

Instructions for registering via email

1 Registering test takers via e-mail

Test centres can submit entries via e-mail to PLT Support by using our entry registration spreadsheet. Please use the following information when completing the centre entry spreadsheet to be submitted via email.

1.2 Test Session

The tests session for which the registrations are to be made should be entered in this column

1.2 Centre Number

The centre number for which registrations are to be made should be entered in this column. This number is 5 digits long and will have been allocated when the Test Centre agreement was processed.

1.3 Test taker number (to be entered in the 'Candidate Number' column).

Test taker number **MUST** be entered as a four-digit number within the range 0001 - 9999. If a test taker is entered for more than one syllabus, use the same test taker number for each entry.

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

1.4 Test taker 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.

1.5 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.

1.6 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.

1.7 Status

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

1.8 Unique Learner Number

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

1.9 Syllabus

Insert the relevant syllabus code for the test level to be taken by each test taker. Syllabus numbers are four digits and begin with a number 4 (e.g. 4182, 4060). Please do not use syllabus names, such as FIRSTWORDS on the spreadsheet.

Level Name	Level Code
Firstwords	4181
Springboard	4182
Quickmarch	4183
Breakthrough	4184
Level A1	4060
Level 1	4061
Level 2	4062
Level 3	4063
Level 4	4064
Level 5	4065

If a test taker is registered for more than one syllabus, do not start a new line on the spreadsheet but add the additional syllabus number to the end of the test taker's line, in the cell after their first syllabus number.

1.10 Returning the entry registration spreadsheet

Completed spreadsheets must be sent to PLTsupport@pearson.com, to arrive before the entry deadline date for the relevant session.

2 Registering test takers via Edexcel Online

Edexcel Online (EOL) is a free internet-based service that allows test centres to register test takers and view results from any computer with an internet connection.

The spreadsheet 'EOL entry spreadsheet' should be used to make entries via Edexcel Online and can be either downloaded from our website or from the Edexcel Online system.

Please refer to the guidance on using Edexcel Online for more information on how to register for and use this system.