

## BTEC Bulk Grade Reporting User Guide

- **1.0** Log into Edexcel Online.
- **1.1** From the Qualifications menu select 'BTEC'.

PEARSON					ALWAYS LEARN	ING
edexcel 🔛					Home Mailbox (54) My Account	og-out
Thursday 23 Jan 2014		Centre number:	99999	GO	DUMMY SCHOOL CENTRE - FOR TESTING P	
Select Qualification	•	Select site:	C/O MS	s J	GRAY (99999 - NCN)	-
Edexcel Accounts	Sele	ct BTEC from t	he		H	Help 🥐
Centre Accounts	0	dropdown				
Training Event	Qu	allification wien	EDEXCEL ONLINE HAS CHANGED!			
NAA Aministration		We have upd	lated the	e ap	pearance of Edexcel Online to bring the service into line	

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

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Thursday 23 Jan 2014	Centre number: 99999 00 DUMM	IY SCHOOL CENTRE - FOR TESTING P		
BTEC -	, Select site: C/O MS S J GRAY (	99999 - NCN) 🗸		
Candidates 🕨	Search by Candidate	Help <b>?</b>		
Access	Search by Course			
Arrangements	Claim Reporting	BTEC section of Edexcel Online		
OSCA •	Register Candidate			
BTEC Next Generation	Transfer within Centre			
Training Event	Transfer from another Centre	ality Nominee details we hold are correct for your be made via your Edexcel Online account as soon important undates and information. In your User		
Bookings	Top up within centre			
Post Results	Top up from another centre	px with the instruction: "Please check this box if		
Approvals - +	BTEC Security Reports	our centre." Checking the box and clicking		
Schools & FE	BTEC Security Candidate Image Upload	Please note, only one Quality Nominee is allowed		
Approvals –  other centres &	BTEC Bulk Grad Reporting			
Higher awards	Quality	•		
Qualifications +	Our BIEC Grade Reporting	s provide full quidance on approval, delivery		
Tracking 🕨	quality as	nd responsibilities and further support for your		
Form Queries 🔶	centre.			
Extornal				

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

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Edexcel		Centre number:	Home Mailbox (54) My Account 99999 00 DUMMY SCHOOL CENTRE - FOR TESTING P	Log-out
TEC	•	Select site:	C/O MS S J GRAY (99999 - NCN)	•
Candidates	•	Programme Lis	it*UAT*	Help 🥐
Access Arrangements				
OSCA		Session	2013/14 (F Registrations)	
BTEC Next Generation		Programme	SK218:APPLIED SCIENCE (QCF) SX368:CONSTRUCTION (QCF)	
Training Event Bookings	•	Description	UK974: PREPARING TO WORK IN ADULT SOCIAL CARE (QCF)	
Post Results			Now select the registration year of the candidates	
Approvals - Schools & FE	•		you want to report grades for	
Approvals – other centres & Higher awards	*			
Qualifications			And then the BTEC programme the candidates are	
Tracking			registered on	
Form Queries				
External				

**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.

edexcel	advan	cing	learr	ning, cha	angin	g live	es			EARNING
Help   Printer Friendly										unt Log-out
Candidates										
All Reg No UCI Centre First No Ref Name	<u>Last</u> <u>Name</u>	Sex	DOB	ULN	Cohort	Award Date	Withdrawn	Certification No	Aw: Cor	-
You can tick the "All"									SK2	Help 🕗
box at the top of the									SK2	
column to select all									SK2	
candidates									SK2	
									SK2 <sup>≡</sup>	-
									SK2	Γ. (= 50%
									SK2	
									SK2	
Tick the boxes pext									SK2	
to the candidates for									SK2	
whom you want to									SK2	
report grades									SK2	
									SK2	

## PEARSON

**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							
	Unit Code	Group	Title	Level	Value	Status	
	20677C	A	Scientific Practical Techniques	3	10	с	
	20675C	A	Working In The Science Industry	3	10	с	
	20674C	A	Fundamentals Of Science	3	10	с	
Add Unit C	Unit ode:		Add				
Back	Next		Again you can select s "All" box at the to	ome p of 1	unit the c	s or u olum	



**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.

		advan	cing learnin	g, changing live	25	EARNING
Help   Printer Friendly						unt Log-out
Programme Details						
Code	Title					
SK218	APPLI	ED SCIENCE (QCF)				Help 2
Level						
PEARSON BTEC LEVEL 3 CERT. (=	50% OF NATION	AL AWARD 28-36):	3		E	
Units legend						
	Title					<b>-</b>
20677C 3 Scientific	Practical Techniq	ues				T. (= 50%
20675C 3 Working I	In The Science Ir	ndustry				
Selected Candidate and U	nit matrix					
Selected Candidate and U Reg.No First Name Last Name	nit matrix Full Award	Fallback Award	Interim Award	Award Date (mm/YY)	Withdra	
Selected Candidate and U Reg.No First Name Last Name You can select a	nit matrix Full Award	Fallback Award	Interim Award	Award Date (mm/YY)	Withdray	
Selected Candidate and U Reg.No First Name Last Name You can select a different award type for each candidate or	nit matrix Full Award	Fallback Award	Interim Award	Award Date (mm/YY) ct which type of ird you want to im either Full	Withdray	
Selected Candidate and U Reg.No First Name Last Name 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	nit matrix Full Award	Fallback Award	Interim Award	Award Date (mm/YY) ct which type of ird you want to im, either Full, pack or Interim.	Withdran	

**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.

				Your Save without	r session en claiming to re	nds in (min): 30
erim Award	Award Date (mm/YY) 01/14	Withdraw Candidate	20677C	20675C	Remove	
	01/14	8	Se	elect the gr	ade from	
	01/14	8	tł a	ne dropdov all candidat the same	vn box if es have grade	
4						,

## PEARSON

**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'.

Reg.No	First Name	Last Name	Full Award	Fallback Award	Interim Award	Award Date (mm/YY) 01/14	Withdra
			0	0	0	01/14	
			0	0	0	01/14	

**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.

Reg.No	First Name	Last Name	Full Award	Fallback Award	Interim Award	Award Date (mm/YY) 01/14	w
			0	0	0	01/14	E
			0	0	0	01/14	E
			Mess	age from webpage			×
			Mess	age from webpage Thank you, gr. Do you want t	ades and claims have to export the confirm	e been submitted successfully. ation report?	×
Back	Save wi	thout clain	Mess Mess ning and con	age from webpage Thank you, gr. Do you want t	ades and claims have to export the confirm Confirm grade	e been submitted successfully. Nation report?	×

## PEARSON

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

Select Qualification 👻	]	Centre number: Select site:	<b>9</b> 9 C,	9999 00 /OMSSJG
Edexcel Accounts >		Home PageLIV	EII	NTERNAL
Centre Accounts >	L	ist Accounts		
Training Event Bookings	N	lew Account	_	w
Tracking 🕨	 	Jpload Documents	-	own menu c
Edexcel Assured → Service		Acade     made	mi	ic results: r
ResultsPlus 🕨		need a	bo	ut the relea

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

*	Mr	Brij	Ghedia	brij.ghed@pearson.com	<u>99999</u>	DUMMY SCHOOL CENTRE - FOR TESTING P	Examinations Officer
						DUMMY	

**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