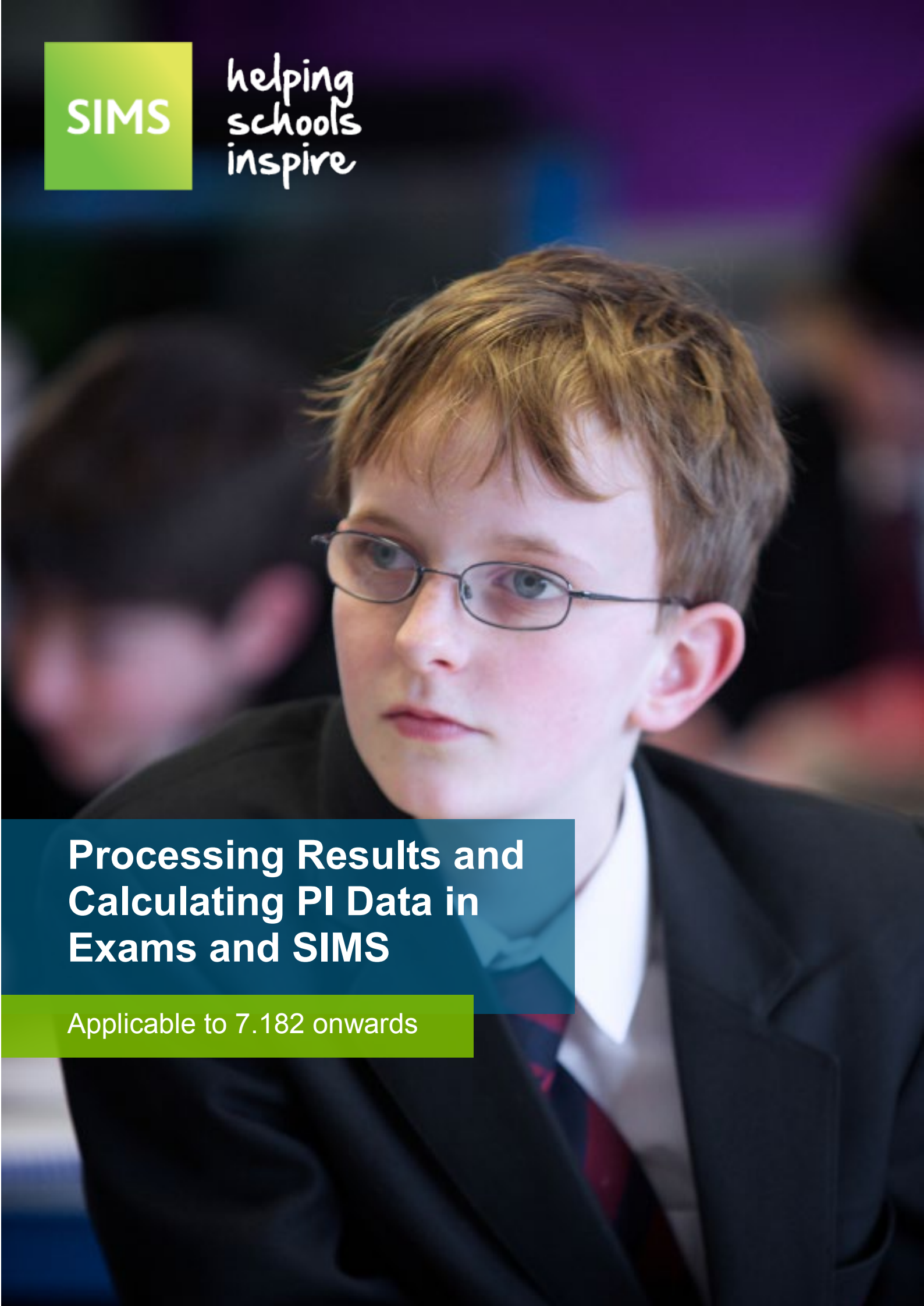


The SIMS logo consists of a green square with the word "SIMS" in white, bold, sans-serif capital letters.

**SIMS**

helping  
schools  
inspire

The background of the entire page is a photograph of a young boy with short brown hair and glasses, wearing a dark school suit, white shirt, and red tie. He is looking slightly to the left with a serious expression. The background is blurred, showing other people in a school setting.

## **Processing Results and Calculating PI Data in Exams and SIMS**

Applicable to 7.182 onwards

## Revision History

Version	Change Description	Date
7.182 - 1.0	Initial release.	28/06/2018
7.182 - 1.1	Minor corrections made.	08/10/2018

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Capita Doc Ref: ExamsProcess7182/HBK/081018/FT

### Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

[publications@capita.co.uk](mailto:publications@capita.co.uk)

Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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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 Performance Indicator 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.

### Selecting Discount Codes for AS, FSMQ and Level 2 Qualifications in Manage Performance Indicator

#### Tools | Examinations | Manage Performance Indicator

A pair of discount codes can now be assigned to one qualification for both cohorts. This ensures that the point values and equivalences entered in the **Grade Details** panel of the **Manage Performance Indicator Details** page are applied correctly across the two age groups studying the same qualification.

To ensure that the discounting is calculated correctly for an AS, FSMQ or Level 2 qualification that can be studied by both the Key Stage 4 and 16-18 cohorts, a discount code must be selected for both cohorts.



#### More Information:

*Adding/Editing a Discount Code Pair for a QN on page 38*

### Additional 9-1 Subjects for KS4 Qualification Discounting

#### Tools | Examinations | Edit PI Data

In addition to English and Maths, the following GCSE 9-1 qualification subjects have been incorporated into the Edit PI Data discounting calculations:

- Biology
- Chemistry
- Classical Greek
- Combined Science (Double Award)

- Computer Science
- French
- Geography
- German
- History
- Latin
- Physics
- Spanish
- Art and Design
- Citizenship Studies
- Dance
- Drama
- Food Preparation and Nutrition
- Music
- Physical Education
- Religious Studies.



**More Information:**

*Adding a PI Result to Multiple Pupil/Students in SIMS on page 62*

## **New Rules for 16-18 Qualification Discounting Families**

### **Tools | Examinations | Manage Performance Indicator**

The **Discounting Family** drop-down list has been added to the **16-18** side of the **Performance Indicator** panel and enables you to describe the nature of the qualification, e.g. an A Level, a vocational qualification, an International Baccalaureate Diploma, etc.

The following options are available:

- **General**
- **General Vocational**
- **AEA**
- **Vocationally Related**
- **Free Standing Maths**
- **Other General.**

Exams Officers must associate all 16-18 qualifications with the applicable discounting family manually, including qualifications cloned from the previous year.



**More Information:**

*Discounting Families for the 16-18 Cohort on page 36*



## Changes to the Ebacc Qualification for 2018

### Tools | Examinations | Manage Performance Indicator

From 2018, the EBacc subjects that are counted in the EBacc qualification have been augmented. Additionally, **Double Science** has been renamed **Combined Science**, and **Modern Foreign Languages** has been renamed **Languages**. The inactive subjects (i.e. **Additional Science** and **Core Science**) are displayed in red text to indicate that they are no longer valid.

The display order in the **EBacc Subject** panel has been amended to:

- **English Language**
- **English Literature**
- **Mathematics**
- **Biology**
- **Chemistry**
- **Computer Science**
- **Combined Science**
- **Physics**
- **Additional Science**
- **Core Science**
- **Humanities**
- **Languages.**



#### More Information:

*English Baccalaureate on page 93*

*English Baccalaureate Subjects on page 94*

## Changes to the Progress 8 Double Science Calculation

### Tools | Examinations | Manage Performance Indicator

Changes have been incorporated into the Progress 8 calculation to accommodate **Combined Science** (Double award) for 2018. A new grade set (**JC 41 Result**) has been provided, enabling the correct calculations to be applied.



#### More Information:

*Changes to Science GCSEs on page 74*

## Update to the Estimated Attainment 8 Table

### Focus | Assessment | Marksheet Entry

The Estimated Attainment 8 Table has been updated to reflect changes to the Key Stage 2 Fine Level for 2018.



#### More Information:

*Estimated Attainment 8 Average/Attainment 8 Average on page 81*

## Changes to Level 2 Qualifications

### Tools | Examinations | Manage Performance Indicator

- When selecting the **Qualification Type** for a Key Stage 4 qualification in the **Performance Indicator** panel, the option to select **L2TechCert** has been replaced by **Level 2**. Any **L2TechCert** records entered in previous years are corrected automatically to **Level 2**.
- After selecting **Level 2** as the **Qualification Type**, the check box for the **Level 2 Vocational** category is selected automatically on the **16-18** side of the **Performance Indicator** panel. The sub-category of **Level 2 Technical Certificate** can then be selected, if required.
- If a category other than **Level 2 Vocational** and **Level 2 Technical Certificate** is selected as the **Qualification Type**, the qualification details cannot be saved.
- The **Level 2 Technical Certificate** category can only be assigned to a **Qualification Type** of **Level 2**.



#### More Information:

*Managing the Performance Indicators for Key Stage 4 Details on page 32*

## New Section for Level 2 Technical Certificate Results Added to the PI 16-18 Summary Report Output

### Tools | Examinations | PI Reports

An additional section (**Level 2 Technical Certificate**) has been added to the Summary report output. This is a new measure defined by the DfE for 2018. Technical Certificates for 16-18 year olds are Level 2 qualifications that provide post-16 students with the knowledge and skills they need for skilled employment or for further technical study.

To be included in the Technical Certificate performance cohort, the student must have been entered for at least one of these qualifications in the academic years during which they have been allocated to the qualification provider.

Within the new section, a separate row is included for the following entries:

- Average point score per Level 2 Technical Certificate Entry
- Average point per Level 2 Technical Certificate Entry expressed as a grade
- Number of Level 2 Technical Certificate students at the End of 16-18 study
- No. of Level 2 Technical Certificate entries
- Number of students whose highest attainment is a Level 2 qualification and who achieve an approved Level 2 Technical Certificate.



#### More Information:

*Performance Table Report 16-18 - Summary Output on page 100*

## New Section for Level 2 Technical Certificate Results Added to the PI 16-18 Detailed Report Output

### Tools | Examinations | PI Reports

An additional section (**Level 2 Technical Certificate**) has been added to the Detailed report output. This is a new measure defined by the DfE for 2018. Technical Certificates for 16-18 year olds are Level 2 qualifications that provide post-16 students with the knowledge and skills they need for skilled employment or for further technical study.

To be included in the Technical Certificate performance cohort, the student must have been entered for at least one of these qualifications in the academic years during which they have been allocated to the qualification provider.

Within the new section, a separate column is included for the following entries:

- Exam Entries
- Passes
- APS
- APS as a Grade.



#### More Information:

*Performance Table Report 16-18 - Detailed Output on page 107*

## Provision of the PI16+ L2 Tech Cert APS Grade Set

### Focus | Assessment | Grade Set

To accommodate the Tech Certificate Average Point Score Expressed as a Grade for 16-18, a new grade set (**PI16+ L2 Tech Cert APS**) has been provided.



#### More Information:

*Level 2 Technical Certificate Results on page 105*

## Enhancements to the PI KS4 Detailed Report Output for EBacc Average Point Score for Student

### Tools | Examinations | PI Reports

An additional column (**APS for Student**) has been added to the Detailed report output. This is a new measure for 2018. The new column is included in the **English Baccalaureate** section of the report output.

The DfE has changed the headline EBacc attainment measure from the proportion of students achieving a grade 5 and above in the EBacc subjects to an EBacc average point score. This calculates the students' point scores across all the pillars of the EBacc qualification.



#### More Information:

*EBacc APS for Student on page 98*

*Performance Table Report KS4 - Detailed Output on page 97*

## Enhancements to the PI KS4 Summary Report Output for EBacc Average Point Score for School

### Tools | Examinations | PI Reports

An additional row (**APS per English Baccalaureate**) has been added to the Summary report output. This is a new measure for 2018. The new row is included in the **English Baccalaureate** section of the report output.

The APS score for all students at the end of the Key Stage 4 cohort is added together and divided by the number of students in the cohort to calculate the EBacc Average Point Score for the school.



#### More Information:

*Performance Table Report KS4 - Summary Output on page 90*

## New Section for EBacc Average Point Score for Subject Added to the PI KS4 Summary Report Output

### Tools | Examinations | PI Reports

An additional section (**English Baccalaureate APS by Subject**) has been added to the Summary report output. This is a new measure for 2018.

In the new section, a separate row is included for the following subjects:

- **APS for English**
- **APS for Maths**
- **APS for Science**
- **APS for Humanities**
- **APS for Languages.**



#### More Information:

*EBacc APS by Subject on page 95*

*Performance Table Report KS4 - Summary Output on page 90*

## Revised KS5 Cohort Information in the PI 16-18 Summary Report Output

### Tools | Examinations | PI Reports

The cohort calculation in the **KS5 Cohort Information** section of the 16-18 Summary report output is now based on the revised DfE guidance for 2018.



#### More Information:

*Performance Table Report 16-18 - Summary Output on page 100*

## Update to the Message Displayed when Editing PI Data and Running the CRD/CKD Processes

### Tools | Examinations | Edit PI Data

The message displayed when opening the **Edit PI Data** page, and when running the CRD and CKD routines to calculate discounting, has been amended.



#### More Information:

*Opening the Edit PI Values Page in SIMS on page 51*

## Addition of Fields to the XML Export of the Performance Table Summary Report

Applicable to schools in Northern Ireland only

### Tools | Examinations | PI Reports

When exporting the Summary report output to Excel, the following fields are now included in the .XML file for KS4 and 16-18 cohorts:

- 2 A\*-C
- All
- Male
- Female.

## Addition of Free School Meal Ever 1 and 6 to PI Group Filters

### Tools | Examinations | PI Reports

It is now possible to select **FSM Ever 1** and **FSM Ever 6** as group filters when refining the data included in the PI reports.



#### More Information:

*Producing a Performance Table Report in SIMS on page 87*

## Running the Group Performance Analysis and Subject/Grade Analysis Reports

**IMPORTANT NOTE:** Examinations Officers must be aware that the following reports need to be run twice; once for the reformed 9-1 qualifications and again for the legacy A\*- C qualifications.

### Group Performance Analysis and Subject/Grade Analysis Reports

These reports must be run twice; once for the reformed 9-1 qualifications and again for the A\*- C qualifications.

Ensure that the correct **Level** is selected from the drop-down list. The **GCSE (9-1) Full Course level** relates to the reformed 9-1 GCSEs.

Additional **Levels** can be selected in the **Subject/Grade Analysis Report Criteria** dialog and the **Group Performance Analysis Report Criteria** dialog for **9FC** (Full Course), **9SC** (Short Course) and **9DA** (Double Award - Science).

Report Criteria: Subject/Grade Analysis

Season: June (Summer) Exams 2018

Qualification: GCSE

Level: 9FC GCSE (9-1) Full Course

Group: Curriculum Year 11

Membership Date: 01/05/2017

Mode: Percentage

Order: Code

Show Cumulative ☐ Group by Season ☐

Print Export Cancel Help

The **GCSE Full Course** level relates to the legacy GCSEs.

Report Criteria: Subject/Grade Analysis

Season: June (Summer) Exams 2018

Qualification: GCSE

Level: FC GCSE Full Course

Group: Curriculum Year 11

Membership Date: 01/05/2017

Mode: Percentage

Order: Code

Show Cumulative ☐ Group by Season ☐

Print Export Cancel Help

### Group Performance Analysis Classes with Two Courses

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

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

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

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

## 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.

*NOTE: You no longer need to use + / - / "" when searching.*

- Cut down on the amount of words that you type in the search field and only use key words, e.g. instead of typing `pupil showing as a contact` search for the word `contact`.
- Use the **Product Type** filter to refine results further.
- Use the advanced filters located on the left-hand side of the **Search results** page.

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

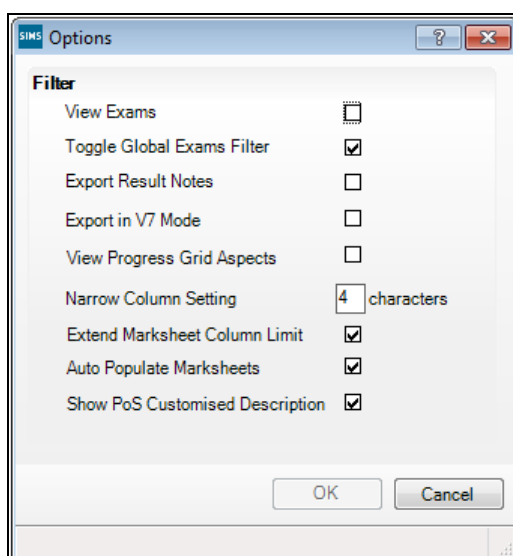
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### Important Note Regarding the Results Day 'Embargo'

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. Contact the examination boards directly for instructions on downloading result files.

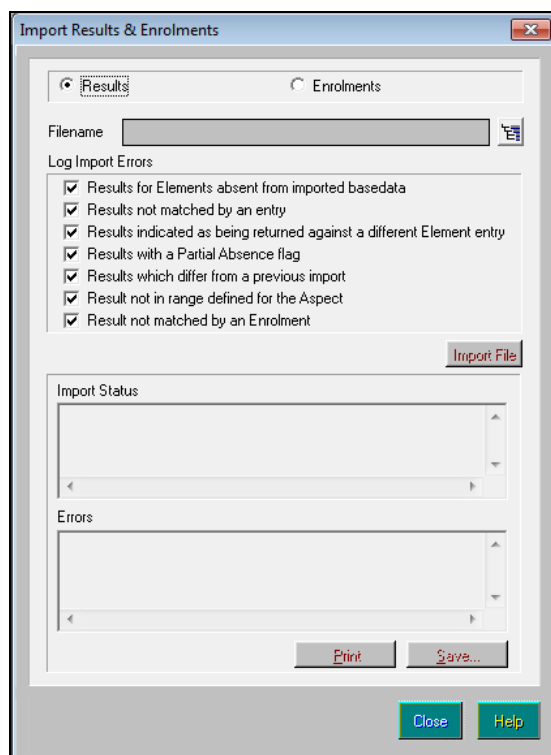


### Additional Resources:

*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. Where an exception to the embargo has been given, results can be viewed via the Examinations Link. 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.

### 1 Results, Endorsements and Equivalents

Date	Level	Board	Code	Title	Status	Result	Points	Endrs	Equiv	Ext	Fcst
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	Fcst
--------	-------	-------	------	-------	--------	------	------

### 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**.

6. 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 21*

## 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 is called **201n Age 16+**, where 201n is the year in which the results are considered. The group contains students who meet the following criteria:

- the students have been entered for at least two qualifications, each of which is at least the size of an A Level; or they have been entered for at least one qualification the size of at least two A Levels, in the reporting year; or
- the students have been allocated to the same provider for the last two years, in years 13 or 14 and have been on-roll for two previous Census dates; or

- the students are 18 years of age at the start of the reporting year and have not been reported in the Performance Tables at their current allocated provider (these students must be identified by the Examinations Officer).

## 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
<b>Tools   Examinations   Import Qualification Data</b>	Exams Officer Returns Officer Curricular Manager Returns Manager Senior Management Team	
<b>Tools   Examinations   Manage Performance Indicator</b>	Exams Officer	
<b>Tools   Examinations   Edit PI Data</b>	Exams Officer	
<b>Tools   Examinations   PI Reports</b>	Exams Officer Exams Operator	The Reports Permission is available to add to other groups in SIMS
<b>Tools   Examinations   PI Setup</b>	Exams Officer Exams Operator (view only)	The Exams Operator can only change the season, not the default directory.
<b>Tools   Examinations   Entry Report</b>	Exams Officer	
<b>Tools   Examinations   External Results Manual Entry</b>	Exams Officer	
<b>Tools   Examinations   QN Correlation Report</b>	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

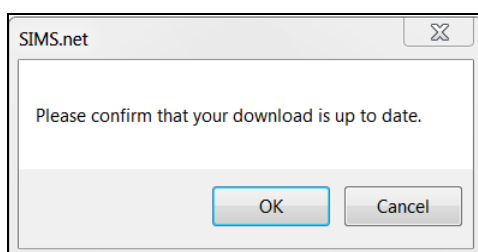
Qualification Numbers (QNs) are applied to each individual exam award. These are used to universally identify the exam board provider, the level being studied and the subject of an exam. To ensure that the most current QNs available for each course of study are being used, you are strongly advised to 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 QN Web Site

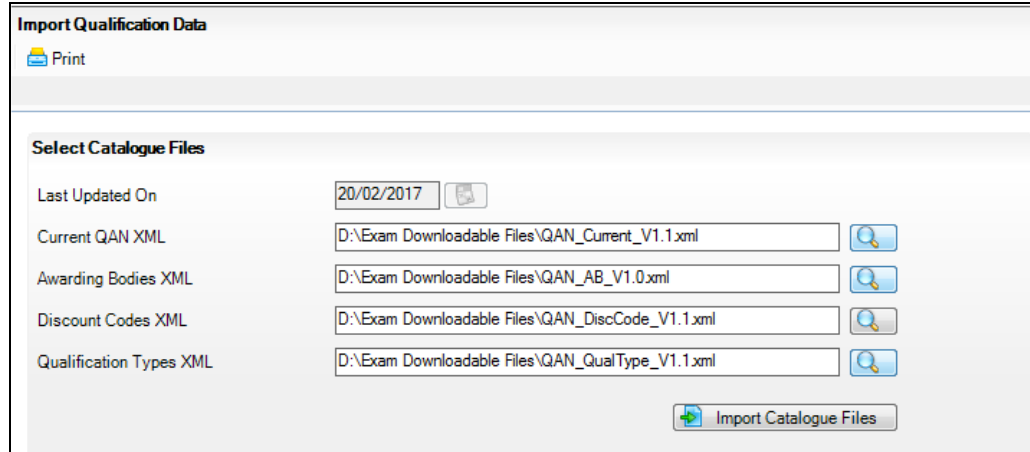
[https://collectdata.education.gov.uk/qwsweb/\(S\(tr0gbpqe3f5zbd20aqx0123z\)\)/Main.aspx](https://collectdata.education.gov.uk/qwsweb/(S(tr0gbpqe3f5zbd20aqx0123z))/Main.aspx).



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

### 03| Preparing the Data for the Performance Indicators Reports

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.



**Import Qualification Data**

Print

**Select Catalogue Files**

Last Updated On: 20/02/2017

Current QAN XML: D:\Exam Downloadable Files\QAN\_Current\_V1.1.xml

Awarding Bodies XML: D:\Exam Downloadable Files\QAN\_AB\_V1.0.xml

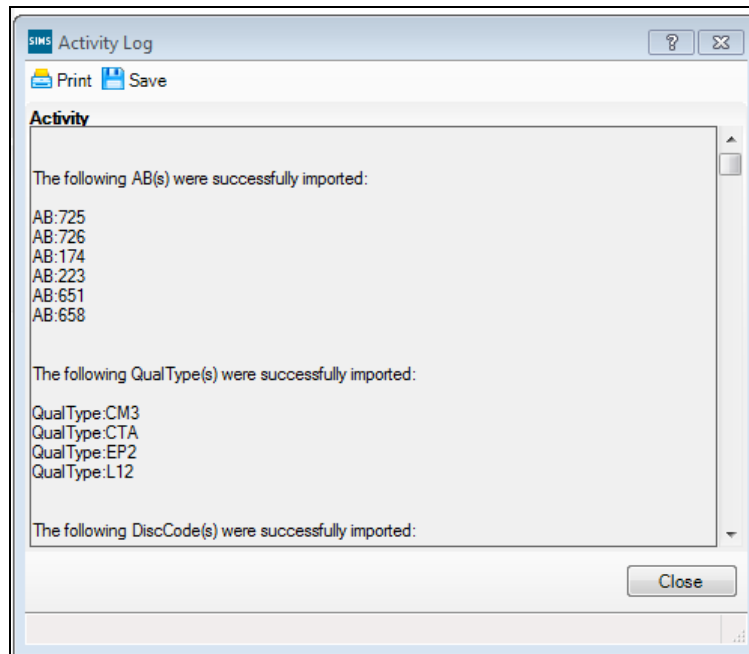
Discount Codes XML: D:\Exam Downloadable Files\QAN\_DiscCode\_V1.1.xml

Qualification Types XML: D:\Exam Downloadable Files\QAN\_QualType\_V1.1.xml

Import Catalogue Files

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.



**SIMS Activity Log**

Print Save

**Activity**

The following AB(s) were successfully imported:

- AB:725
- AB:726
- AB:174
- AB:223
- AB:651
- AB:658

The following QualType(s) were successfully imported:

- QualType:CM3
- QualType:CTA
- QualType:EP2
- QualType:L12

The following DiscCode(s) were successfully imported:

Close

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.

### 03| Preparing the Data for the Performance Indicators Reports

**PI Setup**

Current Season

Seasons [Locked] Double Click to change the Current Season

Title	Start	Finish	Default
▶ June (Summer) Exams 2018	01/05/2018	31/07/2018	✓
June (Summer) Exams 2017	01/05/2017	30/06/2017	
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	

Unlock Seasons

Folder for Performance Reports

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

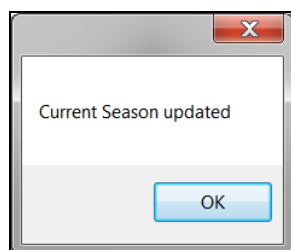
Performance Measure Year  
▶ 2017

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.

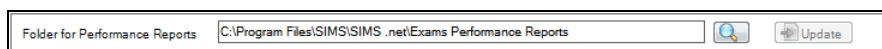
2. Double-click the **Title** of the required season to change the selected season to the relevant PI Summer season.

A confirmation dialog is displayed.



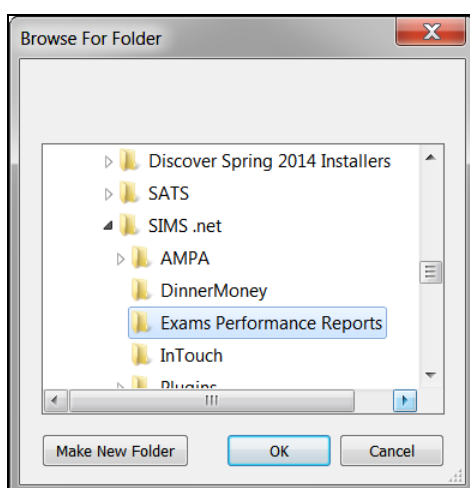
**IMPORTANT NOTE:** You can only access the **Edit PI Data** menu route if the selected season is a Summer season.

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.



4. 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 previous Summer season that have results recorded against them, 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.

*NOTE: Ensure that the CRD or CKD process has been run in the previous year before cloning.*

### 03 | Preparing the Data for the Performance Indicators Reports

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

**PI Setup**  
Current Season

Seasons [Locked] Double Click to change the Current Season

Title	Start	Finish	Default
▶ June (Summer) Exams 2018	01/05/2018	31/07/2018	✓
June (Summer) Exams 2017	01/05/2017	30/06/2017	
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	

Folder for Performance Reports: D:\SIMS\Exams

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

Performance Measure Year: 2017

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: 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.

Cloning of previous year's performance data has completed successfully

## 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.

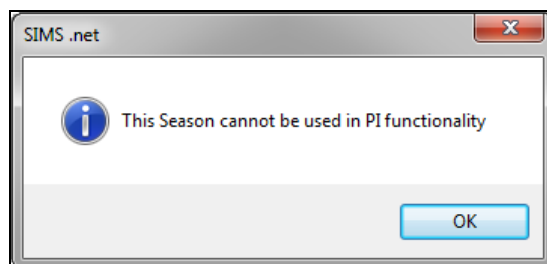
**PI Setup**  
Current Season [June (Summer) Exams 2017]

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	

Folder for Performance Reports: D:\SIMS\Exams

2. 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.

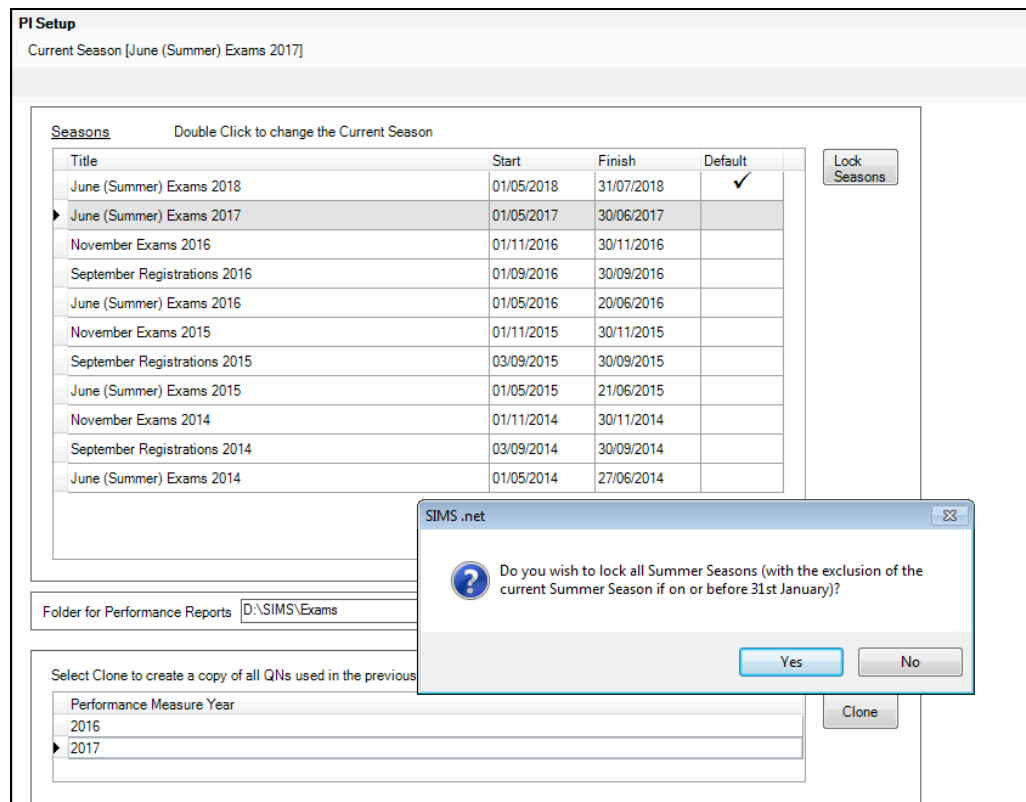


3. Click the **OK** button.

## 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.

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



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



- If you want to unlock seasons, click the **Unlock Seasons** button to display a confirmation message.

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

Seasons [Locked] Double Click to change the Current Season

Title	Start	Finish	Default
June (Summer) Exams 2018	01/05/2018	31/07/2018	✓
▶ June (Summer) Exams 2017	01/05/2017	30/06/2017	
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	

Folder for Performance Reports D:\SIMS\Exams

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

Performance Measure Year

2016

▶ 2017

Unlock Seasons

Do you wish to unlock all Summer Seasons?

Yes No

Clone

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

## Managing Performance Indicators

All QNs (previously known as QANs) 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 previous PI Summer season.

## Check List for 2018

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 <b>Tools   School Setup   Seasons</b>	
Step 2	Download and import the most up-to-date QWS files.	In SIMS, via <b>Tools   Examinations   Import Qualification Data</b>	
Step 3	On the <b>PI Setup</b> page, set the new Summer season as the default PI Summer season and ensure it is unlocked.	In SIMS, via <b>Tools   Examinations   PI Setup</b>	
Step 4	Ensure that the CRD or CKD process has been run for the previous year before cloning QNs.	In SIMS, via <b>Tools   Examinations   Edit PI</b>	
Step 5	Clone the QNs used in the previous year so that they are copied into the new Summer season.	In SIMS, via <b>Tools   Examinations   PI Setup</b>	
Step 6	Search for and delete any QNs that will not be in use this year.	In SIMS, via <b>Tools   Examinations   Manage Performance Indicator</b>	
Step 7	Manually add any additional QNs that will be required for the new season.	In SIMS, via <b>Tools   Examinations   Manage Performance Indicator</b>	
Step 8	Work through the <b>Performance Indicator Details</b> for each QN type and check that the details, point values and entry equivalences are recorded accurately for both Key Stage 4 and 16-18 for the forthcoming exams season.	In SIMS, via <b>Tools   Examinations   Manage Performance Indicator</b>	
Step 9	Ensure that all qualifications for the 16-18 cohort have been assigned to the relevant discount family.	In SIMS, via <b>Tools   Examinations   Manage Performance Indicator</b>	

## 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 in Examinations Organiser via **Tools | School Setup | Season Pattern**.

### 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

Ensure that the CRD or CKD process has been run for the previous year before cloning QNs.

### Step 5

This procedure 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 6

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 7

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. 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**).

A pair of discount codes can now be assigned to one qualification for both cohorts. This ensures that the point values and equivalences entered in the **Grade Details** panel of the **Manage Performance Indicator Details** page are applied correctly across the two age groups studying the same qualification.

To ensure that the discounting is calculated correctly for an AS, FSMQ or Level 2 qualification that can be studied by both the Key Stage 4 and 16-18 cohorts, a discount code must be selected for both cohorts.

### Step 8

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.

### Step 9

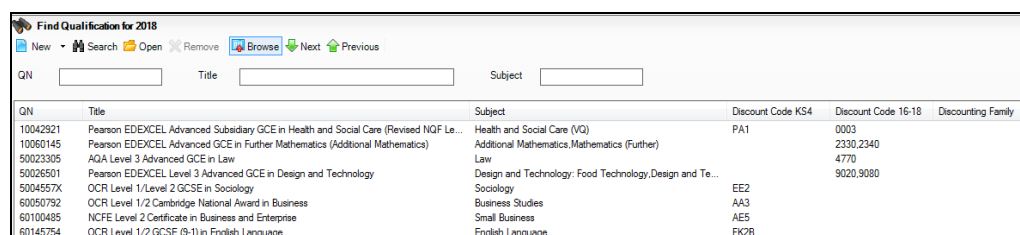
The **Discounting Family** drop-down list has been added to the **16-18** side of the **Performance Indicator** panel and enables you to describe the nature of the qualification, e.g. an A Level, a vocational qualification, an International Baccalaureate Diploma, etc. The following options are available:

- **General**
- **General Vocational**
- **AEA**
- **Vocationally Related**
- **Free Standing Maths**
- **Other General.**

Exams Officers must associate all 16-18 qualifications with the applicable discounting family manually, including qualifications cloned from the previous year.

## 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	Discounting Family
10042921	Pearson EDEXCEL Advanced Subsidiary GCE in Health and Social Care (Revised NQF Le...	Health and Social Care (VQ)	PA1	0003	
10060145	Pearson EDEXCEL Advanced GCE in Further Mathematics (Additional Mathematics)	Additional Mathematics/Mathematics (Further)		2330 2340	
50023305	AQA Level 3 Advanced GCE in Law	Law		4770	
50026501	Pearson EDEXCEL Level 3 Advanced GCE in Design and Technology	Design and Technology: Food Technology, Design and Te...		9020 9080	
5004557X	OCR Level 1/Level 2 GCSE in Sociology	Sociology	EE2		
60050792	OCR Level 1/2 Cambridge National Award in Business	Business Studies	AA3		
60100485	NCFE Level 2 Certificate in Business and Enterprise	Small Business	AE5		
60145754	OCR Level 1/2 GCSE (9-1) in English Language	English Language	FK2B		

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: 10042921 Pearson EDEXCEL Advanced Subsidiary GCE in Health and Social Care (Revised NQF Level)**

Save Undo Update Grade Details for Similar QNs

1 Basic Details 2 Performance Indicator 3 Grade Details

### 1 Basic Details

QN: 10042921

Title: Pearson EDEXCEL Advanced Subsidiary GCE in Health and Social Care (Revised NQF Level)

### 2 Performance Indicator

**Key Stage 4**

Discount Code

Discount Code	Subject
PA1	Health Studies

Add Edit Remove

Qualification Type: AS

EBacc Subject

- ☐ English Language
- ☐ English Literature
- ☐ Mathematics
- ☒ Biology
- ☐ Chemistry
- ☐ Computer Science
- ☐ Combined Science
- ☐ Physics
- ☐ Additional Science
- ☐ Core Science
- ☐ Humanities
- ☐ Languages

**16-18**

Discount Code

Discount Code	Subject
0003	Health & Social Care

Add Edit Remove

Discounting Family: Vocationally Related

☒ AS Level

Counts in the following categories

- ☐ A & AS Level Combined
- ☐ A Level
- ☒ Academic
- ☐ Facilitating Subject
- ☐ Applied General
- ☐ Level 2 Vocational
- ☐ Level 2 Technical Certificate

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 Std Pass Equivalence	KS4 Pass Equivalence
A	10.75	1.00	1.00	1.00
B	8.88	1.00	1.00	1.00
C	7.00	1.00	1.00	1.00
D	5.13	1.00	1.00	1.00
E	3.50	1.00	1.00	1.00
U	0.00	1.00	0.00	0.00

**16-18**

Grade	16-18 Points	16-18 Size Equivalence	16-18 A*-E Equivalence
A	25.00	0.50	0.50
B	20.00	0.50	0.50
C	15.00	0.50	0.50
D	10.00	0.50	0.50
E	5.00	0.50	0.50
U	0.00	0.50	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 45*

*Adding an Existing QN to the Current Exams Season on page 46*

### 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**, 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 previous PI Summer 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 is a section for 'Discount Code' with a table containing one row: 'PA1' for 'Health Studies'. To the right of the table are three buttons: 'Add' (blue plus icon), 'Edit' (green pencil icon), and 'Remove' (red X icon). Below the table is a 'Qualification Type' dropdown menu set to 'AS'. At the bottom, there is an 'EBacc Subject' section with a list of subjects, each with a checkbox. 'Biology' is checked. Other subjects include English Language, English Literature, Mathematics, Chemistry, Computer Science, Combined Science, Physics, Additional Science, Core Science, Humanities, and Languages.

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 bar at the top with a magnifying glass icon and a 'Help' button. Below the search bar are two input fields for 'Discount Code' and 'Subject'. The main area 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 previous PI Summer season.

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

16-18

Discount Code

Discount Code	Subject
0003	Health & Social Care

Add  
Edit  
Remove

Discounting Family: Vocationally Related

☒ AS Level

Counts in the following categories

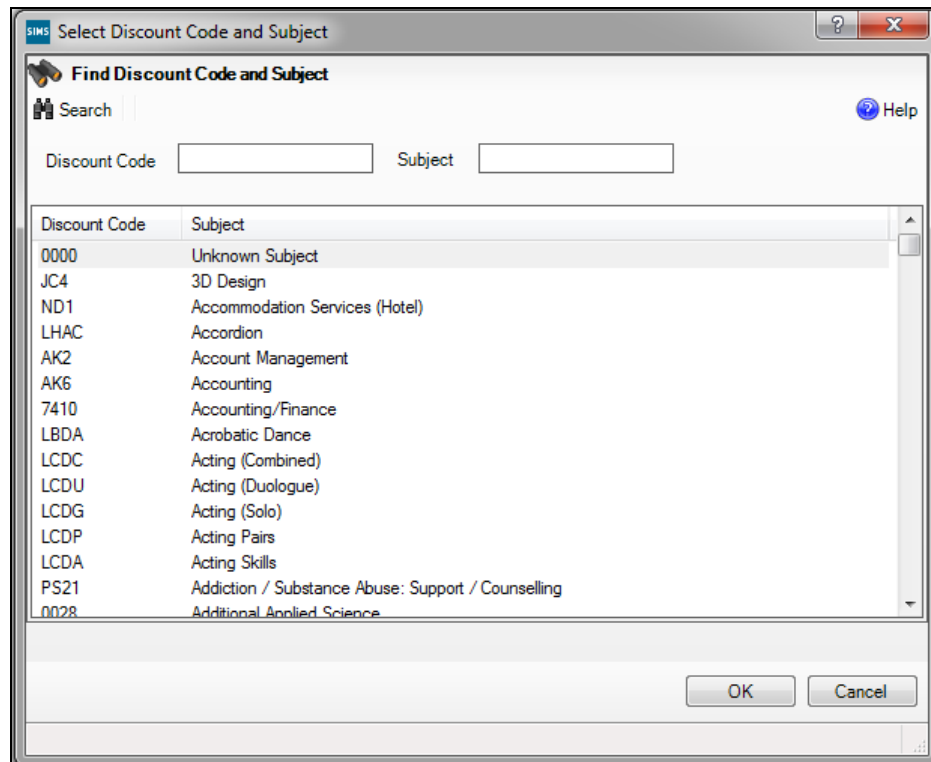
- ☐ A & AS Level Combined
- ☐ A Level
- ☒ Academic
- ☐ Facilitating Subject
- ☐ Applied General
- ☐ Level 2 Vocational
- ☐ Level 2 Technical Certificate

Tech Level and Tech Bacc

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



1. 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.



2. 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.

3. Highlight the **Discount Code** and click the **OK** button.
4. Once you have selected the required discount code(s), select the applicable **Discounting Family**.
5. 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.

**IMPORTANT NOTE:** If **Level 3 Maths** or **Extended Project** is selected from the **Tech Level and Tech Bacc** panel, the relevant **Counts in the following categories** check box must also be selected to ensure that the qualification is reflected in the PI reports.

7. Click the **Save** button.

### Discounting Families for the 16-18 Cohort

The **Discounting Family** drop-down list has been added to the **16-18** side of the **Performance Indicator** panel. The discounting family identifies the nature of the qualification, e.g. **General, General Vocational, AEA, Vocationally Related, Free Standing Maths** or **Other General**. The following rules apply:

- Two qualifications will discount if they are in the same discounting family and have the same discount code (reflecting the same subject area). They will not discount if they have the same discount code but belong to a different discounting family.
- Discounting can occur across categories, for example where a Tech Level and an Applied General qualification have the same discount code and are in the same discounting family.
- Qualifications in different discounting families do not discount against one another.

**IMPORTANT NOTE:** A discounting family must be selected for all 16-18 qualifications, including qualifications cloned from the previous year, or the details in the **Manage Performance Indicator** page cannot be saved.

General	General Vocational	AEA	Vocationally related	Free Standing Maths	Other General
GCE A Level	Applied GCE A level Double Award	Advanced Extension Award	VRQ Level 2 and 3*	Level 3	International Baccalaureate
GCE AS level	Applied GCE A level		BTEC Diploma Level 1/2, 2 and 3		Other General qualifications Level 2 and 3
Diploma Extended Project	Applied GCE AS level Double Award		BTEC Certificate Level 1/2, 2 and 3		
Pre U Diploma	Applied GCE AS level		BTEC Award Level 3		
Pre U Principal Subject	Applied GCE A level / AS combined		OCR Cambridge Technical Certificate Level 3		
Pre U Short Course Subject			OCR Cambridge Technical Diploma Level 2 and 3		
Principal Learning (Diploma) Level 3			OCR Cambridge Technical Extended Diploma Level 3		
Core Maths (Level 3)			OCR Cambridge Technical Introductory Diploma Level 3		
			OCR Cambridge Technical Subsidiary Diploma Level 3		
			OCR Cambridge Technical Extended Certificate Level 2 & Level 3		
			OCR Cambridge Technical Foundation Diploma Level 3		

## Adding/Editing a Discount Code Pair for a QN

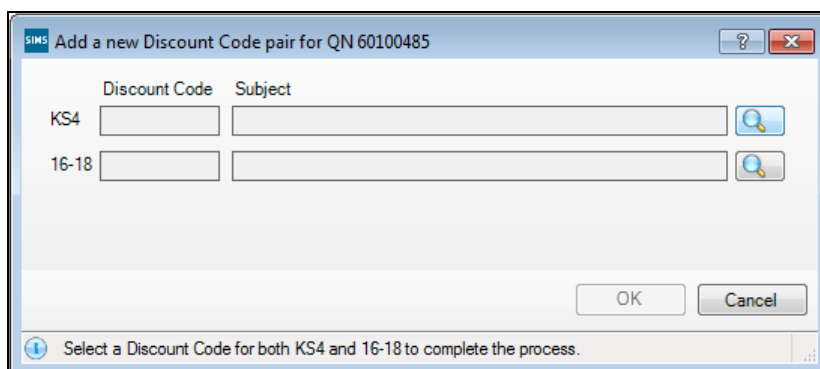
To ensure that the discounting calculation is applied correctly for an AS, FSMQ or Level 2 qualification that can be studied by both the Key Stage 4 and 16-18 cohorts, a discount code for both cohorts must be selected. This ensures that the point values and equivalences entered in the **Grade Details** panel of the **Manage Performance Indicator Details** page are applied correctly across the two age groups studying the same qualification. These do not have to be the same discount code and subject combination although they must both be the 'new' style of discount code and not the 'old' style.

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

After searching for a suitable qualification, and selecting **AS**, **FSMQ** or **Level 2** from the **Qualification Type** drop-down list in the **Key Stage 4** section, the **Add** button and the **Discounting Family** drop-down list become available in the **16-18** section. Additionally, the **Discount Code** and **Subject** information is updated in the **16-18** section to reflect those displayed in the **Key Stage 4** section. This can be changed to a different discount code and subject, if required.

2. If you want to specify a different discount code/subject combination for either cohort, highlight the combination displayed and click the **Remove** button. This removes the discount code/subject combinations from both cohorts.

- Click the **Add** button to display the **Add a new Discount Code pair for QN** dialog.



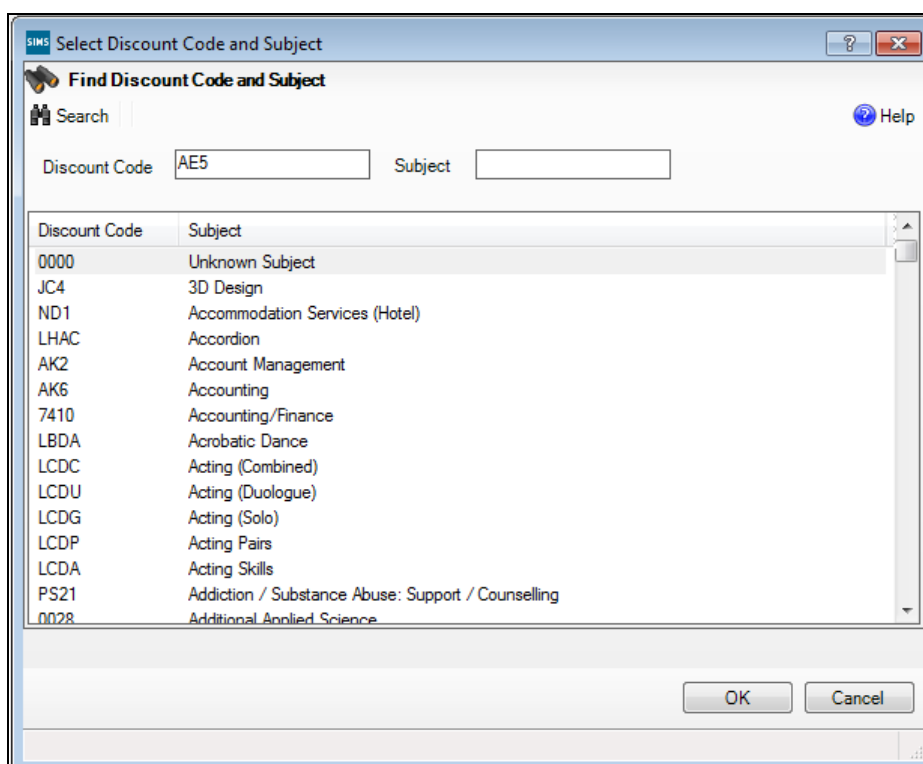
SimS Add a new Discount Code pair for QN 60100485

	Discount Code	Subject
KS4	<input type="text"/>	<input type="text"/>
16-18	<input type="text"/>	<input type="text"/>

OK Cancel

Select a Discount Code for both KS4 and 16-18 to complete the process.

- Click the **Browser** button adjacent to the **KS4 Discount Code** and **Subject** to display the **Select Discount Code and Subject** dialog.



SimS Select Discount Code and Subject

**Find Discount Code and Subject**

Search Help

Discount Code  Subject

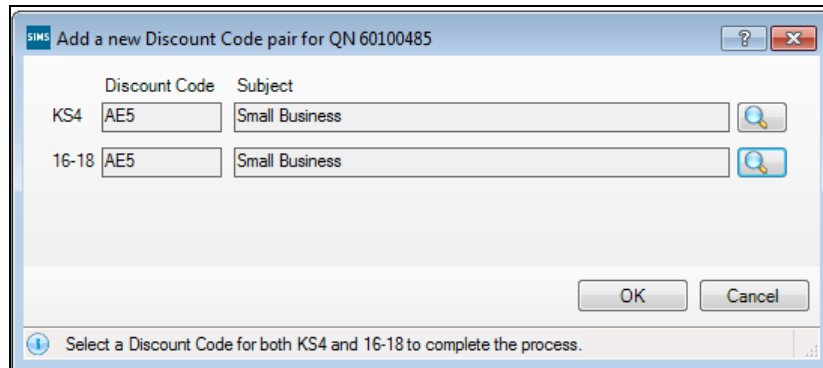
Discount Code	Subject
0000	Unknown Subject
JC4	3D Design
ND1	Accommodation Services (Hotel)
LHAC	Accordion
AK2	Account Management
AK6	Accounting
7410	Accounting/Finance
LBDA	Acrobatic Dance
LCDC	Acting (Combined)
LCDU	Acting (Duologue)
LCDG	Acting (Solo)
LCDP	Acting Pairs
LCDA	Acting Skills
PS21	Addiction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

OK Cancel

- Locate the required discount code/subject combination from the list and click the **OK** button.

### 03| Preparing the Data for the Performance Indicators Reports

- Click the **Browser** button adjacent to the **16-18 Discount Code** and **Subject** and repeat the process, selecting the relevant discount code/subject combination for the 16-18 cohort.

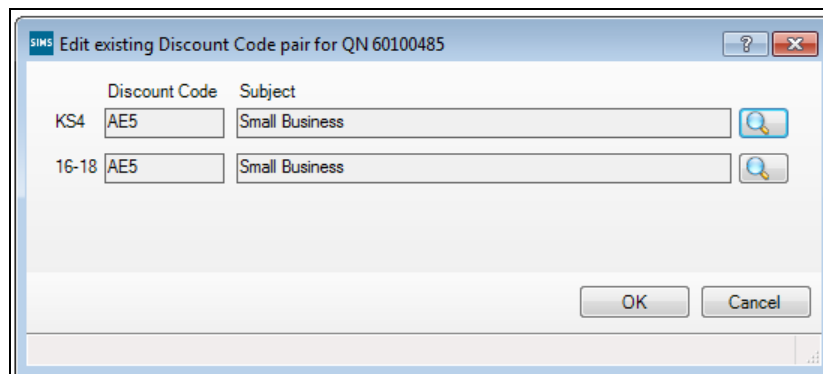


	Discount Code	Subject
KS4	AE5	Small Business
16-18	AE5	Small Business

OK Cancel

Select a Discount Code for both KS4 and 16-18 to complete the process.

- After ensuring that the discount code/subject combinations selected for the KS4 and 16-18 cohorts are correct, click the **OK** button.
- Select the applicable **Discounting Family** from the drop-down list in the **16-18** section of the page.
- Click the **Save** button.
- To edit the existing discount code/subject combination, highlight it and click the **Edit** button to display the **Edit existing Discount Code pair for QN** dialog.



	Discount Code	Subject
KS4	AE5	Small Business
16-18	AE5	Small Business

OK Cancel

- Select the required discount code/subject combinations and click the **OK** button.
- Select the applicable **Discounting Family** from the drop-down list and click the **Save** button.

**IMPORTANT NOTE:** If a 'new' style discount code is selected for Key Stage 4 and an 'old' style discount code is selected for 16-18, data corruption may occur that prevents the discounting process from working correctly. Care should be taken to ensure that the correct discount code/subject combinations are selected for both cohorts before saving the information.

## 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 current exam season. Where equivalences are displaying a value of 2, these must be amended manually to a value of 1.

The following graphic is for representation purposes only.

**IMPORTANT NOTES:** It is not possible to edit the Performance Points for QNs in the previous PI Summer 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 Std Pass Equivalence	KS4 Pass Equivalence	Grade	16-18 Points	16-18 Size Equivalence	16-18 A*-E Equivalence
A	9.50	1.00	1.00	1.00	A	25.00	0.50	0.50
B	8.25	1.00	1.00	1.00	B	20.00	0.50	0.50
C	7.00	1.00	1.00	1.00	C	15.00	0.50	0.50
D	5.75	1.00	1.00	1.00	D	10.00	0.50	0.50
E	4.50	1.00	1.00	1.00	E	5.00	0.50	0.50
U	0.00	1.00	1.00	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.

**IMPORTANT NOTE:** As an equivalence of zero is a valid value for some qualifications, it is essential that you have checked and modified all equivalence values correctly in the **Manage Performance Indicator** page to ensure that the default value of zero has been changed, where applicable.

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. Where possible, Capita SIMS has updated the point values of several frequently used grade sets for 2018. The new values were applied on upgrade to the SIMS 2018 Spring Release and a spreadsheet called `Gradesets.xlsx` is available for reference from My Account.

To accommodate the Tech Certificate Average Point Score Expressed as a Grade for 16-18, the grade set (**PI16+ L2 Tech Cert APS**) has been provided.

The following table provides the details of some commonly used grade sets:

Qualification Title	Exam Qualification	JCQ Gradeset	SIMS Exams Gradeset
<b>GCSEs (9-1) from 2018-19</b>			
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
<b>GCSEs (Legacy)</b>			
GCSE (Linear)	GCSE	F	JC F Result
GCSE Short Course (Linear)	GCSE	F	JC F Result
<b>GCE</b>			
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/2 Result
GCE Advanced Subsidiary (Linear)	GCE	A	JC A/2 Result
GCE Advanced Level (linear)	GCE	4	JC 43 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 2018, 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		
G	1.00	2	2		
		1	1		

For 2018, at 16-18, the qualifications listed have the following values:

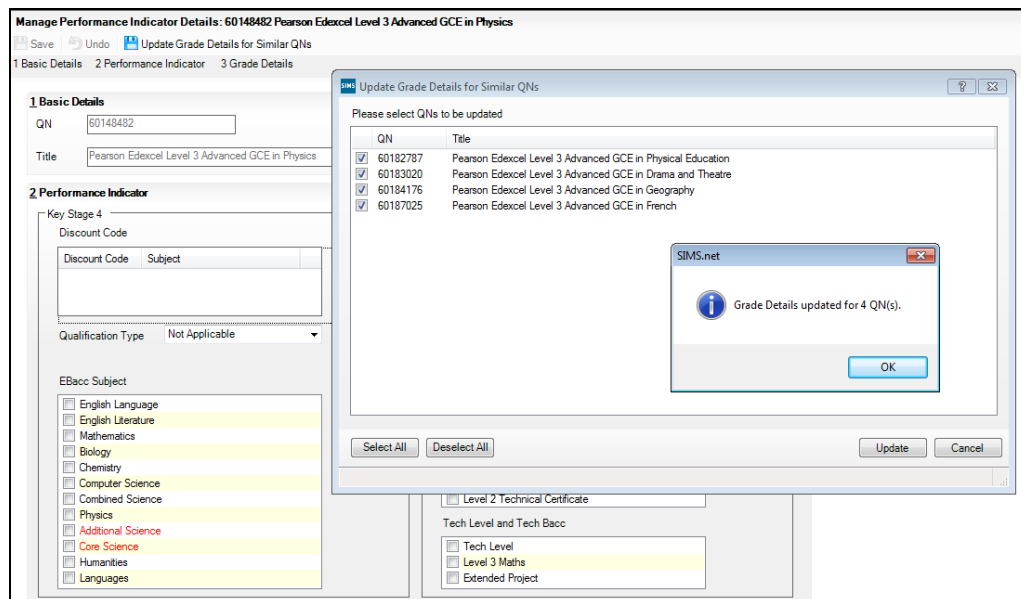
AS Levels			A Levels		
Grade	Points	A Level Size	Grade	Points	A Level Size
A	25	0.5	A*	60	1
B	20	0.5	A	50	1
C	15	0.5	B	40	1
D	10	0.5	C	30	1
E	5	0.5	D	20	1
			E	10	1

### Updating Grade Details for Similar QNs

If you have updated some of the GCSE qualifications to reflect the new point values and equivalences but now want to update the remaining GCSE qualifications, it is possible to identify a GCSE with the new points values and equivalences and collectively update the grade details for a number of similar qualifications. This ensures consistency and accuracy across a qualification type and means that the grade details for multiple qualifications can be quickly and easily updated.

### 03| Preparing the Data for the Performance Indicators Reports

1. After searching for and viewing the required qualification to serve as the master template, click the **Update Grade Details for Similar QNs** button. All existing qualifications with a similar **QN** and/or **Title** are listed in the dialog.



2. To modify the grade details for all those listed, click the **Select All** button before clicking the **Update** button. If you make a mistake, click the **Deselect All** button and make your selection again.
3. If you want to modify the grade details for specific qualifications only, select the check box adjacent to the **QN** number(s) before clicking the **Update** button.

Once the grade details have been updated for the selected qualification(s), a confirmation message is displayed.

When you next search for and view one of the qualifications that has been modified, the points values and equivalences displayed in the **Grade Details** panel show the updated values.

## Running the QN Correlation Report

This report displays any missing QNs that were used in a previous exams season where entries and results exist and any QNs that were used in a previous exams season where no entries or results exist. It also lists any user-defined QNs that have been added in SIMS.

Select **Tools | Examinations | QN Correlation Report** and select **With User Defined QNs** or **Without User Defined QNs**.

### QN Correlation Report for MPI Qualifications 2018

Missing PI QNs where Exam Entries or Results exist for Students for MPI Qualifications 2018

QN	Title	Grade Set	Season
#0000017	University of Bradford Higher Level Module - 20 Points (Introduction to Aspects of the Legal Landscape) - Weighting A >>UNKNOWN<<		June (Summer) Exams 2017
10060121	Pearson EDEXCEL Advanced Subsidiary GCE in Further Mathematics (Additional Mathematics)	JC A /2 Result	June (Summer) Exams 2017
10060121	Pearson EDEXCEL Advanced Subsidiary GCE in Further Mathematics (Additional Mathematics)	JC A /2 Result	June (Summer) Exams 2016
5002324X	AQA Level 3 Advanced Subsidiary GCE in Law	JC A /2 Result	June (Summer) Exams 2017
50026628	Pearson EDEXCEL Level 3 Advanced Subsidiary GCE in Design and Technology	JC A /2 Result	June (Summer) Exams 2017
50043948	OCR Level 1/Level 2 GCSE in Drama	JC F Result	June (Summer) Exams 2016
50044102	OCR Level 1/Level 2 GCSE in Home Economics (Food and Nutrition)	JC F Result	June (Summer) Exams 2016
50044564	Pearson EDEXCEL Level 1/Level 2 GCSE in Statistics	JC F Result	June (Summer) Exams 2016
50044862	OCR Level 1/Level 2 GCSE in French	JC F Result	June (Summer) Exams 2016
5004512X	OCR Level 1/Level 2 GCSE in German	JC F Result	June (Summer) Exams 2016
50045532	OCR Level 1/Level 2 GCSE in Design and Technology	JC F Result	June (Summer) Exams 2016
50045544	OCR Level 1/Level 2 GCSE in Music	JC F Result	June (Summer) Exams 2016
5004557X	OCR Level 1/Level 2 GCSE in Sociology	JC F Result	June (Summer) Exams 2016
50046305	OCR Level 1/Level 2 GCSE in Religious Studies A	JC F Result	June (Summer) Exams 2016
50046718	OCR Level 1/Level 2 GCSE in Physical Education	JC F Result	June (Summer) Exams 2016
50046810	OCR Level 1/Level 2 GCSE in Art and Design	JC F Result	June (Summer) Exams 2016
50075755	Pearson EDEXCEL Level 1/Level 2 GCSE in Information and Communication Technology (ICT)	JC F Result	June (Summer) Exams 2016
50079165	Pearson EDEXCEL Level 1/Level 2 GCSE in Mathematics A	JC F Result	June (Summer) Exams 2016
50079165	Pearson EDEXCEL Level 1/Level 2 GCSE in Mathematics A	JC F Result	June (Summer) Exams 2015
60010721	OCR Level 1/Level 2 GCSE in Physics A	JC F Result	June (Summer) Exams 2016
60011671	OCR Level 1/Level 2 GCSE in Biology A	JC F Result	June (Summer) Exams 2016

### PI QNs where no relevant Exam Entries or Results exist for Students for MPI Qualifications 2018

QN	Title
#0000004	EDEXCEL Level 2 BTEC Intermediate Diploma in Land-based Skills
10008238	AQA Level 1/Level 2 GCSE (Short Course) in Art and Design
1000824X	AQA Level 1/Level 2 GCSE (Short Course) in Business Studies B
10008329	AQA Level 1/Level 2 GCSE in Accounting
10008482	AQA Level 1/Level 2 GCSE in History B
10011420	OCR Level 1/Level 2 GCSE in Mathematics C
60146084	AQA Level 1/Level 2 GCSE (9-1) in Mathematics
60152461	WJEC Eduqas Level 1/Level 2 GCSE (9-1) in English Literature

### User Defined PI QNs where no relevant Exam Entries or Results exist for Students for MPI Qualifications 2018

QN	Title
CES77777	AAT Account Management

End of Report

## 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 201n** browser.

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
#11110000	AQA Level 3 Extended Project Qualification (Pilot)	Unknown Subject
#22000001	IBO Level 3 International Baccalaureate - Language A1 (Higher Level)	Baccalaureate
#22000002	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.

You must now specify the qualification **Basic Details, Performance Indicator** information and modify the values of the **Grade Details** and equivalences to ensure they accurately reflect the DfE recommendations.



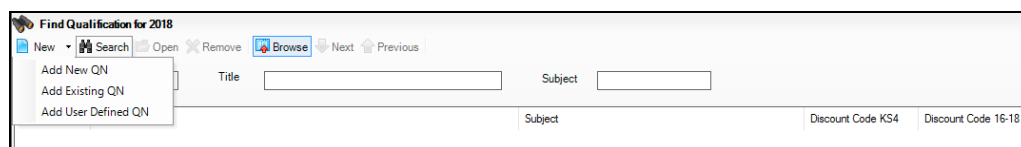
#### **More Information:**

*Managing the Performance Indicators for Key Stage 4 Details on page 32*  
*Modifying the Grade Details on page 41*

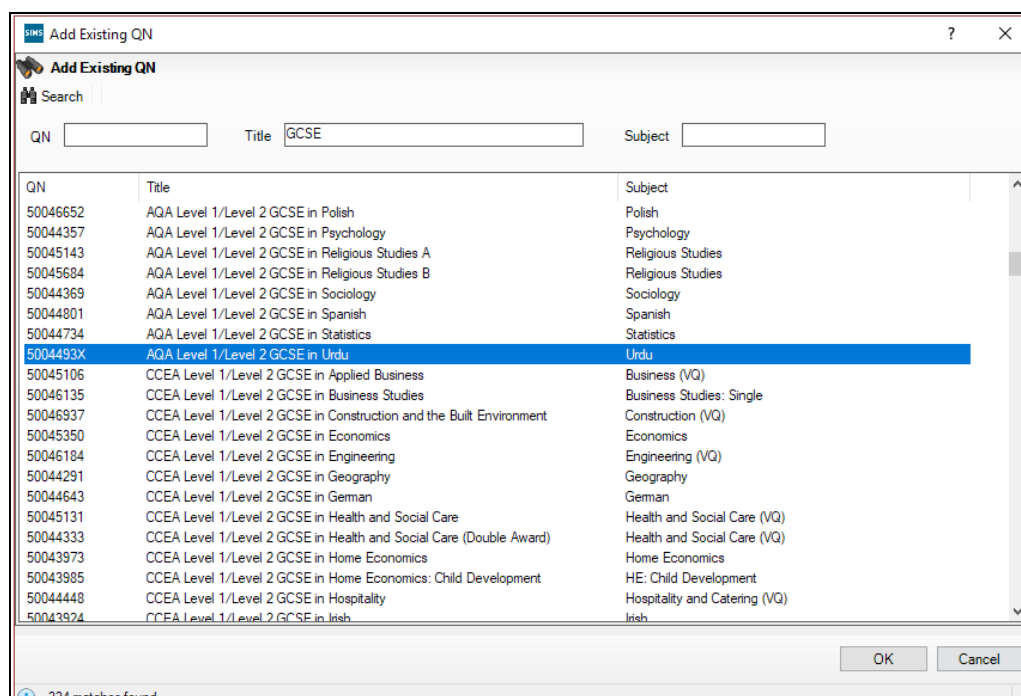
## **Adding an Existing QN to the Current Exams Season**

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.

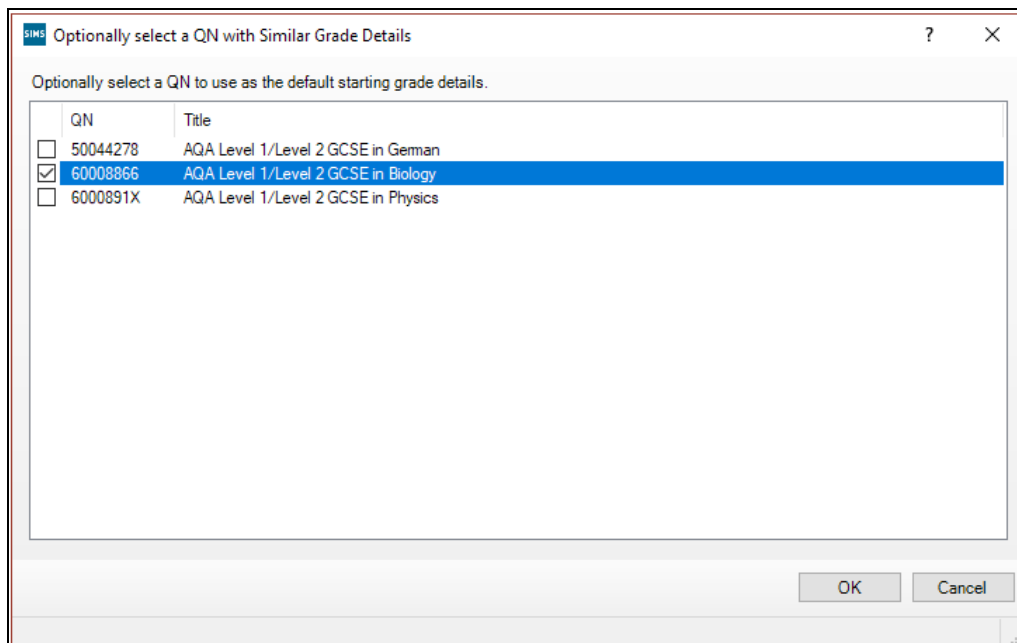


2. Select **Add Existing QN** from the **New** drop-down list to display the **Add Existing QN** dialog.



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.

The **Optionally select a QN with Similar Grade Details** dialog could be displayed. This dialog enables you to select an existing similar qualification that has been entered, possibly with point values and equivalences that differ from the normal range. This is an optional step that enables you to utilise the point values and equivalences that have already been recorded against a similar qualification.



For example, if you are entering a new GCSE and an existing GCSE has previously been entered with point values of 121 instead of the expected 58 points, this qualification is presented as an option for selection. If you select this qualification from the dialog and click the **OK** button, the **Grade Details** panel of the new qualification is populated with the point values and equivalences of 121. This is a hypothetical example that serves to illustrate that the grade details of the new qualification can be populated from an existing qualification, even when the point values and equivalences are different from the expected values.

5. Select the required qualification and click the **OK** button. The grade values from the existing qualification are cascaded to the new qualification, negating the need to enter the grade values manually.

Alternatively, click the **Cancel** button on the **Optionally select a QN with Similar Grade Details** dialog, and specify the qualification **Basic Details** and **Performance Indicator** information, and then modify the values of the **Grade Details** and equivalences to ensure they accurately reflect your requirements.



#### More Information:

*Managing the Performance Indicators for 16-18 Details on page 34*

*Managing the Performance Indicators for Key Stage 4 Details on page 32*

*Modifying the Grade Details on page 41*

## Adding a User Defined QN

It is possible for schools, predominantly Independent and Secondary schools in England, to add a previously unknown QN. These QNs are likely to be iGCSE qualifications that are often missing from the QWS file although the International GCSE is still offered for study by many Independent schools. Schools should be aware that point values accumulated for iGCSE qualifications are not included in the aggregated Performance Indicator tables provided by the DfE.

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

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

3. Enter the **QN** number. If you inadvertently enter details of a QN that is already defined, a warning message is displayed. You must enter a unique QN number before you can continue.

The default prefix of CES indicates that the QN details have been manually entered and enables user-defined QN codes to be readily identified in a list of QNs.

4. Select the **Awarding Body**, **Subject** and **Qualification Type** from the respective drop-down lists.
5. Enter a unique **Title** and click the **OK** button.

You must now continue to enter the remaining details on the **Manage Performance Indicator Details** page.



### More Information:

*Checking and Modifying the Managing Performance Indicator Details on page 31*  
*Managing the Performance Indicators for Key Stage 4 Details on page 32*  
*Modifying the Grade Details on page 41*





# 04 | Managing and Calculating Performance Indicator Data

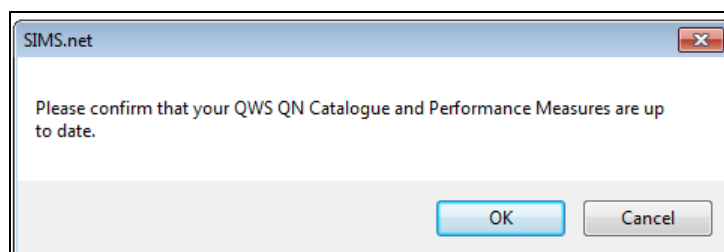
Opening the Edit PI Values Page in SIMS.....	51
Adding a PI Result to an Individual Pupil/Student in SIMS .....	55
Adding a PI Result to Multiple Pupil/Students in SIMS .....	62
Understanding Discounting.....	68
Understanding PI Collation and Calculation .....	84

## 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.

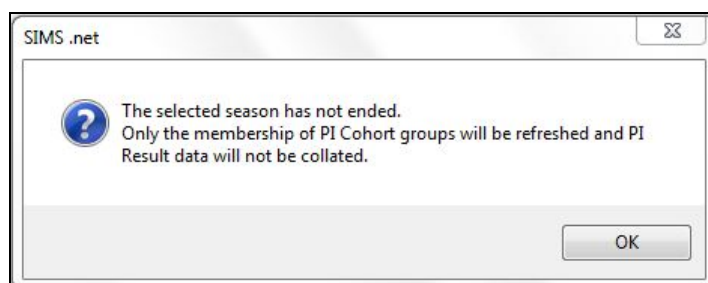
1. Select **Tools | Examinations | Edit PI Data** in SIMS.

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



2. Click the **OK** button.

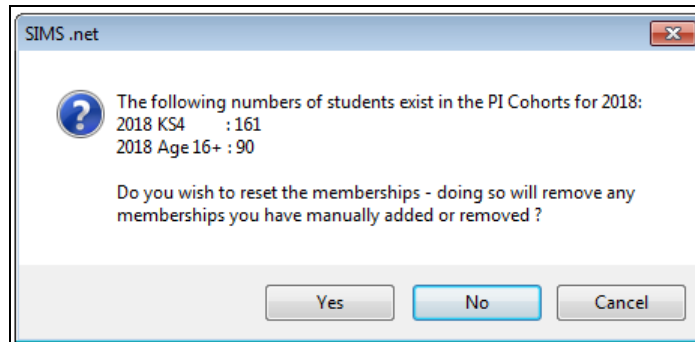
If the season has not yet ended, the following message is displayed for information.



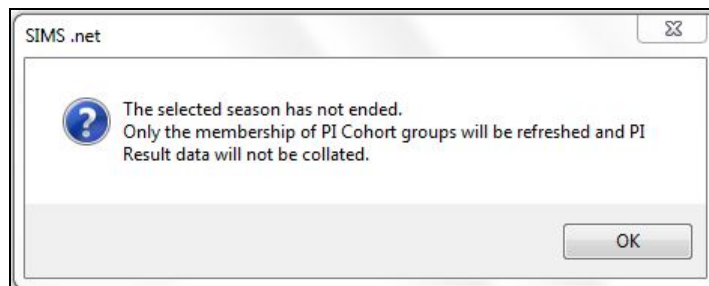
This message is displayed only when you access the **Edit PI Data** menu route in SIMS for the first time.

3. Click the **OK** button.

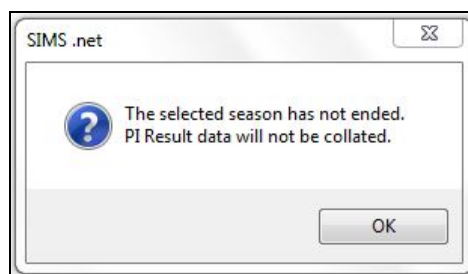
On the second occasion that you access the **Edit PI Data** menu route, and subsequently up until the end of the season, the following message is displayed.



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 Session (June (Summer) Exams 2018)

Change Season CRD CKD Help Close

Surname Forename YTI Reg DOB UJN Exam No PI Cohort A\*-C A\*-G KS4 Pts KS4 Ave L3 Pts L3 Ave Recalculate

Surname	Forename	YTI	Reg	DOB	UJN	Exam No	PI Cohort	A*-C	A*-G	KS4 Pts	KS4 Ave	L3 Pts	L3 Ave	Recalculate
<input type="checkbox"/>	Abbey	Grenatta	13	G	24/07/2000	1111171873	1000							<input type="checkbox"/>
<input type="checkbox"/>	Ackton	Bill	13	K	11/06/1998	1111176603	1003							<input type="checkbox"/>
<input type="checkbox"/>	Ackton	Stan	11	11A	18/12/2001	1111175534	3000	2018 KS4	1.00	1.00	9.00	9.00		<input type="checkbox"/>
<input type="checkbox"/>	Adrianson	Robert	11	11B	10/09/2001	1111175526	3001	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Affelay	Brian	11	11C	09/09/2001	1111175518	3002	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Affleck	Alexia	11	11D	20/07/2002	1111175496	3003	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Ahmed	Admar	13	L	29/12/1999	1111171849	1004							<input type="checkbox"/>
<input type="checkbox"/>	Alcott	Alwyn	11	11E	11/11/2001	1111175488	3004	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Alfrey	Trista	11	11F	27/02/2002	1111175461	3005	2018 KS4	1.00	1.00	7.00	7.00		<input type="checkbox"/>
<input type="checkbox"/>	Alota	Paolo	11	11F	20/07/2002	1111175453	3006	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Amiel	Tanzeel	13	N	02/07/2000	1111171822	1006							<input type="checkbox"/>
<input type="checkbox"/>	Arkwright	Deborah	13	Q	30/10/1999	1111171806	1008							<input type="checkbox"/>
<input type="checkbox"/>	Arkwrightson	Robert	11	11E	13/12/2001	1111175445	3007	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Ashford	Tobias	11	11D	11/12/2001	1111175437	3008	2018 KS4	1.00	1.00	7.00	7.00		<input type="checkbox"/>
<input type="checkbox"/>	Bagnall	Keith	11	11C	19/05/2002	1111175429	3009	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Bark	Dolores	11	11B	13/05/2002	1111175410	3010	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Barns	Dean	11	11A	25/09/2001	1111175402	3011	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Barr	Vivendy	11	11A	17/04/2002	1111175399	3012	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Bartlett	Fiona	11	11B	06/08/2002	1111175380	3013	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Bartlett	Jeremy	13	Q	31/12/1999	1111171792	1009							<input type="checkbox"/>
<input type="checkbox"/>	Blandon	Hedra	11	11C	02/01/2002	1111175372	3014	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Blount	Jessie	11	11D	03/01/2002	1111175364	3015	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>

CRD CKD

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 2017]

Change Season CRD CKD Help Close

Surname Forename YTI Reg DOB UIN Exam No PI Cohort A\*-C A\*-G KS4 Pts KS4 Ave L3 Pts L3 Ave Recalculate

<input type="checkbox"/>	Abbey	Gronetta	13	G	24/07/2000	1111171873	1000									
<input type="checkbox"/>	Abbot	Andrew	12	(11E)	13/12/2000	1111173825	2000	2017 KS4	4.00	5.00	205.00	41.20				
<input type="checkbox"/>	Able	Cameron	12	(11A)	10/12/2000	1111173817	2001	2017 KS4	4.00	4.00	202.00	50.50				
<input type="checkbox"/>	Ackington	Robert	12	(11D)	29/12/2000	1111173809	2002	2017 KS4	3.00	4.00	154.00	38.50				
<input type="checkbox"/>	Ackton	Stan	11	11A	18/12/2001	1111175534	3000									
<input type="checkbox"/>	Ackton	Bill	13	K	11/06/1998	1111176603	1003						300.00	200.00		
<input type="checkbox"/>	Adams	Melanie	(13)	(Q)	06/06/1999	1111169960	3002	2017 Age 16+					780.00	260.00		
<input type="checkbox"/>	Adediji	Payal	12	(11C)	03/03/2001	1111173795	2003	2017 KS4	1.00	3.00	108.00	36.00				
<input type="checkbox"/>	Adrianson	Robert	11	11B	10/09/2001	1111175526	3001									
<input type="checkbox"/>	Affley	Brian	11	11C	09/09/2001	1111175518	3002									
<input type="checkbox"/>	Affleck	Alexis	11	11D	20/07/2002	1111175496	3003									
<input type="checkbox"/>	Agathocleas	Joe	12	(11E)	18/06/2001	1111173787	2004	2017 KS4	3.00	4.00	166.00	41.50				
<input type="checkbox"/>	Ahmad	Carina	12	(11B)	01/09/2000	1111173779	2005	2017 KS4	2.00	4.00	148.00	37.00				
<input type="checkbox"/>	Ahmed	Ackmar	13	L	29/12/1999	1111171849	1004						270.00	270.00		
<input type="checkbox"/>	Albion	Frederick	12	(11F)	13/12/2000	1111173760	2006	2017 KS4	2.00	3.00	126.00	42.00				
<input type="checkbox"/>	Alcott	Alwyn	11	11E	11/11/2001	1111175488	3004									
<input type="checkbox"/>	Aldridge	Courtney	12	(11E)	27/06/2001	1111173752	2007	2017 KS4	3.00	4.00	166.00	41.50				
<input type="checkbox"/>	Altrey	Trista	11	11F	27/02/2002	1111175461	3005									
<input type="checkbox"/>	Allum	Farah	12	(11C)	27/12/2000	1111173744	2008	2017 KS4	4.00	4.00	178.00	44.50				
<input type="checkbox"/>	Aloia	Paolo	11	11F	20/07/2002	1111175453	3006									
<input type="checkbox"/>	Amiel	Tanzeel	13	N	02/07/2000	1111171822	1006						195.00	195.00		
<input type="checkbox"/>	Anderson	Jan	12	(11D)	25/11/2000	1111173736	2009	2017 KS4	4.00	4.00	160.00	40.00				



### More Information:

*Collating PI Data (Keeping Discounting) on page 85*

*Collating PI Data (Resetting Discounting) on page 85*

## 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 2018]

Double Click to change the Current Season

Title	Start	Finish	Default
June (Summer) Exams 2018	01/05/2018	31/07/2018	✓
June (Summer) Exams 2017	01/05/2017	30/06/2017	
June (Summer) Exams 2016	01/05/2016	20/06/2016	
June (Summer) Exams 2015	01/05/2015	21/06/2015	
June (Summer) Exams 2014	01/05/2014	27/06/2014	

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 (June (Summer) Exams 2018)

Change Season CRD CKD Help Close

Surname: Forename: Y1: Reg: DOB: ULN: Exam No: PI Cohort: A\*-C: A\*-G: KS4 Pts: KS4 Ave: L3 Pts: L3 Ave: Recalculate

Surname	Forename	Y1	Reg	DOB	ULN	Exam No	PI Cohort	A*-C	A*-G	KS4 Pts	KS4 Ave	L3 Pts	L3 Ave	Recalculate
<input type="checkbox"/>	Abbey	Grenetta	13	G	24/07/2000	1111171873	1000							<input type="checkbox"/>
<input type="checkbox"/>	Ackton	Bill	13	K	11/06/1998	1111176603	1003							<input type="checkbox"/>
<input type="checkbox"/>	Ackton	Stan	11	11A	18/12/2001	1111175534	3000	2018 KS4	1.00	1.00	9.00	9.00		<input type="checkbox"/>
<input type="checkbox"/>	Adrianson	Robert	11	11B	10/09/2001	1111175526	3001	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Alferty	Brian	11	11C	09/09/2001	1111175518	3002	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Altfleck	Alexia	11	11D	20/07/2002	1111175496	3003	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Ahmed	Ackmar	13	L	29/12/1999	1111171849	1004							<input type="checkbox"/>
<input type="checkbox"/>	Alcott	Alwyn	11	11E	11/11/2001	1111175488	3004	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Alfrey	Trista	11	11F	27/02/2002	1111175461	3005	2018 KS4	1.00	1.00	7.00	7.00		<input type="checkbox"/>
<input type="checkbox"/>	Aloia	Paolo	11	11F	20/07/2002	1111175453	3006	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Amiel	Tanzeel	13	N	02/07/2000	1111171822	1005							<input type="checkbox"/>
<input type="checkbox"/>	Arkwright	Deborah	13	Q	30/10/1999	1111171806	1008							<input type="checkbox"/>
<input type="checkbox"/>	Arkwrightson	Robert	11	11E	13/12/2001	1111175445	3007	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Ashford	Tobias	11	11D	11/12/2001	1111175437	3008	2018 KS4	1.00	1.00	7.00	7.00		<input type="checkbox"/>
<input type="checkbox"/>	Bagnall	Keith	11	11C	19/05/2002	1111175429	3009	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Bark	Dolores	11	11B	13/05/2002	1111175410	3010	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Barns	Dean	11	11A	25/09/2001	1111175402	3011	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Barr	Viendy	11	11A	17/04/2002	1111175399	3012	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Barlett	Frans	11	11B	06/08/2002	1111175380	3013	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Barlett	Jeremy	13	Q	31/12/1999	1111171792	1009							<input type="checkbox"/>
<input type="checkbox"/>	Blandon	Helga	11	11C	02/01/2002	1111175372	3014	2018 KS4	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	Blount	Jessie	11	11D	03/01/2002	1111175364	3015	2018 KS4	0.00	0.00	0.00	0.00		<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 61).

**Performance Results: Abbey Grenetta**

Title	QN	Disc Code	Level	AO	Code	Season	Grade	KS4 A*-C	KS4 A*-G	KS4 Entry	L3 Entry	Points	Discounted
AGA Level 1/Level 2 GCSE (9-1) in En...	60142923	5030	GCSE/9FC	AGA		June (Summer) Exams 2018	8	0	0	0	0	8	
OCR Level 1/2 GCSE (9-1) in Mathem...	60145060	2210	GCSE/9FC	OCR		June (Summer) Exams 2018	8	1	1	1	0	8	

Add Result View/Edit Delete

2. 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.

The screenshot shows a software window titled "SIMS Add Result: Abbey Grenetta". It contains several input fields and buttons. At the top, there's a "QN" (Qualification Number) field and a "Refresh" button. Below this are dropdown menus for "Subject", "Course", "Level", and "Awarding Body", followed by a "Title" text field. A "Grade" dropdown is also present. At the bottom, there are input fields for "Key Stage 4 Equivalence", "Level 3 Equivalence", "Entry", "Points", "A\*-C", "A\*-E", "A\*-G", and a "Discounted" checkbox. "Save" and "Close" buttons are located at the bottom right of the dialog.

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

*NOTE: The QN code must be entered without slashes.*

As you enter the digits of the QN, 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.

3. Once you have populated the **QN** 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 QN code. If the course has been linked in Course Manager and the QN/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 **QN** field is disabled.

4. If you want to enter a new QN, click the **Change** button to activate the **QN** field again. The name of the **Change** button reverts to **Refresh**, enabling you to enter a new QN. Click the **Refresh** button to populate the relevant fields with the details of the new QN.
5. Select the achieved **Grade** from the drop-down list. Only grades that are appropriate for the selected QN are available for selection:
  - If a Level 1 or Level 2 QN, the **Key Stage 4 Equivalence Entry** and grade value fields are populated automatically.
  - If an AS QN, 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 QN, 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	QN	Disc Code	Level	AO	Code	Season	Grade	KS4 A*-C	KS4 A*-G	KS4 Entry	L3 Entry	Points	Discounted
AGA Level 1/Level 2 GCSE (9-1) in En...	60142923	5030	GCSE/9FC	AGA		June (Summer) Exams 2018	8	0	0	0	0	8	
OCR Level 1/2 GCSE (9-1) in Mathem...	60146060	2210	GCSE/9FC	OCR		June (Summer) Exams 2018	8	1	1	1	0	8	


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


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.

Points	Discounted
46	✓
52	
23	✓
52	
46	
420	

 Add Result

 View/Edit

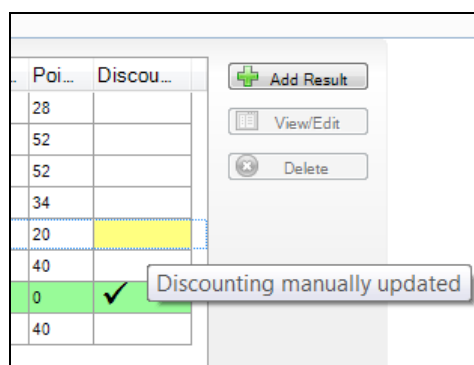
 Delete

Discount this Result

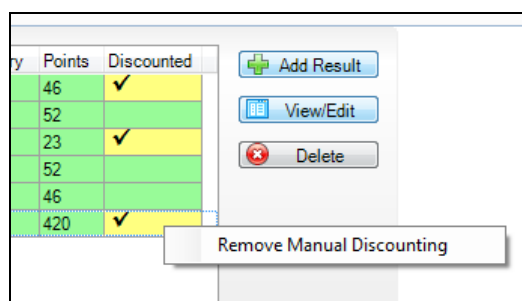


A tick is placed in the **Discounted** column.

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.



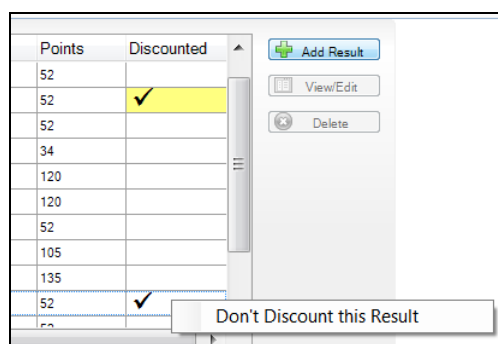
5. If you subsequently want to remove the discounting from the result, right-click and select **Remove Manual Discounting**.



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.

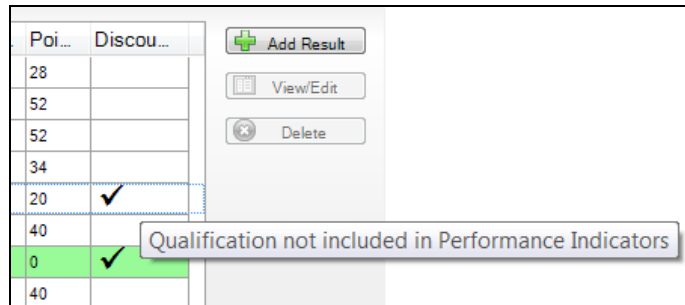
6. Right-click a result with a white background and a tick in the **Discounted** column and select **Don't Discount this Result**.



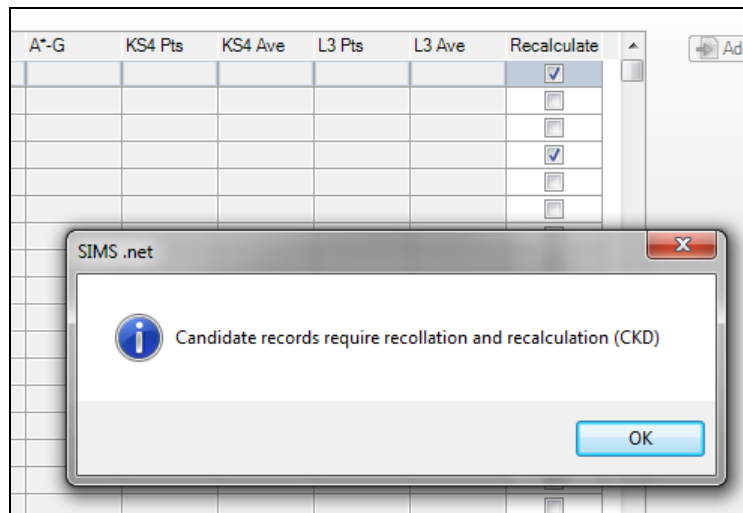
The tick is removed from the **Discounted** column.

## 04 | Managing and Calculating Performance Indicator Data

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.



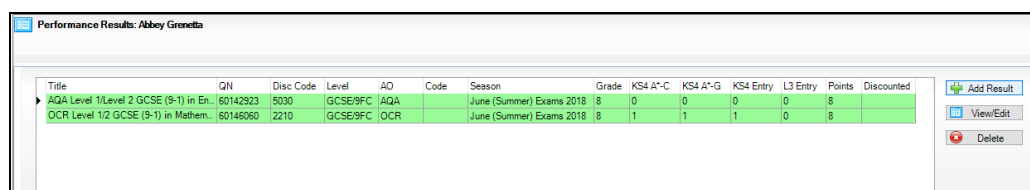
- Click the **OK** button to continue. Alternatively, click the **CKD** button before closing the **Edit PI Data** page to recalculate the results.

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

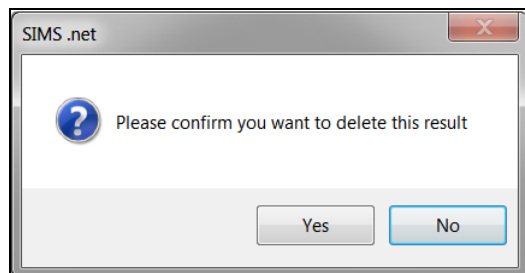
You can delete a non-EDI result that has been entered manually through the **Add Result** dialog. If you want to delete an imported result, you need to create an Exams result marksheet and delete the result from there.

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



- 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. This also applies 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.

- **Discounting manually updated**

Discounting manually applied or removed.

- **Non Reformed (9-1) GCSE results are Discounted**

GCSE results are discounted across all subjects for 9-1 qualifications.

- **Discounting Family needs to be set for Qualification in Performance Indicators**

For 16-18 qualifications, a **Discounting Family** must be specified on the **Manage Performance Indicators** page.

## 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.*



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 Number in the **QN** field.

*NOTE: The QN code must be entered without slashes.*

As you enter the digits of the QN, 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 **QN** 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 QN code. If the course has been linked in Course Manager and the QN/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 **QN** field is disabled.

The screenshot shows the 'Add Results' dialog box in the SIMS software. The dialog is titled 'Add Results' and has a 'Change' button next to the QN field. The QN field contains 'WJEC Level 1/Level 2 GCSE in History (60099070)'. Below this, there are dropdown menus for Subject (History), Course (History (GCSEF)), Level (GCSE Full Course), and Awarding Body (WJEC). The Title field contains 'WJEC Level 1/Level 2 GCSE in History'. The Grade field has a dropdown menu with 'A' selected. Below the Grade field, there are input fields for Key Stage 4 Equivalence (Entry: 1, A\*-C: 1, A\*-G: 1) and Level 3 Equivalence (Entry: 0, A\*-E: 0). There is also a Points field with '52' and a Discounted checkbox. 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 QN, click the **Change** button to activate the **QN** field again. The name of the **Change** button reverts to **Refresh**, enabling you to enter a new QN. Click the **Refresh** button to populate the relevant fields with the details of the QN.

5. Select the achieved **Grade** from the drop-down list. Only grades that are appropriate for the selected QN are available for selection:
  - If a Level 1 or Level 2 QN, the **Key Stage 4 Equivalence Entry** and grade value fields are populated automatically.
  - If an AS QN, 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 QN, 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	Jenny	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
Alkhtar	Amanat	(13)	(K)	6012
Alkhtar	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

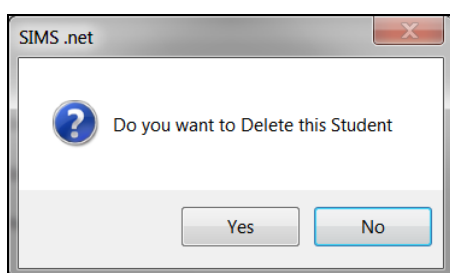
7. Enter the pupil/student's **Surname** or **Forename**. Alternatively, select their **YTI** (Year Taught In), **Reg** group or their **Enroll** status from the respective drop-down lists before clicking the **Search** button.  
You can also select an initial pupil/student and using **Ctrl**, **Shift**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

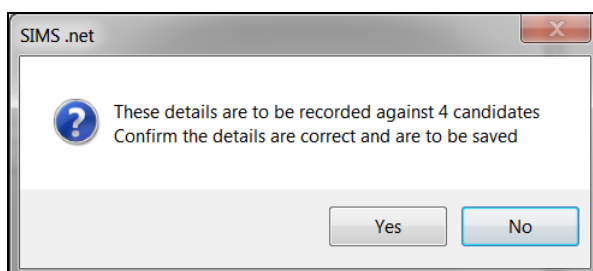
A confirmation dialog is displayed.



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.

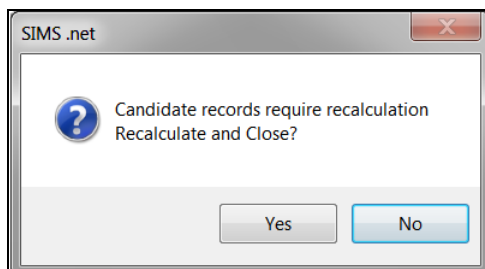
If you are certain that you want to apply this result to the selected pupil/students, click the **Yes** button to return to the **Performance Results** panel.

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 Equivalents

2 Entries and Forecasts

3 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.

## KS4 Discounting in England

### Qualifying QNs for the Performance Indicators

The details of all QNs must be checked carefully (via **Tools | Examinations | Manage Performance Indicator**). It is essential that each certification element for which results can be collated is associated with the correct QN code. The details will be printed on the Candidate Statement of Results report (in Examinations Organiser via **Reports | Results | Candidate Statement of Results**). Alternatively, run the Basedata Structure report (via **Reports | Basedata | Structure**).

### Early Entries

If multiple results for a subject have been received throughout a single exams season, the Edit PI Data calculation cannot determine which of the results was timetabled first. Therefore, all results are left without discounting and manual discounting must be applied in this circumstance. For EBacc, those qualifications in 2018 that have been reformed (9-1), will count in this year's Performance Tables.

From 2017 onwards, early entry rules for English and Maths applied only to the QNs listed in the following tables. For 2018, in addition to English and Maths, the following GCSE 9-1 qualification subjects have been incorporated into the Edit PI Data discounting calculations:

- Biology
- Chemistry
- Classical Greek
- Combined Science (Double Award)
- Computer Science
- French
- Geography
- German
- History
- Latin

- Physics
- Spanish
- Art and Design
- Citizenship Studies
- Dance
- Drama
- Food Preparation and Nutrition
- Music
- Physical Education
- Religious Studies.

### Non-GCSE Qualifications

A maximum of three non-GCSE qualifications can be included in the Performance Tables calculations. All vocational qualifications are counted with a maximum equivalence of one GCSE.

### English

The details of all QNs must be checked carefully (via **Tools | Examinations | Manage Performance Indicator**). It is essential that each certification element for which results can be collated is associated with the correct QN code.

Reformed English QNs 9-1	Description
60142923	AQA Level 1/Level 2 GCSE (9-1) in English Language
60145055	WJEC Eduqas Level1/Level 2 GCSE (9-1) in English Language
60145754	OCR Level 1/Level 2 GCSE (9-1) in English Language
60148366	Pearson Level 1/Level 2 GCSE (9-1) in English Language
60144476	AQA Level1/Level 2 GCSE (9-1) in English Literature
60147891	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in English Literature
6014872X	OCR Level 1/Level 2 GCSE (9-1) in English Literature
60152461	WJEC Eduqas Level 1/Level 2 GCSE (9-1) in English Literature

### Maths

The details of all QNs must be checked carefully (via **Tools | Examinations | Manage Performance Indicator**). It is essential that each certification element for which results can be collated is associated with the correct QN code.

Reformed Maths QNs 9-1	Description
60146060	OCR Level 1/Level 2 GCSE (9-1) in Mathematics
60146084	AQA Level 1/Level 2 GCSE (9-1) in Mathematics

Reformed Maths QNs 9-1	Description
60147003	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in Mathematics
60155036	WJEC Eduqas level 1/Level 2 GCSE (9-1) in Mathematics

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
<b>GCSEs (9-1) from 2016-17</b>			
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
<b>GCSEs (Legacy)</b>			
GCSE (Linear)	GCSE	F	JC F Result
GCSE Short Course (Linear)	GCSE	F	JC F Result
<b>GCE</b>			
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/2 Result

Qualification Title	Exam Qualification	JCQ Gradeset	SIMS Exams Gradeset
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 43 Result

The following table provides details of some commonly used grade values. For 2018 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		
/G	1.00	2	2		
		1	1		

### Science

Early entry rules have been applied to Science pathways as follows.

- **Pathway 1 - Individual Sciences**

- Physics (RC1)
- Biology (RH3)
- Chemistry (RD1).

Computer Science and Computing GCSEs are classed as individual sciences and are counted towards the EBacc.

\* Since 2014, Computer Science and Computing have been included in the Science element of the EBacc, and count in addition to the other separate Sciences.

- **Pathway 2 Combined Science**

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

The first qualification that a student studies determines the Science pathway they are following. Any subsequent entries to qualifications from a different Science pathway will not count in the school or college Performance Tables. For example, if a student studies Biology, the only other Science qualifications that can count in the Performance Tables are Chemistry and Physics. Consequently, where a student studies Biology followed by Combined Science, the Combined Science grade does not count in the Performance Tables.

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

## Early Entry Rules from 2017

The rules for Early Entry are complex:

- When a new GCSE (9-1) is introduced in the Performance Tables, an early entry to the legacy GCSE (A\*-G) in the same subject does not count in the Performance Tables. For example, now that new Science GCSEs have been introduced in the Performance Tables for 2018, early entry to legacy Science GCSEs from 2017 do not count in Performance Tables.
- The legacy Ancient History GCSE still counts in 2018 because the reformed version does not count until 2019. The same applies to legacy GCSEs/certificates in Languages where the reformed version do not count until 2019 or 2020.
- For the Performance Tables published in January 2018, the early entry rules 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, except where a GCSE (9-1) has been introduced.
- Those who have not yet taken a qualification will have their first entry taken after 29 September 2013 count in the Performance Tables, except where a GCSE (9-1) has been introduced.
- 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.
- 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 Rules for BTECs and Cambridge National Qualifications

### OCR Cambridge Nationals

For Cambridge Nationals, the early entry date is the date that OCR award the full qualification. The full Cambridge National qualifications can be claimed in a November, January or June series. Awarding takes place shortly after the series:

- November series: awarding date is in December
- January series: awarding date is in February
- June series: awarding date is in July.

For Cambridge Nationals, it is the best grade of all units taken (including any resits or resubmissions) that counts towards the final grade. However, it is the date of the award of the first overall certification result that is reported to the DfE and used for the performance tables.

*NOTE: Cambridge Nationals in Child Development restricts resits of the externally assessed unit to one resit before certification. This does not apply to the internally assessed units or other Cambridge National subjects.*

### BTECs

The DfE changed the definition of what counts as a 'first entry' for BTEC First qualifications.

From 1 September 2015, the 'entry' date for BTEC Firsts became the actual certification date. This means that if you claim certification for a BTEC First before the date of the first exam in a GCSE of the same subject, then the BTEC result will go forward for performance tables, and not the GCSE result. This rule was applied for performance tables from 2016.

If you have results for BTEC and GCSE in the same season, you must ascertain which qualification counts as 'first entry' in line with DfE guidelines and manually discount the qualification that does not.

## Changes to Science GCSEs

New Science and Computer Science GCSEs (9-1) were available for teaching from September 2016, with the first examinations taking place in Summer 2018. There are single Science GCSEs (Biology, Chemistry and Physics, and Computer Science) and a Combined Science (double award).

GCSEs in Biology, Chemistry, Physics and Computer Science will each take up one slot, and can count in Progress 8 in any combination. The Combined Science (double award) can take up two slots in either the EBacc or open elements of Progress 8 where this represents the highest relevant grades achieved. One grade from this qualification can fill one slot if higher grades are achieved in other qualifications.

The points awarded to Combined Science (double award) are averaged, which means that a double Science grade of grade 6 and a grade 5 would be averaged to two 5.5 points to fill either one or two slots, as appropriate, totalling a maximum of 11 points across two slots.

An updated version of the gradeset called JC 41 result has been provided for 2018 to enable the correct calculations to be applied.



Double Science - Gradeset JC41 Result	Points
Grade 9-9	9.0
Grade 9-8	8.5
Grade 8-8	8.0
Grade 8-7	7.5
Grade 7-7	7.0
Grade 7-6	6.5
Grade 6-6	6.0
Grade 6-5	5.5
Grade 5-5	5.0
Grade 5-4	4.5
Grade 4-4	4.0
Grade 4-3	3.5
Grade 3-3	3.0
Grade 3-2	2.5
Grade 2-2	2.0
Grade 2-1	1.5
Grade 1-1	1.0
Grade U Unclassified	0

### Exception Discounting - Science

**IMPORTANT NOTE:** Where a pathway cannot be determined, manual discounting must be applied.

If a student has results for any one of Chemistry, Biology, Physics and Computer Science, only the two best results are counted and the others are discounted.

If a student has Combined Science, then the collective points are averaged for Ebacc.

Early entry rules have been applied to Science pathways as follows.

- **Pathway 1 - Individual Sciences**

- Physics (RC1)
- Biology (RH3)
- Chemistry (RD1).
- Computer Science (CK1) and Computing GCSEs are classed as individual sciences and are counted towards the EBacc.

\* Since 2014, Computer Science and Computing have been included in the Science element of the EBacc, and count in addition to the other separate Sciences.

- **Pathway 2 Combined Science**

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

The first qualification that a student studies determines the Science pathway they are following. Any subsequent entries to qualifications from a different Science pathway will not count in the school or college Performance Tables. For example, if a student studies Biology, the only other Science qualifications that can count in the Performance Tables are Chemistry, Physics and Computer Science. Consequently, where a student studies Biology followed by Combined Science, the Combined Science grade will count in the Performance Tables.

If candidates have taken elements from more than one of the Science pathways, you will need to apply manual discounting. For example, where a student has taken a single science, Computer Science, and also has a result for Combined Science, the Combined Science result will count in Attainment 8 and the single Science and Computer Science must be discounted manually.

## **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.

## Information Relating to Attainment 8 and Progress 8 Accountability Measures

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 1-8.5 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 8.5, which is equivalent to a Grade A\* GCSE). From 2017, as new GCSE qualifications taught from 2015 come on stream, this changed further to a 9-1 point scale. This resulted 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, 2018 and 2019 Points
A*	8.00	8.50
A	7.00	7.00
B	6.00	5.50
C	5.00	4.00
D	4.00	3.00
E	3.00	2.00
F	2.00	1.50
G	1.00	1.00

### 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:

Grade	Point Score	Band	Fine Grade
A*	60	58.34 – 60.00	A*
		55.00 – 58.33	A*-
A	50	51.67 – 54.99	A+
		48.34 – 51.66	A
		45.00 – 48.33	A-
B	40	41.67 – 44.99	B+
		38.34 – 41.66	B
		35.00 – 38.33	B-
C	30	31.67 – 34.99	C+
		28.34 – 31.66	C
		25.00 – 28.33	C-
D	20	21.67 – 24.99	D+
		18.34 – 21.66	D
		15.00 – 18.33	D-
E	10	11.67 – 14.99	E+
		8.34 – 11.66	E
		5.00 – 8.33	E-
U	0	Below 5.00	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, divide 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 <sup>4</sup>
For comparison only			
Distinction*	50 <sup>5</sup>	46.67 – 50.00	Dist*
		41.67 – 46.66	Dist*-
Distinction	35	36.67 – 41.66	Dist+
		33.34 – 36.66	Dist
		30.00 – 33.33	Dist-
Merit	25	26.67 – 29.99	Merit+
		23.34 – 26.66	Merit
		20.00 – 23.33	Merit-
Pass	15	16.67 – 19.99	Pass+
		13.34 – 16.66	Pass
		10.00 – 13.33	Pass-
U	0	Below 10.00	U

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

## 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.
- An element which can include the three highest point scores from any of the following EBacc subjects: Science, Combined 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).
- 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. 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.
- 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	Ebacc	N	6	6
Qa5	GCSE Art	C	5 (40)	Y	Other	N	5	9
Qa6	GCSE Core Science	A	7 (52)	Y	EBacc	N	7	5
Qa7	GCSE French	C	5 (40)	Y	Other	N	5	10
Qa8	GCSE Spanish	B	6 (46)	Y	EBacc	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

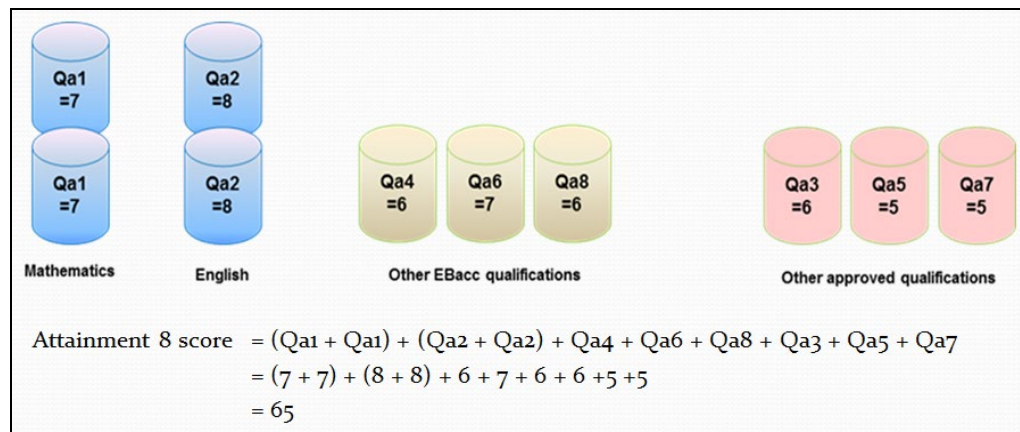
Qa4 - GCSE Additional Science: Total Points = 6

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 on the **Edit PI Data** page and PI reports can then be produced. The **CAS KS2 Calculator 2018 Template** can be used in relation to the KS2 APS scores that are needed to calculate the Estimated Attainment 8 values.

*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.
- **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.

Key stage 2 fine level	Attainment 8 average	English average	Maths average	EBacc average	Open average
1.5	13.04	2.78	1.77	3.09	5.4
2	17.1	3.73	2.39	3.9	7.08
2.5	18.09	4.27	2.39	3.95	7.48
2.8	19.61	4.67	2.72	4.12	8.1
2.9	20.81	4.81	3.14	4.47	8.4
3	21.42	5.01	3.19	4.62	8.6
3.1	22.45	5.21	3.57	4.93	8.74
3.2	23.64	5.45	3.84	5.22	9.13
3.3	23.86	5.52	3.78	5.31	9.25
3.4	25.3	5.83	4.15	5.72	9.59
3.5	25.76	5.96	4.23	5.83	9.74
3.6	27.02	6.24	4.5	6.19	10.1
3.7	27.84	6.39	4.64	6.43	10.37
3.8	28.58	6.6	4.79	6.64	10.55
3.9	29.95	6.89	5.09	7.06	10.91
4	31.3	7.17	5.43	7.44	11.26
4.1	32.45	7.4	5.71	7.8	11.54
4.2	34.12	7.72	6.09	8.28	12.03
4.3	35.57	7.97	6.47	8.78	12.35
4.4	37.3	8.3	6.88	9.32	12.79
4.5	39.01	8.64	7.28	9.85	13.24
4.6	40.93	9.05	7.67	10.48	13.72
4.7	42.9	9.41	8.12	11.16	14.2
4.8	45.12	9.89	8.57	11.9	14.77
4.9	47.21	10.26	9.06	12.61	15.28
5	49.76	10.73	9.62	13.52	15.89
5.1	52.51	11.25	10.22	14.46	16.57
5.2	55.23	11.72	10.88	15.42	17.2
5.3	57.94	12.16	11.59	16.38	17.8
5.4	61.09	12.68	12.37	17.47	18.57



Key stage 2 fine level	Attainment 8 average	English average	Maths average	EBacc average	Open average
5.5	64.29	13.2	13.16	18.63	19.3
5.6	68.12	13.88	14.03	19.96	20.25
5.7	72.18	14.59	14.93	21.37	21.29
5.8	77.15	15.52	15.95	22.96	22.72

## Progress 8

Additional aspects have been provided: 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 KS2: Average Fine Level. This 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.

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.

### 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.

## Qualifications Sized as GCSE

From 2014, qualifications will only be included in the Performance Measures 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 marksheets, 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, 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, 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 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 85

Collating PI Data (Resetting Discounting) on page 85

## 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.

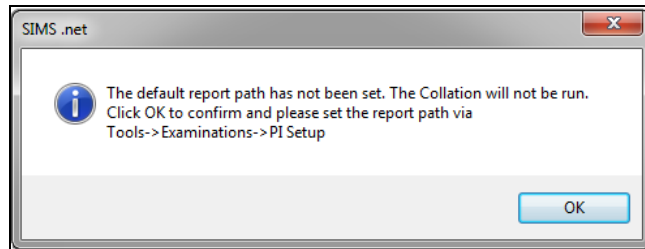


Click the **CKD** button on the **Edit PI Data** page.

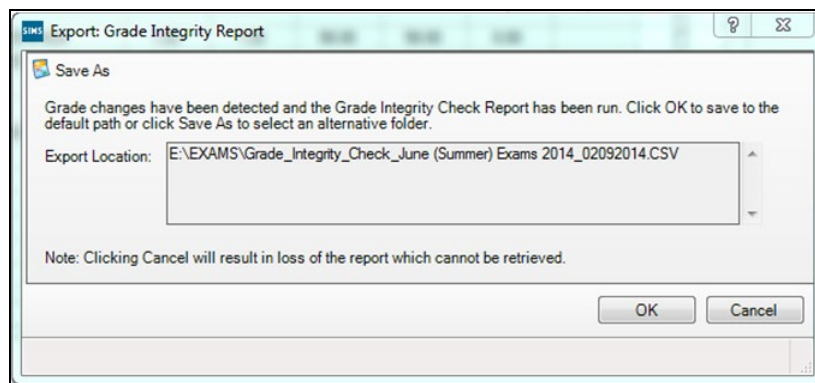
## Initiating the Grade Integrity Report

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, ensure that you have calculated the PI data for the current season via **Tools | Examinations | Edit PI Data**. Schools must have checked and modified the Performance Indicator details for all qualifications via **Tools | Examinations | Manage Performance Indicator** to ensure accurate reports are generated.

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 screenshot shows the 'Select the Group Filter' dialog box. At the top, it says 'Select the effective Group date' with 'From' and 'To' date pickers set to 01/05/2018 and 30/06/2018 respectively, and a 'Refresh' button. Below this is a 'Saved Filters' section with a table:

Name	Description	Private
FSM	Free School Meals:Free School Meals	<input type="checkbox"/>

To the right of the table are buttons: 'New', 'Open', 'Delete', and 'Save'. Below the table is a 'Filter Name' text box and a 'Private' checkbox (checked). The 'Description' text box contains 'Exam Performance Cohort:PI Cohort 2018 KS4'. The main area is a list of filter categories with checkboxes:

- ☐ Exam Season Candidates
- ☐ Course
- ☐ Ethnicity
- ☐ Home Language
- ☐ First Language
- ☐ New Intake Group
- ☐ Registration Group
- ☐ Special Needs
- ☐ Year Group
- ☐ National Curriculum Year
- ☐ Exam Performance Cohort
- ☐ User Defined Groups
- ☐ House
- ☐ Free School Meals
- ☒ Free School Meals Ever 1
  - ☒ FSM Ever1
- ☒ Free School Meals Ever 6
  - ☒ FSM Ever6
- ☐ Gender
- ☐ Gifted/Talented
- ☐ SEN Status
- ☐ English as an Additional Language
- ☐ Looked After
- ☐ Asylum Status
- ☐ Traveller Status
- ☐ Term of Birth
- ☐ Academic Year of Admission

At the bottom are buttons: 'Include' (with a green checkmark icon), 'Exclude', 'Apply', 'Clear Selection', and 'Cancel'.

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.

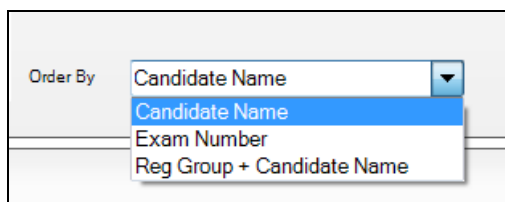
*NOTE: You can switch between **Include** and **Exclude** at any time by clicking the appropriate button. Before selecting a check box, ensure that the correct button has been clicked.*

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.

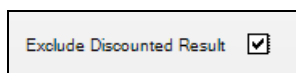
14. Click the **Apply** button to confirm the selected filters and return to the **Performance Table Report** page. The name of the selected filter is displayed in the **Group Filter** field. The details of the selected group filter are displayed in the **Description** field. The data in the report changes 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.



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.

**IMPORTANT NOTE:** If the PI report outputs display results different from those expected, you must revisit the **Manage Performance Indicator** page and ensure that the equivalences and point values have been modified and saved correctly. Run the recollate process again on the **Edit PI** page (via **Tools | Examinations | Edit PI Data**) before running the PI reports again.

## Performance Table Report KS4 - Summary Output

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

An additional section (**English Baccalaureate APS by Subject**) has been added to the Summary report output. This is a new measure for 2018.

In the new section, a separate row is included for the following subjects:

- **APS for English**
- **APS for Maths**
- **APS for Science**
- **APS for Humanities**



- **APS for Languages.**

SIMS .net	Green Abbey School								
	<b>Performance Tables Summary Report 2018:</b>	<b>Keystage 4</b>							
	<b>Scope: No Filter Applied</b>	<b>June (Summer) Exams 18 Int</b>							
<b>Export Date :</b>	<b>25/06/2018</b>								
English Baccalaureate Subjects	Students entered for English	161.00	48.64%	71.00	47.02%	90.00	50.00%		
	Students achieving a strong pass in English	140.00	42.30%	59.00	39.07%	81.00	45.00%		
	Students achieving a standard pass in English	151.00	45.62%	65.00	43.05%	86.00	47.78%		
	Students entered for maths	61.00	18.43%	28.00	18.54%	33.00	18.33%		
	Students achieving a strong pass in maths	60.00	18.13%	27.00	17.88%	33.00	18.33%		
	Students achieving a standard pass in maths	61.00	18.43%	28.00	18.54%	33.00	18.33%		
	Students eligible for science	104.00	31.42%	46.00	30.46%	58.00	32.22%		
	Students achieving a standard pass in two sciences	94.00	30.38%	40.00	26.96%	54.00	29.10%		
	Students entered for a language	160.00	48.34%	71.00	47.02%	89.00	49.44%		
	Students achieving a standard pass in a language	151.00	44.38%	65.00	41.55%	86.00	46.63%		
	Students entered for a humanities subject	97.00	29.31%	44.00	29.14%	53.00	29.44%		
	Students achieving a standard pass in a humanities subject	93.00	27.88%	43.00	28.73%	50.00	27.34%		
English Baccalaureate APS by Subject	APS for English	2.91		2.77		3.02			
	APS for maths	1.24		1.22		1.25			
	APS for science	0.90		0.85		0.93			
	APS for humanities	1.78		1.75		1.79			
	APS for languages	3.33		3.72		3.01			

An additional row (**APS per English Baccalaureate**) has been added to the **English Baccalaureate** section of the report output. The APS score for all students at the end of the Key Stage 4 cohort is added together and divided by the number of students in the cohort to calculate the EBacc Average Point Score for the school.

SIMS .net	Green Abbey School								
	<b>Performance Tables Summary Report 2018:</b>	<b>Keystage 4</b>							
	<b>Scope: No Filter Applied</b>	<b>June (Summer) Exams 18 Int</b>							
<b>Export Date :</b>	<b>25/06/2018</b>								
English Baccalaureate	Students entered for English Baccalaureate	4.00	1.21%	3.00	1.99%	1.00	0.56%		
	Students attaining the English Baccalaureate with strong passes in English and Maths	3.00	0.91%	2.00	1.32%	1.00	0.56%		
	Students attaining the English Baccalaureate with standard passes in English and Maths	4.00	1.21%	3.00	1.99%	1.00	0.56%		
	Students achieving a pass in all EBacc subject areas	4.00	1.21%	3.00	1.99%	1.00	0.56%		
	APS per English Baccalaureate	2.14		2.14		2.14			

### Applicable to schools in Northern Ireland only

When exporting the Summary report output to Excel, the following fields are now included in the .XML file for KS4 and 16-18 cohorts:

- **2 A\*-C**
- **All**
- **Male**
- **Female.**

The following sections provide additional information relating to the detailed measures that are included in each specific measure.

## Changes to the Key Stage 4 Performance Indicators

From 2018, the headline Ebacc attainment measure changed to an Ebacc Average Point Score (APS). The new measures show student's point scores across the five pillars of the EBacc. The EBacc APS is calculated by allocating points to a student's best grades in EBacc subjects using the same rules as the current EBacc attainment threshold measure, as follows:

- the better grade of either English Language or English Literature, both subjects must be taken.

- the grade for Maths.
- the best two grades from exams taken in Science, grades are taken from the following:
  - if the Single Sciences option is chosen, three out of four Single Sciences must be taken, the best two grades will be taken from these subjects.
  - grades for Combined Science qualification.
- the better grade of either Geography or History (Humanities)
- the best grade in Languages.

These points are totalled for each student, with a zero for any missing pillars, and then divided by six to create an average point score per student.

The scores are added together for all students in a school's end of Key Stage 4 cohort, and divided by the number in the cohort, to calculate the EBacc Average Point Score (APS) per student, for each school.

The points are divided by the total of students in the cohort to create an average point score by subject.

## 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 Fine Level measure

This measure is captured by entering data through the KS2 Average Fine Point Score and Level template, and the KS2 Fine Level aspect.

### Students included in Fine Level measure

The number of students in the Fine Level measure.

## Progress 8

The following rows have been provided to display details of **Students included in Progress 8 Score**.

- **Students included in Progress 8 Score**
- **Progress 8 Score**
- **Estimated Attainment 8 Average**
- **Attainment 8 Average.**

## GCSE or Equivalent Achievements

These are existing measures for comparison with the new 9-1 qualifications.

### Students achieving 5+ standard passes including English and Maths

Five qualifying QNs at grade 4 or above including English and grade 4 or above in Maths.

### Students achieving 5+ standard passes (excluding equivalences) including English and Maths

Five qualifying QNs at grade 4 and above plus grade 4 or above in English and grade 4 or above in Maths (excluding equivalences, e.g. BTEC).

**Students achieving 5+ standard passes**

Five qualifying QNs at grade 4 or equivalent and above.

**Students achieving 5+ passes**

Five qualifying QNs at grade 1 or equivalent and above.

**Students attaining at least one qualification**

Any single qualifying QN at grade 1 or equivalent and above.

**English Baccalaureate**

For 2018, the Science qualifications counting in the English Baccalaureate qualification have been changed as follows:

- Biology
- Chemistry
- Physics
- Computer Science
- Combined Science (previously Double Science).

Additionally, **Double Science** has been renamed **Combined Science**, and **Modern Foreign Languages** has been renamed **Languages**.

**English EBacc Rule:**

- To count, either English Language or English Literature must be taken.

The summary report shows the number and percentage of students entered for and achieving EBacc, the number and percentage of students achieving 9.00-5.00 or A\*-C in the subject areas, and the number and percentage of students achieving 9.00-1.00 or 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 with strong passes in English and Maths**

The number of students who achieved strong passes in English and Maths (grades 5 and above).

**Students attaining the English Baccalaureate with standard passes in English and Maths**

The number of students who achieved standard passes in English and Maths (grades 4 and above).

**Students achieving a pass in all EBacc subject areas**

The number of students who achieved a pass in all of the five EBacc subject areas.

**APS per English Baccalaureate**

The Average Point Score for all KS4 students is added together and divided by the number in the cohort, to calculate the EBacc average point score per pupil for the school.

## English Baccalaureate Subjects

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

From 2018, the EBacc subjects that are counted in the EBacc qualification have been augmented. Additionally, **Double Science** has been renamed **Combined Science**, and **Modern Foreign Languages** has been renamed **Languages**. The inactive subjects (i.e. **Additional Science** and **Core Science**) are displayed in red text to indicate that they are no longer valid.

On the **Manage Performance Indicator** page, the display order of EBacc subjects has been amended to:

- English Language
- English Literature
- Mathematics
- Biology
- Chemistry
- Computer Science
- Combined Science
- Physics
- Additional Science
- Core Science
- Humanities
- Languages.

### Students entered for English

This is the number of students entered for an English qualification.

### Students achieving a strong pass in English

The achievement is the number and percentage of the cohort achieving a strong pass in English (grades 5 and above).

### Students achieving a standard pass in English

The number of students achieving a standard pass for English (grades 9-4).

### Students entered for Maths

This is the number of students entered for a Maths qualification.

### Students achieving a strong pass in Maths

The achievement is the number and percentage of the cohort achieving a strong pass in Maths (grades 5 and above).

*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 achieving a standard pass in Maths

The number of students achieving a standard pass for Maths (grades 9-4).

### Students eligible for Science

Students eligible for a Science subject, one of the Science pathways (Physics, Chemistry, Biology and Computer Science), or Combined Science.

**Students achieving a standard pass in two Sciences**

Students attaining two Sciences are those who have achieved a standard pass in at least two Sciences or in Combined Science (grades 4 and above).

**Students entered for a Language**

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

**Students achieving a standard pass in a Language**

This is the number of students who achieved a standard pass in a qualifying language (grades 4 and above).

**Students entered for a Humanities subject**

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

**Students achieving a standard pass in a Humanities subject**

This is the number of students who achieved a standard pass in a qualifying Humanities award (grades 4 and above).

**EBacc APS by Subject**

An additional section (**English Baccalaureate APS by Subject**) has been added to the Summary report output. This is a new measure for 2018.

The Ebacc APS (Average Point Score) by Subject is calculated as the total of student APS for Ebacc Subject divided by the number of students (e.g. students entered for the Ebacc).

The following graphics contain examples of how the English Baccalaureate APS by Subject is calculated.

**For English**

Student Name	Pillar	Subject	Grade	Total
Ackton Stan	English	Eng Lit	9	9
		Eng Lang	5	
Adrianson, Robert	English	Eng Lit	8	8
		Eng Lang	7	
Affelay, Brian	English	Eng Lit	6	6
		Eng Lang	0	
Affleck, Alexis	English	Eng Lit	8	8
		Eng Lang	7	
			Total Points	31
			No of students in cohort	4
			APS for English	7.75

**For Science**

Student Name	Pillar	Subject	Grade	Points	Counts as a result
Ackton Stan	Science	Biology	7	7	1
		Chemistry	8	8	1
		Physics	4		
		Computer Science	3		
Adrianson Robert	Science	Biology	9	9	1
		Double Science	9-9	9	1
Affelay Brian	Science	biology	7	0	1
		Chemistry	5		
Affleck Alexis	Science	Physics	9	4	1
		Double Science	4-4	4	1
Total number of Points (incl 0)				41	
Total number of results (incl 0)				7	
APS for Science = Total no. of Points /Total no. of results				5.857143	

**EBacc APS for the School**

An additional row (**APS per English Baccalaureate**) has been added to the Summary report output. This is a new measure for 2018. The new row is included in the **English Baccalaureate** section of the report output.

The APS (Average Point Score) score for all students at the end of the Key Stage 4 cohort is added together and divided by the number of students in the cohort to calculate the EBacc Average Point Score for the school.

Student APS		No in cohort	APS for School	
Ackton Stan	8.17			
Adrianson Robert	8.50			
Affelay Brian	4.00			
Affleck Alexis	4.33			
Total	25.00	4	6.25	Total of student APS divided by No. in cohort

**Other GCSE Entries****Students entered for more than one language**

Students entered for multiple languages, e.g. French and Hebrew, etc.

**Students entered for three single sciences**

Students taking the three single science subjects of Biology, Chemistry and Physics.

**The Basics****Students achieving a standard pass in English and Maths**

Achieving grade 4 or above in English and Maths.

**Students achieving a pass in English and Maths**

Achieving grade 1 or above in English and Maths.

**Students achieving a Strong pass in English and Maths**

The number of students achieving a strong pass in English and Maths at grades 9-5.

## 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 for representation purposes only and should not be considered as exact replicas of what is displayed on screen.*

The report output is divided into specific sections for **Student Details**, **The Basics**, **English Baccalaureate**, **Progress 8** and **Totals**.

An additional column (**Ebacc APS for Student**) has been added for 2018. The new column is included in the **English Baccalaureate** section of the report output.

The DfE has changed the headline EBacc attainment measure from the proportion of students achieving a grade 5 and above in the EBacc subjects to an EBacc average point score. This calculates the students' point scores across all the pillars of the EBacc qualification.

An example of a KS4 detailed report output.

English Baccalaureate									
EBacc Strg Passes in E&M	Ebacc Std Passes in E&M	Strg Pass Eng	Strg Pass Maths	Std Pass Eng	Std Pass Maths	2+ Std Passes Sci	Std Pass Lang	Std Pass Hums	Ebacc APS for Stud
	N								
	N								
	N								
	N								
Y	Y	Y	Y	Y	Y	Y	Y	Y	14.67
	N								
Y	Y	Y	Y	Y	Y	Y	Y	Y	16.67
N	Y	Y	N	Y	Y	Y	Y	Y	14.83
Y	Y	Y	Y	Y	Y	Y	Y	Y	6.50
	N								
	N								
	N								
N	N	Y	N	Y	N	Y	Y	Y	4.00
	N								
N	N	Y	Y	Y	Y	N	Y	N	3.17
	N								
N	N	N	N	Y	N	Y	Y	Y	3.83
	N								

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.

## EBacc APS for Student

An additional column (**APS for Student**) has been added to the Detailed report output. This is a new measure for 2018. The new column is included in the **English Baccalaureate** section of the report output.



The DfE has changed the headline EBacc attainment measure from the proportion of students achieving a grade 5 and above in the EBacc subjects to an EBacc average point score. This calculates the students' point scores across the six pillars of the EBacc qualification. (Science counts for two pillars).

Student Name	Pillar	Subject	Grade	Total	
Ackton, Stan	English	Eng Lit	9	9	Best Grade of Eng Lit/Eng Lang
		Eng Lang	5		
	Math	Math 1	9	9	Best Grade in Maths
		Math 2	7		
	Language	French	6		
		German	7	7	Best Grade in Languages
	Humanities	History	5		
		Geography	9	9	Best Grade in Humanities
	Science	Biology	7	7	Science Result 1
		Chemistry	8	8	Science Result 2
		Physics	4		
		Computer Science	3		
		Total		49	
		APS for student		8.17	
Adrianson, Robert	English	Eng Lit	8	8	Best Grade of Eng Lit/Eng Lang
		Eng Lang	7		
	Math	Math 1	7	7	Best Grade in Maths
		Math 2	0		
	Language	French	9	9	Best Grade in Languages
		German	9		
		Hebrew	D		
	Humanities	History	9	9	Best Grade in Humanities
		Geography	9		
	Science	Double Science	9 9	9	Science Result 1
				9	Science Result 2
		Total		51	
		APS for student		8.5	

## Performance Table Report KS4 - Full Output

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

From 2017, to enable a comparison to be made between the 9-1 and the legacy grades, the report output includes the following measures for English and Maths:

- The column **Counted in EBacc Std Passes** displays a **Y** if a reformed GCSE grade is achieved at a grade of 9-4.
- The column **Counted in EBacc Strg Passes** displays a **Y** if a reformed GCSE grade is achieved at a grade of 9-5.

## 05| Producing a Performance Table Report in SIMS

An example of a KS4 full report output.

Green Abbey School										Keystage 4									
Performance Tables Full Report 2017:										Exam Performance Cohort:PI Cohort 2017 KS4									
Scope: Filter Applied																			
Export Date: 20/07/2017																			
Name	YTI	Eng	ULN	QAN	Disc Code	Board	Level	Title	Result	Points	KS4 Std Passes	KS4 Passes	Counted in PI	Best 8	Counted in Ebacc	Counted in Std Ebacc	Att 8 Slot	Att 8 Doubled?	Att 8 Points
Abbot, Andrew	11	11E	1111173825	50013552	RA1C	OCR	GCSE/FC	Additional Science A	A	7.00	1.00	1.00	Y	Y	Y		Ebacc1	N	7.00
Abbot, Andrew	11	11E	1111173825	50050792	AA3	OCR	CHAT/182	Business	LIP	0.00	0.00	0.00	N	N	N		N	N	
Abbot, Andrew	11	11E	1111173825	50152953	5110	Cambridge	NQF/L2	Cambridge International Level 1/Level 2 (9-1) Cert Drama	5	9.00	1.00	1.00	Y	Y	Y		En	Y	18.00
Abbot, Andrew	11	11E	1111173825	50043948	LC11	OCR	GCSE/FC	English Language-OCR Rep	C	4.00	1.00	1.00	Y	N	N		N	N	
Abbot, Andrew	11	11E	1111173825	50145754	FK2B	OCR	GCSE/FC	French	5	0.00	0.00	0.00	N	N	N		N	N	
Abbot, Andrew	11	11E	1111173825	50044862	FKF	OCR	GCSE/FC	Geography A	E	2.00	0.00	1.00	Y	N	N		N	N	
Abbot, Andrew	11	11E	1111173825	50065503	RF4	OCR	GCSE/FC	German	B	5.50	1.00	1.00	Y	Y	Y		Ebacc2	N	5.50
Abbot, Andrew	11	11E	1111173825	5004512X	FKG	OCR	GCSE/FC	Mathematics (Foundation Tier)	C	4.00	1.00	1.00	Y	N	Y		N	N	
Abbot, Andrew	11	11E	1111173825	50146060	RB1	OCR	GCSE/FC	OCR Level 1/Level 2 GCSE in French	4	0.00	0.00	0.00	N	N	N		N	N	
Abbot, Andrew	11	11E	1111173825	50044862	5650	OCR	GCSE/FC	OCR Level 1/Level 2 GCSE in Geography A	B	5.50	1.00	1.00	Y	Y	Y		N	N	
Abbot, Andrew	11	11E	1111173825	50065503	5910	OCR	GCSE/FC	OCR Level 1/Level 2 GCSE in History A	B	5.50	1.00	1.00	Y	N	Y		N	N	
Abbot, Andrew	11	11E	1111173825	50110028	4010	OCR	GCSE/FC	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in Engl	B	5.50	1.00	1.00	Y	N	Y		Ebacc3	N	5.50
Abbot, Andrew	11	11E	1111173825	50147891	5110	Pearson	GCSE/FC	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in Engl	5	9.00	1.00	1.00	Y	Y	Y		Other2	N	9.00
Abbot, Andrew	11	11E	1111173825	50148366	5030	Pearson	GCSE/FC	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in Math	9	9.00	1.00	1.00	Y	Y	Y		Other1	N	9.00
Abbot, Andrew	11	11E	1111173825	50147003	2210	Pearson	GCSE/FC	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in Math	5	8.00	1.00	1.00	Y	Y	Y		Other3	N	5.00
Abbot, Andrew	11	11E	1111173825	50147003	2210	Pearson	GCSE/FC	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in Math	5	9.00	1.00	1.00	Y	Y	Y		Ma	Y	18.00

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 for representation purposes only and should not be considered as exact replicas of what is displayed on screen.*

The 16-18 Performance data displays information for five cohorts: A Level Results, Academic Results, Applied General Results, Level 2 Technical Certificates and Technical Level Results. 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.

An additional section (**Level 2 Technical Certificate**) has been added to the Summary report output. This is a new measure defined by the DfE for 2018. Technical Certificates for 16-18 year olds are Level 2 qualifications that provide post-16 students with the knowledge and skills they need for skilled employment or for further technical study.

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

<b>SIMS .net</b>	<b>Green Abbey School</b>							
	<b>Performance Tables Summary Report 2018:</b>							
	<b>Scope: No Filter Applied</b>							
	<b>Age 16-18</b>							
	<b>June (Summer) Exams 18 Int</b>							
<b>Export Date :</b>	<b>25/06/2018</b>							
Applied General Results	Number of academic students at the end of 16-18 study	1.00	100.00%	0.00	0.00%	1.00	100.00%	
	Number of academic entries	2.00		0.00		2.00		
	Average point score per applied general entry	0.00		0.00		0.00		
	Average point score per applied general entry expressed as a grade							
	Number of applied general students at the end of 16-18 study	0.00	0.00%	0.00	0.00%	0.00	0.00%	
	Number of applied general entries	0.00		0.00		0.00		
Level 2 Technical Certificate results	Average point score per Level 2 Technical Certificate entry	0.00		0.00		0.00		
	Average point score per Level 2 Technical Certificate entry expressed as a grade							
	Number of Level 2 Technical Certificate students at the end of 16-18 study	0.00	0.00%	0.00	0.00%	0.00	0.00%	
	Number of Level 2 Technical Certificate entries	0.00		0.00		0.00		
	Number of students whose highest attainment is a Level 2 qualification and who achieve an approved Level 2 Technical Certificate	0.00	0.00%	0.00	0.00%	0.00	0.00%	
Tech Level Results	Average point score per tech level entry	0.00		0.00		0.00		
	Average point score per tech level expressed as a grade							
	Number of students achieving the Tech Bacc	0.00	0.00%	0.00	0.00%	0.00	0.00%	

To be included in the Technical Certificate performance cohort, the student must have been entered for at least one of these qualifications in the academic years during which they have been allocated to the qualification provider.

Within the new section, a separate row is included for the following entries:

- Average point score per Level 2 Technical Certificate entry
- Average point per Level 2 Technical Certificate entry expressed as a grade
- Number of Level 2 Technical Certificate students at the End of 16-18 study
- Number of Level 2 Technical Certificate entries
- Number of students whose highest attainment is a Level 2 Qualification and who achieve an Approved Level 2 Technical Certificate.

The cohort calculation in the **KS5 Cohort Information** section of the output is now based on the revised DfE guidance for 2018.

**Applicable to schools in Northern Ireland only**

When exporting the Summary report output to Excel, the following fields are now included in the .XML file for KS4 and 16-18 cohorts:

- **2 A\*-C**
- **All**
- **Male**
- **Female.**

The following sections provide additional information relating to the detailed measures that are included within each specific measure.

## KS5 Cohort Information

The following criteria are used to identify these students:

- they have entered for at least 2 qualifications, each of which is at least the size of an A Level or they have entered for at least 1 qualification the size of at least 2 A Levels, in the reporting year.

or

- they have been allocated to the same provider for the last two years, in Year 13 or 14 and have been on-roll for two previous Census dates.

or

- they are 18 at the start of the reporting year and have not been reported in the Performance Tables at their current allocated provider. These students must be identified by the Exams Officer.

## Academic Results

### Average point score per academic entry

The APS per Academic Results entry is calculated by the sum of each student's Academic Results points divided by the sum of each student's Academic Results entries (= No of Academic Results entries).

### Average point score per academic entry expressed as a grade

The APS per Academic Results level entry is converted to a Fine Grade using the following table.

Grade	Point Score	Band	Fine Grade
A*	60	58.34 – 60.00	A*
		55.00 – 58.33	A*-
A	50	51.67 – 54.99	A+
		48.34 – 51.66	A
		45.00 – 48.33	A-
B	40	41.67 – 44.99	B+
		38.34 – 41.66	B
		35.00 – 38.33	B-
C	30	31.67 – 34.99	C+
		28.34 – 31.66	C
		25.00 – 28.33	C-
D	20	21.67 – 24.99	D+
		18.34 – 21.66	D
		15.00 – 18.33	D-
E	10	11.67 – 14.99	E+
		8.34 – 11.66	E
		5.00 – 8.33	E-
U	0	Below 5.00	U

### Number of academic students at the end of 16-18 study

Total number of Academic Results students at the end of KS5.

### Number of academic entries

Total number of Academic Results entries for each student.

## Applied General Results

### Average point score per applied general entry

The total number of Applied General Results points achieved by students divided by the total number of A Level entry equivalence achieved in Applied General Results qualifications.

### Average point score per applied general entry expressed as a grade

The APS per Applied General Results entry is converted to a Fine Grade using the following table.

Fine Grade	Description	Value	Rank Order
D*	46.67 – 50.00	12	1
D*-	41.67 – 46.66	11	2
D+	36.67 – 41.66	10	3
D	33.34 – 36.66	9	4
D-	30.00 – 33.33	8	5
M+	26.67 – 29.99	7	6
M	23.34 – 26.66	6	7
M-	20.00 – 23.33	5	8
P+	16.67 – 19.99	4	9
P	13.34 – 16.66	3	10
P-	10.00 – 13.33	2	11
U	Below 10.00	1	12

### Number of applied general students at the end of 16-18 study

Total number of Applied General Results students at the end of KS5.

### Number of applied general entries

Total number of Applied General Results entries for each student.

## A Level Results

### Average Point Score per A Level per 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 A Level entry expressed as a grade**

The APS per A Level entry is converted to a Fine Grade using the following table.

Grade	Point Score	Band	Fine Grade
A*	60	58.34 – 60.00	A*
		55.00 – 58.33	A*-
A	50	51.67 – 54.99	A+
		48.34 – 51.66	A
		45.00 – 48.33	A-
B	40	41.67 – 44.99	B+
		38.34 – 41.66	B
		35.00 – 38.33	B-
C	30	31.67 – 34.99	C+
		28.34 – 31.66	C
		25.00 – 28.33	C-
D	20	21.67 – 24.99	D+
		18.34 – 21.66	D
		15.00 – 18.33	D-
E	10	11.67 – 14.99	E+
		8.34 – 11.66	E
		5.00 – 8.33	E-
U	0	Below 5.00	U

**Average point score for a students best 3 A Levels**

The Best 3 A Levels score is calculated for each student by adding together the points in their best 3 A Levels, and then dividing by three to give a best 3 A Levels points per entry, which is also expressed as a grade.

### Average point score for a students best 3 A Levels expressed as a grade

The APS per A Level entry is converted to a Fine Grade using the following table.

Fine Grade	Description	Value	Rank Order
A*	58.34 – 60.00	17	1
A*-	55.00 – 58.33	16	2
A+	51.67 – 54.99	15	3
A	48.34 – 51.66	14	4
A-	45.00 – 48.33	13	5
B+	41.67 – 44.99	12	6
B	38.34 – 41.66	11	7
B-	35.00 – 38.33	10	8
C+	31.67 – 34.99	9	9
C	28.34 – 31.66	8	10
C-	25.00 – 28.33	7	11
D+	21.67 – 24.99	6	12
D	18.34 – 21.66	5	13
D-	15.00 – 18.33	4	14
E+	11.67 – 14.99	3	15
E	8.34 – 11.66	2	16
E-	5.00 – 8.33	1	17
U	Below 5.00	0	18

### Achieving A Levels at grades AAB or higher (in at least 2 facilitating subjects)

This is the count/percentage of students achieving 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 include Maths, Further Maths, English Literature, Physics, Biology, Chemistry, Geography, History and Languages (Classical and Modern) as outlined in the DfE list.

### Number of A Level students at the end of 16-18 study

Total number of students at the end of KS5. Any 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 entries

Total number of A Level entries for each student.

### Number of students included in the Best 3 A Levels measure

Total number of students included in the Best 3 A Levels measure.

## Level 2 Technical Certificate Results

### Average point score per Level 2 Technical Certificate entry

An average point score per entry is calculated by dividing the total number of points achieved by students in a particular cohort by the total number of entries for those students.

### Average point score per Level 2 Technical Certificate entry expressed as a grade

The APS per Level 2 Technical Certificate is converted to a Fine Grade using the following table.

Average grade per level 2 vocational qualification				
Grade		Points / size (L1/L2 vocational )	APS band	Fine grade <sup>11</sup>
L2	Distinction *	8	>7.83 - 8.00	L2 Dist*
			>7.50 - 7.83	L2 Dist*-
	Distinction	7	>7.17 - 7.50	L2 Dist+
			>6.83 - 7.17	L2 Dist
			>6.50 - 6.83	L2 Dist-
	Merit	6	>6.17 - 6.50	L2 Merit+
			>5.83 - 6.17	L2 Merit
			>5.50 - 5.83	L2 Merit-
	Pass	5	>5.17 - 5.50	L2 Pass+
			>4.83 - 5.17	L2 Pass
			>4.50 - 4.83	L2 Pass-
L1	Distinction	4	>4.17 - 4.50	L1 Dist+
			>3.83 - 4.17	L1 Dist
			>3.50 - 3.83	L1 Dist-
	Merit	3	>3.17 - 3.50	L1 Merit+
			>2.83 - 3.17	L1 Merit
			>2.50 - 2.83	L1 Merit-
	Pass	2	>2.17 - 2.50	L1 Pass+
			>1.83 - 2.17	L1 Pass
			1.50 - 1.83	L1 Pass-
	U	0	Below 1.5	U

### Number of Level 2 Technical Certificate students at the end of 16-18 study

Total number of Level 2 Technical Certificate students at the end of Key Stage 5.

### Number of Level 2 Technical Certificate entries

Total number of Level 2 Technical Certificate Results entries for each student.

### Number of students whose highest attainment is a Level 2 qualification and who achieve an approved Level 2 Technical Certificate

Total number of students who have achieved a Level 2 qualification and who go on to achieve an approved Level 2 Technical Certificate.

## Tech Level Results

### Average point score per Tech Level entry

An average point score per entry is calculated by dividing the total number of points achieved by students in a particular cohort by the total number of entries for those students.



**Average point score per Tech Level expressed as a grade**

The APS per Tech Level Results entry is converted to a Fine Grade using the following table.

Fine Grade	Description	Value	Rank
D*	46.67 – 50.00	12	1
D*-	41.67 – 46.66	11	2
D+	36.67 – 41.66	10	3
D	33.34 – 36.66	9	4
D-	30.00 – 33.33	8	5
M+	26.67 – 29.99	7	6
M	23.34 – 26.66	6	7
M-	20.00 – 23.33	5	8
P+	16.67 – 19.99	4	9
P	13.34 – 16.66	3	10
P-	10.00 – 13.33	2	11
U	Below 10.00	1	12

**Number of students achieving the Tech Bacc**

Total number of students achieving the Tech Bacc qualification.

**Number of Tech Level students at the end of 16-18 study**

Total number of Tech Level Results students at the end of KS5.

**Number of Tech Level entries**

Total number of Tech Level Results entries for each student.

## Performance Table Report 16-18 - Detailed Output

The report layout includes the following sections for ease of viewing:

**Student Details, All Results, A Level Results, Academic Results, Applied General Results and Tech Level Results.**

An additional section (**Level 2 Technical Certificate**) has been added to the Detailed report output. This is a new measure defined by the DfE for 2018. Technical Certificates for 16-18 year olds are Level 2 qualifications that provide post-16 students with the knowledge and skills they need for skilled employment or for further technical study.

To be included in the Technical Certificate performance cohort, the student must have been entered for at least one of these qualifications in the academic years during which they have been allocated to the qualification provider.

Within the new section, a separate column is included for the following entries:

- Exam Entries
- Passes
- APS

## 05| Producing a Performance Table Report in SIMS

- APS as a Grade.

Level 2 Technical Certificate Results			
Exam Entries	Passes	APS	APS as a Grade
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	

*NOTE: The graphics are 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 2017:												Age 16-18											
Scope: Filter Applied												Exam Performance Cohort:PI Cohort 2017 Age 16+											
Export Date: 22/05/2017																							
Student Details					All Results			A Level Results				Academic Results				Applied General Results				Tech Level Results			
Name	Y11	Reg	DoB	Exam No	Entries	Passes	APS	Entries	Passes	APS	APS as a Grade	Entries	Passes	APS	APS as a Grade	Entries	Passes	APS	APS as a Grade	Entries	Passes	APS	APS as a Grade
Abbey, Grenetta	12	G	24-07-2000	1000	2	2	27.5	2	2	27.5 C-		2	2	27.5 C-		0	0	0		0	0	0	
Adkton, Bill	12	H	11-06-1998	1003	3.71	3.71	150.98	1.5	1.5	26.67 C-		1.67	1.67	32.26 C+		0	0	0		1.24	1.24	226.81 D*	
Adams, Melanie	13	Q	06-06-1999	1002	5.3	5.3	80.19	3	3	46.67 A-		3	3	46.67 A-		0	0	0		1	1	225	
Ahmed, Admar	12	J	29-12-1999	1004	1	1	50	1	1	50 A		1	1	50 A		0	0	0		0	0	0	
Ameel, Tanzeel	12	K	02-07-2000	1006	1	1	25	1	1	25 C-		1	1	25 C-		0	0	0		0	0	0	
Andrews, Bethany	13	Q	16-01-1999	1005	2.5	2.5	28	2.5	2.5	28 C-		2.5	2.5	28 C-		0	0	0		0	0	0	
Aperen, Alex	13	P	16-06-1999	1006	2.5	2.5	26	2.5	2.5	26 C-		2.5	2.5	26 C-		0	0	0		0	0	0	
Arkwright, Deborah	12	L	30-10-1999	1008	3.3	3.3	112.12	1	1	40 B		1	1	40 B		0	0	0		1	1	270	
Ashworth, Imogen	13	N	13-03-1999	1007	2	2	30	2	2	30 C		2	2	30 C		0	0	0		0	0	0	
Atkinson, Bridget	13	M	23-08-1999	1008	2	2	50	2	2	50 A		2	2	50 A		0	0	0		0	0	0	
Barnard, Andrew	13	L	14-04-1999	1011	3.5	3.5	50	3.5	3.5	50 A		3.5	3.5	50 A		0	0	0		0	0	0	
Barnstable, Tracy	13	K	14-04-1999	1012	2.5	2.5	36	2.5	2.5	36 B-		2.5	2.5	36 B-		0	0	0		0	0	0	
Bartlett, Jeremy	12	M	31-12-1999	1009	2	2	40	2	2	40 B		2	2	40 B		0	0	0		0	0	0	
Boman, Chloe	12	N	04-05-2000	1012	1.5	1.5	30	1.5	1.5	30 C		1.5	1.5	30 C		0	0	0		0	0	0	
Bradley, Anthony	13	G	05-06-1999	1017	0.5	0.5	40	0.5	0.5	40 B		0.5	0.5	40 B		0	0	0		0	0	0	
Braff, Zac	13	H	13-01-1999	1018	3	3	41.67	3	3	41.67 B+		3	3	41.67 B+		0	0	0		0	0	0	
Buckley, Helena	12	P	09-07-2000	1016	0.5	0.5	20	0.5	0.5	20 D		0.5	0.5	20 D		0	0	0		0	0	0	
Burkton, Angus	12	Q	01-03-2000	1017	1	1	40	1	1	40 B		1	1	40 B		0	0	0		0	0	0	
Butterfield, Liam	13	J	03-12-1998	1020	2	2	45	2	2	45 A-		2	2	45 A-		0	0	0		0	0	0	
Candy, Mandy	12	P	05-11-1999	1020	1.5	1.5	23.33	1.5	1.5	23.33 D+		1.5	1.5	23.33 D+		0	0	0		0	0	0	
Carr, Emilia	12	N	01-03-2000	1023	1.5	1.5	46.67	1.5	1.5	46.67 A-		1.5	1.5	46.67 A-		0	0	0		0	0	0	
Cassidy, Ruth	12	M	22-01-2000	1024	1.5	1.5	30	1.5	1.5	30 C		1.5	1.5	30 C		0	0	0		0	0	0	
Chalke, Sarah	13	K	31-07-1999	1021	3.5	3.5	45.71	3.5	3.5	45.71 A-		3.5	3.5	45.71 A-		0	0	0		0	0	0	
Ching, Lee	12	L	26-04-2000	1025	1	1	45	1	1	45 A-		1	1	45 A-		0	0	0		0	0	0	
Clarke, Patrick	13	L	11-02-1999	1022	2.5	2.5	44	2.5	2.5	44 B+		2.5	2.5	44 B+		0	0	0		0	0	0	
Cogan, Stefan	13	N	28-02-1999	1024	2	2	25	2	2	25 C-		2	2	25 C-		0	0	0		0	0	0	
Coleman, Christopher	13	P	05-11-1998	1026	3	3	36.67	3	3	36.67 B-		3	3	36.67 B-		0	0	0		0	0	0	
Cook, Greg	13	Q	20-06-1999	1028	3	3	48.33	3	3	48.33 A-		3	3	48.33 A-		0	0	0		0	0	0	
Cox, Nicholas	13	Q	14-04-1999	1029	3	3	36.67	3	3	36.67 B-		3	3	36.67 B-		0	0	0		0	0	0	
Cundy, Karl	13	Q	22-04-1999	1030	2.5	2.5	32	2.5	2.5	32 C+		2.5	2.5	32 C+		0	0	0		0	0	0	
Danderson, Joanna	12	K	31-12-1999	1030	1	1	35	1	1	35 B-		1	1	35 B-		0	0	0		0	0	0	

## Performance Table Report 16-18 - Full Output

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

The report layout includes the following sections for ease of viewing:  
**Student Details, Examination Details and Qualification Details.**

Green Abbey School				Age 16-18										
Performance Tables Full Report 2017:				Exam Performance Cohort:PI Cohort 2017 Age 16+										
Scope: Filter Applied														
Export Date : 22/05/2017														
Student Details				Examination Details					Qualification Details					
Name	Y11	Reg	ULN	QAN	Disc Code	Board	Level	Title	Result	Points	Level 3 Entry	Level 3 Pass	16-18 Cohort	Counted in PI
Abbey, Grenetta	12	G	1111171873	60013552	RA1C	OCR	GCSE/FC	Additional Science A	C	4.00	0.00	0.00		Y
Abbey, Grenetta	12	G	1111171873	60149577	JA2	EDEXL/GCE	GCE/ASB	Art, Craft and Design	C		0.50	0.50	A Level	Y
Abbey, Grenetta	12	G	1111171873	60146722	AA3	EDEXL/GCE	GCE/ASB	Business	C		0.50	0.50	A Level	Y
Abbey, Grenetta	12	G	1111171873	50026628	VF2	EDEXL/GCE	GCE/ASB	D & T: Product Design	C		0.50	0.50	A Level	Y
Abbey, Grenetta	12	G	1111171873	50045532	WA2	OCR	GCSE/FC	Design & Tech: Elctrcs & Cntrl Sysms	C	4.00	0.00	0.00		Y
Abbey, Grenetta	12	G	1111171873	60131676	FK2B	OCR	GCSE/FC	English Language	D	3.00	0.00	0.00		N
Abbey, Grenetta	12	G	1111171873	60105665	FC4	OCR	GCSE/FC	English Literature	D	3.00	0.00	0.00		N
Abbey, Grenetta	12	G	1111171873	60065503	RF4	OCR	GCSE/FC	Geography A	B	5.50	0.00	0.00		Y
Abbey, Grenetta	12	G	1111171873	5004512X	FKG	OCR	GCSE/FC	German	C	4.00	0.00	0.00		Y
Abbey, Grenetta	12	G	1111171873	50079165	RB1	EDEXL/GCSE	GCSE/FC	Mathematics A (Linear) Option H	A*	8.50	0.00	0.00		N
Abbey, Grenetta	12	G	1111171873	50045544	LF1	OCR	GCSE/FC	Music	A	7.00	0.00	0.00		Y
Abbey, Grenetta	12	G	1111171873	60148470	RC1	EDEXL/GCE	GCE/ASB	Physics	D		0.50	0.50	A Level	Y
Abbey, Grenetta	12	G	1111171873	60013576	RA1B	OCR	GCSE/FC	Science A	D	3.00	0.00	0.00		Y
Abbey, Grenetta	12	G	1111171873	50044564	RB71	EDEXL/GCSE	GCSE/FC	Statistics	A*	8.50	0.00	0.00		Y
Ackton, Bill	12	H	1111176603	10055800	2490	AQA	FSMQ/A	AQA Advanced Free-Standing Mathematics Qualificati	C		0.17	0.17	Academic	Y
Ackton, Bill	12	H	1111176603	60095349	HC7	AQA	NQF/L3	AQA Level 3 Extended Project	A*		0.30	0.30	Academic	Y
Ackton, Bill	12	H	1111176603	60156478	RD1	EDEXL/GCE	GCE/ASB	Chemistry	C		0.50	0.50	A Level	Y
Ackton, Bill	12	H	1111176603	60174006	PA61	City & Gu	NQF/L3	City and Guilds Level 3 Advanced Technical Diploma	Dist.		1.24	1.24	Tech Level	Y
Ackton, Bill	12	H	1111176603	50026628	VF2	EDEXL/GCE	GCE/ASB	D & T: Product Design	C		0.50	0.50	A Level	N

*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.

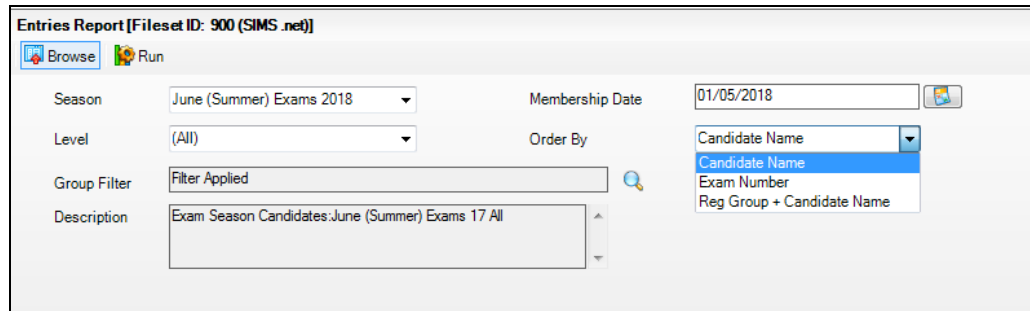
### Performance Table Report

- for Summary, Detailed and Full outputs
- for English and NI Regions
- for KS4 and 16-18 levels
- for all calculated fields (not Year Taught In, Unique Candidate Identifier, Exam No. and QN).
- 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.

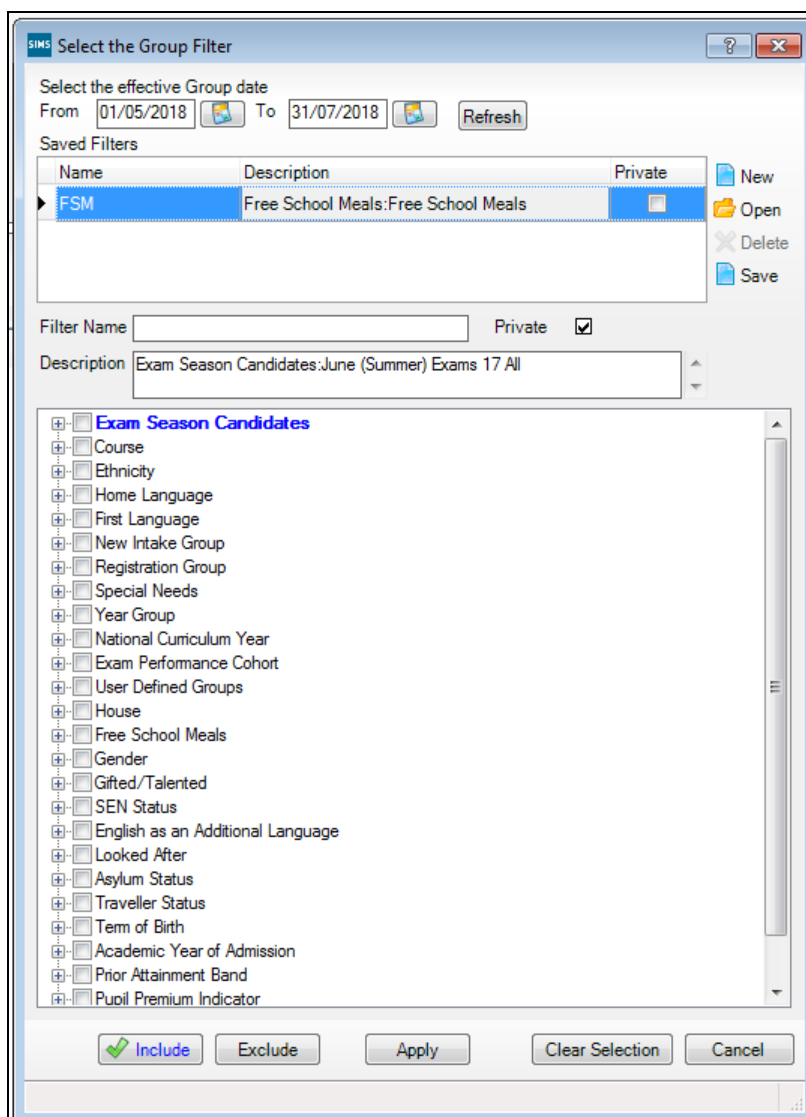
1. Select **Tools | Examinations | Entry Report** to display the **Entries Report** browser.
2. Select the exams **Season** from the drop-down list.



The screenshot shows the 'Entries Report [Fileset ID: 900 (SIMS.net)]' window. It features a 'Browse' button and a 'Run' button. The 'Season' dropdown is set to 'June (Summer) Exams 2018'. The 'Membership Date' is set to '01/05/2018'. The 'Level' dropdown is set to '(All)'. The 'Order By' dropdown is open, showing options: 'Candidate Name', 'Candidate Name', 'Exam Number', and 'Reg Group + Candidate Name'. The 'Group Filter' is set to 'Filter Applied'. The 'Description' field contains 'Exam Season Candidates: June (Summer) Exams 17 All'.

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.*

Green Abbey School													
Entries Report 2017:													
(All)													
Scope: No Filter Applied													
June (Summer) Exams 17 Int													
Name	DoB	Gender	Year Group	Reg Group	Exam No	UCI	UPN	Aspect Name	Level	QAN	Board Name	Subject Code	Subject Title
Abbey, Grenetta	24/07/2000	Female	12	G	1000	951370141000C	8823432110001	EDEXL/GCE 8GR01 Entry	GCE/ASB	50026628	EDEXL/GCE	VF2	Product Design
Abbey, Grenetta	24/07/2000	Female	12	G	1000	951370141000C	8823432110001	EDEXL/GCE 8B50 Entry	GCE/ASB	60146722	EDEXL/GCE	AA3	Business Studies
Abbey, Grenetta	24/07/2000	Female	12	G	1000	951370141000C	8823432110001	EDEXL/GCE 8PH0 Entry	GCE/ASB	60148470	EDEXL/GCE	RC1	Physics
Abbey, Grenetta	24/07/2000	Female	12	G	1000	951370141000C	8823432110001	EDEXL/GCE 8AD0 Entry	GCE/ASB	60149577	EDEXL/GCE	JA2	Art and Design
Abbot, Andrew	13/12/2000	Male	11	11E	2000	951370152000C	E823432111004	OCR J315 Entry	GCSE/FC	50043948	OCR	LC11	Performing Arts
Abbot, Andrew	13/12/2000	Male	11	11E	2000	951370152000C	E823432111004	OCR J730 Entry	GCSE/FC	50044862	OCR	FKF	French
Abbot, Andrew	13/12/2000	Male	11	11E	2000	951370152000C	E823432111004	OCR J731 Entry	GCSE/FC	5004512X	OCR	FKG	German
Abbot, Andrew	13/12/2000	Male	11	11E	2000	951370152000C	E823432111004	OCR J241 Entry	GCSE/FC	60013576	OCR	RA1B	Science
Abbot, Andrew	13/12/2000	Male	11	11E	2000	951370152000C	E823432111004	OCR 3804 Entry	CHAT/1&2	60050792	OCR	AA3	Business Studies
Abbot, Andrew	13/12/2000	Male	11	11E	2000	951370152000C	E823432111004	OCR J382 Entry	GCSE/FC	60065503	OCR	RF4	Geography
Abbot, Andrew	13/12/2000	Male	11	11E	2000	951370152000C	E823432111004	OCR J351A Entry	GCSE/FC	60145754	OCR	FK2B	English Language
Abbot, Andrew	13/12/2000	Male	11	11E	2000	951370152000C	E823432111004	OCR J560F Entry	GCSE/FC	60146060	OCR	RB1	Maths (General)
Abbot, Andrew	13/12/2000	Male	11	11E	2000	951370152000C	E823432111004	OCR J352 Entry	GCSE/FC	6014872X	OCR	FC4	English Literature
Able, Cameron	10/12/2000	Male	11	11A	2001	951370152001H	U823432111005	OCR J431 Entry	GCSE/FC	50044102	OCR	NH	Food Science/Tech
Able, Cameron	10/12/2000	Male	11	11A	2001	951370152001H	U823432111005	OCR J731 Entry	GCSE/FC	5004512X	OCR	FKG	German
Able, Cameron	10/12/2000	Male	11	11A	2001	951370152001H	U823432111005	OCR J160 Entry	GCSE/FC	50046810	OCR	JA2	Art and Design
Able, Cameron	10/12/2000	Male	11	11A	2001	951370152001H	U823432111005	OCR J241 Entry	GCSE/FC	60013576	OCR	RA1B	Science
Able, Cameron	10/12/2000	Male	11	11A	2001	951370152001H	U823432111005	OCR J382 Entry	GCSE/FC	60065503	OCR	RF4	Geography

# 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:

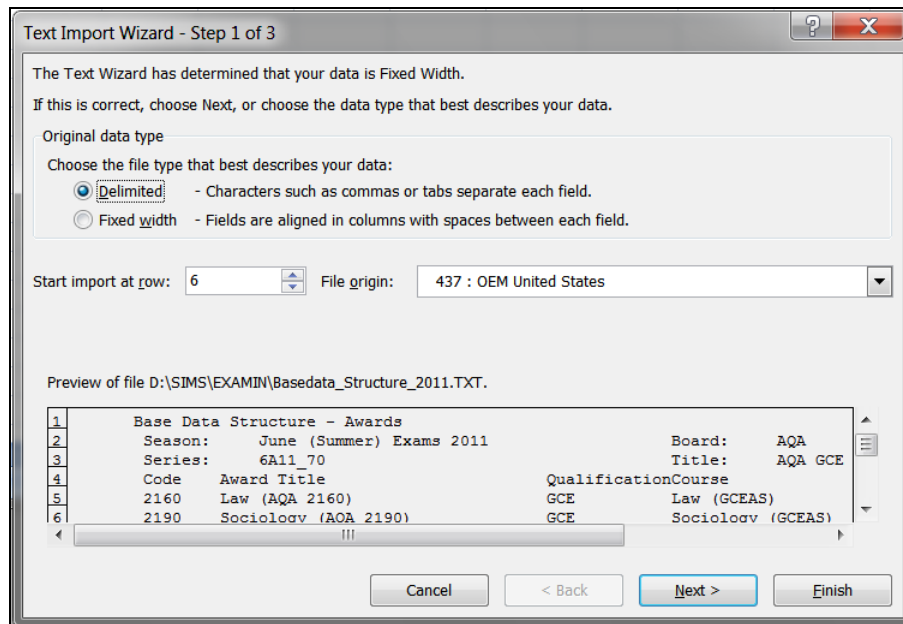
Column	Content
Candidate Number	<b>0001 – 9999</b> are valid values. It is a 4-character field, whose content is limited to numerics.
Year group	These are usually numeric, but following integration are preceded by a space if single-figure. Most exports of exam results are for years above <b>10</b> , so this will not generally be an issue for most users.
Board Code	<b>01, 10, 11</b> , etc. OCR's <b>01</b> is the only one affected, but it should still be <b>01</b> , not <b>1</b> .
QCA Subject Code	The traditional academically oriented code set started at <b>1010</b> , but codes for vocational subjects are in the range <b>0001 – 0021</b> .
Month	Exported as <b>01, 02</b> , etc.
Year	Exported as <b>03, 04</b> , 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 ( <b>3, 2, 1</b> ), 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.

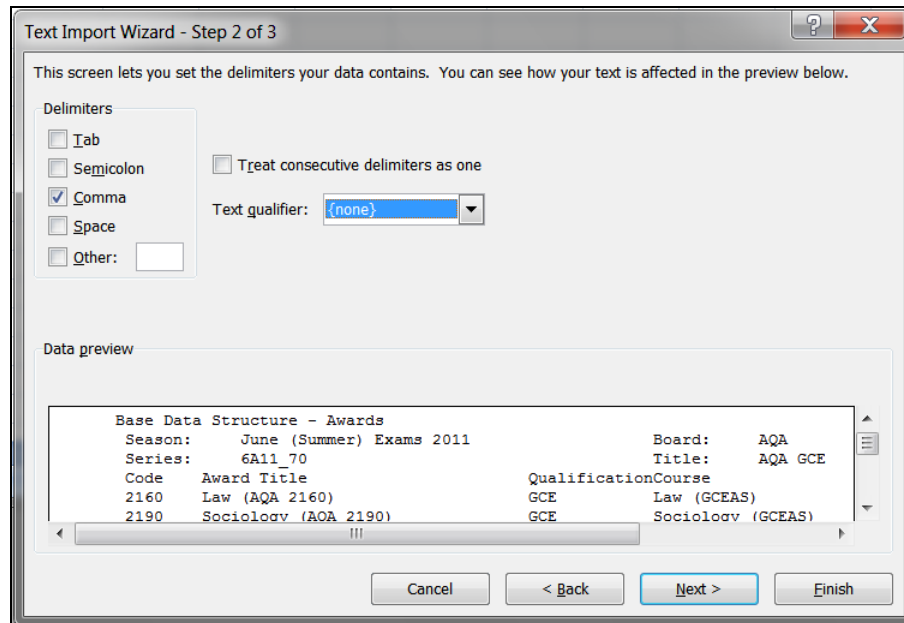


3. Select the **Delimited** radio button. This ensures that the commas present in the exported file act as separators, denoting where one field ends and another field begins.

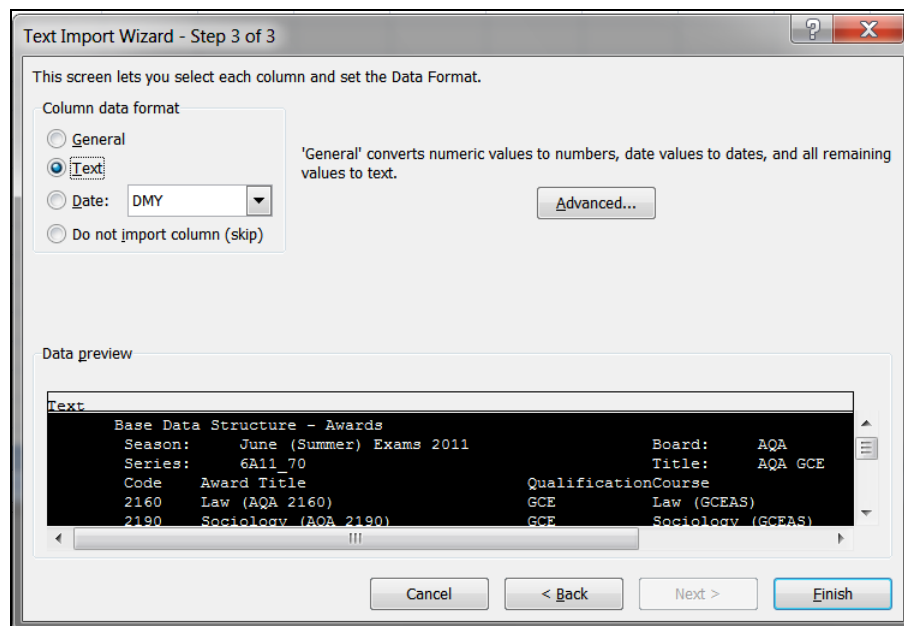
*NOTE: If you want to suppress the header rows so that they are not displayed in Microsoft Excel, enter **6** in the **Start import at row** field. This will ensure that the first row to be displayed is the column headers and each subsequent row is the associated data.*

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.

The screenshot shows the 'Report Criteria - Element/Component Results' dialog box. It contains the following fields and options:

- Season:** June (Summer) Exams 2018
- Series:** (empty)
- Order:** Candidate Number
- Name Format:** Submission format
- Component/Element Title:** Internal
- Type:** Radio buttons for 'Element' (selected) and 'Component'.
- Class Date:** 01/05/2018
- Produce Distribution Chart:** (unchecked checkbox)
- Selections:** A table with columns 'Code' and 'Title'.

Buttons at the bottom: OK, Cancel, Help.

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.

<b>Order</b>	Candidate Number
<b>Name Format</b>	Submission Format
<b>Component/Element Title</b>	External
<b>Type</b>	Component
<b>Produce Distribution Chart</b>	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: June (Summer) Exams 2018

Membership Date: 01/05/2017

Series: (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

Order: Candidate Name

Report Footer: These results are provisional

Save as Default: ☐

☒ Page per Student ☐ Print on Headed Stationery

Buttons: 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; 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: June (Summer) Exams 2018					Series: (All)					
Name: Stanley Craig Ackton (Stan)					Year: 11					
Candidate Number: 3000					Reg. Group: 11A					
UCI: 951370163000C					ULN:					
Exam Results										
Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
WJEC/GCS	GCSE/DA	3445QD	Applied Science Double Cash-in	BB						
WJEC/GCS	GCSE/FC	3110QS	Geography	C						
WJEC/GCS	GCSE/FC	3300PF	Mathematics Foundation	B						
WJEC/GCS	GCSE/FC	3550QS	Physical Education	B						

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

**IMPORTANT NOTE:** When running the Certification Results Broadsheet report and selecting **Level <All>** the results for both the reformed 9-1 qualifications and the legacy qualifications (A\*-G) are displayed.

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: 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. Equivalents, 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.

Report Criteria: Certification Results Broadsheet

Report Type: Results 2018

Season: June (Summer) Exams

Qualification: (All)

Level: (All)

Group: HOC

Membership Date: 01/05/2017

Order: Candidate Name

Output Mode: Grades

☒ Show Non EDI Qualifications

Print Export Cancel Help

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 7).

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  $(7 + 3) / 2 =$  An average of 5 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 4 and the student has scored Grade A (i.e. 7 points) for Drama at GCSE Full Course, then the residual value for Drama is  $7 - 4 = 3$ . The residual value can also be a negative number, e.g. if the student has scored Grade D (i.e. 3 points), then the residual value is  $3 - 4 = -1$ .

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

**IMPORTANT NOTE:** Examinations Officers must be aware that this report needs to be run twice; once for the reformed 9-1 qualifications and again for the legacy A\*- C qualifications.

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. Additional **Levels** can be selected in the **Subject/Grade Analysis Report Criteria** dialog and the **Group Performance Analysis Report Criteria** dialog for **9FC** (Full Course), **9SC** (Short Course) and **9DA** (Double Award - Science).

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 8.50, A would be  $8.50 + 8 = 16.5$  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

**IMPORTANT NOTE:** Examinations Officers must be aware that this report needs to be run twice; once for the reformed 9-1 qualifications and again for the legacy A\*- C qualifications.

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.

Report Criteria : Group Performance Analysis

Season: June (Summer) Exams 2018

Qualification: GCE

Level: (All)

Year Group: Curriculum Year 9

Group Type: Class

Output Mode: Numbers

Residual Calculation: PI Values

Membership Date: 01/05/2018

Split by Gender: ☐ Page per Subject: ☐

Expand Groups: ☒ Group by Season: ☐

Show Residuals Only: ☒

Print Export Cancel Help

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. Additional **Levels** can be selected in the **Subject/Grade Analysis Report Criteria** dialog and the **Group Performance Analysis Report Criteria** dialog for **9FC** (Full Course), **9SC** (Short Course) and **9DA** (Double Award - Science).
  - **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)  
Qualification: GCSE

Year: Curriculum Year 12  
Level: GCSE/(All)

Subject	Class	Supervisor	Studs	Avg	All	Av	Residual	
Art(Ar)	121(Ar1a)	Mr B Franciosiak	20	41.20	39.00	1.52		
Name	Cond No	Year	Reg	Gr	Avg	All	Av	Residual
Amel,Aude	3665	12	12JA	M	40.00	47.50	-1.50	
Jules,Charlie	3628	12	12AM	F	40.00	39.40	0.60	
Kinder,Sally	4079	12	12JA	F	40.00	39.20	0.80	
Kukini,Ulrich	3659	12	12SW	M	40.00	36.67	3.33	
Murger,Alain	3664	12	12SH	F	40.00	42.67	-2.67	
Schwert,Silvano	3676	12	12SW	M	40.00	35.00	4.99	
Witarszky,Nikola	3679	12	12AM	F	40.00	39.17	0.83	
Wiesbrod,Reena	3670	12	12AM	F	40.00	42.67	-2.67	
Witzel,Anna	4056	12	12SW	F	40.00	33.25	6.75	
Zona,Rudendo	4074	12	12SH	M	40.00	42.25	-2.25	

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	Studs	A*	A	B	C	D	E	U	X	Q	Avg All Av Residual
Mathematics(Ma)	11x/Ma1	Mrs L Veron	A	29	0	29	0	0	0	0	0	0	0	67.50 54.85 12.65
			F	14	0	14	0	0	0	0	0	0	0	67.50 53.89 13.61
			M	15	0	15	0	0	0	0	0	0	0	67.50 55.92 11.58
	11y/Ma1	Mrs D Munford	A	29	0	29	0	0	0	0	0	0	0	67.50 54.02 13.48
			F	17	0	17	0	0	0	0	0	0	0	67.50 53.75 13.75
			M	12	0	12	0	0	0	0	0	0	0	67.50 54.39 13.11

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.

*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.

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.

## 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																										
Season: June (Summer) Exams 2011													Year: Curriculum Year 12													
Qualification: GCE													Level: GCE/(All)													
Residual: PI Values																										
Subject	Course	Gtr	Studs	A*	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
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	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	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	0.00	0.00	29.41	23.53	23.53	17.65	5.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CDT (Des & Prod) Del	CDT (Design & Prod) (GCEAS)	A	18	0.00	33.33	50.00	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	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	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	0.00	0.00	0.00	0.00	0.00	0.00
English Lit(Lit)	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	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	0.00	0.00	0.00	0.00	0.00	0.00
Geography(Geo)	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	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	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	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	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	0.00	0.00	0.00	0.00	0.00	0.00
Physical(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	0.00	0.00	0.00	0.00	0.00	0.00
Sociology(Sol)	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	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	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	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																		
Biscoe,Benjamin	5024	13	J	M			1																	
Cunys,Dafydd	5034	13	M	M				1																
Haliday,Mia	5061	13	L	F			1																	
Hyton,Julie	5072	13	K	F		1																		
Marey,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																	
Stephanson,Morgan	5139	13	H	M			1																	
Tadhwi,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 Results** to display the **Exam Results Export Parameters** dialog.

**Exam Results Export Parameters**

Season: June (Summer) Exams 2018    Series: [All]    Group: 10C    Process: Result    Level: GCE/A    Element Type: All    Select by: Award    Order: Name    Membership Date: [ ]

☒ Single Record per Candidate    ☒ Include Element title in Header

Board	Code	Description
AQA	2160	Law (AQA 2160)
EDEXL/GCE	9741	Health and Social Care (EDEXL 9741)
EDEXL/GCE	9FR01	French (EDEXL 9FR01)
EDEXL/GCE	9GE01	Geography (EDEXL 9GE01)
EDEXL/GCE	9GN01	German (EDEXL 9GN01)
EDEXL/GCE	9PE01	Physical Education (EDEXL 9PE01)
EDEXL/GCE	9RM01	D & T: Product Design (EDEXL 9RM01)
EDEXL/GCE	9372	Further Mathematics (EDEXL 9372)
EDEXL/GCE	9GR01	D & T: Product Design (EDEXL 9GR01)
EDEXL/GCE	9AD01	Art, Craft and Design (EDEXL 9AD01)

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**.

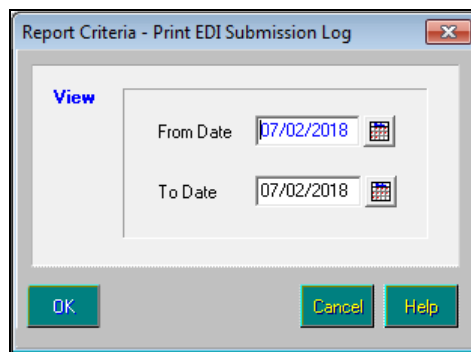
8. Select the method of examination results selection by clicking the **Field Browser** button adjacent to the **Select by** field and selecting from the drop-down list. The options are **Award** and **Element**.
9. The **Membership Date** defaults to today's date but this can be changed by selecting 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, 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 distribution of new 9-1 GCSE grades for Maths, English Literature and English Language for 2018. 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.

## 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.

## QN

The Qualification (Accreditation) Number.

## 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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