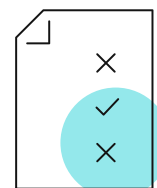




Pearson

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

## Attachments

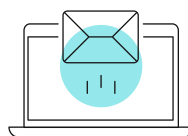
Please ensure any attachments have the correct candidate and centre number on and are attached to the main paper script. This reduces the risk of the attachment(s) being lost or mixed-up during processing. Wherever possible, the attachments should be A4 in size.

## Packaging and returning your papers

Where possible, please return all your student scripts for a qualification and paper at the same time. This should be as soon as you can after they've sat their mock exams. Please return your scripts by your chosen courier. We recommend 25 scripts per bag and that you use a tracked courier service.

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 **Mock Service** in your communication.