



# Data Management Services

## THE BUSINESS OF EDUCATION

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### SIMS Assessment Manager CAS KS4 Analysis Resource Catalogue

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## CAS KS4 Resource File

This document details each resource available in the Capita KS4 Analysis resources together with a version history detailing any changes.

The CAS KS4 resources can be downloaded from our website at [http://www.thegrid.org.uk/info/traded/sitss/assessment/sec\\_ass\\_mgr/index.shtml](http://www.thegrid.org.uk/info/traded/sitss/assessment/sec_ass_mgr/index.shtml)

Details of files published and resources updated.

Date Published	Filename	Resources Updated (see individual sections)
25/01/2019	CAS_KS4_250119.zip	<ul style="list-style-type: none"> <li>CAS Overview Templates</li> <li>RAISE Scatter Graphs</li> <li>CAS KS4 Inspection Dashboard Outliers report</li> </ul>
19/12/2018	CAS_KS4_191218.zip	<ul style="list-style-type: none"> <li>CAS Overview Templates</li> </ul>
17/10/2018	CAS_KS4_171018.zip	<ul style="list-style-type: none"> <li>CAS Overview Templates</li> <li>RAISE Scatter Graphs</li> <li>Known Issues Updated</li> </ul>
17/07/2018	CAS_KS4_090718.zip	<ul style="list-style-type: none"> <li>CAS Overview Templates</li> </ul>
15/06/2018	CAS_KS4_080618.zip	<ul style="list-style-type: none"> <li>CAS Overview Template 2019</li> </ul>
26/03/2018	CAS_KS4_230318.zip	<ul style="list-style-type: none"> <li>CAS Overview Templates</li> <li>CAS Act Target v Actual Report</li> <li>CAS KS4 Inspection Dashboard Outliers report</li> </ul>
13/03/2018	CAS_KS4_130318.zip	<ul style="list-style-type: none"> <li>*New* CAS Act Target v Actual Report</li> </ul>
06/03/2018	CAS_KS4_060318.zip	<ul style="list-style-type: none"> <li>CAS KS4 Overview Templates</li> <li>CAS KS2 Prior Attainment Discover Graphs</li> <li>*New* CAS Progress All Subjects Report</li> </ul>
29/01/2018	CAS_KS4_290118.zip	<ul style="list-style-type: none"> <li>CAS KS4 Overview Templates</li> <li>CAS KS4 Inspection Dashboard</li> <li>RAISE Scatter Graphs</li> </ul>
16/11/2017	CAS_KS4_16Nov17.zip	<ul style="list-style-type: none"> <li>CAS KS4 Overview Templates</li> </ul>
19/10/2017	SIMS_Assessment_KS4_Resources_Oct17.zip	<ul style="list-style-type: none"> <li>CAS KS4 Overview Templates</li> <li>RAISE Scatter Graphs</li> </ul>

### NOTE:

- CAS is Capita Assessment Services.
- 2018, 2019 and so on indicates the year in which GCSE exams will be taken. For example, students who began their GCSE courses in September 2017 will sit their terminal GCSE exams in summer 2019 and therefore this template should be used to generate the outcome of an assessment mapping definition.
- Y10 Aut indicates the assessment period (result set) for attainment, target, on target data.
- Capita have provided some sample reports within the CAS KS4 resource file – **Example Report Outputs.**

## CAS KS4 Overview templates

A separate template is currently available for each Year 11 cohort of students from 2018 through to 2020 (all templates are supplied for the Y10 Autumn Term but can be cloned).

- CAS KS4 Overview 2018
- CAS KS4 Overview 2019
- CAS KS4 Overview 2020

### Version History

Date	Version	Change
25/01/2019	1.71	<p>Following the DfE release of the validated national figures on 24/01/2019, Capita have updated the KS4 resources. There are updated versions of the 2018, 2019 and 2020 templates, the scatter graphs and the CAS KS4 Inspection Dashboard Outliers report.</p> <p>The DfE has only provided the national estimates/averages for Attainment 8, English, Maths, Ebacc and Open buckets but not for the so called subject pillars of Science, Humanities and Languages, so Capita are still having to use those from 2017, not that the figures are very different. As for as national comparative data for the CAS KS4 Inspection Dashboard Outliers report, that provided is quite limited but Capita have included what they can.</p> <p>To use these to recalculate your 2018 exam results please download the new versions which will overwrite the TP Year 10 Autumn versions of the templates. The newly imported 2018 version will then need to be cloned for the TP June 2018 Exams result set, and then a year 11 marksheet attached and recalculated, having changed the group membership date and refreshed first. The other templates can now of course be cloned and used for internal assessments.</p>
19/12/2018	1.70	<p>The following new aspects have been added to the 2019 and 2020 templates:</p> <ul style="list-style-type: none"> <li>• 60100436 - NCFE Level 2 Certificate in Creative Studies: Craft - <b>Act:NCFE L2C in Cr Stud Craft</b></li> <li>• 60329634 - NCFE Combined technical Level1/2 award in engineering - <b>Act:NCFE L1/2 Technical Award in En'ng</b></li> <li>• 60112396 - LIBF Level 2 Certificate in Financial Education - <b>Act:LIBF L2C Financial Education</b></li> <li>• 60319161 - Pearson BTEC Level 1/Level 2 Tech Award in Enterprise - <b>Act:BTEC L1/L2 Technical Award E'prise</b></li> <li>• 60308291 - Pearson BTEC Level 1/Level 2 Tech Award in Engineering - <b>Act:BTEC L1/L2 Technical Award En'ng</b></li> <li>• 60312385 - Pearson BTEC Level 1/Level 2 Tech Award Creative Media Production - <b>Act:BTEC L1/L2 Technical Award CrMed Pro</b></li> <li>• 6008330X - WJEC Level 1/2 Vocational Award in Retail Business - <b>Act:WJEC L1/2 Vocational Award in Retail</b></li> <li>• 60176805 - RSL Level 2 Certificate in Creative and Performing Arts - <b>Act:RSL L2C Creative&amp;Perf Arts</b></li> </ul>

		<ul style="list-style-type: none"> <li>60303955 - Pearson BTEC Level 1/Level 2 Technical Award in Health and Social Care - <b>Act:BTEC L1/L2 Technical Award in Hlth&amp;S</b></li> <li>60175370 - OCR Level 1/2 Cambridge National Certificate in Child Development - <b>Act:OCR L1/2 C NatC in Child Dev</b></li> </ul> <p>Please read the following notes below before importing:</p> <p>(a) There is no need to import these new versions unless your school teaches the above subjects.</p> <p>(b) When imported, the new subjects will be found as the last of the subjects to the right of the template.</p> <p>(c) The subjects will be included in the Spring 2019 release version of the mapping tool, but if you wish to use the mapping tool in combination with the above new template versions before then you will also need to apply patch number <b>24533</b> (already authorised to all schools).</p> <p>(d) In addition to applying patch no. 24533 and importing updated templates, it is necessary to import the aspects from an XML file via <b>Tools   Performance   Assessment   Import</b>, selecting the aspects listed above. XML file <b>KS4 Assessment Mapping Tool Aspect_england</b> is available on our website</p>
17/10/2018	1.69	<p>These have been updated to use the national unvalidated 2018 estimates based on the KS4 results for June 2018. Please note that, the DfE has only published new estimates for the Attainment 8, English, Maths, Ebacc and Open elements and not the subject pillars of Science, Humanities and Languages, which remain on the latest published figures from the 2017 results.</p> <p>New Aspects, namely <b>Act:BTEC L1/L2 Tech Award in Perf Arts</b>; <b>Act:BTEC L1L2fA in Animal Care</b> and <b>Act:NCFE L2C in Eng'ng Studs</b> (Engineering Studies). If you wish to map school aspects to these new aspects, in addition to importing the updated Templates, you will also need to apply <b>patch no. 24303</b> (already authorised to all schools).</p>
17/07/2018	1.67	<p>Two new aspects have been added to each of the KS4 overview templates. These are <b>WJEC L1/2 Vocational Award in Hosp &amp; Catering</b> and <b>NCFE L1C in Food &amp; Cookery</b>. There is no need to download these new versions if your school does not take these subjects.</p> <p>If you need to map these subjects using the mapping tool you will need to contact us and request <b>Patch No. 24125</b>.</p>
15/06/2018	1.66	<p>An error was identified in CAS Overview Template for <b>2019</b> only whereby the result for <b>IFS Financial Education</b> was not being counted in the Progress 8 score.</p> <p>This is the only change from version 1.65 therefore there is no</p>

		<p>requirement to import the new versions if your students do not take this course.</p>
23/03/2018	1.65	<p>A couple of errors were found in the look up values affecting Level 1 qualifications only which have been corrected. There are no changes to other figures.</p> <p>The CAS KS4 Overview 2017 Template has been removed from the resources as there will be no further changes to this.</p> <p>Capita have published a new, optional, version of the KS4 overview (<b>CAS KS4 Overview Outcomes</b>) with no formulas for those who want to create a more accessible marksheet showing only the subjects in your school. It contains a number of the Act aspects and all of the formula outcomes from the main overview. It will update when you use the CAS Overviews as normal but will remove the need to hide columns. All columns have been added as read only columns.</p> <p>Currently some of the estimates are still based on the first set of data from 2017 (Science, Languages, Humanities). The aspects ready for the estimates for 2017 (2) have been added and hidden. These aspects will appear on the KS4 Overviews once the data is available from the DfE. This will save you having to add them later.</p>
06/03/2018	1.64	<p>In the CAS KS4 Overview 2019 &amp; 2020 templates; the new GCSE (9-1) Polish was not included as an allowable language exam.</p> <p>In the CAS KS4 Overview 2018 template; an error was identified in the formula for the Progress Ebacc calculation. The updated templates can be downloaded and imported in the usual way, but, given that it only affects one formula in one template, customers may wish to correct the formula themselves. To do so, open any <b>cloned</b> versions you have made of the v1.62 2018 template and find the column labelled <b>Value Ebacc Est</b>. Open this column and <b>View</b> the formula. The formula is currently incorrectly pointing to the <b>Eng Est 2017 2</b> column. Please browse and change it to point to the <b>Ebacc Est 2017 2</b> column. Save and recalculate within the marksheet(s) attached.</p>
29/01/2018	1.62	<p>On 25th January the DfE published the latest national estimates. Capita have updated the CAS KS4 Resources to match these figures.</p> <p>The overview templates have been updated to use the national validated estimates based on the KS4 results for June 2017. Note that the validated estimates for what are called the 'subject pillars' of Science, Humanities and Languages were <b>not</b> published along with the rest, so these estimates are still the unvalidated ones.</p>



		<p>To use these to recalculate your 2017 exam results please download the new versions which will overwrite the TP Year 10 Autumn versions of the templates. The newly imported 2017 version will then need to be cloned for the TP June 2017 Exams result set, and then a year 11 marksheet attached and recalculated, having changed the group membership date and refreshed first. The other templates can now of course be cloned and used for internal assessments.</p> <p>The CAS Overview templates 2019 &amp; 2020 have also been revised to fix an issue whereby the 1st 'other subject' bucket of the Progress 8 calculation included the old version of GCSE Business Studies rather than the new (9-1) GCSE. The revised templates also include aspects for NCFE L2C in Food &amp; Cookery and WJEC L1/2 Voc Award in Construction (which will also be included in the SIMS Spring 2018 release)</p>
16/11/2017	1.52	<p>The 2018, 2019 &amp; 2020 CAS Overview templates contain some additional aspects including <b>Act: GCSE Combined Science (9-1)</b> which can now be used instead of the GCSE Double Science (9-1) aspect.</p> <p>It has been noticed that in the 2018 to 2020 overview templates, there were one or two possible subjects omitted from the Progress 8 Open slot calculations, which could possibly have caused a small error in the overall calculation. These subjects* have now been added and new versions of the templates are now available along with the latest versions of all of the resources. Note these changes did not affect the 2017 template although Capita have updated the version numbers on all of the templates for convenience and consistency. As always, these versions will import over the TP Year 10 Autumn versions of the templates but will need to be cloned for other result sets.</p> <p><i>*subjects added are GCSE Citizenship &amp; GCSE Design &amp; Technology.</i></p>
19/10/2017	1.51	<p>These have been updated to use the national unvalidated estimates based on the KS4 results for June 2017. Please note that, the DfE has again only published new estimates for the Attainment 8, English, Maths, Ebacc and Open elements and not the subject pillars of Science, Humanities and Languages, so the latter are still using the latest figures we have, i.e. the 2016 validated figures, not even the shadow figures. To use these to recalculate your 2017 exam results to compare the figures in the data checking exercise, please download the new versions, which will overwrite the TP Year 10 Autumn versions of the templates. The newly imported 2017 version will then need to be cloned for the TP June 2017 Exams result set, and then a year 11 marksheet attached and recalculated, having changed the group membership date and refreshed first.</p> <p>b. The 2018, 2019, and 2020 templates contain some additional aspects, in particular the <b>Act:GCSE Combined Sc (9-1)</b> aspect. This could now be used instead of the aspect which has</p>

		<p>been previously used for the new GCSE science, Act:GCSE Double Sc (9-1). Schools will only be able to use the mapping tool to map to this new aspect when they upgrade to the SIMS Autumn release. Capita's suggestion would be that in the mapping tool the double science aspect link is removed and the Combined Science link added. There will also be the need to map the new Grade Set. If schools wish to use this new aspect for historical data also, please ensure that the results in the old aspect have been deleted to avoid double counting. If schools would prefer to continue to use the old Double aspect, then that is not a problem, as both will remain on the templates. Please just ensure that data is only in one of them for any given result set.</p>
25/08/2017	1.4	<p>These new versions contain additional subjects not present in the previous versions of the mapping tool and templates, such as IFS Level 2 Financial Education, Cambridge and NCFE Certificates in Health and Social Care and Fitness, OCR L1/2 Engineering Qualifications, some Level 2 RSA music qualifications and also some Music grade 6 -8 exams which can count in the Open slot of the P8 calculation.</p> <p>Results for ECDL can be entered directly onto marksheets into the "Act:BCS L2C IT Application Skills" aspect.</p> <p>The <b>2018 to 2020</b> versions now contain new columns at the end to calculate a new headline measure, the Average Ebacc as described below as well as the aspect for the Standard Pass in English and Maths.</p>

## GCSE Combined Science (9-1)

It is vital that schools follow the correct procedure for using the new GCSE Combined Science (9-1) aspect (introduced in v1.52 of the CAS templates).

1. Using System Utilities (*Tools | Performance | Assessment | System Utilities | Results | Delete Selection of Results*), remove results from the **GCSE Double Sc (9-1)** aspect for the Year group, Resultset and Template;
2. In the mapping definition, remove link for GCSE Double Sc (9-1);
3. In the mapping definition, add link for GCSE Combined Sc (9-1);
4. In the mapping definition, map new Gradeset GCSE Double Award (9-1) Full Course TA;
5. **Convert Results** in Assessment Mapping Tool for the Mapping Definition;
6. Access the required Marksheet and (re-)calculate Results.

**Caution** - If you proceed with steps 2 – 6 above and do not remove results as detailed in step 1 it will be necessary to remove results using System Utilities from the following CAS aspects for the Resultset before then repeating step 6 above:

- CAS P8 Ebacc 1
- CAS P8 Ebacc 2
- CAS P8 Ebacc 3
- CAS P8 Ebacc 4
- CAS P8 Ebacc 5
- CAS P8 Ebacc 6
- CAS P8 Other 1
- CAS P8 Other 2
- CAS P8 Other 3

## CAS KS2 Calculator Templates

The resource file contains the CAS KS2 Calculator templates as listed below. The resources also includes a spreadsheet of **Key Stage 2 Thresholds 2011 to 2015** which may be of interest.

### CAS KS2 Calculators

- CAS KS2 Calculator 2017 (KS2 2012 cohort - year 11 cohort in 2017)
- CAS KS2 Calculator 2018 (KS2 2013 cohort - year 11 cohort in 2018)
- CAS KS2 Calculator 2019 (KS2 2014 cohort - year 11 cohort in 2019)
- CAS KS2 Calculator 2020 (KS2 2015 cohort - year 11 cohort in 2020)

### Version History

Date	Version	Change
20/06/2017	1.2	It has been discovered that there was a slight error in the formula which calculates the maths fine level for the rarely occurring case of a student with a test result of 2 and a TA of 3 or more. The formula has been corrected and new versions of the CAS KS2 Calculator templates.
13/04/2017	1.1	A change which we expect would affect only a very few students, caused by a new rule from the DfE, where if a student obtained a level 2 test result, but a higher level Teacher Assessment, which is only possible for maths, then the methodology for calculating the fine level is different.

The DfE have published rules for the correct methodology to convert test marks to fine levels. Please refer to the Progress 8 document, which can be found on the DfE website at <https://www.gov.uk/government/publications/progress-8-school-performance-measure>

The following aspects require populating in the CAS KS2 Calculator marksheets.

#### Reading:

- Reading Test Level KS2
- Reading Main Level KS2 (capped at level 5)
- Reading Test Mark KS2
- EN AT2 Reading KS2 (Reading Teacher Assessment)\*

#### Maths:

- Maths Test Level KS2
- Maths Main Level KS2 (capped at level 5)
- Maths Total Score KS2
- MA TA Maths subject KS2 (Mathematics subject Teacher Assessment)\*

\*Teacher Assessments levels are only used when the Test Level is below level 3. Level 6 tests taken by pupils completing key stage 2 from 2012 onwards (who will reach the end of key stage 4 in 2017 and beyond) will not be used in the calculation of the fine level used as prior attainment in Progress 8, as the use of these tests varies between schools. Therefore test levels will be capped at Level 5 for this purpose.

**Note:** There are no CAS KS2 Calculators nor CAS KS4 Overview Templates for students taking exams in 2021 as it is not possible to produce these until the DfE explains how the calculations will be done using scaled scores. Schools may attempt to convert averaged scaled scores into KS2 levels to be able to continue to produce figures for this cohort using the 2020 versions.

## CAS KS4 Inspection Dashboard Outliers Report

This report was introduced on 29/01/2018 and replaced the CAS RAISE Inspection Dashboard report.

### Version History

Date	Version	Change
25/01/2019	1.7	Following the DfE release of the validated national figures on 24/01/2019, Capita have updated the KS4 resources including the CAS KS4 Inspection Dashboard Outliers report.  The DfE has only provided the national estimates/averages for Attainment 8, English, Maths, Ebacc and Open buckets but not for the so called subject pillars of Science, Humanities and Languages, so Capita are still having to use those from 2017, not that the figures are very different. As for as national comparative data for the CAS KS4 Inspection Dashboard Outliers report, that provided is quite limited but Capita have included what they can.
23/03/2018	1.63	OFSTED have published an update to their list of Standard Deviations used to calculate the outlier figures on the KS4 Dashboard report and this report has changed accordingly.  Capita are still waiting for a great many national comparison figures from the DfE but have made few minor changes to the ones which were on the previous versions of the report to try to be consistent as to which was used from the different versions available. <i>As always, trying to compare predicted data to national figures should be done with caution.</i>
29/01/2018	1.62	*New report*

The DfE also recently published advice on the new Inspection Data Summary Reports (ISDR) <https://www.gov.uk/government/publications/using-ofsted-inspection-dashboard-early-years-foundation-stage-profile-to-key-stage-4>

Included in that documentation is guidance on the figures which are included in the ISDR, including *Progress 8 Outliers\**. In order to address this issue, Capita have created a new version of what will now be called the **CAS KS4 Inspection Dashboard Outliers** in the Report Definitions section of the CAS KS4 Resources.

This report can be imported and run against any internal or external assessments which have been calculated using the CAS overview templates without any further work needed in SIMS. The output is the same as the previous version (**CAS RAISE Inspection Dashboard Report**) but has a new table at the top of the Analysis sheet which gives the figures both with and without positive and negative outliers as defined in the DfE documentation.

On the student data sheet, columns may be filtered to find which students are being excluded. Capita would welcome any feedback – please contact the Service Desk with any feedback/queries concerning this report.

*\*Extract from DfE Statement of Intent 2017 – “The DfE is listening to feedback from schools about the impact that a small number of pupils with extremely negative progress scores can have on a school’s overall Progress 8 score. The DfE intend to make a change to the Progress 8 methodology from 2018, and will work with sector on the best approach in the autumn of 2017. The impact of pupils with extremely negative scores on Progress 8 will also be taken into account where a school is below the floor standard or coasting in 2017.”*

**Please note:**

a) Not all of the national figures for each group seem to have been published but those which were have been included on the Analysis sheet and the other sheets, which give the same data as that on the ASP site, plus other figures too.

(b) The outliers calculation on the Analysis sheet uses the definition of the term provided by OFSTED in the documents published on 19th January. The figures only exclude those students who fall outside + or - 3.25 standard deviations away from the national mean of 0 for each value of KS2 average points score. In reality, most schools will find this excludes very few students if any. Capita are led to believe that, confusingly, the DfE may use a different method of calculating outliers, but that has not yet been confirmed.

## CAS RAISE Inspection Dashboard Report

This report has been removed and replaced with the **CAS KS4 Inspection Dashboard Outliers** report – see above.

### Version History

Date	Version	Change
29/01/2018	1.4	Report withdrawn



## CAS Act Target v Actual Report

Capita have produced a new report which outputs a pivot table to compare a target grade to actual grade for a chosen subject.

There is a short set up process before you can use the report which is explained in a video which can be found at the link below (simply enter your name and email address to view).

**Video** - <https://register.gotowebinar.com/recording/5344859452870025985?assets=true>

**We strongly recommend you view the video provided as it describes how to create a Target Grade Mapping Definition as well as how to run this report.**

Please read the following notes:

- (a) The report will only work for new single GCSE (9-1) subjects due to the layout of the output.
- (b) Use the mapping tool to map your target grades to its equivalent Tgt: aspect, and map to the TP year 11 Result Set.
- (c) Due to the limitations of trying to match aspects with subjects in Assessment Manager, the report is run for one subject at a time, the aspect and subject code being chosen at run time.
- (d) The output is an Excel pivot table so uses the full functionality of the tools available, adding more filters from the given list, drilling through to individuals etc..

### Version History

Date	Version	Change
23/03/2018	1.01	Capita have made a slight improvement to this report so that is now copes with GCSE (9-1) Combined Science grades, converting e.g. 4-4 grades to 4, and rounding up grades such as 4-3 to 4 so that it can use the same table as all other single grade GCSEs.
13/03/2018	N/A	*New report*

## CAS KS4 Progress All Subjects Report

Capita have produced a report which uses the national progress figures for each element of the Progress 8 calculation to give an analysis of progress by subject, class, teacher etc.

There is a short set up process before you can use the report which is explained in a video which can be found at the link below (simply enter your name and email address to view).

**Video** - <https://register.gotowebinar.com/recording/8087004068835946498?assets=true>

**We strongly recommend you view the video provided as it also gives examples of how the output of the report may be used and its limitations.**

The 2 files below have been provided in order to produce the report and can be found on in the CAS KS4 resource file.

- **CAS KS4 Progress All Subjects.RptDef**
- **CAS KS4 Progress All Subjects Template.xlsm**

### Version History

Date	Version	Change
06/03/2018	N/A	*New report*

## CAS Further Reports

- CAS KS4 Threshold Measures
- CAS Prog&Attain Measures

### Version History

Date	Version	Change
11/08/2017	1.4	The additional reports for (a) Threshold and (b) Numerical Progress and Attainment calculations have been updated to include the new measures for 'standard' passes and the new Average Ebacc Measure. The suffix of 2017 has been removed from the Threshold report so the new one will not overwrite the previous version on import. The previous versions (CAS KS4 Threshold Measures 2016 and 2017) can now be deleted.

## CAS Discover Graphs

If your school is using Discover, predefined graph definitions are available that can be imported via the **Discover Administration Utility**. Once imported, these Discover graphs will enable the analysis of performance by academic and pastoral groups and the identification of students who are underachieving. The CAS Discover file contains the following definitions

- **CAS Y11 Progress Graphs**
- **CAS Y10 Progress Graphs**
- **CAS Y11 Threshold Measures**
- **CAS Y10 Threshold Measures**
- **CAS Y11 Progress Measures**
- **CAS Y10 Progress Measures**
- **CAS Y11 Attainment 8 and Ebacc**
- **CAS Y10 Attainment 8 and Ebacc**
- **CAS Y11 Strong Pass En & Ma Autumn**
- **CAS Y11 Standard Pass En & Ma Autumn**

### Version History

<b>Date</b>	<b>Version</b>	<b>Change</b>
11/08/2017	1.4	There are several new graphs to import which reflect the new headline measures.

## CAS KS2 Prior Attainment Discover Graphs

There is an additional Discover file containing KS2 prior attainment graphs if required.

### Version History

Date	Version	Change
06/03/2018	N/A	*New Graph*

## RAISE Scatter graphs

There are two versions, one for Excel 2010 and another for Excel 2013.

### Version History

Date	Version	Change
25/01/2019	2.4	Following the DfE release of the validated national figures on 24/01/2019, Capita have updated the KS4 resources, including the scatter graphs.  The DfE has only provided the national estimates/averages for Attainment 8, English, Maths, Ebacc and Open buckets but not for the so called subject pillars of Science, Humanities and Languages, so Capita are still having to use those from 2017, not that the figures are very different. As for as national comparative data for the CAS KS4 Inspection Dashboard Outliers report, that provided is quite limited but Capita have included what they can.
17/10/2018	2.3	Updated using the first unvalidated 2018 Estimates for Attainment 8.
29/01/2018	2.22	These have been updated using the available validated estimates published by DfE on 25/01/2018.
19/10/2017	2.21	The national data tabs of these versions have been updated with the new estimates.
25/08/2017	2.1	These now contain additional options for highlighting one or more of the following key groups: gender, PP, FSM, SEN and EAL. A double click on a data point now shows all of the students referred to.

The instructions as to how to use them are given below.

To use these graphs simply...

- a) Open a completed, calculated CAS KS4 Overview marksheet.
- b) Right click above the student column and add the gender, Pupil Premium, FSM, SEN and EAL columns
- c) Export the marksheet into Excel in unformatted mode
- d) Open the Scatter Graph Excel file (Excel 2010 or 2013 depending on the version installed at the school), and click the Raw Data tab.
- e) Firstly copy the student names and Pupil Information columns from your exported file and paste them over the equivalent dummy data columns on the scatter graph file.
- f) Then copy the columns from the KS2 Average Fine Points Score column onwards, and again paste over the dummy data.
- g) The graphs should then populate with the school's data.
- h) Double click on a data point to see the name(s) of students.
- i) Click the check boxes and click the button to highlight certain students in red. (note the highlighting does not remove data points from the chart, so clicking the point will still show all the students, not just those highlighted in red.

Please note that if there is a small number of students in a cohort, you may need to reduce the 'order' of the trend line for the data to display correctly.

**Should you have any queries, please log an incident with the ICT Service Desk by emailing [help@sd.hertsforlearning.co.uk](mailto:help@sd.hertsforlearning.co.uk) or calling 01438-844777 option 1, option 1.**

## Known Issues/Items of Note

### ECDL/MUSIC GRADED EXAMS

Capita are frequently being asked how to add results for ECDL to the results overview marksheet. The results can be entered directly onto the marksheet into the "Act:BCS L2C IT Application Skills" aspect, which can be found very near the start of the marksheet, a few columns to the right of the 9-1 maths result column. Any 'odd' or previously taken exams, or, for example, music grade awards can also be entered that way into the appropriate column.

### INCORRECT GRADE SETS

It has been found that two grade sets in the mapping tool aspects have been incorrect, namely the **Pearson BTEC Level 1/Level 2 first cert** and the **Pearson BTEC Level 1/Level 2 first exten**. These have been given as single grades whereas in fact they should be double grades, even though they only count as a single grade in terms of headline calculations. Having been corrected, if your school has mapped aspects to Capita aspects which use either of these grade sets, the templates will fail on import, with an error message on the activity log such as this:

*The following Aspect(s) could not be imported and modified:*

*Aspect: Act:BTEC L1/L2fC Art&D*

*Reason (1): The Associated Grade Set [Pearson BTEC Level 1/Level 2 first certi] failed during import.*

*Aspect: Act:BTEC L1/L2fC Bsn*

*Reason (1): The Associated Grade Set [Pearson BTEC Level 1/Level 2 first certi] failed during import.*

*Aspect: Act:BTEC L1/L2fC Constr &BEnv*

Before trying to import them again, please make a note of the aspects which have caused the failed import (copy and paste to Notepad), and do the following:

- (a) Go to System Utilities (Tools>Performance>Assessment>System Utilities>Results>Delete a selection of results)
- (b) Using the wizard, ignore the screen asking which students are to have results deleted by just clicking **next**
- (c) On the aspects screen, browse and find any aspects listed in the error message above, and where they have any results, select them.
- (d) On the result sets screen choose the second radio button to delete results from a selection of result sets, but then do not choose any so all will be deleted
- (e) On the two date range screens, delete the dates to leave them all blank, then click **next** through all of the other screens and click finish to delete the results
- (f) Import the templates again and check the end of the activity log to make sure they have imported successfully

Note that no results from school aspects nor historical calculated results are being deleted so there is no problem in doing the above. If any of the results deleted are for currently used aspects and students, the aspects will need to be remapped and results converted.



## **CAPITA HOW TO VIDEOS**

Capita have produced some how to videos – please use the links below.

- A video describing setting up the KS4 resources [can be found here](#)
- A video describing setting up the KS4 resources for external exams (just the first part of the video is now relevant) [can be found here](#)
- A video describing how to get the best from the reports [can be found here](#)
- A video describing how to set up the Target v Actual report [can be found here](#)
- A video describing how to set up the Progress all Subjects [can be found here](#)



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Details for all HfL training courses can be found here: <http://bit.ly/2fY0fgL>