

Applicable to 7.174 onwards

Processing Results and Calculating PI Data in Exams and SIMS



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01/ Introduction

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Overview

This handbook has been created to provide you with all the information that you will need to process exam results and prepare and calculate PI Data in SIMS and Examinations Organiser.

It also details how you can produce a number of relevant reports in a variety of formats.

What's New in this Release?

A number of additional features and enhancements have been provided for this release.

Removal of the Import Performance Measures File Functionality

Tools | Examinations | Import Qualification Data

Schools in England are no longer required to import a Performance Measures file provided by Capita SIMS.



More Information:

Importing Qualification Data for Performance Indicators on page 10

Cloning QNs from the Previous Academic Year

Tools | Examinations | PI Setup

It is now possible to clone QN (formerly referred to as QAN) codes used in the previous academic year and carry them over to the next year. This removes the need to import a Performance Measures file containing a large number of QNs that are not relevant to your curriculum. It also ensures that out-of-date or surplus QNs are not carried over from one year to the next. When new QNs are required in school, they can now be added individually.



More Information:

Cloning QNs from the Previous Year on page 15

Managing Examinations Data in SIMS

Tools | Examinations | Manage Performance Indicator

With the introduction of the cloning of QNs from the previous academic year functionality, schools can now manage their own examinations data.



More Information:

Checking and Modifying the Managing Performance Indicator Details on page 24

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

Documentation is also available from the My Account website (<https://myaccount.capita-cs.co.uk>).

1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.
2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.

The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

- The search results can be refined further by using the advanced filters, e.g. **Sort by relevance** or **Sort by last modified**.
- The following rules can be applied to your search terms:
 - Surround a word or phrase with "double quotes" to return results containing that exact phrase.
 - Prefix a words or phrases with + to make them essential.

For example: "end of year procedures" +primary +detailed

The following additional handbooks for Examinations Organiser are available from the **Documentation Centre**:

- *Preparing Examinations Organiser for an Exams Season*
- *Guide to Importing and Structuring your Basedata*
- *Administering and Registering Candidates for Exams*
- *Setting Up Domestic Exams in Examinations Organiser*
- *Using the Unit Seating Wizard in Examinations Organiser.*

02/Processing Results

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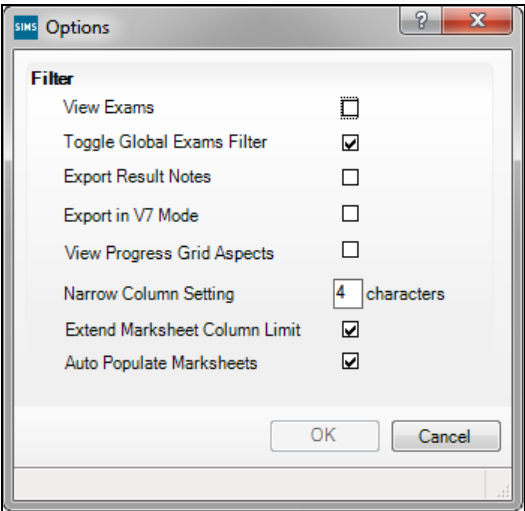
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Important Note Regarding the Results Day ‘Embargo’

Examinations Organiser can employ an embargo on Results Download Day, which prevents the viewing of examination results in SIMS. On these days, examination results can only be viewed by the Examinations Officer and staff members who have been assigned appropriate permissions or those who have been granted an exemption. However, it is still possible to view examination entries, forecasts and coursework marks in SIMS on these days.

On Results Download Days, Exams Officers should also restrict the viewing in SIMS of aspects, grade sets, etc. from Examinations Organiser.

In SIMS, select **Tools | Performance | Options** to display the **Options** dialog.



Deselect the **Toggle Global Exams Filter** check box and click the **OK** button.

If you deselect the **Toggle Global Exams Filter** check box, then all other users will find that the **View Exams** check box is greyed out and cannot be accessed. This means that the Exams Organiser elements remain hidden from them.

Assessment Marksheet View Before Employing the Embargo

Exam results are visible in Assessment marksheets prior to employing the embargo.

Students	Target GCSE Eng KS4 Target	Attain GCSE Eng Au Year 10 Autumn Term	Target GCSE Eng Lit KS4 Target	Attain GCSE Eng Lit Au Year 10 Autumn Term	Attain GCSE Eng Lit Sp Year 10 Spring Term	OCR J350 ResGF November Exams 2014
ABBOT, Hannah	D	D	D	D		A*
ADAMS, Melanie	B	B	B	B		A
ADKINS, Richard	D	D	D	D		B
AINSWORTH, Alison	E	E	E	E		C
ANDREWS, Bethany	C	C	C	C		D
APEREN, Alex	B	C	B	C		E

Assessment Marksheet After Employing the Embargo

Exam results are hidden from view in results columns in Exams marksheets and any columns in Assessment marksheets that use Exam Result aspects.

Students	Target GCSE Eng KS4 Target	Attain GCSE Eng Au Year 10 Autumn Term	Target GCSE Eng Lit KS4 Target	Attain GCSE Eng Lit Au Year 10 Autumn Term	Attain GCSE Eng Lit Sp Year 10 Spring Term	OCR J350 ResGF November Exams 2014
ABBOT, Hannah	D	D	D	D		
ADAMS, Melanie	B	B	B	B		
ADKINS, Richard	D	D	D	D		
AINSWORTH, Alison	E	E	E	E		
ANDREWS, Bethany	C	C	C	C		
APEREN, Alex	B	C	B	C		

Importing Results

Once the examination boards have released the results files and you have downloaded these results files and placed them in the Examin folder, you must then import the results into Examinations Organiser.

Results files are posted on the Internet site of each individual examination board. Please contact the examination boards directly for instructions on downloading result files.

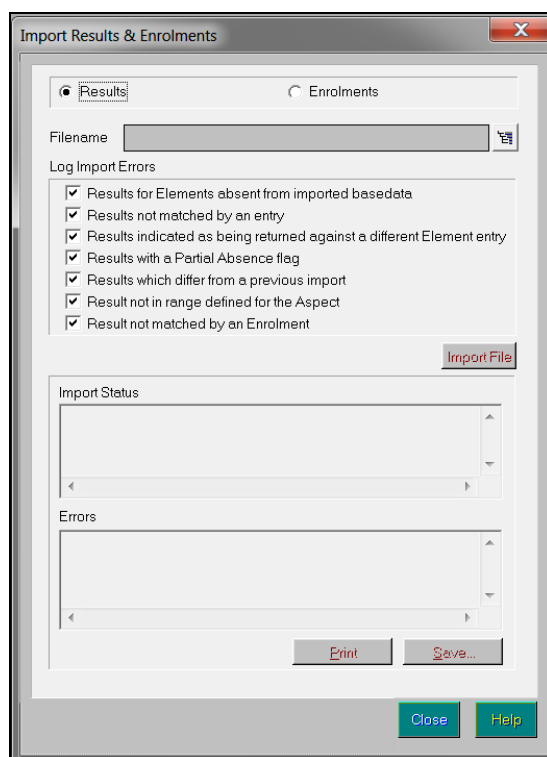


Additional Resources:

Examination Board Contact Details in the *Additional Information* chapter of the *Preparing Examinations Organiser for an Exams Season* handbook

Making the Selection

1. Select **Tools | Import Results & Enrolments** to display the **Import Results & Enrolments** dialog.



The **Import Results & Enrolments** dialog displays the **Import Status** for the selected file and also any **Errors** that occurred throughout the import process.

2. Select whether you wish to import **Results** from any examination board or **Enrolments** from the Edexcel (Pearson) examination board by selecting the appropriate radio button.
3. Click the **Navigator** button adjacent to the **Filename** field to display the **Import Result Files** dialog.



Navigator button

4. Select the results file you wish to import and click the **OK** button to confirm your selection and return to the **Import Results & Enrolments** dialog.
5. Select the appropriate **Log Import Errors** check boxes to determine the types of error to be written to file should they occur. The options available vary depending on the type of import you wish to perform.
6. Click the **Import File** button to import the selected file with the appropriate options.

The **Import Status** and **Errors** boxes update accordingly as the import proceeds.

7. Once the import process is complete, the **Print** and **Save** buttons are made available for selection.

Click the **Print** button to print the details displayed in the **Errors** box or click the **Save** button to save these details to a filename and location of your choice.

8. Click the **Close** button to return to Examinations Organiser.
9. To ensure that the results have been imported correctly, select **Reports | Statement of Student Results**.

Dealing with Errors when Importing Results

When importing the results, you may discover a number of errors, either in the results file itself or in the data on your system. A summary of the import errors can be found below, together with an explanation of how to resolve such errors.

Error	Cause	Resolution
Results for elements absent from imported basedata	Results have been imported for elements that were not imported as basedata	Refresh basedata with the missing elements
Results not matched by an entry	Results imported from the results file do not have a corresponding entry in Examinations Organiser	No action necessary as the results may stand by themselves
Results indicated as being returned against a different element entry	Results imported for an element that is different to the element for which an entry was made	The system will check that the element for which the grade is issued has been imported and record the result against this
Results with a Partial Absence flag	The examination board has recognised that the grade issued is awarded against less than the complete list of components	This report is for information only
Results which differ from a previous import	The examination board has updated a result	This report is for information only as the system will overwrite the existing result
Result not in range defined for the aspect	Results imported are deemed to be invalid, according to the range of valid entries in its associated aspect	Contact the appropriate examination board
Results not matched by an enrolment	Results imported from the results file do not have a corresponding enrolment in Examinations Organiser	No action necessary as the results may stand by themselves

Viewing Examination Results in SIMS

Once examination results have been imported, this information can be viewed in Examinations Organiser and SIMS, together with any outstanding examination entries and forecasts and coursework marks.

IMPORTANT NOTE: *It is not possible to view examination results via the Examinations Link in SIMS on Results Download Day, if the embargo has been specified. It will still be possible to view examination entries, forecasts and coursework marks in SIMS.*

To view a student's examination details in SIMS:

1. Log into SIMS.
2. Select **Focus | Student | Student Details** to display the **Find Student** browser.
3. Search for and highlight the student whose examination results you wish to view.
4. Click the **Open** button to display that student's details on the **Student Details** page.

The **Student Details** page displays all the information that has been entered relating to the specific student.

It is possible to view the student's **Examinations** information that is available within the system, which is drawn from Examinations Organiser.

NOTE: This information is read-only. To make any changes to this information, you must use Examinations Organiser.

- Click the **Examinations** hyperlink in the **Links** panel on the right-hand side of the page to display the **Student Examination Results Detail** page.

Date	Level	Board	Code	Title	Status	Result	Points	Endrs	Equiv	Ext	Fcat
2011-06	GCSE/FC	EDEXL	4FR0	French	Cert	B	46.00				B
2011-06	GCSE/FC	OCR	J306	Design & Tchnlgy: Resistant Mtls	Cert	B	46.00				B
2011-06	GCSE/FC	OCR	J415	History A (Shp)	Cert	A	52.00				A
2011-06	GCSE/FC	WJEC	015001	English (Legac Foundation (G-C)	Cert	C	40.00				C
2011-06	GCSE/FC	WJEC	015301	English Litera Spec A Foundatio...	Cert	C	40.00				C
2011-06	GCSE/FC	WJEC	018504	Mathematics (L Higher Tier	Cert	B	46.00				B
2011-06	GCSE/FC	WJEC	4150SA	Drama Cash-in	Cert	B	46.00				B
2011-03	GCSE/FC	WJEC	023201	Biology Cash-in	Cert	A*	58.00				
2011-03	GCSE/FC	WJEC	023301	Chemistry Cash-in	Cert	A*	58.00				
2011-03	GCSE/FC	WJEC	023401	Physics Cash-in	Cert	A*	58.00				
2010-06	GCSE/FC	WJEC	018503	Mathematics (L Foundation Tier	Cert	C	40.00				C

2 Entries and Forecasts

Season	Level	Board	Code	Title	Status	Mode	Fcat
--------	-------	-------	------	-------	--------	------	------

3 Coursework Marks

Season	Board	Code	Title	Element	Level	Result	Status
--------	-------	------	-------	---------	-------	--------	--------

Any examination **Results, Endorsements and Equivalents** are displayed, together with details of any outstanding **Entries and Forecasts**, as well as any **Coursework Marks**.

- Click the **Back** button to return to the **Student Details** page, if required.

03/Preparing the Data for the Performance Indicators Reports

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Introduction

The Performance Indicators functionality in SIMS is useful to the Examinations Officer on or immediately after exam results day in August, when you prepare the reports required by school management. You can enter PI or non-EDI values at any time once the PI Summer season has been defined.



More Information:

Setting up a PI Season and Performance Indicator Parameters in SIMS on page 13

Creating the Performance Indicator Cohorts

Once the examination results have been imported, the PI collation process is automatically initiated when you first access the **Edit PI Data** menu route in SIMS. This creates either one or two cohort groups, depending on your school phase.

The first group contains students on-roll on School Census day (the third Thursday in January - England only), and PLASC day in Wales, and who were recorded as being members of Curriculum Year 11 at this date. This group is called **201n KS4**, where 201n is the year in which the results are considered.

The second group contains students who are on-roll on School Census or PLASC (Wales) day and who were 16, 17 or 18 years of age on 31st August preceding the year of the return and who can be identified as having completed two years of Post-16 study. This group is called **201n Age 16+**, where 201n is the year in which the results are considered.

NOTE: For a student to be a member of the 201n Age 16+ cohort, they must have attained an EDI result equivalent to at least one AS/A2 grade. Attaining a single non-EDI result does not qualify the student for automatic inclusion in the 201n Age 16+ cohort and manual adjustment of the cohort is required.

Permissions for Accessing Performance Indicators Menu Routes in SIMS

A menu permission called **PI Setup** is available from System Manager, enabling you to access the Examinations PI menu routes in SIMS.

Menu Route	Role	Note
Tools Examinations Import Qualification Data	Exams Officer Returns Officer Curricular Manager Returns Manager Senior Management Team	
Tools Examinations Edit PI Data	Exams Officer	
Tools Examinations PI Reports	Exams Officer Exams Operator	The Reports Permission is available to add to other groups in SIMS
Tools Examinations PI Setup	Exams Officer Exams Operator (view only)	The Exams Operator can only change the season, not the default directory.
Tools Examinations Manage Performance Indicator	Exams Officer	

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.

Importing Qualification Data for Performance Indicators

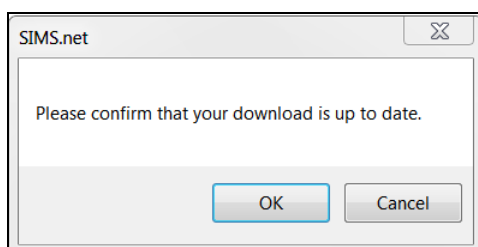
Qualification Numbers (QNs) are applied to each individual exam award. These are used to universally identify the exam board provider, the level being studied and the subject of an exam. To ensure that the most current QNs available for each course of study are being used, you are strongly advised to download and then import the QWS catalogues provided by the DfE before starting each School Census return (<https://collectdata.education.gov.uk/qwsweb/default.aspx>). The import of the latest QWS catalogues is also required before Performance Indicator (PI) calculations can be performed.

Schools in Northern Ireland must continue to import the NIEFQAN.xml file provided by C2K. DAQW compiles the details of recognised Awarding Bodies and their qualifications for Northern Ireland, together with the grades, points values, equivalences and thresholds of the qualifications.

1. In SIMS, select **Tools | Examinations | Import Qualification Data**.

If you have not already downloaded the most recent files, please do so before continuing. The necessary files can be obtained from the Department for Education QAN Web Site

[https://collectdata.education.gov.uk/qwsweb/\(S\(tr0gbpge3f5zbd20aqx0123z\)\)/Main.aspx](https://collectdata.education.gov.uk/qwsweb/(S(tr0gbpge3f5zbd20aqx0123z))/Main.aspx).

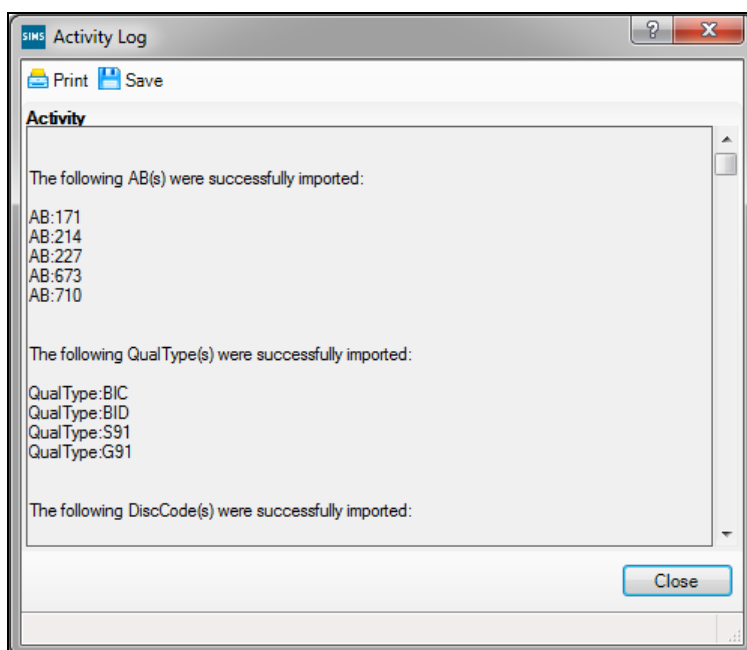


2. After downloading the latest files, click the **OK** button to display the **Import Qualification Data** page.

3. In the **Select Catalogue Files** panel, click the **Browser** button adjacent to the relevant file type field and navigate to the location of each file. Highlight the required file and click the **Open** button. You must ensure that the file selected for each file type is the correct one.

As long as you have selected the correct file name for each file type, when you click the **Import Catalogue Files** button, the files are automatically imported in the correct order. This may take a few minutes.

When the files have imported successfully, the **Activity Log** confirms what has been imported.



4. Click the **Close** button.

It is possible to print two reports from the **Review QANs** panel. These reports enable you to check the integrity of the QNs in the basedata:

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

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

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

Setting up a PI Season and Performance Indicator Parameters in SIMS

Before using the **Edit PI Data** menu route in SIMS, ensure that the current Summer season has been selected.

IMPORTANT NOTE: To ensure that a season is considered as a Summer season in SIMS, the **Start** and **Finish** dates that you define must encompass the month of June. The month of June must also be included in the Season Pattern defined via **Tools | School Setup | Season Pattern** in Examinations Organiser.

1. Select **Tools | Examinations | PI Setup** in SIMS to display the **PI Setup** page.

PI Setup
Current Season [June (Summer) Exams 2017]

Seasons Double Click to change the Current Season

Title	Start	Finish	Default
▶ June (Summer) Exams 2017	01/05/2017	31/07/2017	✓
November Exams 2016	01/11/2016	30/11/2016	
September Registrations 2016	01/09/2016	30/09/2016	
June (Summer) Exams 2016	01/05/2016	20/06/2016	
November Exams 2015	01/11/2015	30/11/2015	
September Registrations 2015	03/09/2015	30/09/2015	
June (Summer) Exams 2015	01/05/2015	21/06/2015	
November Exams 2014	01/11/2014	30/11/2014	
September Registrations 2014	03/09/2014	30/09/2014	
June (Summer) Exams 2014	01/05/2014	27/06/2014	

Lock Seasons

Folder for Performance Reports C:\SIMS\Exams

Select Clone to create a copy of all QNs used in the previous year.

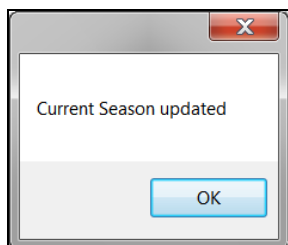
Performance Measure Year
▶ 2016

Clone

All previous open examination seasons are displayed in the **Seasons** panel with their **Title** and **Start** and **Finish** dates. The default season as specified in Examinations Organiser is identified by a tick in the **Default** column.

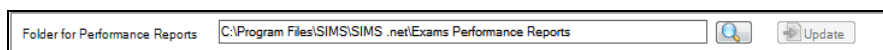
2. Double-click the **Title** of the required season to change the selected season to the relevant PI Summer season.

A confirmation dialog is displayed.



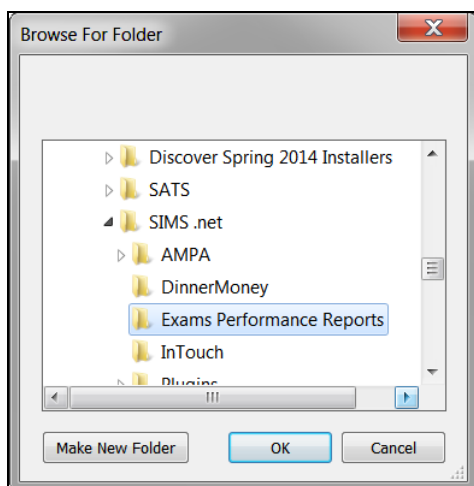
IMPORTANT NOTE: You can only access the **Edit PI Data** menu route if the selected season is a Summer season.

You must also specify the storage location for all Performance Reports, using the **Folder for Performance Reports** panel. The storage location must be on a secured shared area on the school's network. If you set the storage location to the **Documents** folder on your PC, the storage location for all other users will default to their user specific **Documents** folder.



IMPORTANT NOTE: When specifying the storage location for all Performance Reports, it is suggested that consideration is given to any active embargo and the possibility of the exam results being visible to users who may not be authorised to view them.

3. Click the **Search** button to display the **Browse For Folder** dialog.



- Navigate to the required storage location for the Performance Reports and click the **OK** button. Alternatively, click the **Make New Folder** button to create a designated storage folder.

Cloning QNs from the Previous Year

It is possible to clone all the QNS imported from the 2016 Performance Measures file that have results recorded against them in the associated exams season, and copy them into the current **Performance Measure Year**. This assists with the process of managing performance indicators because the majority of the information required for the current exam season can be cloned and checked thoroughly instead of being input in its entirety again.

- In SIMS, select **Tools | Examinations | PI Setup** to display the **PI Setup** page.

PI Setup
Current Season [June (Summer) Exams 2017]

Seasons Double Click to change the Current Season

Title	Start	Finish	Default
▶ June (Summer) Exams 2017	01/05/2017	31/07/2017	✓
November Exams 2016	01/11/2016	30/11/2016	
September Registrations 2016	01/09/2016	30/09/2016	
June (Summer) Exams 2016	01/05/2016	20/06/2016	
November Exams 2015	01/11/2015	30/11/2015	
September Registrations 2015	03/09/2015	30/09/2015	
June (Summer) Exams 2015	01/05/2015	21/06/2015	
November Exams 2014	01/11/2014	30/11/2014	
September Registrations 2014	03/09/2014	30/09/2014	
June (Summer) Exams 2014	01/05/2014	27/06/2014	

Lock Seasons

Folder for Performance Reports C:\SIMS\Exams

Select Clone to create a copy of all QNs used in the previous year.

Performance Measure Year

▶ 2016

Clone

All previous open examination seasons are displayed in the **Seasons** panel, together with their **Title** and **Start** and **Finish** dates. The default season as specified in Examinations Organiser is identified by a tick in the **Default** column.

2. In the **Select Clone to create a copy of all QNs used in the previous year** panel, highlight the previous **Performance Measure Year** and click the **Clone** button.

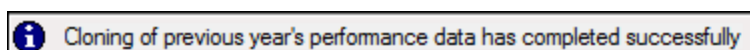
Select Clone to create a copy of all QNs used in the previous year.

Performance Measure Year
2016
2017

Clone

When the process has completed, an entry for the current **Performance Measure Year** is displayed in the **Select Clone to create a copy of all QNs used in the previous year** panel.

A confirmation message is displayed at the bottom of the page.



Unlocking a Season that has been Locked Automatically

It is important to understand that the ending and the locking of an Exams season are two separate processes. The status of the season has an impact on the activities that can be carried out.

When an Exams season is first created, it remains open throughout a specified date range. You specify the start and finish dates for the season and when the finish date is reached, the season automatically ends but is not locked.

Seasons are locked automatically on 31 January of the year following the issue of the exam results.

1. Select **Tools | Examinations | PI Setup** to display the **PI Setup** page.

PI Setup

Current Season [June (Summer) Exams 2017]

Seasons [Locked] Double Click to change the Current Season

Title	Start	Finish	Default
June (Summer) Exams 2017	01/05/2017	31/07/2017	✓
June (Summer) Exams 2016	01/05/2016	20/06/2016	
November Exams 2015	01/11/2015	30/11/2015	
September Registrations 2015	03/09/2015	30/09/2015	
June (Summer) Exams 2015	01/05/2015	21/06/2015	
November Exams 2014	01/11/2014	30/11/2014	
September Registrations 2014	03/09/2014	30/09/2014	
June (Summer) Exams 2014	01/05/2014	27/06/2014	

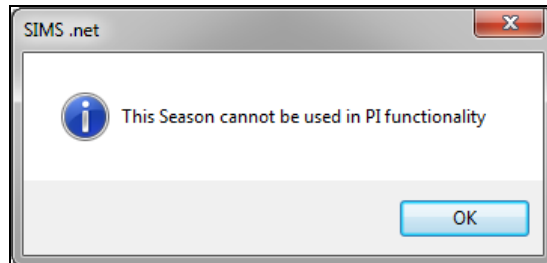
Unlock Seasons

Folder for Performance Reports D:\SIMS\Exams

- Highlight a season that is not currently selected as the **Default**.

If the season has already been closed and all PI calculations, collations and analysis have been carried out, you cannot use this season to apply additional PI functionality.

A warning message is displayed.

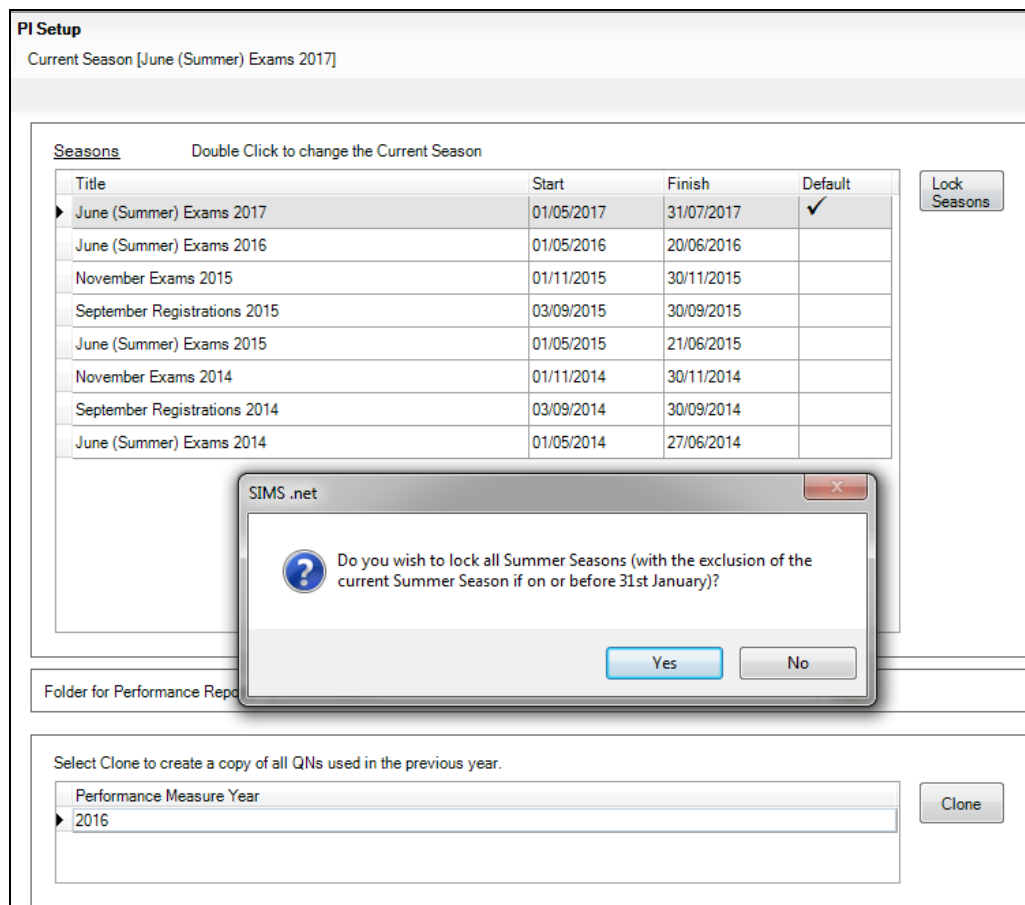


- Click the **OK** button.

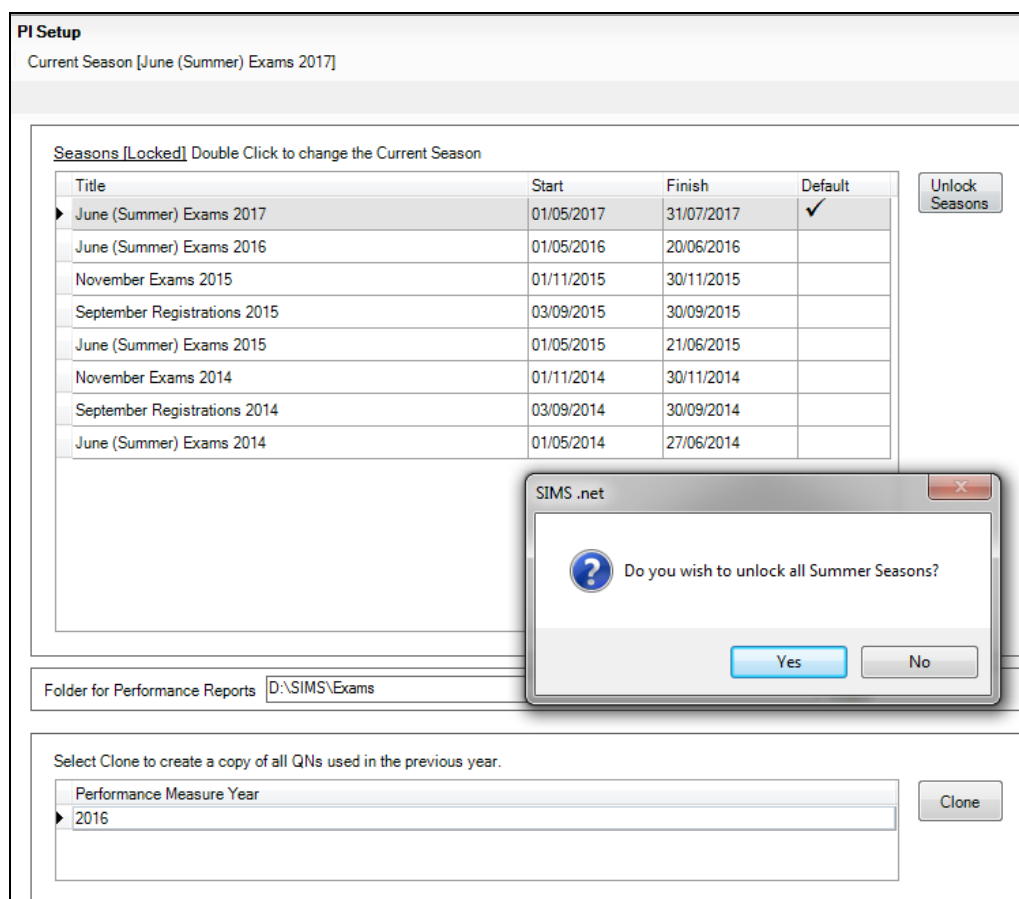
Locking and Unlocking All Examination Seasons

This process enables the locking and unlocking of all examination seasons, with the exception of the current season. It is not possible to lock or unlock a specific season using this method.

- Select **Tools | Examinations | PI Setup** to display the **PI Setup** page.
- Click the **Lock Seasons** button to display a confirmation message.



3. Click the **Yes** button if you want to continue.
4. If you want to unlock seasons, click the **Unlock Seasons** button to display a confirmation message.



5. Click the **Yes** button if you want to continue.

Managing Performance Indicators

All QNs (previously known as QANs) imported from the 2016 Performance Measures file that have results recorded against them in the previous exams season can be cloned and copied into the current PI Summer exams season. Any QNs that were not used in the previous season and do not have results recorded against them will not be cloned. However, the detail of all historical, unused QNs is retained in SIMS and is available for use if there is a need to include a previously unused QN in the current exams season. If a QN is required for a brand new qualification being offered in school, it is possible to add the new qualification details and the associated QN.

You must have defined the current season in Examinations Organiser before proceeding. The PI Summer season in SIMS must be set as the **Default** and must not be locked. After cloning QNs from the previous year, the **Manage Performance Indicator** menu route becomes available in SIMS.

IMPORTANT NOTE: It is not possible to edit the Performance Points for QNs in the PI Summer 2016 season.

Check List for 2017

To ensure a smooth transition between the former process of importing the Performance Measures file and the new process of managing performance indicator details in school, the following check list provides an outline of the necessary actions in the order in which they must be undertaken.

Step No.	Action	Location or Menu Route	Complete
Step 1	Define the new Summer season in Examinations Organiser.	In Examinations Organiser, via Tools School Setup Seasons	<input type="checkbox"/>
Step 2	Download and import the most up-to-date QWS files.	In SIMS, via Tools Examinations Import Qualification Data	<input type="checkbox"/>
Step 3	On the PI Setup page, set the new Summer season as the default PI Summer season and ensure it is unlocked.	In SIMS, via Tools Examinations PI Setup	<input type="checkbox"/>
Step 4	Clone the QNs used in the previous year so that they are copied into the new Summer season.	In SIMS, via Tools Examinations PI Setup	<input type="checkbox"/>
Step 5	Search for and delete any QNs that will not be in use this year.	In SIMS, via Tools Examinations Manage Performance Indicator	<input type="checkbox"/>
Step 6	Manually add any additional QNs that will be required for the new season.	In SIMS, via Tools Examinations Manage Performance Indicator	<input type="checkbox"/>
Step 7	Work through the Performance Indicator Details for each QN type and check that the details and point values are recorded accurately for both Key Stage 4 and 16-18 for the forthcoming exams season.	In SIMS, via Tools Examinations Manage Performance Indicator	<input type="checkbox"/>

Additional Information Relating to the Step Numbers

Step 1

To ensure that a season is considered as a PI Summer season in SIMS, the **Start** and **Finish** dates that you define must encompass the month of June. The month of June must also be included in the Season Pattern defined via **Tools | School Setup | Season Pattern** in Examinations Organiser.

Step 2

To ensure that you are using the most current QNs available for each course of study, you are strongly advised to download and then import the QWS catalogues provided by the DfE before undertaking the Manage Performance Indicators process.

Step 3

When an Exams season is first created, it remains open throughout a specified date range. You specify the start and finish dates for the season and when the finish date is reached, the season ends automatically but it is not locked. Seasons are locked automatically on 31 January of the year following the issue of the exam results.

Step 4

This clones all the QNs imported from last year's Performance Measures file that have results recorded against them in the previous exams season, and copies them into the current **Performance Measure Year**.

Step 5

This does not delete the QN or any results recorded against them; it removes these QNs for use in the current season. A QN can be added to the current season manually if it is required.

Step 6

These QNs are likely to be qualifications that were valid in the previous year but were not included in last year's Performance Measures file, or new QNs for this year (typically 9-1 Reformed GCSEs). Qualifications that have never been awarded in your school before but were present in the up-to-date QWS files can be added by clicking the **Add Existing QN** button because the details are stored in the SIMS database. The **Add New QN** button should be used to create new qualifications that will be awarded for the first time in the current exams season.

If a school needs to add a qualification result for a student that counts towards the Performance Measures and is not in the QWS file, then results can still be added in SIMS via **Tools | Examinations | Edit PI Data**.

Step 7

You are advised to work through the Performance Indicator Details by searching for a specific qualification type in the **Find Qualification for 201n** browser, e.g. GCSE, followed by GCE AS, GCE A2, etc. and work through each qualification type systematically before moving on to the next qualification type.

Managing Performance Indicator Details Page with Links to More Information

The following graphic highlights various areas of the **Managing Performance Indicators** page and provides a key with links to the relevant DfE or Ofqual document that can be accessed for additional background information relating to each numbered area.

The screenshot shows the 'Manage Performance Indicator Details' page with the following sections and callouts:

- 1**: Points to the 'Basic Details' tab.
- 2**: Points to the 'Title' field.
- 3**: Points to the 'Discount Code' field in the '16-18' section.
- 4**: Points to the 'AS Level' checkbox in the '16-18' section.
- 5**: Points to the 'Counts in the following categories' section in the '16-18' section.
- 6**: Points to the '16-18 Points' column in the '16-18' table.
- 7**: Points to the 'KS4 Size Equivalence' column in the 'Key Stage 4' table.
- 8**: Points to the 'EBacc Subject' list in the 'Key Stage 4' section.
- 9**: Points to the 'Add' button in the 'Key Stage 4' section.
- 10**: Points to the 'Save' button at the top left.

To ensure all information is available to assist with the accurate management of performance indicator details, please reference the documents in the following table, which relate to the numbered areas in the previous graphic.

1	Ofqual Register (http://register.ofqual.gov.uk/)
2	Ofqual Register (http://register.ofqual.gov.uk/)
3	Performance Table Discount Codes 2018 https://www.gov.uk/government/publications/2018-performance-tables-discount-codes

4	<p>A Level/Academic https://tableschecking.education.gov.uk/Web16/KS45_Checked/Documents.aspx</p> <p>A and AS Level Combined https://www.gov.uk/government/publications/school-performance-2016-point-scores-for-16-to-18-qualifications)</p> <p>Facilitating Subject https://tableschecking.education.gov.uk/Web16/KS45_Checked/Documents.aspx</p> <p>Applied General https://www.gov.uk/government/publications/technical-and-vocational-qualifications-for-14-to-19-year-olds)</p> <p>Department for Education 16-18 Accountability Measures Technical Guide https://tableschecking.education.gov.uk/Web16/KS45_Checked/Documents.aspx</p>
5	<p>Performance Tables Technical and Vocational Qualifications https://www.gov.uk/government/publications/technical-and-vocational-qualifications-for-14-to-19-year-olds)</p> <p>Tech Level https://www.gov.uk/government/publications/technical-and-vocational-qualifications-for-14-to-19-year-olds)</p> <p>Level 3 Maths https://tableschecking.education.gov.uk/Web16/KS45_Checked/Documents.aspx - see Annex J</p> <p>Extended Project https://www.gov.uk/government/publications/performance-points-a-practical-guide-to-key-stage-4-and-5-points)</p> <p>The details for 2017 were not available at the time of publishing. Please monitor this link during the coming months for updated point scores. Scroll down to the Details section of the <i>Performance Points: Comparing KS4 or 16-to-18 Qualifications</i> page and check for an entry dated 2017.</p>
6	<p>Point Scores for 16-18 Qualifications https://www.gov.uk/government/publications/performance-points-a-practical-guide-to-key-stage-4-and-5-points)</p> <p>The details for 2017 were not available at the time of publishing. Please monitor this link during the coming months for updated point scores. Scroll down to the Details section of the <i>Performance Points: Comparing KS4 or 16-to-18 Qualifications</i> page and check for an entry dated 2017.</p>
7	<p>Point Scores for KS4 Qualifications https://www.gov.uk/government/publications/performance-points-a-practical-guide-to-key-stage-4-and-5-points)</p> <p>The details for 2017 were not available at the time of publishing. Please monitor this link during the coming months for updated point scores. Scroll down to the Details section of the <i>Performance Points: Comparing KS4 or 16-to-18 Qualifications</i> page and check for an entry dated 2017.</p>
8	<p>English Baccalaureate Eligible Qualifications https://www.gov.uk/government/publications/english-baccalaureate-eligible-qualifications)</p>

9	2018 Performance Tables Discount Codes https://www.gov.uk/government/publications/2018-performance-tables-discount-codes
10	JCQ Awarding Body Gradesets (http://www.jcq.org.uk/exams-office/entries/awarding-body-gradesets)

Searching for a Qualification

1. Select **Tools | Examinations | Manage Performance Indicator** to display the **Find Qualification for 201n** browser.

QN	Title	Subject	Discount Code KS4	Discount Code 16-18
10034122	EDEXCEL Advanced GCE in Mathematics	Mathematics, Mathematics (Further), Mathematics (Pure)		
10034237	WJEC Advanced Subsidiary GCE in Mathematics	Mathematics, Mathematics (Further), Mathematics (Pure)	RB1	2210
10042921	Pearson EDEXCEL Advanced Subsidiary GCE in Health and Social Care (Revised NQF Le...	Health and Social Care (VQ)	PA1	0003
10060121	Pearson EDEXCEL Advanced Subsidiary GCE in Further Mathematics (Additional Mathema...	Additional Mathematics, Mathematics (Further)	RB1A, RB1B	2330, 2340
10060248	WJEC Advanced Subsidiary GCE in Further Mathematics	Mathematics (Further)	RB1A	2330
50023039	AQA Level 3 Advanced GCE in Sociology	Sociology		
50022694	Pearson EDEXCEL Level 3 Advanced GCE in Physical Education	Sport / P.E. Studies		
5002324X	AQA Level 3 Advanced Subsidiary GCE in Law	Law	EC1	4770

2. Enter the **QN** (Qualification Number, previously known as QAN), the **Title** or the **Subject** before clicking the **Search** button.
3. To locate a specific GCSE, enter GCSE in the **Title** field before clicking the **Search** button to display a list of GCSEs only. To further refine the search and identify the new reformed GCSEs for 9-1, enter GCSE%9 in the **Title** field before clicking the **Search** button.

All matching qualifications are displayed. Alternatively, leave all the filters blank before clicking the **Search** button to display a list of the qualifications cloned from the previous exams season. This may total many qualifications that had results recorded against them in the previous exams season.

4. Highlight the required **QN** and click the **Open** button to display the **Manage Performance Indicator Details** page.

The **Gradeset** drop-down list is available only if the selected QN is not associated with a grade set. If you are modifying the details of a QN, select an alternative **Gradeset** from the drop-down list.

***TIP:** You are advised to review and modify all the properties of one type of qualification at a time. If the filtered list has been sorted by GCSEs, work through all the GCSE qualifications that are required for this exams season, modify the details and performance points as applicable, and then proceed to GCEs, A Levels, AS Levels, etc.*

Checking and Modifying the Managing Performance Indicator Details

In the **Basic Details** panel, the **QN** and qualification **Title** are displayed.

If the selected QN is not associated with a **Gradeset**, select the applicable one from the drop-down list. Where the selected QN is already associated with a grade set, the option to select a different one is not available.

Manage Performance Indicator Details

Save Undo

1 Basic Details 2 Performance Indicator 3 Grade Details

1 Basic Details

QN: 10004804 Title: WJEC Advanced GCE in Biology

Gradeset: JC 3 D2 Result

2 Performance Indicator

Key Stage 4

Discount Code

Discount Code	Subject
RH3	Biology

Add Edit Remove

Qualification Type: AS

EBacc Subject

- ☐ English Language
- ☐ English Literature
- ☐ Mathematics
- ☐ Additional Science
- ☒ Biology
- ☐ Chemistry
- ☐ Computer Science
- ☐ Core Science
- ☐ Double Science
- ☐ Physics
- ☐ Humanities
- ☐ Modern Foreign Language

16-18

Discount Code

Discount Code	Subject
1010	Biology

Add Edit Remove

☒ AS Level

Counts in the following categories

- ☐ A & AS Level Combined
- ☐ A Level
- ☒ Academic
- ☐ Facilitating Subject
- ☐ Applied General

Tech Level and Tech Bacc

- ☐ Tech Level
- ☐ Level 3 Maths
- ☐ Extended Project

3 Grade Details

Key Stage 4

Grade	KS4 Points	KS4 Size Equivalence	KS4 Good Pass Equivalence	KS4 Pass Equivalence
Dist.*	232.00	0.00	0.00	0.00
Dist.	220.00	0.00	0.00	0.00
Merit	196.00	0.00	0.00	0.00
Pass	160.00	0.00	0.00	0.00
U	0.00	0.00	0.00	0.00

16-18

Grade	16-18 Points	16-18 Size Equivalence	16-18 A*-E Equivalence
Dist.*	232.00	0.00	0.00
Dist.	220.00	0.00	0.00
Merit	196.00	0.00	0.00
Pass	160.00	0.00	0.00
U	0.00	0.00	0.00

IMPORTANT NOTE: Changes made to grade details and equivalences are not validated so extreme care must be taken to ensure that changes accurately reflect DfE guidelines.

Below the **Basic Details** panel, the page is divided in half; the left-hand side of the page relates to the details of a selected Key Stage 4 qualification and the right-hand side of the page relates to the details of a 16-18 qualification.

Depending on the nature of the **QN** selected from the **Find Qualification for 201n** browser, various fields in either of these areas will become available and/or require completion. This is dependent on whether you are viewing the details of the QN or modifying the existing details. Where fields are disabled, this is to prevent changes being made that may impact School Census returns.



More Information:

Adding a Brand New QN to the Current Exams Season on page 31

Adding an Existing QN to the Current Exams Season on page 32

Managing the Performance Indicators for Key Stage 4 Details

In the **Performance Indicator** panel, the **Key Stage 4** section displays the details of the QN if it is an applicable qualification. If you have selected a 16-18 qualification from the **Find Qualification for 201n** browser, the Key Stage 4 area remains blank. If the selected qualification is applicable to both Key Stage 4 and 16-18 cohorts, the respective details are displayed in both the Key Stage 4 section and the 16-18 section of the **Performance Indicator** panel.

*NOTE: If a qualification can be counted at both KS4 and 16-18, and the **Manage Performance Indicator Details** page is disabled, select an applicable **Qualification Type** from the drop-down list. Depending on the **Qualification Type** selected, the relevant side of the page or both sides of the page become editable. To ensure that a QN is associated with the correct **Qualification Type**, please refer to the relevant DfE recommendations.*

It is important to check that all qualifications in use in your school have been associated with the relevant discount code. This ensures that any required discounting is applied correctly.

IMPORTANT NOTE: *It is not possible to edit the Performance Points for QNs in the PI Summer 2016 season.*

1. If a **Discount Code** is already associated with the QN, it is possible to **Remove** it by clicking the button.

The screenshot shows a window titled 'Key Stage 4'. Inside, there's a section for 'Discount Code' which contains a table with two columns: 'Discount Code' and 'Subject'. The first row has 'PA1' and 'Health Studies'. To the right of the table are three buttons: 'Add' (with a plus icon), 'Edit' (with a pencil icon), and 'Remove' (with a red X icon). Below this table is a 'Qualification Type' dropdown menu set to 'AS'. Underneath is a section for 'EBacc Subject' with a list of subjects, each preceded by a checkbox. The subjects listed are: English Language, English Literature, Mathematics, Additional Science, Biology, Chemistry, Computer Science, Core Science, Double Science, Physics, Humanities, and Modern Foreign Language.

2. If a discount code is not associated with the QN, or if you want to modify it or add an additional discount code to the qualification details, highlight the code and click the **Edit** or **Add** button to display the **Select Discount Code and Subject** dialog.

The screenshot shows a dialog box titled 'Select Discount Code and Subject'. It has a 'Search' icon and a 'Help' icon. Below these are two input fields: 'Discount Code' and 'Subject'. The main part of the dialog is a table with two columns: 'Discount Code' and 'Subject'. The table contains the following data:

Discount Code	Subject
0000	Unknown Subject
JC4	3D Design
ND1	Accommodation Services (Hotel)
LHAC	Accordion
AK2	Account Management
AK6	Accounting
7410	Accounting/Finance
LBDA	Acrobatic Dance
LCDC	Acting (Combined)
LCDU	Acting (Duologue)
LCDG	Acting (Solo)
LCDP	Acting Pairs
LCDA	Acting Skills
PS21	Addiction / Substance Abuse: Support / Counselling
0028	Additional Applied Science

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

3. Enter the **Discount Code** (if known) or the **Subject** and click the **Search** button. Alternatively, leave the search fields blank to display all the discount codes recorded in SIMS.

Discount codes matching the search criteria are displayed. Alternatively, scroll through the list to locate the required code.

4. Highlight the **Discount Code** and click the **OK** button.
5. Ensure that the relevant **Qualification Type** is selected from the drop-down list. This indicates the nature of the qualification, e.g. AS Level, Vocational qualification, etc. If an A Level is selected, then at Key Stage 4 the **Qualification Type** defaults to **Not Applicable**.
6. If the qualification is counted in the English Baccalaureate qualification, ensure the correct **EBacc Subject** check box is selected.

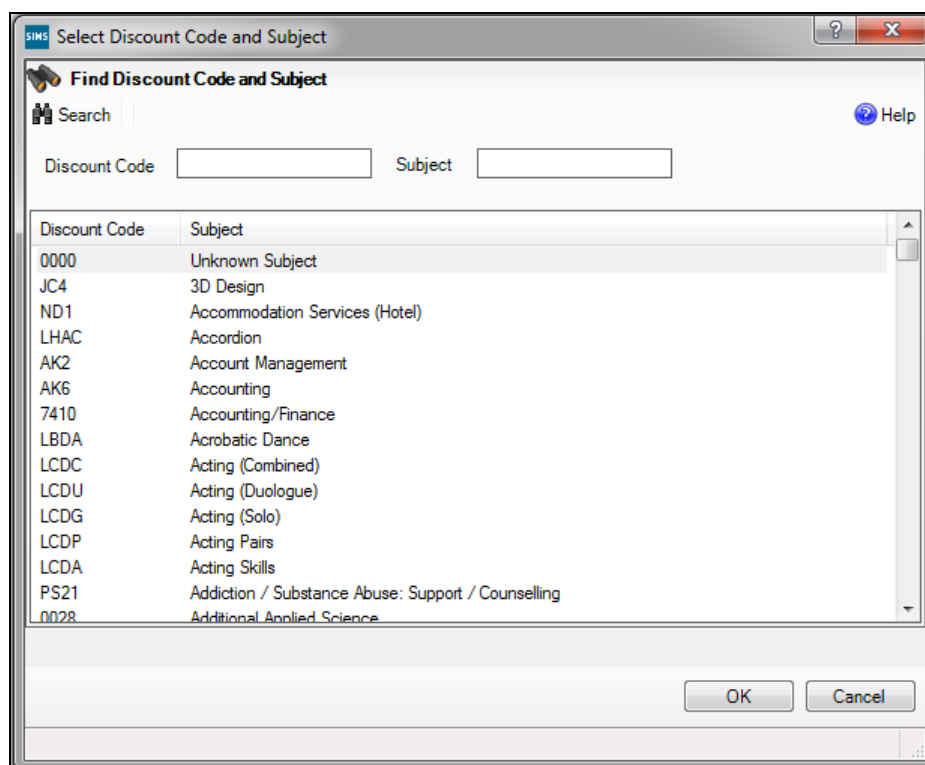
Managing the Performance Indicators for 16-18 Details

IMPORTANT NOTE: It is not possible to edit the Performance Points for QNs in the 2016 season.

1. If a **Discount Code** is already associated with the QN, it is possible to delete it by clicking the **Remove** button.

The screenshot shows the '16-18' section of the SIMS system. It features a table with two columns: 'Discount Code' and 'Subject'. The first row shows '2330' and 'Mathematics Further'. To the right of the table are three buttons: 'Add' (blue), 'Edit' (green), and 'Remove' (red). Below the table, there is a section for 'Qualification Type' with a checked box for 'AS Level'. Underneath, there is a section titled 'Counts in the following categories' with a list of checkboxes: 'A & AS Level Combined', 'A Level', 'Academic' (checked), 'Facilitating Subject', and 'Applied General'. At the bottom, there is a section titled 'Tech Level and Tech Bacc' with a list of checkboxes: 'Tech Level', 'Level 3 Maths', and 'Extended Project'.

2. If a discount code is not associated with the QN, or if you want to modify it or add an additional discount code to the qualification details, click the **Edit** or **Add** button to display the **Select Discount Code and Subject** dialog.



3. Enter the **Discount Code** (if known) or the **Subject** and click the **Search** button. Alternatively, leave the search fields blank to display all the discount codes recorded in SIMS.

Discount codes matching the search criteria are displayed. Alternatively, scroll through the list to locate the required code.

4. Highlight the **Discount Code** and click the **OK** button.
5. Once you have selected the required discount code(s), ensure that the relevant **AS Level** check box is selected, if applicable. This is applicable only to AS Level qualifications.

The qualification type is indicated by the **Counts in the following categories** check box. The majority of categories have already been determined. However, qualification types that fall into the Applied General category must be manually identified by selecting the **Applied General** check box.

This must be checked carefully for accuracy before saving. It is possible to select other categories by selecting the relevant check box.

6. If the qualification is counted in the Technical Level and Technical Baccalaureate qualification, ensure the correct **Tech Level** and **Tech Bacc** check box is selected.
7. Click the **Save** button.

Modifying the Grade Details

It is necessary to amend the equivalences for the qualifications in use so that they accurately reflect the values for the forthcoming exam season. Where last year's equivalences are displaying a value of 2, these must be amended manually to a value of 1.

IMPORTANT NOTES: It is not possible to edit the Performance Points for QNs in the Summer 2016 season. Changes made to grade details and equivalences are not validated so extreme care must be taken to ensure that changes accurately reflect the DfE guidelines.

It is possible to change the performance points allocated to a qualification for the forthcoming Summer season.

1. In the **Grade Details** panel, ensure that you are modifying the correct performance points for Key Stage 4 or 16-18 by clicking in the relevant side of the points table.

3 Grade Details								
Key Stage 4					16-18			
Grade	KS4 Points	KS4 Size Equivalence	KS4 Good Pass Equivalence	KS4 Pass Equivalence	Grade	16-18 Points	16-18 Size Equivalence	16-18 A*-E Equivalence
A	135.00	2.00	2.00	2.00	A	135.00	0.50	0.50
B	120.00	2.00	2.00	2.00	B	120.00	0.50	0.50
C	105.00	2.00	2.00	2.00	C	105.00	0.50	0.50
D	90.00	2.00	2.00	2.00	D	90.00	0.50	0.50
E	75.00	2.00	2.00	2.00	E	75.00	0.50	0.50
U	0.00	2.00	0.00	0.00	U	0.00	0.50	0.00

2. Enter the latest points and equivalences, in keeping with the applicable DfE guidelines for Key Stage 4 or 16-18.
3. Click the **Save** button.

All grade sets can be found in the latest **JCQ Formats** file (<http://www.jcq.org.uk/exams-office/entries/jcq-formats>) by selecting the **Gradeset Listing** tab. The following table provides the details of some commonly used grade sets:

Qualification Title	Exam Qualification	JCQ Gradeset	SIMS Exams Gradeset
GCSEs (9-1) from 2016-17			
GCSE	GCSE	40	JC 40 Result
GCSE Double Award	GCSE	41	JC 41 Result
GCSE Endorsed Grade	GCSE	42	JC 42 Result
GCSE with Endorsed Grade	GCSE	42	JC 42 Result

Qualification Title	Exam Qualification	JCQ Gradeset	SIMS Exams Gradeset
GCSEs (Legacy)			
GCSE (Linear)	GCSE	F	JC F Result
GCSE Short Course (Linear)	GCSE	F	JC F Result
GCE			
GCE Advanced Certification	GCE	4	JC 4 Result
GCE Advanced Double Award Certification	GCE	10	JC 10 Result
GCE Advanced plus Advanced Subsidiary Certification	GCE	11	JC 11 Result
GCE Advanced Subsidiary Certification	GCE	A	JC A/2 Result
GCE Advanced Subsidiary Double Award Certification	GCE	C	JC C Result
GCE Advanced Subsidiary (Linear)	GCE	A	JC A/2 Result
GCE Advanced Level (linear)	GCE	4	JC 4 Result
GCE Advanced Level (linear) with endorsed grade	GCE	4	JC 4 Result

The following table provides details of some commonly used grade values. For 2017, at Key Stage 4, the qualifications listed have the following values:

GCSEs (Legacy)		GCSEs (9-1)		AS Levels	
A*	8.50	9	9	A	10.75
A	7.00	8	8	B	8.88
B	5.50	7	7	C	7.00
C	4.00	6	6	D	5.13
D	3.00	5	5	E	3.50
E	2.00	4	4		
F	1.50	3	3		

GCSEs (Legacy)		GCSEs (9-1)		AS Levels	
G	1.00	2	2		
		1	1		

For 2017, at 16-18, the qualifications listed have the following values:

AS Levels			A Levels		
Grade	Points	A Level Size	Grade	Points	A Level Size
A	25	0.5	A*	60	1
B	20	0.5	A	50	1
C	15	0.5	B	40	1
D	10	0.5	C	30	1
E	5	0.5	D	20	1
			E	10	1

Adding a Brand New QN to the Current Exams Season

If you need to add a brand new qualification in the current exams season, one that has not been cloned from the previous exams season or awarded before in your school (e.g. a new 9-1 reformed GCSE qualification) the **Add New QN** option must be used.

1. Select **Tools | Examinations | Manage Performance Indicator** to display the **Find Qualification for 2017** browser.

Find Qualification for 2017					
<div> New Search Open Remove Browse Next Previous </div> <div> <div>Add New QN</div> <div>Add Existing QN</div> </div> <div> <div>Title</div> <div>Subject</div> </div>					
QN	Title	Subject	Discount Code KS4	Discount Code 16-18	
10034122	EDEXCEL Advanced GCE in Mathematics	Mathematics,Mathematics (Further),Mathematics (Pure)			
10034237	WJEC Advanced Subsidiary GCE in Mathematics	Mathematics,Mathematics (Further),Mathematics (Pure)	RB1	2210	
10042921	Pearson EDEXCEL Advanced Subsidiary GCE in Health and Social Care (Revised NQF Le...	Health and Social Care (VQ)	PA1	0003	
10060121	Pearson EDEXCEL Advanced Subsidiary GCE in Further Mathematics (Additional Mathema...	Additional Mathematics,Mathematics (Further)	RB1A,RB1B	2330,2340	
10060248	WJEC Advanced Subsidiary GCE in Further Mathematics	Mathematics (Further)	RB1A	2330	
50022039	AQA Level 3 Advanced GCE in Sociology	Sociology			

2. Select **Add New QN** from the **New** drop-down list to display the **Add New QN** dialog.

QN	Title	Subject
#0000001	NABS General Religious Education	Religious Education
#0000002	Maryvale Institute Certificate and Diploma in Catholic Studies for Sixth Forms	Religious Education
#0000003	Leeds Met Progression Module (30 Points)	Unclassified / Unknown
#0000004	EDEXCEL Level 2 BTEC Intermediate Diploma in Land-based Skills	Farm Machinery
#0000005	University of Wolverhampton Higher level module - 15 Points (Weighting A)	Unclassified / Unknown
#0000006	University of Wolverhampton Higher level module - 15 Points (Weighting B)	Unclassified / Unknown
#0000007	University of Wolverhampton Higher level module - 15 Points (Weighting C)	Unclassified / Unknown
#0000008	City College Plymouth Higher level module - 20points (weighting C)	Unclassified / Unknown
#0000009	University of Wolverhampton Higher Level Module - 20 Points (Weighting A)	Unclassified / Unknown
#0000010	University of Wolverhampton Higher Level Module - 20 Points (Weighting B)	Unclassified / Unknown
#0000011	University of Wolverhampton Higher Level Module - 20 Points (Weighting C)	Unclassified / Unknown
#0000012	London South Bank University Higher Level Module - 15 Points (Weighting A)	Unclassified / Unknown
#0000013	Goldsmiths College Higher Level Module - 30 Points (Weighting A)	Unclassified / Unknown
#0000014	University of Kent Higher Level Module - 15 Points (Journalism) - Weighting A	Unclassified / Unknown
#0000015	University of Bradford Higher Level Module - 20 Points (Succeed in Science) - ...	Unclassified / Unknown
#0000016	University of Bradford Higher Level Module - 20 Points (Moving on into Psycholo...	Unclassified / Unknown
#0000017	University of Bradford Higher Level Module - 20 Points (Introduction to Aspects o...	Unclassified / Unknown
#0000018	Work Placement within Foundation Learning	Unclassified / Unknown
#1110000	AQA Level 3 Extended Project Qualification (Pilot)	Unknown Subject
#2200001	IBO Level 3 International Baccalaureate - Language A1 (Higher Level)	Baccalaureate
#2200002	IBO Level 3 International Baccalaureate - Language A1 (Standard Level)	Baccalaureate

3. Enter the **QN** number, **Title** or **Subject** before clicking the **Search** button. All fields can be left blank before clicking the **Search** button if the details are not known.

*TIP: If you are searching for the details of a new reformed 9-1 GCSE, enter 9-1 in the **Title** field before clicking the **Search** button.*

4. Scroll through the list to locate the required QN, highlight it and click the **OK** button.

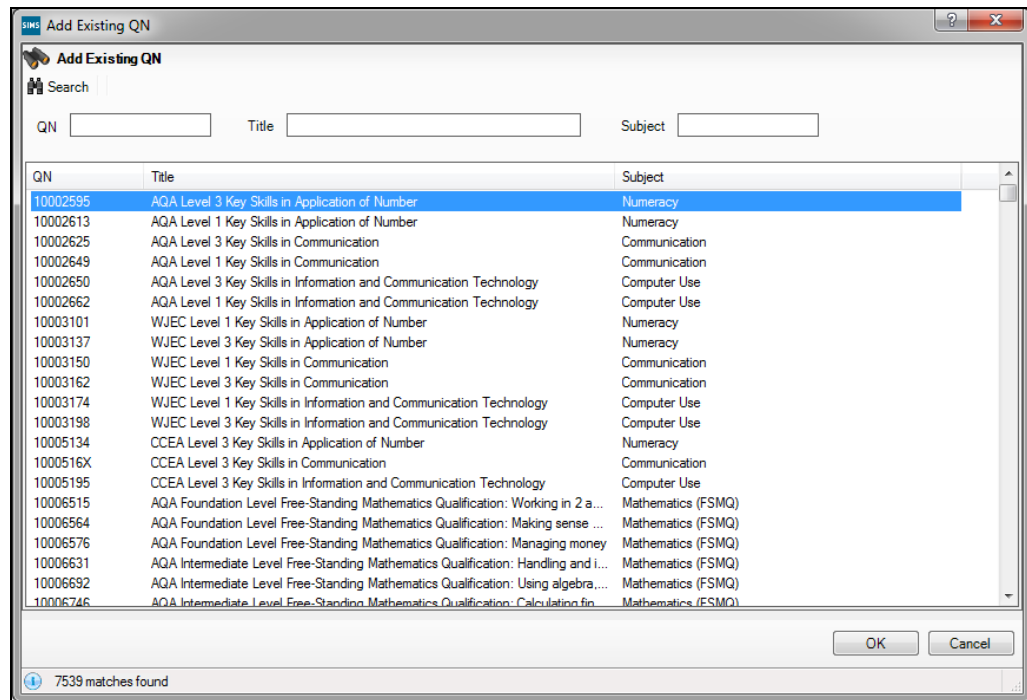
Adding an Existing QN to the Current Exams Season

If you need to add a qualification that has not been awarded in your school during the previous exams season, the basic details should already be present in SIMS because they will have been imported with the latest version of the QWS file or from the 2016 Performance Measures file. The **Add Existing QN** option must be used in this instance.

1. Select **Tools | Examinations | Manage Performance Indicator** to display the **Find Qualification for 201n** browser.

QN	Title	Subject	Discount Code KS4	Discount Code 16-18
10034122	EDEXCEL Advanced GCE in Mathematics	Mathematics, Mathematics (Further), Mathematics (Pure)		
10034237	WJEC Advanced Subsidiary GCE in Mathematics	Mathematics, Mathematics (Further), Mathematics (Pure)	RB1	2210
10042921	Pearson EDEXCEL Advanced Subsidiary GCE in Health and Social Care (Revised NQF Le...	Health and Social Care (VQ)	PA1	0003
10060121	Pearson EDEXCEL Advanced Subsidiary GCE in Further Mathematics (Additional Mathema...	Additional Mathematics, Mathematics (Further)	RB1A, RB1B	2330, 2340
10060248	WJEC Advanced Subsidiary GCE in Further Mathematics	Mathematics (Further)	RB1A	2330
50022039	AQA Level 3 Advanced GCE in Sociology	Sociology		

2. Select **Add Existing QN** from the **New** drop-down list to display the **Add Existing QN** dialog.



3. Enter the **QN** number, **Title** or **Subject** before clicking the **Search** button. All fields can be left blank before clicking the **Search** button if the details are not known.
4. Scroll through the list to locate the required QN, highlight it and click the **OK** button.

04/ Managing Performance Indicator Data

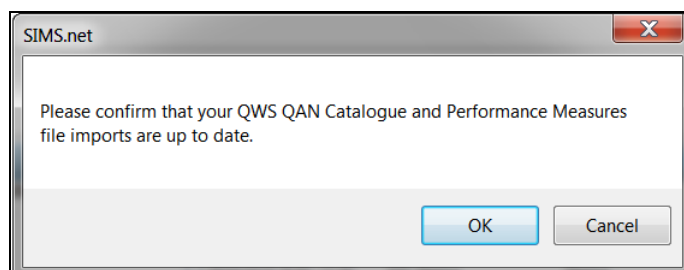
Opening the Edit PI Values Page in SIMS.....	35
Adding a PI Result to an Individual Pupil/Student in SIMS	39
Adding a PI Result to Multiple Pupil/Students in SIMS	46
Understanding Discounting.....	52
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Opening the Edit PI Values Page in SIMS

You can add or update individual results for a selected pupil/student, or add results for multiple pupil/students in one session.

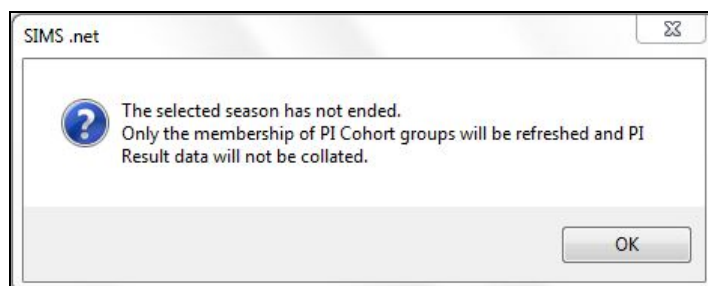
1. Select **Tools | Examinations | Edit PI Data** in SIMS.

A confirmation dialog is displayed. If you have not already imported the most recent version of the QWS QN Catalogue, please do so before continuing.



2. Click the **OK** button.

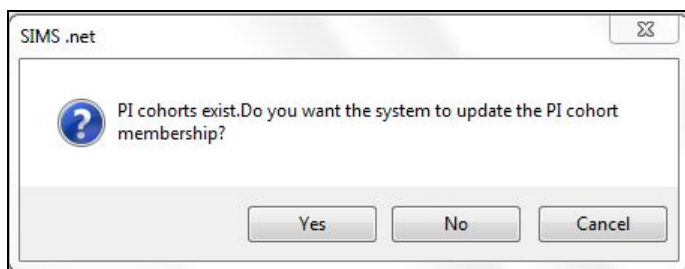
If the season has not yet ended, the following message is displayed for information.



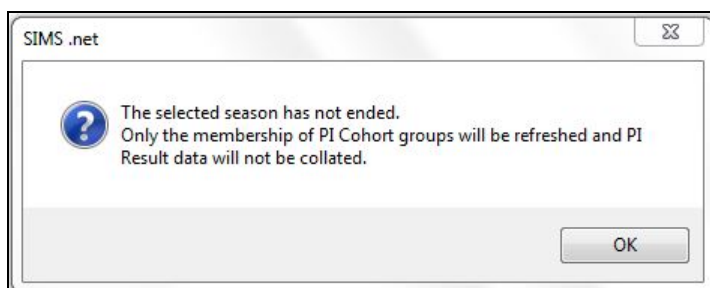
This message is displayed only when you access the **Edit PI Data** menu route in SIMS for the first time.

3. Click the **OK** button.

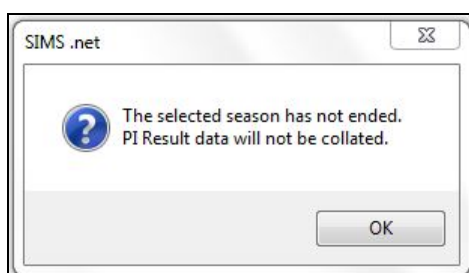
On the second occasion that you access the **Edit PI Data** menu route, and subsequently up until the end of the season, the following message is displayed.



If you click the **Yes** button in response to this question, the following message is displayed and only the memberships of the **PI Cohorts** are refreshed. This action incorporates any changes that you may have made to the memberships of the Key Stage 4 and Key Stage 5 cohorts in Examinations Organiser.



If you click the **No** button in response to this question, the following message is displayed.



If you click the **OK** button, the message is closed and the memberships of the **PI Cohorts** is not updated to reflect any recent changes that may have been made.

The **Edit PI Data** panel lists all pupil/students who are members of the Key Stage cohorts (Key Stage 4 and Key Stage 5). The pupil/students' results have not been calculated or collated at this stage. This is reflected in the blank result columns, A*-C and A*-G, etc., although the **PI Cohort** column is populated.

Edit PI Data
Current Season [Summer 2016]

Surname: Forename: YTI: <Any> Reg: <Any> Status: <Any>

	Surname	Forename	YTI	Reg	DOB	ULN	Exam No	PI Cohort	A*-C	A*-G	KS4 Pts	KS4 Ave	L3 Pts	L3 Ave	Recalculate
<input type="checkbox"/>	Ackins	Sheldon	11	11SSA	04/06/2...	1156254...	3071	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Aninion	Desheun	11	11ACR	16/09/1...	1203754...	3081	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Arellanes	Jimmie	11	11HO...	11/04/2...	1041054...	3049	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Arreola	Elizabeth	11	11ACR	05/12/1...	1047454...	3148	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Asrani	Odelia	11	11RSR	19/03/2...	1141454...	3156	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Atkeson	Thomasi...	13	6AJC	08/01/1...	1195554...	1047	2016 Age...					1140...	253...	<input type="checkbox"/>
<input type="checkbox"/>	Ayscue	Alisa	11	11DHC	18/12/1...	1082454...	3119	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bagsby	Gilberto	11	11DHC	09/03/2...	1125454...	3058	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bagsby	Lev	11	11JCR	09/03/2...	1055554...	3059	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Ballenini	Lev	11	11DHC	12/05/2...	1020454...	3158	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bally	Odelia	13	6AJC	23/06/1...	1112054...	1157	2016 Age...					1050...	233...	<input type="checkbox"/>
<input type="checkbox"/>	Bassolino	Ramsha	11	11RSR	19/12/1...	1142854...	3103	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bassolino	Joel	13	6AJC	19/02/1...	1014454...	1082	2016 Age...					1005...	251...	<input type="checkbox"/>
<input type="checkbox"/>	Bawany	Terry	13	6SFU	15/02/1...	1222254...	1121	2016 Age...					630...	252...	<input type="checkbox"/>
<input type="checkbox"/>	Bennerm	Odelia	13	6SFU	13/09/1...	1227654...	1074	2016 Age...					930...	206...	<input type="checkbox"/>

You can now start to enter non-EDI results into the relevant result columns. You can search for a required pupil/student by entering their **Surname** or **Forename** before clicking the **Search** button. Alternatively, select the **YTI** (Year Taught In), the **Reg** group or their enrolment (**Status**) from the drop-down lists before clicking the **Search** button to locate the pupil/student.

If you want to subsequently collate and calculate results, this can be done manually by clicking either the **CRD** or the **CKD** button.



The collation and calculation processes gather all the available results that have been entered, apply automatic discounting according to the current rules and then calculate the Performance Indicators based on current DfE guidance.

Once the Season has Ended

The next time you access the **Edit PI Data** menu route after the season has ended, all results are collated and calculated.

NOTE: The following graphic is for representation purposes only.

Edit PI Data
Current Season (June (Summer) Exams 2014)

Search

Surname	Forename	YTI	Reg	DOS	UIN	Exam No	PI Cohort	A-C	A-G	KS4 Pts	KS4 Ave	L3 Pts	L3 Ave	Recalculate
<input type="checkbox"/>	Abbot	Jimmy	11	11A	17/04/19...	5142370...	2832							
<input checked="" type="checkbox"/>	Abbot	Susan	11	11B	21/06/19...	5142370...	2833	1.00	1.00	52.00	52.00			
<input type="checkbox"/>	Abbot	Claire	12	H	22/04/19...	5142371...	2668	2013 KS4	12.00	12.00	643...	53.58	135...	270...
<input type="checkbox"/>	Abbot	Clareisa	(13)	(G)	22/06/19...	5142375...	2274	2013 Age 1...	9.00	9.00	444...	49.33	870...	217...
<input type="checkbox"/>	Abbot	James	13	G	27/04/19...	5142373...	2442		14.00	15.00	825...	55.07	480...	240...
<input type="checkbox"/>	Able	Benjamin	(13)	(N)	19/02/19...	5142375...	2275	2013 Age 1...	9.00	9.00	475...	52.78	1095...	243...
<input type="checkbox"/>	Ackroyd	Mary	13	H	06/09/19...	5142373...	2444		8.00	8.00	386...	48.25		
<input type="checkbox"/>	Adams	Kathryn	(11)	(11B)	13/11/19...	5142371...	2669	2013 KS4	8.50	8.50	436...	51.29		
<input type="checkbox"/>	Addison	Millie	13	J	28/04/19...	5142373...	2445		17.00	17.00	1003...	59.00	645...	258...
<input type="checkbox"/>	Addison	Graham	(13)	(J)	17/09/19...	5142375...	2260		8.00	8.00	404...	50.50		
<input type="checkbox"/>	Addison	Avril	(13)	(M)	03/08/19...	5142375...	2279	2013 Age 1...	9.00	9.00	499...	55.44	1455...	264...
<input type="checkbox"/>	Almad	Arfa	(13)	(H)	30/11/19...	5142375...	2283		7.00	7.00	364...	52.00		
<input type="checkbox"/>	Ainsworth	Zoe	11	11C	15/12/19...	5142370...	2834		1.00	1.00	46.00	46.00		
<input type="checkbox"/>	Akhtar	Amanat	(13)	(K)	10/11/19...	5142375...	2286	2013 Age 1...	9.00	9.00	541...	60.11	1485...	270...
<input type="checkbox"/>	Akhtar	Rahana	(13)	(P)	11/11/19...	5142375...	2288		8.00	8.00	386...	48.25		
<input type="checkbox"/>	Akram	Amina	(13)	(Q)	12/06/19...	5142375...	2289	2013 Age 1...	11.00	11.00	637...	57.91	1275...	255...
<input type="checkbox"/>	Al Amin	Ranjit	(13)	(L)	04/01/19...	5142375...	2290	2013 Age 1...	8.00	8.00	483...	60.36	1185...	263...



More Information:

Collating PI Data (Keeping Discounting) on page 68

Collating PI Data (Resetting Discounting) on page 68

Changing the Season

1. From the **Edit PI Data** page, click the **Change Season** button to display the **Change Season** dialog.

Change Season

Current Season (June (Summer) Exams 2016)

Seasons Double Click to change the Current Season

Title	Start	Finish	Default
June (Summer) Exams 2016	01/05/2016	30/06/2016	<input checked="" type="checkbox"/>
June (Summer) Exams 2015	01/05/2015	21/06/2015	<input type="checkbox"/>
June (Summer) Exams 2014	01/05/2014	27/06/2014	<input type="checkbox"/>
June (Summer) Exams 2013	01/05/2013	30/06/2013	<input type="checkbox"/>

OK

2. Double-click the required season and click the **OK** button to view the PI cohort for the selected season on the **Edit PI Data** page.
3. When you want to view the cohort for the default season, click the **Change Season** button, double-click the current season and click the **OK** button.

Adding a PI Result to an Individual Pupil/Student in SIMS

If you want to add Performance Indicator results to a particular pupil/student in the current exam season, this can be achieved using the **Edit PI Data** page.

1. After searching for the required pupil/student, highlight their name in the **Edit PI Data** grid.

Edit PI Data
Current Season [Summer 2016]

Surname: Forename: YTI: <Any> Reg: <Any> Status: <Any>

	Surname	Forename	YTI	Reg	DOB	ULN	Exam No	PI Cohort	A*-C	A*-G	KS4 Pts	KS4 Ave	L3 Pts	L3 Ave	Recalculate
<input type="checkbox"/>	Ackins	Sheldon	11	11SSA	04/06/2...	1156254...	3071	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Aninion	Deshoun	11	11ACR	16/09/1...	1203754...	3081	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Arellanes	Jimmie	11	11HO...	11/04/2...	1041054...	3049	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Arreola	Elizabeth	11	11ACR	05/12/1...	1047454...	3148	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Asrani	Odelia	11	11RSR	19/03/2...	1141454...	3156	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Atkeson	Thomasi...	13	6AJC	08/01/1...	1195554...	1047	2016 Age...					1140...	253...	<input type="checkbox"/>
<input type="checkbox"/>	Ayscue	Alisa	11	11DHC	18/12/1...	1082454...	3119	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bagsby	Gilberto	11	11DHC	09/03/2...	1125454...	3058	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bagsby	Lev	11	11JCR	09/03/2...	1055554...	3059	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Ballenini	Lev	11	11DHC	12/05/2...	1020454...	3158	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bally	Odelia	13	6AJC	23/06/1...	1112054...	1157	2016 Age...					1050...	233...	<input type="checkbox"/>
<input type="checkbox"/>	Bassolino	Ramsha	11	11RSR	19/12/1...	1142854...	3103	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bassolino	Joel	13	6AJC	19/02/1...	1014454...	1082	2016 Age...					1005...	251...	<input type="checkbox"/>
<input type="checkbox"/>	Bawany	Terry	13	6SFU	15/02/1...	1222254...	1121	2016 Age...					630...	252...	<input type="checkbox"/>
<input type="checkbox"/>	Bennern	Odelia	13	6SFU	13/09/1...	1227654...	1074	2016 Age...					930...	206...	<input type="checkbox"/>

Any existing exam entries for the selected pupil/student are displayed in the **Performance Results** panel at the bottom of the page. Additional columns have been provided to enable you to ascertain the examination **Season**, the **AO** (Awarding Organisation) and the course/exam **Code** for each result. The **Discounted** column displays hover help narrative to indicate the reason for discounting (please see *Best Result Discount Rules* on page 45).

Performance Results: Abbey Jimmy

Title	Q/N	Disc Code	Level	AO	Code	Season	Grade	KS4 A*-C	KS4 A*-G	KS4 Entry	L3 Entry	Points	Discounted
AQA Level 1/2 Certificate in English La...	60019992	5030	NGFL2	AQA		June (Summer) Exams 2015	B	1	1	1	0	46	<input checked="" type="checkbox"/>
AQA Level 1/Level 2 GCSE in Mathem...	60084951	2210	GCSE/FC	AQA		June (Summer) Exams 2015	A	1	1	1	0	52	<input type="checkbox"/>
OCR Level 1/2 Cambridge National A...	60060792	AA3	NGFL2	OCR		June (Summer) Exams 2015	L2M	0.5	0.5	0.5	0	23	<input checked="" type="checkbox"/>
OCR Level 1/Level 2 GCSE in French	60044862	5650	GCSE/FC	OCR		June (Summer) Exams 2015	A	1	1	1	0	52	<input type="checkbox"/>
OCR Level 1/Level 2 GCSE in Science	60013576	1300	GCSE/FC	OCR		June (Summer) Exams 2015	B	1	1	1	0	46	<input type="checkbox"/>
Pearson Edexcel Level 3 NVQ Extend...	60018707	1v46	NGFL3	Pearson		June (Summer) Exams 2015	Pass	0	0	0	2	420	<input type="checkbox"/>

- If you want to manually enter exam results for this pupil/student, click the **Add Result** button in the **Performance Results** panel to display the **Add Result** dialog.

This dialog is blank until you have entered a valid Qualification Accreditation Number in the **QAN** field.

NOTE: The QAN code must be entered without slashes.

As you enter the digits of the QAN, the list reduces automatically until only matching examination/course combinations remain. Qualifications with multiple discount codes can also be selected.

You can also locate the examination/course combination by entering the subject or exam board details.

- Once you have populated the **QAN** field, click the **Refresh** button. The **Subject**, **Level**, **Course**, **Awarding Body** and exam **Title** fields are populated automatically with the related details of the specified QAN code. If the course has been linked in Course Manager and the QAN/Discount Code/Course combination is unique, the **Course** field is populated automatically. If the **Course** field is not populated automatically, you may select the required course from the drop-down list.

The button name changes from **Refresh** to **Change** and the **QAN** field is disabled.

4. If you want to enter a new QAN, click the **Change** button to activate the **QAN** field again. The name of the **Change** button reverts to **Refresh**, enabling you to enter a new QAN. Click the **Refresh** button to populate the relevant fields with the details of the new QAN.
5. Select the achieved **Grade** from the drop-down list. Only grades that are appropriate for the selected QAN are available for selection:
 - If a Level 1 or Level 2 QAN, the **Key Stage 4 Equivalence Entry** and grade value fields are populated automatically.
 - If an AS QAN, the **Key Stage 4 Equivalence Entry** and grade value fields and the **Level 3 Equivalence Entry** fields are populated automatically. This is applicable to schools in England and Wales only.
 - If an A2 or other Level 3 QAN, only the **Level 3 Equivalence Entry** fields are populated.

The **Points** field is also updated to reflect the relevant points value. The **Discounted** check box can be selected manually, if required.

6. Click the **Save** button to return to the **Performance Results** panel. Pupil/students whose records have been updated can be identified by a tick in the **Recalculate** column of the **Edit PI Data** panel.

Viewing or Editing a PI Result

You can view or edit a result that has been added manually in the current exam season.

1. In the **Performance Results** panel, highlight the result that you want to view or edit.

Title	QAN	Disc Code	Level	AO	Code	Season	Grade	KS4 A*-C	KS4 A*-G	KS4 Entry	L3 Entry	Points	Discounted
AQA Level 1/2 Certificate in English La...	60019992	5030	NQF/L2	AQA		June (Summer) Exams 2015	B	1	1	1	0	46	<input checked="" type="checkbox"/>
AQA Level 1/Level 2 GCSE in Mathem...	60084951	2210	GCSE/FC	AQA		June (Summer) Exams 2015	A	1	1	1	0	52	<input checked="" type="checkbox"/>
OCR Level 1/2 Cambridge National A...	60060782	AA3	NQF/L2	OCR		June (Summer) Exams 2015	L2M	0.5	0.5	0.5	0	23	<input checked="" type="checkbox"/>
OCR Level 1/Level 2 GCSE in French	60044862	6650	GCSE/FC	OCR		June (Summer) Exams 2015	A	1	1	1	0	52	<input checked="" type="checkbox"/>
OCR Level 1/Level 2 GCSE in Science	60013576	1330	GCSE/FC	OCR		June (Summer) Exams 2015	B	1	1	1	0	46	<input checked="" type="checkbox"/>
Pearson Edexcel Level 3 NVQ Extend...	60018707	1166	NQF/L3	Pearson		June (Summer) Exams 2015	Pass	0	0	0	2	420	<input checked="" type="checkbox"/>

2. Click the **View/Edit** button to display the **Edit Result** dialog.

QAN: 60007710 [Change]

Subject: Physics [v] Course: [v]

Level: GCSE Full Course [v] Awarding Body: Pearson [v]

Title: Pearson Edexcel Level 1/2 GCSE in Physics

Grade: B [v]

Key Stage 4 Equivalence: Entry: 1 [v] A*-C: 1 [v] A*-G: 1 [v]

Level 3 Equivalence: Entry: 0 [v] A*-E: 0 [v]

Points: 46 [v] Discounted: ☐

[Save] [Close]

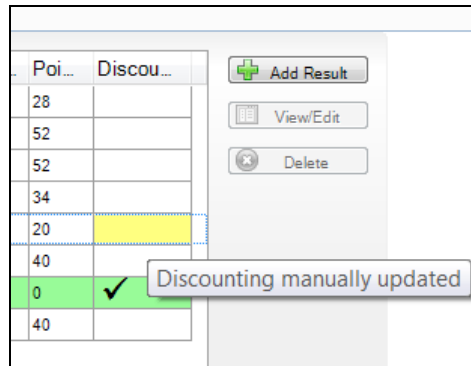
3. Make any required changes and click the **Save** button to return to the **Performance Results** grid.
It is also possible to change the **Discounted** status of a result.
4. Right-click the result and select **Discount this Result** from the pop-up menu.

y	Points	Discounted
46	<input checked="" type="checkbox"/>	
52	<input checked="" type="checkbox"/>	
23	<input checked="" type="checkbox"/>	
52	<input checked="" type="checkbox"/>	
46	<input checked="" type="checkbox"/>	
420	<input checked="" type="checkbox"/>	

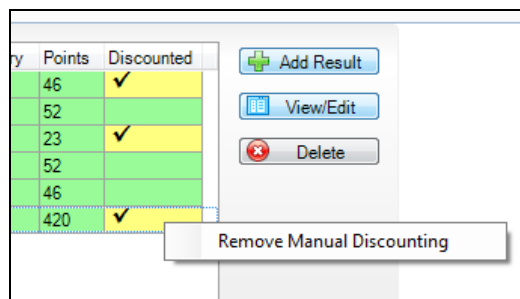
Discount this Result

A tick is placed in the **Discounted** column.

If you clicked the **CKD** button, after calculating the results, the yellow discounted cell and the tick remain. If you clicked the **CRD** button, the manual discounting indicated by the yellow background and the tick is removed.



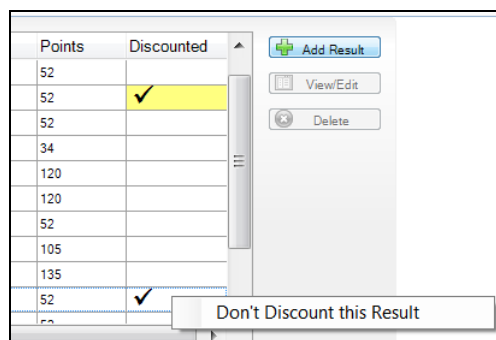
- If you subsequently want to remove the discounting from the result, right-click and select **Remove Manual Discounting**.



The tick is removed from the **Discounted** column.

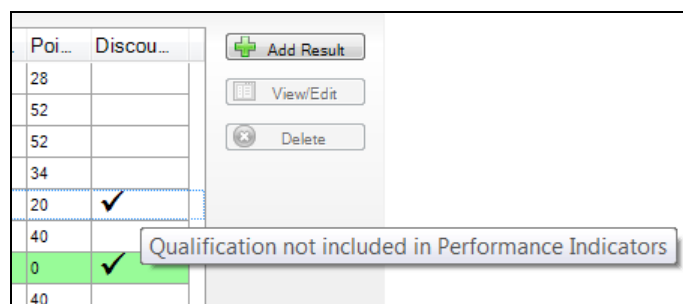
You can also remove a discounted status that was previously applied via Marksheet entry or imported in the EDI file.

- Right-click a result with a white background and a tick in the **Discounted** column and select **Don't Discount this Result**.

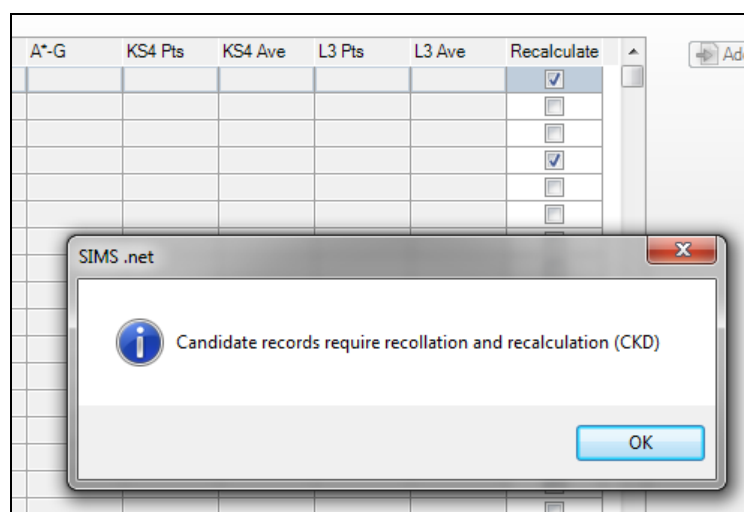


The tick is removed from the **Discounted** column.

Qualifications that are not included in the PI calculations can also be identified.



- After making any required changes, click the **Close** button on the **Edit PI Data** page to display the recalculation message.



- Click the **OK** button to continue. Alternatively, click the **CKD** button before closing the **Edit PI Data** page to recalculate the results.

This may take a few minutes. Pupil/students whose records have been updated can be identified by a tick in the **Recalculate** column of the **Edit PI Data** panel.

Deleting a PI Result

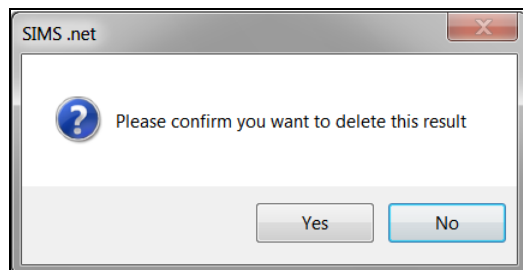
You can delete a non-EDI result that has been entered manually through the **Add Result** dialog. If you want to delete an imported result, you need to create an Exams result marksheet and delete the result from there.

- Highlight the result you want to delete in the **Performance Results** grid.

Title	Q/N	Disc Code	Level	AO	Code	Season	Grade	KS4 A*-C	KS4 A*-G	KS4 Entry	L3 Entry	Points	Discounted
AQA Level 1/2 Certificate in English La...	60019992	5030	NGFL2	AQA		June (Summer) Exams 2015	B	1	1	1	0	46	✓
AQA Level 1/Level 2 GCSE in Mathem...	50084951	2210	GCSE/FC	AQA		June (Summer) Exams 2015	A	1	1	1	0	52	
OCR Level 1/2 Cambridge National A...	60090792	AA3	NGFL2	OCR		June (Summer) Exams 2015	L2M	0.5	0.5	0.5	0	23	✓
OCR Level 1/Level 2 GCSE in French	50044862	6660	GCSE/FC	OCR		June (Summer) Exams 2015	A	1	1	1	0	52	
OCR Level 1/Level 2 GCSE in Science...	60013576	1300	GCSE/FC	OCR		June (Summer) Exams 2015	B	1	1	1	0	46	
Pearson Edexcel Level 3 NVQ Extend...	60016707	11A6	NGFL3	Pearson		June (Summer) Exams 2015	Pass	0	0	0	2	420	

- Click the **Delete** button.

A confirmation dialog is displayed.



3. Click the **Yes** button to delete the result.

Key to Coloured Performance Results

The following background colours may be seen in the **Performance Results** grid:

- A white result indicates a standard EDI result that has been added via a marksheet or imported via a results file.
- A green result indicates a result that has been added manually in the current exam season.
- A blue result was added in a previous season.
- A yellow discounted cell indicates that you have changed the original discount status of the result. However, this does not apply when changing the discounting to a non-EDI result added in the current season. If you subsequently change it back to its original status, the colour reverts to its original colour.

Best Result Discount Rules

The following is a list of hover help messages that may be displayed, together with their associated explanations.

Best Results

- **Discounted due to a higher level qualification**
Where there is a result before September 2013 with more than one result in the same subject at different levels, the lower level result is discounted (Applies to Level 1/Level 2 and AS results only).
- **Discounted due to another result with the same or higher grade**
Where there is a result before September 2013 with more than one result in the same subject, the lower grade is discounted.
- **Discounted due to another result with the same grade**
Where there is a result before September 2013 with more than one result in the same subject with the same grade, one will be discounted. This will be the earlier result, when it can be identified.
- **Student not a member of the KS4 Cohort**
An AS result not belonging to a student in the PI15 cohort will be discounted.
- **Qualification not included in Performance Indicators**
The qualification is not included in the DfE list of qualifications that count in the Performance Tables.

- **Best result rules: Discounted due to an earlier result after September 2013**

A result for the same subject exists with a result date before September 2013 and an earlier result after September 2013.

- **Discounted due to an earlier result**

Early Entry discounting has been applied to more than one result of the same subject.

- **GCSE or OCR/Cambridge National achieved in the same Season**

Early Entry discounting where more than one result of the same subject in the same Season. The BTEC result has been discounted in favour of Cambridge National or GCSE result.

- **Discounted due to a GCSE result in the same Season**

Early Entry discounting where more than one result of the same subject in the same Season. The OCR/Cambridge National result has been discounted in favour of a GCSE result.

- **AS achieved in the same Subject**

If a student has any GCSE result and then achieves an AS result, for the same discount code, the GCSE result is discounted even though it was achieved first.

- **English Exceptions discounting**

Early Entry English exception.

- **Maths Exceptions discounting**

Early Entry Maths exception.

- **Science Exceptions discounting**

Science Exceptions discounting.

- **Two other equal or higher vocational qualifications achieved**

Only highest 2 non GCSE will be counted, all other vocational qualifications are discounted.

- **Discounting manually updated**

Discounting manually applied or removed.

Adding a PI Result to Multiple Pupil/Students in SIMS

If you want to enter a Performance Indicator result for a number of pupil/students at once, perhaps because they all achieved the same result, this can be achieved using the **Edit PI Data** page in SIMS. It is not possible to apply different results to multiple pupil/students in bulk.

NOTE: Only a single grade can be applied to the selected pupil/students. If ten pupil/students have been selected, it is possible to record all of them as having a Pass or a Merit. It is not possible to select all the pupil/students who took a course and record different grades for each individual.

1. Select **Tools | Examinations | Edit PI Data** in SIMS to display the **Edit PI Data** page.

Edit PI Data
Current Season [Summer 2018]

Surname: Forename: YTI: <Any> Reg: <Any> Status: <Any> Search

	Surname	Forename	YTI	Reg	DOB	ULN	Exam No	PI Cohort	A*-C	A*-G	KS4 Pts	KS4 Ave	L3 Pts	L3 Ave	Recalculate
<input type="checkbox"/>	Ackins	Sheldon	11	11SSA	04/06/2...	1156254...	3071	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Aninion	Deshoun	11	11ACR	16/09/1...	1203754...	3081	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Arellanes	Jimmie	11	11HO...	11/04/2...	1041054...	3049	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Arreola	Elizabeth	11	11ACR	05/12/1...	1047454...	3148	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Asran	Odelia	11	11RSR	19/03/2...	1141454...	3156	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Atkeson	Thomasi...	13	6AJC	08/01/1...	1195554...	1047	2016 Age...					1140...	253...	<input type="checkbox"/>
<input type="checkbox"/>	Ayscue	Alisa	11	11DHC	18/12/1...	1082454...	3119	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bagsby	Gilberto	11	11DHC	09/03/2...	1125454...	3058	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bagsby	Lev	11	11JCR	09/03/2...	1055554...	3059	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Ballerini	Lev	11	11DHC	12/05/2...	1020454...	3158	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bally	Odelia	13	6AJC	23/06/1...	1112054...	1157	2016 Age...					1050...	233...	<input type="checkbox"/>
<input type="checkbox"/>	Bassolino	Ramsha	11	11RSR	19/12/1...	1142854...	3103	2016 KS4	7.00	7.00	328...	46.86			<input type="checkbox"/>
<input type="checkbox"/>	Bassolino	Joel	13	6AJC	19/02/1...	1014454...	1082	2016 Age...					1005...	251...	<input type="checkbox"/>
<input type="checkbox"/>	Bawany	Terry	13	6SFU	15/02/1...	1222254...	1121	2016 Age...					630...	252...	<input type="checkbox"/>
<input type="checkbox"/>	Bennerm	Odelia	13	6SFU	13/09/1...	1227654...	1074	2016 Age...					930...	206...	<input type="checkbox"/>

The page is populated automatically with the details of all the pupil/students who are taking exams within the **Current Season**.

2. Select a number of pupil/students in the list by clicking in the column to the right-hand side of the **Surname** column. The selected pupil/students can be identified by a tick in the check box adjacent to their surnames. As soon as you have selected more than one pupil/student, the **Add Results** button becomes active.
3. Click the **Add Results** button to display the **Add Results** dialog.

SIMS Add Results

QAN: Refresh

Subject: Course: Level: Awarding Body: Title:

Grade:

Key Stage 4 Equivalence Entry: A*-C: A*-G:

Level 3 Equivalence Entry: A*-E:

Points: Discounted: ☐

Surname	Forename	YTI	Reg	Exam No
Ahmed	Ackmar	10	10E	1004
Ainsworth	Alison	11	11C	0004

Save Close

The names of the selected pupil/students are displayed in the lower panel of the dialog, otherwise this dialog is predominantly blank until you have entered a valid Qualification Accreditation Number in the **QAN** field.

NOTE: The QAN code must be entered without slashes.

As you enter the digits of the QAN, the list reduces automatically until only matching examination/course combinations remain. Qualifications with multiple discount codes can also be selected.

4. Once you have populated the **QAN** field, click the **Refresh** button. You can also locate the examination/course combination by entering the subject or exam board details.

The **Subject**, **Level**, **Course**, **Awarding Body** and exam **Title** fields are populated automatically with the related details of the specified QAN code. If the course has been linked in Course Manager and the QAN/Discount Code/Course combination is unique, the course field is populated automatically.

If the **Course** field is not populated automatically, you may select it from the drop-down list.

The button name changes from **Refresh** to **Change** and the **QAN** field is disabled.

The screenshot shows the 'Add Results' dialog box in the SIMS system. The dialog is titled 'Add Results' and has a 'Change' button next to the QAN field. The QAN field is populated with 'WJEC Level 1/Level 2 GCSE in History (60099070)'. Below this, there are dropdown menus for Subject (History), Course (History (GCSE)), Level (GCSE Full Course), and Awarding Body (WJEC). The Title field is populated with 'WJEC Level 1/Level 2 GCSE in History'. The Grade field is set to 'A'. Below the Grade field, there are input fields for Key Stage 4 Equivalence (Entry: 1, A*-C: 1, A*-G: 1), Level 3 Equivalence (Entry: 0, A*-E: 0), and Points (52). There is also a 'Discounted' checkbox which is unchecked. At the bottom, there is a table of student results:

Surname	Forename	YTI	Reg	Exam No
Abbot	Susan	13	L	9001
Abrahams	Jacqui	11	11B	1002

At the bottom right of the dialog, there are 'Save' and 'Close' buttons.

If you want to enter a new QAN, click the **Change** button to activate the **QAN** field again. The name of the **Change** button reverts to **Refresh**, enabling you to enter a new QAN. Click the **Refresh** button to populate the relevant fields with the details of the QAN.

5. Select the achieved **Grade** from the drop-down list. Only grades that are appropriate for the selected QAN are available for selection:
 - If a Level 1 or Level 2 QAN, the **Key Stage 4 Equivalence Entry** and grade value fields are populated automatically.
 - If an AS QAN, the **Key Stage 4 Equivalence Entry** and grade value fields and the **Level 3 Equivalence Entry** fields are populated automatically, this is applicable to schools in England and Wales only.
 - If an A2 or other Level 3 QAN, only the **Level 3 Equivalence Entry** fields are populated.

The **Points** field is also updated to reflect the relevant points value. The **Discounted** check box can be selected manually, if required.

The selected grade is applied to all the pupil/students in the lower panel of the **Add Results** dialog when you click the **Save** button.

6. If you want to apply this result to other pupil/students, click the **Add** button to display the **Select Students** browser.

Surname	Forename	YTI	Reg	Exam No
Abbey	Jimmy	11	11A	9000
Abbot	Claire	12	H	8000
Abbot	Clarissa	(13)	(G)	6000
Abbot	James	13	G	7001
Abbot	Susan	11	11B	9001
Able	Benjamin	(13)	(N)	6001
Ackroyd	Mary	13	H	7003
Adams	Kathryn	(11)	(11B)	8001
Ahmad	Afa	(13)	(H)	6009
Ainsworth	Zoe	11	11C	9002
Akhtar	Amanat	(13)	(K)	6012
Akhtar	Rahana	(13)	(P)	6014
Akram	Amina	(13)	(Q)	6015
Al Amin	Ranjit	(13)	(L)	6016
Allcroft	Catherine	(13)	(L)	6017
Allen	Barry	11	11D	9003
Allen	Megan	(13)	(Q)	6018
Allen	Megan	12	J	8002
Ambrose	Chaz	13	K	7006

7. Enter the pupil/student's **Surname** or **Forename**. Alternatively, select their **YTI** (Year Taught In), **Reg** group or their **Enroll** status from the respective drop-down lists before clicking the **Search** button.

You can also select an initial pupil/student and using **Ctrl**, **Shift** and the **Up** and **Down** arrows to highlight a selection of alphabetically listed pupil/students.

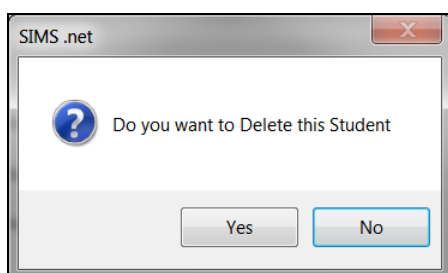
8. Click the **OK** button.

The selected pupil/students are added to the lower panel of the **Add Results** dialog.

Surname	Forename	YTI	Reg	Exam No
Addison	Millie	13	J	2445
Addison	Graham	(13)	(J)	2280
Abbey	Jimmy	11	11A	9000
Abbot	Claire	12	H	8000
Abbot	Clarissa	(13)	(G)	6000
Abbot	James	13	G	7001

9. If you decide not to apply this result to any of the pupil/students selected, highlight their name and click the **Delete** button.

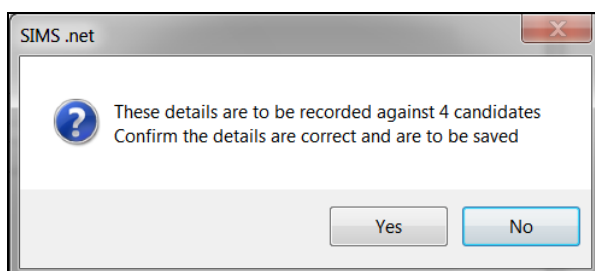
A confirmation dialog is displayed.



10. Click the **Yes** button to remove this pupil/student and return to the **Add Results** dialog.

11. Click the **Save** button on the **Add Results** dialog.

A confirmation dialog is displayed.



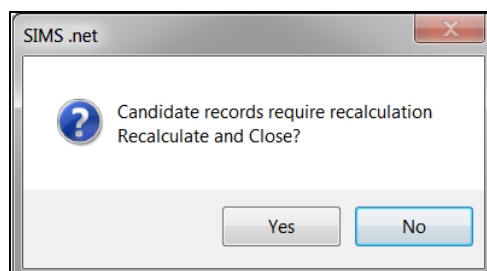
12. If you do not want to apply this result to all the selected pupil/students, click the **No** button.

If you are certain that you want to apply this result to the selected pupil/students, click the **Yes** button to return to the **Performance Results** panel.

Pupil/students whose records have been updated can be identified by a tick in the **Recalculate** column of the **Edit PI Data** panel.

PI Calculation

When you click the **Close** button on the **Edit PI Data** page, a confirmation dialog is displayed.



Click the **Yes** button to calculate and save the changes you have made.

The collation and calculation processes gather all the available results that have been entered, apply automatic discounting according to the current rules and then calculate the Performance Indicators based on current DfE guidance.

Click the **No** button to continue making changes. The changes will not be discarded and recalculation will take place when you close the **Edit PI Data** page.

Viewing Non-EDI Examinations Results from the Student Details page

It is possible to view a pupil/student's non-EDI exam results by clicking the **Examinations** hyperlink on the **Student Details** page.

Select **Focus | Student | Student Details**, select the required pupil/student and then click the **Examinations** hyperlink to display the **Student Examination Results Detail** page.

The **Student Examination Results Detail** page displays **Results, Endorsements and Equivalents, Entries and Forecasts** as well as **Coursework Marks**.

Student Examination Results Detail: Jimmy Abbey, G

Print

Export

1 Results, Endorsements and Equivalents2 Entries and Forecasts3 Coursework Marks

1 Results, Endorsements and Equivalents

Date	Level	Board	Code	Title	Status	Result	Points	Endrs	Equiv	Ext	Fcst
2016-03	GCE/A	WJEC	311101	Design and Technology A Cas...	Cert	C	210.00				
2016-02	WBQ/A	WJEC	0991N3	Welsh Bac Cash Advanced Cas...	Cert	P	63.00				
2015-02	GCE/ASB	WJEC	097180	Further Mathematics AS Cash-in	Cert	D	90.00				
2015-02	GCE/ASB	WJEC	200101	Art, Craft and Design AS Cash-in	Cert	D	90.00				
2015-02	GCE/ASB	WJEC	211101	Design and Technology AS Ca...	Cert	D	90.00				
2015-02	GCE/ASB	WJEC	235101	Sociology AS Cash-in	Cert	D	90.00				
2014-06	CNAT/...	OCR	J804	Business	Cert	M2	23.00				M2
2014-06	GCSE/FC	AQA	4365F	Mathematics (Linear) Tier F	Cert	D	34.00				D
2014-06	GCSE/FC	AQA	8705F...	English Lang Tier F (Written)	Cert	C	40.00				C
2014-06	GCSE/FC	AQA	8710F...	English Lit Tier F (Written)	Cert	C	40.00				C
2014-06	GCSE/FC	OCR	J241	Science A	Cert	C	40.00				B

Non-EDI results can be identified in the **Results, Endorsements and Equivalents** panel because they do not have an entry in the **Code** column.

Click the **Export** button to export the data to Microsoft Excel.

Understanding Discounting

The SIMS software cannot determine which examination was taken first in an exams season. To determine which exams were taken first in an exams season, you must manually select the qualifications that will be included in the calculations.

This is an excerpt from the *2014 Performance Tables Discounting Guidance* provided by the Department for Education:

Discounting may be required in a number of situations, for example:

- a pupil/student resits a qualification before the end of Key Stage 4, possibly with a different awarding organisation. Discounting ensures that only the best (or first) result is counted in the Secondary School Performance Tables.
- the school provides a single course of study but then enters the pupil/student for two or more very similar qualifications. Discounting ensures that the achievement from this course is counted only once.

Exception discounting is applied to English, Maths and Science.

Accessing Discounting Guidance

Three comprehensive and explanatory documents can be found by accessing the RAISEonline website (<https://www.raiseonline.org>).

1. From the RAISEonline Home Page, click the **Library** button on the right-hand side of the page to expand the **Document Library**.
2. Click the down arrow adjacent to the **Further details of the revised performance tables qualifications, discount rules and early entry guidance from 2014** title.

Further details of the revised performance tables qualifications, discount rules and early entry guidance from 2014		
Document Name	Updated	Type
Progress 8 school performance measure January 2017	09/02/2017	PDF
Primary school accountability in 2016 - a technical guide	21/12/2016	PDF
KS4 Discounting and early entry guidance 2016	26/09/2016	PDF
Primary accountability - summary of new progress measures	01/09/2016	PDF
List of 2014 - 2018 KS4 qualifications and discount codes - August update	01/08/2016	XLSX
RAISEonline Progress 8 Functionality Update	18/01/2016	PDF
2015 discounting guidance	16/11/2015	PDF

- The *2015 discounting guidance* document explains the latest approach to discounting for use with the Secondary School Performance tables for 14-16 year olds in 2014, 2015 and 2016.
- The *GCSE Early Entry Guidance* document details the early entry rules for Key Stage (KS4) qualifications that have been introduced from 2014 onwards.
- The document entitled *List of 2014 to 2018 qualifications and discount codes* contains information relating to the old and new discount codes.

Early Entry Rules for 2017

The rules for Early Entry are complex:

- For the Performance Tables published in January 2017, the early entry rules will apply to all approved subjects (not just English Baccalaureate).
- For pupil/students who already have a result before 29 September 2013, the Performance Tables record their best result from either their previous attempt(s) or from the next time they sit that qualification after this date.
- Those who have not yet taken a qualification will have their first entry taken after 29 September 2013 count in the Performance Tables.
- A pupil/student may take qualifications in subjects that are outside the scope of those included in the Key Stage 4 performance measures. In these cases, the result is displayed on the **Edit PI Data** page but it is not included automatically in the performance measures calculations.
- Where a pupil/student has results in GCSE and/or CNat and/or BTEC in one exams season, the GCSE result is counted before the CNat result and both results count before the BTEC result.
- If a pupil/student has a Level 1 result and a subsequent Level 2 result, the Level 1 result is deemed to be the first entry.
- If a pupil/student has a Level 2 result (GCSE or Cert.) and a Level 3 (AS) result, the Level 2 result is discounted.

X grades

As is currently the case, X grades do not count in the Performance Tables. If a pupil/student receives an X grade and then retakes the exam and achieves a grade including U grades, the later grade is the one that is included in the Performance Tables.

Entries in the same series

- Where exams are scheduled for the same day, the best result continues to count.
- In cases where exams are scheduled for different days, even if they are in the same series, only the first entry counts in the tables.
- In cases where qualifications have more than one exam paper, the date of the first paper is the one that determines its entry date.
- In these scenarios, discounting must be done manually via the **Edit PI Data** page.

Pupils with results from previous schools

- If a pupil/student has a result from a previous school, this is counted unless they are re-entered for the same exam at their new school.
- If the school decides to re-enter the pupil/student, the grade from the second attempt is counted, regardless of whether it is higher or lower than the previous attempt.
- This must be managed by each school individually.

Pupils with results from before Year 9

- If a pupil/student has a result from more than three years before the end of Key Stage 4, the first entry rule does not apply. In most cases, this is only applicable to pupil/students in Years 8 and below.

- In these cases, the best grade achieved either from before the three year cut-off point or the first entry after the cut-off point is counted in the Performance Tables.

Privately taken qualifications

- Where a qualification is certificated privately, this continues to count in the performance measures for the school at which the pupil/student studies, as of census date. Schools must engage pupil/students and their parents in constructive discussions where they feel a private early entry is inappropriate.
- This also applies where a pupil/student sits an exam at an exam centre other than their school. If a pupil/student sits an exam at another exam centre, the results are counted in the performance measures for the school where the pupil/student studies, as of census date.
- For the purposes of the Performance Tables, a pupil/student is deemed to be on-roll if they are present on the day of the January Census (usually the third Thursday in January of the year in which the pupil/student is at the end of KS4).
- The verification of this must be managed by the school as part of the summer checking exercise.

The early entry rule applies even in cases where the first certificated qualification does not count as a component part of headline performance measures.

Once a pupil/student's best results have been determined, using the rules outlined here, they are combined into qualifying groups and the appropriate discounting rules applied.

Early Entry GCSE, OCR and BTEC

For GCSEs, the term 'entry' refers to the date on which the exam was taken by the learner in a given subject.

With regard to BTEC Firsts, Pearson will set a date each year that is deemed to be the BTEC Entry Date for that year. However, the calculation in SIMS does not use the Entry Date; it uses the **Result Date**. Any certification claims made during the academic year will be deemed to have been made on the **Result Date** for the purposes of Performance Indicator calculations.

This means that, where a learner achieves a BTEC and a GCSE result in the same subject in the same year, the GCSE result will always be taken as the result that counts for performance tables in that subject, since the BTEC Entry Date will always be later in the year than the GCSE exam. Both results will continue to count for the learner, as they do now.

When collating the data for PI Performance, consideration needs to be taken of entries for all subjects after 29 September 2013.

BTECs should be discarded in favour of GCSEs and OCR Cambridge Nationals.

OCR Cambridge Nationals should be discarded in favour of GCSEs and if there is more than one remaining result, then the result with the earliest Result Date will be the one included in the Performance Indicator calculations.

Exception Discounting - Science

IMPORTANT NOTE: Where it is possible for the software to determine a pathway, discounting will be applied. However, where a pathway cannot be determined, manual discounting must be applied.

Early Entry

Where a pupil/student does not have an exam result prior to 29 September 2013, the first Science exam entry determines their pathway. Any qualifications from other pathways, except All Other Science, are discounted.

Best Entry

- If a pupil/student has achieved a Science exam result prior to 29 September 2013, they have already embarked on a pathway and if they subsequently take a Science qualification from a different pathway, the best result achieved from both of these pathways is counted and the 2013 discounting rules for Science are applied, as follows:
 - If a pupil/student has Chemistry, Biology and Physics, count all three and discount Core Science/Additional Science or Double Science
 - If a pupil/student has two individual sciences and either both Core and Additional Science or Double Science, count the pair or double award with the best grades, giving preference to the individual sciences where points are equal
 - If a pupil/student has both Core and Additional Science and one of the individual sciences, count Core and Additional Science
 - If a pupil/student has Core or Additional Science and two of the individual sciences, count the individual sciences
 - If a pupil/student has Core or Additional Science and one of the individual sciences, count the qualification with the best grade.

IMPORTANT NOTE: Where a pupil/student takes a qualification before 29 September 2013 and subsequently retakes the same qualification after 29 September 2013, the pathway is set and qualifications taken in other pathways would be discounted. However, this is only the case if the retake is the first qualification taken after 29 September 2013. If the retake is not the first qualification taken after 29 September 2013, the pathway is not set and the best pathway counts.

Some Science qualifications have different discount codes but cover the same content.

Qualification	Biology (RH3)	Chemistry (RD1)	Physics (RC1)	Outcome
Science Core (RA1B)	Unit 1-3	Unit 1-3	Unit 1-3	1 GCSE
Science Additional (RA1C)	Unit 4-6	Unit 4-6	Unit 4-6	1 GCSE
Individual Science	Unit 7	Unit 7	Unit 7	3 GCSE
Outcome	1 GCSE	1 GCSE	1GCSE	

If candidates have taken elements from more than one of the Science pathways, you will need to apply manual discounting.

In the previous graphic, the content in Units 1-3 for Biology (RH3) can count towards both the Science Core (RA1B) qualification and the Biology GCSE. However, because these qualifications have different discount codes, care must be taken when applying exception discounting to ensure that the result achieved is counted towards only a single qualification and not counted as two separate episodes of learning.

The criteria for headline measures for an EBacc qualification are as follows:

- Core and Additional and an A*-C grade achieved in both
- Three individual sciences (Computer Science is counted as an individual science but does not start a pathway), and an A*-C grade achieved in two of these
- Double Science and A*A*-CC grades achieved
- All other Science qualifications count alongside any of the Science pathways in the same way as any other non-Science qualification.

Exception Discounting - Science - Pupil/Student Moving Schools

For pupil/students who are moving schools and who have achieved an exam result at their previous school:

- their existing result is counted in the performance measures unless they are re-entered for the same qualification at the new school.
- where the pupil/student is re-entered for the same qualification at the new school, all new results achieved are counted in the performance measures, whether the result is better or worse than their previous result.
- If the pupil/student embarks on a Science pathway that is different from the initial pathway at their previous school, any previous qualifications are discounted.
- If the pupil/student continues on the same Science pathway as at their previous school, any previous qualifications are counted.

Exception Discounting - English

IMPORTANT NOTE: Where it is possible for the software to determine a pathway, discounting will be applied. However, where a pathway cannot be determined, manual discounting must be applied.

Results for English measures in Performance Tables are calculated using exception discounting. To count as English in the Performance Tables, the pupil/student must either have a Result for English (FK2A) or English Language (FK2B) and English Literature (FC4), the Result for English Literature or English Language may be a 'U'. Special consideration is required when applying Early Entries rules.

The first English qualification a pupil/student sits determines the pathway, i.e. if they sit FK2A first followed by FK2B and FC4, the subsequent qualifications are discounted.

- If English GCSE (FK2A) is taken first, then any subsequent results, whether English Language (FK2B), English Literature (FC4) or a resit of English are discounted and the original English result is counted in the Performance Tables.
- If English Language GCSE (FK2B) is taken first, this result is counted alongside the English Literature result. English Literature (FC4) may be taken in the same season or later.
- If English Literature GCSE (FC4) is taken first, this result is counted alongside the English Language result. English Language (FK2B) may be taken in the same season or later.
- If English Language GCSE (FK2B) is taken first and English Literature is not taken, the English Language result and any other English (combined) results are not counted as the English component part for headline measures.
- If English Literature (FC4) is taken first and English Language is not taken, then English Literature and any other English (combined) results are not counted as the English component part for headline measures.
- If any combination of English and one or both of English Language and English Literature are taken in the same season and this is the first season with any English results, it cannot be determined which subject was taken first and you must perform manual discounting.

For scenarios that fall outside of the above rules, all the results will remain undiscounted and you must apply manual discounting.

Exception Discounting - Maths Linked Pair

IMPORTANT NOTE: Where it is possible for the software to determine a pathway, discounting will be applied. However, where a pathway cannot be determined, manual discounting must be applied.

Pupil/students need to take and achieve a grade, in both Maths qualifications, i.e. Methods and Applications. The highest grade achieved is counted in the Performance Tables. If a pupil/student takes the Mathematics linked pair GCSEs (Methods in Mathematics and Applications of Mathematics), the two results are added together for the Mathematics slot in Progress 8. These qualifications count in the Performance Tables for the last time in 2016.

For example, achieving a grade C in Methods and a grade U in Applications, means that the C grade is counted as the Maths result in the Performance Tables. The linked pair Maths qualification is discounted against a normal Maths qualification.

Where the pupil/student did not achieve a grade in the second part of the linked pair Maths qualification, a grade is not counted in the Performance Tables.

The first Maths qualification a pupil/student sits determines the pathway:

- If Maths GCSE (RB1) is taken first, then any subsequent results, whether Application of Number (RB7J), Methods in Maths (RB1G) or a resit of Maths are discounted and the original Maths result is counted in the Performance Tables.
- If Application of Number (RB7J) OR Methods in Maths (RB1G) is taken first, then this result is counted alongside the other of the linked pair which may be taken in the same season or later. Any subsequent Maths result is discounted. A maximum of two Maths results may be counted in any performance measure, either the linked pair or one general Maths.
- If Application of Number (RB7J) OR Methods in Maths (RB1G) is taken first and the other of the linked pair is not taken, then any other Maths Results are discounted.
- If any combination of Maths and one or both of Maths linked pair are taken in the same exams season, it cannot be determined which was taken first, no discounting is applied and you must perform manual discounting.

Information Relating to Attainment 8 and Progress 8 Accountability Measures

The revised Secondary school accountability system begins in 2016, although schools could opt in to the measures from 2015 onwards. This system includes two additional measures; Attainment 8 and Progress 8.

- Attainment 8 is based on a pupil/student's performance across eight subjects.
- Progress 8 is a value added measure that captures the progress made by a pupil/student from the end of Primary school at Key Stage 2 to the end of Key Stage 4. The pupil/student's results are compared with the actual achievements of other pupil/students in the same cohort who have the same prior attainment.

IMPORTANT NOTE: For legacy GCSEs, the grade scale for the Progress 8 measures will change from the current 16-58 scale, to a 1-8 point scale (where 1 is equivalent to a Grade G GCSE and an increase of one point represents an increase of one GCSE grade up to 8, which is equivalent to a Grade A* GCSE). In 2017, as new GCSE qualifications taught from 2015 come on stream, this will change further to a 9-1 point scale. This will result in the direct comparison between A*-G grades and the 9-1 point scales being lost.

GCSE Points Changes from 2016

GCSE grade	2016 Points	2017 Points
G	1.00	1.00
F	2.00	1.50
E	3.00	2.00
D	4.00	3.00
C	5.00	4.00
B	6.00	5.50
A	7.00	7.00
A*	8.00	8.50

BTEC Points Changes from 2016

BTEC Level 2 First Award grade	2014 Points	2016 Points
Pass	40	5
Merit	46	6
Distinction	52	7
Distinction*	58	8

Headline measures represent the main measures published in the DfE Performance Tables. They offer a 'snapshot' of provider performance to help pupil/students and parents make informed decisions about the schools or colleges that pupil/students should attend.

- progress (and a combined attainment/completion measure)
- attainment
- English and maths GCSE (for pupil/students without at least a grade C at age 16)
- retention
- destinations.

A Level Attainment

- Pupil/students with A Level results only are included in the calculation. Undiscounted AS results are discarded from the calculation.
- Output is Average Points and Grade calculated from the best three A level results divided by three.
- Average grade per A level or academic qualification:

A level Grade	A level Point Score	APS Band	Fine Grade ¹
(for comparison only)			
A*	300	295-300	A*
		285-294.99	A*-
A	270	275-284.99	A+
		265-274.99	A
		255-264.99	A-
B	240	245-254.99	B+
		235-244.99	B
		225-234.99	B-
C	210	215-224.99	C+
		205-214.99	C
		195-204.99	C-
D	180	185-194.99	D+
		175-184.99	D
		165-174.99	D-
E	150	155-164.99	E+
		145-154.99	E
		135-144.99	E-
U	0	Below 135	U

The calculation is as follows:

Number of 'A level only' pupil/students

Pupil/students who are a member of the KS5 Cohort and have A level results, and do not have results for any other type of qualification. The exception is AS levels, these do not exclude the student from the calculation, but any undiscounted AS results are not counted.

APS per A level only pupil/student

The points value of the best 3 results are totalled for all pupil/students. In the unlikely scenario that a pupil/student qualifies for this cohort but only achieves two A level results, divided by the number of A level students to give the individual pupil/student A level APS figure.

APS per A level only pupil/student expressed as a Grade

The APS per pupil/student is totalled, then divided by the number of the 'A level only' cohort.

This measure is reported as a fine grade, for consistency.

Average grades per Vocational qualification are detailed in the following table.

BTEC Subsidiary Diploma Grade	BTEC Subsidiary Diploma Points	APS Band	Fine Grade ²
For comparison only			
Distinction*	270	260-270	Dist*
		245-259.99	Dist*-
Distinction	225	230-244.99	Dist+
		220-229.99	Dist
		210-219.99	Dist-

Merit	195	200-209.99	Merit+
		190-199.99	Merit
		180-189.99	Merit-
Pass	165	170-179.99	Pass+
		160-169.99	Pass
		150-159.99	Pass-
U	0	Below 150	U

Where there are no pupil/students in a specific cohort then the outcome is (null).

For additional information, please refer to the *Progress 8 School Performance Measure January 2017* document, from RAISEonline (<https://www.raiseonline.org>).

Attainment 8

The Attainment 8 performance measure is based on a pupil/student's performance across eight subjects. The eight subjects are placed into four notional elements as follows:

- A double weighted mathematics element that contains the point score of the pupil's EBacc mathematics qualification, (two slots).
- An English element based on the highest point score in a pupil's EBacc English Language or English Literature qualification. This is double weighted providing a pupil/student has taken both qualifications. This is different from the previous situation where only the English Language qualification is counted (assuming that English Literature has been entered). In 2016, a combined English qualification can be included and double weighted, (two slots).
- An element which can include the three highest point scores from any of the following EBacc subjects: Science, Computer Science, History and Geography, and Languages EBacc qualifications. The qualifications can count in any combination and there is no requirement to take qualifications in each of the 'pillars' of the EBacc, (three slots).
- The remaining element contains the three highest point scores in any three other subjects, including English Language or Literature (if not counted above), further EBacc qualifications, other GCSEs, or any other approved, high value academic or vocational qualifications, (three slots).

Core (x2)	EBacc (x3)	Other (x3)
Maths (20%)	EBacc 1(10%)	Other 1 (10%)
English Language or Literature* (20%)	EBacc 2(10%)	Other 2 (10%)
	EBacc 3(10%)	Other 3 (10%)
*In June 2016 the GCSE English (4700) qualification will still exist and can count for 20% in the English slot, even if separate Lit or Lang qualifications aren't taken.	For this part of the measure, a school can choose the best 3 of the following subjects:	For this part of the measure, a school can choose the best 3 of the following subjects:
	Biology, Chemistry, Physics, Combined Science (2), Computer Science, History, Geography, Languages.	English Literature or English Language(left from Core) other EBacc subjects, and Approved non-EBacc subjects.

- Each result can only be counted once in an appropriate slot.
- Any slot not filled remains empty and scores zero points. There will always be ten slots because Maths and English are double-weighted and are assigned two slots each, if a pupil/student does not take three EBacc subjects, then the unused slots count as zero. However, other non EBacc subjects cannot be used instead, although, unused EBacc subjects can count in Other.

- English can only go in English, unless where two English subjects are taken, then the highest is counted in English and the second subject is counted in Other. English is only double weighted if both Language and Literature subjects are taken or the English Combined qualification is taken. The best result is counted in the English slot and other result is counted in Other.
- If only Language or Literature is taken, the result is counted in the English slot but it is not double weighted.
- Maths can only go in Maths.
- If a pupil/student takes the mathematics linked pair GCSEs (Methods in Mathematics and Applications of Mathematics), the two results are added together for the mathematics slot in Progress 8. These qualifications count in the Performance Tables for the last time in 2016.
- Only Maths from EBacc can count in Maths slot. Statistics, etc. is counted in Other.
- EBacc subjects can only go in the EBacc element and only the three highest subjects are counted. Any remaining unused EBacc subject results are considered together with other remaining qualifications, in the Other element.
- Sciences used in the EBacc slot are counted as one slot each, except Double Science which counts as two slots, for this measure only. The double grade is added twice each with points, e.g. BC= 5.5 points (assuming these are the best 3 EBacc or Other results).
- Other can only go in Other, best three subjects count.
- Where an AS level and a GCSE are taken in same subject, the AS result is counted in the appropriate slot and the GCSE result is discounted.

Example

A representation of the calculation for Attainment 8 is detailed in the following graphics. The two double weighted qualifications for Maths and English both count as two slots each.

ID	Qualification	Grade	Points	Included in the measure	Element	Doubled?	Total Points	Slot
Qa1	GCSE Maths	A	7 (52)	Y	Maths	Y	14	1 & 2
Qa2	GCSE English Language	A*	8 (58)	Y	English	Y	16	3 & 4
Qa3	GCSE English Literature	B	6 (46)	Y	Other	N	6	8
Qa4	GCSE Additional Science	B	6 (46)	Y	Ebac	N	6	6
Qa5	GCSE Art	C	5 (40)	Y	Other	N	5	9
Qa6	GCSE Core Science	A	7 (52)	Y	Ebac	N	7	5
Qa7	GCSE French	C	5 (40)	Y	Other	N	5	10
Qa8	GCSE Spanish	B	6 (46)	Y	Ebac	N	6	7
Qa9	GCSE Religious Studies	D	4 (34)	N				

Qa1 - GCSE Maths: double weighted, Total Points = 14

Qa2 - GCSE English Language: double weighted, Total Points = 16

Qa3 - GCSE English Literature: Total Points = 6

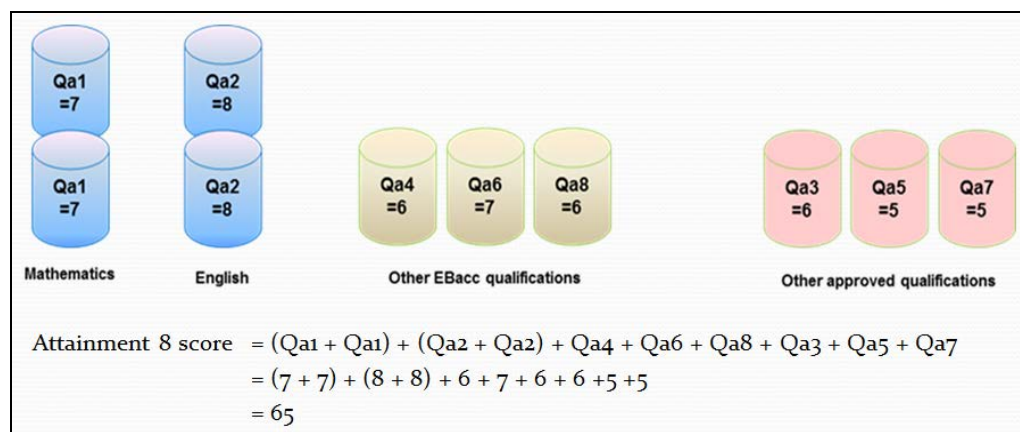
Qa4 - GCSE Additional Science: Total Points = 6

Qa5 - GCSE Art: Total Points = 5

Qa6 - GCSE Core Science: Total Points = 7

Qa7 - GCSE French: Total Points = 5

Qa8 - GCSE Spanish: Total Points = 6.



Dividing the combined Attainment 8 score by the 10 slots indicates the pupil/student's average grade. In this example, the pupil/student has achieved a **Total Point** score of 65, which is divided by 10, producing an average grade of 6.5, which falls between GCSE grades A and B.

Estimated Attainment 8 Average/Attainment 8 Average

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 Fine Level and Results have been 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 includes additional rows of data:

- **Students included in Progress 8 Score** - the Progress 8 cohort of students includes those 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.
- **Progress 8 Score** – 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 *Progress 8 School Performance Measure January 2017* document, on the RAISEonline (<https://www.raiseonline.org>).
- **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.

The 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.

KS2 average fine level (English & Maths)	2015 Attainment 8 estimate	KS2 average fine level (English & Maths)	2015 Attainment 8 estimate	KS2 average fine level (English & Maths)	2015 Attainment 8 estimate
1.5 ^a	13.20	3.7	32.11	4.9	55.03
2.0 ^b	17.79	3.8	33.63	5.0	56.16
2.5 ^c	19.39	3.9	35.27	5.1	59.32
2.8 ^d	20.38	4.0	36.48	5.2	61.51
2.9	21.88	4.1	38.80	5.3	63.92
3.0	23.37	4.2	40.62	5.4	66.31
3.1	23.91	4.3	42.55	5.5	65.67
3.2	24.42	4.4	44.49	5.6	71.61
3.3	26.15	4.5	45.87	5.7	74.18
3.4	27.71	4.6	48.50	5.8 ^e	76.28
3.5	28.58	4.7	50.71		
3.6	30.24	4.8	52.76		

A value of 4.59 is now rounded up to 4.6 and the student is given a slightly higher estimate of 48.50.

Progress 8

Previously, the KS2 value that was incorporated with the SIMS Spring 2015 Release, used the KS2: Average Points Score aspect to derive the fine level and not the KS2: Average Fine Points Score aspect.

Unfortunately, it is not accurate enough to use the average of the integer whole levels of the test results to give the fine level average point score required for this calculation.

To correct this, additional aspects have been provided. These are the KS2: Average Fine Points Score aspect (this has been created to enable you to store this value, it is not used in the calculation of any Progress 8 values) and the KS2: Average Fine Level aspect, which is used in the calculation of Progress 8 Measures and specifically, to determine a student's Estimated Attainment 8 value. The values for these aspects are stored against the Key Stage 2 Validated Result result set and are distributed in the form of the KS2 Fine Point Score and Level template available from AMPARK.

For the Progress 8 Measures in the Performance Table Summary Report to populate, you must ensure that the KS2: Average Fine Points Score and Level template has been imported from AMPARK and that the KS2: Average Fine Level aspect column has been populated with the relevant data. Once the KS2: Average Fine Level aspect is populated and students have received their KS4 results, the usual collation process can take place on the **Edit PI Data** page and the PI reports can be produced.

NOTE: The Estimated Attainment 8, Attainment 8 and Progress 8 values cannot be generated until both the KS2 Average Fine Level and Results have been entered and the collation process run. It is not possible to generate the Estimated Attainment 8 value in Exams without going through this process.

The KS2 Average Fine Level value is used to derive a KS4 Estimated Attainment 8 value which is compared to an actual Attainment 8 value. The difference between the estimate and the actual values is the Progress 8 value. This is explained in the guidance document *Progress 8 School Performance Measure January 2017* which can be found by accessing the RAISEonline website (<https://www.raiseonline.org>).

Progress 8 Aspects

Additional aspects are available for use with Progress 8:

- PI15_Attainment 8 - PI15 Attainment 8 for Season
- PI15_Expected 8 - PI15 Expected 8 for Season
- PI15_Progress 8 - PI15 Progress 8 for Season.

The collation process must be run in the latest exams season for which the students have results. If multiple summer seasons have been created and the current exams season has not been set up as the default season in the **PI Setup** page, the aspects may display a result from an earlier season. However, the Performance Table Report, both summary and detailed outputs display the latest stored results.

Students Without KS4 Results and with Progress 8

Students who are not included in the KS4 PI Cohort are not considered for any of the Progress 8 Calculations.

Only students who have an estimated 8, Attainment 8 and subsequently, a Progress 8 value should be considered as part of the cohort for the Progress 8 rows on the summary report. This may result in the Progress 8 cohort being different from the overall KS4 PI Cohort.

Maximum of Two Vocational Qualifications in Performance Tables Calculations

From 2014, a maximum of two non GCSE qualifications may be included in the Performance Tables calculations. You can change the discounting manually, if required.

NOTE: For Progress 8, the best three non-GCSE results can be counted in the Other category.

Qualifications Sized as GCSE

From 2014, qualifications will only be included in the Performance Tables calculations if they are the same size as a GCSE or larger and each individual qualification counts as the equivalent of one GCSE, regardless of its size.

Understanding PI Collation and Calculation

Where possible, the collation and calculation processes gather all the available results that have been entered, apply automatic discounting according to the current rules and then calculate the Performance Indicators based on current DfE guidance.

Manual changes to the automatic discounting applied can be made using the **Edit PI Data** page and the Performance Indicators are recalculated on the closure of this page.

If additional results have subsequently been imported or added via an Exams marksheet, you can collate again using the **CKD** button (to retain manual discounting) or the **CRD** button (to discard manual discounting).



IMPORTANT NOTE: Before collating and calculating your PI data, please ensure that you have assigned QCA codes to all of the elements in use at your establishment. If you do not assign the QCA codes, the results are not recognised.

Before collating and calculating your PI data, please be aware that:

- PI data can only be collated and calculated for examination seasons that contain June as an associated month.
- If you attempt to collate and calculate PI data before the end of the current summer Season, you are warned that only cohort membership is updated. PI data is not collated or calculated.
- You must have imported the up-to-date QWS files via **Tools | Examinations | Import Qualification Data**.

Once the season has begun, select **Tools | Examinations | Edit PI Data** to display the **Edit PI Data** page.

SIMS creates or refreshes the PI cohort with the appropriate candidate details. If the groups already exist, you are asked if you want to update the PI Cohort membership. If you have used Group Manager through the **Tools** menu in Examinations Organiser to modify the membership of the cohort, e.g. to remove recent arrivals or students who have been permanently excluded, click the **No** button.

For every student in each cohort, Examinations Organiser collates the results, applies automatic discounting, where possible, according to the current rules, calculates the appropriate PI values and creates the exams PI aspects in SIMS Assessment.

IMPORTANT NOTE: The PI menu routes in SIMS are locked from 31 January of the year after the ending of the summer Season. This prevents any further calculations, collations or edits from taking place.



More Information:

Collating PI Data (Keeping Discounting) on page 68

Collating PI Data (Resetting Discounting) on page 68

Collating PI Data (Resetting Discounting)

If this option is selected, all manual discounting ticks recorded in the **Performance Results** grid are discarded on collation. Only the automatic discounting rules are applied.

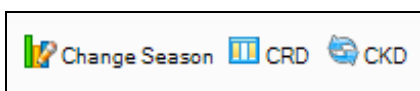
When non-EDI results are recorded in the current season, they are now discounted automatically when you click the **CRD** button.



Click the **CRD** button on the **Edit PI Data** page.

Collating PI Data (Keeping Discounting)

If this option is selected, the manual discounting made to results will be automatically re-applied after collation. When non-EDI results are recorded in the current season, they are now discounted automatically when you click the **CKD** button.

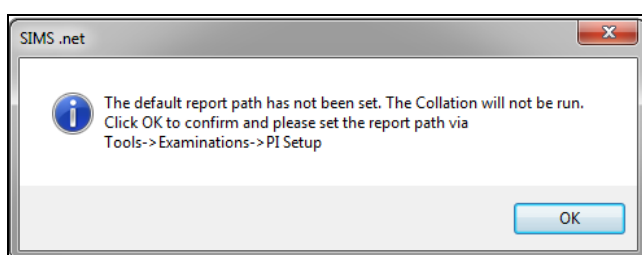


Click the **CKD** button on the **Edit PI Data** page.

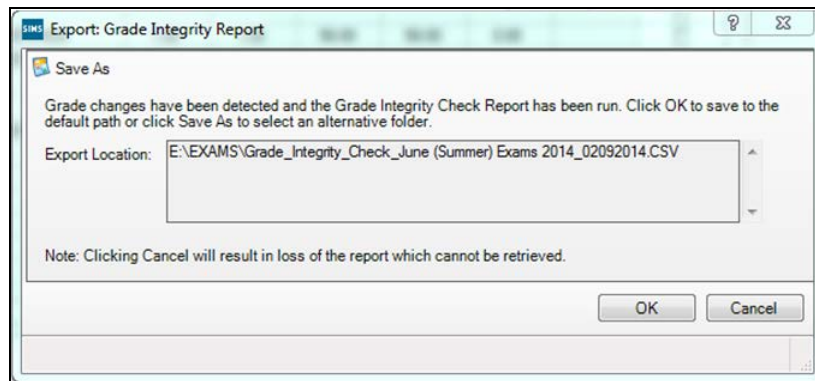
Initiating the Grade Integrity Report

If grade changes have been made via import or through an Exams marksheet, when you revisit the **Edit PI Data** page in SIMS and click either the **CRD** or the **CKD** button to recalculate the data, the Grade Integrity report runs automatically in the background. The report only runs if changes are detected.

The report output is saved to the **Folder for Performance Reports** location specified on the **PI Setup** page in SIMS. If a path has not been specified, the following message is displayed and you must designate a suitable location before the report can be run successfully.



When changes are identified, the **Export Grade Integrity Report** dialog is displayed.



If you want the report output to be saved to the default storage location detailed in the **Export Location** field, click the **OK** button. The report output is saved as a .CSV file and the file name contains the season in use and the date of creation.

Alternatively, click the **Save As** button to display a warning message. If you are certain that you want to change the location for the report output, click the **Yes** button and specify an alternative storage location.

The report output can be viewed and edited in Excel.

05/ Producing a Performance Table Report in SIMS

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Producing a Performance Table Report in SIMS

IMPORTANT NOTE: Before running these reports, please ensure that you have calculated the PI data for the current season via **Tools | Examinations | Edit PI Data**.

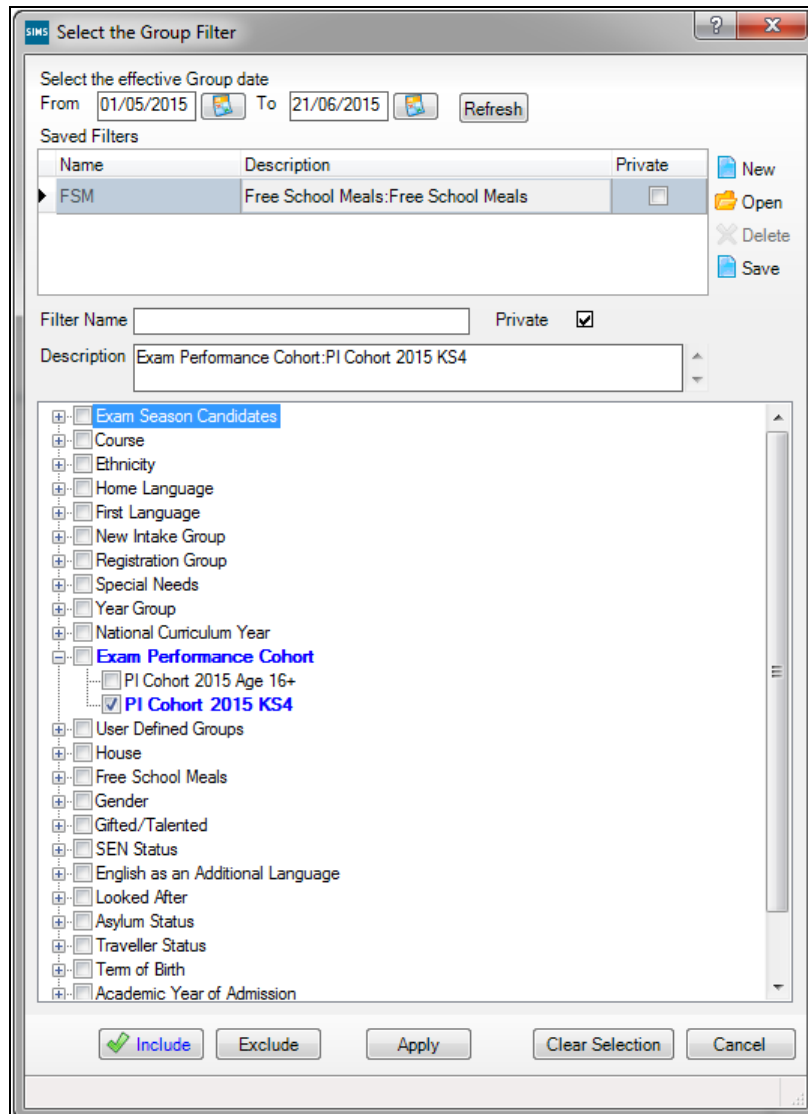
Three report types can be produced for each cohort, you can review the overall performance of the candidates in a selected cohort (Summary), a more detailed candidate level analysis displaying their overall achievements (Detailed), or by selecting Full to view a report output that combines the information detailed in both the Summary and Detailed outputs.

1. Select **Tools | Examinations | PI Reports** to display the **Performance Table Report** page.

2. Select the required **Season** from the drop-down list. The summer seasons available are those for which PI data has been calculated.
3. Select the **Level** from the drop-down list. The levels available for selection are Age 16-18 or Key Stage 4.

4. Click the **Group Filter** button to display the **Select the Group Filter** dialog.

IMPORTANT NOTE: You must select the applicable **Exam Performance Cohort** to prevent all candidates in the season being included in the report.



The **From** and **To** dates default to the start and end dates of the specified examinations **Season**. These dates can be changed by clicking the respective **Calendar** buttons and selecting an alternative date. Click the **Refresh** button after changing the dates.

5. If you want to create a **Saved Filter**, click the **New** button adjacent to the **Saved Filters** panel.
6. Enter a name for the group filter in the **Filter Name** field. The name needs to be as succinct as possible, whilst making it easy to search for. If you do not enter a name for the filter, a default name is created automatically when the group filter is saved.

Assessment Co-ordinators and Examinations Officers wanting to create group filters for other users should ensure that the **Private** check box is not selected. The **Private** check box is visible only to users with appropriate permissions.

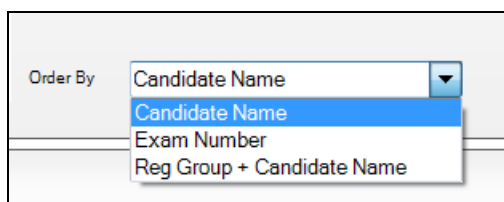
7. Click the **Include** button (if it is not yet selected).
8. Click the + icon to expand the required group then select the check box adjacent to the required item. The pupil/student group appears in blue to indicate that pupil/students belonging to the selected group will be included in the report.
9. Repeat for any other pupil/student groups that you want to include in the report.
10. To exclude any pupil/student groups, click the **Exclude** button then select the check box(es) adjacent to the required group(s). The pupil group appears in red text to indicate that pupils belonging to the selected group are excluded from the report.
11. Repeat for any other pupil/student groups that you want to exclude from the report.

*NOTE: You can switch between **Include** and **Exclude** at any time by clicking the appropriate button. Before selecting a check box, ensure that the correct button has been clicked.*

12. Click the **Save** button adjacent to the **Saved Filters** panel. The **Description** is populated automatically with the components of the group filter. Both the **Filter Name** and **Description** are then displayed in the **Saved Filters** list.
13. If you marked the filter as private, the **Private** check box in the **Saved Filters** section is selected to indicate that only the current user can view or apply this filter.

IMPORTANT NOTE: When editing existing group filters, there is no **Save As** function. If you edit a group filter and edit the **Filter Name**, the original group filter is overwritten.

14. Click the **Apply** button to confirm the selected filters and return to the **Performance Table Report** page. The name of the selected filter is displayed in the **Group Filter** field. The details of the selected group filter are displayed in the **Description** field. The data in the report changes automatically according to the filters set.
15. Select the **Report Type** from the drop-down list. The options are **Summary**, **Detailed** or **Full**.
If you select the **Detailed** option, you can select the display of the information in the report by selecting the required option from the **Order By** drop-down list.



The options are **Candidate Name**, **Exam Number** or **Reg Group + Candidate Name**.

If you select the **Full** option from the **Report Type** drop-down list, you can specify that you want to **Exclude Discounted Result** by selecting the check box. This ensures that only the counted rows are displayed in the report output.

Exclude Discounted Result ☒

16. Click the **Run** button to compile the report output. Only pupil/students who are internal candidates in the selected **Season** are included in the report output.

Performance Table Report KS4 - Summary Output

NOTE: The graphics are used for representation purposes only and should not be considered as exact replicas of what is displayed on screen.

An example of a KS4 summary report output:

Green Abbey School

Performance Tables Summary Report 2016:

Keystage 4

Scope: Filter Applied

Exam Performance Cohort:PI Cohort 2016 KS4

Export Date :

30/09/2015

Measure	Detail	All	%	Male	%	Female	%
KS4 Cohort Information	Number of Students at end of KS4	61	100.00 %	31	50.82 %	30	49.18 %
	Key Stage 2 Average Point Score of cohort	28.55		29.00		28.10	
	Students included in KS2 APS measure	60	98.36 %	30	96.77 %	30	100.00 %
Progress Measures	Expected level of progress in English between KS2 and KS4	0	0.00 %	0	0.00 %	0	0.00 %
	Students included in the English progress measure (coverage)	61	100.00 %	31	100.00 %	30	100.00 %
	Expected level of progress in maths between KS2 and KS4	61	100.00 %	31	100.00 %	30	100.00 %
	Students included in the maths progress measure (coverage)	61	100.00 %	31	100.00 %	30	100.00 %
Progress 8	Students included in Progress 8 Score						
	Progress 8 Score	0.00		0.00		0.00	
	Estimated Attainment 8 Average	0.00		0.00		0.00	
	Attainment 8 Average	0.00		0.00		0.00	
GCSE or Equivalent Achievements	Students attaining 5+ A*-C (or equivalent) including English & maths	0	0.00 %	0	0.00 %	0	0.00 %
	Students attaining 5+ A*-C (excluding equivalences) including English & maths	0	0.00 %	0	0.00 %	0	0.00 %
	Students attaining 5+ A*-C (or equivalent)	1	1.64 %	0	0.00 %	1	3.33 %

Rows for **Students included in Progress 8 Score**, **Progress 8 Score**, **Estimated Attainment 8 Average** and **Attainment 8 Average** are displayed in the **Summary** output of the Performance Table report.

KS4 Cohort Information

Number of Students at end of KS4

Candidates are identified as being at the end of Key Stage 4 if they were on roll at the school and in curriculum year 11 at the time of the Census Day (third Thursday in January) of the January preceding the Summer season.

Key Stage 2 Average Points Score of Cohort

For the candidates identified as belonging to the cohort, the results held in the KS2: Average Point Score Integer Aspect are used. This is populated when the Average Point Score is calculated using the Template 'KS2 I. Average Point Score Calculator'. This is used for KS2 results prior to 2013.

Students included in KS2 APS measure

The number of students in the KS2 APS measure.

Progress Measures

The following matrix indicates how the Progress Measure is calculated. This does not relate to the Progress 8 calculation.

		GCSE Grade									
		No KS 4 Result	U	G	F	E	D	C	B	A	A*
KS2 Outcome	W	Expected progress not made	Expected progress not made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made
	1	Expected progress not made	Expected progress not made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made
	2	Expected progress not made	Expected progress not made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made
	3	Expected progress not made	Expected progress not made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made
	4	Expected progress not made	Expected progress not made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made
	5	Expected progress not made	Expected progress not made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made
	6	Expected progress not made	Expected progress not made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made	Expected progress made
	D/A (TA)	Expected progress not made	Expected progress not made	Not included	Not included	Not included	Not included	Not included	Expected progress made	Expected progress made	Expected progress made
	Left	Expected progress not made	Expected progress not made	Not included	Not included	Not included	Not included	Not included	Expected progress made	Expected progress made	Expected progress made
	N	Expected progress not made	Expected progress not made	Not included	Not included	Not included	Not included	Not included	Expected progress made	Expected progress made	Expected progress made
	B	Expected progress not made	Expected progress not made	Not included	Not included	Not included	Not included	Not included	Expected progress made	Expected progress made	Expected progress made
	No KS2 Outcome	Not included	Not included	Not included	Not included	Not included	Not included	Not included	Expected progress made	Expected progress made	Expected progress made

The following rules are applied for the KS2 Outcome:

- A Test level of 3, 4, 5 or 6 is taken as their KS 2 outcome.
- If a candidate has a Test level of B, N or 2 and a valid Teacher Assessment Level (i.e. W, 1, 2, 3, 4, 5, 6) then the TA Level is used, although it is capped at Level 2. If the TA is missing or not valid (i.e. A, T, M, X, Q) then the candidate is excluded from the measure unless they have achieved B, A or A*.
- If a candidate has a Test Level of A, T, M, X or Q and a valid Teacher Assessment Level (i.e. W, 1, 2, 3, 4, 5, 6) then the TA Level is used with no cap.
- If a candidate has a Test Level of P or F (taken in the past or to be taken in the future) this is treated as a missing Result unless they have achieved B, A or A*.
- If a candidate with Test Level of A, T, M, X, Q, F does not have a TA then the student is excluded from the measure unless they have achieved B, A or A*.

- Candidates with KS2 Test Grades of L (left) or Y/Z (ineligible) are excluded from the measure unless they have achieved B, A or A*.

NOTE: For English and Maths GCSE, the candidate results after discounting has been applied are used.

KS2 results must be associated with the Key Stage 2 Validated Result Set. The accuracy of these rows is dependent on the completeness of KS2 data recorded in SIMS.

Expected level of progress in English between KS2 and KS4

Key Stage 2 Aspects:

The KS2 English Test Aspect is called 'EN KS2 English Test Level'

The KS2 English TA Aspect is called 'EN TA English Subject Level KS2'.

The percentage of pupils achieving the expected level is the percentage of the pupils included in the measure (i.e. coverage).

Students included in the English progress measure (coverage)

Coverage is the number and percentage of eligible pupils included in the measure. The percentage is the number of pupils included in the English progress measure divided by the number of pupils at the end of KS4.

Expected level of progress in Maths between KS2 and KS4

The KS2 Maths Test Aspect is called 'MA KS2 Maths Test Level (Final)'

The KS2 Maths TA Aspect is called 'MA TA Mathematics Subject Level KS2'.

Students included in the Maths progress measure (coverage)

Coverage is the number and percentage of eligible pupils included in the measure. The percentage is the number of pupils included in the Maths progress measure divided by the number of pupils at the end of KS4.

GCSE or Equivalent Achievements

Students attaining 5+ A*-C (or equivalent) including English and Maths

Three qualifying QANs at grade C or equivalent and above plus grade C or above in English and grade C or above in Maths.

Students attaining 5+ A*-C (excluding equivalences) including English and Maths

Three qualifying GCSE only QANs at grade C and above plus grade C or above in English and grade C or above in Maths.

Students attaining 5+ A*-C (or equivalent)

Five qualifying QANs at grade C or equivalent and above.

Students attaining 5+ A*-G (or equivalent)

Five qualifying QANs at grade G or equivalent and above.

Students attaining at least one qualification

Any single qualifying QAN at grade G or equivalent and above.

English Baccalaureate

English EBacc Rule from 2016:

- To count as English, either English must be taken or English Language and English Literature in combination.
- To count as English, a grade C or above must be achieved in English, English Language or English Literature.

The summary report shows the number and percentage of students entered for and achieving EBacc, the number and percentage of students achieving A*-C in the subject areas and the number and percentage of students achieving A*-G in all subject areas.

Students entered for English Baccalaureate

The number of students entered for all subject areas.

Students attaining the English Baccalaureate

The number of students who achieved the EBacc.

Students attaining A*-G in all EBacc subject areas

The number of students who achieved a grade between A*-G in all of the five EBacc subject areas.

English Baccalaureate and Subject Areas

The English Baccalaureate qualification consists of separate achievements in five subject areas: English, Maths, Science, Languages and Humanities.

Students entered for English

This is the number of students entered for a qualifying English award.

Students attaining A*-C in English

The achievement is the number and percentage of the cohort achieving A*-C in English.

Students entered for Maths

This is the number of students entered for a qualifying Maths award.

Students attaining A*-C in Maths

The achievement is the number and percentage of the cohort achieving A*-C in Maths.

NOTE: For English and Maths, the percentage is of the cohort, not the number of entries as it is for the other subject areas.

Students entered for two Sciences

Students entered for two Sciences are those who have entered 3 out of 4 single Sciences (Physics, Chemistry, Biology and Computer Science), or Science with Additional Science or Double Science.

Students attaining A*-C in two Sciences

Students attaining two Sciences are those who have achieved A*-C in at least two Sciences or A*-C in Science and Additional Science or A*A*-CC in Double Science.

Students entered for a Language

This is the number of students entered for a qualifying language.

Students attaining A*-C in a Language

This is the number of students who achieved A*-C in a qualifying language.

Students entered for a Humanities subject

This is the number of students entered for a qualifying Humanities award.

Students attaining A*-C in a Humanities subject

This is the number of students who achieved A*-C in a qualifying Humanities award.

The Basics**Students attaining A*-C grades in English and Maths**

Achieving Grade C or above in English and Maths.

Students attaining A*-G grades in English and Maths

Achieving Grade G or above in English and Maths.

Averages**Average number of qualifications per student**

This is calculated by dividing the total number of examinations (GCSE and equivalent) taken by all candidates divided by the number of candidates. The total number of examinations has been determined using the equivalence between a GCSE and other qualifications.

The APS calculations are performed after discounting has taken place, so that each subject is included only once.

Average number of GCSEs per student

The total number of GCSEs taken by all students divided by the number of students.

APS per student capped at best 8 (this is a different measure from Progress 8)

The calculation is based on the best 8 scores achieved.

APS per student GCSEs only

GCSE, IGCSE and AS results are included in the measure.

APS per student uncapped

The calculation is based on all scores achieved.

Performance Table Report KS4 - Detailed Output

NOTE: The graphics are used for representation purposes only and should not be considered as exact replicas of what is displayed on screen.

An example of a KS4 detailed report output.

Green Abbey School										Keystage 4																
Performance Tables Detailed Report 2015:										Exam Performance Cohort:P1 Cohort 2015 KS4																
Scope: Filter Applied																										
Export Date :																										
13/01/2016																										
Name:	Y11	Reg	DOB	Exam No	A*-C E&P	A*-C A*-C	A*-C A*-C	A*-C E&P	A*-C Eng	A*-C Maths	A*-C A*-C	A*-C Lang	A*-C Hum	KS2 Fine Lvl	No. Att. 8 English	No. Att. 8 Maths	No. Att. 8 Other	No. Att. 8 Other	Att. 8 Total	Est. Att. 8	Att. 8 Score	Prog. 8 Score	Entries	Total Score	Capped Score	Average per Entry
Abbot, Hannah	12	(118)	23-12-1998	5001	Y	11.65	12.65	N	Y	Y	N	Y	N	4.5	1	1	3	3	8	46.37	78.00	31.63	12.65	605.00	474.11	47.83
Adams, Melanie	12	(110)	06-06-1999	5002	Y	4.00	5.00	N	Y	Y	N	N	N	4.7	1	1	2	1	5	50.67	47.75	-2.92	5.00	259.50	259.50	51.90

Due to the increased width of the report, the pdf export option has been disabled. When printing from Microsoft Word, It is advisable to format the report output and ensure that the **Landscape** page layout is selected before printing.

Performance Table Report KS4 - Full Output

NOTE: The graphics are used for representation purposes only and should not be considered as exact replicas of what is displayed on screen.

An example of a KS4 full report output.

Performance Tables Full Report 2016:										Keystage 4									
Scope: Filter Applied										Exam Performance Cohort: PI Cohort 2016 KS4									
Export Date: 01/09/2016																			
Name	Y11	Reg	URN	QIN	Disc Code	Board	Level	Title	Result	Points	KS4 A1-C	KS4 A1-C in IT	Counted	Best 8	Counted in Ebacc	Att 8 Slot	Att 8 Doubled?	Att 8 Points	
Adkins, Sheldon	11	11SSA	1156254664	50121595	LH	ABRSM	NQFL1	ABRSM Level 1 Award in Graded Examination in Music	Merit	0.00	0.00	0.00	N	N	N	N	N		
Adkins, Sheldon	11	11SSA	1156254664	50121649	LFTM	ABRSM	NQFL3	ABRSM Level 3 Certificate in Graded Examination in	Dist.	48.50	1.00	1.00	Y	Y	N	Other 1	N	5.00	
Adkins, Sheldon	11	11SSA	1156254664	10006758	340	AQA	FSMQ/A	AQA Advanced Level Free-Standing Mathematics Qualif	A	45.00	0.65	0.65	Y	Y	N	Other 2	N	5.75	
Adkins, Sheldon	11	11SSA	1156254664	50052582	0003	AQA	GCE/ASB	AQA Level 3 Advanced Subsidiary GCE in Health and	DE	41.25	1.00	1.00	Y	Y	N	N	N		
Adkins, Sheldon	11	11SSA	1156254664	50050631	RICR	OCR	NQFL3	OCR Level 3 Certificate in Chinese (Traditional) R	11	30.75	0.50	0.50	N	N	N	N	N		
Adkins, Sheldon	11	11SSA	1156254664	10060133	2230	EDXCEL	GCE/ASB	Pearson EDXCEL Advanced Subsidiary GCE in Pure Ma	D	45.00	1.00	1.00	Y	Y	N	Other 3	N	5.75	
Asari, Otiela	11	11RSR	1141454662	10025480	2360	OCR	FSMQ/A	OCR Advanced Level Free-Standing Mathematics Qualif	A	45.00	0.65	0.65	Y	Y	N	Other 2	N	5.75	
Asari, Otiela	11	11RSR	1141454662	50121108	LFTM	TCL	NQFL3	TCL Level 3 Certificate in Graded Examination in M	Dist.	44.00	0.80	0.80	Y	Y	N	Other 1	N	5.00	
Asari, Otiela	11	11RSR	1141454662	5002789K	3910	WJEC	GCE/ASB	WJEC Level 3 Advanced Subsidiary GCE in Geography	B	60.00	1.00	1.00	Y	Y	Y	Other 1	N	6.25	

The **Att 8 Points** column displays the value to two decimal places.

The pdf export option is disabled. When printing from Microsoft Word, it is advisable to format the report output and ensure that the Landscape page layout is selected before printing.

Performance Table Report 16-18 - Summary Output

NOTE: The graphics are used for representation purposes only and should not be considered as exact replicas of what is displayed on screen. For a student to be a member of the 201n 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 201n Age 16+ cohort.

The 16-18 Performance data is divided into three cohorts: A Levels, Academic Qualifications and Vocational Qualifications. A student may be a member of more than one of these cohorts. By default, a student who is a member of the A Level cohort is also a member of the academic cohort.

SIMS .net		Green Abbey School					
		Performance Tables Summary Report 2015:		Age 16-18			
		Scope: No Filter Applied		June (Summer) Exams 15 Int			
Export Date :		11/02/2016					
Measure	Detail	All	%	Male	%	Female	%
KS 5 Cohort Information	Students at end of KS5	0	0.00%	0	0.00%	0	0.00%
A levels	Number of A Level students at end of KS5	0	0.00%	0	0.00%	0	0.00%
	Number of A Level full time equivalent students at end of KS5	71		39		32	
Average Point Scores	APS per A level student (FT equivalent)	1137.68		1143.46		1130.63	
	APS per A level entry	235.5		234.71		236.47	
	APS per A level entry expressed as a grade	B		B-		B	
Threshold Measures	A level students achieving at least 3 A*- E	0	0.00%	0	0.00%	0	0.00%
	A level students achieving at least 2 A*- E	0	0.00%	0	0.00%	0	0.00%
	A level students achieving at least 1 A*- E	0	0.00%	0	0.00%	0	0.00%
AAB Attainment Measures	A level students achieving AAB or higher in at least 3 "facilitating subjects"	1	0.00%	1	0.00%	0	0.00%
	A level students achieving AAB or higher in at least 2 "facilitating subjects"	8	0.00%	4	0.00%	4	0.00%
Academic Qualifications	Number of Academic students at end of KS5	0	0.00%	0	0.00%	0	0.00%
	Number of Academic full time equivalent students at end of KS5	71		39		32	
Average Point Scores	APS per academic student (FT equivalent)	1137.68		1143.46		1130.63	
	APS per academic entry	235.5		234.71		236.47	
	APS per academic entry expressed as a grade	B		B-		B	
Threshold Measures	Academic students achieving qualifications equivalent to at least 3 A Levels at A*- E	0	0.00%	0	0.00%	0	0.00%
	Academic students achieving qualifications equivalent to at least 2 A Levels at A*- E	0	0.00%	0	0.00%	0	0.00%
	Academic students achieving qualifications equivalent to at least 1 A Level at A*- E	0	0.00%	0	0.00%	0	0.00%
	Number of Vocational students at end of KS5	0	0.00%	0	0.00%	0	0.00%
Vocational Qualifications	Number of Vocational full time equivalent students at end of KS5	0		0		0	
	Number of Vocational students at end of KS5	0		0		0	
Average Point Scores	APS per vocational student (FT equivalent)	0		0		0	
	APS per vocational entry	0		0		0	
	APS per vocational entry expressed as a grade	Dist		Dist-		Dist	
Threshold Measures	Vocational students achieving at least 3 substantial vocational qualifications	0	0.00%	0	0.00%	0	0.00%
	Vocational students achieving at least 2 substantial vocational qualifications	0	0.00%	0	0.00%	0	0.00%
	Vocational students achieving at least 1 substantial vocational qualification	0	0.00%	0	0.00%	0	0.00%

KS5 Cohort Information

Students at End of KS5

The following criteria are used to identify these students:

- Reached the age of 16, 17 or 18 by 31 August of the year prior to the results year, e.g. for 2014, this is 31st August 2013.
- On-roll on Census Day (third Thursday in January) of the January preceding the Summer season.
- Completed their Advanced Studies in the academic year, by meeting one or more of the following criteria:
 - A Level Cohort: Entered in the current academic year for at least one A Level.
 - Academic Cohort: Entered in the current academic year for at least one A Level or substantial Advanced Level academic qualifications.
 - Vocational Cohort: Entered in the current academic year for at least one substantial Advanced Level vocational qualification. A substantial qualification is equivalent to at least one A Level.

A Levels

Number of A Level students at end of KS5

Undiscounted AS results (including 'U' grades) are included in these measures as 0.5 of an A2. Two undiscounted AS results equal the equivalent of one A2 result.

Number of A Level full time equivalent students at end of KS5

Full time equivalence per student is calculated by dividing the Total A Level size by the Total size of study. The outcomes are totalled to give the number of A Level FTE students. This is an equivalent number and is not the actual number of students with an FTE of 1.

The FTE for each qualification is calculated by the Level 3 threshold divided by 50 to two decimal places (50 is the threshold for a single A Level).

To calculate Total A Level size, count the FTE of all A Level results and undiscounted AS results (including any 'U' grades).

To calculate the Total size of study, count the FTE of all results including those already counted within the Total A Level size.

For example:

A student has two A Level and one undiscounted AS Level, an FSMQ, and a Principal Learning.

Total A Level size = 2.5

FSMQ Equivalence is $8.33/50 = 0.17$

Principal learning = $75/50 = 1.5$

Therefore, Total size of Study = $2.5 + 0.17 + 1.5 = 4.17$.

FTE = Total A Level (2.5) / Total size of Study (4.17) = 0.6

Average Point Scores

APS per A Level student (FT Equivalent)

Total number of A Level Points achieved by students divided by the Total number of A Level students FTE.

APS per A Level entry

The APS per A level entry is the Total number of points for A2 and undiscounted AS results divided by the number of A2 and undiscounted AS results.

Average Point Score per Entry Expressed as a Grade

The additional APS rows in the Summary report output are calculated from the details in the following table.

Academic (A-Levels)**Vocational Qualifications**

A level Grade	A level Point Score	APS Band	Fine Grade ¹	BTEC Subsidiary Diploma Grade	BTEC Subsidiary Diploma Points	APS Band	Fine Grade ²
(for comparison only)				For comparison only			
A*	300	295-300	A*	Distinction*	270	260-270	Dist*
A	270	285-294.99	A*+			245-259.99	Dist*+
		275-284.99	A			230-244.99	Dist+
		265-274.99	A-	Distinction	225	220-229.99	Dist
		255-264.99	A-			210-219.99	Dist-
B	240	245-254.99	B+			200-209.99	Merit+
		235-244.99	B			190-199.99	Merit
		225-234.99	B-			180-189.99	Merit-
		215-224.99	C+	Merit	195	170-179.99	Pass+
C	210	205-214.99	C			160-169.99	Pass
		195-204.99	C-			150-159.99	Pass-
		185-194.99	D+			Below 150	U
D	180	175-184.99	D	Pass	165		
		165-174.99	D-				
		155-164.99	E+				
		145-154.99	E				
E	150	135-144.99	E-				
U	0	Below 135	U	U	0		

Threshold Measures**A Level students achieving at least 3 A*-E**

The count and percentage of students achieving 3 or more A* to E at A2 including any undiscounted AS Levels.

A Level students achieving at least 2 A*-E

The count and percentage of students achieving 2 or more A* to E at A2 including any undiscounted AS Levels.

A Level students achieving at least 1 A*-E

The count and percentage of students achieving 1 or more A* to E at A2 including any undiscounted AS Levels.

AAB Attainment Measures**A Level students achieving AAB or higher in at least 3 "facilitating subjects"**

Count and percentage of students with at least 2 Grade A or higher and at least one Grade B or higher in 3 "facilitating subjects".

A Level students achieving AAB or higher in at least 2 "facilitating subjects"

Count and percentage of students with at least 2 Grade A or higher and at least one Grade B or higher overall, where at least 2 of the subjects are "facilitating subjects".

Facilitating subjects are Maths, Further Maths, English Literature, Physics, Biology, Chemistry, Geography, History and Languages (Classical and Modern). The list of Qualifying QANs can be found on the DfE Tables Checking website.

Academic Qualifications

Number of Academic students at end of KS5

Students who have been entered in the current academic year for at least one A Level or substantial Advanced Level academic qualification.

Average Point Scores

APS per academic student (FT equivalent)

The Total number of academic points achieved by students divided by the Total number of academic students FTE.

Calculating the FTE for academic students:

Example 1

A student has 2 A Level and 1 undiscounted AS

Total A Level size = 2.5

An FSMQ, and a Principal Learning

FSMQ equivalence is $8.33/50 = 0.16$

Principal Learning = $75/50 = 1.5$

Therefore, Total Academic Size = $2.5 + 0.16 + 1.5 = 4.16$

Total Size of Study = $2.5 + 0.16 + 1.5 = 4.16$

FTE = Total Academic size (4.16) / Total size of Study (4.16) = 1.

Example 2

A student has 2 A Level and 1 undiscounted AS

Total Academic size = 2.5

A Vocational qualification with a size = 1 A level

FTE = Total Academic size (2.5) / Total size of Study (3.5) = 0.71.

Students are considered to be academic students when they have achieved any of the following qualifications:

- A Level (legacy)
- GCE A Level
- Applied GCE Single Award
- Applied GCE Double Award
- Applied GCE AS Level
- Advanced Extension Award
- AQA Baccalaureate Core
- GCE AS Level
- Applied GCE A Level/AS Level Combined
- Applied GCE AS Level Double Award
- Vocational GCE AS Single Award (VCE AS)
- Vocational GCE Single Award (VCE A)
- Vocational GCE Double Award (VCE DA)
- International Baccalaureate
- Extended Project (Diploma)
- Free Standing Maths Qualification Level 3

- International Baccalaureate Combined Certificate
- IBO Higher Level Component
- IBO Diploma Programme Core
- IBO Standard Level Component
- Pre U Diploma
- Pre U Principal Subject
- Pre U Short Course Subject
- AS Level (Advanced Supplementary).

APS per academic entry

The Total number of points for academic results divided by the number of academic results.

Threshold Measures

Academic students achieving qualifications equivalent to at least 3 A Levels at A*-E

Count and percentage of students achieving 3 or more A* to E or equivalents.

Academic students achieving qualifications equivalent to at least 2 A Levels at A*-E

Count and percentage of students achieving 2 or more A* to E or equivalents.

Academic students achieving qualifications equivalent to at least 1 A Level at A*-E

Count and percentage of students achieving 1 or more A* to E or equivalents.

Vocational Qualifications

Number of Vocational students at end of KS5

A Vocational qualification is any qualification that is not considered as academic. Students included in this cohort are those who have at least one Vocational entry.

If a student has a 'U' grade at AS in Year 12 and then only follows Vocational qualifications, the 'U' grade is not included in any calculation as the student is deemed to have changed pathways.

Average Point Scores

APS per vocational student (FT equivalent)

Total number of Vocational points achieved by Students divided by the Total number of Vocational Students FTE

Calculating the FTE for Vocational Students

A student has 2 A Level and 1 undiscounted AS

Total A Level size = 2.5

A Vocational qualification with a size = 1 A level

FTE = Total Vocational size (1) divided by the Total size of Study (3.5) = 0.29

APS per vocational entry

Total number of points for Vocational Results divided by the number of Vocational results.

Threshold Measures**Vocational students achieving at least 3 substantial vocational qualifications**

Count/percentage of students at least 3 vocational qualification that have an equivalence of one or greater.

Vocational students achieving at least 2 substantial vocational qualifications

Count/percentage of students at least 2 vocational qualification that have an equivalence of one or greater.

Vocational students achieving at least 1 substantial vocational qualification

Count/percentage of students at least 1 vocational qualification that have an equivalence of one or greater.

Performance Table Report 16-18 - Detailed Output

NOTE: The graphics are used for representation purposes only and should not be considered as exact replicas of what is displayed on screen.

Green Abbey School											
Performance Tables Detailed Report 2016:						Age 16-18					
Scope: Filter Applied						Exam Performance Cohort:PI Cohort 2016 Age 16+					
Export Date :		13/01/2016									
Name	YTI	Reg	DoB	Exam No	A*-E	Entries	Total Score	Average per Entry	A Level Cohort?	Academic Cohort?	Vocational Cohort?
Appleby, Harbinder	(13)	(J)	16-02-1997	8004	2.50	2.50	645.00	258.00	Y	Y	N
Barnetti, Alexia	(13)	(J)	08-05-1997	8012	2.66	2.66	715.00	268.80	N	Y	N
Bellini, James	(13)	(N)	12-11-1996	8016	2.50	2.50	675.00	270.00	N	N	Y
Cater, Kieran	(13)	(H)	24-04-1997	8035	2.50	2.50	675.00	270.00	N	Y	Y
Chan, Yuri	(13)	(J)	02-08-1997	8036	2.50	2.50	660.00	264.00	Y	Y	N
Clarke, Catherine	(13)	(L)	24-05-1997	8038	2.00	2.00	510.00	255.00	Y	Y	N
Clayton, Emma	(13)	(M)	10-08-1997	8039	2.00	2.00	420.00	210.00	Y	Y	N
Collier, Richard	(13)	(Q)	09-03-1997	8043	2.50	2.50	630.00	252.00	Y	Y	N
Collins, Kevin	(13)	(N)	17-02-1997	8045	2.50	2.50	630.00	252.00	Y	Y	N

Performance Table Report 16-18 - Full Output

NOTE: The graphics are used for representation purposes only and should not be considered as exact replicas of what is displayed on screen.

Green Abbey School										Age 16-18					
Performance Tables Full Report 2016:										Exam Performance Cohort:PI Cohort 2016 Age 16+					
Scope: Filter Applied															
Export Date: 13/01/2016															
Name	YTI	Reg	ULN	QAN	Disc Code	Board	Level	Title	Result	Points	L3 Entry	L3 A*-E	16-18 Cohort	Counted in PI	
Appleby, Harbinder	(13)	(J)	5142371800	50013552	RA1C	OCR	GCSE/FCE	Additional Science A	B	46.00	0.00	0.00		Y	
Appleby, Harbinder	(13)	(J)	5142371800	50050837	AA3	WJEC/GCE	GCE/ASD	Applied Business: Double Awas Cash-in Engineering	AA	270.00	1.00	1.00	A Level	Y	
Appleby, Harbinder	(13)	(J)	5142371800	50024000	XA	OCR	PLA3		A	405.00	1.50	1.50	Vocational	Y	
Appleby, Harbinder	(13)	(J)	5142371800	50026628	5080	EDEXL/GCE	GCE/ASB	D & T: Product Design	B	120.00	0.50	0.50	A Level	Y	
Appleby, Harbinder	(13)	(J)	5142371800	50055800	2490	AQA	FSMQ/A	AQA Advanced Free-Standing Mathematics Qualificat	B	40.00	0.16	0.16	Academic	Y	
Appleby, Harbinder	(13)	(J)	5142371800	50078872	5030	EDEXL/GCE	GCSE/FCE	English Language	B	46.00	0.00	0.00		Y	
Appleby, Harbinder	(13)	(J)	5142371800	50079190	5110	EDEXL/GCE	GCSE/FCE	English Literature	B	46.00	0.00	0.00		Y	
Appleby, Harbinder	(13)	(J)	5142371800	50046792	5910	OCR	GCSE/FCE	Geography A	A	52.00	0.00	0.00		Y	
Appleby, Harbinder	(13)	(J)	5142371800	50045933	5670	EDEXL/GCE	GCSE/FCE	German	A	52.00	0.00	0.00		Y	
Appleby, Harbinder	(13)	(J)	5142371800	50027773	FKG	WJEC/GCE	GCE/ASB	German AS Cash-in	B	120.00	0.50	0.50	A Level	Y	
Appleby, Harbinder	(13)	(J)	5142371800	50034237	RB1	WJEC/GCE	GCE/ASB	Mathematics AS Cash-in	A	135.00	0.50	0.50	A Level	Y	
Appleby, Harbinder	(13)	(J)	5142371800	50078501	2210	WJEC/GCE	GCSE/FCE	Mathematics (J) Cash in	A	52.00	0.00	0.00		N	
Appleby, Harbinder	(13)	(J)	5142371800	50013576	RA1B	OCR	GCSE/FCE	Science A	A	52.00	0.00	0.00		Y	

NOTE: Where a result is indicated as A Level, it is not also indicated as academic but this is inferred.

Exporting Performance Table Reports to Excel with Unformatted Data

Historically, when exporting data from a marksheet or when exporting Examinations report outputs to Excel, the data was automatically stored with text formatting identified by green triangles. Additionally, the drop-down list indicated that the output had been formatted as text. This caused issues when applying formulas to the data.

To overcome this, individual data fields are now stored with an integer or decimal value format, and this has been changed for the following selected reports and data fields.

Performance Table Report

- for Summary, Detailed and Full outputs
- for 2014 and 2015 but not previous years
- for English and NI Regions
- for KS4 and 16-18 levels
- for all calculated fields (not Year Taught In, Unique Candidate Identifier, Exam No. and QAN).
- where possible, the display is set to two decimal places.

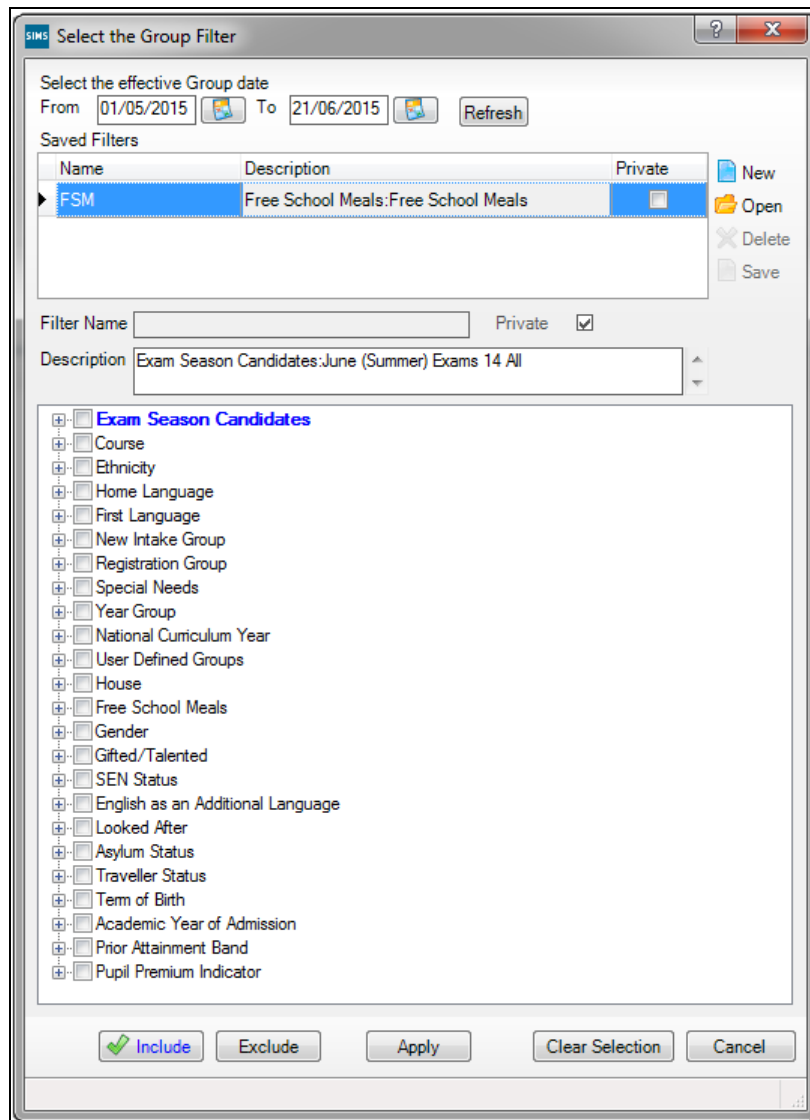
Running the Entry Report

This report provides a list of exam entries, together with the associated data including QANs and discount codes.

1. Select **Tools | Examinations | Entry Report** to display the **Entries Report** browser.
2. Select the exams **Season** from the drop-down list.

3. Select the required **Level** from the drop-down list.
The **Membership Date** defaults to the first day of the selected exams season but this can be changed by selecting an alternative date from the Calendar.
4. Select the **Order By** output preference from the drop-down list. This determines how the report is displayed when it is compiled.

5. Click the **Group Filter** browser button to display the **Select the Group Filter** dialog.



Applying a Saved Filter

6. Any previously created group filters are displayed in the **Saved Filters** list. If the required group is not displayed, you can create a new group filter by clicking the **New** button.
7. If the required group filter has already been created, highlight it in the **Saved Filters** list, click the **Open** button then click the **Apply** button.
8. The name of the selected filter is displayed in the **Group Filter** field. The data changes automatically according to the filters set.

*NOTE: If you are unsure of the group filter content, click the **Open** button to display the selected group filter in the lower section of the dialog.*

9. To save this filter, click the **Save** button.

Selecting a Group

- Click the + icon to expand the required group and select the check box adjacent to the required item.

The pupil/student group appears in blue to indicate that pupil/students belonging to the selected group will be included. Repeat for any other pupil/student groups that you want to include.

- To exclude any pupil/student groups, click the **Exclude** button then select the check box(es) adjacent to the required group(s).

The pupil/student group is displayed in red to indicate that pupils belonging to the selected group will be excluded.

*NOTE: You can switch between **Include** and **Exclude** at any time by clicking the appropriate button. Before selecting a check box, ensure that the correct button has been clicked. The filter can be cleared by clicking the **Clear Selection** button, which closes the **Select the Group Filter** dialog. To create another group filter, click the **Browser** button adjacent to the **Group Filter** field and click the **No** button when asked if you wish to save any changes.*

- Click the **Apply** button to populate the **Description** field.

The **Group Filter** field is updated to indicate that a filter has been applied.

- Click the **Run** button to compile the report.

Click one of the option buttons to output the report to the medium of your choice.



The options are Export Excel, Export Word or Export PDF.

NOTE: The following graphic is for representation purposes only.

Ysgol Green Abbey													
Entries Report 2014:													
(All)													
Scope: Filter Applied													
Exam Performance Cohort: PI Cohort 2014 KS4													
Name	DoB	Gender	Year Group	Reg Group	Exam No	UCI	UPR	Aspect Name	Level	QAR	Board Name	Subject Code	Subject Title
Abbey, Jimmy	17/04/1998	Male	12	G	9000	951370129000W	B820432109001	OCR J730 Entry	GCSE/FC	50044862	OCR	FKF	French
Abbey, Jimmy	17/04/1998	Male	12	G	9000	951370129000W	B820432109001	OCR J303 Entry	GCSE/FC	50045532	OCR	JC3	Graphic Design
Abbey, Jimmy	17/04/1998	Male	12	G	9000	951370129000W	B820432109001	AQA 436SF Entry	GCSE/FC	50084951	AQA	2210	Mathematics
Abbey, Jimmy	17/04/1998	Male	12	G	9000	951370129000W	B820432109001	OCR J241 Entry	GCSE/FC	60013576	OCR	RA18	Science (General/Combined)
Abbey, Jimmy	17/04/1998	Male	12	G	9000	951370129000W	B820432109001	AQA 8705FW Entry	GCSE/FC	60019992	AQA	FK28	English Language
Abbey, Jimmy	17/04/1998	Male	12	G	9000	951370129000W	B820432109001	AQA 8710FW Entry	GCSE/FC	60021901	AQA	FC4	English Literature
Abbey, Jimmy	17/04/1998	Male	12	G	9000	951370129000W	B820432109001	OCR J804 Entry	CNAT/182	60050792	OCR	No Subject	No Subject
Abbey, Jimmy	17/04/1998	Male	12	G	9000	951370129000W	B820432109001	OCR J382 Entry	GCSE/FC	60065503	OCR	RF4	Geography
Abbot, Susan	21/06/1998	Female	12	H	9001	951370129001C	Q820432109002	WJEC/GCE 097080 Entry	GCE/ASB	10034237	WJEC/GCE	2210	Mathematics
Abbot, Susan	21/06/1998	Female	12	H	9001	951370129001C	Q820432109002	AQA 4312 Entry	GCSE/FC	50044734	AQA	RB71	Statistics
Abbot, Susan	21/06/1998	Female	12	H	9001	951370129001C	Q820432109002	OCR J730 Entry	GCSE/FC	50044862	OCR	FKF	French
Abbot, Susan	21/06/1998	Female	12	H	9001	951370129001C	Q820432109002	OCR J731 Entry	GCSE/FC	5004512X	OCR	FKG	German
Abbot, Susan	21/06/1998	Female	12	H	9001	951370129001C	Q820432109002	OCR J696 Entry	GCSE/FC	5004557X	OCR	EE2	Sociology
Abbot, Susan	21/06/1998	Female	12	H	9001	951370129001C	Q820432109002	OCR J620 Entry	GCSE/FC	50046305	OCR	DD1	Religious Studies
Abbot, Susan	21/06/1998	Female	12	H	9001	951370129001C	Q820432109002	WJEC/GCE 4550SA Entry	GCSE/FC	50074040	WJEC/GCE	5515	Welsh (Second Language)
Abbot, Susan	21/06/1998	Female	12	H	9001	951370129001C	Q820432109002	OCR J245 Entry	GCSE/FC	60010721	OCR	RC1	Physics

06/ Producing Other Reports in Exams

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Introduction

A broad range of reports is available and can be accessed through the **Reports** menu in Examinations Organiser. They are divided into the following six categories:

- Entries
- Basedata
- Checks
- Seating Organiser
- Labels
- Results.

Once produced, reports can be printed and saved to disk in one of the following formats:

- CSV (Comma Separated Values)
- TSV (Tab Separated Values)
- QRP (Quick Report Format)
- TXT (Plain Text Format).

Data exported in this way can be used in a variety of other Windows® applications, such as spreadsheets and word processors.

Each of the reports available is prepared according to the same general principles.

1. Select the required report from the **Reports** menu.
2. Specify the required report criteria using the **Report Criteria** dialog.
3. Click the **OK** button to produce the report based on the specified criteria.

Viewing Reports

Once the report criteria have been selected, the report is produced and displayed on screen. Scroll up and down the report using the cursor keys or the **Page Up/Page Down** keys.

To view subsequent pages of the report, either:

- click the **Focus Browser** button to display the **Display Page** dialog. Enter the page number you want to view and click the **Display** button; or
- click either the **Next Page** or **Previous Page** button to navigate through the report one page at a time.

Click the **Close Report Window** button to exit from the report environment.



Close Report Window button

Changing the Orientation of the Report

To change the orientation of the report between portrait and landscape, click the **Report Orientation** button on the Focus Bar. However, each report is in a fixed format, and changing the orientation from the default will not generally bring any benefit.



Report Orientation button

Zooming In and Out of the Report

To zoom in on or zoom out from the report for easy viewing, click the **Report Zoom** button on the Focus Bar.



Report Zoom button

Printing Reports

Once produced, the report is displayed and can be printed as follows.

1. Click the **Print Report** button on the Focus Bar to display the **Print** dialog.



Print Report button

2. Select the appropriate printing parameters and click the **OK** button.

Exporting/Saving Report Data

Once produced, the report is displayed. You may wish to export the report data to disk, for use in another Windows application, such as Microsoft® Word or Microsoft® Excel.

Data can be saved as a **Tab Separated File**, with each item of data separated by a tab mark or a **Comma Separated File**, with each item of data separated by a comma. Experience suggests however that because the printed report layout includes a lot of header data, tsv or csv export will rarely produce anything very useful when imported into Microsoft® Excel or other external applications. Accordingly, reports that comprise, after the headings, a simple homogeneous table have been provided with a dedicated **Export** button, which should be used in preference.

Data can also be saved in **Quick Report** format, so that it can be viewed using an application called Quick Reports or as a **Text File**.

To export from the **Print Preview** screen:

1. Click the **Export Data** button on the Focus Bar to display the **Export Report** dialog.



Export Data button

2. Enter the **File name** for the report you are saving.
3. Select the appropriate file format from the **Save as type** drop-down list.
4. Click the **Save** button to export the report to the required destination using the specified file name and to return to the **Report** page.
5. Click the **Close Report Window** button on the Focus Bar to exit from the report environment.



Close Report Window button

The procedure to export using the dedicated **Export** button is similar:

6. Click the **Export** button on the **Report Criteria** form to run the report.
When data collection is complete, if there is no data found, you are informed. Otherwise the **Save As** dialog opens.
7. Select the **Path** and enter the **File name** for the report you are saving.
8. Select the appropriate file format from the **Save as type** drop-down list.
9. Click the **Save** button to export the report to the required destination using the specified file name and to return to the **Report Criteria** form.

You may now modify the previously entered parameters to produce further variations of your report.

Importing a CSV File into Microsoft Excel

If a report is exported from SIMS in .CSV format (comma separated values), with a .CSV filename extension, the default behaviour of Microsoft Excel when importing such a file is to format all cells as type **General**. This entails examining each value in the file to determine whether its content is purely numeric (i.e. 0-9, comma or point); or is recognisable as a date; or neither of these. On this basis it treats the cell as numeric, date or text respectively. If it is numeric, it strips any leading zeros, and any subsequent re-declaration of the cell or column as type **Text** will not restore the leading zeros.

The effect of this on some types of data can be serious. In the multiple-row results export from Examinations Organiser 6.38 onwards, several columns comprise only numeric characters, but legitimately have leading zeros. These are:

Column	Content
Candidate Number	0001 – 9999 are valid values. It is a 4-character field, whose content is limited to numerics.
Year group	These are usually numeric, but following integration are preceded by a space if single-figure. Most exports of exam results are for years above 10 , so this will not generally be an issue for most users.
Board Code	01, 10, 11 , etc. OCR's 01 is the only one affected, but it should still be 01 , not 1 .
QCA Subject Code	The traditional academically oriented code set started at 1010 , but codes for vocational subjects are in the range 0001 – 0021 .
Month	Exported as 01, 02 , etc.
Year	Exported as 03, 04 , etc.
Result	This will depend on what you have chosen to export. Entry, Forecast and Equivalent are invariably grades; Results will generally be numeric for Units, grades for Certifications. It will generally be best to allow default behaviour to operate here, but note that some grades, particularly at Entry level (3, 2, 1), look like numerics, and are treated as such unless overridden.

Once the data has been imported into Microsoft Excel, the formatting of the data can be changed as required. However, it is probable that the stripping of leading zeros from at least some of these values will distort the content.

The way to override this behaviour is as follows:

1. When asked to supply a filename for the export in SIMS, enter a suitable name with a **.TXT** file extension.
2. Once the export has completed, open this file using Microsoft Excel.

The **Text Import** wizard is displayed, enabling you to specify the display format of the file.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.
☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Start import at row: 6 File origin: 437 : OEM United States

Preview of file D:\SIMS\EXAMIN\Basedata_Structure_2011.TXT.

1	Base Data Structure - Awards			
2	Season:	June (Summer) Exams 2011	Board:	AQA
3	Series:	6A11_70	Title:	AQA GCE
4	Code	Award Title	Qualification	Course
5	2160	Law (AQA 2160)	GCE	Law (GCEAS)
6	2190	Sociologv (AOA 2190)	GCE	Sociologv (GCEAS)

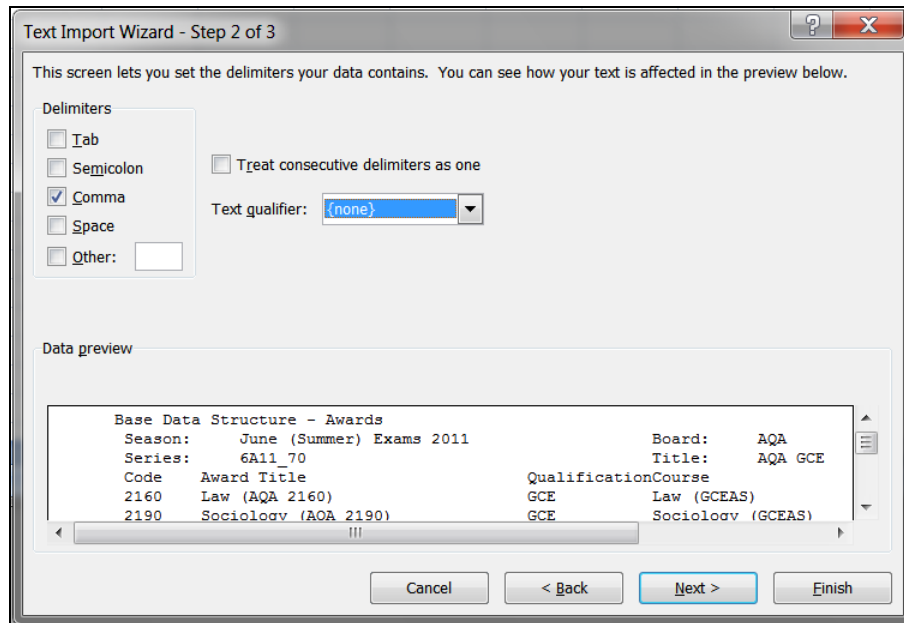
Buttons: Cancel, < Back, Next >, Finish

3. Select the **Delimited** radio button. This ensures that the commas present in the exported file act as separators, denoting where one field ends and another field begins.

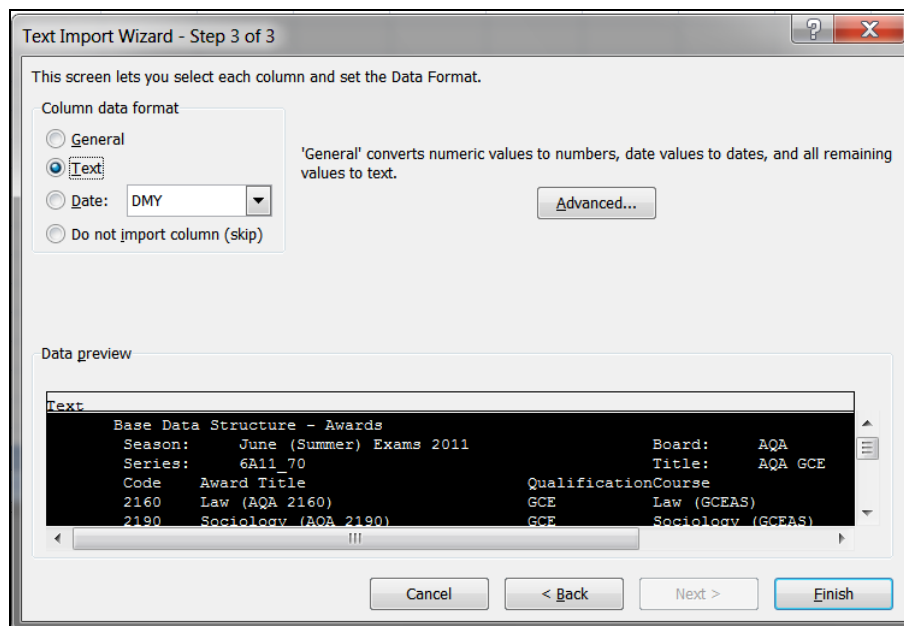
*NOTE: If you want to suppress the header rows so that they are not displayed in Microsoft Excel, enter **6** in the **Start import at row** field. This will ensure that the first row to be displayed is the column headers and each subsequent row is the associated data.*

4. Select **437 : OEM United States** from the **File origin** drop-down list.

- Click the **Next** button to continue.



- Deselect the **Tab** check box in the **Delimiters** frame and select the **Comma** check box.
 This will tell Microsoft Excel that a comma should be used as a field delimiter.
- Select **none** from the **Text qualifier** drop-down list.
- Click the **Next** button to continue.



- With reference to the table at the beginning of this section, click a column that will be affected by the removal of leading zeros, to highlight it.
- Select the **Text** radio button in the **Column data format** frame.

NOTE: At this stage, the justification in each column is not displayed as it will be once it has been imported.

11. Repeat Steps 9 and 10 until you have amended the data format for each of the columns that are affected by the removal of leading zeros.
12. Click the **Finish** button to complete the process and to display the selected file in the format specified.

Producing Results Reports

Six reports are available in this section. These reports can be run by selecting **Reports | Results** and selecting the required report name. The **Export Results** routine can also be accessed through this menu route.

IMPORTANT NOTE: *If an embargo has been set for the current season to disable the viewing or examination related data for a defined period of time, and you are currently in the embargo period, only authorised personnel can run result reports for the current season.*



Additional Resources:

Setting Up the Results Embargo for Results Download Days in the *Setting up Examinations Organiser* chapter of the *Preparing Examinations Organiser for an Exams Season* handbook

Element/Component Results Report

This is a generic report which displays all marks for an element/component and an optional mark/grade distribution report.

For each element or component, the report header includes school and element/component details. The report body is a columnar list, displaying each candidate that sat the examination, their Candidate Number, class and result.

Each element or component is displayed as a separate page in the report.

If you elect to produce a distribution chart, this displays the same report header information as the main report. The report body displays the total number of candidates achieving each Grade/Mark.

1. Select **Reports | Results | Element Component Results** to display the **Report Criteria – Element/Component Results** dialog.

2. Select the **Season** and **Series** by clicking the appropriate **Field Browser** buttons and selecting from the drop-down lists.
3. Select a report **Order** by clicking the **Field Browser** button and selecting **Candidate Name**, **Candidate Number** or **Rank** from the drop-down list.
4. Select the **Name Format** for the report by selecting **Certificate format**, **Informal format** or **Submission format** from the drop-down list.
5. Select whether you wish the **Internal** or **External Component/Element Title** should be used in the report by clicking the **Field Browser** button and selecting the required option.
6. Select either the **Element** or **Component** radio button in the **Type** frame to determine the results to be displayed on the report.
7. Select the **Class Date** by clicking the **Calendar** button and selecting the date from the calendar. This defaults to the start date of the season. This date is used to identify class memberships on that date.
8. Select the **Produce Distribution Chart** check box if you wish to produce the chart as well as the report.
9. Click the **Field Browser** button in the **Selections** frame to display the **Elements** chooser.
10. Select either the elements or components you wish to include in the report. The type of item selected depends on the radio button selected in the **Type** frame.

Double-click the required items or highlight the required element or component and click the **Choose** button. Multiple elements or components can be selected by holding down the **Ctrl** key and clicking each item, then clicking the **Choose** button. Select all the elements or components by clicking the **Choose All** button.

All selected items are displayed in the **Chosen Elements/Components** frame. Remove any elements or components added in error using the same selection method as before and clicking either the **Remove** or **Remove All** button.

The **Available items count** and the **Chosen items count** automatically update when items are selected or deselected from the chooser.

11. Click the **Update** button to return to the **Report Criteria – Element/Component Results** dialog. Your selections are displayed in the **Selections** frame.
12. Click the **OK** button to produce the report and the distribution chart (if selected).

If you are creating the moderator's documentation to support an EDI Coursemark submission, the parameters you select should be as follows.

Order	Candidate Number
Name Format	Submission Format
Component/Element Title	External
Type	Component
Produce Distribution Chart	Selected

Candidate Statement of Results Report

This report is produced to review the results, or view the forecast of results, for each candidate.

1. Select **Reports | Results | Candidate Statement of Results** to display the **Report Criteria – Candidate Statement of Results** dialog.

Report Criteria - Candidate Statement of Results

Result Type: Results

Scope: ☒ Season ☐ Year

Selection: (All)

Membership Date: 29/08/2012

Series: (All) (All)

Select By: ☒ Groups ☐ Individuals

Type	Description
Class	Class J
Class	Class M
Class	Class G
Class	Class 10F
Class	Class 11C
Class	Class 10B
Class	Class 10E

Order: Candidate Name

Report: Save as Default

These results are provisional

☒ Page per Student ☐ Print on Headed Stationery

Print Export to DMS Cancel Help

2. Select the required **Result Type**, either **Results** or **Forecast**, by clicking the **Field Browser** button. The default value is **Results**.
If you select **Forecast** as the **Result Type**, the **Scope** of the report automatically defaults to **Season** and the radio buttons are disabled to prevent this being changed. In addition, the Export function is not available and so the **Export to DMS** button is disabled.
3. If you have selected **Results** as your **Result Type**, select the **Scope** of the report, **Season** or **Year**, by selecting the appropriate radio button.
If you select **Year**, the **Series** field is cleared and disabled.
4. Choose the required **Selection** by clicking the **Field Browser** button.
If you selected **Season** as the **Scope** of the report, the **Selection** drop-down list enables you to select the required season. You can also select **<All>** to view all seasons.
If you selected **Year** as the **Scope**, the drop-down list contains all the defined academic years.

5. Select the required **Series** by clicking the appropriate **Field Browser** button. The drop-down list contains all the series of the selected season, along with **All**, which is the default value (as stated above, the **Series** radio buttons are enabled only if you selected **Season** as the **Scope** of the report).
6. Select the required **Select By** radio button, either **Groups** or **Individuals**. This determines the items available for selection from the **Selections** grid.
7. Click the **Selections Field Browser** button.

If you chose to select by **Groups**, this will open the **Group chooser**, from which you can select a group or groups from the **Choose Groups** chooser.

*NOTE: You may opt to order the groups in the **Source** panel alphabetically or by group type, by clicking the appropriate column heading; but please note that if you order by group type, alphabetical order is not observed within the group type. When you select multiple groups, the reports are batched by group.*

If you chose to select by **Individuals** this opens the **Candidate chooser**, from which you can select pupil/student(s).

8. Select the required **Order** for the report output by clicking the **Field Browser** button. The options are **Candidate Name**, **Candidate Number** or **Reg Group + Candidate Name**.
9. If required, enter text in the **Report** footer box (max. 500 characters). This text is displayed directly beneath the report text, on each page of the report.

*NOTE: The **Report** footer box is available for entry only if the **Page per Student** check box is selected.*

10. If you want to save the content of the **Report Footer** so that it can be used when running this report in future, select the **Save as Default** check box.
The **Save as Default** check box is disabled, with its current setting preserved, when the **Page per Student** check box is deselected.
11. If you want to print this report on your school's headed stationery, select the **Print on Headed Stationery** check box.

*NOTE: Before producing this report, if you selected the **Print on Headed Stationery** check box, you should also check the settings in the **Headed Stationery Parameters** panel in the **School Details** dialog (**Tools | Setups | School Details**).*

12. Click either the **Print** button to print the report, or the **Export to DMS** button.

Candidate Statement of Results

Season: (All)

Name: Early Barrett Vanderhorst

Candidate Number: 3161

UCI: 7959939693220

Series: (All)

Year: 10

Reg. Group: 10P

ULN: 2073283844

Exam Results

Season	Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
Summer 2011	AQA	GCSE/FC	4668	Gemen	A		241				52
	AQA	GCSE/SC	4056	Religious Studies B (SC)	C		60				20
	AQA	GCSE/B	40552	Religious Studies B Unit 2			60	c			
	AQA	GCSE/B	46651H	Gemen Unit 1 Tier H			59	a*			
	AQA	GCSE/B	46652H	Gemen Unit 2 Tier H			58	a*			
	AQA	GCSE/B	46653	Gemen Unit 3			64	b			
	AQA	GCSE/B	46654	Gemen Unit 4			60	c			

The export option enables you to export the data from the report, as a Microsoft® Word document, to the Document Management Server, from where it can be viewed in SIMS.

IMPORTANT NOTE: When specifying the export location for all reports, it is suggested that consideration is given to any active embargo and the possibility of the exam results being visible to users who may not be authorised to view them.

The **Export to DMS** button is enabled only if the **Scope** selected is **Year**, or if the **Scope is Season** and the **Series** is **All**. In both cases the **Export to DMS** button is enabled only if the **Page per Student** check box is selected and the **Result Type** is **Results**.

If you click the **Export to DMS** button, a message advises that any documents of the same name are replaced. Click the **Yes** button to continue. A message will advise you when the export to the DMS is complete.

Once a candidate's Statement of Results data has been exported to the DMS, it can be viewed by clicking **Linked Documents** in the **Links panel** (SIMS route **Focus** | **Student** | **Student Details**).



Additional Resources:

Setting the Headed Stationery Parameters in the *Setting up Examinations Organiser* chapter of the *Preparing Examinations Organiser for an Exams Season* handbook

Certification Results Broadsheet Report

This report is used to review the full certification examination results achieved by the candidates in the selected cohort. You can also use it to view the candidates' full certification forecast grades.

The report header displays the School name, selected season, qualification, level and the group for which the report was produced. For each candidate, the report body displays their Year group, Registration group, the number of entries and their results for each of the examinations that they took.

The mechanism used to ensure that the different options are grouped together so that they are displayed in the same column (e.g. tiers of Maths), is to cluster by QCA code. If a QCA code is absent from an element, that element cannot be assigned to a column in the report.

This is the reason why the results for different examination boards behave differently. For example, CCEA and WJEC have total coverage in the basedata, AQA for all certifications and OCR for non-vocational certifications. EdExcel do not currently provide QCA codes as part of their basedata.

Currently, the solution to the QCA code not being present in the basedata is to display the Basedata tree and add the appropriate QCA code to the required certification element.

Under certain circumstances, this assignment of a QCA code will need to be based on informed guesswork.

*NOTE: Please remember that the **00** values should be used for GNVQ, VCE and Applied GCSE only.*

It is hoped that in the future, examination boards will amend their process and supply the QCA codes as part of their basedata. This will ensure that an examination board's authentic QCA code overwrites any values erroneously assigned by a user.

To assign a QCA Code to an element:

1. Click the **Manage Basedata** button or select **Focus | Basedata** to display the **Basedata for Season** dialog.



Manage Basedata button

2. Navigate to the fourth level item (element) by clicking the + button to expand the navigation tree and highlight the required element.
3. Right-click the required element and select **Properties** from the pop-up menu to display the **Properties of Element** dialog. The **Basic Details** page is automatically selected.
4. Enter the **QCA Code** (Qualifications and Curriculum Authority, formerly known as the LEAP code or SCAA code) for the element.
5. Repeat Steps 2-4 until all of the required Subjects have been assigned a QCA Code.

IMPORTANT NOTE: Results, for certifications only, are displayed in the report output. Equivalent, endorsements and units are not displayed in the report output.

6. Select **Reports | Results | Certification Broadsheet** to display the **Report Criteria – Certification Results Broadsheet** dialog. It is possible to display all results that an individual student has achieved whilst at your school.

7. Select the **Report Type**, either **Results** or **Forecast**, by clicking the **Field Browser** button and selecting from the drop-down list.
8. Select the **Season** for which you want to run the report by clicking the **Field Browser** button and selecting from the drop-down list. You can also select **<All>** to view values for all seasons.
9. Select the **Qualification** by clicking the **Field Browser** button and selecting from the drop-down list. If you have selected **<All>** from the **Season** drop-down list, you can also select **<All>** to view all existing qualifications.
10. Select the **Level** for the report by clicking the **Field Browser** button and selecting the required level from the drop-down list. The levels available are those associated with the selected qualification. If you have selected **<All>** from the **Season** drop-down list, you can also select **<All>** to view all existing levels.
11. Select the **Group** for which you wish to run the report by clicking the **Field Browser** button and selecting from the drop-down list. The groups available are **Season Candidates**, **Curriculum Years**, **Registration Groups**.
12. The **Membership Date** defaults to the Start date of the **Season** that you have selected. It can be changed by clicking the **Calendar** button and selecting a different date or by manually entering the required date in the field. If you have selected **<All>**, this field remains blank.
13. The **Show Non EDI Qualifications** check box is selected by default. Deselect this check box if you do not want to include non-EDI qualifications in the report output.
14. Select the **Order** of the report by clicking the **Field Browser** button and selecting the order from the drop-down list. The options available are **Exam Number**, **Candidate Name** and **Reg group + Candidate Name**.

Select the **Output Mode** of the report by clicking the **Field Browser** button and selecting the order from the drop-down list (for Forecast reports, only Grades is available). The options available are:

- Grades

The report displays the grade achieved, or forecast, for each subject. An additional row at the end of the report will display the total **Number of Results** for each subject.

- Points

The report displays the points equivalent for each grade (e.g. **Grade A** at GCSE French is displayed as **52**).

An additional column on the right displays the average points score per entry for each student (e.g. for a candidate scoring **A** in GCSE Full Course level and **D** in another subject at GCSE Short Course level, the average points are calculated as $(52 + 34) / 2 =$ An average of 43 points).

For each subject, rows at the end of the report display:

- Number of Results
- Total number of equivalent entries – a Full Course counts as 1, a Short Course as 0.5
- Average Score – i.e. the total of the points scores for all students for the subject divided by the number of equivalent entries.

- Residuals

As for the Grades option, an additional column on the right will display the average points score per entry for each student.

The residual value displayed against each subject is the difference between the points value of the grade achieved for the subject and the candidate's average points score per entry.

For example, if a student's average points score across all subjects entered is 42 and the student has scored Grade A (i.e. 52 points) for Drama at GCSE Full Course, then the residual value for Drama is $52 - 42 = 10$. The residual value can also be a negative number, e.g. if the student has scored Grade D (i.e. 34 points), then the residual value is $34 - 42 = -8$.

For each subject, rows at the end of the report display:

- Number of Results
- Total number of equivalent entries – a Full Course counts as 1, a Short Course as 0.5.
- Average Residual – i.e. the total of all students' residual values for the subject divided by the number of equivalent entries.

15. Click either the **Print** button to display the report, or the **Export** button to export the report.

Clicking the **Export** button opens the **Save As** dialog. Enter or select the filename and location to which you wish to save the export file. Select the required file type, either **.TXT** or **.CSV**, by selecting from the **Save as type** drop-down list, and then click the **Save** button.

Once the export process has completed successfully, you can open the file to view, format and print, as required.

Subject/Grade Analysis Report

This report can be produced to review the breakdown of grades for a given subject.

The report header displays the School name, selected season, qualification, level and the group for which the report was produced. For each subject, the report body displays the number of subject entries associated with it and the number/percentage of candidates achieving each grade. The number/percentage of A*-C and A*-G are also displayed for GCSE qualifications.

1. Select **Reports | Results | Subject/Grade Analysis** to display the **Report Criteria – Subject/Grade Analysis** dialog.

2. Select the **Season** for which you wish to run the report by clicking the **Field Browser** button and selecting the required season from the drop-down list. You can also select **<All>** to view values for all seasons.
3. Select the **Qualification** by clicking the **Field Browser** button and selecting the required qualification from the drop-down list.
4. Select the **Level** for the report by clicking the **Field Browser** button and selecting the required level from the drop-down list. The levels available are those associated with the selected qualification.
5. Select the **Group** for which you wish to run the report by clicking the **Field Browser** button and selecting the group from the drop-down list. The groups available are **Season Candidates**, **Curriculum Years**, **Registration Groups** and **PI Cohorts**.
The **Membership Date** defaults to the **Start** date of the **Season** that you have selected. It can be changed by clicking the **Calendar** button and selecting a different date or by manually entering the required date in the field. If you have selected **<All>**, this field remains blank.
6. Select the **Mode** for the report by clicking the **Field Browser** button and selecting the mode from the drop-down list. Select either **Raw** or **Percentage**, as appropriate.

7. Select the **Order** of the report by clicking the **Field Browser** button and selecting the order from the drop-down list. The options available are **Code** and **Description**.
8. Select the **Show Cumulative** check box if you wish the previous percentage or raw score for grades to be added to the percentage or raw score for the next grade, etc. For example, A* may be 58, A would be 58 + 52 = 110, and so on.

The **Group by Season** check box is only available for selection if you have selected **<All>** from the **Season** drop-down list.

9. Click either the **Print** button to display the report, or the **Export** button to export the report.

Clicking the **Export** button opens the **Save As** dialog. Enter or select the filename and location to which you wish to save the export file. Select the required file type, either **.TXT** or **.CSV**, by selecting from the **Save as type** drop-down list, and then click the **Save** button.

Once the export process has completed successfully, you can open the file to view, format and print, as required.

NOTE: Only certification results are included in the report output.

Group Performance Analysis Report

This report provides, on or after results day, a quick class-by-class summary of subject performance.

1. Select **Reports | Results | Group Performance Analysis** to display the **Report Criteria – Group Performance Analysis** dialog.

2. Select the parameters of the report, by clicking the appropriate **Field Browser** buttons:

- **Season** – only seasons for which Performance Indicator values have been calculated are available for selection. You can also select **<All>** to view values for all relevant seasons.
 - **Qualification** – only qualifications represented in the selected season are available for selection.
 - **Level** – only levels for the selected qualification are available for selection, with **All** being the default.
 - **Year Group** – these are Curriculum Years and are limited to those represented in the **All Candidates** group for the selected season.
 - **Group Type** – you can select **Class**, or **Course** with **Class** being the default. If you have selected **<All>** from the **Season** drop-down list, you can also select **Groups**.
 - **Output Mode** – the Output Mode can be **Numbers** or **Percentages**, with **Numbers** being the default. If you have selected **<All>** from the **Seasons** drop-down list, you can also select **Groups**.
 - **Residual Calculation** – the option is now given to compare the results of groups and individuals with the stored PI values, as previously, or with the matching qualification – e.g. for GCSE results, comparing only with all GCSE results.
 - **Membership Date** – the Membership Date defaults to the **Start** date of the selected **Season**. It can be changed by clicking the **Calendar** button and selecting a different date or by manually entering the required date in the field. If you have selected **<All>**, this field remains blank.
3. Select the report format:
- **Split by Gender** – select this check box if you wish to breakdown the analysis by male and female students.
 - **Expand Groups** – select this check box if you wish to see an analysis of each student in a class/course, as well as the overall class analysis. If you select this option, each group begins on a fresh page.
 - **Page per Subject** – select this check box if you wish each subject to start on a new page of the report.
 - **Group by Season** - this check box is only available for selection if you have selected **<All>** from the **Season** drop-down list.
 - **Show Residuals Only** - select this check box if you want to suppress the grades in the report output and view the residual calculations only.

*NOTE: If the **Expand Groups** check box is selected, the **Page per Subject** is automatically selected and disabled. In addition, the **Export** function is not available and the **Export** button is disabled.*

4. Click either the **Print** button to display the report, or the **Export** button to export the report.

Class Performance Analysis										
Season: (All)			Year: Curriculum Year 12							
Qualification: GCSE			Level: GCSE/(All)							
Subject	Class	Supervisor	Stude	Ave	All	Av	Residual			
Art(Ar)	1210(A)1a	Mr B Pankowski	20	41.20	39.60	1.52				
Name	Cand No	Year	Reg	Gdr	Ave	All	Av	Residual		
Amel/Aude	3685	12	121A	M	40.00	47.50	-1.50			
Jana/Dorise	3628	12	124M	F	40.00	39.40	0.60			
Kinder/Saba	4079	12	123A	F	40.00	38.20	1.80			
Kutini/Uchi	3859	12	125M	M	40.00	36.67	3.33			
Murgen/Alani	3864	12	124H	F	40.00	42.57	-3.40			
Schwert/Silvano	3876	12	125M	M	40.00	35.09	4.91			
Volamper/Nadia	3879	12	124M	F	40.00	39.17	0.83			
Vasabod/Diana	3870	12	124M	F	40.00	42.67	-2.67			
Vulab/Arena	4056	12	125M	F	40.00	33.25	6.75			
Zona/Pedro	4074	12	124H	M	40.00	40.25	-0.25			

Clicking the **Export** button opens the **Save As** dialog. Enter or select the filename and location to which you wish to save the export file. Select the required file type, either .TXT or .CSV, by selecting from the **Save as type** drop-down list, then click the **Save** button.

Once the export process has completed successfully, you can open the file to view, format and print, as required.

Report Details

The exact analysis displayed in the report will differ depending on the options you select in the **Group Performance Analysis Report Parameters** dialog.

Example Report 1

The following graphic shows a report with the following options selected:

Group Type: Class
Output Mode: Numbers
Gender: Split
Groups: Not expanded

Class Performance Analysis																
Class Performance Analysis																
Season: June (Summer) Exams 2011			Year: Curriculum Year 11													
Qualification: GCE			Level: GCE/(All)													
Residual: PI Values																
Subject	Class	Supervisor	Gdr	Stude	A*	A	B	C	D	E	F	G	H	I	J	Q
Mathematics(Ma)	11x/Ma1	Ms L Veron	A	29	0	29	0	0	0	0	0	0	0	0	0	67.50
			F	14	0	14	0	0	0	0	0	0	0	0	0	67.50
	11y/Ma1	Mrs D Munford	M	15	0	15	0	0	0	0	0	0	0	0	0	67.50
			A	29	0	29	0	0	0	0	0	0	0	0	0	67.50
			F	17	0	17	0	0	0	0	0	0	0	0	0	67.50
			M	12	0	12	0	0	0	0	0	0	0	0	0	67.50

The report displays the following columns:

- **Subject** – the subjects in the curriculum whose results are being reported on.
- **Class** – the classes associated with the selected year group and the subject.
- **Supervisor** – the main supervisor for the class on the **Membership Date**.

- **Gender** – with the **Split by Gender** check box selected, this displays analysis for the class in three rows, **A** (All), **M** (Male) and **F** (Female).
- **Students** – the number of students who have results recorded against them and who are members of the class and the selected year group.
- **Grades** – the list of grades and the number of results at each grade. Only certification results are counted – endorsements /equivalents are excluded.
- **Average** – the average points scored by the row of students – calculated by totalling the points corresponding to the grade and level and then dividing by the total number of results for all grades. For example, if there are four students who have results for the subject, of which two of them have scored the grade A (52 points) in GCSE and two of them have scored grade A* (58 points) in GCSE, then the average points should be calculated as $(2 \times 52 + 2 \times 58) / (2 \times 1 + 2 \times 1) = 55$ points.

NOTE: The points equivalent for a grade achieved in a Short Course is half that of a Full Course. Similarly, when calculating the total number of results for all grades, a Short Course counts as 0.5.

- **All Average** – this is calculated by totalling the number of points accrued for all subjects by all the candidates in the class and dividing it by the total number of entries for the season by all the candidates in the class. For example, if the total points scored by four candidates in the season is 245 and the number of equivalent entries is 6.5, then the All Average is $245 / 6.5 = 35.83$.

The concept of equivalent entries ensures that not only the level selected, e.g. GCSE, but also other levels regarded as equivalent are taken into account. This figure is read from the PI – Calculated values.

- **Residual** – this is the difference between the class average points score for all class members for the individual subject and the average of all class members for all subjects. This should be difference between Average and All Average for the class in consideration. In the above case it would be $55 - 35.83 = 19.17$.

Example Report 2

This graphic shows a report with the following options selected:

Group Type: Course
 Output Mode: Percentage
 Gender: Not split
 Groups: Unexpanded

Course Performance Analysis																						
Course Performance Analysis												Year: Curriculum Year 12										
Season: June (Summer) Exams 2011												Level: GCE(AII)										
Qualification: GCE																						
Residual: PI Values																						
Subject	Course	Grd	Studs	A*	A	B	C	D	E	**	AA	AB	BB	BC	CC	CD	DD	DE	EE	U		
Art(Ar)	Art (GCEAS)	A	13	0.00	46.15	46.15	7.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Biology(Bi)	Biology (GCEAS)	A	18	0.00	44.44	33.33	11.11	11.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Business Studies(Bs)	Business Studies (GCEAS)	A	17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.41	23.53	23.53	17.65	5.88	0.00	0.00	0.00	0.00	0.00		
CDT-Des & Prod(Del)	CDT-Design & Prod. (GCEAS)	A	18	0.00	33.33	60.00	11.11	5.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Chemistry(Ch)	Chemistry (GCEAS)	A	13	0.00	38.46	46.15	0.00	7.69	7.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
English(En)	English (GCEAS)	A	17	0.00	47.06	41.18	5.88	5.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
EnglishLit(El)	English Literature (GCEAS)	A	20	0.00	40.00	40.00	15.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
French(Fr)	French (GCEAS)	A	21	0.00	28.57	47.62	14.29	9.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Geography(Ge)	Geography (GCEAS)	A	17	0.00	35.29	41.18	17.65	5.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
History(Hi)	History (GCEAS)	A	17	0.00	41.18	17.65	11.76	11.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.88		
Law(La)	Law (GCEAS)	A	13	0.00	46.15	38.46	7.69	0.00	7.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Mathematics(Ma)	Mathematics (GCEAS)	A	44	0.00	31.82	43.18	13.64	2.27	9.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Physical Ed(Pe)	Physical Education (GCEAS)	A	13	0.00	23.08	53.85	0.00	15.38	7.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Physics(Ph)	Physics (GCEAS)	A	21	0.00	47.62	33.33	14.29	4.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Sociology(So)	Sociology (GCEAS)	A	20	0.00	45.00	35.00	15.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Technology(Te)	Technology (GCEAS)	A	13	0.00	53.85	23.08	23.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Theatre Studies(Ts)	Theatre Studies (GCEAS)	A	17	0.00	35.29	41.18	5.88	5.88	11.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

The following columns differ from the previous example:

- **Course** – the courses associated with the selected subject.
- **Gender** – as the **Split by Gender** check box has not been selected, this displays analysis for the course as **A (All)**, only.
- **Students** – the number of students who are members of the course and of the selected year group and who have results recorded against them.
- **Grades** – the percentage of students with recorded results who achieved each grade.

Example Report 3

This final graphic shows a report with the following options selected:

Group Type: Class
 Output Mode: Numbers
 Gender: Not split
 Groups: Expanded

Class Performance Analysis																								
Season: June (Summer) Exams 2011												Year: Curriculum Year 12												
Qualification: GCE												Level: GCE/(All)												
Subject	Class	Supervisor	Studs	A*	A	B	C	D	E	**	*A	AA	AB	BB	BC	CC	CD	DD	DE	EE	U			
Art(Ar)	12/D/Ar1	Mr T Smith	13	0	6	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Name	CandNo	Year	Reg	Gdt	A*	A	B	C	D	E	**	*A	AA	AB	BB	BC	CC	CD	DD	DE	EE	U		
Adams,Owen	5002	13	K	M		1																		
Briscoe,Benjamin	5024	13	J	M			1																	
Cruys,Dafydd	5034	13	M	M				1																
Haliday,Mica	5061	13	L	F			1																	
Hytton,Julie	5072	13	K	F		1																		
Morey,Dominic	5088	13	J	M		1																		
Osman,Kieren	5107	13	J	M			1																	
Pimbault,Kai	5124	13	K	M		1																		
Smith,Melanie	5135	13	L	F			1																	
Stephenson,Morgan	5139	13	H	M			1																	
Tashwa,Pimock,Lucire	5146	13	M	F		1																		
Walsh,Elin	5154	13	P	F		1																		
Woodford,Christopher	5161	13	N	M			1																	

This differs from the previous example reports because the **Expand Groups** check box has been selected. This results in an analysis of each student in a class/course being shown, as well as the class analysis. It also means that each subject will start on a new page.

For each student, the **Average** column is the average points score for the student in the subject – usually the score for the single result achieved. The **All Average** column is the candidate's average points score for all subjects entered. The **Residual** column is the difference between the **Average** and the **All Average**.

Export Results

You can export examination results held in Examinations Organiser to a .CSV or .TXT file. This enables you to review the results data, incorporate the data into school reports, or use it for analysis purposes.

The header of the exported file displays the name of the season, series and group selected together with the date that the export file was created. The detail record displays the candidate's name, Exam Number, UCI, Registration and Year Group, Admission Number and examination results, grouped by element.

Important Information on Exporting Results to a CSV File

You can export examination results held in Examinations Organiser to a .CSV or .TXT file. This enables you to review the results data, include the data in school reports or use it for analysis purposes.

The header of the exported file displays the name of the season, series and group selected together with the date the export file was created. The detail record displays the candidate's name, Exam Number, UCI, Registration and Year group, Admission Number and examination results, grouped by element.

1. Select **Reports | Results | Export Result** to display the **Exam Results Export Parameters** dialog.

Exam Results Export Parameters

Season: (All) Series: (All) (All)

Group: Process: Result

Level: GCE/A Element Type: All

Select by: Award Order: Name

Membership Date: 04/05/2012

☒ Single Record per Candidate ☒ Include Element title in Header

Board	Code	Description
AQA	2190	Sociology (AQA 2190)
AQA	2430	Electronics (AQA 2430)
AQA	2160	Law (AQA 2160)
EDEXL/GCE	9741	Health and Social Care (EDEXL 9741)
EDEXL/GCE	9AD01	Art, Craft and Design (EDEXL 9AD01)
EDEXL/GCE	9BI01	Biology (EDEXL 9BI01)
EDEXL/GCE	9CH01	Chemistry (EDEXL 9CH01)
EDEXL/GCE	9EN01	English Language (EDEXL 9EN01)
EDEXL/GCE	9FR01	French (EDEXL 9FR01)
EDEXL/GCE	9GE01	Geography (EDEXL 9GE01)
EDEXL/GCE	9HI01	History (EDEXL 9HI01)

Export Cancel Help

2. Select the **Season** for which you wish to export result data by clicking the **Field Browser** button and selecting from the drop-down list. All seasons in Examinations Organiser are available for selection, including closed, locked and domestic seasons. You can also select **<All>** to view values for all relevant seasons.
3. Select the required **Series** by clicking the **Field Browser** button and selecting from the drop-down list. The series available are those associated with the selected season. The **All Series** option enables all examination results in the selected season to be exported.
4. Select the required **Group** by clicking the **Field Browser** button and selecting from the drop-down list. The groups available include **Season Candidates**, **Curriculum Years**, etc. Any examination results for a candidate who was a member of the selected group as of the start date of the selected season is exported.
5. Select the **Process** by clicking the **Field Browser** button and selecting from the drop-down list. This enables you to specify the type of results you wish to export. The options available are **Entry**, **Equivalent**, **Forecast** and **Result**. If you select **Entry**, all entries (including those that have been withdrawn) are exported.
6. Select the **Level** by clicking the **Field Browser** button and selecting from the list.
7. Select the **Element Type** by clicking the **Field Browser** button and selecting from the list. The options are **All Results**, **Certification Results** and **Unit Results**.

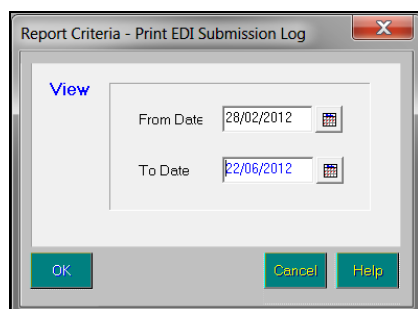
8. Select the method of examination results selection by clicking the **Field Browser** button adjacent to the **Select by** field and selecting from the drop-down list. The options are **Award** and **Element**.
9. The **Membership Date** defaults to today's date but this can be changed by selecting an alternative date from the **Calendar**.
10. Select the **Order** in which the examination results will be displayed in the export file by clicking the **Field Browser** button and selecting the order from the drop-down list. The options available are **Exam Number**, **Name** and **Reg + Name**.
11. Select the **Single Record per Candidate** check box to produce one record per candidate and a column for each result aspect that conforms to your request.
If you deselect this check box, the **Include Element title in Header** check box becomes disabled and the export file will include one record per result only. The information exported for each result comprises aspect name, level, board code, board name, subject code, subject title, result month, result year, result, school status, points value (for grades) and percentage of maximum mark (for marks).
12. Select the **Include Element title in Header** check box, if required.
13. Click the **Field Browser** button adjacent to the **Selections** frame to display the **Awards** chooser. The chooser displays either a list of awards or elements, depending on the option selected in the **Select by** field.
14. Select the required awards or elements by double-clicking them or highlighting an item in the list and clicking the **Choose** button. Multiple awards or elements can be selected by holding down the **Ctrl** key and clicking each item, then clicking the **Choose** button. Select all the awards or elements by clicking the **Choose All** button.
All selected awards or elements are displayed in the **Selected Items** frame. Remove any items added in error using the same selection method as before and clicking either the **Remove** or **Remove All** button.
The **Number of Available Items** for selection and the **Number of Selected Items** automatically updates when items are selected or deselected from the chooser.
15. Click the **Update** button to return to the **Exam Results Export Parameters** dialog. Your award or element selections are displayed in the **Selections** frame.
16. Click the **Export** button to display the **Save As** dialog. To export the report, click the **Export** button to display the **Save As** dialog. Enter or select the filename and location to which you wish to save the export file. Select the required file type, either **.TXT** or **.CSV**, by selecting from the **Save as type** drop-down list, and then click the **Save** button.
17. Once the export process has completed successfully, you can open the file to view, format and print, as required.

Producing the EDI Submission Log Report

This report is produced to review the history of submissions made to the exam boards.

The report displays the examination board for which the submissions have been made, the type of submission file, the file name, the date and time the file was generated, the date and time the file was submitted and the name of the user who submitted the file.

1. Select **Reports | EDI Submission Log** to display the **Report Criteria – Print EDI Submission Log** dialog.



2. Select the date range for the report by completing the **From** and **To Date** fields.
3. Click the **OK** button to produce the report.

Candidate Progress Report

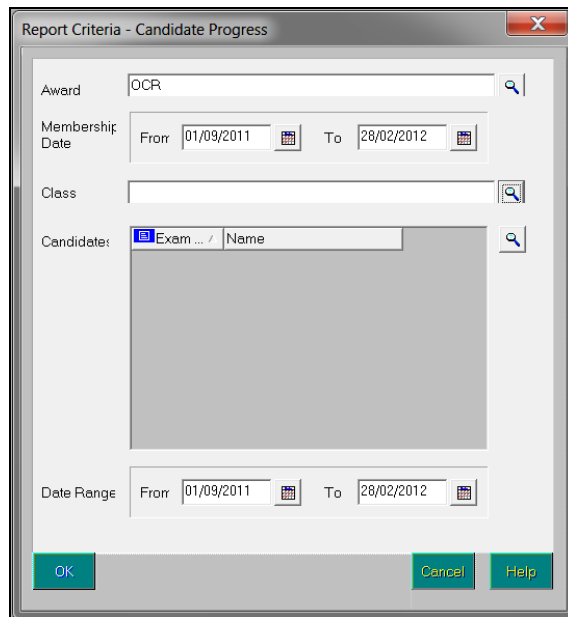
This report can be accessed by selecting **Reports | Checks | Candidate Progress**.

This report enables Examinations Officers to track the progress of a candidate within an award, over a sequence of seasons. This is achieved by displaying all results for any aspect associated with the chosen award. These usually belong to elements associated with the award, but may also be for the award itself (an Edexcel Enrolment) or it may be a coursework mark for a component assigned to an associated element.

The report header displays the candidate personal details including their name, as well as their Exam Numbers, Year, Reg Group and a combination of examination board, qualification and award details. For each examination, the report body consists of the parent assessment code, type and title as well as the aspect type, result and associated season.

IMPORTANT NOTE: *If an embargo has been set for the current season to disable the viewing or examination related data for a defined period of time, and you are currently in the embargo period, only authorised personnel can run this report for the current season.*

1. Select **Reports | Checks | Candidate Progress** to display the **Report Criteria – Candidate Progress** dialog.



2. Select the **Award**, **Class** and **Membership Date Range** for the group by clicking the appropriate **Field Browser** and **Calendar** buttons.
3. Select the **Candidates** by clicking the adjacent **Field Browser** button and select the **Date Range** by clicking the appropriate **Calendar** button. The **From** date defaults to the beginning of the current academic year and the **To** date defaults to today's date.
4. Click the **OK** button to produce the report.

Exams Graphs in Discover

Before accurate and up-to-date Exams data is visible in Discover, there are a number of prerequisites.

- Exams basedata must have been imported into Examinations Organiser.
- Exam results must have been imported/recorded in Examinations Organiser.
- The PI values must have been collated and calculated in Examinations Organiser/SIMS.
- The SIMS data must have been transferred into Discover using the Discover Administration Utility.

For further information, please refer to the *Discover User Guide* handbook.

IMPORTANT NOTE: Before proceeding, please consider any active exam embargoes and the possibility of exam results being visible to users who may not be authorised to view them.

Click the **Exams** button to display a drop-down list of available graph outputs.



Exams button

All Key Performance Indicator values, Baccalaureate results, Summary and Residuals data is calculated in Examinations Organiser/SIMS before being transferred to Discover. If there is no data visible via **Reports | Results | Subject/Grade Analysis, Group Performance Analysis and Performance Tables**, the Exams graphs in Discover are blank. As soon as data is available in the Examinations Organiser/SIMS reports and the data Transfer process has transferred the data into Discover, the Discover Exams graphs display the correct data when dropped on the canvas.

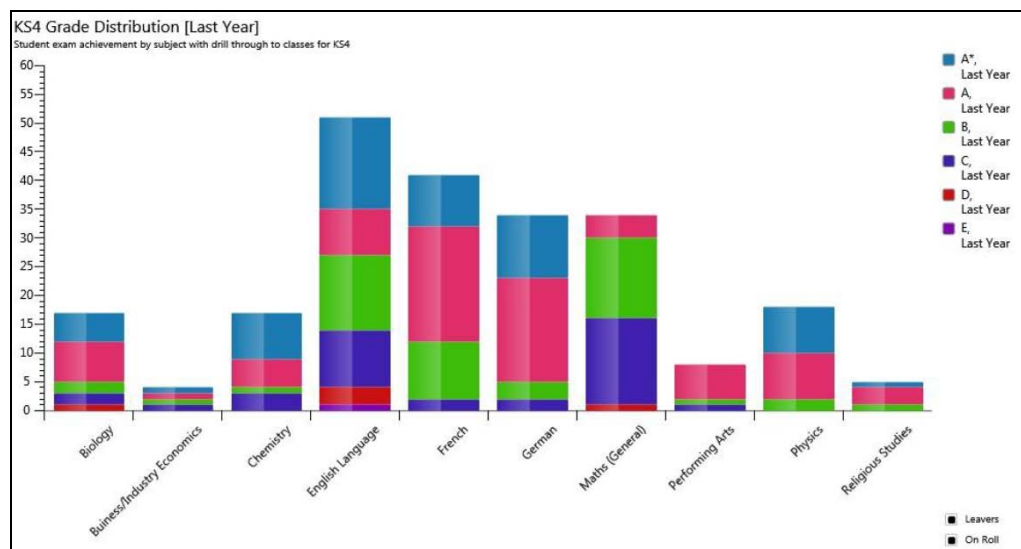


The following graph definitions are available from the Exams catalogue:

- **KS4 5+ A*-C, English A*-C and Maths A*- C** - this Venn diagram displays details of all pupil/students who have achieved five or more A*-C grades in addition to achieving an A*-C grade in both English and Maths.
- **KS4 KPI Summary** - this bar graph shows the pupil/student totals for the Key Performance Indicators in Key Stage 4 that have been calculated in SIMS. The data displayed in this graph matches the output from the Performance Tables report in Examinations Organiser/SIMS.
- **KS4 English Baccalaureate Venn** - this Venn diagram displays a separate circle for all pupil/students in the Key Stage 4 cohort who have achieved a grade of A*-C in the following subjects:
 - English
 - Humanities
 - Mathematics
 - MFL (Modern Foreign Language)
 - 2+ Science subjects.

The central section of the Venn diagram contains the details of all pupil/students who have achieved a grade of A*-C in all subjects. This Venn diagram is only visible to schools in England.

- **KS4 Grade Distribution** - this stacked bar graph displays the grades achieved for all GCSE subjects in the Key Stage 4 cohort. The stacked bar graph can be viewed either as a count of pupil/students or as a percentage value by changing the display option. The data displayed in this graph matches the output from the Subject/Grade Analysis report in Examinations Organiser.



- **Exam Residuals by Subject** - this bar graph displays the residuals for all the GCSE examination subjects for all pupil/students in the Key Stage 4 cohort. The drill down feature enables you to view the class supervisor information beneath each subject data point.
- **Welsh Baccalaureate** - the default graphical display is a bar graph of on-roll pupil/students. Information is displayed for the Level 1 Welsh Baccalaureate Foundation Diploma, Level 2 Welsh Baccalaureate Intermediate Diploma and Level 3 Welsh Baccalaureate Advanced Diploma. On the reverse of the graph, a record is displayed for each KS4 PI cohort with a true/false value for each Diploma Level. This bar graph is only available to schools in Wales.

Additionally, the following Exams predefined graph definitions can only be compiled and viewed if you have appropriate permissions:

- **KS4 Grade Distribution**
- **KS4 Exam Residuals by Subject.**

IMPORTANT NOTE: Only users with appropriate permissions can view details of Examination Results. SIMS Discover respects all results embargoes that have been specified in Examinations Organiser via **Tools | School Setup | Results Embargo**.

The following graph definitions are available for the Performance Indicator cohort Age 16+:

- **KS5 A2 Point Scores per Student** - the default graphical display shows the average point scores per student for the A2 Level.
- **KS5 A2 Point Scores per Entry** - the default graphical display shows the average of averaged point scores per entry for the A2 Level.
- **KS5 A2 Grade Distribution by Subject** - the default graphical display shows the grade distribution by subject for the A2 Level results, with drill through to class supervisors.
- **KS5 A2 Exam Residuals by Subject** - the default graphical display shows exam residuals by subject for KS5 A2 Level, with drill through to class supervisors.
- **KS5 AS Point Scores per Student** - the default graphical display shows the average point scores per student for the AS Level.
- **KS5 AS Point Scores per Entry** - the default graphical display shows the average of averaged point scores per entry for the AS Level.
- **KS5 AS Grade Distribution by Subject** - the default graphical display shows the grade distribution by subject for the AS Level results, with drill through to class supervisors.
- **KS5 AS Exam Residuals by Subject** - the default graphical display shows the exam residuals by subject for KS5 AS Level, with drill through to class supervisors.

Glossary

Aspect

An aspect is the definition of an assessment used to hold predicted grades, record final results, record results for any endorsements, hold indication of entry and record coursework marks or grades. The definition includes what is to be assessed, the manner in which it is assessed and a range of acceptable grades.

Attainment 8

Attainment 8 is a measure of the average grade for a pupil across 8 subjects including mathematics (double weighted) and English (double weighted), three further qualifications that count in the English Baccalaureate (EBacc) measure and three further qualifications that can be GCSE qualifications (including EBacc subjects) or any other non-GCSE qualifications on the DfE approved list.

Award

An award is defined in terms of an examination board, level, title and the course to which it relates. It specifies the qualification aim that members of a Course are directed towards. As basedata for successive series is imported from the examination boards, users will attach the options, units, certifications (elements), etc. to the appropriate award(s), to indicate the steps that eligible candidates may take towards certification.

Awarding Body (Organisation)

Any authority or agency recognised as competent to assess and issue qualifications in any academic or vocational field.

Board

Any authority or agency recognised as competent to assess and issue qualifications in any academic or vocational field.

Most activity will take place in relation to the three Unitary Awarding Bodies (UABs) in England – namely Edexcel, AQA and OCR – and their equivalent in Wales and Northern Ireland, WJEC and NICCEA.

Centre

An establishment licensed to administer examinations. All secondary schools are centres.

Centre Number

All centres have a 5-figure centre number issued by the National Centre Registry at Cambridge. A few colleges, particularly if they arise from an amalgamation of geographically separated sites, have more than one.

Certification Claim

The entry code required by the examination board signifies that, in the eyes of the school, the candidate has completed the requirements for certification and is now claiming the certification.

Component

A component is an examinable task that constitutes the whole or part of what a candidate must present to satisfy the requirements for an element. It may be a timed paper, a practical exercise, a coursework assignment, a test or a portfolio.

EDI

Electronic Data Interchange – the transfer of computer data from one computer system to another via a modem link.

Element

An element is a term used within Examinations Organiser to refer to a record in the 'O' (Options) basedata file. It may be an option in the traditional sense, a module, a unit, a registration or a certification claim – anything for which the board requires notification of candidate entry.

Enrolment

A dated link between a candidate and an award. It indicates a commitment on the part of the candidate to work towards one or more of the outcomes contained by the award.

This entity is not currently in use.

Entry

A link between a candidate and an element.

Estimated Attainment 8

The estimated Attainment 8 score is the average Attainment 8 score of all pupil/students nationally who achieved the same Prior Attainment at Key Stage 2. A pupil/student's Prior Attainment is defined as the average of their KS2 English and Mathematics results, in fine graded levels.

Examination Board

Any authority or agency recognised as competent to assess and issue qualifications in any academic or vocational field.

Most activity will take place in relation to the three Unitary Awarding Bodies (UABs) in England – namely Edexcel, AQA and OCR – and their equivalent in Wales and Northern Ireland, WJEC and NICCEA.

External Candidate

For a person to be considered for taking an examination, they must first be recognised as a candidate in Examinations Organiser. Registering a person as an external candidate consists of associating them with a season and allocating both an exam number and a UCI number.

NOTE: You cannot add external candidates if the season is locked or closed.

Option

An option is anything for which the examination board requires notification of candidate entry. The Examinations Organiser term for this is 'element'.

Progress 8

A pupil's Progress 8 score is defined by the DfE, and is calculated by subtracting their estimated Attainment 8 score from their actual Attainment 8 score. The school's Progress 8 score is the mean average of all the pupil/students' mean progress scores.

QAN

The Qualification Accreditation Number.

QCA Code

QCA is the Qualifications and Curriculum Authority, the regulating body for all curriculum and assessment in schools. The QCA Subject Classification Code (formerly known as the LEAP code or SCAA code) is the standard subject code used for the subject-by-subject analysis in the Schools Performance Tables. Every certification element will have a QCA code, although the examination board may not include it in the 'O' file; units/modules are not subject to PI analysis and a code may not have been issued by QCA at this level and therefore will not appear in the 'O' file. However, these codes are the only standardised way of referencing subjects and are therefore used by SIMS Analysis to categorise elements by subject. The field is made editable in the element properties dialog to enable users who wish to perform such analysis at unit level to do so.

The QCA code is also known as the discount code.

Qualification

In the context of basedata, a qualification indicates a framework for assessment, which may exist at a variety of levels. Examples are GCSE, GCE, VCE and GNVQ.

Result Set

Used in SIMS Assessment to collate results to be processed in a single 'view'. A season in Examinations Organiser maps directly to a result set in SIMS Assessment.

Season

A timeframe in which examinations are administered and are entirely user-defined. It is anticipated that a season will contain examinations of a generally similar character, e.g. external, Key Stage, internal, etc. seasons may run concurrently, but only one season can be current at a given time. All activity under the **Focus** menu operates within the selected season.

Season Pattern

Provides a way of grouping a set of examinations that are normally sat at a given time each year. They consist of a code, title, description and set of associated months. A *season* is then created based on a selected season pattern.

Series

A collection of syllabuses, options, components, etc. defined by the examination board for its own administrative purposes to manage the entry of the results process. A series will usually, although not always, have a single closing date for entries, together with a defined date for the return of results.

Template

The definition of a set of columns that are merged with a group of candidates to produce a marksheet.

UCI

Unique Candidate Identifier – a 12-digit number with a check letter, primarily used to track individual students who change schools during a modular course. It is calculated by the school's MIS from an algorithm defined by the Joint Council.

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