

# Pearson Edexcel GCSE & A level Mocks Service

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

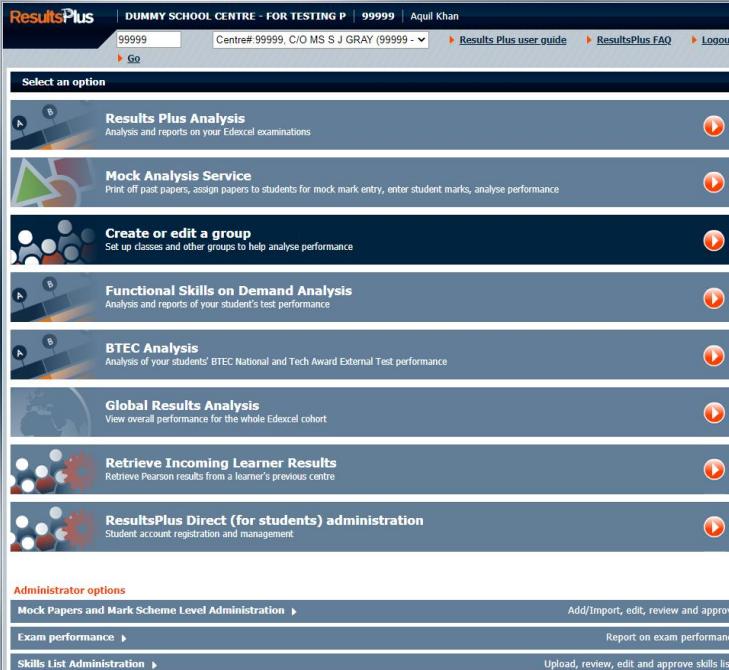


# Set up a group in **ResultsPlus**

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

## Step 1.

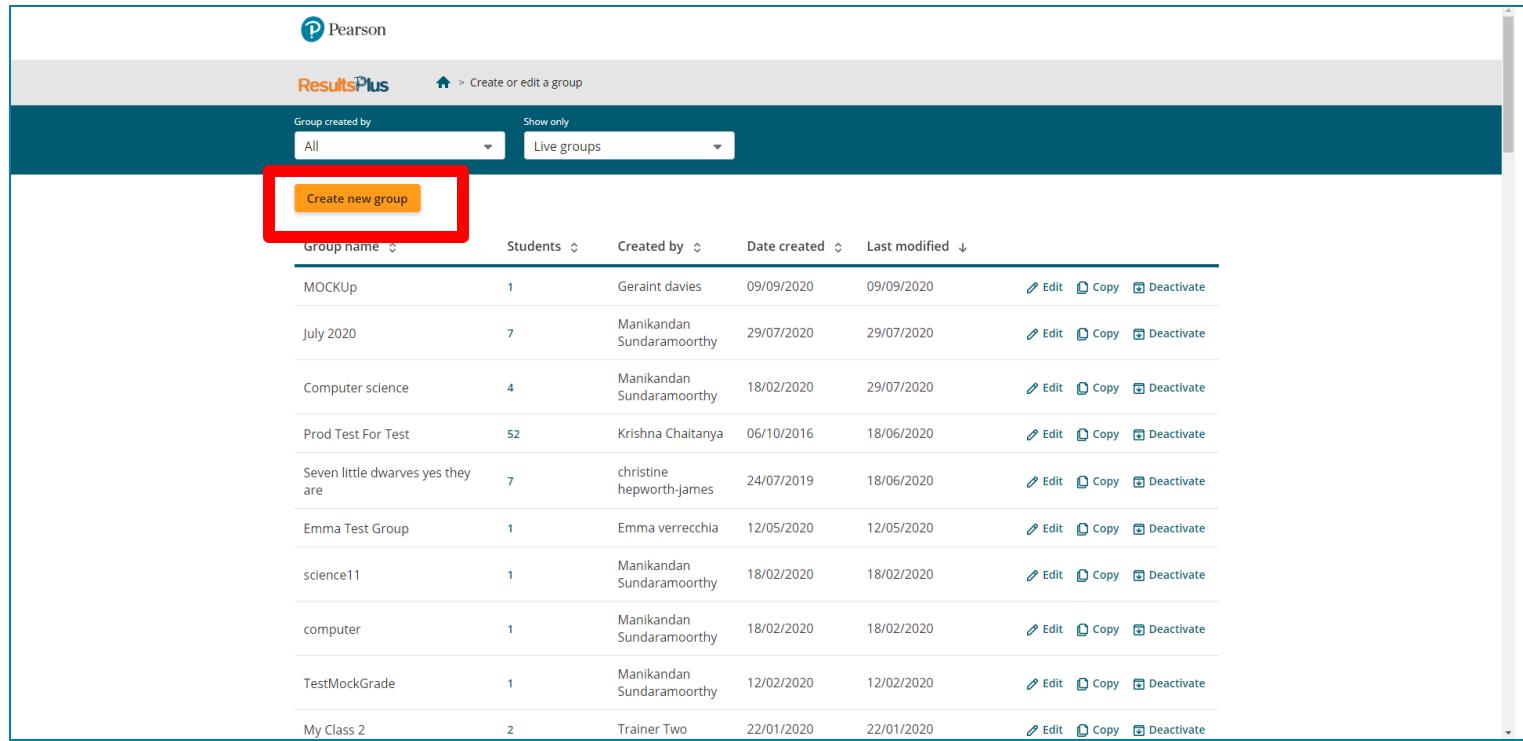
Select **Create or Edit a Group** from the Homepage.



The screenshot shows the ResultsPlus homepage with a dark blue header. The header includes the ResultsPlus logo, the text 'DUMMY SCHOOL CENTRE - FOR TESTING P | 99999 | Aquil Khan', and a user dropdown menu. Below the header is a navigation bar with several options: 'Results Plus Analysis', 'Mock Analysis Service', 'Create or edit a group' (which is highlighted with a red box), 'Functional Skills on Demand Analysis', 'BTEC Analysis', 'Global Results Analysis', 'Retrieve Incoming Learner Results', and 'ResultsPlus Direct (for students) administration'. Each option has a small icon and a brief description. At the bottom of the page, there is a section titled 'Administrator options' with three items: 'Mock Papers and Mark Scheme Level Administration', 'Exam performance', and 'Skills List Administration', each with a corresponding description and a small icon.

# Step 2.

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



The screenshot shows the Pearson ResultsPlus Groups page. At the top, there are filters for 'Group created by' (set to 'All') and 'Show only' (set to 'Live groups'). Below the header is a table with the following data:

Group name	Students	Created by	Date created	Last modified	Actions
MOCKUp	1	Geraint davies	09/09/2020	09/09/2020	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Deactivate</a>
July 2020	7	Manikandan Sundaramoorthy	29/07/2020	29/07/2020	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Deactivate</a>
Computer science	4	Manikandan Sundaramoorthy	18/02/2020	29/07/2020	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Deactivate</a>
Prod Test For Test	52	Krishna Chaitanya	06/10/2016	18/06/2020	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Deactivate</a>
Seven little dwarves yes they are	7	christine hepworth-james	24/07/2019	18/06/2020	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Deactivate</a>
Emma Test Group	1	Emma verrecchia	12/05/2020	12/05/2020	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Deactivate</a>
science11	1	Manikandan Sundaramoorthy	18/02/2020	18/02/2020	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Deactivate</a>
computer	1	Manikandan Sundaramoorthy	18/02/2020	18/02/2020	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Deactivate</a>
TestMockGrade	1	Manikandan Sundaramoorthy	12/02/2020	12/02/2020	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Deactivate</a>
My Class 2	2	Trainer Two	22/01/2020	22/01/2020	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Deactivate</a>

# 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.

The screenshot shows the Pearson ResultsPlus interface for creating a new group. At the top, there are tabs for 'Find students by:' (highlighted in blue), 'Award / unit', 'Year of birth', 'Student search', and 'School year'. Below these tabs, there is a 'Qualification' dropdown set to 'Select qualification' and a radio button group for 'Show only:' with 'Mock' selected (highlighted with a red box). To the right of this group is a 'Find students' button. The main area is titled 'Search results' and displays a message: 'No students match the current search criteria'. To the right of this is a 'New group' panel with a 'Group name' field and 'Cancel' and 'Save' buttons. The 'New group' panel also has a 'Student: 0 (max 200)' message. Below the 'New group' panel are 'First name', 'Surname', 'Date of birth', and 'UCI' dropdowns, and a message: 'No students have been added to this group'. Navigation buttons for 'Add' and 'Remove' are located at the bottom of the 'New group' panel.

# 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.

The screenshot shows the Pearson ResultsPlus interface for creating a new group. The top navigation bar includes 'ResultsPlus', 'Create or edit a group', and 'Create new group'. The search filters are set to 'GCSE', 'June 2019', '1MA1 MATHEMATICS', and '1MA1 MATHEMATICS'. The 'Find students' button is highlighted with a red box. The 'Search results' table lists two students: 'Bashfull' and 'Sleepy', both selected with checkboxes. The 'New group' section shows a group named 'Mock Test Group' with the 'Save' button highlighted with a red box. The 'Add' button in the group list is also highlighted with a red box.

First name	Surname	Date of birth	UCI
Bashfull	Dwarf	04/04/2000	Edit
Sleepy	Dwarf	05/05/2000	Edit

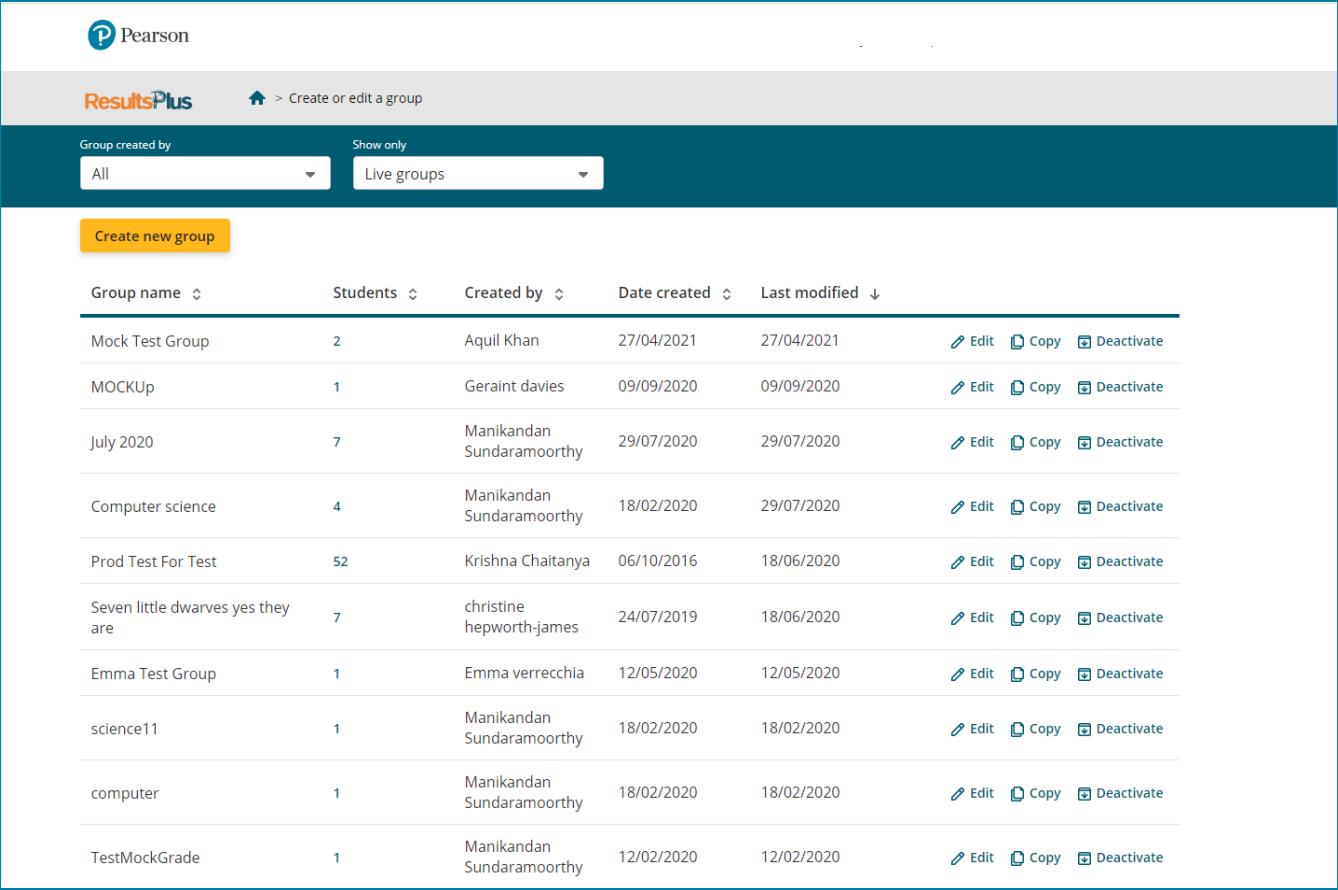
New group		Student: 2 (max 200)
Group name	Mock Test Group	Cancel
First name	Surname	UCI
Bashfull	Dwarf	Edit
Sleepy	Dwarf	Edit

# 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.

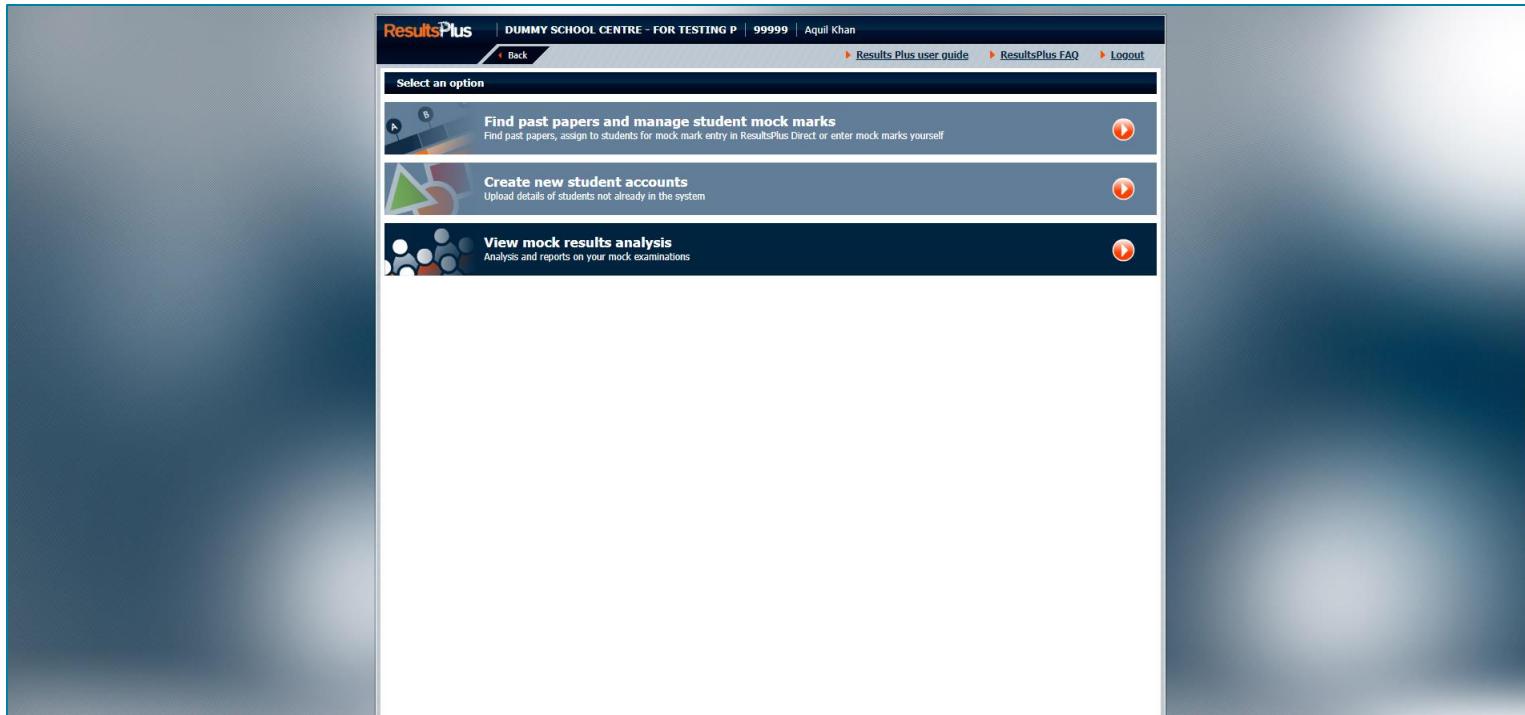


The screenshot shows the Pearson ResultsPlus Groups page. At the top, there is a navigation bar with the Pearson logo, a home icon, and the text 'Create or edit a group'. Below the navigation bar, there are two dropdown filters: 'Group created by' set to 'All' and 'Show only' set to 'Live groups'. A large orange button labeled 'Create new group' is positioned below the filters. The main content is a table listing ten groups. The columns are 'Group name', 'Students', 'Created by', 'Date created', and 'Last modified'. Each group row includes three action buttons: 'Edit', 'Copy', and 'Deactivate'. The groups listed are: Mock Test Group (2 students, created by Aquil Khan, 27/04/2021), MOCKUp (1 student, created by Geraint davies, 09/09/2020), July 2020 (7 students, created by Manikandan Sundaramoorthy, 29/07/2020), Computer science (4 students, created by Manikandan Sundaramoorthy, 18/02/2020), Prod Test For Test (52 students, created by Krishna Chaitanya, 06/10/2016), Seven little dwarves yes they are (7 students, created by christine hepworth-james, 24/07/2019), Emma Test Group (1 student, created by Emma verrecchia, 12/05/2020), science11 (1 student, created by Manikandan Sundaramoorthy, 18/02/2020), computer (1 student, created by Manikandan Sundaramoorthy, 18/02/2020), and TestMockGrade (1 student, created by Manikandan Sundaramoorthy, 12/02/2020).

Group name	Students	Created by	Date created	Last modified	Actions
Mock Test Group	2	Aquil Khan	27/04/2021	27/04/2021	
MOCKUp	1	Geraint davies	09/09/2020	09/09/2020	
July 2020	7	Manikandan Sundaramoorthy	29/07/2020	29/07/2020	
Computer science	4	Manikandan Sundaramoorthy	18/02/2020	29/07/2020	
Prod Test For Test	52	Krishna Chaitanya	06/10/2016	18/06/2020	
Seven little dwarves yes they are	7	christine hepworth-james	24/07/2019	18/06/2020	
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science11	1	Manikandan Sundaramoorthy	18/02/2020	18/02/2020	
computer	1	Manikandan Sundaramoorthy	18/02/2020	18/02/2020	
TestMockGrade	1	Manikandan Sundaramoorthy	12/02/2020	12/02/2020	

# 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.