

USING THE eSA1

Key Skills/Adult Basic Skills test, portfolio and proxy entries can be made using Edexcel Online, an eSA1, SA1 or submitting an EDI file to Edexcel.

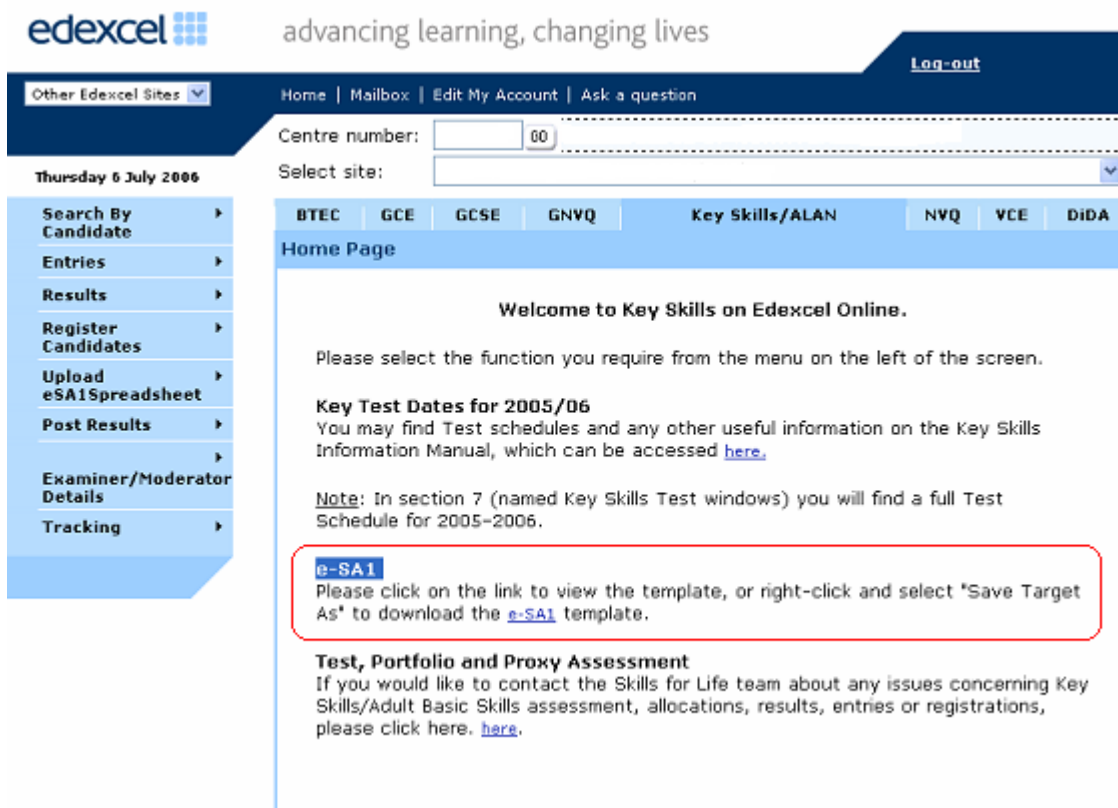
The benefits of using an eSA1 to register candidate are:

- No forms to fill in
- Entries and registrations are processed immediately on our live systems and confirmation is available to print
- Multiple candidates and entries can be made at one go.

Outlined below are guidelines on how to complete an eSA1 make entries using the eSA1.

COMPLETING THE ESA1

1. Downloaded the eSA1 template from the *Key Skills/ALAN* homepage on Edexcel Online. The eSA1 should be saved on your personal so this can be accessed at a later date.



2. Once the eSA1 has been saved it is now ready to be populated with the candidates details for which you wish to make an entry.

	A	B	C	D	E	F	G	H	I	J	K
1	Centre's Reference Only	Student's Forenames	Student's Surname	Sex	Date of Birth	Entry 1	Entry 2	Entry 3	Entry 4	Entry 5	Entry 6
2	no more than 10 characters	no more than 20 characters	no more than 30 characters	M or F	DD-MON-YY						
3	OPTIONAL	ANN	EXAMPLE	M	01-Jan-06	KT1T	KA2T	KC1T			
4											
5											
6											
7											

The following rules must be observed when completing the eSA1 to enable quick and easy processing:

3. Only one row should be used per candidate. Where there are multiple entries, these should be specified in 'Entry 1', 'Entry2' ...up to 'Entry 6'.
4. Student's *forename, surname, sex* and *date of birth* should be specified in the format shown. Where entries are being made for previously registered candidates all details must be stated exactly the same as the initial registration. Failure to do so will result in candidates being issued with a duplicate registration, leading to problems with certification.
5. All entry codes used must be correct key skill/adult basic skill *unit codes*, as specified in the Edexcel Information Manual 06/07. (Note: Should you only wish to register candidates using the eSA1 do not complete the entry type fields. Only the student forename, surname and sex should be filled.)
6. Once you have finished completing the eSA1, save a copy to an accessible drive.

MAKING REGISTRATIONS USING THE ESA1

1. Follow steps 1 - 3 above.
2. Log on to Edexcel Online and click on the *Key Skill/ALAN* tab.
3. Select '*Upload e-SA1 spreadsheet*', then click on '*Register Candidates*'.

The screenshot shows the Edexcel Online interface. At the top, the Edexcel logo and tagline 'advancing learning, changing lives' are visible. A navigation bar includes 'Home | Mailbox | Edit My Account | Ask a question' and a 'Log-out' button. Below this, there's a search bar for 'Centre number' with a 'GO' button and a message 'Please Enter A Centre Number.' A 'Select site:' dropdown menu is also present. The main navigation menu on the left includes 'Search By Candidate', 'Entries', 'Results', 'Register Candidates', 'Upload eSA1 Spreadsheet', and 'Post Results'. The 'Register Candidates' option is highlighted, and a dropdown menu is open showing 'Register Candidates' and 'Register Candidates & Make Entries'. The main content area displays a 'Welcome to Key Skills on Edexcel Online' message and 'Key Test Dates for 2005/06' information.

4. Select the appropriate qualification type from the dropdown list '*Qualification Type*'.
5. State the candidates enrolment date in this format *DD/MM/YY*. The enrolment date must be the day registration is being made.
6. The field 'cohort' is optional.
7. Click on '*browse*' to locate the eSA1 which is to be uploaded.
8. Click on '*upload*'.
9. The candidates as indicated in the eSA1 will be listed on the screen.
10. Click on '*submit*'. The candidate will now have be allocated a unique registration number.

Other Edexcel Sites ▾ Home | Mailbox | Edit My Account | Ask a question

Centre number: **12956** 00 **UXBRIDGE COLLEGE**

Select site: **PARK ROAD (12956 - NCN, 12956A - BTEC/GVQ)**

Friday 28 July 2006

Search By Candidate ▸
Entries ▸
Results ▸
Register Candidates ▸
Upload eSA1 Spreadsheet ▸
Post Results ▸
Examiner/Moderator Details ▸
Tracking ▸

BTEC | **GCE** | **GCSE** | **GNVQ** | **Key Skills/ALAN** | **NVQ** | **VCE** | **DiDA**

Registration Help ?

Qualification:

Enrolment Date: (dd/mm/yy)

Cohort:

Successfully uploaded 1 candidates.

For Key Skills Onscreen tests registrations and entries please visit www.exambase.org.uk

D.O.B.	Centre Ref.	Cohort	First Name	Last Name	Gender		
01/01/06	OPTIONAL		ANN	EXAMPLE	M	Edit	Delete

MAKING REGISTRATIONS AND ENTRIES USING THE ESA1

- Follow steps 1 - 3 above.
- Log on to Edexcel Online and click on the *Key Skill/ALAN* tab.
- Select '*Upload e-SA1 spreadsheet*', then click on '*Register Candidates and Make Entries*'. If candidates detailed in the eSA1 are already registered, this option should still be selected. Previously registered candidates will not be assigned a new registration number provided all details used are exactly the same as those used when creating the initial registration.
- Select the appropriate qualification type from the dropdown list '*Qualification Type*'.
- Select the appropriate entry type from the drop down list '*Entry Type*'. If multiple entry types have been specified in the eSA1, the eSA1 should be uploaded, select each entry type on that occasion.
- State the candidates enrolment date in this format *DD/MM/YY*. The enrolment date must be the day registration is being made.
- The field 'cohort' is optional.
- Click on '*browse*' to locate the eSA1 which is to be uploaded.
- Click on '*upload*'.
- The candidates as indicated in the eSA1 will be listed on the screen. (See step 10 in '*Uploading the eSA1*' section). All candidates which have been registered previously will be highlighted in blue. Any candidates who were not registered before will be assigned a registration number at this stage.
- Click on '*submit*'. A pop-up screen will then be displayed indicating the proposed entries. You will then be given the option to withdraw any candidates before the entries are finalised.

12. If all entries correct, click on 'save'. A message will then be displayed stating 'the entries have now been made'. Click on finish.

MAKING PORTFOLIO/PROXY CLAIMS USING EDEXCEL ONLINE

Before attempting to make portfolio or proxy claims centres must ensure that an entry for all candidates has been made.

Entries can be made using Edexcel Online, EDI, SA1, eSA1

For details on how entries can be made using Edexcel Online see 'How to make Entries - eSA1'.

Once entries for all candidates have been made, follow the steps below:

1. Follow steps 1 - 3 above.
2. Log on to Edexcel Online and click on the 'Key Skills/ALAN' tab.
3. Select 'Entries', then 'Entries Summary' from the options on the left hand side of the screen.



4. You will then be requested to specify the 'Qualification Type', 'Entry Type' and 'Series', which you are querying. Select the appropriate fields and click on 'Next'.

The screenshot shows the 'Course Search' form in the Edexcel Online interface. The 'Key Skills/ALAN' tab is selected. The form has three dropdown menus: 'Qualification Type' set to 'Key Skills - Paper based', 'Entry Type' set to 'Test', and 'Series' set to 'SEPTEMBER 2007'. A 'Next' button is visible at the bottom of the form.

5. A breakdown of all the entries will then be detailed.

Help | Printer Friendly

Qualification Details

Qualification	Session	Entry Type
Key Skills	2005/06 CLAIMS	Portfolio

Units

Code	Title	Level	Entries	Entry Type	Timetable Date	
KA1P	APPLICATION OF NUMBER	1	4	PORTFOLIO		Candidates List
KA2P	APPLICATION OF NUMBER	2	9	PORTFOLIO		Candidates List
KA3P	APPLICATION OF NUMBER	3	1	PORTFOLIO		Candidates List
KC1P	COMMUNICATION	1	1	PORTFOLIO		Candidates List
KT1P	INFORMATION TECHNOLOGY	1	1	PORTFOLIO		Candidates List

If the Unit you are looking for is not on this list, then there are no entries for that unit at your centre/site.

- Click on the '*Candidate list*' for the key skills unit which you wish to finalise. Should you wish to finalise multiple key skills units, you must complete each first.
- Select the candidates which you wish to finalise using the tick box on the left hand side. Where a portfolio claim is to be made for all candidates, tick '*all*' to select all candidates.

Once the correct candidates have been selected, click on '*finalise selected*' .

If direct claim status has not yet been given for the Key Skills unit which is being claimed. Candidates will be issued with a '*not yet passed result*' should you proceed with finalising the portfolio claim.

Candidates

<input type="checkbox"/> All	Reg No	Centre Ref	First Name	Last Name	Raw Mark	Cohort	
<input checked="" type="checkbox"/>	X876655		DUMMY	CANDIDATE			Details

- A pop-up box will then be displayed requesting confirmation that all portfolio claims are eligible to be processed.

After the required information has been entered, click on '*Accept*' to complete the claims process.