

Instructions for registering via Edexcel Online

1 Getting started

1.1 Registration

Before you can use Edexcel Online, you will first need to register. The registration process is as follows:

1.1.1 Creating your account

You will need to choose one main user at your Test Centre. This should be the person who has responsibility for the administration of student entries.

Once you have chosen the main user you should:

- Complete the Edexcel Online Registration form
- Email the completed form to PLTsupport@pearson.com

You must make sure that the main user supplies an email address that they access regularly.

Please note, you must populate the registration form with a 'Data Controller Name' (account holder) or your account will not be set up.

1.1.2 Username and password notification

Once your Edexcel Online account has been set up, you will receive an e-mail containing your username and password from eie.admin@edexcel.org.uk. Do not reply to this e-mail address. If you have any queries, please use the PLTsupport@pearson.com e-mail address.

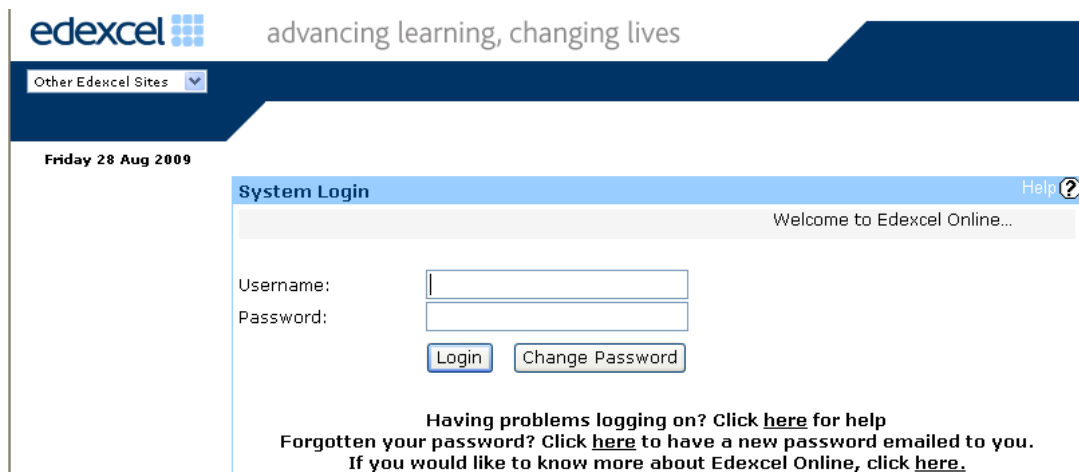
Please note, your username and password are case-sensitive and MUST be keyed in exactly as they've been supplied to you.

2 Logging-on to Edexcel Online

Once you have received your username and password, you can log-on to Edexcel Online by visiting:

www.edexcelonline.co.uk

The following screen will greet you:



The screenshot shows the Edexcel Online System Login page. At the top left is the Edexcel logo with the tagline "advancing learning, changing lives". Below the logo is a dropdown menu labeled "Other Edexcel Sites". The date "Friday 28 Aug 2009" is displayed on the left. The main content area is titled "System Login" and includes a "Welcome to Edexcel Online..." message. There are two input fields: "Username:" and "Password:". Below these fields are two buttons: "Login" and "Change Password". At the bottom, there are three lines of text: "Having problems logging on? Click [here](#) for help", "Forgotten your password? Click [here](#) to have a new password emailed to you.", and "If you would like to know more about Edexcel Online, click [here](#)."

2.1 Logging-on for the first time

The first time you log on to Edexcel Online, you should change your password to something more familiar and easily remembered. You can do this by clicking the 'Change Password' button.

(Please note that the password must be a minimum of 6 characters, including at least 1 numeric character).

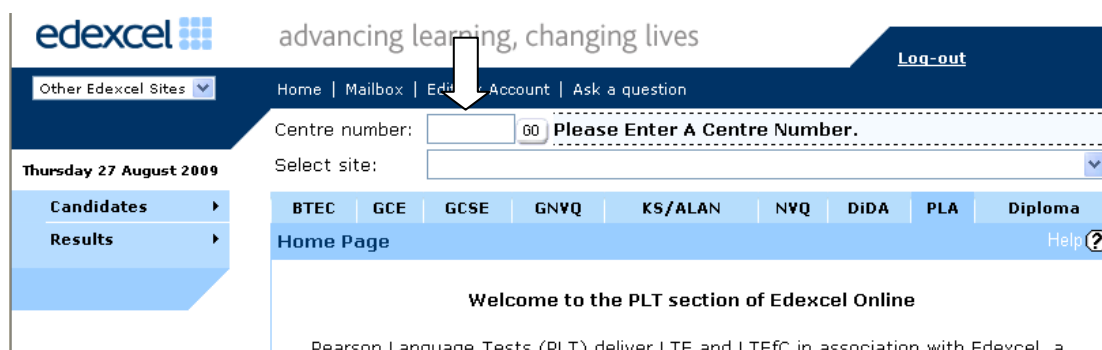
Note

If you forget your password, you can request that a new one be sent to you from the main log in page by clicking on the 'Having problems logging on?' link below the username and password fields and following the instructions on the subsequent page.

2.2 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 Language Tests area, click on the PLA tab. You will then need to enter your centre number and click 'GO'.



The screenshot shows the Edexcel Online homepage. At the top left is the Edexcel logo and the tagline 'advancing learning, changing lives'. Below this is a navigation bar with links for 'Home', 'Mailbox', 'Edit My Account', and 'Ask a question'. A 'Log-out' link is in the top right. A search bar for 'Centre number' is present with a 'GO' button and a message 'Please Enter A Centre Number.'. Below the search bar is a 'Select site:' dropdown menu. A left-hand navigation menu includes 'Candidates' and 'Results'. A top navigation bar contains tabs for 'BTEC', 'GCE', 'GCSE', 'GNVQ', 'KS/ALAN', 'NVQ', 'DiDA', 'PLA', and 'Diploma'. The 'PLA' tab is highlighted. Below the tabs is a 'Home Page' section with a 'Help' icon. The main content area displays 'Welcome to the PLT section of Edexcel Online' and a partial sentence: 'Pearson Language Tests (PLT) deliver LTE and LTEFC in association with Edexcel. a'.

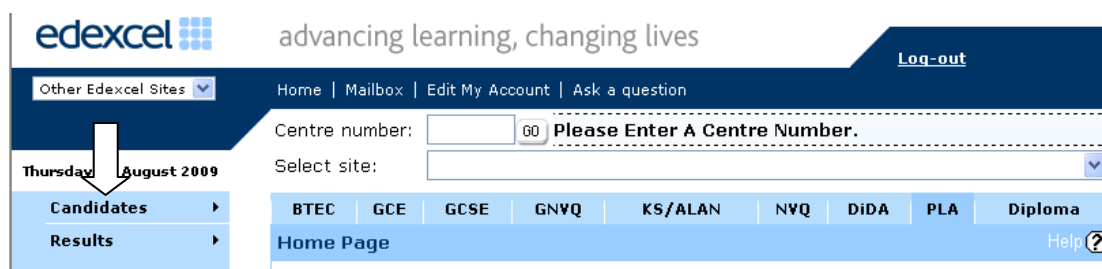
3 Pearson Language Assessments (PLA) Area

3.1 Overview

There are two sections to the PLA area of Edexcel Online. They are:

- Candidates
- Results (please see the document on how to access results online which is separate to this guide).

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



This screenshot is identical to the one above, but with a white arrow pointing to the 'Candidates' and 'Results' links in the left-hand navigation menu.

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

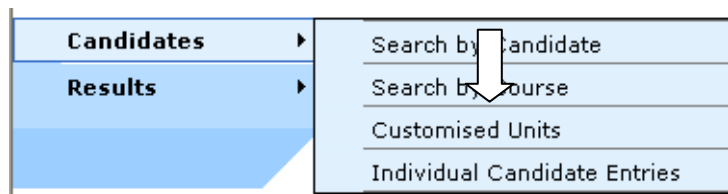
The rest of this document will guide you through these processes.

4 Entering candidates for examinations

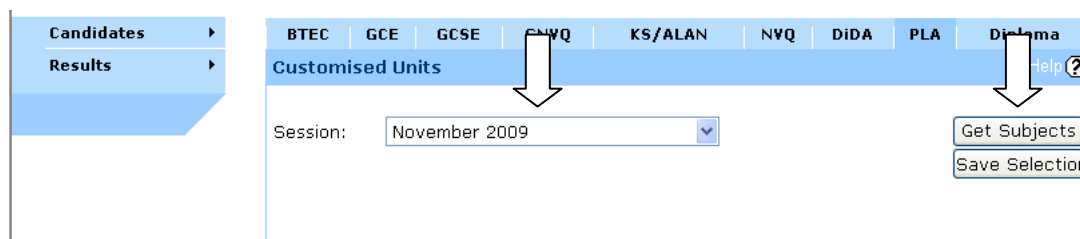
4.1 Choosing levels

Before you can enter test takers for a test session, you will first need to choose the levels your centre is offering.

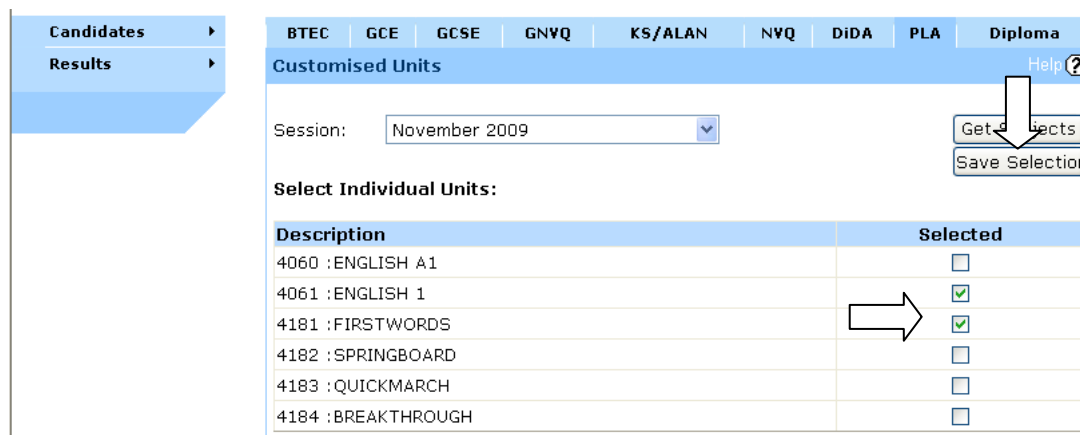
To do this, first select **Candidates** from the menu in the top left-hand corner and then **Customised Units**:



Next choose the session (e.g. November 2009) for which you wish to enter test takers from the drop-down list and click **Get Subjects**:



This will call up a list of every available level for that session. Simply tick which levels you are offering and click **Save Selection**:



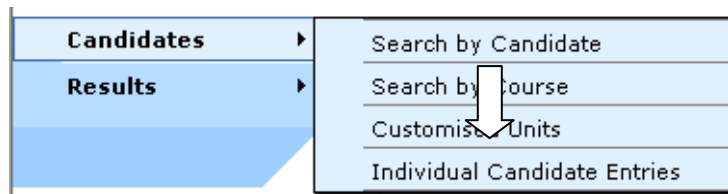
You can now enter test takers for any of the levels you have selected.

Note

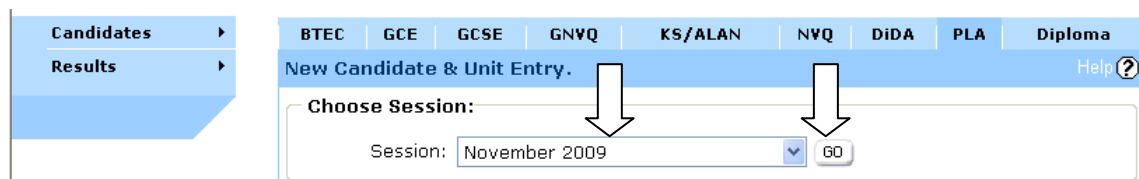
You only need to do this once for each session; there is no need to repeat this step each time you enter more test takers.

4.2 Choosing your entry method

To enter test takers first select **Candidates** from the top left-hand corner and then **Individual Candidate Entries**:



Next select the session you wish to make entries for and click **GO**:

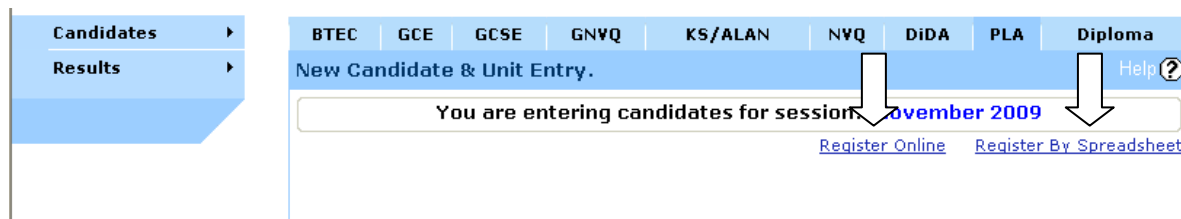


Note:

If the test session for which you wish to enter is not available, please check on the PLT website for opening dates, or contact us at PLTsupport@pearson.com.

Once you select a session and click GO, you will then be given two options as to how you wish to enter test takers:

- Register Online
- Register by Spreadsheet



If you click on **Register Online**, you can enter test taker details onto the system manually. This is a good option if you are entering a small number of test takers.

Helpful Hint: 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.

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

4.3 Entering test taker details - register online

Having clicked on **Register Online** you can begin entering test taker details.

To enter a test taker, input their four digit candidate number and click **GO**:

The below message should appear:

! 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.

This is to inform you that this test taker has not yet been entered for the current session.

Next, enter the test taker's **First Name, Last Name, Date of Birth and Gender (M or F)**:

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 (that has not been assigned to another test taker).

Leave 'ULN' blank. This is a 'Unique Learner Number' and it will be assigned to the test taker by our system after registration is complete.

Finally, tick the level or levels you wish to enter the test taker for and click **Add to list**:

Enter Candidates For:

Specification:	Subject:	Papers:	<input type="checkbox"/>
4061	ENGLISH 1	Papers	<input checked="" type="checkbox"/>
4181	FIRSTWORDS	Papers	<input type="checkbox"/>

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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:		
1	SAMPLE	CANDIDATE	01/08/1990	M		4061	Edit	Del

You can repeat these steps for as many test takers as you like. Each time you click **Add to list** a new line will be added to the bottom of the page:

Candidate Unit Entry List:

Candidate Number:	First Name:	Last Name:	DOB:	SEX:	ULN:	Specification:		
1	SAMPLE	CANDIDATE	01/08/1990	M		4061	Edit	Del
2	SAMPLE	CANDIDATE	24/10/1995	F		4181	Edit	Del
3	SAMPLE	CANDIDATE	20/06/1989	F		4061	Edit	Del

Note

Do not click **Submit List** until you have checked the details you have entered, as you cannot make changes to entries after this point.

If you move away from this page before clicking **Submit List** you will lose any entries that you have added to the list.

4.3.1 Checking test taker details

Now you should check through the details you have entered. If you need to make changes, you can either:

- Delete the test taker entry altogether and start again. To do this click on **Del**

Or

- Correct the error by clicking on **Edit**

Specification:	4060	Edit	Del
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Report

Having clicked on **Edit**, simply make the necessary correction, tick the level or levels being entered again and then click **Update**:

Enter New Candidate:

Candidate Num:

Candidate Status: Sex: M F

First Name: Date of Birth:

Last Name: ULN:

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

Enter Candidates For:

Specification:	Subject:	Papers:	<input type="checkbox"/>
4061	ENGLISH 1	Papers	<input type="checkbox"/>
4181	FIRSTWORDS	Papers	<input type="checkbox"/>

↓

4.3.2 Confirming your entries

Once you have checked all of the test takers' details and are confident that they are correct, click **Submit List**:

Candidate Unit Entry List:

Candidate Number:	First Name:	Last Name:	DOB:	SEX:	ULN:	Specification:	Edit	Del
1	SAMPLE	CANDIDATE	01/08/1990	M		4061	Edit	Del
2	SAMPLE	CANDIDATE	24/10/1995	F		4181	Edit	Del
3	SAMPLE	CANDIDATE	20/06/1989	F		4061	Edit	Del

↓

Having clicked on **Submit List**, a summary of the number of test takers and entries will appear. To complete the entry process, click **Accept**:

Candidate Unit Entry List:

Candidate Number:	First Name:	Last Name:	DOB:	SEX:	ULN:	Specification:
1	SAMPLE	CANDIDATE	01/08/1990	M		4061
2	SAMPLE	CANDIDATE	24/10/1995	F		4181
3	SAMPLE	CANDIDATE	20/06/1989	F		4061

Created By: Number of Candidates:

Created Date: Number of entries:

I authorise these entries and accept all associated costs.

↓

Having clicked on **Accept**, you will then be given the option to download a report to be kept for your records. We recommend that you do this.

This completes the process for entering test takers using the **Register Online** option.

4.4 Entering test taker details - register by spreadsheet

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

4.4.1 Downloading the entries template

In order to use this method you will first need to download the entries template. To do this, having clicked on Register by Spreadsheet, click on **Template**:

The below worksheet will open up:

	A	B	C	D	E	F	G
1	Candidate Number	Firstname	Lastname	Sex(M or F)	DOB(dd/mm/yyyy)	Status(Centre - 0, Private - 1, Guest - 2)	Unique Learner Number
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Save it into onto your computer.

4.4.2 Preparing the entry spreadsheet

Now you can enter test taker details onto the spreadsheet.

Candidate number

All test takers should be assigned a different candidate number. Candidate numbers must be entered as a four-digit number within the range 0001-9999. If the candidate is entered for more than one syllabus, use the same candidate number for each entry.

Please note, candidate numbers cannot be changed after entries have been submitted.

Candidate name

Firstname

Enter forename(s) in BLOCK CAPITALS.

Lastname

Enter surname(s) in BLOCK CAPITALS.

Names which do not follow a first name, last name pattern should be entered in the 'Lastname' cell as they are to appear on the certificate, e.g.

CHANG WAI LI ANNIE

Please note, forty characters are available for a test taker's full name (counting hyphens, apostrophes and spaces as single characters). Names longer than forty characters should be suitably shortened. You may apply to have shortened names recorded in full on the certificates.

Sex (M or F)

The gender of a test taker must be indicated by inserting 'M' (for male) and 'F' (for female) in the space provided.

DOB

The date of birth of a test taker must be entered as dd/mm/yyyy. For example, a birth date of 5 August 1990 should be entered as 05/08/1990.

All birth dates **MUST** be supplied accurately and in full. Test takers without complete birth dates will not be entered for the test session.

Status

Please insert '0' in this column for 'Centre'. Test centres should never populate this column with '1' or '2'.

Unique Learner Number

Please leave this column BLANK. Our system will assign a Unique Learner Number to each test taker.

Important Note

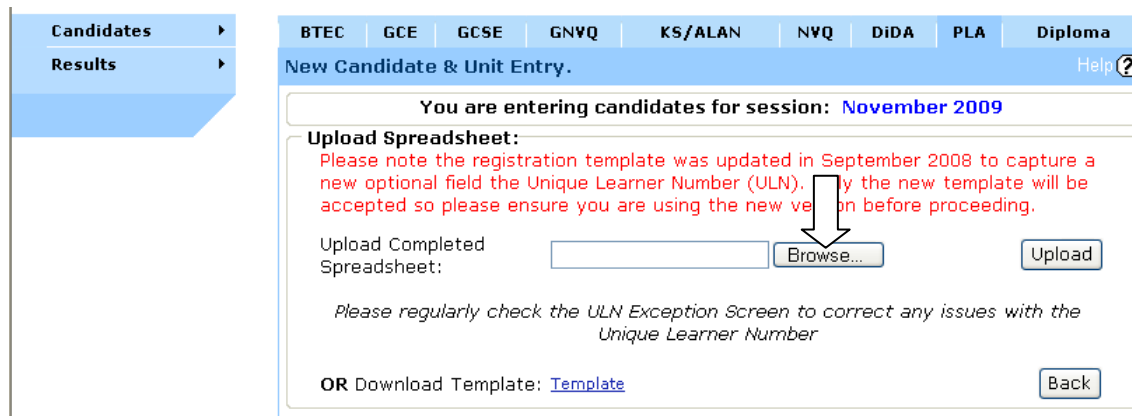
You do not need to indicate which levels are being entered on the spreadsheet. After the spreadsheet has been uploaded you will be given an opportunity to assign levels.

	A1	Candidate Number					
	A	B	C	D	E	F	G
1	Candidate Number	Firstname	Lastname	Sex(M or F)	DOB(dd/mm/yyyy)	Status(Centre - 0, Private - 1, Guest - 2)	Unique Learner Number
2	0001	SAMPLE	SAMPLE	F	05/08/1990	0	
3							
4							
5							
6							
7							
8							
9							
10							
11							

Now save the spreadsheet and give it a recognisable file name, e.g. 'November 2009 PTE Entries'.

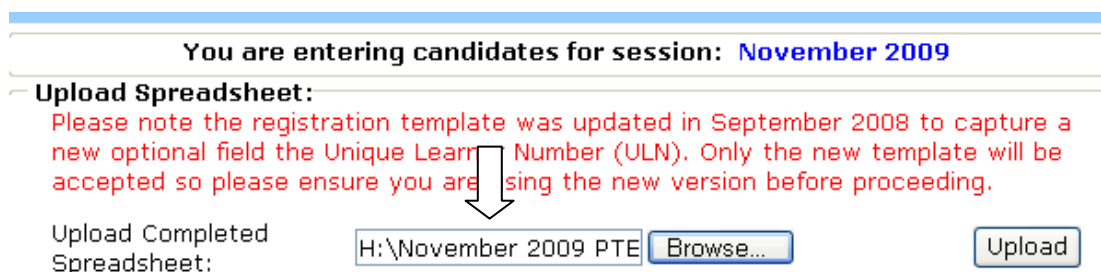
4.4.3 Uploading the entry spreadsheet

Having prepared the test taker spreadsheet and clicked **Register by Spreadsheet**, click the **Browse** button:



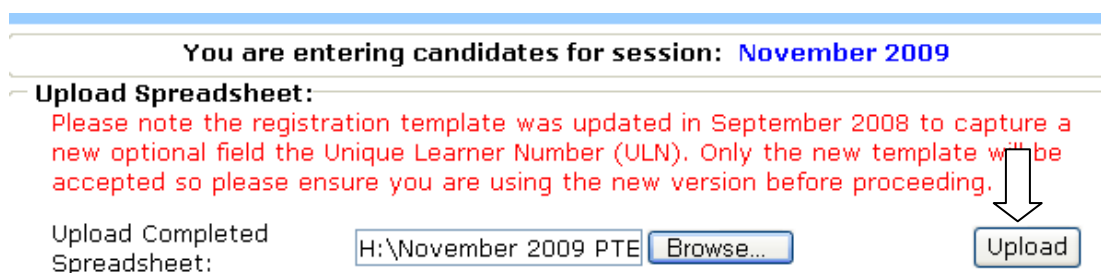
The screenshot shows a web interface for entering candidates. At the top, there are navigation tabs for BTEC, GCE, GCSE, GNVQ, KS/ALAN, NVQ, DiDA, PLA, and Diploma. Below these is a header 'New Candidate & Unit Entry.' with a 'Help ?' link. A message states 'You are entering candidates for session: November 2009'. The 'Upload Spreadsheet:' section contains a red warning message: '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.' Below this is a text input field for 'Upload Completed Spreadsheet:' which is empty. To its right is a 'Browse...' button, which is highlighted with a red arrow. Further right is an 'Upload' button. Below the input field is a note: 'Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number'. At the bottom left, there is a link for 'OR Download Template: Template' and a 'Back' button at the bottom right.

Locate the entry spreadsheet and click **Open**. The entry filename will appear in the box next to the browse button (this may take 20 seconds or so):



This screenshot is similar to the previous one, but the 'Upload Completed Spreadsheet:' text box now contains the filename 'H:\November 2009 PTE'. A red arrow points to the 'Browse...' button, which is now disabled. The 'Upload' button remains visible.

Next click **Upload**:



This screenshot shows the 'Upload' button highlighted with a red arrow, indicating the next step in the process. The filename 'H:\November 2009 PTE' remains in the text box, and the 'Browse...' button is still disabled.

The list of test takers uploaded from your spreadsheet will then appear under **Candidates List**:

New Candidate & Unit Entry. Help ?

You are entering candidates for session: **November 2007**

Candidates List:

<input type="checkbox"/>	Candidate Number:	First Name:	Last Name:	DOB:	SEX:		
<input type="checkbox"/>	1	SAMPLE	CANDIDATE	01/01/1985	F	Edit	Del
<input type="checkbox"/>	3	SAMPLE	CANDIDATE	02/01/1985	M	Edit	Del
<input type="checkbox"/>	4	SAMPLE	CANDIDATE	03/01/1985	M	Edit	Del

Enter Candidates For:

Specification:	Subject:	Papers:	<input type="checkbox"/>
4060	ENGL ISH A1	Papers	<input type="checkbox"/>

4.4.4 Choosing test takers' levels

Next you will need to select the levels for which you wish to enter test takers.

First tick the candidate or candidates you wish to assign to a level, then tick the appropriate level. Lastly click **Add to list**.

Time-saving tip:

If you are entering many test takers at different levels, upload a separate spreadsheet for each level. Then you will be able to select all the candidates on each list you upload and assign quickly to the correct test level.

Candidates List:

<input type="checkbox"/>	Candidate Number:	First Name:	Last Name:	DOB:	SEX:		
<input checked="" type="checkbox"/>	1	SAMPLE	CANDIDATE	01/01/1985	F	Edit	Del
<input type="checkbox"/>	3	SAMPLE	CANDIDATE	02/01/1985	M	Edit	Del
<input type="checkbox"/>	4	SAMPLE	CANDIDATE	03/01/1985	M	Edit	Del

Enter Candidates For:

Specification:	Subject:	Papers:	<input type="checkbox"/>
4060	ENGLISH A1	Papers	<input checked="" type="checkbox"/>
4061	ENGLISH 1	Papers	<input type="checkbox"/>
4062	ENGLISH 2	Papers	<input type="checkbox"/>

Add to list **Update** **Cancel** **Exit Session**

(In this case candidate number 1 is being entered for 4060)

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

Add to listUpdateCancelExit Session

Candidate Unit Entry List:

Candidate Number:	First Name:	Last Name:	DOB:	SEX:	Specification:		
1	SAMPLE	CANDIDATE	01/01/1985	F	4060	Edit	Del

~~Submit List~~FinishBackReport

Note

Do not click **Submit List** until you have assigned and added all test takers at the level required to the list.

Once you have assigned levels to all of the test takers you wish to enter, you should carry out the **Checking your entries** and **Confirming your entries** processes described on previous pages.

This completes the process for entering test takers using the **Register by Spreadsheet** option.