

Mocks Service

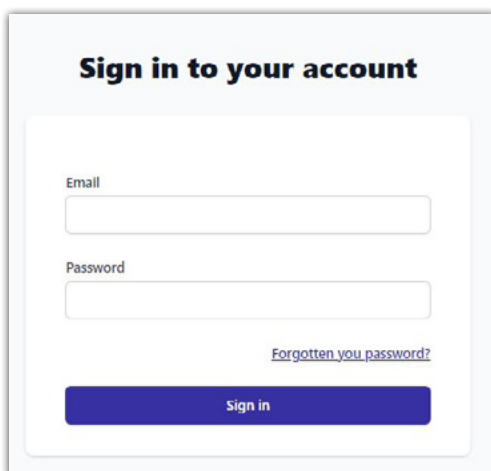
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Booking App – How to upload candidate details

Please follow below steps to upload your candidate details after your order was placed via our website. These steps must be completed before papers are dispatched.

Step 1

Log onto the [Booking app](#)



Sign in to your account

Email

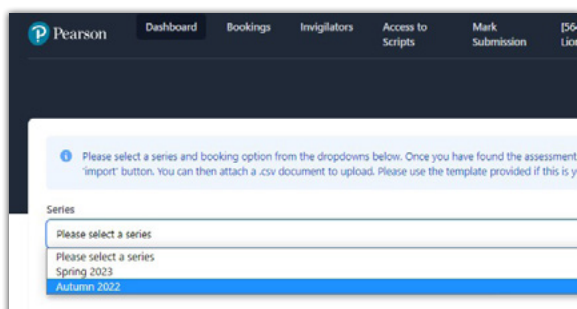
Password

[Forgotten your password?](#)

Sign in

Step 2

Select the **Series**



Pearson Dashboard Bookings Invigilators Access to Scripts Mark Submission [564] Lion

Please select a series and booking option from the dropdowns below. Once you have found the assessment, click the 'import' button. You can then attach a .csv document to upload. Please use the template provided if this is your first time.

Series

Please select a series

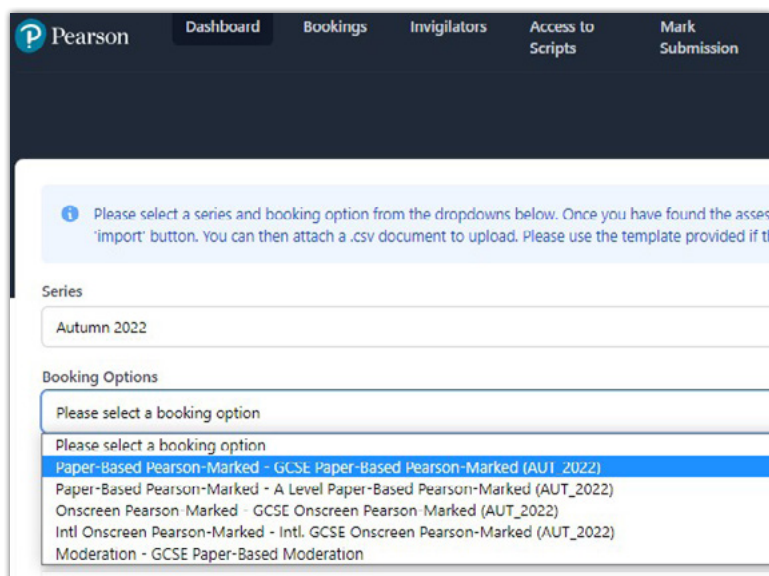
Please select a series

Spring 2023

Autumn 2022

Step 3

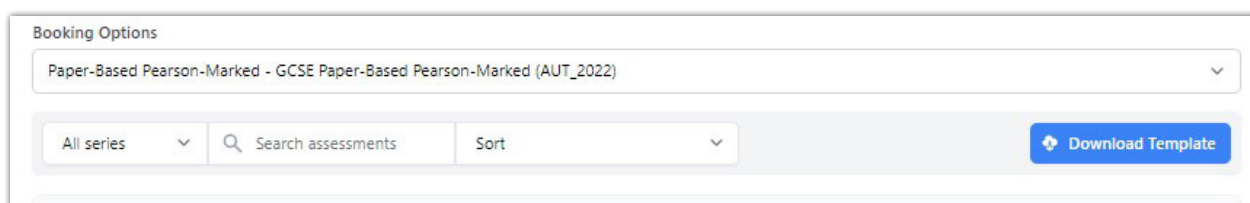
Select the **Booking Option**
(based on the product you have purchased)



The screenshot shows the Pearson dashboard with the 'Bookings' tab selected. A dropdown menu for 'Booking Options' is open, displaying several options. The option 'Paper-Based Pearson-Marked - GCSE Paper-Based Pearson-Marked (AUT_2022)' is highlighted in blue.

Step 4

Download the **template**



The screenshot shows the Pearson dashboard with the 'Booking Options' dropdown menu set to 'Paper-Based Pearson-Marked - GCSE Paper-Based Pearson-Marked (AUT_2022)'. Below the dropdown, there is a search bar and a 'Download Template' button.

Step 5

Complete the Template with your **students' details**

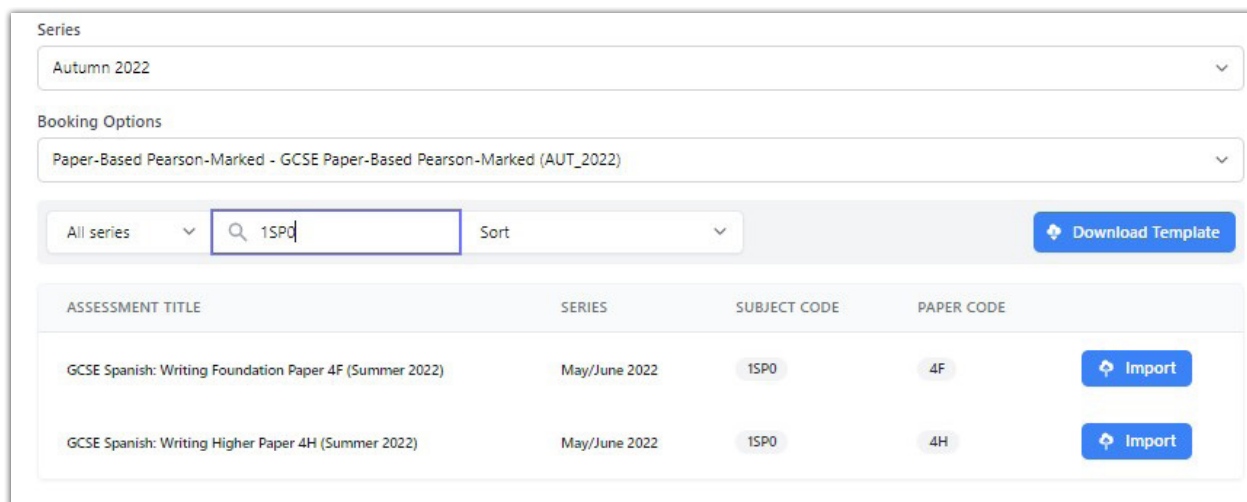
	A	B	C	D	E	F
1	forename(mandatory)	surname(mandatory)	dob(mandatory)	gender(mandatory)	candidate_id(mandatory)	purchase_order_number(optional)
2						

- **Forename** and **Surname** of candidates should not have any special characters and must be entered in the same way as a candidate would write on the exam paper or name used to enter them for their highstakes exam.
- **DOB** should be in format: *dd/mm/yyyy*
- **Candidate_id** – is their candidate number. It can be a made up number and not the one they will use for their highstakes exams, however please ensure that candidates use their given Mock candidate id on their Mock papers.
 - This must be a **4-digit number** avoiding '0' as a leading number.
- The file must be saved as a **.csv file**.

Step 6

Find the paper/product you have purchased and click **'Import'**

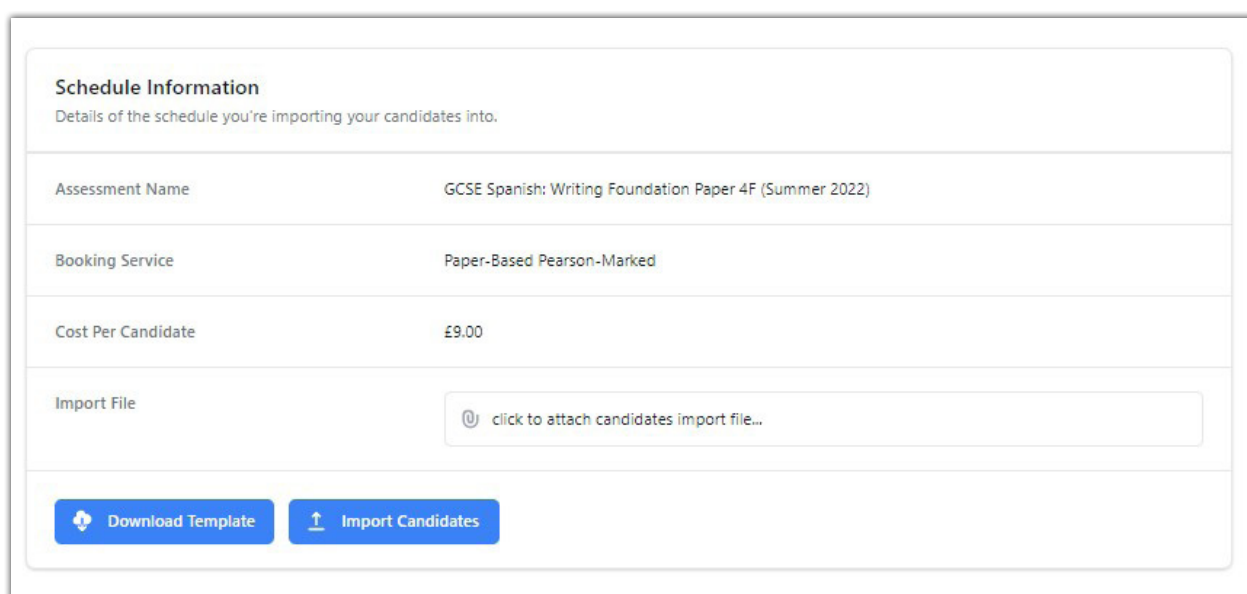
You can search the product by inputting a subject code in to the 'Search assessments' field.



ASSESSMENT TITLE	SERIES	SUBJECT CODE	PAPER CODE	
GCSE Spanish: Writing Foundation Paper 4F (Summer 2022)	May/June 2022	1SP0	4F	Import
GCSE Spanish: Writing Higher Paper 4H (Summer 2022)	May/June 2022	1SP0	4H	Import

Step 7

Attach the file and click on **'Import Candidates'**

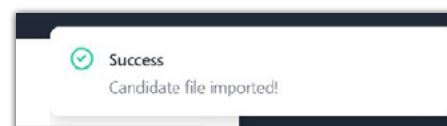


Schedule Information
Details of the schedule you're importing your candidates into.

Assessment Name	GCSE Spanish: Writing Foundation Paper 4F (Summer 2022)
Booking Service	Paper-Based Pearson-Marked
Cost Per Candidate	£9.00
Import File	click to attach candidates import file...

[Download Template](#) [Import Candidates](#)

Once the upload has been completed you will see a message appear on the top right hand side:



Alternatively, if there are any errors with the file and the upload cannot be completed an error message will appear to let you know about the issue, which needs to be fixed before the file can be successfully uploaded.