

EXAMINATION OFFICERS NEWSLETTER – SUMMER 2018

Welcome to the Summer Newsletter!

Key Dates: Summer 2018 SIMS & FMS Upgrade: Release date is **6th July 2018**. Upgrade to the hosted platform is scheduled for the weekend of the 6 / 7th July 2018.

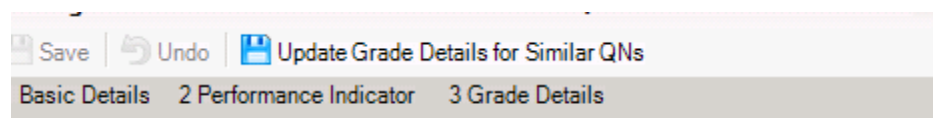
Service Desk Opening Hours are extended to **7am to 5pm** on results download days:
15th August and 22th August 2018

First things first – Are you prepared for Results Download Day? Here's what we suggest to make sure you are:

- Download **the Results Day Survival Guide** from [the Examinations Bulletin on the Scomis Website](#).
- Refer to Page 8 Checklist of Tasks that you can do in Sims to get ready. The steps are summarised below:
- Step 1: Define the Summer Season – We're pretty sure you will have already done this but if not you will need to set up a Season in Examinations Organiser via Tools / School Setup / Season. You will need to make sure this is the default season.
- Step 2: Import the latest QN files - If you are a hosted school an updated QN folder containing the last QN Files will be available for you next week in the F:/Public/Updates folder. [Click here](#) to access the FAQ which will step you through the process if you need to download the files and / or just import them from the updates folder.
- Step 3 – 5 Check in Tools / Examinations / Manage Performance Indicator – are there qualifications showing for 2018? Yes – go to Step 6, No – follow Steps 3 – 5.
- Step 6 and 7 Remove old qualifications and add New ones for 2018 – There is a NEW report that can help you with this. Run the **QN Correlation Report Without User Defined QNs** from Tools / Examinations. The report will show the qualifications that you need to add and the qualifications you need to remove. Not sure how to do this? [Our Manage Performance](#)

[for PI FAQ](#) will help you with this task. There are some known inconsistencies in adding new qualifications – **check Page 10 of the Results Day Survival Guide if you are having problems.**

- Step 8: Check the details, points and entry equivalences for each QAN in Tools / Examinations / Manage Performance Indicators. **Update grade details for similar QNs** is new and can be used to bulk update similar QNs. The button appears at the top of each QN when you open it in the Manage Performance Indicator Window.



- Step 9: Fill in the **NEW** Discount Family field for all 16-18 qualifications for them to be counted in the PI reports. [Our Discount Families FAQ](#) will guide you through completing this task.

Reminder: Have you set up a Results Embargo?

If not, you'll need to in order to prevent unauthorised members of staff seeing the results before publication days.

[Click here](#) to access the FAQ which will guide you through this process.

Do you need to enter Non-EDI results?

[Our FAQ will guide you through the process.](#)

Discounting

Discounting guidance can be found from Page 14 of the **Results Day Survival Guide** – remember though, if you have manually discounted qualifications within **Tools / Examinations / Edit PI**, you'll need to run **CKD – Collate Keeping Discounting** when you want to collate results.

Examinations Results Download Days – Help and Advice

Analysing Data and Running PI Reports

- The **Processing Results and Calculating PI Data** manual is available to download from [our Examinations Bulletin on the Scomis Website](#). It contains detailed information on all the PI and Results reports you can produce from Sims and Examinations Organiser.

Keeping you up to date!

Patches have become standard to fix unforeseen problems in the run up to and on Summer Exams Results download days, so **PLEASE** keep an eye on our bulletin where we will post the latest fixes, news and documentation. To help you find out if there's an update we'll update the bulletin title with the date of the update and highlight the new information.

Did you know you can subscribe to the bulletins? Just go to the [bulletin](#) and click on the **Subscribe to our blog** link on the right-hand.

Finally – do you need training? There are still some places on our Results Day Training Courses – Simply go to https://www.scomis.org/training/secondary_courses/examination-results-analysis-workshop/ to see when and where they are running. To book call us on 01392 385300 or email scomis@devon.gov.uk

And last but not least... remember we are always here to help you, so don't hesitate to phone us at 01392 385300 if you need help.