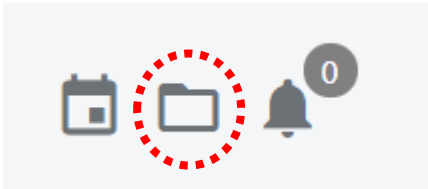


## Uploading exam papers on DPR

- Students will need access to full exam papers and mark schemes for any chosen subject so that they can work independently
- These exam papers should be easily found by the students using the DPR resource function or by going through the key objectives (KOs)
- All teachers must actively upload exam papers for the students. Guide below is structured to ensure exam papers are uploaded effectively to help students to easily locate them

**Step 1.** To access the **resource portal**, click on the resource icon on the top right-hand side



**Step 2.** Once you are in the resource portal, you will need to click the **create** icon below to move on to the **upload resource** page



- You will now have access to the **create a resource – new resource page** which will guide you on how to upload your exam papers

### New Resource

Create a resource

**Step 3.** Select your **subject area**, e.g. MATHS

←

Subject Area: \*  Type: \*

**Step 5.** You must click year 11s and then **SELECT ALL** the KOs

Linked KOs: \*

Use the button below to search for key objectives linked to your chosen subject area. Click a key objective to either add or remove it.

**Step 6.** The **Title** must clearly say the paper it is e.g. Edexcel maths paper 2 Higher Nov 2019

Title: \*

**Step 4.** Select **Type** of resource, your options will be:

- Learning Resource
- Test Resource
- Teacher Planning Resource

Instruction \*  Use Voice Description

**Step 7.** The **instruction** can be text or a voice description

Complete the paper under exam condition.  
Only spend 1 hour 30 min.  
Check the mark scheme and any questions you got wrong notify me on the [DPR](#)

**Step 8.** Follow the following format to **Tag** your exam to ease navigation

Subject ✕ Exam board ✕ Paper ✕ Year ✕ Tier ✕ Other information ✕