

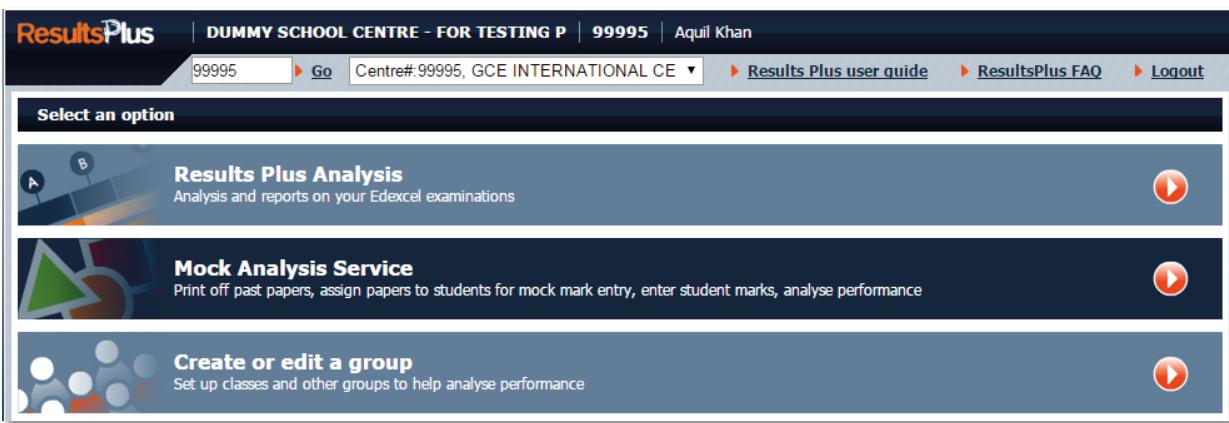
ResultsPlus

Bulk Mock Mark Import

Step-by-step process

Step 1

Login to ResultsPlus and select **Mock Analysis Service**

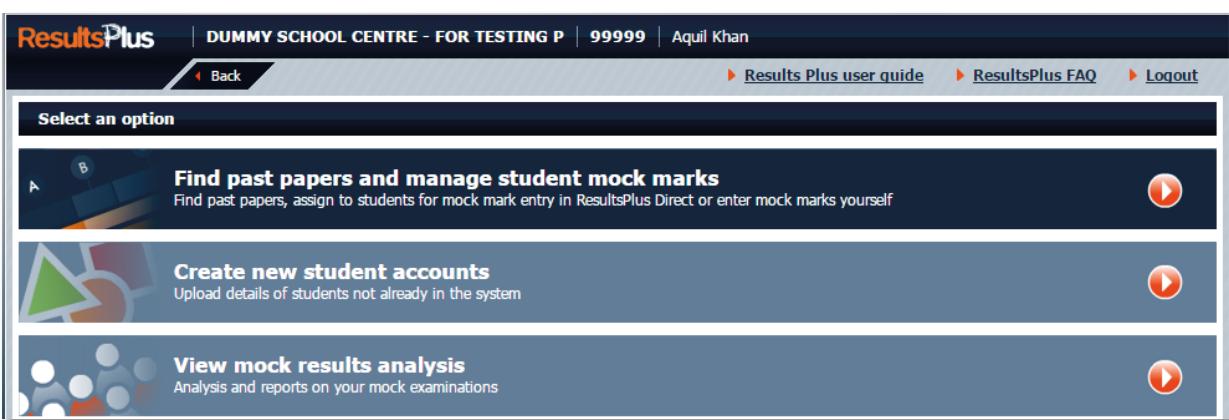


The screenshot shows the ResultsPlus login page with the following details:

- Header: ResultsPlus | DUMMY SCHOOL CENTRE - FOR TESTING P | 99995 | Aquil Khan
- Top navigation: 99995, Go, Centre#: 99995, GCE INTERNATIONAL CE, Results Plus user guide, ResultsPlus FAQ, Logout
- Section: Select an option
- Items:
 - Results Plus Analysis**: Analysis and reports on your Edexcel examinations. (Icon: Bar chart)
 - Mock Analysis Service**: Print off past papers, assign papers to students for mock mark entry, enter student marks, analyse performance. (Icon: Document with arrows)
 - Create or edit a group**: Set up classes and other groups to help analyse performance. (Icon: People)

Step 2

Select **Find past papers and manage student mock marks**



The screenshot shows the 'Find past papers and manage student mock marks' page with the following details:

- Header: ResultsPlus | DUMMY SCHOOL CENTRE - FOR TESTING P | 99999 | Aquil Khan
- Top navigation: Back, Results Plus user guide, ResultsPlus FAQ, Logout
- Section: Select an option
- Items:
 - 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. (Icon: Document with arrows)
 - Create new student accounts**: Upload details of students not already in the system. (Icon: People)
 - View mock results analysis**: Analysis and reports on your mock examinations. (Icon: Bar chart)

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**.

ResultsPlus | DUMMY SCHOOL CENTRE - FOR TESTING P | Aquil Khan
Mock Analysis [Home](#)

 Find papers, assign to students for mock mark entry in ResultsPlus Direct or enter mock marks yourself

Select a qualification: **GCSE** Select a session: **June 2015**

Award	Session
<input type="checkbox"/> 4AC0 International GCSE: ACCOUNTING	
<input type="checkbox"/> 4AC0 International GCSE Unit: ACCOUNTING	June 2015
Paper	Downloads
<input checked="" type="checkbox"/> Paper 01: WRITTEN PAPER	Mark scheme  Exam paper 
	Manage mock marks:    

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.

https://www.resultsplusdirect.co.uk/ResultsPlus2/ResultsPlus/resultsplus.aspx

ResultsPlus | DUMMY SCHOOL CENTRE - FOR TESTING P | Agust Khan

Manage mock marks for ACCOUNTING > Paper 01: WRITTEN PAPER > Bulk Import

Click [here](#) to download bulk import spreadsheet template for this paper.



Your spreadsheet template has been uploaded successfully.

Click **'Next'** to review your student's marks.

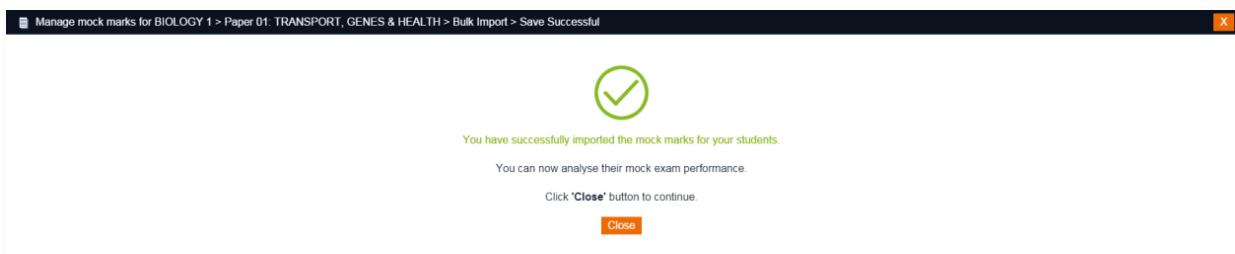
[Undo upload](#)

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.