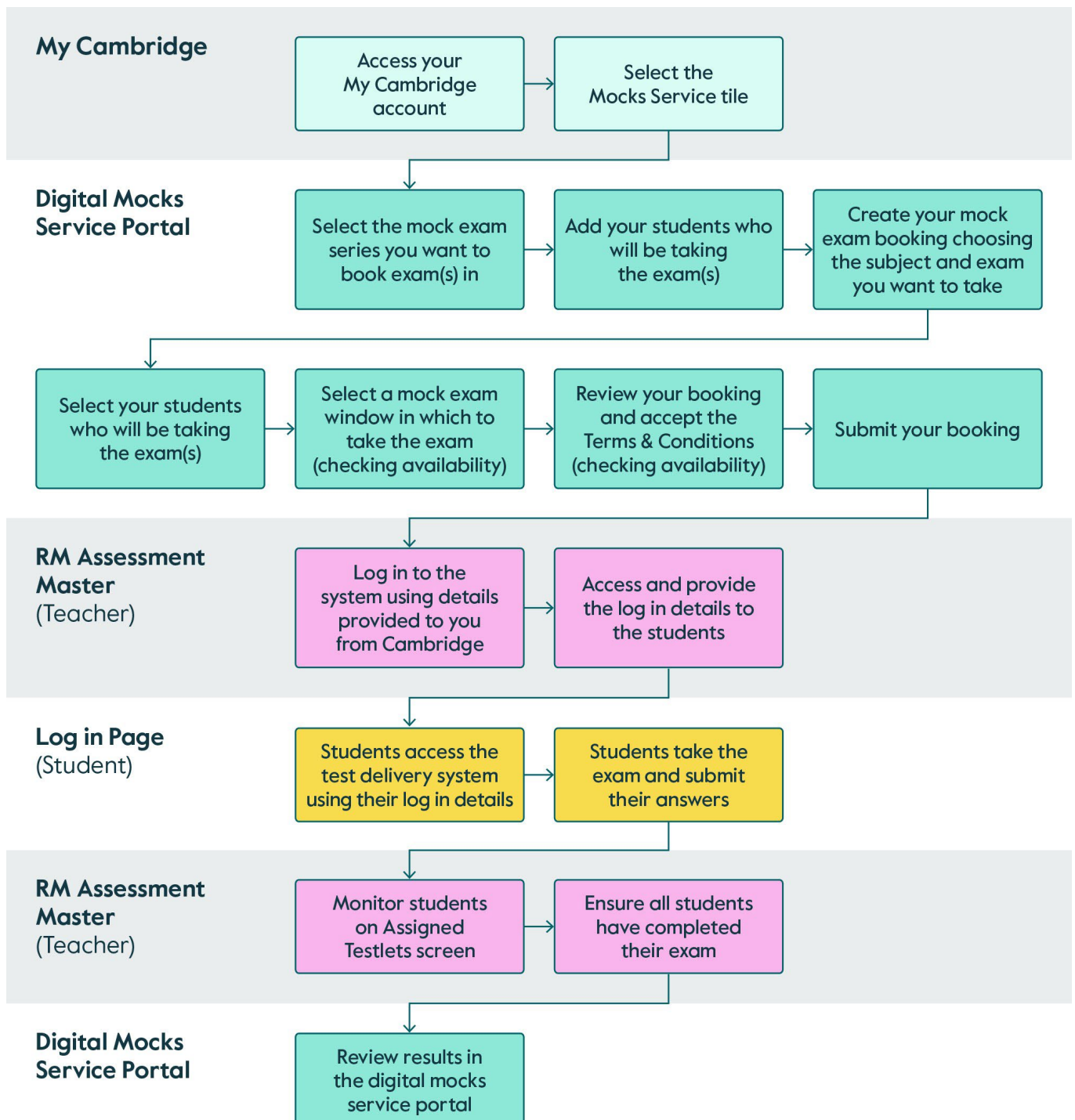# Digital Mocks Service
Process overview

We have created the flowchart below to help guide you through the end-to-end process of the Digital Mocks Service. There are more detailed supporting documents and user guides available for each key step of the process listed on the next page together with contact details if you require further help.

My Cambridge

- Access your My Cambridge account → Select the Mocks Service tile

Digital Mocks Service Portal

- Select the mock exam series you want to book exam(s) in → Add your students who will be taking the exam(s) → Create your mock exam booking choosing the subject and exam you want to take
- Select your students who will be taking the exam(s) → Select a mock exam window in which to take the exam (checking availability) → Review your booking and accept the Terms & Conditions (checking availability) → Submit your booking

RM Assessment Master (Teacher)

- Log in to the system using details provided to you from Cambridge → Access and provide the log in details to the students

Log in Page (Student)

- Students access the test delivery system using their log in details → Students take the exam and submit their answers

RM Assessment Master (Teacher)

- Monitor students on Assigned Testlets screen → Ensure all students have completed their exam

Digital Mocks Service Portal

- Review results in the digital mocks service portal

Supporting documents

All documents can be accessed on our website help pages *here*

- Digital Mocks Service – Booking an exam

- Digital Mocks Service – Delivering exams

- Digital Mocks Service – Tips for delivering exams

- Digital Mocks Service – Student guide for taking exams

- Digital Mocks Service – Accessing reports

Further help

If you require further assistance, please contact Cambridge University Press & Assessment and not RM directly.

If you need help, please contact our Customer Support Centre

info@cambridgeinternational.org

+44 1223 553554

Please reference Digital Mocks Service in your email title

Our Customer Support team is available 24 hours a day, six days a week, from Sunday 00:00 UTC* to Friday 23:59 UTC (closed on Saturday).

*Co-ordinated Universal Time (Greenwich Meantime in UK also known as Western European Time)