

Functional Skills: English Speaking & Listening - Submission of Candidate Achievement

- 2.1 Centre marks should be submitted via Edexcel Online. Please note centres will not receive OPTEMS for this qualification.
- 2.2 Edexcel Online will be available to submit marks from three weeks prior to the deadline date of 30th June 2008.
- 2.3 It is essential that Edexcel Online mark submission forms are completed accurately before the deadline to enable Edexcel to issue results.
- 2.4 For each candidate submit a score of 0 (fail) or 1 (pass). There is no partial achievement for this unit.
- 2.5 Registered users should log onto Edexcel Online and navigate to the mark entry screen. Navigate to the screen by selecting the appropriate menu option on the left hand side of the screen, enter the session from the drop down menu then click "Next." Select the "Papers" link next to the unit you wish to submit marks for then the "Coursework Marks" link to navigate to the mark entry screen.
- 2.6 On the Edexcel Online mark submission screen you may enter some or all candidates in a session. Key a mark for each candidate in the mark field beside each candidate. Once the "Submit Marks" button at the bottom of the screen is selected and confirmed it will not be possible to amend a candidate's mark, where it has been keyed, however it will be possible to view it. Candidates for whom a mark has not been keyed will remain available to enter a mark in subsequent Edexcel Online sessions.
- 2.7 An 'X' should be entered for any candidate who is absent, withdrawn or has failed to submit any work, even if Special Consideration or an aegrotat award has been requested.
- 2.8 It is the centre's responsibility to ensure that the achievement are submitted by the deadline, are accurate, and are in the appropriate format.