

Exams in SIMS

Managing PI Data

The Performance Indicators functionality in SIMS is useful to Exams Officers on or immediately after exam results day in August, when the reports that are required by school management are prepared. Examination results can be entered at any time after the Summer season has been defined. Once the examination results have been imported, the PI collation process is automatically initiated when you first access the **Edit PI Data** menu route in SIMS. This creates either one or two cohort groups, depending on your school phase. The first group (**201n KS4**) contains students on-roll on School Census day (the third Thursday in January - England only), and PLASC day in Wales, and who were recorded as being members of Curriculum Year 11 at this date. The second group (**201n Age 16+**) contains students who are on-roll on School Census or PLASC (Wales) day and who were 16, 17 or 18 years of age on 31st August preceding the year of the return and who have completed two years of Post-16 study.

For a detailed explanation of the steps involved in this process, please refer to the *Preparing the Data for the Performance Indicators Reports* chapter in the *Processing Results and Calculating PI Data in Exams and SIMS* (England) handbook and schools in Wales should refer to the *Processing Results and Calculating PI Data in Exams and SIMS* (Wales) handbook, which can be accessed by clicking the **Documentation** button on the SIMS **Home Page**.

Prerequisites

There are a number of prerequisites that must be completed before entering PI Data:

- ensure that you have been granted sufficient permissions to access the Examinations menu routes in SIMS.
- import the current Performance Measures file and the Catalogue files via **Tools | Examinations | Import Qualification Data**.
- set up and ensure that the required Exams Summer Season is open.
- select **Tools | Examinations | Edit PI Data** to create the PI cohorts or update the memberships.

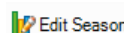
Adding a PI Result to an Individual Student in SIMS

The **Edit PI Data** panel lists all students who are members of the Key Stage cohorts (Key Stage 4 and Key Stage 5). The students' results have not been calculated or collated at this stage. This is reflected in the blank result columns, A*-C and A*-G, etc., although the **PI Cohort** column is populated.

You can now start to enter non EDI results into the relevant result columns.

- Search for a required student by entering their Surname or Forename before clicking the Search button. Alternatively, select the YTI (Year Taught In), the Reg group or their enrolment (Status) from the drop-down lists before clicking the Search button to locate the student.

- If you want to subsequently collate and calculate results, this can be done manually by clicking either the **CRD** or the **CKD** button.



The collation and calculation processes gather all the available results that have been entered, apply automatic discounting according to the current rules and then calculate the Performance Indicators based on DFE guidance.

Any existing exam results for the selected student are displayed in the **Performance Results** panel at the bottom of the page. Additional columns enable you to ascertain the examination **Season**, the **AO** (Awarding Organisation) and the course/exam **Code** for each result. The **Discounted** column displays hover help narrative to indicate the reason for discounting.

- If you want to manually enter exam results for this student, click the **Add Result** button in the **Performance Results** panel to display the **Add Result** dialog. This dialog is blank until you have entered a valid Qualification Accreditation Number in the **QN** field.

As you enter the digits of the QN, the list reduces automatically until only matching examination/course combinations remain. Qualifications with multiple discount codes can also be selected.

You can also locate the examination/course combination by entering the subject or exam board details.

- Once you have populated the **QN** field, click the **Refresh** button.

The **Subject**, **Level**, **Course**, **Awarding Body** and exam **Title** fields are populated automatically with the related details of the specified QN code, where they exist.

If the course has been linked in Course Manager and the QN/Discount Code/Course combination is unique, the **Course** field is populated automatically.

If the **Course** field is not populated automatically, you may select the required course from the drop-down list.

The button name changes from **Refresh** to **Change** and the **QN** field is disabled.

- If you want to enter a new QN, click the **Change** button to activate the **QN** field again. The name of the **Change** button reverts to **Refresh**, enabling you to enter a new QN. Click the **Refresh** button to populate the relevant fields with the details of the new QN.

- Select the achieved **Grade** from the drop-down list. Only grades that are appropriate for the selected QN are available:

- If a Level 1 or Level 2 QN is selected, the **Key Stage 4 Equivalence Entry** and grade value fields are populated automatically.
- If an AS QN is selected, the **Key Stage 4 Equivalence Entry** and grade value fields, and the **Level 3 Equivalence Entry** fields are populated automatically (schools in England and Wales only).
- If an A2 or other Level 3 QN, only the **Level 3 Equivalence Entry** fields are populated.

The **Points** field is also updated to reflect the relevant points value.

The **Discounted** check box can be selected manually, if required.

- Click the **Save** button to return to the **Performance Results** panel.

Students whose records have been updated can be identified by a tick in the **Recalculate** column of the **Edit PI Data** panel.

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Adding a PI Result to Multiple Students in SIMS

If you want to enter results for a number of students at once, perhaps because they all achieved the same result, this can be achieved using the **Edit PI Data** page in SIMS. It is not possible to apply different results to multiple students in bulk.

NOTE: Only a single grade can be applied to the selected students. If ten students have been selected, it is possible to record all of them as having a Pass or a Merit. It is not possible to select all the students who took a course and record different grades for each individual.

1. Select **Tools | Examinations | Edit PI Data** in SIMS to display the **Edit PI Data** page.

The page is populated automatically with the details of all the students who are taking exams within the **Current Season**.

2. Select a number of students in the list by clicking in the column to the right-hand side of the **Surname** column. The selected students can be identified by a tick in the check box adjacent to their surnames. As soon as you have selected more than one student, the **Add Results** button becomes active.

3. Click the **Add Results** button to display the **Add Results** dialog.

The names of the selected students are displayed in the lower panel of the dialog, otherwise this dialog is predominantly blank until you have entered a valid Qualification Accreditation Number in the **QN** field.

Locate the examination/course combination by entering the subject or exam board details in the relevant fields. Please refer to *Adding a PI Result to an Individual Student in SIMS* for further information.

The selected grade is applied to all the students in the lower panel of the **Add Results** dialog when you click the **Save** button.

4. If you want to apply this result to other students, click the **Add** button to display the **Select Students** browser.
5. Select an initial student and use **Ctrl, Shift** and the **Up** and **Down** arrows to highlight a selection of alphabetically listed students.
6. Click the **OK** button.

The selected students are added to the lower panel of the **Add Results** dialog.

Surname	Forename	YTI	Reg	Exam No
Abbot	Brian	13	L	9001
Abrahams	Jacqui	11	11B	1002
Addison	Mille	13	J	2445
Addison	Graham	(13)	(J)	2280
Abbey	Jimmy	11	11A	9000
Abbot	Clare	12	H	8000
Abbot	Clairisse	(13)	(G)	6000
Abbot	James	13	G	7001

7. Click the **Save** button on the **Add Results** dialog. A confirmation dialog is displayed.
8. If you are certain that you want to apply this result to the selected students, click the **Yes** button to return to the **Performance Results** panel.

Students whose records have been updated can be identified by a tick in the **Recalculate** column of the **Edit PI Data** panel.

Viewing or Editing a PI Result

You can view or edit a result that has been added manually in the current exam season.

1. In the **Performance Results** panel, highlight the result that you want to view or edit.

2. Click the **View/Edit** button to display the **Edit Result** dialog.
3. Make any required changes and click the **Save** button to return to the **Performance Results** panel.

It is also possible to change the **Discounted** status of a result.

4. Right-click the result and select **Discount this Result** from the pop-up menu.

A tick is placed in the **Discounted** column.

After calculating the results, the discounted cell remains yellow.

5. If you subsequently want to remove the discounting from the result, right-click and select **Remove Manual Discounting**.

The tick is removed from the **Discounted** column.

You can also remove a discounted status that was previously applied via Marksheet entry or imported in the EDI file.

6. Right-click a result with a white background and a tick in the **Discounted** column and select **Don't Discount this Result**.

The tick is removed from the **Discounted** column.

Qualifications that are not included in the PI calculations can be identified by a cell with a green background.

7. After making any required changes, click the **Close** button on the **Edit PI Data** page to display the recalculation message.
8. Click the **OK** button to continue, or click the **CKD** button before closing the **Edit PI Data** page to recalculate the results. This may take a few minutes. Students with updated records can be identified by a tick in the **Recalculate** column of the **Edit PI Data** panel.

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