

SIMS Spring 2005 Release

Known Issues

Revision History

Change Description	Change Date
Initial Release	06/05/2005

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Introduction

This document describes any issues we think you should know about regarding the latest releases of our software. To keep the document as straightforward as possible, we will always assume the latest Enhancement Release and patches have been applied and we will aim to add items as soon as we know of them.

We will amend the *Revision History* section at the beginning of this document to indicate what the changes are. A new version will be produced for each major release, i.e. the SIMS Autumn 2005 release.

The latest copy can be found by entering **KNISSUE** in the **Site Search** box on the SupportNet home page.

The following symbols are used throughout this document to indicate which sector the known issue is applicable to:



All



England



Scotland



Wales



Northern Ireland

SIMS Core

STAR 7.40



Reinstatement from a Fixed Term or Lunchtime Exclusion

Currently the application is not converting the end date from the reinstatement date.

When you select to reinstate from fixed term or lunchtime, the End Date needs to be manually corrected to the first valid school day prior to the Reinstatement Date.



Reason for Leaving Removed from School History

Readmitting students, who have previously left, will result in the loss of their original **Reason for Leaving** from their **Previous School History** details. This will no longer have an impact on the creation of either B2B Data Exchange files for export or CTF export files. The original **Reason for Leaving** will still be picked up and included in these export files.



Readmitting Pupil/Students with a Date of Arrival in the Next Academic Year

If a pupil/student is readmitted and they have a **DOA** in the next academic year, if the details are saved and the Date of Arrival is changed to today's date, the system will crash.



Fields Relating to Speaks Welsh and National Identity

The fields relating to **Speaks Welsh** and **National Identity** do not appear to save the date. The fields become blank on saving. However, the data is saved to the database and schools will be able to report on these fields using the new pre-defined reports.

A Contact Information

When adding/editing contact information, the user should click the **Save** button to save the contact record and then click the **OK** button to return to the **Pupil/Student Details** page. The use of the **Cancel** button or closing by using the standard windows **Close** button does not update the details on the **Pupil/Student Details** page.

A Update Parental Salutation and Addressee

This routine will not function correctly where the forename of the contact has been left blank or the address record is different for each contact. The address may be the same but if entered separately, and with a slight difference, the system will assume they are different.

A Country Field

We strongly recommend completing the **Country** field in the **School Details** page of SIMS .net before upgrading to the Autumn release, as this will automatically populate the **Country** field on all individual records. The **Country** field is now a mandatory field for all records that are added or edited.

Document Management Server (DMS)

A Document Management - Possibilities of a Crash

If you attach a Microsoft® Word document to a student, e.g. Medical Notes, save the attachment and then close down SIMS .net without closing down the Word document, the application will crash.

The attached document could normally be deleted when SIMS .net is closed but can not now be deleted because of the crash. Opening and closing SIMS .net again still does not allow deletion of this document.

For security reasons this document should be deleted manually from the local folder in the event of such a crash.

Registrations and Admissions 7.40

A Pre-Defined Reports – Registration Groups Report

Where the current supervisor of a Registration Group/Class is due to change and this report is run for a future academic year, the current supervisor will be displayed even though the students in the selected Registration Group/Class will have been correctly promoted. Where a new Registration Group/Class has been added in the next academic year, the new group will not be displayed on the report. As soon as the new academic year has been started, the new supervisor's name and the new Registration Group/Class details will be displayed when the report is run.

A Import of ATF Files after Importing CTF Files

Schools that have been unable to wait for the ATF functionality to be made available may have imported CTF files instead. These schools should NOT now import ATF files into their system for September's intake or duplicate applicants may be created.

A ATF Import Exception Log

The Exception Log on the ATF Import page can not be saved or printed.

A SEN Status Start Dates

Applicants within an ATF file with a **SEN Status** will be imported with an incorrect Start Date for their SEN Status. The Start Date will be stored as the date of the file import and not the actual date that the SEN Status was assigned.

A Free School Meal Start and End Dates

The Eligible for Free School Meals Start and End Dates will not be imported for applicants in the ATF file.

A Pre Admissions Student Details

If you view a record in the **Pre Admissions Student Details** page and are using **Deposit Fees** and **Registration Fees** but do not make any changes, when you exit you will be asked if you wish to save changes. You should click on the **No** button to exit.

Reporting

A Family Links - Siblings Report

Problems may be experienced with this report however the problem can be rectified by changing the template to work on a normal Word List Report template. This will be corrected when a new report definitions file is issued.

A Running Pre Defined Reports in Word 97

We have become aware of an issue when running the new pre defined reports in Word® 97. We will issue a revised report definition file for these reports as soon as possible,

SIMS Resources

FMS 6.78

A Location of SIMS Transfer Folders

For those colleagues using third party software to transfer files to be used by FMS between the LEA and schools, the consequence of installing the FMS.EXE files onto the local workstation is that files that were created in the previous SIMS\Transfer\Out directory on the mapped drive will NOW be saved in the SIMS\Transfer\Out directory on the local workstation. Files that are to be imported into FMS will need to be placed in the SIMS\Transfer\In folder on the local workstation.

The areas of FMS that will be affected by this are:

- Central Authorisation
- Consistent Financial Reporting (CFR)
- Consistent Financial Reporting (CFR) Income and Expenditure Report


- Accounts Payable | EDI export for suppliers
- Inland Revenue Section 16 Report
- Cheque Book Management Report.

We are aware that some LEAs using central processes have already moved the FMS executables to the workstation and modified the transfer software. However, we understand that this may not be possible in all situations; hence the ability to be able to define where the SIMS\Transfer folders are located will be made available in the next release of FMS.

FMS 6.78 Help files

Some colleagues may receive a series of error messages when viewing the help files. This will only occur when certain files can not be located on the workstation. A file containing the required files together with instructions will be available on SupportNet to resolve this issue.

Personnel 5

-  Personnel 5 data cannot be synchronised automatically with the SQL database through closing Personnel 5 on machines running NT4. Please ensure that Personnel 5 is NOT run on NT4 machines after SIMS .net Data Conversion. A workaround on NT4 machines is to run Personnel Synchronisation manually from **C:\PROGRAM FILES\SIMS\SIMS .NET\PERSYNCH.EXE**, when required.

NOTE: This will only operate when the Personnel Synchronisation box has been checked prior to Final Conversion.

SIMS Assessment and Performance Suite

Assessment Manager 6.55

Creating Marksheets

To create a new Marksheet from a Template you click on the **Add** button in the **Marksheets** page of the **Templates** form, which opens the **Group Selector** dialog. If, without expanding the Group tree, you click on the **Refresh** button and then click on the **Apply** button an error message will be displayed.

Courses

If, in SIMS .net, a Special Unit with members, etc. is created in the Pastoral structure, it will not be visible in Courses in Assessment Manager.

Exporting of Marksheets to Microsoft Excel

Where a column in Microsoft® Excel is greater than 10 characters, the **Result Date** will be displayed as hashes.

Individual Reports

If a supervisor, who is marked as the main and only class teacher of a class for the whole academic year leaves the school, the supervisory record is not being terminated. If you then insert this class teacher's initials in the Individual Report

Format, a blank is inserted in the generated report when the teacher's period of supervision does not coincide with the group supervision date. This only happens when the **Initials** radio button is selected.

A Spell Checking Comment Fields in Marksheets

Spell Checking a Comment field in the **Comment** dialog can cause a **Run time error 462** dialog to be displayed and for Assessment Manager to close.

This occurs when an incorrect spelling is detected by the Microsoft® spell checker. When you click the **Cancel** button (or when all the spelling mistakes have been amended), Microsoft Word opens with no menus or toolbars, etc. Click the **X** button at the top right of the Word page and click the **No** button when prompted to save the document. The **Spell Check is complete** dialog is displayed in Assessment Manager. Click the **OK** button and the error message is displayed. Click the **OK** button and Assessment Manager closes.

*NOTE: If there are no spelling mistakes then the **Spell Check is complete** dialog is displayed. Click the **OK** button to continue editing the Marksheet.*

A work around for this is as follows:

1. In Assessment Manager select **Focus | Marksheet Entry** and then select a Marksheet which has Comment fields.
2. Highlight a Comment field which already has a comment entered and press **<F4>** to open the **Comment** dialog.
3. Click the **Spell Check** button and if there are any incorrect spellings the Microsoft® **Spell Check** dialog is displayed giving you the option to change the word for the correct spelling or to Cancel the spell check.
4. When you click the **Cancel** button or there are no more incorrect spellings after clicking the **Change** button, a Microsoft Word page displays with no menus or toolbars, etc. Do **NOT** close the Word document.
5. In Assessment Manager, click on the **Spell Check is complete** dialog to bring it into focus and then click the **OK** button. The system will close the Word document without closing Assessment Manager.

A Importing Resources using the Resources Auto Update Wizard

If you choose to select files on the first page of the **Resources Auto Update** wizard that have not been imported into Assessment Manager before and then click the **Next** button, whilst processing the files a message dialog is displayed informing you that **There are no templates that can be imported**. When you click the **OK** button an identical message dialog is displayed. This will continue to happen each time you click on the **OK** button and it may seem that the dialog will not close. This is not an error and occurs for each file that has not been previously imported. Keep clicking the **OK** button until the second page of the **Resources Auto Update** wizard is displayed.

A work around for this is to import the new required files via the **Tools | File Transfer | Import** routine.

IMPORTANT NOTE: It is strongly recommended that on the second page of the **Resources Auto Update** wizard you only select the resources that you actually need as if you select all the resources it will take the wizard a very long time to import them and you are very likely to import resources that are not of use to your school's phase or region.

W NI Key Stage National Data Collection (Northern Ireland and Wales)

New import/export menu routes are available for users in Northern Ireland and Wales. Default permissions have been set up to allow the **Assessment Co-ordinator** and **School Administrator** roles full access to these menu routes.

Users assigned **Assessment Operator** or **Returns Operator** role permissions are also able to see the new menu routes but the group filtering feature is not available.

Users who have **Returns Manager** permissions only will not be able to see the new menu routes.

Assessment Operator, **Returns Operator** and **Returns Manager** are intended to have full permissions for import/export. This will be addressed in the next release. In the meantime users can amend permissions in System Manager to achieve the same end.

W Key Stage File Processing for National Data Collection (Wales)

The validation which verifies that a pupil/student date of birth is within the date range for each Key Stage is working correctly, but unfortunately an error log is produced with the message 'Please check: pupil records with DOB outside of expected range:', followed by a detail line for each pupil/student, even if their date of birth is within the required range. This problem affects the file export for all Key Stages in Wales only and will be fixed in a future release.

Performance Analysis 6.55

A Incorrect Totals in Trend Analysis - Prediction

When you populate a Trend Analysis (Prediction) and select the **Individual Predictions** page, the second **Predicted Outcome Using** column displays incorrect values. This issue will be resolved in a future release.

Profiles 6.35

A Backing Up

It is essential that the DMS and SQL files are backed up together and restored together. Failure to keep the two sets of files synchronised could result in unreliable data existing in Profiles.

A Courses

If, in SIMS .net, a Special Unit with members, etc., is created in the Pastoral structure, it will not be visible in Courses, within Profiles.

A Groups

If a pupil/student is moved from one registration group to another, through SIMS .net, the pupil/student will appear in both the old and new group in Profiles. However, any existing comments for the pupil/student will not be displayed in the new group.

Teachers' Desktop

A Student Delete and Teachers' Desktop

When going into offline mode using Teachers' Desktop, the user can select documents for specific students to copy to their laptop.

If after this copy to an offline machine, a user attempts to delete one of the students whose documents have been copied - the online SIMS system crashes but it will 'roll back' the delete so no data for that student is deleted from the online SQL database.

This means that it is not possible to delete students whose documents have been copied to a computer for use in the Teachers' Desktop offline mode. The work around for this is to go into the **User Profiles** screen in Teachers' Desktop (**Routines | Data Synchronisation | User Profiles Set up**) and de-select the student who is being deleted.

SIMS Curriculum Suite

Academic Management 7.40

A Access Rights in Academic Management

In order to use Academic Management, it is necessary for a user to belong to both the *Curricular Manager* and the *Timetabler* groups in System Manager.

A Undo on the Timetable Screen

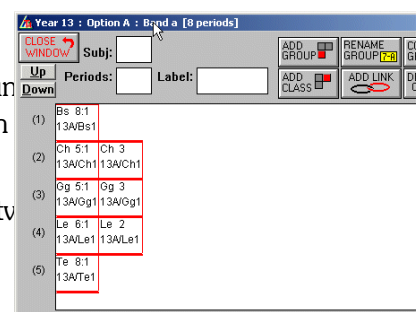
The **Timetable** screen does not immediately reflect a change in the class status if the **Undo** button has been used. The change is only reflected when the user selects the specific cell on the timetable where the change has taken place. This differs from the use of **Save** which updates the screen immediately.

Nova-T 4.85

A Group Names in Nova-T4 and SQL

As explained in the **Nova Labelling and SQL** document 7020, it is essential that all linear groups are given an ID. These group names are unique within the year.

In particular, this need arises when a class taught by tv



two teachers at different periods is represented in the Nova-T4 curriculum plan as two classes in the same subject belonging to one group:

In this illustration, none of the groups have explicit names, but the groups in Chemistry, Geography, and Leisure and Tourism are linear, and need to be given group names in order that this curriculum data can be exported to SQL.

The documentation in resource 7020 explains how to do this, and how to avoid consequent changes in the class labels.

To ensure that the link to SQL works properly, it is only necessary to ensure that all group names in year 13 are unique. However, for satisfactory use of Academic Management, it is desirable that the group names chosen are also meaningful and recognisable. This is because, when any destination group belonging to a scheme has an explicit name, it is this name that is displayed as a column heading in the tick grid – not the class label. If the group names for the linear classes here were chosen only to be unique (e.g. G01, G02, G03), then there would be a problem for anyone assigning students to these classes in Academic Management.

So the group names should be chosen carefully. Suitable names for these groups might be Ch1, Gg1, Le1, and these would be displayed in Academic Management as 13Ch1, 13Gg1, 13Le1.

*NOTE: In Nova-T4, in the grey area on the left of the **Plan | Curriculum** window shown above, there may be insufficient space to display the full names of the groups, but they are displayed correctly elsewhere.*

This would not always be the best way of choosing names for the groups. For example, if there were a Geography class in year 13 Option C, and that class also was shared between two teachers, it would not be possible to name the group of this class Gg1, since the name would not be unique. One possibility would be to name the groups in Option A and Option C as GgA and GgC. There is no “right” way of choosing the names – what is important is to select names that people who use Academic Management will easily understand.

Long Block Names in Modelling and Construction

If a block name in Modelling and Construction was longer than 12 characters, export to Nova-T4 resulted in an incorrectly truncated name which caused the Nova-SQL conversion to crash. Although this problem has been fixed, schools may have faulty names in Nova-T4 placed there during earlier exports from Modelling and Construction.

Any existing faulty names in Nova-T4 can easily be corrected by selecting **File | Diagnostics** from the menu. If this is not done, the conversion routine will loop continuously.

A Conversion to SQL Mode

Applies to users who have not yet migrated to SIMS .net (read-only mode)

If the user runs the Convert to SQL Mode option in Nova-T and at the login prompt enters a username and password for someone who does not have access rights to perform conversion, the conversion will fail, as it should. However, a SQL mode icon appears at the top of the screen even though conversion has not completed. In conversion from STAR mode, this replaces the Load STAR Novalcon. The user will then have to restore from the #SQLCONV backup (as directed) and run the conversion again using a username with appropriate access rights to complete the process successfully.

Options 5.22

A Running More than One Session

You should not attempt to run a second session of Options when one is already running. This will cause the running application to terminate with possible loss of unsaved data.

SIMS Attendance Suite

Attendance 6.50

A Group Manager Errors (Seen in Attendance Groups - Add Members Routine)

This routine has a number of minor errors:

- shows only the student's name
- always includes leavers.

A Letters

There is a known fault in Microsoft® Word 2000 that may cause the **Open Data Source** dialog to freeze when printing Attendance letters. This can be solved by installing Microsoft Word Service Release 1.

If **Preferred Name** is used for a letter, students who have the same entry for **Preferred Name** as for their **Normal Forename** will have a blank entry printed on the letter.

A Manual Register Sheets

If you print a manual register sheet for an academic class, the teacher's name is not printed on the sheet.

A Meal List Report

Missing marks are not included in this report but a message dialog stating that 'Missing marks have been found' is displayed.

A OMR Toolbar does not show Pupil/Student Focus Print Button

If users have chosen to show the OMR Toolbar (via **Tools | Options | Module Setup**) they do not see a **Print Registration Certificate** button when they are in **Pupil/Student Focus**.

The Registration Certificate can be printed via the **Reports** menu.



Third Party Links

If your Attendance information is linked to a third party product and you make use of the facilities added for Attendance Guidance for Wales, then you should contact your support unit to obtain a patch for the third party interface.



Unexplained Absences Routine

If you multi-select cells then press a key to enter a code in all selected cells, and then click on the top cell of the column, you will receive a red hand error.



Unwanted Minimise (Windows® NT4 Systems Only)

If you have used one of the Calendar routines and you then go immediately into **Pupil/Student** Focus, Attendance will minimise onto the Taskbar and not re-open. You can close it via a right click on the icon on the taskbar or by using Task Manager.



Yr+Reg Concatenation Incorrect for Years Like L6 and U6

A student in Year 9, Reg Group 9A, shows in the student browser as 9A, but a student in Year U6, Reg Group U6ABCD shows as U6U6ABCD.



Session Converter

If the Session Converter has been run to convert to 14 sessions, the effect of applying a new timetable model is that on the day of the change an incomplete set of periods may be available.

Lesson Register 7.40



Display of Present Marks

In Lesson Register \ is now converted to / for display and storage of lesson marks. However, the change is not visible until the **Save** button is clicked.



Display of Session Marks

Lesson Register in SIMS .net automatically enters session marks from lesson marks using the same rules that are used by Lesson Register in Lesson Monitor. You will need to re-select the register to see session marks that have been automatically entered.

Lesson Monitor 6.40



Add/Edit Cardholder Details

- Once a card has been assigned to a student it cannot be removed. However, the ID can be overwritten by typing a fictitious number, such as '000000000000', and the start and end dates can be changed to exclude the student.
- The lack of a scroll bar on the right hand side can be a problem with a low-resolution monitor.

A **Apparent Duplicate Classes**

There appears to be duplicate classes in the browser, if the school has chosen to keep the same short name for more than one class.

A **Changes to the Academic Calendar and Timetable Model**

One of the recent improvements to the Academic Calendar allows non-timetable days to be changed to timetable days and vice versa. If you take advantage of this functionality and the change affects the timetable within one week following the current system date, you will need to refresh your local Lesson Monitor database.

For example:

Current system date 11/10/2004.

Change a timetable day to a staff training day, or vice versa, for the 14/10/2004. To see this change when you next log into Lesson Monitor, you will need to refresh the local Lesson Monitor database.

This can be achieved by carrying out the following instructions:

Select **Start** | **Run** from the Taskbar and enter:

"C:\PROGRAM FILES\SIMS\LESSONM.EXE"\REFRESH

A new database will be installed and a synchronisation will take place.

If the timetable model is changed during the academic year, your local Lesson Monitor data must be refreshed on each workstation.

This can be achieved by selecting **Start** | **Run** from the Taskbar and entering

"C:\PROGRAM FILES\SIMS\LESSONM.EXE"\REFRESH

A new database will be installed and a synchronisation will take place.

A **Class Register Report**

- When saved as a Word document, the Class Name is dropped.
- If the selected date range forces the report across more than one page, totals for pupil/students on each page are shown, rather than a total for the whole report.

A **Data Grid Navigation**

The keyboard **Tab** key cannot be used to move between cells when the cursor is inside the Data Grid. When inside a Data Grid, the arrow keys should be used for navigational purposes.

A **Import Cardholder Details**

The report of unmatched students does not display the end date fully.

A **Missing Register Report**

Only 4 weeks prior to the current date can be selected.

SIMS Exams

Examinations Organiser 6.42

A **Printing of Seating Plans**

The previous error in the start time display in the situation of a single-row overflow in the printing of seating plans has been resolved in the small-font layout, but remains in the standard font. This is not however expected to present a problem in practice, since a room of 15 rows is most naturally going to be printed in small font.

A Assigning Internal Candidates

There is a fault in the routine to Assign Internal Candidates to the Season, which produces an error message if an attempt is made to assign a student who is not already declared as an examination candidate. This can be avoided by ensuring that candidate numbers are assigned to them (**Tools | Allocate UCI & Exam Numbers**) before assigning them to the season.

A Coursework Component OMRs

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

A Domestic Award (New Users of Examinations Organiser Only)

The domestic Award is not fully installed the first time Examinations Organiser is opened. Closing the module and re-opening it will correct the problem.

A Forecast Grade OMRs

It has not been possible for this release to correct the fault that permits only one element to be included in a Forecast Grade OMR, regardless of the number of items in the grade set.

A Incorrect Number of Available Seats in the Unit Seating Wizard

When using the Unit Seating Wizard to seat a group of Candidates for a number of related Components in the same session, the number of available seats is displayed incorrectly.

Example: You have seated Candidates for Biology Unit 1, Unit 2 and Unit 3. In total, there are 19 Candidates that have been seated. 11 of the Candidates are taking Unit 1, all 19 Candidates are taking Unit 2 and 18 of the Candidates are taking Unit 3. 11 Candidates are taking all 3 Units.

Although the seating plan shows that there are 19 Candidates in total, when you attempt to seat another, unrelated examination in that same room at the same time, a room with 50 seats shows that only 2 seats are available. The Unit Seating Wizard calculates that 48 Candidates are being seated for the original Units (11+19+18), but in fact there are only 19 Candidates.

The overestimate of number of seats in use, and consequent underestimate of seats available, occurs when the Wizard (or any other mechanism) has been used to populate a room with a succession of sittings in the same range of seats, and the user then attempts to seat a longer component elsewhere in the room. The count is taken of all seat allocations in session at any time within the duration of the new component. So if three 1-hour units had been seated, and then a 3-hour paper were introduced, all the unit seatings would be counted and subtracted from the overall room capacity to calculate the available seating.

The workaround is:

1. In the basedata tree, edit the 3-hour component to reduce the declared duration to 60 minutes.
2. Use the normal Seating Organiser to seat it - it will now calculate availability correctly.
3. Seat the candidates - but be aware of any possible subsequent seat allocations that will not be detected as clashing with the reduced duration.
4. Restore the correct duration in the basedata tree.

Seating plans and individual timetables will then show correct data.

Saving Marksheets to File

There is an issue when attempting to save a Marksheet to file. If you want to save a Marksheet to file from the preview window, the save will be successful only if you select the Quick Report file type. This issue will be resolved in a future release.

SIMS School Returns

PLASC 7.40 for 2005

Class Type

Those Pre Admission Students with a status of **Withdrawn** will still appear in the browse of Students for those schools using the Class Type functionality. (Welsh Primary and Secondary, and English Primary) However, they will NOT appear in the Return file.

Collecting Teacher Data for PLASC

It is essential that the Personnel Synchronisation Box is checked prior to conversion, for those wishing to maintain Staff data through Personnel 5 in order to update the data in SIMS .net.

Users who have elected to maintain staff data through Personnel 5 after conversion to read/write SIMS .net, must also maintain the **Teacher Category** field in STAR 5. This is achieved via Launcher by running the STAR application, selecting the **STAFF** Focus, selecting the **Additional** tab, and then updating the **Teacher** check box and code as appropriate.

After saving, close STAR, open the Personnel application and then close it again. This will ensure that the data is updated in the SQL database by Personnel Synchroniser. When running the PLASC Return in SIMS .net, the updated Teacher details will be collected when details are calculated.

Users who are not maintaining staff data in Personnel 5 after conversion, will need to enter the correct summary data through the **PLASC .net** page. Setting the Teacher category in the **Staff** page of SIMS .net will not provide enough data for the PLASC calculations.

SEN Status

Those student records where the SEN Status value = **Q**, will be mapped to **P** in the XML return File only (England only).

Where student records have no SEN status, this will be defaulted to **N** (England & Wales). Where Student records have a SEN Status value of **N** and the SEN Type is Blank, then the SEN Type will be defaulted to **DNA** for schools in Wales.

Please note that we are not defaulting any values for DfES Mother Tongue, therefore this data must to be entered manually where not already present.

E W Staff Contracts

Please ensure that Contract and Scale data held in Personnel 5 is up to date and consistent. Where a contract has ended BUT for some reason the Scale has NOT, then the Contract will be collected in the PLASC Return.

E W PLASC Return file

Prior to creating the Return, please check that you do not have any Students in Pre-Admission Groups, where the Expected Date of Arrival has past. Any such students with a Status of **Accepted** will be collected in the PLASC Return file. These Students MUST be **Admitted** or **Withdrawn** from the system as appropriate.

CTF (Common Transfer File) 7.40

E W CTF Attendance Summary

STAR 7 does not currently allow users to save edited Attendance Summary Data (**Pupil/Student Details** | **School History** | **CTF Attendance**).

Save will only be enabled if a NEW Record is added.

This impacts on CTF where schools decide to collect Attendance Summary data from Pupil/Student Attendance Summary and not from the Attendance Module.

The only way to update the Summary in this case is to delete the existing record and select to add a new **New** record before saving (or to add a new record and delete the previous one before selecting to save).

E W Duplicate Feeder or Destination Schools Names

In the unlikely event of two Feeder or Destination schools being added with the same name, but different addresses, some confusion may occur when selecting the correct school to export to. If this should occur, please change one of the school names to include the town or LEA name, for ease of identification.

E W Duplicate School Numbers

Where two schools within a LEA have the same school number in the SIMS system, a CTF error will occur. Please correct one of the school numbers by editing the details in SIMS .net through **Tools** | **Other Schools**.

E W Past Leaving Date

Problems will occur if a pupil/student's data is changed and then their leaving date is set to sometime in the past. This means any changes made since their leaving date will be lost and therefore some data items will not be included in the CTF file.

Therefore, you are advised to create CTF files wherever possible before the pupil/student's date of leaving or make sure any information is updated before their leaving date or use **historical editing** to make sure the correct data is collected.

E W Previous Surname Field

Please be aware that the SIMS .net Data Conversion assumes that the first previous surname contains the most recent amendment to a student's naming convention. Only the data in this field will be carried across into SIMS .net.

E W Import

- The **Import Exception** message displays the pupil/student's Legal Surname rather than the Chosen Forename.
- The leaving date is not checked in the pupil/student's school history record. The date is subsequently displayed in red on the **Student Details** page.
- Where there is an invalid address format, the error message received, "missing or invalid Post Code", is incorrect.
- When validating addresses, if the Post Code is valid, a match is carried out on apartment, house number and/or house name – but no match is carried out on the street name.

E W Export

- If the most recent interim (not End of Key Stage) result for a pupil/student predates their arrival at the school, the result will not be exported in the CTF file.
- If you select the **Include students already exported** check box and click the **Refresh Students** button, then the pupil/student at the top of the **Students** grid will be highlighted. If you then use **CTRL** and **Click** or **Shift** and **Click** to select pupil/students for export, the pupil/student at the top of the grid will be inadvertently included in the selection.
- When exporting a CTF file for a pupil/student with only interim results, any result with a result date on which the pupil was not assigned to a National Curriculum Year, will not be exported.
- If the most recent interim result for a pupil/student predates their arrival at the school, the result will not be exported in the CTF File.

E W Import of ATF files after Importing CTF Files

Schools that have been unable to wait for the ATF functionality to be made available may have imported CTF files instead. These schools should NOT now import ATF files into their system for September's intake or duplicate applicants may be created.

ELWa 7.40

W Assigning Learning Activities to Courses

When assigning a Learning Activity from within the **Learning Activities** dialog, an intermittent problem can result in the **Level** drop-down menu not closing and in all **Subjects** and **Levels** being displayed when you click on the **Search** button.

W School Information

The **Intake Type** read-only field that is present in the **School Information** panel is used in PLASC 2005 and can be disregarded for the purposes of the ELWa return.

W Summary Report

It has not been possible to apply the caret accent to letters in the Summary Report in Welsh.

The Summary Report has not been fully designed for Special Schools, by the NAW. This may result in inaccurate report figures for pupils outside years 12, 13 or 14.

Data Manager 6.05

E W CTF

- When exporting a CTF file for a pupil/student with only interim results, any results with a result date on which the pupil/student was not assigned to a National Curriculum Year, will not be exported.
- The old numeric SEN status values (0 to 5) are valid only up until a review date of 31st December 2002, inclusive.

If a student has a SEN status of **3** for example, with a review date after the 31st December 2002, then when creating a CTF Export file an Exception Message will be generated warning that **3** is not a valid value. Also, the CTF Export file will contain no indication for the receiving school (destination school) that the pupil/student has a SEN status.

Users should run the Data Check Utility before creating a CTF and correct any invalid SEN codes reported, as appropriate.

- Data Manager exports the wrong component for Key Stage 1 Reading Test, when it is collected from Key Stage Manager.

E Submitting Key Stage 2 Teacher Assessment Results

Schools, which wish to submit their Key Stage 2 Teacher Assessment results to NAA (National Assessment Agency) via the S2S site using CTF from Data Manager, must use 001LLLL as the destination, as Data Manager cannot create CTF files with NAA as a destination.

Data Exchange

Data Exchange 7.40

A Pre-Admission Pupil/Students

Pre-admission pupil/students with an Admission Status of **Withdrawal** will be exported from SIMS to EMS.

A Invalid Post Code Format

A Post Code held in the Address database in an invalid format will cause problems for B2B:Student.

This issue arises if the Post Code in the Incoming Address has a space after 3rd character (XXnn_nXX) and the post code of the current student address does not have a space after the 3rd character (XXnnnXX) or holds multiple spaces after the 3rd character (XXnn__nXX) from the right in post code. The incoming address will be place in suspense and the Post Code highlighted RED as a conflict.

Spring 2005 Release – General Issues

A Adobe Acrobat Reader Installations

All SIMS handbooks require the installation of Adobe® Acrobat® Reader® version 4 or above. You will not be able to view handbooks without the reader.

SIMS .net has a new Shortcuts Panel which provides access to many of the SIMS handbooks. If you click on any of these handbook shortcuts without having Adobe Acrobat Reader installed, an error message will be displayed and SIMS .net will close.

Adobe Acrobat Reader is available from the **Welcome** screen of the SIMS Spring 2005 CD, www.capitasolus.co.uk and www.adobe.com.

A User Permissions Failing to Update

If a SIMS Workstation session is ended unexpectedly (e.g. by a network crash, a hardware/software fault, etc), you may find that subsequent Permissions changes for the user who was logged into SIMS at the time of the crash are not implemented by the system. This problem does not affect SIMS .net.

The problem is corrected automatically if the affected user does not log into a SQL module for 24 hours. Affected users should log in after this time, log out, and the system should then work as normal.