Exams in SIMS

Entering and Editing External Examination Results

Introduction

Examinations Officers can add external examination results achieved at another centre (usually another school) via **Tools | Examinations | External Results Manual Entry** in SIMS. This enables the maintenance of external exam results achieved by students entering your school in the Sixth Form and enables exam results to be incorporated in a CTF export file.

Although this functionality was originally available in Examinations Organiser, it was not previously possible to add the QN associated with the qualification to an external result. External exam results added via **Tools | Examinations | External Results Manual Entry** 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 SIMS via **Tools | Examinations | Edit PI Data**. It is no longer possible to record external results in Examinations Organiser via **Tools | External Results | Manual Entry**.

IMPORTANT NOTES: When entering examination results manually, it is not necessary to import the associated basedata. Results cannot be entered for external candidates.

Manually Recording Exam Results with a QN

Searching for Students

1. Select **Tools | Examinations | External Results Manual Entry** to display the **Find Student** browser.

2. Enter all or part of the student's **Surname** and/or **Forename**.

3. Select applicable values from the drop-down lists to further restrict the list of students returned.

   By default, students with a status of **Current** will be displayed, but it is possible to select **On Roll**, **Ever On Roll** or **Guest** from the **Status** drop-down list.

   If you prefer to search for **Lists** of students or would like to view those who have a **Photograph** attached to their details, select either of these options from the **View** drop-down list. The default option is to display **Details**.

4. Click the **Search** button to display all students who match the search criteria specified.

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

5. Highlight the student's name and click the **Open** button to display the **External Results** page.

   *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 to portrait. This ensures that the external results are output clearly and legibly.*

Manually Recording External Exam Results with a QN

Only previously imported EDI results and results entered manually via the External Results routine in Examinations Organiser prior to upgrading to the SIMS 2016 Spring Release will be visible.

1. After searching for the student whose results you want to view, highlight their name and click the **Open** button to display the **External Results** page.

2. Click the **Add Result** button to display the **Add External Exam Result** dialog.

3. Enter the first few digits of the **QN**, if known. Alternatively, enter the first few characters of the subject name in the **QN** field.

   NOTE: The QN code must be entered without slashes. As you enter the QN, the list of possible matches reduces until a single matching examination/course combination remains.

4. Highlight the applicable **QN** and click the **Apply** button.

   A number of the fields are populated automatically, where the details are specific and already defined in SIMS. 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 Result** dialog.

   Only examination boards that have been set to **Active** in Examinations Organiser are available from the **Board** drop-down list. If the board you require is not visible, you must change its status in Examinations Organiser via **Tools | School Setup | Exam Board**.

   If the qualification selected is provided by OCR or AQA, the **Board** field is populated automatically. If the **Level** has not been populated automatically, select it from the drop-down list.

   Once the **Board** and **Level** fields are completed, the remaining fields are populated, where possible. Alternatively, select the remaining exam result details from the relevant drop-down lists.

   The **Result Type** defaults to **Result** but this can be changed to **Endorsement**, if required.

   The most recent school that the pupil/student attended (not including their current school) is displayed by default in the **School** field. Select the school they were attending when the result was achieved from the drop-down list, if applicable.

   The **Month** and **Year** selected must reflect the exams season during which the examination was taken. If the qualification was not available in the **Year** selected, a warning message is displayed and you must select an alternative year.

   Only valid **Results** from the last five years are available for selection.

5. Click the **Save** button.

   External results can be viewed via **Focus | Student | Student Details** and by clicking the **Examinations** link in the **Links** panel.

Differences Between the Edit PI Data and External Results Routines in SIMS

Although some of the features of the two different dialogs appear to work in a similar fashion, due to the differing nature of the two processes, there are some significant differences between the **Edit PI Data** routine and the **External Results** routine. The differences are explained in the following table.

For detailed explanations of the steps involved in the **External Results Manual Entry** process, please refer to the *Administering and Registering Candidates for Exams* handbook.

For information relating to the **Edit PI Process** in SIMS, 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.

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**.

External Results	Edit PI	Comment
Apply button	Refresh button	Apply button needed in External Results to activate fields when no QN.
Only AQA and OCR automatically populate	All AOs automatically populates	External Results are restricted to the Active Board list in Exams Organiser. This is so you are not presented with the full QWS list which includes multiple obsolete boards. It is only possible to match AQA and OCR across the two lists.
Level is not always populated and reduced list		In External Results, the Levels list is based on the 'JCQ' spreadsheet with additional levels added to fulfil user requirements. A match is made when possible. Edit PI allows every available level from the QWS files.
Subject list in alphabetical order	Subject list in 'random' order	Behind the scenes, Edit PI is in code order. The Subject codes are not required for External Results so the list could be re-ordered.
Subject name may show differently for same QN in External Results and Edit PI. (England only)		This is because External Results uses the Subject as present in the QWS file. This is the same behaviour as was present in Examinations Organiser. When adding the same QN in Edit PI, the QWS subject code is mapped to the post Wolfe code (as present in the Performance Measures file) for discounting purposes, and displays a variant on the Subject name. This is a display issue only and does not affect any other processes.

Viewing or Editing an External Exam Result

After entering external results for individual students, it is possible to view, edit and potentially delete a result if it has been entered incorrectly.

1. After searching for the student whose results you want to view, highlight their name and click the **Open** button to display the **External Results** page.

2. Select the required result and click the **View/Edit** button to display the **Edit External Exam Result** dialog.

   It is only possible to select an alternative result from the drop-down list. The remaining fields cannot be amended.

   IMPORTANT NOTE: You cannot change the grade of an imported result from this page. Any changes to grades must be made in an exam results marksheet and then the Edit PI routine in SIMS must be revisited and the totals recalculated.


The entry most recently edited or viewed remains highlighted in the **External Results** page until you select another entry.

This enables you to identify the last edited entry after the **Edit External Exam Result** dialog is closed.

Deleting an External Exam Result

IMPORTANT NOTE: It is possible to delete an external result but not an imported result. Any changes to grades must be made in an exam results marksheet and then the Edit PI routine in SIMS must be revisited and the totals recalculated.

1. Highlight the required result and click the **Delete** button.
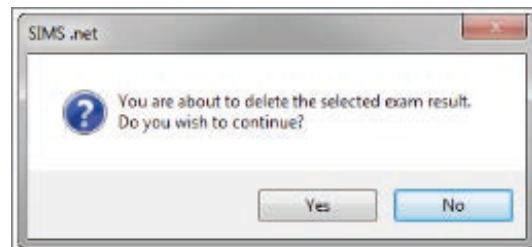
2. Click the **Yes** button if you want to continue.

3. Click the **Save** button.

CAPITA