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# Mocks Service

## Guidance on administration for Paper-based Pearson-marked Mocks Service

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

### Completion of attendance registers

Please complete the attendance register and enclose it with the relevant scripts as you would for a live exam. This will help us to ensure that every student who took an exam receives their mock results on ResultsPlus.

### Candidate information on exam front covers

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

### Packing and returning your papers

Please use the labels provided to return your scripts by courier. We recommend 25 scripts per bag and have provided enough labels for packages of this size.

We recommend that you use a tracked courier service.

If, for any reason, there is an issue with the labels we've provided please use your own labels and the returns address which is:

#### **FAO: Pearson Mocks Service**

Fretwell Road  
Hellaby Industrial Estate  
Hellaby  
South Yorkshire  
S66 8HN

If you need any further help, please contact our qualifications Customer Service team on our '**Contact Us**' form. Please refer to the Mocks Service in your communication.