



examWizard

User Guide

Version 3.0

Introduction

examWizard is a free exam preparation tool containing a bank of past Edexcel exam questions, mark schemes and examiners' reports for a range of GCSE, International GCSE and GCE subjects (collectively, GQ subjects).

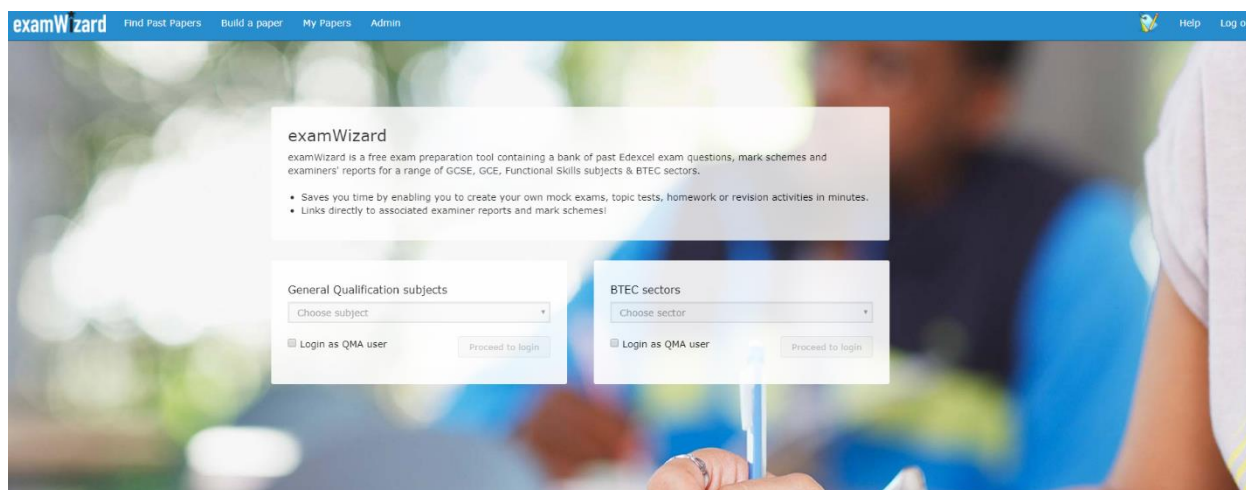
BTEC and Functional Skills material has also recently been added.

Note that BTEC is a separate set of subjects and material, whereas Functional Skills is included as a subset of GQ (above).

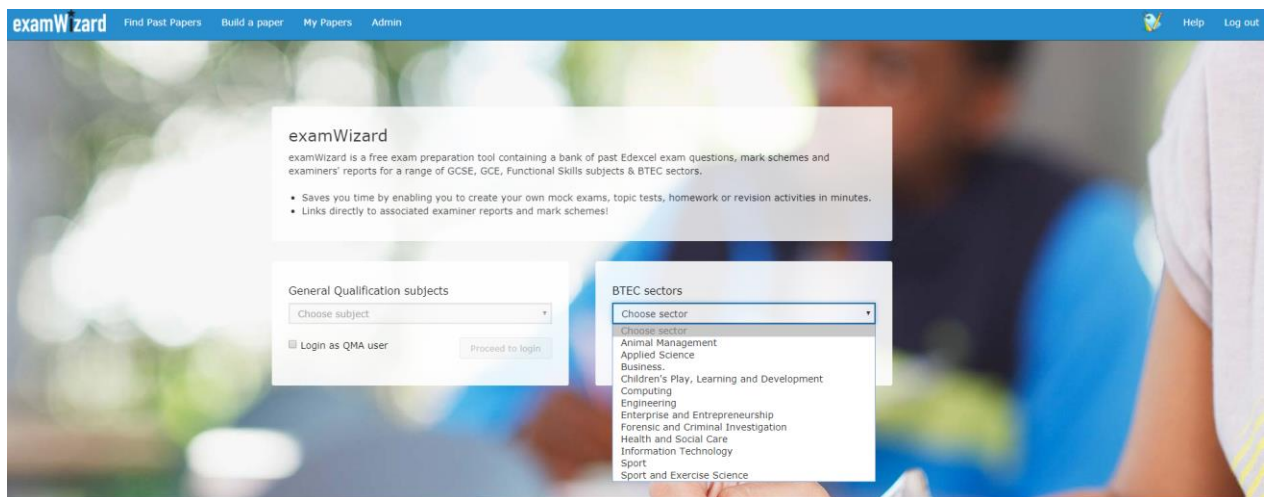
For BTEC, the level of the qualification for which the content has been published is **BTEC Nationals**.

Logging in

Initially you will be presented with the homepage



From the homepage, select either a **GQ** or **BTEC** subject or sector



^ GQ and BTEC have different paths because of their subject areas

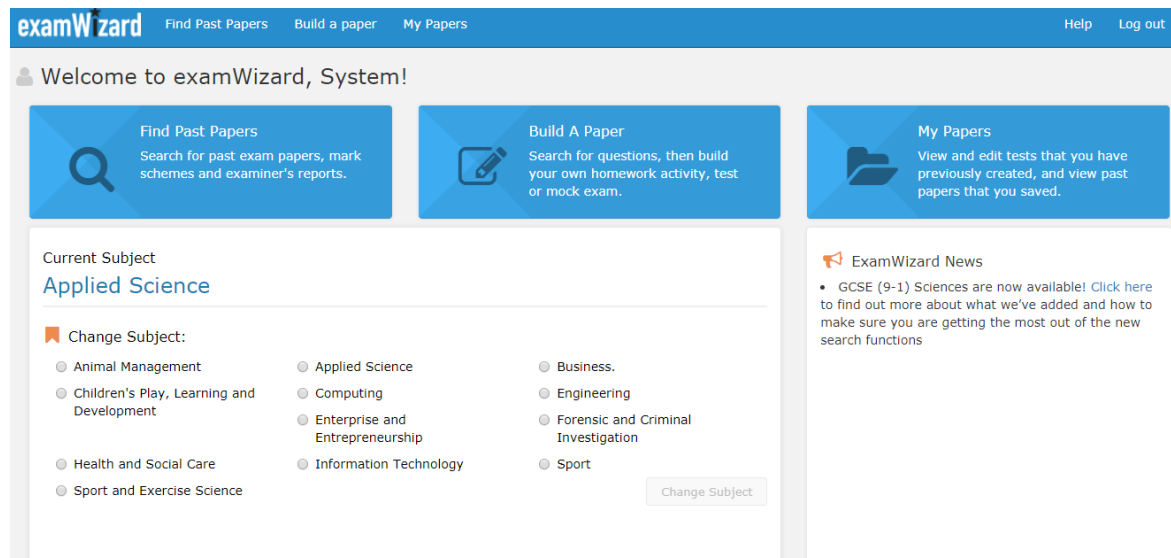
Select your subject from the drop-down menu on the Home page and then click the **Login** button.

Login using your EdexcelOnline or QMA account details available **free** to all teachers of Edexcel specifications.

Ask your Examinations Officer if you are unsure of your username and password.

Choices after login

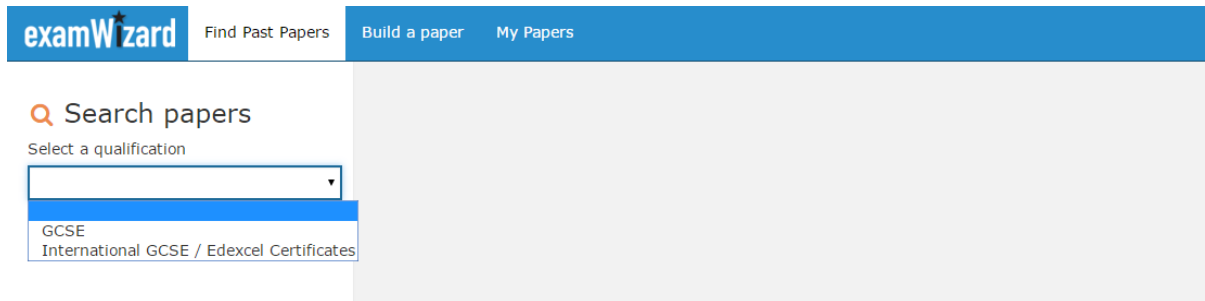
After logging in, the home screen gives you three main areas:



- Click **Find Past Papers** to search for past exam papers, mark schemes and examiners' reports
- Click **Build a Paper** to search for questions, then build your own homework activity, test or mock exam
- Click **My Papers** to view and edit tests and mock exams that you have created

Find Past Papers

Click on the **Find Past Papers** tab and select to list all past papers.



You can use additional search criteria to narrow down your search. Click **Search** to bring up your results.

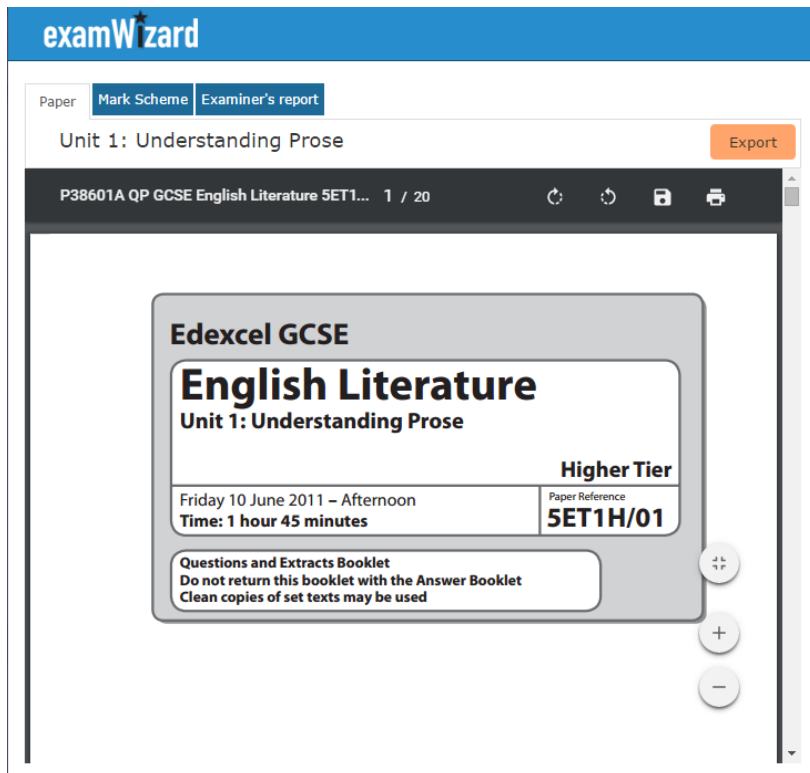


The results can be sorted by clicking on the column headers.



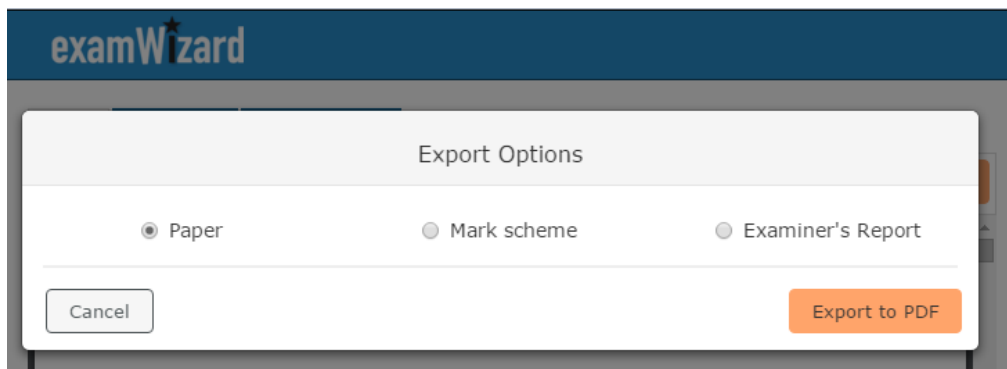
Clicking on a past paper will display a new window, with the following tabs showing:

- Paper
- Mark Scheme
- Examiner's Report



Each of these can be exported in PDF format, to store on your computer and print out later.

To export the past exam paper, mark scheme or examiner's report select the **Export** button.



If a paper includes additional materials (such as resource booklets or formulae sheets), these are included in a **Resources** tab.

Please note: some of these files are quite large, so may take a short while to load.

Build a Paper

Click on the **Build a Paper** tab to search for past exam questions and add them to your own custom exam paper.

Overview

The screen consists of four main areas:

- Search filters
- Results
- My Exam Paper
- Preview question

The screenshot displays the 'Build a Paper' search interface. At the top, there are navigation tabs: 'Find Past Papers', 'Build a paper', and 'My Papers'. The search filters include:


- Qualification: GCSE
- Specification: Select one or more
- Year: Select one or more
- Unit: Select one or more
- Tier: Select one or more
- Section (click here): Select one or more
- SPaG: Select one or more
- Assessment objective: Select one or more

Search and Clear buttons are located below the filters. The results section shows a list of exam questions with 'View' and 'Remove' buttons for each. A 'Show more' button is at the bottom of the results list. The footer contains copyright information, contact links, and the Pearson logo.

Figure shows Search panel expanded

The screenshot displays the examWizard web application. At the top, there is a navigation bar with the logo 'examWizard' and links for 'Find Past Papers', 'Build a paper', 'My Papers', 'Help', and 'Log out'. Below this is a search bar with an 'Edit Search' link. The main content area is divided into two panels. On the left is the 'Search Results' panel, which is currently minimized to a narrow column. It shows a list of search results for 'Section A: Animal Farm: Key events' and 'Section A: Animal Farm: Part A - Chapter 2'. Each result includes details like duration, marks, and date, along with 'Viewing', 'View', and 'Remove' buttons. A 'Show more' button is at the bottom of the list. On the right is the 'Question' panel, which is expanded. It shows a question titled 'Section A: Animal Farm: Key events' with tabs for 'Question', 'Mark Scheme', 'Examiner's Report', and 'Resources'. The question text asks to 'Outline the key events that lead up to the extract.' and includes an extract from Chapter 2 of 'Animal Farm'.

Figure shows Question panel expanded and Search panel minimised

You can minimise or maximise the Search Results panel area by clicking the **Minimise/Maximise** icon () that appears on the panel.

The screenshot shows the examWizard interface. At the top, there are navigation tabs: 'Find Past Papers', 'Build a paper', and 'My Papers'. On the right, there are links for 'Help' and 'Log out'. Below the navigation is a search bar with an 'Edit Search' icon. A summary bar shows 'Total : 6 questions, 66 minutes, 56 marks'. The main content area is titled 'Section A: Animal Farm: Key events' and contains a question tile. The question is: 'Outline the key events that lead up to the extract. (10)'. Below the question is an extract from Chapter 2 of 'Animal Farm'. The footer includes '© Pearson Education', 'Contact Us', 'Privacy Policy', and 'Legal Notice', along with the 'PEARSON' logo and the tagline 'ALWAYS LEARNING'.

Figure shows the Search filters panel minimised

Each question tile includes the following information:

- Question description
- Total mark
- Expected time to complete question
- Paper code, session (series, year) the question comes from

Build your exam paper

To start building your custom paper, select **Qualification** and choose the qualification.

The screenshot shows the examWizard interface with the 'Qualification' dropdown menu open. The dropdown menu lists 'GCSE' and 'International GCSE / Edexcel Certificates'. The interface includes navigation tabs, a search bar, and a footer with Pearson Education branding.

Click **Search** to list all past exam questions or adjust the search filters to narrow down your search and then click **Search**.

You can search for questions based on various filters, which will vary for different subjects, for example:

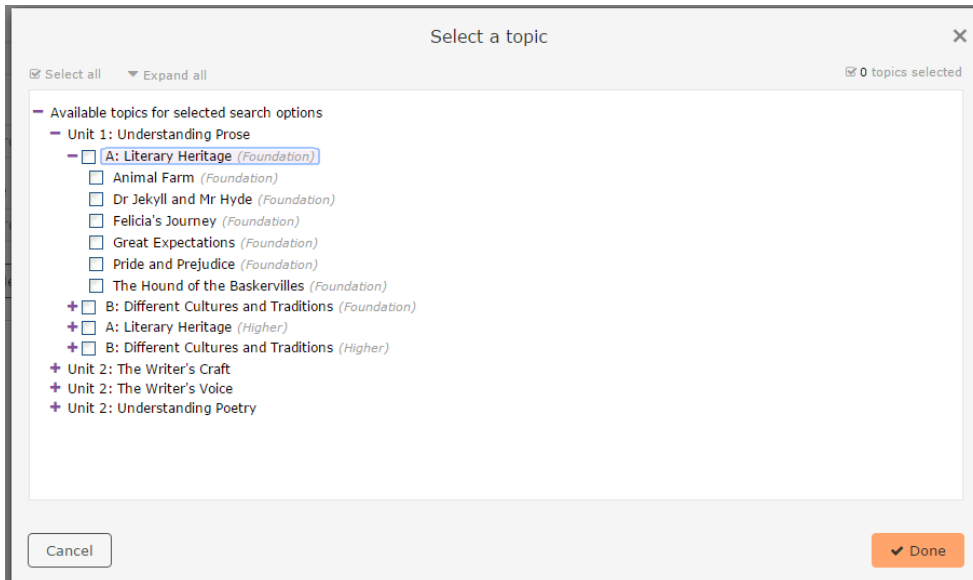
- Qualification
- Specification
- Year
- Series
- Unit
- Tier
- Skills
- Question Type
- Assessment Objective

The screenshot shows the examWizard search interface. At the top, there is a blue navigation bar with the examWizard logo and three main sections: "Find Past Papers", "Build a paper", and "My Papers". On the right side of the navigation bar, there are links for "Help" and "Log out". Below the navigation bar, the search filters are organized into several columns:

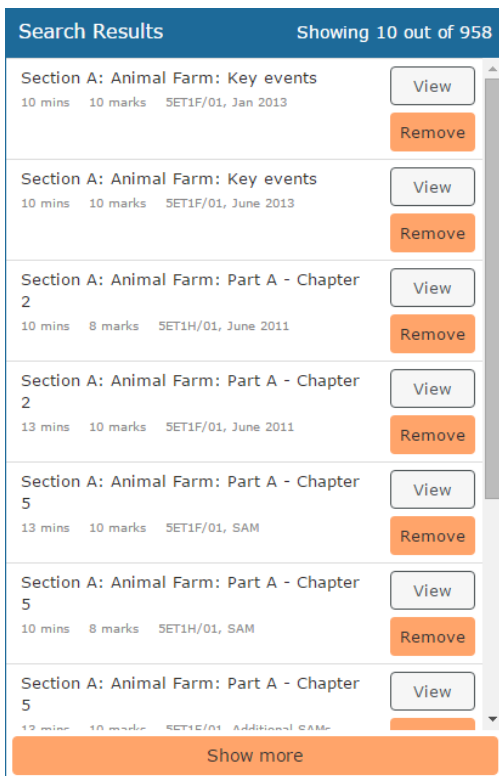
- Qualification:** A dropdown menu currently showing "GCSE".
- Specification:** A dropdown menu with a checkmark icon and the text "Select one or more".
- Year:** A dropdown menu with a checkmark icon and the text "Select one or more".
- Series:** A dropdown menu with a checkmark icon and the text "Select one or more".
- Unit:** A dropdown menu with a checkmark icon and the text "Select one or more".
- Tier:** A dropdown menu with a checkmark icon and the text "Select one or more".
- Section (click here):** A dropdown menu with a checkmark icon and the text "Select one or more".
- SPaG:** A dropdown menu with a checkmark icon and the text "Select one or more".
- Assessment objective:** A dropdown menu with a checkmark icon and the text "Select one or more".

At the bottom of the filter section, there are two buttons: an orange "Search" button with a magnifying glass icon, and a "Clear" button with an 'x' icon.

You can also search questions by specific skills. To do so, select **Topic/Section/Area**, choose one or more topics on a pop-up screen, and then click **Done**.



Your search results will be presented in the **Search Results** panel on the left.



To preview a question, click on a **View** button on question tile. Question content will be presented in the main screen on the right panel.

The screenshot displays the exam preparation interface. On the left, a 'Search Results' panel shows a list of question tiles for 'Section A: Animal Farm'. Each tile includes the question title, duration, marks, and date, along with 'View' and 'Add' buttons. The 'Add' button is highlighted in orange. The main panel on the right shows the preview of a selected question. At the top, there is a text input field 'Click here to name your paper...' and buttons for 'View/Edit', 'Save', 'Remove all', and 'Export'. Below this, a summary shows 'Total : 0 questions, 0 minutes, 0 marks'. The question title is 'Section A: Animal Farm: Key events'. The question text asks to 'Outline the key events that lead up to the extract.' and includes an extract from 'Animal Farm' Chapter 2. The extract describes Mr. Jones's decline and the animals' rebellion.

Clicking another question tile will display its content.

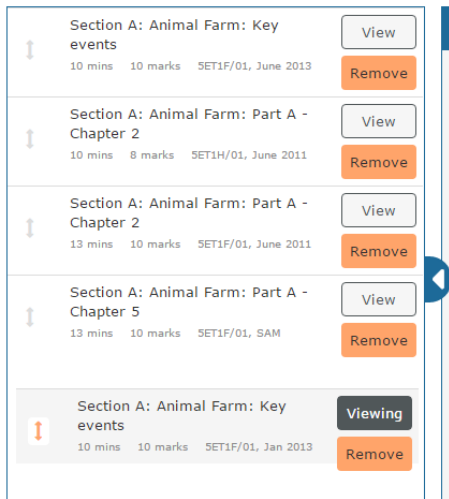
To add a question to your custom paper, click the **Add** button on the question tile.

The added question will appear in the **My Exam Paper** panel.

The screenshot shows the 'My Exam Paper' panel. It features a text input field 'Click here to name your paper...' and buttons for 'View/Edit', 'Save', 'Remove all', and 'Export'. A summary at the bottom indicates 'Total : 1 questions, 10 minutes, 10 marks'.

You can preview/edit your exam paper by selecting the **View/Edit** button that appears on the **My Exam Paper** panel.

You can change the order of the questions in your custom paper by dragging and dropping the question tiles.



Use the **Remove** button to delete a question.

Values at the bottom of the **My Exam Paper** panel indicate the number of questions (📁), total time (🕒) and total marks (📊) for your custom paper.

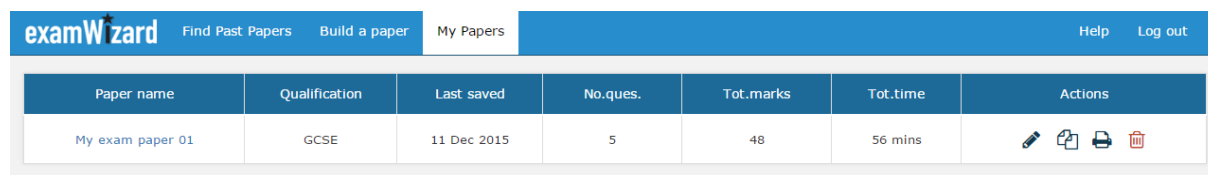
Total : 📁 5 questions 🕒 56 minutes 📊 48 marks

You can print your custom paper or export it to MS Word or PDF before saving it by selecting the **Export** button.





Select the **Save** button to save your custom paper for future use.

Custom Papers

Once saved, your custom paper will remain in the **My Papers** area for you to come back and retrieve, edit, or copy.



The screenshot shows the 'My Papers' section of the examWizard interface. It features a blue header with the 'examWizard' logo and navigation links: 'Find Past Papers', 'Build a paper', 'My Papers', 'Help', and 'Log out'. Below the header is a table with the following data:

Paper name	Qualification	Last saved	No.ques.	Tot.marks	Tot.time	Actions
My exam paper 01	GCSE	11 Dec 2015	5	48	56 mins	   

Custom papers include an automatically generated mark scheme and examiners' report, based on the questions included.

To preview the custom paper, click on the paper name. The custom paper will open in a new browser window.

To print it, or export it to MS Word or PDF, select the **Print** icon.

To edit it, select the **Edit** icon.

You will be then be taken to the **Build a Paper** tab where you can edit your paper by adding, deleting and re-ordering questions.

Please note: You will need to save your changes by clicking the **Save** button on the **My Exam Paper** panel.

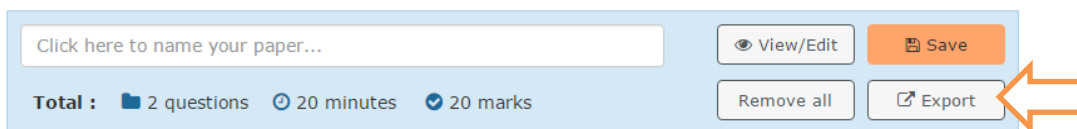
Finally, you can create a copy of your paper and edit the new version. Simply select the **Copy** icon next to paper you want to update.

Frequently Asked Questions

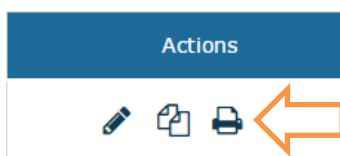
How do I print or export my custom paper to MS Word or PDF?

You can print your custom paper two ways:

1. Once your custom paper is ready but not yet saved, you can print it by clicking the **Export** button that appears on the **My Exam Paper** panel on the **Build A Paper** tab

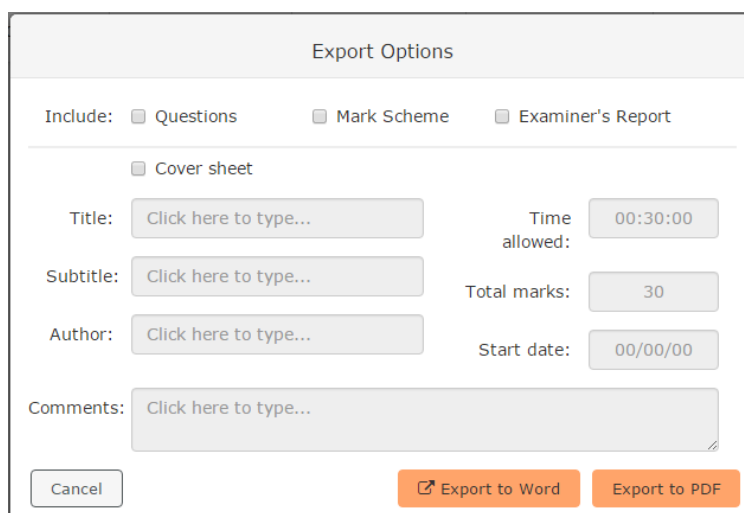


2. Once your custom paper is saved, you will be able to print it from the **My Papers** tab by clicking the **Print** icon that appears next to your paper



In both cases you will be presented with three options:


- Print
- Export to Word
- Export to PDF

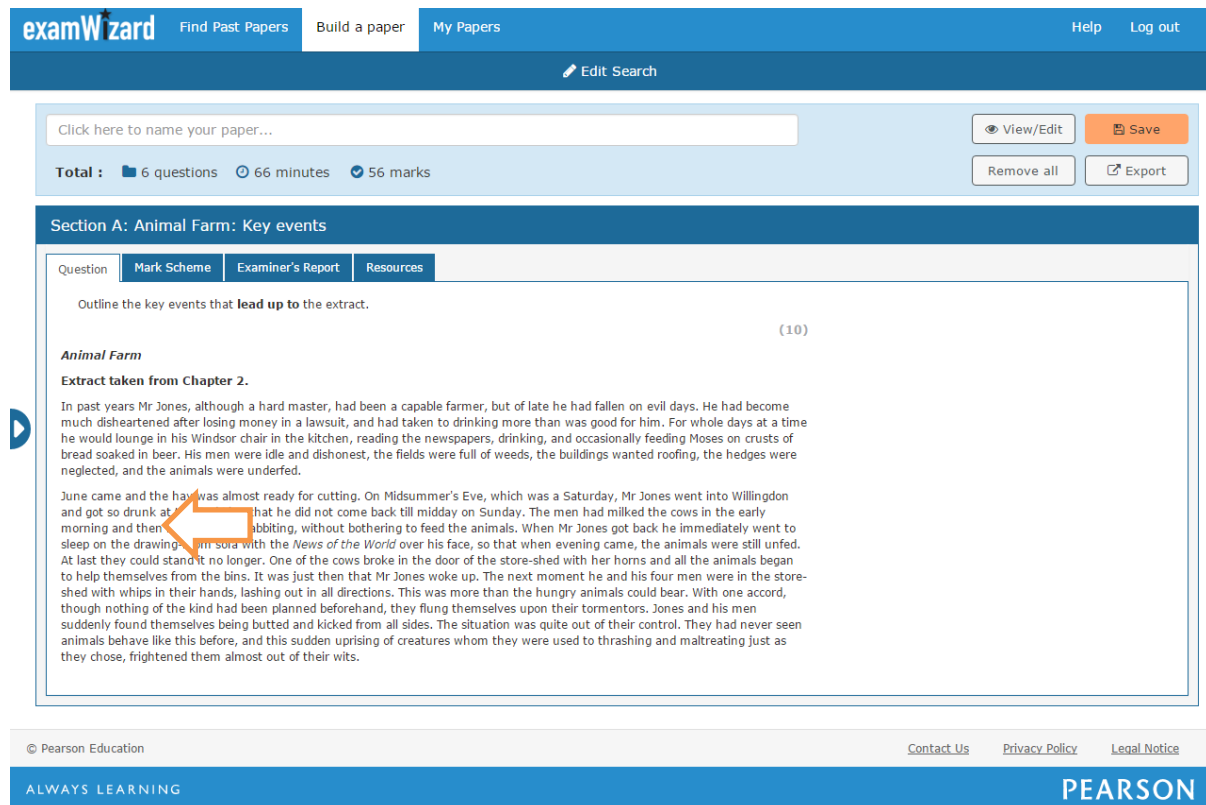
A screenshot of an "Export Options" dialog box. It has a title bar "Export Options". Under "Include:", there are three checkboxes: "Questions", "Mark Scheme", and "Examiner's Report". Below that is a checkbox for "Cover sheet". The dialog contains several input fields: "Title:" (placeholder "Click here to type..."), "Subtitle:" (placeholder "Click here to type..."), "Author:" (placeholder "Click here to type..."), and "Comments:" (placeholder "Click here to type..."). On the right side, there are three fields: "Time allowed:" (value "00:30:00"), "Total marks:" (value "30"), and "Start date:" (value "00/00/00"). At the bottom, there is a "Cancel" button on the left, and two orange buttons: "Export to Word" and "Export to PDF" on the right.

You can also add your cover sheet.

Please note: Some of these files are quite large, so it may take a short while to export.

How can I increase the question area?

You can minimise or maximise the **Search Results** panel area by clicking the arrow icon ().



examWizard Find Past Papers Build a paper My Papers Help Log out

Edit Search

Click here to name your paper...

Total : 6 questions 66 minutes 56 marks

View/Edit Save

Remove all Export

Section A: Animal Farm: Key events

Question Mark Scheme Examiner's Report Resources

Outline the key events that **lead up to** the extract. (10)

Animal Farm
Extract taken from Chapter 2.

In past years Mr Jones, although a hard master, had been a capable farmer, but of late he had fallen on evil days. He had become much disheartened after losing money in a lawsuit, and had taken to drinking more than was good for him. For whole days at a time he would lounge in his Windsor chair in the kitchen, reading the newspapers, drinking, and occasionally feeding Moses on crusts of bread soaked in beer. His men were idle and dishonest, the fields were full of weeds, the buildings wanted roofing, the hedges were neglected, and the animals were underfed.

June came and the hay was almost ready for cutting. On Midsummer's Eve, which was a Saturday, Mr Jones went into Willingdon and got so drunk at the club that he did not come back till midday on Sunday. The men had milked the cows in the early morning and then they were sitting on the benches, drinking and smoking, without bothering to feed the animals. When Mr Jones got back he immediately went to sleep on the drawing-room sofa with the *News of the World* over his face, so that when evening came, the animals were still unfed. At last they could stand it no longer. One of the cows broke in the door of the store-shed with her horns and all the animals began to help themselves from the bins. It was just then that Mr Jones woke up. The next moment he and his four men were in the store-shed with whips in their hands, lashing out in all directions. This was more than the hungry animals could bear. With one accord, though nothing of the kind had been planned beforehand, they flung themselves upon their tormentors. Jones and his men suddenly found themselves being butted and kicked from all sides. The situation was quite out of their control. They had never seen animals behave like this before, and this sudden uprising of creatures whom they were used to thrashing and maltreating just as they chose, frightened them almost out of their wits.

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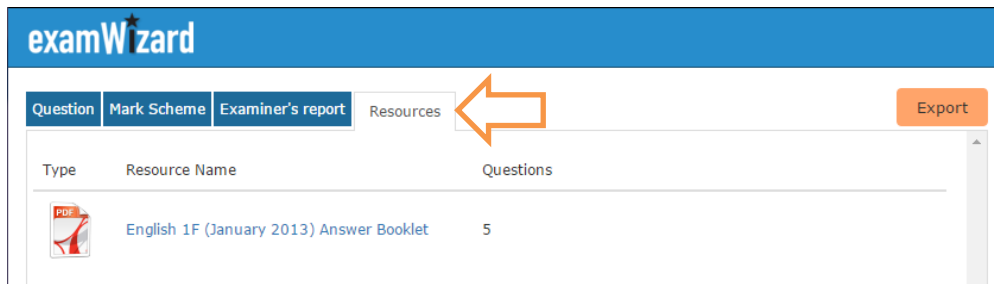
ALWAYS LEARNING PEARSON

Can I edit custom papers I have already created?

Yes. Go to the **My Papers** tab and select the **Edit** icon that appears next to the custom paper you would like to edit. You will be then taken to the **Build a Paper** tab where you can add, delete and reorder questions.

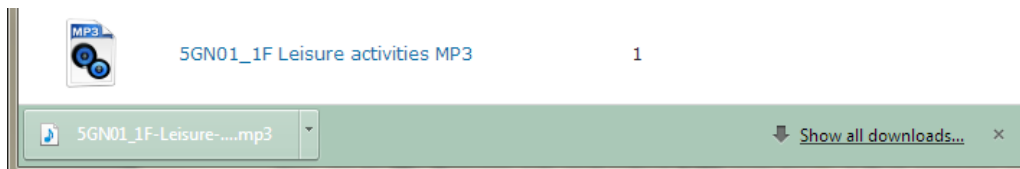
How can I download additional resources onto my local computer?

Open a custom paper with resources and click on the **Resources** tab.



Select the resource you would like to download by clicking on it.

Depending on your browser's settings, the downloaded resource can appear at the bottom of your browser window or you will get the open/save pop-up window.




Can I use examWizard for more than one subject?

Yes. You must select a subject before logging in, but you are not restricted as to which subject you can choose.

You can change a subject on the **Home** page.

Current Subject
English

 Change Subject:

<input type="radio"/> Sciences	<input type="radio"/> Mathematics
<input type="radio"/> Geography	<input type="radio"/> History
<input type="radio"/> English	<input type="radio"/> MFL
<input type="radio"/> ICT	<input type="radio"/> Business
<input type="radio"/> PE	<input type="radio"/> Statistics
<input type="radio"/> Religious Studies	