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SIMS: Manually Adding External Exam Results v1.1

Document Reference DMS032

Published/Updated September 2018



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External Examination Results in SIMS

Schools can record external examination results students have previously attained whilst on-roll at another centre via **Tools | Examinations | External Results Manual Entry**. This enables the maintenance of external results achieved by students entering your school and in particular aids recording **Prior Attainment** of GCSE English and Maths for Post 16 students, which is collected in the Autumn School Census.

External Results added in SIMS are **not** included in the PI Calculations. Any results achieved at another centre that are required for inclusion in the PI calculations must be entered in either Exams Organiser or SIMS via **Tools | Examinations | Edit PI Data**.

External Exam Results via CTF

This document details how to *manually* enter External Exam Results into SIMS. External Exam Results can also be imported into SIMS if they are present in a CTF (Common Transfer File) which has been provided by the previous school. If the import of External Exam Results via CTF fails for some reason, a CTF Exception Log will detail the result data which failed to import. From this information, the results can be entered manually. Please liaise with the person in your school responsible for the import of CTF's.

Preparation before Manually Adding External Results

Before you proceed to enter External Results you should ensure you have the following information pertaining to the results to hand:

- QN (Qualification Number) if known
- Subject and Qualification Level
- Season and Year result was attained
- Grade awarded for the Result

Adding QN Data in Manage Performance Indicators

Before you proceed to enter External Results it is useful to know that by adding the QN details in the **Manage Performance Indicator** area in SIMS, many of the data fields will auto populate when adding in External Results. This negates the need to manually select from each drop down presented when adding the External Result. Please note that if your school has not set up Manage Performance Indicator for Performance Indicator (PI) calculations in the Summer Exam Result season, it won't be possible to add QNs for External Results.

Please refer to our document **DMS022 – SIMS Exams Manage Performance Indicator**.

External Results Manually Added

Before you proceed to enter External Results you should ensure the student exists in SIMS and you have the following information pertaining to the results to hand:

- QN (Qualification Number) if known
- Subject and Qualification Level
- Season and Year result was attained
- Grade awarded for the Result
- QNs have been added in Manage Performance Indicator area of SIMS if applicable. See previous section **Adding QN Data in Manage Performance Indicators**

Note: Results should only ever be added in this way for results not attained whilst on roll at your school. This is due to results added in this way being excluded from Performance Indicator calculations.

1. Go to **Tools | Examinations | External Results Manual Entry**. You will be presented with a **Find Student** browse window.

By default, students with a status of **Current** will be displayed, but it is possible to select another Status or **<Any>**.

The **Exam Number** and **UCI** (Unique Candidate Identifier) are displayed for all students.

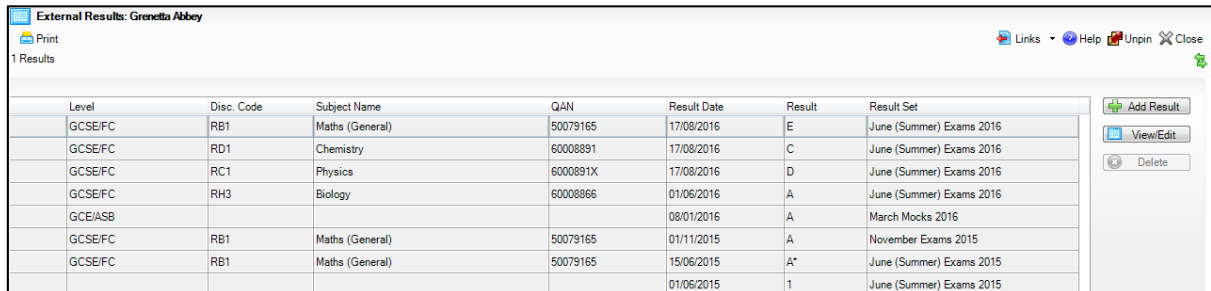
2. **Search** for the required student and **Open** the record.

The External Results window will open. Initially, the full External Results window may not be visible. You can choose to scroll across or it may be helpful to hide the Links panel on the right hand side using the double green arrows.

Board	Level	Disc. Code	Subject Name	QAN	Result Date	Result	Result Set	Links
EDEXL/GCSE	GCSE/FC	RB1	Maths (General)	50079165	17/08/2016	E	June (Summer) Exams	Linked Documents
AQA	GCSE/FC	RD1	Chemistry	60008891	17/08/2016	C	June (Summer) Exams	Quick letter
AQA	GCSE/FC	RC1	Physics	6000891X	17/08/2016	D	June (Summer) Exams	Data Collection Sheet
AQA	GCSE/FC	RH3	Biology	60008866	01/06/2016	A	June (Summer) Exams	Send Message
DOM	GCE/ASB				08/01/2016	A	March Mocks 2016	Student Teacher View
EDEXL/GCSE	GCSE/FC	RB1	Maths (General)	50079165	01/11/2015	A	November Exams 2015	Student Details
EDEXL/GCSE	GCSE/FC	RB1	Maths (General)	50079165	15/06/2015	A*	June (Summer) Exams	History Reports
AQA					01/06/2015	1	June (Summer) Exams	SEN

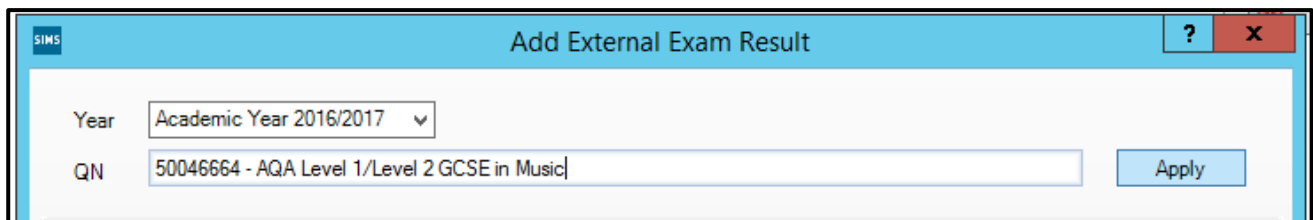
Note: Results held in Exams cannot be edited here. The only method of editing such Results is via a Results Marksheet in Exams Organiser.

3. To add an External Result, click the **Add Result** button on the right hand side of the External Results window.



Level	Disc. Code	Subject Name	QAN	Result Date	Result	Result Set
GCSE/FC	RB1	Maths (General)	50079165	17/08/2016	E	June (Summer) Exams 2016
GCSE/FC	RD1	Chemistry	60008891	17/08/2016	C	June (Summer) Exams 2016
GCSE/FC	RC1	Physics	6000891X	17/08/2016	D	June (Summer) Exams 2016
GCSE/FC	RH3	Biology	60008866	01/06/2016	A	June (Summer) Exams 2016
GCE/ASB				08/01/2016	A	March Mocks 2016
GCSE/FC	RB1	Maths (General)	50079165	01/11/2015	A	November Exams 2015
GCSE/FC	RB1	Maths (General)	50079165	15/06/2015	A*	June (Summer) Exams 2015
				01/06/2015	1	June (Summer) Exams 2015

4. You must select the Academic **Year** in which the result was attained. Select from the drop down.
5. In the **QN** field, enter the QN number if known or enter the first few characters of the subject name e.g. Science. The QN number must be entered without slashes.



6. From the list of possible matches, select the correct qualification.

If a qualification does not have a QN, it is possible to enter limited details by clicking the **Apply** button to activate the fields in the Add External Exam Results dialogue.

7. Once you are confident the correct qualification has been selected, click the **Apply** button. Note: The **Apply** button alters to **Change** once you have applied the QN.

The screenshot shows a window titled "Add External Exam Result" with the following fields and controls:

- Year: Academic Year 2016/2017
- QN: 50046664 - AQA Level 1/Level 2 GCSE in Music (with a "Change" button)
- Board: (empty dropdown)
- Level: (empty dropdown)
- Subject: (empty dropdown)
- Result Type: Result
- Grade Set: (empty text box)
- Aspect Name: (empty text box)
- School: (empty dropdown)
- Result Date: 2017 June
- Result: (empty dropdown)

Buttons: "Save" and "Close" are located at the bottom right.

8. Select the **Result Date** from the drop down near the bottom of the window.

The Board, Level, Subject and School drop down options activate as soon as a Result Date is selected.

BOARD - Only Examination Boards that are set to Active in Examinations Organiser are available from the **Board** drop-down list. See **Appendix A** on activating an Exam Board in Exams Organiser.

LEVEL – Select the level from the drop-down list. The list of levels is restricted to 'JCQ' levels.

SUBJECT – Select the Subject from the drop-down.

RESULT TYPE – This will default to **Result Type** of **Result**.

SCHOOL - The most recent school that the student attended (not including the current school) is displayed by default in the **School** field. This information is taken from the previous schools recorded in the School History panel of the students record. For more information on adding previous schools, see **Appendix B** of this document.

RESULT DATE - The **Month** and **Year** selected must reflect the exams season during which the examination was taken.

RESULT - The **Results** available for selection are determined by the Level chosen.

9. Select the **Board, Level** and **Subject** from the drop down options.

If the qualification does not have a QN, it is possible to enter limited details by clicking the **Apply** button to activate the fields in the **Add External Exam Results** dialogue.

10. Enter the **Result** attained for this qualification.
11. Once you have selected all the relevant result data, click **Save**.
12. If you need to change the QN selected, click on the Change button.

Note: It may be necessary to enter some or all of these fields manually, depending on the information held for the qualification in the Manage Performance Indicator area of SIMS.

The Result Set for External Results will display **External Exam Results** and will be suffixed with the month and Year attained. E.g. External Exam Results June 2015, as demonstrated below.

13. Unhide the Links panel (using the double green arrows) and click on the **Examinations** link for the student.

You will be able to differentiate Externally added results as shown in the example below – The **Ext** column in the Results window shows '**Ext**' for External Result.

1 Results, Endorsements and Equivalents												
Date	Level	Board	Code	Title	Status	Result	Points	Endrs	Equiv	Ext	Fcst	
2015-06	GCSE/FC	OCR-01	1320	Science: Additional		B					Ext	
2016-08	GCSE/FC	AQA	4402	Chemistry	Cert	C	40.00					
2016-08	GCSE/FC	AQA	4403	Physics	Cert	D	34.00					
2016-08	GCSE/FC	EDEXL	1MA0F	Mathematics A (Linear) Option F	Cert	E	28.00					
2016-06	GCSE/FC	AQA	4401	Biology	Cert	A	52.00					
2016-03	GCSE/FC	OCR		OCR Level 1/2 GCSE in English	Cert	A*	58.00					
2016-03	GCSE/FC	WJEC		WJEC Level 1/Level 2 GCSE in ...	Cert	C	40.00					
2016-03	NQF/L2	AQA		AQA Level 1/2 Certificate in Hist...	Cert	B	46.00					
2016-03	NQF/L2	Pears...		Pearson Edexcel Level 1/Level ...	Cert	A*	58.00					
2016-01	GCE/ASB	DOM	HIST	history AS mck	Unit	A						
2015-11	GCSE/FC	EDEXL	1MA0H	Mathematics A (Linear) Option H	Cert	A	52.00					
2015-07	NQF/L3	NOCN		NOCN Level 3 Award in General...	Cert	Pass	21.00					
2015-06	GCSE/B	AQA	ENG02	Eng/Eng Lang Unit 2	Unit	1						
2015-06	GCSE/FC	EDEXL	1MA0H	Mathematics A (Linear) Option H	Cert	A*	58.00					A*

Note: Unfortunately, there is no facility to manually enter External Results in bulk and it is necessary that they be added individually against each student's record.

Viewing or Editing an External Exam Result

Results imported by EDI and results entered manually via the External Results routine will be visible.

Once an External Result has been saved, it is only possible to edit the **Result** field. The remaining fields cannot be edited. It may be necessary to Delete the External Result – see next page for more information on this.

1. To View or Edit an External Result in SIMS select **Tools | Examinations | External Results Manual Entry**.
2. Search for the required Student and **Open** the record.
3. Select the required External result and click the **View/Edit** button to display the **Edit External Exam Result** dialog.
4. Select the appropriate **Result** required from the drop-down list.
5. Click **Save**.

Deleting an External Exam Result

It is possible to delete an **External Exam** Result. Please note, it is not possible to delete a result held in Exams Organiser from the External Results Manual Entry area. Highlighting such an Exam Result will disable the Delete button.

1. From within SIMS select **Tools | Examinations | External Results Manual Entry**.

2. Search for the required Student and **Open** the record.
3. Highlight the required External result and click the **Delete** button.
4. You will be presented with a pop-up question asking if you wish to continue. Click **Yes** to delete the required result (or No to cancel the deletion request).

Printing External Exam Results

It is possible to print a Students External Exam Results from the External Results window of a student via **Tools | Examinations | External Results Manual Entry**.

1. From within SIMS select **Tools | Examinations | External Results Manual Entry**.
2. Search for the required Student and **Open** the record.

IMPORTANT NOTE: Before clicking the **Print** button, it is recommended that you change the print settings so that the paper orientation prints to **landscape** instead of portrait. This will ensure that the External Results are output clearly and legibly.

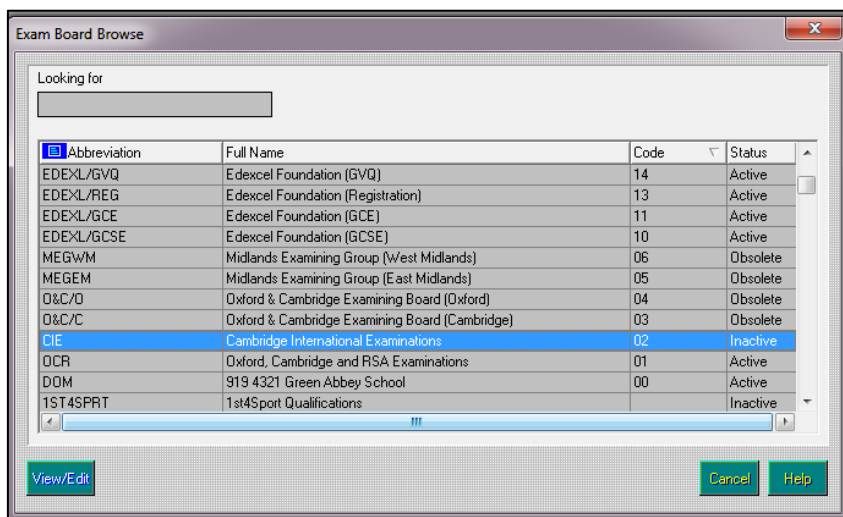
3. Click Print. The output will show ALL results from the External Exam Results screen so will include results imported or added in SIMS/Exams as well as manually added External Results.

**Please contact the ICT Service Desk with any queries –
Tel: 01438 844777 Option 1, then Option 1 again
Or email help@sd.hertsforlearning.co.uk**

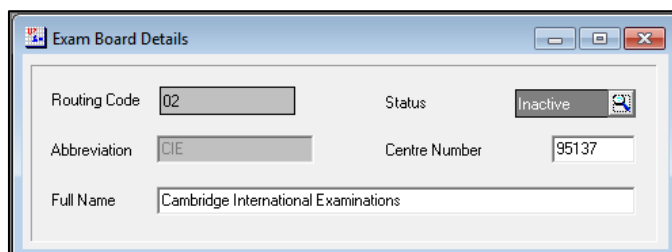
Appendix A - Activating an Exam Board in Exams Organiser

You may need to activate an Exam Board in Exams Organiser to be available for selection when adding External Exam Results in SIMS.

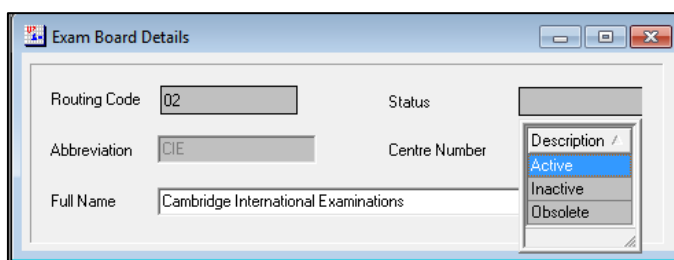
1. From SIMS Examinations Organiser, go to **Tools | School Setup | Exam Board**
2. Find the Exam Board and click **View/Edit**



1. If the Status is Inactive, click on the browser for **Status**



2. Change the Status to Active.



3. Tick the Blue Tick to save your changes. You can now use this Exam Board when adding External Exam Results in SIMS.

Appendix B – Recording Previous Schools in School History

If *School History* has been included in a CTF (Common Transfer File) provided by the previous school, this will automatically update the Previous School in the students record upon import.

It is also possible to manually enter a student's school history information for their **Previous Schools** so that a full and detailed record is available of the schools they have attended in the past. Schools recorded in the School History area are then available for selection when adding External Exam Results for that student.

1. Once you have opened the Student Record in SIMS, navigate to the **School History** panel.
2. Click the **New** button adjacent to the **Previous Schools** panel.

3. Click the **Browser** button to display the **Schools** browser.
4. Enter the name/part name of the school and click the **Search** button.
5. Highlight the required school, and then click the **OK** button.
6. To add a new school, click the **New** button, enter the **School Name** (also enter the LA and Establishment number if known although these are not required for the purpose of adding External Exam Results)
7. Click the **Save** button in the Create New School dialog.
8. In the Add School History dialog, enter the **Date of Arrival** and **Date of Leaving** (if known but not required for the purpose of adding External Exam Results. Bear in mind, the most recently attended previous school will populate by default when adding an External Exam Result).
9. Select the **Reason for Leaving** and the **Enrolment Mode** from the relevant drop-down lists (if known but not required for this purpose).
10. Click the **OK** button.
11. Click **Save** back in the student record.



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