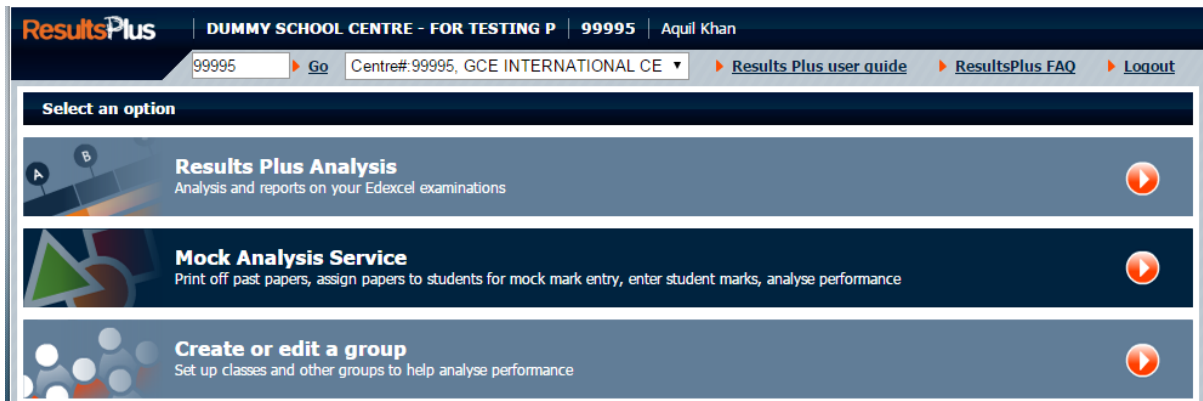


## ResultsPlus – Bulk Mock Mark Import

### Step-by-step process

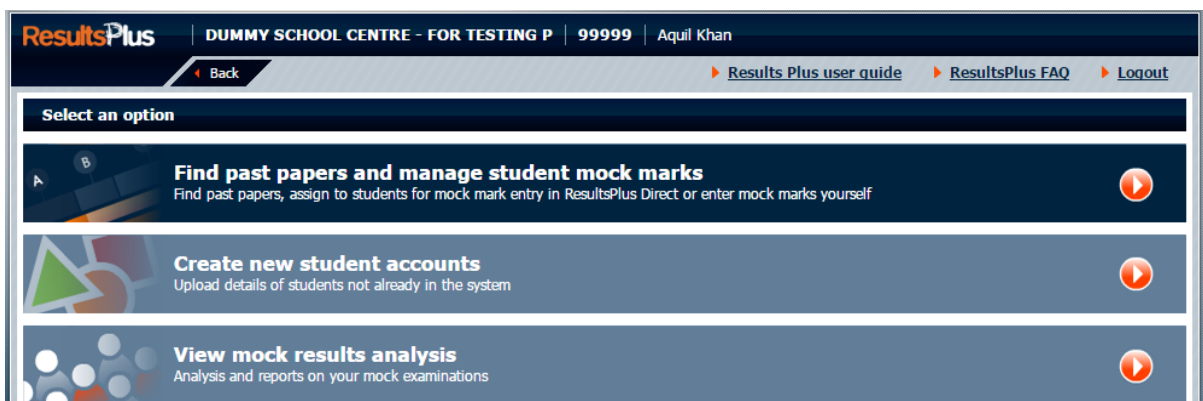
Step 1 – Login to ResultsPlus and select **Mock Analysis Service**.



The screenshot shows the ResultsPlus dashboard for a user named Aquil Khan at DUMMY SCHOOL CENTRE - FOR TESTING P, 99995. The user is logged in as Centre#:99995, GCE INTERNATIONAL CE. The dashboard has a 'Select an option' section with three main options:

- Results Plus Analysis**: Analysis and reports on your Edexcel examinations.
- Mock Analysis Service**: Print off past papers, assign papers to students for mock mark entry, enter student marks, analyse performance. This option is highlighted with a red play button icon.
- Create or edit a group**: Set up classes and other groups to help analyse performance.

Step 2 – Select **Find past papers and manage student mock marks**.

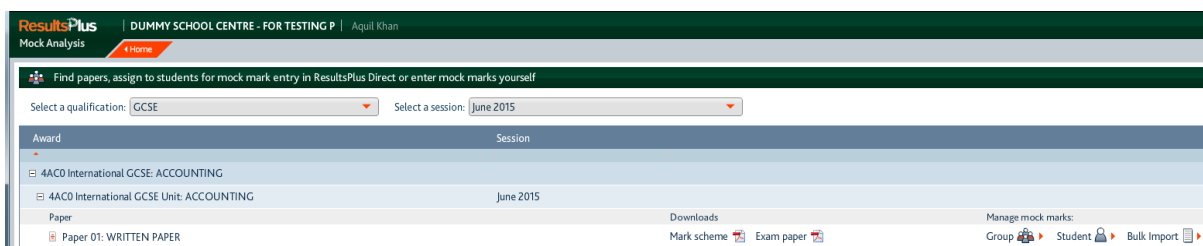


The screenshot shows the ResultsPlus dashboard with a 'Back' button and navigation links for 'Results Plus user guide', 'ResultsPlus FAQ', and 'Logout'. The 'Select an option' section now features three options:

- Find past papers and manage student mock marks**: Find past papers, assign to students for mock mark entry in ResultsPlus Direct or enter mock marks yourself. This option is highlighted with a red play button icon.
- Create new student accounts**: Upload details of students not already in the system.
- View mock results analysis**: Analysis and reports on your mock examinations.

Step 3 – Select the **qualification type** (e.g. GCSE) and **select a paper type** (e.g. Mock Paper) which will then list the question papers available. Select the **question paper** for which you wish to enter mock marks (e.g. 1MA1/1F).

Step 4 – Select the **Bulk Import** option which will then prompt you to download the **bulk import spreadsheet template for this paper**.



The screenshot shows the 'Mock Analysis' page in ResultsPlus. It includes a 'Home' button and a navigation bar with the text: 'Find papers, assign to students for mock mark entry in ResultsPlus Direct or enter mock marks yourself'. Below this, there are dropdown menus for 'Select a qualification: GCSE' and 'Select a session: June 2015'. A table lists available papers:

Award	Session	Downloads	Manage mock marks:
4ACD International GCSE: ACCOUNTING	June 2015	Mark scheme  Exam paper	Group  Student  Bulk Import
Paper			
Paper 01: WRITTEN PAPER			

Step 5 – Once downloaded, enter the student(s) details who completed the mock paper (a maximum of 200 students can be entered per batch), and the mark the student(s) achieved in each question.

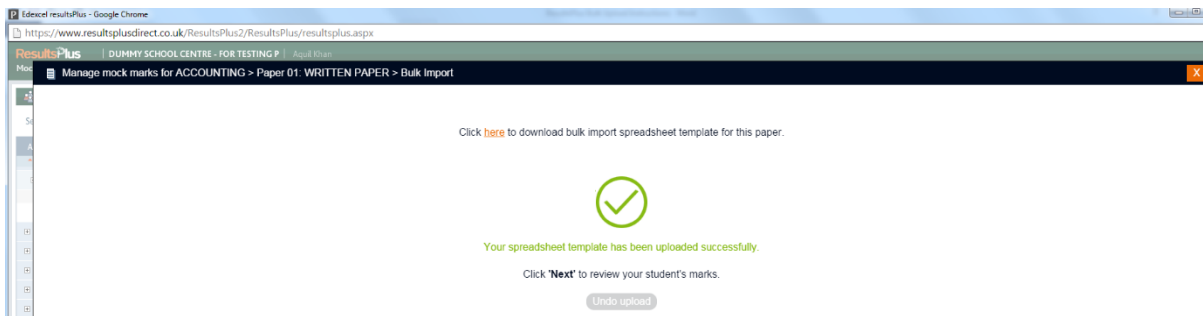
The **Max Trait Mark** indicates the maximum mark achievable per question.

Centre ID	Centre Name	Qualification	Session	Subject Code	Subject Name	Paper Code	Paper Name	Q01	Q02	Q03	Q04	Q05	Q06	Q07	Q08	Q09	Q10	Q11a	Q11b	Q11c	Q12	Q13a	Q13b	Q13c	Q13d
99999	DUMMY SCHOOL CENTRE - FOR TESTING P	GCSE	JUNE_2015	4ACD	ACCOUNTING	1	WRITTEN PAPER	1	1	1	1	1	1	1	1	1	1	16	2	2	15	5	2	2	5

Step 6 – Once all the student data has been completed, **save the file to your computer**.

Step 7 – If you have remained logged in to ResultsPlus return to the screen where you downloaded the spreadsheet. If you exited ResultsPlus, follow steps 1-4 to return to the spreadsheet download screen.

Step 8 - Click **Browse** to search for the file you have completed and press the **Upload** tab towards the bottom-right of the screen. Once uploaded, a message will appear to state **'Your spreadsheet template has been uploaded successfully'** – select **Next** to proceed.



Step 9 – The student(s) details you have uploaded will be displayed. If you are satisfied the details are correct, select **Save** to confirm upload of the student(s) mock marks. If however you wish to amend any of the marks entered, this can be done by clicking into the incorrect mark and updating with the new mark you wish to enter. Once you are satisfied that the information is correct, select **Save**.

First name(s)	Last name	DOB	Gender	Q01	Q02	Q03	Q04	Q05	Q06	Q07	Q08	Q09	Q10	Q11a	Q11b	Q11c	Q12
Question max score:				1	1	1	1	1	1	1	1	1	1	16	2	2	15
Peter	Owen	15/01/1998	M	1	1	0	1	1	0	0	1	1	1	12	2	1	10
Lucy	Smith	24/07/1999	F	1	1	1	0	0	1	1	0	1	1	10	1	1	7
Deepak	Patel	10/02/1997	M	1	1	1	1	1	1	1	0	0	0	14	2	2	12

Step 10 – Once you have saved the file you will be presented with a message to say **You have successfully imported the mock marks for your students**. Select **Close** to complete the process.



You have successfully imported the mock marks for your students.

You can now analyse their mock exam performance.

Click 'Close' button to continue.

Close

Step 11 - Once this process has been completed click the **Home** tab. From the home screen, select the **View mock results analysis** section to view the student(s) analysis.

The screenshot shows the ResultsPlus home interface. At the top, the user is identified as 'C/O MS S J GRAY (99999 - NCN) | 99999 | Aquil Khan'. Below the header, there are links for 'Back', 'Results Plus user guide', 'ResultsPlus FAQ', and 'Logout'. The main content area is titled 'Select an option' and contains three large, dark blue buttons with white text and icons:

- Find past papers and manage student mock marks**: Find past papers, assign to students for mock mark entry in ResultsPlus Direct or enter mock marks yourself.
- Create new student accounts**: Upload details of students not already in the system.
- View mock results analysis**: Analysis and reports on your mock examinations.