
Edexcel Onscreen On-demand Functional Skills –
Administrative Support Guide

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Introduction

We are pleased to announce that Edexcel has been accredited to offer onscreen on-demand testing for Level 1 and 2 Functional Skills qualifications in English and mathematics. Learners will be able to take onscreen on-demand tests in Functional Skills English (Reading and Writing) and mathematics from **4th April 2011**.

This guide has been produced to help you with all administrative activity you are likely to encounter when using the Functional Skills onscreen tests for your learners.

Our offer to you – Onscreen On-demand English and Maths Levels 1 and 2

The onscreen test may be taken at any point in the year by arrangement with Edexcel. Registered learners can be booked onto the onscreen test any time up until two hours beforehand. There is no registration fee; centres are only charged for learners that complete the test.

Centres will need an internet connection to download the software needed to unlock tests and upload results. The software can be installed onto any machine. Installation of the software required for the test is free. An internet connection is not required during testing, thus increasing test security.

Test results will be available via Edexcel Online within four weeks of Edexcel receiving the test file. Learners can be entered to re-sit on the same day the initial results are received, “after that” – it is left open to centres wanting to book a resit prior to results otherwise. The tests can be taken in a non-traditional exam environment, making the tests more engaging for learners.

Level 1 and 2 Functional Skills

Subject details

The qualifications are graded 'Pass' or 'Fail'. However, only 'Pass' grades will appear on certificates.

Mathematics is a one test qualification. Once a pass is achieved, learners are automatically certificated.

English consists of three separate units; Speaking, Listening and Communication, Reading and Writing. Once all three units have been successfully completed a pass will be issued and a certificate generated.

Further information on how to register learners, make bookings and submit Speaking, Listening and Communication claims can be found on the relevant pages in this guide.

Transfer of credit is possible for English, until August 2011 only. During this period, units from the pilot qualifications may be used for awards in the new specifications. There is no transfer of credit possible from the pilot to the new specification for Mathematics.

Technical Requirements

If your centre does not currently offer Edexcel Onscreen tests (for any qualification) a Technical Requirements Form will need to be completed before you can participate in the online assessment model. This form can be found at www.edexcel.com/onscreen-new.

Alternatively, you can contact us on 0844 576 0024 where you will be able to speak to one of our Onscreen Technical Advisors. If you require technical support our Onscreen Technical Advisors are available from 08:00 to 18:00 Monday to Friday (excluding bank holidays).

How will the Onscreen Assessment Model work?



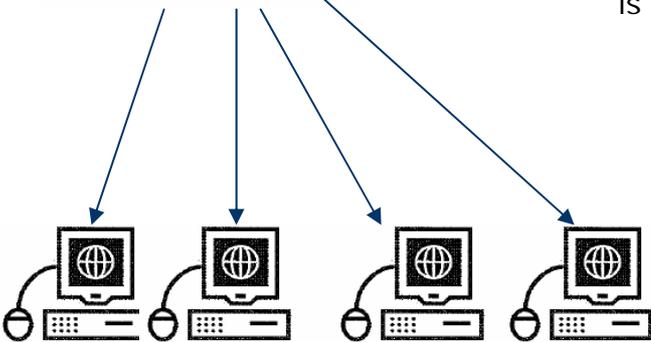
www.edexcelonline.co.uk

Edexcel Online is a website used by centre staff to register and enter candidates. If you do not already have a username and password please contact the Edexcel Online helpdesk on 0844 576 0024.



Enterprise SiteManager

The Enterprise SiteManager is an application which is downloaded from www.catglobal.com/Edexcel. This can be installed onto any machine. The software is used to unlock tests and upload results.



Administrator

The Administrator software is also downloaded and installed by logging onto www.catglobal.com/edexcel. This is the application used by learners to sit examinations, and is installed over your Local Area Network (LAN) using files created automatically during the Enterprise SiteManager installation.

Registering Learners

To register learners you will need to login into Edexcel Online. If you do not have login details please contact the Edexcel Online team on 0844 576 0024.

System Login Help ?

Welcome to Edexcel Online... System availability is between 02:30 - 00:00 ...

Username:

Password:

Having problems logging on? Click [here](#) for help
Forgotten your password? Click [here](#) to have a new password emailed to you.

Please take a moment to read our [terms and conditions](#).

Browser Requirements: Our site works well with most modern browsers. If you have any problems using a particular browser, please contact our helpdesk using the details at www.edexcel.com/contactus.

Adobe Acrobat: Our site uses Adobe Acrobat files to output certain reports. Depending on what system you are using, you may need Adobe Acrobat to access these reports. You can download the latest version from the Adobe homepage at www.adobe.com.

Cookies: In order to use our Website, your Web browser must be set to accept cookies. To set your browser to accept cookies, look under "Preferences" or "Options" in your browser.

Java Scripting: In order to use our Website, your Web browser must be configured to use "Java Scripting." To set your browser to use Java Scripting, look under "Preferences" or "Options" in your browser.

Pop-Up Windows: Our site uses pop-up windows to enhance your browsing experience. Please turn off any software that disables such windows.

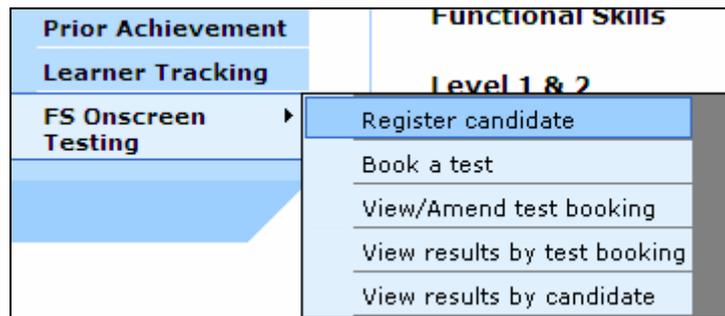
Data Protection: Edexcel Online provides access to sensitive and personal information covered by the Data Protection Act. You must access and use this information for Edexcel business purposes only. Improper use of personal information is an offence under the Data Protection Act.

Select the **FS/Diploma** tab at the top of the screen.

BTEC | **GCE** | **GCSE** | **KS/ALAN** | **NVQ** | **DiDA** | **PLT** | **FS/Diploma** | **Apprenticeships**

Home Page Help ?

To register your learners for either the Functional Skills English or Functional Skills Mathematics test, select **Register candidate**



You will then be required to enter the enrolment date for your learner. Once entered you should confirm that this information is correct by ticking the box and selecting **Next**.

N.B. The SRF option should be set to 'No'

BTEC | GCE | GCSE | KS/ALAN | NVQ | DiDA | PLT | FS/Diploma | Apprenticeships

Register Students*System Test* Help ?

Registration Type:
 Full Award

Enrolment Date: Order Number:

SRFs required? Yes No
(Select "Yes" if you would like us to send you Student Report Forms (SRFs) for the candidates you are registering or "No" if you will be claiming certificates online and do not require SRFs)

I confirm that the enrolment date shown is correct for the learners I am registering. I agree that our centre will abide by Edexcel's terms and conditions for the payment of fees, including any late fees that may be due if registrations are made after the published deadlines.

After selecting **Next**, you should have a drop down list of courses to register your learner for.

Programme:

--Select--

--Select--

RD288 Functional Skills - English (Level 1/2) Edexcel Functional Skills Qualification

RD289 Functional Skills - Mathematics (Level 1/2) Edexcel Functional Skills Qualification

Now you have chosen your desired programme, the option whether to register **individual** or **bulk** learners should be available.

[Register Online](#) [Register By Spreadsheet](#)

To register learners individually you will be expected to complete all mandatory fields (excluding ULN) as shown below.

Registration Type:
 Full Award

Enrolment Date: Order Number:

SRFs required? Yes No
(Select "Yes" if you would like us to send you Student Report Forms (SRFs) for the candidates you are registering or "No" if you will be claiming certificates online and do not require SRFs)

Programme:

Enter New Candidate Details:

Centre Reference First Names Last Name

Date of Birth Gender M F

ULN

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

On completing a learner's details simply select **Add** which will provide you with a summary of details just submitted. At this stage, we ask that you review your learner's details. If your submitted details are correct simply select the **Register** button.

Candidates to be Registered:

Centre Ref.	First Name	Last Name	Gender	DOB	ULN
test	STEVEN	WALTERS	M	15/06/87	Edit Del

I certify that the candidate registration details supplied are correct and accurate and I agree to abide by Edexcel's terms and conditions as detailed in the Edexcel Information Manual.

On completion of registering your learners, you will then be able to print off a Confirmation report by clicking on the **Confirmation Report** button at the bottom of the page.

Candidates to be Registered:

Centre Ref.	First Name	Last Name	Gender	DOB	ULN
test	STEVEN	WALTERS	M	15/06/87	

I certify that the candidate registration details supplied are correct and accurate and I agree to abide by Edexcel's terms and conditions as detailed in the Edexcel Information Manual.

Below is an example of a Functional Skills confirmation report.

Functional Skills Registration Details

Centre No:	99999					
Centre Name:	EDEXCEL COLLEGE					
Site:	99999					
Programme:	RD288 Functional Skills - English (Level 1/2) Edexcel Functional Skills Qualification					
Confirmation: These candidates have been registered.						
Centre Ref	First Name	Last Name	Sex	Date of Birth	ULN Number	Registration Number
	IAN	HOUSE	Male	15/04/87		C247495

For those wishing to register large groups of learners, the bulk registration process enables **200 learners** to be registered at the same time.

To register learners in bulk you will be required to complete the registration template.

Programme:

BL202 Functional Skills Mathematics (Afs Pilot) (Qcf) Edexcel Level 1 Award (Afs) ▼

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:

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

OR Download Template: [Full Award](#)

The mandatory fields for the registration template are shown below:

- First name
- Last name
- Gender
- Date of Birth (DOB)

	A	B	C	D	E	F	G	H	I	J	K
1	Centre Reference	Firstname	Lastname	Gender	DOB	Unique Learner Number	Completion Date	Study Mode	Collaborative	LSC code	Combination
2											
3											
4											
5											
6											
7											
8											
9											
10											

On completion of entering your learner’s details onto the template, you will be required to upload your template and again review your learner’s details.

Candidates to be Registered:

Centre Ref.	First Name	Last Name	Gender	DOB	ULN
TEST USER	SAM	YOUNG	F	12/03/87	Edit Del

I certify that the candidate registration details supplied are correct and accurate and I agree to abide by Edexcel's terms and conditions as detailed in the Edexcel Information Manual.

To confirm your learner details select **Register**. You will then be able to print off a Confirmation Report by clicking on the **Confirmation Report** button at the bottom of the page.

Candidates to be Registered:

Centre Ref.	First Name	Last Name	Gender	DOB	ULN
test	STEVEN	WALTERS	M	15/06/87	

I certify that the candidate registration details supplied are correct and accurate and I agree to abide by Edexcel's terms and conditions as detailed in the Edexcel Information Manual.

See below for a copy of the Confirmation Report

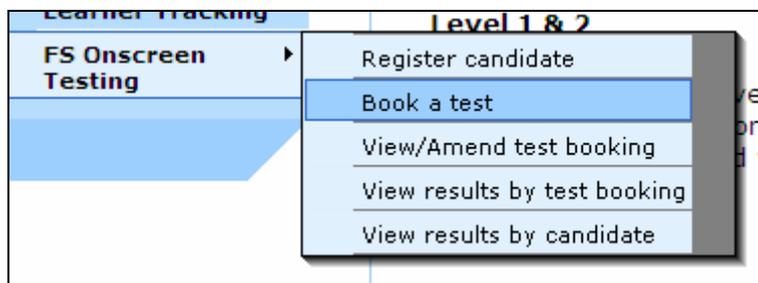
Functional Skills Registration Details						
Centre No:	99999					
Centre Name:	EDEXCEL COLLEGE					
Site:	99999					
Programme:	RD288 Functional Skills - English (Level 1/2) Edexcel Functional Skills Qualification					
Confirmation: These candidates have been registered.						
Centre Ref	First Name	Last Name	Sex	Date of Birth	ULN Number	Registration Number
	IAN	HOUSE	Male	15/04/87		C247495

Test Bookings

After registration is complete you can book your learners straightaway for an onscreen test. Approval is required before you can make an onscreen test booking. If your centre needs to get approval please contact the approvals team by emailing approvals@edexcel.com

To schedule onscreen tests you must have installed Promissor software. If your centre does not have Promissor installed you will need to complete the Onscreen application form found on www.edexcel.com.

On the Edexcel Online website select the **Book a test** function on the bottom left hand side of the page under **FS Onscreen Testing**.



You will need to complete both the **Test setup** and **Refine learner** fields:

Test setup	
Programme	Select one
Test	Select one
Venue	Select one
Test Date (dd/mm/yyyy)	<input type="text"/> <input type="text"/> Time <input type="text"/> <input type="text"/>

Refine learner		
Registration Number	<input type="text"/>	This function is optional but may help to limit the number of search results.
First Name	<input type="text"/>	A percentage sign acts as a wild card.
Last Name	<input type="text"/>	
Registration Year	Select one	e.g. Searching for A% in the registration number field will return all learners with a registration number beginning with A.
Centre Reference	<input type="text"/>	

A list of all onscreen Functional Skills tests available to you will be displayed under the **Test** drop down menu.

Subject	Onscreen Code
English Reading level 1	ENR01
English Reading level 2	ENR02
English Writing level 1	ENW01
English Writing level 2	ENW02
Mathematics level 1	MAT01
Mathematics level 2	MAT02

A venue code (also referred to as the Promissor ID) is allocated to each installation of the software in the form of three letters and three numbers **i.e. ABC123**

Note that when selecting the test date and time, the earliest a test can be scheduled is 2 hours in advance.

The **Refine learner** function allows you to choose which registered learners you wish to sit the test. All fields can be used to search for learners but they are not compulsory. Click **next** when you are ready to proceed.

The next screen will confirm your test booking details and supply you with a list of registered learners filtered by the refine learner search. You can use the column headings to search and choose to view a different number of learners per page.

All	Reg No ▲	Centre Ref	First Name	Last Name	Date of Birth
<input type="checkbox"/>	CY00019	TEST	STEVEN	WALTERS	15/06/1987
<input type="checkbox"/>	CY00024	TEST USER	SAM	YOUNG	12/03/1987

[Back](#)

You can choose how many learners you wish to view per page. The list can also be sorted by heading.

Select the learners who will take the test by completing the tick box next to the learner name on the left-hand side.

Select the learners you would like to enter for the test and click on Submit.

Print

Attendance Register

Candidate Confirmation of Test Entry

Book Another Test

Back to Main page

The learners have now been booked and will each have a unique Username and Password.

To print out the usernames and passwords select either the **Attendance Register** or **Learner Confirmation of Test Entry**.

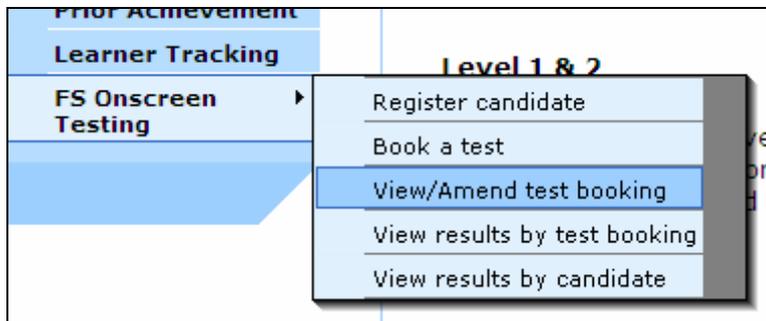
Attendance Register 

Centre No:	99999	Centre Name:	EDEXCEL COLLEGE
Site:	EDEXCEL COLLEGE		
Programme :	RD289:FUNCTIONAL SKILLS - MATHEMATICS (LEVEL 1/2)		
Test ID:	MAT01	Test Title:	MATHS LEVEL 1
Booking Date:	14/01/2011 18:00		
Venue:	ABC123		

Name: BOB POTTSY	Registration No: C247491
Username: EDEX_C247491	Password: 247491
Present: <input type="checkbox"/>	Absent: <input type="checkbox"/>

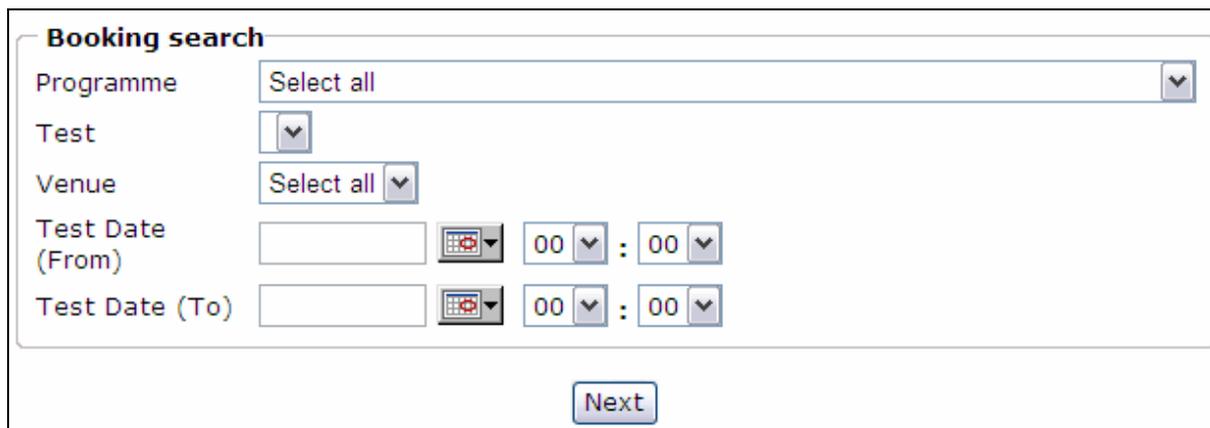
Viewing and Amending Test Bookings

To amend test bookings you will need to navigate to the **View/Amend test booking** function on the left hand side of the screen.



To complete the **Booking search** section, you can use as many or as few of the search criteria as you like.

When ready click **Next** to find your test booking.

A screenshot of a 'Booking search' form. It contains the following fields: 'Programme' with a dropdown menu set to 'Select all'; 'Test' with a dropdown arrow; 'Venue' with a dropdown menu set to 'Select all'; 'Test Date (From)' with a date input field, a calendar icon, and time dropdowns set to '00 : 00'; and 'Test Date (To)' with a date input field, a calendar icon, and time dropdowns set to '00 : 00'. A 'Next' button is located at the bottom center of the form.

Once your booking has been located, you will be given a range of options as shown below:



To edit the test booking, simply select the **Amend** button.

You will then be given the option to edit the venue, test time and date of the booking. When you have finalised your amendments, click **Submit** to update.

Change test details

Venue

Test date Time

To make amendments to a specific learner, click the number under **Count of Reg.** This will direct you to the list of the learners entered for your particular test booking.

Count of Reg

[2](#)

At this point it is possible to add to or delete learners from the test booking, or to edit the test booking details for an individual learner.

You also have the option to edit the venue (Promissor ID), test time and date and add or remove additional time for individual learners by clicking **Amend**. Once you have made your amendments click **Submit** to update your test booking. The Attendance Register and Learner Confirmation of Test Entry documents will be automatically updated.

Change test details

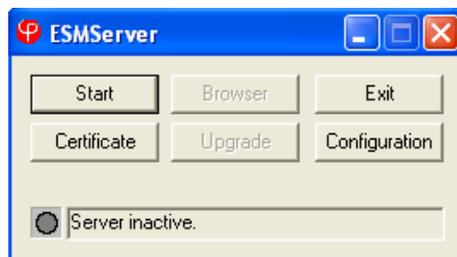
Venue

Test date Time

Add/Remove Additional time (*Selecting/Unselecting this, the application will remove additional time if included in the existing booking or add additional time if not included in the existing booking.*)

Preparation for the Test

Navigate to the **Enterprise Site Manager (ESM) Server Start up** on your workstation. Select **Start** then **Browser** on the dialogue box.



Login to the **ESM Server**.

Please Note: Usernames and passwords are case sensitive.

Once you have logged in, you will be in the **Inbox** (shown below) where all your scheduled tests will initially first appear 3 days before the scheduled date. You must be connected to the internet to download your learner bookings.

In order to allow learners to begin testing, you will need to select the test(s) that you will be administering. This is done by clicking in the tick box next to the learner. An **Unlock** button will appear at the bottom of the page. This needs to be selected. The learner status will then change to unlock.

Learners' tests can be unlocked up to 4 hours before and up to 4 hours after the scheduled test time. This means they can log in and take the test within the 8 hour window.

Please see the diagram below for more functions available on Enterprise SiteManager.

The screenshot shows the PROMISSOR Enterprise SiteManager interface. At the top, there are navigation tabs: INBOX, OUTBOX, and ARCHIVE. Below these are search and refresh buttons, a filter dropdown set to 'Show All', and buttons for 'PRINT ROSTER' and 'DOWNLOAD REGISTRATIONS'. The main area contains a table with the following columns: Test Date, Time, Candidate, Sponsor, Test Name, Length, Venue, and Status. Two rows are visible, both for 'Demo battery Flash' tests on 4/16/2008 at 11:00 AM, sponsored by CAT*ASI. The first row is for Peter Griffin (24) and the second for Glen Quagmire (20). Both are marked as 'Locked'. Below the table, a row of action buttons is visible: VIEW DETAILS, UNLOCK, RELOCK, MARK AS NO-SHOW, and MARK AS INCOMPLETE. Callout boxes provide instructions for these buttons: 'VIEW DETAILS' is for candidate info; 'UNLOCK' is for tests ready to be taken; 'RELOCK' is for tests that were unlocked; 'MARK AS NO-SHOW' is for candidates not appearing or booking errors; and 'MARK AS INCOMPLETE' is for candidates who did not finish due to technical issues or sickness. The 'DOWNLOAD REGISTRATIONS' button is also explained as being used to download candidate information available for 3 days before the test date.

Test Date	Time	Candidate	Sponsor	Test Name	Length	Venue	Status
4/16/2008	11:00 AM	(24) Griffin, Peter	CAT*ASI	Demo battery Flash	60		Locked
4/16/2008	11:00 AM	(20) Quagmire, Glen	CAT*ASI	Demo battery Flash	60		Locked

To prevent technical problems on the day, we strongly advise clearing your workstation's cache before every test as well as taking a diagnostic test prior to the test date. As an additional measure, you should ask your IT team to make sure of the following on each learner's workstation:

- Each learner PC/login should have FULL read write permissions to the ESM_Test_Centre folder
- Each learner PC/login should have FULL read/write permissions to the Administrator folder on the C:\Program Files\Promissor

Laptop Testing

Centres can use laptops to administer the onscreen tests.

You can do this by either installing both the ESM and Administrator software onto one Laptop or by using a wireless network if taking more than one laptop out at any one time. Please contact our technical support team on 0844 576 0024 for guidance on correctly installing the software.

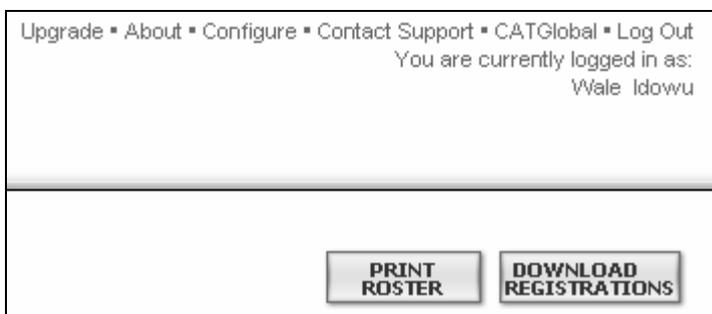
If you intend to use the laptops to test without a connection to the internet, additional steps must be taken to ensure a successful testing session. The tests must be scheduled in advance whilst a connection is available.

Before taking your laptop offline, you will need to make some simple checks:

- have learners been scheduled for the correct tests
- are all learner username and password details available
- are all tests showing in your inbox with the correct date and time
- make sure all test content is downloaded by following the instructions given below.

Log into your ESM and select **Download Registrations**.

To ensure all test content has successfully been downloaded, navigate to the top right-hand corner of your ESM and select **Configure**.



This will take you to a pop-up screen where you should then select **File Transfer**. In this screenshot click the **Download TDF** button. By clicking this button, you will see the TDF files downloading. As soon as all the TDFs say **Available**, your tests are ready to be taken offline.

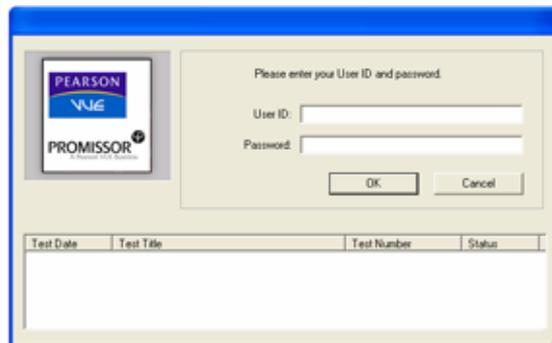
Taking the Test

The tests administrator must unlock the scheduled tests using Enterprise SiteManager.

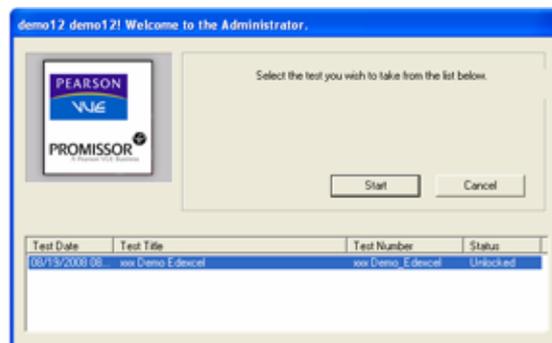
Once each learner's test has been unlocked, open up the **Administrator** software and provide each learner with their login details.

These login details can be provided using the print out from Edexcel Online.

Learners can then log in:



As soon as the learners are logged in they should be able to view their awaiting test.



The learner will see welcome pages stating their details, the test details and any specific instructions they may need to follow.

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**Onscreen Functional Skills:
Mathematics Level 1**

Information for candidates

Time allowed: 1 hour and 30 minutes.

There are 12 questions in this test. Answer **all** of the questions.
The total number of marks is 40.

The number of marks for each question part are shown in brackets e.g. (2)
Where you are provided with a working box, show all stages in the calculations.

You **must** only use the onscreen calculator provided on each screen in this test. The calculator follows BODMAS.

The copyright in the questions is either owned by or licensed to Edexcel.
Every effort has been made to contact copyright holders to obtain their permission for the use of copyright material. Edexcel will, if notified, be happy to rectify any errors or omissions and include any such rectifications in future editions.

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**Onscreen Functional Skills:
Mathematics Level 1**

Information for learners

Click on the NEXT and PREVIOUS buttons at the top of the screen to move through the questions.

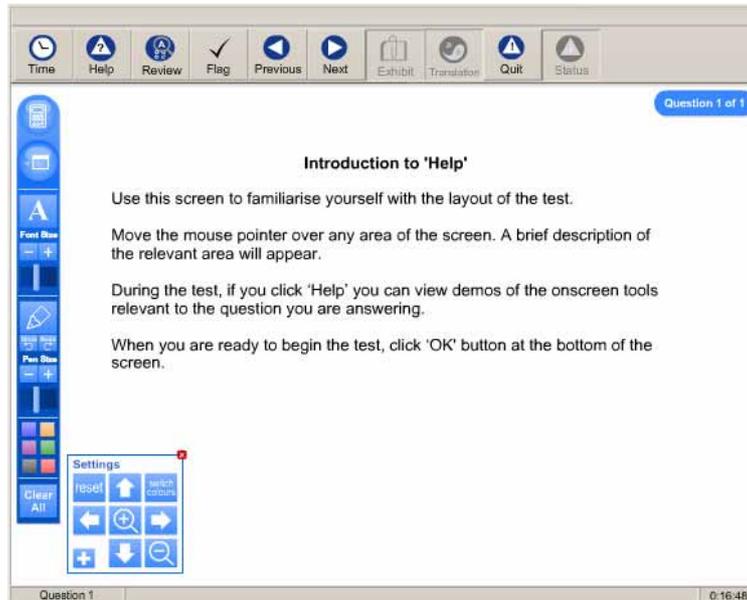
Time: The time allocated for this test will be displayed in the bottom right corner of the screen.
To display or hide the time, click the "Time" button at the top of the screen.

Reminders: You will be reminded of the time remaining by a pop-up message when you have 15 and 5 minutes left. Click 'OK' to close the message.

Help: To use help during the test click on the button at the top of the screen.
Click the 'OK' button to see an introduction to the Help Screen.

A PEARSON COMPANY

Just before the learner starts, the system will show the learner a brief tutorial of all the available buttons.



The 'Time' button will show the time you have taken so far in the bottom right hand corner. Clicking this icon displays or hides the time.



The 'Help' button shows the help screen that you are currently using. During the test the timer continues while you are looking at this screen.



The 'Review' button displays a window that enables you to review questions already viewed, indicating those answered and flagged. To review all items ensure the 'view flagged questions only' checkbox is unchecked. Double-click on the question number to go to the question you want to review.



This button flags the current question for review. The button appears light if the question is flagged. The question can then be reviewed later by selecting it from the review window.



The 'Previous' button allows you to go to the previous question.



The 'Next' button allows you to go to the next question.



This button enables you to exit the test at any time. Note that once you click on this button you will not be able to go back into the test, even if you had not finished it.



The 'Exhibit' button displays any additional information the candidate might need e.g. a formulae list.

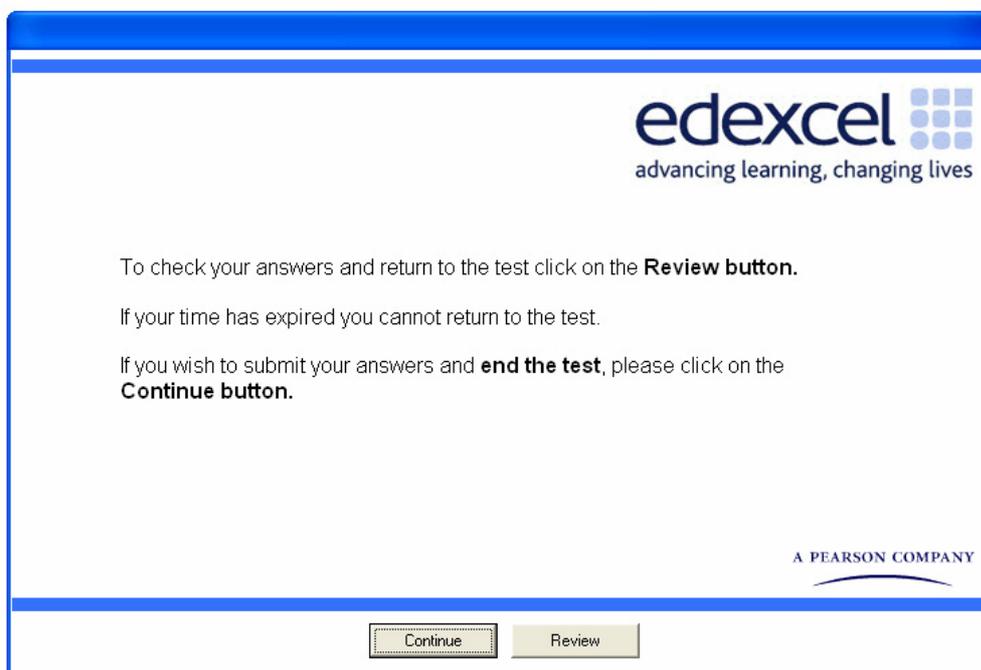
When the learner is familiar with the **Administrator** software, they can start their test.

Invigilators must ensure that learners check that their name and test details are correct before commencing the test.

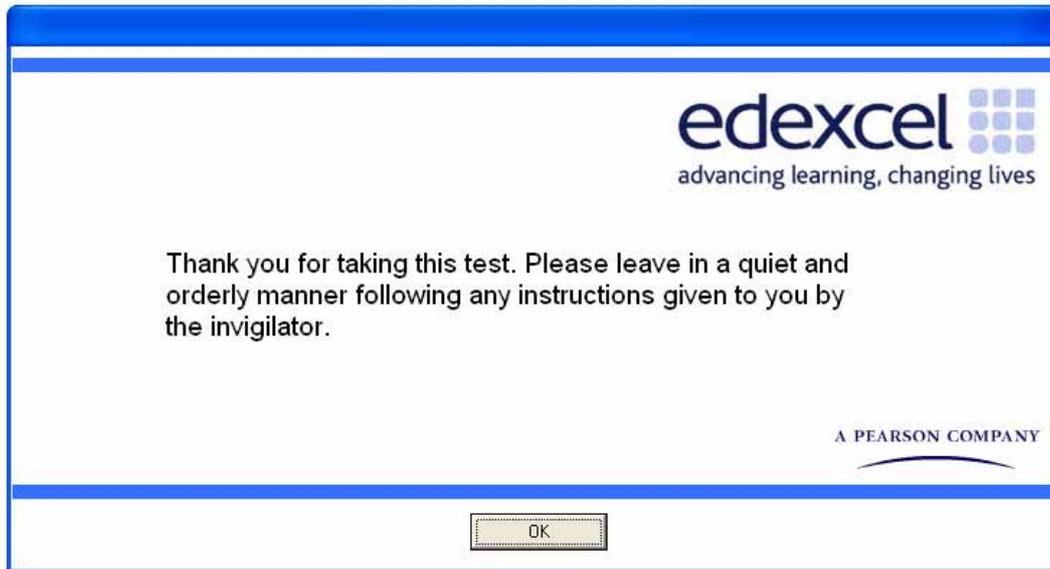
During the test, learners will receive time alerts at 30mins, 15mins and 5mins remaining until the end of the test. The prompts will be displayed as follows:



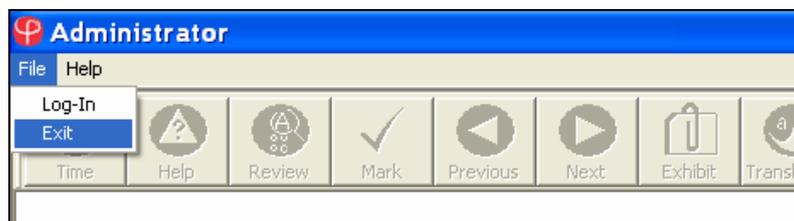
As soon as the learner finishes their test or the allotted time has expired, a summary of questions answered will be displayed. If the total time allotted for the test has not elapsed, the learner can review their answers and return to the test if they wish to change any of their answers.



Now that all answers have been reviewed the learner should select **OK** and wait patiently for the invigilator.



Once the test is finished, to close the **Administrator** program, you will need to select **Cancel** on the login screen followed by **File** then **Exit**.



After the Test

Once the Test is over, Log back into the **ESM Server**. All the tests are now in the **Outbox**. Select all of them and click **Upload Results** at the bottom of the screen. This ensures that the learners' tests are sent to Edexcel.

The screenshot shows the PROMISSOR Enterprise SiteManager interface. At the top, there are navigation buttons: Home, Outbox, and Archive. Below these are search and filter options. The main area contains a table with columns: Course, Test Date, Test, Session, Test Date, and Status. The table lists several tests, including 'COURSE_A01', 'COURSE_A02', 'COURSE_A03', 'COURSE_A04', 'COURSE_A05', 'COURSE_A06', 'COURSE_A07', 'COURSE_A08', 'COURSE_A09', 'COURSE_A10', 'COURSE_A11', 'COURSE_A12', and 'COURSE_A13'. A callout box on the left side of the table contains four buttons: VIEW DETAILS, VIEW SCORE REPORT, PRINT SCORE REPORT, and UPLOAD RESULTS. At the bottom of the interface, there are buttons for TEST RESULTS, PRINT SCORE REPORT, PRINT SCORE REPORT, and DELETE RESULTS.

Centres must keep all evidence of attendance sheets that are produced at the end of the tests for every learner present. These are to be used as proof of attendance and should be stored in centres for all learners for two months after the tests. The attendance sheets may be requested at any time during this period by Edexcel.

N.B. Please upload all tests to us on the day of the exam, once all learners have finished. If this is not possible, please upload the tests as soon as possible or contact us on 0844 576 0024.

Below is a print out of a **Functional Skills Evidence of Attendance**.

Evidence of Attendance

This printout is proof that the candidate named below was present for the test.

Candidate: Edexcel QA
Date of Birth: 01/01/1900
Edexcel Registration Number:
Centre: Edexcel Onscreen UAT
Test Centre Number:
Assessment:
Date: 26/01/2011

NOTES: THIS EVIDENCE OF ATTENDANCE IS NOT A CERTIFICATE, Edexcel reserves the right to amend the information given.

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A PEARSON COMPANY 

Special Requirements / Considerations

For our new Functional Skills onscreen tests, we ask that all Access Arrangements requests (submitted at least 5 working days before the day of the test) and all special consideration requests (submitted within 2 working days of uploading your learner's onscreen tests) are sent to our Special Requirements team (special.requirements@edexcel.com)

As part of the onscreen test we now include a tool that allows colour filtering (working in a similar way to a coloured overlay) and a low vision aid / magnifier that some candidates may find useful.

These enhancements do not replace the guidance given on the JCQ website (http://www.jcq.org.uk/jcq_top_ten/index.cfm).

For learners that require Access Arrangements (including additional time over 25%) for their Functional Skills tests, centres will need to be approved by Edexcel through the relevant JCQ application process.

Fees Explained

Centres are only charged for learners that complete the test. Centres will be charged for every test file uploaded.

Re-sits for English and Maths are priced at the cost of the original test.

Please refer to the Fees booklet located on www.edexcel.com for information about individual units.

Invoices

We will issue invoices weekly. Both paper copy and online invoices are available. To access invoice details online please follow these instructions:

- Log into Edexcel Online – www.edexcelonline.com
- Click 'Home' link at the top of the page
- From the menu section (at the left hand side of the page) click 'View Invoices'
- Click 'View Summary Invoices'
- You are then presented with two ways to search for invoices. The first (default) option allows a search by invoice number. Alternatively, enter two dates to see all invoices produced during the specified period.

You will be provided with a summary, including the following information:

Invoice number

- Invoice description
- Date issued
- Date due
- Amount

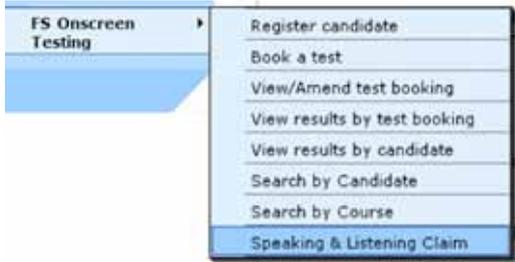
You can also see the contents of the invoice by clicking on the 'View' button on the relevant statement. By using this function you can view the subject, or programme, and any candidates to which the invoice applies. Any invoices showing a minus figure are credit notes.

Please note that this information is only available to users with the new 'Invoice Enquiries' profile activated. Your Edexcel Online Administrator can change user profiles if required.

Submission of learner achievement for English Speaking, Listening and Communication (ENC01 and ENC02)

Centres can submit a claim for the Speaking, Listening and Communication unit provided they have registered on OSCA and been through the reference materials. For further information regarding registering on OSCA and the reference materials please see the OSCA Handbook or log in to Edexcel Online.

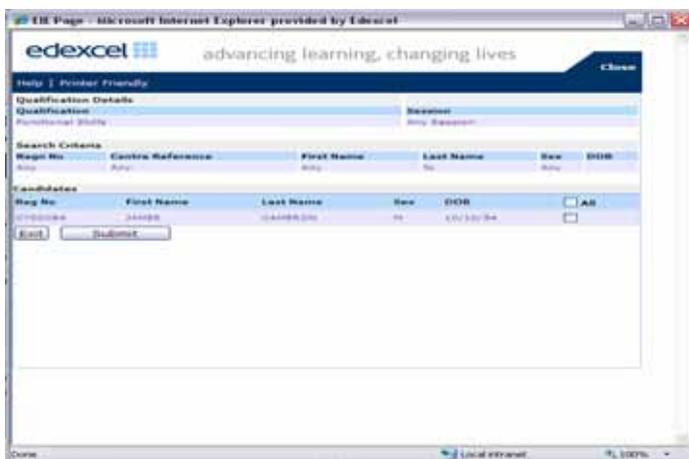
You can submit marks for the speaking, listening and communication unit on Edexcel Online. You will need to click on the **FS Onscreen Testing** tab from the menu on the left and then select **Speaking & Listening Claim** from the drop down menu.

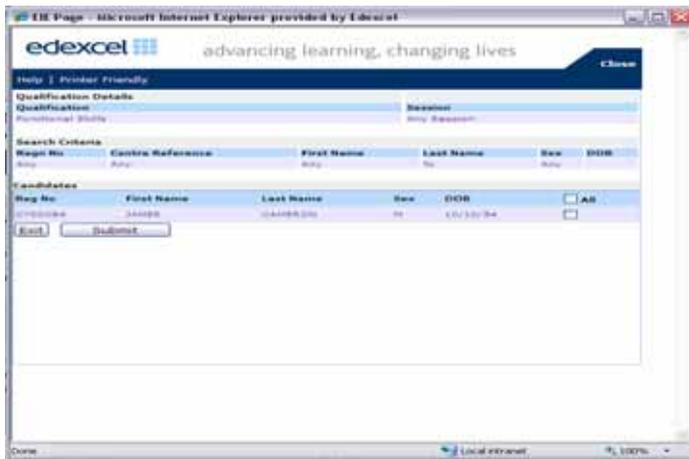


Once you have selected **Speaking and Listening Claim** from the menu, you can either search for a specific candidate or a group of candidates by level.

A screenshot of a search form on the Edexcel Online platform. The form includes the following fields: 'Session' (dropdown menu with '2010/11 (C Registrations)' selected), 'Level' (dropdown menu with 'English Level 1' selected), 'Registration Number' (text input), 'Centre Reference' (text input), 'Firstname' (text input), 'Lastname' (text input), 'Sex' (dropdown menu with 'Any' selected), and 'Date of Birth' (text input with a placeholder '(dd/mm/yy)'). Below the form, there is a note: 'You may use % as a wild card in the 'Firstname' and 'Lastname' fields. For example Lastname = smi% will return Smith, Smiley, etc.' and a 'Next' button.

Once you have selected which candidate(s) to submit claims for, a list of candidates will appear (as shown below).





You simply need to click the box on the right of each candidate to submit a claim. Once you have submitted all your claims, a confirmation window will appear confirming the number of candidates you are making claims for.



After confirming your claims, a summary window will appear.



Once confirmed, all submitted learners will disappear leaving only the outstanding learners that have not had their speaking, listening and communication claims entered.

Functional Skills Mathematics Onscreen– entry codes

Subject code	Subject title (as appearing on certificate)
MAT01	Edexcel Functional Skills qualification in Mathematics at Level 1
MAT02	Edexcel Functional Skills qualification in Mathematics at Level 2

Assessment Structure for Mathematics Onscreen Test at Level 1

Assessment	One external onscreen assessment
Assessment Duration	1 hour 30 minutes
Marks	40 marks in total
Additional Information	Calculator is provided onscreen. All coverage and range detailed in the L1 Maths specification will be assessed over one year.

We **strongly advise using the onscreen calculator** as it avoids the possibility of transcription errors and means your learners have more chance of including workings in the box, therefore gaining full marks for the answers they complete. However, learners may use their own calculators if they wish to do so.

The invigilator may have rough paper and pens available to help candidates plan their answers. Candidates must request this at the start of the test. Invigilators **must** collect all rough paper in at the end of the test and ensure that all materials are shredded/securely destroyed.

Assessment Structure for Mathematics Onscreen Test at Level 2

Assessment	One external onscreen assessment
Assessment Duration	1 hour 30 minutes
Marks	40 marks in total
Additional Information	Calculator is provided onscreen. All coverage and range detailed in the L2 Maths specification will be assessed over one year.

We **strongly advise using the onscreen calculator** as it avoids the possibility of transcription errors and means your learners have more chance of including workings in the box, therefore gaining full marks for the answers they complete. However, learners may use their own calculators if they wish to do so.

Functional Skills English Onscreen - unit codes and specification codes

Unit Code	Unit title
ENC01	Level 1 Unit 1 - Speaking, Listening & Communication
ENR01	Level 1 Unit 2 – Reading
ENW01	Level 1 Unit 3 - Writing
ENC02	Level 2 Unit 1 - Speaking, Listening & Communication
ENR02	Level 2 Unit 2 – Reading
ENW02	Level 2 Unit 3 - Writing

Once all units have been successfully completed a certificate will be automatically generated.

Assessment Structure for English Level 1 Speaking, Listening and Communication

Assessment	<p>Internal assessment</p> <p>Edexcel will provide guidance on devising activities to meet the skill standard to centres</p> <p>Learners must complete two activities (formal and informal discussions)</p>
Assessment Duration	30 minutes
Marks	Pass or Fail
Additional Information	<p>Learners must achieve all Level 1 criteria across the two activities at least once.</p> <p>One Assessment record sheet should be used to assess a learner across both activities</p>

Assessment Structure for English Reading Onscreen Test at Level 1

Assessment	Externally assessed
Assessment Duration	45 minute exam
Marks	20
Additional Information	Learners will be given two texts based on a single context and will answer all questions on each text.

Assessment Structure for English Writing Onscreen Test at Level 1

Assessment	Externally assessed
Assessment Duration	45 minute exam
Marks	25
Additional Information	Learners will be assessed on two writing tasks with contexts. Learners will answer both tasks

The invigilator may have rough paper and pens available to help candidates plan their answers. Candidates must request this at the start of the test. Invigilators **must** collect all rough paper in at the end of the test and ensure that all materials are shredded/securely destroyed.

Assessment Structure for English Level 2 Speaking, Listening and Communication

Assessment	Internally assessed Edexcel will provide guidance on devising activities to meet the skill standard to centres Learners must complete two activities (discussion and presentation)
Assessment Duration	30 minutes
Marks	Pass or Fail
Additional Information	Learners must achieve all level 2 criteria across the two activities at least once.

Assessment Structure for English Reading Onscreen Test at Level 2

Assessment	Externally assessed
Assessment Duration	45 minute exam
Marks	25
Additional Information	Learners will be given two texts based on a single context and will answer all questions on each text.

Assessment Structure for English Writing Onscreen Test at Level 2

Assessment	Externally assessed
Assessment Duration	45 minute exam
Marks	25
Additional Information	Learners will be assessed on two writing tasks with contexts. Learners will answer both tasks

The invigilator may have rough paper and pens available to help candidates plan their answers. Candidates must request this at the start of the test. Invigilators **must** collect all rough paper in at the end of the test and ensure that all materials are shredded/securely destroyed.

At both levels 1 and 2 across all subjects, the Functional Skills onscreen tests are a mixture of multiple-choice questions and free text.

Viewing onscreen results

To view a learner's onscreen results you will need to log in to Edexcel Online.

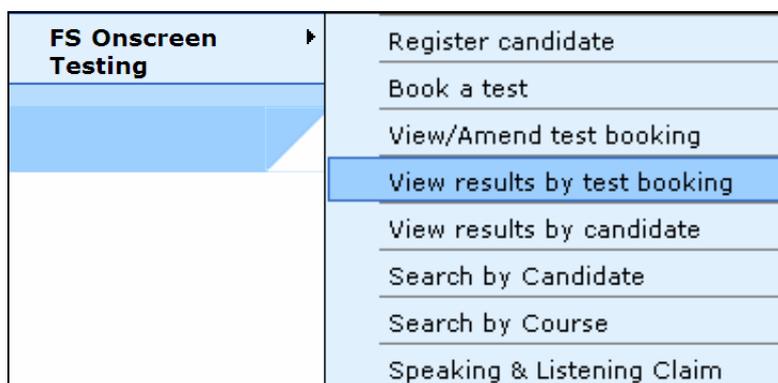
Select the **FS/Diploma** tab at the top of the screen.



There are two ways to view your learner's onscreen results on Edexcel Online:

- View results by test booking
- View results by candidate

You will then be required to select **View results by test booking**



In order to view results, you will be required to complete the booking search options (similar to the fields required to schedule an onscreen test).

Booking search

Programme

Test

Venue

Test Date (From)

Test Date (To)

Once you have entered your desired test booking details, you will be able to view a summary of your test.

Records Per Page:

	<u>Programme</u> ▲	<u>Test</u>	<u>Test Date</u>	<u>Start Time</u>	<u>Venue</u>	<u>Results received</u>	<u>Count of Reg</u>
<input type="checkbox"/>	UN279	WRITING LEVEL 2	10/02/2011	20:00	PTM663	0	1

The following fields are sortable, which should help speed up this process

- Programme
- Test
- Test date
- Start time
- Venue
- Results received
- Count of registration

By selecting the test booking of your choice, you will have the possibility of creating your own pass list, by clicking on the **Create Pass List** button.

Another alternative is to use the **View results by candidate** facility which enables you to search all onscreen results for a specific learner.

FS Onscreen Testing	Register candidate
	Book a test
	View/Amend test booking
	View results by test booking
	View results by candidate
	Search by Candidate
	Search by Course
	Speaking & Listening Claim

Once selected, you have the option to search for a particular learner or by a group of learners from a specified registration year or programme.

Candidate search

Registration Year: Select one

Programme: Select one

Test: [Dropdown]

Registration Number: [Text Box]

Centre Reference: [Text Box]

First Name: [Text Box]

Last Name: [Text Box]

Date of Birth: [Text Box]

Gender: Any

Next

In the example below, I have chosen to search results for all learners that have taken the Functional Skills Mathematics onscreen tests.

Search criteria

Registration Year	2010/11 (C Registrations)		
Programme	UN281:FUNCTIONAL SKILLS - MATHEMATICS (LEVEL 1/2)		
Test			
Registration Number	%	Centre Reference	
First Name		Last Name	
Date of Birth		Gender	Any

Records Per Page: 25 Refresh

Back View Results

	<u>Reg No</u>	<u>Centre Ref</u>	<u>First Name</u>	<u>Last Name</u>	<u>Date of Birth</u>	<u>Gender</u>
<input checked="" type="radio"/>	CJ90783		JANE	COLE	14/04/1979	F
<input type="radio"/>	CJ90784		RYAN	NEAL	22/07/1997	M

By selecting the learner of your choice, you simply have to select the **View Results** button which will then list all onscreen results for that learner.

N.B. in the example below, **Jane Cole** received a score of **17 out of 40** for her **Mathematics level 1 test**.

Records Per Page:

<u>Programme</u> ▲	<u>Test</u>	<u>Venue</u>	<u>Test Date</u>	<u>Result</u>	<u>Test Score</u>
UN281	MATHS LEVEL 1	PTM663	30/01/2011 00:00	Pass	17 / 40

Results

Component results

Centres will receive a Notification Of Performance (NOP) detailing individual component results for maths and English.

Qualification results

Learners must pass each unit to be awarded a qualification pass. For English only where no exemption has been granted, the result for the speaking, listening and communication unit must be entered to enable learners to receive their qualification result.

Test results will be available via Edexcel Online within four weeks of Edexcel receiving the test file.

Resitting

Learners can be entered to re-sit on the same day the initial results are received, “after that” – it is left open to centres wanting to book a resit prior to results otherwise.

Malpractice and plagiarism

For up-to-date advice on malpractice and plagiarism, please refer to the Joint Council for Qualifications *Suspected Malpractice in Examinations: Policies and Procedures* document on the JCQ website (www.jcq.org.uk)

Certification

Claiming Certificates

Once a learner has completed and passed all the necessary units to obtain the functional skills qualification, our system will automatically issue a certificate. Certificates will normally arrive in centres within 10 working days after results have been issued on Edexcel Online.

You no longer need to return uncollected certificates to Edexcel. You may destroy them, confidentially, after 12 months from date of receipt.

Spiky Profile

A spiky profile is only possible for the English Functional Skills qualification and is simply where a learner has been entered for different units at different levels... i.e

Unit title	Unit level	Unit level	Unit level	Certification
Speaking & Listening	2	1	1	Level 1
Reading	1	2	1	Level 1
Writing	1	1	2	Level 1

In this scenario, the learner will achieve a pass at the lowest completed level across all units.

Mixing Paper and Onscreen test results

If your centre has learners that wish to mix paper and onscreen results you will need to provide the following information.

- Learner details (first name, surname, gender, date of birth)
- Onscreen Functional Skills registration number
- Learner's paper based UCI number and exam session

Where learners have achieved the Functional Skills qualification by combining units from the paper based test with units from the Onscreen tests, certificates will not be issued automatically.

Until August 2011 only, learners may also combine units from the Pilot qualification (FE101, FE112, FE103, FE201, FE212, FE203) with onscreen units.

For further information please contact OPS Management (eprocessing@edexcel.com).

Post-Results Services (Functional Skills Onscreen Testing)

Please note that Enquiries about Results requests can only be submitted by sending an email to FSonscreenPRS@edexcel.com.

The email needs to include the following information:

- Centre number
- Registration number
- Test/unit code
- Date of test

The window for centres to apply for the Post Results services below opens on the day a result is issued for a test and closes 10 calendar days after the result was issued.

Centres are advised to submit applications at the earliest opportunity, as applications cannot be made after the window has closed.

All Post Results applications received outside this window will not be accepted.

Below is a list of Post Results services available for Onscreen Functional Skills.

EAR Service 1: clerical re-check

This service constitutes a re-check of all clerical procedures which lead to the issue of a result. This service might be considered when anomalous results have been issued for one candidate, compared to the rest of the cohort.

This service includes the following checks:

- all parts of the script have been marked
- the totalling of marks
- the recording of marks
- the application of any adjustments
- the application of grade thresholds.

We aim to complete the enquiry within 20 days of acknowledging the request.

The fee for this service is £10.30.

EAR Service 2: Post-results review of marking

This service will include:

- the clerical re-check (EAR Service 1)
- the review of marking of units/components by a senior examiner

Please note that Service 2 is available to individual candidates
Results for each candidate will be reported separately.

We aim to complete the enquiry within 30 days of acknowledging the request. The fee for this service is £23.20.

Appendix - Checklist

This checklist will assist your centre in administering your onscreen Functional Skills Test.

Pre Test

1. Have you scheduled your learners onto the correct level and test?
2. Have you completed a demo test on your desired workstation(s)?
3. Have you printed out the entire attendance register for all learners?

During Test

1. Have all tests been unlocked?
2. Is the correct learner sitting the correct test?
3. Are exam conditions being met in accordance with **the Instructions for the Conduct of Onscreen Tests (Functional Skills)**?

After Test

1. Have all learners logged out of their test?
2. Have all tests been successfully uploaded back to Edexcel?

Appendix – Contact Us

Assessment queries:	fsassessment@edexcel.com
Registration and Booking queries:	serviceoperations@edexcel.com
Commercial queries (teacher resources, initial assessment tool, work based learning etc):	functionalskills@edexcel.com
Subject Specific Support English: Maths:	functionalskillsenglish@edexcel.com functionalskillsMaths@edexcel.com
Technical Support	Onscreen Testing: +44 (0)844 576 0024