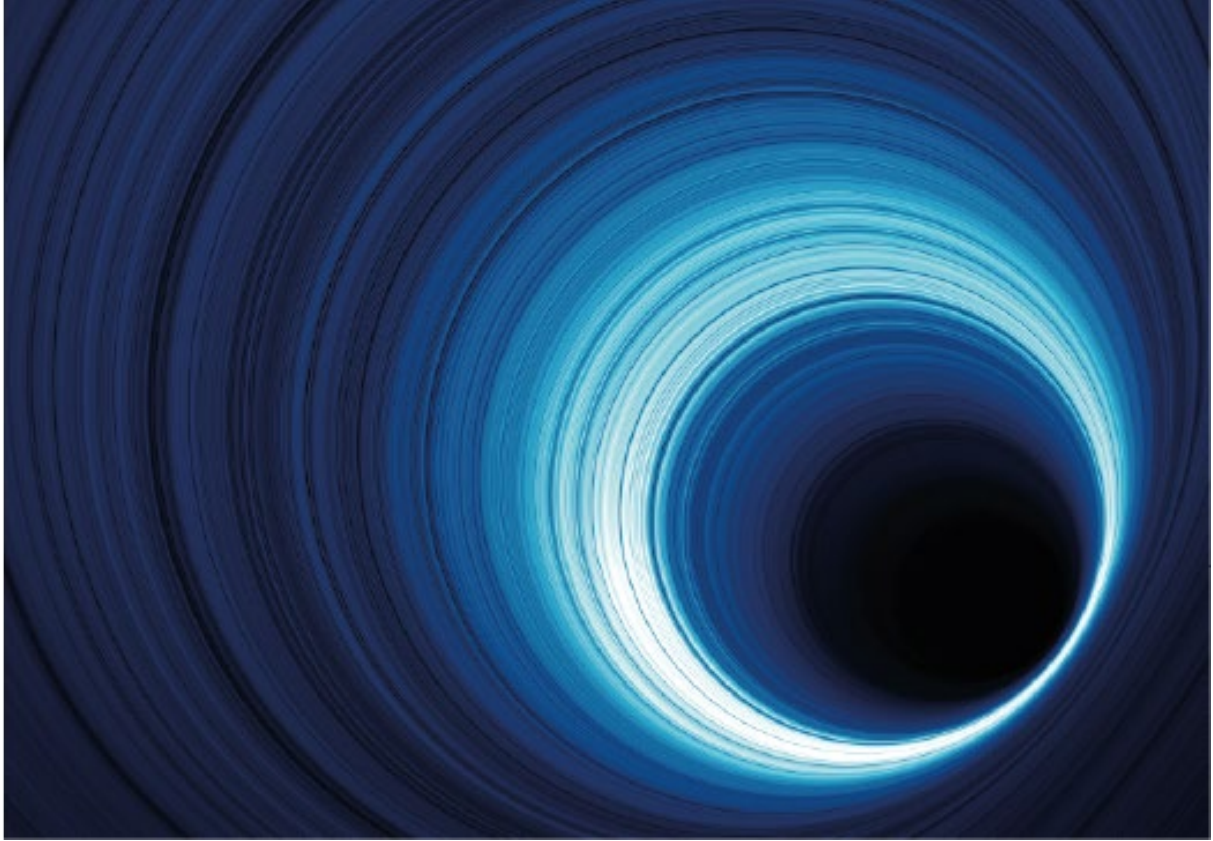


SIMS



Domestic Exams

Course Code – DOMEX-05-05

Version 1.0

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

Revision History

Version	Change Description	Date
1.0	New Course	31/08/2022

This booklet is designed for use with SIMS software version 7.206

Domestic Exams

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Introduction

SIMS Examinations Organiser is used to administer public exams, such as GCSEs.

This course explores how Examinations Organiser can also be used to administer domestic (internal/mock/PPE) examinations.

Course Objectives

By the end of the course you will be able to:

- create a domestic exams season
- identify candidates and issue exam numbers
- create appropriate basedata
- record 'entries'
- manage seating including clashes
- run reports
- clone a basedata series.

Overview

This course details how SIMS Examinations Organiser can be used to manage domestic (internal/mock/PPE) examinations. The purpose of a domestic exam season in Examinations Organiser is to extend the functionality available for public exams to domestic exams.

Public exams require a formal structure of elements and components which is defined by exam boards' basedata. To extend the use Examinations Organiser to domestic exams it is necessary to create the appropriate basedata.

This course covers the initial planning and preparation for these exams, creating basedata, managing candidates, making entries and arranging seating. It also explores links to SIMS Assessment.

Results from domestic exams can be reviewed in SIMS Assessment and included in reports to parents.

Some of the subtleties required to manage public exams (for example, distinctions between options and award layers) may be unnecessary for internal exams, but they are included in the domestic structure for two reasons:

- If it is necessary to tier specific components (for example, foundation and higher) then they are available.

- Once the basedata has been defined, the use of Examinations Organiser for internal exams is consistent with the corresponding functionality used for public examinations.

Once a domestic series has been created it can be cloned and re-used for future years/seasons. It is also possible to add elements created for one season into another.

Course Requirements

Becoming familiar with the use of Examinations Organiser for administering external exams *before* considering setting up a domestic season is strongly recommended.

Before Starting

It is vitally important to decide a framework for the structure of internal exams with senior management.

- A scheme of assessment needs to be set at element level. The options are a grade which will be assigned to a grade set (which will need to be defined in SIMS Assessment) or a mark which can have an OCR-style equivalent grade.
- A system of naming should be considered to enable the basedata to be presented in a linear way. For example, when working through the awards and elements it is quite easy to name one element 'GCSE mock' then 'mock GCSE' for another. This will make the reports hard to follow. To keep it consistent, it is best to write down the name of the awards and elements needed first.
- A timetable for the exams needs to be established. Dates, times, sessions and the rooming of the exams needs to be reviewed.

01

Domestic Exam Board

This chapter contains:

Chapter Introduction	3
Step by Step – Making Sure that the Domestic Exam Board is Active	3

Chapter Introduction

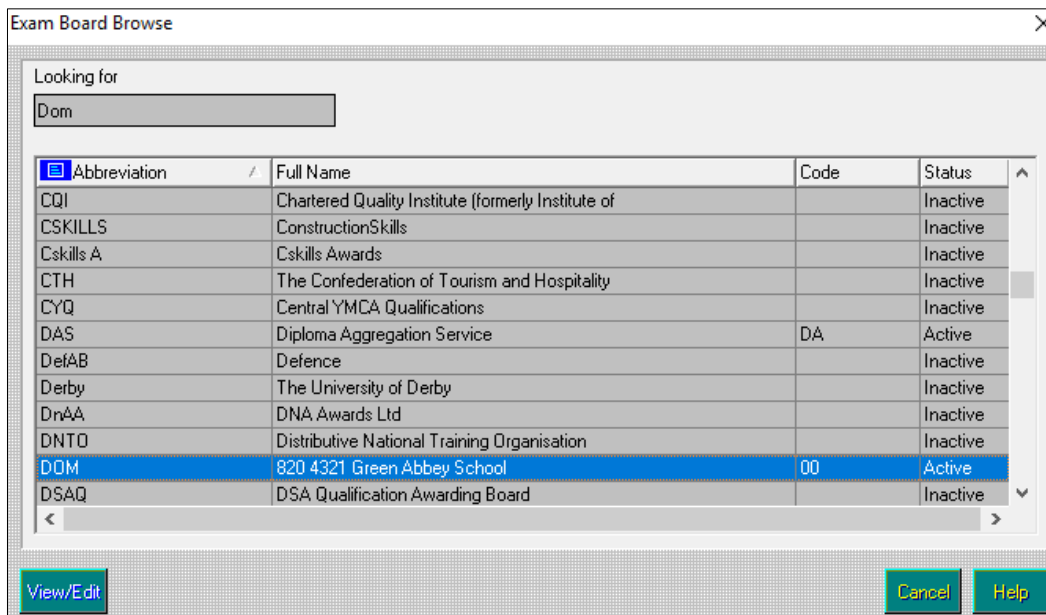
This chapter covers how to check that the domestic exam board is active.

Step by Step – Making Sure that the Domestic Exam Board is Active

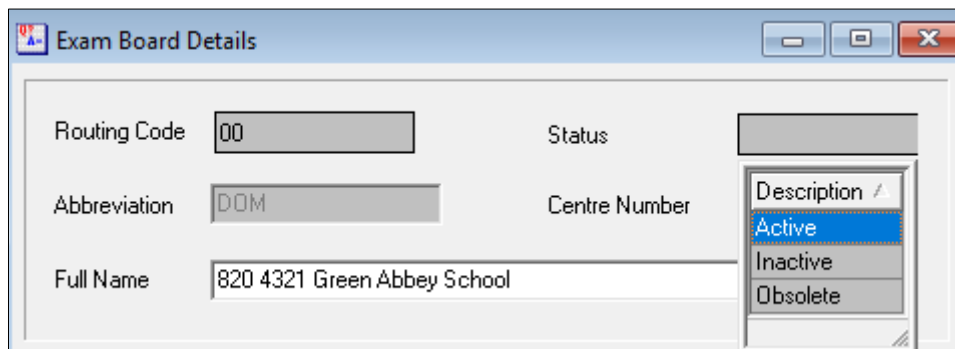
1. Log into SIMS using the following details:

User Name	blacka
Password	Training01!

2. Go to **Focus | Examinations**.
3. Select **Tools | School Setup | Exam Board**.
4. Type **Dom**. This will fill in the **Looking for** box.
5. Check the **DOM** board has a status of **Active**.



5. If it is not currently active, double-click the **DOM** board.
6. Select **Active** in the **Status** box (click the magnifying glass, and then highlight **Active** from the list).



The screenshot shows a window titled "Exam Board Details" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains several input fields and a dropdown menu:

Routing Code	00	Status	[Dropdown Menu]
Abbreviation	DOM	Centre Number	
Full Name	820 4321 Green Abbey School		

The dropdown menu for the Status field is open, showing three options: "Active" (highlighted in blue), "Inactive", and "Obsolete". The dropdown menu has a "Description" header and a small upward-pointing arrow on the right side.

7. Click **Save** (the blue tick).

02

Creating a Domestic Season Pattern and Season

This chapter contains:

Chapter Introduction	5
Step by Step – Creating a July Season Pattern for End of Year 10 Exams	5
Step by Step – Creation of a Season for July 2023 Internal Exams.....	6

Chapter Introduction

This chapter covers the creation of a season pattern for each timeframe in which domestic exams are planned, for example, a July Internal pattern for end of Year 10 exams. Once a season pattern has been defined the creation of a domestic season based around this season pattern will be explored.

Step by Step – Creating a July Season Pattern for End of Year 10 Exams

1. Go to **Tools | School Setup | Season Pattern**.
2. Click **Add** to create a new season pattern.
3. Type **July Internals** as the **Name**.


NOTE: Do not add a year in the Season Pattern name as the year is automatically included in the season name. Doing so would result in the name appearing as, for example, July Internals 2023 2023 as the resultant season name (and July Mocks 2023 2024 next year).

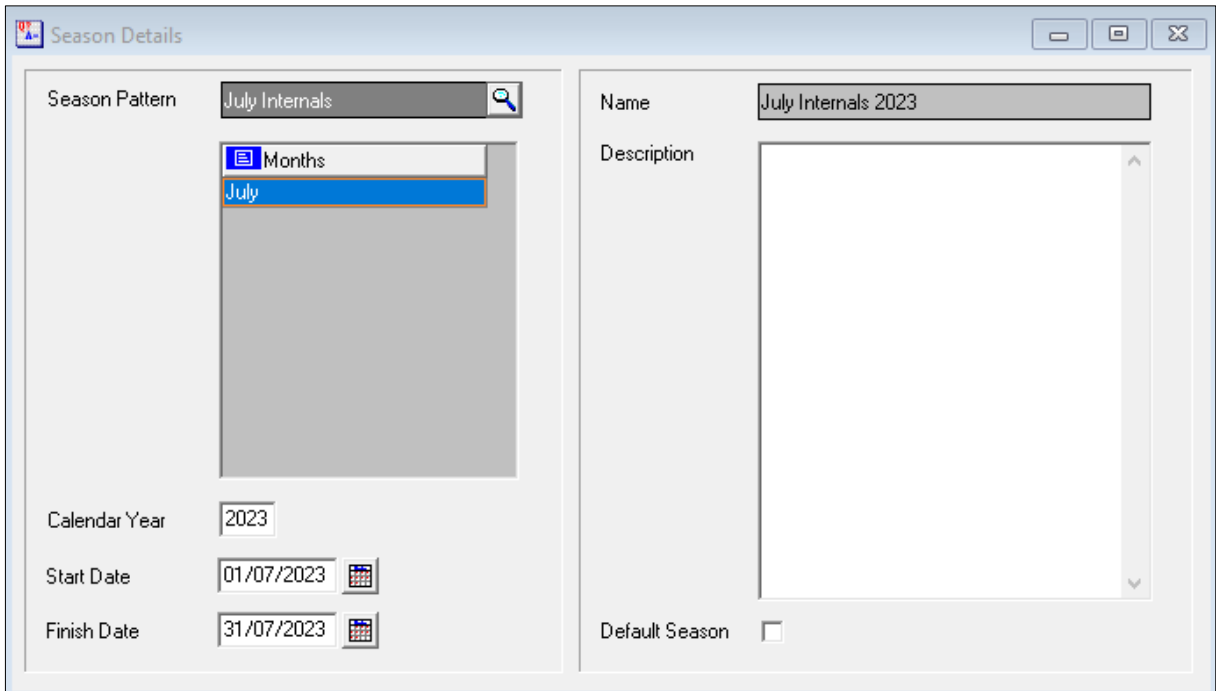
4. Type **JulyI** as the **Short Name** (a maximum of seven characters is allowed).
5. Click **browse** (the magnifying glass) to the right of the **Associated Months** panel.
6. Double click **July** to move it from the **Available Items** list to the **Chosen Items** list.
7. Click **Update**.
8. Click the **blue tick** to save the details.

9. Click **Close**.

NOTE: It is not necessary to specify in the name that a season pattern is internal or domestic, but it is recommended for clarity.

Step by Step – Creation of a Season for July 2023 Internal Exams

1. Click **Season**  or select **Tools | School Setup | Seasons**.
2. Click **Add** to create a new season.
3. Click the **Season Pattern** browser, and then select the **July Internals** season pattern.
4. Check the **Calendar Year** has defaulted to **2023**.
5. Check the date range has defaulted to **01/07/2023** to **31/07/2023**.



The screenshot shows the 'Season Details' dialog box with the following fields and values:

- Season Pattern:** July Internals (with a search icon)
- Months List:** Months, July (selected)
- Calendar Year:** 2023
- Start Date:** 01/07/2023 (with a calendar icon)
- Finish Date:** 31/07/2023 (with a calendar icon)
- Name:** July Internals 2023
- Description:** (empty text area)
- Default Season:**

NOTE: Calendar Year cannot be edited once the season has been saved.

6. Click the **blue tick** to save the details.
7. Click **Close**.
8. To change the season, click the season name at the very bottom of the Examinations Organiser screen and choose the **July Internals 2023** season.

03

Assigning Candidates to the Season

This chapter contains:

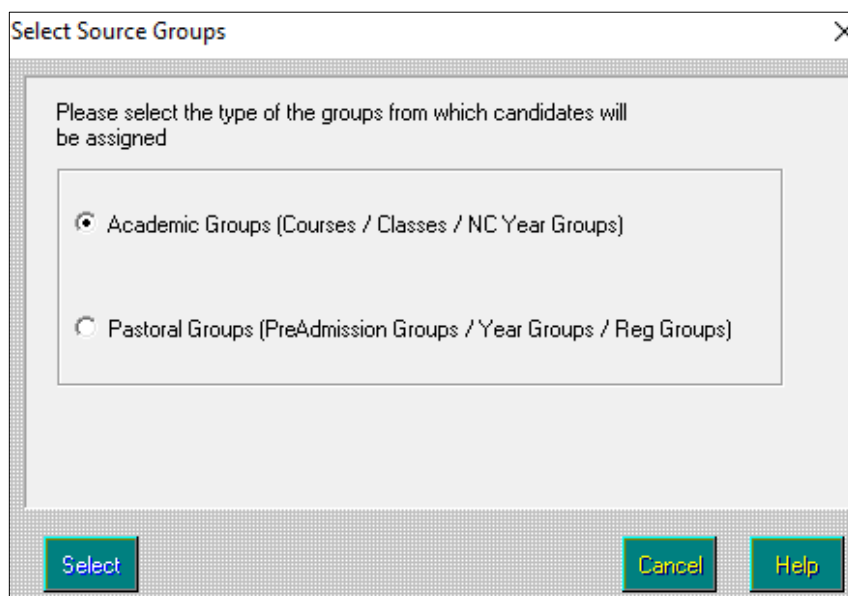
Chapter Introduction	7
Step by Step – Assigning Candidates to Seasons	7

Chapter Introduction

This chapter covers assigning candidates to the exam season.

Step by Step – Assigning Candidates to Seasons

1. Select **Focus | Candidates | Internal**.
2. Click **Assign**, and then select **Academic Groups** radio button.



3. Click **Select**.
4. Click the **Source Population** browse.
5. Expand the **Academic Organisation** folder (by clicking the **+** next to it), and then expand the **National Curriculum Year** folder.
6. Select **Curriculum Year 10**, and then click **Select**.
7. Click **Choose All** to move all year 10 pupils to the bottom half of the screen.
8. Click **Update**. The candidates will appear in the browse. They have neither exam numbers nor UCIs.
9. Click **Cancel**.

04

Allocating Exam Numbers to the Candidates

This chapter contains:

Chapter Introduction	9
Step by Step – Allocating Exam Numbers	9

Chapter Introduction

To use the seating organiser part of Examinations Organiser, exam numbers must be assigned to the candidates in the domestic season. This chapter covers the allocation of exam numbers to the candidates assigned to the season.

The exam numbers defined here will also be used for subsequent external exams; UCIs (unique candidate identifiers) would not usually be assigned until candidates are entered for external exams.

Step by Step – Allocating Exam Numbers

1. Select **Tools | Allocate UCI & Exam Numbers**.
2. Select **Year 10** pupils by pressing clicking the **Group** browser. Change the **Starting Point** to **9**.
3. Click **Allocate Exam Numbers**.
4. Also choose to **Allocate UCI** (this is not necessary for a domestic season but with the example of Year 10, now might be considered an appropriate time).
5. Click **Save**.

NOTE: If the automatic routine is used, the seating organiser seats candidates according to their examination number. The numbering sequence therefore impacts what is possible in terms of seating candidates in an order.

If numbers are issued alphabetically then that is the order candidates will be seated. If issued by registration group, then they will be seated by registration group.

Since candidates are members of multiple classes it is not possible to issue seat numbers on a class basis, therefore automatic seating by class is only possible when there is a coincidence of one class and an element.

05

Internal Basedata

This chapter contains:

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Step by Step – Creating Elements.....	12
Step by Step – Creating Awards.....	14
Step by Step – Linking Elements to Awards.....	14
Step by Step – Creating Components	15
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Chapter Introduction

This chapter deals with the creation of basedata for domestic exams.

When domestic basedata is created for the first time, the process can be quite detailed and therefore time-consuming. In subsequent years, previously defined basedata can be cloned.

It is advisable to map out the required basedata structure on paper with unique codes before completing the following tasks as mistakes with codes are not easily rectified.

Step by Step – Creating Basedata for the July 2023 Domestic Season

1. Select **Focus | Basedata** or click **Manage Basedata**. 
2. Right-click by the side of the **DOM** board name and select **Add a Series** from the menu.
3. Type **7g** in the **Code** field. The first character must use the appropriate character from the month(s) used in the relevant season pattern. In this case, 7 represents July.

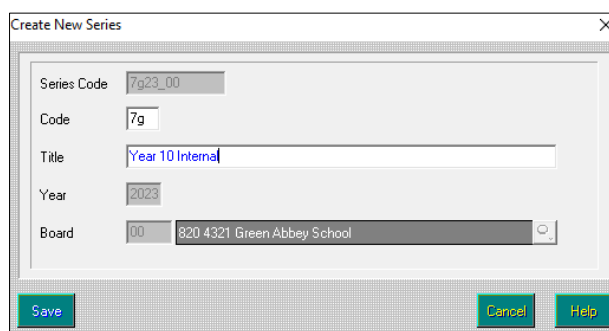
NOTE: Code consists of 2 characters:

The first denotes the month; 1 to 9 are used for January to September and A, B and C are used for October, November and December respectively

The second character denotes the series of basedata (for example, GCSE or GCE). This character has no set meaning, although it is good practice where possible to follow the naming convention used by exam boards. A 'g' is appropriate for basedata intended for mock GCSEs.

The month part of the code must match the month(s) linked to the season's season pattern.

4. Type **Year 10 Internal** in the **Title** field.



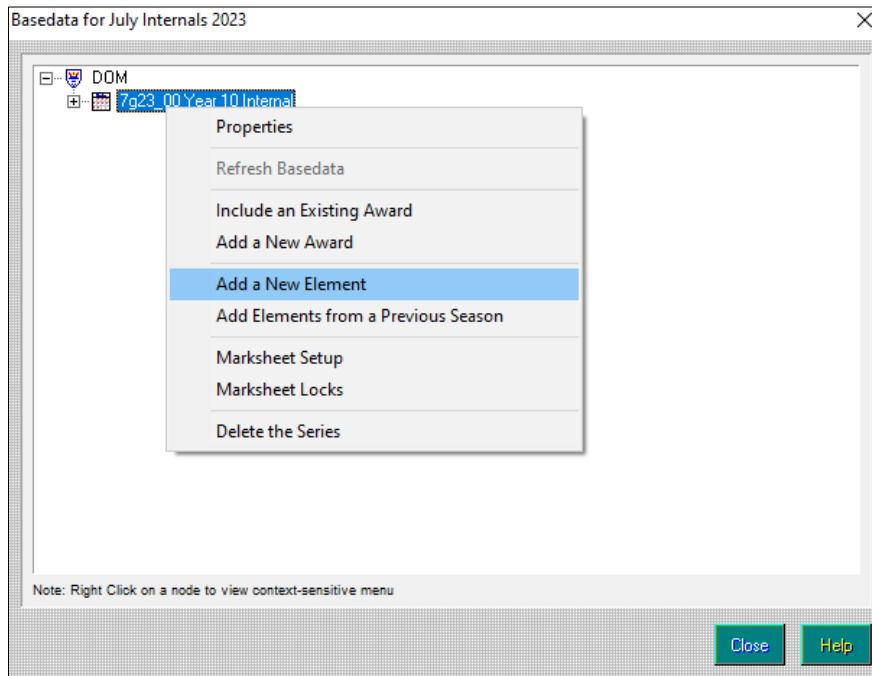
7. Click **Save**.
8. Click **Close**.
9. Select **Focus | Basedata** or click **Manage Basedata** to re-open the basedata window.

The only board now displayed is the **DOM** board, as the first time that basedata is viewed in a season all active boards (domestic and public) are shown, but once basedata from an external exam board is imported or a domestic series is created, the affinity of the season is fixed.

Step by Step – Creating Elements

The next step is to create some elements for the entries. The elements should be created before the awards if a wide choice of qualification type is required.

1. Click **+** to expand the **DOM** board.
2. Right-click the **7g23_00 Year 10 Internal** series.
3. Select **Add a New Element** from the menu.



4. Type **Computer Science** in the **Internal Title** field.
5. Type **Co** in the **Entry Code** field.
6. Leave the **QCA Code** blank.
7. Select **Local** from **Qualification Field**.
8. Select **Unassigned** from **Level Field**.
9. Leave the **Result Type** as **1**.

10. Click **Result Field**, and then type **G**. Scroll down and select **GCSE Grades 9-1**.

11. Click **Save**.

11. Right-click the **Series** title, and then select **Add a New Element** from the menu displayed.

12. Add elements for the subjects listed below:

Internal Title	Entry Code
Biology Foundation	BiF
Biology Higher	BiH

The other fields will be the same for every subject (other than the grade set which will vary between subjects):

Field	Value
QCA Code	[Blank]
Qualification	Local
Level	Unassigned
Result Type	1
Result Grade Set	GCSE Grades 9-1

NOTE: Elements should be created before awards otherwise it will not be possible to see the full range of possible qualifications in the properties for the award.

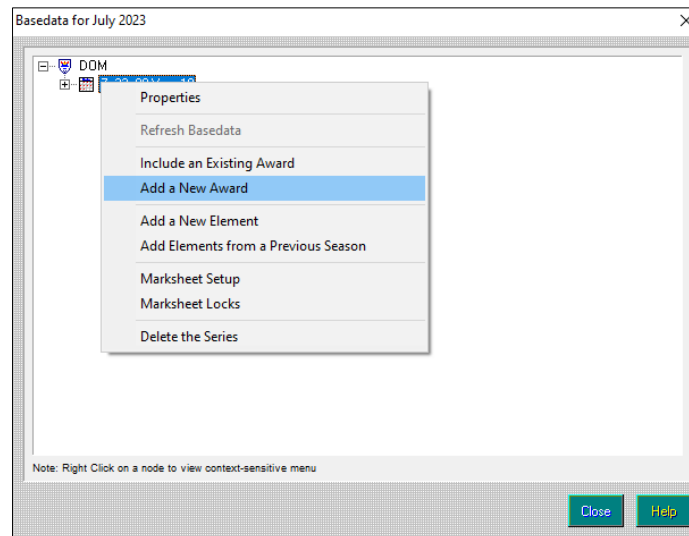
Once the element has been created the entry code and qualification cannot be changed. Neither can the element be deleted. It is possible to edit the title and result type.

Elements are the part of the exam for which candidates are entered. If two or more tiers are used it is necessary to create an element for each.

Step by Step – Creating Awards

Exam awards are used to create entry marksheets. They will eventually have all appropriate elements linked to them.

1. Right-click the **Series** title, and then select **Add a New Award**.



2. Type **Computer Science Yr 10** in the **Internal Title** field.
3. Copy and paste the **Internal Title** to the **Description** field.
4. Select **Local** from **Qualification** (click **browse**, and then press the **L** key).

 A screenshot of a "Create New Award" dialog box. The fields are filled as follows:

- External Title: (empty)
- Internal Title: Computer Science Yr 10
- Description: Computer Science Yr 10
- Award Code: (empty)
- Expiry Date: 31/08/2023
- Board: 00 820 4321 Green Abbey School
- Qualification: Local
- Course: (empty)
- Course History: A table with columns "Course", "Start", and "End". The first row contains "Course", "Start", and "End".

 At the bottom of the dialog box, there are "Save", "Cancel", and "Help" buttons.

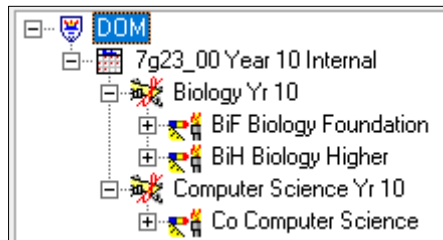
5. Click **Save**.

Step by Step – Linking Elements to Awards

Now to associate the award with the elements created earlier.

1. Right-click the **Computer Science Yr 10** award, and then select **Include An Existing Element** from the menu.
2. Highlight the **Co Computer Science** element, and then click **Choose**.
3. Click **Update**.

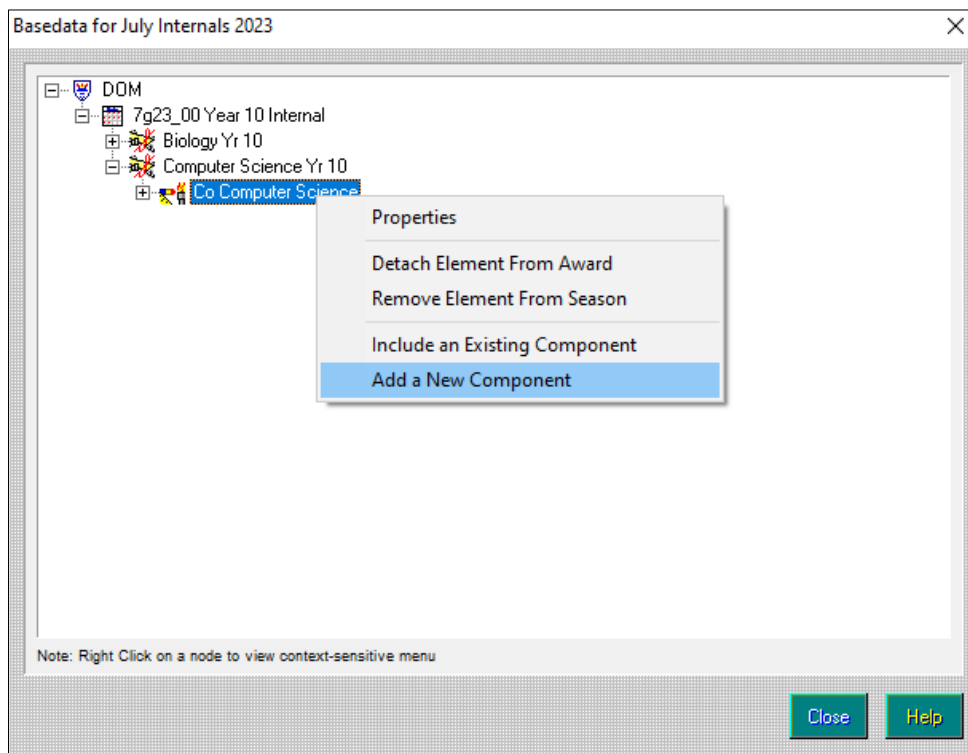
4. Repeat for **Biology Yr 10**.
5. Attach the appropriate elements.



Step by Step – Creating Components

The final layer of basedata is components. Components hold information regarding the times and dates of the papers that are to be sat by the candidates.

1. Expand the **Computer Science Yr 10** award to display the elements.
2. Right-click the **Co Computer Science** element, and then select **Add a New Component** from the menu.



3. Type **Computer Science Paper 1** in the **Internal Title** field.
4. Type **CoP1** in the **Component Code** field.
5. Leave the default **Teacher Mark** for the **Mode of Assessment**.
6. Make the **Maximum Mark 100** (use this value for all the papers in the table below).
7. Select **04/07/2023** for the **Examination Date**.
8. Select **Morning** for the **Session**.
9. Type **09:00** in the **Start Time** field.

10. Type **105** in the **Duration** field.

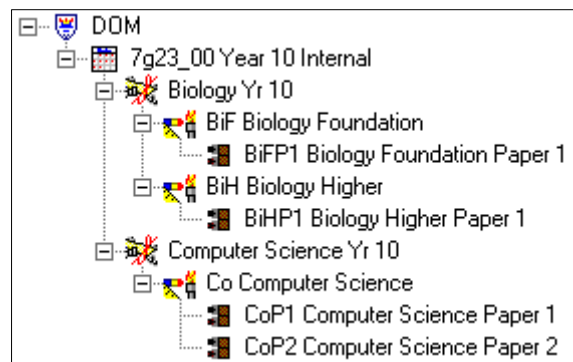
11. Click **Save**

The next step is to add components for the remaining elements. The components required are in the table displayed below. The mode of assessment for all these components will be **Teacher Mark** and the maximum mark will be 100.

Internal Title	Code	Exam Date	Session	Start	Duration
Computer Science Paper 2	CoP2	13/07/2023	Afternoon	13:30	90 min
Biology Foundation Paper 1	BiFP1	10/07/2023	Morning	09:00	105 min
Biology Higher Paper 1	BiHP1	12/07/2022	Morning	09:00	105 min

It is advisable to create a grid such as this to keep names consistent when creating the basedata, as otherwise it can be difficult to keep track of the codes and names used.

Once saved, codes are not editable. If it is subsequently decided that these are not what is required, then the relevant basedata will have to be deleted and recreated correctly. Maintaining a list of all the codes and names will reduce the likelihood of having to delete basedata and start all over again.



Activity – Consolidation Exercise 2

Having defined basedata for Computer Science and Biology, it is now necessary to add basedata for Geography.

- Create a new element using the information supplied by the relevant department:

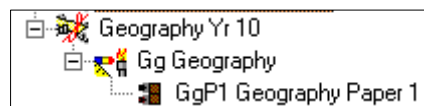
Field	Value
Internal Title	Geography
Code	Gg
Qualification	Local
Level	Unassigned
Result Type	1
Grade set	GCSE Grades 9-1

- Create a new award using the information in the following table:

Field	Value
Internal Title	Geography Yr 10
Description	Geography Yr 10
Qualification	Local

- Link the element to the award.
- Create a new component for the new award. The mode of assessment for this component will be Teacher Mark and the maximum mark will be 100.

Internal Title	Code	Date	Session	Start	Duration
Geography Paper 1	GgP1	14/07/2023	Morning	09:00	90 min



06

Making Entries

This chapter contains:

Chapter Introduction	19
Step by Step – Creating Marksheets – Award Method	19
Step by Step – Entering Candidates	20
Step by Step – Using Marksheet Setup – Series	20

Chapter Introduction

This chapter covers the entry of candidates for domestic exams. Entries are made in the same way as they are for external exams.

All marksheets created in Examinations Organiser can appear in SIMS Assessment. If teachers are given access to SIMS Assessment, they will be able to view the marksheets for their classes and indicate which exams students should be entered for.

Alternatively, blank marksheets can be printed to be completed manually by teachers. This would mean the exam officer would have responsibility for keying in the entries in Examinations Organiser.

Entries are made for exams at element level, and this is not any different for domestic exams.

Results marksheets can also be made in the usual way as in an external season. Results may need to be recorded in Examinations Organiser for internal exams.

The method of marksheet creation is dependent on whether it is possible to link Awards to Courses.

Step by Step – Creating Marksheets – Award Method

1. Click **Marksheet Setup** (or select **Focus | Marksheet Setup – Award**). This will run the marksheet setup wizard.



Marksheet Setup

2. Select the **Computer Science Yr 10** award.
3. Select **Entry** as the **Aspect Type**, and then click **Next**.
4. Leave the element check box selected, and then click **Next**.
5. Click **Next**.
6. Expand **Course**, and then expand **Computer Science (GCSNF)** and select the **year 10 class**. Click **Next**.
7. Click **Finish**.
8. When the summary screen is displayed click **Close**.

Step by Step – Entering Candidates

1. Click **Marksheet** (or select **Focus | Marksheet – Data Entry**).



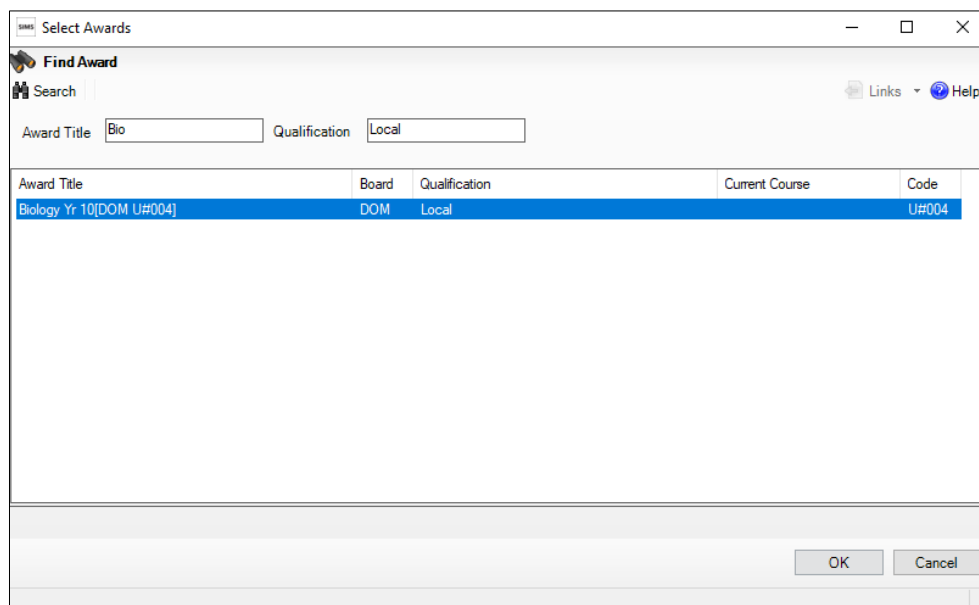
Marksheet

2. Click **Refresh**.
3. Find the marksheets just created **July 2023 Entry 00/U#003** and click **View/Edit**.
4. Click **OK** to accept the message.
5. Right-click on the header **DOM Co Entry** and **Select Grade for Column**.
6. Select **Y – Default Entry** click **Select** click **Yes** to accept the message.
7. Click **Save**.

Step by Step – Using Marksheet Setup – Series

A precondition for the use of this routine is that awards have been linked to courses.

1. In SIMS select **Tools | Academic Management | Course Manager | Maintain Course**.
2. Type **Bio** in the **Description**.
3. Click **Search**.
4. Double-click the **Biology (GCSNF)** course and move to panel **3 Examination**.
5. Click **New** adjacent to panel **3 Examination**.
6. Type **Bio** into the **Award Title** field and **Local** into the **Qualification** field click **Search**.
7. Highlight the **Biology Yr 10[DOM U#004] Award**, and then click **OK**.



8. Click **Save**.

In this context the yellow background (denoting multiple awards concurrently linked to the same course) is acceptable.

9. Repeat this process linking the **Computer Science (GCSNF)** course to the **Computer Science Yr 10 Award** and the **Geography (GCSNF)** course to the **Geography Yr 10 Award**.
10. Return to **Examinations Organiser**.

11. Select **Focus | Marksheet Setup – Series**.
12. Click the **Awards** browser.
13. Select the awards, then click **Choose All** and click **Update**.
14. In the **Template Options** panel select **Separate Marksheets**, and then select the **Create Element Key** check box.
15. Select **Curriculum Year 10** for the Year.

Note: This routine should be used only after the import of basedata is complete, elements are associated with awards, and awards are linked to appropriate courses.

Select the Series: 7g23_00 Year 10 Internal

Select the Awards for which marksheets should be created

Award Code /	Internal Title
U#003	Computer Science Yr 10
U#004	Biology Yr 10
U#005	Geography Yr 10

Template Options

Separate Marksheets
 Consolidated Marksheets

Create Element Key
 Include Entry Aspects

Marksheet Options

Course
 Classes
 Season Candidate Group

Year: Curriculum Year 10

Effective Date: 01/07/2023

Buttons: OK, Cancel, Help

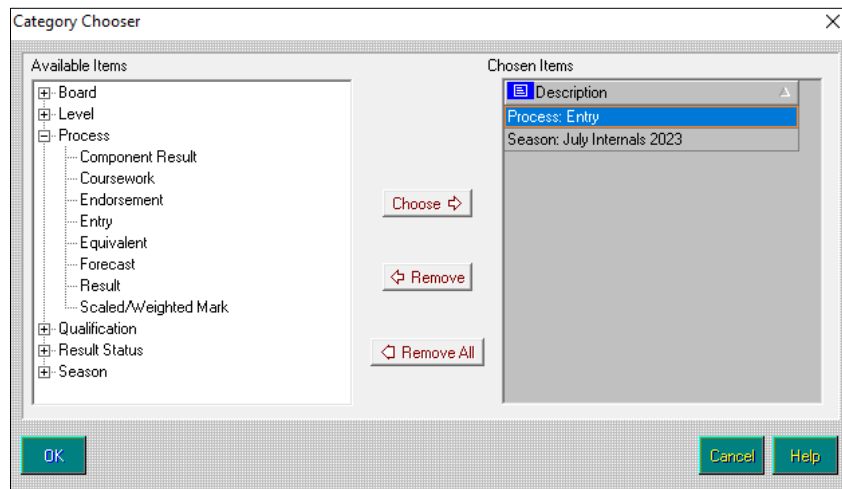
16. Click **OK**.
17. Click **Close**.

NOTE: It is possible to select the candidates by course, classes or season candidate group.

NOTE: Using **Marksheet Setup | Series** enables the bulk creation of marksheets including results marksheets.

19. Click **Marksheet** (or **Focus | Marksheet Data Entry**) to make entries for the candidates.

20. To restrict the initial view browse for the **Category Filter**, expand **Process**, and then choose **Entry**.



21. Click **OK**.
22. Change the **Owner** to **All** and click **Refresh**.
23. Make entries as follows:
- **10x/Bi1** for **DOM BiH Entry**.
 - **10yz/Bi1** **DOM BiF Entry**.
 - **Geography (GCSNF)** enter all the candidates for **DOM Gg Entry**.

07

Seating

This chapter contains:

Chapter Introduction	23
Step by Step – Identifying Clashes	23
Step by Step – Seating Candidates	24

Chapter Introduction

This chapter covers how to seat candidates.

Step by Step – Identifying Clashes

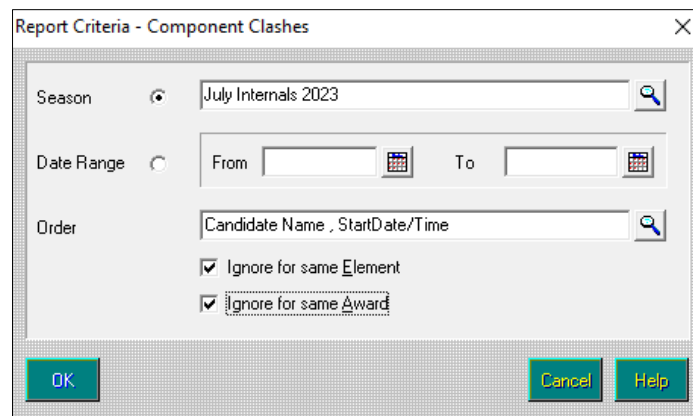
Although it is unlikely that a school would build clashes into a domestic exam timetable, it is advisable to run the two clash reports to support a strategy for resolving any clashes before proceeding to seating.

The **Component Clash Analysis Report** gives an overview of the number of clashes without naming individuals. The **Component Clash Report** identifies the students affected by the clash. This report depends on the correct association having been made between awards and courses.

1. Select **Reports | Basedata | Component Clash Analysis** to give an overview of any potential clashes.

Exam officers are likely to be aware of any clashes identified. The next clash report displays students' names but does allow the filtering of 'false clashes' by selecting both check boxes.

2. Select **Reports | Basedata | Component Clash** to identify the students with clashes.



NOTE: If the number of students affected by the clash is significant then a sensible strategy with domestic exams might be to re-schedule the clashing papers. If only a few candidates are involved, checking their timetables for alternative slots may be more appropriate. The software enables the possibility of seeing adjacent bookings for a candidate at the point of seating.

Step by Step – Seating Candidates

1. Select **Focus | Seating Organiser** or click the **Seating Organiser** icon.



2. Click **Refresh** to display any components that have entries.
3. Seat as many exams as time allows using the usual technique, resolving clashes appropriately.

NOTE: Seating organiser seats in exam number order. If seating by class is required then effectively, at the point of designing the basedata structure, an element per class will be required. In the biology example, this would require four elements instead of two. Each element would need its own component.

08

Reports

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Chapter Introduction

This chapter provides a reminder of some of the Examinations Organiser reports that may assist with the management of the domestic season.

Step by Step – Statement of Entry

1. Select **Reports | Entries | Statement of Entry**.
2. Select either the required group or an individual candidate.
3. Select either **Alphabetical Order** or **Reg Group + Alphabetical**.
4. Click **OK** to produce the report.

Once the report has been produced it can be exported if required.

Statement of Entry			
Season: July Internals 2023			
Name:	Brianna Nenge	Year:	10
Gender:	Female	Registration Group:	10B
Date of Birth:	20/04/2008	Admission Number:	005376
Candidate Number:	9105	ULN:	5142331817
		UCI:	951370229105F
Name on Certificates: Brianna Nenge			
Entries			
DOM	Loc/B	BH	Biology Higher
DOM	Loc/B	Co	Computer Science
DOM	Loc/B	Gg	Geography

Step by Step – Element Entry List

1. Select **Reports | Entries | Examination Entry Lists**.
2. Select to see either **Elements** or **Components**.
3. Select the **Elements** or **Components** required.
4. The list can be sorted by **Exam Name** or **Number**.

Element Entry Listing						
Season : July Internals 2023			Qualification : LocI			
Board : DOM			Level : Loc/B			
Code : BiF			Title : Biology Foundation			
Surname	Forename(s)	Year	Reg Group	Exam Number	UCI	Entry Mode
Barnes	Rachel	10	10E	9012	951370229012G	Y
Beddow	Byn	10	10D	9015	951370229015E	Y
Benson	Zachary	10	10A	9018	951370229018C	Y
Brocato	Eriberio	10	10D	9023	951370229023A	Y
Chandra	Som	10	10E	9028	951370229028K	Y
Coughlan	Maegan	10	10D	9033	951370229033G	Y
Evans	Oliver	10	10F	9047	951370229047X	Y
Gibbons	Freya	10	10C	9055	951370229055R	Y

Step by Step – Candidate Timetable Report

1. Select **Reports | Entries | Candidate Timetables (Default)**.
2. Select the required group or select an individual candidate.
3. Select how the report is sorted. There are options to view the report in alphabetical order or registration group and alphabetical order.

It is possible to view coursework component information.

Individual Candidate Timetable - Default						
Season: July Internals 2023						
Name: Brianna Nenge		Year: 10				
Gender: Female		Registration Group: 10B				
Date of Birth: 20/04/2008		Admission Number: 005376				
Candidate Number: 9105		ULN: 5142331817		UCI: 951370229105F		
Name on Certificates: Brianna Nenge						
Timetabled Components						
Date	Start	Duration	Board	Level	Element	Component
Tue 04/07/2023	09:00	105	DOM	Locl/ B	Co: Computer Science	CoP1: Computer Science Paper 1
Mon 10/07/2023	09:00	105	DOM	Locl/ B	BiH: Biology Higher	BiHP1: Biology Higher Paper 1
Thu 13/07/2023	13:30	90	DOM	Locl/ B	Co: Computer Science	CoP2: Computer Science Paper 2
Fri 14/07/2023	09:00	90	DOM	Locl/ B	Gg: Geography	GgP1: Geography Paper 1

Step by Step – Basedata Structure Reports

It is important that the basedata is named correctly to avoid confusion. It is advisable to run these reports to check the naming and the structure.

1. Select **Reports | Basedata | Structure**.
2. Select the **July Internals 2023** Season.
3. Produce reports with an **Award** and an **Element** focus. An example of the element report is shown in the graphic displayed below.

Element Report:

Base Data Structure - Elements						
Season: July Internals 2023			Board: DOM			
Series: 7g23_00			Title: Year 10 Internal			
Code	Element Title	Qual/ Level	QCA	QAN	Type	Component Codes & Titles
BiF	Biology Foundation	Locl/ B			Unit	BiFP1 Biology Foundation Paper 1
BiH	Biology Higher	Locl/ B			Unit	BiHP1 Biology Higher Paper 1
Co	Computer Science	Locl/ B			Unit	CoP1 Computer Science Paper 1 CoP2 Computer Science Paper 2
Gg	Geography	Locl/ B			Unit	GgP1 Geography Paper 1

Step by Step – Seating Organiser Reports

There are nine reports available to check that the seating is exactly as required.

Examination Register				
Room :	Main Hall	Exam Date :	10/07/2023	
Start Time :	9:00AM	Maximum Duration :	105	
Board :	DOM	Component Code :	BiFP1	
Title :	Biology Foundation Paper 1	No. Of Candidates :	30	
Present	Candidate's Exam Name	Exam Number	Element Code	Seat
<input type="checkbox"/>	Barnes, Rachel	9012	BiF	A4
<input type="checkbox"/>	Beddow, Bryn	9015	BiF	A5
<input type="checkbox"/>	Benson, Zachary	9018	BiF	A6
<input type="checkbox"/>	Brocato, Eriberto	9023	BiF	A7
<input type="checkbox"/>	Chandra, Som	9028	BiF	A8
<input type="checkbox"/>	Coughlan, Maegan	9033	BiF	A9
<input type="checkbox"/>	Evans, Oliver	9047	BiF	A10
<input type="checkbox"/>	Gibbons, Freya	9055	BiF	A11
<input type="checkbox"/>	Graham, Imogen	9057	BiF	B11

This report is the **Examination Register Report** which includes a check box. This is of use when checking the students coming into the room on the exams day.

1. Run the **Exam Room Usage Report** by selecting **Reports | Seating Organiser | Exam Room Usage**. Make appropriate selections.
2. Run the **Seating Plans Report** by selecting **Reports | Seating Organiser | Seating Plans**. Make appropriate selections.
3. Run some **Individual Candidate Timetables** by selecting **Reports | Seating Organiser | Individual Candidate Timetables**. Select **Curriculum Year 10**.

09

Cloning a Basedata Series

This chapter contains:

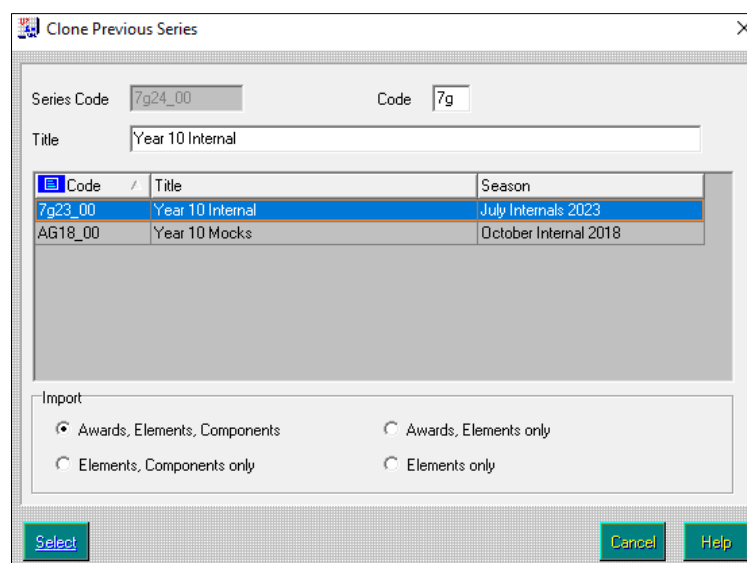
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Chapter Introduction

This chapter covers how to clone an existing domestic basedata series to create the basedata for future instances of the season. In this example, the 7g23 Year 10 series will be cloned for use in 2024.

Step by Step – Cloning an Existing Series of Basedata

1. Select **Tools | School Setup | Seasons** or click the **Season** icon shortcut to create a **July Internal 2024** season. Edit the three date fields to **2024**.
2. Switch to the new **July Internal 2024** season.
3. Select **Focus | Basedata** or click the **Basedata** icon to open the **Basedata** window.
4. Right-click the **DOM** board, and then select **Clone a Previous Series** from the menu displayed.
5. Highlight the **Year 10 Internal** series, type **7g** in the **Code** field and **Year 10 Internal** in the **Title** field.
6. It is possible to select which items (different combinations of awards, elements and/or components) should be imported, but accept the default choice.



7. Click **Select**.
8. Expand the new series to check the details.
9. Expand the award **Computer Science Yr 10**.

10. Expand the element **Co Computer Science**.
11. Right-click the **CoP1 Computer Science Paper 1** component and select **Properties**. Add suitable timetable information (the date defaults to the start of the season), and then click **Save**.

Once the initial investment is made in creating a series of basedata, it becomes a straightforward task to clone and edit it for future use.

NOTE: Careful planning when the series is originally created is the key to efficient use of domestic series and seasons.

12. Run the skeleton timetable. **Reports | Basedata | Skeleton Timetable**.
13. Select the **All** scope.
14. Click **Print**.
15. Close the report.

Skeleton Timetable - Timetabled Components (All)							
Season:		July Internals 2024					
Date Range:		01/07/2024-31/07/2024					
Date	Start	Len	Board	Component Code	Component Title	Level	Cands
Mon 01 Jul	00:00	1:30	DOM	CoP2	Computer Science Paper 2	Loc/B	0
Mon 01 Jul	00:00	1:45	DOM	BIFF1	Biology Foundation Paper 1	Loc/B	0
Mon 01 Jul	00:00	1:45	DOM	BIHP1	Biology Higher Paper 1	Loc/B	0
Mon 01 Jul	00:00	1:30	DOM	GgP1	Geography Paper 1	Loc/B	0
Wed 03 Jul	13:15	1:45	DOM	CoP1	Computer Science Paper 1	Loc/B	0

A

Appendix A – Assessment Links

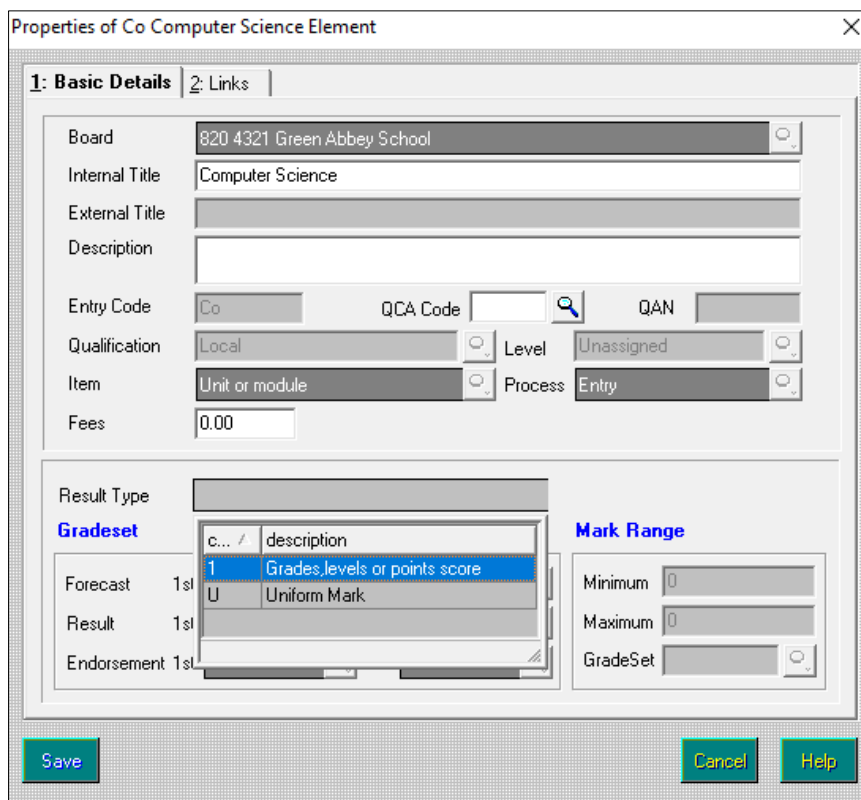
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Chapter Introduction

Chapter 5 indicated that because grade sets are a mandatory part of basedata creation some consideration of assessment issues is necessary, even if there is no intention of using the assessment links. This Appendix will explore the possible links further so that schools can decide whether to make them an integral part of the domestic exam season.

Basedata and Assessment Aspects



When a new element is created there are two results types available.

Result Type 1

Requires a grade set defined in SIMS Assessment. This generates a result aspect which can hold grades or levels. This option requires the selection of a grade set for the results field.

Result Type	1	Grades, levels or points score		
Gradeset		Mark Range		
Forecast	1st	<input type="text"/>	2nd	<input type="text"/>
Result	1st	<input type="text"/>	2nd	<input type="text"/>
Endorsement	1st	<input type="text"/>	2nd	<input type="text"/>
		Minimum	<input type="text" value="0"/>	
		Maximum	<input type="text" value="0"/>	
		GradeSet	<input type="text"/>	

Result Type U

Provides the opportunity to specify a minimum and maximum mark along with a grade set. This creates two aspects, an equivalent type for holding a grade and a result type for holding a mark in the declared range.

Result Type	U	Uniform Mark		
Gradeset		Mark Range		
Forecast	1st	<input type="text"/>	2nd	<input type="text"/>
Result	1st	<input type="text"/>	2nd	<input type="text"/>
Endorsement	1st	<input type="text"/>	2nd	<input type="text"/>
		Minimum	<input type="text" value="15"/>	
		Maximum	<input type="text" value="45"/>	
		GradeSet	GCSE Exam G	

NOTE: When creating marksheet templates via the Series process, the result aspect and equivalent aspect marksheets are automatically created along with the entry aspect marksheet.

There are also two possibilities (in addition to none) when creating a new component.

If **Teacher Grade** is selected, an appropriate grade set should be selected.

If **Teacher Mark** is selected, then the maximum mark for the paper should be entered. A coursework type aspect is created which can be accessed via a coursework marksheet. Coursework marksheets are created via **Marksheet Setup | Award** however a validation character is not required.