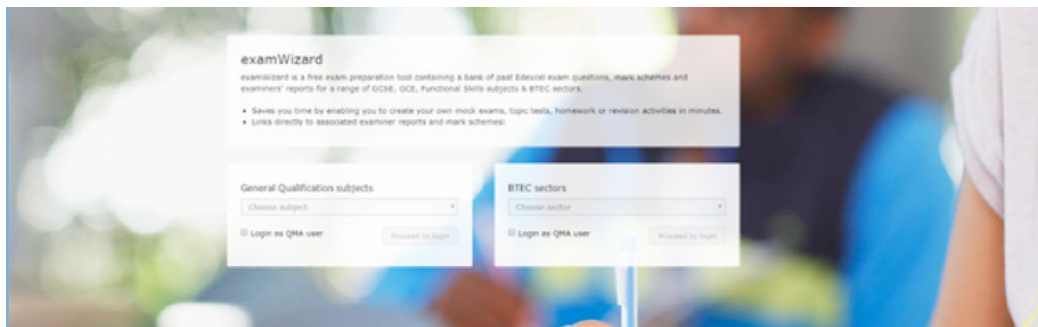# examWizard

How to use examWizard
Step-by-step process

A step-by-step guide to using examWizard, a free exam preparation tool containing a bank of past exam questions, mark schemes and examiners' reports.

How to login?

Initially you will be presented with the **homepage.**

Step 1 - From the homepage, select either a **GQ** or **BTEC** subject or sector

Step 2 - Select your subject from the drop-down menu on the Home page click Login.

Step 3 - Login using your EdexcelOnline or QMA account details (available free to all teachers of Edexcel specifications).

N.B. Ask your Examinations Officer if you unsure of you're username and password.

- **Find Papers**

- **My Papers**

- **Build A Paper**

- **FAQ**

What subjects can you use examWizard for?

A range of **GCSE, International GCSE, GCE subjects, As & A Levels, Functional Skills** and **BTEC Nationals.**

Please note that BTEC is a separate set of subjects and material, whereas Functional Skills is included as a subset of GQ.

edexcel

GCSE subjects

- **Edexcel GCSE Astronomy**
- **Edexcel GCSE Business**
- **Edexcel GCSE Computer Science**

- Edexcel **GCSE English, English Language** and **English Literature**
- Edexcel **GCSE French**, **German** and **Spanish**
- Edexcel GCSE **Geography A** and **B**

- Edexcel GCSE **History A** and **B**
- **Edexcel GCSE ICT**
- **Edexcel GCSE Mathematics**
- **Edexcel GCSE PE**

- **Edexcel GCSE Religious Studies**
- **Edexcel GCSE Science**
- **Edexcel GCSE Statistics**

A level subjects

- **Edexcel A Level Business**
- Edexcel A Level **Economics A** and **B**

- **Edexcel A Level Geography**
- **Edexcel A Level History**

- **Edexcel A level Mathematics**
- **Edexcel A level Psychology**

- **Edexcel A level Science**

International Advanced Level subjects

- **IAL Accounting**
- **IAL Information Technology**
- **IAL Mathematics**
- **IAL Science**

BTEC

BTEC subjects

- **BTEC L3 Animal Management**
- **BTEC L3 Applied Science**
- **BTEC L3 Business**

- **BTEC L3 Children's Play, Learning and Development**
- **BTEC L3 Computing**
- **BTEC L3 Engineering**

- **BTEC L3 Enterprise and Entrepreneurship**
- **BTEC L3 Forensic and Criminal Investigation**

- **BTEC L3 Health and Social Care**
- **BTEC L3 Information Technology**
- **BTEC L3 Sport**
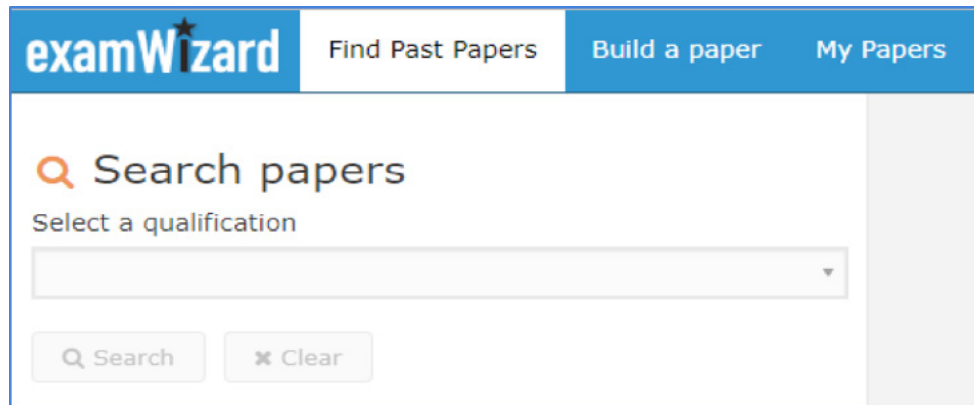- **BTEC L3 Sport and Exercise Science**

Functional Skills

Functional Skills subjects

- **Level 1 and 2 English**
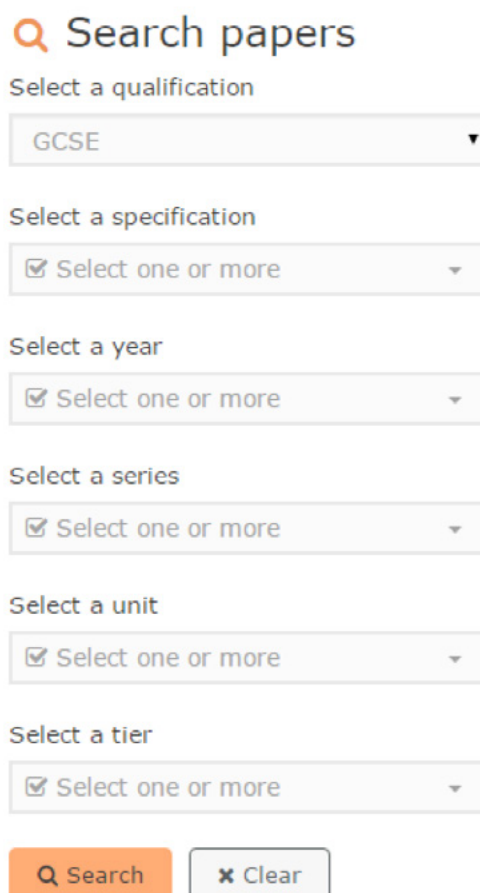- **Level 1 and 2 ICT**
- **Level 1 and 2 Mathematics**

Find Past Papers

Step 1 - Click on the **Find Past Papers** tab and select to list all past papers.

Step 2 - You can use additional search criteria to narrow down your search. Click **Search** to bring up your results.

Step 3 - The results can be sorted by clicking on the column headers.

Clicking on a past paper will display a new window, with the following tabs showing:

- Paper
- Mark Scheme
- Examiner's Report

Each of these can be exported in PDF format, to store on your computer and print out later.
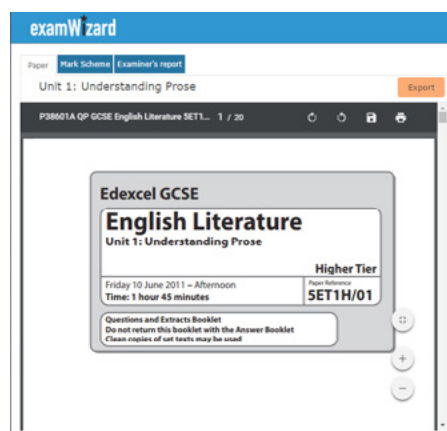

Step 4 - To export the past exam paper, mark scheme or examiner's report select the **Export** button.

If a paper includes additional materials (such as resource booklets or formulae sheets), these are included in an additional **Resources** tab.

Please note: some of these files are quite large, so may take a short while to load.
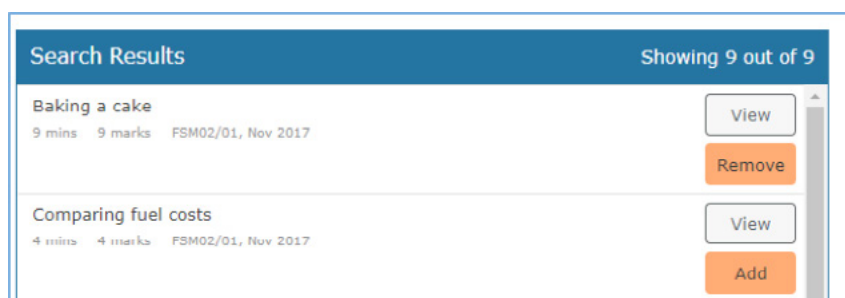
Build a paper

Step 1 - Click on the **Build a paper** tab and select qualification.
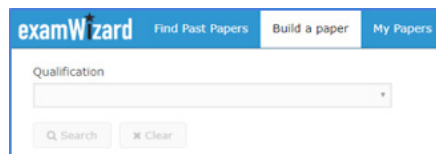
Step 2 - Use the different search filter options to find the questions you need and click **Search**.
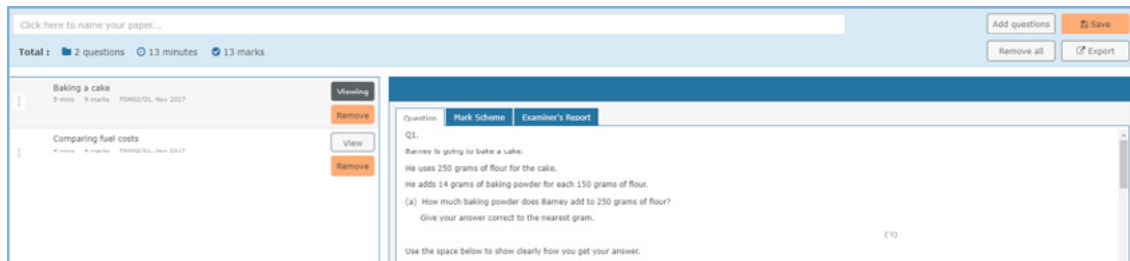

Step 3 - Results options are presented in the left side panel, View, Add and Remove various question to start to build your paper.

Step 4 - Preview questions by clicking **View/Edit** and naming your paper.

This section will tell you the details of how your paper is progressing, with indications of number of questions, overall time to complete and overall marks given.

Details on Questions, Mark Scheme and Examiner report are also given here.

Step 5 - Once the paper is completed you can save and view your papers in the My Paper section ready to edit, export, delete or print.
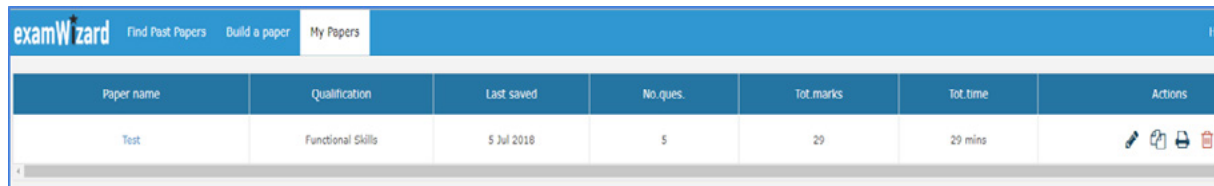

Values at the bottom of the My Exam Paper panel indicate the number of questions (📁), total time (🕐) and total marks (✅) for your custom paper.

Total : 📁 5 questions 🕐 56 minutes ✅ 48 marks

My Papers

Once saved, your custom paper will remain in the My Papers area for you to come back and retrieve, edit, or copy.

Step 1 - Click on the **My Papers** tab to view and edit

Custom papers include an automatically generated mark scheme and examiner's report, based on the questions included.

Step 2 - To preview the custom paper, click on the paper name. The custom paper will open in a new browser window.

Step 3 - To print it, or export it to MS Word or PDF, select the Print icon.

Step 4 - To edit it, select the Edit icon. You will be then be taken to the Build a Paper tab where you can edit your paper by adding, deleting and re-ordering questions.

Please note: You will need to save your changes by clicking the Save button on the My Exam Paper panel.

Step 5 - Create a copy of your paper and edit the new version. Simply select the Copy icon next to paper you want to update.

FAQs

How do I print or export my custom paper to MS Word or PDF?

You can print your custom paper two ways:

1. Once your custom paper is ready but not yet saved, you can print it by clicking the Export button that appears on the My Exam Paper panel on the Build A Paper tab.

2. Once your custom paper is saved, you will be able to print it from the My Papers tab by clicking the Print icon that appears next to your paper.

In both cases you will be presented with three options:
- Print
- Export to Word
- Export to PDF

You can also add a cover sheet to your papers before printing.

How can I increase the question area?

You can minimise or maximise Search Results panel area by clicking the arrow icon ( ).

Can I edit custom papers I have already created?

Yes. Go to the My Papers tab and select the Edit icon that appears next to the custom paper you would like to edit. You will be then taken to the Build a Paper tab where you can add, delete and reorder questions.

How can I download additional resources onto my local computer?

Open a custom paper with resources and click on the Resources tab. Select the resource you would like to download by clicking on it. Depending on your browser's settings, the downloaded resource can appear at the bottom of your browser window or you will get the open/save pop-up window.

Can I use examWizard for more than one subject?

Yes. You must select a subject before logging in, but you are not restricted as to which subject you can choose. You can change a subject on Home page.

If you have any further questions about examWizard and how it can benefit you and your learners, Please contact your Account Manager or email **examsofficers@pearson.com**.