

This guide is intended to provide Examinations Officers with the most up-to-date information to assist you in achieving successful results download days and the subsequent analysis of results using the SIMS 2018 Summer Release. The information provided is generic so Examinations Officers in Wales or other regions must ensure that they carry out any region specific procedures and refer to relevant documentation provided by the appropriate government bodies as well as Capita SIMS. The Performance Measures file (available from the My Account website) must be imported by Welsh schools. This file is available for download with the latest SIMS Summer Release. Schools in Northern Ireland must import the NIEFQAN.xml file which is provided by C2K. For more detailed information, please refer to the *Processing Results and Calculating PI Data in Exams and SIMS* handbook (English or Welsh version, as applicable).

Procedures to Complete before Results Day

- Upgrade to the SIMS 2018 Summer Release to install the latest version of SIMS and Examinations Organiser.
- Download and import the QWS files to ensure that the most recent information is available for the PI calculations.
- Ensure that the CRD or CKD process has been run for the previous year before cloning QNs.
- Clone the QNs used in the previous year so that they are copied into the new Summer season. Search for and delete any QNs that will not be in use this year. Add any additional QNs that will be required for the new season, check and amend the points details and equivalences in line with the latest DfE recommendations (England).
- Import the latest Summer 2018 version of the Performance Measures file (Wales) or the NIEFQAN file (Northern Ireland), if you have not already done so.
- Ensure that the KS2 Average Point Score and Level template has been imported and as a minimum, populate the KS2 Average Fine Level column with data to ensure that Progress 8 calculates correctly. The CAS KS2 Calculator 2018 template can be used in relation to the KS2 APS scores, enabling the calculation of Estimated Attainment 8 values.
- Check for missing QNs to ensure that the automatic collate and calculate processes work correctly. It is essential that each certification element for which results can be collated, is associated with the correct QN code. Ensure that all qualifications for the 16-18 cohort have been assigned to the relevant discount family which identifies the nature of the qualification, enabling accurate discounting to take place.
- Check for missing discount codes to ensure that any required discounting is applied correctly. Exams basedata for BTEC and CIE warrant special checking.
- A patch is available from the Service Desk (Patch 17395), which inserts missing discount codes into BTEC certification elements. The discount codes are taken from the QWS files, which use the 'old' discount codes. Users in England are advised to amend these to the new discount codes to avoid confusion.
- For CIE Basedata, QNs are present for all accredited qualifications. For each QN, there should also be a discount code. However, CIE do not consistently populate this so all CIE Basedata must be checked and discount codes added where necessary.
- Relevant Exams handbooks can be accessed by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the applicable category, then click the required handbook title from the **Handbooks** page.

How to Check for Missing QN Codes

Once you have imported the latest QWS and catalogue files, two reports can be run in Examinations Organiser via **Tools | Examinations | Import Qualification Data** that enable you to check the integrity of the QNs (QANs) in the basedata for the past four years:

- Certification Elements without QANs.
- Certification Elements with unmatched QANs.

An additional report is available via **Tools | Academic Management | Course Manager | Duplicate QAN Report** in SIMS. Reports can also be run in Examinations Organiser via **Reports | Basedata | Structure**, selecting **Elements** from the **Result Type** drop-down and identifying any certification items without a QN.

Access to Results on Download Day

The DfE stipulate that although the download of results can begin from midnight on the day before results day, access to results must be limited to Exams Officers and the Senior Management Team until official publication days.

- Ensure that you have specified the required period of embargo, and the personnel authorised to access the results during this period via **Tools | School Setup | Results Embargo** in Examinations Organiser.
- When the exam results embargo is in place, all staff members with suitable permissions to access the examinations menu routes in SIMS can access the **Edit PI** and **PI Reports** menu routes.
- It is not possible to protect results that are subject to embargo when a **Candidate Statement of Results Report** has been exported to the Document Management Server via **Reports | Results | Candidate Statement of Results** from Examinations Organiser.

The Performance Indicators Process in SIMS

A summary of the key stages has been included here. In SIMS, select:

- **Tools | Examinations | PI Setup**
Set the new Summer season as the default PI Summer season and ensure it is unlocked. You must specify a storage location for the Performance reports that will be created.
- **Tools | Examinations | Import Qualification Data**
Ensure that you have imported the latest versions of the QWS and NIEFQAN files, as appropriate for your region.
- **Tools | Examinations | Edit PI**
Ensure that the CRD or CKD process has been run for the previous year before cloning QNs.
- **Tools | Examinations | Manage Performance Indicator**
Search for and delete any QNs that will not be in use this year. Add any additional QNs that will be required for the new season. Work through the **Performance Indicator Details** for each qualification type and check that the point details and equivalences are recorded accurately for both Key Stage 4 and 16-18 qualifications, including associating the applicable discounting family.
- **Tools | Examinations | Edit PI Data**
You may need to make manual discounting adjustments via the **Edit PI Data** menu route.

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

If you access this menu route before the selected exams season has ended, only the Key Stage 4 and 16-18 cohorts are updated. Non EDI entries can now be entered manually Once the exams season has ended, all results are collated and automatic discounting is applied.

If additional results have subsequently been imported, added via an exams marksheet or via the **Edit PI Data** menu route, recollation can be carried out manually.

- **CRD** - Collate Resetting Discounting - all manual discounting ticks in the Performance results grid are discarded on collation. Only the automatic discounting rules are applied.
- **CKD** - Collate Keeping Discounting - the manual discounting made to results is re-applied automatically after collation, including any results that have had the discounting removed manually.

continued overleaf...

■ Tools | Examinations | PI Reports

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

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

Updating the Performance Indicator Cohort(s)

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

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

General Discounting

Results entered manually via the **Edit PI Data** menu route in the current Exams season will have discounting rules applied automatically if you click the **CRD** button.

■ Discounting in Northern Ireland

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

■ Discounting Families for the 16-18 Cohort

The discounting family identifies the nature of the qualification, e.g. **General, AEA, Vocationally Related, Free Standing Maths**, etc.

■ KS4 Discounting (England)

Qualifying QNs for the Performance Indicators

Any QNs that are not included in the DfE Performance Indicators are discounted. However, they will be printed on the **Candidate Statement of Results** report.

■ Early Entries

If multiple results for a subject have been received in a single exams season, the **Edit PI Data** routine cannot determine which result was timetabled first. Manual discounting must be applied in this instance.

■ Science Pathways

If more than one Science pathway is taken, the second pathway must be manually discounted.

■ Non GCSE Qualifications

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

■ KS2-4 Progress Measures (England)

The KS2-4 Progress Measures in the Performance Table Summary report are based on the KS2 Fine Level values for English and Maths.

■ KS4 Discounting (Wales)

Discounting in Wales operates using the old discount codes, regardless of the discount codes present in the exams basedata. All qualifications are counted with a maximum equivalence of two GCSEs.

Estimated Attainment 8 and Progress 8 (England)

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

NOTE: The *Estimated Attainment 8*, *Attainment 8* and *Progress 8* values cannot be generated until the *KS2 Average Fine Level* and *KS4 Results* have been entered and the collation process run. You cannot generate the *Estimated Attainment 8* value without conducting this process.

NOTE: If you want to generate *Estimated Attainment 8* values before this time, other functionality must be used.

■ The English Baccalaureate

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

■ The Welsh Baccalaureate

The facility provided in SIMS via **Tools | Examinations | Import Qualification Data** enables the input of points, Key Stage 4 and Level 3 Entry equivalences for Welsh Baccalaureate all in one location. When results are imported or entered via the Edit PI Data page, this information is retrieved.

■ Pass/Fail Gradesets (Gradeset M)

Some vocational qualifications are assigned to gradeset M which is unusual because it has no U grade, only Pass and Fail grades. Capita SIMS has therefore provided a U grade for all vocational qualifications. The definition of gradeset M has also been updated to enable you to replace an F grade with a U grade in an exam results marksheet. This ensures consistent collation of results.

Group Performance Analysis

It is possible to associate a class with more than one course using Course Manager. If you have a subject called English Literature (perhaps for GCE purposes), create a course called English Literature (GCSEF), and save it. Link this course to any classes that deliver Literature alongside Language, save it, and run the **Update Course Membership** routine.

When you next run the Group Performance Analysis report in Examinations Organiser, the classes mode operates as before. The results still belong to the correct classes but the course option now differentiates correctly between the subjects.

Additional Resources

■ 16-18 qualifications, discount codes and point scores

Approved qualifications, discount codes and point scores for the 2014-2020 college performance tables.

■ KS4 qualifications, discount codes and point scores

Approved qualifications, discount codes and point scores for the 2014-2020 school and college performance tables.

■ Secondary accountability measures (including Progress 8 and Attainment 8)

■ List of 2014-2020 qualifications and discount codes

A spreadsheet detailing the qualifications counting in the KS4 performance tables from May 2018.

These documents are available from the DfE website: <https://www.gov.uk>.

Schools can now access the Analyse School Performance website which has replaced RAISEonline. Current information can be found at:

<http://www.forschoolseducation.co.uk/analyse-school-performance-asp-replaces/raiseonline/>

A list of commonly accessed solutions can also be found under **Hot Topics** on the Capita **My Account** website: <https://myaccount.capita-cs.co.uk>.

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