SIMS

Exams - English Results Day

Course Guide

part of **ParentPay**Group

Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

Revision History

Version	Change Description	Date
7210 – 7.0	New running order. Inclusion of importing	24/03/23
7210 – 7.1	Minor Formatting and Page numbering changes	19/07/2023
7216 – 1.0	Refreshed Look & Feel and Updated to 7.216	29/04/2024

This booklet is designed for use with SIMS software version 7.216

SIMS

Exams - English Results Day

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Introduction

The tasks in this course have been devised to enable those responsible for dealing with the exam results to practise the essential skills needed on the day exam results are released.

The course also aims to give a brief insight into the way other components of SIMS can be used to develop your analyses of examination-related data. The Exams - Results Analysis Beyond English Results Day course looks at this in more detail by using the performance tools within SIMS Assessment to complement and enhance the predefined analyses and reports supplied with Examinations Organiser.

It is advised that the tasks on this course are used in conjunction with the Guide to Importing and Analysing Exam Results handbook.

NOTE: Running this course requires the June (Summer) Exams 2024 season to have an end date of 23/06/2024 The results files will not import if the examination season has not ended. The date selected should not lie within the embargo date selected as part of the Step by Step – Setting up an Embargo.

Course Objectives

- Importing results files

- Adding results where EDI files are not available

- Preparing your system for PI calculation

- Calculating PI information

- Reports and results analyses available in Examinations Organiser

- Exporting results

- Creating and using results Marksheets

- Editing results

- Housekeeping good practice.

Overview

SIMS helps in all aspects of managing external examinations. This course covers all aspects of the examination results process including importing results into the software and analysing them to produce headline analyses on results day. It also addresses queries and reviews of marking as well as more detailed analyses of subject area and individual class performance.

Course Requirements

A working knowledge of other aspects of Examinations Organiser.

NOTE: Please be aware that it is imperative to have the latest exams results files in the EXAMIN folder. These files have been posted with this course for your convenience.

01 – Preparing SIMS for Managing Results

Chapter Introduction

This chapter looks at the work that can be carried out ahead of results day to ensure you have the most up to date QN catalogue from the DfE and that your basedata contains all of the necessary QCA codes.

Step by Step – Updating the QN files in SIMS

1. Create a folder on the desktop with the title **QN Files**.

2. Open your internet browser and navigate to https://collectdata.education.gov.uk/qwsweb.

3. Click the **Generic QAN data** link.

4. Click to download the following 4 files: **Current QAN.XML, Discount Codes.XML, Awarding Bodies.XML** and **Qualification Types.XML**.
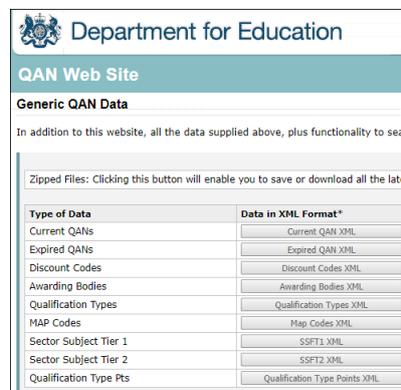
5. Save the files in the **QN Files** folder created in step 1.

6. In SIMS click **Tools | Examinations | Import Qualification Data**. Acknowledge the message regarding your download being up to date.

7. Browse to locate the 4 files downloaded to the QN files folder on the desktop and populate the fields illustrated.

8. Click **Import Catalogue Files**. Acknowledge the report when the download has completed and close the **Import Qualification Data** screen.

Checking QCA Codes are Present in the Basedata

Problems will be encountered in Examinations Analysis if the exam boards have not included a value for QCA (Subject or Discount) codes in their basedata.

QCA codes are specified by the Qualifications and Curriculum Authority (QCA) and are standard codes for each subject that are used in schools' performance tables (https://www.gov.uk/education/school-performance-measures). Every certification element will have a QCA code, although the exam boards do not always include them in their O files.

The code is the only standardised way of referencing subjects and is used by both SIMS Analysis and Examinations Organiser to categorise the elements by subject.

NOTE - The Group Performance Analysis and Broadsheet Reports may fail or may not show the expected aspects (subjects), because the elements do not have a QCA code.

Step by Step – Locating the QCA Codes in the Basedata

In Examinations Organiser.

1. Go to **Focus | Basedata**.

2. Click **+** next to **OCR** to reveal the **Series** of basedata.

3. Click **+** next to **6a24_01 OCR GCSE/CNAT** to reveal the **Awards**.

4. Click **+** next to **Art, Craft and Design (OCR J170)** to reveal the element.

5. Right-click **Certification Element J170**, then click **Properties** from the pop-up menu.

6. Note the presence of the QCA code, also known as the **Discount** code or **Subject** code.

If an expected column of data is absent from the broadsheet, the first check should be on the certification element in the basedata to ensure the presence of the QCA code.

Step by Step – Locating the QCA Codes using the Structure Report

In Examinations Organiser.

1. Go to **Reports | Basedata | Structure**.

2. Select **OCR/CNAT** from the Series dropdown.

3. Select **Elements** in the Report Type.

4. Click **OK**.

Season: June (Summer) Exams		Board:	OCR			
Series: 6a24_01		Title:	OCR GCSE/CNAT			
Code	Element Title	Qual/Level	QCA	QAN	Type	Component Codes & Titles
J170	Art, Craft and Design	GCSE/9FC	JA2	60180869	Certification	
J309A	Food Preparation & Nutrition-Orep	GCSE/9FC	NH6	60183792	Certification	J309/01 Food Prep: Food Prprtn & Ntrtn Wrtn
						J309/02 Food Prep: Food Investigation Orep
						J309/04 Food Prep: Food Preparation Orep
J310A	Design & Technology A-OCR Rep	GCSE/9FC	VF1	60306634	Certification	J310/01 D & T: Pmcpls of Dsgn & Tchnlgy-Wrtn
						J310/02 D & T: Iterative Dsgn Chllnge-OCR Rep

QCA codes are displayed in the **QCA** column in the above report, they are only present for Certification elements.

If Discount Codes are missing, downloading the latest Basedata from the exam board and refreshing your basedata held in SIMS may resolved the issue, alternatively QCA can be added manually to the basedata by viewing the properties for the certification.

Step by Step – Setting the Current/Default Season for Results

NOTE: For the purposes of the course, Step 1 and 2 have been completed.

In SIMS.

1. Click **Tools | Examinations | PI setup** to ensure that June (Summer) Exams 2024 is the current season and the default season. This will open the desired for adding non-EDI results.

On the training data both are correct. At school if you need to change the current season double-click the season required. If you need to change the default season you must do that in Examinations Organiser.

2. Change the **D** to **R** in the **Folder for Performance Reports** line.

At school check this path to ensure reports are generated to a convenient location.

3. Close this routine.

02 – Imposing a Results Embargo

Chapter Introduction

This chapter illustrates how to impose a results embargo, so that only authorised individuals may see results prior to the official publication date.

> NOTE: JCQ Release of results June 2020 - Revised Feb 2020, change to release time: Where a candidate is unable to collect their results in person and is unable to access their results via a secure electronic system such as a centre's secure extranet site, the results must not be posted until after 0800 hours on the appropriate date for the publication of results. Candidates must not receive results, by e-mail, post or otherwise, prior to 0800 hours.

Step by Step – Setting up an Embargo

1. Select **Tools | School Setup | Results Embargo**.
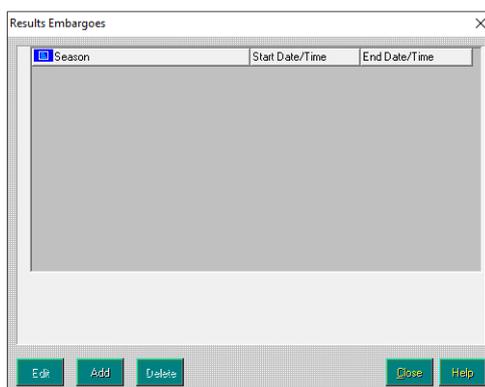
2. Click **Add**.

3. Select the **current season** from the drop-down list.

4. Select the start date and time; **Wednesday 21st August 2024 at 00:01** and end date and time of **Thursday 22nd August 2024 at 08:00**.

5. Use the browser to select the members of staff who will be made an exception to the embargo; select **Adrian Blacker**.
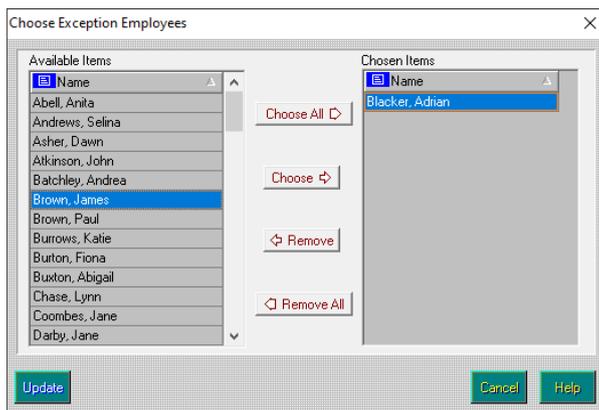
6. Click **Update**.

7. Click **Save**.
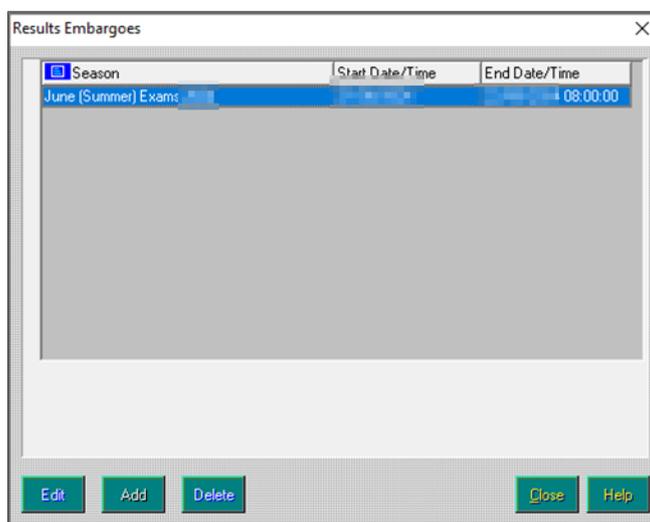
8. Click **Close.**

Staff on the exceptions list will be able to access results in Examinations Organisers and SIMS. Other staff will have no access to the results.

03 – Non EDI Results

Chapter Introduction

There are numerous reasons why schools may have to add results manually, for example there might not be supplied basedata, but increasingly schools are entering candidates for certification by these awarding bodies. The only way to ensure that data and reports are accurate is to add the data in SIMS via **Tools | Examinations | Edit PI Data**.

As long as examination officers know the QN of the result they wish to enter manually the process is straightforward.

Step by Step – Adding Non EDI Results – QN in Manage Performance Indicator

Two students have results for the Pearson BTEC Level 1 Diploma in an Introduction to Hair and Beauty. The QN for this qualification is **50087708**. This QN and associated performance information need to be added as part of the preparatory work covered in Chapter 5. For this course, the information has already been entered in the training data.

1. In SIMS select **Tools | Examinations | Edit PI Data** and click **OK** to confirm an up-to-date download. The system will collate then calculate the PI data.

2. In the **YTI** drop-down list select **Curriculum Year 11** and then click **Search**.

3. Click the left-hand checkbox for **Deon Abimbola** and **Eva Allen**. Notice that the detail focus on one student's results disappears.

NOTE: It is possible to manually enter results before the season ends. When you access this menu route before the season has ended it calculates the PI cohort but does not calculate PI. The screen will therefore look like the example above. On the training data the system will have calculated PI as the system date is after the season end date. Your screen will therefore be populated with PI data.

4. Click **Add Results**.

NOTE: It is appropriate in this instance to do a bulk entry. There will be circumstances where individual entry is more efficient.

5. Type **50087708** into the **QN** field, select the **Pearson BTEC Level 1 Diploma in an Introduction to Hair and Beauty (50087708)** then click **Refresh**.

NOTE: If the QN isn't in the Manage Performance Indicator area the QN would not be found.

6. From the **Grade** drop-down list select **Pass**.

In this example do not select the **Discounted** checkbox.

NOTE: The Discounted checkbox should be selected if the candidate has another result with an identical discount code at a higher level - thereby discounting this lower-level result. If checked this would be an example of manual discounting.

7. Click **Save** and then **Yes** in response to the prompt regarding two candidates. Notice the ability to add extra students at this stage should your initial selection be incomplete.

8. Click **CKD**, answering **No** in this instance to the question regarding the PI Cohort and check the effect in the two students' records when the recalculation is complete. This calculates KEEPING any manuals discounting you may have applied.

NOTE: CRD will calculate RE-SETTING any manual discounting you may have applied. If you have not done any manual discounting, then either option may be used. There is more information on manual discounting in the next Step by Step.

Step by Step – Adding Non EDI Results – QN not in Manage Performance Indicator

One student has a result for OCR Entry Level Certificate in Physical Education. The QN for this qualification is **60301004**.

1. Select **Ethan Adams**

2. Click **Add Result** in the **Performance Results** area

3. Type **60301004** into the **QN** field and click **Refresh.**

Due to the QN not appearing in the Manage Performance Indicators area the QN cannot be found.

4. Click **OK.**

5. From the **Subject** dropdown select **Physical Education**

6. Select **Entry Level** from the **Level** dropdown.

7. Select **OCR** from the A**warding Body** dropdown.

8. Select **Pass** from the **Grade** dropdown.

9. Click **Save.**

The system warns you that **No value entered for entry equivalence. Is this OK?**

10. Click **Yes.**

11. Click **Close.**

The system realises that you have made a change and does a CKD (Collate Keeping Discounting)

12. Click **Yes**.

04 – Import of Results Files and Error Handling

Chapter Introduction

This chapter covers the preparatory tasks necessary prior to result import. It covers the import of results files and potential error messages the result import may generate.

In Examinations Organiser, the current season should be **June (Summer) Exams 2024,** as set up at the start of the exams process.

This is displayed at the bottom of the screen and can be changed by clicking in the bottom bar or by selecting **Focus | Change Season** (all active windows should be closed).

Although results can be imported regardless of the season selected, it makes sense to be in the correct season for succeeding activities.

Step by Step – Checking the EDI Directories and Moving Old Results Files

NOTE: EDI directories:	
Inbox	R:\SIMS\EXAMIN
Outbox	R:\SIMS\EXAMOUT
Holding Box	R:\SIMS\EXAMHOLD

1. Select **Tools | School Setup | School Details** to check that the EDI directories are mapped correctly.

It is good practice to move old results files from the **EXAMIN** directory before downloading and importing new results files.

2. Use Windows Explorer to navigate to the **R:\SIMS\EXAMIN** directory.

3. Order the files alphabetically by clicking the **Name** column header.

4. Note the presence of a folder called **Old Results Files**.

5. Locate the **Results** files by pressing **R**.

6. There are 2 files that should be left in place. These are **R9513770.X41** and **R9513740.X42**. **All** other **R** files should be moved to the **Old Results** file folder.

Remember that actual results files are downloaded using the A2C software. The A2C software should be configured to place the files, once downloaded, in the R:\SIMS\EXAMIN directory (this may be different in school). Examinations Organiser can only import files if they have been downloaded and placed in the correct folder.

Importing Results/Handling Errors

The following step by steps will import all of the results needed for the analysis sections to follow. They provide an opportunity to consider errors which might occur when results are imported.

Importing Results File R9513770.X41

Step by Step – Importing Results/Handling Errors

In this step by step a results file which contains errors will be imported. The errors will be reviewed, and the appropriate action considered.

1. Select **Tools | Import Results & Enrolments** to display the **Import Results & Enrolments** screen.
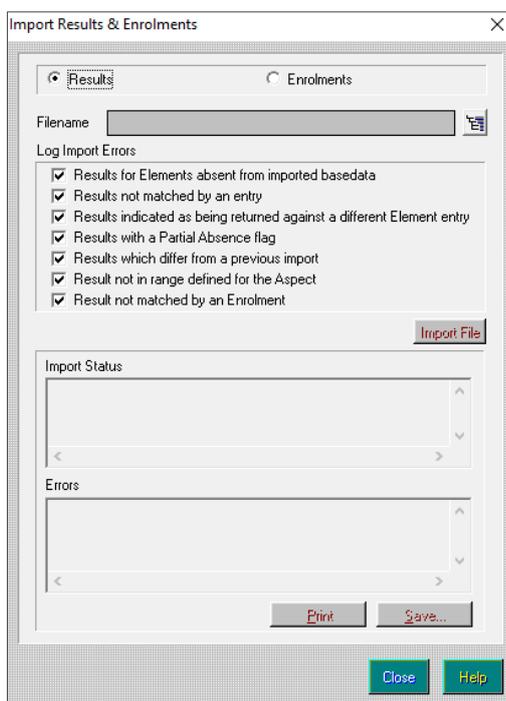
2. Click the **Filename** field browser (magnifying glass) to display the results files in the **EXAMIN** directory.

3. Select the file **R9513770.X41**.

4. Leave the **Error Reports** selected (see the following text for clarification).

5. Click **Import File**.

6. The progress of the import will be displayed in the **Import Status** section.

7. An **Error Report** (if generated) will appear in the **Errors** section and can be printed or saved as a text file.

8. Save the error report to the desktop. Click **Save** and navigate to the desktop, type **AQA Errors** in the **Filename** field, then click **Save**.

Import Errors Summary

E1 Results for elements absent from imported basedata

The correct element from the basedata must be imported.

E2 Results not Matched by an Entry

There is a result in the results file for a candidate which cannot be matched with an element in the basedata. This could arise if the school has changed a tier manually and SIMS was not updated.

E3 Results Indicated as Being Returned Against a Different Element Entry

There is a result in the results file for a candidate who is associated with an element, but it is not the element for which the entry for the candidate was made. SIMS checks that the element for which the grade has been issued has been imported from the basedata and will record the result against it. For example, this could arise if the board awards a grade for Biology when the candidate was entered for Human Biology.

E4 Results with a Partial Absence Flag

This may occur where a student was absent for one of the components of the examination. The report is for information only.

E5 Results which Differ from a Previous Import

This will arise if a re-import of the results file has been carried out and could indicate that some editing of results has taken place between the two imports. The existing result is automatically overwritten. Note that if the original result was correct it will need to be re-edited.

E6 Result not in Range Defined for the Aspect

This could occur if the board has created a new grade which does not exist in the grade set for the aspect. The board would need to be contacted to clarify the situation.

E7 Result not Matched by an Enrolment (EDEXCEL Only)

The student was not enrolled for the award using Examinations Organiser.

NOTE: If the error 'Invalid Series Code in File' is displayed. This means that the basedata for that Exam Board has not been imported. This might happen if entries were completed online directly with the Exam Board. The solution is to import the basedata. It is not necessary to have made the entries through SIMS but the relevant basedata must be imported.

Correcting the E1 Error in R9513770.X41

Step by Step – Importing Basedata to Correct the E1 Error

1. Select **Focus | Basedata** – this will display the **Basedata for June (Summer) Exams 2024** screen.

2. Expand **AQA,** right-click **6G24_70 AQA GCSE** and select **Refresh Basedata** from the pop-up menu.

3. Click **Yes** to continue.

4. Scroll to locate **Award 8973**. Click **+** to open the award and reveal the elements.

5. Check that **8973** is selected then click the greyed-out tick next to **8973** to select it. (The tick will become **bold**)

6. Click **Next** and then click **Finish**.

7. Close the message dialog and the basedata dialog.

8. Return to **Tools | Import Results and Enrolments**. Re-import the results file **R9513770.X41** saving the error message as **AQA Errors**. On examination this will show **E1 – Results for Elements absent from imported Basedata and E2 – results not matched by an entry**.

The original error has been rectified. It is possible to de-select the error message if you know that you are importing results not matched by an entry through SIMS.

Step-by-Step – Importing Component Results

> **NOTE**: New XML Component Result File – G File available via A2C to import into SIMS Tools | Examinations | Import Component Results - video about the new functionality at the following link. https://www.youtube.com/watch?v=RE6aby-gYf4

1. In SIMS select **Tools | Examinations | Import Component Results**

2. Browse to the **ExamIn** folder.

3. Select the **a2c.95137.70.EDIResults.C4F748D4-AE80-0566-E053-803C02010566.xml** file and click **Open.**

4. Click **Import**

5. Select the **Show Successfully Imported Results** and **Show Ignored EDI R file Results** tick boxes.

6. Click **Close** and **Close** again.

05 – Candidate Statement of Results & Exam Result Reports

Chapter Introduction

This suite of reports in SIMS is designed to give instant answers on results day with little user intervention. These reports are initially previewed on screen; if exporting to Word, Excel or PDF the resulting file will be saved in the folder specified in **Tools | PI Setup | Folder for Performance Reports.**

Step-by-Step – Candidate Statement of Results Report

1. Select **Tools | Examinations | Candidate Statement of Results Report.**
2. Check that the **current season** is selected.
3. To the right of **Selection** use the magnifying glass.

Groups can be selected from Class, Course, House, NCYear, RegGrp and User (User-Defined groups). Alternatively, the radio button can be changed to select an individual candidate.

4. Choose **Curriculum Year 11** and **Update.**
5. Click **Run.**

> NOTE: The ability to **Print** or to export to **Word** or **PDF.**

Step-by-Step – Certification Broadsheet Report

1. Select **Tools | Examinations | Certification Broadsheet Report.**
2. Check that the **current season** is selected**.**
3. Select **All** from the **Level** dropdown.
4. Select **Curriculum Year 11** in the **Group**
5. Click **Run.**

> NOTE: Only the ability to select export to **PDF.**

6. Click **Browse.**
7. Select the **Display as wide report.**
8. Click **Run.**

> NOTE: The ability to export as a **PDF** or **Excel** document. The **Output Mode** can be changed to **Points.**

Step-by-Step – Subject/Grade Analysis Report

9. Select **Tools | Examinations | Subject/Grade Analysis Report**

10. Check that the **current season** is selected.

11. Select **GCSE (9-1) Full Course** from the Level dropdown.

12. Select **Curriculum Year 11** from the **Group** dropdown.

13. Change the **Mode** to **Raw**.

14. Change the **Order** to **Description**.

15. Click **Run**.

> NOTE: For the Certification Broadsheet and the Subject/Grade Analysis reports to run correctly the basedata must contain the QCA (Subject or Discount) Codes as outlined in chapter 1.

Step by Step – Exporting Results

1. From **Examinations Organiser** select **Reports | Results | Export Results**.

2. Select the following options:

    - **Season** – should be the current season **June (Summer) Exams 2024**.

    - **Group** – select **Curriculum Year 11**.

    - **Level** – select **All**.

    - **Select By** –select **Award** (consider what a report using **Element** would look like).

    - **Series** – select **All**.

    - **Process** – select **Result**.

    - **Element Type** – select **Certification**.

    - **Order** – select **Name**.

    - **Selections** – click **field** browser to select from the options available – this will depend on choices made elsewhere, for example **Level** – select **All**.

    - Leave the two checkboxes selected.

3. Click **Update**.

4. Click **Export**.

5. There will be a prompt for a file name and location – save to the desktop using the name **ResultsExport1** and change the type to **CSV Files** and click **Save**.

6. Accept the prompt that the export has been successful by clicking **Yes**.

7. Locate the file on the desktop and, if it is associated with Excel, double-click to open.

8. Format as required. To make a more manageable spreadsheet, it is possible to hide irrelevant columns and rotate the column headings.

06 – Exam Result Reports in Examinations Organiser

Chapter Introduction

This suite of reports in Examinations Organiser is designed to give instant answers on results day with little user intervention. It is possible to run these reports and their different options using last year's data to decide which will be most useful on results day.

Step by Step – Element/Component Results Report

1. Select **Reports | Results | Element/Component Results** to display the relevant report criteria.

2. Accept the default season.

3. Change the **Series** to **OCR GCSE/CNAT**.

4. Accept the other default options.

5. Tick the **Produce Distribution Chart** checkbox.

6. Click **Selections** browse to **Choose All**, then click **Update**.

7. Click **OK** to run the report.

8. When you close the original list reports the **Distribution Chart** version will appear.

9. Repeat the previous steps changing the criteria as desired. Pay particular attention to differences in name format.

07 – Preparing your data for PI

Chapter Introduction

As in previous years you must ensure you have the most up to date QN catalogue from the DfE as described in Chapter 1.

Step by Step – Cloning the Last Performance File Available

NOTE: For the purposes of the course, Step 1 and 2 have been completed.

1.   Click **Tools | Examinations | PI setup** to ensure that June (Summer) Exams 2024 is the current season and the default season.

2.   Click **Clone** to copy the 2023 summer season as a starting point for 2024.

2024 appears in the bottom of the screen and a success message at the very bottom.

3.   Close this routine.

4.   Click **Tools | Examinations | QN Correlation Report | Without User Defined QNs**.

QN Correlation Report for MPI Qualifications 2024

Missing PI QNs where Exam Entries or Results exist for Students for MPI Qualifications 2024

QN	Title	Grade Set	Season
60153271	AQA Level 3 Advanced GCE in English Literature A	JC 4 Result	June (Summer) Exams 2024
60183019	AQA Level 1/Level 2 GCSE (9-1) in Computer Science	JC 40 Result	June (Summer) Exams 2022
60185752	AQA Level 1/Level 2 GCSE (9-1) in Drama	JC 40 Result	June (Summer) Exams 2024
60185752	AQA Level 1/Level 2 GCSE (9-1) in Drama	JC 40 Result	June (Summer) Exams 2022
60301004	OCR Entry Level Certificate in Physical Education	>>UNKNOWN<<	June (Summer) Exams 2024

This section of the report shows which QNs are required, as there is a corresponding Entry and/or Result against them.

PI QNs where no relevant Exam Entries or Results exist for Students for MPI Qualifications 2024

QN	Title
60302446	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in Astronomy

This section of the report shows QNs that are in the Managing Performance Indicator area, that are not required, as no Entries or Results are logged against them. Care should be taken if removing these QNs, particularly when Manual adding of Results takes place, as these QNs would be required.

NOTE: It would be good practice to run this report before and after editing the Managing Performance Indicators.

5.   Click **Tools | Examinations | Manage Performance Indicator.**

6. Click the down arrow next **New** and note the options.
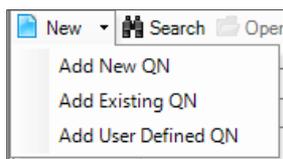
7. Click **Add Existing QN** and **Search** without adding any filters. The search will find about 7600 existing QNs. Cancel the results.

8. Click **Add New QN** and **Search** without adding any filters. This search will find about 27700 results. Cancel the results.

It is useful to know which QN are required. You can copy the QN you require and paste it into the QN field when you search.

It is possible to delete QNs used last year which are not required this year. This is not essential but makes the task of editing points values easier.

NOTE: When you are editing the points values, there is no verification undertaken by the software. Users need to be very careful to accurately populate the points values in panel 3: Grade Details.

Step by Step – Removing a QN

1. Enter **60302446** into the **QN** field and click **Search** to find **Pearson Edexcel Level 1/Level 2 GCSE (9-1) in Astronomy**. No students were entered for this qualification in 2024 and it is no longer required.

2. Highlight it and click **Remove**.

3. Acknowledge the confirmation and delete the QN from the QN field.

Step by Step – Adding Existing QNs

1. Click **Add Existing QN** and search for **60187529**. This is a GCSE in **Biology**, a QN that we didn't use last year but do require this year.

2. Highlight and click **OK**.

As it is an existing QN, it has all the properties required for the PI calculations

3. **Save** the record.

Step by Step – Adding New QNs

1. Click **Add New QN** and search for **61035312**. This is the new **German** exam the students will sit this summer.

2. **Highlight** and click **OK**.

 Notice that as a new qualification it has no properties.

3. Click the **Gradeset** drop-down in panel 1 and select **JC 40 Result**. Notice panel 3 populates with the 9 - 1 plus U gradeset.

NOTE: Gradeset information can be found on the JCQ website https://www.jcq.org.uk/exams-office/entries/ in the Awarding Body Gradesets for the relevant year.

4. Click the **Qualification Type** drop-down on panel 2 and select **GCSE**.

5. Click **Add** next to the **Discount Code** area.

6. Search for **5670 , Highlight** and **OK**.

NOTE: Discount Code information can be found for KS4 on the DfE website https://www.gov.uk/government/publications/key-stage-4-qualifications-discount-codes-and-point-scores, Appendix A covers 16-18 guidance.

7. In panel 2 as this subject is included as an **Ebacc Subject,** select the checkbox that is required.

8. Move to panel 3 and in the **Key Stage 4 Size Equivalence** column against grade 9 enter **1.00**. Click into the field in the same column for grade 8 and the equivalence will copy to all grades. The **KS4 Pass Equivalence** field will also populate.

9. In the **KS4 Std Pass Equivalence** column enter **1.00** against grades 9 through to 4.

1 Basic Details

QN	61035312	Grade Set	JC 40 Result

Title	AQA Level 1/Level 2 GCSE (9-1) in German

2 Performance Indicator

Key Stage 4

Discount Code

Discount Code	Subject
5670	German

Add
Edit
Remove

Qualification Type: GCSE

☐ Prior Maths

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

Add
Edit
Remove

Discounting Family

☐ AS Level

Counts in the following categories

☐ A & AS Level Combined
☐ A Level
☐ Academic
☐ Facilitating Subject
☐ Applied General
☐ 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
9	9.00	1.00	1.00	1.00
8	8.00	1.00	1.00	1.00
7	7.00	1.00	1.00	1.00
6	6.00	1.00	1.00	1.00
5	5.00	1.00	1.00	1.00
4	4.00	1.00	1.00	1.00
3	3.00	1.00	0.	1.00
2	2.00	1.00	0.00	1.00
1	1.00	1.00	0.00	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
9	0.00	0.00	0.00
8	0.00	0.00	0.00
7	0.00	0.00	0.00
6	0.00	0.00	0.00
5	0.00	0.00	0.00
4	0.00	0.00	0.00
3	0.00	0.00	0.00
2	0.00	0.00	0.00
1	0.00	0.00	0.00
U	0.00	0.00	0.00

NOTE: When a New QN is added it is the user's responsibility to populate panels 1, 2 and 3 accurately. The SIMS handbook Processing Results and Calculating PI Data in Exams and SIMS is a useful resource for locating accurate data. It contains links to the official documents and websites that source such information. It can be accessed by clicking Documentation on SIMS Home Page followed by the Exam and Assessment link and the Examination link.

10. **Save** this record.

> NOTE: Add User Defined QN can be used for GCSEs that do not count toward the Performance Tables and do not have a QN.

Step by Step – Adding New QNs using Populate Grade Details

1. Click **Add New QN** and search for **60185752**. This is the new exam in **Drama**.

2. **Highlight** and click **OK**.

3. Click the **Gradeset** drop-down in panel 1 and select **JC 40 Result**.

4. Click the **Qualification Type** drop-down on panel 2 and select **GCSE**.

5. Click **Add** next to the **Discount Code** area.

6. Search for **LC11, Highlight** and **OK**.

7. Click **Populate Grade Details from Similar QN**.

Populate Grade Details from a Similar QN
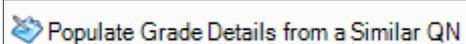
8. Select **AQA Level 1/Level 2 GCSE (9-1) in English Literature**.

QN	Title
60142923	AQA Level 1/Level 2 GCSE (9-1) in English Language
60144476	AQA Level 1/Level 2 GCSE (9-1) in English Literature
60146084	AQA Level 1/Level 2 GCSE (9-1) in Mathematics
60180869	OCR Level 1/2 GCSE (9-1) in Art and Design
60182167	OCR Level 1/2 GCSE (9-1) in Music
60182799	AQA Level 1/Level 2 GCSE (9-1) in Physical Education
60183019	AQA Level 1/Level 2 GCSE (9-1) in Computer Science
60183792	OCR Level 1/2 GCSE (9-1) in Food Preparation and Nutrition
60185491	AQA Level 1/Level 2 GCSE (9-1) in Dance
60185958	AQA Level 1/Level 2 GCSE (9-1) in Citizenship Studies
60187517	AQA Level 1/Level 2 GCSE (9-1) in Physics
60187529	AQA Level 1/Level 2 GCSE (9-1) in Biology
60187578	AQA Level 1/Level 2 GCSE (9-1) in Chemistry
60301430	OCR Level 1/2 GCSE (9-1) in Economics
60306634	OCR Level 1/2 GCSE (9-1) in Design and Technology
60312105	AQA Level 1 / Level 2 GCSE (9-1) in Chinese (Spoken Mandarin)

9. Click **OK**. Notice that Panel 3. Grade Details is now complete.

10. Click **Save**.

Adding Qualification no longer in the QWS QAN Catalogue

New functionality was added in Spring 2023 to allow schools to add qualification numbers no longer included in the QWS files, but required to appear in the PI Reports

Step-by-Step – Add Qualification Data

1. Select **Tools | Examinations | Add Qualification Data**
2. Click **OK**
3. Click **New**
4. Type the QN **60370506**
5. Add the Title **BTEC Level 1/2 Tech Award in Digital Information Technology**
6. Select **CN1 – Computer Use** from the **Discount code/Subject** dropdown (this is sorted by description to allow easy use).
7. Select **103 – Pearson Education Ltd** from the **Awarding Body / Board** dropdown (this is sorted by description to allow easy use).
8. Select **BTA – BTEC Technical Award L1/2 – Band C – P-D*** from the **Qual Type / Level**.
9. Enter **06/06/2079** into the **Expiry Date / Certification End Date** box.

10. Click **Save**.

> NOTE: Adding Qualification Data in SIMS - Tools | Examinations | Add Qualification Data - video about the new functionality at the following link.
> https://www.youtube.com/watch?v=i67vWeoUT4c

08 – PI Calculation and Reports

Chapter Introduction

Producing accurate data involves a three-stage process, EDI results are imported into Examinations Organiser, additional non-EDI results can be added to SIMS, or existing results edited, and finally the PI calculations can be made.

In Examinations Organiser it is possible to adjust the composition of the PI cohort via **Tools | Group Manager | PI Cohort**. For example, the Key Stage 4 (KS4) cohort is calculated on the basis of students on roll in curriculum year 11 on the January census day. There are limited circumstances where schools can legitimately discount students from the cohort even though they meet the criteria described previously. For example, students admitted to year 11 who have recently arrived in this country can be discounted in some circumstances.

NOTE: Refer to DfE for complete information.

Initial Collation and Calculation of PI Data

Select **Tools | Examinations | Edit PI Data** and click **OK** to confirm an up-to-date download. The system will collate then calculate the PI data.

When the calculation process is complete the Edit PI Screen will open. If you try to access this routine before the summer season has ended no collation or calculations will be made and you will get a message saying the PI cohort(s) are being calculated. This will allow you to manually enter non-EDI results before download day if they are available.

Step by Step – Manual Discounting

1. Locate Anthony Barret's results by searching with the Surname filter.

2. Right-click in the **Discounted** column on the **Citizenship Studies** row to access the pop-up menu.

Title	QN	Disc Code	Level	AO	Code	Season	Grade	KS4 9-4	KS4 9-1	KS4 Entry	L3 Entry KS4 Entry at 16+	KS4 Points	KS5 Points	Discounted	
Art, Craft and Design	60180869	JA2	GCSE/9FC	OCR	J170	June (Summer) Exams 2024	4	1	1	1	0	4	0		Add Result
Chemistry Tier H	60187578	RD1	GCSE/9FC	AQA	8462H	June (Summer) Exams 2024	4	1	1	1	0	4	0		View/Edit
Citizenship Studies	60185958	EE31	GCSE/9FC	AQA	8100	June (Summer) Exams 2024	5	1	1	1	0	5	0		Delete
English Language	60142923	FK2B	GCSE/9FC	AQA	8700	June (Summer) Exams 2024	5	1	1	1	0	5	0		Discount this Result
French Option F	60187086	FKF	GCSE/9FC	EDEXL/..	1FR0F	June (Summer) Exams 2024	5	1	1	1	0	5	0		
Mathematics Tier H	60146084	RB1	GCSE/9FC	AQA	8300H	June (Summer) Exams 2024	4	1	1	1	0	4	0		
Physics Tier H	60187517	RC1	GCSE/9FC	AQA	8463H	June (Summer) Exams 2024	5	1	1	1	0	5	0		

3. Click **Discount this Result** and note the effect.

Title	QN	Disc Code	Level	AO	Code	Season	Grade	KS4 9-4	KS4 9-1	KS4 Entry	L3 Entry KS4 Entry at 16+	KS4 Points	KS5 Points	Discounted
Art, Craft and Design	60180869	JA2	GCSE/9FC	OCR	J170	June (Summer) Exams 2024	4	1	1	1	0	4	0	
Chemistry Tier H	60187578	RD1	GCSE/9FC	AQA	8462H	June (Summer) Exams 2024	4	1	1	1	0	4	0	
Citizenship Studies	60185958	EE31	GCSE/9FC	AQA	8100	June (Summer) Exams 2024	5	1	1	1	0	5	0	✔
English Language	60142923	FK2B	GCSE/9FC	AQA	8700	June (Summer) Exams 2024	5	1	1	1	0	5	0	
French Option F	60187086	FKF	GCSE/9FC	EDEXL/..	1FR0F	June (Summer) Exams 2024	5	1	1	1	0	5	0	
Mathematics Tier H	60146084	RB1	GCSE/9FC	AQA	8300H	June (Summer) Exams 2024	4	1	1	1	0	4	0	
Physics Tier H	60187517	RC1	GCSE/9FC	AQA	8463H	June (Summer) Exams 2024	5	1	1	1	0	5	0	

4. Remove the manual discounting by right-clicking in the **Discounted** column.

5. **Close** the Edit PI Data screen and **OK** the information box.

NOTE: If any manual discounting is present in your data and you want to keep it then you must use the CKD button when re-calculating your PI data.

Step by Step – Running the PI Reports

1. Select **Tools | Examinations | PI Reports** - the default selections are for a Key Stage 4 summary report for the default season.

2. Click the **Group Filter** browser and expand the **Exam Performance Cohort** option by clicking on the adjacent **+**.

3. Select **PI Cohort 2024 KS4** and click **Apply**.
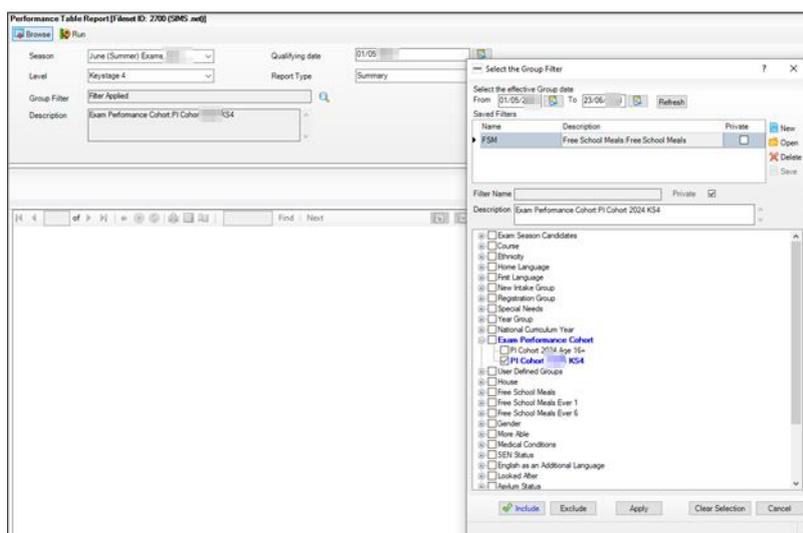
4. Click **Run** to generate the Summary report.

5. Click **Export PDF** to export the report in PDF format.

6. Take note of the default secure location for the report. Click **Save As,** select **Desktop** as the location for the report and then click **Save**.
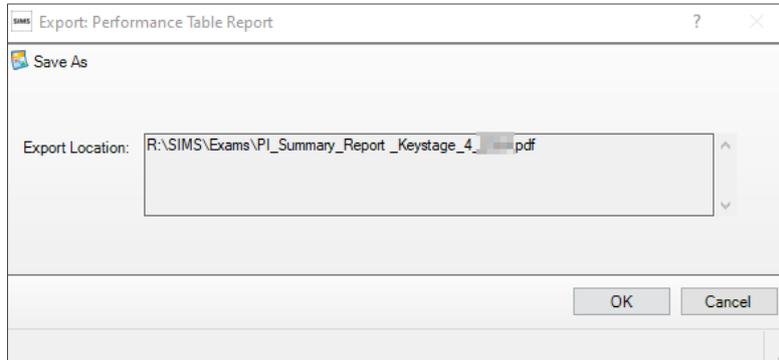
7. Respond **Yes** to the message and click **OK**.

The report could have been printed directly or exported in the other formats indicated.

8. Click **Browse** and run the KS4 Report as **Detailed** and **Full**, exporting each to the desktop in Excel format.
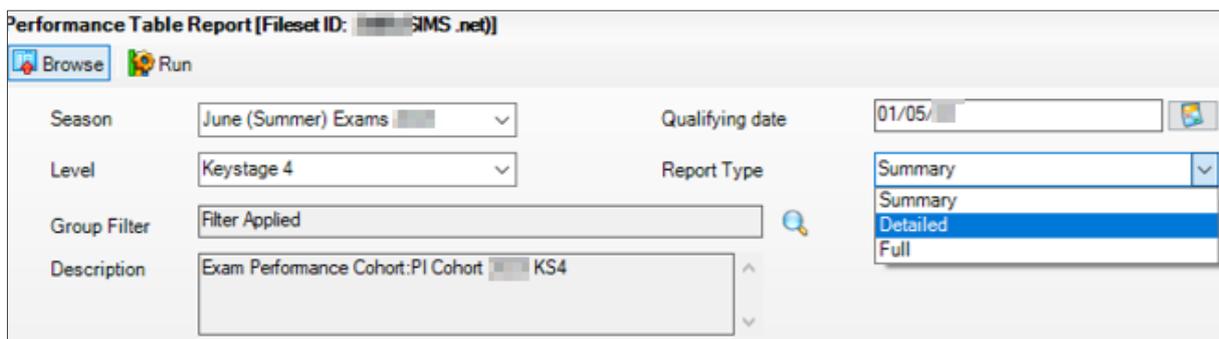
In the **Level** field select **Age 16–18** and select the appropriate **Group Filter** to match. Run examples of each report type with these parameters.

NOTE: Appendix D explores these new reports in more depth and provides further background information.

Step by Step – Adjusting the PI Cohort

Return to **Examinations Organiser**.

There may be special circumstances when you need to adjust the PI cohort.

1. Select **Tools | Group Manager | PI Cohort**.

2. Click to expand the **Exam Performance Cohort** folder.

3. Right-click the **PI Cohort 2024 KS4** group and select **Members** from the menu displayed.

4. Notice the ability to add members to, or delete members from, the cohort. Leave the membership unchanged.

5. Click **Close** then click **Close** to close the **Group Manager** dialog.

NOTE: If you manually adjust the cohort and subsequently re-calculate PI using the CRD or CKD buttons you must respond No to the following message.
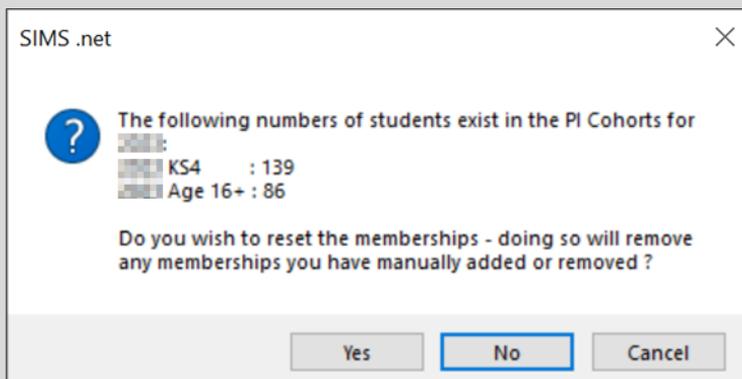
Responding Yes will cause the software to return to the original criteria by which it calculated the cohort and restore to the cohort any student you have excluded or remove any student you have included.

Step by Step – Group Performance Analysis in Examinations Organiser

NOTE: This report will only work if SIMS has collated the PI Data.

The **Group Analysis Report** enables a whole range of parameters. These enable reports to be generated that are appropriate for different members of school, from senior leaders to class teachers. The parameters are:

1. From **Examinations Organiser** select **Reports | Results | Group Performance Analysis**.

   - Select the following options: **Season** – **June (Summer) Exams 2024 –** defaults to the currently selected season, all seasons are listed.

   - **Qualification** – **GCSE** – all qualifications active for selected season are listed.

   - **Level** – **GCSE/9FC** - all plus separate levels available for the selected qualification are listed.

   - **Year Group** – **Curriculum Year 11** – only curriculum years can be selected.

   - **Group Type** – **Course** - class or course can be selected.

   - **Output Mode** – **Numbers** – either numbers or percentages can be selected.

   - **Residual Calculation** – **PI Values** - Average against All Average.

   - **Membership Date** – **01/05/2024** selectable date for membership, defaults to start of season.

   - **Group by Season** is an additional parameter if **All** is selected in the Seasons.

NOTE: For this report to work correctly the QN must be added to the Manage Performance Indicator area (as in Chapter 5) and associations should be made between awards, courses and basedata. Basedata should be structured appropriately with a one for one relationship between certification elements and awards. More details in Chapter 12.

09 – Creating a Results Marksheet to Edit Results

Chapter Introduction

This chapter deals with creating result marksheets to view and edit results. Results marksheets are the only way to edit EDI results after a Review of Marking.

If marksheets have been created using the marksheet setup series routine; consolidated or results marksheets will have been created as part of that process.

Results that have been successfully imported can be viewed in a marksheet, which contains a result type aspect. Marksheets can be created containing students in class groups or for the entire year group.

Step by Step – Creating a Results Marksheet to Edit Results

In **Examinations Organiser**.

1.   Select **Focus | Marksheet Setup - Award** or click **Marksheet Setup** on the application bar. This launches the **Marksheet** wizard.

2.   Select an award – browse to the required subject award. Select **English Language (AQA 8700)**.

3.   Select an aspect type – browse to **Result** and select it.

4.   Do not select an **Existing Template**, click **Next**.

5.   Click **Yes** when prompted to **Include Entry Aspects as a read-only column in marksheet**.

6.   Select **Elements** accept the default. Click **Next**.

7.   Configure marksheet columns – the column headings can be edited, and the order of the columns can be changed. Do not make any changes, then click **Next**.

8.   Expand **Groups** – select the groups of students to be included, expand the **National Curriculum Year** folder scroll to the **Curriculum Year 11** and **Select** then click **Next**.

9.   Enter notes and create marksheets – it is possible to add text as notes to appear on the marksheet, the number of marksheets to be created will be displayed. Click **Finish**.

10.   The marksheet will be created for the selected groups and the group names listed in the window. Note the name.

11.   Click **Close**.

Step by Step – Editing Results Using a Results Marksheet

1.   Select **Focus| Marksheet Data Entry**.

2.   Use **AQA** and **Result** filter in the **Categories** field and **OK**.

3.   Check that the **Owner** is set to **All**.

4.   Click **Refresh** and open the **Curriculum Year 11 - Jun 2024 Result 70/8700** marksheet.

5.   Accept the message box.

6.   Edit **Malakai Bailey's** grade **3 to 4**.

7.   Click **Save**.

8.   Locate the **11A/Dr1 23/24 Jun 2024 Result 70/8261** marksheet and open it.

9.   Edit **Rachel Barne's 5** grade to **6**.

10. **Save** and **Close**.

Step by Step – Ensuring our Changes are Collated by PI

Return to **SIMS**.

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

2.   Click **OK.**

3.   Click **CKD** (Collate Keeping Discounting). The routine will first collate the changes, then calculate the impact.

4.   Click **No** in response to the updating the PI cohort message as no changes have been made.

NOTE: If this routine is not run the changes which have just been made via the marksheets will not be included in the PI calculations.

5.   Note and accept the message relating to the **Data Integrity Check Report**. The report can be accessed in the default location set under **Tools | Examinations | PI Setup**. Use windows explorer to navigate to that location and open the report which will be in Excel csv format. (On ESS training machines the location will be R:\Sims\Exams).
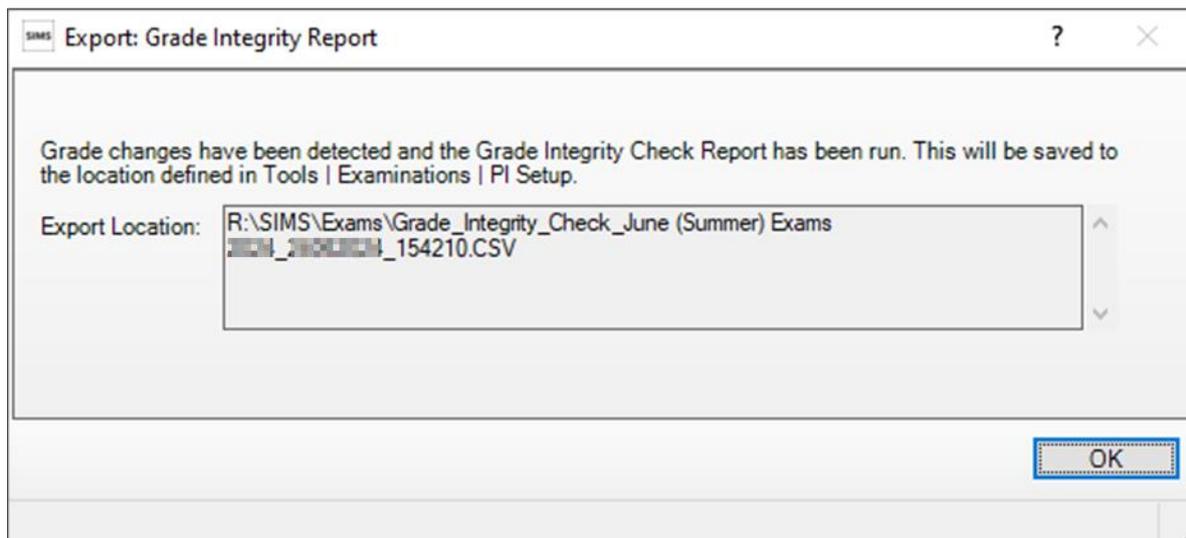
Name	QAN	Subject	Level	Grade	Points	KS4Entry	KS4AC	KS4AE	KS4AG	L3Points	L3E	L3AC	L3AE	New Grade	New Points	New KS4Entry	New KS4AC	New KS4AE	New KS4AG	New L3Points	New L3E	New L3AC	New L3AE
Data Integrity Check Export																							
Export Date: 24/06/2024																							
Export Time: 15:43:04																							
Bailey Malakai	60142923	FK2B	9FC	3	3	1	0	1	1	0	0	0	0	4	4	1	1	1	1	0	0	0	0
Barnes Rachel	60185752	LC11	9FC	5	5	1	1	1	1	0	0	0	0	6	6	1	1	1	1	0	0	0	0

NOTE: If you don't see a grade change as expected, this is due to the QN not being in the Manage Performance Indicator section. This report does not report Q grade edits.

6. Close the file and return to the **Edit PI Data** routine in SIMS.

7. View **Malakai Bailey's** results and check that he has a **4** for **English Language**.

8. Check the results of **Rachel Barnes** and verify that the changes made to **Drama** have been captured by the PI routines.

9. Click **Close** to close the **Edit PI Data** but stay in SIMS for the next activity.

10– Entering External Results

Chapter Introduction

External results are results gained by students at other centres who subsequently transfer to their current school. This routine allows SIMS to hold a complete record of these students' results. Results entered via this routine have no impact on PI calculations. This routine will be particularly useful for schools needing to record prior attainment in English and Maths for students who have joined the Sixth Form from other institutions. Data entered here will be available to the Update Prior Attainment routine which in turn is accessed by the Autumn Post-16 census.

Step by Step – Entering External Results

1. In SIMS select **Tools | Examinations | External Results Manual Entry**.

2. Enter **Ching** in the surname field and click search.

3. Open **Susie Ching**.

4. Click **Add Result**.

5. Select **Academic Year 2019/2020** in the Year dropdown. This student gained a GCSE in Chinese with the AQA board in **June 2019** at his previous school.

6. Enter the QN of the qualification **60312105** and select **60312105 – AQA Level 1/Level 2 GCSE (9-1) in Chinese (Spoken Mandarin)** and click **Apply**.

7. The **Result Date** is **June 2020**.

8. Select **AQA** for the **Board.**

9. Select **GCSE (9-1) Full Course** for the **Level**

10. Select **Chinese** for the **Subject.**

11. Select **Green Abbey School** from the **School** dropdown.

12. Select **8** for the **Result**.

13. Click Save.

NOTE: If the QN doesn't appear in Manager Performance Indicator then you will not get the full title. You have the ability to edit and delete this external result. The EDI results can neither be edited nor deleted.

External results can be viewed via the Examinations link from the Student Record.

11 – Viewing Exam Results in SIMS

Chapter Introduction

Additional convenient methods of viewing results directly in SIMS are explored including the use of the document management server.

Step by Step – Viewing Exam Results in SIMS – Single Student

1. Select **Focus | Student | Student Details**.

2. Type **Ching** in the **Surname** field.

3. Click **Search**.

4. Open **Susie Ching**.

5. Click the **Examinations** hyperlink on the **Links** panel on the right-hand side of the screen. The **Examination Results Detail** screen will be displayed.

6. Any historical examination results will be displayed. The data can be ordered by clicking the required column heading, then printed by clicking **Print**. The results can also be directly copied to Excel by clicking **Export**.

1 Results, Endorsements and Equivalents

Date	Level	Board	Code	Title	Status	Result	Points	Endrs	Equiv	Ext	Fcst
2024-06	GCSE/9FC	AQA	8100	Citizenship Studies	Cert	5	5.00				
2024-06	GCSE/9FC	AQA	8300H	Mathematics Tier H	Cert	7	7.00				
2024-06	GCSE/9FC	AQA	8462H	Chemistry Tier H	Cert	5	5.00				
2024-06	GCSE/9FC	AQA	8463H	Physics Tier H	Cert	6	6.00				
2024-06	GCSE/9FC	AQA	8700	English Language	Cert	7	7.00				
2024-06	GCSE/9FC	AQA	8852	Engineering	Cert	7	7.00				
2024-06	GCSE/9FC	OCR	J309A	Food Preparation & Nutrition-Orep	Cert	5	5.00				
2024-06	GCSE/9FC	OCR	J536A	Music-OCR Repository	Cert	6	6.00				
2020-06	GCSE/9FC	AQA-70	5950	Chinese		8				Ext	

Step by Step – Uploading individual Candidate Statement of Results to SIMS

1. Select **Tools | Examinations | Candidate Statement of Results Report.**

2. Check the **Season** is **June (Summer) Exams 2024.**

3. To the right of **Selection** use the magnifying glass.

4. Choose **Curriculum Year 11** and **Update.**

5. Click **Upload.**

6. Select **Yes** to overwriting files of the same name, particularly if you have uploaded the statements of results prior to any re-marks.

7. Return to **Susie Ching's** student details and click the **Linked Documents** hyperlink on the **Links** panel on the right-hand side of the screen.

8. View her uploaded **Statement of Results**.

12 – Tidying the Examinations Organiser Module

Chapter Introduction

The award – course link in SIMS is an integral part of exam results analysis and ensuring the integrity of this data is important. This chapter starts by exploring how this data can be maintained and updated. It continues with a practical example that most schools might wish to consider and covers a range of other housekeeping routines that will help efficiently maintain the exam data. If the correct associations are not made, then the quick method of making marksheet templates will not work. Consequently, and importantly, in the context of results, the Group Performance Analysis Report cannot produce analyses. It is therefore good practice to check this association as soon as possible.

Step by Step – Managing Awards and Courses in SIMS

1. In SIMS select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser. There are multiple possibilities for filtering the list of courses, as displayed in the graphic below.

2. Select **GCSE 9-1 Full Course** from the **Levels** drop-down list and click **Search**. Locate **Computer Science (GCSNF)** and double-click to open.

3. Click panel **3: Examination**.

4. Click in the **To** box and type **31/07/2022** and press **Enter.**

5. In Panel **3 Examination**, click **New**.

6. Type **8525** in the Award Title and **Search**.

7. **Highlight** and click **OK** and **Save**.

8. Selecting an award in the top panel shows the certification elements linked to it in the bottom panel. Click the **Certification Element** to display a pop-up window which gives more detailed information.

9. Close the pop-up by clicking the **X** at the top left of the **Element Details** panel.

If time allows, run the report, **Reports | Results | Group Performance Analysis** in Examinations. Qualification **GCSE**, Level **9FC**, Year Group **Curriculum Year 11,** Group Type **Course** and **Print**. **Computer Science** will now appear in the Groups Analysis.

The software forces a one-for-one current relationship between awards and courses, so it will not enable you to link an award to a new course when it is currently linked to an existing course.

Step by Step – Locking Seasons

In Examinations Organiser seasons can be locked and unlocked. Locking prevents further work from being carried out on them but enables the data to be viewed. The season can be unlocked to re-enable access.

1. Select **Tools | School Setup | Seasons** to display the **Season** browser.

The **View** browser enables selection of closed, locked and open seasons – the default is open.

2. Select **June (Summer) Exams 2022**, then click **View/Edit** to display the **Season Details** screen.

3. **Lock** is at the right-hand end of the **Focus** bar and is a closed padlock over a symbol representing autumn, spring and summer seasons.

4. Click **Lock** and confirm that the season needs to be locked. Note that **Unlock Season** is now available.

5. Click **Save.**

Step by Step – Deleting Old Marksheets

When marksheets have been created which are not useful, or when they no longer have any use, they can be deleted so that they do not clutter marksheet lists. Deleted marksheets cannot then be viewed from SIMS or other applications.

1. Select **Tools | Delete Marksheets**.

2. Expand **Season** and select the **June (Summer) Exams 2021** season.

3. Click **Refresh** to populate the **Marksheet** browser.

4. Click **Select All** in the **Marksheet** frame.

5. Click **Delete**.

NOTE: Deleting a marksheet does not delete the information the marksheet displayed.

Locking/Unlocking Marksheets

It is now possible to lock marksheets so that they may be viewed but not edited.

Step by Step – Locking Marksheets

1. Click **Manage Basedata** on the application bar or select **Focus | Basedata**.

2. Expand **OCR** to reveal the **6a23_01 OCR GCSE** series.

3. Right-click the series and select **Marksheet Locks** from the menu displayed.

4. Select **Results**, then click **Lock** (note the other possible options).

5. Acknowledge the message and close the report.

6. Close the basedata screen.

Step by Step – Closing Seasons

NOTE: This is a serious move and should not be done until all the processes for a season have been completed.

Once a season has been closed it cannot be reopened (unlike locking) – this should only be done when all work with the season has been finished.

By closing a season:

- marksheets become read-only

- the seating organiser cannot be accessed

- submissions cannot be made

- results cannot be imported

- basedata cannot be modified

- basic season details cannot be modified

- candidate groups cannot be modified

- access to enrolment and entry details for internal and external candidates will be denied.

NOTE: A season can only be closed if it is unlocked.

1. Select **Tools | School Setup | Close Season**.

2. Select **June (Summer) Exams 2019**, click **Close Season**, then confirm by clicking **Yes**.

3. After a short pause, a message indicating that the season has been closed is displayed. Click **OK**.

Step by Step – Tidying Exam Numbers

This will allow you to reuse exam numbers from Leavers.

1.   Select **Tools | Tidy Exam Numbers**

2.   Choose who you are removing the numbers from, in the example below I have chosen Leavers who left before 01/09/2020.

A – Appendix A – 16-18 Discount Families Qualifications

Chapter Introduction

For full information please see Annex A in the current 16 to 18 discounting guidance on the DfE website, which shows the six discount families and the types of each qualification of each family. As well as assigning the discount code, the discounting family will also need to be provided.

Step by Step – Adding Existing QNs

1. Click **Add Existing QN** and search for **60153271**. This is a QN for English Literature A-Level that we didn't use last year but do require this year.
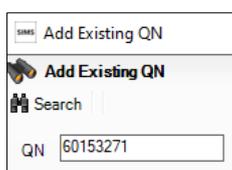
2. **Highlight** and click **OK**.
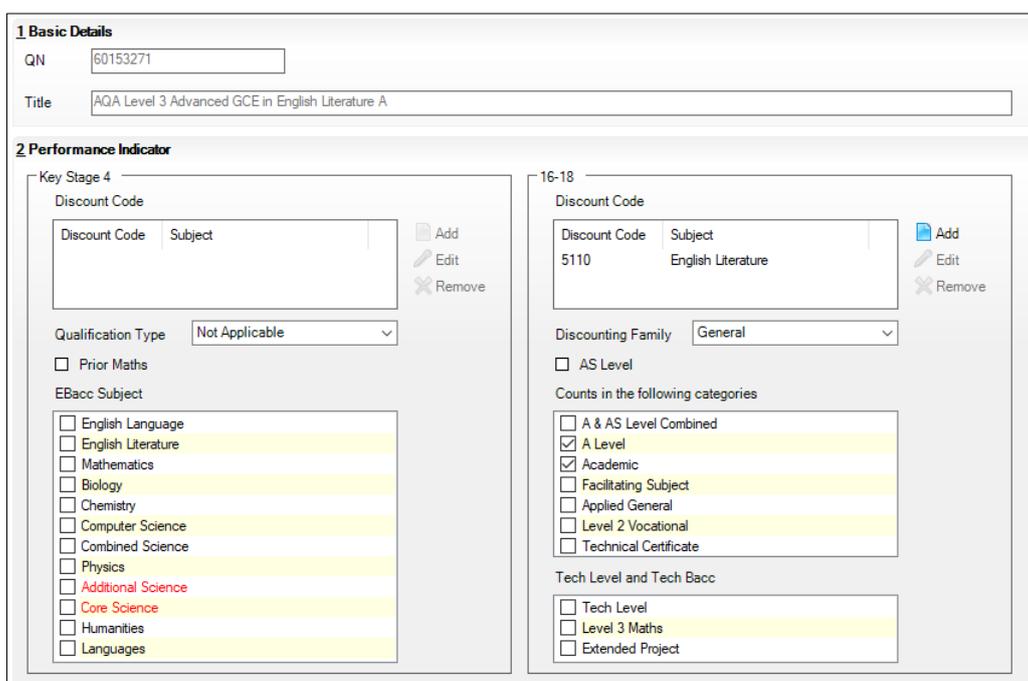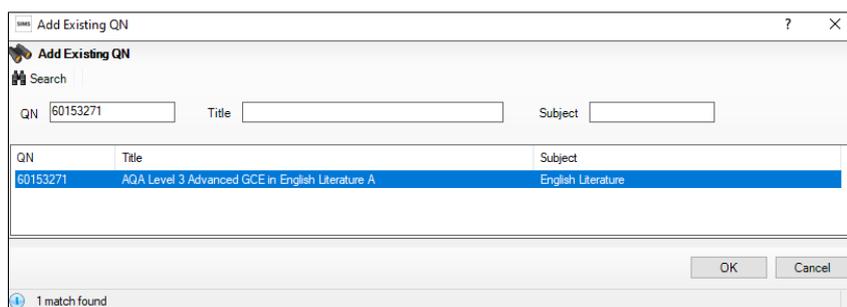
NOTE: The information for which family is required can be found in the DfE documentation mentioned at the start of this chapter.

As it is an existing QN, it has all the properties required for the PI calculations, but the new process now means the grade details do not require editing.

3 Grade Details

Key Stage 4

Grade	KS4 Points	KS4 Size Equivalence	KS4 Std Pass Equivalence	KS4 Pass Equivalence
A*	0.00	0.00	0.00	0.00
A	0.00	0.00	0.00	0.00
B	0.00	0.00	0.00	0.00
C	0.00	0.00	0.00	0.00
D	0.00	0.00	0.00	0.00
E	0.00	0.00	0.00	0.00
U	0.00	0.00	0.00	0.00

16-18

Grade	16-18 Points	16-18 Size Equivalence	16-18 A*-E Equivalence
A*	60.00	1.00	1.00
A	50.00	1.00	1.00
B	40.00	1.00	1.00
C	30.00	1.00	1.00
D	20.00	1.00	1.00
E	10.00	1.00	1.00
U	0.00	1.00	0.00

3. Save the record.

Step by Step – Adding New QNs

1. Click **Add New QN** and search for **60187323**. This is a QN for Spanish A-Level that we didn't use last year but do require this year.

2. **Highlight** and click **OK**.

3. Select **JC 4 Result** in the Grade Set selection.

4. In the Key Stage 4 Qualification Type select **Not Applicable**.

5. In the 16-18 Discounting Family select **General**.

6. Tick **A Level,** this automatically selects **Academic**.

7. Click **Save**.

B – Appendix B – House Keeping and Check List

Examinations Organiser Results – Checklist 2024
House Keeping Before Results Day

	Task	Completed
1.	**Tidy Marksheets** Delete Entry, Coursework, Equivalent, Endorsment and Results marksheets – that are no longer required. The data is safe, they are stored against appropriate aspects and can be recreated for viewing if required. Examinations Organiser route: **Tools | Delete Marksheets**.	☐
2.	**Set Results Embargo** Once set, this disallows unauthorised SIMS users from viewing exams data through SIMS throughout the period set. Add the season and dates for embargo period (this should include all of Wednesday results day) plus the exceptions. Examinations Organiser route: **Tools | School Set Up | Results Embargo.**	☐
3.	**Adding Manual Results** To allow you to enter those results in to SIMS that don't come in via a Results File. SIMS Route: **Tools | Examinations | Edit PI Data**	☐
4.	**Link Awards to Courses of Study** Ensure that all active certification awards are linked to courses of study. Many of the Result Analysis Reports depend on this being done. It is also required for post-16 learning aims collection. Examinations Organiser route: **Reports | Basedata | Structure** SIMS route: **Tools | Academic Management | Course Manager | Maintain Course.**	☐

5.	**Check QCA Codes are Assigned to Certification Elements** Ensure that QCA codes are assigned to certification elements via basedata. The results broadsheet relies on this. It is also required for post-16 learning aims collection. Examinations Organiser route: **Reports | Basedata | Structure** change **Awards** to **Elements**	☐
6.	**Tidy EDI Boxes** Empty the examin box of result files, move existing result files to an archive area. This will ensure that when importing the result files on exam day, only pertinent files are seen (it may be required to do this again after the GCE results have been imported successfully). Route: via Windows Explorer (depending on the access levels, assistance may be needed). SIMS drive\SIMS\ExamIn	☐
7.	**Lock Marksheets** Locking Marksheets to changes to Results once in SIMS: Examinations Organiser route: **Focus | Basedata** expand the Exam Board and right click **Series** and **Marksheet Locks**. If created Marksheet by Series	☐
8.	**Reclaim Exam Numbers** To allow you to reuse exam numbers from Leavers: In Examinations Organiser: **Tools | Tidy Exam Numbers**	☐

Checklist – Results Day (Wednesday)

	Task	Completed
1.	**Download Results** Download results via A2C, these should be automatically written to the ExamIn box as outlined in the route: **Tools | School Setup | School Details**.	☐
2.	**Import Results to Examinations Organiser** Examinations Organiser Route: **Tools | Import Results and Enrolments.**	☐
3.	**Individual Reports** Print Individual Candidate Reports ready for collection. SIMS Route: **Tools | Examinations | Candidate Statement of Results Report**.	☐
4.	**Other Analysis** Build and print other required Analysis Reports. Examinations Organiser Route: **Reports | Results**. SIMS Route: **Tools | Examinations**	☐
5.	**LA Data Return** Complete and return data requirement to the local authority (LA) as requested by them. This should not be sent until the Thursday.	☐
6.	**Build Result Marksheets** Build result marksheets for the awards. Once the results have been downloaded they will be automatically populated. No need if created Marksheets by Series as already done.	☐
7.	**Lock Season** Lock season in Examinations Organiser to prevent editing. Examinations Organiser Route: Season Focus | View/Edit Season | Lock Season (Global).	☐

C – Appendix C – Analyse Exam Results using SIMS

The Analyse Exam Results using SIMS course allows you to produce Examinations Analysis in these outputs:

Headline Figures

Progress 8

> NOTE: On results day it is impossible to give an accurate figure for Progress 8 and so the figure given will only be an estimate based on the previous cohort's estimates.

Key Stage 4 Threshold Measures

Year	(All)	
Result Set	TP June 2018 Exam	
Count of Result	Result	
Aspect	Y	N
CAS English Bac	50.93%	49.07%
CAS Passed English Lang?	86.96%	13.04%
CAS Passed English?	86.96%	13.04%
CAS Passed Maths?	86.34%	13.66%
CAS Passed En and ma?	86.34%	13.66%
CAS Passed Science	99.38%	0.63%
CAS Passed Hums	86.46%	13.54%
CAS Passed Lang	88.13%	11.88%
CAS Taken all Ebac	59.63%	40.37%
CAS Taken Eng Lit?	99.38%	0.62%
CAS Standard Pass En&Ma	93.79%	6.21%
CAS Standard Pass Maths	93.79%	6.21%
CAS Standard Pass English	93.79%	6.21%

Target vs Actual

SIMS