

International Mock Marking Service

Entry Guidance

November 2022



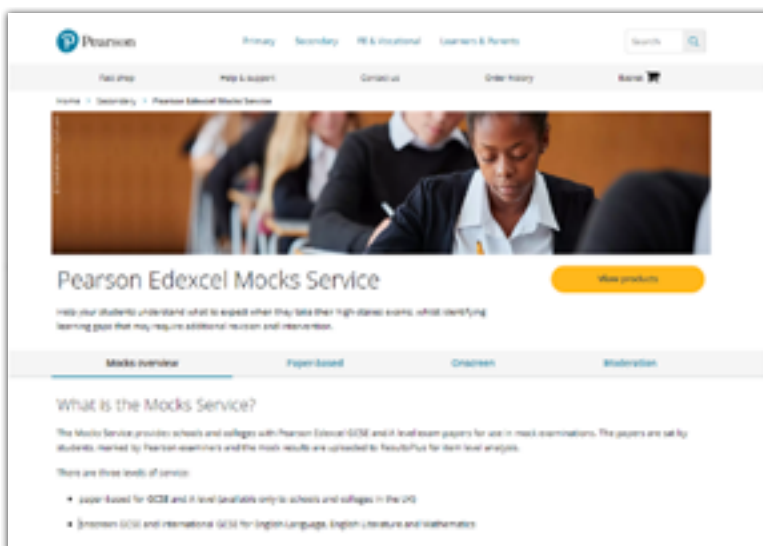
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How do I place an order?

From September 2022, our Mocks Service products are available to purchase via [Pearson UK Schools shop](#).



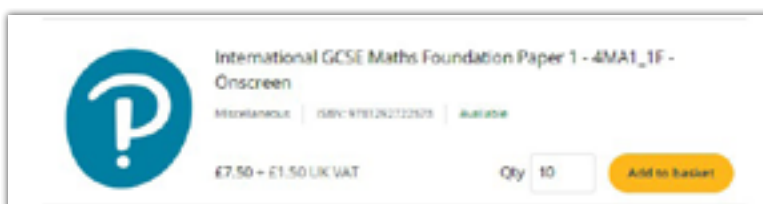
Here, you can place an order for **International GCSE Mocks onscreen**.

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 to **International Qualifications** that are available for you to order.

Once you have found your product or paper, type in the quantity required and click on **'Add to basket'**.



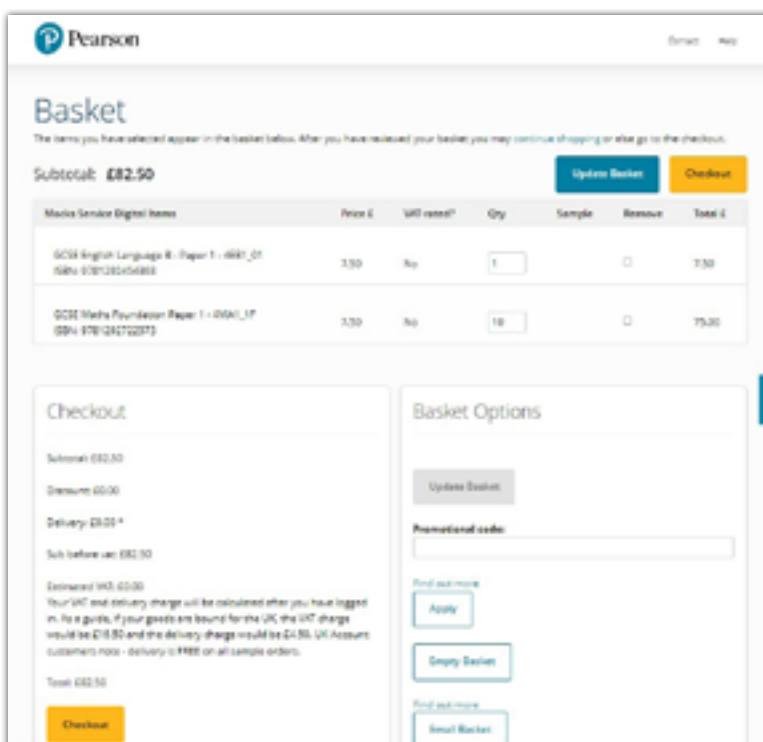
Please refer to our [mock paper cycle](#) for further information on paper availability.



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'**

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.

How would you like to pay ?

Establishment Details

I'm an employee of an educational establishment account, I'd like to order on account and pay by invoice.

PLEASE NOTE: We will confirm with your establishment before sending your first order through so there may be a small delay. Once confirmed, all future orders will be placed immediately. Payment in this way gives you access to inspection and approval orders and all products and services.

[Pay on Account](#)

Credit Card Details

I'd like to pay by debit/credit card.

PLEASE NOTE: Not all products and services are available on credit card purchase. Inspection/approval orders and many subscription products are only available on account purchase.

[Pay by Card](#)

Establishment details

To make a purchase via an establishment account, you will need to click **'Select an overseas establishment'** and then search by Country, British Forces region or Account number.

Find your establishment

Select an establishment to invoice

Select an UK establishment
 Select an overseas establishment

If you're ordering for an education establishment such as a school, college, or centre, you can easily place orders using your establishment's account. Just get started with the appropriate choice above. The first time you pay with your establishment's account our team will verify your employment before processing your order.

Alternatively, to pay for your order with a credit or debit card, just hit 'Skip'.

[Skip](#) [Find Establishment](#)

Search by...

Country

Please select your country and click 'Search'

Country
Country...

[Search](#)

British Forces region

Or select your British Forces region and click 'Search'

British Forces region
British Forces region...

[Search](#)

Account number

Alternatively, if you know your establishment customer account number then enter it in the box below and click 'Search' (you can find your account number on any invoice from us)

Account number

[Search](#)

When you have performed a search with one of the three options mentioned above, a list of establishments will appear. Select your establishment and click **'Next'** 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.

The screenshot shows a payment selection screen titled "How would you like to pay?". It features two main options:

- Establishment Details:** Includes a "Pay on Account" button. Text below the button reads: "I'm an employee of an educational establishment account. I'd like to order on account and pay by invoice. PLEASE NOTE: We will confirm with your establishment before sending your first order through so there may be a small delay. Once confirmed, all future orders will be placed immediately. Payment in this way gives you access to inspection and approval orders and all products and services."
- Credit Card Details:** Includes a "Pay by Card" button. Text above the button reads: "I'd like to pay by debit/credit card. PLEASE NOTE: Not all products and services are available on credit card purchase. Inspection/approval orders and many subscription products are only available on account purchase."

First you will need to specify your location as 'Billing and/or delivery address outside the UK'.

The screenshot shows the "Address details" screen with the heading "Please specify your location". It has two radio button options:

- Billing and delivery address in the UK
- Billing and/or delivery address outside the UK

At the bottom, there are two buttons: "< Back" and "Next >".

Then you will need to complete details of your billing address and confirm if you would like to use the billing address as your delivery address and click '**Next**'.

The screenshot shows the "Address details" screen with the heading "Credit card billing address". It includes a legend: "* indicates required field ** required for United States and Canada". The form fields are:

- Country* (dropdown menu)
- Address 1*
- Address 2
- Town/City*
- County/Region/State
- Zip/Postal code**

If you do not wish to use the billing address as the delivery address, you will need to populate the details and click **'Next'**.

Delivery address

Use billing address as delivery address?

Alternatively enter a different delivery address
(If entering, fields marked * are required, ** required for United States and Canada)

Country*

Address 1*

Address 2

Town/City*

Postcode**

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.

Submit your order

Read the terms and conditions before you buy. Please check that this is the last time you can place your order. You will now be taken to our secure credit card payment system.

Your order reference

*Products required

Delivery to an account holder?

Card fee being

Payment details

Order or delivery not yet processed

Billing address

Order not billing

Pearson (United Kingdom) Ltd, Unit 100, Watlington Road, Watlington, Oxford, Oxfordshire, OX29 2DQ, United Kingdom

Delivery details

Shipping to:

Pearson (United Kingdom) Ltd, Unit 100, Watlington Road, Watlington, Oxford, Oxfordshire, OX29 2DQ, United Kingdom

Delivery method: Royal Mail 1st Class

For more information, please visit our shipping page

Card Details

Payment Details

Card Type* Visa Mastercard American Express Discover

Card Number**

Expiry Month* Expiry Year*

Security Code*

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.

Order Submitted

Thank you for your order

A copy of this order confirmation has been sent to test@edexcel.com.

New customer registration

Thank you for registering with the Pearson Schools and Colleges website.

Your registered email is test@edexcel.com. On your next visit you can order on the site as a "Returning customer" using this email address and the password you registered with.

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 ?

Establishment Details

I'm an employee of an educational establishment account.
I'd like to order on account and pay by invoice.

PLEASE NOTE: We will confirm with your establishment before sending your first order through so there may be a small delay. Once confirmed, all future orders will be placed immediately.
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[Pay on Account](#)

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[Pay by Card](#)

Once your order is placed, you will need to let us know the details of candidates that will be taking the mock exams. These details will need to be uploaded via the Booking App

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:

Mocks Service Order Confirmation

Thank you for ordering from the Pearson Edexcel Mocks service.

Your order number is **2006015** and your customer reference is **moyt**.

Next steps:

To ensure that there is no delay in receiving your papers, please login to the [Booking App](#) to upload your candidate information. This will ensure that once your students' papers have been marked by our expert examiners, their results can be matched up and uploaded to Results Plus.


If you are new to the Mocks Service:

If you have not used the service before you will need to provide us with your details via this [account creation form](#). You will then receive your booking app login details within 2 working days. Once you have this you will then need to log onto the [Booking App](#) to upload your candidate information.

Should you have any queries regarding uploading your candidate information, please let us know by contacting us via our [Support Portal](#).

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.

Create a new mocks account



Sign up for Mocks Service access

Thanks for ordering access to our Mocks Service! If you're brand new to our Mocks Service, please just quickly send us a few details so we can set up your access within two working days.

First name


Last name

Your email address

Your centre name

Your centre number

Pearson would like to keep you updated with information on our range of products & services.
 If you don't want to receive this information, please tick this box.

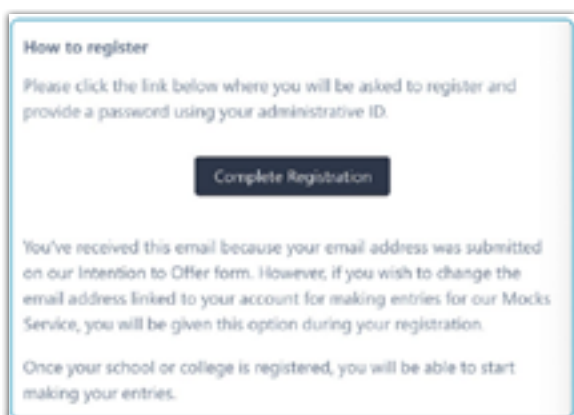
I'm not a robot 

reCAPTCHA helps prevent automated form spam.
 The submit button will be disabled until you complete the CAPTCHA.

Submit

https://www.pearson.com/uk/education/assessment/entry-guidance/entry-guidance-2022

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**'.

The screenshot shows a registration form titled 'Complete your registration' with the Pearson logo at the top. The form contains the following elements:

- 'Email address' field with the value 'shehabh@hotmail.com' and a link 'Email not correct?' to its right.
- 'Confirm email address' field.
- 'New Password' field with a masked password '.....'.
- 'Confirm Password' field.
- A checkbox with the text: 'I confirm that I have read and understood the terms and conditions [outlined here](#).'
- A blue 'Complete' button at the bottom.

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.

How to upload candidate details?

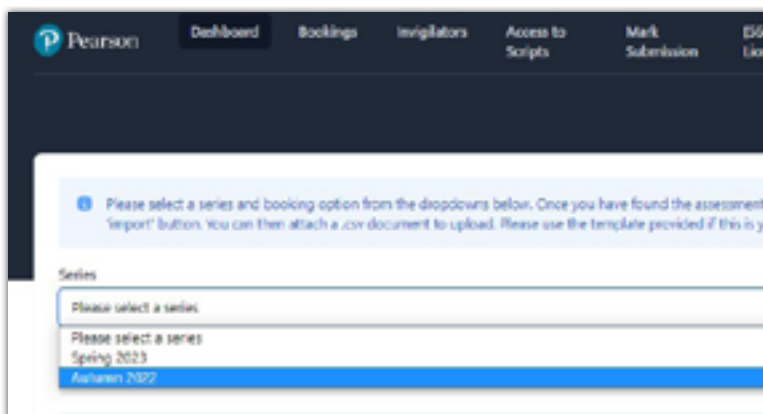
These steps must be completed before papers are dispatched or onscreen assessments set-up.

Step 1: Log into the [Booking App](#).

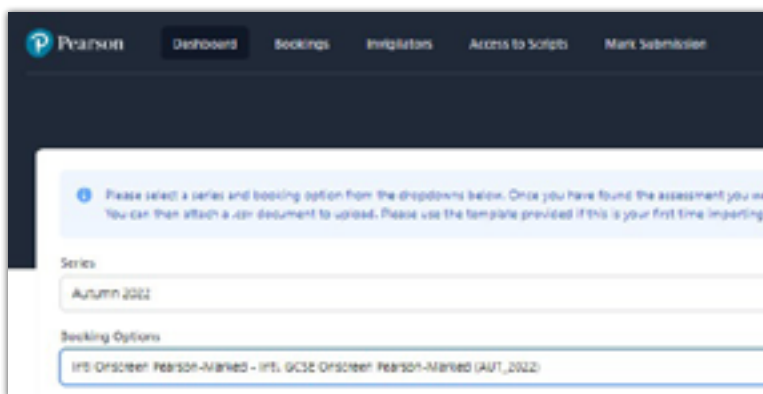
Once logged in, you are presented with the **'Dashboard'** where you can carry out any candidate related activity.

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.



Step 3: Once a series is selected, the **'Intl Onscreen Pearson-Marked'** booking option will appear.



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:

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

Step 5: Complete the template with your candidates’ 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 IDs, 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.

Series
Autumn 2022

Booking Options
Intl Onscreen Pearson-Marked - Intl. GCSE Onscreen Pearson-Marked (AUT_2022)

All series Sort [Download Template](#)

ASSESSMENT TITLE	SERIES	SUBJECT CODE	PAPER CODE	
IGCSE Mathematics A: Foundation Paper 1F (Summer 2022)	May/June 2022	4MA1	1F	Import
IGCSE Mathematics A: Foundation Paper 2F (Summer 2022)	May/June 2022	4MA1	2F	Import
IGCSE Mathematics A: Higher Paper 1H (Summer 2022)	May/June 2022	4MA1	1H	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	IGCSE Mathematics A: Foundation Paper 1F (Summer 2022)
Booking Service	Intl Onscreen Pearson-Marked
Cost Per Candidate	£7.50
Import File	click to attach candidates import file..

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

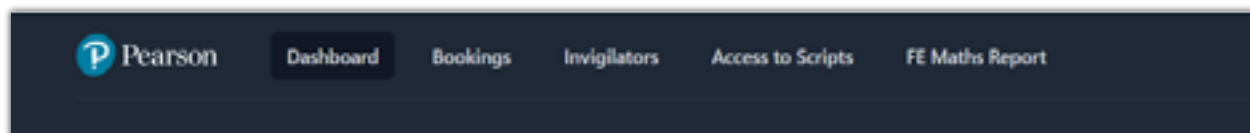
Once the upload has been completed you will see a message appear on the top right hand side:



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.

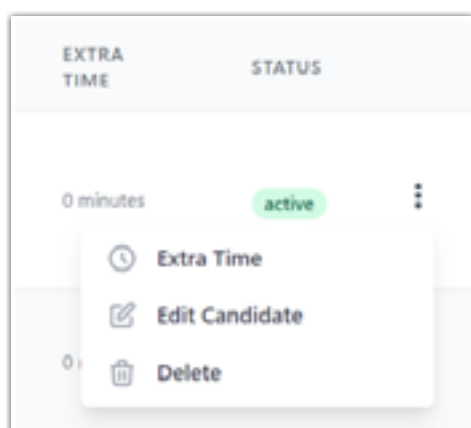
Viewing, amending or removing candidate details

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 made:



Amend candidate booking

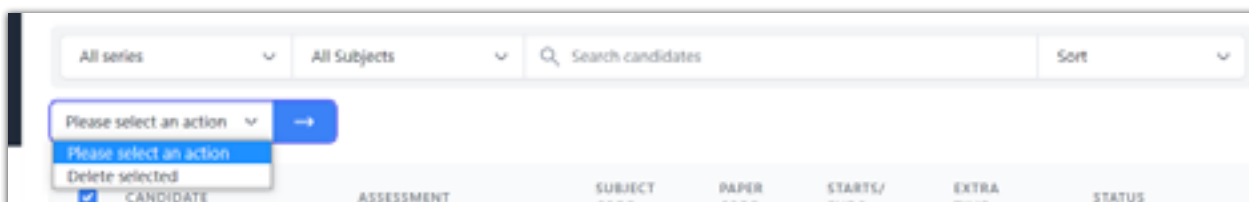
To *amend* bookings for a candidate, select the box on the left-hand side of the candidate entry (name) you wish to edit and select **'Edit candidate'** from the menu on the right-hand side (presented as three dots):



Here you can amend and add **'Extra Time'** or **'Edit Candidate'**

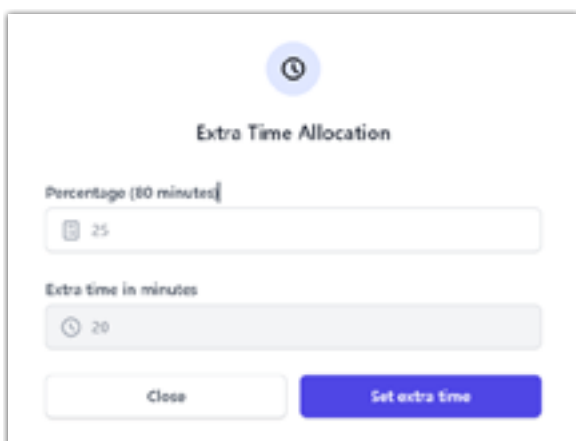
Remove the booking

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.



Add 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's duration. It will automatically populate the '**Extra time in minutes**' field with this value.

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.

