

Assessment

Introduction to Programme of Study Tracking Entry

For schools in England, it is possible to record regular pupil/student assessments relating to the knowledge and skills defined by the new National Curriculum. You can record the formative or summative judgement of 'knowledge achieved' for an individual pupil/student or group of pupil/students. The information recorded can be presented in report format, enabling the sharing of information with parent/carers. Schools can access the Programme of Study Tracking Entry area in SIMS Assessment, where teachers can review and assess against the entire National Curriculum Programmes of Study for every subject across KS1, KS2 and KS3.

Selecting a Programme of Study Tracking Entry Grid

1. Select **Focus | Assessment | Programme of Study Tracking Entry** to display the **Programme of Study Tracking** page. Alternatively, click the **Programme of Study Tracking Entry** button.
2. In the **Selection Parameters** panel, select the required **View** from the drop-down list. The options are **National Curriculum**, **Summative Overview** and **Topic Overview**.

3. Select the required **Year** from the drop-down list. There is a global result set behind each year column.

The **Membership Date** defaults to today's date but this can be changed by clicking the **Calendar** button and selecting an alternative date.

4. Click the **Browser** button adjacent to the **Group** field to display the **Programme of Study Tracking Group Chooser** dialog.

The **Effective Date** defaults to the date specified in the **Membership Date** field. This determines the cohort displayed in the tracking grid.

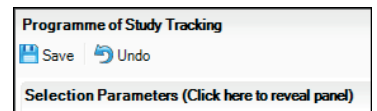
5. Select the check box adjacent to the required **Group Type**. It is possible to select a **Class**, **Course**, **House**, **Registration** **Group**, **User**, **Year Group** and **Discover Group** if you have been granted the necessary permissions.
6. Select the required **Group(s)** and click the **OK** button.
7. Select the required **Subject** from the drop-down list. The subjects are based on the National Curriculum Core and Foundation areas. If strands are associated with the selected subject, the **Strand** drop-down list is populated automatically with a list of related strands.
8. Select the required **Strand** from the drop-down list.
9. Select the **NC Year** from the drop-down list. This defaults to the same year as the **Year** group but can be changed if you want to view the curriculum for different years. Primary schools can select between years 1-6 but can also select years 7, 8, 9, 10 and 11 if the PoS KS3 Aspects.xml file has been imported. Secondary schools can select between years 7-11 but can also select years 1-6 if the PoS Tracking Templates England Primary 2015.xml file has been imported.
10. Select the applicable **Term** from the drop-down list. Half-terms can also be selected.

The **Academic Year** defaults to the current academic year specified via **Tools | Academic Management | Set Academic Year**. Select an alternative **Academic Year** from the drop-down list, if required.

11. Click the **Populate** button.

The **Selection Parameters** panel closes automatically to maximise the space available for the **PoS Tracking** grid.

12. Click the double chevron button on the right-hand side of the page to expand the panel, if required. This is a toggle feature. Alternatively, scroll to the top of the **Programme of Study Tracking** page and in the **Selection Parameters** panel, select (**Click here to reveal panel**). The **PoS Tracking** grid area of the **Programme of Study Tracking** page is populated with data that represents the **Selection Parameters** specified.



Navigating Around a Programme of Study Tracking Grid

On the left-hand side of the screen are a number of row headings.

PoS for NCYear: Year 8 (Academic Year: 2015/2016)		View: National Curriculum		Subject: English: Reading		Strand: <All Strands>		Group: None	
Show/Hide	Summary	Show Grade Distribution	Lock Targets	Export	Reports	Narrow			
PoS Expectations: 13						Y	Y	Y	N
School Expectations: 0						N	N	N	N
TP Year 8 Autumn Term									
Year 8 at 23/11/2016	Summary Columns	Overall	Strengths	Next Steps		En Developing 5/79/01	En Developing 5/79/02	En Developing 5/79/03	En KS3 D U 8/01

- The **PoS Expectations** row is an indicator of Programme of Study statutory requirements for coverage of the curriculum across a given year or Key Stage. Columns marked with a **Y** are statutory. Columns marked with an **N** are not statutory.
- The **School Expectations** row indicates your school-specific requirements to determine the focus of your teaching in any given term or half-term period. You can specify the School Expectations that you want to work towards by changing the default of **N** to **Y** and vice versa, using the drop-down list above each individual column. These specifications are applied to the result set for the selected term only. The **School Expectations** row heading counter is updated to reflect the number of expectations that have been set and marked as **Y**.
- The **Result Set** is displayed with a red background. Only Tracking Progress result sets provided by Capita SIMS are available for selection from the drop-down list. There is a global result set behind each column. You cannot use result sets that are designated for future years because you should not enter data for forthcoming years. However, you can select a past result set and add data retrospectively for past terms, if required.
- The national curriculum **Year** selected and today's date are displayed with a white background.

Columns relating to statutory guidance are displayed with a green background and can be identified by the letter **Y** in the **PoS Expectations** heading. Columns that relate to non-statutory guidance are displayed with a pale blue background and can be identified by the letter **N** in the **PoS Expectations** heading. Columns relating to user-defined resources are displayed with a pale yellow background.

It is possible to change the status of a **School Expectation** from **Y** to **N**. Care should be exercised to ensure that all class teachers are kept informed of any change in target focus. It is possible to lock the School Expectations that have been set for an academic year, thereby preventing class teachers from changing targets accidentally mid-way through a school term. The School Expectations can be locked only when they have been saved by clicking the **Lock Targets** button.

PoS for NCYear: Year 8 (Academic Year: 2015/2016)		View: National Curriculum		Subject: English:			
Show/Hide	Summary	Show Grade Distribution	Lock Targets	Export	Reports	Narrow	

The **PoS Tracking** grid and all associated results can be exported to Microsoft Excel by clicking the **Export** button. A number of specific reports are available for use with this functionality to enable the evaluation and monitoring of pupil/student learning. Click the **Reports** button and select the required report title.

Entering Data into a Programme of Study Tracking Entry Grid

It is possible to include additional columns in the **PoS Tracking** grid. You are advised against including more than ten additional columns otherwise you may experience issues when printing.

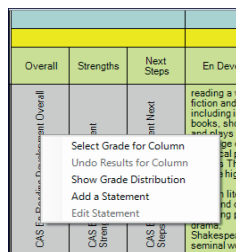
1. Right-click in the **Students** column of the tracking grid and select **Select Additional Student Columns** from the pop-up menu to display the **Select Columns to Display** dialog.
2. Select the check box(es) adjacent to the **Available Columns** that you want to include in the **PoS Tracking** grid.
3. Click the **OK** button to incorporate the additional columns into the tracking grid. To reduce the width of the columns, click the **Narrow** button. Click this button again to restore the column width.

The **Show/Hide** button enables you to view curriculum information from other years (where available). The summary rows displayed at the bottom of the **PoS Tracking** grid provide information that

is calculated automatically from the columns of results, such as the number and percentage of pupil/students for each skill. The **Show Summary Rows** and **Show Summary Columns** are selected by default. If you want to switch off the summary rows and maximise the space available to view the **PoS Tracking** grid, click the **Summary** button and deselect one or both of the options.

Managing Grades in Columns

1. In any of the data entry columns, right-click in the column heading and select **Select Grade for Column** from the pop-up menu.
 2. In the **Select Grade for Statement** dialog, highlight the required grade and click the **OK** button.
- All the cells in the column are populated with the selected grade. If you have made a mistake and assigned the wrong grade to the entire column, right-click in the column heading again and select **Undo Results for Column** from the pop-up menu. The grades in the column are removed so that you can select a different grade for the column cells. It is possible to remove the grades collectively from the column cells only before clicking the **Save** button. Unsaved grades (cells that are displayed within a grey-coloured oval shape) must be saved by clicking the **Save** button on the **Programme of Study Tracking** page.



It is possible to view information on the distribution of grades. This can be particularly useful for progress monitoring and reporting.

3. Click the **Show Grade Distribution** button to display the **View Grade Distribution** dialog. Alternatively, right-click in a column heading and select **Show Grade Distribution** from the pop-up menu.

The aspect name associated with the highlighted cell is displayed in the dialog heading.

It is possible to display the grade distribution as a **Percentage of Results**, a **Percentage of Students** achieving each grade or as a **Count of Students** achieving each result.

4. Select the required radio button.

The grade distribution is displayed in the **View Grade Distribution** dialog and shows the **Frequency** (the percentage or count of results) and the **Cumulative Freq** (the cumulative percentage or count of results).

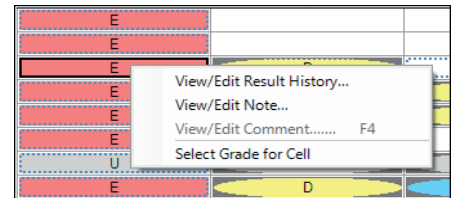
Grades	Frequency	Cumulative Freq
1M	17.65%	17.65%
1S	17.65%	35.30%
1D	64.71%	100.01%

5. Click the **Close** button.

PoS for NC year: Year 8 (Academic Year: 2015/2016) View: National Curriculum Subject: English: Reading Strand: <All Strands> Group: None									
Show/Hide Summary Show Grade Distribution Lock Targets Export Reports Narrow									
PoS Expectations: 13				Y		Y		Y	
School Expectations: 0				N		N		N	
TP Year 8 Spring Half Term		Summary Columns		Overall	Strengths	Next Steps	En Developing S 79.01	En Developing S 79.02	En Developing S 79.03
Year 8 at 23/11/2016									En KS3:D U 8.01
Students	% of PoS Expectations Achieved	% of School Expectations Achieved	CAS En Reading Development Overall	CAS En Reading Development Strengths	CAS En Reading Development Next Steps	reading a wide range of fiction and non-fiction, including in particular whole books, short stories, poems and plays with a wide coverage of genres; historical periods, forms and authors. The range will include high-quality works from English literature, both pre-1914 and contemporary, including prose, poetry and drama; Shakespeare (two plays); seminal world literature	choosing and reading books independently for challenge, interest and enjoyment	re-reading books encountered earlier to increase familiarity with them and provide a basis for making comparisons	Reading a wide of fiction and non-fiction, including in particular whole books, short stories, poems and plays with a wide coverage of genres; historical periods, forms and authors. The range will include one book from Shakespeare.
Acton, Jordan			7E			E	E	E	S
Adams, George			7E			E	E	E	S
Adebayo, Emmanuel			7E			E	E	E	S
Americana, Kari			7E			E	E	E	S
Amos, Rachael			7E			E	E	E	S
Auderson, Dhan			7E			E	E	E	S
Total Number of Pupils	160	160	160	160	160	160	160	160	160
Total Number of Results	0	0	160	0	0	160	160	160	6
Number Achieving Skill						0	0	0	6
% Achieving Skill						0.00 %	0.00 %	0.00 %	3.75 %
Number NOT Achieving Skill						160	160	160	154
% NOT Achieving Skill						100.00 %	100.00 %	100.00 %	96.25 %
Number Mastered Skill						0	0	0	0
% Mastered Skill						0.00 %	0.00 %	0.00 %	0.00 %

Managing Grades in Cells

1. In any of the statement data entry columns, right-click in a cell and select **Select Grade for Cell** from the pop-up menu.
2. In the **Select Grade for Statement** dialog, the grade set in use in England contains the following grades: **M** = Mastered, **S** = Secure, **D** = Developing, **E** = Emerging and **U** = Unable to assess (where grade sets have not been customised to correspond with school policies). These grades enable you to ensure that the pupil/students' progress is on the right trajectory.
3. If you want to populate multiple data entry cells with a single grade across the page as well as downwards, highlight the relevant grade and select the **Move Horizontally** check box.
4. Click the **Apply & Next** button to populate the data entry cells with the selected grade. Click the **Skip** button if you want to miss the next pupil/student on the tracking grid.
5. Click the **Close** button.



It is possible to view or edit a saved result by right-clicking the specific cell, selecting **View/Edit Result History** from the pop-up menu and viewing or amending the details. You can also view or edit any notes or comments that have been associated with a result by right-clicking in the relevant cell, selecting **View/Edit Note** or **View/Edit Comment** from the pop-up menu.

CAPITA

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