SIMS Examinations
Organiser

Applicable to 6.80 Onwards
## Revision History

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.
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Getting Started with Examinations Organiser

Introduction

Examinations Organiser is used for the administration of both internal and external examinations. It uses information provided by the examination boards to enable candidates to be entered for examinations and the results to be subsequently received.

The module supports the nationally agreed Electronic Data Interchange (EDI) format used by examination boards. Therefore entries, amendments, forecast grades and coursework marks can all be sent via a modem, and results received in the same way.

For any examination series, you must identify which examinations are to be taken and which candidates are going to take them. Those candidates must be registered for each examination.

Once candidates have been entered for the required examinations, the actual sitting of the examinations needs to be organised. This includes the examination timetable, individual candidate timetables, room and seat allocation together with invigilation.

NOTE: The module can also be used to enter external candidates for examinations.
01 Getting Started with Examinations Organiser

Reporting in Examinations Organiser

Examinations Organiser makes reporting easy with a variety of printed outputs available, including:

- Statement of Entry, providing information about the examinations options for which a candidate has been entered.
- Syllabus Entry Sheets, circulated to Heads of Departments, etc. to ensure the information is correct and complete.
- Individual Candidate Timetables, distributed to individual candidates, providing a personal timetable that shows clash resolutions and exact times, venues and seating positions for each examination they are taking.
- Summary Examination Timetable, summarising scheduled examination events in the selected season or specified date range.
- Seating Plans, enabling invigilators to check for absentees and to ensure that all candidates are seated according to the prepared schedule.
- Results reports, providing detailed analysis of examination results achieved by the candidates in the selected cohort.

Examinations Organiser Terminology

The Examinations Organiser module incorporates some new and existing terms. Each term is described in its appropriate section within this handbook. Brief descriptions of all such terms can be found in the Glossary on page 331.

Important Information on the Usage of the Candidate Name Fields

Three sets of name fields are available in Examinations Organiser, for various purposes.

Legal

The general assumption on the part of the authorities is that certificates issued for educational attainment should match the legal name of the candidate. Generally, in the case of school students, this is the name on their birth certificate. Accordingly, the convention is that for all transactions conducted with the awarding bodies, the legal names should be used. Examinations Organiser conforms to this convention.

Preferred

For documents for use within the school, such as marksheets and entry lists, it is assumed that members of staff are more likely to identify students by their preferred names. To avoid confusion, these are used in internal contexts.
Exam

Both the Legal and Exam names are derived from data maintained as the core student record. However, there are cases where neither of these will be accepted as valid. The EDI Formats specify that the name field may not exceed 40 characters in total, and may contain only A-Z, a-z, space, hyphen, apostrophe, round brackets and full stops. A name may of course simply be too long (although the system will make automatic adjustments, such as the situation where Midnames in Full option has been selected, but this would take an individual candidate over the limit); but the most common reason for failing this validation would be where one or more of a candidate’s names contains characters modified by a diacritical mark, such as an accent (e.g. André) an umlaut (e.g. Müller) or a diaeresis (e.g. Zoë). It is in these circumstances that the Exams Officer is required to intervene to provide a version that is acceptable to the Formats validation – Andre, Mueller, Zoe.

For the purposes of submission file creation and related purposes, the hierarchy for each of the three name fields is Exam, Legal and Preferred. Exam name should therefore be recorded by the Exams Officer only when necessitated by the considerations indicated above. Please also note that they are not used as a set: a Legal Surname, an Exam Forename and a Preferred Midname would form an acceptable combination.

Default Data in Examinations Organiser

This installation of Examinations Organiser includes some default data to help you get started with the module. This data includes a set of defined examination boards, qualifications, levels (A-Level, GCSE, etc.) and grade sets (A-E, U, etc).

It is anticipated that this default data can be used by many establishments, but much of it can be manually added to or amended as required.

What’s New in this Release?

The following enhancements are included in Examinations Organiser 6.80.

Changes to Levels for Nova-T6 and Course Manager

The following expired levels have been made inactive in Nova-T6 and Course Manager:

- GNVQF
- GNVQI
- VCEA
- VCEAS
- VCEDA
Two new external subject codes have been added to Nova-T6 for use in Northern Ireland:

- OS – Occupational Studies
- LL – Learning for Life and Work

An additional check box entitled Delivered by Home School (visible to Northern Ireland schools only) has been included on the Collated PI Result Edit dialog. This check box is selected by default to indicate that the qualification was taken at the home school and not at another location.

New Fields in the Reporting Data Dictionary

Additional fields have been made available in the Performance Detail Focus node for inclusion in user defined reports:

- PI Cohort
- Delivered by Home School
- Place Taken

A new Focus node has been added for Timetabling and this includes the following fields for inclusion in user defined reports:

- External Subject Code
- Level
- Periods in Timetable Cycle
- Period Time
- Weeks in Cycle

More Information:

Chapter 13: Producing Reports on page 217

Additions to the PI Equivalence Data

The following grades and values have been added to the PI Equivalence data:

- GCE/A JC 4 Result A* Grade A* 300
- GCE/AAS JC 11 Result *A Grade A*A 427.5
- GCE/DA JC 10 Result ** Grade A*A* 600
- GCE/DA JC 10 Result *A Grade A*A 570
JCQ Formats Version 13

- JCQ has introduced version 13 of the EDI Formats, with effect from September 2010.

- An amendment has been made to the option definition file and to the results file to accommodate the two new result types introduced by the previous version 12 of the JCQ Formats:
  - Result type B where a certification grade is to be accompanied by the 4 digit UMS score on which the grade is calculated.
  - Result type C for a genuine dimorph, where an item serves both as a certification and a unit under different qualification frameworks (e.g. Advanced FSMQ) with a 4 digit UMS score.

- The Option definition file has been amended to accommodate new qualification/level combinations. There are new Exam Qualifications to support the items Exam Type: Qualification (certification) and Exam Type: Qualification (unit).

- Additions have been made to the Gradesets file. The updated file can be downloaded from the JCQ website at www.jcq.org.uk.

- A change has been made to the basedata containing Result type B, to correct an anamoly where the aspects of Mark and Grade where both being classified as type ‘Result’. The Mark aspect is now correctly classified as type ‘Equivalent’.

More Information:
Chapter 4: Importing and Administering Basedata on page 41

Management of Diploma Administration

The facility to manage diploma administration has been provided for secondary schools. This facility enables schools to create and upload batch files to the Diploma Aggregation Service (DAS), recording new diploma registrations and updating existing registrations.

Several new features have been provided to support this process:

- A Diploma Maintenance dialog that enables the recording and viewing of a pupil/student’s diploma information.

- A DAS Registered (Diploma Aggregation Service) check box on the Internal Candidate Details dialog that must be selected for all diploma pupil/students before processing begins.

- Changes have been made to the Submission Details dialog to offer the single option of Synchronise. The usual submission process is not available for a DAS season. A Submission Report can be printed from this dialog to show the updates to any DAS batch files created.
Proxy basedata is available at version 13, to support the DAS registration process and the recording of **Work Experience, Personal Learning and Thinking Skills (PLTS)** and **Initiate Claim** results for each LoL/Level combination. There is no basedata provided for **Set Intention to Claim** as this forms part of the Learner/Diploma registration process. Currently, there are 14 LoLS for which basedata is available. There are no QCA codes provided for the latest 4 LoLS introduced from September 2010. As these become available, the basedata will be re-issued by JCQ.

A **Diploma Status Check** report can be produced showing pupil/students who are members of the course associated with the award at the membership date, and who are also members of the All Candidates group for the duration of the season pattern for the selected year.

Please refer to the *Diploma Management in Exams* handbook for more detailed information.

### Accessing Additional SIMS Documentation

A complete on-line help system and printable on-line handbooks for SIMS are available with this release. To obtain help from within the module, either press F1 or click the Help button.

The handbooks are viewed and printed using the Adobe® Acrobat Reader, which is also available on the CD-Rom. All handbooks 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 required category, then click the required handbook from the Handbooks page.

### Setting User Permissions/Access Rights

Your SIMS login would have been set up by the System Manager, using the System Manager module. For more information, please refer to the System Manager handbook. All handbooks 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 required category, then click the required handbook from the Handbooks page.

The default data available with the current version of the System Manager module provides eight Examinations Organiser groups to which a user can be assigned membership. There are, therefore, eight different levels of user access.

System Manager should be run to create user accounts for those people that require access to the Examinations Organiser module. To grant a user access to Examinations Organiser, these users should then be allocated membership to appropriate groups.

With the released Class Teacher group, members of this group currently cannot change season. This can be rectified in System Manager by assigning the View Exam Season permission to the Class Teacher group.
The groups that have been provided as default data are designed to be used as a starting point for schools, to enable them to quickly grant their users access to SIMS and any associated SIMS SQL modules. If you decide that the groups provided as default data are inappropriate for your school, you can of course create your own groups and assign the appropriate permissions accordingly.

More Information:
Permissions and Groups for Examinations Organiser on page 311

Logging into Examinations Organiser

To log into Examinations Organiser:

1. Log into SIMS.
2. Select Focus | Examinations.

The Examinations Organiser module opens with the main page displayed.

Links with Other SIMS Modules

Examinations Organiser extracts pupil/student data from the SIMS SQL database.

Examinations Organiser utilises the functionality within SIMS Assessment in order to generate examination entries and to receive examination results from the examination boards. Users of SIMS Assessment can subsequently view examination entries once they have been made and view examination results once they have been received.

Accessing Supplementary Examinations Organiser Documentation

A range of documents are available for download from SupportNet, which explain in more detail the concepts behind some of the more intricate parts of Examinations Organiser.

You are strongly advised to download these documents and read them thoroughly, to gain an appropriate level of understanding to help you in managing your examinations process.

The titles currently available are:

- Guide to Importing and Analysing Examination Results – Resource Number 12947.
- Guide to Using the Unit Seating Wizard in Examinations Organiser – Resource Number 5335.
Guide to Accessing PI Related Data through Assessment Manager and Performance Analysis – Resource Number **6171**.

Results Day Survival Kit, published annually in August to deal mainly with optimising the system’s ability to pre-calculate your Achievement and Attainment Tables performance.
Introduction

Default data is provided with this installation of Examinations Organiser, which should enable you to start using the module as quickly as possible. This data includes qualification, level, grade set and examination board details. This may be sufficient for some schools to start working immediately. However, you may find it necessary to add to or modify this data, to cater for the requirements of your school. This section describes how to set up the basic structure of the Examinations Organiser module by adding or editing such details.

Before you Start

As explained in Links with Other SIMS Modules on page 7, Examinations Organiser has a heavy dependency on the accuracy and currency of the curricular information maintained by Nova-T and its successors – classes and their members and teachers, and courses, derived by the Curriculum Matching wizard as a matter of inference, but explicitly in Course Manager.

The single most important aspect of this data maintenance is the correct assignment of levels to classes. As Exams Officers, you should work closely with the curriculum managers in the school to ensure that exports to SIMS and the SQL database conform to your needs. These may be edited in Nova prior to export to SQL to ensure they are not overwritten the next time the data is refreshed.

For a list of levels currently supported, please refer to the Managing Courses in SIMS handbook. All handbooks 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 required category, then click the required handbook from the Handbooks page.
Defining the School Setup

Before using Examinations Organiser for the first time, you must define school settings, such as the default Centre number, EDI folders, etc.

Select Tools | School Setup | School Details to display the School Details dialog.

![School Details dialog]

Entering the Default Centre Number

The Centre number is used by examination boards to determine from where entries have been received and where results should be sent. This number is likely to be the same for all examination boards, although there may be occasions when a board (e.g. Edexcel/BTEC) supplies you with a specific number to be used only for that board.

The number entered in the Default Centre Number field is stored automatically in the Centre Number field for each examination board record in Examinations Organiser. This removes the need to enter the Centre number for each individual board.
If an individual examination board supplies you with a specific number, you must manually edit the **Centre Number** field in the examination board properties.

**IMPORTANT NOTE:** Do **not** edit the **Default Centre Number** in this circumstance, as this default is used for every examination board. Please see Entering the Centre Number on page 15 for more information.

The **Default Centre Number** can be edited at any point, although it is important to note that it will be copied only to examination boards where the Centre number has not been manually edited, i.e. any specific Centre numbers supplied by a particular examination board will be retained.

**NOTE:** Changes to the default Centre number will be reflected in the next communication made with the board.

### Selecting the Issuing Agency

The **Issuing Agency** defaults to **NCN Register** (National Centre Number) and should be changed only if your establishment is outside of the UK e.g. overseas Centres that have links with just one Unitary Awarding Body (UAB).

### Specifying the Candidate Middle Name Format

The **Middle Name Format** option selected determines whether a candidate’s middle name is included in the entry and therefore, on the resulting certificate.

Click the **Field Browser** button and select **Include Full**, **Include Initial** or **Not Included** as required.

**NOTE:** Changes made to the **Middle Name Format** will be reflected in the next communication with an examination board. This also generates an amendment record if an amendment file is sent.

### Specifying Default Entries as Private

It is possible to define all candidate entries as private by selecting the **Default Entries to 'Private’** check box. This check box should be selected only if you intend to charge all or a majority of candidates for examination entries. Selecting this check box reduces the need to manually identify individual candidates as private entries.

**NOTE:** Selecting or deselecting this check box does not affect existing data.
Specifying Examination Sitting Start Times

There are five available start times in the **Sitting Start Time** frame, which determine the default start times for the examination sittings. Please note that the examination board’s basedata indicates only a session – usually **A** or **P**. On import of a timetabled component, its start time is recorded as the corresponding value that you enter here. Subsequently, changing it here does not affect any existing component record.

The **AM**, **PM** and **All Day** sitting times identify the *normal* start times for these examinations. If necessary, the specific times can be amended when the individual timetables are created through Seating Organiser.

The **Mid Morning** start time can be used as a session to deal with timetable clashes and for those candidates taking a number of unit tests.

The **Evening** start time can be used as a fifth session in a similar way to the Mid Morning session or, for example, as a session for adult education examinations.

Start times must be entered in 24-hour format.

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**More Information:**

Chapter 10: Organising Examination Seating on page 161

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**NOTE:** Any changes to sitting times affect only future timetable and examination seating arrangements.

Defining the EDI Folders

Before importing data into or exporting data from Examinations Organiser, it is necessary to identify the location of the EDI folders. Select the required location by clicking the **Navigator** button adjacent to the appropriate folder field.

**Navigator button**

**NOTE:** You will be prompted to confirm any changes to these folders if the selected folder already contains one or more file of any type.

The following folders need to be defined:

**Inbox**

This is the folder into which all incoming files are placed. The receipt of these files is within the control of the communications software and not from within the module.
Outbox

This is the folder used to hold files ready for transmission via the EDI system.

NOTE: With some EDI systems, the transmission of such files is automatic as soon as you log on. It is therefore vital that only files ready for transmission are stored in this folder.

Holding Box

This folder is used to place files produced by the module.

Setting the Headed Stationery Parameters

A number of Examinations Organiser reports can be set up to print on your school’s headed stationery. These reports are:

1. Candidate Statement of Entry (Reports | Entries | Statement of Entry)
2. Candidate Statement of Results (Reports | Results | Candidate Statement of Results)
3. Candidate Fees Payable (Reports | Entries | Candidate Fees Payable)

If you wish to print these reports on headed stationery, you should enter values in the Top Margin(cm) and Left Margin(cm) fields in the Headed Stationery Parameters frame.

Setting up Examination Boards

A set of examination boards is provided with this installation, so you must identify the exam boards with which you intend to work. It is not possible to add new examination boards. For the purposes of internal examinations, a domestic examination board has also been provided. This ‘board’ should be used to manage all examinations or tests that are assessed internally.
1. Select **Tools | School Setup | Exam Board** to display the **Exam Board** browser.

![Exam Board Browser](image1)

2. Highlight the examination board you wish to edit and click the **View/Edit** button to display the **Exam Board Details** dialog.

![Exam Board Details](image2)

**Viewing the Routing Code**

The **Routing Code** is a read-only field that displays the Unitary Awarding Body (UAB) Identifier, e.g. OCR is **01**, AQA is **70**. The domestic board is assigned a Routing Code of **00**.

**Select the Status of the Board**

By default, the **Status** of all examination boards provided with this installation are set to **Active**, which ensures that they are always available for selection within the module. It is possible to change the status to either **Inactive** or **Obsolete** as required.

Setting the status to **Inactive** means that the board is not available for selection, and is visible only from the **Exam Board** browser if the **View** is set to **Inactive**.
The **Obsolete** status can be used for examination boards that either change their name or merge with another board. If this happens, you will not work with the previous board, but would however wish to retain the historic information attached to that board.

**NOTE:** It is not possible to select a status of **Inactive** for an examination board used in an open season.

**Entering an Abbreviation**

Standard abbreviations are supplied as part of the installation and should not be edited.

**Entering the Centre Number**

The **Centre Number** field is populated from the **Default Centre Number** entered in the **School Details** dialog. This number needs to be edited only if the examination board has provided you with a specific number that they wish you to use. Once edited, this number is not affected by any subsequent change made to the **Default Centre Number** in the **School Details** dialog, i.e. the default Centre number does not filter through to an examination board record where its default Centre number has already been manually amended.

**NOTE:** Any changes to the Centre number is reflected in the next communication with the board.

**Entering a Full Name**

The **Full Name** field is populated on installation and can be amended if required. It must not be blank and must be unique.

**Adding/Editing Examination Rooms**

In order to timetable examinations, you must define the rooms you want to use for examination purposes. Examination rooms can be added only if they have been previously defined as rooms in SIMS.

The information entered here acts as a template for candidate seating arrangements for individual examination sessions, i.e. it identifies the default layout of seats for specific rooms, etc. Specific seating arrangements can be edited on an individual basis, when organising the seating for individual examinations, without affecting the default seating arrangements for future examinations in the selected room.

**More Information:**

Chapter 10: Organising Examination Seating on page 161

**NOTE:** Editing an existing room layout affects only new seating bookings based on the room – existing bookings are not affected.
1. Select **Tools | School Setup | Exam Room** to display the **Exam Room** browser.

![Exam Room Browser](image)

2. Click the **Add** button to add a new room or highlight the required room and click the **View/Edit** button to edit an existing room.

   The **Exam Room Details** form displays any bookings for the currently selected room.

   ![Exam Room Details](image)

3. If you are adding a new examination room, select the appropriate existing room by clicking the **Room** Field Browser button.

   ![Field Browser button (blue handle)](image)
4. Select the **Layout** page to define the room layout.

5. Enter an **Orientation Label**, which determines the orientation of the room, e.g. **Blackboard End**.

6. The number of available seats in the room is determined by entering the number of rows and columns. Enter the number of **Columns** and **Rows** in the appropriate fields. The maximum number of **Columns** is 26 and **Rows** is 99.
The layout diagram updates to reflect your entries, with seats labelled from the top left-hand corner and beginning with A1. Columns are represented by letters and rows by numbers.

If the number of rows or columns selected exceeds the number that can be normally displayed on screen, use the horizontal and vertical scroll bars to view these seats.

The initial value in the **Current Seating Capacity** is taken from the value defined in SIMS (Focus | School | Rooms) and cannot be edited in Examinations Organiser. This figure is updated automatically when the number of columns and rows is entered. The new value is displayed in red if it exceeds the capacity defined in SIMS.

**Activating and De-activating Seats**

Once the number of rows and columns has been defined, the seating layout can be determined by de-activating individual or groups of seats. This defines areas within the room that do not have any seats. This needs to be done to accommodate the shape of the room, entrances or invigilators’ tables, for example.

1. Highlight the seat(s) you wish to deactivate by either clicking an individual seat or dragging across a group of seats.

2. Right-click this selection of seats and select **Deactivate Seat(s)** from the pop-up menu.
These seats are now greyed out and will not be available when organising the seating. The **Current Seating Capacity** also updates to reflect the reduced seating capacity.

3. To reactivate these seats (if required), highlight the required area, right-click this selection of seats and select **Activate Seat(s)** from the pop-up menu.

### Deleting Existing Examination Rooms

You may wish to remove the ‘examination room’ status from a room. This might be because the room was added as an examination room in error or you may no longer wish examinations to be scheduled for a particular room.

**More Information:**

Removing an Examination Booking from a Room on page 177

It is possible to delete an examination room only if no examinations have been timetabled for that room.

**NOTE:** Removing the ‘examination room’ status from a room does not delete the room from SIMS. It simply does not allow the room to be used when arranging examination seating.

All seats associated with the examination room are also deleted. The room becomes available in the **Exam Room** browser, so that it can be added as another examination room if required.

1. Select **Tools | School Setup | Exam Room** to display the **Exam Room** browser.
2. Highlight the required room and click the View/Edit button to display the Exam Room Details form.

If any bookings are displayed in the Booking list, you must remove the bookings from this room before being allowed to remove the room. For more information, please see Removing an Examination Booking from a Room on page 177.

3. Click the Delete Record button on the Focus Bar to delete the room.

Adding/Editing Season Patterns

Season patterns provide a way of grouping a set of examinations that are normally sat at a given time each year. They consist of a code, title, description and a set of associated months. A season is created based on a selected season pattern. The months associated with the pattern determine the examination series available for import for the selected season. This is achieved using the examination series file names that now include a number or a character to represent the month to which the basedata applies.

One benefit of season patterns becomes apparent the next time a season is created using the same season pattern. When importing basedata, the required awards, elements and components have to be selected. This can be a time consuming process. The next time a season is created with the same season pattern (usually the same time the following year), when importing basedata, the same selections are made automatically wherever possible.

Once a season pattern has been created, it is reserved for external examination seasons if basedata has been imported into at least one season linked with the season pattern. It is reserved for domestic examination seasons if you have used it to create domestic basedata in any season linked with the season pattern.
In setting up your season patterns, you should bear in mind that you cannot import two instances of the same element or component into one season. Therefore, if you were to declare a long season, for example March to June, that should contain two opportunities to take OCR GCSE Science or Maths modules, you would not be able to import in June, items that already existed for March. Key Skills present a particular problem here, since they are available in almost every month.

Please ensure that you do not supply a year as part of the season pattern title. Seasons subsequently created from a season pattern have the year added automatically. If you do enter a year as part of the title, you might end up with a season named June Public Exams 2006 2006, for example.

Example:

A season pattern is created for the Summer examination season called Summer, with which the months of May, June and July are associated.

A new examination season is created called Summer 2006, which is based on the Summer season pattern.

When importing the basedata for this season, the award, element and component selections that were previously stored are reproduced where possible.

1. Select Tools | School Setup | Season Pattern to display the Season Pattern browser.
2. Click the **Add** button to add a new season pattern or highlight the required pattern and click the **View/Edit** button to display the **Season Pattern Details** form.

![Season Pattern Details](image)

3. Enter a **Title** for the pattern. This field must not be blank, must be unique and contain no more that 23 alpha-numeric characters.

   **NOTE:** Please do not enter a year as part of a season pattern title as a season pattern is designed to be used year after year.

   When a season is created from a season pattern, the season title contains the year specific information. The season title is created by combining the name of the selected season pattern and the calendar year.

   Therefore, entering a year as part of the season pattern title produces a season named **Summer 2006 2006**, for example.

4. Enter a **Short Name**. This field is mandatory and should contain no more than seven alpha-numeric characters.

5. If required, enter a **Description** providing any further information that you think may be useful. This information is available only within this form.
6. Select the months to be associated with this pattern from the **Choose Months** chooser, which is opened by clicking the **Associated Months** Field Browser button.

7. Double-click each required month so that it is displayed in the **Chosen Items** section then click the **Update** button to confirm your selections.

8. Click the **Save Record Changes** button on the Focus Bar to save the season pattern.

---

**NOTE:** Changes made to the months associated with a season pattern are reflected only in future instances of that pattern. Changes to the name of a season pattern are reflected in the names of any associated seasons.

---

**Setting Up Examination Awards**

An award is a method of grouping related elements under one ‘umbrella’. This award and the associated elements can then be linked to a course.

An award is not contained by a series or a season, even though some award records may have been imported from series-related basedata. However, an award does operate within a single examination board and a single qualification.

There are three types of award:

1. An externally defined Programme of Study that leads to a single award and consists of a range of elements, e.g. registrations, units, claims, etc. These can be mandatory, optional, additional, etc.
2. An externally defined syllabus that is imported for use as a header for one or more elements. This constitutes an item in the basedata Syllabus file. This is imported as part of a series, but since there are no transactions that relate to a syllabus, it may be given an expiry date based on the year in which it is imported. Such an item is not series-related and may have an externally defined expiry date, after which no new registrations are accepted.

Where an examination board (such as OCR or Edexcel) publish basedata in the form of one option per syllabus, i.e. units each have their own syllabus header, it is generally most convenient to import certifications in full, but units only at option level, and manually attach them to the corresponding certification. This type of award is usually linked to a course, which allows the system to infer a link between a student on the course and the items for which they are likely to be eligible.

3. An internally defined collection of elements that are there simply to populate the columns of an entry marksheet for a selected candidate population, perhaps to provide a broadsheet display of, for example, all AQA GCSE entry aspects. This type of award might be regarded as an ‘award of convenience’, and is not linked to a course.

In the main, awards are imported into the module from basedata. However, it is also possible to create awards to be used for your own purposes. By doing so, you can group everything required for the administration of a particular examination. Essentially, an award is created to identify the examination for which you want to enter a group of candidates. It is likely to contain things that you want included on a season by season basis. Awards should be created manually if you intend to use Examinations Organiser for the management of domestic examinations.

**Example:**

The GCE French award consists of six units taken over a two year period. When the examination data is imported, the award includes the six units. In terms of examination administration, you might want to include retakes and claims. You may wish to create an internal award to include these.

Awards need to be created only to enable the Examinations Officer to group everything required to administer a specific examination.

This topic is discussed more fully in the document entitled *Guide to Importing and Structuring Your Basedata*, which you can download from SupportNet (Resource Number 4015).

**Viewing/Add/Editing Existing Examination Awards**

When viewing and editing an award, the type of award selected determines the fields that are available for editing.

An internal award is an award created by a user in your school, as opposed to being created during the import of basedata. Once created, it is possible to edit most of its details with the exception of the **External Title**, which is not allocated as it has been created internally.
An external award is an award created during the import of basedata, as opposed to being created by a user in your school. Once created, it is possible to edit some of its details, including the Internal Title, Description, Expiry Date and the Course to which it relates. If elements are attached to the award, neither the examination board nor the associated qualification can be edited.

1. Select Tools | School Setup | Exam Award to display the Award browser.

The Award browser displays those awards imported as part of the basedata as well as those awards added manually.
2. Highlight the award whose details you wish to view or edit and click the **View/Edit** button. Alternatively, click the **Add** button to create a new award.

3. The **External Title** for the award is read-only and as such cannot be edited.

   This is either the official award title that has been specified by the examination board (external award) or for awards created within the module (internal award), it is blank.

4. The **Internal Title** for the award should be the name you wish to be associated with the award within your school and must remain unique. This is the title displayed in the **Award** browser.

   - For awards that were imported from basedata, the **Internal Title** defaults to the same name as the **External Title**, but can be edited if required.
   - For awards that were created internally (e.g. by you), the **External Title** is blank and read-only. If creating a new award, enter a unique title, noting that once saved, it cannot be edited. If you subsequently view an existing internal award, the **Internal Title** is displayed in read-only mode.

5. Enter an Award Description, to enable you to differentiate between two or more similarly named awards.

6. The system supplies an **Award Code**, consisting of a letter to indicate the qualification and a three-figure serial number.
The award codes are as follows:

- **A** = GCE
- **E** = Entry level
- **G** = GCSE
- **K** = Key Skills
- **Q** = GNVQ
- **V** = VCE
- **U** = Other

7. Enter an **Expiry Date** for the award.

The award is valid up to and including this date. Once this date passes, the award still exists in Examinations Organiser, but its status is set to **Obsolete**. Therefore, this date should act as a reminder that a review should be carried out as to the future of this award. If the award remains obsolete, it will not be visible from any browsers and will not be available for selection.

**NOTE:** The **Awards** browser displays only awards where the expiry date is null or in the future. It is recommended that this field is left blank unless it is valid only for a limited time span.

8. Select the **Board**, **Qualification** and **Course** with which this award is associated by clicking the appropriate **Field Browser** buttons and selecting from the lists.

**NOTE:** You can only select examination boards whose status is **Active** in the **Exam Board** browser.

9. Click the **Save Record Changes** button on the Focus Bar.

**Deleting Examination Awards**

You may wish to delete an award if it was added in error. Instead of deleting an award, you may wish to assign an end date to an obsolete award so that it still remains on the system and can be used in the future. This would be particularly useful if a teacher leaves the school and they were the only teacher who taught the associated subject. The award would no longer be available, but the award would remain on the system until a different teacher resumes teaching the associated subject.

It is not possible to delete an award that is linked to a course for which enrolments have been made. Although it is possible to delete an award for which results have been imported, it is not advisable to delete such awards because these results would not be visible.

1. Select **Tools | School Setup | Exam Award** to display the **Award** browser.

2. Highlight the required award and click the **View/Edit** button to display the **Award Details** form.
3. Click the **Delete Record** button on the Focus Bar.

![Delete Record button]

**Setting Up the Results Embargo for Results Download Days**

Examination results are generally available for download at midnight on Results Download Day (for the 2008-09 academic year, Results Download Days fall on Wednesday 19th August 2009 and Wednesday 26th August 2009). To restrict the publication and viewing of examination results before their official release time (i.e. 06:00 on the Thursday, Results Publication Day), an ‘embargo’ can be set up in Examinations Organiser.

The embargo is set by defining a time and date range, during which access to the downloaded results is restricted to authorised personnel only. Exceptions to this restriction can be defined, enabling individual users to access examination results during this period, if required.

Throughout the embargo period, only authorised personnel and other users added as exceptions to the embargo, can view the examination data for the embargoed season in the following areas of Examinations Organiser:

- **Focus | Marksheet – Data Entry**
- **Reports | Results**
- **Reports | Checks | Candidate Award Claim Validation**
- **Reports | Checks | Candidate Progress**
- **Tools | External Results | Manual Entry**

For all other users, these areas of functionality will not display, or make available for selection, data for the embargoed season.

**NOTE:** More than one embargo can be set per season, if required.
1. Select **Tools | School Setup | Results Embargo** to display the **Results Embargoes** dialog.

2. Click the **Add** button to display the **Results Embargo** dialog. To edit an existing embargo, highlight it and click the **Edit** button.

3. Select the **Season** to which you wish to apply an embargo from the drop-down list.
4. Select the **Start Date** for the embargo by clicking the **Calendar** button and selecting the required date. Alternatively, enter the date in the field.

**NOTE:** If you have set up more than one embargo in the current season, the date ranges of the embargoes cannot overlap. However, date ranges can overlap for embargoes in different seasons.

5. Enter the start **Time** for the embargo in the adjacent field.

6. Select the **End Date** for the embargo by clicking the **Calendar** button and selecting the required date. Alternatively, enter the date in the field.

7. Enter the end **Time** for the embargo in the adjacent field.

8. Select any members of staff who are exempt from this embargo (i.e. those you wish to still have permission to access the examination results, regardless of any embargo) by clicking the **Field Browser** button adjacent to the **Exceptions** panel to display the **Choose Exception Employees** dialog.

9. Select the required member(s) of staff by double-clicking their name or highlighting the member of staff then clicking the **Choose** button. Multiple members of staff can be selected by holding down the **Ctrl** key and clicking each member of staff, then clicking the **Choose** button. Select all members of staff by clicking the **Choose All** button.

All selected members of staff are displayed in the **Chosen Items** frame. Remove any members of staff added in error using the same selection method as before and clicking either the **Remove** or **Remove All** button.
10. Click the **Update** button to return to the **Results Embargo** dialog, where the selected member(s) of staff are displayed in the **Exceptions** panel.

11. Click the **Save** button to save the changes and return to the **Results Embargoes** dialog, where the embargo details are displayed. The embargo **Season**, **Start Date/Time** and **End Date/Time** are displayed.
Deleting a Result Embargo

**IMPORTANT NOTE:** Removing an examination result embargo enables all users with the appropriate permissions to view examination results prior to the official release time, 06:00 on the Thursday, Results Publication Day. Therefore, careful consideration should be made before removing an embargo.

1. Select **Tools | School Setup | Results Embargo** to display the **Results Embargoes** dialog.
2. Highlight the embargo you wish to delete and click the **Delete** button.
3. When prompted, confirm the deletion by clicking the **Yes** button.
Introduction

In Examinations (DOS), a season was a timeframe in which examinations were set. Therefore, you may have created seasons called Summer 00, Winter 01, etc. However, the introduction of the Pink Book (for academic year 2001-02) changed the structure of a season to be month based.

Within Examinations Organiser, a season is the timeframe in which examinations may fall, e.g. the Summer season will be used to deal with examinations that occur in May, June and July. A season is based on a previously created season pattern, which defines the months to be associated with the season. For more information, please see Adding/Editing Season Patterns on page 20.

NOTE: You cannot create a season without first defining a season pattern.

Once created, the season determines what basedata files are available for import, together with the potential examination candidates. You will subsequently need to specify the specific examination data to be imported and the specific candidates who will be taking the examinations. Basedata cannot be imported into a domestic season – instead, you should create the appropriate awards, elements and components manually.

IMPORTANT NOTE: It is essential that when using Examinations Organiser, you select the correct season with which to work. Importing basedata into an incorrect season or entering candidates into an incorrect season can result in invalid examination entries and the whole examination process will have to be started again.
Adding/Editing a Season

Although Examinations Organiser provides you with a set of default data, you must manually create a new season in order to administer the examinations that fall within that time frame.

In setting up your season patterns, you should bear in mind that you cannot import two instances of the same element or component into one season. Therefore, if you were to declare a long season, say March to June, that is supposed to contain two opportunities to take OCR GCSE Science or Maths modules, you would not be able to import in June items that already existed for March. Key Skills present a particular problem here, since they are available in virtually every month.

1. Click the **Seasons** button on the Application Bar or select **Tools | School Setup | Seasons** to display the **Season** browser.

![Seasons button](image)

The **Season** browser defaults to display all **Open** seasons with the current season highlighted. To view **Closed** or **Locked** seasons, click the **Field Browser** button and select the appropriate option.

![Field Browser button (blue handle)](image)

NOTE: There is no limit to the number of open seasons you can have in your system. However, only one season can be current. All options from the **Focus** menu relate to the current season.
2. Click the **Add** button to add a new season or highlight the required season name and click the **View/Edit** button to edit an existing season. The **Season Details** form will be displayed.

3. Select the **Season Pattern** on which you wish the season to be based by clicking the **Field Browser** button.

   ![Field Browser button (blue handle)](image)

4. Enter the **Calendar Year** to which you wish this season to apply. This will combine with the season pattern name to generate the default **Season Name** that cannot be edited.

   **NOTE:** Once saved, it is not possible to edit the **Calendar Year**.

5. Enter the **Start** and **Finish** dates for the season or select the dates by clicking the **Calendar** button.

   ![Calendar button](image)

   These dates indicate the life span of the season, i.e. the dates between which the examinations are being dealt with rather than the date of the first and last examination.

   The dates default to the first day of the first month and the last day of the last month specified in the season pattern.

6. Enter a season **Description** if required, which is displayed only on this form.

7. Select the **Default Season** check box if you want this to be the default season.

   **NOTE:** You cannot deselect this check box if this is the existing default season. You can only deselect the default season by selecting another default season.
8. Click the **Save Record Changes** button on the Focus Bar to save the season.

![Save Record Changes button]

**Change of Exams Officer**

On creation of an examination season, the current Exams Officer is designated as the Supervisor of the Internal, External and All Candidates groups. If this person ceases to be the Exams Officer, particularly if they leave the school, the groups could potentially be left unsupervised.

On initialisation of Examinations Organiser, the Supervisor of the candidate groups for the current default season is checked. If this person is found not to have the permission profile of Exams Officer, the system will look for someone who does. It will then assign this person as Supervisor of the three groups, informing the user of what it has done. If no current Exams Officer can be found, Examinations Organiser will close, since there is little that can be done under these conditions.

**Locking a Season**

A season is locked so that no further data entry can take place, i.e. candidates cannot be entered for examinations, forecast grades cannot be entered and basedata cannot be imported or refreshed, etc. A season would normally be locked prior to making a submission in order for checks to be made by the appropriate school staff.

1. Click the **Seasons** button on the Application Bar or select **Tools | School Setup | Seasons** to display the **Season browser**.

![Seasons button]

2. Highlight the season you wish to lock and click the **View/Edit** button.

3. Click the **Lock the season** button on the Focus Bar or select **Season | Lock**.

![Lock the season button]

**Unlocking a Season**

A season can be unlocked after a submission has been made, for example. Unlocking a season enables the data to be amended, i.e. candidates can be entered for examinations, forecast grades can be entered and basedata can be imported or refreshed, etc.
NOTE: Before unlocking a season, please be aware that any proposed submissions that have not yet been submitted to an examination board will be deleted. A locked season is a ‘snapshot’ of the current season. It freezes the data so that it cannot be amended whilst submissions are made to examination boards. Unlocking a season allows the associated data to be amended and therefore the ‘snapshot’ of data is lost.

1. Click the **Seasons** button on the Application Bar or select **Tools | School Setup | Seasons** to display the **Seasons** browser.

2. Highlight the season you wish to unlock and click the **View/Edit** button.

3. Click the **Unlock the season** button on the Focus Bar or select **Season | Unlock**.

[Unlock the Season button]

**Changing the Current Season**

If you are working with examination entries and results in two or more seasons concurrently, you may wish to switch between these seasons.

1. Select **Focus | Change Current Season** to display the **Change Current Season** browser.

![Change Current Season browser]

The **Change Current Season** browser displays all open seasons with the most recent at the top of the list.

2. Highlight the season which you wish to change to and click the **Select** button.

The Status Bar at the bottom of the main Examinations Organiser window now displays the name of the current season.
NOTE: You can also change the current season at any time by clicking the season name in the Status Bar and selecting the required season from the Change Current Season browser.

Closing a Season

A season may be closed when you have finished administering the examinations for that season and all the results have been received. It is only possible to close a season after the user has confirmed that all results have been finalised.

IMPORTANT NOTE: Once a season has been closed, it will not be possible to reopen the season. Therefore, ensure that the season requires no further work before proceeding.

By closing a season:

- Marksheet become read-only
- Templates and marksheet no longer containing aspects will be deleted
- 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.
1. Select **Tools | School Setup | Close Season** to display the **Close Season** dialog.

2. Highlight the season you wish to close and click the **Close Season** button.

   **NOTE:** It is not possible to close a default season. You will need to set another season as the default before closing the required season.

---

**Deleting a Season**

Deleting a season removes all the examination groups, results, templates and markssheets associated with the season, as well as all instances of components and elements for that season, together with the result set itself. You may wish to delete a season if you originally created it in error or if you named the season incorrectly.

**NOTE:** A season can only be deleted if no data has been copied to an examination board.

1. Click the **Seasons** button on the Application Bar or select **Tools | School Setup | Seasons** to display the **Season** browser.

2. Highlight the season you wish to delete and click the **View/Edit** button.

3. Click the **Delete Record** button on the Focus Bar or select **Season | Delete**.
Importing and Administering Basedata

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With any one season, it is necessary to associate all the examinations that are to be taken during that season. These will be taken from those available from the examination board for that particular season and will involve the selection of awards, elements and components.

IMPORTANT NOTE: The process of importing basedata files does not apply to domestic examination seasons. Instead, you should create the appropriate awards, elements and components manually. If you are preparing the basedata for a domestic examination season, please see Viewing/Editing Series Properties on page 52 onwards.

What are Basedata Files?

Details of examinations are supplied by examination boards as basedata files. The exam boards distribute a complete set of basedata appropriate to a particular time of year that they refer to as a Series. The basedata files contain most of the required information including syllabuses, options, components, dates and duration of examinations, maximum marks for coursework, assessments and whether forecast grades should be sent to the exam boards, etc. All this information is made available in separate files.

Joint Council

For Joint Council boards, there are four types of basedata files supplied, although a fifth file may be included containing details of disallowed combinations of subjects:

- **S** Syllabus Definitions
- **O** Option Definitions
- **C** Component Definitions
- **L** Option/Component Link File
- **D** Disallowed Combinations Definition

The basedata file formats are fully described in the booklet Formats for the Exchange of Examination Related Data published by the Joint Council for General Qualifications (version 10).  

Disallowed Combinations File

This file provides information about which syllabuses or options are forbidden with other syllabuses or options. It should be noted that only forbidden or prohibited combinations are included. In some instances, it may be possible for candidates to offer certain combinations, but not necessarily in their best interests to do so if a higher education course is their ultimate goal.
Downloading Basedata Files

The responsibility for retrieving basedata files from the examination boards rests outside the module and you must therefore download each set of zip files from the appropriate examination board web site. These files should then be unzipped into the *Inbox EDI* folder. A list of the examination boards together with their contact details can be found in *Examination Board Contact Details* on page 312.

There may be occasions when some basedata files are incomplete. For example, some examination boards include details of the fee for the examination and some include the QCA subject code. It is therefore wise to check whether any further details need to be added once the basedata has been imported.

Examinations Organiser looks in the EDI Inbox folder and displays the files that relate to the current season. This is achieved by using the months specified in the season pattern from which the season was created.

Important Information Regarding the Import and Refresh of Basedata

An additional function of the basedata import and refresh process is the automatic renaming in Examinations Organiser of internal and external titles for awards, elements and components if an exam board has made the change in their basedata.

If an examination board has made a change to the external title of an award, element or component that you have previously imported from basedata, the basedata import and refresh processes automatically update the external title in Examinations Organiser in line with the change.

If no manual changes have been made to the internal title of an award, element or component (i.e. the external title and the internal title match for an award, element or component), the internal titles are also changed to that of the external title. However, if manual changes have been made to the internal titles of any of these items, the internal title is not affected by the import or refresh process.

Additionally, the import and refresh process carries out some formatting of the external and internal titles, which involves the removal of any double spaces before or after any of the following characters:

( ) & : , –

Importing the Basedata (External Season Only)

**IMPORTANT NOTE:** Before importing the required basedata, please ensure that the correct season has been made current. Importing basedata into an incorrect season will prevent you from processing the required series together. Basedata must be imported into the correct season, *e.g.* import basedata for Summer 2010 into the Summer 2010 season.
Once you have downloaded the basedata for the appropriate examination board, you must select and subsequently import the basedata you require in order to administer your examinations. This is achieved using the Basedata Import wizard. Once the basedata has been imported, you can then enter candidates for these examinations, submit these entries and arrange the seating for the examination.

The basedata file formats, as well as the file naming conventions for the basedata files, are fully described in the booklet Formats for the Exchange of Examination Related Data (version 10) published by the Joint Council for General Qualifications.

1. Click the **Manage Basedata** button on the Application Bar or select **Focus | Basedata** to display the **Basedata for Season** dialog.

   ![Manage Basedata button]

   *NOTE: To view the properties of the examination board, right-click the required board and select **Properties** from the pop-up menu.*
2. Right-click the examination board from which you wish to import the basedata and select **Import BaseData** from the pop-up menu to display the **Import Basedata** wizard.

![Import Basedata Wizard](image)

If you are importing basedata for Edexcel, a similar screen will be displayed, but you will also be given the opportunity to select the **Edexcel Import Type**. Select the appropriate radio button.

![Edexcel Import Type](image)

You will then be asked to select the month for which you wish to import the basedata. The months displayed will be those present in the season pattern associated with the selected season. Highlight the required month and click the **OK** button to continue.

**NOTE:** If the associated season pattern consists of just one month, this dialog will not be displayed.
3. Click the **Navigator** button to display a list of the files available for import, for the selected examination board.

**Navigator button**

These will be those files issued by the selected examination board that match the months within the season pattern on which this season has been based e.g. S6A06_01.X01 will relate to examinations to be taken in Summer 2006.

4. Highlight the required file and click the **OK** button to continue. The selected file will then be displayed in the **Series file to import** field.

5. Click the **Next** button to continue.

**Selecting the Basedata to Import**

The next stage is to select the awards and elements you wish to import as part of your basedata.

This is achieved by navigating from the top level (award) to the second level (element) by clicking the + button to expand the award tree. The elements will be displayed beneath the award. This method of expanding and contracting a tree structure works in much the same way as Microsoft® Windows® Explorer.
Component information is displayed for the appropriate elements on the third level, but does not need to be expanded or inspected as part of the import process.

**NOTE:** To ensure that you make the correct selections from the available basedata, you can view the properties of any award, element or component present in the basedata files by right-clicking the appropriate item and selecting *Properties* from the pop-up menu.

The following icons are used to represent the various levels in the navigation tree.

- **Award icon**
- **Element icon**
- **Component icon**

When importing basedata for Joint Council boards, you must decide whether you wish to import just the elements within an award or to import elements together with the award with which they are associated.

### Importing Elements Without Their Associated Award

It is possible to import only the elements within an award, i.e. not import the award itself. This is particularly useful when dealing with examination boards such as OCR and Edexcel, whose basedata is structured for Curriculum 2000 items to assign each unit or certification to its own syllabus header. There is, therefore, almost a one-to-one relationship between Option and Syllabus records and since the idea of the award is to enable users to collect related items into a single structure, it will generally be found inappropriate to import the syllabus record as an award. As a result, once elements have been imported, they should be attached to existing awards or awards should be created to which elements can be associated.

1. Expand the award to display the elements beneath.
2. Select the check boxes of the elements you intend to import. The award check box is selected automatically and appears shaded to indicate that only elements have been chosen for import.

The example below shows that three out of the four elements have been selected for import. The award has not been selected for import.

If you only import elements, it is possible to attach them to awards at a later date.
IMPORTANT NOTE: Following import, you can view the data that has been imported. It is important to note that elements without an associated award will not be visible. These elements will only become visible once they have been associated with an award.

More Information:
Including an Existing Element on page 65
Adding Examination Awards on page 57
Appendix: Guide to Importing and Structuring Your Basedata on page 315

Importing Elements With Their Associated Award
It is also possible to import some or all elements, together with their associated award.

1. Locate the award you wish to import and expand the tree structure to display the associated elements.

2. Select the check box adjacent to each element you wish to import. The awards check box is selected automatically and appears shaded.

3. To import the award, in addition to the selected elements, you must select the award check box (currently shaded) to remove the shading. This indicates that the selected elements and its associated award will be imported.

The example below shows that three out of the four elements have been selected for import. The award has also been selected for import.
The following graphic displays the situation whereby numerous awards and their associated elements have been selected for import.

4. Repeat the process for as many awards and elements that you wish to import.

5. To **Convert Internal Title to Title Case** for imported basedata items, select the check box. Examination board and level abbreviations (e.g. AQA, OCR, GNVQ, etc.) will remain in upper case. Other internal titles will be converted to title case.

Before clicking the **Next** button, please check that:

- you have selected the check box adjacent to the elements you wish to import
- for each award you wish to import, the check box is selected and not shaded.

**NOTE:** Where an award check box appears shaded, only the selected elements beneath will be imported.

6. Once all the selections have been made, click the **Next** button to continue.
7. In order to complete the preparation for the import of basedata for the series, enter a **Series Title**.

   The format of the **Series Title** you enter is largely unimportant. For ease of recognition however, it is suggested you enter a meaningful name that is easily identifiable and distinguishes itself from any other series.

8. Click the **Finish** button to import the basedata according to the selections made.
Viewing Errors Generated

1. Once the process has been completed, any error messages that occurred during the import process will be displayed on screen.

These messages can be saved to disk as a text file or printed by clicking the appropriate button. A copy of these error messages should be retained, in case you need to contact the examination board or your local support unit for help in resolving the errors.

2. Click the Close button to return to the Basedata for Season dialog.

3. Click the Close button in the Basedata for Season dialog to return to Examinations Organiser.

Adding a Series (Domestic Season Only)

A series must be created manually in a domestic exam season. In an external exam season, a series is created automatically on import of Basedata for the associated season.

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Right-click the domestic board and select Add a Series from the pop-up menu to display the Create New Series dialog.

3. The Series Code is read-only and is updated automatically as data is entered in the dialog.
The series code consists of a number of sections. A series code of 6a06_01, would indicate:

6 indicates the series, e.g. 6 is June.

a indicates the level. This character is usually defined by the examination board, e.g. A-Level examinations. However in a domestic season, this character has no set meaning, although it is good practice to follow the naming convention set out by an examination board when creating a series code.

06 relates to the year in which the examinations take place, e.g. 2006.

01 is the issuing examination board code, e.g. OCR.

4. Enter a series Code. This code must include a series number appropriate to one of the months associated with the season pattern and an appropriate level code, e.g. in an external exam season, 6A might indicate a June A-Level series.

To simplify the creation of a series code, you might wish to follow a similar naming convention for levels as an examination board, where Y might relate to end of year tests, T might relate to end of term tests, etc.

5. Enter a series Title.

6. The Year and Board details are read-only, and relate to the year of the current season and the domestic board respectively.

7. Click the Save button to save the series and return to the Basedata for Season dialog.

Viewing/Editing Series Properties

A series is created automatically on import of Basedata for the associated season (external exam seasons). In a domestic exam season, a series must be created manually. Please see Adding a Series (Domestic Season Only) on page 51 for more information.

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the second level by clicking the + button to expand the navigation tree and highlight the required series.

Series icon
3. Right-click the required series and select **Properties** from the pop-up menu to display the **Properties of Series** dialog.

4. The **Series Code**, **Code**, **Year** and **Board** are all read-only and as such cannot be edited.

   The series code consists of a number of sections. The series code in the example above is **6a02_01** where, for OCR:
   
   - **6** indicates the series, e.g. 6 is June.
   - **a** indicates the level. This character is defined by the examination board, e.g. A-Level examinations.
   - **02** relates to the year in which the examinations take place, e.g. 2002.
   - **01** is the issuing examination board code, e.g. OCR.

5. Edit the series **Title** if required.

6. Click the **Save** button to save your changes and return to the **Basedata for Season** dialog.

**Cloning a Previous Series (Domestic Season Only)**

1. Click the **Manage Basedata** button on the Application Bar or select **Focus | Basedata** to display the **Basedata for Season** dialog.
2. Right-click the domestic examination board name (defaults to DOM, but this can be changed in Tools | School Setup | Exam Board) and select Clone a Previous Series from the pop-up menu to display the Clone Previous Series dialog.

![Clone Previous Series dialog](image)

The Series Code is read-only and will be updated automatically when the Code has been entered.

3. Enter the Code for the new series in the Title field.

   This code must include a series number appropriate to one of the months associated with the season pattern and an appropriate level code, e.g. in an external exam season, 6A might indicate a June A-Level series.

   To simplify the creation of a series code, you might wish to follow a similar naming convention for levels as an examination board, where Y might relate to end of year tests, T might relate to end of term tests, etc.

4. Enter a series Title.

5. Highlight the series you wish to clone from the list.

6. From the Import frame, select the level of information you wish to clone from the original series by selecting one of the radio buttons. The options range from Awards, Elements, Components to just the Elements.

7. Click the Select button to clone the selected series.
Deleting a Series

A series can be deleted if, for example, it has been created in error or if basedata has been imported for an incorrect series.

**NOTE:** This will *not* be possible once a submission has been made to the examination board.

If any examination entries have been recorded (in error) for the series you wish to delete, they must be deleted manually.

1. Click the **Marksheet** button on the Application Bar or select **Focus | Marksheet – Data Entry** to display the **Marksheet** browser.

   ![Marksheet button]

2. Filter the list of marksheets as required and click the **Refresh** button.

3. Highlight the marksheet that contains the examination entries you wish to remove and click the **View/Edit** button to display the **Marksheet Details** form.

4. Click the cell containing the entry grade and press the **Delete** key.

5. Click out of the cell.

**NOTE:** It is not sufficient to withdraw a candidate from the examination by entering N in each cell.

The cell will now be blank.

6. Repeat Steps 1 to 5 for any Coursemark or Forecast marksheets that have been created for the series you wish to delete.

   You should also delete any marksheets that have been created for the series.

   **NOTE:** It is not mandatory to delete marksheets, but it is good practice to remove any unnecessary marksheets from a season you will no longer be working with.

7. From the **Marksheet** browser, highlight the marksheet you wish to delete and click the **View/Edit** button to display the **Marksheet Details** form.

8. Click the **Delete Record** button and confirm that you wish to delete the marksheet.

   ![Delete Record button]

9. Click the Manage **Basedata** button on the Application Bar or select **Focus | Basedata** to display the **Basedata for Season** dialog.

   ![Manage Basedata button]
Ensure that all elements that have been imported into the incorrect series are attached to an award. For more information, please see Including an Existing Award on page 57. Each element that has been attached to an award can be viewed by expanding the tree structure to the element level. Each element that has been attached will display the element icon together with the element title.

For each element within each award associated with the series, right-click the element in the Basedata tree and select Remove Element From Series from the pop-up menu. This process will also remove any linked components that are not associated with any other element.

NOTE: If there are still entries or results recorded against the element at this stage, a message will be displayed and it will not be possible to remove the element from the series. To find any outstanding examination entries that were not removed whilst checking the marksheets in Steps 1 to 6, run the Examination Entry Lists report (Reports | Entries | Examination Entry Lists). If any examination entries are displayed in the report, they might belong to candidates whose entries were not added via a marksheet, e.g. an external candidate or a candidate who does not attend class. These entries might have been made using the Entries & Forecast page on the appropriate Candidate Details form, accessed via Focus | Candidates | Internal or Focus | Candidates | External, and can be removed using the same page. For more information, please see Viewing/Adding/Editing Examination Entries and Forecast Grades for Internal Candidates on page 84 or Viewing/Adding/Editing Examination Entries and Forecast Grades for External Candidates on page 101.

10. When all of the elements have been removed from each of the awards, right-click each award and select Remove Award from the pop-up menu.

IMPORTANT NOTES: Before you remove the last award for each qualification type represented in the series, check that no elements remain. This is achieved by right-clicking the award and selecting Include an Existing Element from the pop-up menu. If no items are displayed in the chooser, then all of the elements have been removed successfully from the award and you can continue.

It is possible to delete an award even if elements are still attached to it. However, to successfully detach an element from an award (which is required if you want to delete a series), you must detach each element manually as described.

11. When all of the awards have been removed from the series, you can delete the series and import the basedata into the correct season.

12. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.
13. Navigate to the second level item (series) by clicking the + button to expand the navigation tree and highlight the required series.

![Series icon]

14. Right-click the required series and select Delete the Series from the pop-up menu.

A message will ask you to confirm that you wish to delete the selected series.

15. Click the Yes button to confirm the deletion.

### Adding Examination Awards

This functionality can be used if you deal with examination boards such as OCR and Edexcel, whose basedata structure is different from other examination boards, which results in the award layer being missing after import. As a result, once elements have been imported they should be attached to existing awards, or awards should be created with which elements can be associated.

This process would also be used if you are managing the examinations process for a domestic season. As basedata cannot be imported for a domestic season, the basedata structure needs to be created, which involves creating the award, elements and components manually.

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the second level item (series) by clicking the + button to expand the navigation tree and highlight the required series.

3. Right-click the required series and select Add a New Award from the pop-up menu to display the Create New Award dialog.

4. Follow the instructions presented in Viewing/Adding/Editing Existing Examination Award on page 24 to complete the process.

### Including an Existing Award

An existing award is an award that has already been created, either by importing basedata or by creating an award manually. This functionality can be used if you deal with examination boards such as OCR and Edexcel, whose basedata structure is different from other examination boards, which results in the award layer being missing after import.

You would also use this functionality if you are managing a domestic examination season, where you must manually create the basedata. As a result, once elements have been imported, they should be attached to existing awards or awards should be created with which elements can be associated.
NOTE: You can include an existing award created and used in another season, only if the season type for both seasons is the same (e.g. external or domestic). For example, it is not possible to include an award created and used in an external season for a domestic season.

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the second level item (series) by clicking the + button to expand the navigation tree and highlight the required series.

3. Right-click the required series and select Include an Existing Award from the pop-up menu to display the Include an Existing Award chooser.

4. Double-click each required element so that it is displayed in the Chosen section then click the Update button to confirm your selections.

   Alternatively, highlight the required elements to include and use the appropriate chooser buttons to select or deselect the elements as required.

5. Click the Update button to confirm your selections and return to the Basedata for Season dialog.
Removing an Award

This functionality can be used if you have imported an award in error, for example. It deletes the selected award and any links between the award and its associated elements for the associated series.

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the third level item (award) by clicking the + button to expand the navigation tree and highlight the required award.

3. Right-click the required award and select Remove Award from the pop-up menu to remove the selected award.

A message will ask you to confirm that you wish to delete the selected award.

4. Click the Yes button to confirm.

Adding a New Element (Domestic Season Only)

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the second level item (series) by clicking the + button to expand the navigation tree and highlight the required series.
3. Right-click the required series and select Add a New Element from the pop-up menu to display the Create a new Element dialog. The Basic Details page will be selected automatically.

4. The Internal Title for the element should be the name you want to use within your school. The title can therefore be edited, but must remain unique, including case sensitivity. This is a mandatory field.

5. Enter an element Description. This will enable you to differentiate between two or more similarly named elements.

6. Enter the Entry Code. This must be unique within the season. This is a mandatory field.

7. Enter the QCA Code (Qualifications and Curriculum Authority, formerly known as the LEAP code or SCAA code) for the element. Alternatively, click the Field Browser button and select the QCA Code from the drop-down list.

   Field Browser button (blue handle)

   Please see QCA Code on page 334 for more information.

8. Select the required Qualification and Level by clicking the Field Browser button and selecting from the drop-down lists. The Qualification is a mandatory field.

9. Enter any Fees for the element, if required.

10. Select the Result Type by clicking the Field Browser button and selecting from the drop-down list.

11. In the Gradeset frame, select the 1st Result Gradeset. The gradeset selected should include the valid set of marks or grades you wish to associate with the element. This is a mandatory field.
12. Click the **Save** button.

**Adding Elements from a Previous Season (Domestic Season Only)**

1. Click the **Manage Basedata** button on the Application Bar or select **Focus | Basedata** to display the **Basedata for Season** dialog.

2. Navigate to the second level item (series) by clicking the + button to expand the navigation tree and highlight the required series.

3. Right-click the required series and select **Add Elements from a Previous Season** from the pop-up menu to display the **Add Elements from Previous Season** dialog.

4. Select the **Series** from which you wish to import an existing element by clicking the **Field Browser** button and select from the drop-down list. The drop-down list will display series from other domestic seasons only.
5. Select the **Elements** you wish to import into the selected series by clicking the **Field Browser** button to display the **Choose Elements from Previous Season** chooser.

![Choose Elements from Previous Season dialog](image)

6. Select the required elements by double-clicking them or highlighting the element then clicking the **Choose** button. Multiple elements can be selected by holding down the **Ctrl** key and clicking each element, then clicking the **Choose** button. Select all the elements by clicking the **Choose All** button.

All selected elements will be displayed in the **Chosen Items** frame. Remove any elements added in error using the same selection method as before and clicking either the **Remove** or **Remove All** button.

The **Number of Available Elements** for selection and the **Number of Selected Elements** updates automatically when items are selected or deselected from the chooser.

7. Click the **Update** button to return to the **Add Elements from Previous Season** dialog. Your element selections will be displayed in the **Elements** frame.

8. To import the associated awards and/or components as well as the selected elements, select the **Import Awards** and/or **Import Components** check boxes.

9. Click the **OK** button to confirm your choices and return to the **Basedata for Season** dialog.
Locking and Unlocking Examinations Organiser Marksheets

Marksheets created in Examinations Organiser can be made read-only, enabling their data to still be viewed while preventing them from being edited. This would be particularly useful when working with entry marksheets, where the submission file has been sent to the examination board and you do not want any changes to be made to the corresponding marksheets.

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.
2. Navigate to the second level item (series) by clicking the + button to expand the navigation tree and highlight the required series.
3. Right-click the required series and select Marksheet Locks from the pop-up menu to display the Series Marksheets Locks dialog.
4. Select or deselect the check box of the process(es) for which you wish to lock or unlock the marksheets for the selected Series.
5. Click the Lock or Unlock button to affect the selected marksheet process(es).

Viewing/Editing Element Properties

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.
2. Navigate to the fourth level item (element) by clicking the + button to expand the navigation tree and highlight the required element.
3. Right-click the required element and select **Properties** from the pop-up menu to display the **Properties of Element** dialog. The **Basic Details** page will be selected automatically.

The majority of the information displayed is read-only. The following fields can be edited:

4. The **Internal Title** for the element should be the name you want to use within your school. The title can therefore be edited, but must remain unique, including case sensitivity.

The **Internal Title** will default to the same name as the **External Title**.

5. Enter an element **Description**. This will enable you to differentiate between two or more similarly named elements.

6. Enter the **QCA Code** (Qualifications and Curriculum Authority, formerly known as the LEAP code or SCAA code) for the element.

Please see **QCA Code** on page 334 for more information.

7. Enter the **QAN** (Qualification Accreditation Number). This code is that assigned by the QCA to identify particular units and certifications.

Please see **QAN** on page 333 for more information.

8. The **Fees** associated with this element can be entered in the appropriate field.
9. Select the **Links** page to view the links that the selected element has with its associated **Awards** and **Components**.

![Properties of 1015 ART (MODULAR) Element](image)

10. Click the **Save** button to save the changes made.

### Including an Existing Element

Once the basedata has been imported or created manually, and the awards and elements have been associated either automatically or manually with a series for a specific examination board, you may wish to add existing elements to a current award. Alternatively, you may wish to include an existing element as part of an internally created award.

An existing element is an element that has already been created, either by importing basedata or by creating an element manually.

Elements can only be associated with those awards whose qualification matches the award with which the element was originally associated. For example, if you originally have an element attached to an award whose qualification is **Key Skills**, you will only be able to include these elements in other awards if their qualification is also **Key Skills**.

1. Click the **Manage Basedata** button on the Application Bar or select **Focus** | **Basedata** to display the **Basedata for Season** dialog.

![Manage Basedata button](image)
2. Navigate to the third level item (award) by clicking the + button to expand the navigation tree and highlight the required award.

Award icon

3. Right-click the required examination award and select Include An Existing Element from the pop-up menu to display the Include An Existing Element chooser.

Double-click each required element so that it is displayed in the Chosen section then click the Update button to confirm your selections.

Alternatively, highlight the required elements to include and use the appropriate chooser buttons to select or deselect the elements as required.

4. Click the Update button to confirm your selections and return to the Basedata for Season dialog.

Detaching an Element from an Award

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the fourth level item (element) by clicking the + button to expand the navigation tree and highlight the required element.

Element icon

3. Right-click the required element and select Detach Element From Award from the pop-up menu to detach the selected element.

A message will ask you to confirm that you wish to detach the selected element.

4. Click the Yes button to confirm your choice.
Removing Elements from a Series (External Season Only)

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

   ![Manage Basedata button]

2. Navigate to the fourth level item (element) by clicking the + button to expand the navigation tree and highlighting the required element.

   ![Element icon]

3. Right-click the required element and select Remove Element From Series from the pop-up menu to remove the selected element.

   A message will ask you to confirm that you wish to remove the selected element.

4. Click the Yes button to confirm your choice.

Removing Elements from a Season (Domestic Season Only)

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the fourth level item (element) by clicking the + button to expand the navigation tree and highlighting the required element.

   ![Element icon]

3. Right-click the required element and select Remove Element From Season from the pop-up menu to remove the selected element.

   A message will ask you to confirm that you wish to remove the selected element.

4. Click the Yes button to confirm your choice.

Including an Existing Component (Domestic Season Only)

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the fourth level item (element) by clicking the + button to expand the navigation tree and highlighting the required element.

   ![Element icon]
3. Right-click the required series and select **Include an Existing Component** from the pop-up menu to display the **Include an Existing Component** chooser.

![Include an Existing Component](image)

This chooser is used to select the **Components** you wish to include in the selected element.

4. Select the required components by double-clicking them or highlighting the component then clicking the **Choose** button. Multiple components can be selected by holding down the **Ctrl** key and clicking each component, then clicking the **Choose** button. Select all the components by clicking the **Choose All** button.

All selected components will be displayed in the **Chosen Items** frame. Remove any components added in error using the same selection method as before and clicking either the **Remove** or **Remove All** button.

5. Click the **Update** button to confirm your choices and return to the **Basedata for Season** dialog.

The selected components will be displayed in the Basedata tree, beneath the element level.

**Adding a New Component (Domestic Season Only)**

1. Click the **Manage Basedata** button on the Application Bar or select **Focus** | **Basedata** to display the **Basedata for Season** dialog.

2. Navigate to the fourth level item (element) by clicking the + button to expand the navigation tree and highlighting the required element.

![Element icon](image)
3. Right-click the required series and select **Add a New Component** from the pop-up menu to display the **Create a New Component** dialog.

4. The **Internal Title** for the component should be the name you want to use within your school. The title can therefore be edited, but must remain unique, including case sensitivity.

5. Enter the **Component Code**.

6. Select the **Mode of Assessment** by clicking the **Field Browser** button and selecting from the drop-down list. The options include **Teacher Mark** and **Teacher Grade**.

   - **Field Browser button (blue handle)**

7. Enter the **Maximum Mark** for the component.

8. Select whether this is a **Timetabled** component by clicking the **Field Browser** button and selecting from the drop-down list. The options include **Centre Timetabled** and **Not Timetabled**.

9. If you selected **Not Timetabled** above, click the **Save** button to save the component details.

   *If you selected **Centre Timetabled**, you can enter details in the following fields.*

10. Enter the **Examination Date** or click the **Calendar** button to select the date.

    - **Calendar button**

**IMPORTANT NOTE:** The **Examination Date** should only be edited under exceptional circumstances and only with the prior consent of the appropriate examination board.
11. Select the **Session** in which the examination will take place by clicking the adjacent **Field Browser** button.

12. Either accept the default **Start Time** for the examination (as specified in the **School Details** form) or enter an appropriate time.

13. Enter the **Duration** of the examination.

14. Click the **Save** button to save the changes made.

### Viewing/Editing Component Properties

**NOTE:** Component properties such as **Examination Date**, **Start Time**, etc. should only be amended with the prior consent of the appropriate examination board.

1. Click the **Manage Basedata** button on the Application Bar or select **Focus | Basedata** to display the **Basedata for Season** dialog.

2. Navigate to the fifth level item (component) by clicking the + button to expand the navigation tree and highlight the required component.

3. Right-click the required component and select **Properties** from the pop-up menu to display the **Properties of Component** dialog.
The majority of the information displayed is read-only. The following fields can be edited:

4. The **Internal Title** for the component should be the name you want to use within your school. The title can therefore be edited, but must remain unique, including case sensitivity.

   The **Internal Title** will default to the same name as the **External Title**.

5. Enter the **Examination Date** or click the **Calendar** button to select the date.

   ![Calendar button]

   **IMPORTANT NOTE:** The **Examination Date** should only be edited under exceptional circumstances and only with the prior consent of the appropriate examination board.

6. Select the **Session** in which the examination will take place by clicking the adjacent **Field Browser** button.

   ![Field Browser button (blue handle)]

7. Either accept the default **Start Time** for the examination (as specified in the **School Details** form) or enter an appropriate time.

8. Enter the **Duration** of the examination.

9. Click the **Save** button to save the changes made.

---

**Detaching Components from an Element (Domestic Season Only)**

**IMPORTANT NOTE:** Any component that is not attached to an element is deleted automatically. Therefore if you wish to transfer a component from one element to another, you must attach the component to the correct element before detaching it from the incorrect element.

1. Click the **Manage Basedata** button on the Application Bar or select **Focus | Basedata** to display the **Basedata for Season** dialog.

   ![Manage Basedata button]

2. Navigate to the fifth level item (component) by clicking the + button to expand the navigation tree and highlight the required component.

   ![Component icon]

3. Right-click the required component and select **Detach Component from Element** from the pop-up menu to remove the link.
Removing Components from a Season

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the fifth level item (component) by clicking the + button to expand the navigation tree and highlight the required component.

3. Right-click the required component and select Remove Component from Season from the pop-up menu to remove the selected component.

Refreshing Basedata (External Season Only)

Refreshing basedata is required when you have previously imported basedata, but wish to select further data from the same examination board.

NOTES: Refreshed basedata is added to existing basedata. It does not replace the existing basedata.

For information on additional processes carried out during the basedata refresh process, please see Important Information Regarding the Import and Refresh of Basedata on page 43.

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the second level by clicking the + button to expand the navigation tree and highlight the required series.

3. Right-click the required series and select Refresh Basedata from the pop-up menu to display the Import Basedata wizard.

IMPORTANT NOTES: This action may add or update existing data but will not remove items that are already in place. To remove items that have been added in error, please see Removing an Award on page 59 and Removing Elements from a Series on page 67. Previously imported basedata will not be highlighted automatically when refreshing the basedata, so it is not possible to see which awards, etc. have already been imported.

When refreshing Edexcel basedata, you must select the required import type, e.g. GNVQ/VCE or Key Skills. If you attempt to refresh the basedata for an import type that has not yet been imported, the basedata will not be refreshed.

Follow the instructions for Selecting the Basedata to Import on page 46 and Viewing Errors Generated on page 51 to complete the process.
Selecting Potential Candidates for Examinations

Internal candidates are students who are on-roll at your school and who may potentially be sitting examinations in a specific examination season. The candidates taking the examinations must be associated with each season. For internal candidates, you will need to identify the students that you expect to be potential candidates for examinations. This is achieved by selecting required groups of students from your SIMS system, e.g. Year 10, Year 11, etc.

Once a student has been selected within the appropriate season, Exam and UCI numbers can be assigned and the student entered for the examination(s). Once the entries have been finalised, you can create a submission file and send this file to the appropriate examination board.

At the time of making entries to the examination boards, the list of potential candidates is reviewed and each candidate entered for one or more examinations is included in the entry file.

Generating Examination Numbers

Examination boards require all candidates to have a unique number by which they can be identified. It is not possible to assign Exam Numbers to individual candidates automatically. The user can input the number manually or allow the module to allocate numbers automatically. For more information, please see Understanding Examination Numbers on page 281.
1. Select **Tools | Allocate UCI & Exam Numbers** to display the **Allocate UCI and Exam Numbers** dialog.

2. Select the required **Group** of candidates by clicking the **Field Browser** button.

   ![](Field Browser button (blue handle))

   Once selected, the **Number of Candidates** field will display the number of candidates in that group.

3. Select the **Start Point** from which you wish Exam Numbers to commence.

   The list box at the bottom of the screen displays the name and details of each candidate in the group. These details include the Exam and UCI numbers (if they have already been assigned) and whether either number has been used (i.e. the numbers have been registered with the examination board by making a submission using these numbers).

   If you are assigning numbers for use in domestic examinations, and you opt to do it in Registration Group order with a view to annual reallocation, you should be careful not to select the **Exam No. Used** check box manually. Once selected and saved, it cannot be reversed.

   **IMPORTANT NOTE:** Examination numbers will be assigned only to those candidates who do **not** already have an Exam Number.

   The right-hand side of the dialog displays the **Number of Candidates without Exam Number**, the **Range of Numbers** in use, **Total numbers allocated in range** and the **Highest number used in range**.
4. Click the **Allocate Exam Numbers** button to allocate these numbers based on the information displayed on screen.

The **Allocating Exam Numbers** dialog displays a summary of the process, together with a message when the process has been completed.

5. Click the **Close** button to complete the process.

6. To subsequently amend an Exam Number, edit the number manually in the **Allocate UCI and Exam Numbers** dialog.

7. Click the **Save** button to save the changes made.

### ‘Unfreezing’ Examination Numbers

It is possible to edit a candidate’s Exam Number manually, even if you have already used this number in correspondence with an examination board.

Originally, it was not possible to edit a candidate’s Exam Number once it had been submitted to an examination board, but the rules surrounding this have been relaxed in Examinations Organiser. This will be particularly useful if your school has recently merged and you need to reallocate a batch of Exam Numbers.

1. Select **Tools | Allocate UCI & Exam Numbers** to display the **Allocate UCI and Exam Numbers** dialog.

2. Select the required **Group** of candidates by clicking the **Field Browser** button.

   ![Field Browser button (blue handle)]

   Any candidate whose Exam Number has been assigned and has been submitted to an examination board will display a tick in the **Exam No. Used** column.

3. Deselect the check box of the candidate(s) whose number you wish to unfreeze.
IMPORTANT NOTE: If you attempt to carry out this process after submitting an entries file to an examination board and before receiving the results from the examination board, a message will be displayed on screen informing you of the number of affected entries and asking if you wish to continue. Click the **Yes** or **No** button, as appropriate.

4. Click the **Save** button.

Once the Exam Numbers have been ‘unfrozen’, open the **Allocate UCI and Exam Numbers** dialog again and enter any Exam Numbers manually, or click the **Allocate Exam Numbers** button to generate them automatically.

### Generating the Unique Candidate Identifier

Each candidate beginning a course should be allocated a 13 character unique identifier, unless the candidate already has a Unique Candidate Identifier (UCI). This may be, for example, where they have previously taken a GCSE modular syllabus. The candidate will retain this identifier throughout the course. For more information, please see [Understanding the Unique Candidate Identifier (UCI)](page283) on page 283.

1. Select **Tools | Allocate UCI & Exam Numbers** to display the **Allocate UCI & Exam Numbers** dialog.

2. Select the required **Group** of candidates by clicking the **Field Browser** button.
Field Browser button (blue handle)

Once selected the **Number of Candidates** field will display the number of candidates in that group.

The list box at the bottom of the screen displays the name and details of each candidate in the group. These details include the Exam and UCI numbers (if they have already been assigned) and whether either number has been used (i.e. the numbers have been registered with the examination board by making a submission using these numbers).

**NOTE:** UCI Numbers will only be assigned to those candidates who do not already have a UCI Number.

The right-hand side of the form displays the **Number of Candidates without Exam Number**, the **Range of Numbers** in use, **Total numbers allocated in range** and the **Highest number used in range**.

3. Click the **Allocate UCI** button to allocate these numbers based on the information displayed on screen.

4. The **Allocating UCI Numbers** dialog displays a summary of the process, together with a message when the process has been completed.

5. Click the **Close** button to complete the process.

6. To subsequently amend a UCI number, edit the number manually in the **Allocate UCI and Exam Numbers** dialog.

7. Click the **Save** button to save the changes made.

**Adding Internal Candidates**

In order for a person to be considered for taking an examination, they must first be recognised as a **Candidate** in Examinations Organiser.

Registering a person as an internal candidate consists of associating them with a season and allocating both an Exam Number and a UCI number.

**NOTE:** You cannot add internal candidates if the season is locked or closed.

1. Select **Focus | Candidates | Internal** to display the **Internal Candidate** browser.
2. Click the **Assign** button to display the **Member** chooser.
3. Click the **Source Population** Field Browser button to select the group from which you wish to select candidates using the **Group Manager** dialog. This could be a **Class**, **Course** or **National Curriculum Year** group for example.

![Field Browser button (blue handle)](image)

This is achieved by navigating from the top level (Academic Organisation) to the second level (Course, National Curriculum Year, Class, etc.) by clicking the + button to expand the navigation tree. The groups will be displayed beneath the second level. This method of expanding and contracting a tree structure works in much the same way as Windows® Explorer.
4. Click the **Select** button to confirm your choice and return to the **Member** chooser.

![Member Chooser](image)

The top pane of the **Member** chooser will then display the names of students from the selected group.

5. Select the required candidates by double-clicking their names or highlighting the name then clicking the **Choose** button. Multiple candidates can be selected by holding down the **Ctrl** key and clicking each candidate name, then clicking the **Choose** button. Select all the candidates by clicking the **Choose All** button.

   All selected candidates will be displayed in the bottom pane of the **Member** chooser.

6. Click the **Update** button to return to the **Internal Candidate** browser.
Viewing/Editing Internal Candidate Details

All internal candidates and their details are made available to Examinations Organiser from students stored in the SIMS SQL database.

Internal candidate details are maintained in the Students area of SIMS. It is possible to edit only examination related details in Examinations Organiser, such as the name format and previous Examination and Centre number. Changes to any personal details must be performed in SIMS. For more information, please refer to the Managing Pupil/Students in SIMS handbook. All handbooks 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 required category, then click the required handbook from the Handbooks page.

1. Select Focus | Candidates | Internal to display the Internal Candidate browser.

2. Highlight the candidate whose details you wish to edit and click the View/Edit button to display the Internal Candidate Details form. The Basic Details page will be selected automatically.
Viewing Personal, Year and Reg Group Details

The details displayed in this section are read-only and as such cannot be edited. Any changes to these details should be made in SIMS.

<table>
<thead>
<tr>
<th>Surname</th>
<th>TAYLOR</th>
<th>Gender</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forname</td>
<td>Glasses</td>
<td>DOB</td>
<td>05/02/1983</td>
</tr>
<tr>
<td>Legal Surname</td>
<td>TAYLOR</td>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Chosen Name</td>
<td>Glasses</td>
<td>Midname</td>
<td></td>
</tr>
</tbody>
</table>

Year | 1B | Reg Group | 1 |
Tutor | Mr E. PATON |
Admission No | 123456789 |
DGA | 02/09/1988 |

More Information:

Important Information on the Usage of the Candidate Name Fields on page 2

Viewing Examination Details

The details displayed in this section relate to Examinations Organiser and are editable either on this page or elsewhere in the module.

<table>
<thead>
<tr>
<th>Candidate Number</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCI</td>
<td>351570003200000001</td>
</tr>
<tr>
<td>ULN</td>
<td>1234567890123456789</td>
</tr>
<tr>
<td>Exam Number Submitted</td>
<td>✔</td>
</tr>
<tr>
<td>UCI Submitted</td>
<td>✔</td>
</tr>
</tbody>
</table>

The **Candidate Number** and **UCI** fields are populated with any existing numbers that were assigned in Tools | Allocate UCI & Exam Numbers.

The **ULN** field displays the candidate’s Unique Learner Number and can be edited, if required.

The **Exam Number Submitted** and **UCI Submitted** check boxes will automatically be selected if these numbers have been registered with the examination board (i.e. submissions have been made using these numbers).

Select the **Special Arrangements** check box if the candidate is eligible for additional time for an examination. Special examination arrangements may be approved for candidates who are unable to sit examinations under normal examination conditions, as a result of a disability or other medical condition. Special arrangements are designed to ensure that fair and just examination conditions are provided to enable candidates to demonstrate their knowledge and competence, notwithstanding their disability. For more information, please see Seating a Candidate with Special Arrangements on page 166.
Administering Internal Candidates

Editing a Candidate’s Exam Name

![Image of Exam Name fields]

Enter or edit the Exam Surname, Exam Midname and Exam Forename, if required.

The Name Format field indicates the way in which this candidate’s name is displayed. The default setting is Default, which sets the name format to that set in Tools | School Setup | School Details. Change this value by clicking the Field Browser button adjacent to the Name Format field and selecting a value from the Format drop-down list.

Field Browser button (blue handle)

More Information:

Important Information on the Usage of the Candidate Name Fields on page 2

Setting Qualifier Flags

Qualifier Flags should be used only if you wish to notify the examination board that a candidate is a Guest, or if you wish coursework previously submitted for a candidate to be taken into account for any series in the current season. Qualifier Flags are fully described on pages 14-15 of the booklet Formats for the Exchange of Examination Related Data (version 10) published by the Joint Council for General Qualifications.

![Image of Qualifier Flags]

Click the Add Item button adjacent to the Qualifier Flags list box to display the Select Board and Series Combination dialog.

Add Item button
This allows you to choose the Board, Series and Status with which you wish to associate a candidate. Select a Status of Guest if the candidate is not on roll at your school or Previous if coursework has already been sent to, and accepted by the examination board in association with a previous entry, and you want the coursework to be carried forward for the current entry.

**NOTE:** Where a coursework mark from a previous season is to be carried forward, this flag must be set to P before a coursemark submission is generated. Such marks should be entered as 0, with Status F. The Formats book specifies that the form of submission should be F<space><space><space>. The conversion from 0 to spaces is performed by the submission routine itself.

Viewing/Adding/Editing Examination Entries and Forecast Grades for Internal Candidates

There are two methods that can be used in order to make examination entries. You can enter candidates using a marksheet, which is useful for a large number of examination entries for a common component. Alternatively, you can enter individual candidates for an examination using the Entries & Forecast page of the Internal Candidate Details form.

1. Select Focus | Candidates | Internal to display the Internal Candidate browser.

2. Highlight the candidate for whom you wish to add an examination entry and click the View/Edit button to display the Internal Candidate Details form. The Basic Details page will be automatically selected.
3. Select the **Entries & Forecast** page.

The **Entries & Forecast** page enables you to enter individual candidates for examinations and, where necessary, assign forecast grades. This method of entering candidates for examinations would be particularly useful if there is a small number of candidates to be entered for a particular examination.

The **Entries** frame displays details of any examinations for which the selected candidate has been entered. The examination board, element, qualification and level, etc. are displayed for each examination entry.

The entries displayed include those made via a marksheet or by adding examination entries manually.

The **Enrolment** frame is currently unused.
4. Click the **Add Item** button to display the **Entry Details** dialog.

![Add Item button]

Alternatively, highlight an existing examination entry in the **Entries** frame and click the **Edit Item** button to edit an existing entry.

![Edit Item button]

This dialog displays a navigation tree, comprising the examination boards (at the top level), the series (at the second level) and the elements (at the third level) for the selected season. This dialog allows for the selection of multiple elements.

**NOTE:** Unlike the standard Basedata tree, the award and component nodes are not displayed.

Any examination board and series for which the selected candidate has entries will be displayed, showing a grey tick in its check box. When expanded, the following conventions are used:

- Elements for which entries are already recorded are shaded in grey, with a black tick (e.g. **015001 English Foundation**).
- If there is a withdrawn entry on record (i.e. **Entry Mode = ‘N’**), this element will be shaded in pink, with its check box deselected (e.g. **014501 Drama Basic**).
- When a new element has been selected, its check box is selected, but the node is unshaded (e.g. **Science Single Higher**).
5. Select the element(s) for which you wish to enter the selected candidate. To do this, navigate through the tree structure, using the + and – buttons, from the top level (examination board) to the third level (element) and select the check boxes for the element(s) you wish to enter the selected candidate.

**NOTE:** Examination awards are **not** displayed in this tree structure.

The **Number Selected** refers only to the items selected for addition in the current process.

6. Select an **Entry Mode** by clicking the **Field Browser** button at the top of the dialog. This mode will be applied to all entries added on this visit.

There are three modes of entry: Centre (C), Default (Y) and Private (P).

Default indicates to the system that individual entries are to be marked according to the value set in the **School Details** dialog (in **Tools | School Setup | School Details**). The other two will be taken literally, over-riding this default if necessary.

**NOTE:** When editing existing examination entries, you can withdraw a candidate from an examination by selecting **No Entry** from the **Grade** list. This option is only available from the list when editing an existing examination entry.

7. When you are satisfied with the entries you have made, click the **Select** button to confirm your choice and return to the **Entries & Forecast** page of the **Internal Candidate Details** form.

8. Click the **Save Record Changes** button on the Focus Bar to save the changes made.

This form can be used only to add entries, not to withdraw an entry or change the entry mode.

9. If you wish to delete an entry from within the candidate focus, as opposed to changing the entry mode to ‘N’, click the **Delete Item** button.

You will be asked to confirm the deletion, and informed that any forecast grade record will be deleted at the same time. If seating arrangements exist relating to the element, you will be informed, but the seating arrangements will not be removed.

The seating arrangements remain because often, options have components in common, and where the deletion of the element entry is performed as part of a transfer from one option to another, deletion of seating arrangements will not necessarily be appropriate.
10. To allocate a forecast grade for a candidate, highlight the associated entry in the *Entries* frame.

The *Forecast Results* frame displays the forecast details for those examinations for which the selected candidate has been entered.

11. Click the *Edit Item* button adjacent to the *Forecast Results* frame to display the *Forecast Entry Details* dialog.

12. Click the *Field Browser* button adjacent to the *Result* field and select the forecast *Grade* from the list of valid grades.

13. Click the *Update* button to confirm your choice and return to the *Entries & Forecast* page of the *Internal Candidate Details* form.

The *Forecast Result* field will now be populated with the selected value.

14. Click the *Save Record Changes* button on the Focus Bar.

Transferring the Candidate Status from Internal to External

If a candidate was previously defined as an internal candidate for the season, and has since left your establishment but is still sitting examinations at the establishment, you can transfer their status from internal candidate to external candidate. Using this routine means that you would not have to create an external candidate manually, and would not therefore end up with duplicate people in your SIMS SQL database.

This process can also be used to transfer those candidates from internal to external, who were added as internal candidates in error.

**NOTES:** Transferring a candidate from internal to external does not affect any examination results previously recorded for that candidate. Any existing examination results will be retained within the SIMS SQL database.

*It is not necessary to reassign Exam Numbers or UCIs to candidates who have been transferred in this way.*

1. Select **Focus | Candidates | Internal** to display the *Internal Candidate* browser.

2. Highlight the candidate you wish to transfer to an external candidate and click the **View/Edit** button to display the *Internal Candidate Details* form.

3. Select **Internal Candidate | Transfer as External Candidate** to transfer the selected candidate.
The candidate’s details will be replaced with the next candidate in the browser. The transferred candidate will no longer be displayed in the **Internal Candidate** browser, but will be displayed in the **External Candidate** browser (which can be opened by selecting **Focus | Candidates | External**).

**Deleting Internal Candidates**

It is only possible to delete a candidate who does not have any entries recorded.

1. Select **Focus | Candidates | Internal** to display the **Internal Candidate** browser.

2. Highlight the required candidate name and click the **View/Edit** button to display the **Internal Candidate Details** form.

3. Click the **Delete Record** button on the Focus Bar.

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*Delete Record button*
Administering External Candidates

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Viewing/Editing External Candidate Details ............................... 95
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Transferring the Candidate Status from External to Internal ...... 105
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Selecting Potential Candidates for Examinations

External candidates are people who are not on-roll at your school and who may potentially be sitting examinations in a specific examination season. They are usually people for whom you have not been responsible as far as the supervision of their coursework is concerned.

They will ordinarily require adding to the SIMS system through Examinations Organiser, although it is essential that you check whether the person already exists (as a parent, member of staff, etc.) before adding them, to avoid duplication.

External candidates taking the examinations must be associated with each required season. For external candidates, you will need to identify the people that you expect to be potential candidates for examinations.

Once a person has been selected within the appropriate season, Exam and UCI numbers can be assigned and they can be entered for one or more examinations. Once the entries have been finalised, you can create a submission file and send this file to the appropriate examination board.

At the time of making entries to the examination boards, the list of potential candidates is reviewed and each candidate entered for one or more examinations is included in the entry file.

More Information:

Generating Examination Numbers on page 73
Generating the Unique Candidate Identifier on page 76
Adding External Candidates

In order for a person to be considered for taking an examination, they must first be recognised as a Candidate in Examinations Organiser.

Registering a person as an external candidate consists of associating them with a season and allocating both an Exam Number and a UCI number.

**NOTE:** You cannot add external candidates if the season is locked or closed.

1. Select **Focus | Candidates | External** to display the **External Candidate** browser.

2. Click the **Add** button to display the **Add a new Candidate** dialog.
This dialog serves two purposes. Firstly, it acts as a search facility, so before you enter a candidate’s details into the system, you can check to see whether their details already exist. Alternatively, if you are sure that they do not already exist, you can enter some basic details in the dialog and this forms the basis of the candidate’s record.

**IMPORTANT NOTE:** If you intend to enter a former student for examinations as an external candidate, ensure that you find them as an existing person, rather than entering their details manually. If you enter their details manually, it will not be possible to enter their UCI number because the system will detect that it is a duplicate and therefore reject it.

### Searching for an Existing Person

If you wish to check whether a person’s details already exist on the system, enter some search parameters in the **Add a new Candidate** dialog. You can search on their name, gender and date of birth for example. Partial details can be entered as search parameters, so by entering ‘Smi’ in the **Surname** field, people whose surname is ‘Smith’, ‘Smithers’, etc. will be returned.

**NOTE:** These search fields are not case sensitive.

When the search parameters have been entered, click the **Search** button to perform the search. Any matches to the criteria entered will be displayed in the **Search Results** browser.
NOTE: If a large number of people matching the search criteria are displayed, you can filter the people by selecting a person role. This is achieved by clicking the **Field Browser** button adjacent to the **Role** field and selecting an appropriate value. Selecting a value in this way ensures that only a specific type of person will be displayed in the **Search Results** browser. Available values include **Candidate**, **Employee**, **Student**, **Parent** and **Governor**.

Field Browser button (blue handle)

If the person for whom you are searching exists in this list, you do not need to enter their details. Click the **View** button to display the **Add a new Candidate** dialog to view their basic details and click the **Select** button to view or edit the rest of their details in the **External Candidate Details** form.

Adding a New Person

Instead of searching for an existing person on the system, you can add a person’s details from the **Add a new Candidate** dialog. This would be the preferred method if you are certain that the person does not already exist on your system.

NOTE: For those cases where you are not certain whether their details already exist, you are encouraged to follow the instructions in Searching for an Existing Person on page 93.
Enter the person’s details in the **Add a new Candidate** dialog, such as their surname, forename, gender and date of birth and click the **Select** button to display the **External Candidate Details** form.

**Viewing/Editing External Candidate Details**

External candidate details can come from two sources. They may have been made available to Examinations Organiser from SIMS. Alternatively, their details may have been added to the system manually in Examinations Organiser, as described in *Adding a New Person* on page 94.

As their personal details are maintained in the SQL system, it is therefore possible to edit all of their details, such as personal and examination details, in Examinations Organiser. Changes to any personal details must be performed in Examinations Organiser as no record of their data is held in SIMS.
1. Select **Focus | Candidates | External** to display the **External Candidate browser**.

The **External Candidate** browser displays the names of those registered as external candidates, together with their **Exam Number** and their **UCI** number.

2. Highlight the candidate whose details you wish to edit and click the **View/Edit** button to display the **External Candidate Details** form. The **Basic Details** page will be automatically selected.

**Viewing/Editing Personal Details**

The following personal details can be edited as required.

---

**More Information:**

*Important Information on the Usage of the Candidate Name Fields on page 2*
Viewing/Editing Address and Contact Details

The **Telephone** and **Email** details can be edited as required. The **Address** details are read-only and as such cannot be edited.

Adding/Editing Telephone Number Details

It is possible to compile a list of telephone numbers relating to the selected person. One number can be assigned a status of **Main** for each type (e.g. land line, fax, pager) or location (e.g. home, work, mobile) of telephone. This indicates the number that is most likely to be used as a contact for each of these types or locations.

Any number of telephone numbers may be associated with a particular person, but only one status of **Main** can be assigned to each identical combination of type or location. For example, if two home land line numbers have been associated with a person, only one can be assigned as **Main** because both the type (land line) and location (home) are identical. The telephone number assigned as **Main** will be displayed in the **Telephone** field of the **Contact Details** frame.

If one home land line number and one work land line number have been associated with a person, each can be assigned as a **Main** number, because the type of number is the same (land line) but the location is different (one for home, one for work).

1. Click the **Field Browser** button adjacent to the **Telephone** field to display the **Telephones** dialog.
2. Click the **Add Item** button to add a telephone number for the selected person. Alternatively, to delete an unwanted telephone number, highlight and click the **Delete Item** button. To edit a telephone number, highlight the appropriate record and edit the details accordingly.

   ![Add Item button](image1)
   ![Delete Item button](image2)

3. Enter the **Number** of the communication device up to a maximum of 20 alpha-numeric characters.

4. Select the **Device** using the drop-down list. Devices are **Telephone**, **Fax** and **Pager**.

5. Select the **Location** using the drop-down list. Locations are **Home**, **Work** and **Mobile**.

6. Select the number(s) you wish to assign as main numbers by highlighting the appropriate **Main?** check box and clicking the **Edit Item** button.

   ![Edit Item button](image3)

7. Click the **Save** button to save the changes made or click the **Cancel** button to cancel the changes made.

**Adding/Editing Email Address Details**

It is possible to compile a list of email addresses relating to the selected person. One address can be assigned a status of **Main** for each location (e.g. home, work, mobile). This indicates the email address that is most likely to be used as a contact for each of these locations.

Any number of email addresses may be associated with a particular person, but only one status of **Main** may be assigned to each location. For example, if two home email addresses have been associated with a person, only one can be assigned as **Main** as the locations are identical. The email address assigned as **Main** will be displayed in the **Email** field of the **Contact Details** frame.

If one home email address and one work email address have been associated with a person, each can be assigned as a **Main** address as, although there are two email addresses, the location is different.

1. Click the **Field Browser** button adjacent to the **Email** field to display the **Emails** dialog.
2. Click the Add Item button to add an email address for the selected person. Alternatively, to delete an unwanted email address, highlight a redundant or incorrect address and click the Delete Item button.

3. Enter the Email Address up to a maximum of 60 alpha-numeric characters.

   NOTE: The Email Address must contain ‘@’ before the last character in order for it to be accepted as a valid email address.

4. Select the Location using the drop-down list. Locations are Home, Work and Mobile.

5. Select the address(es) you wish to assign as main addresses by highlighting the appropriate Main? check box and clicking the Edit Item button.

6. Click the Save button to save the changes made or click the Cancel button to cancel the changes made.

Viewing Examination Details

The details displayed in this section relate to Examinations Organiser and are editable either on this page or elsewhere in the module.

The Candidate Number and UCI fields are populated with any existing numbers that were assigned in Tools | Allocate UCI & Exam Numbers.

The ULN field displays the candidate’s Unique Learner Number and can be edited, if required.

The Exam Number Submitted and UCI Submitted check boxes will automatically be selected if these numbers have been registered with the examination board (e.g. submissions have been made using these numbers).
Select the **Special Arrangements** check box if the candidate is eligible for additional time for an examination. Special examination arrangements may be approved for candidates who are unable to sit examinations under normal examination conditions, as a result of a disability or other medical condition. Special arrangements are designed to ensure that fair and just examination conditions are provided to enable candidates to demonstrate their knowledge and competence notwithstanding their disability. For more information, please see *Seating a Candidate with Special Arrangements* on page 166.

**Editing a Candidate’s Exam Name**

Enter or edit the **Exam Surname**, **Exam Midname** and **Exam Forename**, if required.

The **Name Format** field indicates the way in which this candidate’s name is displayed. The default setting is **Default**, which sets the name format to that set in **Tools | School Setup | School Details**. Change this value by clicking the **Field Browser** button adjacent to the **Name Format** field and selecting a value from the **Format** drop-down list.

**Setting Qualifier Flags**

Qualifier Flags should be used only if you wish to notify the examination board that a candidate is a Guest, or if you wish coursework previously submitted for a candidate to be taken into account for any series in the current season. Qualifier Flags are fully described on pages 14-15 of the booklet *Formats for the Exchange of Examination Related Data* (version 10) published by the **Joint Council for General Qualifications**.
Click the **Add Item** button adjacent to the **Qualifier Flags** list box to display the **Select Board and Series Combination** dialog.

![Add Item button]

This allows you to choose the **Board**, **Series** and **Status** with which you wish to associate a candidate. Select a **Status** of **Guest** if the candidate is not on roll at your school or **Previous** if coursework has already been sent to, and accepted by the examination board in association with a previous entry, and you want the coursework to be carried forward for the current entry.

**NOTE:** Where a coursework mark from a previous season is to be carried forward, this flag must be set to **P** before a coursemark submission is generated. Such marks should be entered as **0**, with Status **F**. The Formats book specifies that the form of submission should be **F<space><space><space>**. The conversion from **0** to spaces is performed by the submission routine itself.

### Viewing/Add/Editing Examination Entries and Forecast Grades for External Candidates

There are two methods that can be used in order to make examination entries. You can enter candidates using a marksheet, which is useful for a large number of examination entries for a common component. Alternatively, you can enter individual candidates for an examination using the **Entries & Forecast** page of the **External Candidate Details** form.

1. Select **Focus | Candidates | External** to display the **External Candidate** browser.

2. Highlight the candidate for whom you wish to add an examination entry and click the **View/Edit** button to display the **External Candidate Details** form. The **Basic Details** page will be automatically selected.
3. Select the **Entries & Forecast** page.

The **Entries & Forecast** page enables you to enter individual candidates for examinations and, where necessary, assign forecast grades. This method of entering candidates for examinations would be particularly useful if there is a small number of candidates to be entered for a particular examination.

The **Entries** frame displays details of any examinations for which the selected candidate has been entered. The examination board, element, qualification and level, etc. are displayed for each Examination Entry.

The entries displayed include those made via a marksheet or by adding examination entries manually.

4. Click the **Add Item** button to display the **Entry Details** dialog.

   ![Add Item button]
Alternatively, highlight an existing examination entry in the **Entries** frame and click the **Edit Item** button to edit and existing entry.

![Edit Item button]

This dialog displays a navigation tree, comprising the examination boards (at the top level), the series (at the second level) and the elements (at the third level) for the selected season. This dialog allows for the selection of multiple elements.

**NOTE:** Unlike the standard Basedata tree, the award and component nodes are not displayed.

Any examination board and series for which the selected candidate has entries will be displayed, showing a grey tick in its check box. When expanded, the following conventions are used:

- Elements for which entries are already recorded are shaded in grey, with a black tick (e.g. **015001 English Foundation**).
- If there is a withdrawn entry on record (i.e. **Entry Mode = 'N'**), this element will be shaded in pink, with its check box deselected (e.g. **014501 Drama Basic**).
- When a new element has been selected, its check box is selected, but the node is unshaded (e.g. **Science Single Higher**).
5. Select the element(s) for which you wish to enter the selected candidate. To do this, navigate through the tree structure, using the + and – buttons, from the top level (examination board) to the third level (element) and select the check boxes for the element(s) you wish to enter the selected candidate.

**NOTE:** Examination awards are *not* displayed in this tree structure.

The **Number Selected** refers only to the items selected for addition in the current process.

6. Select an **Entry Mode** by clicking the **Field Browser** button at the top of the dialog. This mode will be applied to all entries added on this visit.

- **Field Browser button (blue handle)**

There are three modes of entry: Centre (C), Default (Y) and Private (P).

Default indicates to the system that individual entries are to be marked according to the value set in the **School Details** dialog (in **Tools | School Setup | School Details**). The other two will be taken literally, over-riding this default if necessary.

**NOTE:** When editing existing examination entries, you can withdraw a candidate from an examination by selecting **No Entry** from the **Grade** list. This option is only available from the list when editing an existing examination entry.

7. When you are satisfied with the entries you have made, click the **Select** button to confirm your choice and return to the **Entries & Forecast** page of the **External Candidate Details** form.

8. Click the **Save Record Changes** button on the Focus Bar to save the changes made.

- **Save Record Changes button**

This form can be used only to add entries, not to withdraw an entry or change the entry mode.

9. If you wish to delete an entry from within the candidate focus, as opposed to changing the entry mode to ‘N’, click the **Delete Item** button.

- **Delete Item button**

You will be asked to confirm the deletion, and informed that any forecast grade record will be deleted at the same time. If seating arrangements exist relating to the element, you will be informed, but the seating arrangements will not be removed.

The seating arrangements remain because often, options have components in common, and where the deletion of the element entry is performed as part of a transfer from one option to another, deletion of seating arrangements will not necessarily be appropriate.
10. To allocate a forecast grade for a candidate, highlight the associated entry in the **Entries** frame.

The **Forecast Results** frame displays the forecast details for those examinations for which the selected candidate has been entered.

11. Click the **Edit Item** button adjacent to the **Forecast Results** frame to display the **Forecast Entry Details** dialog.

![Edit Item button]

12. Click the **Field Browser** button adjacent to the **Result** field and select the forecast **Grade** from the list of valid grades.

13. Click the **Update** button to confirm your choice and return to the **Entries & Forecast** page of the **External Candidate Details** form.

The **Forecast Result** field will now be populated with the selected value.

14. Click the **Save Record Changes** button on the Focus Bar.

![Save Record Changes button]

**Transferring the Candidate Status from External to Internal**

If a candidate was previously defined as an external candidate, but has since joined your establishment, you can transfer their status from external candidate to internal candidate. Using this routine means that you do not have to delete their entries, delete them as an external candidate, re-assign them as an internal candidate and recreate their entries.

This process can also be used to transfer those candidates from external to internal, who were added as external candidates in error.

**NOTES:** Transferring a candidate from internal to external does not affect any examination results previously recorded for that candidate. Any existing examination results will be retained within the SIMS SQL database.

*It is not necessary to reassign Exam Numbers or UCIs to candidates who have been transferred in this way.*

1. Select **Focus | Candidates | External** to display the **External Candidate** browser.

2. Highlight the candidate you wish to transfer to an internal candidate and click the **View/Edit** button to display the **External Candidate Details** form.

3. Select **External Candidate | Transfer as Internal Candidate** to transfer the selected candidate.
The candidate’s details will be replaced with the next candidate in the browser. The transferred candidate will no longer be displayed in the **External Candidate** browser, but will be displayed in the **Internal Candidate** browser (which can be opened by selecting **Focus | Candidates | Internal**).

### Deleting External Candidates

It is only possible to delete a candidate who does not have any entries recorded.

1. Select **Focus | Candidates | External** to display the **External Candidate** browser.
2. Highlight the required candidate name and click the **View/Edit** button to display the **External Candidate Details** form.
3. Click the **Delete Record** button on the Focus Bar.
Quick Start

If you are responsible only for entering the marks on to OMR sheets please see OMR Sheets on page 109.

Introduction

An Optical Mark Reader (OMR) can be used in Examinations Organiser to:

- enter candidates for examinations
- enter forecast grades for candidates
- enter coursework marks for candidates
- enter examination results for candidates

For these purposes, an OMR can be used in conjunction with keyboard entry, if required. For example, you might use OMRs for entering candidates for examinations, whilst individual departments may prefer to enter Forecast Grades using the keyboard.

Where only one person is responsible for entering candidates for examinations, using an OMR will be a quicker and more accurate method of entering information onto your system.

IMPORTANT NOTE: The design of OMR sheets has been altered for Examinations Organiser 6 and therefore the OMR stationery for Examinations for DOS should not be used.
The process for registering candidates for examinations via OMR entry often involves entering forecast grades for each potential candidate (both internal and external). This is achieved by providing teachers with a list of candidates (in rows) together with the potential examinations that they can sit. This list is known as an OMR sheet. Each teacher will then enter a character to indicate that the candidate should be entered for that examination, to indicate their forecast grade or coursework mark or to indicate their examination result.

**NOTES:** Coursework component OMRs – It is not possible to create an OMR form for a coursework component when the component assessment takes the form of a grade. This is not generally an issue for public examinations, because there are very few instances where a board specifies this. However, if you are using Examinations Organiser to manage the process of domestic examinations, you should be aware of this limitation.

When printing OMR sheets for coursework marks, only those candidates who have an element entry that is linked to the selected component will be displayed.

The process of entering information via OMR also uses functionality from SIMS Assessment, including the selection of aspects and the creation of marksheets.

**Process for Producing and Using OMR Sheets**

1. Create OMR Sheets (i.e. select an award, a process type, elements and groups, or select an existing template)
2. Print OMR sheet(s) and distribute to teachers
3. Teachers enter details onto OMR sheets
4. Feed completed OMR sheets into system through the OMR
5. View and edit results using new or existing marksheets
6. Retain OMR sheets for future results and delete marksheets that are no longer needed
OMR Templates

Before OMR sheets can be printed and distributed for marking, you must first create one or more OMR templates. The OMR template will define the content of its associated OMR sheets, including the aspect, process type, elements, columns and group(s) to be included on the OMR sheets.

Due to the number of columns available in an OMR sheet, each OMR template can only consist of one aspect, which in turn might be associated with one or more elements.

OMR Sheets

OMR Sheets can be created using one of the following methods:

- making selections from each page of the OMR Sheet wizard, which automatically creates and saves a template that can subsequently be used to recreate the OMR sheets at a later date
- selecting an existing template and making ad hoc changes, if required, to the content of the template.

Both methods provide you with the opportunity to print the resulting OMR sheets at the end of the OMR sheet creation process, although you may wish to print them at a later date instead.

Once printed, the OMR Sheets can be passed to teachers for marking as entries, forecast grades, coursework marks or results and then fed into the system through the OMR. The same type of OMR sheet is used to collect each of the four process types, with just the range of grades, marks or entry types being different. The pupil/students in the selected group(s) are listed in rows, whilst the appropriate grade, mark or entry type available for selection will be displayed across 26 of the 27 columns.

**NOTE:** The 27th column (annotated with an “X”) should only be marked when you do **not** want a result read in for a pupil/student and will indicate a valid omission (e.g., when a pupil/student has been absent due to illness).

Sheet Numbers

Each OMR sheet is given a unique Sheet Number (sheet id). This is displayed in the top left-hand corner of the printed OMR sheet.

In addition to the display of the sheet number in the second row (00021 in this example), the sheet must also be marked, either with the sheet number as dashes in the lozenges or with a barcode. This choice is made in the OMR Setup dialog.
In this example, the option to mark the sheet number as dashes has been selected. If the barcode option is selected then it would be printed within the dotted lines to the right of the lozenges. If neither option is chosen then the OMR Sheet Number will need to be marked manually or the sheet will be rejected by the OMR.

The information on the header of the printed sheet will also detail the template Name, the pupil/student group name, the group Supervisor’s name (if known), the result set (if selected) and the date of printing.

Duplicate OMR Sheets

You may need to reprint an OMR sheet, if perhaps the original becomes damaged or lost. The reprinted sheet will have a unique Sheet Number and contain the same pupil/students in the same rows. When reading in a duplicate sheet, (or indeed an original sheet with changed results), then any existing results with the same Result Date, will be overwritten.

NOTE: If you choose to re-read an OMR sheet, any previously selected results (entered either through the OMR sheet or by the keyboard, with the same result date) that are no longer marked on the sheet, will not be deleted.

Marking OMR Sheets

To mark the sheet, a HB graphite pencil, which may be erased in case of an error, should be used. Avoid the use of a harder pencil, such as 2H as the mark may be too indistinct to be read reliably.

Result Date, Result History and Result Sets

Before reading OMR sheets through the OMR you are given the opportunity to select the Result Date. This will usually be the date the results are attained and will be the result date with which the results that are read in will be associated. Unless you change it, the default result date (i.e. today’s date) will be applied. By reading in results for a pupil/student and applying different result dates you can build up a Result History for that pupil/student. If you choose to do this you may wish to group OMR sheets according to their result date to simplify the reading in process.

Care must be taken not to inadvertently build up a result history. For example, if you re-read the same sheet on two different days (perhaps because a mark was unclear or missing), without applying the same result date, the two default result dates (i.e. the current date) would be used and a result history would be created.
If you have associated the OMR template with a result set then only a single result can be stored for a pupil/student and an aspect, at any one time. If another result is read in then it will overwrite any existing result. Consequently, a result history cannot be created. Results sets can be locked, at any stage, to prevent further entry of results.

More Information:
How an Optical Mark Reader Works on page 275
Setting up an Optical Mark Reader on page 276

Creating OMR Sheets at the Same Time as a Template

This method creates an OMR Sheet based on the selections made in the OMR Sheet wizard and in doing so, creates a template that can subsequently be used to recreate the OMR Sheet at a later date. This would be particularly useful if you wish to use the same OMR Sheets year after year using a different group of candidates, for example. The data within an OMR Sheet is saved separately and therefore when an OMR Sheet is deleted, the data is retained.

More Information:
Creating OMR Sheets Using Existing Templates on page 116

1. Click the OMR Sheet Setup button on the Application Bar or select Focus | OMR Sheet Setup to display the OMR Sheet wizard. The Select Award page will be automatically selected.
2. **Select an Award** on which you wish to base the OMR sheet by clicking the **Field Browser** button and selecting the appropriate award from the drop-down list.

   ![Field Browser button (blue handle)](image)

   The awards displayed will be those awards imported as part of the basedata for the current season and those that have been created manually.

3. Select the process to be associated with the resulting OMR sheet by clicking the **Field Browser** button adjacent to the **Select Process Type for OMR Sheet** and selecting the appropriate process from the drop-down list. The options include **Coursework**, **Entry**, **Forecast** and **Result**.

4. To display all of the entry types for each element on the marksheet for an Entry OMR sheet, (e.g. C for Centre entry, P for Private entry, and Y for Default entry) select the **All positive entry modes required** check box.
5. Click the **Next** button to display the **Select Elements** page.

![Select Elements page](image1)

6. Select the **Award** check box (top level) to select the award and all of its associated elements to include on the marksheet. Alternatively, you can select any combination of elements (second level) you wish to include in the marksheet by selecting the appropriate **Element** check box(es).

7. Click the **Next** button once the required elements have been selected for inclusion to display the **Configure OMR Sheet Columns** page (only if an **Entry** process type was selected). For all other process types selected, please continue from Step 10.

![Configure OMR Sheet Columns page](image2)
The OMR sheet **Type** selected on the first page of the wizard is displayed along with the **Name** of the aspect.

8. Use the buttons on the right-hand side of the page to manoeuvre the columns to the correct order. The aspect at the top of the list will be displayed on the left-hand side of the resulting marksheet.

   - **Move Top button**
   - **Move Up button**
   - **Move Down button**
   - **Move Bottom button**

9. Click the **Next** button to display the **Select Groups** page.

10. Using the navigation tree, select the group of examination candidates from which you wish to populate the marksheet. Select **Course**, **Exam Season Candidates** or **National Curriculum Year**.
11. Click the **Next** button to display the **Enter Notes** page.

![OMR Sheet Wizard - Enter Notes](image)

12. Click the **Finish** button and confirm whether you wish to automatically print all OMR sheets after creation.

![SIMS Examinations Organiser Module](image)
13. As the OMR sheets are being created, the **Creating OMR Sheet** dialog will be displayed.

![Creating OMR Sheet dialog]

14. Any errors encountered during the creation of the OMR sheets will be displayed. These errors can be printed or saved by clicking the appropriate buttons.

15. Click the **Close** button to complete the process. These OMR sheets can then be accessed selecting **Tools | Manage OMR Sheets**.

### Creating OMR Sheets Using Existing Templates

This method creates a marksheet based on a previously created template and removes the need to continuously recreate identical marksheets. This would be particularly useful if you wish to use the same marksheets year after year but wish to select a different cohort of candidates, for example. The data within a marksheet is saved separately and therefore when a marksheet is deleted, the data is retained.

When creating marksheets using existing templates, the **Marksheet** wizard will allow you to select the groups on which to base the marksheet. It will not allow you to select the required aspects or to position the columns, as this would have been defined when the template was created. The existing template notes can be edited as required.

**More Information:**

*Creating OMR Sheets at the Same Time as a Template* on page 111

1. Click the **OMR Sheet Setup** button on the Application Bar or select **Focus | OMR Sheet Setup** to display the **OMR Sheet** wizard. The **Select Award** page will be automatically selected.
2. Select an Existing OMR Sheet Template on which you wish to base the OMR sheet by clicking the Field Browser button and selecting the existing template from the drop-down list. Selecting a template bases the new OMR sheets on the aspects and columns in an existing template.

Field Browser button (blue handle)

The templates available will be identical to the names of previously created OMR sheets.

3. Click the Next button to display the Select Groups page.
4. Using the navigation tree, select the source of examination candidates from which you wish to populate the OMR sheet. Select Course, Exam Season Candidates or National Curriculum Year.

5. Click the Next button to display the Enter Notes page.

6. Click the Finish button and confirm whether you wish to automatically print all OMR sheets after creation.
7. As the OMR sheets are being created, the Creating OMR Sheet dialog will be displayed.

8. Any errors encountered during the creation of the OMR sheets will be displayed. These errors can be printed or saved by clicking the appropriate buttons.

9. Click the Close button to complete the process. These OMR sheets can then be used by selecting Tools | Manage OMR Sheets.

NOTE: Unlike a marksheet, where the list of candidates displayed is that which is current on the date selected, the list of candidates on an OMR is not dynamic – it represents the membership of the selected group on the first day of the season.

Furthermore, again unlike a marksheet, it is not filtered against membership of the season candidates group. This is to protect you from the situation where a large number of OMR sheets are printed, only to discover that not all of the candidates that you intended to assign have been assigned. Be aware however that this does permit you to enter candidates for examinations who are not assigned to the season, which may cause unexpected problems at submission time.
Printing and Deleting OMR Sheets

1. Select **Tools | Manage OMR Sheets** to display the **Manage OMR Sheets** dialog.

2. To populate the dialog with the appropriate selection of OMR sheets, click the **Categories** Field Browser button to display the **Category** chooser.
3. Select the appropriate category or categories with which the required OMR sheets are associated. For example, you may wish to select the Process category you selected when you previously created the OMR sheet.

4. Click the OK button to confirm your choice and return to the Manage OMR Sheets dialog. The categories selected will be displayed in the View frame, together with details of the OMR sheets associated with the selected categories.

Printing OMR Sheets

1. Select the check boxes of those OMR sheets you wish to print. Multiple check boxes can be selected, if required.

2. Click the Print button to print the selected OMR sheets.
3. Once the required OMR sheets have been sent to the selected printer, the **Print OMR Sheets** dialog will be displayed, confirming the OMR sheets that have been printed. This list can be printed or saved as required.

4. Click the **Close** button to close the dialog.

### Deleting OMR Sheets

1. Select the check boxes of those OMR sheets you wish to delete. Multiple check boxes can be selected, if required.

2. Click the **Delete** button to delete the selected OMR sheets.

3. If any of the selected OMR sheets have been printed but not yet read into Examinations Organiser, a dialog will be displayed asking you to confirm whether you wish to continue with the deletion. Once deleted, sheets cannot be read.

4. Once the OMR sheet deletion has completed successfully, the **Delete OMR Sheets** dialog will be displayed, confirming the OMR sheets that have been deleted. This confirmation message can be printed or saved as required.

5. Click the **Close** button to close the dialog.
Reading OMR Sheets

The method for reading OMR sheets varies slightly depending on whether the Optical Mark Reader has a manual sheet feed (sheets are fed through individually) or automatic sheet feed (sheets are fed through in batches). If you are using an OMR with automatic sheet feed, rejected sheets are stored in a separate tray enabling the read process to continue.

1. Ensure the OMR is connected and switched on.
2. Click the OMR Read button on the Application Bar to display the Read Exam OMR dialog.

3. The Select the Result Date field (i.e. the date the result is entered) defaults to the current date. To change it, enter the date on which you are reading the OMR sheet or select the required date by clicking the Calendar button to display the calendar.

4. Click the Read OMR button to display the OMR Core Component dialog.
5. The system will attempt to communicate with the OMR. An error message is displayed if communication fails. Please see Unable to Handshake with OMR on page 280 for more information, if required.

6. Start the process of feeding in the OMR sheets (the method will depend on the type of OMR your school is using).

The total number of sheets read is shown at the bottom of the dialog. In addition, details about the individual sheets, including sheet number and whether it was successfully read or rejected, is also shown.

Once the results have been fed in through the OMR they can be viewed/edited in any marksheet containing the relevant aspect(s). Or, if necessary, you can create a new template and marksheet to view/edit the results.

Any problems that occur are shown in the OMR Log frame. This Error Log can be printed if required, when the read process is complete. If for any reason an OMR sheet cannot be read through the Optical Mark Reader, the results may be entered through a marksheet.

Editing Results Entered via the OMR

Once results have been entered into the system through the OMR they can be edited:

- through a relevant marksheet, or;
- by re-reading the relevant OMR sheet, using the same result date.
Introduction

The process for registering candidates for external examinations involves entering forecast grades for each potential candidate (both internal and external).

This is achieved by providing teachers with a list of candidates (in rows) together with the potential examinations that they can sit. This list is known as a marksheet. Each teacher will then enter a character to indicate that the candidate should be entered for that examination.

The whole process uses functionality from SIMS Assessment including aspects and marksheet.
What are Aspects?

An aspect is any assessable task or event. When basedata is imported into the module, aspects are automatically generated in preparation for recording all the necessary examinations data including:

- to hold an indication of entry
- to hold predicted grades
- to store grades or marks
- to record coursework marks or grades
- to record final results
- to record the results of any endorsement

Once created, aspects can then be grouped together and included in a marksheet, according to your requirements.

What are Marksheets?

Marksheets consist of a grid, similar to a spreadsheet, where the areas of assessment (aspects) are listed in columns and candidates are listed in rows. Marksheets can therefore be used to record and review a variety of examination data and can be likened to a teacher’s mark or record book.

A marksheet could for example contain columns for three options, of which each candidate will be included in only one, together with a column for the syllabus in which an estimated grade will be recorded.

Alternatively, a marksheet might have columns for three units and any candidate could be included with an estimated grade in any or all of the columns.

Marksheets are created using templates. Once created, they can be made available to class teachers allowing them to indicate which candidate is entering which examination. Marksheets can be completed via Examinations Organiser or printed for teachers to complete manually and then entered into the module by the Examinations Officer.

What are Templates?

Marksheets can be generated using a previously defined template, which determines the aspects (columns) that will be included in the resulting marksheet. By associating a template with one or more groups, it is possible to create a set of marksheet (one per group) containing the aspects (columns) defined in the template. A template, therefore, is the definition of a set of columns that will be merged with a group of candidates to produce a marksheet.
Creating Marksheets at the Same Time as a Template

This method creates a marksheet based on the selections made in the Marksheet wizard and in doing so, creates a template that can subsequently be used to recreate the marksheet at a later date. This would be particularly useful if, having created marksheet for classes, you later wish to use the same template for the corresponding course. The data within a marksheet is saved separately and therefore when a marksheet is deleted, the data is retained.

More Information:
Creating Marksheets Using Existing Templates on page 131

1. Click the Marksheet Setup button on the Application Bar or select Focus | Marksheet Setup – Award to display the Marksheet wizard. The Select Award page will be automatically selected.

2. Select an Award on which you wish to base the marksheet by clicking the Field Browser button and selecting the appropriate award from the drop-down list.

3. Select the Aspect Type you wish to use for the marksheet by clicking the Field Browser button and selecting the appropriate aspect type from the drop-down list. The options include Coursework, Endorsement, Entry, Equivalent, Forecast and Result.
4. Click the **Next** button to display the **Select Elements** page.

5. Select the **Award** check box (top level) to select the award and all of its associated elements to include on the marksheet. Alternatively, you can select any combination of elements (second level) you wish to include in the marksheet by selecting the appropriate **Element** check box(es).

6. Click the **Next** button once the required elements have been selected for inclusion to display the **Configure Marksheet Columns** page.

The marksheet **Type** selected on the first page of the wizard is displayed along with the name of the aspect.
7. The **Column Heading** is editable to enable you to rename it according to your requirements.

8. Use the buttons on the right-hand side of the page to manoeuvre the columns to the correct order. The aspect at the top of the list will be displayed on the left-hand side of the resulting marksheet.

   - *Move Top button*
   - *Move Up button*
   - *Move Down button*
   - *Move Bottom button*

**NOTES:** If you selected an **Aspect Type** of **Entry by Forecast Grade** on the first page of the wizard, both a Forecast Grade and Entry aspect for each element attached to the selected award will be displayed in alternating columns in the marksheet. The column order for an Entry by Forecast Grade aspect type cannot be altered.

Marksheets for Entry by Forecast Grade will function correctly only in Examinations Organiser. The inference that a forecast also means an entry requires additional code that is not present in SIMS Assessment or SIMS. Exams Officers who wish to make this facility available to class teachers will therefore need to ensure that they have Class Teacher access to Examinations Organiser.

9. Click the **Next** button to display the **Select Groups** page.

10. Using the navigation tree, select the group of examination candidates from which you wish to populate the marksheet. Select **Course**, **Exam Season Candidates** or **National Curriculum Year**.
11. Click the **Next** button to display the **Enter Notes And Create The Marksheets** page.

12. Enter the appropriate notes for the template, which is displayed on each marksheet associated with this template. These notes may include an overview of the purpose of the marksheet as well as guidance notes on the date by which the marksheets should be completed.

13. The number of marksheets that will be created is displayed at the bottom of the page. This refers to the number of aspects selected for inclusion in the marksheet.

14. Click the **Finish** button to display the **Creating Marksheets** dialog and to create the selected marksheets.
15. Any errors encountered will be displayed. These errors can be printed or saved by clicking the appropriate buttons.

16. Click the Close button to complete the process. These marksheets can then be used by selecting Focus | Marksheet – Data Entry.

Creating Marksheets Using Existing Templates

This method creates a marksheet based on a previously created template and removes the need to continuously recreate identical marksheets. The data within a marksheet is saved separately and therefore when a marksheet is deleted, the data is retained.

When creating marksheets using existing templates, the Marksheet wizard will allow you to select the groups on which to base the marksheet. It will not allow you to select the required aspects or to position the columns, as this would have been defined when the template was created. The existing template notes can be edited as required.

More Information:
Creating Marksheets at the Same Time as a Template on page 127

1. Click the Marksheet Setup button on the Application Bar or select Focus | Marksheet Setup – Award to display the Marksheet wizard. The Select Award page will be automatically selected.

2. Select an Existing Template on which you wish to base the marksheet by clicking the Field Browser button and selecting the existing template from the drop-down list.
The templates available will be identical to the names of previously created marksheets.

3. Click the **Next** button to display the **Select Groups** page.

4. Using the navigation tree, select the source of examination candidates from which you wish to populate the marksheet. Select **Course, Exam Season Candidate** or **National Curriculum Year**.

5. Click the **Next** button to display the **Enter Notes And Create The Marksheets** page.
6. Edit the template notes if required, which will be displayed in all subsequently generated mark sheets. These notes may include an overview of the purpose of the marksheet as well as guidance notes on the date by which the mark sheets should be completed.

7. The number of mark sheets that will be created is displayed at the bottom of the page. This refers to the number of aspects selected for inclusion in the mark sheet.

8. Click the **Finish** button to display the **Creating Marksheets** dialog and to create the selected mark sheets.

9. Any errors encountered will be displayed. These errors can be printed or saved by clicking the appropriate buttons.

10. Click the **Close** button to complete the process. These mark sheets can then be used by selecting **Focus | Marksheet – Data Entry**.

**Batch Creation of Marksheets**

This allows templates and mark sheets for a series to be created as a batch process, rather than create them individually.

Before starting this procedure, you must ensure that the structure of your basedata is complete and correct. To do this, please ensure that:

- all of the required elements have been imported and ensure that Heads of Departments have signed off their requirements.

- all elements are associated with awards in the appropriate way.

- the awards for which you wish to create mark sheets are associated with courses.

- the courses are linked to the appropriate classes. This can be confirmed by opening **Marksheet Setup – Award** and checking that courses expand as expected.
1. Select **Focus | Marksheet Setup – Series** to display the **Setup Marksheets for Series** dialog.

2. Click the **Select the Series** Field Browser button and select the series for which you wish to create marksheets. The selection of series will be limited to those which belong to the currently selected season.

   Field Browser button (blue handle)
3. Click the **Field Browser** button adjacent to the list of awards to display the **Awards** chooser.

![Field Browser](image)

The list of awards displayed will be those associated with the selected series and linked with courses.

4. Select the required awards by clicking the **Choose** or **Choose All** buttons. Awards selected in error can be removed from the list by clicking the **Remove** or **Remove All** buttons.

5. Click the **Update** button to return to the **Setup Marksheets for Series** dialog.

6. In the **Template Options** frame, select either the **Separate Marksheets** or **Consolidated Marksheets** radio button.

   If you select the **Separate Marksheets** radio button, separate marksheets will be created for entries, forecasts, results, endorsements and equivalents. However if you select the **Consolidated Marksheets** radio button, the entire lifecycle of the elements will be displayed on a single marksheet.

7. Select the **Create Element Key** check box if you want to compile a list, within the template notes, of all of the elements included, with their title indicated against the code.

8. Select the **Include Entry Aspects** check box if you want to include read-only entry columns for forecast and result marksheets.

   **NOTE:** This option is available only if you have selected the **Separate Marksheets** radio button.

9. In the **Marksheet Options** frame, select any combination of the **Course**, **Classes** and **Season Candidate Group** check boxes. The **Course** and **Classes** check boxes will be selected by default.

10. Click the **Year** Field Browser button and select the required year. This limits the classes to those that belong to the selected year.
11. Enter the **Effective Date** or click the **Calendar** button and select the date. This governs both the course and classes links, and the inclusion of classes depending on their membership. They must have members in common with the season candidates group on the Effective Date.

The explicit selection of awards allows you a degree of control over how different kinds of awards are to be processed. For example, if you have awards that consist only of a couple of options (Foundation and Higher, for example), you might decide that it would be more appropriate to present these as consolidated marksheet, because the whole marksheet might comprise only six or eight columns. On the other hand, where you have awards consisting of 10 items (Units and Certifications), you might decide that the resulting 40-column width is excessive, and instead present these as separate marksheet. Splitting the operation in two enables you to cater for this differential.

Similarly, if you are offering Modular Science and/or Maths, which involve both Year 10 and Year 11, but other subjects involve only Year 11, you can create your modular awards with Year (All), and thus get your Year 10 and 11 classes for these subjects (other years will not be included because these two will be the only ones with members on the GCSE courses). You can then go around again, selecting all the other subjects, and set Year to 11.

If the system detects that a template or marksheet already exists, having perhaps been created earlier as part of a single-award process, it will not be duplicated. However you will be informed at the end of the process how many templates and marksheet have been created, and how many have not been created because they already exist.

### Adding and Entering Data in Marksheet

Marksheet consists of a grid, similar to a spreadsheet, where the areas of assessment (aspects) are listed in columns and candidates are listed in rows. Marksheet can therefore be used to record and review a variety of examination data and can be likened to a teacher’s mark or record book. Marksheet are created by designing a template.

There may for example, be a marksheet containing columns for three options, of which each candidate will be included in only one, together with a column for the syllabus in which an estimated grade will be recorded. Marksheet will be made available to the supervisor(s) of the group of candidates contained within the marksheet. If appropriate permissions have been assigned, each supervisor can complete their own marksheet. Alternatively, printed copies can be manually completed and results entered by a user with permissions to enter data in all marksheet, e.g. the Examinations Officer.
Navigating Around the Marksheet

Once you have altered the marksheet display according to your requirements, you are ready to enter data. You can move around the marksheet using any of the following methods:

- click in a cell to enter data.
- press the Right cursor key to move one cell to the right.
- press the Left cursor key to move one cell to the left.
- press the Up cursor key to move up one cell.
- press the Down cursor key to move down one cell.
- press the Tab key to move one cell to the right.
- press Shift + Tab move one cell to the left.
- press the Enter key to move down one cell.
- press Page Up and Page Down to move up and down the grid in steps equal to the number of rows that can be displayed on the screen.
- press Ctrl + Home to move to the top left cell of the grid.
- press Ctrl + End to move to the bottom right cell of the grid.

Selecting a Value for a Column

This would be particularly useful if you wish to default the grade or mark, etc. for each candidate to a given value, if you perceive that one particular value will be common for most candidates. Selecting Default from the Select a grade drop-down list will fill the column with this value. Ad hoc changes can subsequently be made to individual grades, etc.

This method can be used to save you from repeatedly entering the same grade for numerous candidates as you will only have to edit the exceptions.

More Information:

Entering Grades, Forecast Grades and Marks for Individual Candidates on page 141
1. Click the **Marksheet** button on the Application Bar or select **Focus | Marksheet – Data Entry** to display the **Marksheet** browser.

2. Use the viewing tools in the top part of the **Marksheet** browser to filter the list of marksheets as required and click the **Refresh** button to display those marksheets that match the search criteria.

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**NOTE:** If you have been granted the **View All Marksheets** permission and select **All** from the **Owner** list, the selected marksheet will be opened in read-only mode. To edit your own marksheets, you should select your name from the **Owner** list.

If you have been granted the **Edit All Marksheets** permission, on selecting a marksheet for which you are not the owner, you will be warned that if you update any grades or marks then you will be assigned as the owner.
3. Highlight the marksheet you wish to edit and click the **View/Edit** button to display the **Marksheet Details** form.

![Marksheet Details](image1)

4. Click the **Calendar** button adjacent to the **Result Date** field to select the date on which the results, forecast, coursework marks, etc. were attained or decided.

![Calendar button](image2)

**IMPORTANT NOTE:** The result date does not refer to the date on which entries, forecast grades, coursework marks, etc. were entered onto the marksheet.

5. Right-click the column header for which you wish to assign a default value and select **Select grade/mark for the column** from the pop-up menu to display the **Select a grade** dialog.

![Select a grade](image3)

6. Highlight the required grade or mark and click the **Select** button to confirm your choice.
The selected value will be displayed in red type in the highlighted column. The red type signifies data that has not yet been saved.

**Special Cases:**

- **Entries**

  When entering data in entries marksheets, the following options are available:

  **Y**  
  Yes, the candidate will be entered for the examination. This code will be interpreted at query time according to the Centre default entry type specified in the **School Details** dialog.

  **C**  
  The candidate will be treated as a Centre-funded entry, regardless of the default entry type specified in the **School Details** dialog.

  **P**  
  The candidate will be entered for the examination as a Private candidate.

  **N**  
  The candidate will not be entered for the examination (same as blank) or a request for the candidate to be withdrawn from the examination (if an entries file has already been submitted to an examination board).

  **<Blank>**  
  The candidate will not be entered for the examination.

**NOTE:** If you are editing an Entry by Forecast Grade marksheet, both a Forecast Grade and Entry aspect for each element attached to the selected award will be displayed in alternating columns in the marksheet. Entering a Forecast Grade in an appropriate cell will automatically populate the Entry aspect with a **Y**, denoting an entry is to be made.

- **Coursemarks**

  Every coursemark must be accompanied by a status. This will generally be **V**, but a non-zero mark may be declared as **E** (educated elsewhere or parent assessed). **0** must be explained as **Z** (a genuine zero mark recorded), **A** (absent for this component), **M** (missing mark or grade) or **N** (no work available at present). These codes are explained on pages 20-21 in the Formats book.

  A special case is **F** (coursework carried forward). Such marks should be entered as **0**, with status **F**. The Formats book specifies that the form of submission should be **F<space><space><space>**. The conversion from **0** to spaces is performed by the submission routine itself.

7. Click the **Save Record Changes** button on the Focus Bar.

The values set as default will now be displayed in black type to indicate that the data has been saved.
Entering Grades, Forecast Grades and Marks for Individual Candidates

You may wish to do this, for example, if the selected group of candidates carry a diverse range of forecast grades. In this case, there would be no benefit in setting a default grade and editing the exceptions, as there would be so many exceptions. This also gives you greater control over the data entered in a marksheet and you can be more assured that the appropriate and correct grade is being specified for each individual candidate.

Ad hoc changes can subsequently be made to individual grades, etc. but this method can be time consuming as you are entering a result for every single candidate. If a large number of the selected group share a common grade, for example, you may prefer to set a default grade for the column and edit the exceptions.

**IMPORTANT NOTE:** If an embargo has been set for the current season to disable the viewing or examination related data for a defined period of time, and you are currently in the embargo period, only authorised personnel can view mark sheets for the current season. For more information, please see Setting Up the Results Embargo for Results Download Days on page 28.

1. Click the Marks sheet button on the Application Bar or select Focus | Marksheet – Data Entry to display the Marksheet browser.

2. Use the viewing tools in the top part of the Marksheet browser to filter the list of mark sheets as required and click the Refresh button to display those mark sheets that match the search criteria.

**NOTE:** If you have been granted the View All Marksheets permission and select All from the Owner list, the selected marksheet will be opened in read-only mode. To edit your own mark sheets, you should select your name from the Owner list.

If you have been granted the Edit All Marksheets permission, on selecting a mark sheet for which you are not the owner, you will be warned that if you update any grades or marks then you will be assigned as the owner.

3. Highlight the mark sheet you wish to edit and click the View/Edit button to display the Marksheet Details form.

4. Click the Calendar button adjacent to the Result Date field to select the date on which the results, forecast, coursework marks, etc. were attained or decided.

**IMPORTANT NOTE:** The result date does not refer to the date on which entries, forecast grades, coursework marks, etc. were entered onto the mark sheet.
5. Click the cell into which you wish to enter a grade or mark and enter the appropriate value.

If an invalid grade or mark is entered, you will be asked to select a valid entry from the list. To manually view a list of valid grades, right-click the column heading and select **Column properties** from the pop-up menu.

6. Press the **Enter** key to confirm the value entered.

The selected value will be displayed in red type in the highlighted column. The red type signifies data that has not yet been saved.

7. Repeat steps 4-5 until you have entered as many grades or marks as you wish.

8. Click the **Save Record Changes** button on the Focus Bar.

   ![Save Record Changes button]

The values entered will now be displayed in black type to indicate that the data has been saved.

### Restoring Saved Column Values

If you have edited a set of grades or marks for a group of candidates and, before saving these details, realise that the values have been edited incorrectly, you can revert to the values as they were at the time the data was last saved.

1. Right-click the column header for which you wish to restore the values and select **Restore saved column values** from the pop-up menu.

   **NOTE:** This function restores the column results from the database. Any changes made to the data since the last save will be lost.

2. If you wish to restore the values, click the **Yes** button.

3. The column will revert to the values stored in the database, overwriting the existing values.

4. Click the **Save Record Changes** button on the Focus Bar.

### Viewing the Properties of a Column

1. Right-click the column header for which you wish to view the properties and select **Column properties** from the pop-up menu to display the **Properties of Column** dialog.

   The **Aspect** associated with the column will be displayed as well as the **Aspect description**, a list of valid grades, the column **Status** (read-only, data entry, etc.) and the **Result Set Status** (locked, unlocked, etc.).

2. Click the **Close** button to return to the **Marksheet Details** form.
Restoring the Original Column Order

It is possible to revert the display order of the column to its original value i.e. the order specified by the template.

Right-click the column header for which you wish to restore the original order and select **Restore original column order** from the pop-up menu.

The column order will revert to the predefined order.

Clearing the Contents of a Column

Clearing the contents of a column will be particularly useful if, as planned, the marksheet created are used year-on-year. Using this method, you can clear the values from previous years and enter the new values from scratch.

**NOTE:** If you clear the contents of a column and save the marksheet before entering all of the new values, the original column values will be restored i.e. the values from last year, for those cells in the marksheet whose contents are blank.

Another reason for using this area of functionality is for those occasions when you have entered values in a column for a group of candidates and later believe that the majority have been entered incorrectly. You will therefore need to clear the column contents so that you can re-enter the values from scratch.

Right-click the column header and select **Clear column contents** from the pop-up menu.

Copying and Pasting Data

Copying and pasting either individual cells or entire columns can reduce the amount of time taken to enter your examinations data.

It is possible to copy the contents of a cell or a column to the Windows® clipboard, in order to paste it into another column of the current marksheet or to another Windows application. For example, you may wish to copy a column of grades and paste it into Microsoft® Excel in order to carry out further analysis of your data or you may wish to paste the same grade into a number of cells.

**Copying a Single Cell**

1. Right-click the cell in the marksheet you wish to copy and select **Copy** from the pop-up menu.

The contents of this cell are copied to the Windows® clipboard.

2. Select the required Windows application and paste the content of the cell.
Copying an Entire Column

1. Right-click the column header for the column you wish you copy and select **Copy column contents** from the pop-up menu.

   The contents of this column are copied to the Windows clipboard.

2. Right-click the column header for the column into which you wish to paste these values and select **Paste** from the pop-up menu.

Adding Notes

You can add notes that relate to a candidate’s grade, mark, etc. This may be a note stating a reason why a certain forecast grade was given, i.e. due to recent illness it is predicted that this candidate will achieve this grade.

**IMPORTANT NOTES:** It is not possible to add notes for those candidates without grades or marks assigned on the marksheet.

You can add notes to read-only columns in forecast, result and coursework mark sheets.

1. Right-click the candidate name, admission number or individual cell containing the grade or mark, etc. and select **Notes** from the pop-up menu to display the **Notes** dialog.

2. Enter the notes as required.

3. Click the **Update** button to save the notes entered and return to the **Marksheet Details** form.

**NOTE:** The notes entered relate to the candidate, not an individual grade or mark. If more than one grade or mark exists for a candidate on a marksheet, please specify the grade or mark to which the note relates.

Changing the Display Order

The order in which data is displayed in a marksheet can be changed by clicking the appropriate column header.

Example

To sort the data in the **Name** column alphabetically, click the **Name** column header. The data will be sorted alphabetically. Clicking the **Name** column header again sorts the data in reverse alphabetical order. The same principle also applies to those columns whose contents hold numerical values.

An ‘up arrow’ or a ‘down arrow’ on the column header will indicate the order in which the data is presented.
Changing the Column Width

In order to view the complete contents of a column, it may be necessary to change the column width.

1. Hover the cursor over the right-hand border of the column whose width you wish to amend. The shape of the cursor will change accordingly.

The graphic below shows that the width of the OCR Entry column is going to be amended.

2. Click and drag the mouse to expand or shrink the width of the column.

3. Release the mouse button when the optimum column width has been attained.

NOTE: If the width of the column changes so that all columns are no longer visible on screen, you should use the vertical and horizontal scroll bars to navigate around the screen.

4. Alternatively, double-click the column border to set the minimum width of the column whilst viewing the complete column contents.

NOTE: Please be aware that the column width on screen relates directly to the column width when the marksheet is printed. When printing, ensure that the columns are of suitable width to avoid printing a large number of unwanted sheets.

Printing and Exporting Marksheets

Once the marksheet has been prepared and the results have been entered, you can print and export the marksheet.

Previewing Marksheets

1. Click the Marksheet button on the Application Bar or select Focus | Marksheet – Data Entry to display the Marksheet browser.

2. Use the viewing tools in the top part of the Marksheet browser to filter the list of marksheeters as required and click the Refresh button to display those marksheeters that match the search criteria.

3. Highlight the marksheet you wish to print and click the View/Edit button to display the Marksheet Details form.

4. Click the Print Record button on the Focus Bar to display the Print Options dialog.
Select the appropriate radio button in order to determine the recipients of the printed output and click the OK button to display the Print Preview window.

The marksheet will be displayed on screen for previewing.

5. The first page of the report will be shown on screen. Scroll up and down the report using the cursor keys or the Page Up/Page Down keys.

To view subsequent pages of the report, either:

- click the Focus Browser button on the Focus Bar to display the Display Page dialog. Enter the page number you wish to view and click the Display button.
- or
- click either the Next Page or Previous Page button on the Focus Bar to navigate through the report one page at a time.

6. Click the Close Report Window button on the Focus Bar to exit from the report environment.

Changing the Orientation of the Report

To change the orientation of the report between portrait and landscape, click the Report Orientation button on the Focus Bar.

Zooming In and Out of the Report

To zoom in on or zoom out from the report for easy viewing, click the Report Zoom button on the Focus Bar.

Printing marksheets

Once produced, the marksheet will be displayed on screen and can be printed as follows.

1. Click the Print Marksheet button on the Focus Bar to display the Print dialog.
2. Select the appropriate printing parameters and click the OK button.
Exporting Marksheet Data

Once produced, the marksheet will be displayed on screen. You may wish to export the marksheet data to disk, for use in another Windows application, such as Microsoft Word® or Microsoft® Excel.

Data can be saved as a Tab Separated File, with each item of data separated by a tab mark or a Comma Separated File, with each item of data separated by a comma. Data can also be saved in Quick Report format, so that it can be viewed using Quick Reports or as a plain text file.

1. Click the Export Data button on the Focus Bar to display the Export File As dialog.

2. Enter the File name for the marksheet you are saving.

3. Select QuickReport, Tab Separated, Comma Separated or Text file from the Save as type drop-down list.

4. Click the OK button to export the marksheet to the required destination using the specified file name and to return to the Marksheet page.

NOTE: If you select a file or enter a file name that already exists, you will be prompted as to whether you wish to overwrite the existing file.

5. Click the Close Marksheet Window button on the Focus Bar to exit from the report environment.

NOTE: Marksheet data can also be exported by opening the required marksheet and selecting Marksheet | Export Marksheet.

Deleting Marksheets

Marksheets are a mechanism for entering results. Once the data is saved, the marksheet can be subsequently deleted. Only the marksheet will be deleted, the marksheet data will be retained. You may also wish to delete any marksheets created in error.

NOTE: It is possible to recreate a deleted marksheet if further amendments are required to results, but this should be avoided wherever possible.

1. Click the Marksheet button on the Application Bar or select Focus | Marksheet – Data Entry to display the Marksheet browser.

2. Use the viewing tools in the top part of the Marksheet browser to filter the list of marksheets as required and click the Refresh button to display those marksheets that match the search criteria.
3. Highlight the marksheet you wish to delete and click the View/Edit button to display the Marksheet Details form.

4. Click the Delete Record button on the Focus Bar to delete the selected marksheet.

Deleting Multiple Marksheets

Multiple marksheets and templates can be deleted through a single process. This is a batch process and reduces the need to delete marksheets individually.

1. Select Tools | Delete Marksheets to display the Delete Marksheet dialog.

2. Select the Category or Categories with which the required marksheets are associated by expanding or contracting the navigation tree as required and selecting the corresponding check box(es).

3. To display those marksheets associated with the selected Category or Categories, click the Refresh button.
The associated marksheets will be displayed in the right-hand frame.

4. Expand the list on the right-hand side and select the check boxes for those marksheets and templates you wish to delete.

   The top level item is the template (Sum 2003 Entry 70/8990 in the previous graphic) and the bottom level item is the marksheet (Sum 2003 Entry 70/8990 Curriculum Year in the previous graphic).

5. Click the **Delete** button to delete the selected marksheet(s).

   Once the marksheets and templates have been successfully deleted, a confirmation message will be displayed.

6. Click the **Close** button to complete the process.
Introduction

Submission files are created by Examinations Organiser for external seasons and provide the examination boards with details regarding candidates sitting specific examinations, their forecast grades, their coursework marks and any amendments to these details over the course of an Examination season.

There are seven types of submission files that can be created by Examinations Organiser:

Amendments

Amendments are required when changes are made to entries, because either the candidate details have changed (change of name, spelling corrections, etc) or entries are added or withdrawn.

Coursework Marks

This is the grade or mark awarded to candidates for an internally assessed component.

Entries

A notification to the examination board that a candidate is presenting themselves for elements A, B, C as part of series Z.

Forecast Grades

Many examination boards request estimated grades for their examinations.

Joint Council

The submission file formats are fully described in the booklet Formats for the Exchange of Examination Related Data (version 10) published by the Joint Council for General Qualifications.
Generating a Submission File

There are four types of submission file that can be generated and sent to the appropriate examination board. These are Entry, Amendment, Forecast Grade and Coursework Mark submission files.

The first transaction with an examination board must be an Entry file. This informs the examination board of the candidates scheduled to sit their examinations. Once the Entries file has been submitted to the examination board, Forecast Grade, Coursework Mark and Amendment files can be sent if necessary, to provide further important information for the examination board.

The method of generating a submission file is virtually the same for all types of submission file, i.e. the same form is used to generate each of the submission files but you must select a different Type of file to indicate which file is to be generated.

The naming convention for the submission file follows the same pattern, irrespective of the type of submission file, i.e. **SCCCCCBB.Xnn**, where:

**S** is the submission file type, i.e. E for Entries, A for Amendments, C for Coursework marks or F for Forecast grades.

**CCCCC** is the 5-digit Centre number.

**BB** is the 2-digit UAB number.

**Xnn** indicates the Sequence Number

For example, a submission file named **E9513701.XO1** would be defined as an **Entries** file for Centre **95137** for board **01** (OCR) and is the first in a sequence of transactions with this examination board in this series.

**NOTE:** The **Sequence Number** indicates the order in which files were produced and the order in which they should be processed.
1. Click the **Submissions** button on the Application Bar or select **Focus | Submissions** to display the **Submission** browser.

![Submissions button](image)

The **Submission** browser displays a list of the files already submitted to the examination boards.

2. To view further details of a submission file already sent to the examination board, highlight the required file and click the **View/Edit** button.

Alternatively, to create a new submission file, click the **Add** button to display the **Submission Details** form.

![Submission Details](image)
3. Click the **Field Browser** button adjacent to the **Board** field and select the examination board for which you wish to submit a file from the drop-down list.

   ![Field Browser button (blue handle)]

**NOTE:** You can only select examination boards whose status is **Active** in the **Exam Board** browser.

4. Click the **Field Browser** button adjacent to the **Series** field and select the required series for which you wish to submit a file from the drop-down list.

   ![Field Browser button (blue handle)]

**NOTE:** Only series associated with the currently selected season will be available for selection.

5. Click the **Field Browser** button adjacent to the **Type** field and select the required submission file type from the drop-down list.

   The options include **Amendment**, **Coursework Marks**, **Entries** and **Forecast Grades**. For more information, please see **Submitting Entries** on page 156, **Submitting Forecast Grades** on page 157 and **Submitting Coursework Marks** on page 157.

6. The **Components** list box displays the coursework components, if any, that will be included in the submission file, together with the number of **Marks Found** for these components.

   Click the **Field Browser** button adjacent to the **Components** list box to select the components you wish to include in the submission file.

   **NOTE:** If no components are listed or no components are available for selection, please ensure that the appropriate elements that have been imported for the selected series have coursework components.

   If a coursework component has already been submitted, that coursework component is not displayed in the components list during subsequent submissions.

7. Click the **Generate File** button to create the submission file according to the options selected.

   If this is the first submission file of a specific type for a specific examination board and series combination, the submission file will be created automatically. If it is the second submission file of a specific type for a specific examination board and series combination, you will be warned that the submission file for this examination board and series is recorded as having been sent.

   **NOTE:** The result set must be locked when generating submission file. This is done automatically as part of the submission process, but you will be asked to confirm before continuing. A locked result set ensures that no work can be performed on the affected data whilst the submission file is being created. Click the **Yes** button to lock the result set and generate the submission file.
8. Whilst the submission file is being generated, the **Generating Submission** dialog will display the progress of the process. When the file has been created, any errors that occurred can be printed or saved by clicking the **Print** or **Save** button.

   Alternatively, click the **Close** button to close the **Generating Submission** dialog and return to the **Submission Details** form.

9. The **Creation Date**, **Submission Date** and the resulting **Filename** will be displayed for the associated submission file.

10. The **Submission Content** frame displays a list of candidate details by **Examination Number** and the **Entries** made for these candidates.

   This list can be printed by clicking the **Print** button.

11. If you are satisfied that the file has been generated correctly and wish to send this file to the associated examination board, click the **Submit** button. This generates a submission file and copies this file to the **Examout** folder in preparation for EDI transfer.

   At this time, the submission file will also be copied to the **Examhold** folder. This ensures that you will retain a copy of any submission file that has been created. This file might also be of use to your local support unit, if you encounter any problems during the submission process.

**IMPORTANT NOTES:** Where a forecast grade or coursework mark has been entered which is not associated with an entry, a warning will be displayed but this will not invalidate the submission.

A coursework mark will normally be associated with an entry for only one of the elements linked to the component. One such association is sufficient to validate the mark.

12. Click the **Close Form** button on the Focus Bar.

**NOTE:** Once the submission file has been generated and the **Submission Details** form is closed, the result set can be unlocked. If you unlock a result set, all submission files that have been generated but not yet been submitted will be deleted. Click the **Yes** button to unlock the result set and close the form.
Selecting a Submission File Type

In order to ensure the correct type of file is generated and sent to the examination board, it is important to understand the differences between each of the submission file types and when it is necessary to use each of them.

Submitting Entries

Once you have collected, entered and checked all your entries and made provision to charge the appropriate entries, you can then submit the entries to the examination boards.

There are various methods of examination entry that the examination boards will accept, although each examination board has specific rules governing the process. Therefore, they may need to be told in advance of the method of entry you wish to use. This would usually occur around the end of November for examinations to be sat in the Summer and around the end of July for examinations to be sat in Autumn.

- Only one entry file can be sent to a board for any one series.
- The entry file format must conform to current requirements.

NOTE: The submission file formats are fully described in the booklet Formats for the Exchange of Examination Related Data (version 10) published by the Joint Council for General Qualifications.

A number of reports are available within Examinations Organiser that can be run in order to enable your Examination entries to be thoroughly checked. A number of routine checks can also be performed manually to aid with this process:

- Ensure that all examination marksheets have been completed.
- Ensure that any candidate in a class associated with a course has either an entry or an explained non-entry for the appropriate examination.
- Ensure that all entries include a forecast grade if required.
- Ensure that the complete entry for a candidate has been accepted by the candidate. This will involve distributing the Individual Statement of Entry report to each candidate and asking for their signed authorisation.
- Ensure that the proposed entries are acceptable to group tutors. This will involve distributing the group Statement of Entry report to the appropriate tutors.

You should submit only one entry to an examination board for each Examination series. This file will usually contain the majority, if not all of the Examination Entries for your Centre.

Unless an examination board specifically requests otherwise, separate files should be submitted for GCE (A-Level) and GCSE examinations.
Once you are satisfied that the Examination entries are correct for the selected series, you can generate the examination entries submission file. The result set will automatically be locked, preventing previously made entries from being changed by another user. The result set remains locked until the submission file has been generated.

When selecting the candidates you wish to enter for an examination using a marksheet, the following codes can be used:

- **Y**  
  Yes, the candidate will be entered for the examination. This code will be interpreted at query time according to the Centre default entry type specified in the School Details dialog.

- **C**  
  The candidate will be treated as a Centre-funded entry, regardless of the default entry type specified in the School Details dialog.

- **P**  
  The candidate will be entered for the examination as a Private candidate.

- **N**  
  The candidate will not be entered for the examination (same as blank) or a request for the candidate to be withdrawn from the examination (if an entries file has already been submitted to an examination board).

- **<Blank>**  
  The candidate will not be entered for the examination.

**Submitting Forecast Grades**

Once the required Examination entries have been accepted, some examination boards may require Forecast grades to be sent.

Where forecast grades are required, the information should be recorded in the module via an appropriate marksheet or via the Entries & Forecasts page of the Internal/External Candidate Details form.

**Submitting Coursework Marks**

Once the required examination entries have been accepted, the relevant coursework marks should be sent to the examination board.

Where a syllabus includes a coursework component, the information should be recorded in the module via an appropriate marksheet.

A coursework mark for a component should normally be sent only once.

To be included in a coursemark submission file, a mark must:

- be part of a complete set of marks for a component – a component with incomplete marks will not be submitted.

- be supported by a currently valid entry.

- be supported by an appropriate status.

- if indicating coursework carried forward, be supported by an appropriate qualifier flag as part of the candidate record.
The mark element of coursework marks being carried forward must be recorded in the system as 0 but will be converted by the submission process to three spaces, as specified in the Formats book.

**Submitting Amendments**

Only one entries file for a given Examination series should be submitted to each examination board. This file should contain the majority, if not all of your entries.

An amendment file should be submitted in the event of any change to the original entry or to the personal details of a candidate. The file will include complete replacement records for all candidates whose entries and/or personal details have changed since the entries file or last amendment file was submitted. The examination board will then determine the differences between the amended and submitted record and the data held on their database.

Examinations Organiser checks the Entries file sent to the examination board, and then applies to this image, in order, any subsequently submitted amendments. Once it has established this consolidated image, it compares it with the data currently held in the system. Any alterations found are reported as an amendment. It follows that, if an amendment file is generated for every change that occurs, the process will progressively slow down. It is inadvisable therefore to generate more than one amendment file per day for any series.

A candidate with no subject entries will be interpreted as an instruction to withdraw the candidate for all subjects. Individual examination boards may, however follow their own procedures on candidate withdrawal.

**IMPORTANT: UAB Web Portals**

All the UABs are in the process of developing and rolling out web portals, initially to enable Exams Officers to inspect the current state of entries for their Centre, but also in due course offering the ability to update candidate entries online. Please note that such changes will not automatically be replicated within Examinations Organiser, and there are significant risks in using this facility.

Consider the following scenario:

- To meet an entry deadline, you submit a candidate entry online
- You omit to update Examinations Organiser.
- You then withdraw or switch an entry for the same candidate and submit an Amendment file.

The effect of the receipt of this amendment by the board will be to withdraw the candidate from the online entry.
You are strongly advised to use such online update facilities only in emergency, e.g. a system failure coinciding with a deadline. In such cases, ensure that all changes submitted online are replicated within Examinations Organiser. The next time an Amendment file is generated, the examination board will receive a second notification of the same data; but this should be non-destructive.
Organising Examination Seating

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Booking Rooms for Examinations

Once examination rooms have been defined, the basedata has been imported into Examinations Organiser and Examination entries have been made, it is necessary to associate a room with the examination component. This will be the room in which the examination will be sat.

NOTE: No examination rooms will be available when Examinations Organiser is first installed. Examination rooms must be created from existing rooms defined in SIMS.

More Information:

Adding/Editing Examination Rooms on page 15

Candidates for a component may need to be split into separate groups, for instance there may not be a single venue that will accommodate all the candidates, or clash resolution may result in different candidates sitting the component at different times. In such cases, the component may be divided among multiple component sittings, i.e. groups of candidates sitting the same component in the same venue with the same start time.

The process of creating the sitting(s) for a particular component consists of a number of stages. The component must first be selected and then all sittings for this component will be displayed. From here, you can create a sitting for the selected component by selecting an examination room and accepting the default date and time. The candidates sitting the examination can then be selected.
On occasions, it may be necessary to make individual adjustments to a seating plan or to the timing of a particular examination. For example, a candidate with a special need may have to be located in a particular room or perhaps by a door. In addition, a candidate may need to have the timing of an examination changed to meet a particular need (although this would require the permission of the examination board).

NOTE: Examinations Organiser provides a period of five minutes between the end of one examination in a room and the start of another examination in the same room, during which an examination cannot be scheduled to start.

Any examination you wish to schedule during this period will automatically be scheduled five minutes after the end of the previous examination. This is designed to give sufficient time to seat candidates, although this interval also applies for candidates that will remain in their seats from one examination to the next.

Adding/Editing a Component Sitting

1. Click the Seating Organiser button on the Application Bar or select Focus | Seating Organiser to display the Seating Organiser Component browser.

2. Click the Refresh button to view all seating plans that match the specified criteria.

The view can be changed by specifying or selecting the required parameters in the View frame. The information displayed in the browser includes the Status of each component sitting, i.e. Complete, Partially Seated or Not Seated to give you an indication of seating that still needs to be arranged.

2. Click the Refresh button to view all seating plans that match the specified criteria.
3. Highlight the component **Title** for which you wish to arrange the seating and click the **View/Edit** button to display the **Seating Organiser Details** form.

The **Component Sitting** frame displays information for any seating already arranged for the selected component.

![Seating Organiser Details](image)

4. Click the adjacent **Add Item** button to display the **Create Component Sitting for Component** dialog. Alternatively, highlight an existing **Component Sitting** and click the **Edit Item** button.

![Add Item button](image)  
**Add Item button**

![Edit Item button](image)  
**Edit Item button**

The **Component Properties** frame displays the **Allocated Sitting** (Morning, Afternoon, Evening, etc.), the **Exam Duration** in minutes and the number of **Unseated Candidates**.

5. Select the examination room in which you wish the examination to take place by clicking the **Examination Room** Field Browser button.
The number of **Available Seats** will be displayed. This will be calculated by subtracting the number of seats already allocated for the examination from the total number of available seats.

6. The examinations **Start Time** will default to the start time specified in the **School Setup** dialog, although this can be edited for individual sittings if required.

The **Finish Time** will be automatically calculated from the start time and the duration. This is a read-only field and as such cannot be edited.

**Viewing/Selecting the Candidates for the Component Sitting**

1. Click the **Field Browser** button on the right-hand side of the **Create Component Sitting for Component** dialog to display the **Candidates** chooser.

   ![Field Browser button (blue handle)]

2. Double-click each required candidate so that they are displayed in the **Chosen Items** frame then click the **Update** button to confirm your selections.

   Alternatively, highlight the required candidates to include and use the appropriate chooser buttons to select or deselect them as required.

3. Click the **Update** button to confirm your selections and return to the **Create Component Sitting for Component** dialog.

**Removing Candidates from a Component Sitting**

A candidate can be removed from a component sitting if, for example, they are scheduled to sit two examinations at the same time, and if your establishment is granted permission to do so from the examination board. A candidate can be removed from a component sitting in two ways.

From the **Create Component Sitting for Component** dialog, right-click the candidate you wish to remove and select **Remove from Sitting** from the pop-up menu.

OR
1. Click the **Field Browser** button on the right-hand side of the **Create Component Sitting for Component** dialog to display the **Candidates** chooser.

2. Double-click each candidate you wish to remove in the **Chosen Items** frame then click the **Update** button to confirm your selections.

   Alternatively, highlight the candidates you wish to remove and use the appropriate chooser buttons to deselect them as required.

3. Click the **Update** button to confirm your selections and return to the **Create Component Sitting for Component** dialog.

   The candidate will be removed from the seating plan and this will be reflected in the **Unseated Candidates** field of the **Component Sitting** dialog.

**Viewing the Candidates Selected for a Sitting**

The candidates who have been selected for this sitting will be displayed in the list box on the right-hand side of the screen, together with their **Exam Number** and their clash **Status**.

1. To view candidate details and any associated examination entries or forecast grades, right-click the required candidate and select **Properties** from the pop-up menu to display the **Properties of Candidate** form.

   For more information regarding the details of this form, please see Viewing/Editing Internal Candidate Details on page 81 and Viewing/Editing External Candidate Details on page 95.

   The number of **Candidates Assigned to this Sitting** will be displayed and will be a total of the number of candidates selected.

2. Click the **Save** button to save the changes made to candidate seating and return to the **Seating Organiser Details** form.

   There are three possible values for the clash **Status**. These are:

   - **No Clash** – this indicates that the system cannot find an entry for another component in the same session.
- **Potential Clash** – this indicates that the candidate has an entry for another component scheduled for the same session, but this is not yet seated and you may proceed with seating them for the currently selected component.

- **Actual Clash** – this indicates that the candidate is already seated for another component at the time selected, and seating will not be permitted for the currently selected component.

### Seating a Candidate with Special Arrangements

It is possible to grant candidates more time in an examination sitting if they are eligible for *Special arrangements*. Special examination arrangements may be approved for candidates who are unable to sit examinations under normal examination conditions, as a result of a disability or other medical condition. Special arrangements are designed to ensure that fair and just examination conditions are provided to enable candidates to demonstrate their knowledge and competence notwithstanding their disability.

Any additional time granted to candidates eligible for special arrangements is displayed when organising examination seating and when producing reports that deal with examination sittings.

### Making a Candidate Eligible for Special Arrangements

Prior to assigning additional time for a candidate for an examination sitting, the appropriate candidate must be made eligible for Special Arrangements. This is performed using either the **Internal Candidate Details** form or the **External Candidate Details** form.

---

**NOTE:** The following instructions show how to carry out the procedure for internal candidates. To carry out the procedure for external candidates, replace the word **Internal** with **External** in the following instructions.

1. Select **Focus | Candidates | Internal** to display the **Internal Candidate browser**.

2. Highlight the candidate for whom you want to grant Special Arrangements and click the **View/Edit** button to display the **Internal Candidate Details** form. The **Basic Details** page will be selected automatically.

3. Select the **Special Arrangements** check box on the right-hand side of the form.
4. Click the **Save Record Changes** button on the Focus Bar to save the changes.
   - **Save Record Changes button**

5. Click the **Close Form** button on the Focus Bar.
   - **Close Form button**

### Allocating Additional Time to a Candidate with Special Arrangements

Once a candidate has been made eligible for Special Arrangements, it is possible to assign to them additional time for an examination sitting. Each component sitting for which you want to assign additional time for a candidate must be visited and amended manually for the extra time to be awarded.

This process can be carried out when a new component sitting is being defined, or at a later time by editing an existing component sitting.

**IMPORTANT NOTE:** Seats in an examination room are deemed available only if they are available for the duration of the examination of the slowest candidate. For example, if an examination is scheduled to last 60 minutes but one candidate is granted an additional 15 minutes to complete their work, the seats made available for the examination will be limited to those that are accessible to the slowest candidate.

1. Click the **Seating Organiser** button on the Application Bar or select **Focus | Seating Organiser** to display the **Seating Organiser Component** browser.
   - **Seating Organiser button**

   The view can be changed by specifying or selecting the required parameters in the **View** frame. The information displayed in the browser includes the status of each component sitting, i.e. **Complete**, **Partially Seated** or **Not Seated** to give you an indication of seating that still needs to be arranged.

2. Click the **Refresh** button to view all seating plans that match the specified criteria.

3. Highlight the component **Title** for which you wish to arrange the seating and click the **View/Edit** button to display the **Seating Organiser Details** form.

   The **Component Sitting** frame displays information for any seating already arranged for the selected component.

4. Highlight an existing **Component Sitting** and click the **Edit Item** button to display the **Edit Component Sitting** dialog. Alternatively, click the **Add Item** button to create a new component sitting.
   - **Add Item button**
   - **Edit Item button**
Organising Examination Seating

The Component Properties frame displays the Allocated Sitting (Morning, Afternoon, Evening, etc.), the Exam Duration in minutes and the number of Unseated Candidates.

The examinations Start Time will default to the start time specified in the School Setup dialog, although this can be edited for individual sittings if required.

The Finish Time will be automatically calculated from the start time and the duration. This is a read-only field and as such cannot be edited.

**NOTE:** The Finish Time field displays the standard finish time for the selected component sitting. Any additional time allocated for candidates with Special Arrangements is not indicated here.

5. The Extra Time % field displays the default amount of additional time that will be allowed for candidates who have been granted Special Arrangements (the default is 25%). This figure will be used for all new component sitting records created, but can be edited if required.

Candidates who have been selected for this sitting will be displayed in the list box on the right-hand side of the screen, together with their Exam Number, clash Status and any additional time allocated for Special Arrangements.

If a candidate has been recognised as requiring Special Arrangements, the Special check box will be selected automatically. This check box is read-only and relates to the value set in the Internal or External Candidate Details form. For more information, please see Making a Candidate Eligible for Special Arrangements on page 166.

6. Enter the amount of additional time you wish to grant the candidate (in per cent format) in the Extra % field, if this is different to the default figure of 25%.

7. Press the Tab key to populate the Extra Minutes field with the number of additional minutes assigned to the candidate. This field converts the per cent figure entered in the Extra % field into a number of minutes.

8. Click the Save button to return to the Seating Organiser Details form.
The Extra time field in the candidates list on the left-hand side of the page will update to display the number of additional minutes assigned to the candidate for the selected component sitting. This is a read-only field. To edit this value, repeat Steps 4 to 8.

9. Click the Save Record Changes button on the Focus Bar to save the changes.

Viewing the Additional Time Allocation in Examinations Organiser Reports

A number of reports in Examinations Organiser display the additional time allocated to a candidate with Special Arrangements. These reports are:

- Individual candidate Timetables (Default) report (Reports | Entries | Candidate Timetables – Default). For more information, please see Individual Candidate Timetables (Default) Report on page 226.

- Individual candidate Timetables report (Reports | Seating Organiser | Individual Candidate Timetables). For more information, please see Individual Candidate Timetables Report on page 236.

- Examination Register report (Reports | Seating Organiser | Examination Registers). For more information, please see Examination Registers Report on page 235.


- Summary Examination Timetable report (Reports | Seating Organiser | Summary Examination Timetable). For more information, please see Summary Examination Timetable Report on page 231.

- Exam Room Usage report (Reports | Seating Organiser | Exam Room Usage). For more information, please see Exam Room Usage Report on page 232.

- Candidate report (Reports | Candidate Report). For more information, please see Producing the Candidate Report on page 267.

Activating and De-Activating Seats

The room layout for this individual examination can be amended to suit your requirements. For example, you may wish to deactivate an extra block of seats to allow room for more invigilators.

NOTE: Changing the room layout within the individual sitting does not affect the default layout for the room and it does not affect other examinations scheduled for this room. To change the default room layout, please see Adding/Editing Examination Rooms on page 15.

1. Highlight the seat(s) you wish to deactivate by either clicking an individual seat or dragging across a group of seats.
The following graphic indicates 10 seats selected in order to be deactivated.

2. Right-click this selection of seats and select **Set Seats Inactive** from the pop-up menu. These seats will now be displayed with a yellow background and will not be available when organising the seating. The **Current Seating Capacity** will also be updated to reflect the reduced seating capacity.

---

**NOTE:** When defining the default room layout, any deactivated seats are displayed with a grey background. When deactivating seats for an individual sitting, these seats are displayed with a yellow background.

3. To reactivate these seats (if required), highlight the required area, right-click this selection of seats and select **Clear Seats** from the pop-up menu.

4. Click the **Save Record Changes** button on the Focus Bar.

---

### Generating a Seating Plan

The candidates who have been selected for this sitting will be displayed in the **Candidates** list. The seat allocated to them, if any, will also be displayed along with their Exam Number.

The **Seating Allocation** frame displays the layout of the room and the number of **Available seats**.

1. To allocate seating for all candidates in the list for the selected component, highlight an area on the layout. The highlight should encompass roughly the same number of seats as there are candidates.
2. Right-click the highlighted area on the room layout diagram and select **Allocate Seats** from the pop-up menu.

**NOTE:** Before allocating seats, you can select the fill direction on the seating plan to indicate the order in which seats will be allocated. To achieve this, right-click the area on the seating plan you wish to fill and select **Right to Left** or **Bottom to Top** from the pop-up menu. To fill from left to right or top to bottom, deselect either of these options.

Examinations Organiser then fits as many people into the room layout as is possible. This obviously depends on the seating capacity of the room and the number of candidates that need to be seated. Candidates will be seated from the top left-hand seat of the highlighted area, unless otherwise specified.

**NOTE:** If you do not highlight at least the correct number of seats, some candidates will remain unseated. If this is the case, repeat this process to complete the component sitting.
3. To correct an error made when seating candidates, highlight the required area of seating, right-click this selection and select **Clear Seats** from the pop-up menu.

4. Click the **Save Record Changes** button on the Focus Bar.

**Save Record Changes button**

**Alternating Columns**

The way in which seats are allocated can vary depending on your requirements. You may wish to allocate seats in the ways described previously, with candidates assigned the next available seat.

Alternatively, if you have scheduled two examinations at the same time in the same room, you may wish to arrange the seating in such a way so that candidates taking the same examination are not seated alongside each other. For example, there is one row of candidates taking a French examination, the next row of candidates will be those taking a German examination, then another row of candidates taking the French examination and so on. Alternating columns in this way enables you to seat candidates in this way.

This method could also be used even if there is just one examination being sat in a room. Candidates could be sat so that there is an empty row of seats to each side.

**NOTE:** The seating plan must be blank before alternating columns. You cannot alternate columns on a previously prepared seating plan. If a seating plan has already been prepared, you will need to clear and then reallocate the seating, once you have selected the **Alternate Columns** option. If you want to seat two examinations in alternating columns, only the first needs the alternate columns option set. Conventional seating for the second will fill in the empty seats.

1. Highlight an area on the layout. The highlight should encompass roughly the same number of seats as there are candidates.

2. Right-click the highlighted area on the room layout diagram and select **Alternate Columns** from the pop-up menu.

3. With the required area still highlighted, right-click the room layout diagram and select **Allocate Seats** from the pop-up menu.

Examinations Organiser then fits as many people into the room layout as is possible. This obviously depends on the seating capacity of the room and the number of candidates that need to be seated.

**NOTE:** If you do not highlight at least the correct number of seats, some candidates will remain unseated. If this is the case, repeat this process to complete the component sitting.
4. To correct an error made when seating candidates, highlight the required area of seating, right-click this selection and select **Clear Seats** from the pop-up menu.

5. Click the **Save Record Changes** button on the Focus Bar.

![Save Record Changes button]

### Viewing the Booking

This option can be selected if you wish to view further details about a particular seat booking in the selected examination. This option can only be performed on one seat allocation at a time, once the seating allocation has been saved.

1. Highlight the seat for which you wish to view the booking details.
2. Right-click the seat and select **View Booking** from the pop-up menu to display the **Booking Details** dialog.

Seating Individual Candidates

As well as allocating seating for all candidates in one go, it is also possible to allocate seating on an individual basis. This would be particularly useful for making ad hoc changes to the current seating plan. For example, a candidate with special seating requirements can be seated automatically together with the other candidates using the method described previously, but can then be moved to a more suitable position by swapping places with another candidate.

Seating candidates individually in this way allows you to tailor the seating arrangements for an examination session to your requirements.

**Seating an Individual Candidate in a Specific Seat**

1. Hover over the individual candidate details in the **Candidates** list.
2. Click and drag the details onto the seating plan.
3. Release the mouse button over the required seat.

**Reseating an Individual Candidate in a Specific Seat**

To move two candidates in order to reseat a candidate with special seating requirements:

1. For both candidates, right-click their allocated seat in the seating plan (indicated by their Exam Number) and select **Clear Seats** from the pop-up menu.
2. For the candidate with special seating requirements, hover over the individual candidate details in the **Candidates** list.
3. Click and drag the details onto the seating plan and release the mouse button over the required seat.
4. To seat the candidate who had to be moved to cater for this seating arrangement, repeat steps 2 and 3 and place them in the spare seat.
Dealing with Clashes

There are typically three circumstances in which candidates may find themselves apparently double booked:

- They are genuinely taking two options which have papers scheduled for the same time.
  This is a genuine clash. One of the papers may need to be rescheduled to an adjacent session with the appropriate quarantine arrangements in between. If they are both short examinations, they can be sat end-on to each other in the same session.

- The element is designed in such a way that separate components are clustered into a single session.
  The two components should be scheduled end-on to each other with the candidate remaining in the same seat.

- The candidate is entered for more than one Unit of a modular examination, where the Units are deliberately scheduled to be taken one after another in a single session.

Understanding the Clash Status

When viewing a component Sitting in the Create/Edit Component Sitting for Component dialog, clash details are displayed in a list box on the right-hand side of the screen under the column heading Status. The four settings that might be displayed in this column are:

No Clash

This indicates that the component sitting for the associated candidate does not clash with any other sittings to which the candidate has been assigned, nor with the scheduled sitting of any component to which an entry commits him.

Potential Clash

This indicates that the candidate has a commitment to another component, which is not connected via an award linkage to the current component, whose default date and time coincides with the current component. There is, however, no assignment to a component sitting for this other component.

Actual Clash

This indicates that the candidate has been assigned to a sitting of another component that conflicts with the current component sitting.

False Clash

This indicates that the candidate has a commitment to another component, which is connected via an award or element linkage to the current component, whose default date and time coincides with the current component. There is, however, no assignment to a component sitting for this other component.
Viewing Potential Clashes

Clashes will occur when a candidate has been scheduled to sit two examinations at the same time. If this is the case, this will be identified by the clash Status reading Potential Clash in the list box on the right-hand side of the Create Component Sitting for Component dialog.

1. To view details of any potential clashes for a specific candidate, right-click the required candidate in the list box and select Clash Properties from the pop-up menu to display the Clashes for Candidate dialog.

The Availability of Candidates frame displays details of the component with which the seated examination clashes, including its name, code, room, date and start time.

2. If any components are displayed as clashes in this way, you should contact the appropriate examination board to ask for permission to rearrange the sitting of one of the clashing examinations.

3. Once you have contacted the appropriate examination board and have been given permission to change the date and/or time for an examination, you can delete the clash booking by right-clicking the required booking and selecting Delete Booking from the pop-up menu.

You can then use the Seating Organiser Details form to create a new component sitting to replace the one deleted, editing the date and time as agreed with the examination board and assigning the required candidate(s) to that sitting.

4. Click the Save button to close the Clashes for Candidate dialog.

Viewing Existing Commitments for a Candidate

The Commitments dialog displays the existing examination commitments for a candidate over a three day period – the day of the selected component sitting, the day prior to the selected sitting and the day after the selected sitting. This will facilitate the identification of potential clashes, especially when seating unit exams which are usually scheduled at the same time on the same date.
1. Right-click the required candidate in the list box and select **Commitments** from the pop-up menu to display the **Commitments** dialog.

![Commitments dialog](image)

Any existing commitments for the selected candidate will be displayed, with the currently selected one being displayed at the top of the list and with a **Clash** status of **Not Applicable**.

2. Click the **Close** button to close the **Commitments** dialog.

### Removing an Examination Booking from a Room

If you have incorrectly allocated an examination to a specific examination room, you may wish to remove the examination in order to allocate it elsewhere.

1. Click the **Seating Organiser** button on the Application Bar or select **Focus | Seating Organiser** to display the **Seating Organiser Component** browser.

![Seating Organiser button](image)

The view can be changed by specifying or selecting the required parameters in the **View** frame.

2. Highlight the component **Title** for which you wish to remove the seating and click the **View/Edit** button to display the **Seating Organiser Details** form.

3. Highlight the room in the **Component Sitting** list and click the **Delete Item** button to remove the examination from the selected room.
Seating Unit Tests

A major issue in the functionality of the Seating Organiser is its use to seat Unit Tests, at the moment mainly for GCE/VCE qualifications, but increasingly for GCSE.

The problem arises because the scheduling pattern adopted by all boards, under the direction of QCA, comprises up to three 1-hour (potentially more and shorter at GCSE) unit tests, all scheduled for the same date and session. A candidate may be committed to taking one, two or three of these in that session.

There are two possible strategies open to Exams Officers for dealing with this situation:

- Assign each unit test a different start time, typically 9.00am, 10.05am and 11.10am. This allows the Seating Organiser to work relatively normally, except that candidates will have to move seats between each unit, unless the Examinations Officer has worked it all out in advance and seated them manually. Having gone through this, you at least get the benefit of the reports.

- Get all the candidates in at 9.00am, to work through their individual combination of units sequentially. This strategy receives no support at all from the existing functionality within the Seating Organiser, and it is this that the Unit Seating wizard is designed to achieve.

1. Click the **Unit Seating Wizard** button on the Application Bar or select **Focus | Unit Seating Wizard** to display the **Unit Seating** wizard. The **Select Award** page will be displayed.

![Unit Seating Wizard button](image)
2. Select the award you wish to use by clicking the Field Browser button and selecting the required award from the list.

Field Browser button (blue handle)

The list displays only those awards with more than one concurrently timetabled component attached.

3. Click the Next button to continue.

4. Select the Date/Session by clicking the Field Browser button and selecting the required date details from the list.

If more than one session is displayed in the list, you should select the session in which you would like to schedule the units. The associated components will be displayed in the Components frame, together with the number of candidates with related entries and the duration of each of the components.

NOTE: Only components that have been timetabled, that have an examination date and a start time will be available for selection in the Unit Seating wizard. If a component is not available for selection but you believe it should be, you should click the Manage Basedata button on the Application Bar or select Focus | Basedata and check the appropriate component properties.

5. Enter the Interval between components or click the up or down arrow to select the required interval. The value entered must be between 5 (default) and 15 minutes.
The **Maximum Duration** will be updated according to your selections. This value will be the sum of the duration of each of the selected components, the intervals between the components, and five minutes at the beginning and end of the complete sitting (to ensure that no other seating is impinged upon).

6. Select the order in which the units are to be seated by clicking the appropriate order buttons adjacent to the **Components** frame. For seating purposes, you might find it more convenient to sit the most ‘popular’ (the component with the most candidates) first.

**NOTE:** The convention of reordering the list by clicking the required column heading is disabled here, to avoid confusion.

7. Select the required **Seating Order** by clicking the **Field Browser** button and selecting from the list. The option selected determines the order in which candidates are seated on the seating plan. Select either **Candidate Number** or **Component and Candidate Number** from the list.

If you select the **Component and Candidate Number** order, candidates will be seated in number order, grouped by their first component.

8. The **Mode** field will display the mode in which the wizard is operating. The options are **Fixed** or **Flexible**.

To operate in **Fixed** mode, each component must be given a distinct and non-overlapping time slot, with at least five minutes between components to allow for the distribution and collection of materials. When working in **Fixed** mode, the **Interval between components** field will be disabled, as will the order buttons adjacent to the **Components** frame, because the order is fixed by the start times. The **Date/Session** section will offer three start times, but for this purpose select the first session available.

To operate in **Flexible** mode, all of the components **must** have the same start time. This method allows you to select the interval between components and the order in which the components will be sat.
9. Click the **Next** button to continue.

The **Session Details** frame at the top of the page is read-only. It confirms the session in which you are working, the selected **Mode**, the **Number of Candidates** to be processed and the **Maximum Duration** required by an individual candidate.

**NOTES**: Only those candidates with an Exam Number can be considered for seat allocation in the **Unit Seating** wizard.

*Candidates recorded as eligible for Special Arrangements will be excluded.*

10. To display a list of those candidates to be seated, together with the associated components and duration, click the **View Item** button to display the **Selected Candidates** dialog.
The number of candidates displayed in this dialog might be more than the **Number of Candidates** displayed in the **Session Details** frame. This is because any candidate with a genuine clash is included in this list but excluded from the number of candidates, e.g. a candidate has actually been seated for another component which precludes inclusion in the current component.

**NOTE:** This dialog will be blank if all candidates have already been assigned seating.

11. Click the **Close** button to return to the wizard.

You must now assign the seating for the selected candidates. This involves assigning a seat for each candidate, in the order specified in the **Seating Order** field, and then allocating them to the required components in the prescribed order.
12. Click the **Add Item** button in the **Seat Details** frame to display the **Select Seats** dialog.

![Add Item button]

13. To select the room for the sitting, click the **Field Browser** button adjacent to the **Select Room** field and select the required room from the list.

![Field Browser button (blue handle)]

14. To allocate seating for the required candidates in the list for the selected component, highlight an area on the layout. The highlight should encompass roughly the same number of seats as there are candidates.

15. Click the **OK** button to return to the wizard.

The **Seats** section will display the details of the newly selected block of seating and the **Total Seats** will display the number of seats selected in the layout.

*NOTE: If you wish to use more than one room to seat the required candidates for the sitting, repeat Steps 12 to 15 and select a different examination room.*

16. Select the appropriate check boxes in the **Options** section to indicate the method of filling the seats.

- Select the **Start from Right** check box to start seating candidates from the top right-hand side to the bottom left-hand side of the selected area. Select the **Start from Back** check box to start seating the candidates from the bottom left-hand side to the top right-hand side of the selected area.
- Alternatively, select both check boxes to start seating candidates from the bottom right-hand side to the top left-hand side of the selected area.
17. Click the **Next** button to continue.

![Image of SIMS Examinations Organiser]

18. If you are happy with the way in which candidates will be seated for the components, click the **Finish** button to seat the candidates as specified. If you wish to go back and change any of the options selected, click the **Back** button. Alternatively, click the **Cancel** button to cancel any changes made for the selected award.

19. Once the candidates have been seated, click the **Seating Organiser** button on the Application Bar or select **Focus | Seating Organiser**, highlight the required component and click the **View/Edit** button to view your new seating plans.
11 Processing Results

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Important Note Regarding the Results Day ‘Embargo’

Examinations Organiser employs an embargo on Results Download Day, which prevents the viewing of examination results in SIMS. For the 2008-09 academic year, Result Download Days fall on Wednesday 19th August 2009 and Wednesday 26th August 2009. On these days only, examination results can be viewed only in Examinations Organiser. However, it is still possible to view examination entries, forecasts and coursework marks in SIMS on these days.

On Results Download Days, Exams Officers should also restrict the viewing in SIMS of aspects, grade sets, etc. from Examinations Organiser. This is achieved in SIMS by selecting Tools | Assessment Tools | Options to display the Options dialog.

Deselect the Toggle Global Exams Filter check box and click the OK button.

Exams Officers should also delete any results mark sheets for the current season in Examinations Organiser. These can be recreated at a later date, if required.

For more information on setting up result embargoes for results download days, please see Setting Up the Results Embargo for Results Download Days on page 28.
Importing Results (External Season Only)

Once the external examinations have taken place, the examination boards have released the results files and you have downloaded these results files and placed them in the Exam folder, you should then import the results into Examinations Organiser.

Results files are posted on the Internet site of each individual examination board. Please contact the examination boards directly for instructions on downloading result files.

More Information:
Examination Board Contact Details on page 312

For Joint Council boards, the result file formats are fully described in the booklet Formats for the Exchange of Examination Related Data (version 10) published by the Joint Council for General Qualifications.

Making the Selection

1. Select Tools | Import Results & Enrolments to display the Import Results & Enrolments dialog.

The Import Results & Enrolments dialog displays the Import Status for the selected file and also any Errors that occurred throughout the import process.
2. Select whether you wish to import Results from any examination board or Enrolments from the Edexcel examination board by selecting the appropriate radio button.

3. Click the Navigator button adjacent to the Filename field to display the Import Result Files dialog.

4. Select the results file you wish to import and click the OK button to confirm your selection and return to the Import Results & Enrolments dialog.

5. Select the appropriate Log Import Errors check boxes to determine the types of error to be written to file should they occur. The options available will vary depending on the type of import you wish to perform.

6. Click the Import File button to import the selected file with the appropriate options.

7. The Import Status and Errors boxes will update accordingly as the import proceeds.

8. Once the import process is complete, the Print and Save buttons will be made available for selection.

   Click the Print button to print the details displayed in the Errors box or click the Save button to save these details to a filename and location of your choice.

9. Click the Close button to return to Examinations Organiser.

10. To ensure that the results have been imported correctly, select Reports | Statement of Student Results.

### More Information:
Importing a CSV File into Microsoft Excel on page 289

### Viewing Examination Results in SIMS

Once examination results have been imported, this information can be viewed in Examinations Organiser and SIMS, together with any outstanding examination entries and forecasts and coursework marks.

### IMPORTANT NOTE: It is not possible to view examination results in SIMS on Results Download Day (for the 2008-09 academic year, Results Download Days fall on Wednesday 19th August 2009 and Wednesday 26th August 2009). On these days only, examination results can be viewed only in Examinations Organiser.

On these days, it will still be possible to view examination entries, forecasts and coursework marks in SIMS.
To view a student’s examination details in SIMS:

1. Log into SIMS.

2. Select **Focus | Student | Student Details** to display the **Find Student** browser.

3. Search for and highlight the student whose examination results you wish to view.

4. Click the **Open** button to display that student’s details on the **Student Details** page.

The **Student Details** page displays all the information that has been entered relating to the specific student.

It is possible to view the student’s **Examinations** information that is available within the system, which is drawn from Examinations Organiser.

**NOTE: This information is read-only. To make any changes to this information, you must use Examinations Organiser.**

5. Click the **Examinations** hyperlink in the **Links** panel on the right-hand side of the page to display the **Student Examination Results Detail** page.

Any examination **Results, Endorsements and Equivalents** will be displayed, together with details of any outstanding **Entries and Forecasts**, as well as any **Coursework Marks**.

6. Click the **Back** button to return to the **Student Details** page, if required.
Introduction

The purpose of this chapter is to introduce you to the Performance Indicators functionality available in Examinations Organiser. This functionality will be useful to the Exams Officer, on or immediately after exam results day in August, when you prepare the reports required by school management.

Examinations Organiser sets up and populates the summary values for each candidate, from which the school summary values specified for inclusion in the annual Performance Tables for students completing Key Stage 4 (GCSE/GNVQ) and Post-16 stages are derived. This information can then be used by SIMS Analysis to analyse the performance of your school in advance of the issue of the Autumn Package and the publication of the tables.

How are the Results Calculated?

Before reporting on the performance of your exam candidates, you must collect the examination results for all candidates in the current season into one or more cohort groups. Up to two groups will be created when you are collating examination results.
Preparing the Data for the Performance Indicators Reports

The first group will contain those students on roll on School Census day (the third Thursday in January) and who were recorded as being members of Curriculum Year 11 at this date (Year 12 in Northern Ireland). This group will be coded **PI15yyyy**, where **yyyy** is the year in which the examinations are being taken. Its description, defined by previous versions of Examinations Organiser, up to and including 2004, is ‘PI Cohort yyyy Age 15’. From version 6.45 (2005 onwards) the formulation changed to ‘PI Cohort yyyy KS4’.

The second group will contain those students that are on roll on PLASC day and who were 16, 17 or 18 years of age on 31st August preceding the year of the return and who have completed two years of Post-16 study. These may be inferred as being those who have at least one certification result at GCE A-Level or VCE A or DA (AS in either may be claimed after one year). This group will be named **PIP16yyyy**, where **yyyy** is the year in which the examinations are being taken.

What Values are Calculated for Each Candidate?

Candidates in the ‘15’ Cohort

The values to be calculated for each student in the ‘15’ cohort are:

<table>
<thead>
<tr>
<th>Aspect Name</th>
<th>Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI GCSE A*-C Season</td>
<td>Grades A*-C Season</td>
<td>All appropriate certification results within the selected season. Refer to the following tables for equivalences of GCSE, Short Course and various flavours of GNVQ.</td>
</tr>
<tr>
<td>PI GCSE A*-C Cumulative</td>
<td>Grades A*-C Cumulatively</td>
<td>As above, but counting all related results to date, discounting where the QCA Classification Code is linked to a higher result.</td>
</tr>
<tr>
<td>PI GCSE A*-E Season</td>
<td>Grades A*-E Season</td>
<td>As A*-C above. Introduced for compliance with Northern Ireland regulations, but available to all users.</td>
</tr>
<tr>
<td>PI GCSE A*-E Cumulative</td>
<td>Grades A*-E Cumulatively</td>
<td>As A*-C above. Introduced for compliance with Northern Ireland regulations, but available to all users.</td>
</tr>
<tr>
<td>PI GCSE A*-G Season</td>
<td>Grades A*-G Season</td>
<td>As A*-C above.</td>
</tr>
<tr>
<td>PI GCSE A*-G Cumulative</td>
<td>Grades A*-G Cumulatively</td>
<td>As A*-C above.</td>
</tr>
<tr>
<td>PI GCSE Points Season</td>
<td>Total GCSE Points Score for Season</td>
<td>Points total for all GCSE and equivalents in season.</td>
</tr>
<tr>
<td>PI GCSE Points Cumulative</td>
<td>Total GCSE Points Score Cumulatively</td>
<td>As above, but counting all related results to date, discounting where the QCA Classification Code is linked to a higher result.</td>
</tr>
<tr>
<td>Aspect Name</td>
<td>Description</td>
<td>Calculation</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PI GCSE Capped Season</td>
<td>GCSE Capped Score for Season</td>
<td>Points total for best 8 GCSE and equivalents in season. (This is no longer a requirement from the DFE, but it is left in place for the benefit of users who want to perform year-on-year comparisons.)</td>
</tr>
<tr>
<td>PI GCSE Capped Cumulative</td>
<td>GCSE Capped Score Cumulatively</td>
<td>Points total for best 8 GCSE and equivalents to date, discounting where the QCA Classification Code is linked to a higher result. (This is no longer a requirement from the DFE, but it is left in place for the benefit of users who want to perform year-on-year comparisons.)</td>
</tr>
<tr>
<td>PI GCSE Entry Count Season</td>
<td>Number of GCSE Entries for Season</td>
<td>Total number of GCSE certification entry equivalents for season.</td>
</tr>
<tr>
<td>PI GCSE Entry Count Cumulative</td>
<td>Number of GCSE Entries Cumulatively</td>
<td>Total number of GCSE certification entry equivalents to date, discounting duplicates. Please note that some of the following calculations, as defined by the DFE, take the Short Course equivalent as the unit of currency. This total needs to be divided by 2.</td>
</tr>
<tr>
<td>PI GCSE Average Score Season</td>
<td>Average score per GCSE Entry for the Season</td>
<td>Total points score for the candidate in the Season, divided by the number of entry equivalents.</td>
</tr>
<tr>
<td>PI GCSE Average Score Cumulative</td>
<td>Average score per GCSE Entry Cumulatively</td>
<td>Total points score for the candidate cumulatively, divided by the number of entry equivalents.</td>
</tr>
<tr>
<td>PI GCSE Includes Maths and English</td>
<td>PI GCSE Includes Maths and English</td>
<td>‘Y’ if a grade C or above can be found for both QCA code 2210 and 5010/5030; otherwise ‘N’. (Cumulative calculation.) Note that for schools in Wales, Welsh is an acceptable alternative to English, and Literature is an acceptable alternative to Language</td>
</tr>
<tr>
<td>PI GCSE Achieved 2 Science Grade A*-C</td>
<td>Achieving 2+ A*-C in Science Subjects</td>
<td>‘Y’ if &gt;=2 Grade A*-C in dual science, or applied science and additional science, or single sciences (in this case all three sciences must have been entered). (Cumulative calculation)</td>
</tr>
<tr>
<td>PI GCSE Func Maths &amp; English Level 2</td>
<td>Achieving at least the Level 2 threshold in English and Maths</td>
<td>‘Y’ if (A*-C in English OR KSKL Level 2 in Communication OR FSKL Level 2 in Literacy) AND (A*-C in Maths OR KSKL Level 2 in Application of Number OR FSKL Level 2 in Numeracy). (Cumulative calculation)</td>
</tr>
</tbody>
</table>
Preparing the Data for the Performance Indicators Reports

<table>
<thead>
<tr>
<th>Aspect Name</th>
<th>Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI GCSE Func Maths &amp; English Level 1</td>
<td>Achieving at least the Level 1 threshold in English and Maths</td>
<td>'Y' if (A*-G in English OR KSKL Level 1 in Communication OR FSKL Level 1 in Literacy) AND (A*-G in Maths OR KSKL Level 1 in Application of Number OR FSKL Level 1 in Numeracy). (Cumulative calculation)</td>
</tr>
<tr>
<td>PI GCSE MFL Level 2</td>
<td>Achieving GCSE A*-C in a modern foreign language</td>
<td>'Y' if A*-C or better in a modern foreign language (QCA Codes 5550 to 6310) OR ASSET equivalent</td>
</tr>
<tr>
<td>PI GCSE MFL Level 1</td>
<td>Achieving GCSE Short Course A*-G in a modern foreign language</td>
<td>'Y' if A*-G at GCSE/SC or better in a modern foreign language (QCA Codes 5550 to 6310) OR ASSET equivalent</td>
</tr>
<tr>
<td>PI GCSE Welsh CSI</td>
<td>Achieving GCSE A*-C in Maths, English/Welsh and a Science</td>
<td>Calculated for all schools</td>
</tr>
</tbody>
</table>

The cumulative values are those used for the 'official' PI calculations, since the DFE’s regulations stipulate that, in order to cater for those cases where students take exams early, all eligible exam results to date are to be taken into account.

Points and Entry Equivalences

The points and entry equivalences for GCSE, GNVQ and equivalent qualifications are displayed in the following tables. Note that there are two sets of equivalences for Key Skills, since AQA specify the numeric gradeset that returns a level 3, 2, 1 or U, while other boards return P or F at the level entered for.

<table>
<thead>
<tr>
<th>Level</th>
<th>Grade</th>
<th>A*-C</th>
<th>A*-G</th>
<th>Entry</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE Double Award</td>
<td>A*</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>58</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>A</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>52</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>B</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>46</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>C</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>40</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>D</td>
<td>0</td>
<td>1.00</td>
<td>1.00</td>
<td>34</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>E</td>
<td>0</td>
<td>1.00</td>
<td>1.00</td>
<td>28</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>F</td>
<td>0</td>
<td>1.00</td>
<td>1.00</td>
<td>22</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>G</td>
<td>0</td>
<td>1.00</td>
<td>1.00</td>
<td>16</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>U</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>X</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>A*</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>58</td>
</tr>
<tr>
<td>GCSE Double Award</td>
<td>A</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>52</td>
</tr>
<tr>
<td>Level</td>
<td>Grade</td>
<td>A*-C</td>
<td>A*-G</td>
<td>Entry</td>
<td>Points</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------</td>
<td>------</td>
<td>------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>GCSE Full Course</td>
<td>B</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>46</td>
</tr>
<tr>
<td>GCSE Full Course</td>
<td>C</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>40</td>
</tr>
<tr>
<td>GCSE Full Course</td>
<td>D</td>
<td>0</td>
<td>1.00</td>
<td>1.00</td>
<td>34</td>
</tr>
<tr>
<td>GCSE Full Course</td>
<td>E</td>
<td>0</td>
<td>1.00</td>
<td>1.00</td>
<td>28</td>
</tr>
<tr>
<td>GCSE Full Course</td>
<td>F</td>
<td>0</td>
<td>1.00</td>
<td>1.00</td>
<td>22</td>
</tr>
<tr>
<td>GCSE Full Course</td>
<td>G</td>
<td>0</td>
<td>1.00</td>
<td>1.00</td>
<td>16</td>
</tr>
<tr>
<td>GCSE Full Course</td>
<td>U</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
</tr>
<tr>
<td>GCSE Full Course</td>
<td>X</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
</tr>
<tr>
<td>GCSE Short Course</td>
<td>A*</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
<td>29</td>
</tr>
<tr>
<td>GCSE Short Course</td>
<td>A</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
<td>26</td>
</tr>
<tr>
<td>GCSE Short Course</td>
<td>B</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
<td>23</td>
</tr>
<tr>
<td>GCSE Short Course</td>
<td>C</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
<td>20</td>
</tr>
<tr>
<td>GCSE Short Course</td>
<td>D</td>
<td>0</td>
<td>.50</td>
<td>.50</td>
<td>17</td>
</tr>
<tr>
<td>GCSE Short Course</td>
<td>E</td>
<td>0</td>
<td>.50</td>
<td>.50</td>
<td>14</td>
</tr>
<tr>
<td>GCSE Short Course</td>
<td>F</td>
<td>0</td>
<td>.50</td>
<td>.50</td>
<td>11</td>
</tr>
<tr>
<td>GCSE Short Course</td>
<td>G</td>
<td>0</td>
<td>.50</td>
<td>.50</td>
<td>8</td>
</tr>
<tr>
<td>GCSE Short Course</td>
<td>U</td>
<td>0</td>
<td>0</td>
<td>.50</td>
<td>0</td>
</tr>
<tr>
<td>GCSE Short Course</td>
<td>X</td>
<td>0</td>
<td>0</td>
<td>.50</td>
<td>0</td>
</tr>
<tr>
<td>GNVQ Intermediate</td>
<td>D</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
<td>220</td>
</tr>
<tr>
<td>GNVQ Intermediate</td>
<td>M</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
<td>184</td>
</tr>
<tr>
<td>GNVQ Intermediate</td>
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NOTES: The new CIDA+ variant of DiDA (equivalent to three units) cannot be distinguished from the 2-unit Certificate.

Legacy BTEC qualifications are designated ‘Introductory’ (equivalent to Level 1) and ‘First’ (equivalent to Level 2).

DFE guidance on the MFL measures refers to ‘NVQ language units’, but these are not supported in any recent basedata.

**Calculation of Capped GCSE/GNVQ Point Score**

The Capped Score no longer forms part of the official reporting in the tables; but many LAs and schools like to have this measure available for comparison with previous years, and it has accordingly been retained.

<table>
<thead>
<tr>
<th>Level</th>
<th>Grade</th>
<th>A*-C</th>
<th>A*-G</th>
<th>Entry</th>
<th>Points</th>
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<tbody>
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<td>4.00</td>
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<tr>
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<td>0</td>
<td>4.00</td>
<td>0</td>
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<td>Certificate of Achievement (NI)</td>
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<td>1.00</td>
<td>1.00</td>
<td>40</td>
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<td>Certificate of Achievement (NI)</td>
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<td>1.00</td>
<td>1.00</td>
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<td>12</td>
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<td>0.50</td>
<td>0.50</td>
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<tr>
<td>ASSET Advanced</td>
<td>11</td>
<td>0.50</td>
<td>0.50</td>
<td>0.50</td>
<td>30.75</td>
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<td>0.50</td>
<td>0.50</td>
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<td>ASSET Intermediate</td>
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<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>13.8</td>
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<td>ASSET Intermediate</td>
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<td>0.25</td>
<td>0.25</td>
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<td>0.25</td>
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<td>ASSET Preliminary</td>
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<td>0.25</td>
<td>0.25</td>
<td>7</td>
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<tr>
<td>ASSET Preliminary</td>
<td>4</td>
<td>0</td>
<td>0.25</td>
<td>0.25</td>
<td>4.8</td>
</tr>
</tbody>
</table>
In order to calculate the capped GCSE/GNVQ point score for each pupil, each qualification has been divided into records to show its equivalence to the smallest qualification, which is a GCSE Short Course and has half the weight of a full GCSE as shown in the following table:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Number of Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE (Short Course)</td>
<td>1</td>
</tr>
<tr>
<td>GCSE (Full Course)</td>
<td>2</td>
</tr>
<tr>
<td>GCSE (Double Award)*</td>
<td>2</td>
</tr>
<tr>
<td>GNVQ Part One</td>
<td>4</td>
</tr>
<tr>
<td>GNVQ Full</td>
<td>8</td>
</tr>
<tr>
<td>Key Skills Unit</td>
<td>1.5</td>
</tr>
</tbody>
</table>

* GCSE DA is used by WJEC to classify Dual Science – all others use FC. The successor to GNVQ Pt 1, GCSE in Applied Subjects, has by agreement been assigned to GCSE DA. However, there is no equivalent of gradeset C at VCE. All basedata and results are distributed as FF (i.e. two results, each of gradeset F, and each of a value equivalent to a GCSE FC).

The point score allocated to each result is divided by the number of records. For example, a student who achieved 2 As, 1 B, 2 Cs and a D at GCSE, an A* for a GCSE Short Course and a full Intermediate GNVQ with distinction would have their results broken down and their capped GCSE/GNVQ point score calculated in the following way:

<table>
<thead>
<tr>
<th>Result</th>
<th>Number of records</th>
<th>Points awarded (per record)</th>
<th>Included in highest 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE grade A – worth 52 points (equivalent to 2 GCSE short courses)</td>
<td>2</td>
<td>26</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26</td>
<td>Yes</td>
</tr>
<tr>
<td>GCSE grade A – worth 52 points (equivalent to 2 GCSE short courses)</td>
<td>2</td>
<td>26</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26</td>
<td>Yes</td>
</tr>
<tr>
<td>GCSE grade B – worth 46 points (equivalent to 2 GCSE short courses)</td>
<td>2</td>
<td>23</td>
<td>Yes</td>
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<tr>
<td></td>
<td></td>
<td>23</td>
<td>Yes</td>
</tr>
<tr>
<td>GCSE short course A* – worth 29 points</td>
<td>1</td>
<td>29</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Preparing the Data for the Performance Indicators Reports

#### Result

<table>
<thead>
<tr>
<th>Result</th>
<th>Number of records</th>
<th>Points awarded (per record)</th>
<th>Included in highest 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full intermediate GNVQ: Distinction– worth 220 points (equivalent to 8 GCSE short courses)</td>
<td>8</td>
<td>27.5</td>
<td>Yes</td>
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<tr>
<td></td>
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<td>27.5</td>
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<tr>
<td>GCSE grade C – worth 40 points (equivalent to 2 GCSE short courses)</td>
<td>2</td>
<td>20</td>
<td>Yes</td>
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<tr>
<td></td>
<td></td>
<td>20</td>
<td>No</td>
</tr>
<tr>
<td>GCSE grade C – worth 40 points (equivalent to 2 GCSE short courses)</td>
<td>2</td>
<td>20</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>No</td>
</tr>
<tr>
<td>GCSE grade D – worth 34 points (equivalent to 2 GCSE short courses)</td>
<td>2</td>
<td>17</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
<td>No</td>
</tr>
</tbody>
</table>

Only the 16 highest scoring records (i.e. the best 8 GCSEs/GNVQs) are used to calculate a student’s point score. In this case, the lowest five records worth 20 or 17.5 points each and representative of two and a half GCSEs are disregarded. In this example, the student’s total point score is **513**, and the capped point score is **419**.

The average capped point score per pupil for the school is calculated by dividing the overall number of points (capped as described above) by the number of pupils. SIMS Analysis performs this calculation by dividing the per-pupil capped score by the number of students in the cohort.

### Candidates in the ‘16-18’ Cohort

The values to be calculated for each student in the ‘16-18’ cohort are:

<table>
<thead>
<tr>
<th>Aspect Name</th>
<th>Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI 16+ Points Season</td>
<td>Post-16 Points Score for Season</td>
<td>Total score for GCE, BTEC, ONAT and Key Skills at Level 3 within the selected season. Refer to the following tables equivalences.</td>
</tr>
<tr>
<td>PI 16+ Points Cumulative</td>
<td>Post-16 Points Score Cumulative</td>
<td>As above, but all related results to date, discounting where AS superseded by A, or by a higher grade.</td>
</tr>
</tbody>
</table>
### Preparing the Data for the Performance Indicators Reports

<table>
<thead>
<tr>
<th>Aspect Name</th>
<th>Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI 16+ Entry Count Season</td>
<td>Post-16 Number of Entries for Season</td>
<td>Number of A-Level equivalent entries within selected season: DA = 2, AAS = 1.5, A = 1, AS = 50%, KS3 = 30%.</td>
</tr>
<tr>
<td>PI 16+ Entry Count Cumulative</td>
<td>Post-16 Number of Entries Cumulative</td>
<td>As above, but all related results to date, discounting as above.</td>
</tr>
<tr>
<td>PI 16+ A-C Season</td>
<td>Post-16 Number of grades A-C at A2 or equivalent for season</td>
<td>As for Entry Count (above).</td>
</tr>
<tr>
<td>PI 16+ A-C Cumulative</td>
<td>Post-16 Number of grades A-C at A2 or equivalent – cumulative</td>
<td>As for Entry Count (above).</td>
</tr>
<tr>
<td>PI 16+ A-E Season</td>
<td>Post-16 Number of grades A-E at A2 or equivalent for season</td>
<td>As for Entry Count (above).</td>
</tr>
<tr>
<td>PI 16+ A-E Cumulative</td>
<td>Post-16 Number of grades A-E at A2 or equivalent - cumulative</td>
<td>As for Entry Count (above).</td>
</tr>
</tbody>
</table>

There was a change for 2006 in the calculation of points equivalences at GCE, and by extension at all level 3 qualifications. The purpose of this change is to apply a common scale of evaluation to all qualifications across all levels represented in the National Qualification Framework, so removing the anomaly that, for example, an A at AS scores 60 in the context of post-16, but 135 in the context of Key Stage 4.

Note that these changes have now been applied to the GCE grades in SIMS Assessment accessed by SIMS Analysis. The UCAS points system is not in the immediate term going to be aligned with this one – in the words of the 2006 Final Decisions document, ‘It is important to note that the point scoring system developed by the QCA is designed for use as a means of institutional performance measurement. It is not intended that the figures replace national systems used for other purposes’.

The points and entry equivalences (in brackets) for level 3 qualifications are displayed in the following table. These official equivalences are based on a notional ‘threshold’ qualification of 2 A-Levels. Internally to Examinations Organiser, the basic unit of currency is regarded as 1 A-Level. Thus, for example, two Key Skills areas passed at level 3 equate to 60% of an A-Level. The A-C threshold is indicated by a value for Score/Equivalence >= 4.2.
## Preparing the Data for the Performance Indicators Reports

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### How is the Average Point Score per Student Calculated?

The point score system is used to calculate an **average point score per student**, which depends on the number of qualifications taken by individual students as well as the grades they achieved, as shown in the following example:

If a student achieves two GCE A-Levels at grade B, a GCE A-Level at grade C and a GCE AS at grade D, they would score 780 points (480 + 210 + 90). If 15 students achieved these results they would score 11700 points altogether.

If another student achieves one GCE Double Award at grade BC and a GCE A-Level at grade D, they would score 630 points (450 + 180). If 20 students achieved these results they would score 12600 points altogether.

**Average Point Score per Student = 694.29 Points** (24300 points in total, divided by 35 students)

Examinations Organiser will calculate and store the total points score on a per-student basis, so that the group Performance Analysis can calculate an average for a selected group.

<table>
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<tr>
<th>GCE AS</th>
<th>GCE A</th>
<th>GCE AS DA</th>
<th>GCE AAS</th>
<th>GCE A DA</th>
<th>BTEC AW3</th>
<th>BTEC CE3</th>
<th>BTEC DI3</th>
<th>ONAT CE3</th>
<th>ONAT DI3</th>
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Preparing the Data for the Performance Indicators Reports

How is the Average Point Score per Examination Entry Calculated?

The point score system is also used to produce an average point score per examination entry, which does not depend on the number of examinations taken by individual students. For this calculation, an A-Level is equal to one entry, a VCE A-Level Double Award is equal to two entries and an AS qualification is equal to half an entry. Using the previous example:

**Average Point Score per Examination Entry = 216 Points** (24300 points divided by 112.5 entries)

Examinations Organiser will calculate and store the number of entries on a per-student basis, so that SIMS Analysis can calculate an average point score per entry for a selected group.

Discounting Rules for GCSE Courses

Discounting is not generally appropriate for the in-season calculation, but is required for cumulative calculations. The rules for GCSE are as follows:

- Where a candidate has more than one result in different seasons for a single certification subject linked to the same QCA subject code, only the best result will be counted.
- Dual certification QCA codes are 1330 (Dual Science), 1370 (Double Science), 3950 (Dual Environmental Studies), and 4530 (Dual Humanities). The best two of each of these will be counted. Their 2nd subject counterparts, 1350, 1390, 3970 and 4550 respectively, will not be imported as part of basedata, but might have been selected by the user, and will therefore be taken as synonyms. There are no ‘2nd Subject’ counterparts for Dual Awards in Applied Subjects.
- If no QCA subject code is linked to a result, no attempt at discounting will be made.

Calculating Your PI Data (External Season Only)

**IMPORTANT NOTE:** Before calculating your PI data, please ensure that you have assigned QCA codes to all of the elements in use at your establishment, for discounting purposes. If you do not assign the QCA codes, the results will not be recognised as discounting looks at subject level, not at option level.

Before calculating your PI data, please be aware that:

- PI data will only ever be calculated and analysed around the time of exam results day in August.
- PI data can only be calculated for examination seasons containing June as an associated month.
If you attempt to calculate PI data before the appropriate result date, you will be warned that only cohort membership will be updated. PI data will not be calculated.

1. Select Focus | PI Values | PI Performance Calculation.

2. Examinations Organiser will now create or refresh the appropriate group(s) with the appropriate candidate details. If the groups already exist, you will be asked if you want the system to update the PI Cohort membership. If you have used Group Manager through the Tools menu to modify the membership of the cohort – for example, to remove recent immigrants or students permanently excluded – you should click the No button.

**NOTE:** The groups created will be of type PI Cohort.

For each student in each cohort, Examinations Organiser will calculate the appropriate values and either create or update the necessary result record, constituting the link between the aspect, the candidate and the result set linked to the Examination season.

While calculations are taking place, a message is displayed to this effect. Once calculations are complete, the message disappears.

**Non EDI Data in PI**

A new facility has been introduced to enable you to add, and make accessible to PI calculations, additional qualifications that have no basedata support and therefore, cannot be managed through the normal processes. This facility also makes it possible to fine-tune the calculations to produce a closer approximation to official figures.

**IMPORTANT NOTE:** Because this facility is provided to deal with results that would not normally be accessible to Examinations Organiser, the amount of validation that can be performed is limited. Before manually adding results, you should therefore check carefully the Performance Figures data given by the National Database of Accredited Qualifications (www.accreditedqualifications.org.uk/index.aspx) to ensure that the values you are entering are correct.

Unfortunately, the NDAQ data does not include the Discount Code. If the QAN has been imported as a Course Classification, the Discount Code is the suffix after the /; otherwise it may be accessed through Tools | Census Tools | Import QANs and Discount Codes for Course Manager in SIMS. The list of QANs displayed here includes the Discount Code.

A number of contexts have been identified in which this functionality may be used:

1. Qualifications issued by awarding bodies are not party to JCQ EDI protocols and for which there is therefore no basedata and no recorded results. City & Guilds are dominant in the vocational area; ASDAN and ECDL in the ‘lifeskills’ area.
2. Qualifications issued by UABs, but in areas for which they elect to use alternative mechanisms. ONAT and BTEC have been reluctant in the past, but they are starting to conform; Key Skills and Functional Skills have been problematic, but the issue of 'proxy basedata' by Capita Children’s Services has generally enabled schools to plug this gap.

3. Qualifications where the definition in the basedata does not permit appropriate discrimination to occur, such as CiDA and CiDA+.

4. Qualifications of types not specified in the Formats, for which proxy basedata cannot be created.

5. Pilot schemes, such as, in the recent past, Projects and Extended Projects for the Diploma.

6. Where multiple certifications have been issued for the same units, it is not always possible to select the most appropriate. DiDA has often been an issue in this respect.

7. Where the discount code has changed between an AS certification and the corresponding A, correct discounting is not possible. This frequently happens in Maths, for example.

8. QCA sometimes misinterpret the phrase 'Discount Code'. For example, FSMQ topics that are very different, and obviously should not be discounted against each other, have been given the same code, which means that by default discounting would take place. Similarly and uniquely, all competencies in ASSET Arabic are given the same code, so again producing erroneous discounting.

The calculation process has four main stages:

1. Identification of the Key Stage 4 and 16+ cohorts.

2. Collection of certification results, identified by level and discount code, and identification from the PI Equivalence table of the points score and contribution to thresholds of each item.

3. Discounting: a lower level against a higher, a narrower width against a broader, a lower grade against a higher.

4. Calculation for each candidate of the required values: number of GCSE and equivalents at A*-C and A*-G, specific thresholds relating to Maths and English, Functional Literacy and Numeracy, sciences and MFL, number of equivalent entries, total point score, capped point score.

In recent versions, you have had the option of saving the raw data in .csv format to aid in the investigation of suspected anomalies. This facility has now been removed because the revised routine makes it unnecessary.
The new mechanism splits the process into three distinct menu routes:

**PI Data Collation**

When run for the first time in a season, the default cohorts are identified, and all eligible results are collected. On subsequent runs, you are offered the option of refreshing the cohort membership. If you have used **Tools | Group Manager | PI Cohort** to make manual adjustments to the membership for any reason, you should say **No**.

**IMPORTANT NOTE:** An exception to this advice applies in Wales, where if you have used a version earlier than 6.74 to do a provisional calculation, refreshing the cohort is required as a preliminary to calculating the Core Subjects Indicator.

Discounting is then applied, and the system moves automatically to perform the candidate level calculations – number of A*-C, total points, whether Grade C or above has been achieved in Maths and English, etc.

**Editing PI Data**

It is possible to add or update individual results for a selected candidate, or to batch enter a non-EDI qualification for a number of candidates.
PI Performance Calculation

This reads the results recorded for each candidate – collated, manually updated, or added – and refreshes the calculated values.

Currently, the calculated values may be accessed through SIMS Assessment and there are also new facilities in SIMS Reporting to retrieve both detailed and summary student level data. The process by which the working files could be saved in .csv format has been removed.

Manually Adding and Editing PI Data

1. Select **Focus | PI Values | Edit PI Data** to display the **PI Calculated Values** dialog.

This dialog shows all candidates who have been identified as being actually or potentially involved with their 'headline' values: For Key Stage 4, A*-C, A*-G, total points, and average points per entry; and for Level 3, total points and average points per entry.

2. Highlight a candidate’s name and click the **View/Edit** button to display the **PI Results** dialog. Alternatively, right-click anywhere in the candidate’s record and select **View/Edit Results** from the pop-up menu or double-click the candidate’s name.
3. To add an exam result, click the Add Item button to display the PI Result Add dialog.

4. Individual results can be added by selecting the required Subject Code, Level and Awarding Body from the Field Browser buttons.

5. The Title field, if empty, will by default be filled by a copy of the subject description. You may wish to edit this to create a more precise description of the qualification concerned.

6. Complete the remaining fields. Validation is in place to ensure that the values are consistent with each other: Entry Equivalence may not be less than any of the fields to the right; of the remainder, none may be greater than any to its right. All Level 3 items also have a KS4 equivalence, and these are defined in the PI Equivalence table. In the interests of internal consistency, you should supply these values. When you have checked your values, click the Save button to update the candidate’s results.

7. If additional changes are required, for example to change the Discounted status of a result, click the Edit button on the PI Results: dialog to display the Additional PI Result Edit dialog and make any necessary changes.
7. Click the **Save** button and then the **Close** button on the **PI Results**: dialog, to update the candidate’s results.

Candidates whose records have been updated can be identified by a tick in the **Recalculate** column on the **PI Calculated Values** dialog.

Recalculation does not take place automatically, although the process can be performed at any time by clicking the **Recalculate** button.
Importing Additional Subject Codes and Awarding Bodies

The facility exists to import additional subject codes and awarding bodies.

**Importing an Additional Subject Code**

1. Click the **Add Item** button adjacent to the **Subject Code** field to display the **Import Discount Code** dialog. Only codes that are not already available from the **Subject Code** drop-down list are available for selection.

The codes are displayed in **Code** order but the order can be changed by clicking the **Title** column header.

2. Highlight a code and click the **Import** button.
Importing an Additional Awarding Body

1. Click the **Add Item** button adjacent to the **Awarding Body** field to display a dialog containing **Abbreviations** and **Full Names**. Only **Awarding Bodies** that are not already available from the **Awarding Body** drop-down list are available for selection.

The **Awarding Bodies** are displayed in **Abbreviation** order but the order can be changed by clicking the **Full Name** column header.

2. Highlight an **Abbreviation** and click the **Import** button.

Deleting a PI Data Entry

1. Select **Focus | PI Values | Edit PI Data** to display the **PI Calculated Values** dialog.

2. Highlight a candidate’s name and click the **View/Edit** button to display the **PI Results** dialog. Alternatively, right-click anywhere in the candidate’s record and select **View/Edit Results** from the pop-up menu or double-click the candidate’s name.
Any result may be deleted, but note that if a result has been collated from Exams Organiser data, it will be restored if the data is collated again.

3. Highlight the required result and click the **Delete** button to display the following message.

4. Click the **Yes** button to delete the result.

5. Click the **Close** button to return to the **PI Calculated Values** dialog.

6. Click the **Recalculate** button to update the candidate’s record.
## Batch Entering a Non EDI Qualification for a Number of Candidates

1. Select **Focus | PI Values | Edit PI Data** to display the **PI Calculated Values** dialog.

2. Highlight a candidate’s name and then hold down the **Ctrl** and **Shift** keys whilst highlighting multiple candidates’ names to select a group of candidates.

### PI Calculated Values

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<th>WC No</th>
<th>Date of Birth</th>
<th>Candidate No</th>
<th>Gender</th>
<th>Year</th>
<th>PI Calculated Values</th>
<th>Add Result</th>
<th>View/Edit</th>
<th>Notes</th>
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<td>07/02/1990</td>
<td>1004</td>
<td>Male</td>
<td>2016</td>
<td>6.50</td>
<td>6.50</td>
<td>31.0%</td>
<td>31.0%</td>
</tr>
<tr>
<td>Michael Smith</td>
<td>106</td>
<td>07/03/1990</td>
<td>1005</td>
<td>Male</td>
<td>2017</td>
<td>7.00</td>
<td>7.00</td>
<td>31.0%</td>
<td>31.0%</td>
</tr>
</tbody>
</table>

The **View/Edit** button is disabled but the **Add Result** button remains active when multiple selections are made.
3. Click the **Add Result** button to display the **PI Result Add** dialog. The names of the selected candidates are displayed in the lower panel of the dialog.

![PI Result Add](image)

4. A collective result can be added to the selected candidates by selecting the required **Subject Code**, **Level** and **Awarding Body** from the **Field Browser** buttons.

5. The candidate list may be updated from this screen by clicking the browser button.

6. Complete the remaining fields, taking particular care over accuracy because any corrections required will need to be done at the level of the individual candidates. Then click the **Save** button to update the candidate results. The following confirmation message is displayed.

![Confirmation Message](image)
7. Click the **Yes** button to update all the selected candidate’s records. Candidates whose records have been updated can be identified by a tick in the **Recalculate** column of the **PI Calculated Values** dialog.

If you try to close the dialog with any **Recalculate** flags set, the following warning message is displayed.

Recalculation does not take place automatically, although the process can be performed at any time by clicking the **Recalculate** button.

8. Click the **Yes** button to recalculate the records.

**What Should I Do Once the PI Data has been Calculated?**

Once you have successfully calculated the PI data for each group, you can run the Performance Tables report. Please see *Performance Tables Report* on page 260 for more information.
Producing Reports

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Introduction

A broad range of reports is available and can be accessed through the Reports menu. They are divided into the following six categories:

- Entries
- Basedata
- Checks
- Seating Organiser
- Labels
- Results.

Once produced, reports can be printed and saved to disk in one of the following formats:

- CSV (Comma Separated Values)
- TSV (Tab Separated Values)
- QRP (Quick Report Format)
- TXT (Plain Text Format).
Data exported in this way can be used in a variety of other Windows® applications, such as spreadsheets and word processors.

Each of the reports available is prepared according to the same general principles.

1. Select the required report from the Reports menu.
2. Specify the required report criteria using the Report Criteria dialog.
3. Click the OK button to produce the report based on the specified criteria.

Viewing Reports

Once the report criteria have been selected, the report will be produced and displayed on screen. Scroll up and down the report using the cursor keys or the Page Up/Page Down keys.

To view subsequent pages of the report, either:

- click the Focus Browser button on the Focus Bar to display the Display Page dialog. Enter the page number you wish to view and click the Display button.
- or
- click either the Next Page or Previous Page button on the Focus Bar to navigate through the report one page at a time.

Click the Close Report Window button on the Focus Bar to exit from the report environment.
Changing the Orientation of the Report

To change the orientation of the report between portrait and landscape, click the **Report Orientation** button on the Focus Bar; but note that each report is in a fixed format, and changing the orientation from the default will not generally bring any benefit.

![Report Orientation button](image)

Zooming In and Out of the Report

To zoom in on or zoom out from the report for easy viewing, click the **Report Zoom** button on the Focus Bar.

![Report Zoom button](image)

Printing Reports

Once produced, the report will be displayed on screen and can be printed as follows.

1. Click the **Print Report** button on the Focus Bar to display the **Print** dialog.
   ![Print Report button](image)

2. Select the appropriate printing parameters and click the **OK** button.

Exporting/Saving Report Data

Once produced, the report will be displayed on screen. You may wish to export the report data to disk, for use in another Windows application, such as Microsoft® Word or Microsoft® Excel.

Data can be saved as a **Tab Separated File**, with each item of data separated by a tab mark or a **Comma Separated File**, with each item of data separated by a comma. Experience suggests however that because the printed report layout includes a lot of header data, tsv or csv export will rarely produce anything very useful when imported into Microsoft® Excel or other external applications. Accordingly, reports that comprise, after the headings, a simple homogeneous table have been provided with a dedicated **Export** button, which should be used in preference.

Data can also be saved in **Quick Report** format, so that it can be viewed using an application called Quick Reports or as a **Text File**.

To export from the **Print Preview** screen:

1. Click the **Export Data** button on the Focus Bar to display the **Export Report** dialog.
   ![Export Data button](image)

2. Enter the **File name** for the report you are saving.

3. Select the appropriate file format from the **Save as type** drop-down list.
4. Click the **Save** button to export the report to the required destination using the specified file name and to return to the **Report** page.

5. Click the **Close Report Window** button on the Focus Bar to exit from the report environment.

   **Close Report Window button**

   The procedure to export using the dedicated **Export** button is similar:
   
   1. Click the **Export** button on the **Report Criteria** form to run the report.
   2. When data collection is complete, if there is no data found, you will be informed. Otherwise the **Save As** dialog will open.
   3. Select the **Path** and enter the **File name** for the report you are saving.
   4. Select the appropriate file format from the **Save as type** drop-down list.
   5. Click the **Save** button to export the report to the required destination using the specified file name and to return to the **Report Criteria** form.

   You may now modify the previously entered parameters to produce further variations of your report.

### Producing Entries Reports

Six reports are available in this section. These reports can be run by selecting **Reports | Entries** and selecting the required report.

#### Statement of Entry Report

These forms provide information about the examinations options for which a candidate has been entered. They are mainly used for checking that entries have been made correctly. The candidate can be asked, if required, to check this and other details before signing. Space is also provided for the signature of the parent/guardian.

This report should be produced after entries have been made, but prior to submission to the exam boards.

For each candidate, the report header includes personal and school details. If a candidate’s **Legal Surname** has been specified, this name is displayed in the **Name on Certificates** field on the report. The report body is a columnar list within each award and includes details such as the examination board, element and fees for each entry. Fees will only be displayed if they are non-zero.

If you elected to include component information, the report will display the date, time, duration, etc. for each element.
1. Select Reports | Entries | Statement of Entry to display the Report Criteria – Candidate Statement of Entry dialog.

![Report Criteria - Candidate Statement Of Entry dialog]

2. Select the Season and either the Group or the Candidate(s) by clicking the appropriate Field Browser buttons.

   ![Field Browser button (blue handle)]

3. Select an Order for the report and enter a Report Footer if required. The footer will also contain the following text which is produced by default:

   *The Date column against a Continuous Assessment Component should be taken as the date by which marks are due to the Board.*

   The report footer can also be used to add a note to candidates asking for any errors in the Statement of Entry to be reported to the Examinations Officer by a specific date, for example.

4. If you want to save the content of the Report Footer so that it can be used when running this report in future, select the Save as Default check box.

5. Select the Include Component Information check box if you want the code, title, type, date, time and duration of each component included in the report.

6. If you want to print this report on your school’s headed stationery, select the Print on Headed Stationery check box.
NOTE: Before producing this report, if you selected the Print on Headed Stationery check box you should also check the settings in the Headed Stationery Parameters panel in the School Details dialog (Tools | Setups | School Details). For more information, please see Setting the Headed Stationery Parameters on page 13.

7. Click the OK button to produce the report.

NOTE: The dates shown on this report are those published by the examination board and may not be final.

More Information:
Important Information on the Usage of the Candidate Name Fields on page 2

Candidate Fees Payable Report
This report provides schools with the facility to print and distribute to parents and candidates, details of any examination fees due. Once produced, this report can be used as supporting documentation to accompany a formal invoice which can be raised from your school’s accounting system.

1. Select Reports | Entries | Candidate Fees Payable to display the Report Criteria – Candidate Fees Payable dialog.
2. Select the **Season** by clicking the **Field Browser** button and selecting from the drop-down list.

   ![Field Browser button (blue handle)](image)

3. Select the method of candidate selection to include in the report by selecting either the **Group** or **Candidates** radio button and clicking the appropriate **Field Browser** button.

4. Select the style of the report by clicking the **Field Browser** button adjacent to the **Styles** field and selecting from the list. The options are **Continuous (Detailed)**, **Continuous (Summary)** and **Page per Candidate**.

   The **Page per Candidate** report displays a detailed view of fees owed by each candidate in the report scope and it can be used as part of a report sent to parents or to candidates. The **Continuous (Summary)** report displays the total of all fees owed by each candidate together with a grand total for all candidates at the end of the report. The **Continuous (Detailed)** report displays the same information presented in the page per candidate report, but allows for more than one candidate to be displayed on each page.

5. Select the **Scope** of the report (the type of fees on which you wish to report) by selecting the **Private Only**, **Centre Only** or **All Entries** radio button.

6. Enter a **Report Footer**, if required. The report footer can contain up to 500 alpha-numeric characters.

7. If you want to save the content of the **Report Footer** so that it can be used when running this report in future, select the **Save as Default** check box.

8. If you select the **Save as Default** check box, any text entered in the footer will be displayed again the next time you run the report.

   **NOTE:** If you select the **Save as Default** check box, any text entered will be displayed in the footer even if you select the summary or continuous style of report. If you do not wish to use this text when running the report, delete the contents of the **Report Footer** field.

9. If you want to print this report on your school’s headed stationery, select the **Print on Headed Stationery** check box.

   **NOTE:** Before producing this report, if you selected the **Print on Headed Stationery** check box, you should also check the settings in the **Headed Stationery Parameters** panel in the **School Details** dialog (Tools | Setups | School Details). For more information, please see Setting the Headed Stationery Parameters on page 13.

10. Click the **OK** button to produce the report or click the **Export** button to export the report.
If you select to export the report, the Save As dialog will be displayed. Enter or select the filename and location to which you wish to save the export file. Select the required file type, either .TXT or .CSV, by selecting from the Save as type drop-down list and then click on the Save button.

**NOTE:** It is possible to export the report only if you select the Continuous (Summary) or Continuous (Detailed) style of report.

### Examination Entry Lists Report

This report is used to circulate a list of entries currently stored in the module to Heads of Departments, Course Managers and Class Teachers, for them to check whether the information is correct and complete.

For each of the components selected, the report header includes season, board, award and component details, etc. For each of the components selected, the report body consists of the name of the candidate entered, their Year, Reg Group, Examination and UCI Numbers and the Entry Mode.

1. Select Reports | Entries | Examination Entry Lists to display the Report Criteria – Examination Entry Lists dialog.

![Report Criteria - Examination Entry Lists dialog]

2. Select the Season and the Report Type by clicking the appropriate Field Browser buttons.

   *Field Browser button (blue handle)*

3. Select the Include Signature Box check box if you want the entry sheet to be signed by the report reader. Select the Include Null Lists check box if you want elements or components with no entrants to be represented in the report.

4. Select an Order for the report, and enter any Notes you wish to be displayed at the end of each element list.

5. Select the Board, Qualification, Award and Level by clicking the appropriate Field Browser buttons.
The **Qualification** drop-down list only displays qualifications linked to awards.

6. Click the **Selections** Field Browser to display the **Component** chooser, using which you can select the components you wish to include in the report.

7. Click the **OK** button to produce the report.

**Exam Entry Costs & Totals Report**

This report produces a list, element by element, of the number of entries and unit cost together with the total.

For the examination board selected, the report header consists of the season and examination board. The report body consists of the element code and title, level, unit fee, the number of candidates, total fees, the number of private candidates and the total of private fees (if selected).

1. Select **Reports | Entries | Exam Entry Costs & Totals** to display the **Report Criteria – Exam Entry Costs And Totals** dialog.

2. Select the required **Season** and **Board** by clicking the appropriate **Field Browser** buttons.

   The **Board** drop-down list only displays active boards.

3. Choose the type of fees you wish to be included in the report by selecting the appropriate radio button.

4. Click the **OK** button to produce the report.
Individual Candidate Timetables (Default) Report

This report is similar to the Individual Candidate Timetables report as it provides a personal timetable for each candidate. However, this report extracts data directly from the imported basedata and therefore does not provide information relating to Seating Organiser (exact times, venues, seating positions, clash resolutions, etc.).

For each candidate, the report header includes personal and school details and whether the candidate is eligible for Special Arrangements. The report body is a columnar list in two sections. The first section details the coursework components, if you elected to include this information in the report and includes details such as the examination board, element and component.

The second section details the Timetabled components and will always be displayed in the report. This section displays the date and time of the examination, the associated examination board, level and element details.


2. Select the Season and either the Group or the Candidates by clicking the appropriate Field Browser button.

3. Select an Order for the report and enter a Report Footer if required.
The report footer can be used to add a note to candidates asking for any errors or omissions in the report to be reported to the Examinations Officer by a specific date.

4. Select the **Include Coursework Components** check box if you want the examination board, level, element, component, mark/grade and the date due to board of each coursework component to be included in the report.

5. Click the **OK** button to produce the report.

**NOTE:** *The dates shown on this report are those published by the examination board and may not be final.*

### Amendment Audit Trail Report

This report allows Exams Officers to track the amendment history of candidates and elements. The report, based on the sequence of Entry and Amendment files relating to a selected series, details the additions and withdrawals submitted to the board.

For each submission file sent, the report header displays the season and series for which the report is being run.

The report body consists of the submission file name, date of submission, together with the contents of the submission, including the candidate Name, submission status and the element code.

1. Select **Reports | Entries | Amendment Audit Trail** to display the **Report Criteria – Amendment Audit Trail** dialog.

2. Select the **Season** and **Series** by clicking the appropriate **Field Browser** buttons and selecting from the drop-down lists.

   The default season will be the currently selected season and the series list will display only those within the selected season that have at least one Amendment submission recorded.

3. To print the report, click on the **Print** button to display the **Amendment Audit Trail** report. Click on the **Print** button on the Focus Bar to display the **Print** dialog and then on the **OK** button to print the report.

   To export the report, click the **Export** button to display the **Save As** dialog. Enter or select the filename and location to which you wish to save the export file. Select the required file type, either .TXT or .CSV, by selecting from the **Save as type** drop-down list and then click on the **Save** button.
### IMPORTANT NOTE:
*.TXT is the preferred format, because it allows you to dictate to Microsoft Excel that fields that contain only numeric characters should nevertheless be treated as text fields – particularly significant in candidate numbers.*

Exporting the data to a spreadsheet will enable you to order it as you wish – by candidate, element, process, etc.

The report will be displayed or exported, as required.

## Producing Basedata Reports

Four reports are available in this section. These reports can be run by selecting **Reports | Basedata** and selecting the required report.

### Structure Report

This report details the awards, elements or components included in the imported basedata.

The report body includes details such as the award code, internal title and a selection of other information, depending on the **Report Type** selected.

1. Select **Reports | Basedata | Structure** to display the **Basedata Structure** dialog.

![Basedata Structure Dialog](image)

2. Select the required **Season**, **Series** and **Report Type** by clicking the appropriate **Field Browser** buttons.

3. Click the **OK** button to produce the report.
Component Clash Analysis Report

This report is produced to identify clashing components in the selected season.

The report header displays the season for which the report is being run. The report body is a columnar list and displays, in chronological order, the scale of the clash problem on each affected day of the selected examination season. The date and start time of the clashing components will be displayed, together with the component names and the number of candidates entered for the pair of components.

For a more detailed report, which provides information on specific candidates with component clashes, please see Component Clashes Report on page 229.

1. Select Reports | Basedata | Component Clash Analysis to display the Component Clash Analysis dialog.

2. Select the required Season by clicking the Field Browser button.

3. Click the Print button to produce the report.

Component Clashes Report

This report is produced to identify which candidates in a selected season or specified date range, are entered for elements which have clashing components. Elements or components not attached to awards which are linked to courses will not be detected.

For each candidate, the report header includes either the season or the date range specified in the report criteria. The report body consists of their name, Exam Number, date, board and component title, etc.

Two check boxes can be selected to further refine the output of the report:

- The Ignore for same Element check box should be selected if you want multiple component commitments in the same session and linked to the same element, to be ignored.
The **Ignore for same Award** check box should be selected if you want multiple component commitments in the same session and linked to the same award via their elements, to be ignored. If you select this option, only awards associated with courses will be taken into account. This is to permit the use of **awards of convenience** without compromising this process. Also, only students who are members of the associated course will have the clashes within the award suppressed. In addition, any pair or multiple of clashing components that have already been seated will be suppressed, on the grounds that to achieve seating, the clash must have been resolved. As seating proceeds therefore, the clash report will shrink.

1. Select **Reports | Basedata | Component Clashes** to display the **Component Clash Report** dialog.

![Report Criteria - Component Clashes dialog](image)

2. Select either the required **Season** or specify a **Date Range**.

3. Select a report **Order** by clicking the **Field Browser** button and selecting the required option.

   Field Browser button (blue handle)

4. Select the **Ignore for same Element** and **Ignore for same Award** check boxes, if required.

5. Click the **OK** button to produce the report.

**Skeleton Timetable Report**

This report is produced to display, in chronological order, details of all components within a specified date range in the selected season. This provides a preliminary summary of examination activity within the examination season.

The report header displays the season and the date range for which the report has been run. The report body consists of the date on which the component is sat, the component details and the level. The number of candidates who will be appearing for the component is also displayed.

---

**NOTE:** As the same component might be linked to multiple elements, the number of candidates displayed will be the total number of all entries for these elements.
1. Select Reports | Basedata | Skeleton Timetable to display the Skeleton Timetable Report dialog.

2. Select the required Season and specify a Date Range for which you wish to run the report.

3. Select either the Timetabled or Internally Assessed radio button in the Component Type frame to indicate the basis of the report.

4. Select either the With Entries Only or All radio button in the Scope frame to indicate whether or not to include in the report only components with associated entries.

5. Click the OK button to produce the report.

Producing Seating Organiser Reports

Eight reports are available in this section. These reports can be run by selecting Reports | Seating Organiser and selecting the required report.

Summary Examination Timetable Report

This report produces a summary of all the scheduled examination events within the selected season or specified date range.

For each examination, the report header includes either the season or the date range specified in the report criteria. The report body consists of the examination date, start time, room, duration and number of candidates, etc. The duration displayed will be that of the candidate(s) granted the most amount of time (i.e. that of any candidate(s) eligible for Special Arrangements).
1. Select **Reports | Seating Organiser | Summary Examination Timetable** to display the **Summary Examination Timetable** dialog.

2. Select either the required **Season** or a **Date Range** as well as an **Exam Room**. Alternatively, you can select to run the report for **All** examination rooms.

3. Click the **OK** button to produce the report.

**Exam Room Usage Report**

This report displays a list of the usage of the chosen examination rooms within the specified date range. A new page is produced for each examination room selected.

The report header displays the selected date range, examination room and seating capacity of the room. The report body consists of the date, time, component title, duration and number of candidates, etc. The duration displayed will be that of the candidate(s) granted the most amount of time (i.e. that of any candidate(s) eligible for Special Arrangements).

2. Select the Rooms as well as a date range.

3. Click the OK button to produce the report.

**Seating Plans Report**

This provides a seating plan of the examination sitting for a selected room. It enables invigilators to check for absentees and to ensure that all candidates are seated according to the prepared schedule.

The report header displays the selected rooms, the examination date, start time and seating capacity. The report body consists of a cell representing each occupied seat, showing the candidate’s name, component code, Exam Number and end time. Cells printed in italic font indicate seats already occupied at the start time of the plan, so that it shows all activity in the room, not just the items that start at the time indicated. Empty areas of the room are not printed, where this would involve printing blank sheets.

If a candidate is eligible for Special Arrangements and has been granted additional time for an examination, the end time displayed will be inclusive of the additional time.

![Report Criteria - Seating Plans dialog](image)

2. Select the required **Room** by clicking the **Field Browser** button and selecting from the drop-down list.

The **All Large** and **All Small** options enable you to view seating plans for all rooms of a certain size. The **All Large** option displays seating plans for all rooms with more than 14 rows or more than six columns. The **All Small** option displays seating plans for rooms with up to 14 rows or up to six columns.

Seating plans for individual rooms can also be reported on, by selecting from the drop-down list.

![Field Browser button (blue handle)](image)

3. Select the **Date Range** you want the report to cover by clicking the **Calendar** button and selecting the required dates, or by manually entering the dates.

4. Select the required **Sitting** by clicking the **Field Browser** button and selecting from the drop-down list.

5. Select the required report **Format** by selecting either the **Invigilator** or **Display** radio button. Selecting the **Display** radio button produces a similar report output, but the candidate end time is not displayed.

**NOTE:** If an individual candidate has been granted additional time to complete the examination, and will remain in the same room when the next examination sitting starts, their name will be displayed in italics on the seating plan. If you have selected the **Display** format, the end time for such candidates will be hidden, as will the italicised sittings.

6. The **Switch to high resolution** check box is enabled only for rooms defined as 'large' (i.e. rooms that have more than 14 rows or more than six columns), and defaults to selected for all such rooms. Select or deselected this check box as required, to determine the layout of the report output.
7. Click the **OK** button to produce the report.

### Examination Registers Report

This report provides a list of the expected candidates together with their seating positions for each component sitting.

The report header displays the room, start time, date, duration, component code and exam title. For each candidate, the report body consists of their name, Exam Number, element code, seat code, whether they are present at the examination and whether they are eligible for Special Arrangements.

1. Select **Reports | Seating Organiser | Examination Registers** to display the **Report Criteria – Examination Registers** dialog.

   ![Report Criteria - Examination Registers](image)

2. Select the required **Room** by clicking the Field Browser button and selecting from the drop-down list. The default is **All Rooms**.

3. Select the **Date Range** you want the report to cover by clicking the Calendar button and selecting the required dates or by manually entering the dates.

   ![Calendar button](image)

4. Select the required **Sitting** by clicking the Field Browser button and selecting from the drop-down list.

5. Select how you wish the report to be ordered, i.e. by **Candidate Number, Name** or **Seat**, by clicking the Field Browser button and selecting from the drop-down list.

6. Select how you wish the report to batched, i.e. by **Room** or by **Date**, by clicking the Field Browser button and selecting from the drop-down list.

7. Click the **OK** button to produce the report.
Individual Candidate Timetables Report

This report is produced for distribution to individual candidates within each season. It provides a personal timetable that shows clash resolutions and exact times, venues and seating positions.

The report header displays the season, candidate name, Exam Number, UCI number, Centre number, Year and Reg. Group details, the Centre number and whether they are eligible for Special Arrangements. For each examination, the report body consists of the date and start time, examination board, element code, component title, room, seat number, etc.


![Report Criteria - Individual Candidate Timetables](image)

2. Select the Season for the report by clicking the Field Browser button and selecting from the drop-down list.

   ![Field Browser button (blue handle)](image)

3. Select the method of candidate selection to include in the report by selecting either the Group or Candidates radio button in the Select by section.

4. Click the Field Browser button in the Selections section and select either the group of candidates or individual candidates you wish to include in the report.

   If you select multiple groups, this will determine the batching of the report output. For example, if you select six registration groups, timetables will be printed in the selected order within the registration group. If the groups you choose are of different types, multiple copies will be printed for any student who is in more than one of the selected groups.

5. Select a report Order by clicking the Field Browser button and selecting Candidate Name or Exam Number from the drop-down list.

6. Enter a Report Footer, if required.
7. Click the OK button to produce the report.

More Information:

Important Information on the Usage of the Candidate Name Fields on page 2

Components with Incomplete Seating Report

This report lists any components with unseated candidates to ensure that all candidates have been seated.

The report header displays the season. For each component, the report body consists of the date, start time, examination board, component title, duration, seating details, etc.

1. Select Reports | Seating Organiser | Components with Incomplete Seating to display the Report Criteria – Components with Incomplete Seating dialog.

2. Select the Season for which you wish to base the report by clicking the Season Field Browser button.

3. Click the OK button to produce the report.

Unseated Candidates Report

This report is used to expand selectively on the information provided by the components with Incomplete Seating report.

The report header displays the season, examination board, date, component title, start time, etc. For each candidate, the report body consists of their name, Exam Number and element code and title.

![Report Criteria - Unseated Candidates](image)

2. Select the **Season** and the **Components** to include in the report by clicking the appropriate **Field Browser** buttons.

3. Click the **OK** button to produce the report.

**Resolved Clashes Report**

This report lists those occasions where a candidate is sitting a component at a time that varies from that declared in the basedata component record.

1. Select **Reports | Seating Organiser | Resolved Clashes** to display the **Resolved Clashes Report** dialog.

![Resolved Clashes Report](image)
2. Select the **Season** and **Series** by clicking the appropriate **Field Browser** buttons and selecting from the drop-down lists.

   ![Field Browser button (blue handle)]

3. Select a report **Order** by clicking the **Field Browser** button and selecting **Candidate Name**, **Candidate Number**, **Component** or **Series** from the drop-down list.

4. Enter the **Discrimination** (in minutes). This is the number of minutes (1-300) either side of the original start time at which the component will be sat. The default value of 180 is selected to identify components that have been moved into an adjacent session.

5. Click the **Print** button to produce the report or the **Export** button to export the report to file.

   If you select to export the report, the **Save As** dialog will be displayed. Select the **Path** and enter the **File name** for the report you are saving. Select the appropriate file format from the **Save as type** drop-down list. Click the **Save** button to export the report to the required destination using the specified file name.

### Producing Checks Reports

Four reports are available in this section. These reports can be run by selecting **Reports | Checks** and selecting the required report.

### Candidate Progress Report

This report enables Examinations Officers to track the progress of a candidate within an award, over a sequence of seasons. This is achieved by displaying all results for any aspect associated with the chosen award. These will usually belong to elements associated with the award, but may also be for the award itself (an Edexcel Enrolment) or it may be a coursework mark for a component assigned to an associated element.

The report header displays the candidate personal details including their name, as well as their Exam Numbers, Year, Reg Group and a combination of examination board, qualification and award details. For each examination, the report body consists of the parent assessment code, type and title as well as the aspect type, result and associated season.

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**IMPORTANT NOTE:** If an embargo has been set for the current season to disable the viewing or examination related data for a defined period of time, and you are currently in the embargo period, only authorised personnel can run this report for the current season. For more information, please see Setting Up the Results Embargo for Results Download Days on page 28.
1. Select **Reports | Checks | Candidate Progress** to display the **Report Criteria – Individual Candidate Progress** dialog.

2. Select the **Award**, **Class** and **Membership Date Range** for the group by clicking the appropriate **Field Browser** and **Calendar** buttons.

3. Select the **Candidates** by clicking the adjacent **Field Browser** button and select the **Date Range** by clicking the appropriate **Calendar** button. The **From** date defaults to the beginning of the current academic year and the **To** date defaults to today's date.

4. Click the **OK** button to produce the report.

**Linear Integrity Check Report**

This report should be produced prior to generating a submission for a selected series. It is used to ensure that the necessary data has been entered and that no orphan results are present in the system. The report header displays the type of Integrity check being produced, the season, examination board and series. For each candidate, the report body consists of their name, Exam Number, element code, title, etc.
1. Select **Reports | Checks | Linear Integrity Check** to display the **Linear Integrity Check** dialog.

![Linear Integrity Check dialog](image)

2. Select the **Season**, **Series** and **Report Mode** by clicking the appropriate **Field Browser** buttons.

   ![Field Browser button (blue handle)](image)

3. Select the **Components** by clicking the adjacent **Field Browser** button.

4. Click the **OK** button to produce the report.

**Candidate Award Claim Validation Report**

This report is used when entries for claim type elements have been made and you need to determine that the requirements for each claim have been met. It is important to note however, that the module cannot determine the validity of each claim because the rules regarding the number of units and permissible combinations are not available to the module.

The report header displays the season, examination board, claim code, series and title. The report body displays the name of the candidate, their Exam Number, unit code and title, season and the result.

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**IMPORTANT NOTE:** If an embargo has been set for the current season to disable the viewing or examination related data for a defined period of time, and you are currently in the embargo period, only authorised personnel can run this report for the current season. For more information, please see Setting Up the Results Embargo for Results Download Days on page 28.
1. Select Reports | Checks | Candidate Award Claim Validation to display the Candidate Award Claim Validation dialog.

2. Select the Season and the Series by clicking the appropriate Field Browser button.

3. Click the OK button to produce the report.

**Disallowed Combinations Report**

This report should be produced prior to the creation of a Joint Council Entry, Amendment type submission. It is used to check the entries for a selected series against the contents of the board’s Disallowed Combinations file, the relevant parts of which will have been imported as part of the basedata import process.

The report header displays the season, examination board and series. The report body displays the name of the candidate, their Exam Number and a range of codes and titles.

1. Select Reports | Checks | Disallowed Combinations to display the Disallowed Combinations dialog.

2. Select the Season and the Series by clicking the appropriate Field Browser button.

3. Click the OK button to produce the report.
Producing Candidate Labels

Two types of candidate label are available in this section. They can be created by selecting Reports | Labels and selecting the required label type.

Candidate Labels

This report allows you to create labels for candidates, which you can use to allocate a desk in an examination room or to identify folders of work. This would be particularly useful if you use Seating Organiser to resolve clashes and create component Sittings but do not wish to assign seats using Examinations Organiser.

For each label, the candidate’s name, Year, Registration Group, Exam Number and UCI Number will be printed.

IMPORTANT NOTE: The label size is 7 ins x 2 ins (9.91cm x 3.81cm). The Avery reference for such labels is L7163. Due to the specific content of the label, the label size is fixed.

1. Select Reports | Labels | Candidates to display the Candidate Labels dialog.

2. Select the required Season by clicking the Field Browser button.

3. Select the Name Format for the report by selecting an option from the drop-down list.

4. Select either the Group or the Candidates by selecting the required radio button and clicking the appropriate Field Browser buttons.

5. Click the OK button to print the labels.
Candidate/Components Labels

This report allows you to create labels for candidate/component combinations, which you can use to allocate a desk in an examination room or to identify folders of work. This would be particularly useful if you use Seating Organiser to resolve clashes and create component Sittings but do not wish to assign seats using Examinations Organiser. Labels can be printed for both internal and external candidates in any open season.

For each label, the candidate’s name, Year, Registration Group, Exam Number and UCI Number will be printed.

1. Select Reports | Labels | Candidate/Components to display the Candidate/Components Labels dialog.

2. Select the required Season by clicking the Field Browser button.

3. Select the Date Range for the report by either entering the required dates or clicking the Calendar buttons and selecting the required dates.

4. Select the required Name Format by selecting an option from the drop-down list.

5. Select either the Timetabled or Continuous radio button in the Component Type frame.

   Select the Timetabled radio button to select from a list of timetabled components or the Continuous radio button to select from coursework components.
6. Select the method by which components are to be selected by selecting either the Component or Venue radio button in the Selection By frame.

   The Venue radio button will be disabled if you selected the Continuous radio button in the Component Type frame, as there is no examination venue for coursework components.

7. Click the Field Browser button in the Selected frame to open either the Component chooser or the Venue chooser.

8. Select the required components or venues by double-clicking their names in the Available Items frame or highlighting the name then clicking the Choose button. Multiple items can be selected by holding down the Ctrl key and clicking each item, then clicking the Choose button. Select all items by clicking the Choose All button.

   All selected items will be displayed in the Chosen Items frame.

9. Click the Update button to return to the Report Criteria dialog.

10. All selected items will be displayed in the Selected frame.

11. Click the OK button to print the labels.

### Producing Results Reports

Six reports are available in this section. These reports can be run by selecting Reports | Results and selecting the required report. The Export Results routine can also be accessed through this menu route.

**IMPORTANT NOTE:** If an embargo has been set for the current season to disable the viewing or examination related data for a defined period of time, and you are currently in the embargo period, only authorised personnel can run result reports for the current season. For more information, please see Setting Up the Results Embargo for Results Download Days on page 28.

### Element/Component Results Report

This is a generic report which displays all marks for an element/component and an optional mark/grade distribution report.

For each element or component, the report header includes school and element/component details. The report body is a columnar list, displaying each candidate that sat the examination, their Candidate Number, class and result.

Each element or component will be displayed as a separate page in the report.

If you elect to produce a distribution chart, this will display the same report header information as the main report. The report body displays the total number of candidates achieving each Grade/Mark.
1. Select **Reports | Results | Element Component Results** to display the **Report Criteria – Element/Component Results** dialog.

2. Select the **Season** and **Series** by clicking the appropriate **Field Browser** buttons and selecting from the drop-down lists.

3. Select a report **Order** by clicking the **Field Browser** button and selecting **Candidate Name**, **Candidate Number** or **Rank** from the drop-down list.

4. Select the **Name Format** for the report by selecting **Certificate format**, **Informal format** or **Submission format** from the drop-down list.

5. Select whether you wish the **Internal** or **External Component/Element Title** should be used in the report by clicking the **Field Browser** button and selecting the required option.

6. Select either the **Element** or **Component** radio button in the **Type** frame to determine the results to be displayed on the report.

7. Select the **Class Date** by clicking the **Calendar** button and selecting the date from the calendar. This defaults to the start date of the season. This date is used to identify class memberships on that date.

8. Select the **Produce Distribution Chart** check box if you wish to produce the chart as well as the report.

9. Click the **Field Browser** button in the **Selections** frame to display the **Elements** chooser.

10. Select either the elements or components you wish to include in the report. The type of item selected depends on the radio button selected in the **Type** frame.
Double-click the required items or highlight the required element or component and click the **Choose** button. Multiple elements or components can be selected by holding down the **Ctrl** key and clicking each item, then clicking the **Choose** button. Select all the elements or components by clicking the **Choose All** button.

All selected items will be displayed in the **Chosen Elements/Components** frame. Remove any elements or components added in error using the same selection method as before and clicking either the **Remove** or **Remove All** button.

The **Available items count** and the **Chosen items count** automatically update when items are selected or deselected from the chooser.

11. Click the **Update** button to return to the **Report Criteria – Element/Component Results** dialog. Your selections will be displayed in the **Selections** frame.

12. Click the **OK** button to produce the report and the distribution chart (if selected).

If you are creating the moderator’s documentation to support an EDI Coursemark submission, the parameters you select should be as follows:

<table>
<thead>
<tr>
<th>Order</th>
<th>Candidate Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Format</td>
<td>Submission Format</td>
</tr>
<tr>
<td>Component/Element Title</td>
<td>External</td>
</tr>
<tr>
<td>Type</td>
<td>Component</td>
</tr>
<tr>
<td>Produce Distribution Chart</td>
<td>Selected</td>
</tr>
</tbody>
</table>
Candidate Statement of Results Report

This report is produced to review the results, or view the forecast of results, for each candidate.

1. Select **Reports | Results | Candidate Statement of Results** to display the **Report Criteria – Candidate Statement of Student Results** dialog.

2. Select the required **Result Type**, either **Results** or **Forecast**, by clicking the **Field Browser** button. The default value is **Results**.

   If you select **Forecast** as the **Result Type**, the **Scope** of the report will automatically default to **Season** and the radio buttons will then be disabled to prevent this being changed. In addition, the Export function will not be available and so the **Export** button will be disabled.

3. If you have selected **Results** as your **Result Type**, select the **Scope** of the report, **Season** or **Year**, by selecting the appropriate radio button.

   If you select **Year**, the **Series** field will be cleared and disabled.

4. Choose the required **Selection** by clicking the appropriate **Field Browser** button. If you selected **Season** as the **Scope** of the report, the drop-down list will contain all defined seasons. If you selected **Year** as the **Scope**, the drop-down list will contain all the defined academic years.
5. Select the required **Series** by clicking the appropriate **Field Browser** button. The drop-down contains all the series of the selected season, along with **All**, which is the default value. (As stated above, the **Series** radio buttons will be enabled only if you selected **Season** as the **Scope** of the report.)

6. Select the required **Select By** radio button, either **Groups** or **Individuals**. This determines the items available for selection from the **Selections** grid.

7. Click the **Selections** Field Browser button.

   ![Field Browser button (blue handle)]

If you chose to select by **Groups**, this will open the **Group chooser**, from which you can select a group or groups from the **Choose Groups** chooser.

8. Select the **Order** in which you wish the report to be displayed, **Candidate Name** or **Candidate Number**, by clicking the **Field Browser** button.

9. If required, enter text in the **Report Footer** box (max. 500 characters). This text will then be displayed directly beneath the report text, on each page of the report.

   **NOTE:** The **Report Footer** box will be available for entry only if the **Page per Student** check box is selected.

10. If you want to save the content of the **Report Footer** so that it can be used when running this report in future, select the **Save as Default** check box.

    The **Save as Default** check box will be disabled, with its current setting preserved, when the **Page per Student** check box is deselected.

11. If you want to print this report on your school’s headed stationery, select the **Print on Headed Stationery** check box.

    **NOTE:** Before producing this report, if you selected the **Print on Headed Stationery** check box, you should also check the settings in the **Heads Stationery Parameters** panel in the **School Details** dialog (**Tools** | **Setups** | **School Details**). For more information, please see Setting the Heads Stationery Parameters on page 13.

12. Click either the **Print** button to print the report, or the **Export to DMS** button.
The export option allows you to export the data from the report, as a Microsoft® Word document, to the Document Management Server, from where it can be viewed in SIMS.

The Export to DMS button will be enabled only if the Scope selected is Year, or if the Scope is Season and the Series is All. In both cases the Export to DMS button will be enabled only if the Page per Student check box is selected and the Result Type is Results.

If you click the Export to DMS button, a message will advise that any documents of the same name will be replaced. Click the Yes button to continue. A message will advise you when the export to the DMS is complete.

Once a student’s Statement of Results data has been exported to the DMS, it can be viewed by clicking Linked Documents in the Links panel (SIMS route Focus | Student | Student Details).

Certification Broadsheet Report

This report is used to review the full certification examination results achieved by the candidates in the selected cohort. You can also use it to view the candidates’ full certification forecast grades.

The report header displays the School name, selected season, qualification, level and the group for which the report was produced. For each candidate, the report body displays their Year group, Registration group, the number of entries and their results for each of the examinations that they took.

The mechanism used to ensure that the different options are grouped together so that they are displayed in the same column (e.g. tiers of Maths), is to cluster by QCA code. If a QCA code is absent from an element, that element cannot be assigned to a column in the report.

This is the reason why the results for different examination boards will behave differently. For example, CCEA and WJEC have total coverage in the basedata, AQA for all certifications and OCR for non-vocational certifications. EdExcel do not currently provide QCA codes as part of their basedata.

Currently, the solution to the QCA code not being present in the basedata is to display the Basedata tree and add the appropriate QCA code to the required certification element.

Under certain circumstances, this assignment of a QCA code will need to be based on informed ‘guesswork’.

NOTE: Please remember that the 00 values should be used for GNVQ, VCE and Applied GCSE only.

It is hoped that in the future, examination boards will amend their process and supply the QCA codes as part of their basedata. This will ensure that an examination board’s authentic QCA code overwrites any values erroneously assigned by a user.
To assign a QCA Code to an element:

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the fourth level item (element) by clicking the + button to expand the navigation tree and highlight the required element.

3. Right-click the required element and select Properties from the pop-up menu to display the Properties of Element dialog. The Basic Details page will be automatically selected.

4. Enter the QCA Code (Qualifications and Curriculum Authority, formerly known as the LEAP code or SCAA code) for the element.

5. Repeat Steps 2-4 until all of the required Subjects have been assigned a QCA Code.

**IMPORTANT NOTE:** Results, for certifications only, will be displayed in the report output. Equivalents, endorsements and units will not be displayed in the report output.

To produce the Certification Broadsheet Report:

1. Select Reports | Results | Certification Broadsheet to display the Report Criteria – Results Certification Broadsheet dialog.

2. Select the Report Type, either Results or Forecast, by clicking the Field Browser button and selecting from the drop-down list.
3. Select the **Season** for which you wish to run the report by clicking the **Field Browser** button and selecting from the drop-down list.

4. Select the **Qualification** by clicking the **Field Browser** button and selecting the required qualification from the drop-down list.

5. Select the **Level** for the report by clicking the **Field Browser** button and selecting the required level from the drop-down list. The levels available will be those associated with the selected qualification.

6. Select the **Group** for which you wish to run the report by clicking the **Field Browser** button and selecting from the drop-down list. The groups available are **Season Candidates**, **Curriculum Years**, **Registration Groups** and **PI Cohorts**.

7. Select the **Order** of the report by clicking the **Field Browser** button and selecting the order from the drop-down list. The options available are **Exam Number**, **Candidate Name** and **Reg group + Candidate Name**.

8. Select the **Output Mode** of the report by clicking the **Field Browser** button and selecting the order from the drop-down list (for **Forecast** reports, only Grades is available). The options available are:

   **Grades**
   
The report displays the grade achieved, or forecast, for each subject. An additional row at the end of the report will display the total **Number of Results** for each subject.

   **Points**
   
The report displays the points equivalent for each grade (e.g. **Grade A** at GCSE French will be displayed as 52).

   An additional column on the right displays the average points score per entry for each student (e.g. for a candidate scoring A in GCSE Full Course level and D in another subject at GCSE Short Course level, the average points will be calculated as (52 + 34) / 2 = An average of 43 points).

   For each subject, rows at the end of the report display:

   - **Number of Results**
   - **Total number of equivalent entries** – a Full Course counts as 1, a Short Course as 0.5
   - **Average Score** – i.e. the total of the points scores for all students for the subject divided by the number of equivalent entries.

   **Residuals**
   
   As for the Grades option, an additional column on the right will display the average points score per entry for each student.

   The residual value displayed against each subject is the difference between the points value of the grade achieved for the subject and the candidate’s average points score per entry.
For example, if a student’s average points score across all subjects entered is 42 and the student has scored Grade A (i.e. 52 points) for Drama at GCSE Full Course, then the residual value for Drama will be $52 - 42 = 10$. The residual value can also be a negative number, e.g. if the student has scored Grade D (i.e. 34 points), then the residual value will be $34 - 42 = -8$.

For each subject, rows at the end of the report display:

- **Number of Results**
- **Total number of equivalent entries** – a Full Course counts as 1, a Short Course as 0.5.
- **Average Residual** – i.e. the total of all students’ residual values for the subject divided by the number of equivalent entries.

9. Click either the **Print** button to display the report, or the **Export** button to export the report.

Clicking the **Export** button opens the **Save As** dialog. Enter or select the filename and location to which you wish to save the export file. Select the required file type, either `.TXT` or `.CSV`, by selecting from the **Save as type** drop-down list, and then click the **Save** button.

Once the export process has completed successfully, you can open the file to view, format and print, as required.

**Subject/Grade Analysis Report**

This report can be produced to review the breakdown of grades for a given subject.

The report header displays the School name, selected season, qualification, level and the group for which the report was produced. For each subject, the report body displays the number of subject entries associated with it and the number/percentage of candidates achieving each grade. The number/percentage of A*-C and A*-G are also displayed for GCSE qualifications.
1. Select **Reports | Results | Subject/Grade Analysis** to display the **Report Criteria – Subject/Grade Analysis** dialog.

2. Select the **Season** for which you wish to run the report by clicking the **Field Browser** button and selecting the required season from the drop-down list.

   ![Field Browser button (blue handle)](image)

3. Select the **Qualification** by clicking the **Field Browser** button and selecting the required qualification from the drop-down list.

4. Select the **Level** for the report by clicking the **Field Browser** button and selecting the required level from the drop-down list. The levels available will be those associated with the selected qualification.

5. Select the **Group** for which you wish to run the report by clicking the **Field Browser** button and selecting the group from the drop-down list. The groups available are **Season Candidates**, **Curriculum Years**, **Registration Groups** and **PI Cohorts**.

6. Select the **Mode** for the report by clicking the **Field Browser** button and selecting the mode from the drop-down list. Select either **Raw** or **Percentage**, as appropriate.

7. Select the **Order** of the report by clicking the **Field Browser** button and selecting the order from the drop-down list. The options available are **Code** and **Description**.

8. Select the **Show Cumulative** check box if you wish the previous percentage or raw score for grades to be added to the percentage or raw score for the next grade, etc. For example, A* may be 58, A would be 58 + 52 = 110, and so on.
9. Click either the **Print** button to display the report, or the **Export** button to export the report.

Clicking the **Export** button opens the **Save As** dialog. Enter or select the filename and location to which you wish to save the export file. Select the required file type, either .TXT or .CSV, by selecting from the **Save as type** drop-down list, and then click the **Save** button.

Once the export process has completed successfully, you can open the file to view, format and print, as required.

> **NOTE**: Only certification results will be included in the report output.

**Group Performance Analysis Report**

This report provides, on or after results day, a quick class-by-class summary of subject performance.

2. Select the parameters of the report, by clicking the appropriate **Field Browser** buttons:

- **Season** – only seasons for which Performance Indicator values have been calculated will be available for selection.
- **Qualification** – only qualifications represented in the selected season will be available for selection.
- **Level** – only levels for the selected qualification will be available for selection, with **All** being the default.
- **Year Group** – these are Curriculum Years and are limited to those represented in the **All Candidates** group for the selected season.
- **Group Type** – either **Class** or **Course** can be selected, with **Class** being the default.
- **Output Mode** – the Output Mode can be either **Numbers** or **Percentages**, with **Numbers** being the default.
- **Residual Calculation** – the option is now given to compare the results of groups and individuals with the stored PI values, as previously, or with the matching qualification – e.g. for GCSE results, comparing only with all GCSE results.
- **Membership Date** – the Membership Date defaults to the start date of the selected season. It can be changed by clicking the **Calendar** button and selecting a new date; or by manually entering a new date.

3. Select the report format:

- **Split by Gender** – select this check box if you wish to breakdown the analysis by male and female students.
- **Expand Groups** – select this check box if you wish to see an analysis of each student in a class/course, as well as the overall class analysis. If you select this option, each group will begin on a fresh page.
- **Page per Subject** – select this check box if you wish each subject to start on a new page of the report.

**NOTE:** If the **Expand Groups** check box is selected, the **Page per Subject** will automatically be selected and disabled. In addition, the Export function will not be available, the **Export** button will be disabled.

4. Click either the **Print** button to display the report, or the **Export** button to export the report.

Clicking the **Export** button opens the **Save As** dialog. Enter or select the filename and location to which you wish to save the export file. Select the required file type, either .TXT or .CSV, by selecting from the **Save as type** drop-down list, and then click the **Save** button.

Once the export process has completed successfully, you can open the file to view, format and print, as required.
Report Details

The exact analysis displayed in the report will differ depending on the options you select in the **Group Performance Analysis Report Parameters** dialog.

**Example Report 1**

The following graphic shows a report with the following options selected:

- **Group Type:** Class
- **Output Mode:** Numbers
- **Gender:** Split
- **Groups:** Not expanded

The report displays the following columns:

- **Subject** – the subjects associated with the selected year group and the subject.
- **Class** – the main supervisor for the class on the **Membership Date**.
- **Gender** – with the Split by Gender check box selected, this displays the class in three rows, **A** (All), **M** (Male), and **F** (Female).
- **Students** – the number of students who have results recorded against them and who are members of the class and the selected year group.
- **Grades** – the list of grades and the number of results at each grade. Only certification results are counted – endorsements /equivalents are excluded.

- **Average** – the average points scored by the row of students – calculated by totalling the points corresponding to the grade and level and then dividing by the total number of results for all grades. For example, if there are four students who have results for the subject, of which two of them have scored the grade A (52 points) in GCSE and two of them have scored grade A* (58 points) in GCSE, then the average points should be calculated as $(2 \times 52 + 2 \times 58) / (2 \times 1 + 2 \times 1) = 55$ points.

**NOTE:** The points equivalent for a grade achieved in a Short Course is half that of a Full Course. Similarly, when calculating the total number of results for all grades, a Short Course counts as 0.5.

- **All Average** – this is calculated by totalling the number of points accrued for all subjects by all the candidates in the class and dividing it by the total number of entries for the season by all the candidates in the class. For example, if the total points scored by four candidates in the season is 245 and the number of equivalent entries is 6.5, then the All Average will be $245 / 6.5 = 35.83$.

The concept of equivalent entries ensures that not only the level selected, e.g. GCSE, but also other levels regarded as equivalent are taken into account. This figure is read from the PI – Calculated values.

- **Residual** – this is the difference between the class average points score for all class members for the individual subject and the average of all class members for all subjects. This should be difference between Average and All Average for the class in consideration. In the above case it would be $55 - 35.83 = 19.17$. 
Example Report 2

This graphic shows a report with the following options selected:

- **Group Type**: Course
- **Output Mode**: Percentage
- **Gender**: Not split
- **Groups**: Unexpanded

The following columns differ from the previous example:

- **Course** – the courses associated with the selected subject.
- **Gender** – as the **Split by Gender** check box has not been selected, this displays analysis for the course as **A (All)**, only.
- **Students** – the number of students who are members of the course and of the selected year group and who have results recorded against them.
- **Grades** – the percentage of students with recorded results who achieved each grade.
Example Report 3

This final graphic shows a report with the following options selected:

- **Group Type:** Class
- **Output Mode:** Numbers
- **Gender:** Not split
- **Groups:** Expanded

This differs from the previous example reports because the **Expand Groups** check box has been selected. This results in an analysis of each student in a class/course being shown, as well as the class analysis. It also means that each subject will start on a new page.

For each student, the **Average** column will be the average points score for the student in the subject – usually the score for the single result achieved. The **All Average** column will be the students average points score for all subjects entered. The **Residual** column will be the difference between the **Average** and the **All Average**.

**Performance Tables Report**

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**IMPORTANT NOTE:** Before running this report, please ensure that you have calculated the PI data for the current season, by selecting **Focus | Calculate PI Data**. For more information on how the PI data is calculated, please see Preparing the Data for the Performance Indicators Reports on page 189. For more information on what happens when you calculate the PI data, please see Calculating Your PI Data on page 204.

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This report is produced to review the overall performance of the candidates in a selected cohort (Summary mode) or a more detailed candidate-level analysis displaying their overall achievements (Detailed mode).

This report produces output relevant for schools in Northern Ireland (DENI format) and all other schools (DFE format).

The report header displays the School name, the Year and details of the group of candidates for which the report has been created (e.g. PI Cohort Age 2005 15, PI Cohort 2005 Age 16-18).

The report body differs depending on the type of report produced, but generally the number of candidates, average score per candidate, average score per entry and the number and percentage of candidates achieving 5+ A*-C grades including English and Maths are displayed (for male, female and all) in Summary mode.

In Detailed (per candidate) mode, more information is displayed relating to each candidate, including an indication of which candidates achieved grade C or above in English and Maths (a Y or N in the Incl. E&M column).

NOTES: If you are producing a report in DENI format, additional information is displayed on the report, e.g. Achieving 7+ A*-C, Achieving 5+ A*-C, etc.

A candidate who is in the selected group, but was not a member of the season candidates group, will not have result records for the required aspect/result set combinations. A null value will therefore be treated as 0.
1. Select **Reports | Results | Performance Tables** to display the **Performance Tables Report Parameters** dialog.

![Performance Tables Report Parameters dialog](image)

2. Select the **Season** for which you wish to run the report by clicking the **Field Browser** button and selecting the required season from the drop-down list. The seasons available will be those for which PI data has been calculated.

   Field Browser button (blue handle)

3. Select the **Level** for the report by clicking the **Field Browser** button and selecting the required level from the drop-down list. The levels available are **Age 16-18** and **Keystage 4**.

4. Select the **Group** for which you wish to run the report by clicking the **Field Browser** button and selecting the group from the drop-down list. The groups available include **Season Candidates (Internal)**, **Curriculum Years**, **Registration Groups** and **User Defined**.

5. Select the **Report Type** by clicking the **Field Browser** button and selecting the report type from the drop-down list. The report types available are **Detailed**, **Full** and **Summary**. **Summary**, the default, gives figures for the selected group – most commonly the appropriate cohort; **Detailed** gives a student-by-student report of the headline figures appropriate to the regional format selected; and **Full** produces, for CSV Export only, a complete report, very similar to the CSV dump introduced in Examinations Organiser 6.62.

6. Select the **Order** of the report by clicking the **Field Browser** button and selecting the order from the drop-down list. This field will be available only if the **Report Type** selected is **Detailed**.
7. Select the **Qualifying Date**, which is the date on which membership of the selected **Group** is taken. This field defaults to today’s date but can be edited by clicking the **Calendar** button and selecting a date.

8. Select the **Format** of the report, e.g. **DFE**, **DENI** or **WAG**. The option selected determines the information displayed in the report output. This field defaults to **DENI** for establishments in Northern Ireland, **WAG** in Wales, and **DFE** for all other locales. **DENI** includes the NI-specific measures of A-C at Level 3 and A*-E at Keystage 4; **WAG** includes the Core Subjects Indicator.

9. Click either the **Print** button to display the report preparatory to printing, or the **Export** button to export the report.

Clicking the **Export** button displays the **Save As** dialog. Enter or select the filename and location to which you wish to save the export file.

The file types available vary depending on the **Report Type** and **Format**. Selecting **DENI** as the **Format** and **Summary** as the **Report Type** produces an XML file output, with a breakdown of summary figures by SEN, FSM and ethnicity. Any other combination of **Report Type** and **Format** enables a file type of .**TXT** or .**CSV** to be selected from the **Save as type** drop-down list. Click the **Save** button to export the report in the selected format.

Once the export process has completed successfully, you can open the file to view, format and print, as required.

The following graphic displays a sample output produced by the DFE Summary report.

---

**Green Abbey School**

Performance Tables Information 2007: Keystage 4

Scope: Exam Performance Cohort  
PI Cohort 2007 KS4

<table>
<thead>
<tr>
<th>Summary Data</th>
<th>All Percentage</th>
<th>Male Percentage</th>
<th>Female Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Candidates</td>
<td>176 (100.00%)</td>
<td>91 (51.70%)</td>
<td>85 (48.30%)</td>
</tr>
<tr>
<td>Achieving A*/A-C including English &amp; Mathematics</td>
<td>72 (40.91%)</td>
<td>39 (41.70%)</td>
<td>34 (40.00%)</td>
</tr>
<tr>
<td>Achieving 5 A*/A-C</td>
<td>86 (48.86%)</td>
<td>47 (51.63%)</td>
<td>39 (46.86%)</td>
</tr>
<tr>
<td>Achieving 5* A*-G</td>
<td>176 (99.43%)</td>
<td>90 (98.90%)</td>
<td>86 (99.00%)</td>
</tr>
<tr>
<td>Achieving 1* A*-G</td>
<td>193 (100.00%)</td>
<td>75 (82.42%)</td>
<td>64 (75.29%)</td>
</tr>
<tr>
<td>Achieving an Entry Level Qualification</td>
<td>176 (100.00%)</td>
<td>91 (100.00%)</td>
<td>85 (100.00%)</td>
</tr>
<tr>
<td>Achieving 2+ A*/A-C in Science</td>
<td>67 (38.07%)</td>
<td>39 (41.70%)</td>
<td>29 (34.12%)</td>
</tr>
<tr>
<td>Achieving Level 2 in Functional English and Maths</td>
<td>73 (41.46%)</td>
<td>39 (41.70%)</td>
<td>34 (41.19%)</td>
</tr>
<tr>
<td>Achieving Level 1 in Functional English and Maths</td>
<td>174 (98.86%)</td>
<td>89 (97.80%)</td>
<td>85 (99.00%)</td>
</tr>
<tr>
<td>Candidates aged 15</td>
<td>176 (100.00%)</td>
<td>91 (100.00%)</td>
<td>85 (100.00%)</td>
</tr>
<tr>
<td>Candidates aged under 15</td>
<td>0 (0.00%)</td>
<td>0 (0.00%)</td>
<td>0 (0.00%)</td>
</tr>
<tr>
<td>Average Capped Score</td>
<td>306.22</td>
<td>307.67</td>
<td>304.67</td>
</tr>
<tr>
<td>Average Score per Student</td>
<td>392.81</td>
<td>394.07</td>
<td>391.47</td>
</tr>
<tr>
<td>Total number of Entries</td>
<td>1667.00</td>
<td>962.00</td>
<td>625.00</td>
</tr>
<tr>
<td>Average Score per Entry</td>
<td>37.85</td>
<td>38.43</td>
<td>37.24</td>
</tr>
</tbody>
</table>
The following graphic displays a sample output produced by the DFE Detailed report.

Green Abbey School

Performance Tables Information 2007: Keystage 4

Scope: Exam Performance Cohort 2007 KS4

Export Results

You can export examination results held in Examinations Organiser to a .CSV file. This would enable you to review the results data, include the data in school reports, or use it for analysis purposes.

The header of the exported file displays the name of the season, series and group selected together with the date the export file was created. The detail record displays the candidate’s name, Exam Number, UCI, Registration and Year group, Admission Number and examination results, grouped by element.

NOTE: The issue described in previous versions of this handbook, relating to data corruption when an element title contains a comma, has been resolved.

Important Information on Exporting Results to a CSV File

You can export examination results held in Examinations Organiser to a .CSV file. This would enable you to review the results data, include the data in school reports or use it for analysis purposes.

The header of the exported file displays the name of the season, series and group selected together with the date the export file was created. The detail record displays the candidate’s name, Exam Number, UCI, Registration and Year group, Admission Number and examination results, grouped by element.
1. Select **Reports | Results | Export Result** to display the **Exam Results Export Parameters** dialog.

2. Select the **Season** for which you wish to export result data by clicking the **Field Browser** button and selecting from the drop-down list. All seasons in Examinations Organiser will be available for selection, including closed, locked and domestic seasons.

3. Select the required **Series** by clicking the **Field Browser** button and selecting from the drop-down list. The series available will be those associated with the selected season. The **All Series** option allows all examination results in the selected season to be exported.

4. Select the required **Group** by clicking the **Field Browser** button and selecting from the drop-down list. The groups available include **Season Candidates, Curriculum Years**, etc. Any examination results for a candidate who was a member of the selected group as of the start date of the selected season will be exported.

5. Select the **Process** by clicking the **Field Browser** button and selecting from the drop-down list. This allows you to specify the type of results you wish to export. The options available are **Entry, Equivalent, Forecast** and **Result**. If you select **Entry**, all entries (including those that have been withdrawn) will be exported.
6. Select the **Level** by clicking the **Field Browser** button and selecting from the list.

7. Select the **Element Type** by clicking the **Field Browser** button and selecting from the list. The options are **All Results**, **Certification Results** and **Unit Results**.

8. Select the method of examination results selection by clicking the **Field Browser** button adjacent to the **Select by** field and selecting from the drop-down list. The options are **Award** and **Element**.

9. Select the **Order** in which the examination results will be displayed in the export file by clicking the **Field Browser** button and selecting the order from the drop-down list. The options available are **Exam Number**, **Name** and **Reg + Name**.

10. Select the **Single Record per Candidate** check box to produce one record per candidate and a column for each result aspect that conforms to your request.

   If you deselect this check box, the **Include Element title in Header** check box will become disabled and the export file will include one record per result only. The information exported for each result comprises aspect name, level, board code, board name, subject code, subject title, result month, result year, result, school status, points value (for grades) and percentage of maximum mark (for marks).

11. Select the **Include Element title in Header** check box, if required.

12. Click the **Field Browser** button adjacent to the **Selections** frame to display the **Awards** chooser. The chooser will display either a list of awards or elements, depending on the option selected in the **Select by** field.

13. Select the required awards or elements by double-clicking them or highlighting an item in the list and clicking the **Choose** button. Multiple awards or elements can be selected by holding down the **Ctrl** key and clicking each item, then clicking the **Choose** button. Select all the awards or elements by clicking the **Choose All** button.

All selected awards or elements will be displayed in the **Selected Items** frame. Remove any items added in error using the same selection method as before and clicking either the **Remove** or **Remove All** button.

The **Number of Available Items** for selection and the **Number of Selected Items** automatically updates when items are selected or deselected from the chooser.

14. Click the **Update** button to return to the **Exam Results Export Parameters** dialog. Your award or element selections will be displayed in the **Selections** frame.

15. Click the **Export** button to display the **Save As** dialog. To export the report, click the **Export** button to display the **Save As** dialog. Enter or select the filename and location to which you wish to save the export file. Select the required file type, either **.TXT** or **.CSV**, by selecting from the **Save as type** drop-down list, and then click the **Save** button.
16. Once the export process has completed successfully, you can open the file to view, format and print, as required.

Producing the EDI Submission Log Report

This report is produced to review the history of submissions made to the exam boards.

The Report displays the examination board for which the submissions have been made, the type of submission file, the file name, the date and time the file was generated, the date and time the file was submitted and the name of the user who submitted the file.

1. Select Reports | EDI Submission Log to display the Report Criteria – Print EDI Submission Log dialog.

2. Select the date range for the report by entering Between and And date fields.

3. Click the OK button to produce the report.

Producing the Candidate Report

The purpose of this report is to allow a check to be made that the personal data to be submitted to the examination boards is correct.

Irrespective of the level of detail selected, the candidate’s name, as formatted for submission to the examination boards, gender, date of birth, Examination and UCI numbers will be displayed and whether the candidate is eligible for Special Arrangements. Depending on the level of detail selected in the Report Criteria dialog, other details including contact details, their name as displayed on any certificates (the formatted name) and elements for which the candidates have been entered, as well as a summary of the associated fees may also be displayed.
1. Select Reports | Candidate Report to display the Report Criteria – Candidate Report dialog.

2. Select the Season for the report by clicking the Field Browser button and selecting from the drop-down list.

   Field Browser button (blue handle)

3. Select the method of candidate selection by selecting either the Groups or Candidates radio button in the Select by section.

4. Enter the Effective Date for the report or click the Calendar button and select the required date. Alternatively, accept the default date, which is the first day of the selected season.

5. To select the candidates to include in the report, click the Selections Field Browser button and select either the group or individual candidates you wish to include in the report.

6. Select the Detail Level for the report by clicking the Field Browser button and selecting the required option.

7. Select the radio button of the required Report Order.

8. Click the OK button to produce the report.

**More Information:**

*Important Information on the Usage of the Candidate Name Fields on page 2*
Manually Entering and Editing Examination Results

You can manually enter or edit examination results for any candidate in a given season. This would be particularly useful if a candidate has transferred from another school and you wish to keep a record of any examination results that they have already achieved.

It can also be used to edit examination results issued by an examination board, even if the season is closed. However, this should be necessary only in very unusual circumstances.
**IMPORTANT NOTES:** When manually entering examination results, it is not necessary to import the associated Basedata.

If an embargo has been set for the current season to disable the viewing or examination related data for a defined period of time, and you are currently in the embargo period, only authorised personnel can run this routine for the current season. For more information, please see Setting Up the Results Embargo for Results Download Days on page 28.

1. Select **Tools | External Results | Manual Entry** to display the Prior Exam Results browser.

   ![Prior Exam Results Browser](image)

   This dialog displays all candidates for the current season.

2. Highlight the candidate for whom you wish to add or edit examination results and click the View/Edit button to display the Exam Results Detail dialog.

   ![Exam Results Detail](image)
This dialog displays all of the Certification results achieved by the selected candidate, for the current season. From here, you can add a result, edit an existing result or delete a result.

**Adding an Examination Result**

1. Click the **Add Item** button on the right-hand side of the **Results** frame to display the **Prior Result Detail** dialog.

2. Select the **Board** with which you wish to associate the result by clicking the **Field Browser** button and selecting from the drop-down list. All **Active** examination boards will be available for selection.

3. Select the **Level** for the result by clicking the **Field Browser** button and selecting from the drop-down list.

4. Select the **Subject** for which the result is being entered by clicking the **Field Browser** button and selecting the appropriate QCA Subject code from the drop-down list.

5. Select the **Result Type** for the result by clicking the **Field Browser** button and selecting from the drop-down list. The options include **Result 1**, **Result 2** and **Endorsement**.

6. The **Gradeset** will be calculated automatically from the combination of **Board** and **Level** selected.
7. The **Aspect Name** will be calculated automatically from the information already entered in this dialog. Therefore, all of the fields up to this point are mandatory.

8. Select the **School** at which the examination result was achieved by clicking the **Field Browser** button and selecting from the drop-down list. The schools available for selection will be those that the selected candidate has been recognised as attending in the past. If no school history is present, your school name will be selected automatically.

9. Select the **Month** in which the certification result was achieved by clicking the **Field Browser** button and selecting from the drop-down list. The options are January, June and November (the only months in which certification results are issued).

   ![Field Browser button (blue handle)](image)

10. Select the **Year** in which the result was achieved by clicking the **Field Browser** button and selecting from the list. The current year and four previous years are available for selection.

11. Enter the **Result** that the candidate has achieved for the selected examination. The result entered must be a valid grade from the grade set selected for the examination previously on this screen.

12. Click the **Save** button to return to the **Prior Exam Results Detail** dialog.

    When you go straight on to enter further results for the same candidate, some data items will, by default, be persistent from the previous entry. These are:
    - Board
    - Level
    - Result type
    - Month
    - Year

    Subject, aspect (read-only) and result will be cleared.
Editing an Examination Result

When editing existing examination results, it is possible only to edit the result itself. It is not possible to edit the associated examination board, Subject, level, etc. If any of these details has been erroneously entered, you will need to delete the record and start again.

1. Click the **Edit Item** button on the right-hand side of the **Results** frame to display the **Prior Result Detail** dialog.

2. Enter or edit the **Result** that the candidate achieved for the selected examination. The result entered must be a valid grade from the grade set associated with the result record.

3. Click the **Save** button to return to the **Prior Exam Results Detail** dialog.

Deleting an Examination Result

You can delete an existing examination result that was added in error.

1. Highlight the existing examination result in the browser and click the **Delete Item** button.

2. Confirm that you wish to delete the selected examination result by clicking the **OK** button.
Running the Component Sitting Integrity Check

This report identifies those candidates who have been assigned a seat for an examination but have since been withdrawn from it. This enables the Exams Officer to remove that candidate from the seating plan manually. Alternatively, this routine can be used to delete such candidates from the seating plan automatically.

1. Select **Tools | Component Sitting Integrity Check** to display the **Component Sitting Integrity Check** dialog.

2. Select either the **Season** or the **Date Range** radio button to determine the reporting range.

   If you select the **Season** radio button, click the adjacent **Field Browser** button and select the required season from the drop-down list.

   ![Field Browser button (blue handle)]

   If you select the **Date Range** radio button, click the appropriate **Calendar** buttons and select the required start and end date from the Calendar, or enter the dates directly in the date fields.

   ![Calendar button]

   If you have selected a season, rather than a date range, you must specify a series.

3. Select the required **Series** by clicking the appropriate **Field Browser** button. The drop-down contains all the series of the selected season, along with **All**, which is the default value.

4. In the **Action** frame, select the outcome of running this check.

   Select the **Report** radio button if you want to view the outcome on screen for analysis. Selecting this option displays the information in report format on-screen, informing you that the candidates in the report are seated for a component but do not have a corresponding entry.

   Select the **Delete** radio button if you want the integrity check to search for candidates who have been seated for a component but do not have a corresponding entry, and then remove the candidate from the seating plan. Prior to deletion, the number of candidates who will be removed from the seating plan will be displayed and you will be asked to confirm the deletion. Once the candidate(s) have been removed and you return to the component sitting in Seating Organiser, you will see that they have been removed from the seating plan.
5. Click the **OK** button to perform the required function.

**How an Optical Mark Reader Works**

An Optical Mark Reader ‘reads’ marks on a specially designed sheet or **OMR form**.

The marks on the paper are detected by the reflection of light from the light source that fall on to the sensor. Each sheet will be printed in a colour invisible to the OMR, known as the drop-out colour. The light used is either red or infra-red, so anything on the sheet printed in red will not be detected by the sensor. The drop-out colour may also be green. Typical OMR sheets will have the title and sub-headings printed in black and the areas to be filled are in red.

OMR sheets must be printed and guillotined to very precise tolerances, otherwise the marks made on them could be slightly out of alignment with the OMR’s read heads, causing the sheets to be misread. Also, the precise shade of the drop-out colour must be carefully controlled during the printing process. For these reasons, OMR sheets are normally pre-printed by the OMR manufacturer to SIMS specifications.

The sheet to be read is considered to be divided into a matrix of read areas, each with rows and tracks. Typically, an OMR has exactly 42 tracks and typically 66 rows.

Each track corresponds to an individual light sensor and is parallel to the reference edge of the sheet and a fixed distance from it. The normal distance of this track is 0.2 inch.

The reference edge of the sheet is printed with a series of black blocks arranged vertically which may or may not be the same width, depending on the particular sheet. These correspond to the number of rows in each sheet. The black blocks are called the clock track or timing track. For example, the read areas available on a sheet used in Attendance consist of 38 tracks and 66 rows. Each track is 0.2 inches in width and there are 6 rows to an inch.

In actual use, it is unlikely that more than a few hundred of these read areas would be used on most sheets. A typical A4 sheet contains about 2400 read areas.

There are smaller blocks (see diagram) which are used to ensure that the paper is not skewed. In the track 2 position, there are a series of thin black rectangles, which identify the sheet.

In the top half of the sheet, there is a long red line, this is for testing purposes only.

**White Line Test**

This is a line printed in the drop-out colour (usually red). It is used to determine black and ‘white’ or mark and no mark. It is essential that the line is not marked in any way.

It is possible that due to a mark on the line or a fault in the read head, the line will be read and the test fails.
Black Line Test

At the bottom of the sheet, there is a long black line. This line checks that every read head will register marks. If any part of the line is not read, the test fails.

The OMR performs its own auto-calibration. If the OMR passes a sheet backwards and forwards a number of times, it is calibrating its sensitivity to black and ‘white’ (in this context, ‘white’ is effectively the drop-out colour).

Consult your OMR user manual for more information on setting up these tests.

The white line, black line and skew tests are used to check that the OMR is working properly and that the sheet is being fed through the reader correctly.

OMR Supplier

Further details concerning OMR use with SIMS modules can be obtained from:

Capita Children’s Services
Franklin Court
Priory Business Park
Cardington
Bedford
MK44 3JZ

Telephone: (01234) 838080
Fax: (01234) 832082

Pre-printed data entry sheets for use with the OMR can be obtained from:

DRS Data & Research Services plc
Sunrise Parkway
Linford Wood
Milton Keynes
MK14 6LR

Telephone: (01908) 666088
Fax: (01908) 607668

Setting up an Optical Mark Reader

There are numerous options available for configuring your OMR but once it has been correctly set up and is working properly, it is unlikely that any settings will need to be adjusted until a new delivery of OMR sheets is received.

To adjust the OMR settings, select Tools | OMR Setup to display the OMR Setup form which consists of four pages.
OMR Printing Page

The adjustments available on this page should only be applied after printing and reviewing a test sheet which is generated by clicking the **Print Test Sheet** button. The resulting test sheet allows you to take measurements, which can be entered in this page to ensure the accuracy of printing OMR sheets.

The following adjustments are available:

**Printer Offset**

The printer offset determines the distance from the edge of the paper to the printer boundary. The printed test sheet displays arrows enabling the distance from the top and the right of the test sheet to be measured. Once measured, these values should be entered in the **Top Offset** and **Right Offset** fields accordingly. Alternatively, the sliders can be used to select the required values.

Once these values have been entered, no further adjustment should be needed until a new delivery of OMR sheets is received or unless the current printer is changed.

**Scaling**

A vertical arrow is displayed on the OMR test sheet. The length of this arrow should be measured and the value entered in the **Scale Length** field. Alternatively, the slider can be used to select the required value.

**Print Sheet Number**

The sheet numbers for the different types of OMR sheet are all in the same series of numbers. For example, if you print six registration sheets and they are numbered one to six, then you print three absence sheets they will be numbered seven to nine, then another four registration sheets, so they are 10 to 13 and so on.

There are three ways in which the sheet number may be recorded. Select one of the following radio buttons according to your requirements.

- **As Barcode**
  If barcode printing is enabled, then the sheet number is printed as a barcode alongside the sheet number box.
- **As Dashes**
  If this option is selected, then the sheet number is represented by dashes in the sheet number box. Please note that when a test sheet is printed the dashes are not part of the test and should therefore be ignored.

- **Print Nothing**
  Select this option if you wish to manually enter sheet numbers.

**OMR Port Settings Page**

A majority of the settings on this page are automatically set and should not require adjustment unless you are experiencing problems connecting to the OMR.

If you need to make any adjustments to these settings, do so in the following order:

1. Change the settings as appropriate (i.e. baud rate, parity, etc.).

   **NOTE:** For Windows® 2000 machines, it is likely that you will need to change the baud rate to either 1200 or 2400.

2. Click the **Apply** button to confirm the settings.

3. Switch the OMR off and on again. This discards any previous initialisation and resets the OMR.

4. Wait for the OMR to ‘beep’ and the light to change from green to red.

5. Click the **Test OMR Port** button and wait several seconds until the report or message is displayed.

6. Click **OK** to save the new parameter(s). You may wish to move to another tab to check more parameters before clicking **OK**.

<table>
<thead>
<tr>
<th>Port</th>
<th>Parity</th>
<th>Data Bits</th>
<th>Stop Bits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM1</td>
<td>Odd</td>
<td>7 Bits</td>
<td>1 Bit</td>
</tr>
<tr>
<td>COM2</td>
<td>Even</td>
<td>8 Bits</td>
<td>1 Bit</td>
</tr>
<tr>
<td>COM3</td>
<td>None</td>
<td>8 Bits</td>
<td>2 Bits</td>
</tr>
<tr>
<td>COM4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Port**

There are likely to be two or more ports available. Your choice of port will depend on the type of connector the OMR has, together with any other devices that may be using that port.
Parity
As data is sent checks are made that the data being sent from the OMR is the same as that being received by the computer. This setting should only be changed on direct advice from your OMR supplier or Capita ES support.

Data Bits
Refers to the number of bits per character. This setting should only be changed on direct advice from your OMR supplier or Capita ES support.

Stop Bits
Refers to the number of bits sent to indicate the end of a character. This setting should only be changed on direct advice from your OMR supplier or Capita ES support.

Baud Rate
This is a measure of the rate at which data is sent from the OMR to the computer. Select the required value from the drop-down list. In most circumstances, the setting should be left at 19200.

If you experience problems connecting to the OMR or persistent read problems, try resetting the value to 9600 for Windows NT® or 1200/2400 for Windows® 2000, noting that the OMR must be switched off and then on again to initialise the new setting.

Test OMR Port Button
Ensure that the OMR is switched on, then click this button to attempt communication with the OMR. A message is displayed, advising if the communication has been successful. If the connection has failed, try reducing the baud rate, then retesting the connection, noting that the OMR must be switched off and then on again to initialise the new setting. If this does not resolve the problem, switch off the OMR, reboot the machine, then switch the OMR on and try again.

Changing Sensitivity and Discrimination Settings
The Discrimination and Sensitivity settings determine how the OMR should interpret different marks on OMR sheets. They are used to distinguish a genuine mark from an erased mark, partial mark or dirt/crease on OMR sheets.

The OMR measures the size, darkness and sharpness of marks on the OMR sheets and combines these to produce a single mark density value (score) for each read area. These scores range from 0-15, where 0 represents no mark and 15 represents a very good mark.

The Sensitivity setting determines the minimum threshold score that the OMR will recognise as a clear mark and therefore defines how leniently or strictly the software will interpret marks. The mark on the OMR sheet must produce a score greater than 5 in order for it to be accepted.

- If you are experiencing problems reading faint lines on an OMR sheet – reduce the Sensitivity setting.
If you have OMR sheets that are crumpled or dirty, it is worth increasing the Sensitivity setting, perhaps to 8, to ensure that only clear, dark lines are recognised as valid.

The Discrimination setting is used to set the minimum difference between the densities of competing marks. The setting is set by default to 5. Lowering the Discrimination forces the OMR to discriminate between marks that are very similar. This reduces the number of multiple mark errors, but risks the OMR making arbitrary decisions. Increasing this value reduces the scope of discrimination, except where the difference between the marks is obvious. This reduces the risk of marks being incorrectly discriminated, but increases multiple mark errors.

If you are experiencing a high number of multiple mark errors, reduce the Discrimination setting.

**Example:**

Both Sensitivity and Discrimination are set to 5.

Two marks are read that are above the Sensitivity setting with scores of 10 and 7 and therefore pass the minimum threshold of 5. The difference between these scores is 3 which is lower than the Discrimination setting of 5 and are both marks are accepted. A multiple marks error may be produced.

Two marks are read that are above the Sensitivity setting with values of 10 and 4 and therefore pass the minimum threshold of 5. The difference between these values is 6 which is above the Discrimination setting of 5 and the mark with the highest score is accepted.

**Unable to Handshake with OMR**

When, through the Focus | OMR Entry menu route, the OMR Core Component dialog is opened, the system attempts to communicate with the OMR. If this handshake attempt is unsuccessful an error message is displayed at the top of the screen.
Firstly, check that the OMR is connected and switched on. If so, then check the OMR settings:

1. Click the **Setup** button to display the **OMR Setup** form.
2. Click the **OMR Port Settings** title tab.
3. Make any adjustments necessary and click the **OK** button to return to the **Read OMR** screen. Please see *OMR Port Settings Page* on page 278 for details.
4. Click the **Retry** button.

**Understanding Examination Numbers**

Examination boards require all candidates to have a unique number by which they can be identified. The user can input the number manually or allow the module to allocate numbers automatically.

- Examination numbers must not be modified if an entry has been made to any board for any open season using the existing number.
- The number should consist of a 4 digit number. The convention used in Examinations (DOS) was that the initial digit was the final digit of the year of admission for the cohort. You can continue to apply this convention in Examinations Organiser.
- External candidates could be numbered as if their cohort was the year that had just left.

Once assigned, you should use this number when entering a candidate for any examinations offered by any other examination board.

The Exam Number must be assigned before the UCI can be assigned.
Generating Examination Numbers

1. Select **Tools | Allocate UCI & Exam Numbers** to display the **Allocate UCI & Exam Numbers** dialog.

![Allocate UCI & Exam Numbers dialog](image)

The **Allocate UCI & Exam Numbers** dialog assists you in generating the two Exam Numbers that each candidate requires for the examinations process.

2. Select the **Group** of candidates with which you wish to work by clicking the **Field Browser** button.

![Field Browser button (blue handle)](image)

Once you select the appropriate group with which to work, the **Number of Candidates** field will automatically display the number of candidates in the selected group.

The list box at the bottom of the screen displays those candidates in the selected group. The list box displays the **Candidate** name, their **Exam Number** (if it has already been assigned), their **UCI** number (if it has already been assigned) and whether their Exam Number and UCI have been registered with the examination board (e.g. submissions have been made using these numbers).

This is the cohort of candidates to which Exam Number will be assigned.
**IMPORTANT NOTES:** Examination numbers will only be assigned to those candidates who do not already have an Exam Number assigned. It will not assign an Exam Number to those candidates that already have a number assigned.

*It is not possible to automatically assign Exam Numbers to individual candidates. To automatically assign Exam Numbers, you must select a whole group of candidates and assign numbers to the whole group.*

The right-hand side of the form displays the **Number of Candidates without Exam Number**, the **Range of Numbers** in use, **Total numbers allocated in range** and the **Highest number used in range**.

3. Click the **Allocate Exam Numbers** button to allocate these numbers based on the information displayed on screen.

   The **Allocating Exam Numbers** dialog will display a summary of the process.

   A message is displayed on the screen when the process has been completed.

4. Click the **OK** button to close the dialog and return to the **Allocate UCI & Exam Numbers** dialog.

---

**Understanding the Unique Candidate Identifier (UCI)**

Each candidate beginning a course should be allocated a 13 character unique identifier, unless the candidate already has a UCI. This may be, for example, where they have previously taken a GCSE modular syllabus. The candidate will retain this identifier throughout the course.

Once the UCI has been generated, it must be used for all specifications entered with the examination board or any other examination board and for all examinations at any examination Centre.

*NOTE: Each candidate must have only one UCI.*

The UCI will be used for:

- entries and results for individual units/components
- entries and results for subject awards
- certificates

It will be essential for candidates moving from one Centre to another to know their UCIs, particularly if they are continuing courses at a new Centre. The UCI will be quoted on results documentation.
How the UCI is Generated

The UCI consists of 13 characters:

- Centre number (5)
- Board Identifier (1)
- Academic year of registration (2)
- Candidate serial number (4)
- Check character (1)

Centre Number

The number of the Centre where the candidate took their first unit. Candidates moving to different Centres part way through their course will retain their original UCI.

Board Identifier

Usually zero.

Year of Registration

The academic year in which the candidate enters for the first unit. For candidates in the academic year 2005/2006, it will be 05.

Candidate Serial Number (Examination Number)

This is under your control and must be in the range 0001 to 9999 and for any year of registration, there must be no duplicates. In subsequent years, when new candidates are entered with a new year of registration, serial numbers may be repeated.

Check Character

Automatically generated. It provides a useful means of validation to check that no mistakes have been made in providing the other characters in the identifiers.

Example UCI

874350032531F
Generating the Unique Candidate Identifier

1. Select **Tools | Allocate UCI & Exam Numbers** to display the **Allocate UCI & Exam Numbers** dialog.

![Allocate UCI & Exam Numbers dialog](Image)

The **Allocate UCI & Exam Numbers** dialog is used to generate the two Exam Numbers that each candidate requires for the examinations process.

2. Select the **Group** of candidates with which you wish to work by clicking the **Field Browser** button.

![Field Browser button (blue handle)](Image)

3. Once you select the appropriate group with which to work, the **Number of Candidates** field will automatically display the number of candidates in the selected group.

The list box at the bottom of the screen displays those candidates in the selected group. The list box displays the **Candidate** name, their **Exam Number** (if it has already been assigned), their **UCI** number and whether their Exam Number and UCI have been registered with the examination board (e.g. submissions have been made using these numbers).

This is the cohort of candidates to which Exam Numbers will be assigned.

4. The right-hand side of the form displays the **Number of Candidates without Exam Number**, the **Range of Numbers** in use, **Total numbers allocated in range** and the **Highest number used in range**.

**NOTE:** Examination numbers will only be assigned to those candidates who do not already have an Exam Number assigned. It will not assign an Exam Number to those candidates that already have a number assigned.
5. Click the **Allocate UCI** button to allocate these numbers based on the information displayed on screen.

6. The **Allocating UCI Numbers** dialog will display a summary of the process. A message is displayed on the screen when the process has been completed.

7. Click the **OK** button to close the dialog and return to the **Allocate UCI & Exam Numbers** dialog.

---

**Tidying Examination Numbers**

This routine can be used to remove any Exam Numbers from those candidates that left your school more than one year ago, together with Exam Numbers for external candidates who last appeared more than a year ago or for a group of candidates.

If any member of a selected cohort is still on roll or associated with an open season, it will not be possible to remove their Exam Number. Only one radio button can be selected at a time. To remove another set of candidates, select the menu route again and proceed accordingly.

1. Select **Tools | Tidy Exam Numbers** to display the **Tidy Candidate Numbers** dialog.

2. If you wish to tidy Exam Numbers for candidates who have left your institution, select the **Leavers** radio button. Click the **Calendar** button adjacent to the **Left Before** field to select the required date. Any candidates that still have Exam Numbers assigned, but left before this date, will have their Exam Numbers removed. The date defaults to exactly a year prior to the current system date.

3. If you wish to tidy Exam Numbers for all external candidates, select the **External Candidates** radio button.
Click the **Calendar** button adjacent to the **Last Entered Before** field to select the required date. Any candidates that were not entered for an examination after this date will have their Exam Numbers removed. The date defaults to exactly a year prior to the current system date.

*Calendar button*

4. If you wish to tidy Exam Numbers for a group of candidates, select the **Group** radio button. Candidates in a year group who have been assigned candidate numbers purely for the processing of domestic Exams, can have their numbers cleared by this route ready for reassignment for the next academic year.

Click the **Field Browser** button adjacent to the radio button and select the required group from the drop-down list.

*Field Browser button (blue handle)*

5. Click the **OK** button to display the **Tidying Exam Numbers** dialog.

6. A message will be displayed in the dialog once the process has completed successfully.

7. Click the **Close** button to complete the process.

**Tidying Examination Numbers for Candidates with Entries but No Results**

It is not possible to tidy Exam Numbers for candidates who have been entered for an examination but no corresponding result has been recorded. If you wish to tidy Exam Numbers under these circumstances, you must carry out the following process:

1. Select **Focus | Change Current Season** to display the **Change Current Season** browser.
2. Highlight the last season in which the candidate(s) were presented and click the Select button.

NOTE: You can also change the current season at any time by clicking the season name in the Status Bar and selecting the required season from the Change Current Season browser.

3. Select Tools | Allocate UCI & Exam Numbers to display the Allocate UCI and Exam Numbers dialog.

4. Click the Field Browser button adjacent to the Group field and select the All candidate group for the season from the drop-down list (e.g. Summer Exams 2006 All).

5. From the candidate list, click the Exam No. Used check box for the candidate whose Exam Number you wish to recycle. If the selected candidate has examination entries in the selected season but no corresponding examination results, the following message will be displayed:
   This Candidate has n entries without associated results. Are you sure you wish to proceed?

6. If you are certain that no future results import will be compromised by the removal of the Exam Number (e.g. the candidate left your establishment two years ago), click the Yes button.

   The Exam No. Used check box will be deselected for the selected candidate and the Exam Number can now be deleted.

7. Select Tools | Tidy Exam Numbers to display the Tidy Candidate Numbers dialog.

8. Select the required parameters and click the OK button to display the Tidying Exam Numbers dialog.

   A message will be displayed in the dialog once the process has completed successfully.

9. Click the Close button to complete the process.

**Tidying EDI Folders**

Occasionally, you may find that the EDI folders, where transfer files are either stored after being imported or stored before being imported, become unmanageable due to the large amount of obsolete files they hold. For example, you may have files stored in the EDI folders relating to the previous season’s examination entries.

It is therefore possible to remove any unwanted or obsolete files through the module. This is the recommended method of removing unwanted EDI files as it removes all record of them from Examinations Organiser. Using Microsoft® Windows® Explorer to remove these files can still leave a trace of these files in the SIMS system. The process allows you to tidy the files, so only those needed by your school will remain.
1. Select **Tools | Tidy EDI Folders** to display the **Tidying Exam Numbers** dialog.

![Tidy EDI Folders dialog](image)

The **Tidy EDI Folders** dialog displays the contents of the **EDI Inbox** and the **EDI Holding** folders.

2. To delete a file in either of these folders, highlight the required file and click the **Delete Item** button.

![Delete Item button](image)

**Importing a CSV File into Microsoft Excel**

If a report is exported from SIMS in `.CSV` format (comma separated values), with a `.CSV` filename extension, the default behaviour of Microsoft Excel when importing such a file is to format all cells as type **General**. This entails examining each value in the file to determine whether its content is purely numeric (i.e. 0-9, comma or point); or is recognisable as a date; or neither of these. On this basis it treats the cell as numeric, date or text respectively. If it is numeric, it strips any leading zeros, and any subsequent re-declaration of the cell or column as type **Text** will not restore the leading zeros.
The effect of this on some types of data can be serious. In the multiple-row results export from Examinations Organiser 6.38 onwards, several columns comprise only numeric characters, but legitimately have leading zeros. These are:

<table>
<thead>
<tr>
<th>Column</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Number</td>
<td>0001 – 9999 are valid values. It is a 4-character field, whose content is limited to numerics.</td>
</tr>
<tr>
<td>Year group</td>
<td>These are usually numeric, but following integration are preceded by a space if single-figure. Most exports of exam results will be for years above 10, so this will not generally be an issue for most users.</td>
</tr>
<tr>
<td>Board Code</td>
<td>01, 10, 11, etc. OCR’s 01 is the only one affected, but it should still be 01, not 1.</td>
</tr>
<tr>
<td>QCA Subject Code</td>
<td>The traditional academically oriented code set started at 1010, but codes for vocational subjects are in the range 0001 – 0021.</td>
</tr>
<tr>
<td>Month</td>
<td>Exported as 01, 02, etc.</td>
</tr>
<tr>
<td>Year</td>
<td>Exported as 03, 04, etc.</td>
</tr>
<tr>
<td>Result</td>
<td>This will depend on what you have chosen to export. Entry, Forecast and Equivalent are invariably grades; Results will generally be numeric for Units, grades for Certifications. It will generally be best to allow default behaviour to operate here, but note that some grades, particularly at Entry level (3, 2, 1), look like numerics, and will be treated as such unless overridden.</td>
</tr>
</tbody>
</table>

Once the data has been imported into Microsoft Excel, the formatting of the data can be changed as required. However, it is probable that the stripping of leading zeros from at least some of these values will distort the content.

The way to override this behaviour is as follows:

1. When asked to supply a filename for the export in SIMS, enter a suitable name with a .TXT file extension.
2. Once the export has completed, open this file using Microsoft Excel.
This will open the **Text Import** wizard, allowing you to specify the display format of the file.

![Text Import Wizard](image)

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

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

4. Select **437 : OEM United States** from the **File origin** drop-down list.

5. Click the **Next** button to continue.
6. Deselect the Tab check box in the Delimiters frame and select the Comma check box.
   This will tell Microsoft Excel that a comma should be used as a field delimiter.

7. Select none from the Text qualifier drop-down list.

8. Click the Next button to continue.

9. With reference to the table at the beginning of this section, click a column that will be affected by the removal of leading zeros, to highlight it.

10. Select the Text radio button in the Column data format frame.

   NOTE: At this stage, the justification in each column is not displayed as it will be once it has been imported. In the previous graphic, Year Group 11 is displayed on the left-hand side of the column. However following import, it will be converted to a numeric and left justified in the field.

11. Repeat Steps 9 and 10 until you have amended the data format for each of the columns that will be affected by the removal of leading zeros.

12. Click the Finish button to complete the process and to display the selected file in the format specified.
Dealing With Errors When Importing Results

When importing the results, you may discover a number of errors, either in the results file itself or in the data on your system. A summary of the import errors can be found below, together with an explanation of how to resolve such errors.

<table>
<thead>
<tr>
<th>Error</th>
<th>Cause</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results for elements absent from imported basedata</td>
<td>Results have been imported for elements that were not imported as basedata</td>
<td>Refresh basedata with the missing elements</td>
</tr>
<tr>
<td>Results not matched by an entry</td>
<td>Results imported from the results file do not have a corresponding entry in Examinations Organiser</td>
<td>No action necessary as the results may stand by themselves</td>
</tr>
<tr>
<td>Results indicated as being returned against a different element entry</td>
<td>Results imported for an element that is different to the element for which an entry was made</td>
<td>The system will check that the element for which the grade is issued has been imported and record the result against this</td>
</tr>
<tr>
<td>Results with a Partial Absence flag</td>
<td>The examination board has recognised that the grade issued is awarded against less that the complete list of components</td>
<td>This report is for information only</td>
</tr>
<tr>
<td>Results which differ from a previous import</td>
<td>The examination board has updated a result</td>
<td>This report is for information only as the system will overwrite the existing result</td>
</tr>
<tr>
<td>Result not in range defined for the aspect</td>
<td>Results imported are deemed to be invalid, according to the range of valid entries in its associated aspect</td>
<td>Contact the appropriate examination board</td>
</tr>
<tr>
<td>Results no matched by an enrolment</td>
<td>Results imported from the results file do not have a corresponding enrolment in Examinations Organiser</td>
<td>No action necessary as the results may stand by themselves</td>
</tr>
</tbody>
</table>
Managing Groups

Examinations Organiser allows you to fully manage the groups and group memberships in your SIMS SQL system, using the functionality supplied by Group Manager, providing you have sufficient permissions to do so.

The Group Manager functionality is accessed from the Tools menu and allows you to manage group details relating to Courses and Curriculum Years. The functionality includes the adding, editing and deletion of groups, assigning group membership and assigning a Supervisor to a group.

The initial browser displays the groups in your SIMS system. Navigation is similar to Microsoft® Windows® Explorer, i.e. double-click the folder icon to expand a collection of groups to display further levels/groups.

Select Tools | Group Manager, followed by the required group type (i.e. Courses or Curriculum Years) to display the Group Manager dialog.

NOTE: Some of the buttons referenced in the following instructions will only be enabled if you have been granted sufficient permissions.
Adding a Group

1. From the Group Manager dialog, highlight the group type at the top level of the navigation tree. In the previous graphic, this is Course.

2. Right-click the group type and select Add from the pop-up menu to display the Group Details dialog.

3. The Group Type is read-only and defaults to the group type selected.

4. Enter a Description for the group, up to a maximum of 32 alpha-numeric characters. This description will be displayed in the Group Manager dialog and must be unique within its group type.

5. Select Active from the Status drop-down list to enable members to be added to this group. You should only select Inactive if you do not want members to be added to or removed from the group at this time.

   Once the group has been saved, a status of Obsolete becomes available from the drop-down list when editing group details. Selecting this option when editing group details ensures that the group will not be visible in any SIMS SQL module, but remains for use by the system.

6. Enter a Code, up to a maximum of 10 alpha-numeric characters. This code must be unique within its Group Type and cannot be edited once saved.

7. The Promote to field is not active in this version of Examinations Organiser.

8. Enter any appropriate Notes relating to the group, such as its purpose, start and end dates, etc.

9. Click the Save button to confirm the details and return to the Group Manager dialog.
**Refreshing the List of Groups in the Browser**
You can refresh the list of groups in the browser in order to view all groups that may have been added since the browser was last opened.

1. From the **Group Manager** dialog, highlight the group type at the top level of the navigation tree.
2. Right-click the group type and select **Refresh** from the pop-up menu to display the **Group Details** dialog.

**Viewing Group Properties**
1. From the **Group Manager** dialog, highlight the required group in the second level of the navigation tree.
2. Right-click the group and select **Properties** from the pop-up menu to display the **Group Details** dialog.
3. All of the items in the dialog are read-only. For a description of each field, please see **Adding a Group** on page 295, if required.
4. Click the **Close** button to return to the **Group Manager** dialog.

**Editing Group Properties**
1. From the **Group Manager** dialog, highlight the required group in the second level of the navigation tree.
2. Right-click the group and select **Edit** from the pop-up menu to display the **Group Details** dialog.
3. For a description of each field, please see **Adding a Group** on page 295, if required.
4. Click the **Save** button to confirm the details and return to the **Group Manager** dialog.

**Deleting a Group**
1. From the **Group Manager** dialog, highlight the required group in the second level of the navigation tree.
2. Right-click the group and select **Delete** from the pop-up menu to display the **Group Details** dialog.
3. Check the details of the group to ensure that you have selected the correct one to delete.
4. Click the **Delete** button to delete the selected group.
5. A message will prompt you to confirm the deletion. Click the **Yes** button to delete the group.
NOTE: Deleting a group will also delete all memberships of the group. If the group is in use by another part of the SIMS SQL system, you will not be able to delete it. If this is the case and you do not wish the group to be used any more, you should make the group Inactive and then terminate all memberships for the group.

Setting a Group to Inactive

1. From the Group Manager dialog, highlight the required group in the second level of the navigation tree.

2. Right-click the group and select Edit from the pop-up menu to display the Group Details dialog.

3. Select Inactive from the Status drop-down list to disable the editing of group membership.

4. Click the Save button to confirm the details.

A dialog will be displayed to confirm the change of group status to Inactive.

You will then be given the opportunity to terminate group membership and group supervisorship as of the selected Effective Date.

5. To terminate the membership or supervisorship of the selected group, select the appropriate check box(es) and either enter an Effective Date or click the Calendar button to select a date.

The Effective Date defaults to today’s date but can be edited, if required. For example, you could terminate the memberships from the first day of the next academic year.

6. Click the OK button to confirm the change of status and return to the Group Manager dialog.
Viewing and Editing Group Membership

1. From the Group Manager dialog, highlight the required group in the second level of the navigation tree.

2. Right-click the group and select Members from the pop-up menu to display the Members Details dialog.

![Members Details Dialog]

This dialog displays the current membership for the selected group, together with the dates for which the membership is effective. An empty To date indicates that the membership will continue indefinitely.
Adding a Member to a Group

1. Click the **Add Item** button to display the **Add Members to** chooser.

   ![Add Item button]

Current members of the selected group are automatically displayed in the bottom pane of the **Add Members to** chooser.

2. Select the **From** and **To** dates from which you wish to select the **Source Population**.

   For example, if you wish to select classes, you may wish to select classes from a previous academic year. This is achieved by either entering the dates of the previous academic year in the **From** and **To** date fields or by clicking the appropriate **Calendar** button to select a date. Alternatively, click the adjacent **Field Browser** button and select the appropriate range of dates relating to an academic year, attendance year or financial year, etc.
3. Click the **Source Population** Field Browser button to select the group from which you wish to select members using the **Group Manager** dialog. This could be a **Class, Course** or **National Curriculum Year** group, for example.

This is achieved by navigating from the top level (groups, for example) to the second level (Academic Organisation, for example) and then to the third level (Course, National Curriculum Year, Class, etc.) by clicking the + button to expand the navigation tree. The groups will usually be displayed beneath the second or third level. This method of expanding and contracting a tree structure works in much the same way as Microsoft® Windows® Explorer.

4. Once the required group has been highlighted, click the **Select** button to confirm your choice and return to the **Add Members to** chooser.
The top pane of the **Add Members to** chooser will display the names of the members of the selected group.

5. You may wish to specify a **From** or **To** date in the bottom pane of the chooser to define the start and end of the group membership. Entering dates in these fields will apply to members subsequently added to the group, i.e. the dates do not apply to those currently listed in the bottom pane of the chooser.

6. Select those people you wish to be a member of the currently selected group by double-clicking their names or by highlighting the name and clicking the **Choose** button. Multiple people can be selected by holding down the **Ctrl** key and clicking each person’s name, then clicking the **Choose** button. Select all the people in the group by clicking the **Choose All** button. All selected people will be displayed in the bottom pane of the **Add Members to** chooser.

7. Click the **OK** button to return to the **Members** dialog, where the names of any new members will be displayed.

8. Click the **Save** button to save the group membership changes and return to the **Group Manager** dialog.
Viewing and Editing Group Member Details

1. Highlight a member in the Members dialog and click the Edit Item button to display the Member Details dialog.

The Member Details dialog displays the member’s Name and the name of the Group of which the person is a member, as read-only fields.

2. Edit the group membership dates by either entering From and To dates or by clicking the appropriate Calendar button to select a date.

   Calendar button

Alternatively, click the adjacent Field Browser button and select the appropriate range of dates relating to an academic year, attendance year or financial year, etc.

   Field Browser button (blue handle)

NOTE: Membership dates for multiple members can be edited by highlighting two or more members in the Members dialog and clicking the Edit Item button to display the Member Details dialog. Multiple members can be selected by holding down the Ctrl key and clicking each person’s name or, to select a block of sequentially listed members, by clicking the first member’s name in the block, holding down the Shift key and then clicking the last member’s name in the block.

3. Click the OK button to return to the Members dialog.

4. Click the Save button to save the group member changes and return to the Group Manager dialog.

Removing a Member from a Group

To remove individual group members:

1. Highlight a member in the Members dialog and click the Delete Item button.

   Delete Item button

2. You will be prompted to confirm that you wish to remove the member from the selected group. Click the OK button to proceed.

To remove more than one group member, either:

3. Highlight two or more members in the Members dialog and click the Delete Item button.
Multiple members can be selected by holding down the Ctrl key and clicking each person’s name or, to select a block of sequentially listed members, by clicking the first member’s name in the block, holding down the Shift key and then clicking the last member’s name in the block.

4. You will be prompted to confirm that you wish to remove the selected members from the selected group. Click the OK button to proceed.

or

5. Click the Add Item button to display the Add Members to chooser.

The bottom pane of the Add Members to chooser will display the names of the current members of the selected group.

6. Select the people whose membership you wish to terminate by double-clicking their names or highlighting the name then clicking the Remove button. Multiple people can be selected by holding down the Ctrl key and clicking each person’s name, then clicking the Remove button. Terminate all group memberships by clicking the Remove All button.

7. Click the OK button to return to the Members dialog.

8. Click the Save button to save the group membership changes and return to the Group Manager dialog.
Assigning a Supervisor to a Group

1. From the Group Manager dialog, highlight the required group in the second level of the navigation tree.

2. Right-click the group and select Supervisors from the pop-up menu to display the Supervisors dialog.

The Supervisors dialog displays the Supervisor(s) of the selected group, together with the Supervisor Title and the From and To dates of that supervisorship.
Adding a Supervisor to a Group

1. Click the **Add Item** button to display the **Add Supervisors to** chooser.

![Add Item button]

Current supervisors of the selected group are automatically displayed in the bottom pane of the **Add Supervisors to** chooser.

2. Select the **From** and **To** dates from which you wish to select the **Source Population**.

For example, if you wish to select Staff, you may wish to select those members of staff that are ‘active’ in the current academic year. This is achieved by either entering the dates of the current academic year in the **From** and **To** date fields or by clicking the appropriate **Calendar** button to select a date. Alternatively, click the adjacent **Field Browser** button and select the appropriate range of dates relating to an academic year, attendance year or financial year, etc.

![Calendar button]
3. Click the **Source Population** Field Browser button to select the group from which you wish to select Supervisors using the **Group Manager** dialog. This could be a member of **Staff** or a **System User**, for example.

This is achieved by navigating from the top level (groups, for example) to the second level (Staff Related, for example) and then to the third level (Staff, etc.) by clicking the + button to expand the navigation tree. The groups will usually be displayed beneath the second or third level. This method of expanding and contracting a tree structure works in much the same way as Microsoft® Windows® Explorer.

4. Once the required group has been highlighted, click the **Select** button to confirm your choice and return to the **Add Supervisors to** chooser.
The top pane of the Add Supervisors to chooser will display the names of the supervisors of the selected group.

5. You may wish to specify a Title for the supervisor of the group by clicking the Title Field Browser button to display the Supervisor Title dialog.

   Field Browser button (blue handle)

   The default supervisor title can be identified by the presence of a selected check box in the Main? column.

6. Highlight the title you wish to assign to the supervisor and click the Select button to return to the Add Supervisors to chooser.

7. You may wish to specify a From or To date in the bottom pane of the chooser to define the start and end of the group supervisorship.

   NOTE: Selecting a title or entering dates in these fields will apply to supervisors subsequently added to the group, i.e. the title and the dates do not apply to those currently listed in the bottom pane of the chooser.
8. Select those people you wish to be a supervisor of the currently selected group by double-clicking their names or by highlighting the name and clicking the **Choose** button. Multiple people can be selected by holding down the **Ctrl** key and clicking each person’s name, then clicking the **Choose** button. Select all the people in the group by clicking the **Choose All** button.

All selected people will be displayed in the bottom pane of the **Add Supervisors to** chooser.

9. Click the **OK** button to return to the **Supervisors** dialog, where the names of any new supervisors will be displayed.

10. Click the **Save** button to save the group supervisorship changes and return to the **Group Manager** dialog.

**Viewing and Editing Group Supervisor Details**

1. Highlight a supervisor in the **Supervisors** dialog and click the **Edit Item** button to display the **Supervisor Details** dialog.

The **Supervisor Details** dialog displays the supervisor’s **Name**, the name of the selected **Group** and the supervisor’s **Title**, as read-only fields.

2. Edit the group supervisorship dates by either entering **From** and **To** dates or by clicking the appropriate **Calendar** button to select a date.

![Calendar button](image)

Alternatively, click the adjacent **Field Browser** button and select the appropriate range of dates relating to an academic year, attendance year or financial year, etc.

**NOTE:** Membership dates for multiple supervisors can be edited by highlighting two or more supervisors in the **Supervisors** dialog and clicking the **Edit Item** button to display the **Supervisor Details** dialog. Multiple supervisors can be selected by holding down the **Ctrl** key and clicking each person’s name or, to select a block of sequentially listed supervisors, by clicking the first supervisor’s name in the block, holding down the **Shift** key and then clicking the last supervisor’s name in the block.

3. Click the **OK** button to return to the **Supervisors** dialog.

4. Click the **Save** button to save the group supervisor changes and return to the **Group Manager** dialog.
Removing a Supervisor from a Group

To remove individual group supervisors:

1. Highlight a supervisor in the **Supervisors** dialog and click the **Delete Item** button.

   ![Delete Item button]

2. You will be prompted to confirm that you wish to remove the supervisor from the selected group. Click the **OK** button to proceed.

To remove more than one group supervisor, **either**:

3. Highlight two or more supervisors in the **Supervisors** dialog and click the **Delete Item** button.

   Multiple supervisors can be selected by holding down the **Ctrl** key and clicking each person’s name or, to select a block of sequentially listed supervisors, by clicking the first supervisor’s name in the block, holding down the **Shift** key and then clicking the last supervisor’s name in the block.

4. You will be prompted to confirm that you wish to remove the selected supervisors from the selected group. Click the **OK** button to proceed.

   or
5. Click the **Add Item** button to display the **Add Supervisors to** chooser.

   ![Add Item button]

The bottom pane of the **Add Supervisors to** chooser will display the names of the current supervisors of the selected group.

6. Select the people whose supervisorship you wish to terminate by double-clicking their names or highlighting the name then clicking the **Remove** button. Multiple people can be selected by holding down the **Ctrl** key and clicking each person’s name, then clicking the **Remove** button. Terminate all group supervisorships by clicking the **Remove All** button.

7. Click the **OK** button to return to the **Supervisors** dialog.

8. Click the **Save** button to save the group supervisorship changes and return to the **Group Manager** dialog.
Change of Exams Officer

On creation of an examination season, the current Exams Officer is designated as the Supervisor of the internal, external and all candidates groups. If this person ceases to be the Exams Officer, particularly if they leave the school, the groups could potentially be left unsupervised.

On initialisation of Examinations Organiser, the Supervisor of the candidate groups for the current default season is checked. If this person is found not to have the permission profile of Exams Officer, the system will look for someone who does. It will then assign this person as Supervisor of the three groups, informing the user of what it has done. If no current Exams Officer can be found, the Examinations Organiser will close, since there is little that can be done under these conditions.

Permissions and Groups for Examinations Organiser

In order to access and use Examinations Organiser, it is necessary for each potential user to be assigned membership to a group with associated permissions in the System Manager module.

The two main groups to which you can assign users for examinations purposes are the **Exams Officer** and **Exams Operator** groups. Other groups are available which offer limited access to areas of examinations functionality, but these are the two most commonly used groups.

For a full overview of the permissions area and a set of instructions detailing how to assign users to groups, please refer to the **System Manager** handbook. All handbooks 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 required category, then click the required handbook from the **Handbooks** page.

Exams Officer

The Exams Officer has overall responsibility for conducting communication with the examination boards and for the configuration and management of the system within the school.

A member of this group has the ability to:

- View and Edit the School Setup details
- View, Edit and Manage Candidates
- View and Edit Seating
- View and Manage Submissions
- Manage Data Entry Setup
- View and Edit all Marksheet
Exams Operator

The Exams Operator gives administrative and clerical support to the Exams Officer. The Exams Operator can do most of that the Exams Officer can do, other than the high-level management functions, such as the creation or closure of a season or making submissions.

A member of this group has the ability to:

- View the School Setup
- View and Edit seasons
- View and Edit Candidates
- View and Edit Seating
- View Submissions
- Manage Data Entry Setup
- View and Edit all Marksheets

Examination Board Contact Details

Many examination boards have a number of regional Centres. Please visit the following Internet addresses for complete contact lists.

AQA – Assessment and Qualifications Alliance

UAB Number: 70
Head of IT Support (External)
AQA
31-33 Springfield Avenue
Harrogate
HG1 2HW
Tel: 01423 840015
Email: formats@aqa.org.uk
Website address: http://www.aqa.org.uk

Edexcel Foundation


EDI Team – Student Services
Edexcel
One90 High Holborn
London
WC1V 7BH
Tel: 020 7758 5305
Centres: Please see the Student Services handbook for direct telephone numbers and email addresses.
Website address: http://www.edexcel.org.uk
Northern Ireland Council for the Curriculum Examinations and Assessment

UAB Number: GCSE, GCE (Advanced, AS) and Key Skills: **61**

Customer Care
Northern Ireland Council for the Curriculum Examinations and Assessment
29 Clarendon Road
Clarendon Dock
Belfast
BT1 3BG
Tel: 02890 261200 x2344
Email: customer.care@ccea.org.uk
Website address: http://www.ccea.org.uk

OCR – Oxford, Cambridge and RSA Examinations

UAB Number: **01**, Key Skills (Coventry Office): **72**

OCR Information Bureau
OCR
1 Hills Road
Cambridge
CB1 2EU
Tel: 01223 553998
Email: helpdesk@ocr.org.uk
Website address: http://www.ocr.org.uk

Welsh Joint Education Committee

UAB Number: GCSE/CoEA: **40**, GCE (Advanced, AS) and Key Skills: **41**

IT Help Desk
Welsh Joint Education Committee
245 Western Avenue
Cardiff
CF5 2YX
Tel: 029 2026 5168
Email: helpdesk@wjec.co.uk
Website address: http://www.wjec.co.uk
## Examination Series

The following table displays the most commonly used seasons and series. The series codes displayed (1-9 and A-C) are used in the file naming convention for basedata files. For further season and series details, please refer to the *Formats for the Exchange of Examination Related Data* (version 10) published by the **Joint Council for General Qualifications**.

<table>
<thead>
<tr>
<th>Number</th>
<th>Month</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January</td>
<td>The first character of the basedata filename (S, O, C, L etc.) relates to the type of basedata, i.e. syllabus, options, component, link file.</td>
</tr>
<tr>
<td>2</td>
<td>February</td>
<td>The second character relates to the series, i.e. 6 is June.</td>
</tr>
<tr>
<td>3</td>
<td>March</td>
<td>The third character in the file name is a letter (A-Z), defined to represent a set of qualifications to be processed together for the Examination series. This character is decided by the UAB concerned without reference to values used by other UABs.</td>
</tr>
<tr>
<td>4</td>
<td>April</td>
<td>The fourth and fifth character relate to the year for which the basedata file is valid. After the underscore, the seventh and eighth characters refer to the UAB identifier.</td>
</tr>
<tr>
<td>5</td>
<td>May</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>June</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>July</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>August</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>September</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>October</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>November</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>December</td>
<td></td>
</tr>
</tbody>
</table>

The file extension indicates the version of the basedata file, i.e. .X01 indicates the first version of a specific basedata file, .X02 indicates an amended version, etc.

The way in which the basedata files are labelled dictates the season that must be current when importing the basedata. Therefore, S6A06_01.X01 will relate to an OCR syllabus file containing information relating to examinations to be taken in Summer 2006.
Appendix: Guide to Importing and Structuring your Basedata

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Introduction

This guide has been produced in order to assist you in importing examination basedata and then structuring it in a meaningful way using Examinations Organiser.

This guide provides background information and suggests things you should consider before, during and after the import of your basedata. For step by step instructions on how to import basedata, please see Chapter 4: Importing and Administering Basedata on page 41.

This guide assumes that you have already set up Examinations Organiser by defining School Details, by creating an appropriate season and season pattern, selecting the examination boards with which you wish to work and defining valid examination rooms. Therefore, the processes leading up to the time you wish to import the basedata are included elsewhere in this handbook.

Once the basedata has been successfully imported using Examinations Organiser and it has been structured according to your requirements, you can enter candidates for examinations, create submission files and subsequently import and analyse your examination results. For information relating to the import and analysis of examination results, please refer to the Guide to Importing and Analysing Examination Results, which is available from SupportNet (Resource Number 12947).

The content in this section is also available in a separate document, Guide to Importing and Structuring Your Basedata, which is available from SupportNet (Resource Number 4015).
Understanding Basedata Files

The basedata file formats are fully described in the booklet *Formats for the Exchange of Examination Related Data* published by the Joint Council for General Qualifications (JCGQ).

The formats book is no longer published in printed form, but is available for download from the JCGQ website at:


A set of basedata comprises four files:

**Syllabus (S File)**

This is a header record, consisting only of a code and a title. It may be appropriate to import this as an award. The importance of the S file will be described as you progress through this guide.

**Options (O File)**

Each item in this file may be the subject of a candidate entry. The file name is a legacy of an earlier version and is not an entirely accurate description of its contents. In addition to options, the O file may now contain registrations, units or modules, as well as certifications. Each item is assigned to a parent item from the S file. Items from this file are imported into Examinations Organiser as elements. The importance of the O file will be described as you progress through this guide.

**Components (C File)**

Each item in this file represents an assessable task that candidates must complete, either as coursework or a timetabled paper. These components can be assessed either internally or externally.

**Links (L File)**

Each item in this file consists of an option code and a component code and is generally taken to signify that a candidate entry for the option implies a commitment to submit the component.

The relationships between the options, components and links files almost always conform to a set standard across the examination boards.

**Understanding Courses and Awards**

The most important thing to understand when dealing with basedata, is the concept and use of an Award. It is an important part of the data structure within Examinations Organiser and works in close partnership with the Course. Successful use of the system depends on a firm understanding of these structures.
Where do Courses Come From?

Previous versions of SIMS modules for School have not adopted the concept of a course. However, it is now central to college-based systems and a number of recent developments in the management of schools indicate that it will also become increasingly significant for schools. SIMS software, such as Profiles, SIMS Assessment and Examinations Organiser, all make use of courses.

A course can be regarded principally as a qualification aim, such as GCSE History or Intermediate GNVQ in Art and Design. It is located within the Curriculum Management area of the SIMS SQL system and is implemented as a type of group. Associated with it are:

- an analysis of the subject area or areas that it addresses
- the components of the curriculum that it involves
- the students who are pursuing it at any selected time
- the classes that deliver curricular content to those students.

The majority of course-related data is created and maintained by the Curriculum Matching wizard and the Update Course Membership routine in SIMS. Course Manager allows you to apply any necessary refinement to the information derived automatically through these processes.

The Curriculum Matching wizard infers the existence of a course from the declaration in Nova-T that a subject is being taught at a particular level. A Component is a year’s worth of this course. A class that delivers a subject at a level to a year is inferred to be delivering its year’s content – its component – to the members of the course. The Update Course Membership routine assigns any students in the class to the course.

Example

The Curriculum Matching wizard detects that your school has one or more classes that are designated as subject Hi (History) and level GCSEF. It creates a course coded Hi/GCSEF and it is displayed in SIMS as History (GCSEF). It further detects that there are six classes that conform to this pattern: 10x/Hi1, 10x/Hi2, 10x/Hi3, 11x/Hi1, 11x/Hi and 11x/Hi3. It therefore infers that both Year 10 and Year 11 are receiving instruction in GCSE History.

Accordingly, it creates two components – History (GCSEF Year 10) and History (GCSEF Year 11). The first three classes are recorded as delivering the first component to the course members and the last three as delivering the second component. All members of all these classes are assigned to the course. A student who follows a Year 10 class membership with a Year 11 class membership will be assigned to membership of the course for these two years. The detail of this mechanism is not currently exposed in the user interface, but its presence lies behind the tree display in Examinations Organiser, Profiles and SIMS Assessment, which allows a course to be expanded to show its associated classes.
The process becomes more critical at Post-16 level. For School Census purposes in England, or PLASC in Wales, the school will need to distinguish at GCE between those students (generally in Year 12) pursuing AS, and those following on to pursue A2. Your Year 12 GCE classes will accordingly be assigned to level **GCEAS**, and Year 13 to **GCEA**.

**How do Awards Operate?**

The examinations for which a student is likely to be entered will be determined, above all, by the courses they are following. This is where the importance of the award becomes evident. The award resides within the examinations system and is persistently linked to a course. On a season by season basis, the award declares the option, unit, registration or certification entries for which a course member might be eligible.

If it is a linear examination, as most GCSEs currently are, each student on the course will be taking one or another of the options on offer. If it is a modular examination, a candidate will take a succession of first attempts, retakes and certifications, according to individual progress or preference.

Imagine that you have set up your class levels, and therefore courses, by assigning Year 12 GCE classes to level **GCEAS**, and Year 13 to **GCEA**, as previously described, and you are just starting to deliver GCE Electronics. There are two classes in Year 12, one being taught unit 1 in the Autumn term, the other unit 3. In the first January season therefore, you import unit 1 and unit 3, as these are the only units for which entries will be made. You can then attach them to the GCEAS Electronics award, which would either have been imported or created manually. You can then enter Set A for unit 1 and Set B for unit 3.

By June, the teaching for all units (1, 2 and 3) would have been completed for both sets (A and B). Members of Set A may wish to retake unit 1 and members of Set B may wish to retake unit 3. However, some may opt for certification at AS level. Therefore, you will need to import four items of basedata (units 1-3 and AS certification) and attach them all to the award.

Most of the students who have now completed the AS course will proceed in Year 13 to complete A2. You now need to set up the **GCEA** award. By the second January, the teaching for units 5 and 6 would have been completed for Set A and Set B respectively, so these will need to be imported and attached as necessary. Also required will be units 1-3 (for any candidates wishing to retake a unit) together with the AS certification (for those who decide by Christmas that they do not want to complete the A2 after all). At the same time, there will also be a cohort of first year candidates to be taken into consideration and therefore you will need to import and attach units 1 and 3 to the **GCEAS** award. Nobody will yet need unit 4 or A2 certification, so these do not need to be processed.
In the second June, everything should be imported as all units have been taught at some stage and the awards are now ‘mature’. The following graphic shows how this might be displayed in the basedata tree in Examinations Organiser.

**IMPORTANT NOTE:** The same element can be attached in the same series to more than one award. However, if you select an element from the tree and edit its properties, the changes made will affect every occurrence of it in the series. The same applies to the components, located at the next level down.

There are a number of rules governing the use of awards:

- one award must operate within a single board and within a single qualification
- an award can be imported from the basedata S file or can be created manually using Examinations Organiser
- an award must be linked to a course for the award to be useful in Examinations Organiser.

**NOTE:** As awards might apply to more than one season, this functionality is found in **Tools | Schools Setup | Exam Award.**
The selection of an award is the starting point for the creation of templates and mark sheets, and important processes such as clash detection and group Performance Analysis depend on the linkage between awards, courses and candidates. Furthermore, for schools in England with Post-16 provision, well-structured data in Examinations Organiser can make a significant contribution to reducing the burden of creating the School Census return. Setting up your awards is therefore an extremely important process. As most of what is defined for an award will be valid for as many examination seasons as required, it is suggested that you plan the way you wish awards to be presented and structured. In collaboration with colleagues engaged in the management of the curriculum, you should aim to create a one-to-one relationship between awards, Courses and Learning Aims.

**Importing and Structuring Basedata**

The import and organisation of GCSE examinations is relatively straightforward as they tend to be structured in a traditional, linear way. A syllabus has one or more options:

- in the case of History for example, these represent the combinations of optional papers
- in the case of more skill-based subjects such as Mathematics or Modern Languages, these represent Foundation and Higher tiers.

However, the process of importing and organising examinations at Post-16 level is more complex.

**Importing Basedata from AQA**

AQA is the only examination board that shares the concept inherent to Exams Organiser where the units and certifications for which a student will be entered on their way to a GCE in Classical Civilisation, for example, are assembled into a single framework (the example described in the opening paragraph of this section).
The following graphic shows how Examinations Organiser displays this basedata.

The top level nodes (e.g. 6020 CLASSICAL CIVILISATION) display the information from the syllabus file (S file) and the second level nodes (e.g. 6021 GCE CLASSICAL CIVILISATION ADV) display information from the options file (O file).

In the previous example, the only basedata that is going to be imported is Classical Civilisation. In the current season (Summer 2003), candidates are expected to be entered for all units, either as first attempts or retakes and there is also the possibility of certification claims at both A and AS level. Therefore, all items at option level have been selected for import. The S file record in the top level has also been selected.

**NOTE:** The check box will display a black tick on a white background to denote the selection of a complete syllabus. If the check box displays a dark grey tick on a light grey background, this indicates that some options have been selected for the corresponding syllabus but that the syllabus record is not selected.
Following a successful import of the required data, it is suggested that you view the basedata tree to check that the correct data has been imported. The structure displayed in this case will exactly reflect the structure of the basedata.

This graphic illustrates that:

- The examination board from which you have imported basedata is **AQA**.
- The series into which basedata has been imported is **6M03**, which has been labelled **AQA GCE/VCE June 2003** in order to give a meaningful series name.
- The award that you are viewing is **Classical Civilisation (AQA 6020)**. The award is always displayed at level 3 in the basedata tree.
- For Classical Civilisation, you elected to import two certifications without components – **5021 GCE Classical Civilisation AS** and **6021 GCE Classical Civilisation Adv**.
- For Classical Civilisation, you also elected to import six units with components – **CIV1 GCE Classical Civilisation Unit 1**, **CIV2 GCE Classical Civilisation Unit 2**, etc. The options (or elements, as they are known in Examinations Organiser) are always displayed at level 4 in the basedata tree.
- Beneath each of the six units is a single component - **CIV1 GCE Classical Civilisation Unit 1**, **CIV2 GCE Classical Civilisation Unit 2**, etc.
The following icons are used to represent the various levels in the navigation tree.

- **Award icon**
- **Element icon**
- **Component icon**

**NOTE:** The code assigned to the syllabus record (6020) is imported as the code of the award. It is not possible to enter a candidate for a syllabus record as they must be entered for one or more elements of that syllabus.

Although AQA’s data model is closer than that of the other UABs to the Examinations Organiser world view, there is still some manual work to do to make it conform to the ideal. The previous graphic represents precisely the required structure for an A2 award, but contains twice as much as is necessary for an AS, and since an award can be linked to only one course, an award needs to be created manually as a container for Units 1-3 and the AS certification. This may be done initially either from within the basedata tree or using **Tools | School Setup | Exam Award**; thereafter the award merely needs to be attached to the series and its elements linked to it.

With basedata structured in this way, all associated items, units or certifications will be displayed in an ordered fashion and will be associated with each other when you create templates or mark sheets to manage the entry processes for the candidates on the Classical Civilisation course. Applying this structure to the basedata also helps when running a report in Examinations Organiser where the selection of an award is required.

**Importing and Structuring Basedata from Other Examination Boards**

All other examination boards (Edexcel, OCR, WJEC, CCEA) have adopted a convention whereby, in general, each unit and each certification in the options file (O file) has its own header in the syllabus file (S file), with a limited number of items possessing options.
If you import basedata from OCR, selecting items from both the syllabus and options nodes, the basedata structure will be similar to that displayed in the following graphic.

![Basedata for Summer 2003](image)

Each of the awards displayed is associated with only one element. For example, the **Comparative & Contextual Study (OCR 2713)** award has only one element titled **2713 Comparative & Contextual Study**.

As these elements are units, each of them has one component. Unfortunately, they are displayed in what would appear to be a random order, as the basedata tree displays the awards alphabetically. This could potentially cause confusion for the Exams Officer when they are navigating through the basedata tree, as the list of awards could be quite long. It would therefore be difficult to find the required award in the list unless you know its exact title.

As each award is associated with just one element, if you created a template or a marksheet with the basedata in this format, no more than one item will be displayed. To make the resulting templates and marksheet more than one item, it is necessary to structure the basedata in a similar way to the AQA basedata, as described in the previous section.
The following graphic displays the items of OCR GCE/VCE basedata that have been selected for import.

This time only the second level nodes, representing the units you wish to offer, have been selected.

NOTE: If the check box displays a dark grey tick on a light grey background, this indicates that some options have been selected for the corresponding syllabus. The check box will display a black tick on a white background to denote the selection of the syllabus to import as an award.

The certifications will be displayed further down the same list.
The top level nodes (e.g. 7881 BIOLOGY) display the information from the syllabus file (S file) and the second level nodes (e.g. also 7881 BIOLOGY) display the certification information from the options file (O file).

Select the A-Level certification option 7881 (from the second level node), together with its parent S file record (from the top level), as this will be used as the award. You will also need to do the same for the AS certification (in this case 3881, which is not shown), which you will also import at both levels, as this will form the basis of your AS award.

Once the basedata has been successfully imported, the units selected for import will still not be displayed in the basedata tree. To display these units, you must attach them to an award.

This is achieved by right clicking the award in the basedata tree (7881 in the previous graphic) and select Include an Existing Element from the pop-up menu.

The certification record 7881 will automatically be attached as it was imported with the award. Navigate to the AS certification 3881 and select it from the list. You should then locate the units and attach them to the award. These should be easier to locate as they are now arranged in code order and therefore they are clustered together.

Select the required elements by double clicking their names in the Available Items frame or single clicking the name then clicking the Choose button. Multiple elements can be selected by holding down the Ctrl key and single clicking each name, then clicking the Choose button. Select all the elements by clicking the Choose All button. All selected elements will be displayed in the Chosen Items frame of the chooser.
This will attach the units to the award and you will then find that the expanded award resembles the earlier AQA example, as shown in the following graphic.

As a result, more meaningful templates and mark sheets can be created (i.e. more than one item can be included in an Entries mark sheet).

**Improving Your Basedata Structure**

Imagine that you have already imported basedata from Edexcel or OCR GCE in its original, untouched format. The first graphic displayed in *Importing and Structuring Basedata from Other Examination Boards* on page 323 demonstrates this scenario, where each element is attached to a different award.

Once you have reorganised your basedata structure by attaching any associated units and certifications to an appropriate award, as described in the previous chapter, you may wish to tidy the basedata structure by detaching the original, unwanted awards and elements so that they are not displayed in the basedata tree.

The purpose of the award in the basedata tree is purely to cluster items into manageable and meaningful groups for use in Examinations Organiser. You must therefore decide whether an award appears in a specific series or not and the elements you wish to associate with that award.
The only restriction that Examinations Organiser imposes is that it does not allow you to detach an element from an award, if by doing so it becomes ‘orphaned’ (i.e. the element is not associated with any award). This would effectively make it disappear from the basedata tree and it would not reappear until you had attached it to another award. If this restriction was not imposed, it would not be obvious by looking at the basedata tree that the element exists.

### Detaching Unwanted Awards and Elements

**IMPORTANT NOTE:** You should only detach awards and elements once you have reorganised your basedata, as described in the previous chapter.

#### Detaching an Element from an Award

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the fourth level by clicking the + button to expand the navigation tree and highlight the required element.

3. Right click the required element and select Detach Element From Award from the pop-up menu to detach the selected element.

4. A message dialog will ask you to confirm that you wish to detach the selected element. Click the Yes button to confirm your choice.

#### Detaching an Award from a Series

You would use this functionality if you have imported an award in error, for example. It deletes the selected award and any links between the award and its associated elements for the associated series.

1. Click the Manage Basedata button on the Application Bar or select Focus | Basedata to display the Basedata for Season dialog.

2. Navigate to the third level by clicking the + button to expand the navigation tree and highlight the required award.

3. Right click the required award and select Remove Award from the pop-up menu to remove the selected award.

4. A message dialog will ask you to confirm that you wish to delete the selected award. Click the Yes button to confirm.
You can detach an award from a series without having first detached its elements and still delete the award, providing it is not attached to any other series.

If you detach an award from a series without detaching its elements, the elements remain attached to the award. This means that if you then reattach it, the previously linked elements will remain attached. It also means that if you are using the award in another season and you request an award-based report that runs across seasons, the previously attached elements might still appear.

Unless you have specific reasons for retaining the element associations, it is advised that you remove them prior to removal of the award from the series.

Deleting an Award

If you want to purge the system of unwanted single-unit awards, and you have linked the unit element to an appropriate award, this can be achieved quickly and easily using the Award Details form.

1. Select Tools | School Setup | Exam Award to display the Award browser.
2. Highlight the required award and click the View/Edit button to display the Award Details form.
3. Click the Delete Record button on the Focus Bar.

If any element attached to the award you are attempting to delete has been included in a marksheet, a warning message will advise you that results exist for the selected award and that if the award is deleted, its associated data may be difficult to access. The data attached to the element can still be accessed at a later date, if required.

NOTE: The use of the term ‘Results’ in the warning message could mean results, entries, forecast grades, etc.

This message will not be displayed if you have detached the elements before attempting to detach the award.
Summary

The following diagram displays the relationships described in this guide. The **Curriculum Matching** wizard manages most of the tasks on the **Curriculum** side of the diagram quite automatically, with manual refinement through Course Manager if required. The tools provided in Examinations Organiser enable the Exams Officer to maintain the tasks on the **Exams** side of the diagram, as cleanly and unambiguously as possible.

Classes deliver curriculum content to the students on a Course. The Course members are all pursuing the same, or closely related, qualification aim.

The Award is the collection of items that, over time, the students on the Course require for the achievement of their qualification aim.

In successive seasons, series contain the successive opportunities for course members to fulfil the steps towards their qualification aim.

The elements are the ‘enterables’ – the certifications, units, etc. – that the course members require.
Glossary

Aspect
An aspect is the definition of an assessment used to hold predicted grades, record final results, record results for any endorsements, hold indication of entry and record coursework marks or grades. The definition includes what is to be assessed, the manner in which it is assessed together with a range of acceptable grades.

AVB
Awarding and Validating Body – term sometimes used for the Awarding Body, especially in vocational area.

Award
An award is defined in terms of an examination board, level, Title and the Course to which it relates. It specifies the qualification aim that members of a Course are directed towards. As basedata for successive series is imported from the examination boards, users will attach the options, units, certifications (elements), etc. to the appropriate award(s), to indicate the steps that eligible candidates may take towards certification.

Awarding Body
Any authority or agency recognised as competent to assess and issue qualifications in any academic or vocational field.

Board
Any authority or agency recognised as competent to assess and issue qualifications in any academic or vocational field.

Most activity will take place in relation to the three Unitary Awarding Bodies (UABs) in England – namely Edexcel, AQA and OCR – and their equivalent in Wales and Northern Ireland, WJEC and NICCEA.

Centre
An establishment licensed to administer examinations. All secondary schools are Centres.

Centre Number
All Centres have a 5-figure Centre number issued by the National Centre Registry at Cambridge. A few colleges, particularly if they arise from an amalgamation of geographically separated sites, have more than one. We know of no school in this situation.
Certification Claim

The entry code required by the examination board signifies that, in the eyes of the school, the candidate has completed the requirements for certification and is now claiming the certification.

Component

A component is an examinable task that constitutes the whole or part of what a candidate must present in order to satisfy the requirements for an element. It may be a timed paper, a practical exercise, a coursework assignment, a test or a portfolio.

EDI

Electronic Data Interchange – the transfer of computer data from one computer system to another via a modem link.

Element

An element is a term used within Examinations Organiser to refer to a record in the ‘O’ (Options) basedata file. It may be an option in the traditional sense, a module, a unit, a registration or a certification claim – anything for which the board requires notification of candidate entry.

Enrolment

A dated link between a candidate and an award. It indicates a commitment on the part of the candidate to work towards one or more of the outcomes contained by the award.

This entity is not currently in use.

Entry

A link between a candidate and an element.

Examination Board

Any authority or agency recognised as competent to assess and issue qualifications in any academic or vocational field.

Most activity will take place in relation to the three Unitary Awarding Bodies (UABs) in England – namely Edexcel, AQA and OCR – and their equivalent in Wales and Northern Ireland, WJEC and NICCEA.

External Candidate

For the purposes of this module, an external candidate is someone who is not on the school roll.
Formats Book

The standards issued by the Joint Forum (q.v.). The current version of the Formats Book is version 10. It is available for download from the JCQ website. As it is not very easy to find by conventional navigation, the direct link is:

http://www.jcq.org.uk/attachments/published/199/1/JCGQ%20Formats%20v10%20d1%202%20final%20approved%202-7-04.PDF.

Joint Council

Formerly JCGQ (Joint Council for General Qualifications), now JCQ (Joint Council for Qualifications). A high-level co-ordinating body with senior representation from all the academic boards. There is a standing Working Party to define messaging standards for EDI transactions.

Level

A gradation within qualification (q.v.). It may indicate either a genuine distinction of sophistication, as between GCE A and AS, or GNVQ Foundation and Intermediate; or it may simply reflect the volume of work done, e.g. a GCSE may be taken as a Short Course, a Full Course or a Dual Award.

Marksheet

A stored combination of a template and a group of candidates. Each candidate in the group occupies a row in the marksheet. The columns are defined by the template and determine the result that is displayed or the data entry expected for that cell. Note that the marksheet is purely a device for displaying data and that the deletion of a marksheet will have no effect on the data that it displays.

In Examinations Organiser, markssheets can be used to enter Forecast Grades, for example.

NAA

The National Assessment Agency. This body was established in 2004 under the auspices of QCA to oversee the operational side of the examination process. Its projects include improvements to logistics, examiner recruitment and regulation, exams officer training, and most significantly from the point of view of Examinations Organiser, the Convergence and Modernisation programme.

Option

In Formats Booklet terminology, an option is anything for which the examination board requires notification of candidate entry. The Examinations Organiser term for this is ‘element’.

QAN

The Qualification Accreditation Number. A standard number issued by QCA to identify Curriculum 2000 units and certification items to enable easy migration of credits acquired from examination board to examination board.
QCA Code

QCA is the Qualifications and Curriculum Authority, the regulating body for all curriculum and assessment in schools. The QCA Subject Classification Code (formerly known as the LEAP code or SCAA code) is the standard subject code used for the subject-by-subject analysis in the Schools Performance Tables. Every certification element will have a QCA code, although the examination board may not include it in the ‘O’ file; units/modules are not subject to PI analysis and a code may not have been issued by QCA at this level and therefore will not appear in the ‘O’ file. However, these codes are the only standardised way of referencing subjects and are therefore used by SIMS Analysis to categorise elements by subject. The field is made editable in the element properties dialog to enable users who wish to perform such analysis at unit level to do so.

Qualification

In the context of basedata, a qualification indicates a framework for assessment, which may exist at a variety of levels. Examples are GCSE, GCE, VCE and GNVQ.

Result Set

Used in SIMS Assessment to collate results to be processed in a single ‘view’. A season in Examinations Organiser maps directly to a result set in SIMS Assessment.

Season

A timeframe in which examinations are administered and are entirely user-defined. It is anticipated that a season will contain examinations of a generally similar character, e.g. external, Key Stage, internal, etc. seasons may run concurrently, but only one season can be current at a given time. All activity under the Focus menu operates within the selected season.

Season Pattern

Provides a way of grouping a set of examinations that are normally sat at a given time each year. They consist of a code, title, description and set of associated months. A season is then created based on a selected season pattern.

Series

A collection of syllabuses, options, components, etc. defined by the examination board for its own administrative purposes to manage the entry of the results process. A series will usually, although not always, have a single closing date for entries together with a defined date for the return of results.

Template

The definition of a set of columns that will be merged with a group of candidates to produce a marksheet.
UCI

Unique Candidate Identifier – a 12-digit number with a check letter, primarily used to track individual students who change schools during a modular course. It is calculated by the school’s MIS from an algorithm defined by the Joint Council.
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