Mock Marking & Moderation Service

Entry Guidance
October 2022

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How do I place an order?

From September 2022, our Mocks Service products are available to purchase via Pearson UK Schools shop.

Here, you can place an order for mocks paper-based, onscreen mocks and the moderation service.

From our Pearson Edexcel Mocks Service page, click on the ‘View products’ button which will take you through to our product list.

There is a ‘Filter by’ option on the left-hand side of the page, where you can quickly filter through by subject and navigate to the product that is relevant to you.

Once you have found your product or paper, you can select a service level you wish to purchase, from the drop-down list: Paper, Onscreen or Moderation.

Then type in the quantity required and click on ‘Add to basket’.
Please refer to our mock paper cycle for further information on paper availability across different service levels.

*Note: if a product does not have a drop-down option list and is indicated as either paper-based, moderation or onscreen this is the only option currently available for the paper.*

When all required products have been added to your basket, proceed to payment by clicking on the ‘**Basket**’ option at the top of the page.

Here you can view your chosen products and check the quantity (QTY) is correct. If this is incorrect, amend and click on the ‘**Update basket**’ option.

You can also apply any promotional codes available at the time of the purchase.

Once you are happy with your order, click on ‘**Checkout**’ at the bottom of the page.
You will be prompted to either log in as a ‘Returning customer’ or ‘Register for new account’

For further administrative guidance on the Moderation Service, please refer to the Guidance on administration for Centre-marked-Pearson-Moderated Service document.

Log in – Register new account

If you have not used a Pearson Schools UK shop (PSC) before you will need to create an account which can be used to place any orders going forward.

To create a PSC account, you will need to follow the registration process:
Once you have completed the registration and clicked through to the ‘Next’ page, you will be asked how you would like to proceed with payment. You can complete your purchase by using a Credit card or through an establishment account.

**Establishment details**

To make a purchase via an establishment account, you will need to click ‘**Select an UK establishment**’ and then search by postcode or an account number.
Once you have found your establishment you will need to select your role within it:

A summary of your order and delivery details will be displayed, please ensure this is correct before clicking on ‘Buy now’.

Once you have completed your order a confirmation page will be displayed:
Credit card details

To make a purchase using a credit card, follow the steps below.

First you will need to select the location of your billing address:

Search for your delivery address by inputting the building number or name and postcode then select search.

The system will search for and display the address. If it is correct click ‘Yes’ to confirm, but if you would like to use a different address select ‘No, use a different address’ and start again.
You will then be taken to your order summary. Please check that you are happy and click on ‘Buy now’ and enter your payment card details.

Once your payment details have been authorised the order will be submitted, a confirmation message will be displayed on the screen providing information on next steps.
Log in – Returning Customer

If you have previously purchased via the Pearson Schools UK shop, you will already have an account created from your previous purchase, therefore you can log in with the same credentials.

Once you are logged in you will be prompted to go through the ‘How would you like to pay?’ page.

How would you like to pay?

These steps must be completed before papers are dispatched or onscreen assessments set-up.

Step 1: Log into the Booking App.
Once logged in, you are presented with the ‘Dashboard’ where you can carry out any candidate related activity.

On the dashboard, you first select the ‘Series’. Please refer to the ‘Mock paper availability cycle’ to identify which series the paper you have purchased is located.

**Step 2:** Then select the relevant ‘Series’ you are booking from the drop-down list.

![Dashboard screenshot showing series selection]

**Step 3:** Once a series is selected, the ‘Booking Option’ field will appear.

Here you will see a list of all the available options for candidate upload. These options are broken down into GCSE and A Level and paper-based, onscreen or moderation service. Please select the booking option that is applicable to you based on the mock product you have purchased via Pearson UK Schools shop.

![Booking options screenshot]

After selecting the booking option, the available assessments will be listed. There is a button on the right-hand side that allows you to ‘Download a template’. This template is needed to import your candidate data.
Step 4: Click the ‘Download Template’ button.

You can locate this template from your download location which can be located in the banner at the bottom of your browser.

The template contains the following fields:

- The forename and surname must be entered as a candidate would write them on an exam paper and as their name would be entered for their high stakes exam. They should not have any special characters.
- DOB should be in format: dd/mm/yyyy
- Candidate_id - is the candidate number.
  - This must be a 4-digit number. Please avoid using a ‘0’ at the beginning of your candidate ID’s, for example do not use, 0041.
  - Each candidate entered for the Mocks Service must be given a unique candidate number which we recommend is kept the same for entries in different subjects or if entering a candidate for both the mocks and moderation service within the academic year.
  - You can use a candidate number you intend to use for high stakes exams or it can be a made-up number. Whichever you decide, please ensure that candidates use their given mock candidate id on their mock papers.
- The file must be saved as a .csv file.

When the template has been populated, it can be uploaded using the ‘Import’ button.

Step 5: Complete the template with your ‘candidate’ details.

- The forename and surname must be entered as a candidate would write them on an exam paper and as their name would be entered for their high stakes exam. They should not have any special characters.
- DOB should be in format: dd/mm/yyyy
- Candidate_id – is the candidate number.
  - This must be a 4-digit number. Please avoid using a ‘0’ at the beginning of your candidate ID’s, for example do not use, 0041.
  - Each candidate entered for the Mocks Service must be given a unique candidate number which we recommend is kept the same for entries in different subjects or if entering a candidate for both the mocks and moderation service within the academic year.
  - You can use a candidate number you intend to use for high stakes exams or it can be a made-up number. Whichever you decide, please ensure that candidates use their given mock candidate id on their mock papers.
- The file must be saved as a .csv file.

When the template has been populated, it can be uploaded using the ‘Import’ button.

Step 6: Find the paper or product you have purchased and click ‘Import’.

You can search for a product by inputting a subject code or subject name into the ‘Search assessments’ field.
Step 7: Attach the file and click on ‘Import candidates’.

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

If there are any errors with the file and the upload cannot be completed, an error message will appear. Please revisit the candidate upload spreadsheet and try to upload again once the issue has been addressed.
Viewing, Amending or Removing Candidate details

If you wish to view, amend, or remove any candidate details, you can access them from the ‘Bookings’ option found at the top of the screen, where you will be presented with a list of all the candidate import data you have uploaded:

Amend candidate booking

To *amend* bookings for a candidate, select the box on the left-hand side of the candidate entry (name) you wish to edit and select ‘Edit candidate’ from the menu on the right-hand side (presented as three dots):

Here you can amend and add ‘Extra Time’ or ‘Edit Candidate’
Remove the booking

To remove candidate details, select the box on the left-hand side of the candidate entry (name) you wish to remove and select ‘Delete selected’ from the action menu located at the top left of the candidate list. To confirm your action to remove a candidate record, please select the blue ‘arrow’ button.

Extra time

From the booking screen, you also have the option to allocate extra time for a candidate. This option can be accessed from the burger menu (the three vertical dots) on the right-hand side of the candidate entries.

Extra time can only be set by percentages. When you enter a value in the ‘Percentage’ field, it will automatically calculate the number of minutes this equates to based on the assessment duration. It will automatically populate the ‘Extra time in minutes’ field with this value.
What to do if I don’t have a Booking App account?

Once an order is placed through Pearson UK Schools shop, an onscreen confirmation message will be displayed:

If you are a new customer who has not delivered mocks through Pearson before, you will need to let the Mocks Service team know who you are by completing a quick account creation form which is linked in the ‘If you are new to the Mocks Service’ part of the confirmation message.
Once your request is received, an account will be created within 2 working days and an email with instructions on how to set your password up will come through. In the email a link will be included for you to confirm the email address that you will be using for setting a password and uploading candidate details.

At this point you will need to type in and confirm your password as well as accept the terms and conditions of the service.

When all password fields are entered click on the ‘Complete’ button and you will be redirected to the log in page.

### Changing your email address during registration

If you’d like to change your email address linked to the booking platform, please select the ‘Email not correct?’ option in the top right-hand corner of the registration screen. Type and confirm the email address you want to use and then set your password before accepting the T&Cs and select ‘Complete’.
Once your password has been set, go back to the log in page and enter the email address and password you selected at the registration stage, to sign in.

Now you can import your candidate details. For further guidance on how to do this, please refer to ‘How to upload candidate details?’

Once candidate details are uploaded, paper based mock exams will be delivered to you within 3 weeks, and onscreen assessments set-up within 2 weeks. Therefore please keep these timelines in mind when planning your mocks timetable.

Further support

If you require any further assistance with using the Booking App, please refer to the guidance in our FAQs on the website. If you’re unable to find the support you need, please contact our Qualifications Customer Services team and refer to the Mock Service booking system in your communication.