

# Guidance on administration for Centre-marked-Pearson Moderated Mock Service



Thank you for using the Pearson Edexcel Mocks Moderation Service. Please see below guidance on the administration of your marked scripts for moderation.

## Accessing papers

A list of papers we offer through our Moderation Service can be found [here](#).

Please liaise with your Examinations Officer to gain access to a copy of the required paper and print the required number of copies in-house.

## Sample size

Depending on your cohort size, we advise submitting a sample of around 10-15% for moderation. If your marked cohort size is over 200 candidates, we recommend that you submit a larger sample i.e. 25%.

## Selecting a sample

For compiling a sample, we advise to select a range of low, mid and top marks as well as including a script with the highest and lowest mark.

## Making entries

Once you have selected your sample, you will need to place an order for the number of candidates in the sample via our [webpage](#).

Once your order is placed, you will need to upload your sample candidate information via the [Booking App](#) before sending the papers to us.

## Submitting your Centre Marks

Once we receive your entry for Moderation, a link to a template and instructions on how to submit your Centre marks, will be shared with you. Example of the spreadsheet below:

| Pearson Mocks Service - Marking and Moderation |           |                  |                 |     |     |     |     |     |     |      |      |      |   |
|--|-----------|------------------|-----------------|-----|-----|-----|-----|-----|-----|------|------|------|---|
| Centre Number                                  |           | Example          |                 |     |     |     |     |     |     |      |      |      |   |
| Centre Name                                    |           |                  |                 |     |     |     |     |     |     |      |      |      |   |
| Qualification                                  |           |                  |                 |     |     |     |     |     |     |      |      |      |   |
| Subject  |           |                  |                 |     |     |     |     |     |     |      |      |      |   |
| Paper Code                                     |           |                  |                 |     |     |     |     |     |     |      |      |      |   |
| Students                                       |           | Questions        |                 |     |     |     |     |     |     |      |      |      |   |
| First name(s)                                  | Last name | Candidate Number | Q01             | Q02 | Q03 | Q04 | Q05 | Q06 | Q07 | Q08a | Q08b | Q08c |   |
|  |           |                  | 1               | 1   | 1   | 1   | 1   | 1   | 3   | 1    | 1    | 1    | 2 |
|  |           |                  | Candidate mark  |     |     |     |     |     |     |      |      |      |   |
|  |           |                  | Moderated marks |     |     |     |     |     |     |      |      |      |   |
|  |           |                  | Candidate mark  |     |     |     |     |     |     |      |      |      |   |
|  |           |                  | Moderated marks |     |     |     |     |     |     |      |      |      |   |
|  |           |                  | Candidate mark  |     |     |     |     |     |     |      |      |      |   |
|  |           |                  | Moderated marks |     |     |     |     |     |     |      |      |      |   |
|  |           |                  | Candidate mark  |     |     |     |     |     |     |      |      |      |   |
|  |           |                  | Moderated marks |     |     |     |     |     |     |      |      |      |   |

We would also advise that all hardcopy scripts sent to us are clearly annotated with Centre marks next to each question.

## Candidate information

Please check the front covers of the paper scripts before you send them to Pearson, to ensure the candidate information provided is correct.

Please make sure the candidate name on the exam front cover matches the candidate entry.

## Packing and returning your papers

Please send us a moderation sample by your chosen courier. We recommend a maximum of 25 scripts per bag and that you use a tracked courier service. Please use your own labels and the return address, which is:

FAO: **Pearson Mock Service – Moderation**  
Fretwell Road, Hellaby Industrial Estate,  
Hellaby, South Yorkshire S66 8HN

\*Please ensure you keep a copy of each of the scripts you are sending for moderation, as we will not be able to return hard copies back after these have been processed for scanning.

If you need any further help, please contact our qualifications Customer Service team on our [‘Contact Us’](#) form. Please refer to the **Mock Service Moderation** in your communication.