ResultsPlus
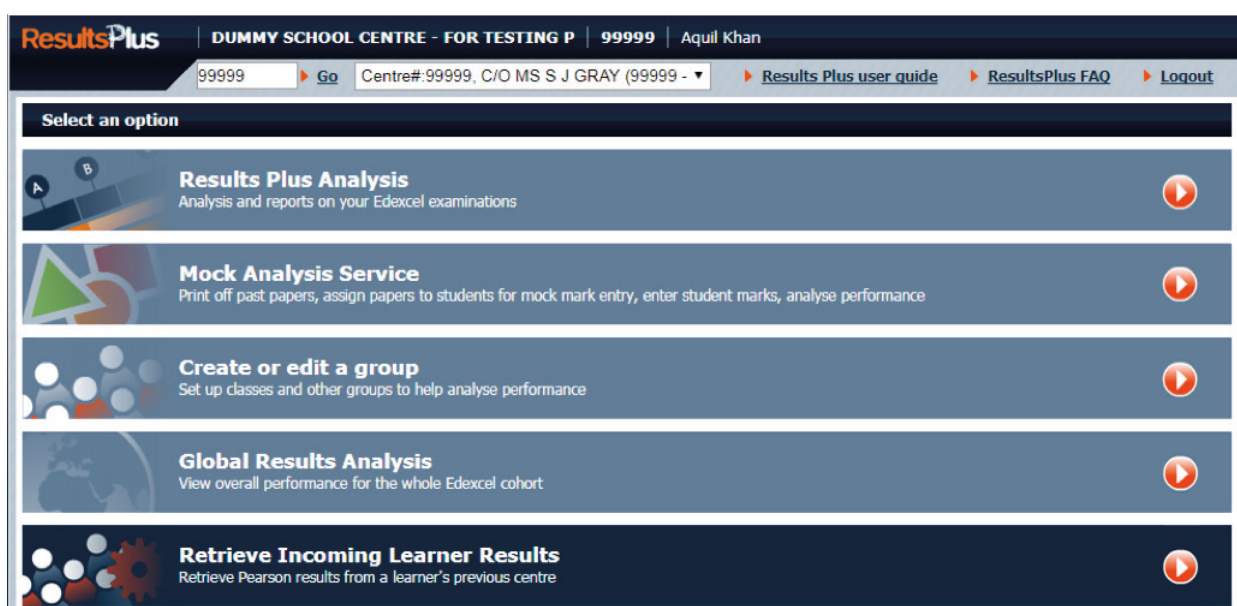
Retrieving Incoming Learner Results
Step-by-step process

**Step 1** Login to ResultsPlus and select **Retrieve Incoming Learner Results**

Step 2 Select either:

Retrieve individual learner results (enter an individual learner's personal details to retrieve their prior Pearson attainment)

Retrieve multiple learner records (complete a csv file which can include up-to 200 learner details in order to retrieve their prior Pearson attainment)
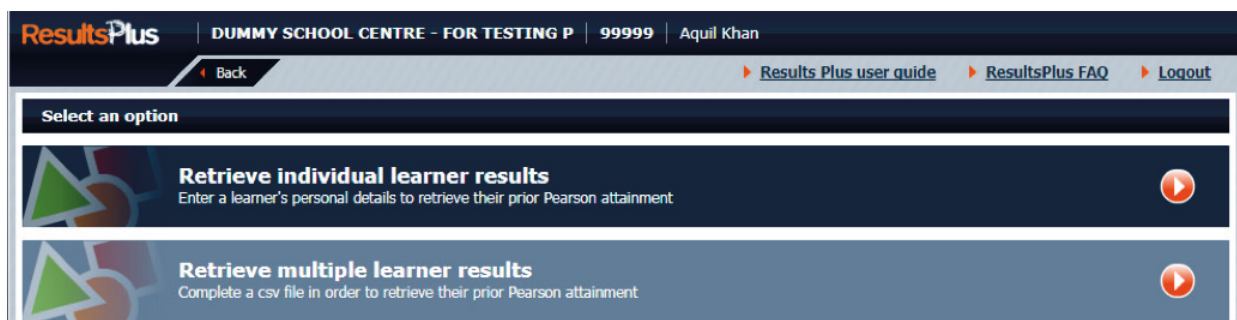
Step 3 — Retrieve individual learner results

Step 3a – Enter the learner's First name(s), Last name(s), Date of Birth and Previous centre number. All fields are mandatory and must appear as the learner was previously entered. Once the learner's details have been entered, press the **Find student** button.

Provided all the learner details are validated as being correct, the learner's details will then be displayed in a row below.

Step 3b – If you are satisfied that this is the correct learner, press the **'Manage Learner'** button.
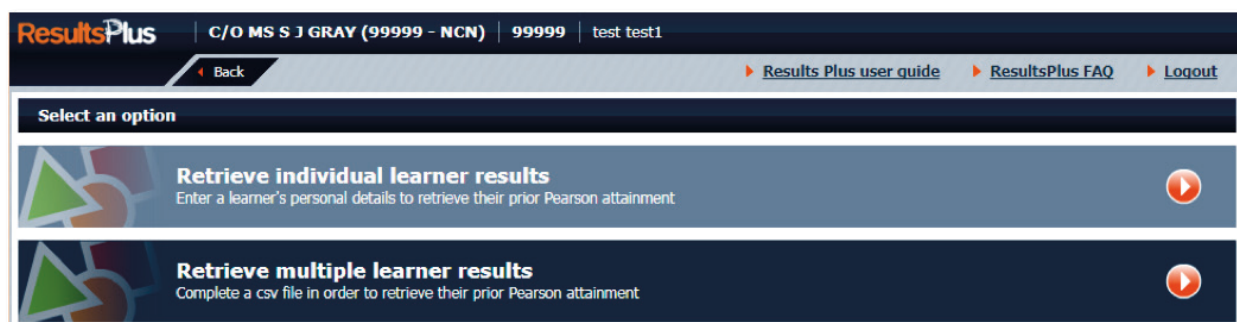
Step 3c – You will be taken to a separate screen where you need to confirm you wish to retrieve this learner's record by pressing **'Retrieve learner results'**.

A message stating **'The student results have been successfully retrieved'** will be displayed.

Once a learner's record has been retrieved, it will be available to be viewed within **ResultsPlus Analysis** > **Show me results for a student**

Step 4 — Retrieve multiple learner records

Step 4a – After you log-in, navigate to **Retrieve Incoming Learner Results** > **Retrieve multiple learner results**. This takes you to the file upload area.

Step 4b – Click **Download Spreadsheet** and save the file called **'RetrieveLearnerResultsTemplate.csv'** to your desktop.

Step 4c – Open this file (it will open in Microsoft Excel) and enter (or copy from another source), all the fields to include: **First Name(s), Last Name(s), Date of Birth, Gender, UCI, and Previous Centre Number**.

Firstnames	Lastname	DOB	Gender	UCI	Previous centre number
John Christopher	Smith	13/02/2001	M	999990124072A	99999
Sarah	Taylor	24/07/2000	F	1234S012S0788	12345

Please note that all the fields, except gender, are mandatory and must be completed **exactly** as the learner(s) details appear within our systems, which will be indicated on the learner(s) Edexcel results slip/certificate.

A maximum of 200 learners can be uploaded per file.

Step 4d – From the file menu choose **'Save As'** and save the file to a suitable location using a memorable name. Please ensure that in the **'Save as type'** field you have chosen **CSV** (comma delimited) (*.csv).

You may need to click **'Yes'** to complete the save.

Step 4e – From the File upload area, click **Browse**…and find the location of your upload .csv file.

Click **Upload**.

If there are no issues, the following message will be displayed: ✔ Files successfully loaded.

If there are any problems with the file, you will be given hints on how to correct it. Once the file has been corrected/validated you will see a summary of all the learners' details where records have been retrieved.

Once a learner's record has been retrieved, it will be available to be viewed within **ResultsPlus Analysis** > **Show me results for a student**