



**Guide to Importing
and Analysing
Examination Results**

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Chapter 1: Introduction

This chapter contains:

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Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including on-line help files and handbooks.

If you have any comments, feedback or suggestions regarding the module help file, this guide (PDF file) or any other aspect of our documentation, please email:

Publications@capitaes.co.uk

Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

Introduction

This guide has been produced in order to assist you in importing examination results using Examinations Organiser and then analysing these results using Performance Analysis and Assessment Manager.

Examinations Organiser is used for the administration of 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.

Performance Analysis analyses assessment and examination data stored in the SQL database. It can be used to monitor the progress of individual/groups of pupils/students and also to set attainment targets. It also uses a range of powerful graphical tools to assist the identification and comparison of trends in the attainment of groups.

Assessment Manager is a module used to develop and maintain a database of assessments, covering National Curriculum records, examination data (such as forecast grades and results), together with those defined within the school. There is no limit to the type of assessment that can be performed and recorded, providing the result can be expressed in terms of a Mark, Grade, Age or Comment. Records can then be stored on effort, conduct, reading age, the number of times an activity takes place and so on.

This guide assumes that it is examination results day and that you have already downloaded the result files from the appropriate Examination Board site or you have received the result files from another source. Therefore, all of the processes leading up to this day are not included in this guide. For more information on these processes, including the creation of a Season Pattern and a Season, importing basedata, identifying Candidates, entering Candidates for examinations and creating Submission files, please refer to the *Examinations Organiser Handbook (EXAMSW.PDF)*.

Once the examination results have been imported using Examinations Organiser, you can analyse them using Performance Analysis. For information relating to the features available in Performance Analysis not covered in this guide, including amending the result filters, changing the groups for analysis, changing the group membership dates, viewing analysis graphs, etc. please refer to the *Performance Analysis Handbook (PERFORM.PDF)*.

Chapter 2: Importing Examination Results

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Importing Your Results in Examinations Organiser

Once the examinations have taken place, the Examination Boards have released the result files and you have downloaded these result files and placed them in the **Examin** folder, you should then import the results into the SIMS SQL database, using Examinations Organiser.

Result files are posted on the internet site of each individual Examination Board. Please contact the Examination Boards directly for instructions on downloading result files.

Please refer to *Examination Board Contact Details in the Examinations Organiser Handbook (EXAMSW.PDF)* for more information, if required.

Joint Council

For Joint Council boards, the result file formats are fully described in the booklet **Formats for the Exchange of Examination Related Data** published by the Joint Council for General Qualifications (commonly known as 'The Pink Book' for the 2001-02 academic year, or 'The Black Book' for the 2002-03 academic year).

Edexcel

Enrolments for Edexcel, have to be imported prior to importing the results. Enrolments are an acknowledgement sent by Edexcel confirming that registrations have been made and include student registration numbers.

Importing Enrolments (Students Registered in DOS Module Prior to 31/10/02)

Importing Enrolments (student registration numbers) can also be used to import acknowledgements of the registrations made in the DOS module before 31st October 2002.

To do this, you will need a REGACK (.ERN) and the basedata files (.ECD, .END and .EGT) for the year(s) for which the enrolments were sent to Edexcel. If you wish to request a file, you should email your request to ecc@edexcel.org.uk, stating clearly in the message header your school centre number and the type of file(s) required, e.g., REGACK.

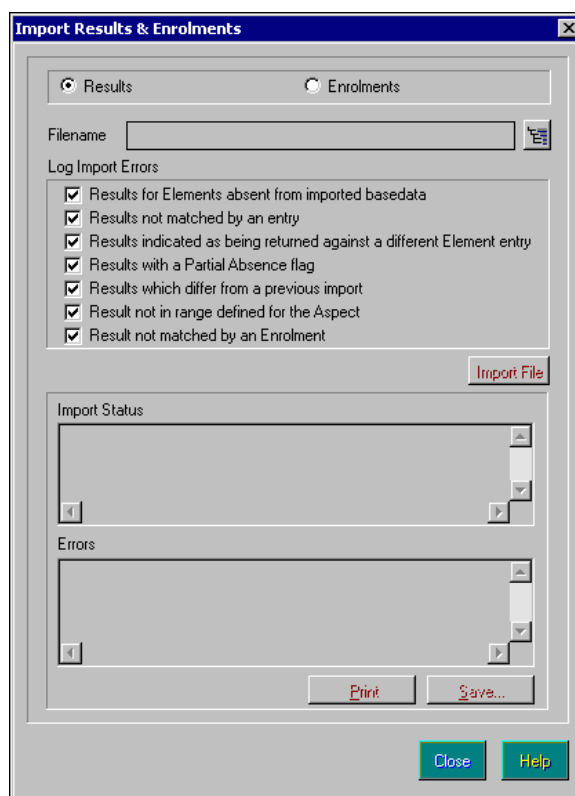
You are advised to follow these steps in order to import these student enrolments:

1. Create the Registration season for the year in which the enrolments imported.
2. Import basedata for this season.
3. Set-up the candidates for whom the enrolments are to be imported.
4. Obtain the enrolment files from the board and follow the steps for Importing Enrolments.

For Edexcel boards, the result file formats and the enrolment file formats are fully described in the booklet, **Requirements for Centre Management Information System Providers** published by the Edexcel board (MIS Providers).

Importing the Results

1. Select **Tools | Import Results & Enrolments** from the Menu Bar to open the **Import Results & Enrolments** dialog.



The **Import Results** dialog displays the **Import Status** for the selected file and also any **Errors** that occurred throughout the import process.

2. Select the **Results** radio button to import results, or the **Enrolments** radio button to import enrolments (EdExcel only).

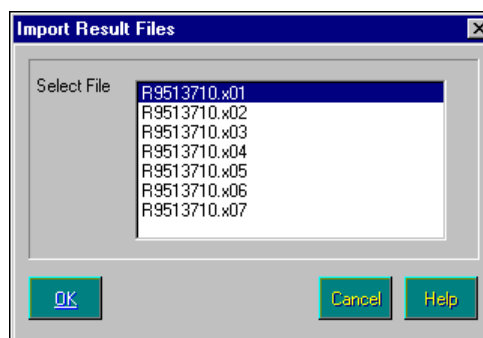
Selecting the **Enrolments** button disables the **Log Import Errors** list.

3. Click the **Navigator** button adjacent to the **Filename** field to open the **Import Result Files** dialog.



Navigator button

4. Select the result file you wish to import and click the **OK** button to confirm your selection and return to the **Import Results** 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.



When importing results, the following errors can be written to a log file:

- **Results for Elements absent from imported basedata**

This signifies a result contained in the result file that cannot be matched with an Element in your basedata. This can be resolved by refreshing your basedata with the missing Elements.

- **Results not matched by an entry**

This signifies that there is a result in the result file for which there is no corresponding entry. If this error occurs, no action is necessary as the results may stand by themselves.

- **Results indicated as being returned against a different Element entry**

This signifies a result in the result file which is associated with an Element, but it is not the Element for which an entry was made. The system will check that the Element for which the grade is issued has been imported and record the result against it.

- **Results with a Partial Absence flag**

This signifies that a student has not completed all of the necessary components of the examination. If this error occurs, no action is necessary as this report is for information only.

- **Results which differ from a previous import**

This signifies a re-import of a result file. If this error occurs, no action is necessary as this report is for information only and the system will overwrite the existing result.

- **Result not in range defined for the Aspect**

This signifies that a grade contained in the result file is invalid. If this error occurs, you should contact the appropriate Examination Board.

- **Result not matched by an Enrolment**

This message relates to an EdExcel/Edifact enrolment problem, whereby a result has been received for which there is no corresponding enrolment. Please refer to *Edexcel on page 3* for more information, if required.

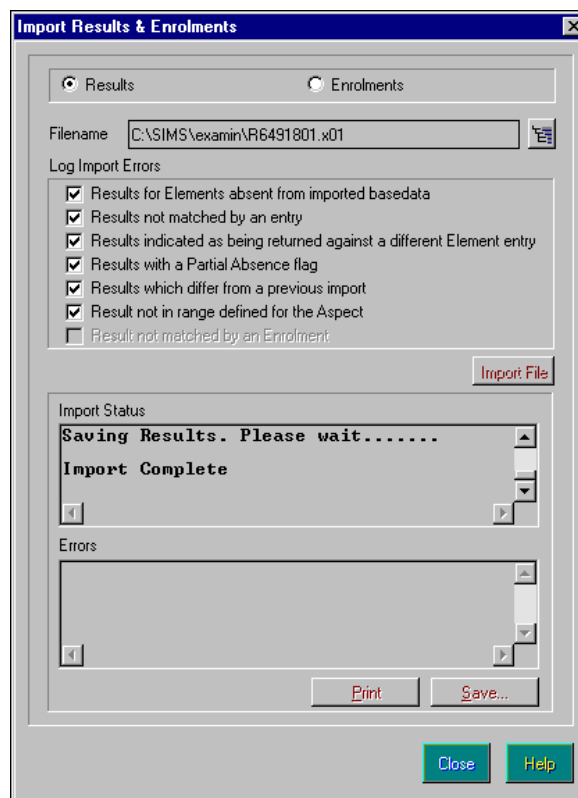
6. Click the **Import File** button to import the selected file with the appropriate options.

The **Result not matched by an Enrolment** check box will be made inactive if the file selected is not an Edexcel enrolment file.

7. The **Import Status** and **Errors** boxes will update accordingly as the import proceeds.

There is limited information provided throughout the result import process. Once the process has completed successfully, a message is displayed in the dialog, but this is not instantly visible unless you scroll to the bottom of the dialog.

IMPORTANT NOTE: The import of Result Files may take some time. Towards the end of the process, there is minimal screen activity and it may appear that the machine has crashed. However, please be patient during the import and allow the process to complete. The pause occurs as the imported results are saved to disk.



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. Click the **Save** button to save these details to a filename and location of your choice.

Please refer to *Dealing with Errors When Importing Results in the Examinations Organiser Handbook (EXAMSW.PDF)* for more information, if required.

9. Click the **Close** button to return to Examinations Organiser.
10. To ensure that the results have been imported correctly, please refer to *Creating Results Marksheets in Examinations Organiser on page 7*, *Viewing Examination Results in Examinations Organiser on page 11*, *Viewing the Statement of Student Results Report in Examinations Organiser on page 13* and *Viewing Examination Results in Assessment Manager on page 13*, if required.

NOTE: It is not possible to view converted examination results in Examinations Organiser. To view them, you should use Assessment Manager to create Marksheets that will display these results. The reports available in Examinations Organiser will not display information relating to converted examination results.

Once the examination results have been imported using Examinations Organiser, you can analyse them using Performance Analysis. Please continue to the next Chapter for information regarding the analysis of your Examination Results. For information relating to the features available in Performance Analysis not covered in this guide, please refer to the *Performance Analysis Handbook (PERFORM.PDF)*.

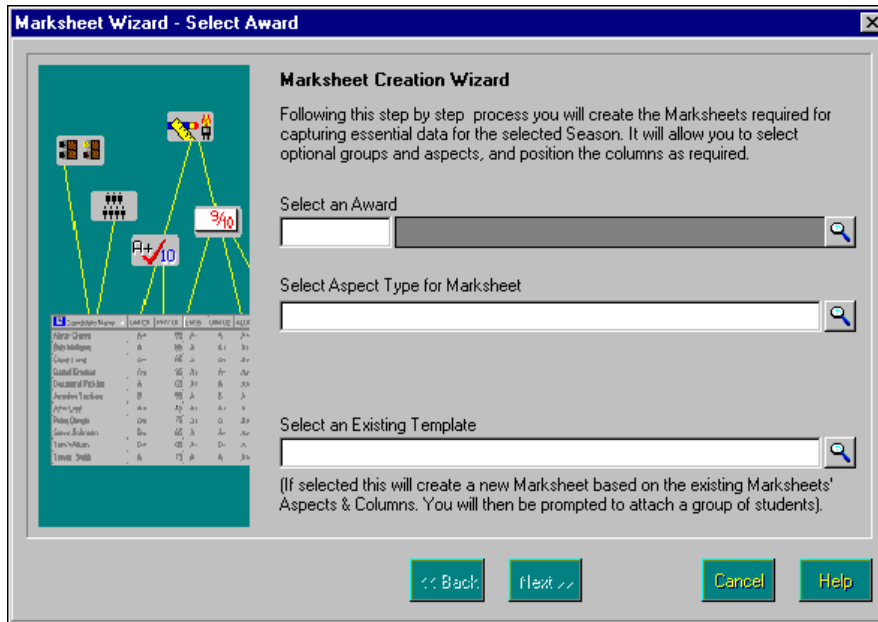
Creating Results Marksheets in Examinations Organiser

To ensure that the results have been imported correctly into Examinations Organiser, you can create a Marksheet which will display the Candidate's name, their result and their entry details (optional).


1. In Examinations Organiser, click the **Marksheet Setup** button on the Application Bar or select **Focus | Marksheet Setup** from the Menu Bar to open the **Marksheet Wizard**. The **Select Award** page will be automatically selected.



Marksheet Setup button

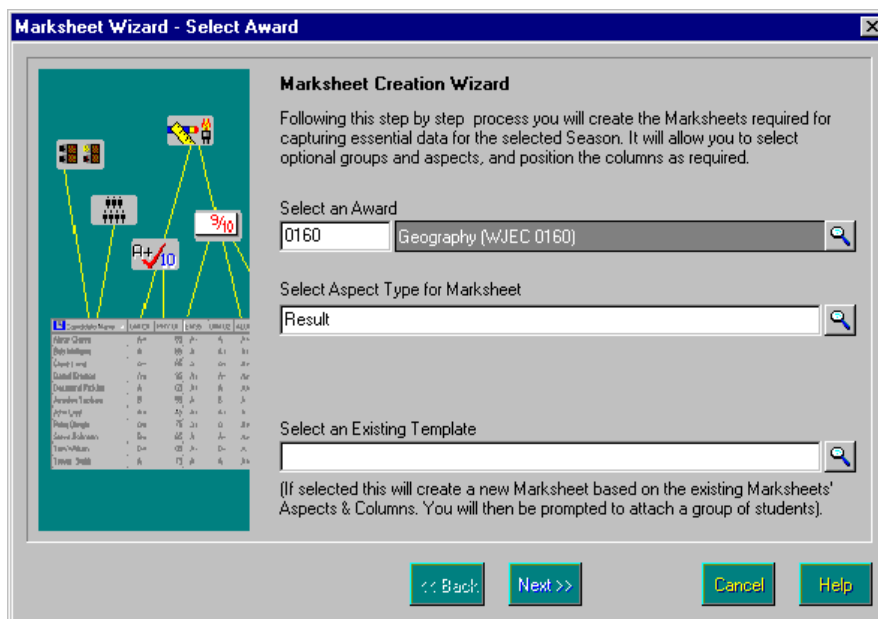


2. **Select an Award** on which you wish to base the Marksheet by clicking the **Field Browser** button and selecting the appropriate Award from the drop-down list. This will be the Award for which you have imported results.

 *Field Browser button (blue handle)*

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

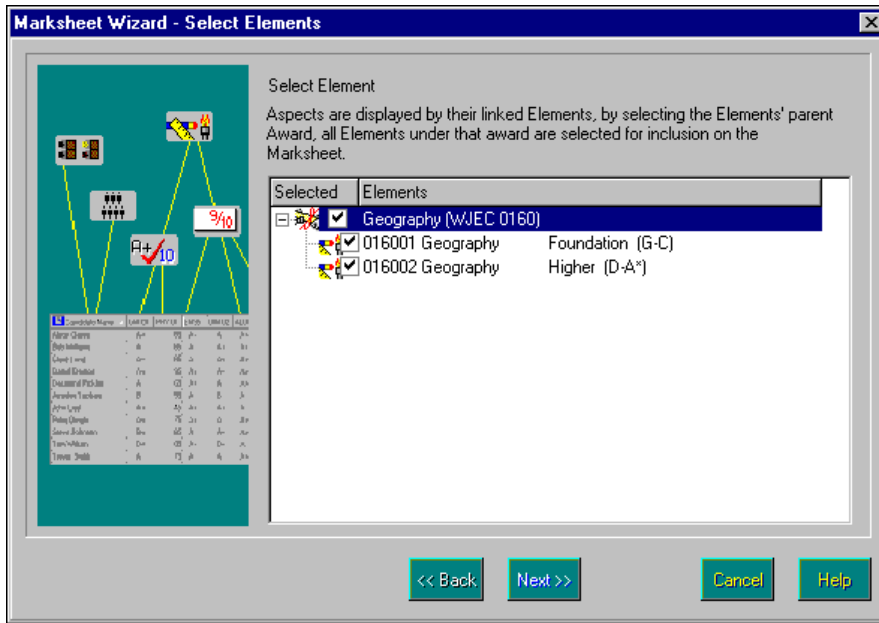
3. Select the **Aspect Type** you wish to use for the Marksheet by clicking the **Field Browser** button and selecting the appropriate Aspect type from the drop-down list. Select **Result** to view the imported results for the selected Aspect.



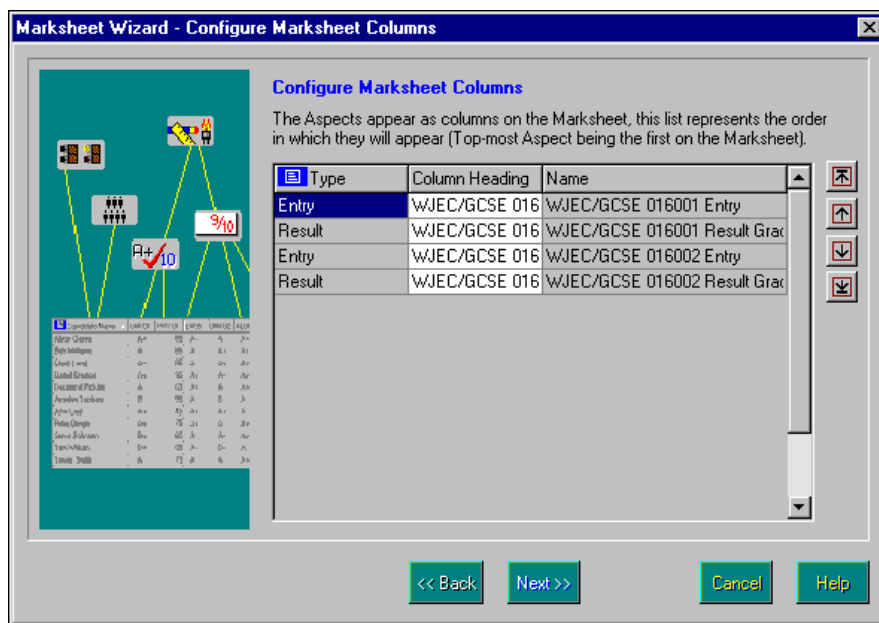
4. Click the **Next** button to continue.

- Select whether you wish to include Entry Aspects as a read-only column in the Marksheet. This will be useful if you wish to check that all of the results have been imported for those Candidates entered for the examination.

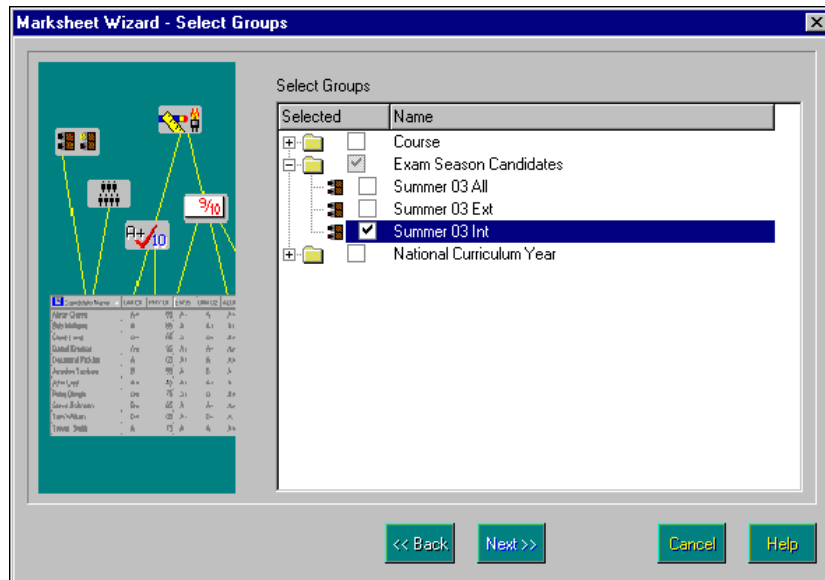
The **Select Elements** page will be displayed.



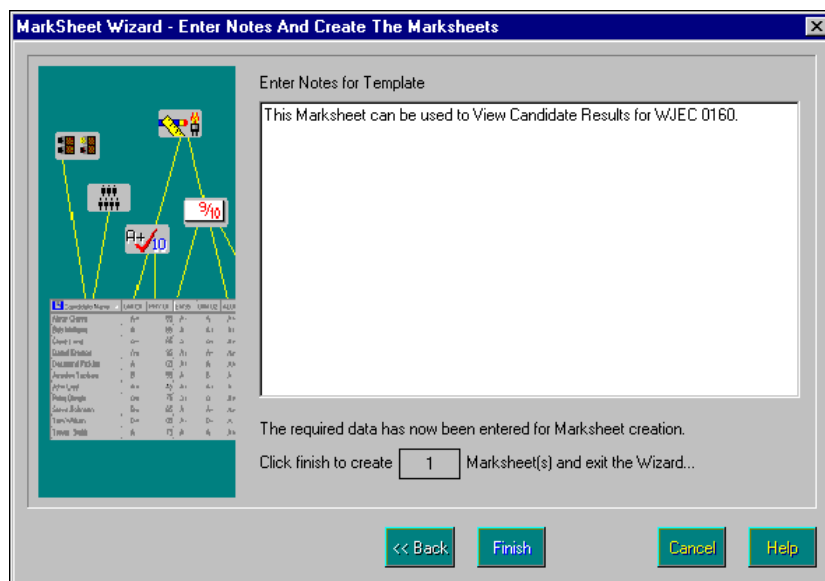
- Select the **Award** check box (top level) to select the Award and all of its associated Elements to include on the Marksheet. Alternatively, you can select any combination of Elements (second level) you wish to include in the Marksheet by selecting the appropriate **Element** check box(es).
- Click the **Next** button once the required Elements have been selected for inclusion to open the **Configure Marksheet Columns** page.



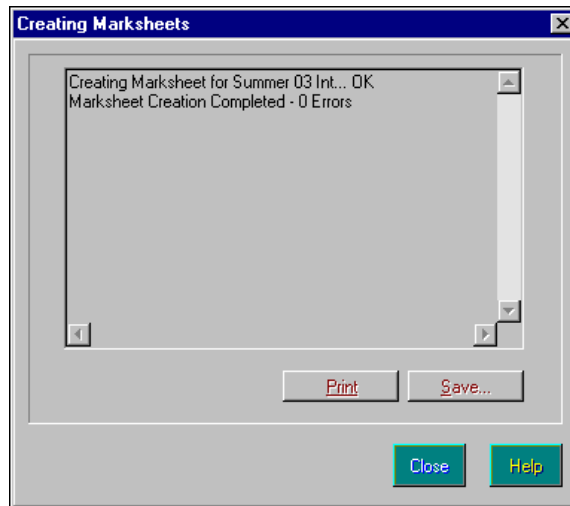
8. The Marksheet **Type** selected on the first page of the wizard is displayed along with the name of the Aspect. The **Column Heading** is editable to enable you to rename it according to your requirements.
9. Use the buttons on the right-hand side of the page to manoeuvre the columns to the correct order. The Aspect at the top of the list will be displayed on the left-hand side of the resulting Marksheet.
10. Click the **Next** button to open the **Select Groups** page.



11. Using the Navigation Tree, select the group of examination Candidates from which you wish to populate the Marksheet. Select either a **Course**, **Exam Season Candidate** or **National Curriculum Year**.
12. Click the **Next** button to open the **Enter Notes And Create The Marksheets** page.



13. Enter the appropriate notes for the Template, which will appear on each Marksheet associated with this Template. These notes may include an overview of the purpose of the Marksheet, etc.
14. 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.
15. Click the **Finish** button to open the **Creating Marksheets** dialog and to create the selected Marksheets.



16. Any errors encountered will be displayed. These errors can be printed or saved by clicking the appropriate buttons.
17. Click the **Close** button to complete the process. These Marksheets can then be used by selecting **Focus** | **Marksheet** from the Menu Bar.

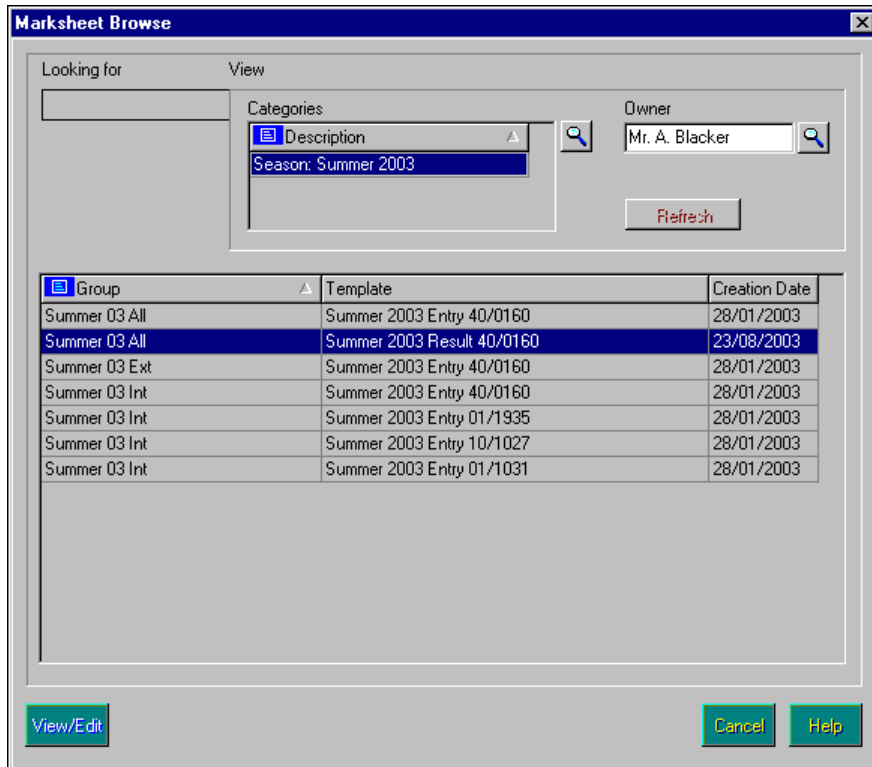
Viewing Examination Results in Examinations Organiser

Once the required Marksheet has been created, it can be used to display the results relating to its associated Candidates.

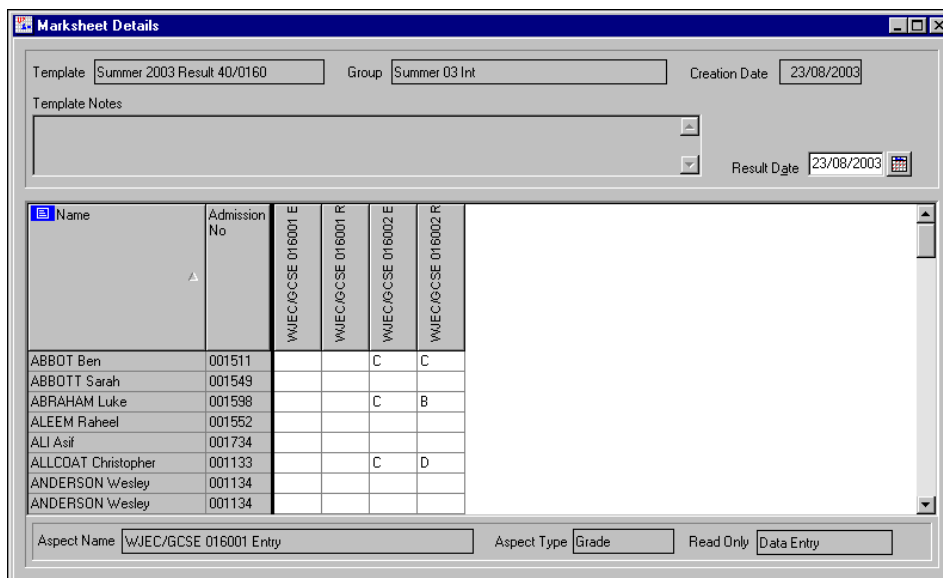
1. Click the **Marksheet** button on the Application Bar or select **Focus** | **Marksheet** from the Menu Bar to open the **Marksheet** browser.



Marksheet button



- 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.
- Highlight the Marksheet containing the results you wish to view and click the **View/Edit** button to open the **Marksheet Details** form.



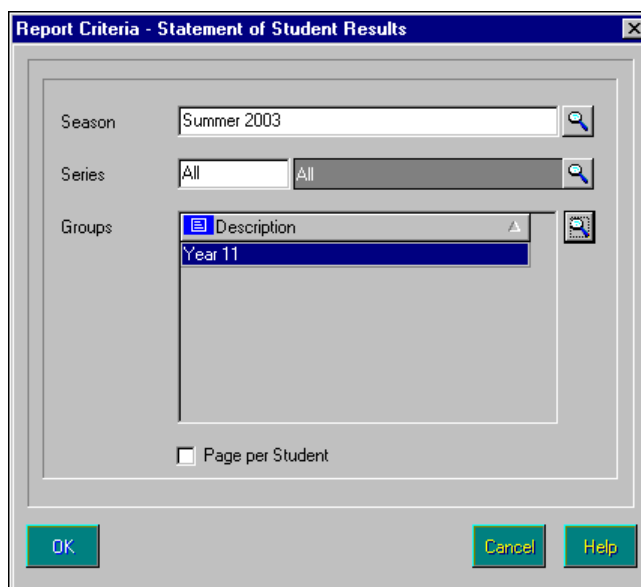
The examination results for the selected Marksheet will be displayed, together with their entry details (if selected when the Marksheet was created).


Viewing the Statement of Student Results Report in Examinations Organiser

This report can be run to provide Candidates with their examination results.

The Season, Series Name, and Candidate name are displayed in the header of the report. In the detail of the report, a line will be displayed for each examination for which the Candidate was entered, including the Board, Level, Title and Grades achieved.

1. Select **Reports** | **Statement of Results** from the Menu Bar to open the **Report Criteria – Statement of Student Results** dialog.



2. Select the **Season** and the **Series** by clicking the appropriate **Field Browser** button.
 -  *Field Browser button (blue handle)*
3. Select the **Groups** by clicking the adjacent **Field Browser** button.
4. Select the **Page per Student** check box if you would like the report to produce a separate page for each student.
5. Click the **OK** button to produce the report.

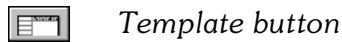
Viewing Examination Results in Assessment Manager

For full instructions regarding the viewing of results in Assessment Manager, together with the additional functionality provided by the module which is not included in this guide, please refer to the *Assessment Manager Handbook (ASSMAN.PDF)*.

All examination results can be viewed in Assessment Manager, including those results that were converted from the dBase system using Examinations Organiser.

If you have already created a Marksheet in Examinations Organiser to view the results, this Marksheet will automatically be available for selection in Assessment Manager. However, if you have not already created a Marksheet in Examinations Organiser, or you wish to view those examination results that were converted from the SIMS dBase system, please follow these instructions to view the results.

1. Click the **Template** button on the Application Bar or select **Focus | Template** from the Menu Bar to open the **Template** browser.

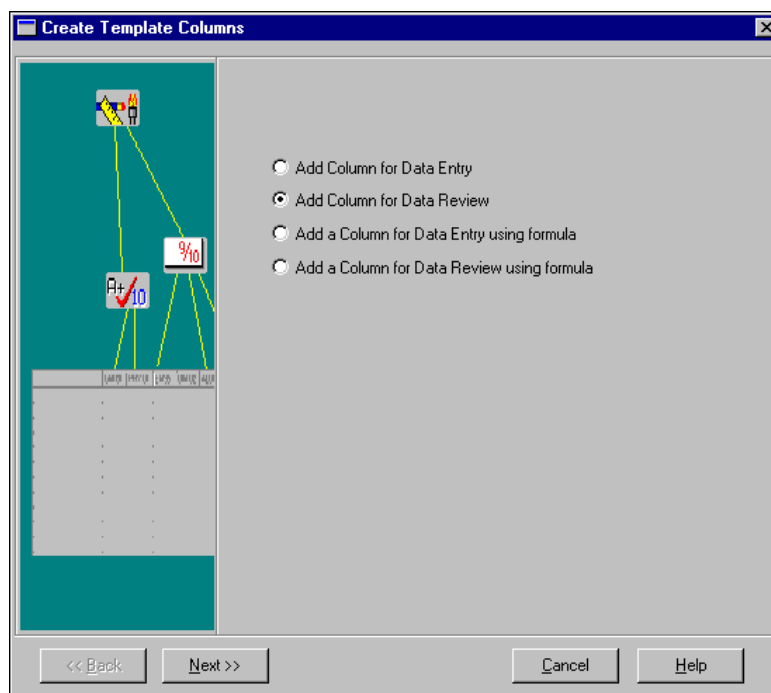
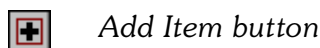


2. Click the **Add Record** button on the Focus Bar to add a new Template.

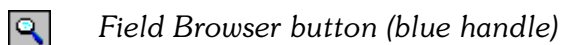


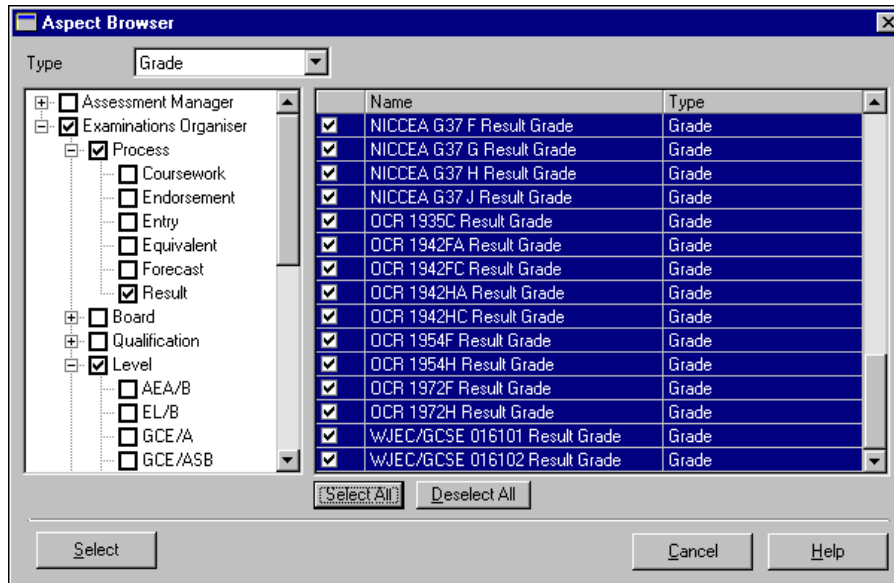
3. Enter a **Name** for the Template, up to a maximum of 40 characters.
4. Enter any notes that you wish to appear on each Marksheet associated with this Template in the **Notes** field. These notes could include more details on the Marksheet content.

5. Click the **Add Item** button to open the **Create Template Columns** wizard.



6. Select the **Add Column for Data Review** radio button and click the **Next** button.
7. Select the columns you wish to add to the Template by clicking the **Field Browser** button to open the **Aspect** browser.





A list of Examination Aspects will be displayed in the **Aspect** browser, from which you can make a selection for inclusion in the Marksheet. To facilitate the selection process, you can filter the list of Aspects to display only those relating to a specific Season, Process, Qualification, etc.

To achieve this, select the Examinations Organisation node of the navigation tree to expand it to the second level.

To ensure that only Result Aspects are displayed, you should select the **Process** node and then the **Result** check box.

Additionally, you might also wish to restrict the list of Aspects to those relating to GCSE results. This is achieved by selecting the **Qualification** node and then the **GCSE** check box.

This process can be continued further, to restrict the list of Aspects to a specific Season (**Season** | select the required **Season** check box) and to exclude Result Aspects relating to short courses (de-select the **Qualification** | **GCSE** check box and select the **Level** | **GCSE/FC** check box). You might also wish to display only Grade Aspects (select **Grade** from the **Type** drop-down list at the top of the Aspect browser).

Once the required filters have been set, you can select the Aspects you wish to include in the Marksheet.

8. If you wish to display the examination results for a single Element, locate the required Aspect in the list and select its check box, then click the **Select** button to confirm your choice. If you choose to do this, you may wish to de-select the **Result** check box to see a combination of the Candidate Entry, Forecast Grade and Result details on the same Marksheet.

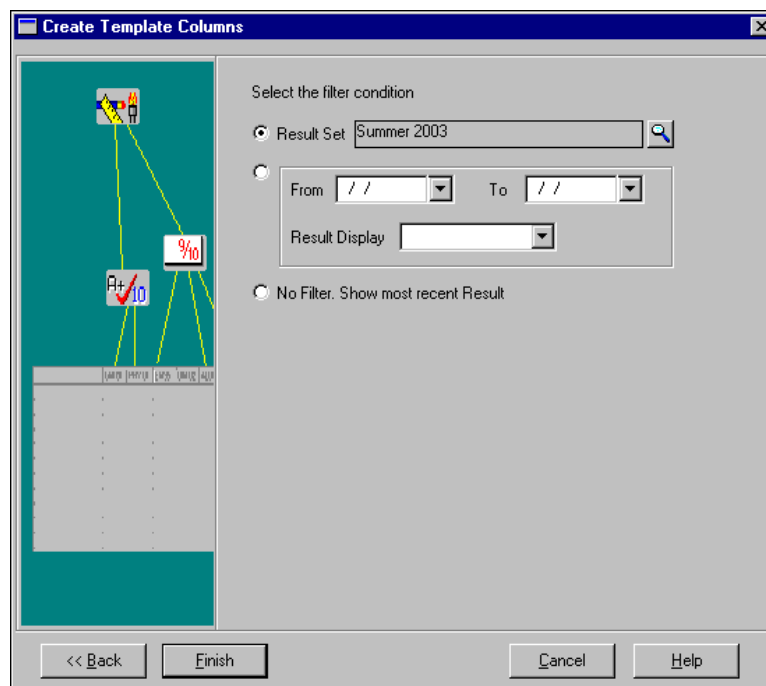
Alternatively, to display the examination results for all Elements, click the **Select All** button, then click the **Select** button to confirm your choice. If you choose to do this, it is advised that you select the **Result** check box as previously described, to reduce the number of Aspects displayed on the Marksheet to just Result Aspects.

9. Click the **Next** button to select the filter conditions.
10. To display examination results for a specific examination Season, select the **Result Set** radio button, then click the **Field Browser** button to open the **Select Result Set** browser.



Field Browser button (blue handle)

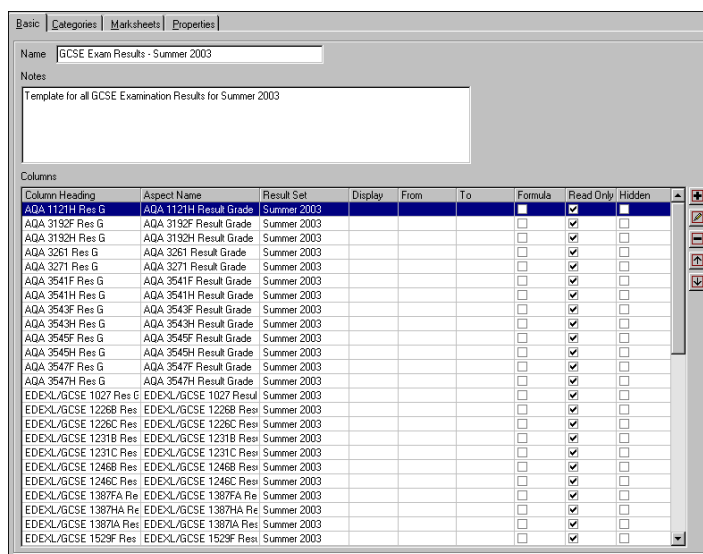
11. Highlight the required examination Season Result Set and click the **Select** button to confirm your choice.



12. Click the **Finish** button to create the Template.
13. Click the **Save Changes** button on the Focus Bar to save the Template definition.



Save Changes button



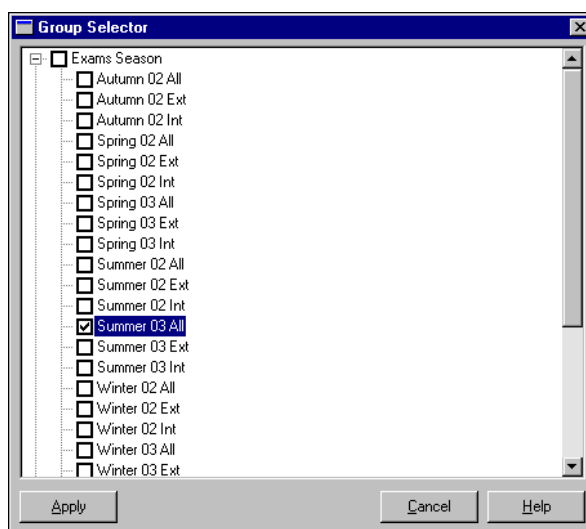
14. Select the **Marksheets** page.

15. Click the **Add Item** button to open the **Group Selector** dialog.



Add Item button

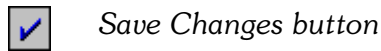
16. Select the required group(s) by clicking on the + or – buttons to expand/contract the list, then select the check box adjacent to *each* required group. For the purposes of viewing examination results, you should select the **Exams Season** node and select the check box adjacent to the appropriate examination season.



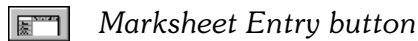
17. Click the **Apply** button to select the chosen group(s).

NOTE: A Marksheet will be created for each Supervisor of each chosen group.

18. Click the **Save Changes** button on the Focus Bar to generate the chosen Marksheets, which will be available for use immediately under **My Marksheets** for each Group Supervisor.



19. Select **Focus | Marksheet Entry** from the Menu Bar or click the **Marksheet Focus** button on the Application Bar to open the **Marksheet Entry** browser.



20. Select the required Marksheet from the **My Marksheets** node in the browser to display it on the right-hand side of the screen.

IMPORTANT NOTE: Please be aware that the more columns you include in a Marksheet, the longer it will take for the Marksheet to be displayed once it has been selected from the browser. This issue regarding slow performance when displaying a Marksheet will be addressed in a future release of Assessment Manager.

21. The examination results will be displayed in the selected Marksheet.

Changing the Column Headers in a Marksheet

By default, the name of an Examination Aspect column header in a Marksheet is a combination of the Exam Board name, the Element Code and an indicator of the type of result, e.g., Grade, Mark, etc.

To facilitate the review of Examination Results, you may wish to change the column headers to display something more easily recognisable.

1. Select **Focus | Marksheet Entry** from the Menu Bar or click the **Marksheet Focus** button on the Application Bar to open the **Marksheet Entry** browser.




2. Select the required Marksheet from the **Marksheet** browser. The **Basic** page will automatically be displayed.
3. Right click a Column Header for which you wish to change the name and select **View Aspect Details** from the popup menu to display the **Aspect Details** dialog.
4. Look at the **Description** field, as this may give an indication of a meaningful name.
5. Click the **Template** button on the Application Bar or select **Focus | Template** from the Menu Bar to open the **Template** browser.



6. Select the required Template from the **Template** browser. The **Basic** page will automatically be displayed.

7. Locate and double click the column header you wish to change to open the **Column Details** dialog.
8. Enter the new column header, up to a maximum of 25 alpha-numeric characters, in the **Column Heading** field.
9. Click the **Update** button to confirm the change.
10. Click the **Save Changes** button on the Focus Bar to save the Template.

 *Save Changes button*
11. Repeat this process for as many column headers as required.
12. When you next select the Marksheet associated with this Template, the column headers will be amended to the new names.

Calculating the Number of Students Achieving 5 A*-C Grades at GCSE Using Assessment Manager

You can calculate the number of students achieving 5 A*-C Grades at GCSE using either Assessment Manager or Performance Analysis. To perform this calculation using Performance Analysis, please refer to *Calculating the Number of Students Achieving 5 A*-C Grades at GCSE Using Performance Analysis on page 33*, if required.

You may wish to add two formula columns to the Marksheet to identify those students that achieved 5 A*-C Grades at GCSE. This can be achieved by following the instructions below. This should be performed after point 13 in *Viewing Examination Results in Assessment Manager on page 13*, i.e. save the Template, then before selecting the **Marksheets** page, follow these instructions.

The first formula displays the number of A*-C Grades achieved for each student.

The second formula displays **1** in the column if this student has achieved 5 or more A*-C Grades, or **0** if they have not.

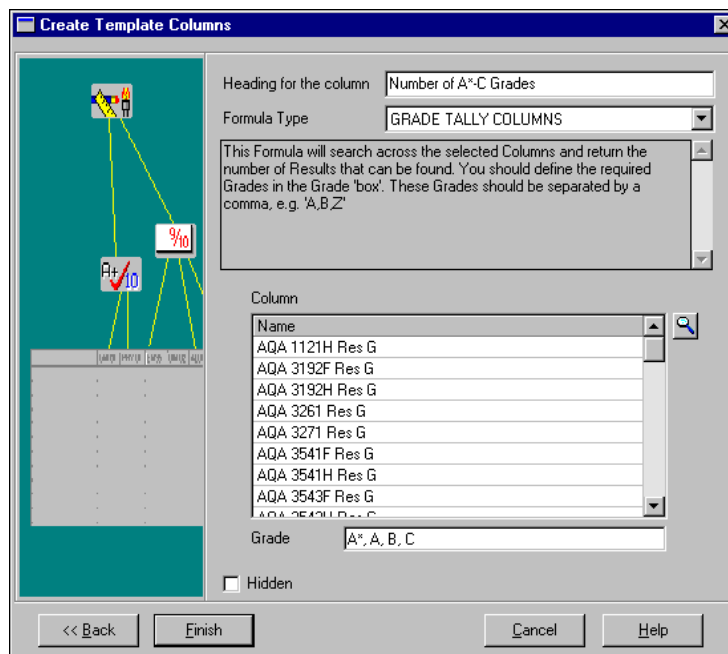
You can then select the **Show Summary Rows** check box to display the number of students achieving 5 A*-C Grades by reading the value in the cell where the **Total** row and the **5 A*-C Grades?** column meet.

1. Click the **Template** button on the Application Bar or select **Focus | Template** from the Menu Bar to open the **Template** browser.
2. Click the **Add Item** button on the **Basic** page to open the **Create Template Columns** wizard.
3. Select the **Add a Column for Data Review using formula** radio button and click the **Next** button.
4. Enter the **Heading for the column**.

For this formula, you might wish to name the column **Number of A*-C Grades** as this column will be used to count the number of A*-C Grades achieved by each student.

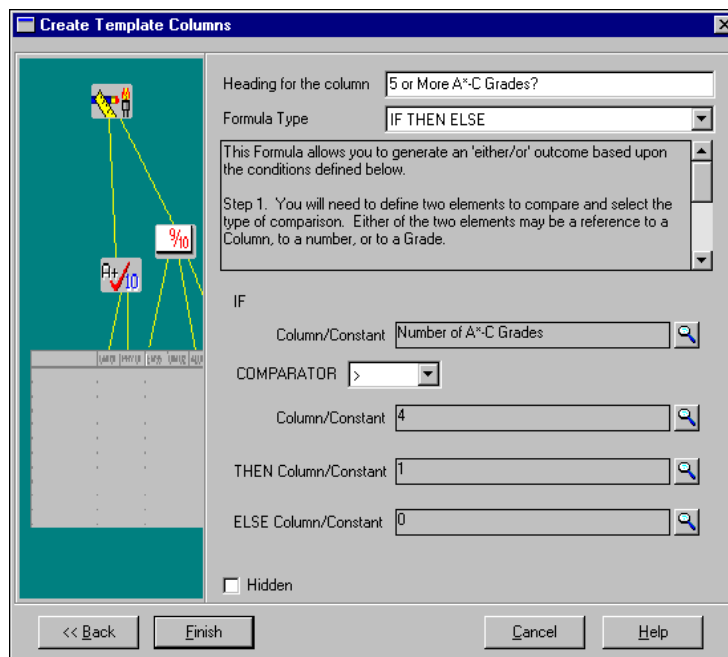
5. From the **Formula Type** drop-down list, select **GRADE TALLY COLUMNS**.
6. Click the **Column** Field Browser button to open the **Template Columns** dialog.
This dialog is used to select the columns for which you wish to apply the formula.
7. Click the first required column and drag the mouse to the bottom of the list to select all Template columns. Alternatively, select the required columns manually by selecting the appropriate check boxes.
8. Click the **Select** button to confirm your selection of columns.
9. In the **Grade** box, enter the grades you wish to count. In this example, it will be **A*, A, B, C**.

NOTE: Any Grades entered should be in the correct case and separated by a comma.



10. Click the **Finish** button to add this formula column to the Template.
11. Click the **Add Item** button on the **Basic** page to open the **Create Template Columns** wizard and to add the second formula.
12. Select the **Add a Column for Data Review using formula** radio button and click the **Next** button.
13. Enter the **Heading for the column**.
For this formula, you might wish to name the column **5 or More A*-C Grades?** as this column will be used to identify the number of students that achieved 5 or more A*-C Grades.
14. From the **Formula Type** drop-down list, select **IF THEN ELSE**.

15. Click the **IF Column/Constant** Field Browser button to open the **Formula Detail Entry** dialog.
16. Ensure that the **Column** radio button is selected and click the **Field Browser** button to open the **Template Columns** dialog.
17. Highlight the formula previously created (named **Number of A*-C Grades**, for example) from the list and click the **Select** button to confirm your choice.
18. Click the **OK** button to return to the **Create Template Columns** wizard.
19. Select > (greater than) from the **COMPARATOR** drop-down list.
20. Click the next **Column/Constant** Field Browser button to open the **Formula Detail Entry** dialog.
21. Select the **Constant Value** radio button and enter **4** in the field.
22. Click the **OK** button to confirm your choice and return to the **Create Template Columns** wizard.
23. Click the **THEN Column/Constant** Field Browser button to open the **Formula Detail Entry** dialog.
24. Select the **Constant Value** radio button and enter **1** in the field.
25. Click the **OK** button to confirm your choice and return to the **Create Template Columns** wizard.
26. Click the **ELSE Column/Constant** Field Browser button to open the **Formula Detail Entry** dialog.
27. Select the **Constant Value** radio button and enter **0** in the field.
28. Click the **OK** button to confirm your choice and return to the **Create Template Columns** wizard.



29. Click the **Finish** button to add this formula column to the Template.
30. Click the **Save Changes** button on the Focus Bar.
 - Save Changes button*
31. Complete the process by following the steps in *Viewing Examination Results in Assessment Manager on page 13*, from step 13 onwards.
32. Once the Marksheet has been opened, the examination results will be displayed.
33. To populate the formula cells in the Marksheet, click the **Calculate All** button.
34. Select the **Show Summary Rows** check box to display the number of students achieving 5 A*-C Grades by reading the value in the cell where the **Total** row and the **5 A*-C Grades?** column meet.
35. For convenience, you can move the two formula cells to the left-hand side of the Marksheet so that they are instantly visible when the Marksheet is displayed. This can be achieved by clicking and dragging the column header to the left-hand side of the Marksheet and releasing the mouse button at the required location.

IMPORTANT NOTE: The figures produced by the formula do not take into account the Candidate Age or GNVQ - Full Course GCSE Equivalents.

Chapter 3: Analysing Examination Results

This chapter contains:

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Changing the Name of the Analysis.....	30
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Ensuring Analysis Grids Display the Correct Aspects	31
Calculating the Number of Students Achieving 5 A*-C Grades at GCSE Using Performance Analysis.....	33
Deleting Examination Analyses	35
Usage of Joint Council Gradesets	37

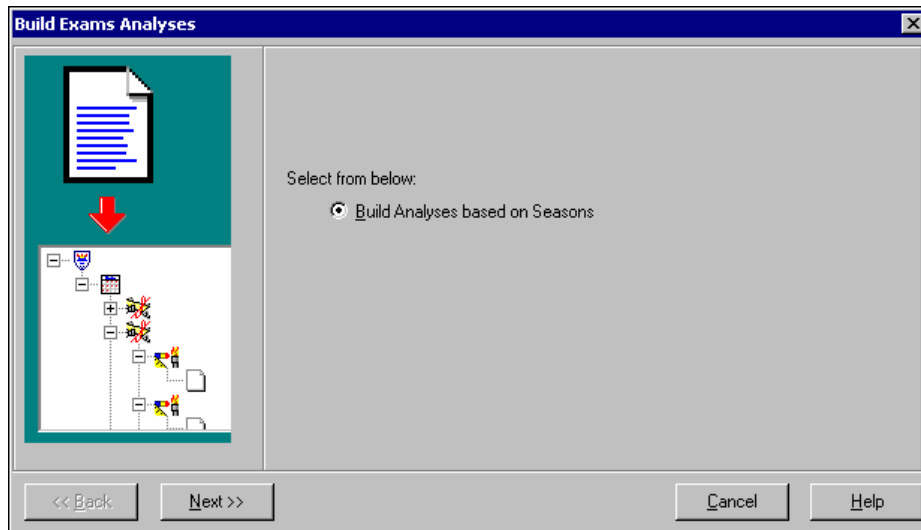
Analysing Your Examination Results in Performance Analysis

A set of Analysis Grids based on examination results extracted from Examinations Organiser can be created automatically using the **Build Exams Analyses** wizard. These Analysis Grids are based on one or more defined Examination Seasons, its associated Aspects and Grade Sets. If the appropriate Examinations Organiser data exists, a set of Group, Aspect, Result Set and Chance Analyses will be created once the Build Exams Analysis process has completed successfully.

No user will automatically be granted ownership of these Analyses. They can therefore be viewed or edited by opening the appropriate Focus and selecting the Analysis from the **No Owner** list in the browser. If you wish to edit any of these Analyses, you must first clone the Analysis Grid, which assigns ownership of the Grid to you and enables you to make the appropriate changes. You can then enter a suitable name for the Analysis and make any further changes, as required. For more information, please refer to *Cloning Analysis Grids on page 29*, if required.

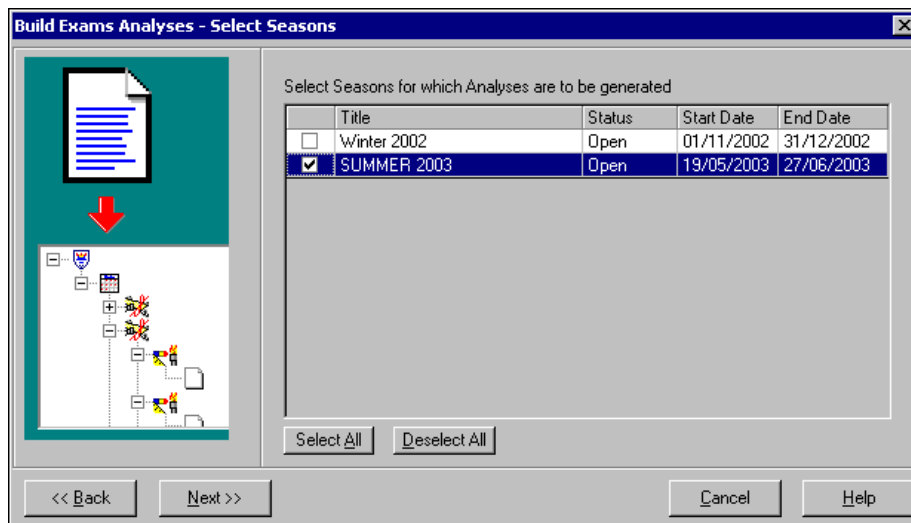
Building Examination Analyses

1. Ensure that all Focus screens have been closed. Examination Analyses cannot be created if a Focus screen remains open.
2. Select **Tools | Build Exams Analyses** from the Menu Bar to open the **Build Exams Analyses** wizard.

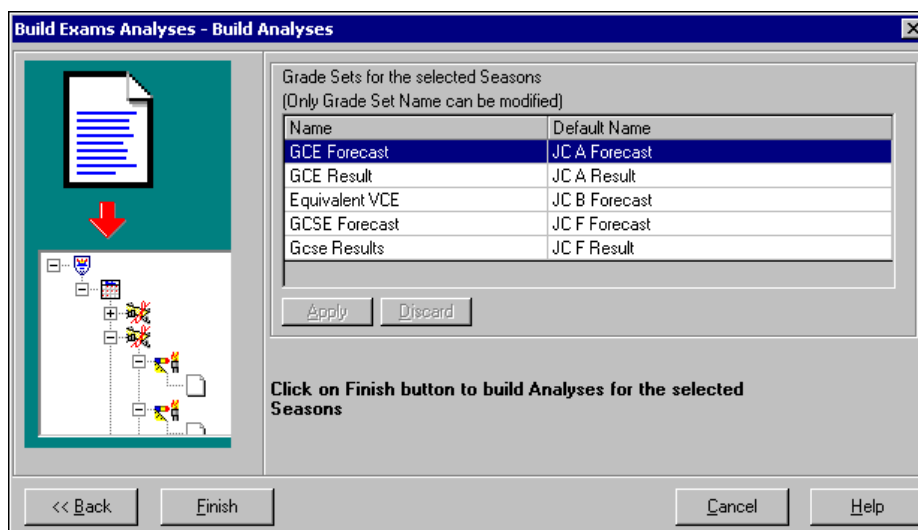


The **Build Analyses based on Seasons** radio button will be automatically selected.

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



4. Select the Season(s) for which you wish to create the Analysis Grids by selecting the appropriate check box(es). Alternatively, click the **Select All** button to select all of the displayed Seasons. Incorrectly selected Seasons can be removed from the selection by clicking the **Deselect All** button.
5. Click the **Next** button to continue.

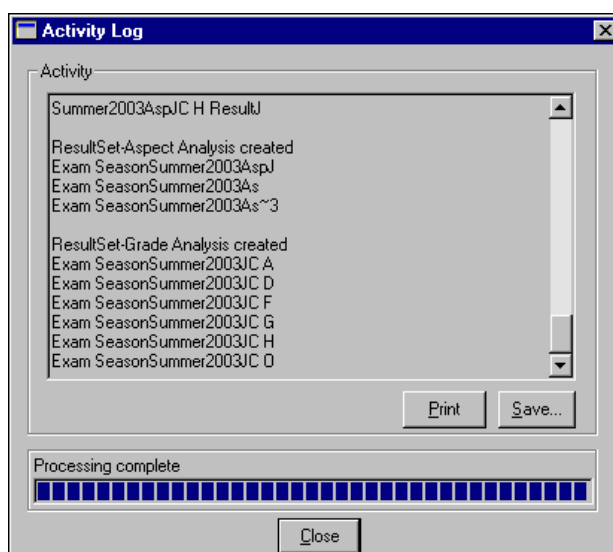


- Edit the names of the Grade Sets that will be displayed in the Analysis Grids to a more meaningful name, if required. This can be achieved by double clicking the appropriate entry in the **Name** field and entering the new name, up to a maximum of 14 characters.

*NOTE: The **Default Name** cannot be edited, as this is the internal name for the Grade Set. Please refer to Usage of Joint Council Gradesets on page 37 for more information, if required.*

- Click the **Apply** button after you have changed each name to confirm the change. Alternatively, click the **Discard** button to undo the name change.
- Click the **Finish** button to build the Examinations Analyses for the selected Season(s).

Once the process has completed successfully, the **Activity Log** will display the types and names of Analyses that have automatically been created.



9. Click the **Print** button to print the details displayed in the **Activity Log**. Click the **Save** button to save these details to a filename and location of your choice.
10. Click the **Close** button to close the Activity Log.

Viewing an Analysis

1. Select **Focus** | **<Analysis Type>** from the Menu Bar or click the required Analysis Focus button on the Application Bar to open the browser.
2. Select the Analysis you wish to edit from the browser.

The browser appears on the left-hand side of the screen and displays all the Analyses you have permission to view.

Locate the required Analysis using the **+** button to expand and the **-** button to collapse the navigation tree. Alternatively, expand the groups of Analysis Grids and enter the first few characters of its name (if known) in the **Looking for** box and press **Enter** to open the first grid that matches the name entered.

*NOTE: Please ensure that all groups of Analyses are expanded before using the **Looking For** function.*

If you have associated your Analysis Grids with a Category, you can search for the required grid by clicking the **Filter** button and restricting the view of Analysis Grids in the browser by Category.

The browser will display those Analyses owned by you, under the heading **My Analyses**, together with a list of all Analyses on the system, under the heading **All Analyses**. Analyses created using the Build Exams Analyses routine will automatically be displayed under the **No Owner** heading.

The required Analysis Grid can be recognised by the constituent parts of its name. The Analysis Grid is made up of a concatenation of the Season name, whether the Analysis Grid will display a single Aspect or a set of Aspects and the Grade Set name.

For example, the Analysis Grid **Summer2003AspJC F Results** would be an Analysis Grid for **Summer2003**, containing multiple Aspects (**Asp**) for **JC F Results** (GCSE Results). Changing the name of the Grade Set when Building Exam Analyses would alter the last section of the Analysis Grid name from **JC F Results** to whatever was entered as the Grade Set Name.

An Analysis Grid named **Summer2003JC F Results** would be an Analysis Grid for **Summer2003**, containing a single Aspect (which can be altered once the analysis Grid has been selected) for **JC F Results** (GCSE Results). Therefore, if **Asp** is not displayed in the Analysis Grid name, you can assume that the Grid contains information relating to a single Aspect. The Analysis can be cloned and the Aspect can be altered, enabling you to create a set of Analysis Grids, one for each Aspect (subject), if required.

3. Click the required item under the **No Owner** heading in the browser to display the appropriate Analysis Grid. The **Basic** page will be automatically selected.

*NOTE: You can assign ownership of an Analysis Grid by selecting the **Properties** page and selecting an item from the **Owner** drop-down list, providing you have sufficient Permissions to do so.*

- Click the **Display** button to populate the Analysis Grid with data.

Useful Analyses

Once the Examination Analyses have been created, you will notice that a large number of Analysis Grids have been created and are available for selection in their respective browsers. This section has been designed to guide you towards those Analysis Grids that you think may be of most use to you and your school.

To open any of these Analysis Grids, follow the instructions in *Viewing an Analysis on page 26*, selecting the appropriate Analysis Type in the process.

The resulting output from these Analysis Grids may be useful as part of a report to senior managers, school governors, parents, etc.

NOTE: Once an Analysis Grid has been displayed, you can amend the Column Pattern in order to display a cumulative Grade Pattern. For example, instead of just displaying Grades A-U across the columns of the Analysis Grid, you may wish to amend the Column Pattern to display A*-U across the columns, together with an additional column to display a total of how many A*-C Grades were achieved.*

Viewing All Examination Aspects in a Group Analysis

This Analysis Grid allows you to view all examination results for a given gradeset, (e.g. GCSE, GCE, GNVQ, etc.) for a defined cohort of Candidates.

This Analysis Grid will be particularly useful if you wish to analyse individual achievement across a range of related subjects.

Result Set: Summer 2003	Business Studies	D&T Food Technology	Geography	History	Home Economics	Latin	Religious Studies	Science Geology
☐ Summer 03 All(ALL)		20	68		11			183
☐ ABBOTT, Sarah								1
☐ ABLETT, Jo			1					
☐ ABRAHAM, Luke		1						
☐ ALDRIDGE, Mark								1
☐ ALEEM, Raheel								1
☐ ANDERSON, Dillan			1					1
☐ ANDERSON, Jo								1
☐ ARCHER, Susan								1
☐ ASH, Catherine			1					1
☐ ASLETT, Carly			1					
☐ ATKINSON, Corrina					1			1
☐ BARNETT, Moss			1					1
☐ BATTLE, Jacqui								1
☐ BIRD, Matthew			1					1

The previous graphic indicates that for the **Summer 2003** Result Set, 68 Candidates took a Geography examination. The **Outcome Type** selected is **Count**, but can be changed to display the mean grade, mean value, etc. You can also drill-down to view individual Candidate achievement, by clicking the + button.

Viewing a Specific Examination Aspect in a Group Analysis

This Analysis Grid allows you to view examination results for a given Aspect, for a given gradeset and a defined cohort of Candidates.

This Analysis Grid will be particularly useful if you wish to see individual achievement for a single Aspect.

Aspect: AQA 1111F Res G Result Set: Summer 2003		A*	A	B	C	D	E	F	G	U	N
<input type="checkbox"/>	Summer 03 All(ALL)	5	5	3	4	6	3	5	3	3	
<input type="checkbox"/>	ABBOTT, Sarah							1			
<input type="checkbox"/>	ABLETT, Jo								1		
<input type="checkbox"/>	ABRAHAM, Luke									1	
<input type="checkbox"/>	ALDRIDGE, Mark			1							
<input type="checkbox"/>	ALEEM, Raheel		1								
<input type="checkbox"/>	ANDERSON, Dillan			1							
<input type="checkbox"/>	ANDERSON, Jo					1					
<input type="checkbox"/>	ARCHER, Susan			1							
<input type="checkbox"/>	ASH, Catherine							1			
<input type="checkbox"/>	ASLETT, Carly					1					
<input type="checkbox"/>	ATKINSON, Corrina					1					
<input type="checkbox"/>	BARNETT, Moss							1			
<input type="checkbox"/>	BATTLE, Jacqui				1						
<input type="checkbox"/>	BIRD, Matthew						1				

The previous graphic indicates that for the Aspect named **AQA 1111F Res G** associated with the **Summer 2003** Result Set, 4 Candidates achieved a Grade C. The **Outcome Type** selected is **Count**, but can be changed to display the percentage of Students achieving each grade, the total points associated with each grade, etc. You can also drill-down to view individual Candidate achievement, by clicking the + button.

Viewing All Examination Aspects in an Aspect Analysis

This Analysis Grid allows you to view examination results for a range of Aspects, for a given gradeset and a defined cohort of Candidates.

This Analysis Grid will be particularly useful if you wish to analyse achievement across the Candidate cohort for a range of Aspects.

Result Set: Summer 2003											
	A*	A	B	C	D	E	F	G	U	X	0
Business Studies											
D&T Food Technology	6		1	3	2	2	1		5		
Geography	13	6	5	4	11	4	7	3	15		
History											
Home Economics				1	1	2	2	4	1		
Latin											
Religious Studies	25	15	20	23	22	18	24	16	20		
Science Geology											

The previous graphic indicates that for the **Summer 2003** Result Set, 20 Candidates achieved a Grade B for Religious Studies. The **Outcome Type** selected is **Count**, but can be changed to display the number of each Grade achieved as a percentage of all results achieved for that Aspect. You can also double click any cell in the populated table to view the names of those Candidates that achieved the represented Grade.

Cloning Analysis Grids

Cloning an Analysis Grid allows you to make a copy of the selected grid.


This functionality would be particularly useful if you wish to use an existing Analysis Grid as the framework for a new Analysis. For example, the Build Exams Analysis routine might have created a Group Analysis based on GCSE Maths examinations. However, from this Analysis Grid, you may also wish to create a Group Analysis for GCSE Science examinations. Instead of creating a similar Analysis from scratch, you can clone a current Analysis, change its name and then change the associated Aspect, result filter, etc. Any user that has been assigned membership of the Assessment Co-ordinator, Exams Officer or Class Teacher/Senior Management Team group can clone an Analysis Grid.

In order to save any changes you make to an Analysis Grid, you must be assigned as the Owner. This can be achieved by cloning an existing Analysis Grid or by selecting an Owner from the drop-down list on the **Properties** page. Once you have been assigned ownership in this way, you can change the name of the Analysis Grid, the Aspects, result filters, etc.

1. Select **Focus** | **<Analysis Type>** from the Menu Bar or click the appropriate button on the Application Bar to open the browser.
2. Select the Analysis you wish to clone.
3. Click the **Clone** button on the Focus Bar to clone the currently selected Analysis Grid.

 *Clone button*

4. Enter a name for the new Analysis Grid.
5. Click the **Save Changes** button on the Focus Bar to save the new Analysis.

 *Save Changes button*

6. The Analysis can then be amended as required and populated with data.

Changing the Name of the Analysis

The name entered should be meaningful enough so that it is easily distinguishable from other Analysis Grids. The name must also be unique and contain up to 25 alphanumeric characters.

Assigning Ownership of an Analysis Grid

The **Properties** page of an Analysis form displays summary information regarding the selected Analysis. The majority of the information is read-only.

1. Select **Focus** | **<Analysis Type>** from the Menu Bar or click the appropriate button on the Application Bar to open the browser. In these instructions, replace **<Analysis Type>** with the appropriate type of Analysis you wish to perform.
2. Select the Analysis whose properties you wish to view or edit.
3. Select the **Properties** page.
4. Select the user to be recognised as the owner of the Analysis from the **Owner** drop-down list.
5. Click the **Save Changes** button on the Focus Bar to save the new Analysis.



Save Changes button

Saving an Analysis Grid

Once the definition of the Analysis has been created or edited, you may wish to save the Analysis Grid for future use. To save an Analysis, you must have been granted the appropriate Permissions. A member of the Assessment Co-ordinator group can save changes to all Analysis Grids. A member of the Exams Officer group can only save changes to their own Analysis Grids. A member of any other group cannot save changes to any Analysis Grids, although a Class Teacher can clone an Analysis Grid and save it.

If you have not been granted sufficient Permissions to save changes to another user's Analysis Grid, you can clone it (providing you have sufficient Permissions) and then save the cloned grid. This course of action grants you ownership of the new Analysis Grid.

Only the structure of the Analysis Grid is saved to disk. The data held within the Analysis Grid is *not* saved, due in part to the amount of time it would take to save the data. To populate the Analysis Grid with data in subsequent sessions, click the **Display** button after editing the properties of the Analysis Grid, if necessary.

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



Save Changes button

NOTE: In order to save an Analysis Grid, you must enter a unique name for the Analysis.

Ensuring Analysis Grids Display the Correct Aspects

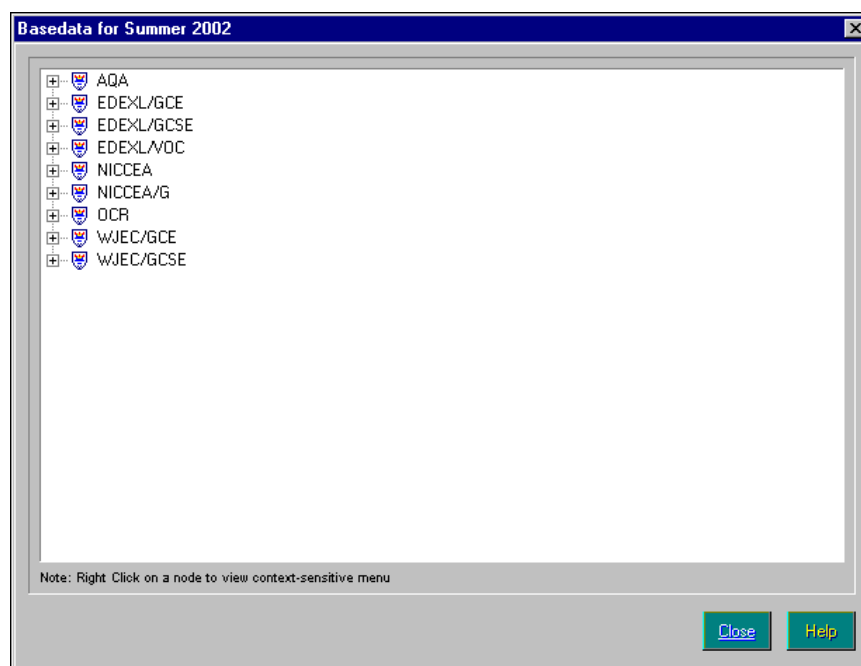
There may be occasions when, after running the Build Exams Analyses routine, the Analyses are created, but the Grid is not displaying all or any of the appropriate Aspects.

Should these errors occur, the problem is due to the content of the basedata imported into Examinations Organiser. If an Examination Board has not included a value in the **QCA Code** field in their basedata, these problems will occur. We are currently in discussions with Examination Boards regarding the possibility of ensuring that QCA Codes are specified in their basedata. For more information regarding QCA Codes, please refer to *What is a QCA Code?* on page 33.


However, there is a workaround that you can use in the meantime. This should be performed using Examinations Organiser for *each* Element where the QCA Code is missing and therefore causing an Analysis Grid to display an incomplete set of Aspects. The Aspects displayed in an Analysis Grid benefit from automatic aggregation of the QCA Code. Therefore, any examinations relating to a single QCA Code will be grouped under one Aspect on an Analysis Grid, e.g. any examination with the QCA Code **3810** will be represented by one column on an Analysis Grid.

IMPORTANT NOTE: This process will only ever have to be performed once for each Element, regardless of the number of years it will be used. Once the QCA Code has been entered, it will remain present, even after basedata has been imported or refreshed in subsequent years.

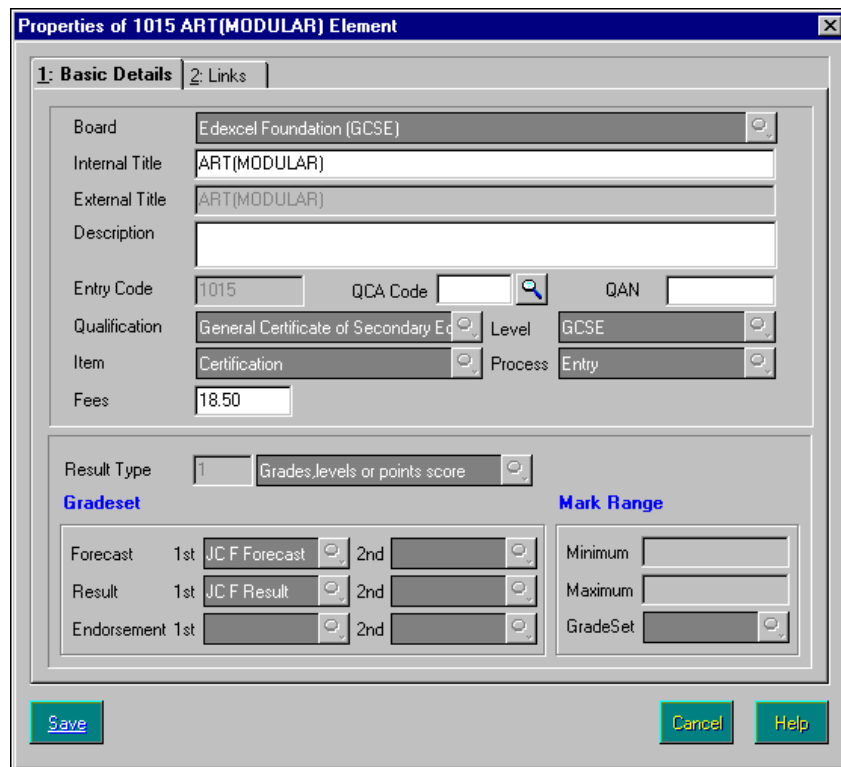
1. Select **Focus** | **Basedata** from the Menu Bar to open the **Basedata for Season** dialog.



- Navigate to the fourth level by clicking the + button to expand the navigation tree and highlight the required Element.

 *Element icon*

- Right click the required Element and select **Properties** from the pop-up menu to open the **Properties of Element** dialog. The **Basic Details** page will be automatically selected.



- Enter the **QCA Code** (Qualifications and Curriculum Authority, formerly known as the LEAP code or SCAA code) for the Element, or select it from the drop-down list.
- Click the **Save** button to save the changes to the Element.

After the appropriate QCA Codes have been assigned correctly, you can delete the Exams Analyses using **Tools | Delete Exams Analyses** and recreate them using **Tools | Build Exams Analyses**, both using Performance Analysis.

Exams Analyses will only be built for those Elements that have been assigned a QCA Code. For example, if there are two Elements in your basedata that should share the same QCA Code, but only one Element has been assigned this code, only the Element that has been assigned the code will be used when building Exams Analyses.

The Analysis Grids that are created may display conflicting Aspect details. For example, it may display the Row Aspect **EDEXL/GCE 6521BF Fcst** and the Column Aspect **EDEXL/GCE 8264 Res G**, whereas they should refer to the same Element. If the Row and Column Aspects conflict in this way, you can resolve the problem by clicking the **Result Filter** button to open the **Result Filter** dialog.

From here, you can select a Forecast Grade Aspect to match the Result Grade Aspect from the **Row Inputs** frame.

1. Click the **Field Browser** button to open the **Aspect** browser.
2. Select the appropriate Forecast Grade Aspect and click the **Update** button to confirm your choice.
3. Click the **Ok** button to return to the Analysis Grid.

What is a QCA Code?

The QCA Code is a code specified by the Qualifications and Curriculum Authority. It is the standard subject code (formerly known as the LEAP code or SCAA 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. However, these codes are the only standardised way of referencing subjects and are therefore used by Performance 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.

Calculating the Number of Students Achieving 5 A*-C Grades at GCSE Using Performance Analysis

You can calculate the number of students achieving 5 A*-C Grades at GCSE using either Assessment Manager or Performance Analysis. To perform this calculation using Assessment Manager, please refer to *Calculating the Number of Students Achieving 5 A*-C Grades at GCSE Using Assessment Manager on page 19*, if required.

Currently, Performance Analysis does not provide the functionality to enable you to calculate the number or percentage of Students achieving 5 A*-C grades.

IMPORTANT NOTE: Similar and extended functionality, which will take account of Candidate age and GNVQ equivalences, etc. will be made available from within Performance Analysis in a future release.

In order to perform a similar type of analysis with the current version of Performance Analysis, you must first populate the appropriate Analysis Grid with data and then export the data to a Microsoft Excel spreadsheet, where you can apply a formula. Please read the following section for instructions on how to use this spreadsheet to obtain the number of students achieving 5 A*-C Grades at GCSE are provided below.

1. Open the Group Analysis for all GCSE results, **Summer2003AspJC F Result** (or similar name, according to the name of your GCSE Results Grade Set).
2. Ensure that the **Outcome Type** selected is **Mean Grade**.
3. Populate the Analysis Grid with data by clicking the **Display** button.
4. Click the **Copy to Clipboard** button to copy the data in the Analysis Grid to the Windows® clipboard.

5. Open Microsoft Excel and paste the content of the clipboard into a new spreadsheet.
6. Remove the summary details at the top of the spreadsheet, if required.
7. Expand the columns of the spreadsheet to fit, as required.

	A	B	C	D	E	F	G	H	I
1		Business Studies	D&T Food Technology	Geography	History	Home Economics	Religious Studies	Science	Geology
2	Summer 03 All(ALL)	C	D	E	C	F	D	C	
3	ABBOTT, Sarah	B	C	C	C	C	F	C	
4	ABLETT, Jo	B	B	U	C	C	D	B	
5	ABRAHAM, Luke	C	C	U	U	E	C	C	
6	ALDRIDGE, Mark	D	C	C	E	E	U	D	
7	ALEEM, Raheel	E	D	D	E	D	A*	D	
8	ANDERSON, Dillan	D	B	C	D	C	A	E	
9	ANDERSON, Jo	B	B	C	C	A	A	E	
10	ARCHER, Susan	A	B	B	A	A	B	D	
11	ASH, Catherine	A*	B	U	E	D	U	C	
12	ASLETT, Carly	C	C	B	D	D	C	A	
13	ATKINSON, Corrina	C	C	B	B	E	A*	A*	
14	BARNETT, Moss	E	C	D	A	A	B	C	
15	BATTLE, Jacqui	B	D	C	C	D	C	B	
16	BIRD, Matthew	D	E	U	D	E	U	D	

8. Once expanded, navigate to the column to the right of the last Aspect and call this, for example, **A*-C Grades**. In the previous graphic, this is cell **I1**.
9. Navigate to the first line of student results in this column. In the previous graphic, this is cell **I3**.
10. In this cell, enter the formula **=COUNTIF(B3:H3,("<='C'))**

This will inform you of the number of A*-C Grades achieved by this student.

*NOTE: The cell references to **B3** and **H3** should be changed to reflect the first column and row, as well as the last column and row, to be calculated in your spreadsheet. The example formula expresses that anything on row 3 of the spreadsheet from column B to column H will be used in the calculation, to determine how many A*-C Grades were achieved for the student, Sarah Abbott.*

11. Copy this formula for the remainder of the students.

This can be achieved by either:

- highlighting the cell containing the formula and clicking and dragging the 'handle' at the bottom right-hand corner of the cell to the student at the bottom of the list.

or

- highlighting the cell containing the formula then and selecting the cells below that relate to student results. Then, you should select **Edit | Fill | Down** from the Menu Bar to apply the formula to the selected cells.

	A	B	C	D	E	F	G	H	I
1		Business Studies	D&T Food Technology	Geography	History	Home Economics	Religious Studies	Science Geology	A*-C Grades
2	Summer 03 All(ALL)	C	D	E	C	F	D	C	
3	ABBOTT, Sarah	B	C	C	C	C	F	C	6
4	ABLETT, Jo	B	B	U	C	C	D	B	5
5	ABRAHAM, Luke	C	C	U	U	E	C	C	4
6	ALDRIDGE, Mark	D	C	C	E	E	U	D	2
7	ALEEM, Raheel	E	D	D	E	D	A*	D	1
8	ANDERSON, Dillan	D	B	C	D	C	A	E	4
9	ANDERSON, Jo	B	B	C	C	A	A	E	6
10	ARCHER, Susan	A	B	B	A	A	B	D	6
11	ASH, Catherine	A*	B	U	E	D	U	C	3
12	ASLETT, Carly	C	C	B	D	D	C	A	5
13	ATKINSON, Corrina	C	C	B	B	E	A*	A*	6
14	BARNETT, Moss	E	C	D	A	A	B	C	5
15	BATTLE, Jacqui	B	D	C	C	D	C	B	5
16	BIRD, Matthew	D	E	U	D	E	U	D	0

12. Navigate to the line below the bottom line of data and, in an appropriate cell, enter **Number Achieving 5 A*-C Grades**.

13. In the cell to the right of this, enter the formula **=COUNTIF(I3:I16,">4")**

In the following graphic, this is cell **I17**.

This will inform you of the total number of A*-C Grades achieved by all of the students represented in the spreadsheet.

*NOTE: The cell references to **I3** and **I16** should be changed to reflect the correct column and the range of rows to be calculated in your spreadsheet. The example formula expresses that column I contains the data for which the calculation will be made, and rows 3 to 16 are the rows containing the data. This range of data will be used to determine the number of students achieving 5 or more A*-C Grades at GCSE.*

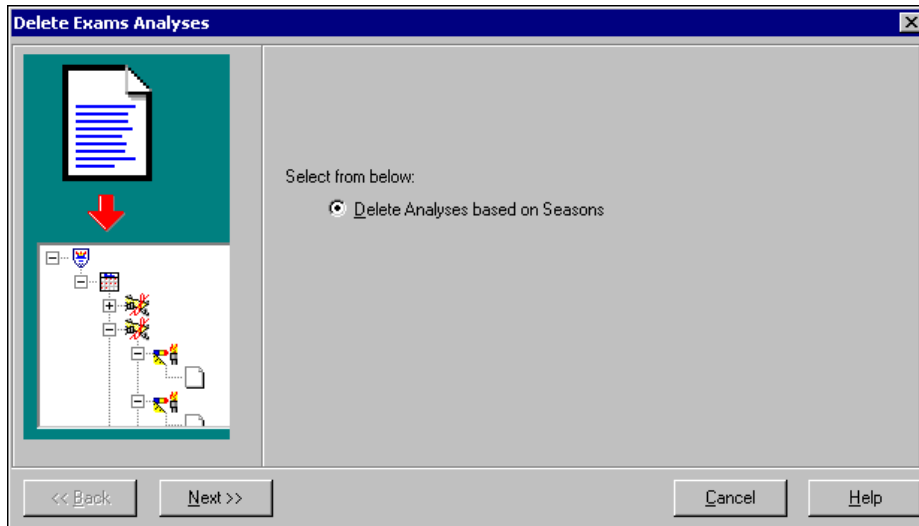
	A	B	C	D	E	F	G	H	I
1		Business Studies	D&T Food Technology	Geography	History	Home Economics	Religious Studies	Science Geology	A*-C Grades
2	Summer 03 All(ALL)	C	D	E	C	F	D	C	
3	ABBOTT, Sarah	B	C	C	C	C	F	C	6
4	ABLETT, Jo	B	B	U	C	C	D	B	5
5	ABRAHAM, Luke	C	C	U	U	E	C	C	4
6	ALDRIDGE, Mark	D	C	C	E	E	U	D	2
7	ALEEM, Raheel	E	D	D	E	D	A*	D	1
8	ANDERSON, Dillan	D	B	C	D	C	A	E	4
9	ANDERSON, Jo	B	B	C	C	A	A	E	6
10	ARCHER, Susan	A	B	B	A	A	B	D	6
11	ASH, Catherine	A*	B	U	E	D	U	C	3
12	ASLETT, Carly	C	C	B	D	D	C	A	5
13	ATKINSON, Corrina	C	C	B	B	E	A*	A*	6
14	BARNETT, Moss	E	C	D	A	A	B	C	5
15	BATTLE, Jacqui	B	D	C	C	D	C	B	5
16	BIRD, Matthew	D	E	U	D	E	U	D	0
17									Number Achieving 5 A*-C Grades
									8

Deleting Examination Analyses

It is possible to delete Examination Analyses if they are no longer required or if they were created in error.

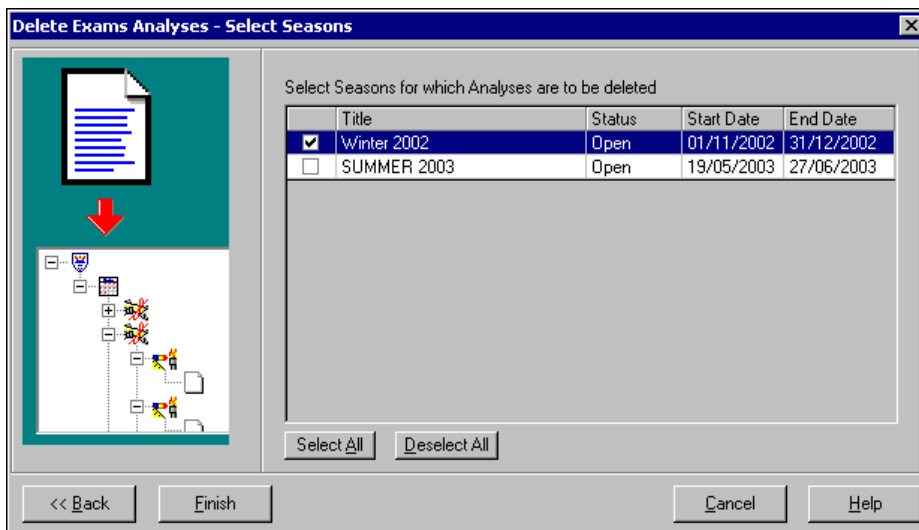
This process deletes the Analyses and the Patterns created using the Build Exams Analyses routine, whilst the data held within the grid is retained. You can only delete Analysis Grids if you have the appropriate Permissions.

1. Ensure that all Focus screens have been closed. Examination Analyses cannot be created if a Focus screen remains open.
2. Select **Tools | Delete Exams Analyses** from the Menu Bar to open the **Delete Exams Analyses** wizard.



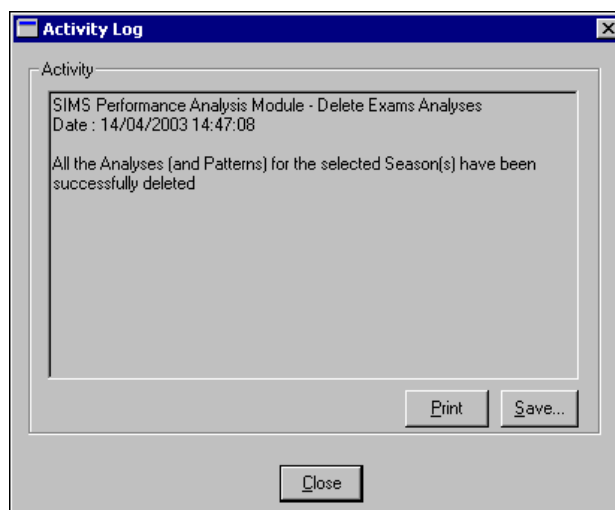
The **Delete Analyses based on Seasons** radio button will be automatically selected.

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



4. Select the Season(s) for which you wish to delete the associated Analysis Grids by selecting the appropriate check box(es). Alternatively, click the **Select All** button to select all of the displayed Seasons. Incorrectly selected Seasons can be removed from the selection by clicking the **Deselect All** button.
5. Click the **Finish** button to delete the Examinations Analyses for the selected Season(s).

Once the deletion process is complete, the **Activity Log** will display a message confirming the deletion of the selected Analyses.



6. Click the **Print** button to print the details displayed in the **Activity Log**. Click the **Save** button to save these details to a filename and location of your choice.
7. Click the **Close** button to close the Activity Log.

Usage of Joint Council Gradesets

These are the gradesets defined for reference in the Joint Council's Formats specifications, along with guidance on how to use them.

SIMS issues these, where appropriate, in three forms: Unextended, as shown in the following table; Forecast, which has Z added, to indicate that no forecast can be made; and Result, which has X and Q added.

The table on the following page is particularly useful when creating Examination Analyses, where you are invited to define the internal name of the gradesets for the selected Season(s). You can use the **Usage** column, with reference to the following table, to define a new, internal name for the gradesets, if required. For instructions detailing this process, please refer to *Chapter 12: Building Examination Analyses in the Performance Analysis Handbook (PERFORM.PDF)*.

Gradeset Names

Code	Grades	Usage
A	A, B, C, D, E, U	GCE and VCE results
B	a, b, c, d, e, u	GCE and VCE Equivalent grades – used by OCR and WJEC to accompany UMS marks – has no substantive validity – indicative status only
C	AA, AB, BB, BC, CC, CD, DD, DE, EE, U	Used by AQA only on JC formats, also possibly by Edexcel, for dual certification VCE
D	D, M, P, U	GNVQ
E	d, m, p, u	GNVQ indicative grades – not in real use as far as we are aware
F	A*, A, B, C, D, E, F, G, U	GCSE results
G	3, 2, 1, U	CoA/CoEA and Entry Level
H	D, M, U	AEA only
I	A, B, C, D, E, N, U	Legacy GCE
J	a, b, c, d, e, n, u	Legacy GCE Equivalent grades – used by OCR and WJEC to accompany UMS marks – has no substantive validity – indicative status only
K	AA, AB, BB, BC, CC, CD, DD, DE, EE, EN, NN, NU, U	Legacy GCE equivalent of gradeset C
L	5, 4, 3, 2, 1, U	Key Skills levels
M	P, F	Key Skills pass/fail
N	P, U	GNVQ Language Units
O	S, 1, 2, 3, U	Not known
P	a*, a, b, c, d, e, f, g, p, u	Used only for forecast grades for GCSE units, where the substantive results will be a mark, but where there will be an indicative equivalent grade issued
Q	a*, a, b, c, d, e, f, g, u	As above, but without 'p'

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