Results Day Survival Kit (England/Northern Ireland) mini guide

SIMS

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01 | **The Results Day Survival Kit**

Overview

This document is intended to provide Examinations Officers with the most up-to-date information to assist you in achieving successful results download days and the subsequent analysis of results using the SIMS 2016 Summer Release.

The Edit PI data entry and supporting menu routes are accessible in SIMS:

Tools | Examinations | Import Qualification Data

Tools | Examinations | Edit PI Data

Tools | Examinations | PI Reports

Tools | Examinations | PI Setup.

The Performance Measures file (available from the My Account website (https://myaccount.capita-cs.co.uk)) must be imported by all schools. This file will be available for download with the SIMS 2016 Summer Release.

For schools in Northern Ireland, the equivalent file is named `NIEFQAN.xml` and this is provided by C2K. Schools in Northern Ireland must import the `NIEFQAN.xml` file that is provided by C2K.

Procedures to Complete Before Results Day

- Upgrade to the SIMS 2016 Summer Release to install the latest version of SIMS and Examinations Organiser.

- Download and import the QWS files to ensure that the most recent information is available for the PI calculations.

- Import the latest version of the Performance Measures file or the NIEFQAN file, if you have not already done so. If you inadvertently import the latest version of the file more than once, the warning message displayed provides ambiguous information. Additional warning narrative is displayed on the Status Bar, advising that the **Qualification information from this file has already been imported** and that you should abandon the process.

- Ensure that the `KS2 Average Point Score and Level` template has been imported and as a minimum, populate the `KS2 Average Fine Level` column with data to ensure that Progress 8 calculates correctly. The up-to-date templates are installed with the auto import from AMPARK on upgrading to the SIMS 2016 Summer Release.

- Check for missing QANs and correct the QANs in the basedata. It is essential that each certification element for which results can be collated, is associated with the correct QAN code.

- Check for missing discount codes to ensure that any required discounting is applied correctly. Exams basedata for BTEC and CIE warrant special checking.

- A patch is available from the Service Desk (Patch 17395), which inserts missing discount codes into BTEC certification elements. The discount codes are taken from the QWS files, which use the 'old' discount codes. Users in England are advised to amend these to the new discount codes to avoid confusion.

- For CIE Basedata, QANs are present for all accredited qualifications. For each QAN, there should also be a discount code. However, CIE do not consistently populate this so all CIE Basedata must be checked and discount codes added as necessary.

- Ensure that you have access to the correct region specific *Processing Results and Calculating PI Data in Exams and SIMS* handbook.

  This handbook can be accessed from the **Documentation Centre**, which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required category, then click the required handbook from the **Handbooks** page.

How to Check for Missing QAN Codes

Once you have imported the latest year-specific Performance Measures or NIEFQAN file, two reports can be run in SIMS via **Tools | Examinations | Import Qualification Data** that enable you to check the integrity of the QANs in the basedata:

- Certification Elements without QANs - this report lists the **Series Board Entry Code** and the **Title** of all basedata elements without a QAN. You must enter the missing QANs via **Focus | Basedata** to ensure the accuracy of the PI data in SIMS and Examinations Organiser.

- Certification Elements with unmatched QANs - this report lists the **Series Board Entry Code**, **Title** and **QAN** of all basedata elements that have a different QAN from the QAN details provided in the Performance Measures file. You must correct the QANs in the basedata to ensure the accuracy of the PI data in SIMS and Examinations Organiser.

NOTE: Both of these reports check the QAN information held for the past four years.

It is also possible to run a report from Examinations Organiser via **Reports | Basedata | Structure**, select **Elements** from the **Report Type** drop-down and identify any certification items that do not have a QAN. You can also run another report in SIMS via **Tools | Academic Management | Course Manager | Duplicate QAN Report**.

Access to Results on Download Day

There is a DfE stipulation that although the download of results can commence from midnight on the day before results day, access to results must be limited to Examinations Officers and the Senior Management Team until the official publication days.

Please ensure that you have used the provision to specify the required period of embargo, and the personnel authorised to access the results during this period via **Tools | School Setup | Results Embargo** in Examinations Organiser.

When the exam results embargo is in place, all staff members who have been granted permissions to access the examinations menu routes in SIMS can access the **Edit PI** and **PI Reports** menu routes via **Tools | Examinations**.

The only situation where it is impossible to protect results that are subject to embargo is where a Candidate Statement of Results report has been exported from Examinations Organiser to the Document Management Server via **Reports | Results | Candidate Statement of Results**.

The Performance Indicators Process in SIMS

There are a number of stages that must be carried out before you can process PI data in SIMS. For more detailed information, please refer to the *Preparing the Data for the Performance Indicators Reports* chapter in the *Processing Results and Calculating PI Data in Exams and SIMS* handbook. A summary of the key points has been included here for your convenience.

In SIMS, select:

Tools | Examinations | PI Setup

Ensure that the exams season in which you are working is set to June (Summer Exams 2016). You must specify a storage location for the Performance reports that will be created.

Tools | Examinations | Import Qualification Data

Ensure that you have imported the latest versions of the Performance Measures, QWS and NIEFQAN files, as appropriate for your region.

Tools | Examinations | Edit PI Data

There will always be the occasional circumstance where you are required to make manual discounting adjustments via the **Edit PI Data** menu route.

> **IMPORTANT NOTE:** *When a student's results are displayed on the* ***Edit PI Data*** *page, the discount code (QCA code) displayed for EDI results is the one present in the basedata. This may not be the same as the discount code that is used for discounting.*

If you access this menu route before the selected exams season has ended, only the Key Stage 4 and 16+ cohorts are updated. You can enter non-EDI entries manually at this point.

Once the exams season has ended, all results are collated and calculated and automatic discounting is applied. You can also apply manual discounting, if required.

PI Collation and Calculation

If additional results have subsequently been imported, added via an exams marksheet or added via the **Edit PI Data** menu route, recollation can be carried out manually using the **CKD** button (to retain manual discounting) or the **CRD** button (to discard manual discounting).

- **CRD** - Collate Resetting Discounting - if this option is selected, all manual discounting ticks in the Performance results grid are discarded on collation. Only the automatic discounting rules are applied.

- **CKD** - Collate Keeping Discounting - if this option is selected, the manual discounting made to results is re-applied automatically after collation, including any results that have had the discounting removed manually.

Tools | Examinations | PI Reports

You can further refine the output from the Performance Table report by incorporating Assessment group filters into the report criteria.

> **IMPORTANT NOTE:** *You must ensure that you have selected the appropriate* ***Exam Performance Cohort*** *from the* ***Select the Group Filter*** *dialog, otherwise all candidates in both exams cohorts will be returned.*

QWS Files

Ensure that the latest files are obtained from the QWS website (https://collectdata.education.gov.uk/qwsweb/default.aspx), guaranteeing that all files are overwritten with the most up-to-date data.

Updating the Performance Indicator Cohort(s)

Candidates can be added to, or removed from the PI cohort in Examinations Organiser via **Tools | Group Manager**.

When accessing the **Edit PI Data** menu route in SIMS, a message prompts for confirmation that you want to update the PI cohort memberships. If you have made changes to the PI cohort(s) in Examinations Organiser and do not want to overwrite them, click the **No** button. Clicking the **Yes** button overwrites any manual changes you have made.

NOTE: For a student to be a member of the 2016 Age 16+ cohort, they must have attained an EDI result equivalent to at least one A2 grade. Attaining a single non-EDI result does not qualify the student for automatic inclusion in the 2016 Age 16+ cohort.

Differences between External Candidates and External Results

External candidates are students who are not members of the cohort at your school. Candidates who previously achieved results at another school and have subsequently been enrolled at your school, are no longer considered external candidates because they have become an integral member of the cohort at your school.

However, for the purposes of accountability, the exam results these students achieved at various Key Stages are attributed to the school they were enrolled at when the exams were taken and are considered to be external results in your school.

The entering of external results manually is now achieved via **Tools | Examinations | External Results Manual Entry** in SIMS. It is no longer possible to record external results in Examinations Organiser. Prior attainments can be entered for students, particularly students joining the Sixth Form who have already achieved GCSE results elsewhere.

External exam results added in SIMS are not included in the PI calculations and are not displayed in the Performance Indicator reports. However, it is possible to view external results by clicking the **Examinations** link in the **Links** panel on the **Student Details** page. Any results achieved at another centre that are required for inclusion in the PI calculations (including graded Music exams) must be entered in SIMS via **Tools | Examinations | Edit PI Data**.

General Discounting

Results entered manually via the **Edit PI Data** menu route in the current Exams season will have discounting rules applied automatically if you click the **CRD** or **CKD** buttons. The **Calculate** button is no longer available from the **Edit PI Data** page.

Discounting in Northern Ireland

Discounting in Northern Ireland operates using the discount codes present in the NIEFQAN file, regardless of the discount codes present in the exams basedata.

KS4 Discounting in England

Qualifying QANs for the Performance Indicators

Any QANs that are not included in the DfE Performance Indicators lists are discounted. However, they will be printed on the Candidate Statement of Results report accessed in Examinations Organiser via **Reports | Results | Candidate Statement of Results**.

Early Entries

If multiple results for a subject have been received throughout a single exams season, the **Edit PI Data** calculation cannot determine which of the results was timetabled first. Therefore, all results are left without discounting and manual discounting must be applied in this circumstance.

Non-GCSE Qualifications

A maximum of two non-GCSE qualifications (with the exception of Progress 8, which may include up to 3) can be included in the Performance Tables calculations. All vocational qualifications are counted with a maximum equivalence of one GCSE.

English

Results for the English measures in the Performance Tables are calculated using exceptions discounting. To count as English in the Performance Tables, the candidate must have either a result for English (FK2A) or English Language (FK2B and English Literature FC4). The result for English Literature may be a U grade.

Maths

Exceptions discounting has been applied for the Maths linked pair. Candidates must sit for and achieve a grade in both of the Maths qualifications (Methods and Applications) and the highest grade achieved is counted in the Maths measure. For example, a C grade achieved in the Methods paper is counted instead of a U grade achieved in the Applications paper. The C grade is then discounted against whatever grade is achieved in any other Maths qualifications that may also have been taken.

Science

Early Entry rules have been applied to Science pathways as follows:

- **Pathway 1* - Individual Sciences**
    - Physics (RC1)
    - Biology (RH3)
    - Chemistry (RD1).

    This pathway discounts against Pathways 2-4.

    * Computer Science and Computing GCSEs are classed as individual sciences and are counted towards the Ebacc. GCSEs in Computer Science or Computing do not discount against any other science qualifications. For example, if a pupil takes Computer Science and then Core Science, Additional and Further Additional, all four science qualifications are counted in Performance Measures.

- **Pathway 2 - Core, Additional and Further Additional Route**
  - Core (RA1B)
  - Additional (RA1C)
  - Further Additional (RA1D).

  This pathway discounts against Pathways 1, 3 and 4.

- **Pathway 3 - Double/Combined Science**

  Qualifications with an RA1E discount code, including Edexcel L1/2 Certificate and AQA Level 1/2 Certificate (from 2016).

  This pathway discounts against Pathways 1, 2 and 4.

- **Pathway 4 - Applied Science Qualifications with the same discount code as Core Science**
  - Qualifications with RA1B that are not Core Science:
  - Pearson BTEC Level1/Level 2 First Award in Principles of Applied Science
  - OCR Level 1/2 Cambridge National Certificate in Science.

  This pathway discounts against Pathways 1-3.

- **Other Science Qualifications which count alongside Pathways 1-4. All other Science Qualifications, including:**

  Other applied Science qualifications (discount code RA14), for example:
  - BTECs, such as the Pearson BTEC Level 2 Diploma/Extended Certificate in Applied Science
  - OCR Level 2 National Award/Certificate in Science
  - Computer Science or Computing GCSEs (CK1*)
  - Any other Science qualifications, such as a GCSE in Environmental Science (QA3).

KS2 - 4 Progress Measures

The KS2-4 Progress measures in the Summary Report are based on the results held in the KS2: Average Point Score Integer aspect. Ensure that the KS2 Average Points Score Calculator marksheet has been calculated for the relevant year group.

For more information, please refer to the *Processing Results and Calculating PI Data in Exams and SIMS* handbook.

Estimated Attainment 8, Attainment 8 and Progress 8

Once the KS2:Average Fine Level aspect is populated and students have received KS4 results, the usual collation process can take place in Edit PI and PI reports can then be produced.

NOTE: The Estimated Attainment 8, Attainment 8 and Progress 8 values cannot be generated until both the KS2 Average Fine Level and KS4 Results have been imported or entered and the collation process run. It is not possible to generate the Estimated Attainment 8 value in Exams without going through this process. If you want to generate Estimated Attainment 8 values before this time, other functionality must be used.

The Performance Summary report in SIMS was updated in Spring 2015 to include three additional rows of data:

- **Estimated Attainment 8 Average** – This is an average of the total Estimated Attainment 8 points of the Progress 8 cohort divided by the number of students in the Progress 8 cohort.
- **Attainment 8 Average** – This is an average of the total of Attainment 8 points of the Progress 8 cohort divided by the number of students in the Progress 8 cohort.
- **Progress 8** – This is the total of the Progress 8 average points (VA) of the Progress 8 cohort divided by the number of students in the Progress 8 cohort. Further information can be found in the DfE document *Progress 8 Measure in 2016, 2017 and 2018 Guide for Maintained Secondary Schools, Academies and Free Schools* dated January 2016.

The Progress 8 cohort of students are students who have all of the following:

- an Estimated Attainment 8
- an Attainment 8
- a Progress 8 value.

If a student does not have all three values, they are not included in the Progress 8 cohort. This figure may be different from the KS4 PI Cohort.

The three additional rows in the Performance Summary report will be empty if the KS2 Average Fine Level values have not been populated, even where a number of students have gained KS4 results and have an Attainment 8 value in the Performance Table Report - Detailed output.

The English Baccalaureate

English Baccalaureate and subject area calculations are based on the QAN list supplied by the DfE.

Pass/Fail Gradesets (Gradeset M)

Some vocational qualifications are assigned to gradeset M, which is unusual in that it has no U grade, only P and F. Consequently, we have added a U grade for all qualifications. The definition of gradeset M has also been updated to enable you to replace a grade F with a grade U in an exam results marksheet. This brings the collation of these results into line.

Results Broadsheet

There is a known issue with the Results Broadsheet report where the header and footer rows are sometimes not displayed, or they are displayed within the body of the data. Unfortunately, this is a Quick Report issue that we are unable to resolve.

Group Performance Analysis Classes with Two Courses

It is possible to associate a class with more than one course using the Course Manager functionality. The most common example of this is where year 11 English classes prepare some or all candidates for English Literature as well as English Language. The most likely structure for this within Examinations Organiser comprises an English Language and an English Literature award, each with a higher and foundation option, both linked to a course called English (GCSEF). When the Group Performance Analysis (GPA) report is run, there is no differentiation, in either class or course mode, between the two 'subjects'.

If you have a subject called English Literature (perhaps for GCE purposes), create a course called English Literature (GCSEF), and save it. Link this course to any classes that deliver Literature alongside Language, save it, and run the Update Course Membership routine in SIMS via **Tools | Academic Management | Course Manager | Update Course Memberships**.

When you next run the Group Performance Analysis report in Examinations Organiser, the results still belong to the correct classes but the course option can now differentiate correctly between the subjects.

If you want to differentiate at class level, run the Group Performance Analysis report twice. For example, in the case of the pattern described previously, where year 11 English sets deliver both Language and Literature, run the Group Performance Analysis report once with only the Language award linked to the course, then run it again with only the Literature award linked to the course.

Group Performance Analysis Class/Course Links

The **Report Criteria** parameters dialog enables you to specify a qualifying **Membership Date** for a class. However, the date used to identify the class/course links in operation at the required point of time reflects the season start date. Therefore, successful operation requires that the courses associated with the awards were in operation on (usually) 1 May.

> *NOTE: The level specified in the course name is not significant for the purposes of this report.*

This may cause an issue for schools that have recently revised their class levels using the **Curriculum Matching** wizard.

If the changes were implemented after this date and awards re-linked, two options are available:

- Restore the award links to their previous values.
- While producing the report, adjust the season start date to a date after the transfer, ensuring that you change it back after running the report.

Group Performance Analysis Additional Option

An additional option is available in the GPA. There is a way to calculate residuals against the matching qualification so, if GCSE is selected as the qualification, only GCSEs are taken into account.

Group Performance Analysis Summary Columns

0Avge is the average score per equivalent entry for the group under analysis. The exact definition of 'equivalent entry' depends on the stage and qualification under analysis, but the general sense relates to whatever has been determined by the DfE as the basic 'unit of currency' at the particular stage. At Key Stage 4, it is a GCSE Full Course; at Post-16 level, it is a GCE A2 certification.

Other qualifications and levels have been assigned equivalences in this way. A GCSE/SC and a GCE/ASB count as 0.5; GCE/DA counts as 2; GCE/AAS counts as 1.5. GCSE/DA would count as 2, except that two grades are issued, each counting as 1.

For example, in a class of 20 where 12 had achieved a GCSE/FC and eight a GCSE/SC, the denominator is 16.

If the group is expanded, the same principle applies, except that each row represents a group of one person. However, this does not mean that the denominator is always 1. For example, if the subject is RE and the candidate has achieved a B grade at SC, the actual point score is 23, but the average per entry is 46.

This approach ensures consistency when the **Avge** column is taken in the context of the other two columns. If a GCE candidate has achieved three A-Levels and one AS, all at grade B, the average points per entry (**All Av**) is 240. If the AS is displayed as 120, and the All Average as 240, a residual of 0 would seem incorrect, but a residual of 120 is inaccurate.

There is some dispute over the use of the term 'residual', either the difference between this result and the overall average, or the difference between this result and the average for everything else. In the interests of consistency, and because where the residual is displayed, it uses as its comparator the value pre-calculated by the PI routine, the first of these alternatives has been adopted.

Group Performance Analysis Printing by Course

An issue has been identified where the **Course** option is selected as the **Group Type** without selecting the **Expand Groups** or **Page per Subject** check boxes, and there is only one page of the report; it sometimes fails to print despite a successful preview. This behaviour is caused by an unidentified problem in the Quick Reports utility. If this occurs, the option to export is suggested instead.

CIE Basedata for 2016

Schools are no longer required to check and populate missing data in the 2016 basedata file.

The Top Examinations Organiser Solutions

These solutions and many others can be found on the Capita Children's Services Exams Web Support site (https://myaccount.capita-cs.co.uk/hot-topics/).

KB Number	Description
10100	Import files are not present for the selected board and season.
27824	Results files/Basedata not appearing in EDI EXAMIN directory.
2456	How to search for a Results file.
13749	How to import Exam Results into Examinations Organiser.
20229	Errors on Importing Results: Aspect Type Equivalent for Element nnnn not found.
25218	Attaching QCA codes.
26021	Error Importing Result File: UCI No. in the Result File does not match that recorded for the candidate.
15587	Error Importing Result File: Invalid Series Code in File

KB Number	Results
25718	Cannot see Results entered via **External Results	Manual Entry**.
36722	Exam Results Missing.

KB Number	PI Calculations and Reports
26077	How is the PI cohort calculated?
404937	Is there an updated version of the Performance Measures file? A new version of the Performance Measure England file is provided for each Summer Results season. Additional fields are included in the Performance Measures file to support some of the new DfE rules. The first version of the file will be version 1. Any subsequent versions will be posted on My Account with an incremented version number. Due to structural changes, the 2015 version cannot be imported until after the upgrade to the SIMS 2016 Summer Release.
404938	From 2015, as per DfE guidelines, first entry rules are applied to all subjects where there is more than one result after September 2013.

KB Number	PI Calculations and Reports
404941	For Expected Progress Measures, does the 'first entry only counts' rule apply? Expected measures will take whichever result has been included in the Performance Indicators based on the current rules.
404942	How can I calculate the Best result for all candidates? There is currently no way to automatically calculate the best result for all but you can manually amend the discounting via the **Edit PI Data** menu route and then recalculate. You can also export the Broadsheet for all seasons from Exams Organiser and calculate the measures using Microsoft Excel.
404943	PI report returning too many candidates. Please ensure you have opened the **Student Group** browse and selected the appropriate Examinations cohort.
420724	Progress 8 Measures not populated in KS4 Summary Report (England). Ensure that the template KS2 Average Fine Point Score and Level has been imported from AMPARK and that the KS2 Average Fine Level column has been populated with the data.

KB Number	General
33425	How to link Awards to Courses.
62140	Automation Error when accessing Examinations Organiser.

Additional Resources for 2016

The following documents provide additional background information. The links are correct at time of publishing but care must be taken to ensure that the latest documents are being consulted.

Document Title	Purpose	Link
List of 2014 to 2018 Qualifications and Discount Codes	Defines the QANs used in the Performance Indicators as well as listing the old and new Discount Codes.	https://www.raiseonline.org/documentlibrary/ViewDocumentLibrary.aspx) Available from the *Further details of the revised performance tables qualifications, discount rules and early entry guidance from 2014* area.
2015 Discounting Guidance	The latest available Discounting guidance.	(https://www.raiseonline.org/documentlibrary/ViewDocumentLibrary.aspx) Available from the *Further details of the revised performance tables qualifications, discount rules and early entry guidance from 2014* area.
GCSE Early Entry Guidance for schools	Details of the Early Entry rules.	(https://www.raiseonline.org/documentlibrary/ViewDocumentLibrary.aspx) Available from the *Further details of the revised performance tables qualifications, discount rules and early entry guidance from 2014* area.
Progress 8 School measure in 2016, 2017 and 2018.	Explains how Progress 8 measures will be calculated in 2016. It also includes changes that will apply from 2017.	(https://www.raiseonline.org/documentlibrary/ViewDocumentLibrary.aspx) Available from the *Further details of the revised performance tables qualifications, discount rules and early entry guidance from 2014* area.
English Baccalaureate List of Qualifications 2015	List of qualifications that count in the English Baccalaureate for all EBacc subject areas.	(https://www.raiseonline.org/documentlibrary/ViewDocumentLibrary.aspx) Available from the *How Ofsted and DfE analyse your data* area.

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