Exams in SIMS

Managing Performance Indicators

Schools in England can manage and maintain their own Performance Indicators data via the **Manage Performance Indicator** menu route in SIMS. The Performance Measures file is no longer available for schools in England. Schools in Wales should continue to import the Performance Measures file, while schools in Northern Ireland must import the `NIEFQAN.xml` file provided by C2K.

Initial Preparations

All QNs (previously known as QANs) imported from the 2016 Performance Measures file that have results recorded against them in the previous exams season can be cloned and copied into the current PI Summer exams season. Any QNs that were not used in the previous season and do not have results recorded against them will <u>not</u> be cloned. However, the detail of all historical, unused QNs is retained in SIMS and is available for use if there is a need to include a previously unused QN in the current exams season. If a QN is required for a brand new qualification being offered in school, it is possible to add the new qualification details and the associated QN.

You <u>must</u> have defined the current season in Examinations Organiser before proceeding. The PI Summer season in SIMS <u>must</u> be set as the default and must <u>not</u> be locked. After cloning QNs from the previous year, the **Manage Performance Indicator** menu route becomes available in SIMS.

IMPORTANT NOTE: It is not possible to edit the Performance Points for QNs in the previous PI Summer exams season.

Searching for a Qualification

1. Select **Tools | Examinations | Manage Performance Indicator** to display the **Find Qualification for 201n** browser.

2. Enter the **QN** (Qualification Number, previously known as QAN), the **Title** or the **Subject** before clicking the **Search** button.

3. To locate a specific GCSE, enter `GCSE` in the **Title** field before clicking the **Search** button to display a list of GCSEs only. To further refine the search and identify the reformed GCSEs for 9-1, enter `GCSE%9` in the **Title** field before clicking the **Search** button.

   All matching qualifications are displayed. Alternatively, leave all the filters blank before clicking the **Search** button to display a list of the qualifications cloned from the previous exams season. This may total many qualifications that had results recorded against them in the previous exams season.

4. Highlight the required **QN** and click the **Open** button to display the **Manage Performance Indicator Details** page. The **Gradeset** drop-down list is available only if the selected QN is not associated with a grade set. If you are modifying the details of a QN, select an alternative **Gradeset** from the drop-down list.

TIP: You are advised to review and modify all the properties of one type of qualification at a time. If the filtered list has been sorted by GCSEs, work through all the GCSE qualifications that are required for this exams season, modify the details and performance points as applicable and then proceed to GCEs, A Levels, AS Levels, etc.

In the **Basic Details** panel of the **Manage Performance Indicator Details** page, the **QN** and qualification **Title** are displayed.
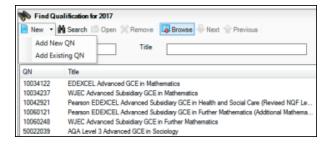
If the selected QN is not associated with a **Gradeset**, select the applicable one from the drop-down list. Where the selected QN is already associated with a grade set, the option to select one is not available.

Adding a New QN to the Current Exams Season

If you need to add a new qualification in the current exams season, one that has not been cloned from the previous exams season or awarded before in your school (e.g. a reformed GCSE 9-1 qualification), the **Add New QN** option must be used.
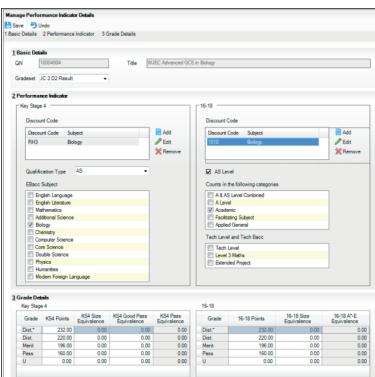
1. Select **Tools | Examinations | Manage Performance Indicator** to display the **Find Qualification for 201n** browser.

2. Select **Add New QN** from the **New** drop-down list to display the **Add New QN** dialog.

3. Enter the **QN** number, **Title** or **Subject** before clicking the **Search** button. All fields can be left blank before clicking the **Search** button if the details are not known.

   *TIP: If you are searching for the details of a new reformed GCSE 9-1, enter `9-1` in the **Title** field before clicking the **Search** button.*

4. Scroll through the list to locate the required QN, highlight it and click the **OK** button.

Adding an Existing QN to the Current Exams Season

Qualifications that have not been awarded in your school before but were present in the up-to-date QWS files can be added for the current exams season.

1. From the **Find Qualification for 201n** browser, select **Add Existing QN** from the **New** drop-down list to display the **Add Existing QN** dialog.

2. Enter the **QN** number, **Title** or **Subject** before clicking the **Search** button. All fields can be left blank before clicking the **Search** button if the details are not known.

3. Scroll through the list to locate the required QN, highlight it and click the **OK** button.

Modifying Performance Indicator Details

IMPORTANT NOTE: *Changes made to grade details and equivalences are not validated so care must be taken to ensure that changes accurately reflect DfE recommendations for the current exams season. It is not possible to edit the Performance Points for QNs in the previous PI Summer exams season.*
Beneath the **Basic Details** panel on the **Managing Performance Indicator Details** page, the page is divided in half; the left-hand side of the page relates to the details of a selected Key Stage 4 qualification and the right-hand side of the page relates to the details of a 16-18 qualification. Depending on the nature of the QN selected from the **Find Qualification for 201n** browser, various fields in either of these areas will become available and/or require completion. This is dependent on whether you are viewing the details of the QN or modifying the existing details. Where fields are disabled, this is to prevent changes being made that may impact School Census returns.

Managing Key Stage 4 Details

In the **Performance Indicator** panel, the **Key Stage 4** area displays the details of the QN if it is an applicable qualification. If you have selected a 16-18 qualification from the **Find Qualification for 201n** browser, the Key Stage 4 area remains blank. If the selected qualification is applicable to both Key Stage 4 and 16-18 cohorts, the respective details are displayed in both the Key Stage 4 area and the 16-18 area of the **Performance Indicator** panel.

NOTE: If a qualification can be counted at both KS4 and 16-18, and the Manage Performance Indicator Details page is disabled, select an applicable Qualification Type from the drop-down list. Depending on the Qualification Type selected, the relevant side of the page or both sides of the page become editable. To ensure that a QN is associated with the correct Qualification Type, please refer to the relevant DfE guideline documents (http://register.ofqual.gov.uk/).

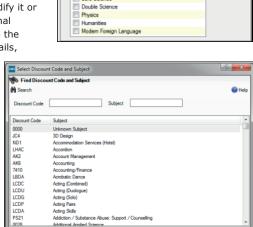It is important to check that all qualifications in use in your school have been associated with the relevant discount code. This ensures that any required discounting is applied correctly.

1. Where a **Discount Code** is already associated with a QN, it is possible to **Remove** it by clicking the button.

2. If a discount code is not associated with a QN, or if you want to modify it or add an addititional discount code to the qualification details, highlight the code and click the **Edit** or **Add** button to display the **Select Discount Code and Subject** dialog.

3. Enter the **Discount Code** (if known) or the **Subject** and click the **Search** button. Alternatively, leave the search fields blank to display all the discount codes recorded in SIMS.

   Discount codes matching the search criteria are displayed. Alternatively, scroll through the list to locate the required code.

4. Highlight the **Discount Code** and click the **OK** button.

5. Ensure that the relevant **Qualification Type** is selected from the drop-down list. This indicates the nature of the qualification, e.g. AS Level, Vocational qualification, etc. If an A Level is selected, then at Key Stage 4 the **Qualification Type** defaults to **Not Applicable**.

6. If the qualification is counted in the English Baccalaureate qualification, ensure the correct **EBacc Subject** check is selected.

Managing 16-18 Details

1. If a **Discount Code** is not associated with the QN, or if you want to modify it, click the **Edit** or **Add** button to display the **Select Discount Code and Subject** dialog.

2. Enter the **Discount Code** (if known) or the **Subject** and click the **Search** button. Alternatively, leave the search fields blank to display all the discount codes recorded in SIMS.

   Discount codes matching the search criteria are displayed.

3. Highlight the **Discount Code** and click the **OK** button.

4. Once you have selected the required discount code(s), ensure that the relevant **AS Level** check box is selected. This is applicable only to AS Level qualifications.

   The qualification type is indicated by the **Counts in the following categories** check box(es). The majority of categories have already been determined. Qualification types that fall into the Applied General category must be manually identified by selecting the **Applied General** check box. It is possible to select other categories by selecting the relevant check box.

5. If the qualification is counted in the Technical Level and Technical Baccalaureate qualification, ensure the correct **Tech Level and Tech Bacc** check box is selected.

6. Click the **Save** button.

Modifying the Grade Details

It is necessary to amend the equivalences and the performance points for the qualifications in use so that they accurately reflect the values for the current exams season. Where last year's equivalences are displaying a value of 2, these must be amended to a value of 1.

1. In the **Grade Details** panel, ensure that you are modifying the correct performance points for Key Stage 4 or 16-18 by clicking in the relevant side of the points table.

2. Enter the latest points and equivalences, in keeping with the applicable DfE recommendations for Key Stage 4 or 16-18.

3. Click the **Save** button.

All current grade sets can be found on the JCQ website (http://www.jcq.org.uk/exams-office/entries/jcq-formats) by selecting the **Gradeset Listing** tab.

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