

# Examinations

## Preparing for Results Day

SIMS provides a wide range of tools and reports that enable the analysis of exam results after they have been imported. Prior to import, there are a number of tasks that should be carried out to assist you in achieving successful download and results days. Once the results have been imported, there are a number of routines that must be carried out before PI data can be processed in SIMS. For more detailed information, please refer to the *Processing Results and Calculating PI Data in Exams and SIMS* handbook.

### Preparing for Results Day

#### Procedures to Complete before Results Day

Upgrade to the latest SIMS release to install the most up-to-date versions of SIMS and Examinations Organiser.

- Download and import the QAN catalogue, QAN Awarding Bodies, QAN Discount Codes and QAN Qualification Types files to ensure that the most recent information is available for the PI calculations. These files are available from the DfE Generic QAN Data website (<https://collectdata.education.gov.uk/qwsweb>). They can be imported into SIMS via **Tools | Examinations | Import Qualification Data**.
- Set up the Summer exams season in Examinations Organiser (via **Tools | School Setup | Seasons**) and ensure it is set as the default season in SIMS (via **Tools | Examinations | PI Setup**).
- Check for missing QNs (formerly known as QANs). It is essential that each certification element for which results can be collated is associated with the correct QN. For CIE basedata, QNs are present for all accredited qualifications. iGCSEs do not have QNs because the DfE does not recognise them as qualifications.
- Check for missing QCA (subject) codes to ensure that any required discounting is applied correctly. For each QN, there should also be a QCA code. However, CIE do not consistently populate this so all CIE basedata must be checked and QCA codes added as necessary.
- Ensure that the CRD or CKD process has been run for the previous year before cloning QNs.
- Clone the QNs from the previous year in SIMS (via **Tools | Examinations | PI Setup**) and add or amend QNs in SIMS (via **Tools | Examinations | Manage Performance Indicator**). For more information, please refer to the *Managing Performance Indicator Details* section.
- A patch is available from the Service Desk (Patch 17395) that inserts missing discount codes into BTEC certification elements. The discount codes are taken from the QWS files, which use the 'old' discount codes. You are advised to amend these to the new discount codes to avoid confusion. BTEC and CCEA basedata warrant special checking.
- Link awards to courses in SIMS (via **Tools | Academic Management | Course Manager | Maintain Course**).

#### How to Check for Missing QCA Codes

All awards require a QCA (subject) code to be present in the basedata. Where this is not the case, QCA codes must be entered manually.

1. In Examinations Organiser, select **Focus | Basedata** to display the **Basedata for <Season>** dialog.
2. Expand the navigation tree for the relevant **Awarding Body** and right-click the award element.
3. Select **Properties** from the pop-up menu.
4. If no QCA is displayed, search for and select the appropriate QCA code for the subject.
5. Click the **OK** button.

It is also possible to check whether QCA codes are present in the basedata in SIMS (via **Tools | Examinations | Entry Report**).

In Examinations Organiser, select **Reports | Results** and any of the following reports to carry out further analysis on the exam results:

- **Element/Component Results**
- **Candidate Statement of Results**
- **Certification Broadsheet**
- **Subject/Grade Analysis**.

#### How to Check for Missing QN Codes

Two reports can be run in SIMS (via **Tools | Examinations |**

**Import Qualification Data**) that enable you to check the integrity of the QNs in the basedata for the past four years:

- **Certification Elements without QANs** - this report lists the **Series Board Entry Code** and the **Title** of all basedata elements without a QN. Enter the missing QNs via the **Basedata for Season** dialog in Examinations Organiser (via **Focus | Basedata | Basedata for Season**) to ensure the accuracy of the PI data in SIMS and Examinations Organiser.
- **Certification Elements with unmatched QANs** - this report lists the **Series Board Entry Code**, **Title** and **QAN** of all basedata elements that have a different QN from the QN details provided in last years Performance Measures file. Correct the QNs in the basedata to ensure the accuracy of the PI data in SIMS and Examinations Organiser.

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

#### Managing Performance Indicator Details

All QNs 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. Both of these circumstances can be achieved by selecting the applicable option from the **New** button in the **Find Qualification for 201n** browser.

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

1. In SIMS, select **Tools | Examinations | Manage Performance Indicator** to display the **Find Qualification for 201n** browser.
2. Enter the **QN**, the **Title** or the **Subject** before clicking the **Search** button. All matching qualifications are displayed.
3. Highlight the required **QN** and click the **Open** button to display the **Manage Performance Indicator Details** page.
4. If you are modifying the QN details, select an applicable **Gradeset** from the drop-down list.

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.

#### Modifying the Grade Details

It is possible to change the performance points allocated to a QN. However, any changes made are not validated on saving so care must be taken to ensure that amendments are checked carefully.

In the **Grade Details** panel, ensure that you are modifying the grade details for the relevant **Key Stage 4** or **16-18** qualification by clicking in the relevant cell of the points table. Click the **Save** button when all the changes have been made.

# Examinations

## Preparing for Results Day

### On Results Day

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

- Ensure that you have specified the required period of embargo, and the staff members who are authorised to access the results during this period in Examinations Organiser (via **Tools | School Setup | Results Embargo**).
- 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.
- The only situation where it is not possible to protect results that are subject to embargo is where a Candidate Statement of Results report has been exported to the Document Management Server in SIMS (via **Reports | Results | Candidate Statement of Results**).

Once the examination boards have released the results files and you have downloaded them to the `ExamIn` folder, you must import the results into Examinations Organiser (via **Tools | Import Results & Enrolments**). Result files are posted on the web site of each individual examination board.

### The Performance Indicators Process

In SIMS, select:

- **Tools | Examinations | PI Setup**  
Ensure that the exams season in which you are working is set to June (Summer Exams 2018). You must specify a storage location for the PI reports that will be created.
- **Tools | Examinations | Import Qualification Data**  
Ensure that you have imported the latest versions of the QWS catalogue and other QN related files, as appropriate for your region.
- **Tools | Examinations | Edit PI Data**  
Ensure that the CRD or CKD process has been run for the previous year before cloning QNs.  
You may need to make manual discounting adjustments via the **Edit PI Data** menu route.  
**IMPORTANT NOTE:** When a student's results are displayed on the **Edit PI Data** page, the discount code displayed for EDI results is the one present in the basedata. This may not be the same as the discount code that is used for discounting.  
Once the exams season has ended, all results are collated and automatic discounting is applied. The number of A\*-C, total and average points are calculated for each student, and the residuals can be viewed in exams reports and in SIMS Discover.
- **PI Collation and Calculation**  
If additional results have subsequently been imported, added via an exams marksheet or via the **Edit PI Data** menu route, recollation can be carried out manually.
- **CRD** (Collate Resetting Discounting) - all manual discounting ticks in the Performance Results grid are discarded on collation. Only the automatic discounting rules are applied.
- **CKD** (Collate Keeping Discounting) - the manual discounting made to results is re-applied automatically after collation, including any results that have had the discounting removed manually.

- **Tools | Examinations | PI Reports**

Further refine the output from the Performance Table report by incorporating Assessment group filters into the report criteria.

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

### Updating the Performance Indicator Cohort(s)

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

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

### Group Performance Analysis

It is possible to associate a class with more than one course using Course Manager. You must run the Update All Course Memberships routine in SIMS (via **Tools | Academic Management | Course Manager | Maintain Course**).

When you next run the Group Performance Analysis report in Examinations Organiser (via **Reports | Results | Group Performance Analysis**), to view a quick class-by-class summary of subject performance, the results still belong to the correct classes but the course option now differentiates correctly between the subjects.

### Transfer Exams Data to SIMS Discover

Only after the Performance Indicator data has been checked, collated and calculated to your satisfaction, can the data be transferred to Discover using the Discover SIMS Administration utility.

Click the **Managing Data Transfers** button and then click the **Start a data transfer** button. Once the transfer process is complete, the up-to-date exam results can be viewed. Click the **Exams** button in Discover and select the required option from the list of graph outputs.

### Produce the ISC Exam Analysis Report

The ISC Exam Analysis report facilitates the collation of exam data and enables schools to upload the exam results for Years 11 and 13 to the Independent Schools Council (ISC) portal. This pre-defined report can be run multiple times to produce separate reports for the different exam types, including GCSE, A Level and International A Levels.

Before running the ISC Exam Analysis report, ensure that the latest SIMS pre-defined reports have been imported. When this is complete, log out of SIMS then log back in to make the newly imported reports available for use. The same process for running the report can be used for Year 11 and Year 13. For Year 13, ensure that the applicable levels and year group are selected.

1. In SIMS, select **Reports | Run Report** to display the **Report Browse**.
2. Select **Focus | Student** from the navigation tree and highlight **ISC Exam Analysis** in the right-hand panel.
3. Click the **Preview** button to check the data, add or remove records, change the sort order, etc.
4. Specify the run time parameters and click the **OK** button to generate the report preview.
5. Make any required changes then click the **Run** button to display the report in Microsoft Excel.

For more information, please refer to the *Running the ISC Exam Analysis Report* Quick Reference Sheet.

### Education Software Solutions Ltd.

Registered in England and Wales | Registration no. 12595779  
Registered office 11 Kingsley Lodge, 13 New Cavendish Street, London, W1G 9UG

Email: [enquiries@educationsoftwaresolutions.co.uk](mailto:enquiries@educationsoftwaresolutions.co.uk)

Website: [www.educationsoftwaresolutions.co.uk](http://www.educationsoftwaresolutions.co.uk)

© Education Software Solutions Ltd 2021. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher.