

We would also advise that all scripts are clearly annotated with Centre marks next to each question before they are scanned and uploaded.

Candidate information

Please check the front covers of all papers before uploading, to ensure the candidate information provided is correct.

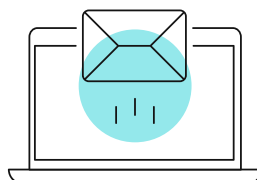
Please make sure the candidate name on the exam front cover matches the candidate entry.

Uploading your papers

Please scan the papers according to the scanning guidance that can be found [here](#).

Once scanned, papers will need to be uploaded into a 'Submitted by Centre' folder located on our SharePoint site for which you will be shared a link as part of the onboarding process.

When papers have been uploaded, please send us an email letting us know of this to assessmentsservices@pearson.com.



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.