you are using the new version before proceeding.

Upload Completed Spreadsheet:  Template.xlsx

Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number

OR Download Template: [Template](#)

The list of test takers uploaded from your spreadsheet will then appear under "Candidates List".

Tick the box(es) in the candidate list to select learners you want to make entries for.

**Candidates List:**

| <input checked="" type="checkbox"/> | Candidate Number: | First Name: | Last Name:      | DOB:       | SEX: | ULN: |                      |                     |
|-------------------------------------|-------------------|-------------|-----------------|------------|------|------|----------------------|---------------------|
| <input checked="" type="checkbox"/> | 18                | Carlota     | Campos Larrodea | 09/04/1975 | F    |      | <a href="#">Edit</a> | <a href="#">Del</a> |
| <input checked="" type="checkbox"/> | 19                | Adolfo      | Perez Lara      | 21/03/1972 | M    |      | <a href="#">Edit</a> | <a href="#">Del</a> |

## Choose test taker levels

Next you will need to select the units for which you wish to enter test takers. To do this, tick the box(es) to select the units you want to enter those learners for and select "Add to list".

**Enter Candidates For:**

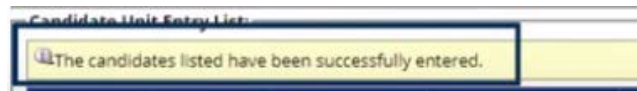
| Specification: | Subject: | Papers:                | <input type="checkbox"/>            |
|----------------|----------|------------------------|-------------------------------------|
| 4060           | LEVEL A1 | <a href="#">Papers</a> | <input checked="" type="checkbox"/> |
| 4061           | LEVEL 1  | <a href="#">Papers</a> | <input type="checkbox"/>            |
| 4062           | LEVEL 2  | <a href="#">Papers</a> | <input type="checkbox"/>            |

Next, scroll down and click "Submit list".

**Candidate Unit Entry List:**

| Candidate Number: | First Name: | Last Name:      | DOB:       | SEX: | ULN: | Specification: |                      |                     |
|-------------------|-------------|-----------------|------------|------|------|----------------|----------------------|---------------------|
| 18                | Carlota     | Campos Larrodea | 09/04/1975 | F    |      | 4060           | <a href="#">Edit</a> | <a href="#">Del</a> |
| 19                | Adolfo      | Perez Lara      | 21/03/1972 | M    |      | 4060           | <a href="#">Edit</a> | <a href="#">Del</a> |
| 20                | Marin       | Amelin Martinez | 02/02/1971 | M    |      | 4060           | <a href="#">Edit</a> | <a href="#">Del</a> |

After you click "Accept", a confirmation message will appear to notify you that the entries have been made. Finally, select "Finish" to complete the process.



# Contact us

For all administration enquiries relating to the conduct of PTE General please contact:

Email: [internationaleo@pearson.com](mailto:internationaleo@pearson.com)

Phone: +44 (0)845 543 0243

Address: Language Testing division of Pearson  
Operations Team  
80 Strand  
London WC2R 0RL  
UK

For guidance, timetables and forms visit our pages for test centers at [www.pearsonpte.com/pte-general](http://www.pearsonpte.com/pte-general).