ResultsPlus

Pearson

Bulk Mock Mark Import
Step-by-step process

Step 1

### Login to ResultsPlus and select Mock Analysis Service

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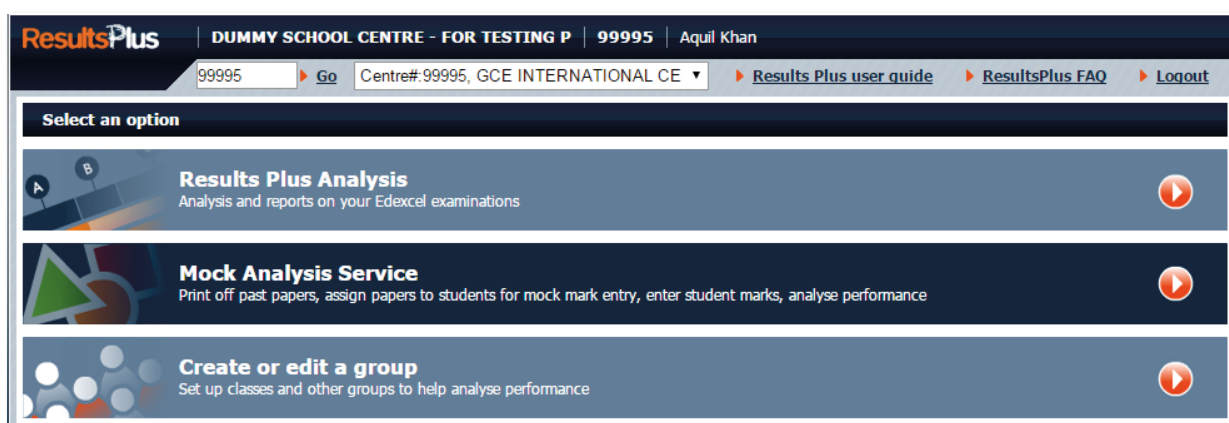
Step 2

Select Find past papers and manage student mock marks
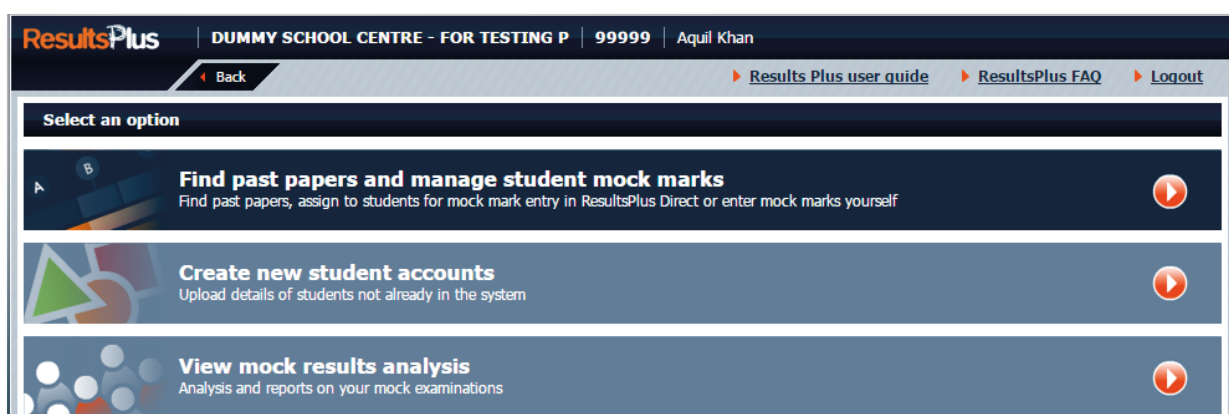
Step 3

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**.
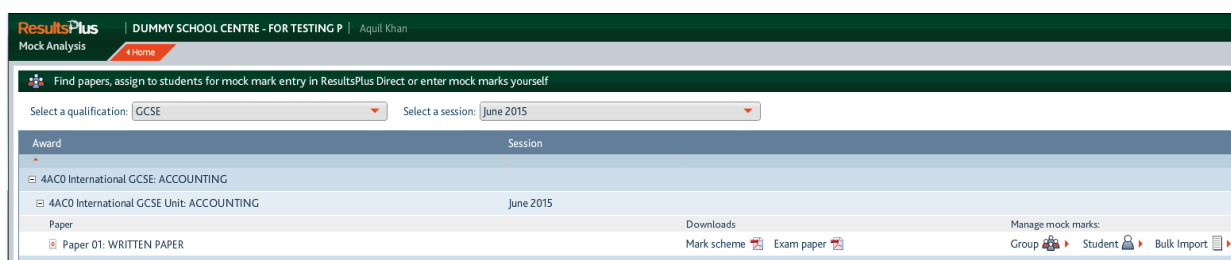
Step 5

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
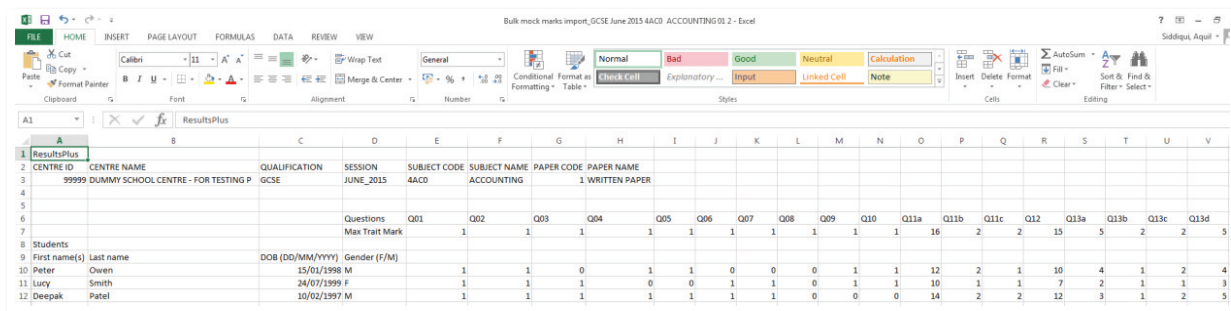
Step 6

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.
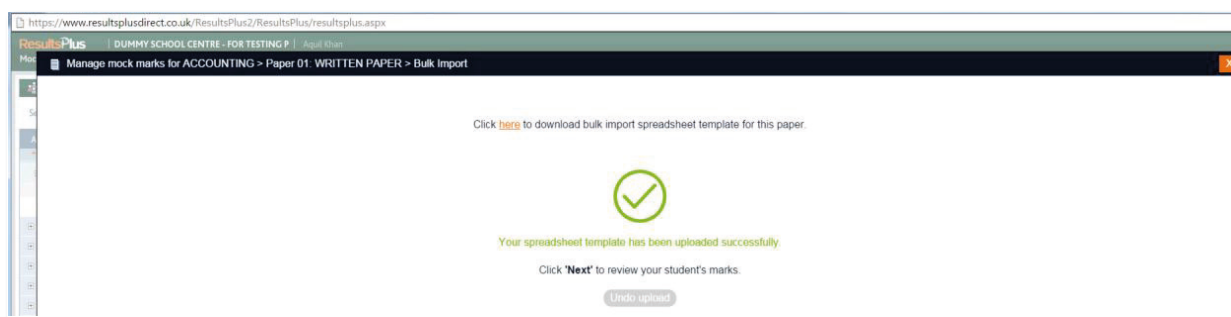
Step 9

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**.
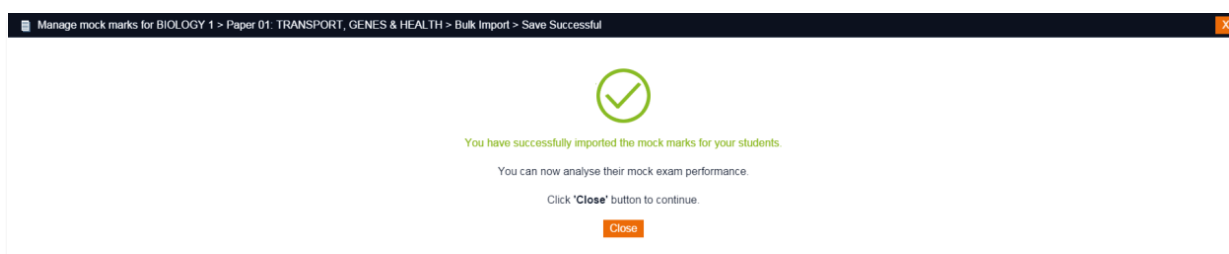

Step 10

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.

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.