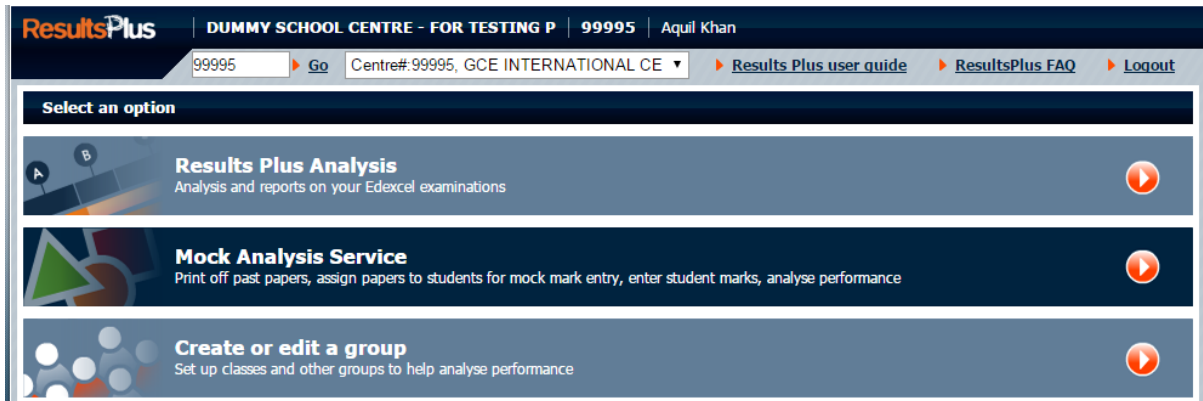


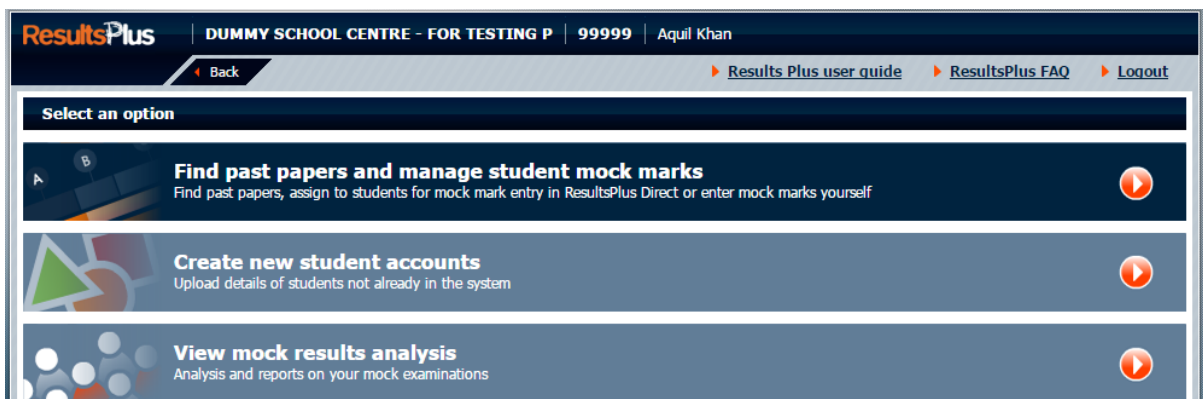
## ResultsPlus – Bulk Mock Mark Import

### Step-by-step process

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

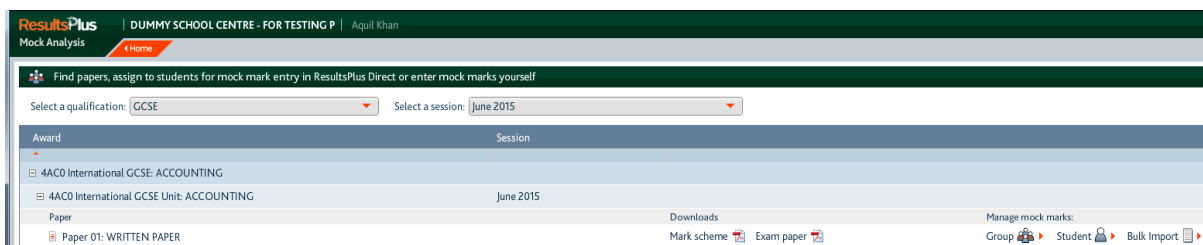


#### Step 2 – Select **Find past papers and manage student mock marks**



Step 3 – Select the **qualification type** (e.g. GCSE) and **session** (e.g. June 2015) which will then list the question papers available. Select the **question paper** for which you wish to enter mock marks

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



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

