

Examinations Organiser (SIMS 2013 Summer)

Entering Non EDI Data for England and Wales

Introduction

Significant changes have been made to the Performance Indicator routines in Examinations Organiser to improve the accuracy of Non EDI results entry. These changes also extend to improvements in Course Manager to provide a more streamlined and seamless approach to the allocation of Qualification Accreditation Numbers (QANs) to facilitate accurate Post 16 funding.

As a result of this work, it has been necessary to store the Non EDI results in a different location. Therefore, any Non EDI results required for inclusion in the Summer Examinations analysis that were entered manually prior to upgrading to the SIMS 2013 Summer Release need to be deleted and re-entered using the revised routines.

* Secondary schools in England and Wales must import a copy of the Performance Measures file for use in PI. Once you have imported the relevant performance measures .xml file, you can print two new reports that enable you to check the integrity of the QANs in the basedata via

Tools | Statutory Return Tools | Import Qualification Data.

- Certification Elements without QANs - lists the Series Board Entry Code and the Title of all basedata elements without a QAN. Enter the missing QANs via **Focus | Basedata**.
- Certification Elements with unmatched QANs - lists the Series Board Entry Code, Title and QAN of all basedata elements that have a different QAN from the QAN details provided in the Performance Measures .xml file. Correct the QANs in the basedata.

NOTE: Both reports check the QAN information held for the past four years.

Checklist of Activities - To complete before you begin

- Upgrade to the SIMS 2013 Summer Release.
- Download the required basedata from the relevant UABs and the Proxy basedata provided by Capita SIMS.
- Import the basedata into the Summer season.
- Ensure that QAN information is up to date by importing QAN files.
- Import relevant Performance Measures file(s). *
- Print the Certification Elements without QANs and Certification Elements with Unmatched QANs reports.
- Link Exam Awards to Courses.
- Assign QCA codes to basedata elements to enable accurate discounting.
- Create cohort groups for candidate results.
- Read the 2013 edition of the *Results Day Survival Kit* mini guide (from the SIMS **Documentation Centre**).

Entering Non EDI Data

1. Select **Focus | PI Values | Edit PI Data** to display the **PI Calculated Values** dialog.

2. Highlight the first candidate name then hold down the **Ctrl+Shift** keys whilst clicking multiple candidate names to select a group of candidates.

The **View/Edit** button is disabled but the **Add Result** button remains active when multiple candidates are selected.

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.

A result can be added to the selected candidate(s) by entering the relevant QAN code.

NOTE: The QAN code must be entered without slashes.

4. Click the **Refresh** button to populate the **Subject Code, Level, Awarding Body** and **Title** fields with the details of the specified QAN code.

The button name changes to **Change** and the **QAN** field is greyed out.

Name	NC Yr	Reg	Date of Birth	Candidate No.	Cohort	A-C	A-G	KS4 Pts	KS4 Ave	L3 Pts	L3 Ave	Recalculate
Abbey Jimmy	10	10A	17/04/1998	9000								<input type="checkbox"/>
Abbot Claire	11	11A	31/06/1996	6000								<input type="checkbox"/>
Abbot Clarissa	13	G	01/09/1996	6000								<input type="checkbox"/>
Abbot James	12	G	01/09/1996	7001								<input type="checkbox"/>
Abbot Susan	10	10B	21/06/1998	9001								<input type="checkbox"/>
Able Benjamin	13	N	19/02/1995	6001								<input checked="" type="checkbox"/>
Ackroyd Mary	12	H	06/09/1995	7003								<input type="checkbox"/>
Adams Kathryn	11	11B	13/11/1996	8001								<input type="checkbox"/>
Addison Avni	13	M	03/08/1995	6005								<input type="checkbox"/>
Addison Graham	13	J	17/09/1994	6006								<input type="checkbox"/>
Addison Miller	12	J	28/04/1996	7004								<input type="checkbox"/>
Ahmad Afia	13	H	30/11/1994	6009								<input checked="" type="checkbox"/>
Aisworth Zoe	(10)	(10C)	15/12/1997	9002								<input type="checkbox"/>
Akhtar Amanat	13	K	10/11/1994	6012								<input type="checkbox"/>
Akhtar Rahana	13	P	11/11/1994	6014								<input type="checkbox"/>
Akram Amina	13	Q	12/06/1995	6015								<input type="checkbox"/>
Al Amin Ranjit	13	L	04/01/1995	6016								<input type="checkbox"/>
Allcroft Catherine	13	L	21/12/1994	6017								<input type="checkbox"/>
Allen Barry	10	10D	28/02/1998	9003								<input type="checkbox"/>
Allen Megan	13	Q	05/04/1995	6018								<input checked="" type="checkbox"/>
Allen Megan	11	11A	05/04/1997	8002								<input type="checkbox"/>
Ambrose Chaz	12	K	14/02/1996	7006								<input type="checkbox"/>
Amis Dennis	13	P	11/04/1995	6020								<input type="checkbox"/>
Amis Joshua	12	L	12/01/1996	7007								<input type="checkbox"/>
Amran Shickora	13	K	15/04/1995	6021								<input type="checkbox"/>
Anderson Diana	13	H	28/06/1995	6023								<input type="checkbox"/>
Anderson Jacob	11	11E	23/05/1997	8003								<input type="checkbox"/>

If you want to enter a new QAN, click the **Change** button to activate the **QAN** field again. The **Change** button reverts to **Refresh**, enabling you to enter a new QAN. Click the **Refresh** button to populate the fields with the new details.

If the course has been linked in Course Manager and the QAN/Discount Code/Course combination is unique, the **Course** field is populated automatically.

However, if the course has not been linked in Course Manager or the QAN/Discount Code/Course combination is not unique, you can click the **Browser** button and select the required course manually to populate the **Course** field. This is optional. However, if you do create a link, the results and the AO QAN are displayed in the **Memberships and Results** panel of the **Maintain Course** page in SIMS.

If the QAN code has more than one Subject Code associated with it, as is often the case with Level 3 Arts subjects, click the **Browser** button and select the required **Subject Code**.

*NOTES: There may be occasions when not all of the QAN information can be retrieved. When you click the **Refresh/Change** button, a warning message is displayed. Please see the Resolving Issues section overleaf. QAN information for Welsh Baccalaureate qualifications and some other qualifications is not available. Where this is the case, you must enter this information manually by selecting the details behind the appropriate **Browser** buttons and entering the thresholds and points.*

You can change the **Title**, if required.

Entering Non EDI Data continued...

5. Select the appropriate **Grade** by clicking the **Browser** button. Only grades that are appropriate for the selected QAN are available for selection.

If a Level 1 or Level 2 QAN is selected in the **Level** field, the Key Stage 4 Equivalence Entry and grade value fields are populated automatically. If an AS QAN is selected, the Key Stage 4 Equivalence Entry, grade value fields and the Level 3 Equivalence Entry fields are populated automatically (this is applicable to schools in England and Wales only).

If an A2 or other Level 3 QAN is selected, only the Level 3 Equivalence Entry fields are populated.

NOTE: Grade sets are not always displayed in the correct hierarchical order so you must ensure that the correct Grade is selected.

The **Points** field is also updated to reflect the relevant points value. The **Discounted** check box can be selected manually, if required. You can update the candidate list by clicking the **Browser** button adjacent to the candidate grid to display the **Candidate Chooser** dialog.

6. Select any additional candidates by highlighting their name then clicking the **Choose** button. Alternatively, click the **Choose All** button to select all the available candidates.
7. Click the **Update** button to return to the **PI Result Add** dialog. The additional candidates are displayed in the candidate grid.
8. Click the **Save** button to update the candidate results. The following confirmation message is displayed: **These details are to be recorded against <n> candidates. Confirm the details are correct and are to be saved.**
9. Click the **Yes** button to update all the selected candidate records. Candidates whose records have been updated can be identified by a tick in the **Recalculate** column of the **PI Calculated Values** dialog.

Name	NC Yr	Req	Date of Birth	Candidate No.	Cohort	A+C	A+G	KS4 Pts	KS4 Ave	L3 Pts	L3 Ave	Recalculate
Abbey Jimmy	10	10A	17/04/1998	9000								
Abbot Claire	11	11A	31/08/1996	8000	PI Cohort 2013 KS4	7.00	7.00	383.00	54.71	135.00	270.00	
Abbot Clarissa	13	G	01/09/1996	6000						870.00	217.50	<input checked="" type="checkbox"/>
Abbot James	12	G	01/09/1996	7001								
Abbot Susan	10	10B	21/06/1998	9001								
Able Benjamin	13	N	19/02/1995	6001	PI Cohort 2013 Age 16+	1.00	1.00	52.00	52.00	960.00	240.00	
Ackroyd May	12	H	06/09/1995	7003								
Adams Kathryn	11	11B	13/11/1996	8001	PI Cohort 2013 KS4	3.00	3.00	150.00	50.00			
Addison Avril	13	M	03/09/1995	6005	PI Cohort 2013 Age 16+					750.00	250.00	<input checked="" type="checkbox"/>
Addison Graham	13	J	17/03/1994	6006								
Addison Milla	12	J	26/04/1996	7004								
Ahmad Aifa	13	H	30/11/1994	6009		1.00	1.00	52.00	52.00			
Ainsworth Zoe	(10)	(10C)	15/12/1997	9002								
Akhtar Amanat	13	K	10/11/1994	6012	PI Cohort 2013 Age 16+					1350.00	270.00	
Akhtar Rahana	13	P	11/11/1994	6014								
Akram Amina	13	Q	12/06/1995	6015	PI Cohort 2013 Age 16+					1020.00	255.00	<input checked="" type="checkbox"/>
Al Amin Farjit	13	L	04/01/1995	6016	PI Cohort 2013 Age 16+					1050.00	262.50	
Allcroft Catherine	13	L	21/12/1994	6017	PI Cohort 2013 Age 16+					960.00	240.00	
Allen Barry	10	10D	28/02/1998	9003								
Allen Megan	13	Q	05/04/1995	6018		0.00	0.50	14.00	28.00			
Allen Megan	11	11A	05/04/1997	8002	PI Cohort 2013 KS4	5.00	5.00	236.00	47.20			
Ambrose Chaz	12	K	14/02/1996	7006								
Amis Dennis	13	P	11/04/1995	6020								
Amis Joshua	12	L	12/01/1996	7007	PI Cohort 2013 Age 16+							
Amram Shabana	13	K	16/04/1995	6021	PI Cohort 2013 Age 16+					1050.00	262.50	
Anderson Diana	13	H	28/06/1995	6023								
Anderson Jacob	11	11E	23/05/1997	8003	PI Cohort 2013 KS4	2.00	3.00	126.00	42.00			

If you try to close the **PI Calculated Values** dialog with any recalculate flags set, the following warning message is displayed: **Candidate records require recalculation. Recalculate and Close?**

Recalculation can be performed at any time by clicking the **Recalculate** button.

10. Click the **Yes** button to recalculate the records.

Results that have been entered manually are included in the display of best results in Course Manager. These are used to calculate the AO QAN/Discount Code for the School Census returns.

NOTE: If an X or Q is updated with a grade, you must run the PI Data Collation routine again and re-enter any manual discounting.

11. Clicking the **Grade Integrity Check** button reports any PI Results that do not match the source result displayed in the Exams marksheet. It also flags the candidate for recalculation.

If you have initiated the Grade Integrity Check routine, the equivalences and points are updated to reflect accurately any new grades that may have been imported via an EDI file or entered into an Exams marksheet. Any changes to discounting as a result of running the Grade Integrity Check need to be updated manually.

Please see the *Dealing with Re-marks* section.

Resolving Issues

Incomplete QAN Data

On occasion, all the data for a QAN cannot be retrieved and clicking the **Refresh** button results in the following message.



If this occurs, click the relevant **Browser** button(s) and select the required data.

No QAN Data

Sometimes, there are a few QANs for which no data is available, e.g. for Welsh Baccalaureate. Where this is the case, the following message is displayed.



Again, if this occurs, click the relevant **Browser** button(s) and select the required data.

Dealing with Re-marks

Focus | PI Values | Edit PI Data

After editing a pupil/student's grade in an Exams marksheet or after importing an updated EDI file to reflect a re-mark, you can run the PI Data Collation routine again although this will lose any manual discounting that you may have done. However, if you click the **Grade Integrity Check** button on the **PI Calculated Values** dialog, the grade and performance measures are updated without impacting any manual discounting.

NOTE: If you have used the Grade Integrity Check routine and the re-mark requires a change to discounting, this must be done manually.

Additional Resources

- The *Results Day Survival Kit* mini guide.
- The *Processing Results and Calculating PI Data in Examinations Organiser* handbook
- The *New Course Manager* handbook

These documents are available from the **Documentation Centre**, accessed by clicking the **Documentation** button on the SIMS **Home Page**.

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This guide is based on the version of the software (6.94) in use at the time of publication.