

The SIMS logo consists of the letters 'SIMS' in a white, bold, sans-serif font, centered within a solid lime green square.

**SIMS**

helping  
schools  
inspire

The background of the entire page is a photograph of a young boy with short, light brown hair and glasses. He is wearing a dark suit jacket, a white collared shirt, and a red tie. He is looking slightly to his left with a neutral expression. The background behind him is blurred, showing other people in a crowd.

## **Results Day Survival Kit**

Applicable to 2019

Mini Guide

## Revision History

Version	Change Description	Date
2019 - 1.0	Initial release.	07/06/2019

© Capita Business Services Ltd 2019. 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. Microsoft® and Windows® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Capita Doc Ref: RDSK2019/HBK/070619/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.

# C | Contents

<b>01  The Results Day Survival Kit.....</b>	<b>1</b>
<b>Overview .....</b>	<b>1</b>
<b>Summary of Changes for 2019 .....</b>	<b>2</b>
<b>Enhancements to the Performance Indicator Reports for 2019</b>	<b>14</b>
<b>Procedures to Complete Before Results Day .....</b>	<b>5</b>
<b>How to Check for Missing QN Codes.....</b>	<b>6</b>
<b>Check List for 2019 .....</b>	<b>7</b>
<b>Additional Information Relating to the Step Numbers .....</b>	<b>8</b>
<b>Access to Results on Download Day.....</b>	<b>10</b>
<b>The Performance Indicators Process in SIMS .....</b>	<b>11</b>
<b>QWS Files.....</b>	<b>13</b>
<b>Updating the Performance Indicator Cohort(s).....</b>	<b>13</b>
<b>Differences between External Candidates and External Results....</b>	<b>13</b>
<b>General Discounting.....</b>	<b>14</b>
<b>KS4 Discounting in England .....</b>	<b>14</b>
<b>Estimated Attainment 8, Attainment 8 and Progress 8 .....</b>	<b>18</b>
<b>The English Baccalaureate .....</b>	<b>19</b>
<b>Early Entry Rules for BTECs and Cambridge National Qualifications</b>	<b>20</b>
<b>Pass/Fail Gradesets (Gradeset M) .....</b>	<b>20</b>
<b>Results Broadsheet.....</b>	<b>20</b>
<b>Group Performance Analysis.....</b>	<b>21</b>
<b>Group Performance Analysis Class/Course Links .....</b>	<b>23</b>
<b>Group Performance Analysis Additional Option.....</b>	<b>23</b>
<b>Group Performance Analysis Summary Columns.....</b>	<b>23</b>
<b>Group Performance Analysis Printing by Course .....</b>	<b>24</b>
<b>The Top Examinations Organiser Solutions.....</b>	<b>25</b>



# 01 | The Results Day Survival Kit

Overview .....	1
Procedures to Complete Before Results Day .....	5
Access to Results on Download Day .....	10
The Performance Indicators Process in SIMS .....	11
Updating the Performance Indicator Cohort(s).....	13
Differences between External Candidates and External Results.....	13
General Discounting.....	14
KS4 Discounting in England .....	14
Estimated Attainment 8, Attainment 8 and Progress 8 .....	18
The English Baccalaureate .....	19
Early Entry Rules for BTECs and Cambridge National Qualifications	20
Pass/Fail Gradesets (Gradeset M) .....	20
Results Broadsheet .....	20
Group Performance Analysis .....	21
The Top Examinations Organiser Solutions .....	25

## Overview

This document is intended to provide Examinations Officers at schools in England and Northern Ireland with the most up-to-date information to assist you in achieving successful results download days and the subsequent analysis of results using the SIMS 2019 Summer Release. Guidance for Examinations Officers at schools in Wales is available in the *Results Day Survival Kit for Wales* handbook, which is available from the SIMS Documentation Centre.

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

- **Tools | Examinations | Import Qualification Data**
- **Tools | Examinations | Manage Performance Indicator**
- **Tools | Examinations | Edit PI Data**
- **Tools | Examinations | PI Reports**
- **Tools | Examinations | PI Setup.**

**IMPORTANT NOTE:** The Performance Measures file is no longer provided for English schools. Instead, schools in England can manage and maintain their own Performance Indicators data via the **Manage Performance Indicator** menu route. Schools in Northern Ireland are still required to import the *NIEFQAN.xml* file provided by C2K.

Before proceeding, Examinations Officers must ensure they have carried out the new processes for managing and maintaining the Performance Indicators data in SIMS. For detailed information, please refer to the *Preparing the Data for the Performance Indicator Reports* chapter in the *Processing Results and Calculating PI Data in Exams and SIMS* handbook.

## Summary of Changes for 2019

Please ensure that you have read and understood all the changes before proceeding. Further details can be found in the *Processing Results and Calculating PI Data in Exams and SIMS* handbook.

Applicable to schools in Northern Ireland only

### Average Point Score per Entry Row Removed from 16-18 Summary Report

#### Tools | Examinations | PI Reports

The **Average Point Score per Entry** row has been removed from the 16-18 Summary report. This data is not visible when printing the report to Word or to Excel. However, this data is visible when selecting the XML export option.

### Annual Updates to the NIEFQAN Import Utility for 2019

#### Tools | Performance | Exams | Import Qualification Data

The NIEFQAN.xml file has been updated in line with the requirements for 2019.

Applicable to schools in England

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

#### Tools | Examinations | Edit PI Data

Additional subjects for GCSE 9-1 qualification have now been incorporated into the Edit PI Data discounting calculations.

Once new reformed GCSEs (9-1) are introduced for a subject, the old-style legacy GCSEs (A\* to G), International GCSEs or Level 1/Level 2 Certificates in the same subject are no longer counted in the performance tables. This includes early entries for legacy qualifications prior to 2017 and 2018. From 2019, the only GCSEs counted in the following subjects are the new reformed GCSEs graded 9-1. This includes EBacc Subjects.

Reformed 9-1 GCSEs <u>only</u> count in these subjects for EBacc	Other Subjects
Ancient History	Astronomy
Arabic	Business
Bengali	Classical Civilisation
Chinese	Design and Technology
Italian	Economics
Japanese	Electronics
Modern Greek	Engineering

Reformed 9-1 GCSEs <u>only</u> count in these subjects for EBacc	Other Subjects
Modern Hebrew	Film Studies
Panjabi	Geology
Polish	Media Studies
Russian	Psychology
Urdu	Sociology
Statistics	

### Updates 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 2019.

#### Enhancements to Edit PI Data

##### Tools | Examinations | Edit PI Data

A number of enhancements have been made to Edit PI Data to accommodate DfE changes for 2019.

#### Edit PI panel

- A\*-C column renamed to KS4 9-4
- A\*-G column renamed to KS4 9-1
- L3 Pts column renamed to KS5 Pts
- L3 Ave column renamed to KS5 Avg
- KS4 Ave column renamed to KS4 Avg.

#### Performance Results panel

- KS4 A\*-C column renamed to KS4 9-4
- KS4 A\*-G column renamed to KS4 9-1.

The following columns have been added to display the correct points counted for a qualification result (e.g. Advanced Subsidiary (AS) Levels) when taken at either KS4 or at KS5.

- KS4 Points
- KS5 Points.

#### Add Results dialog

In the **KS4 Equivalences** section:

- A\*-C renamed to 9-4
- A\*-G renamed to 9-1.

In the **KS5 Equivalences** section:

- Level 3 Equivalence renamed to Key Stage 5 Equivalence.

## Enhancements to Manage Performance Indicator

### Tools | Examinations | Manage Performance Indicator

An additional facility has been provided called **Populate Grade Details from Similar QNs**.

Details of existing qualifications with the same **Qualification Type** and **Grade Set** that are already present in SIMS are displayed for selection, so that the existing points and values can be copied and applied to any new qualifications that share the same qualification type and grade set. It is also possible to apply existing points and values via the **Add Existing QN** button.

## Enhancements to the Performance Indicator Reports for 2019

A number of enhancements have been made to the PI Reports (**Tools | Examinations | PI Reports**) to reflect DfE requirements for 2019:

### KS4 Summary Report Output

Two rows have been added to the **Progress 8** section of the summary report output:

- Progress 8 Score (Adjusted)
- Progress 8 Score (Unadjusted).

These rows provide school-level information for the Progress 8 Measure.

The Progress 8 Score (Adjusted) row adjusts the individual student's Progress 8 value by applying a minimum progress score that can be assigned to students within Prior Attainment groups where very negative scores are recorded.

The Progress 8 Score (Unadjusted) row provides a comparison with the Progress 8 Score (Adjusted) row value. Adjustments are not applied to this row value or to an individual student's Progress 8 score.

Additional information relating to the current Progress 8 methodology and values is available from the DfE website. The document is called *Secondary Accountability Measures Guide for Maintained Secondary Schools, Academies and Free Schools - March 2019*.

### KS4 Detailed Report Output

Two columns have been added to the **Progress 8** section of the detailed report output:

- Prog. 8 Score (Adjusted)
- Prog. 8 Score (Unadjusted).

These columns display values as detailed in the previous item.

### Age 16-18 Summary Report Output

Two rows have been added to the **Additional Measures** section of the summary report output:

- Number of students who achieved A\*-C in GCSE Maths (or equivalent) by the end of Key Stage 4
- Number of students who go on to achieve an approved Level 3 Maths qualification.

These rows provide school-level information relating to the Level 3 Additional Maths Measure.



### Age 16-18 Detailed Report Output

Two columns have been added to the **Additional Measures** section of the detailed report output:

- In Scope Level 3 Maths
- Level 3 Maths Achieved.

These columns provide student-level information relating to the Level 3 Additional Maths Measure.

### Entry Report

The **Entry Mode** column has been added to the Entry Report output. This column displays the type of entry for each qualification, e.g. private entries (**P**), centre entries (**C**), etc.

When defining the report parameters, the **Season** drop-down list now displays the most recent season at the top of the list.

## Procedures to Complete Before Results Day

- Upgrade to the SIMS 2019 Summer Release to install the latest version of SIMS and Examinations Organiser.
- Download and import the QWS files to ensure that the most recent information is available for the PI calculations.
- Ensure that the CRD or CKD process has been run for the previous year before cloning QNs.
- Clone the QNs used in the previous year so that they are copied into the new Summer season. Search for and delete any QNs that will not be in use this year. Add any additional QNs that will be required for the new season.
- Import the latest version of the NIEFQAN file (Northern Ireland schools only) if you have not already done so. If you inadvertently import the latest version of the file more than once, a warning narrative, visible in the status bar, notifies you that the 'Qualification information from this file has already been imported', and you should abandon the process.
- Ensure that the *KS2 Average Point Score and Level* template has been imported and as a minimum, populate the *KS2 Average Fine Level* column with data to ensure that Progress 8 calculates correctly. The *CAS KS2 Calculator* template can be used in relation to the KS2 APS scores that are needed to calculate the Estimated Attainment 8 values.
- Check for missing QNs and correct the QNs in the basedata (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. Work through the **Performance Indicator Details** 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.
- Identify each QN that will be included as part of the Level 3 Maths Additional Measure. These are all identified in the year for which they will be counted for at KS5, not the year in which they were attained by the student.

- 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. Click the **Update Grade Details for Similar QNs** button (via **Tools | Examinations | Manage Performance Indicator**).
- Check for missing discount codes to ensure that any required discounting is applied correctly. Exams basedata for BTEC and CIE warrant special checking.
- A patch is available from the Service Desk (**Patch 17395**), which inserts missing discount codes into BTEC certification elements. The discount codes are taken from the QWS files, which use the 'old' discount codes. Users in England are advised to amend these to the new discount codes to avoid confusion.
- For CIE Basedata, QNs are present for all accredited qualifications. For each QN, there should also be a discount code. However, CIE do not consistently populate this so all CIE Basedata must be checked and discount codes added as necessary.
- Ensure that you have access to the correct region-specific *Processing Results and Calculating PI Data in Exams and SIMS* handbook.
- This handbook can be accessed from the **Documentation Centre**, which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the relevant category, then click the required handbook from the **Handbooks** page.

**IMPORTANT NOTE:** As an equivalence of zero can be a valid value for some qualifications, you must check and modify all equivalence values correctly on the **Manage Performance Indicator** page to ensure that the default value of zero has been changed, where applicable.

## How to Check for Missing QN Codes

Qualification Numbers (QNs) are numbers that 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 you are using the most current QNs available for each course of study, it is recommended that you 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 QWS catalogues are also required before Performance Indicator (PI) calculations can be performed. Schools in Northern Ireland must import the NIEFQAN.xml file provided by C2K.

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

- Certification Elements without QANs - this report lists the **Series Board Entry Code** and the **Title** of all basedata elements without a QN. You must enter the missing QNs (via **Focus | Basedata**) to ensure the accuracy of the PI data in SIMS and Examinations Organiser.
- Certification Elements with unmatched QANs - this report lists the **Series Board Entry Code, Title** and **QAN** of all basedata elements that have a different QN from the QN details provided in the QWS file. You must correct the QNs in the basedata to ensure the accuracy of the PI data in SIMS and Examinations Organiser.

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

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

## Check List for 2019

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 No.	Action	Location or Menu Route	Complete
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**.

*NOTE: Any details added into the new Level 3 Maths Additional Measure will not be cloned into the new Exams season. You must ensure that the relevant data is manually added in order to use this functionality in SIMS.*

**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.

## Known Inconsistencies

The following inconsistencies have been identified during the testing process.

- When adding a Level 2 Tech qualification from the **Add Existing QN** dialog (via **Tools | Examinations | Manage Performance Indicator**), only details of the Key Stage 4 values are displayed. It is not possible to amend the details for the 16-18 values because this area of the page is disabled. Where this occurs, the point values are displayed in the Candidate Statement of Results reports for both cohorts but the point values are not included in the PI report outputs.
- The values in the **16-18 Size Equivalences** column in the **Grade Details** panel are displaying incorrect point values. Two known examples are QN 10055800 FSMQ (which lists values of 0.16 instead of 0.17) and QN 6004083X BTEC (which lists values of 0.74 instead of 0.75). These point values should be amended on the **Manage Performance Indicator** page (via **Tools | Examinations | Manage Performance Indicator**).
- When adding a Level 3 Qualification from the **Add Existing QN** dialog (via **Tools | Examinations | Manage Performance Indicator**), if the **Gradeset** drop-down list does not contain all of the required grades, delete the QN from the qualification details and add it again using the **Add Existing QN** dialog. If the issue persists, please contact your Local Support Unit for advice.

## Access to Results on Download Day

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

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

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

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

## The Performance Indicators Process in SIMS

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

In SIMS, select:

### **Tools | Examinations | PI Setup**

Ensure that the exams season in which you are working is set to June (Summer Exams 2019). You must specify a storage location for the Performance reports that will be created.

### **Tools | Examinations | Import Qualification Data**

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

### **Tools | Examinations | PI Setup**

On the PI Setup page, set the new Summer season as the default PI Summer season and ensure it is unlocked.

### **Tools | Examinations | Edit PI**

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

### **Tools | Examinations | PI Setup**

Clone QNs from the previous year and copy them into the current PI exams season.

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

Search for and delete any QNs that will not be in use this year. Add any additional QNs that will be required for the new season. Work through the **Performance Indicator Details** for each qualification type and check that the details, point values and entry equivalences are recorded accurately for both Key Stage 4 and 16-18 for the current exams season.

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.

## Tools | Examinations | Edit PI Data

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

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

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

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

*NOTES: For 2019, columns have been added for both the KS4 and KS5 points values.*

If a student has taken an AS Level qualification in year 12, the result is discounted against A2 results in year 13. The points values for 16-18 must be amended on the **Manage Performance Indicator** page otherwise the AS Level result from last year will be awarded the old points value and the new points values will be awarded for A2. After collating the discounting, an incorrect result would be awarded based on the disparity of old and new point values.

Where students began an AS Level qualification in last year but do not continue with A2 in the current year, a similar error will occur. The points values must be amended to reflect the new point values for the initial AS year studied.

## PI Collation and Calculation

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

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



## Tools | Examinations | PI Reports

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

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

*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 Data** page before outputting the PI reports again.*

## QWS Files

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

## Updating the Performance Indicator Cohort(s)

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

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

## Differences between External Candidates and External Results

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

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

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

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

## General Discounting

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

## 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.

The reformed GCSEs (9-1) have been phased in over several years, beginning with English Literature, English Language and Maths in 2017.

In 2018, the following reformed subject qualifications were introduced:

- 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.

From 2019, the following reformed subject qualifications are available:

- Ancient History \*
- Astronomy
- Arabic
- Business
- Bengali
- Classical Civilisation
- Chinese
- Design and Technology
- Italian
- Economics
- Japanese
- Electronics
- Modern Greek
- Engineering
- Modern Hebrew
- Film Studies
- Panjabi
- Geology
- Polish
- Media Studies
- Russian
- Psychology
- Urdu
- Sociology
- Statistics.

\* The legacy Ancient History GCSE and all other legacy GCSEs/certificates in Languages continue to count in 2018 because the reformed versions were not available until 2019/20.

**IMPORTANT NOTE:** Only results attained in the reformed 9-1 qualifications at GCSE are counted in the Performance Indicator Measures unless indicated otherwise.

### 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.

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 2019 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. 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 not count in Attainment 8 and must be discounted manually.

## Estimated Attainment 8, Attainment 8 and Progress 8

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

The Estimated Attainment 8, Attainment 8 and Progress 8 values are generated and displayed in the reports in the following circumstances:

- The Estimated Attainment 8 value requires that only the KS2 Average Fine Level results have been entered.
- The Attainment 8 value requires that only KS4 results have been entered.
- The Progress 8 value requires that both KS2 Average Fine Levels and KS4 results have been entered.

Please run the PI Collation and Calculation process to ensure that the reports are generated accurately.

The Performance Summary report in SIMS includes additional rows of data:

- Estimated Attainment 8 Average – this is an average of the total Estimated Attainment 8 points of the Progress 8 cohort divided by the number of students in the Progress 8 cohort.
- Attainment 8 Average – this is an average of the total of Attainment 8 points of the Progress 8 cohort divided by the number of students in the Progress 8 cohort.
- Progress 8 (Unadjusted) – 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.
- Progress 8 (Adjusted) - this is the total of the Progress 8 average points (VA) of the Progress 8 cohort, after any adjustment has been made to students with an extremely negative score, divided by the number of students in the Progress 8 cohort.

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

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

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

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

## The English Baccalaureate

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

(<https://www.gov.uk/government/publications/english-baccalaureate-eligible-qualifications>).

All the details of qualifications that count in the English Baccalaureate should be defined in the **Manage Performance Indicator** menu route.

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** (shown in red as legacy qualifications)
- **Core Science** (shown in red as legacy qualifications)
- **Humanities**
- **Languages**.

## Early Entry Rules for BTECs and Cambridge National Qualifications

### BTECs

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

From 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 applies 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.

### 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.*

## Pass/Fail Gradesets (Gradeset M)

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

## Results Broadsheet

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



## Group Performance Analysis

**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

In Examinations Organiser, select **Reports | Results | Subject/Grade Analysis**.

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

The reports for the reformed 9-1 qualifications have been updated for 2019 to display cumulative total headings of 9-1, 9-4, and 9-5.

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

Report Criteria: Subject/Grade Analysis

Season: June (Summer) Exams 2018

Qualification: GCSE

Level: BFC (dropdown menu open showing GCSE (9-1) Full Course)

Group: Curriculum Year 11

Membership Date: 01/05/2017

Mode: Percentage

Order: Code

Show Cumulative  Group by Season

Buttons: 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 (dropdown: 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

In Examinations Organiser, select **Reports | Results | Group Performance Analysis**.

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

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

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

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

## Group Performance Analysis Class/Course Links

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

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

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

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

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

## Group Performance Analysis Additional Option

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

## Group Performance Analysis Summary Columns

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

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

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

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

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

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

### **Group Performance Analysis Printing by Course**

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

## The Top Examinations Organiser Solutions

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

KB Number	Description
10100	Import files are not present for the selected board and season.
27824	Results files/Basedata not appearing in EDI EXAMIN directory.
2456	How to search for a Results file.
13749	How to import Exam Results into Examinations Organiser.
20229	Errors on Importing Results: Aspect Type Equivalent for Element nnnn not found.
25218	Attaching QCA codes.
26021	Error Importing Result File: UCI No. in the Result File does not match that recorded for the candidate.
15587	Error Importing Result File: Invalid Series Code in File
KB Number	Results
25718	Cannot see Results entered via <b>External Results   Manual Entry</b> .
36722	Exam Results Missing.
420724	Progress 8 Measures not populated in KS4 Summary Report (England). Ensure that the template KS2 Average Fine Point Score and Level has been imported from AMPARK and that the KS2 Average Fine Level column has been populated with the data.

**01 | The Results Day Survival Kit**

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