



Pearson

**Access to Scripts
Self-service Portal**

Version 1.2 No / 06/09/2017 / DCL 4

Contents

Introduction	3
Getting started.....	4
Logging in.....	4
Searching for and viewing scripts	6
Downloading and printing candidate scripts	7
Signing out and changing session.....	9

Introduction

This document provides an overview of how to use the Access to Scripts self-service portal.

The Pearson Access to Scripts self-service portal allows you to view electronically marked scripts as part of the Enquiries about Results service. The system is web based and facilitates

- Viewing of electronically marked scripts online
- Printing of scripts in pdf format to be printed or saved and distributed electronically

In some instances, scripts cannot be electronically marked and such scripts will not be available on the self-service portal. If you cannot find the script you are looking for please contact your Account Specialist and we will endeavour to provide you with a copy.

Getting started

The self-service portal is accessed via the Edexcel Online website using the URL www.edexcelonline.com. Centre administrators should already have a username and password for this site. If you already have a username and password, you should request access to the self-service portal from your centre administrator. If you do not have a username and password, you should request an account from your centre administrator.

Logging in

Go to site www.edexcelonline.com and type in your username and password on the login page. Click on the checkbox to accept the terms and conditions and click '**Login**' to enter the site. If you don't have access, please speak to your centre administrator.

Edexcel Online - System x

/EOL/Account/Login.aspx

Chrome

Pearson

EDEXCEL ONLINE

Log in

Username:

Password:

I accept the [Terms & Conditions](#)

[Forgot password?](#)

[Change password?](#)

Service status

Available

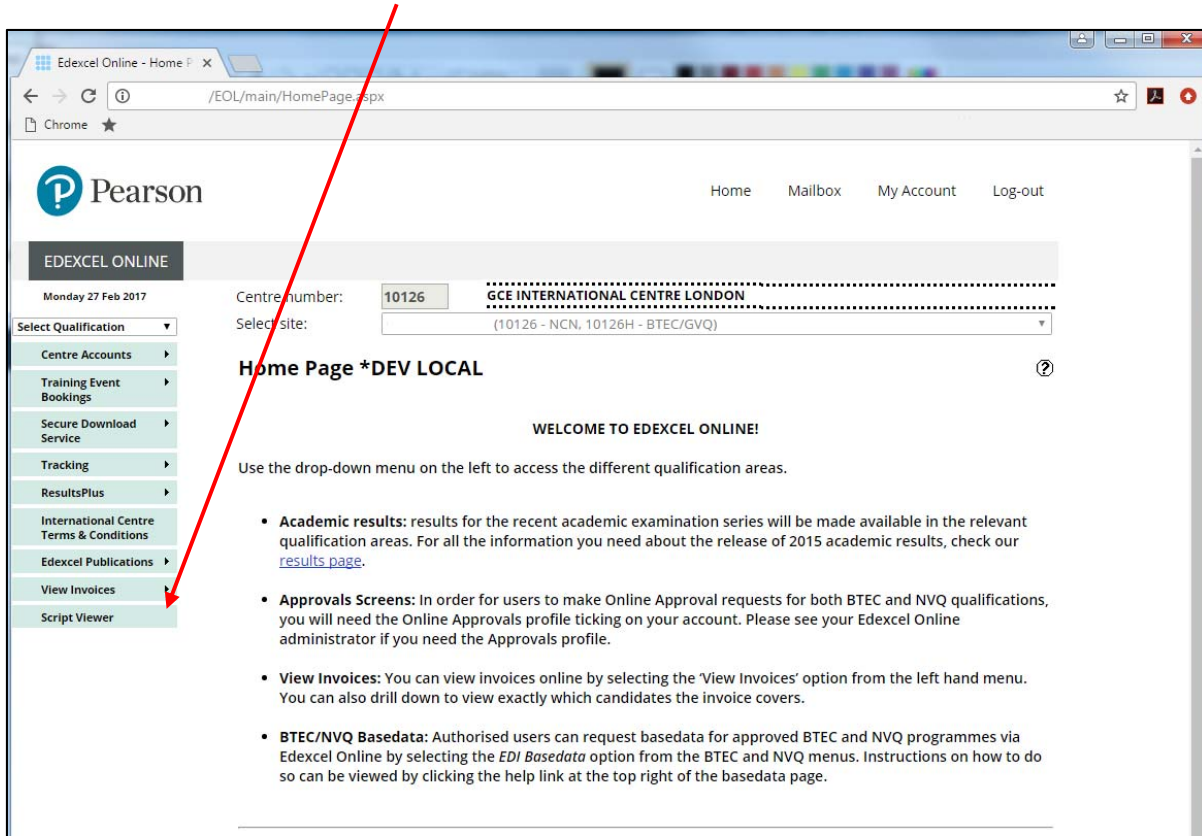
Service offline daily: 00:00 - 02:00 Testing Ticker Message

Need help logging in?

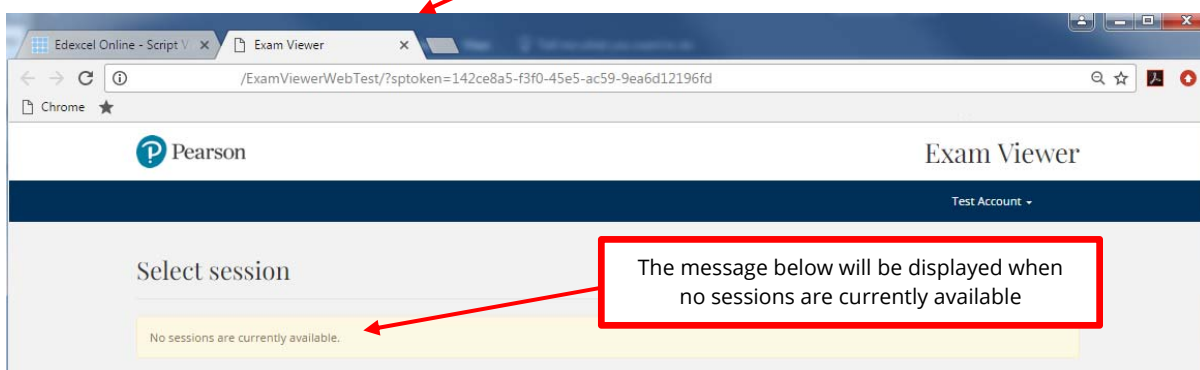
If you have any issues then please get in touch

[Contact us](#)

Select the menu option **'Script Viewer'**



The self-service portal will open in a **new tab**. If the self-service portal does not open in a new tab, please allow pop ups from Edexcel Online and select the menu again.



Select session

You must have written permission from candidates before accessing their scripts.

July 2017 Functional Skills (1707)
June 2017 BTEC Firsts and Nationals (1706)
June 2017 GCE, IAL, GCSE, Int GCSE, Edex Awds (1706)

Select the session to access the system and search for scripts for the selected session

Searching for and viewing scripts

Search

You must have written permission from candidates before accessing their scripts.

Use the six fields below to enter your search criteria and click on **'Search'**

Search criteria

Centre	<input type="text" value="524"/>	Candidate	<input type="text"/>
Subject	<input type="text"/>	Paper	<input type="text"/>
Surname	<input type="text"/>	Forename	<input type="text"/>

Centre	<input type="text" value="10126"/>	Candidate	<input type="text"/>
Subject	<input type="text" value="10126"/>	Paper	<input type="text"/>
Surname	<input type="text" value="10126H"/>	Forename	<input type="text"/>

Use the drop down list below to switch between the sites you have access to

The results of your search criteria will be listed below. Click on **'View'** to access the script

Centre	Candidate	Subject	Paper	Surname	Forename	Action
10126	0211	4HB0	01	XXXXX	YYYY	View

Note: if you click on **'Search'** without entering a search criteria, the system will return all available scripts for your centre for the series that has been selected.

Use the **'Print'** button to generate a script in pdf format

Write your name here

Surname Other names

Edexcel International GCSE

Centre Number Candidate Number

Human Biology

Unit: 4HB0
Paper: 01

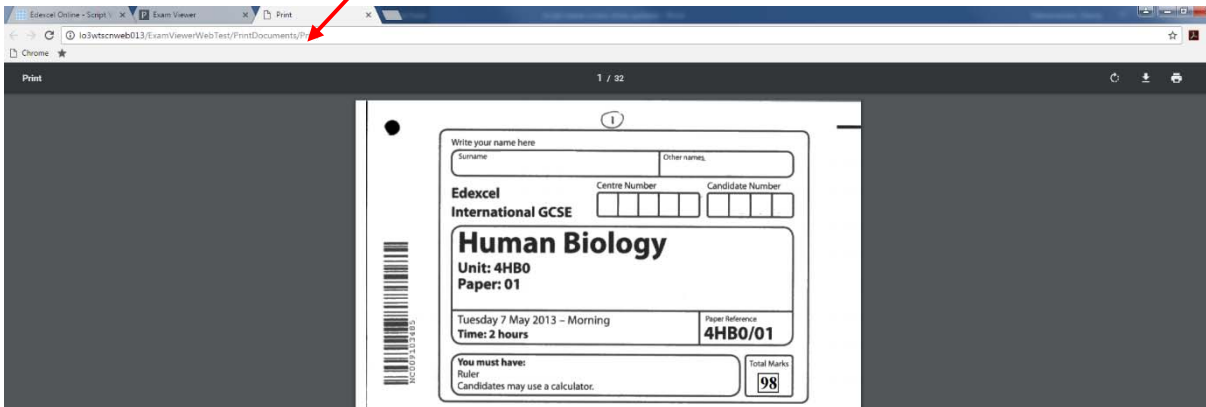
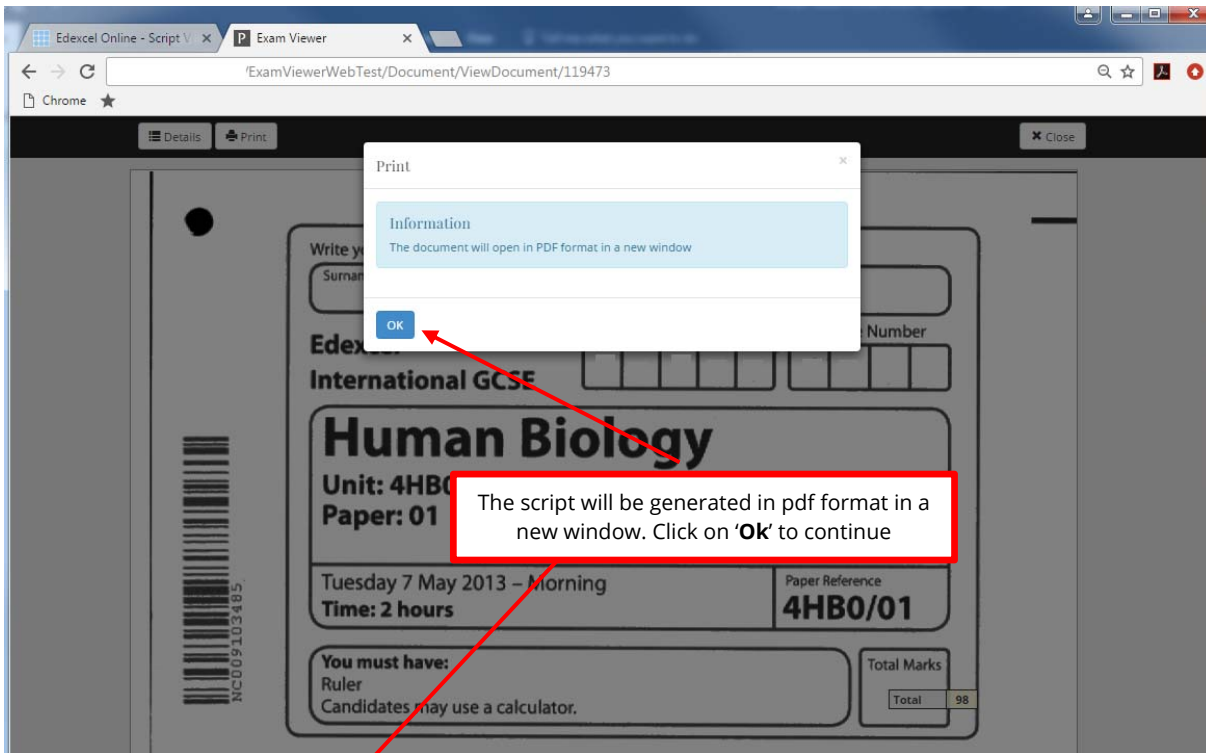
Tuesday 7 May 2013 – Morning
Time: 2 hours

Paper Reference **4HB0/01**

You must have:
Ruler
Candidates may use a calculator.

Total Marks
Total **98**

Downloading and printing candidate scripts



Note: from this page, you can print the script locally or save the script in pdf format.

Signing out and changing session

Note: signing out of the self-service portal using the **'Sign out'** option will automatically log you out of all sessions. If you're planning to continue using Edexcel Online, please close the tab as opposed to signing out.

