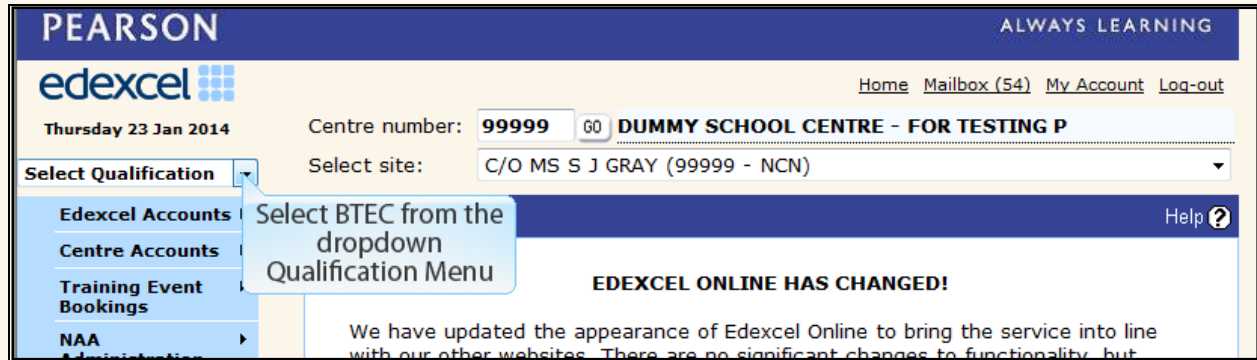


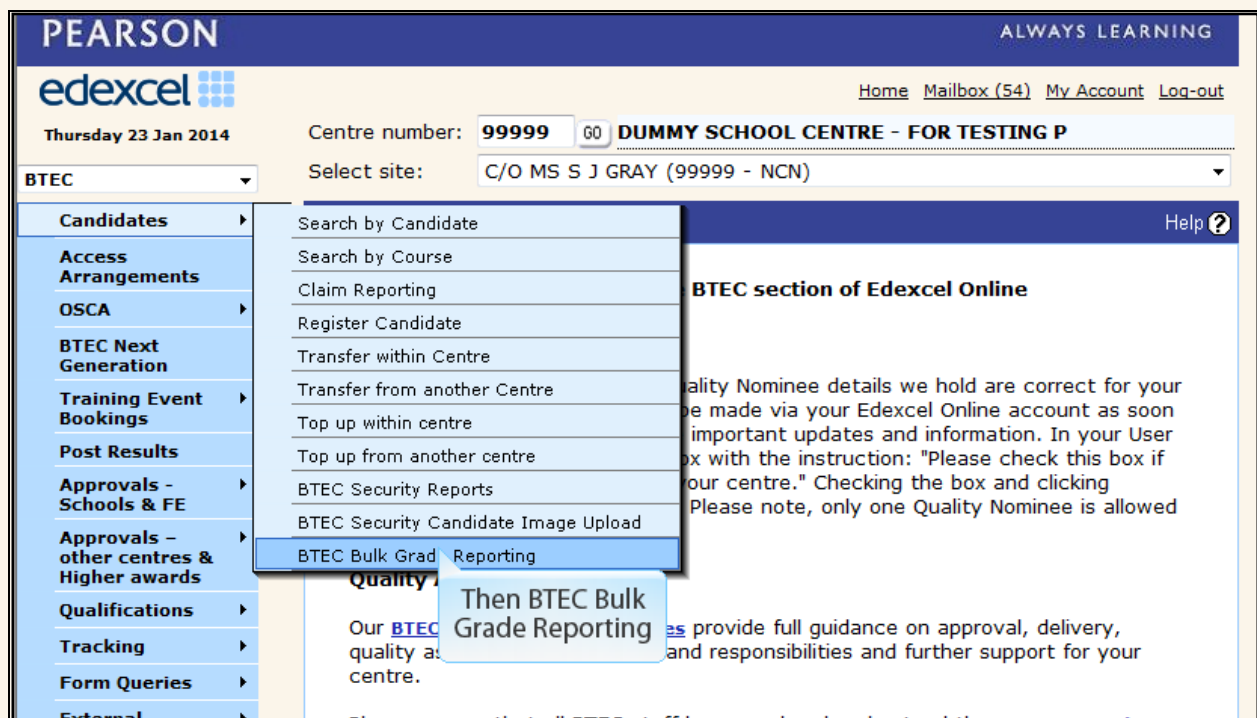
# BTEC Bulk Grade Reporting User Guide

1.0 Log into [Edexcel Online](#).

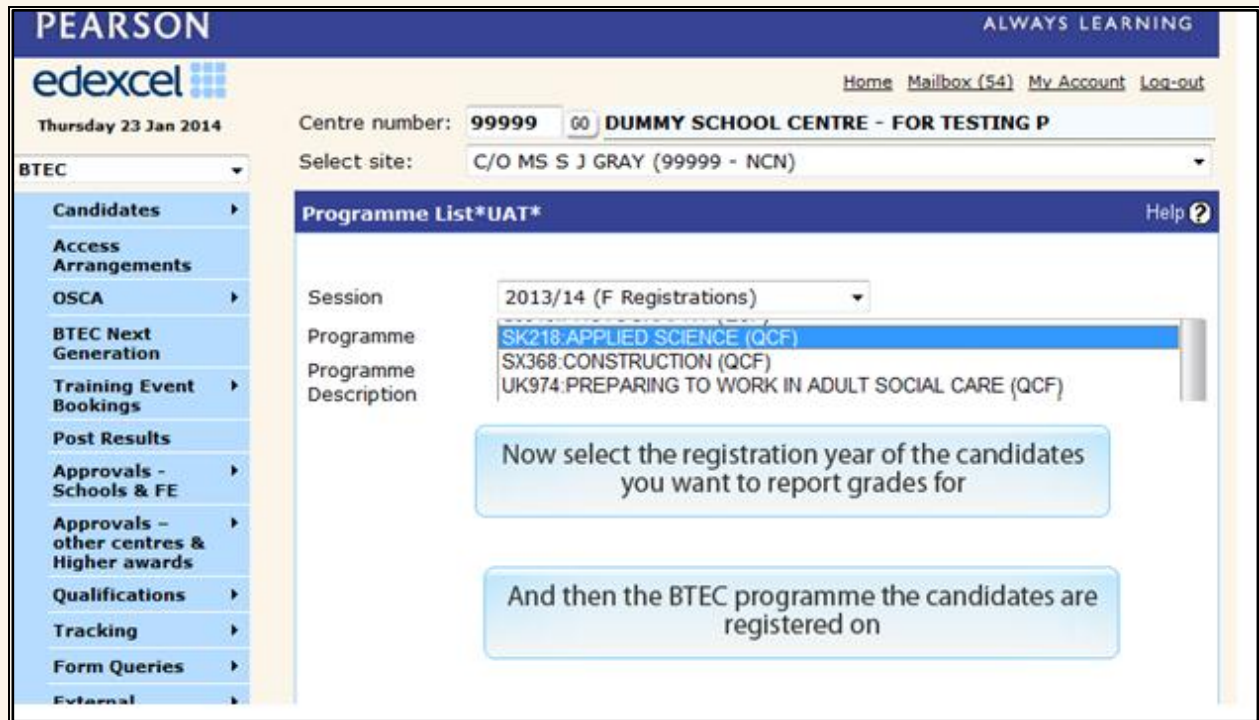
1.1 From the Qualifications menu select 'BTEC'.



1.2 Hover over the 'Candidates' menu and select 'BTEC Bulk Grade Reporting'.

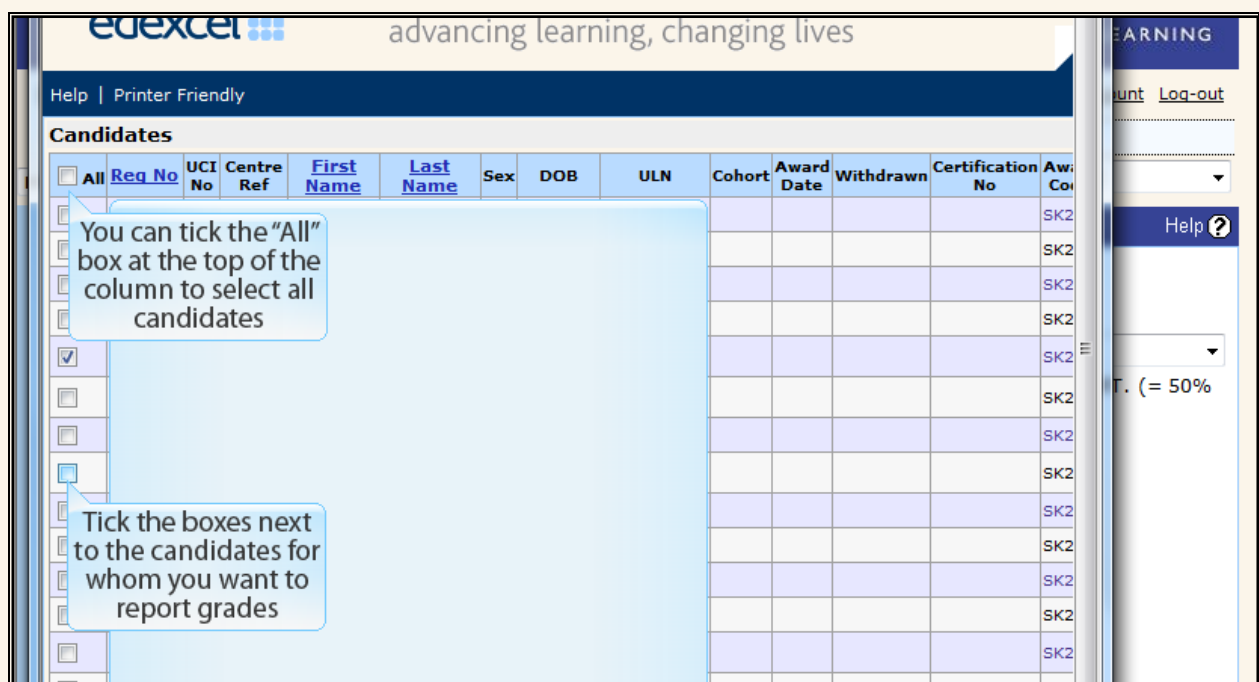


1.3 Use the search parameters to select the 'session' and the 'programme'.



1.4 You can now start to select candidates, so please only **select the candidates you want to submit grades for**. Once selected scroll to the bottom of the page and click 'Next'.

**Please note the higher the number of candidates selected the slower the performance will be.** The maximum number of candidates you can select is 50.



**1.5** You now have the option to select units, so please **only select the units you want to report grades against**. Once selected click 'Next'.

**Please note the higher the number of units selected the slower the performance will be.** The maximum number of units you can select is 20.

Help | Printer Friendly

Eligibility Formulae [Help](#) 30(30A) - minimum credit at/or above level = 23

The eligibility formula displayed is for your guidance. Please refer to the qualification specification for the complete and authoritative eligibility rules

**Summary of Units**

<input type="checkbox"/> All	Unit Code	Group	Title	Level	Value	Status
<input checked="" type="checkbox"/>	20677C	A	Scientific Practical Techniques	3	10	C
<input type="checkbox"/>	20675C	A	Working In The Science Industry	3	10	C
<input type="checkbox"/>	20674C	A	Fundamentals Of Science	3	10	C

**Add Unit**

Unit Code:

Again you can select some units or use the "All" box at the top of the column

**1.6** You are now able to make the appropriate certificate claims against the selected candidates. Once confirmed scroll to the right to begin entering unit grades.

The screenshot shows the Edexcel system interface with the following sections:

- Programme Details:**

Code	Title
SK218	APPLIED SCIENCE (QCF)
Level	PEARSON BTEC LEVEL 3 CERT. (= 50% OF NATIONAL AWARD 28-36):3
- Units legend:**

Unit Code	Unit Level	Title
20677C	3	Scientific Practical Techniques
20675C	3	Working In The Science Industry
- Selected Candidate and Unit matrix:**

Reg.No	First Name	Last Name	Full Award	Fallback Award	Interim Award	Award Date (mm/YY)	Withdraw
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>

Callout 1: "You can select a different award type for each candidate or select the same for all candidates by ticking the button at the top of the column"

Callout 2: "Select which type of award you want to claim, either Full, Fallback or Interim."

**1.7** You can enter unit grades one candidate at a time using the arrow keys to navigate or alternatively, by selecting the grade from the dropdown list at the top of the column. This will populate the entire column with the selected grade.

The screenshot shows a close-up of the matrix interface with the following elements:

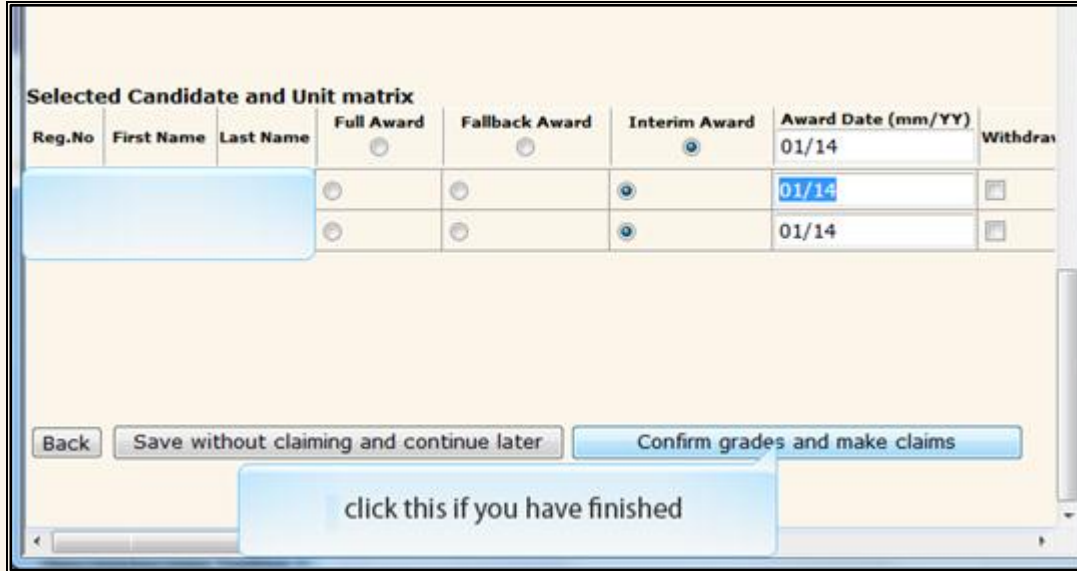
- Session timer: "Your session ends in (min): 30"
- Link: [Save without claiming to reset session clock](#)
- Matrix header:
 

Interim Award	Award Date (mm/YY)	Withdraw Candidate	20677C	20675C	Remove
---------------	--------------------	--------------------	--------	--------	--------
- Matrix body:
 

<input checked="" type="radio"/>	01/14	<input type="checkbox"/>	<input type="text" value="20677C"/>	<input type="text" value="20675C"/>	<input type="text" value="Remove"/>
	01/14	<input type="checkbox"/>			
	01/14	<input type="checkbox"/>			

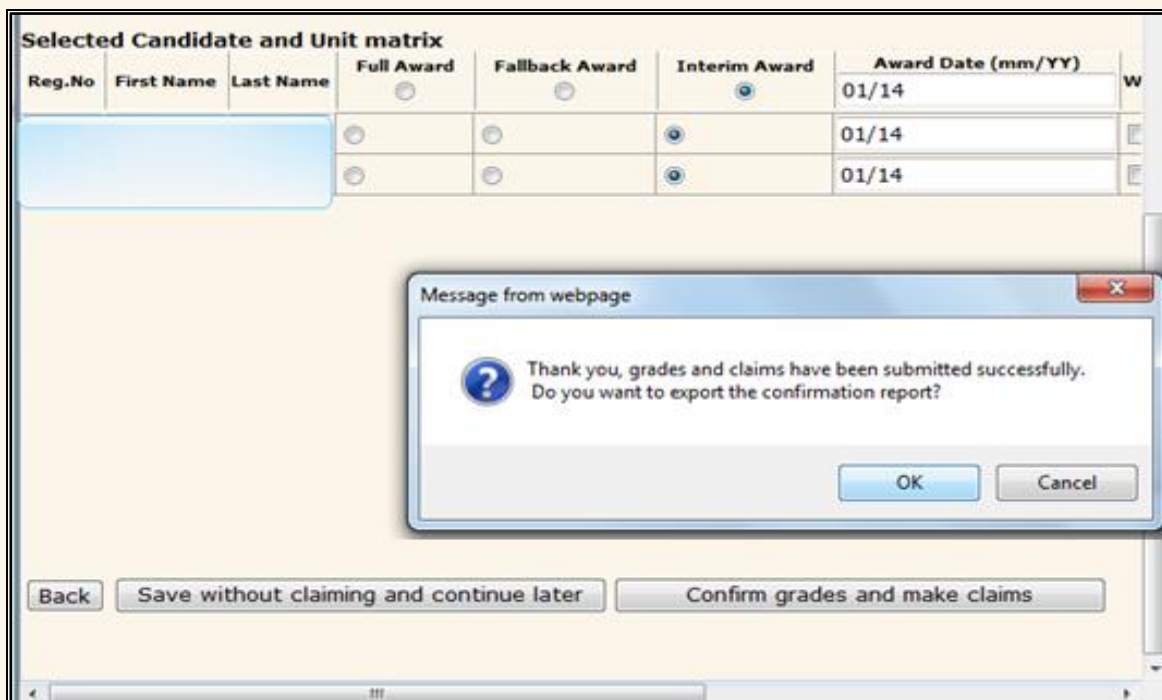
Callout: "Select the grade from the dropdown box if all candidates have the same grade"

**1.8** You have the option to save without submitting at any time, to allow you to amend or submit at a later date. You can do this by clicking 'Save without claiming and continue later'. However, if you want to submit, click on 'Confirm grades and make claims'.

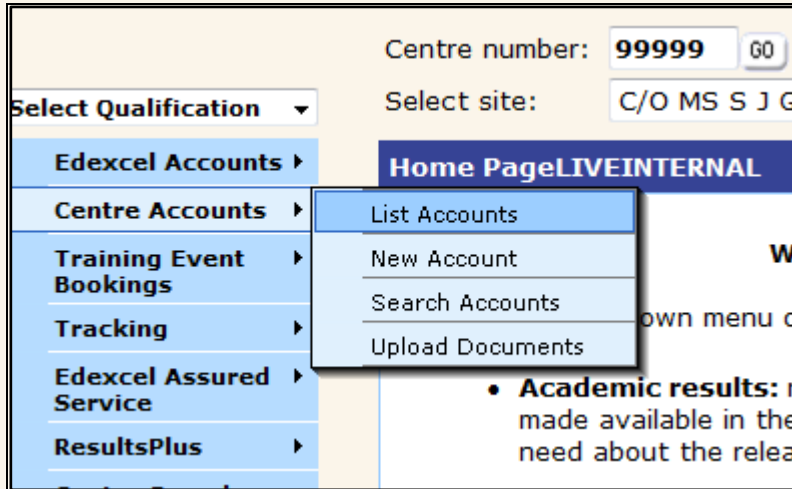


**1.9** You will then receive confirmation and have the option to export a confirmation report of your candidate claims and unit grades submitted.

Please note the confirmation report will only include details of your most recent submission and will not include unit grades reported previously.



**1.10** If you want to give other members of staff access to this function, hover over 'Centre Accounts' and select 'List Accounts'.



**1.11** Find the member of staff and click on their e-mail address.

* Mr	Brij	Ghedia	<a href="mailto:brij.ghed@pearson.com">brij.ghed@pearson.com</a>	99999	DUMMY SCHOOL CENTRE - FOR TESTING P DUMMY	0	Examinations Officer
------	------	--------	--	-------	---	---	----------------------

**1.12** Then select the 'BTEC Bulk Grade Reporting' profile, before submitting at the bottom of the page.

- OSCA2
- OSCA 2 - VQ
- OSCA 2 - VQ Centre Super User
- BTEC Bulk Grade Reporting
- Special Considerations (EXTERNAL)
- Onscreen Booking Only
- MyBTEC
- Access to run On demand paper based tests
- Receive Onscreen results alerts