Pearson Edexcel GCSE & A level Mocks Service

Setting up groups in ResultsPlus
Step-by-step guide, April 2021

Version 1, April 2021

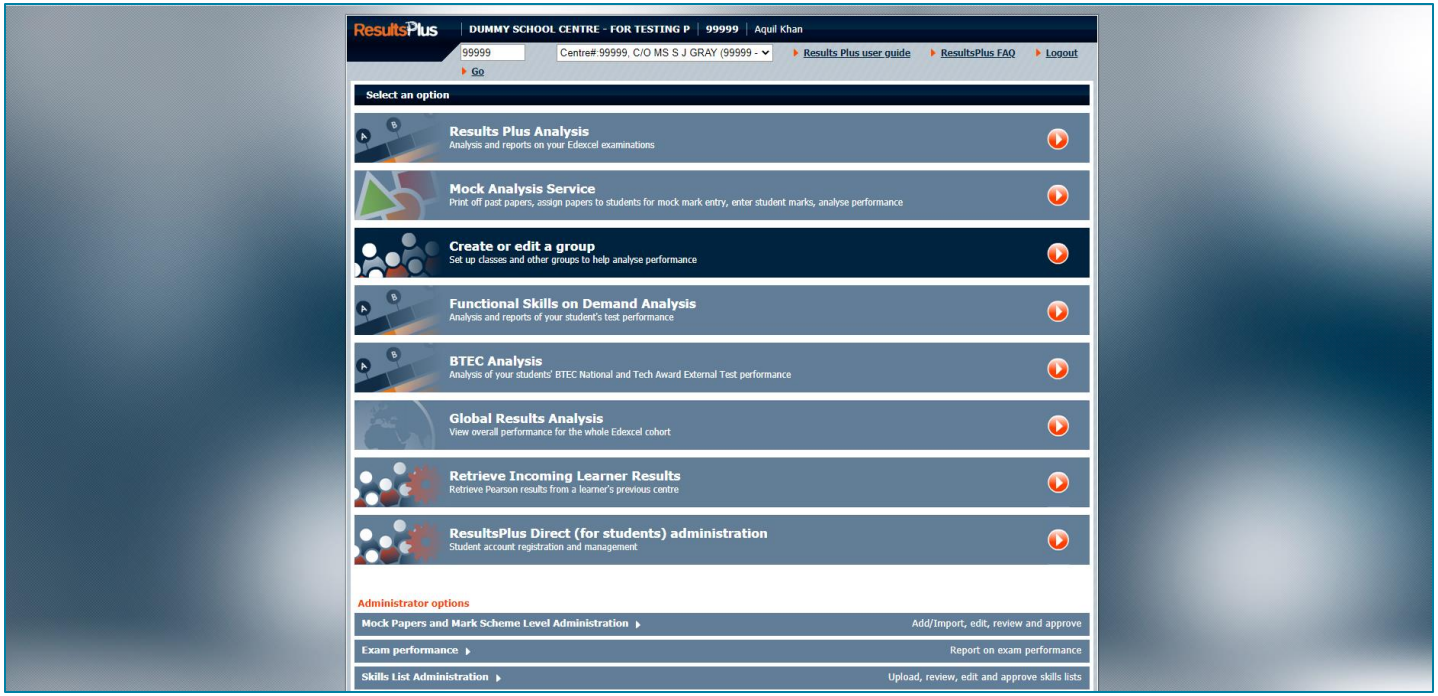
Pearson

Set up a group in ResultsPlus

Set up a group to see analysis at the class/group level, to help identify areas for planning, revision, and intervention.

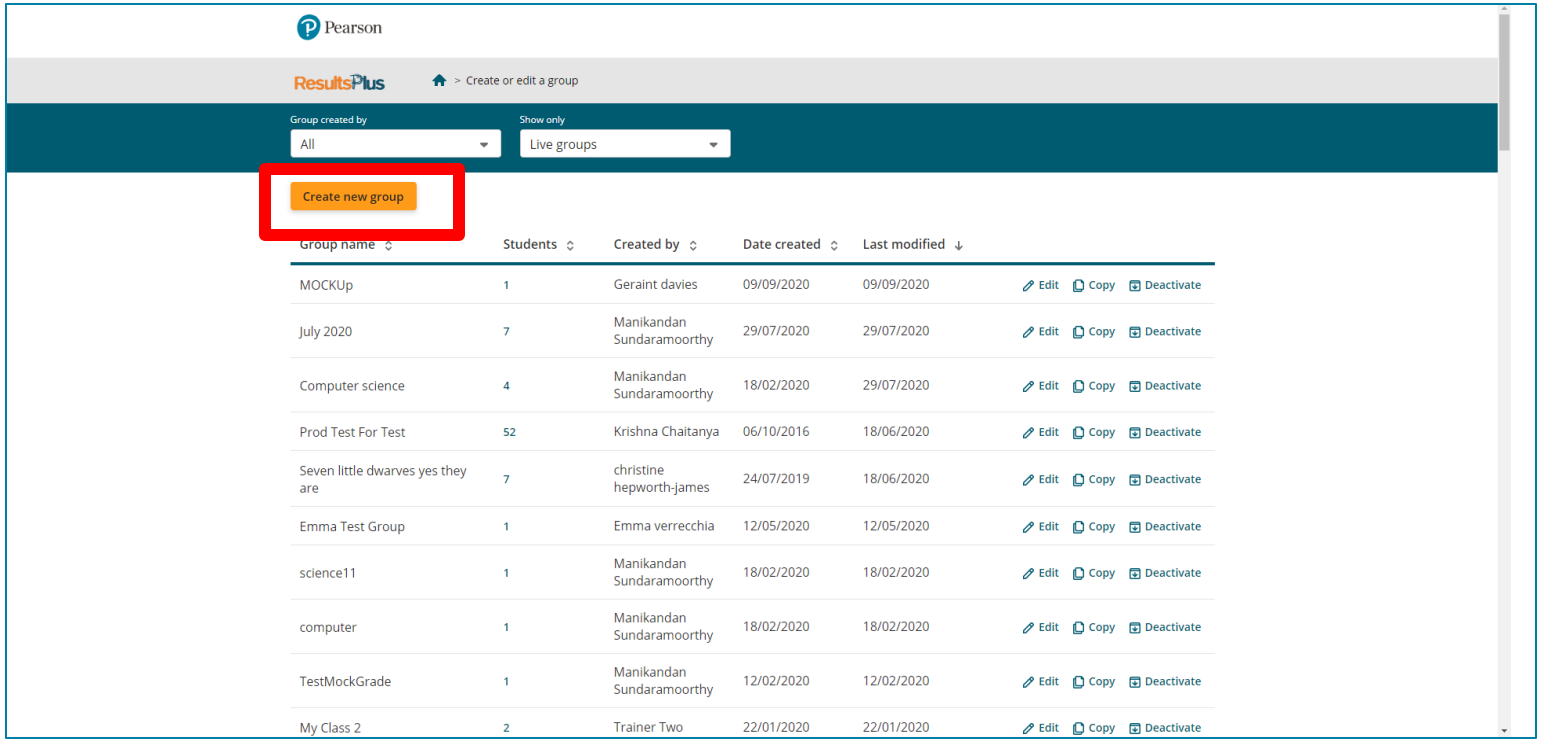
Step 1.

Select **Create or Edit a Group** from the Homepage.



Step 2.

On the Groups page, click **Create new group.**



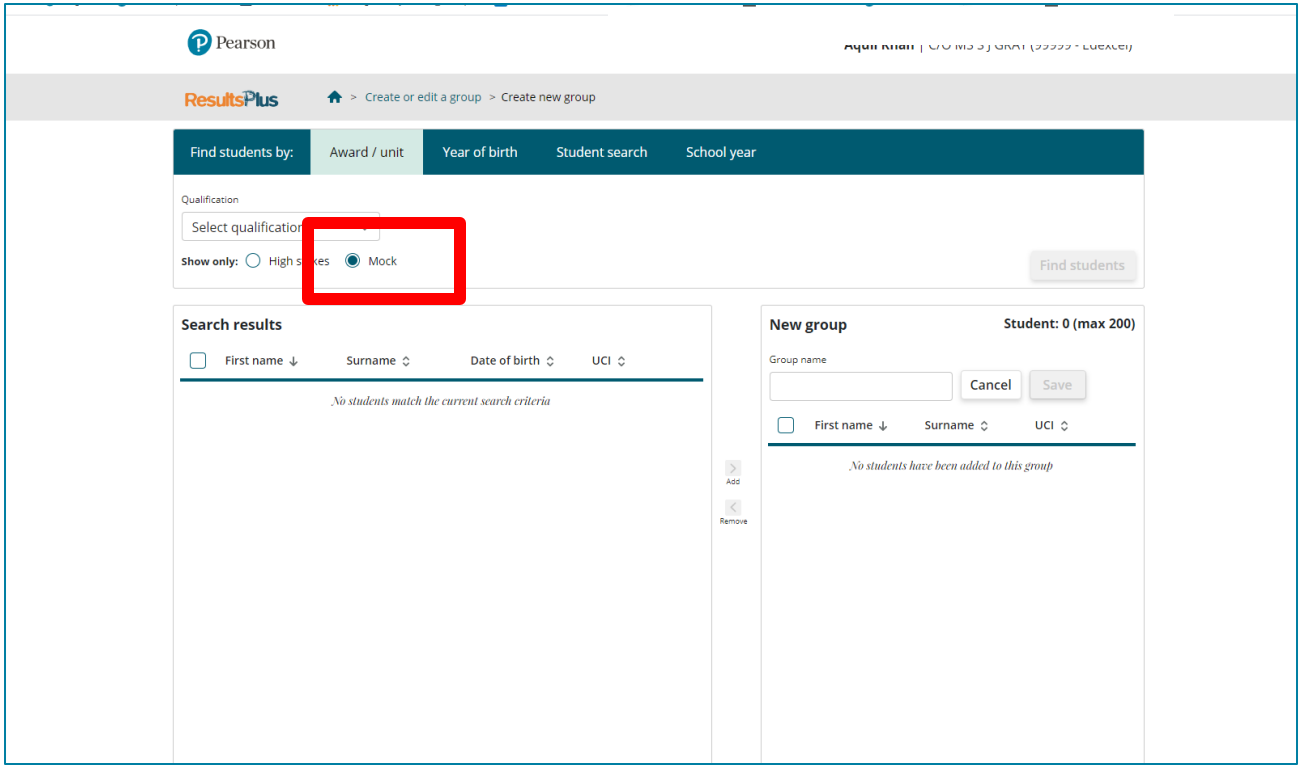
Step 3.

Use the filters and search options to help you find students that you wish to include in your group.

- Searching **By award/unit** allows you to find students who were entered for a unit or paper in a particular exam session.
- Searching **By year of birth** finds students by searching for their year of birth.
- Searching **By student search** allows you to find students using some or all of their first name or last name
- Searching **By school year** finds students according to the academic year within which their date of birth falls

PLEASE NOTE:

Please ensure you tick the **Mock** section.



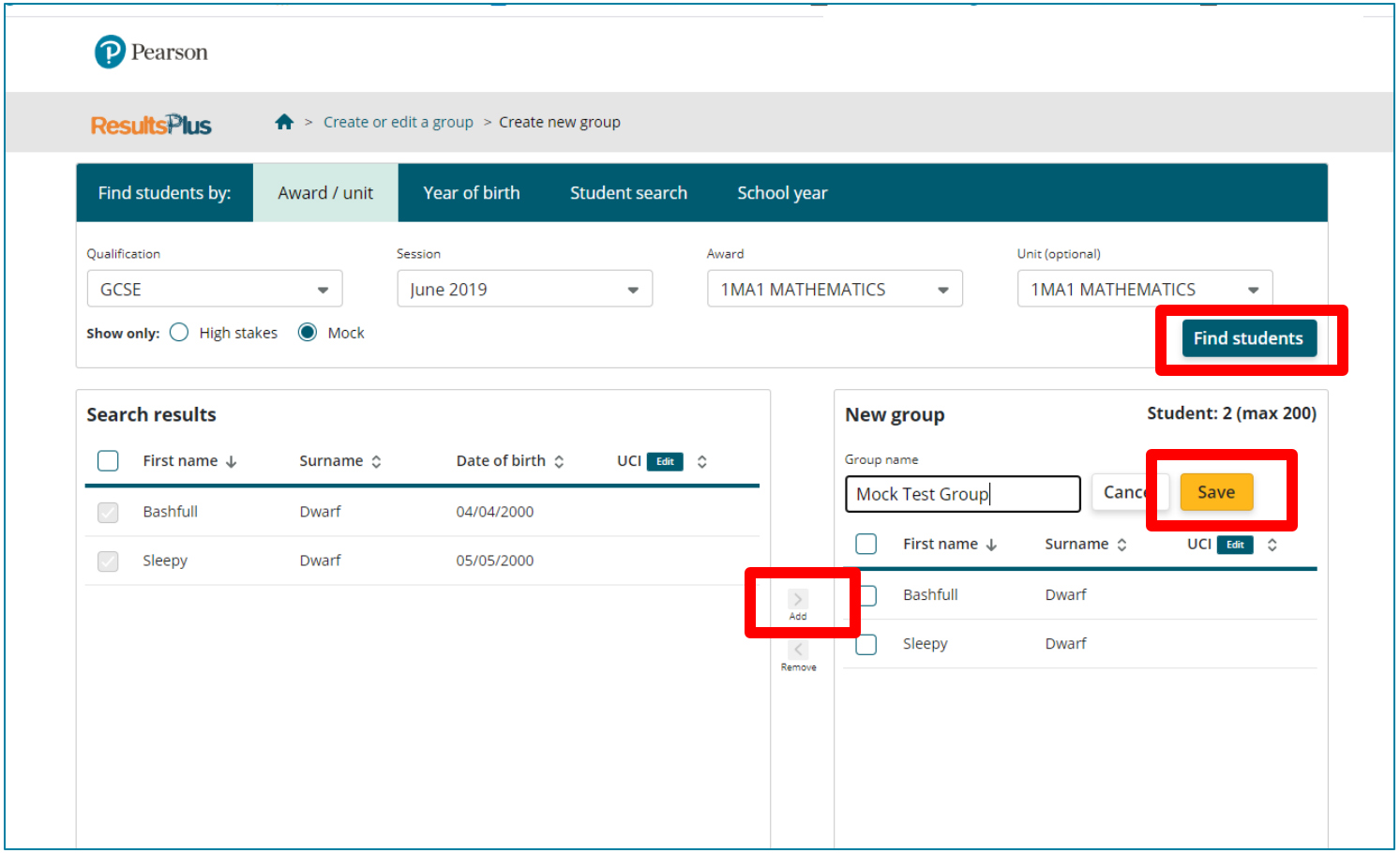
Step 4.

After entering search options, click **Find students**.

- From the list of students, tick those that you want to include in your group and then click **Add***.
- When your group is complete, type a name for the group and click **Save**.

*PLEASE NOTE:

There is a maximum number of students you can include in a group, currently 150.

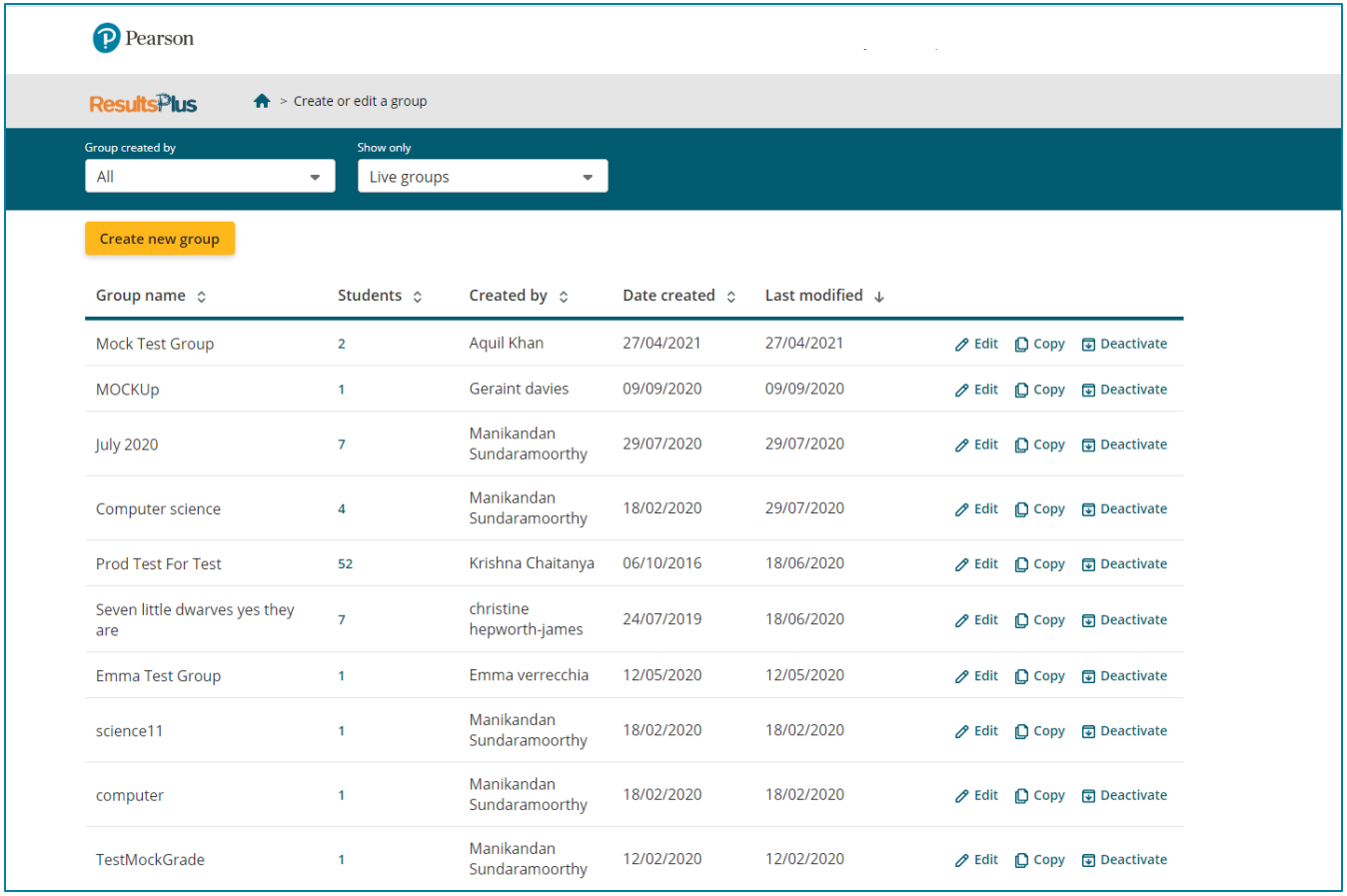


Step 6.

You will then be taken to the Groups page where a list of all your centre's live groups can be found. As this list grows with time, you can use the Group created by filter, or sort buttons on each column of the Groups listing, to help find your group.

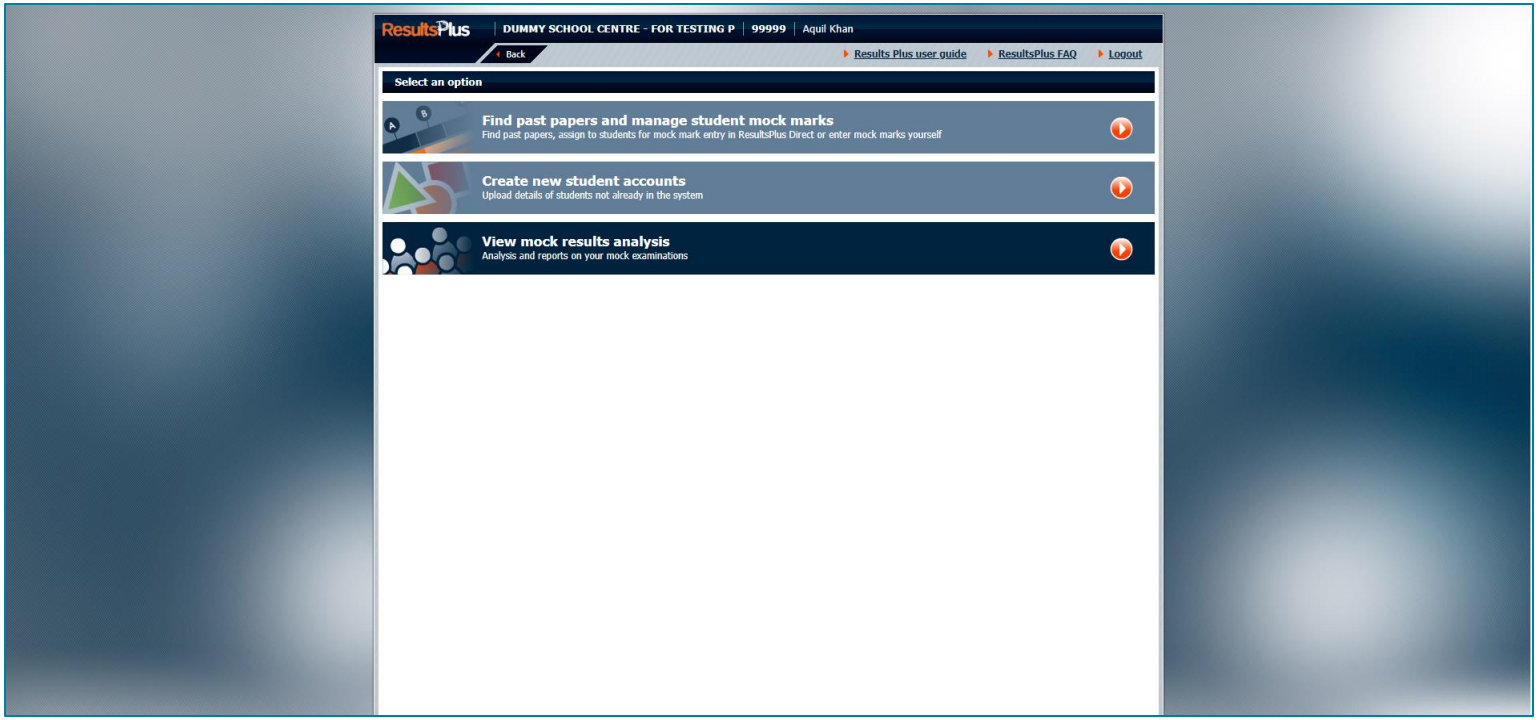
Deactivating outdated groups helps you to manage the number of groups in the live groups list.

At any time, you can reactivate a group from the deactivated groups list.



Step 7.

When the Group has been created, Mocks Service student and learner results can be viewed by clicking into the **Mock Analysis Service > View Mock Results Analysis** section from the ResultsPlus homepage.



Helpful tip

The format of your candidates' name should appear in ResultsPlus in the same format as entered for actual mocks and GCSE and A levels. This is to prevent creating multiple student records for the same candidate.