

Assessment Team
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Date: 6th July 2018

Dear Headteacher

KS4 and KS5 ATTAINMENT DATA COLLECTION 2018 and EXAMS HELPLINE

As in previous years, we are requesting that all Hertfordshire schools and academies submit their 'early view' provisional KS4 and KS5 headline results on examination results days. This allows the Local Authority and Herts for Learning advisers to form an early view of the county attainment picture, identify any patterns and potential issues and to offer support where necessary to individual schools in the shortest possible timeframe.

If at all possible, we would very much appreciate it if schools could return the data on the examination results days, i.e. **Thursday 16th August** for **KS5** and **Thursday 23rd August** for **KS4**. (NB results should not be sent until after 9.30am on results days.)

Enclosed with this letter is the form, on which the early view results should be entered. Please note that in the case of Key Stage 4, the results must be based on students' first entry, not best entry. There are a few changes to the list of indicators we are asking for this year, reflecting changing national priorities.

NB also attached, for the benefit of schools that use SIMS, is a guidance document produced by the HFL Data Management Services team. This document explains how to produce the indicators we are requesting. (Further guidance will be sent to SIMS Exams Officers by the Data Management Services team.)

The HCC Data Collection team will shortly send an email to secondary schools (using their contact list of school data managers). If you need to update the contact details of your data manager, please email the Data Collection team on data.collection@hertfordshire.gov.uk.

Thank you for your assistance with this.

Exam Results Helpline Service

In addition, we would like to take this opportunity to remind you that HfL's exam results 'helpline' service will also be available for Headteachers and senior leaders wishing to discuss patterns of performance in their results. This service is available for A-level results as well as GCSE. Please see below for contact details.

rachel.macfarlane@hertsforlearning.co.uk 07741 500725 (general queries)
liz.shapland@hertsforlearning.co.uk 07748 148246 (general queries and English)
tamsin.church@hertsforlearning.co.uk 07827 552021 (English)
william.thallon@hertsforlearning.co.uk 07580 743512 (mathematics)

The secondary team at HfL will be offering GCSE 'drop-in' exams surgeries to support middle leaders/line managers in marks analysis, any identification of issues and re-mark requests, including online Edexcel script scrutiny if required.
 These drop-in sessions will take place at Hertfordshire Development Centre, Stevenage on:

23rd August (1p.m. – 4 p.m.) - English and maths
 24th August (9 a.m. – 3 p.m.) - English and maths

Please contact Liz Shapland should you wish to book a slot at one of these surgeries.

Yours sincerely



Ben Fuller
Lead Assessment Adviser
Herts for Learning Ltd.



Rachel Macfarlane
Director of Education Services
Herts for Learning Ltd.

KS4 and KS5 ATTAINMENT DATA COLLECTION 2018 - SUMMARY

Data	Method	Received by:
End of Key Stage 4 (Y11) GCSE & Equivalent attainment data	Form provided by HCC Data Collection team	HCC Data Collection team at County Hall via email or fax (contact details below)
End of Key Stage 5 attainment data	Form provided by HCC Data Collection team	HCC Data Collection team at County Hall via email or fax (contact details below)

DATES

July: schools that use SIMS will receive required update

Key Stage 5 data to Local Authority on 16th August 2018

Key Stage 4 data to Local Authority on 23rd August 2018

CONTACTS FOR QUERIES

Query	Team	Phone/Fax	Email
Data entry and support with SIMS	HfL Data Management Services	01438 844777 Option 1, Option 1	help@sd.hertsforlearning.co.uk
Data submission (KS4/5)	HCC Data Collection team	01992 588564 Fax: 01992 588890	data.collection@hertfordshire.gov.uk
Exams hotline and surgery	Secondary Teaching & Learning advisers	rachel.macfarlane@hertsforlearning.co.uk 07741 500725 (general queries) liz.shapland@hertsforlearning.co.uk 07748 148246 (general queries and English) tamsin.church@hertsforlearning.co.uk 07827 552021 (English) william.thallon@hertsforlearning.co.uk 07580 743512 (mathematics)	