

3sysACADEMIC

Academic Management Overview Guide



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CHAPTER 1

Introduction

Welcome to the 3sysACADEMIC Academic Management Overview Guide.

3sysACADEMIC Academic Management enables you to undertake a range of tasks, using the following modules: **Markbooks**, **School Reports**, **Baselines** and **External Exams**. A summary of each is given below.

Markbooks Module

Flexible, comprehensive and simple to use, **Markbooks** enables you to store a wide range of academic data from baseline assessments to homework. With the ability to create custom grade sets (both numeric and grades), you can perform a host of additional calculations to analyse data over specific time periods. You can also use filters to create specific views of the data and highlight under or over achieving pupils.

Markbooks data can be imported and exported using Microsoft Excel.

School Reports Module

The **School Reports** module allows a school to periodically produce documents for parents/guardians that summarise each child's academic performance. Rather than having to choose from a pre-defined template, the **School Reports** module draws from tailored preferences set in passFINANCE/schoolADMIN. This provides the school with a variety of tools that allows organisations to design different styles of report that reflect each institution's curriculum and ethos, as well as the individual requirements for different sections of the school and different points in the academic year.

Baselines Module

Baseline data is used to track and compare pupils' academic performance. The 3sysACADEMIC **Baselines** module helps you manage that data. Baseline data can be included in school reports and academic profiles as target grades and to compare achievement.

Exams Module

The 3sysACADEMIC **Exams** module enables you to undertake various exam-related tasks, such as entering JCQ forecasts and SQA Unit results and estimates, viewing and editing exam access arrangements and viewing exam results.

For details on each module, please refer to the relevant chapter.



Note: schoolADMIN refers to non-finance functionality within passFINANCE.

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CHAPTER 2

Markbooks

Flexible, comprehensive and simple to use, **Markbooks** enables you to store a wide range of academic data from baseline assessments to homework. With the ability to create custom grade sets (both numeric and grades), you can perform a host of additional calculations to analyse data over specific time periods. You can also use filters to create specific views of the data and highlight under or over achieving pupils.

Markbooks data can be imported and exported using Microsoft Excel.

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About the Markbooks Module

Flexible, comprehensive and simple to use, **Markbooks** enables you to store a wide range of academic data from baseline assessments to homework. With the ability to create custom grade sets (both numeric and grades), you can perform a host of additional calculations to analyse data over specific time periods. You can also use filters to create specific views of the data and highlight under or over achieving pupils.

Markbooks data can be imported and exported using Microsoft Excel.

For details about each function within 3sysACADEMIC Markbooks, see:

- » "About Mark Inquiry" on page 10.
- » "About Mark Entry" on the facing page
- » "About Markbook Tasks" on page 11
- » "About Marking Schemes" on page 12
- » "About Markbook Group Calculations" on page 13
- » "About Markbook Academic Profiles" on page 14
- » "About Markbook Generic Export" on page 15
- » "About Markbook Generic Import" on page 16

Related Documents

The following Guides are available:

- » [Markbook Academic Profiles User Guide](#)
- » [Bulk Import of Markbook Data User Guide](#)
- » [Markbook Group Calculations User Guide](#)
- » [3Sys Release Notes 4.2.0.0 Supplement \(a\) - Markbook Enhancements](#)
- » [3Sys Release Notes 4.1.3.0 Supplement \(a\) - Normalised Total Calculations for Multiple Tasks](#)

HOW TO ACCESS MARKBOOK FUNCTIONS

- » Go to **Academic Management > Markbooks** and click on the relevant function.



Note: In addition, you will need to manage your Markbook functions, and access to them, using Markbook Management, via **Setup > Markbooks Management**.

About Mark Entry

Once the relevant markbook tasks have been created, via **Markbook Tasks** or **Marking Schemes**, you can use **Mark Entry** to display the relevant pupil records and then enter the applicable markbook data.

From within **Mark Entry**, you are also able to:

- » Copy a task, and copy a task with marks.
- » Go to **Mark Inquiry** with the currently selected pupil group and related markbook data already displayed, enabling easy data comparison.
- » Go to **Markbook Tasks** to edit the current task or create a new task.



Note: You may wish to use import markbook data in bulk from an existing Excel spreadsheet. You can do this using the **Markbook Generic Export** and **Import** modules. You use the **Export** module to export the pupil list from 3sysACADEMIC to a spreadsheet, and the **Import** module to import the markbook data entered in that spreadsheet. You can then use **Mark Inquiry** to analyse that data.

HOW TO ACCESS MARK ENTRY

- » Go to [Academic Management > Markbooks > Mark Entry](#).

About Mark Inquiry

Mark Inquiry enables you to view your markbook data, as entered using **Mark Entry** or imported using **Markbook Generic Import** or **Import Baselines**. You can search for markbook records using a wide range of search criteria, such as 'Subject Set', 'Subject', 'Form' or 'Academic House', in addition to using the search views to filter your records.

Once you have displayed the markbook records you require, you can:

- » Enter marks for these pupil records.
- » Analyse the markbook data using various methods, including:
 - » Displaying marks as percentages or as grades, if applicable.
 - » Creating calculated columns, which perform analysis on the markbook data, such as ranking, normalisation, median and progress calculations.
 - » Displaying summary columns, which provide summaries of the markbook data, such as minimum and maximum marks for the task and for the group.
 - » Assessing pupils' progress using the colour coded red, amber and green traffic light system (RAG).
- » Use Academic Profiles to retrieve the required pupil groups and associated markbook tasks. These include profiles generated automatically by the **Markbook Group Calculation** function.
- » Export the markbook records displayed to Excel.

HOW TO ACCESS MARK INQUIRY

- » Go to [Academic Management > Markbooks > Mark Inquiry](#) OR [Pupil Management > Pupil > Mark Inquiry](#).

About Markbook Tasks

Markbook Tasks enables you to create tasks in order to capture formative data, enabling you to capture and then analyse this assessment data. You can set the task assessment method as grade set or numeric, and you can define to which period the assessment relates.

In **Markbooks Management**, your System Administrator is able to set up different types of markbook tasks for your school, for which you can subsequently capture markbook data, for example 'Assessment', 'General' and 'Baseline' types. Your System Administrator will have configured assessment periods in which tasks will take place, for example 'Autumn', 'Spring' and 'Summer', ready for your use. In addition, your System Administrator may also have configured task categories for reporting purposes. (Multiple subjects can be added to task categories, and you can add multiple task categories to markbook tasks.)

For example, as an English teacher, in order to aid your understanding of your pupils' progression over the Autumn and Spring term, you may wish to set up following tasks: for the Autumn term 'Short Essay', 'Long Essay' and 'Homework' tasks; and for the Spring term, 'Short Essay', 'Long Essay' and 'Homework' tasks. Using **Markbooks**, you will then be able to run calculations against the markbook data recorded, enabling you to assess your pupils' attainment and level of understanding. You can then modify your teaching and learning activities appropriately in order to improve pupil attainment, or set up intervention measures where relevant.

When you set up a task, you specify the following:

- » Main details about the task, such as name, the group(s) of pupils who will need to undertake this task, the type of task (such as 'Assessment' or 'General'), the assessment period in which this task will take place, and the date on which the task will occur.
- » Marking method for this task, e.g. grade set, multiple grade sets or numeric values, and the weighting (importance) of this task in relation to other tasks that are set. For example, **Markbook Group Calculations** uses the weighting assigned to a task to calculate the relative value of a task within a group calculation.
- » Pupil group(s) who will undertake this task, and the main teacher responsible for implementing and marking this task.



Note: You may wish to consider using **Marking Schemes** to set up markbook task templates, from which you can subsequently generate markbook tasks for pupil groups of your choosing.

HOW TO ACCESS MARKBOOK TASKS

- » Go to [Academic Management > Markbooks > Markbook Tasks](#).

About Marking Schemes

Marking Schemes allow you to create a template of complex, or simple, assessment tasks that you can duplicate time and time again with differing pupil groups, or the same pupil group, and differing dates. You are also able to create subtotals and overall totals within a marking scheme, for those schemes with numeric tasks only. The benefit of setting up marking schemes is that you can group together multiple assessment tasks, from which sets of new tasks can be generated for pupil groups of your choosing.

The order in which you generate tasks from marking schemes is this:

1. In **Marking Schemes**, add template tasks for a marking scheme.
2. In **Marking Schemes**, for a specific marking scheme, select the relevant pupil group and click **Create Tasks** to create the associated tasks based on the template.
3. In **Mark Entry**, search for and find your pupil group. The newly added task columns appear ready for you to enter markbook data, along with any sub totals or total calculation columns you included within the scheme.

When you set up marking schemes, you can configure the following:

- » The marking method for each task, i.e. grade set or numeric.
- » The weighting of numeric tasks in relation to other tasks. For example, **Markbook Group Calculations** uses the weighting assigned to a task to calculate the relative value of a task within a group calculation.
- » If the task is numeric, you can specify the minimum mark, the maximum mark and the number of decimal places allowed within the **Mark Entry** task columns.
- » If all the tasks are numeric, you are able to set up **Subtotal** and **Overall Total** columns as part of a marking scheme.

HOW TO ACCESS MARKING SCHEMES

- » Go to [Academic Management > Markbooks > Marking Schemes](#).

About Markbook Group Calculations

Markbook Group Calculations enables you to:

- » Configure pre-set calculations within 3sysACADEMIC **Markbooks** at the beginning of an assessment period, rather than having to wait until all tasks have been completed.
- » Analyse real-time, period to date, academic data.
- » Set up group calculations that include ALL tasks associated with a chosen task type (and other filtering criteria), and which provide the total/average mark for that task type. For example, you could set up a group calculation that includes all English homework for semester one.
- » Set up group calculations that include multiple task types with overall total marks, with weightings and normalisation applied where required. For example, you could set up a group calculation for a specific subject where the overall total marks are comprised of the following: Homework - 15%; Projects - 25%; and the Exam - 60%.
- » Specify whether the 'qualifying' tasks are automatically added to the appropriate group calculations, or are manually added.
- » Specify whether overall total marks are converted to a grade and whether they have a credit score applied to them, from which a Grade Point Average (GPA) can be calculated. (Additional calculated columns 'Credit Applied Total' and 'Grade Total', are added to the resultant group calculation data set.)
- » View and perform functions and calculations against group calculation data, using Group Calculation Academic Profiles. (These are automatically generated by a batch process for each group calculation.)

You use the **Markbook Group Calculations** module to set up the necessary group calculations. For each group calculation you can specify a range of criteria with which to filter the tasks included within the calculation, such as subject, subject sets and task types. You can optionally set weightings for those calculations which include tasks from more than one task type, and you can opt to have specific types of tasks automatically included within the group calculation.

You can also set up group calculations so that any new 'qualifying' tasks which are added to the system, are automatically included within existing group calculations. After adding new 'qualifying' tasks, you need to run the batch run for these new tasks to appear in the linked Group Calculation Academic Profile.

The Group Calculation Batch Run automatically generates linked Group Calculation Academic Profiles, and updates existing Group Calculation Academic Profiles. You use the Group Calculation Academic Profiles within the **Mark Inquiry** function to analyse the resultant group calculation data, or you could use the ODBC views in Report Builder. If necessary you can perform further functions and calculations on that data. For example, you could use the **Target RAG** (red, amber and green) summary or the **Column by column RAG** summary to view pupils' progress over the tasks included within a Group Calculation Academic Profile.

Once the Batch Run has initially created Group Calculation Academic Profiles, if you subsequently add or alter marks against pupils for tasks already included within these linked Group Calculation Academic Profiles, then those updated marks are automatically reflected in the task columns and the calculated columns in the relevant linked Group Calculation Academic Profiles.

Related Documents

For details, refer to the [Markbook Group Calculations User Guide](#).

HOW TO ACCESS MARKBOOK GROUP CALCULATIONS

- » Go to **Academic Management > Markbooks > Markbook Group Calculations**.

About Markbook Academic Profiles

The **Markbook Academic Profiles** module enables you to create sophisticated views of your existing markbook data. You can use a range of filtering criteria to ensure your Academic Profile is restricted to a specific set of tasks, and you can determine the order in which these tasks appear.

You can set a target task against an Academic Profile, which enables you to easily view the pupils' level of achievement against that target task. You can also set any task displayed within the **Mark Inquiry** task grid to be the target task. In addition, you can view how well pupils have done on a progressive task-by-task basis.

As part of creating an Academic Profile, you can utilise the **Staff Custom Group** functionality, which allows you to set up specific groups of staff. You can then grant access to particular Academic Profiles to specific staff groups, giving you the ability to restrict the profiles to only the relevant staff. You can also configure Academic Profiles to be accessible to only individual members of staff, or to all users with access to Academic Profiles.

For example, you could create a staff custom group for each subject set, and assign the relevant teachers to each group. Subsequently, you could create an Academic Profile for each subject set for each form year, which incorporates all the tasks you expect your pupils to complete over the year. As part of the Academic Profile, you could set the autumn half term results as the target task against which the other results are compared. You can even set up Academic Profiles to cross academic years, so you could set up the target task to be the last task of the summer term in the previous academic year, to enable you to assess progress since the new academic year began.



Note: In order to quickly create a set of tasks for a specific pupil group, such as a subject set, you can use the **Markbook Generic Export** module to export a pupil template to Excel. You can then add the required tasks as new columns in the template, and import these into 3sysACADEMIC Markbooks using the **Markbook Generic Import** module.

Related Documents

For details, refer to the [Markbook Academic Profiles User Guide](#).

HOW TO ACCESS MARKBOOK ACADEMIC PROFILES

- » Go to **Academic Management > Markbooks > Markbook Academic Profiles**.

About Markbook Generic Export

You can bulk import markbook data from Excel files into **3sysACADEMIC Markbooks**, such as tasks and pupils' marks/grades. However, before you can bulk import markbook data, you need to have exported the relevant pupil groups into Excel files, and added the appropriate tasks and marks/grades to these files. In order to bulk import markbook data, you need to follow this process:

1. Specify and export pupil groups to a Microsoft Excel xls file using the **Generic File Export** wizard. This file is referred to as the 'pupil group template'. (This wizard **ONLY** allows you to export pupil group records to a file. It does **NOT** allow you to export markbook data.)
2. Use Excel to input task and mark data in the pupil group template file. You can add task columns and enter marks/grades, or copy and paste existing markbook data from other systems. The tasks you enter in the pupil group template file appear as tasks within **3sysACADEMIC Markbooks**, and the marks for pupils appear within the relevant tasks.
3. Import the task and mark data from the pupil group template file into **3sysACADEMIC Markbooks**, using the **Generic File Import** wizard.

For example, if a subject leader wanted to export a pupil group template for each of his teaching staff for separate subject sets, so that each teacher could enter the relevant marks/grades for an internal assessment, the following process could be undertaken:

1. Subject Leader: Export a pupil group template for each of his teaching staff.
2. Subject Leader: Specify the name of the internal assessment as a task column in each exported pupil group template. (This is to ensure that the name of the internal assessment task is consistent.)
3. Subject Leader: Send each teacher the relevant pupil group template file.
4. Teacher: Enter the marks/grades into their pupil group template file. (This could be undertaken at home and offline.)
5. Teacher: Send their pupil group template file back to the Subject Leader to import the markbook data. (Alternatively, the teachers could import their own pupil group template file.)
6. Subject Leader: Import each pupil group template file. The markbook data is then available for view and manipulation within **3sysACADEMIC Markbooks**. For example, to perform calculations using this data, and to use the **Target RAG** (red, amber and green) traffic light system to assess pupils' progress against a specific task.

Alternatively if teachers have already recorded pupils' marks for tasks, for example in Word or Excel, they could bulk enter these marks into the exported pupil group template by copying and pasting the mark data.

Related Documents

For details, refer to the [Bulk Import of Markbook Data User Guide](#).

HOW TO ACCESS MARKBOOK GENERIC EXPORT

- » Go to **Academic Management > Markbooks > Markbook Generic Export**.

About Markbook Generic Import

You can bulk import markbook data from Excel files into **3sysACADEMIC Markbooks**, such as tasks and pupils' marks/grades. However, before you can bulk import markbook data, you need to have exported the relevant pupil groups into Excel files, and added the appropriate tasks and marks/grades to these files. In order to bulk import markbook data, you need to follow this process:

1. Specify and export pupil groups to a Microsoft Excel xls file using the **Generic File Export** wizard. This file is referred to as the 'pupil group template'. (This wizard ONLY allows you to export pupil group records to a file. It does NOT allow to you export markbook data.)
2. Use Excel to input task and mark data in the pupil group template file. You can add task columns and enter marks/grades, or copy and paste existing markbook data from other systems. The tasks you enter in the pupil group template file appear as tasks within **3sysACADEMIC Markbooks**, and the marks for pupils appear within the relevant tasks.
3. Import the task and mark data from the pupil group template file into **3sysACADEMIC Markbooks**, using the **Generic File Import** wizard.

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3. Subject Leader: Send each teacher the relevant pupil group template file.
4. Teacher: Enter the marks/grades into their pupil group template file. (This could be undertaken at home and offline.)
5. Teacher: Send their pupil group template file back to the Subject Leader to import the markbook data. (Alternatively, the teachers could import their own pupil group template file.)
6. Subject Leader: Import each pupil group template file. The markbook data is then available for view and manipulation within **3sysACADEMIC Markbooks**. For example, to perform calculations using this data, and to use the **Target RAG** (red, amber and green) traffic light system to assess pupils' progress against a specific task.

Alternatively if teachers have already recorded pupils' marks for tasks, for example in Word or Excel, they could bulk enter these marks into the exported pupil group template by copying and pasting the mark data.

Related Documents

For details, refer to the [Bulk Import of Markbook Data User Guide](#).

HOW TO ACCESS MARKBOOK GENERIC IMPORT

- » Go to **Academic Management > Markbooks > Markbook Generic Import**.

CHAPTER 3

School Reports

This chapter discusses the following:

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About School Reports

The **School Reports** module allows a school to periodically produce documents for parents/guardians that summarise each child's academic performance. Rather than having to choose from a pre-defined template, the **School Reports** module draws from tailored preferences set in passFINANCE/schoolADMIN. This provides the school with a variety of tools that allows organisations to design different styles of report that reflect each institution's curriculum and ethos, as well as the individual requirements for different sections of the school and different points in the academic year.

In 3sysACADEMIC, two types of school report can be completed:

- » **Interim Reports** - These reports provide a summary of the pupil's marks/grades and include an overall comment from a relevant member of staff, such as a form tutor. When completing these reports, teachers see a whole subject set at a time and can simply move down the list adding assessment data.
- » **Full Reports** - These include a summary of marks/grades, plus comments from each of the pupil's teachers and at least one relevant senior member of staff. A page appears per pupil, including a summary of key personal details, such as preferred name and a photograph, and an **Entry** section for adding the assessment data and text. A list of pupils to be reported on appears on the left-hand side of the screen. Features include the option to view previous reports for each student while adding information and for reviewers to make change requests if unhappy with the current content.

The 3sysACADEMIC **School Reports** module enables you, as a teacher, to record the content required for each school report. Your System Administrator will have used passFINANCE/schoolADMIN to configure the required components for school reports, enabling you to concentrate on entering the relevant data for each pupil.

Accessing School Reports

HOW TO ACCESS SCHOOL REPORTS

- » Go to [Academic Management > School Reports](#).

Adding Data to Interim School Reports

HOW TO ADD DATA TO AN INTERIM SCHOOL REPORT

1. Find the report you want to work on.

More details...

- a. Go to [Academic Management > School Reports](#).

The **School Reports** and **Report Steps** screen appears, showing a complete list of reports that need your contribution.




Note: You can re-order a grid by single-clicking on fields in the header row. If is displayed, the list is ordered from lowest to highest. If appears, the list is ordered highest to lowest.

- b. Enter your search criteria in one of more of the fields at the top of the screen and click **Search**. Your results populate the grid. You can search by:

Field	Action
Report / Step	Type all or part of a report name or step into this field.
Status	Use this drop list to filter the reports by 'Complete' or 'Incomplete' or to see them all.

c. (Optional) Use the icons beneath the grid to navigate between pages of results.

» Click  or  or on the numbers underneath the grid on the left-hand side to move between pages.

» Click  to go to the first page or  to go to the last page.

» Use the **Records Per Page** drop list to see more records on each page.

Records Per Page ▼

» Click in the **Page** field and type the number of the page you want.

Page of 1

2. Click **Edit** next to the report you want to amend.

The relevant **Entry** screen appears.

3. Add your information.

» To add assessment information, make a selection using the relevant drop list.

» To add comments, click in the relevant text field and type your feedback. Use the text editor options above the field, as required.

4. (Optional) Add an internal note next to specific grades/marks.

More details...

a. Click  next to the grade/mark you wish to comment on.

The **Edit Comment** dialog appears.

b. Type your comment into the field, using the text editor options above as required.

c. Click **OK**.

5. Do ONE of the following:

» Click **Save** to save the additions you have made.

» Click **Save and Next** to save your additions and move on to the next incomplete report.

» Click **Cancel** to cancel all changes since the last save.

Adding Data to Full School Reports

HOW TO ADD DATA TO A FULL SCHOOL REPORT

1. Find the report you want to work on.

More details...

a. Go to [Academic Management > School Reports](#).

The **School Reports** and **Report Steps** screen appears, showing a complete list of reports that need your contribution.



Note: You can re-order a grid by single-clicking on fields in the header row. If is displayed, the list is ordered from lowest to highest. If appears, the list is ordered highest to lowest.

- b. Enter your search criteria in one of more of the fields at the top of the screen and click **Search**. Your results populate the grid. You can search by:

Field	Action
Report / Step	Type all or part of a report name or step into this field.
Status	Use this drop list to filter the reports by 'Complete' or 'Incomplete' or to see them all.

- c. (Optional) Use the icons beneath the grid to navigate between pages of results.
- » Click or or on the numbers underneath the grid on the left-hand side to move between pages.
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 - » Use the **Records Per Page** drop list to see more records on each page.

Records Per Page ▼

- » Click in the **Page** field and type the number of the page you want.

Page of 1

2. Click **Edit** next to the report you want to amend.

The relevant **Entry** screen appears.

3. View the **Pupil Details** section.

4. Add your information in the **Entry** section.

- » To add assessment information, make a selection using the relevant drop list.
- » To add comments, click in the relevant text field and type your feedback. Use the text editor options above the field, as required.

5. (Optional) Add an internal note next to specific grades/marks.

More details...

- a. Click next to the grade/mark you wish to comment on.

The **Edit Comment** dialog appears.

- b. Type your comment into the field, using the text editor options above as required.

- c. Click **OK**.

6. (Optional) If you are reviewing the report and require changes to be made by other contributors, use the **Comments** options.

More details...

- a. Select 'Comment' or 'Attention' from the **Action** drop list.

- b. Click **Go**.

- c. In the **Edit Comment** dialog, type your feedback in the relevant field, using the text editor options above as required.

- d. Click **OK**.



Note: The report reappears in the relevant contributor's incomplete list when they next log in.

7. Do ONE of the following:
 - » Click **Save** to save the additions you have made.
 - » Click **Next** to move on to the next record.
 - » Click **Complete** OR tick the **Complete** check box to mark the report as finished.
 - » Click **Cancel** to cancel all changes since the last save.

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CHAPTER 4

Baselines

This chapter discusses the following:

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About the Baselines Module

Baseline data is used to track and compare pupils' academic performance. The 3sysACADEMIC **Baselines** module helps you manage that data. Baseline data can be included in school reports and academic profiles as target grades and to compare achievement.

The **Baselines** module includes two functions:

- » **Baselines Export**, which allows users to generate an export file of registration lists to send to an external assessment body. For more information, see "About Export Registration Lists" on the facing page.
- » **Baseline Import**, which enables users to import results files from an external body and link externally-named fields to equivalents on the system. This is then imported into **Markbooks** to create markbook tasks. For more information, see "About Import Baselines" on page 27.

HOW TO ACCESS BASELINE FUNCTIONS

- » Go to **Academic Management > Baselines** and click on the relevant function.

About Export Registration Lists

The **Export Registration Lists** function allows you to generate csv file(s) containing the pupil details required by assessment providers for different tests. The function caters for the creation of multiple files for different year groups and assessments in a single process.

The following providers' results files are supported:

File	Provider	Description
PIPS	Centre for Evaluation and Monitoring, Durham University	Performance Indicators in Primary Schools (PIPS) tests have been used since 1991 in thousands of schools and have become a benchmark assessment for children at the primary stage of education.
InCAS	Centre for Evaluation and Monitoring, Durham University	InCAS provides detailed, age-related diagnostic information on reading and maths ability with research-based recommendations to support teaching and learning. InCAS can be used with children aged 6 to 11.
MidYIS	Centre for Evaluation and Monitoring, Durham University	MidYIS measures developed ability - pupils' underlying learning potential - rather than achievement based on the curriculum for pupils aged 11 to 14. MidYIS also offers a baseline assessment, enabling you to monitor student progress through secondary school.
Yellis	Centre for Evaluation and Monitoring, Durham University	Year 11 Information System (Yellis) offers a measure of developed ability, or aptitude for learning, free from the influence of curriculum-based teaching, for pupils aged 14 to 16.
Alis	Centre for Evaluation and Monitoring, Durham University	Advanced Level Information System (Alis) gives teachers reliable data they need to predict exam outcomes pupil by pupil, subject by subject.
CAT4	GL Assessment	CAT4 is the fourth edition of the GL Assessment's Cognitive Abilities Test. The suite of tests has been created to support schools in understanding pupil's developed abilities and likely academic potential. Results from CAT4 can help in intervention, monitoring progress and setting targets for future attainment.

A generic WCBS Markbook option is also available.

HOW TO ACCESS EXPORT REGISTRATION LISTS

- » Go to [Academic Management > Baselines > Export Registration Lists](#).

Exporting Registration Lists

HOW TO EXPORT A REGISTRATION LIST

1. Go to [Academic Management > Baselines > Export Registration Lists](#).

The **Year Group Selection Baseline Registration File Export** screen appears.

2. Select an option using the **Export file type** drop list for the relevant year group.
3. Click **Data Validation** so that the data can be checked for any issues.



Note: Any errors found must be corrected before the data can be exported. Click **View Issues** in the **Action** column to review the error's cause.

4. On the **Export Data Verification** screen, click **Generate Verified Files**.
5. If there are warnings but you are happy to proceed, click **OK** in response to the **Warning** popup and **Continue** on the **File Export Warning** screen.
6. On the **Export File Download** screen, click on the download file name to access it.
A download bar appears at the bottom of the screen.



Note: A single zip file is produced containing all the files to speed up the download process.

7. Click **Open**, **Save** or **Cancel**, as required.
8. When finished, click **Done**.

About Import Baselines

The **Import Baselines** function enables authorised users to import 'MIS import files' from the Centre for Evaluation and Monitoring (CEM) at Durham University and GL Assessment. The function has been designed to create markbook tasks which can then be viewed in **Mark Inquiry**. You can select which aspects of the individual assessments you would like to import into markbooks.



Note: Before any baseline result files can be imported, at least one task type linked to the Baseline Task Profile must be created.

HOW TO ACCESS IMPORT BASELINES

- » Go to **Academic Management > Baselines > Import Baselines**.

Importing Baseline Files

HOW TO IMPORT A BASELINE FILE

1. Go to **Academic Management > Baselines > Import Baselines**.
The **Upload File** screen appears.
2. Use the relevant drop lists to select:
 - » An import file type.
 - » An assessment period.
 - » A form year.
 - » A default task type.
3. Click **Change File** to browse for and select the import file.
4. Click **Next**.
5. On the **Import Columns** screen, do ONE of the following:
 - » Tick the check boxes for each column you require.
 - » Tick the check box in the header row to select all of the columns.
6. Use the **Subject** drop lists in each row to select the equivalent subject in 3sysACADEMIC.
7. (Optional) Click **Save Template** to save the format as a template for future re-use, so that you do not need to do similar matching in the future.
8. Click **Next**.
9. On the **Map Import Pupils** screen, match the names in the list to pupils on the system.



Note: Where possible, the system auto matches pupils from the imported file to those on the system. Auto matched names will show automatically.

10. Click **Next**.
11. Check the summary of columns to be imported that appears.
12. Click **Finish**.
A message appears detailing how many markbook tasks have been created.
13. Click **OK**.

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CHAPTER 5

External Exams

This chapter discusses the following:

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About JCQ Forecasts	31
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About Exam Arrangements	33
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About the Exams Module

The 3sysACADEMIC **Exams** module enables you to undertake various exam-related tasks, such as entering JCQ forecasts and SQA Unit results and estimates, viewing and editing exam access arrangements and viewing exam results.

For details about each function within the **Exams** module, see:

- » "About JCQ Forecasts" on the facing page.
- » "About SQA Unit Results" on page 32.
- » "About Exam Arrangements" on page 33.
- » "About Exam Results" on page 34.



Note: As a teacher you are able to mark any report, via **Communication > Data / Reporting > Reports** as a favourite. This adds a link to this report to your **Favourite Reports** section on your home page. You are only able to access reports to which you have been granted access. You may wish to consider adding exam-based reports to your favourites.

Related Documents

- » [SQA and JCQ Examinations Training Manual](#) from p.36 - 43.



Note: Where earlier documentation refers to Tab Sets, you can ignore these sections, as the Mega Menu replaces these. (Permission to access areas of the software is controlled via Profiles.)

HOW TO ACCESS THE EXTERNAL EXAMS FUNCTIONS

- » Go to **Academic Management > Exams** and click on the relevant function.

About JCQ Forecasts

The 3sysACADEMIC **JCQ Forecasts** function enables you to enter forecast results against pupils, such as mock exam results or other types of assessments. Typically, these assessments may take place from November onwards, although you are able to set up assessments before November if required.



Note: In order to help you estimate your pupils' results, you could set up a markbook task for each component on which you wish to assess them, using **Markbook Tasks**, then use **Mark Entry** to enter the mark results, and use **Mark Inquiry** to create calculated columns for the set of tasks required. Alternatively, you could use **Markbook Schemes** to generate markbook tasks for you. You are also able to import markbook data from MS Excel, using the **Markbook Generic Export** and **Import** functions.

The **JCQ Forecast Grades** screen enables you to add your forecast grades by exam group or subject set / exam group. The grid displays a list of pupils belonging to the selected exam group or subject set, along with their candidate number and UCI number. You can auto complete all of the empty forecast grade cells by selecting an item from the drop list at the top of **Forecast Grade** column. You are then able to change the forecast grades for individual pupils, if necessary.

You use passFINANCE/schoolADMIN to export the JCQ forecast grades to the relevant exam boards.

HOW TO ACCESS JCQ FORECAST GRADES

- » Go to [Academic Management > Exams > JCQ Forecasts](#).

About SQA Unit Results

The 3sysACADEMIC **SQA Unit Results** function enables you to enter the unit results against pupil records, as and when the components/units are assessed during the school year.

The **SQA Unit Results & Estimates** screen enables you to add your forecast unit marks of pass or fail ('P' or 'F') by exam group or subject set / exam group. The grid displays a list of pupils belonging to the selected exam group or subject set, along with their SCN number and gender. The subsequent columns display specific assessment units/components. You can auto complete all of the empty result cells by selecting 'P' or 'F' from the drop list at the top of each **Results** column. You are then able to change the forecast prediction for individual pupils, if necessary.



Note: In order to help you estimate your pupils' results, you could set up a markbook task for each component on which you wish to assess them, using **Markbook Tasks**, then use **Mark Entry** to enter the mark results, and use **Mark Inquiry** to create calculated columns for the set of tasks required. Alternatively, you could use **Markbook Schemes** to generate markbook tasks for you. You are also able to import markbook data from MS Excel, using the **Markbook Generic Export** and **Import** functions.

Once an actual result has been received and imported into the database, the actual result replaces the forecast result. The information icon  appears next to it. You can click on it to view the date on which the result was sent from the exam board.

HOW TO ACCESS SQA UNIT RESULTS

- » Go to [Academic Management > Exams > SQA Unit Results](#).

About Exam Arrangements

The 3sysACADEMIC **Exam Arrangements** function enables you to view and edit any existing exam access arrangement records. These records detail any special arrangements that pupils may need in order to be able to take their exams. For example, you may need to make arrangements for pupils with disabilities, such as a pupil requiring a scribe in order to sit an exam. You can make amendments to the type of category assigned to pupils' exam access arrangement records, and enter additional notes against pupils. To add the initial exam access arrangement records using passFINANCE/schoolADMIN.

Your System Administrator will have used passFINANCE/schoolADMIN to configure the types of categories from which you can choose, when you edit an existing exam access arrangement record, such as 'Extra Time', 'Reader', 'Scribe' and 'Dictionary Allowed'.

HOW TO ACCESS EXAM ACCESS ARRANGEMENTS

- » Go to [Academic Management > Exams > Exam Arrangements](#).

About Exam Results

You can use the 3sysACADEMIC **Exam Results** function to view the final exam results supplied by the exam boards. (You use passFINANCE/schoolADMIN to import the relevant exam result files from the exam boards.) The 'Standard' search view enables you to search by the following fields: **Candidate name**, **Subject**, **Exam board**, **Entries sent**, **Grade 1** and **Grade 2**. The **External Exam Results** grid displays a list of pupils matching your search criteria, with each of these fields displayed as columns. You are also able to view further exam details about each pupil, using the **External Exam Results** screen.

Depending on permissions, you may be able to copy the 'Standard' search view and edit it, or create a new one. For example, you may wish to view all those pupils who achieved 'A' grades only.

HOW TO ACCESS EXTERNAL EXAM ACCESS RESULTS

- » Go to [Academic Management > Exams > Exam Results](#).

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