

SQA and JCQ Examinations Training Manual

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1. Introduction to the Course

Welcome to today's course for Examination Officers. The course has been designed to take you through the entire process of setting up and managing the **External Exams** module in PASS for both SQA and JCQ exams, in recognition of the use of both systems within schools in Scotland.

Whilst some of the areas covered will be familiar to a number of delegates, it is always worthwhile to revisit the basic setup routines as in many cases the system will have been set up some time ago and possibly by staff who are no longer at the school. The course will also cover the use of Standard Reports, Report Builder and ODBC to extract data from the system for lists and analysis.

The morning sessions will be delivered as presentations by the course leader, and in the afternoon there will be an opportunity for delegates to practise some of the routines in a series of exercises.

If you have any questions about the course or any other aspects of using the WCBS software, please do not hesitate to ask the course leader either during one of the breaks or at the end of the course.

As always, we are most grateful to the host school for providing the facilities for today's course.

2. Course Agenda

0930 - 0945	Registration and Coffee
0945 - 0950	Introduction and Welcome
0950 - 1030	Session 1 - Setup Routines
1030 - 1100	Session 2 - Pupil Management
1100 - 1120	Break
1120 - 1200	Session 3 - Exam Group Management
1200 - 1230	Session 4 - Reporting
1230 - 1315	Lunch
1315 - 1500	Session 5 - Delegate Exercises
1500 - 1530	Session 6 - Questions and Answers
1530	Close and Depart

3. External Exams Module Process

Irrespective of whether JCQ or SQA Exams are in use, the process for managing the **External Exams** module follows the same pattern. This is outlined here, with aspects that are specific to each system being highlighted as such in the notes.

Stage	Process	Notes
i.	Overall System Configuration and Setup	Includes definition of exam systems in use, Centre Numbers, etc.
	Definition of Board (Awarding Organisation) and series.	
	Setup of Qualification levels and other parameters.	
	Basedata download and Import.	Will be required annually for SQA and per exam series for JCQ exams.
ii.	Pupil Details Update.	
	Setup of Registration Details and Submission .	SQA only.
	Allocation/Verification of Candidate details and UCIs.	JCQ only.
	Creation/Allocation of Exam Access Arrangements.	
iii.	Exam Group Management and Processing	
	Creation of Exam Groups.	
	Pupil Allocation to groups.	
	Verification of group membership.	
	Pupil Unit Management.	SQA Only.
	Submission of entries.	
	Exam Seat Allocation and timetable management.	Includes Clashes and other arrangements.
iv.	Assessment	
	Forecast Grade entry.	JCQ only.
	Coursework entry.	JCQ only.
	Estimates entry.	SQA only.
	Unit Results Entry.	SQA only.
	Results Import.	Both
v.	Reporting and Analysis	
	Results statements.	
	Results analysis.	
	Enquiries about results.	

4. Session 1 - Setup Routines

a) External Examinations Module Users and Security

Security for the **External Exams** module is managed via [Database > Security](#) and will be controlled by the System Manager. It is worthwhile creating at least one separate menu category for Exams module users and to restrict access to the module for other users to ensure that the integrity and confidentiality of the exams module is maintained. This is particularly important when results become available as only those users with access to the Exams module, Inquiry routines will be able to view the results prior to the *Results visible from* date and time specified in the Results Import routine.

i. Suggested Menu Categories

The access granted in the following categories is often incorporated within other menu categories which control access to the whole system for different groups of users. The notes here are only concerned with access to the **External Exams** module unless otherwise stated.

Exams Full Access	This will be used by the Exams Officer(s) and will provide full access to all routines in the External Exams module. Other areas such as Database, School Maintenance, System Schools may be required from time to time, but it may not be necessary to grant access to these areas on a permanent basis.
Exams Read Only	This would give access to the Inquiry and Reporting options within the Exams module, and therefore access to results as soon as they are loaded, but would not give access to the maintenance and setup routines. The settings from this category are often incorporated into the menu category used by the Head.

b) Database Settings

This section shows how to configure the database to enable the use of either the JCQ, SQA or both examination systems. This should be a one-time setup routine, but it is essential that the correct details are entered here and it is worth checking if you are in any doubt or taking over the management of the system for the first time.

In PASS, select **Database > School Maintenance>System Schools**. There may be multiple schools listed here, so it is important to select the correct school. Some of the entries in the list may be used for accounting purposes only as shown here:

Code	Name	House/Street	Village/Area	Town/City	Telephone	Fax	Age Range	In Use?	Last Amend
ZA	The Camelot School	Somerset House	Magdalene Street	Glastonbury	01458 833055	01458 835297	18	<input checked="" type="checkbox"/>	SUPER
ZB	Group Account							<input checked="" type="checkbox"/>	GRFIT

- Double click on the chosen school record and then select the **National Settings** tab.

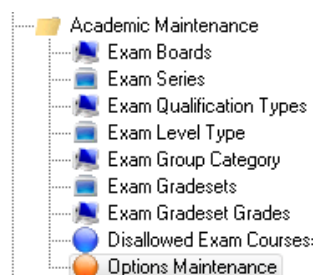
The **External Exams** section should be completed as shown:

Please note: It is possible to select to have separate SQA Centre numbers by pupil gender. This option is not available for JCQ examinations. The **Centre Numbers** must be entered accurately, as these are used in other routines within the module and these routines will fail if incorrect numbers are entered here.

Terminology	If the Use SQA examinations box is ticked, the menu items Exam Options and Exam Components will be renamed Exam Courses and Exam Units , respectively. This will apply regardless of the setting of the Use JCQ examinations box.
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- Once the details have been verified, click on  to save any changes made.

c) Academic Maintenance



This section covers the core setup routines within the **External Exams** module which must be carried out prior to using the module for the first time. Again, it is worth checking the items in this section even if you have been running the system for some time to ensure that they are still correct and accurate. Items such as **Exam Series** change from time to time and may need to be revised.

i. Exam Boards (Awarding Organisations)

Exam Boards are only used in their true sense by the JCQ Exams, but an additional board with a code of 50 is set up for SQA exams. The exam boards should be set up using their code numbers as below:

Code	Description
01	OCR
02	CIE
10	Edexcel (GCSE)
11	Edexcel (GCE)
40	WJEC (GCSE)
41	WJEC (GCE)
50	SQA
61	CCEA (Northern Ireland)
70	AQA

Contact Details for all the JCQ Awarding Organisations are shown here (details correct at August 2014):

JCQ

29 Great Peter Street
 London
 SW1P 3LW
 E-mail: centresupport@jcq.org.uk
 Fax: 020 7374 4343
 Website: www.jcq.org.uk

AQA

Stag Hill House
 Guildford
 Surrey
 GU2 7XJ
 Tel: 0844 209 6614
 Fax: 01483 300 152
 Website: www.aqa.org.uk

CCEA

29 Clarendon Road
 Belfast
 BT1 3BG
 Tel: 02890 261 200
 Fax: 02890 261 234
 Website: www.ccea.org.uk

Edexcel

190 High Holborn
 London
 WC1V 7BH
 Tel: 0844 463 2535
 Website: www.edexcel.com

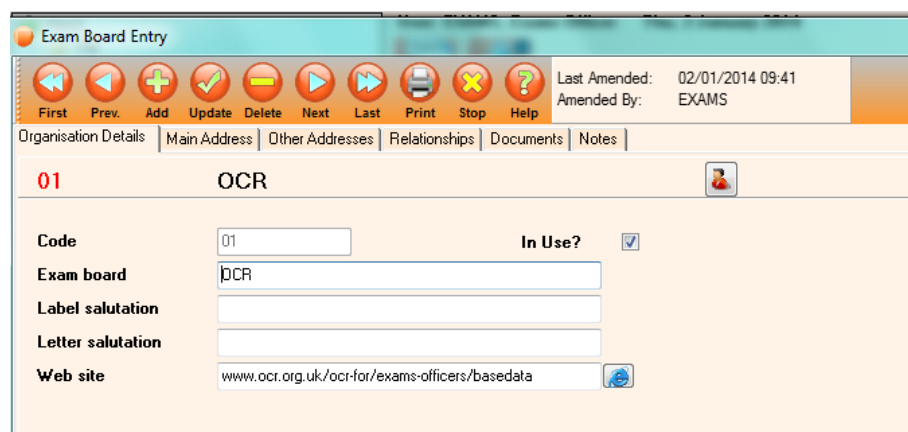
OCR

Syndicate Buildings
 1 Hills Road
 Cambridge
 CB1 2EU
 Tel: 01223 553 998
 Fax: 01223 553 051
 Website: www.ocr.org.uk

WJEC/CBAC

245 Western Avenue
 Cardiff
 CF5 2YX
 Tel: 02920 265 155 or 02929 265 135
 Fax: 02920 265 414
 Website: www.wjec.co.uk

The Exam Board records should be created as shown below, using the numeric code as shown above. Again this is essential for the correct operation of the system.



Please notes

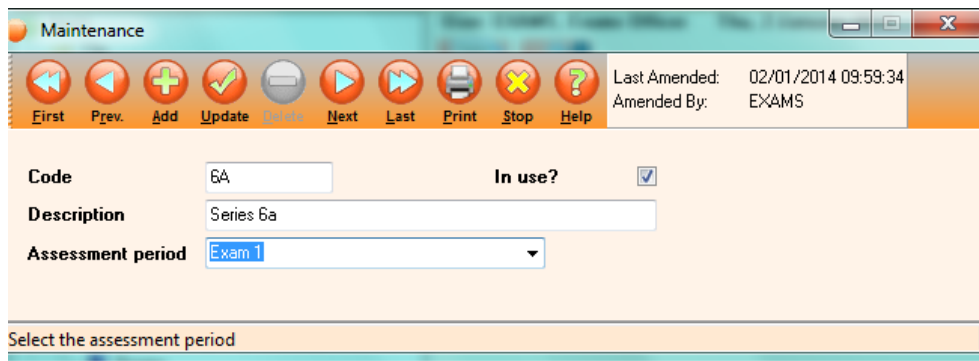
- The Exam board records may already exist as Purchase Ledger Suppliers in the database. In this case use the **Search Organisation** button after entering the code to copy the details and prevent the creation of a duplicate record.
- Note the inclusion of the Web Site field. This can be as specific, as required. In this case the Basedata page has been entered to allow swift access to this specific page.



Create records only for the exam boards in use at your school. Note the requirement to create Board code 50 if SQA exams are in use.

ii. Exam Series

Exams are grouped into different series, each with a code. The first character of the code denotes the month of the exam series (1 for January, 6 for summer, etc.), followed by a letter. There is no consistency between the series codes used by the different Awarding Organisations and it is therefore recommended that the series descriptions are kept as generic as possible. The series codes required for any given exam season will be shown on the Awarding Organisations' websites.

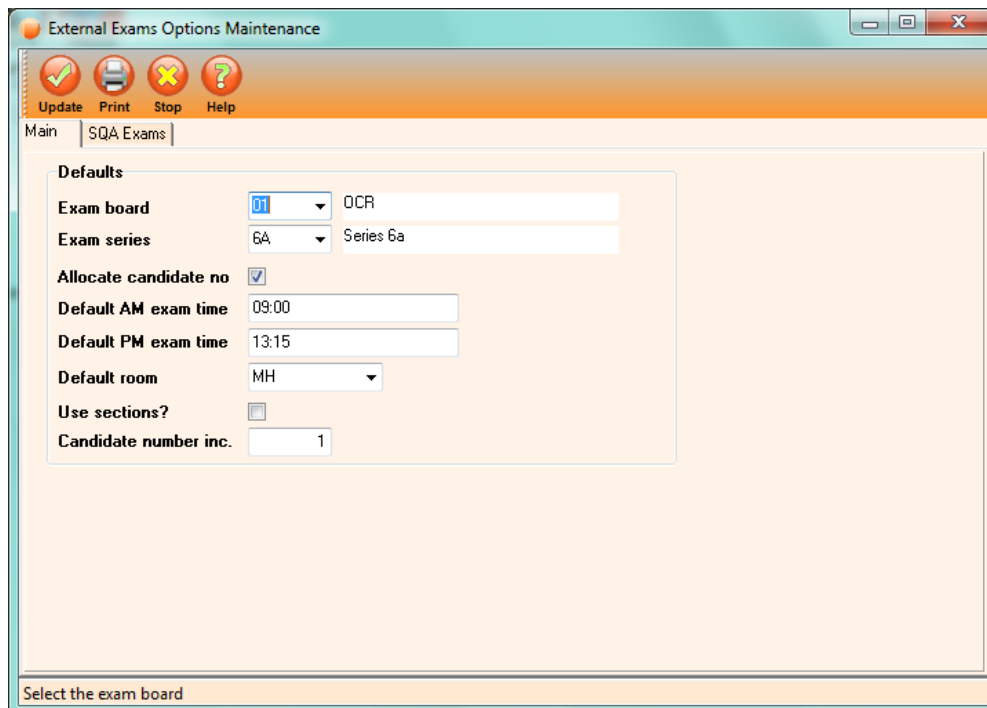


Please note:

- It is possible to create a new Exam series when loading the Basedata files if this has not already been done.
- Exam Series can be linked to an **Assessment Period** for reporting and analysis purposes (optional).
- SQA Users. A dummy exam series with a code SQ is required for SQA exams users.

iii. Exam Options

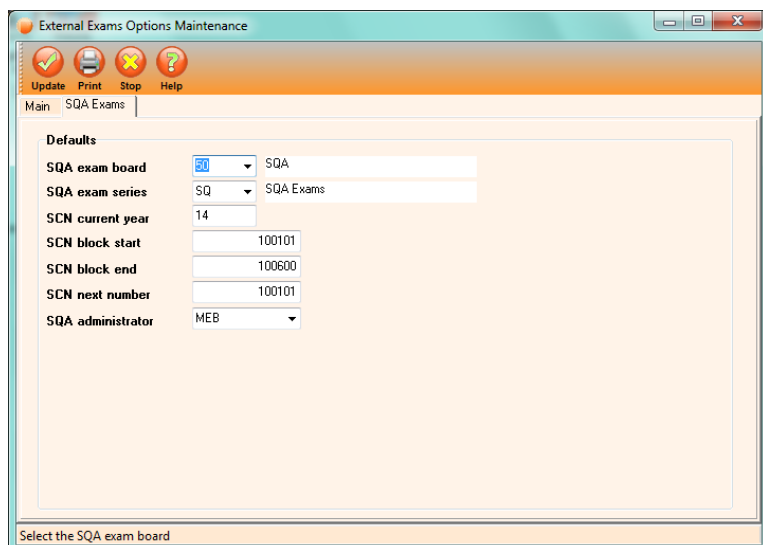
Once the Board and Series records have been created, the overall options for the **External Exams** module can be set. This section will have either 1 or 2 tabs (subject to SQA exams being in use).



Notes:

- The **Main** tab is applicable to JCQ exams and items that are common to all exam systems, such as the times and default room.
- If the majority of exams taken are provided by one awarding body, this can be specified as a default which is then applied to searches in a number of areas. These fields can be left blank if this feature is not required.
- The allocation of Candidate numbers will be covered further in Session 2, but the selection of the tick box here controls whether numbers are allocated automatically (using the increment value on this page) or manually.
- The default times will be applied to all *timetabled* components (units) loaded from the basedata. These will need to be edited as will be seen later in this section.

- Only rooms with a designated Exam Capacity will be listed in the drop down list for the Default room. See section *d) Rooms* (below) for further details.



Notes:

- The **SQA** tab is only visible if SQA exams have been enabled in the System School record, as described in section *b) Database Settings* (page 9) above.
- The SCN block allocation will be advised to the school by SQA.

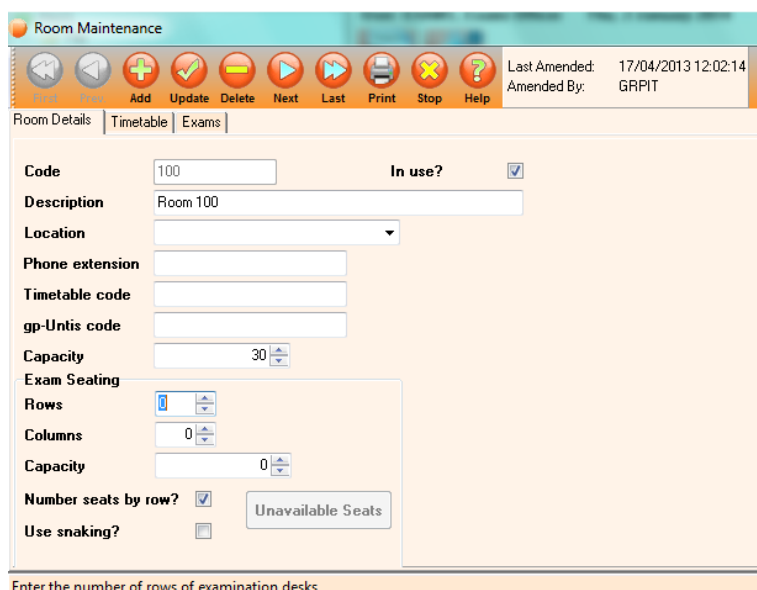
iv. Exam Qualifications, Levels, Gradesets and Gradeset Grades

These sections should be checked to ensure that all the required values are loaded. Note that the Exam Qualifications section will need to be linked to either Course or Unit Gradesets for SQA exams.

d) Rooms

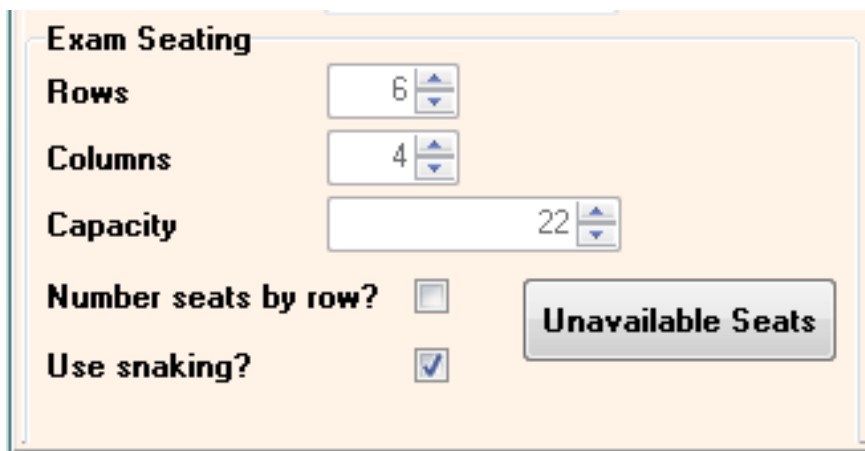
Room records are required for the timetabling of exams and can be accessed from the **External Exams** module or from *Database>School Maintenance>Rooms*. The same routine is accessed from either location. It is likely that room records will already exist in the database, as they will have been required for timetable purposes.

A sample room record without an exam capacity is shown here:



Note that for normal use, the room has a capacity of 30, but this may not apply to its use for exams; where wider spacing between desks or other considerations may apply.

Exam capacity is specified in rows and columns, as shown below:



Notes:

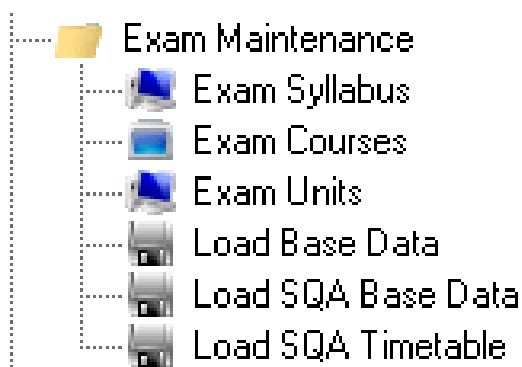
- Although the number of rows and columns has been set to give a total of 24 seats, the total is set to 22 as 2 sets have been flagged as unavailable for exam purposes. This allows for items such as access to doors and other obstructions in the room.
- Seats may be numbered by column (default) or by row.
- Use snaking** allows the numbering to be continuous across rows or down columns.
- A seat plan can be viewed by clicking on **Unavailable Seats**.

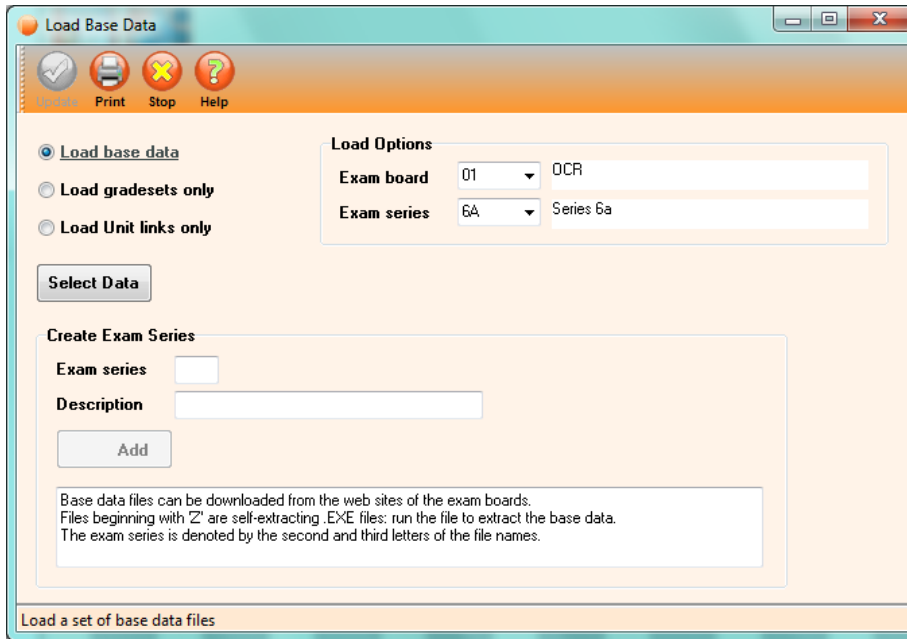
	1	2	3	4
A			11	22
B	1	10	12	21
C	2	9	13	20
D	3	8	14	19
E	4	7	15	18
F	5	6	16	17


e) Load Basedata (JCQ Exams)

Basedata files should be downloaded as .zip files from the Awarding Organisations' websites as required. The files should be copied to the External Exams\Input folder as specified in [PASS > Database > Security > Documents Folder Paths](#).

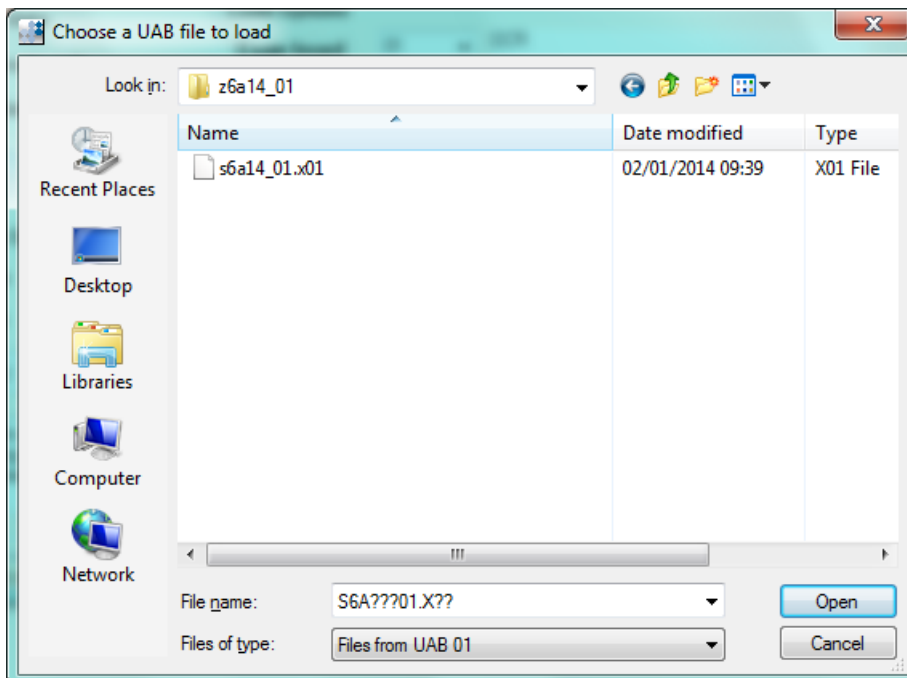
Basedata is loaded using the [Exam Maintenance > Load Base Data](#) routine.






- If a default Exam Board and Series have been specified in the **Options** section, these will be shown by default here. Otherwise select the board and series required.
- If the **Exam Series** required does not currently exist in the system, it may be created here.
- Click on the  button to select the data file.

Note that parts of the filename will have been defaulted by the system based on the board and series specified.

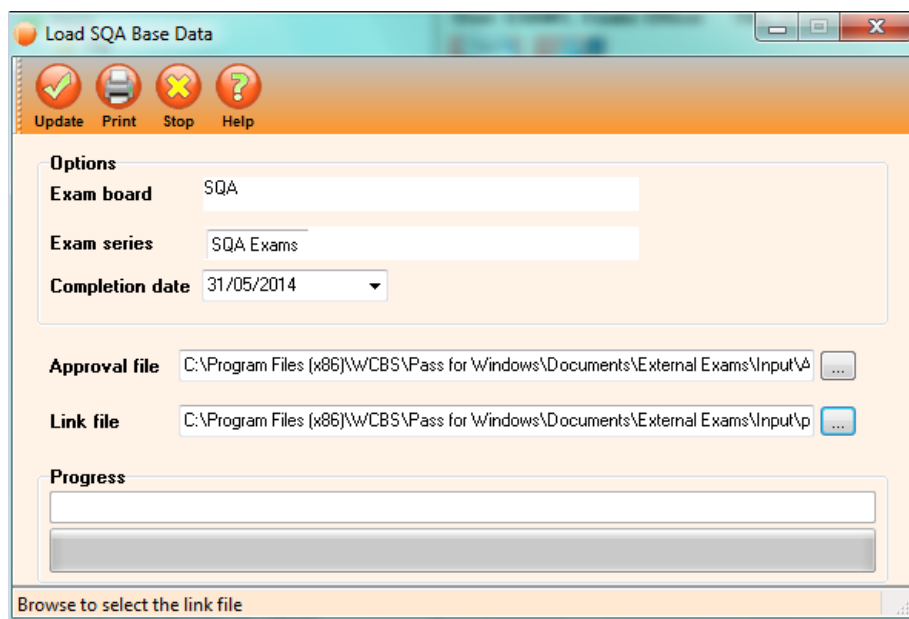


Select the required file from the list offered (usually only one file unless amendments have been issued, in which case the x01 suffix will be incremented accordingly).

- Once the correct file is selected, click on Open to select and then  to load the data.
- Repeat this process for other Boards and Series as required.

f) Load SQA Base Data

This follows a different process from the JCQ Exams, and uses the Load SQA Base Data routine. Centres will have been supplied *Approvals* and *Prodlink* files by the SQA, which will be unique to the centre and coded with the Centre number as specified in section *b) Database Setting* (page 9).



Note that it is necessary to select both files in the same routine.

g) Load SQA Exam Timetable

The SQA Timetable is supplied in an Excel format to schools and should be loaded using this routine after the Basedata has been loaded. This is different from JCQ Exam data where the timetable data is supplied as part of the Basedata files.

Please note that the column headings for the file must be in this format:

Date	Course	Course Name	Level	Elements	From	To	Paper	Level Code
------	--------	-------------	-------	----------	------	----	-------	------------

h) Notes

Please use this space for your own notes on the topics raised in this session.



5. Session 2 - Pupil Maintenance

This session will cover the different aspects of managing pupils as Exam Candidates, including the allocation of Candidate numbers, UCIs and SCN numbers, Exam Access Arrangements and other requirements.

a) Allocate Candidate Numbers

Candidates may already have Candidate Numbers and UCI (Unique Candidate ID) numbers and these can be manually transferred to the system, but it is also possible to generate the numbers for groups of pupils as required.

- Select **Generate Candidate Numbers** from the **External Exams** menu.

- Select the **Year Group** required: All pupils in that Year group will be displayed.
- Enter the next *Internal* Candidate Number to be used, then click on the  button. This will confirm the change made.
- Select the required order for Candidate Numbers to be allocated in.
- Select the required pupils.
- If any of the pupils already have Candidate Numbers and it is desired to override these with new ones, tick the appropriate box.
- Click on  to generate the records.
- A report is compiled to show the numbers created.
- It is also possible to see the allocated numbers by ticking the **Override candidate numbers** box, which will then show the pupils with their allocated numbers.

Name	Code	Form	Year	Candidate No.	Unique Candidate No.
ADAMS, Lauren Sally	ADA001	11A	Year 11	1000	645950141000X
ASHMAN, Timothy George	ASH001	11A	Year 11	1001	645950141001D
BASTON-SMYTHE, Henrietta Charlotte	BAS001	11A	Year 11	1002	645950141002K
BOUILLON, Louis Josef Albert Corneille	BOU001	11A	Year 11	1003	645950141003V
BRIGGS, Thomas William	BRI002	11A	Year 11	1004	645950141004B
BURGESS, Amanda Jane	BUR001	11A	Year 11	1005	645950141005G
BURGESS, Andrew Peter	BUR002	11A	Year 11	1006	645950141006R
CAVENDISH, Mary	CAV001	11A	Year 11	1007	645950141007Y
CHARLES, Mary	CHA002	11A	Year 11	1008	645950141008E
JACKSON, Helen Mary	JAC001	11A	Year 11	1009	645950141009L
KENNEDY, Donald	KEN001	11A	Year 11	1010	645950141010E
MASON, Mary	MAS001	11A	Year 11	1011	645950141011L
PHILLIPS, James David	PHI001	11A	Year 11	1012	645950141012W

- Repeat the process as required for other year groups.

The details can now be seen in the Pupil record as shown here:

ADA001 ADAMS, Lauren Sally Lauren

Category

Main category

Second category

Pupil type

Reference

Unique pupil number

External Exams

Candidate number: 1000 [Generate]

Candidate name: ADAMS:LAUREN SALLY

Unique candidate id: 645950141000X [✓] [➕]

Qualifier flag: Normal Internal

b) Generate SQA Candidate Numbers (SCN)

The process for generating the Scottish Candidate Numbers is similar to that for the JCQ UCIs, but is a separate routine. A sample screen is shown below:

Generate SQA Candidate Number

Select form year: Y11 Year 11 Registration stage: Fifth year of secondary education

Records: 00013

Code	Name	Form	Year	SCN	Date of Birth	Selected
ADA001	ADAMS, Lauren Sally	11A	Year 11		04/01/1997	<input checked="" type="checkbox"/>
ASH001	ASHMAN, Timothy George	11A	Year 11		01/06/1997	<input checked="" type="checkbox"/>
BAS001	BASTON-SMYTHE, Henrietta Charlott	11A	Year 11		01/08/1997	<input checked="" type="checkbox"/>
BOU001	BOUILLON, Louis Josef Albert Corneli	11A	Year 11		18/04/1997	<input checked="" type="checkbox"/>
BRU001	BRIGGS, Thomas William	11A	Year 11		11/04/1997	<input checked="" type="checkbox"/>
BUR001	BURGESS, Amanda Jane	11A	Year 11		04/05/1997	<input checked="" type="checkbox"/>
BUR002	BURGESS, Andrew Peter	11A	Year 11		04/05/1997	<input checked="" type="checkbox"/>
CAV001	CAVENDISH, Mary	11A	Year 11		11/02/1997	<input checked="" type="checkbox"/>
CHA002	CHARLES, Mary	11A	Year 11		11/02/1997	<input checked="" type="checkbox"/>
JAC001	JACKSON, Helen Mary	11A	Year 11		18/04/1997	<input checked="" type="checkbox"/>
KEN001	KENNEDY, Donald	11A	Year 11		18/04/1997	<input checked="" type="checkbox"/>
MAS001	MASON, Mary	11A	Year 11		22/03/1997	<input checked="" type="checkbox"/>
PHI001	PHILLIPS, James David	11A	Year 11		13/03/1997	<input checked="" type="checkbox"/>

Note: Past pupils are highlighted in red

Select all Deselect all Show Candidate Numbers?

Note that the registration stage must be selected prior to generating the SCNs. This is normally done in the First Year of Secondary education, but this may be changed, as required. Once the numbers have been generated the detail is visible in the **SQA Registration** tab of **Pupil Maintenance**.

ADA001 ADAMS, Lauren Sally Lauren

SQA External Exams

Candidate number: 141001019 [✓] [Generate]

Registration stage: Fifth year of secondary education

Candidate forename: Lauren

Candidate surname: Adams [Copy Address]

Address line 1: 20 Grovehill Road

Address line 2:

Address line 3: Redhill

Address line 4: Surrey

Post code: RH1 6PJ

Date registration sent:

Process by exception?

Please note: At this stage the **Date Registration Sent** field is blank.

There must be a valid address, including either a postcode or BFPO number included in this tab. By default, the address is copied from the Pupil's Main address fields.

If there are two pupils with the same surname, first initial and date of birth, then the **Process by Exception** box must be ticked to allow the record to be recognised as a separate record. Validation normally takes place on the three fields mentioned above.

Once the Registrations have been generated, it is necessary to submit a Registrations file to SQA. This is done using the **Export SQA Registrations** routine in the **SQA File Transfer** section.



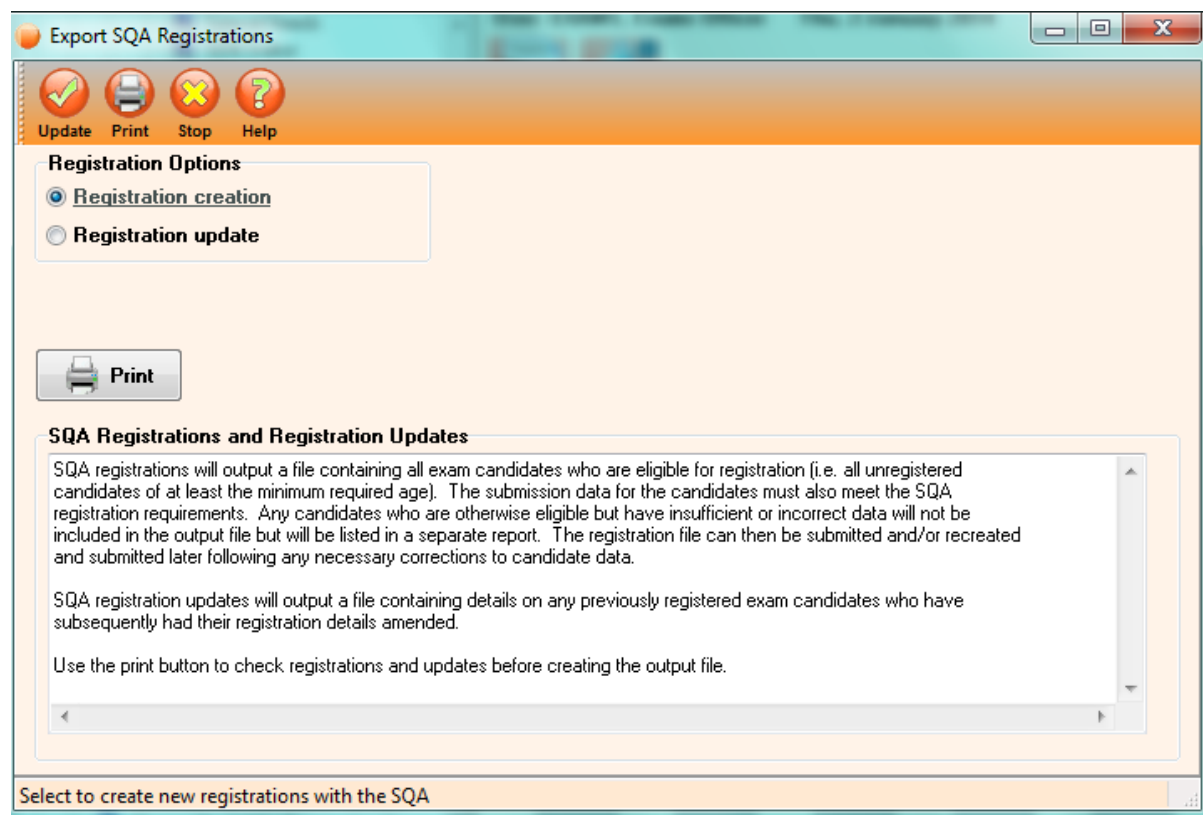
This routine will create a *xml file* in the documents folder in the PASS server. The filename will be:

- Centre Number_ddmmyyyy_hhmmss

This is then submitted to SQA.

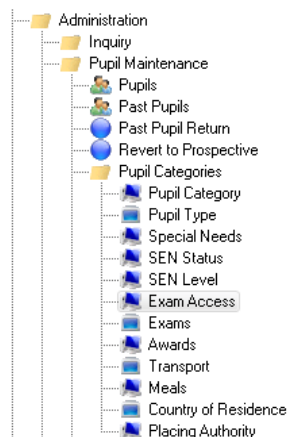
The routine also updates the date field on the pupil record, and then prevents amendment of fields, other than forename, surname and address.

Note that any changes such as addresses on the **SQA Registration** tab of the pupil record will require an amendment file to be sent to SQA.



c) Exam Access Arrangements

Exam Access arrangements are set up in the **Pupil Categories** section of the **Administration Module** and are then applied to Candidate records via the **Special Needs** tab. In addition, there is an option to specify a percentage based extra time for exams option on this tab, which will be applied automatically to all components taken by the candidate.



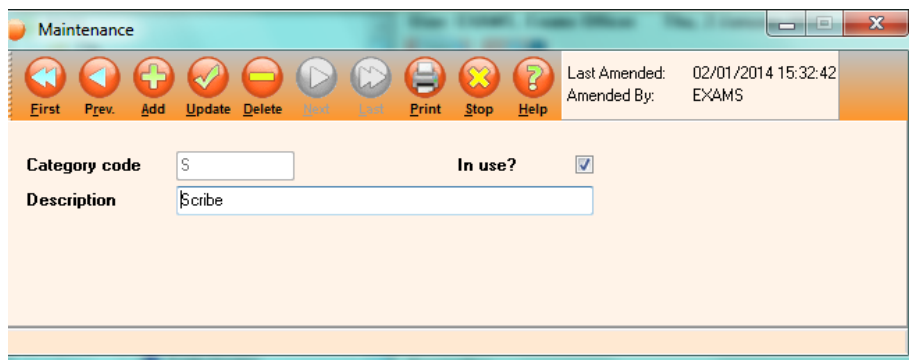
The **Access Arrangements records** consist simply of a code and description. The full list of Access Arrangements as published by the JCQ is shown here:

Supervised rest breaks
Extra time of up to 25%
Extra time of up to 50%
Extra time of over 50%
Computer reader/reader
Read aloud
Scribe/Voice activated software (assistive technology)
Word processor
Transcript
Prompter
Oral Language Modifier
Live speaker for pre-recorded examination components
Sign Language Interpreter
Practical assistant
Alternative accommodation away from the centre
Other arrangements for candidates with disabilities
Exemptions
Bilingual translation dictionaries with up to a maximum of 25% extra time

Further details on *Access Arrangements* is available to download via:

- <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/access-arrangements-and-reasonable-adjustments-2013-2014-standard-pdf-version>

An example of an access arrangement in PASS is shown here:

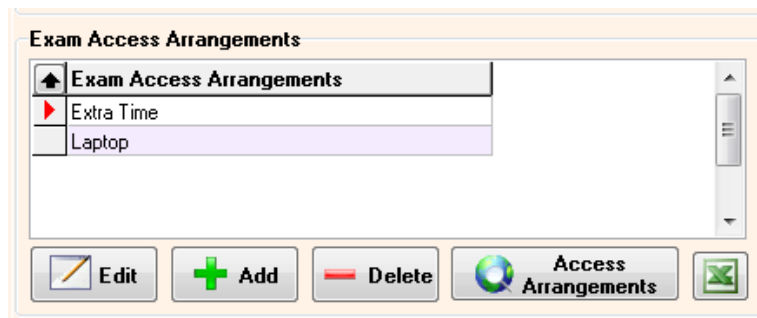


New access arrangements may be added as required.


d) Allocation of Access Arrangements to Candidates

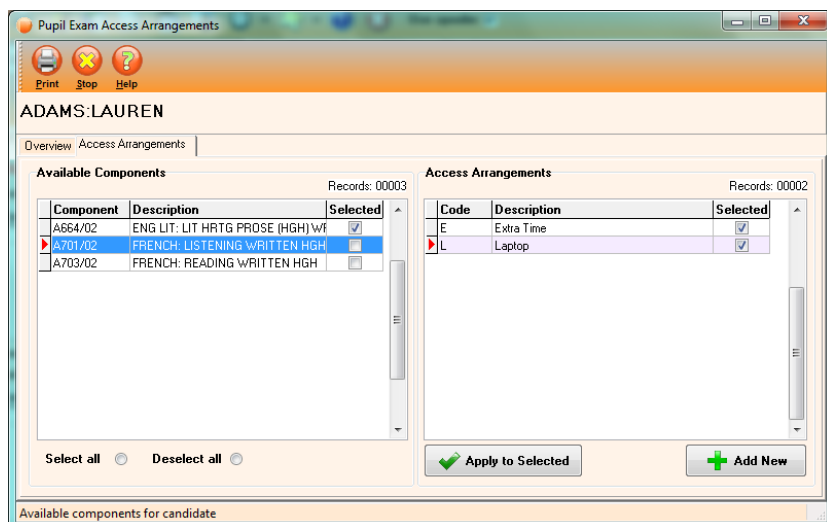
In order to add Access Arrangements to Candidates it is necessary for the user to have access to **the Special Needs** tab of **Pupil Maintenance**. This should be reviewed with the System Manager if necessary.

Exam Access Arrangements are found at the bottom left of the Special Needs screen. They can be allocated to candidates before the candidate has been allocated to an Exam Group, and the Access Arrangements then allocated to the relevant components (units).




Access Arrangements may be allocated to specific Units or Components from the Pupil record, as above. If required, Component (Unit) Overrides are then created from the Exam Group record.

- To add Access arrangements from the Pupil Record, click on  as above.
- When first opened, the overview screen will be blank. Click on the **Access Arrangements** tab to show available components or units for the pupil.

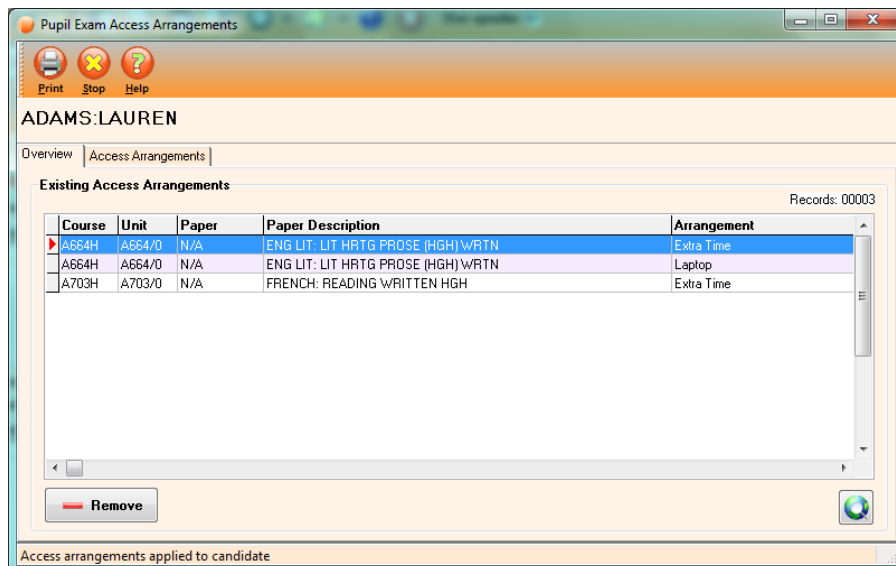


The Access Arrangement(s) and components are then selected as required. In this example the Extra Time and Laptop arrangements will be applied to the English Literature exam, and the Extra Time only to the French Reading paper.

The screen above shows the required settings for the English Literature paper.

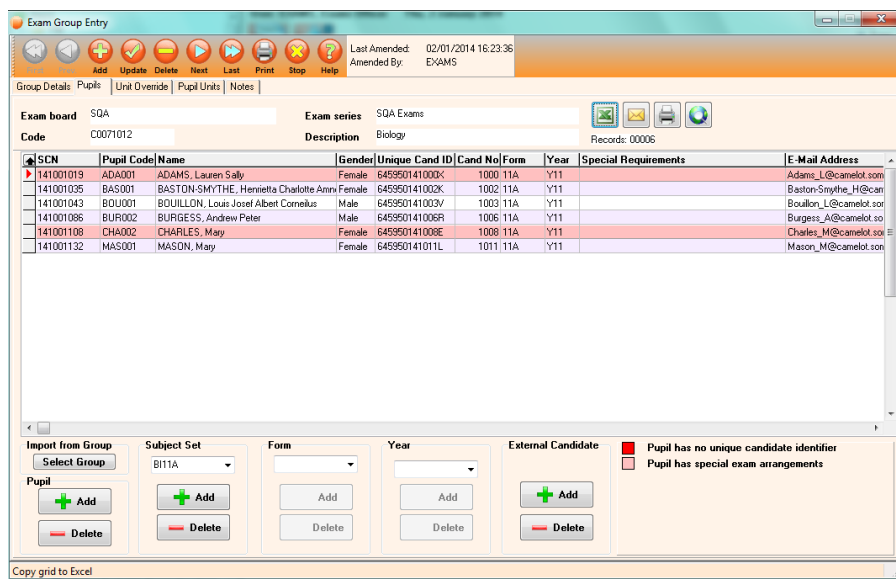
- Click on  to add the arrangements to this component.
- Repeat the process for the French component required.

Once created, the arrangements are visible in the **Overview** tab.



Please note: this does not automatically create the Component or Unit Overrides for the candidate, but flags that these arrangements are in place which can be reported on and is indicated in the Exam Group listings, as shown in the next section.

The process is identical for JCQ and SQA exams. The creation of Exam Groups will be covered in more detail in the next section, but here we can see a group of pupils who have been allocated to an exam group for a particular Course or Option.



Note that two of the candidates are highlighted because they have Access Arrangements or Extra time allocated to them.

- Click on the **Unit (Component) Override** tab to create the required changes to time, room or date.

e) **Notes**

Please use this space for your own notes on the topics raised in this session.

6. Session 3 - Exam Group Management

This session will be concerned with the creation and management of exam groups from the basedata options supplied by the Awarding Organisation. Much of the day to day management of the exams, including submission of entries is covered in this session.

a) Create Exam Groups from Options (Courses)

This is the quickest way to create the exam groups required.

- From the grid listing, first select the required Awarding Body and then use **Search** to narrow down the list to the required options.

Description	Board	Selected	Series	Exam	Syllabus	Qualification	Level	QCA	Fee
FTR ADD SCI A:FA SCI CNTD ASMNT PMOD	01	<input type="checkbox"/>	GA	A194B	A194	GCSE	B	9999	7.35
FTR ADD SCI:ADD SCI CNTRL ASMNT OREP	01	<input type="checkbox"/>	GA	B763A	B763	GCSE	B	9999	9.85
FTR ADD SCI:ADD SCI CNTRL ASMNT PMOD	01	<input type="checkbox"/>	GA	B763B	B763	GCSE	B	9999	9.85
FTR ADD SCI:ADD SCI MDL B5 C5 P5 FND	01	<input type="checkbox"/>	GA	B761F	B761	GCSE	B	9999	9.85
FTR ADD SCI:ADD SCI MDL B5 C5 P5 HGH	01	<input type="checkbox"/>	GA	B761H	B761	GCSE	B	9999	9.85
FTR ADD SCI:ADD SCI MDL B6 C6 P6 FND	01	<input type="checkbox"/>	GA	B762F	B762	GCSE	B	9999	9.85
FTR ADD SCI:ADD SCI MDL B6 C6 P6 HGH	01	<input type="checkbox"/>	GA	B762H	B762	GCSE	B	9999	9.85
FURTHER ADDITIONAL SCIENCE A	01	<input type="checkbox"/>	GA	J246	J246	GCSE	FC	RA1D	0
FURTHER ADDITIONAL SCIENCE B	01	<input type="checkbox"/>	GA	J266	J266	GCSE	FC	RA1D	0
GEOG A: CNTMPRY THMS GEOG WRTN (FND)	01	<input type="checkbox"/>	GA	A731F	A731	GCSE	B	9999	9.85
GEOG A: CNTMPRY THMS GEOG WRTN (HGH)	01	<input checked="" type="checkbox"/>	GA	A731H	A731	GCSE	B	9999	9.85
GEOG A: GEOGRPHCL SKILLS WRTN (FND)	01	<input type="checkbox"/>	GA	A732F	A732	GCSE	B	9999	9.85
GEOG A: GEOGRPHCL SKILLS WRTN (HGH)	01	<input checked="" type="checkbox"/>	GA	A732H	A732	GCSE	B	9999	9.85
GEOG A:LOCAL GEOGRPHCL INVSTGTN CFWD	01	<input type="checkbox"/>	GA	A733C	A733	GCSE	B	9999	9.85
GEOG A:LOCAL GEOGRPHCL INVSTGTN OREP	01	<input type="checkbox"/>	GA	A733A	A733	GCSE	B	9999	9.85
GEOG A:LOCAL GEOGRPHCL INVSTGTN PMOD	01	<input checked="" type="checkbox"/>	GA	A733B	A733	GCSE	B	9999	9.85
GEOG B: GEOGRAPHICAL ENQUIRY CFWD	01	<input type="checkbox"/>	GA	B562C	B562	GCSE	B	9999	9.85
GEOG B: GEOGRAPHICAL ENQUIRY OREP	01	<input type="checkbox"/>	GA	B562A	B562	GCSE	B	9999	9.85
GEOG B: GEOGRAPHICAL ENQUIRY PMOD	01	<input type="checkbox"/>	GA	B562B	B562	GCSE	B	9999	9.85
GEOG B: GEOGRAPHICAL KEY THEMES FND	01	<input type="checkbox"/>	GA	B563F	B563	GCSE	B	9999	9.85
GEOG B: GEOGRAPHICAL KEY THEMES HGH	01	<input type="checkbox"/>	GA	B563H	B563	GCSE	B	9999	9.85
GEOG B: SUSTAINABL DECISION MKNG FND	01	<input type="checkbox"/>	GA	B561F	B561	GCSE	B	9999	9.85
GEOG B: SUSTAINABL DECISION MKNG HGH	01	<input type="checkbox"/>	GA	B561H	B561	GCSE	B	9999	9.85
GEOG: GEOGRAPHICAL ENQUIRY CRD FWD	01	<input type="checkbox"/>	GA	A771C	A771	GCSE	B	9999	7.35
GEOG: GEOGRAPHICAL ENQUIRY OREP	01	<input type="checkbox"/>	GA	A771A	A771	GCSE	B	9999	7.35
GEOG: GEOGRAPHICAL ENQUIRY PMOD	01	<input type="checkbox"/>	GA	A771B	A771	GCSE	B	9999	7.35
GEOG: KEY GEOGRAPHICAL THEMES FND	01	<input type="checkbox"/>	GA	A772F	A772	GCSE	B	9999	7.35
GEOG: KEY GEOGRAPHICAL THEMES HGH	01	<input type="checkbox"/>	GA	A772H	A772	GCSE	B	9999	7.35
GEOGRAPHY (SHORT COURSE)	01	<input type="checkbox"/>	GA	J085	J085	GCSE	SC		0
GEOGRAPHY A	01	<input checked="" type="checkbox"/>	GA	J382	J382	GCSE	FC	RF4	0
GEOGRAPHY B	01	<input type="checkbox"/>	GA	J385	J385	GCSE	FC	RF4	0
GEOGRAPHY OCR REPOSITORY	01	<input type="checkbox"/>	GA	R406A	R406	EL	B		20.4
GEOGRAPHY POSTAL MODERATION	01	<input type="checkbox"/>	GA	R406B	R406	EL	B		20.4
GERMAN	01	<input type="checkbox"/>	GA	J731	J731	GCSE	FC	FKG	0
GERMAN OCR REPOSITORY	01	<input type="checkbox"/>	GA	R429A	R429	EL	B		20.4
GERMAN POSTAL MODERATION	01	<input type="checkbox"/>	GA	R429B	R429	EL	B		20.4
GERMAN SPOKEN LANGUAGE (SHRT COURSE)	01	<input type="checkbox"/>	GA	J031	J031	GCSE	SC		0

Description (for Subject), and Qualification are perhaps the most useful of the fields to search on.

- Select the required options and then click **Update**. Don't forget to select the Certification option (coded X for SQA exams) as well as any required modules.

Note the message that Subjects will need to be allocated to the groups after creation. This ensures that the Exam groups are linked to the appropriate subject sets for allocation of pupils and also for reporting.

b) Exam Groups

Exam Groups should now be used to allocate candidates to the exams and to create any required overrides.

As in other parts of the module, the list will default to showing groups created for the Awarding Body and Series specified as the default in the **Exam Options** section. It's worth being aware of this before searching for a particular group.

As mentioned earlier, the first task with any group will be to link it to the relevant Subject record as shown here:

Exam Group Entry

Last Amended: 02/01/2014 17:13:12
Amended By: EXAMS

Group Details | Pupils | Unit Override | Result Enquiries | Notes

Exam board: 01 OCR
Exam series: 6A Series 6a

Code: 6AJ38212 In Use?
Description: GEOGRAPHY A
Subject: GE Geography
Exam Course: J382 GEOGRAPHY A
Category:
Completion year: 2012

Use in progress tracking?

- Repeat this task for all exam groups created.

The next task is to allocate pupils to the Exam group. Pupils can be selected in a number of different ways as shown below:

Import from Group: Select Group
Pupil: Add, Delete

Subject Set: Add, Delete

Form: Add, Delete

Year: Add, Delete

External Candidate: Add, Delete

The **Subject Set** option will list Subject Sets linked to the same Subject as the Exam group, hence the importance of allocating the group to a Subject record in the previous screen. Pupils may also be added individually or from selected Forms or Form Years.

In this example a single subject set has been selected and all the pupils added to the Exam Group.

Exam Group Entry

Last Amended: 02/01/2014 17:21:06
Amended By: EXAMS

Group Details | Pupils | Unit Override | Result Enquiries | Notes

Exam board: OCR Exam series: Series 6a
Code: 6AA731H12 Description: GEOG A: CNTMPFY THMS GEOG WRTN (HGH) Records: 00009

SCN	Pupil Code	Name	Gender	Unique Cand ID	Cand No	Form	Year	Special Requirements	E-Mail Address
141001019	ADA001	ADAMS, Lauren Saly	Female	645950141000X	1000	11A	Y11		Adams_L@camelot.sc
141001027	ASH001	ASHMAN, Timothy George	Male	645950141001D	1001	11A	Y11		Ashman_T@camelot.sc
141001051	BRID02	BRIGGS, Thomas William	Male	645950141004B	1004	11A	Y11		Briggs_T@camelot.sc
141001076	BUR001	BURGESS, Amanda Jane	Female	645950141009G	1005	11A	Y11		Burgess_A@camelot.sc
141001094	CAV001	CAVENDISH, Mary	Female	645950141007Y	1007	11A	Y11		Cavendish_M@camelot.sc
141001116	JAC001	JACKSON, Helen Mary	Female	645950141009L	1009	11A	Y11		Jackson_H@camelot.sc
141001124	KEN001	KENNEDY, Donald	Male	645950141010E	1010	11A	Y11		Kennedy_D@camelot.sc
141001132	MAS001	MASON, May	Female	645950141011L	1011	11A	Y11		Mason_M@camelot.sc
141001140	PHI001	PHILLIPS, James David	Male	645950141012W	1012	11A	Y11		Phillips_J@camelot.sc

Import from Group: Select Group
Pupil: Add, Delete

Subject Set: GE11A Add, Delete


Form: Add, Delete

Year: Add, Delete

External Candidate: Add, Delete

Pupil has no unique candidate identifier
 Pupil has special exam arrangements

Note how the first record is highlighted, indicating that the candidate has access arrangements that may apply.

- From the **Component (Unit) Override** tab, click on  to add a new override.
- Complete the details, as required.

In this case the Time Allowed has been increased. Note that it is possible to select multiple candidates in the same screen, and that the grid may be filtered using the **Search** button to find specific candidates.

c) Timetable Management

When the Exam Component records for Timetabled items are created from the Basedata files, the default AM or PM start time will be allocated from the times set up in the **Exam Options** section. In many cases where there are several shorter papers sat in the same session, the start time will need to be amended. In the case of the examples below, both the Listening and Reading Higher level papers are to be sat on the same day and in the same session, but they must have different start times.

FRENCH: LISTENING WRITTEN FND	01	6A	A701/01	<input type="checkbox"/>	0	T	12/05/2014	P
FRENCH: LISTENING WRITTEN HGH	01	6A	A701/02	<input type="checkbox"/>	0	T	12/05/2014	P
FRENCH: READING WRITTEN FND	01	6A	A703/01	<input type="checkbox"/>	0	T	12/05/2014	P
FRENCH: READING WRITTEN HGH	01	6A	A703/02	<input type="checkbox"/>	0	T	12/05/2014	P

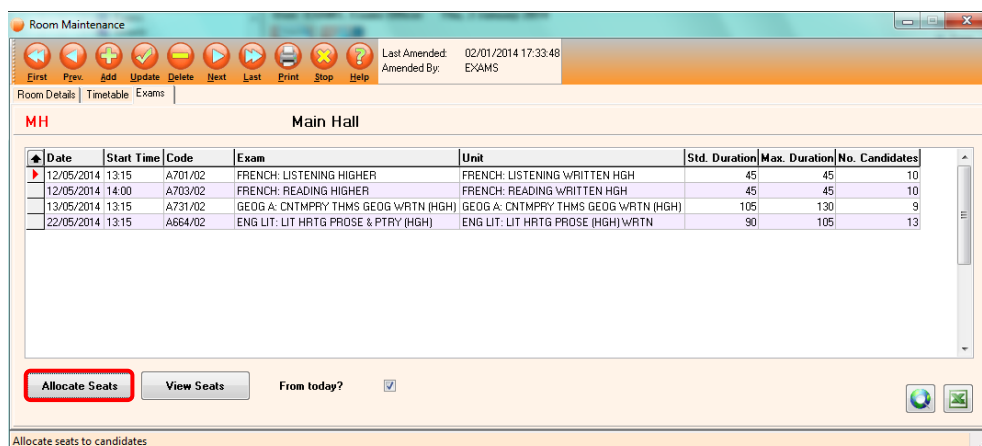
- Select the component which is to have a later start time and then click on **Edit**.

- Amend the start time as shown above and then update the record. This should be done for all exams which fall into this category.

The *Exam Timetable by Date* grid report can be helpful here in identifying the records which need to be changed. This should be run once the exam groups required have been created.

d) Seat Allocation

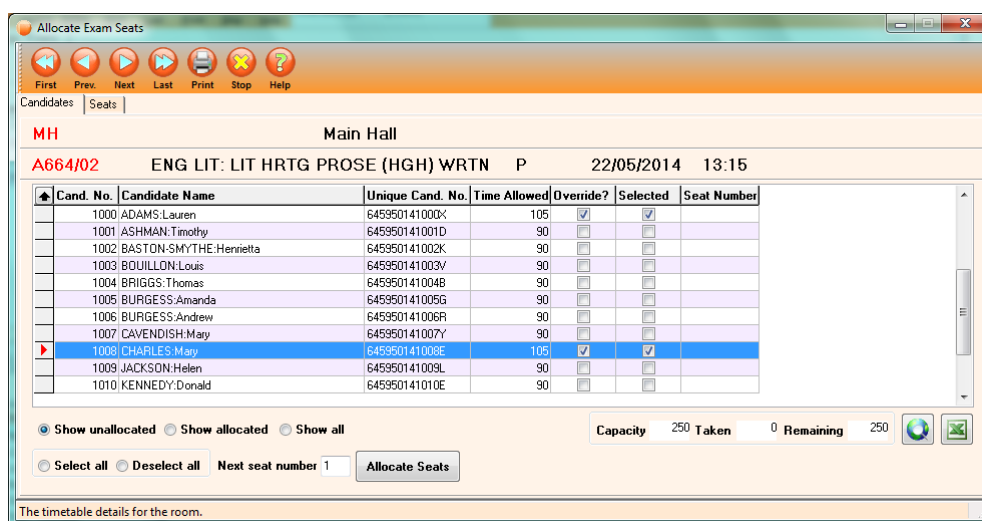
As mentioned in session 1, Rooms must have had the **Exam Capacity** fields completed before seats can be allocated for exams. The Room will be allocated to the **Exam Component (Unit)** record, and then the exam component (Unit) will be listed against the Room record in the **Exams** tab as shown.



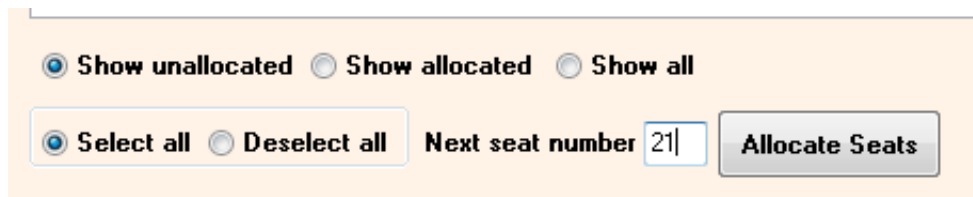
Note that for those exams where Overrides have already been created the **Max Duration** field will have been updated to show the extra time permitted.

- Select the required exam and then choose **Allocate Seats**.

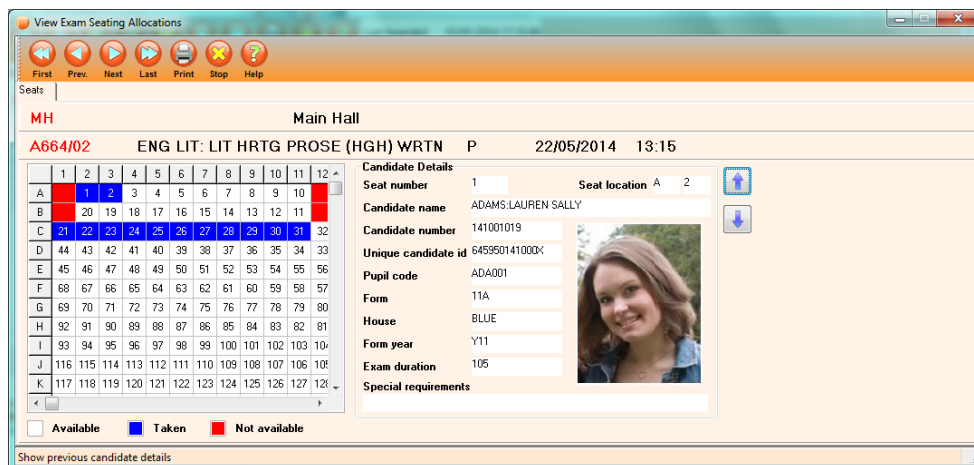
Note how those candidates with Overrides are indicated. In this case I have selected to allocate these candidates to seats first, and then allocate the remainder. These candidates are to be seated in the first two rows, then the remainder from the third row (seat 21) onwards.



The Next seat number field is now updated to show 21 prior to allocating the seats to the remaining candidates.



Once seats have been allocated, the candidate details can be seen as shown.

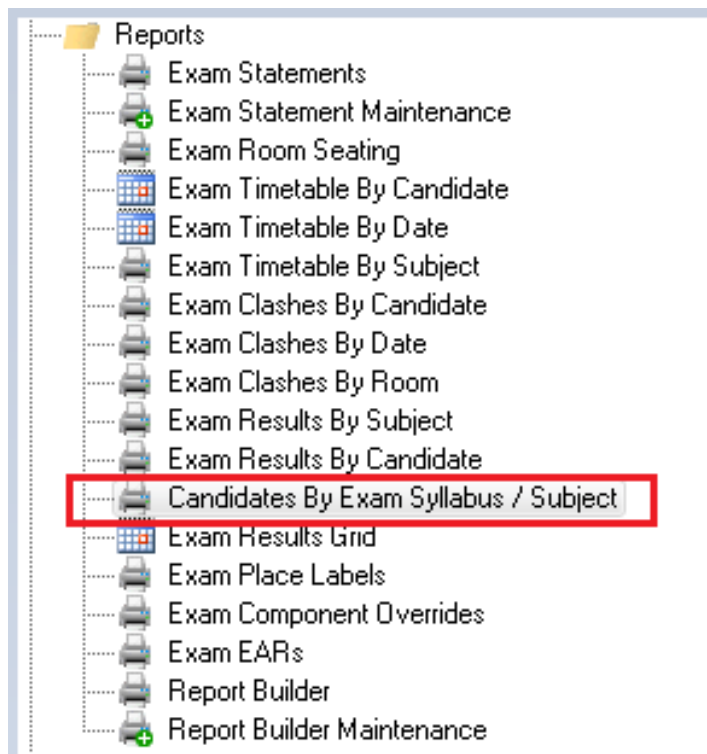


e) Submission of Entries

Once the exam group data has all been compiled and verified, the next stage is to create the entry files for submission to the Awarding Organisation or SQA. Note that each Awarding Body and Series requires a separate entry file.

i. Candidates by Exam Syllabus/Subject Report

Prior to creating the entry files it is a good idea to produce a report for Heads of Department to provide lists of candidates for each exam for checking purposes.



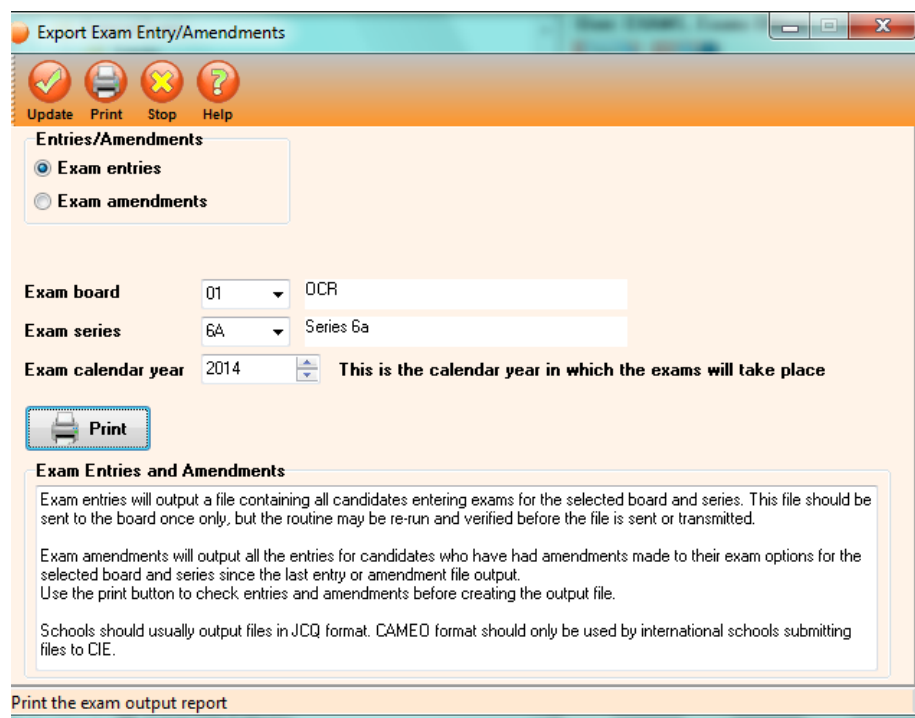
This report can be divided either by Subject or by Syllabus code, with a new page possible for each subject or syllabus.

Note that it is possible to include a short message to Heads of Department on the report. A sample output is shown here:

Please review and return to Exams Office					
Centre	64595				
Syllabus	A664	ENG LIT: LIT HRTG PROSE & CNTMP PTRY			
Board	Series	Course	Cand No	Candidate Name	Form
OCR	6A	A664H	1000	ADAMS:LAUREN SALLY	11A
			1001	ASHMAN:TIMOTHY GEORGE	11A
			1002	BASTON-SMYTHE:HENRIETTA CHA	11A
			1003	BOUILLON:LOUIS JOSEF ALBERT C	11A
			1004	BRIGGS:THOMAS WILLIAM	11A
			1005	BURGESS:AMANDA JANE	11A
			1006	BURGESS:ANDREW PETER	11A
			1007	CAVENDISH:MARY	11A
			1008	CHARLES:MARY	11A
			1009	JACKSON:HELEN MARY	11A
			1010	KENNEDY:DONALD	11A
			1011	MASON:MARY	11A
			1012	PHILLIPS:JAMES DAVID	11A
					Number Of Entries 13

ii. Export Exam Entries/Amendments (JCQ)

This routine will create the entries file for submission to the Awarding Body selected via EDI.

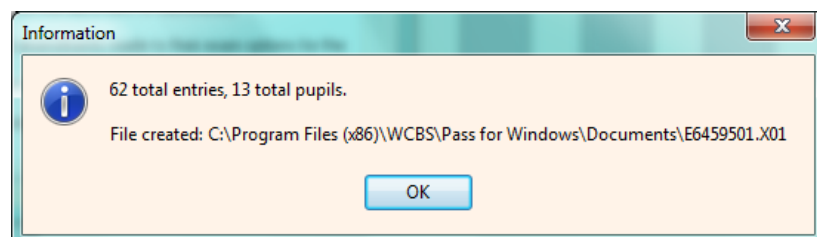


Before creating the exam entry file, it is worth producing the report via the **Print** button as a final check on the entries to be submitted.

This report is sorted and grouped in Candidate order, with all the entries for the Awarding Body and series per candidate listed.

The Camelot School ZA		External Exams Exam Entries				Exams Officer EXAMS	
Exam Board	01	OCR	Exam Series	6A	Series	6a	Centre Number
							64595
Candidate no	Candidate name	Unique candidate id	Status	Sex	Date of birth	Optional centre no	Optional candidate no
1000	ADAMS:LAUREN SALLY	645950141000X	C	F	04/01/1997		
Exams							
	A664H	ENG LIT: LIT HRTG PROSE & PTRY (HGH)					
	A701H	FRENCH: LISTENING HIGHER					
	A702A	FRENCH: SPEAKING OCR REPOSITORY					
	A703H	FRENCH: READING HIGHER					
	A704	FRENCH: WRITING					
	A731H	GEOG A: CNTMPRY THMS GEOG WRTN (HGH)					
1001	ASHMAN:TIMOTHY GEORGE	645950141001D	C	M	01/06/1997		
Exams							
	A664H	ENG LIT: LIT HRTG PROSE & PTRY (HGH)					
	A701H	FRENCH: LISTENING HIGHER					
	A702A	FRENCH: SPEAKING OCR REPOSITORY					
	A703H	FRENCH: READING HIGHER					
	A704	FRENCH: WRITING					
	A731H	GEOG A: CNTMPRY THMS GEOG WRTN (HGH)					

- Once the entries have been verified, click on **Update** to create the file.
- A confirmation message is shown.



iii. Amendment files

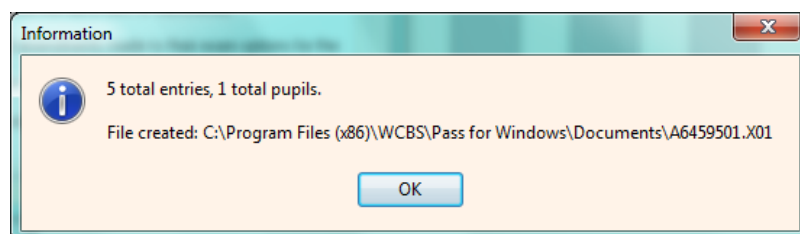
If changes are required to entries after the file has been submitted, an amendment file must be produced. In this example James Phillips has been removed from the English Literature group.

- Once amendments have been made, **open the Export Exam Entries/Amendments routine** again and this time select **Exam Amendments**. Print the report again.

The Camelot School ZA		External Exams Exam Amendments					Exams Officer EXAMS	
Exam Board	OCR	Exam Series	6A	Series	6a	Centre Number 64595		
Candidate no	Candidate name	Unique candidate id	Status	Sex	Date of birth	Optional centre no	Optional candidate no	
1012	PHILLIPS:JAMES DAVID	645950141012W	C	M	13/03/1997			
Exams						Withdrawn		
A664H	ENG LIT: LIT HRTG PROSE & PTRY (HGH)					Y		
A701H	FRENCH: LISTENING HIGHER					N		
A702A	FRENCH: SPEAKING OCR REPOSITORY					N		
A703H	FRENCH: READING HIGHER					N		
A704	FRENCH: WRITING					N		
A731H	GEOG A: CNTMPRY THMS GEOG WRTN (HGH)					N		

Note that it now shows only those candidates where amendments have been made, and that the Withdrawn flag is shown as Y for the English Literature paper.

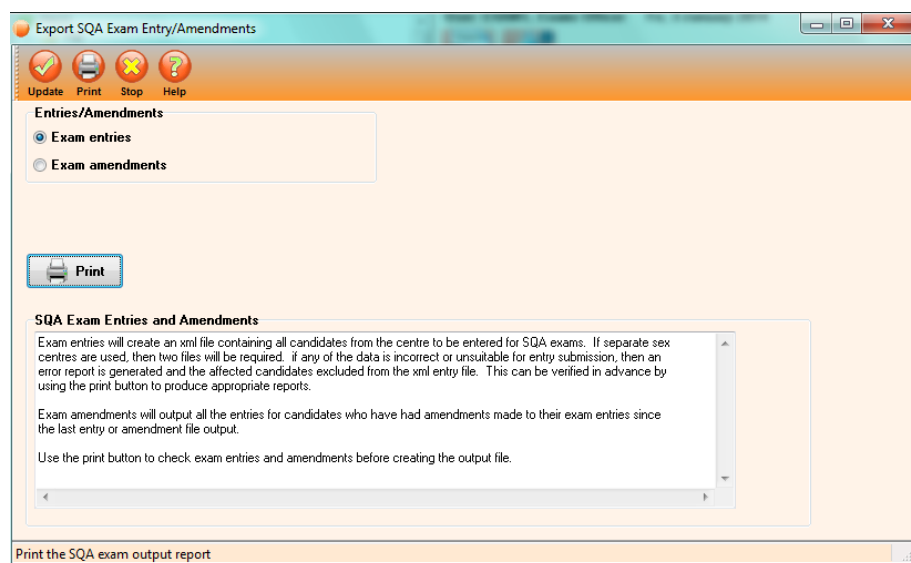
- Click on **Update** as previously.



Note that the file prefix is now A for Amendments rather than E for Entries. Subsequent Amendment files will increment the numeric suffix, i.e. A6459501.X02.

iv. Export SQA Entries/Amendments

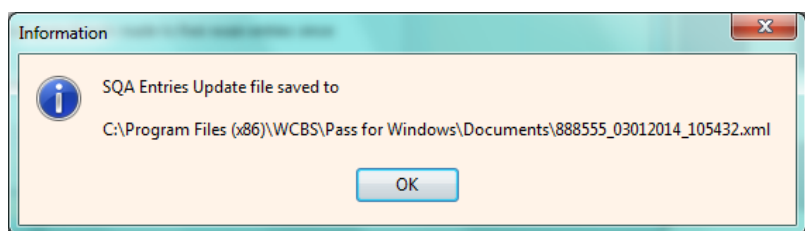
This routine will create an entry file for SQA exams, and works in a very similar way to the JCQ example shown above.



The key differences are that there is no selection option for the Awarding Body and series as this is not required, and that the report is listed in Course order rather than Candidate order.

The Camelot School ZA		External Exams Export SQA Exam Entries: Print					Exams Officer EXAMS	
Centre Number 888555								
SQA Candidate No.	Candidate Name	Date of Birth	Form	Code	Description	Level	Completion Date	
141001019	ADAMS, Lauren Sally	04/01/1997	11A	C007	Biology	10	31/05/2014	
141001035	BASTON-SMYTHE, Henrietta Char	01/08/1997	11A	C007	Biology	10	31/05/2014	
141001043	BOULLON, Louis Josef Albert Co	18/04/1997	11A	C007	Biology	10	31/05/2014	
141001086	BURGESS, Andrew Peter	04/05/1997	11A	C007	Biology	10	31/05/2014	
141001108	CHARLES, Mary	11/02/1997	11A	C007	Biology	10	31/05/2014	
141001132	MASON, Mary	22/03/1997	11A	C007	Biology	10	31/05/2014	
141001019	ADAMS, Lauren Sally	04/01/1997	11A	D023	Health and Technology	10	31/05/2014	
141001035	BASTON-SMYTHE, Henrietta Char	01/08/1997	11A	D023	Health and Technology	10	31/05/2014	
141001043	BOULLON, Louis Josef Albert Co	18/04/1997	11A	D023	Health and Technology	10	31/05/2014	
141001086	BURGESS, Andrew Peter	04/05/1997	11A	D023	Health and Technology	10	31/05/2014	
141001108	CHARLES, Mary	11/02/1997	11A	D023	Health and Technology	10	31/05/2014	
141001132	MASON, Mary	22/03/1997	11A	D023	Health and Technology	10	31/05/2014	

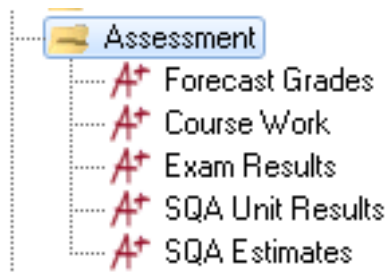
- Click on **Update** to produce the Entries file as before. The format is as shown below.



f) Results Entry (PASS Routines) – Forecast Grades, Coursework, SQA Estimates, SQA Unit Results

These routines all use a similar entry screen to allow the entry of results to the system, which will then be submitted to the JCQ Awarding Organisation or SQA as required. The routines available in PASS are designed to be used by the Exams Officer or SQA Coordinator. There are now routines in 3Sys to allow set teachers to enter Forecast Grades, SQA Unit Results and SQA Estimates.

The results are entered in the **Assessment** section of the **External Exams** module.



Examples of each entry screen are shown here:

i. Forecast Grades

Selection Grid:

Forecast Pupil Grades				
Board	Series	Exam Code	Group Code	Description
01	6A	A126	6AA12612	ART & DESIGN: CRTCL & CNTXT OCR TASK
01	6A	A664H	6AA664H12	ENG LIT: LIT HRTG PROSE & PTRY (HGH)
01	6A	A701H	6AA701H12	FRENCH: LISTENING HIGHER

Entry screen:

Candidate No	Unique Candidate No	Candidate Name	1st Forecast Grade
1000	645950141000X	ADAMS:LAUREN SALLY	
1001	645950141001D	ASHMAN:TIMOTHY GEORGE	a* Grade a*
1004	645950141004B	BRIGGS:THOMAS WILLIAM	a Grade a
1005	645950141005G	BURGESS:AMANDA JANE	b Grade b
1007	645950141007Y	CAVENDISH:MARY	c Grade c
1008	645950141008E	CHARLES:MARY	d Grade d
1009	645950141009L	JACKSON:HELEN MARY	e Grade e
1010	645950141010E	KENNEDY:DONALD	f Grade f
1011	645950141011L	MASON:MARY	g Grade g
1012	645950141012W	PHILLIPS:JAMES DAVID	

Note that the grades offered will be determined by the gradeset linked to the exam option.

ii. Course Work

Again, the grid list offers only those options where coursework is required. The entry screen looks like this:

Candidate No	Unique Candidate No	Name	Status	Mark	Previous Series
1000	645950141000X	ADAMS:LAUREN SALLY	Missing mark or grade		
1001	645950141001D	ASHMAN:TIMOTHY GEORGE	Missing mark or grade		
1004	645950141004B	BRIGGS:THOMAS WILLIAM	Missing mark or grade		
1005	645950141005G	BURGESS:AMANDA JANE	Missing mark or grade		
1007	645950141007Y	CAVENDISH:MARY	Missing mark or grade		
1008	645950141008E	CHARLES:MARY	Missing mark or grade		
1009	645950141009L	JACKSON:HELEN MARY	Missing mark or grade		
1010	645950141010E	KENNEDY:DONALD	Missing mark or grade		
1011	645950141011L	MASON:MARY	Missing mark or grade		
1012	645950141012W	PHILLIPS:JAMES DAVID	Missing mark or grade		

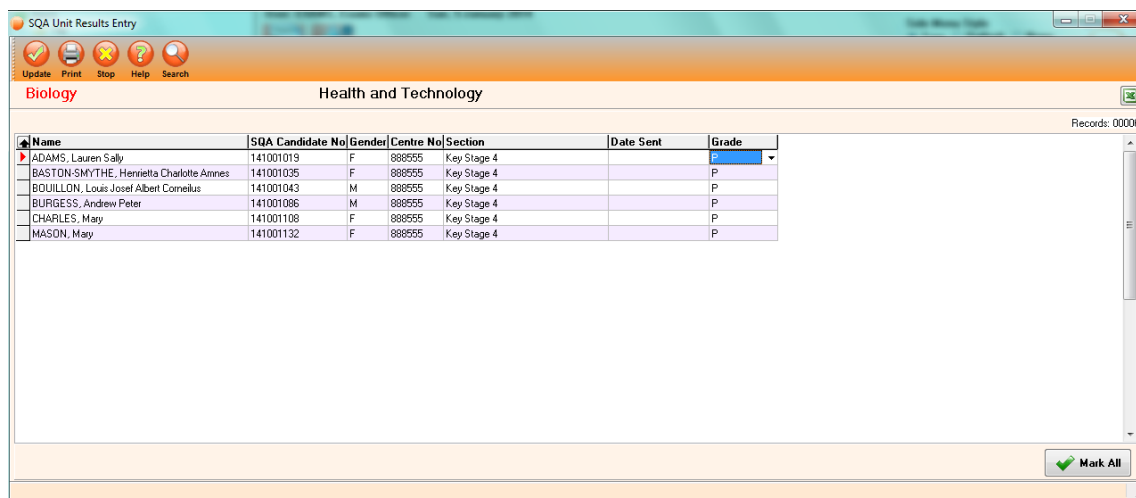
iii. SQA Unit Results

Grid Listing:

Exam Board	Exam Series	Course Code	Exam Level	Description	Group Code	Unit Code	Unit Level	Gradeset	Description
50	SQ	C00710	10	Biology	C0071012	D02310	10	SQ	Health and Technology
50	SQ	C00710	10	Biology	C0071012	D02410	10	90	Biotechnological Industries
50	SQ	C00710	10	Biology	C0071012	D02510	10	90	Growing Plants
50	SQ	C06910	10	French	C0691012	D33610	10	90	French: Personal and Social Language
50	SQ	C06910	10	French	C0691012	D33710	10	90	French: Transactional Language
50	SQ	C06910	10	French	C0691012	D33810	10	90	French: Language in Work
50	SQ	C06910	10	Physics	C0691012	D37310	10	90	Telecommunications
50	SQ	C06910	10	Physics	C0691012	D37410	10	90	Practical Electricity
50	SQ	C06910	10	Physics	C0691012	D37510	10	90	Radiations
50	SQ	C06910	10	Physics	C0691012	D37610	10	90	Sound and Music
50	SQ	C06910	10	Physics	C0691012	D37710	10	90	Movement
50	SQ	C06910	10	Physics	C0691012	D37810	10	90	Electronics

All applicable units are listed.

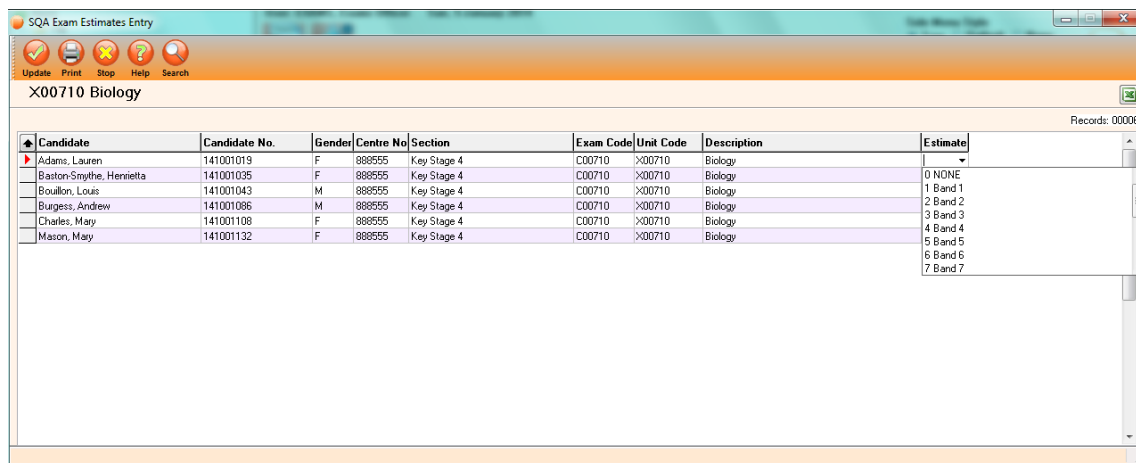
Entry screen:



Note the inclusion of the **Mark All** option on this screen. This allows all candidates to be awarded the same value (and SQA Units usually use Pass or Fail options only) once the first candidate's grade has been entered.

iv. SQA Estimates

Estimates are available for SQA 'X' coded options.



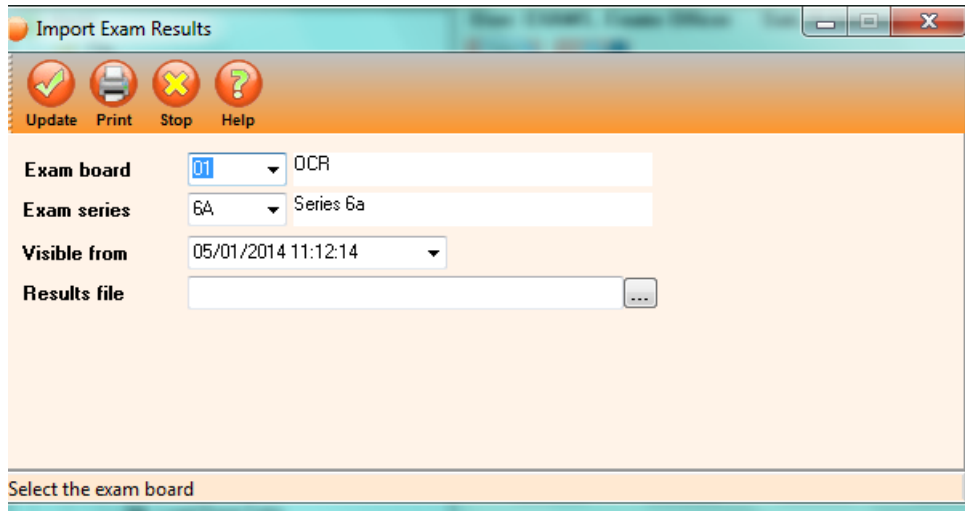
v. Exam Results

Exam results are normally imported using the **Results Import** routine, but in some cases it is necessary to amend the results and this can be done using this screen.

g) Results Import

There are separate JCQ and SQA routines for results import.

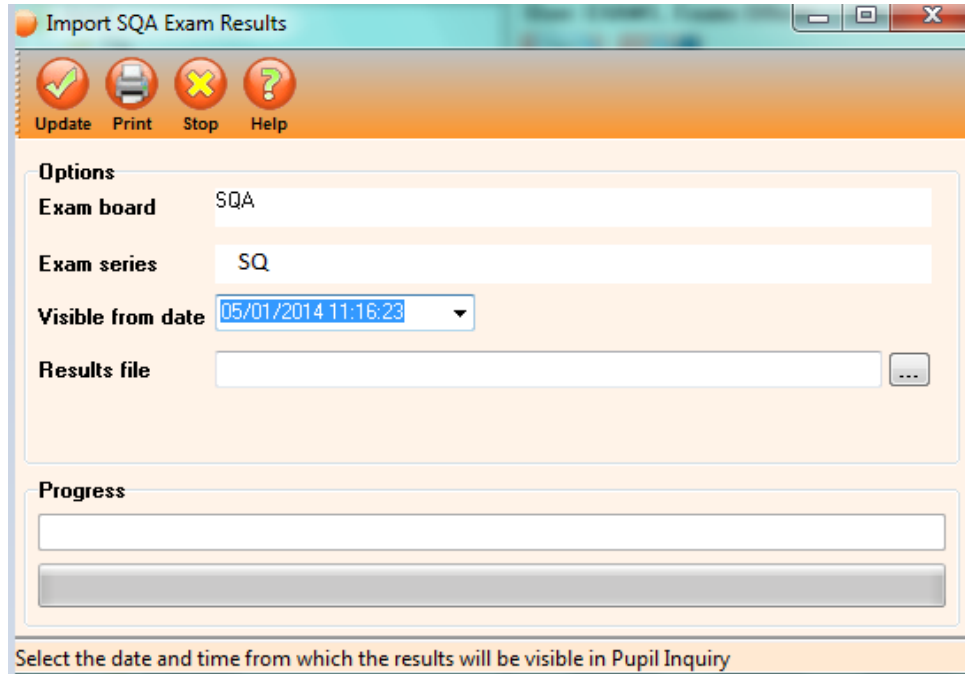
i. JCQ Results Import



Once results have been downloaded from the Awarding Body’s website, they should be saved to the **External Exams\Input** folder and selected from the above screen. Note that the Open File dialog box will have the filename partially completed as with the Basedata Import routines, depending on the Board and Series selected in the above screen.

The **Visible from** field determines when the results will be visible in modules other than the **External Exams** module, such as **Pupil Inquiry** in both PASS and 3Sys.

ii. SQA Results Import



This screen follows the same pattern as the JCQ import screen but the Board and series are not selectable.

7. Results Entry – 3Sys Routines: JCQ Forecast Grades

a) User Profile Permissions

As with all new functionality in 3Sys, the Profile permissions are supplied as disabled. It is therefore necessary for a system administrator to enable the permissions as required via Setup, Users and Profiles, Profiles. Select the required Profile and select Edit.

The JCQ Forecast Grades section is at the end of the list.



Please note: *Read* permission must be granted prior to granting *Write* permission.

- Tick the checkboxes as required, and then click **Save**.

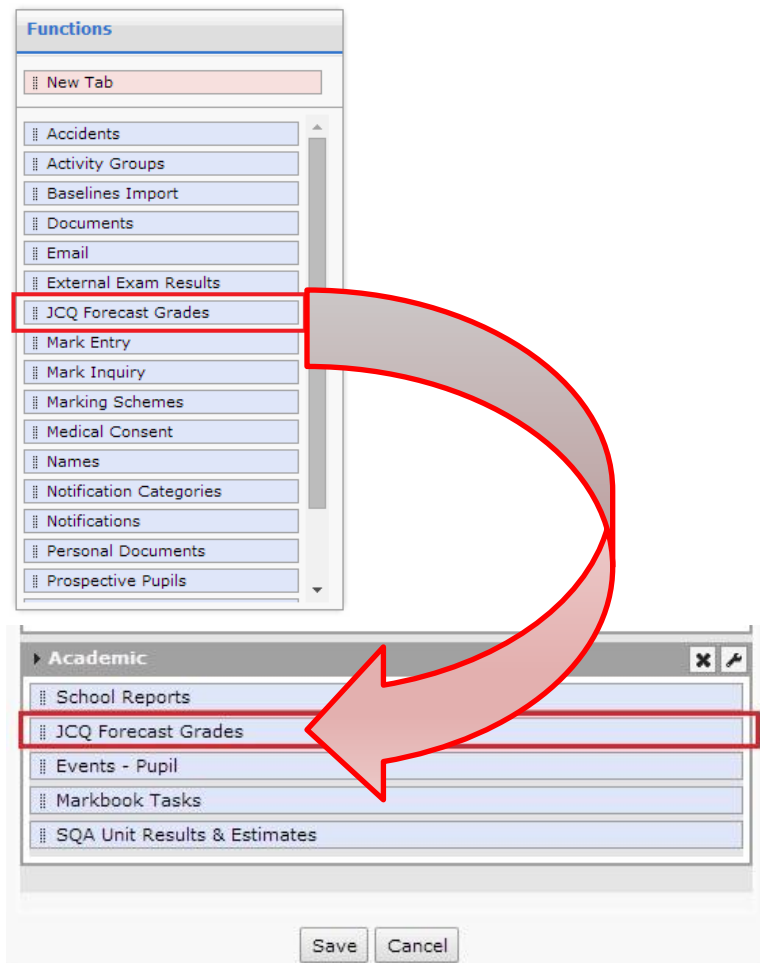
b) All Functions Icon and Tab Set Inclusion

Once the permissions have been granted in the Profile, the JCQ Forecast Grades icon will appear in the **All Functions** tab:



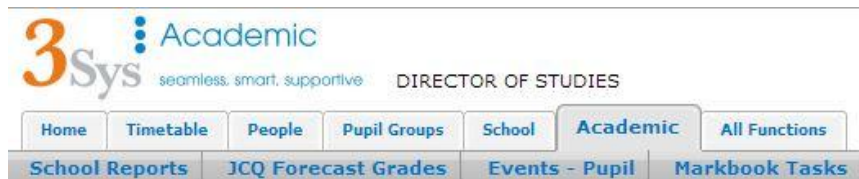
- If required, you can add this function to tab sets.
- Select: **Setup > Desktop Management > Tab Sets**

The function will be listed in the Available functions section:



- Drag the function to the required Tab Set on the right-hand side of the page.
- Click on **Save** to save the changes.

The Tab Set will now include the new function:



c) Search Options

On selecting the function from the **All Functions** page or the Tab Set, a default search screen will be shown. The default group type is Exam Group as shown below:

Actions	Group code	Description	Awarding Organisation	Course code	Exam Series	Subject	Academic Year	Pupil count
View Edit	6B246310	ANCIENT HIST:SOURCE STUDY 2:RMN HIST	OCR	2463	6B	History	2013	0
View Edit	6B250910	COMPUTING: SYSTEMS S/WARE MECHANISMS	OCR	2509	6B	Information Technology	2013	3
View Edit	6B251010	COMPUTING: COMPUTING PROJECT	OCR	2510	6B	Information Technology	2013	3
View Edit	6B251110	COMPUTING: INTEGRATED INFO. SYSTEMS	OCR	2511	6B	Information Technology	2013	13
View Edit	6B339910	MATHEMATICS	OCR	3990	6B	Mathematics	2013	0
View Edit	6B472110	MATHS: CORE MATHEMATICS 1	OCR	4721	6B	Mathematics	2013	12
View Edit	6B472210	MATHS: CORE MATHEMATICS 2	OCR	4722	6B	Mathematics	2013	11
View Edit	6B472310	MATHS: CORE MATHEMATICS 3	OCR	4723	6B	Mathematics	2013	4
View Edit	6B472410	MATHS: CORE MATHEMATICS 4	OCR	4724	6B	Mathematics	2013	11
View Edit	6B472510	MATHS: FURTHER PURE MATHEMATICS 1	OCR	4725	6B	Mathematics	2013	1

Search filters are offered for *Awarding Organisation*, *Exam Series*, *Group Code* and *Subject*.

- Click on **View** or **Edit** to open a read only or editable page for the selected group.
- To change the **Search** view, to Search by Subject Set, click on the **Search by Subject Set** button.

Actions	Set Code	Subject set	Teacher	Awarding Organisation	Exam Code	Exam Series	Exam Description	Pupil count
View Edit	B113C1	Biology Y 13 Blk C 1	WRIGHT, Diana	OCR	F211	6B	BIOLOGY: CELLS, EXCHANGE & TRANSPORT	5
View Edit	B113C1	Biology Y 13 Blk C 1	WRIGHT, Diana	OCR	F214	6B	BIOLOGY: COMMUNICTN, HMSTSS & ENRGY	5
View Edit	B113C1	Biology Y 13 Blk C 1	WRIGHT, Diana	OCR	F215	6B	BIOLOGY: CONTROL, GENOMES & ENVIRNMT	5
View Edit	B113C1	Biology Y 13 Blk C 1	WRIGHT, Diana	OCR	F213	6B	BIOLOGY: PRACTCL SKILLS IN BIOLOGY 1	5
View Edit	B113C1	Biology Y 13 Blk C 1	WRIGHT, Diana	OCR	F216	6B	BIOLOGY: PRACTCL SKILLS IN BIOLOGY 2	5
View Edit	B113C1	Biology Y 13 Blk C 1	WRIGHT, Diana	OCR	H421	6B	BIOLOGY	5
View Edit	BS13E1	Business Studies Year 13 Block E Set 1	ANDREWS, Ellie J	OCR	F294	6B	BUS STUDIES: ACCOUNTING	5
View Edit	BS13E1	Business Studies Year 13 Block E Set 1	ANDREWS, Ellie J	OCR	F296	6B	BUS STUDIES: BUSINESS PRODUCTION	5
View Edit	BS13E1	Business Studies Year 13 Block E Set 1	ANDREWS, Ellie J	OCR	F293	6B	BUS STUDIES: MARKETING	5
View Edit	BS13E1	Business Studies Year 13 Block E Set 1	ANDREWS, Ellie J	OCR	F295	6B	BUS STUDIES: PEOPLE IN ORGANISATIONS	5
View Edit	BS13E1	Business Studies Year 13 Block E Set 1	ANDREWS, Ellie J	OCR	F297	6B	BUS STUDIES: STRATEGIC MANAGEMENT	5
View Edit	BS13E1	Business Studies Year 13 Block E Set 1	ANDREWS, Ellie J	OCR	H430	6B	BUSINESS STUDIES	5
View Edit	CH11A1	Chemistry Year 11 Block A Set 1	BRIGGS, Johnathan M	EDEXCEL GCSE	4CH0	6G	CHEMISTRY	1
View Edit	CH13C1	Chemistry Year 13 Block C Set 1	HAZELDON, Amanda	OCR	H434	6B	CHEMISTRY A	5

Search filters are offered for *Awarding Organisation*, *Exam Series*, *Set Code*, and *Teacher*.

- Click on **View** or **Edit** to open a read only or editable page for the selected set.

Please note: A set may appear more than once in the list if there are pupils in the set entered for more than one exam option.

d) Edit Page – Exam Group

Candidate	Candidate No.	UCI	Forecast Grade
ADAMS, LAUREN SALLY	2018	646300019205K	
ALLAN, SAMANTHA E	2019	646300010001K	Grade a
ALLAN, TOM	0016	645950070016L	Grade c
BARRETT, LYNDSEY	0053	645950090053C	Grade c
BATES, KAREN JANE	0056	645950090056A	Grade a
BUTTERWORTH, JANINE	2022	646300010004K	Grade b
DURHAM, JAMES HENRY	0017	645950090017X	Grade b
FELSTED, IAN GERARD	0055	645950090055T	Grade c
KENT, ALICE	6500	645950046500T	Grade a
LAWSON, JENNIFER ANN	0058	645950090058M	Grade b
MOODY, JOHN PATRICK	0059	645950090059X	Grade a
THOMPSON, MELANIE JANE	0054	645950090054H	Grade b

The page shows the *Candidate Name*, *Candidate Number* and *UCI* for each pupil, and then a column for the forecast grade.

If a forecast grade has already been submitted to the awarding organisation for any pupil, the result will be shown without an edit option.

- Hovering over the  symbol shows the date that the result was submitted.

Candidate	Candidate No.	UCI	Forecast Grade
ADAMS, LAUREN SALLY	2018	646300019205K	
ALLAN, SAMANTHA E	2019	646300010001K	Grade a ⓘ
ALLAN, TOM	0016	645950070016L	Grade c ⓘ
BARRETT, LYNDSEY	0053	645950090053C	Grade c ⓘ
BATES, KAREN JANE	0056	645950090056A	Grade a ⓘ
BUTTERWORTH, JANINE	2022	646300010004K	Grade b ⓘ
DURHAM, JAMES HENRY	0017	645950090017X	Grade b ⓘ
FELSTED, IAN GERARD	0055	645950090055T	Grade c ⓘ
KENT, ALICE	6500	645950046500T	Grade a ⓘ
LAWSON, JENNIFER ANN	0058	645950090058M	Grade b ⓘ
MOODY, JOHN PATRICK	0059	645950090059X	Grade a ⓘ
THOMPSON, MELANIE JANE	0054	645950090054H	Grade b ⓘ

The dropdown box at the top of the column will update all empty cells in the column with the selected value.

The available values in the dropdown list will be taken from the Gradeset linked to the exam component.

- Click on **Save & Stay** to save the results and remain on the current page.
- Click on **Save and Exit** to save the results and exit to the Search page.
- Click on **Cancel** to exit without saving any changes.

e) Edit Page – Subject Set Entry

This page is similar to the Exam Group version. It should be noted that the completion of a subject set entry for an exam may not complete the results entry for all pupils in the exam group if the exam group is made up of pupils from multiple subject sets.

JCQ Forecast Grades
Subject set / Exam Group

Edit Save & Stay Save and Exit Cancel

B113C1: Biology Y 13 Blk C 1
BIOLOGY: CONTROL, GENOMES & ENVRNMNT
F215: Biology

Candidate	Candidate No.	UCI	Forecast Grade
BATES, KAREN JANE	0056	645950090056A	
BUTTERWORTH, JANINE	2022	646300010004K	
FELSTED, IAN GERARD	0055	645950090055T	
KENNY, NIAMH MARY	0057	645950090057F	
MOODY, JOHN PATRICK	0059	645950090059X	

Save & Stay Save and Exit Cancel

f) View Page – Exam Group

Note that the **Edit** button will only be available if the user has *Write* permission enabled for the JCQ Forecast Grade Entry routine.

This provides a read only version of the results page so that teachers are able to see the results that have been entered. They will also be able to see when the results have been submitted if they have been submitted to the Awarding Organisations.

JCQ Forecast Grades
Exam Group

Detail Search Edit

MATHS: CORE MATHEMATICS 1
4721: Mathematics

Candidate	Candidate No.	UCI	Forecast Grade
ADAMS, LAUREN SALLY	2018	646300019205K	
ALLAN, SAMANTHA E	2019	646300010001K	Grade a ⓘ
ALLAN, TOM	0016	645950070016L	Grade c ⓘ
BARRETT, LYNDESEY	0053	645950090053C	Grade c ⓘ
BATES, KAREN JANE	0056	645950090056A	Grade a ⓘ
BUTTERWORTH, JANINE	2022	646300010004K	Grade b ⓘ
DURHAM, JAMES HENRY	0017	645950090017X	Grade b ⓘ
FELSTED, IAN GERARD	0055	645950090055T	Grade c ⓘ
KENT, ALICE	6500	645950046500T	Grade a ⓘ
LAWSON, JENNIFER ANN	0058	645950090058M	Grade b ⓘ
MOODY, JOHN PATRICK	0059	645950090059X	Grade a ⓘ
THOMPSON, MELANIE JANE	0054	645950090054H	Grade b ⓘ

Search Edit

g) View Page – Subject Set

JCQ Forecast Grades
Subject set / Exam Group

Detail Search Edit

B113C1: Biology Y 13 Blk C 1
BIOLOGY: CELLS, EXCHANGE & TRANSPORT
F211: Biology

Candidate	Candidate No.	UCI	Forecast Grade
BATES, KAREN JANE	0056	645950090056A	Grade c ⓘ
BUTTERWORTH, JANINE	2022	646300010004K	
FELSTED, IAN GERARD	0055	645950090055T	Grade a ⓘ
KENNY, NIAMH MARY	0057	645950090057F	
MOODY, JOHN PATRICK	0059	645950090059X	

Search Edit

This provides the same view but for a subject set.

Please note: The **Edit** button will only be available if the user has *Write* permission enabled for the JCQ Forecast Grades Entry Routine.

8. Results Entry – 3Sys Routines: SQA Unit Results and Estimates Entry

a) User Profile Permissions

As with all new functionality in 3Sys, the Profile permissions are supplied as disabled. It is therefore necessary for a system administrator to enable the permissions as required via:

- **Setup > Users and Profiles > Profiles**
- Select the required Profile and then select **Edit**.

The SQA Unit Results and Estimates section is at the end of the list.



Please note: *Read* permission must be granted prior to granting *Write* permission.

- Tick the checkboxes as required, and then click on **Save**.

b) All Functions Icon and Tab Set Inclusion

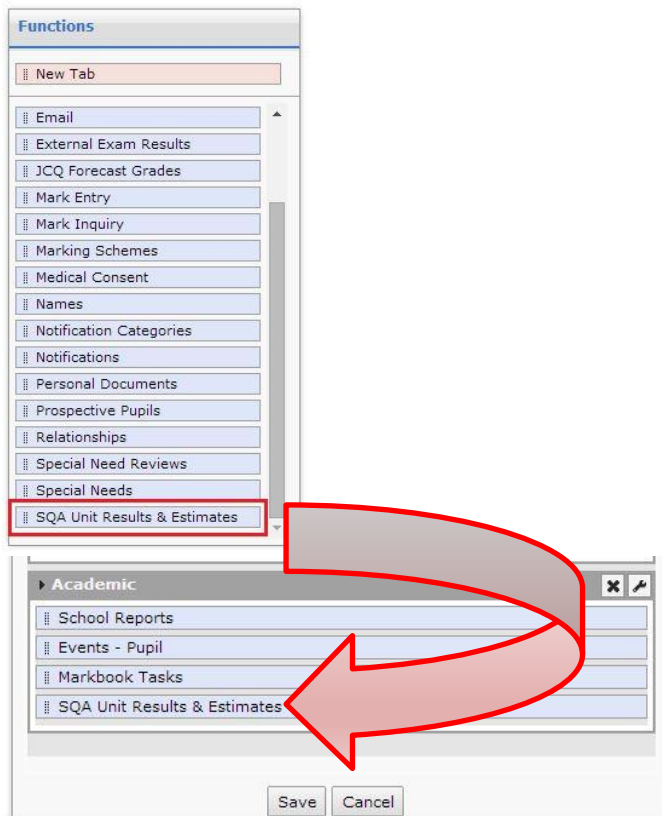
Once the permissions have been granted in the Profile, the SQA Unit Results and Estimates icon will appear in the All Functions tab.



If required, you can add this functionality to tab sets by selecting:

- **Setup > Desktop Management > Tab Sets**

The function will be listed in the Available functions section:



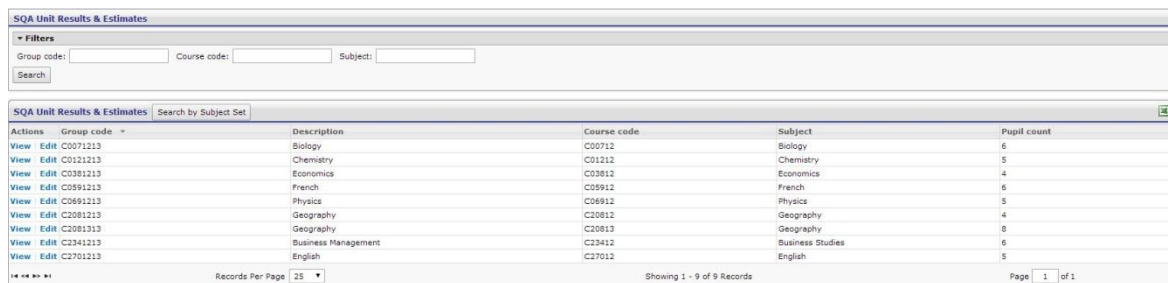
- Drag the function to the required Tab Set on the right-hand side of the page.
- Click on **Save** to save the changes.
- The Tab Set will now include the new function.



c) Search Options

- On selecting the function from the **All Functions** page or the Tab Set, a default search screen will be shown.

The default Group Type is *Exam Group*, as shown below.



- Search filters are offered for *Group Code*, *Course Code* and *Subject*.
- Click on **View** or **Edit** to open a read only or editable page for the selected group.

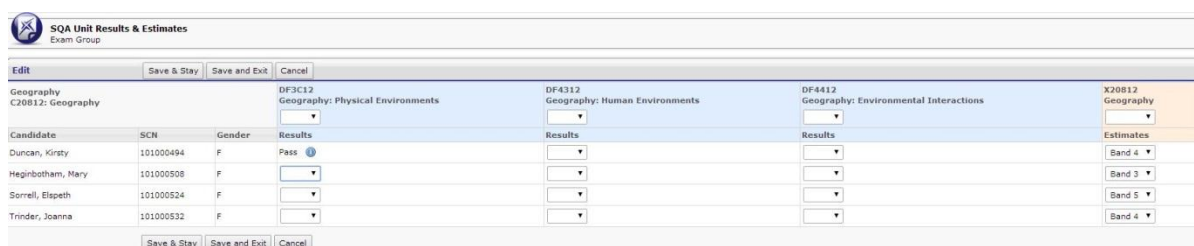
To change the **Search** view to **Search by Subject Set**, click on the **Search by Subject Set** button.



- Search filters are offered for *Set Code*, *Teacher* and *Course Code*.
- Click on **View** or **Edit** to open a read only or editable page for the selected set.


Please note: A set may appear more than once in the list if there are pupils in the set entered for more than one course.

d) Edit Page – Exam Group



- The above page shows the Scottish Candidate Surname and Forename, the SCN and Gender for each pupil, and then details of each Unit and Exam within the course.

If a Unit Result or Estimate has already been submitted to SQA for any pupil, the result will be shown without an edit option.

- Hovering over  the symbol will show the date the result was submitted.
- The dropdown box at the top of each column will update all empty cells in the column with the selected value.
- The available values in the dropdown list will be taken from the Gradeset linked to the exam unit. In the case of Units this will normally be Pass or Fail. In the case of Estimates this will be 1-9, but this may vary in the future.
- Click on **Save and Stay** to save the results and remain on the current page.
- Click on **Save and Exit** to save the results and exit to the Search page.
- Click on **Cancel** to exit without saving any changes.

Pupil Not Entered for Unit:

In some cases a pupil will not be entered for all units within a course. This is shown below:

SQA Unit Results & Estimates Exam Group							
Edit							
Biology C00712: Biology			D02912 Cell Biology	D03012 Genetics and Adaptation	D03112 Control and Regulation	X00712 Biology	
Candidate	SCN	Gender	Results	Results	Results	Estimates	
Adams, Lauren	101000001	F	Pass				
Davis, Laura	101000478	F	Pass	Pass			Band 3

In this example, Laura Davis is not entered for the *Control and Regulation* unit (the unit is shown greyed out).

e) Edit Page – Subject Set Entry

This page is largely similar to the Exam Group version, but it should be noted that the completion of a subject set entry for a course may not complete the results entry for all pupils in the exam group, if the exam group is made up of pupils from multiple subject sets.

SQA Unit Results & Estimates Subject set / Exam Group							
Edit							
Biology C00712: Biology			D02912 Cell Biology	D03012 Genetics and Adaptation	D03112 Control and Regulation	X00712 Biology	
Candidate	SCN	Gender	Results	Results	Results	Estimates	
Davis, Laura	101000478	F	Pass	Pass			Band 3
Duncan, Kirsty	101000494	F	Pass	Pass	Pass		Band 2
Sorrell, Elspeth	101000524	F	Pass	Fail	Pass		Band 4

In this instance, Unit Results have been submitted for some pupils, one pupil is not entered for the *Control and Regulation* unit (as described above), and Estimates have been entered but not submitted for all pupils. These estimates may be edited, if required, prior to submission.

f) View Page – Exam Group

Geography C20813: Geography		DF4813 Geographical Study	DF4913 Geographical Issues	DF4A13 Geographical Methods and Techniques	X20813 Geography Estimates
Candidate	SCN	Gender	Results	Results	Results
Adams, Lauren	101000001	F	Pass	Pass	Pass
Allan, Samantha	101000028	F	Pass	Pass	Pass
Allan, Tom	101000036	M	Pass	Pass	Pass
Duncan, Kirsty	101000494	F	Pass	Pass	Pass
Heginbotham, Mary	101000508	F	Pass	Pass	Pass
Sorrell, Elspeth	101000524	F	Pass	Pass	Pass
Trinder, Joanna	101000532	F	Pass	Pass	Pass
Watson, Emily		F	Pass	Pass	Pass

Please note: The **Edit** button will only be available if the user has Write permission enabled for the SQA Unit Results and Estimates routine.

This provides a read only version of the results page so that teachers are able to see the results that have been entered. They will also be able to see when the results have been submitted, if they have been submitted to SQA.

g) View Page – Subject Set

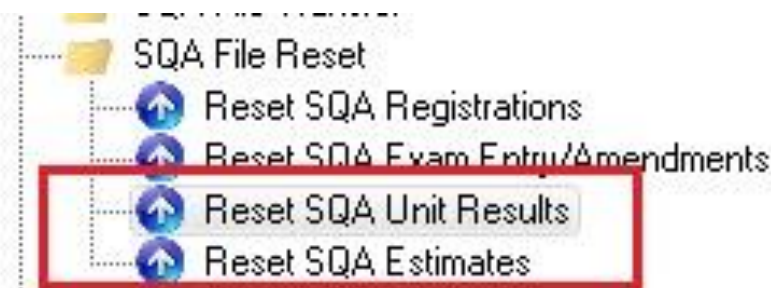
GG12B1: Geography Year 12 Block B Set 1 Geography C20813: Geography		DF4813 Geographical Study	DF4913 Geographical Issues	DF4A13 Geographical Methods and Techniques	X20813 Geography Estimates
Candidate	SCN	Gender	Results	Results	Results
Duncan, Kirsty	101000494	F	Pass	Pass	Pass
Sorrell, Elspeth	101000524	F	Pass	Pass	Pass
Trinder, Joanna	101000532	F	Pass	Pass	Pass
Watson, Emily		F	Pass	Pass	Pass

This provides the same view but for a subject set.

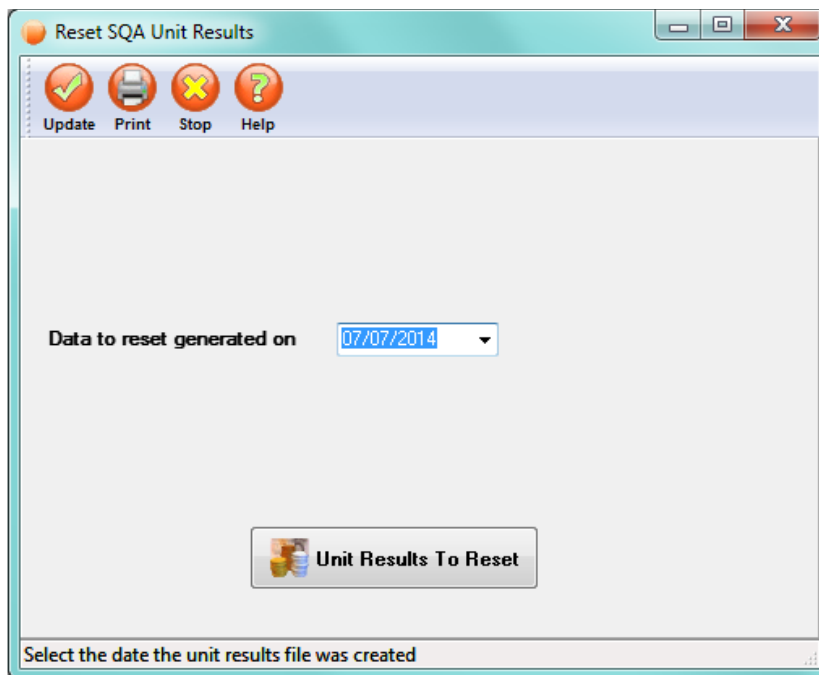
Please note: The **Edit** button will only be available if the user has Write permission enabled for the SQA Unit Results and the Estimates routine.

h) Resubmission of Results

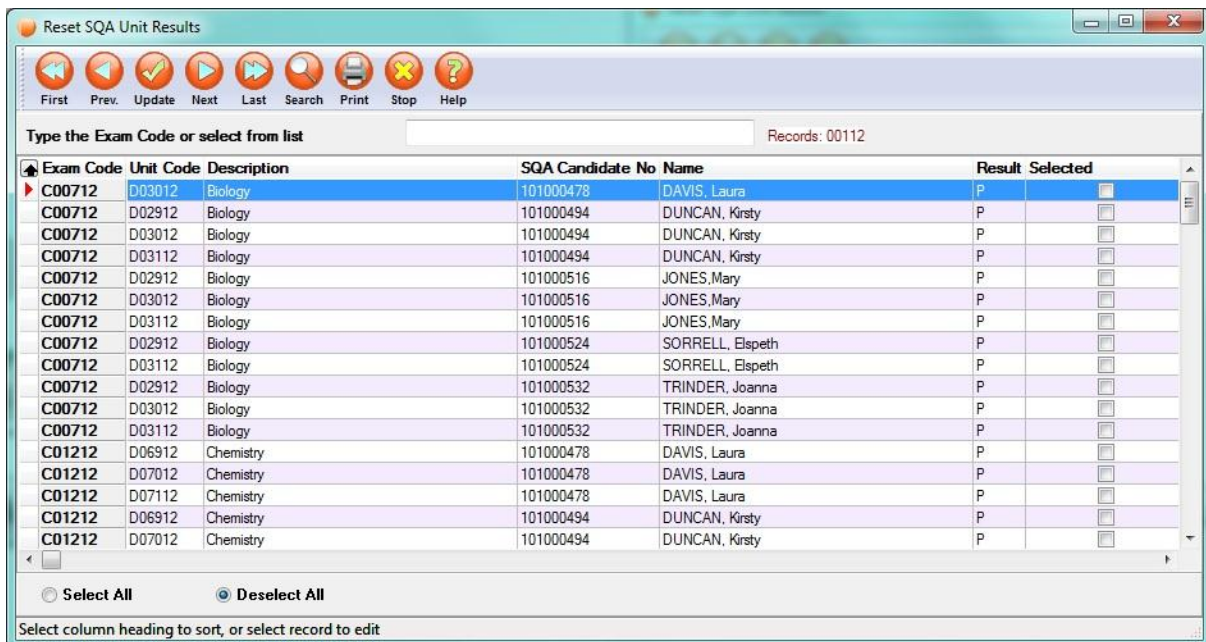
If changes are required to any results that have already been submitted, the SQA Coordinator must use the routines as shown below in the External Exams Module of PASS.



- Select the required result type and the following screen is shown:



- Enter the date on which the results files were submitted.
- Next, click on the **Unit Results to Reset** button to display the list of results.

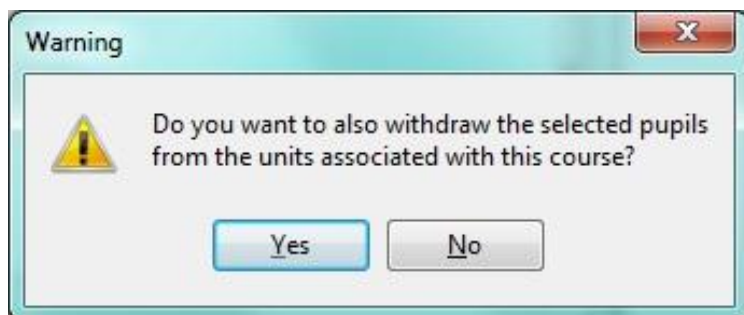


- Select the required results and then click on **Update** (this will remove the submission date and allow editing of the results). **Please note:** This does not delete the results themselves.

i) Candidate is Withdrawn from Exam but Remains Enrolled for Units

It is possible to remove a candidate from an Exam, but not to delete the Unit records. This may occur if a candidate defers the taking of the exam until the next session, for any reason.

In this case, when the candidate is deleted from the Exam Group in PASS (in the conventional manner), the following message will be displayed:



- If this question is answered **No**, the records will remain for the candidate’s unit enrolments. As such, in the Exam Group record in PASS, the candidate will no longer be shown in the Pupils tab but will be shown in red in the Pupil Units tab.

The Exam record (the code begins with X) will have been deleted from the candidate’s record.

Exam Group Entry

Group Details | Pupils | Unit Override | Pupil Units | Notes

Exam board: Scottish Qualifications Authority | Exam series: Scottish Exams
 Code: C0631213 | Description: Spanish | Records: 00007

SCN	Pupil Code	Name	Gender	Form	Year	Special Requirements	E-Mail Address	Extra time for
	WAT002	WATSON, Emily K	Female	12	12			N
101000486	DAV002	DAVIS, Sarah	Female	12	12		Davis_S@camelot.somerset.sch.uk	N
101000494	DUN020	DUNCAN, Kirsty	Female	12	12		K_Duncan@camelot.somerset.sch.uk	N
101000508	HEG001	HEGINBOTHAM, Mary	Female	12	12		Heginbotham_M@camelot.somerset.sch.uk	N
101000516	JON003	JONES, Mary	Female	12	12		Jones_M@camelot.somerset.sch.uk	N
101000524	SOR020	SORRELL, Elspeth	Female	12	12		E_Sorrell@camelot.somerset.sch.uk	N
101000532	TRI020	TRINDER, Joanna	Female	12	12		J_Trinder@camelot.somerset.sch.uk	N

Exam board: Scottish Qualifications Authority | Exam series: Scottish Exams
 Code: C0631213 | Description: Spanish

Pupils

Code	Name	Withdrawn	SCN	Completion Date	SQA Finish Date	Year
DAV001	DAVIS, Laura	Y	101000478	31/05/2014		12
DAV002	DAVIS, Sarah	N	101000486	31/05/2014		12
DUN020	DUNCAN, Kirsty	N	101000494	31/05/2014		12
HEG001	HEGINBOTHAM, Mary	N	101000508	31/05/2014		12
JON003	JONES, Mary	N	101000516	31/05/2014		12
SOR020	SORRELL, Elspeth	N	101000524	31/05/2014		12

In 3Sys, the entry screens are shown as below:

Spanish C06312: Spanish		D48212 Spanish: Language in Work	D48212 Spanish: Language	D48512 Spanish: Extended Reading/Viewing	X06312 Spanish
Candidate	SCN	Gender	Results	Results	Estimates
Davis, Laura	101000478	F			
Davis, Sarah	101000486	F			
Duncan, Kirsty	101000494	F			
Heginbotham, Mary	101000508	F			
Jones, Mary	101000516	F			
Sorrell, Elspeth	101000524	F			
Trinder, Joanna	101000532	F			
Wake-Hurst, Melanie	101000540	F			
Watson, Emily		F			

The Exam Group screen is shown, but the same applies to the Subject Set view. It is, therefore, possible to enter Unit Results but not Estimates for the pupils who have been withdrawn from the exam.

j) SQA Unit Results and Estimates Entry in 3Sys – Treatment of Free Standing Units

One of the key differences between SQA and JCQ exams is the ability for a candidate in an exam group to be enrolled for a unit which is not linked to the Course.

The entry and Inquiry screens for this are shown in the illustrations below:

Entry by Exam Group:

Spanish C06312: Spanish		D48211 Spanish: Language in Work	D48212 Spanish: Language in Work	D48312 Spanish: Language	D48512 Spanish: Extended Reading/Viewing	X06312 Spanish
Candidate	SCN	Gender	Results	Results	Results	Estimates
Davis, Laura	101000478	F				
Davis, Sarah	101000486	F	Pass			
Duncan, Kirsty	101000494	F				
Heginbotham, Mary	101000508	F				
Jones, Mary	101000516	F				
Sorrell, Elspeth	101000524	F				
Trinder, Joanna	101000532	F				
Wake-Hurst, Melanie	101000540	F				
Watson, Emily		F				

In this example, Sarah Davis has been entered for the lower level (11) version of the D482 Spanish: Language in Work unit. She has been withdrawn from the level 12 (D48212) unit; which is correctly shown greyed out in the illustration. An additional column has been added to the grid to show the correct unit.

Entry by Subject Set:

SQA Unit Results & Estimates
Subject set / Exam Group

Edit Save & Stay Save and Exit Cancel

SP12E1: Spanish Year 12 Block E Set 1 Spanish C06312: Spanish	D48211 Spanish: Language in Work	D48212 Spanish: Language in Work	D48312 Spanish: Language	D48512 Spanish: Extended Reading/Viewing	X06312 Spanish		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Candidate	SCN	Gender	Results	Results	Results	Results	Estimates
Davis, Sarah	101000486	F	Pass				
Duncan, Kirsty	101000494	F					
Heginbotham, Mary	101000508	F					
Jones, Mary	101000516	F					
Sorrell, Elspeth	101000524	F					
Trinder, Joanna	101000532	F					
Watson, Emily		F					

Save & Stay Save and Exit Cancel

View by Exam Group:

SQA Unit Results & Estimates
Exam Group

Detail Search Edit

Spanish C06312: Spanish	D48211 Spanish: Language in Work	D48212 Spanish: Language in Work	D48312 Spanish: Language	D48512 Spanish: Extended Reading/Viewing	X06312 Spanish	
Candidate	SCN	Gender	Results	Results	Results	Estimates
Davis, Laura	101000478	F				
Davis, Sarah	101000486	F	Pass			
Duncan, Kirsty	101000494	F				
Heginbotham, Mary	101000508	F				
Jones, Mary	101000516	F				
Sorrell, Elspeth	101000524	F				
Trinder, Joanna	101000532	F				
Wake-Hurst, Melanie	101000540	F				
Watson, Emily		F				

Search Edit

Please note: At this stage the other Unit results have not been entered.

View by Subject Set:

SQA Unit Results & Estimates
Subject set / Exam Group

Detail Search Edit

SP12E1: Spanish Year 12 Block E Set 1 Spanish C06312: Spanish	D48211 Spanish: Language in Work	D48212 Spanish: Language in Work	D48312 Spanish: Language	D48512 Spanish: Extended Reading/Viewing	X06312 Spanish	
Candidate	SCN	Gender	Results	Results	Results	Estimates
Davis, Sarah	101000486	F	Pass			
Duncan, Kirsty	101000494	F				
Heginbotham, Mary	101000508	F				
Jones, Mary	101000516	F				
Sorrell, Elspeth	101000524	F				
Trinder, Joanna	101000532	F				
Watson, Emily		F				

Search Edit

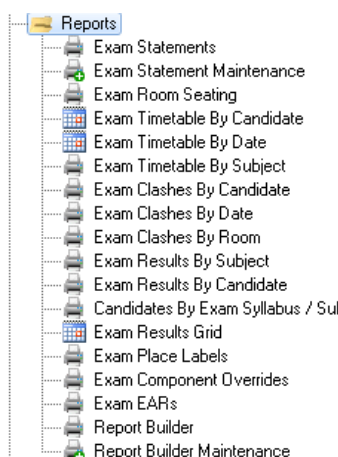
9. Session 4 - Reporting

Reporting is carried out at all stages of the process, but for clarity we will tackle reporting as a whole in this session. There are three key methods of reporting on the data in the exams module.

- Built in or Standard Reports
- Report Builder (Custom designed reports)
- ODBC connections to Excel or other reporting tools.

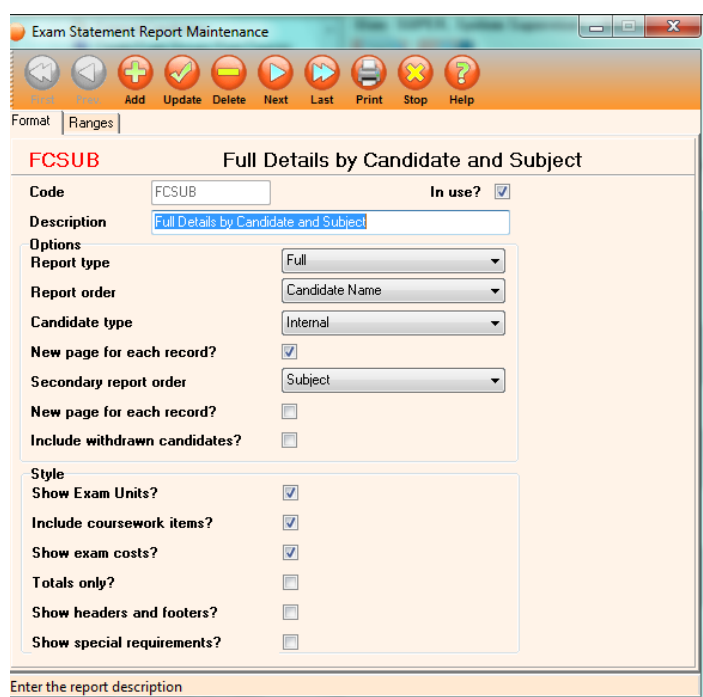
Both the Report Builder and ODBC options use a series of data views to extract data from the database. Details of the views which relate specifically to the External Exams Module are listed in *Appendix 1* (page 71).

a) Standard Reports (JCQ and Common Reports)



i. Exam Statements

Exam Statements are a quick way to set up reports without having to worry about complex query building or layout designs. The reports are set up using **Exam Statement Maintenance** and selections are made from a range of options. Reports are then run from the **Exam Statements** menu item, where ranges may be specified and other options set at run time.



The resultant report produced looks like this:

Pupil Code	Name	Date Of Birth	Gender	Form	Academic House	Boarding House	Candidate No	UCI	SQA Cand. No
ADA001	ADAMS:LAUREN SALLY	04/01/1997	Female	11A	BLUE		1000	645950141000X	141001019
Exam Code	Description	Group	Subject	Board	Description	Series	Exam Cost		
A664H	ENG LIT: LIT HRTG PROSE & PTRY (HGH)	6AA664H12	EN	01	OCR	6A	7.35		
Unit	Description	Date	Session	Start Time	Duration				
A664/02	ENG LIT: LIT HRTG PROSE (HGH) WRN	22/05/2014	PM	13:15	105 minutes				
A701H	FRENCH: LISTENING HIGHER	6AA701H12	FR	01	OCR	6A	7.35		

Note that both JCQ and SQA Candidate Identifiers are shown.

Additional Narrative fields and the option to show the actual, rather than the Candidate Name, are provided at run time. This latter feature is useful if only SQA exams are in use and the Candidate Name field is not completed.

Narrative/text

Show headers and footers?

Show special requirements?

Use actual name?

ii. Exam Room Seating

This predefined report provides a list of candidates, with any applicable Access Arrangements, with their seat allocations for a given date range. There are filters and ranges available for date, room, qualification type and candidate type (internal or external).

Exam Room Seating Report

Preview Print Stop Help

Candidate type Both

Order candidates by Seat Number

New page per date?

New page per room?

Exam date from 03/01/2014 to 30/05/2014

Exam qualification from to

Room from to

Access details? Exam Access Arrangements

Show headers and footers?

Show exam duration?

Select the last date

The sample output is as shown:

Date		Monday, 12 May 2014										
Room		MH Main Hall										
Session		PM										
Start Time	13:15	Session	PM	Board Series	FRENCH: LISTENING			Unit	A701/02	Description	FRENCH: LISTENING WRITTEN HGH	
Seat No.	Seat	Candidate Name	Cand. No.	Pupil Code	Form	Duration	Exam Access Arrangements	Extra Time of 25% in written papers only				
		ADAMS:LAUREN SALLY	1000	ADA001	11A	45	Laptop					
		ASHMAN:TIMOTHY GEORGE	1001	ASH001	11A	45						
		BRIGGS:THOMAS WILLIAM	1004	BRI002	11A	45						
		BURGESS:AMANDA JANE	1005	BUR001	11A	45						
		CAVENDISH:MARY	1007	CAV001	11A	45	Extra Time					
		CHARLES:MARY	1008	CHA002	11A	45						
		JACKSON:HELEN MARY	1009	JAC001	11A	45						
		KENNEDY:DONALD	1010	KEN001	11A	45						
		MASON:MARY	1011	MAS001	11A	45						
		PHILLIPS:JAMES DAVID	1012	PHI001	11A	45						
										FRENCH: LISTENING WRITTEN HGH No. candidates: 10		

iii. Exam Timetable by Candidate

This report is designed to provide candidates with full details of their timetabled exams. Different formats may be selected at run time to provide full or candidate friendly details. The candidate friendly version does not include the Exam group code which is used internally.

A variety of ranges and sort orders may be specified to allow the report to be used for different purposes.

One option which is available in this report is to show exam clashes. If this is ticked, a further box is shown which allows you to specify a number of **Minutes of padding** between exams. This is to allow time for candidates to change rooms between exams and/or other requirements. In this example, 10 minutes of padding has been specified.

Show clashes
 Minutes of padding

Pupil Code		Name	Date Of Birth	Gender	Form	House 1	House 2	Candidate No.	UCI	SCN	
ADA001		ADAMS:LAUREN SALLY	04/01/1997	Female	11A	BLUE		1000	645950141000X	141001019	
Board		Series	Exam Code	Group	Subject	Component	Description	Date	Start Time	Duration	Room
OCR	6A	A701H	6AA701H12	FR	A701/02		FRENCH: LISTENING WRITTEN HGH	12/05/2014	13:15	45 minutes	MH
OCR	6A	A703H	6AA703H12	FR	A703/02		FRENCH: READING WRITTEN HGH	12/05/2014	14:00	45 minutes	MH
----- WARNING - The 2 exams listed above clash with each other -----											

- If the **Minute of padding** is set to 0, the consecutive French exams no longer show as clashes.

Pupil Code		Name	Date Of Birth	Gender	Form	House 1	House 2	Candidate No.	UCI	SCN	
ADA001		ADAMS:LAUREN SALLY	04/01/1997	Female	11A	BLUE		1000	645950141000X	141001019	
Board		Series	Exam Code	Group	Subject	Component	Description	Date	Start Time	Duration	Room
OCR	6A	A701H	6AA701H12	FR	A701/02		FRENCH: LISTENING WRITTEN HGH	12/05/2014	13:15	45 minutes	MH
OCR	6A	A703H	6AA703H12	FR	A703/02		FRENCH: READING WRITTEN HGH	12/05/2014	14:00	45 minutes	MH
OCR	6A	A731H	6AA731H12	GE	A731/02		GEOG A: CNTMPRY THMS GEOG WRTN	13/05/2014	13:15	130 minute	MH
SQA	SQ	C00710	C0071012	BI	X00710/1		Paper 1 (Objective Test) P2 - Blo	16/05/2014	09:00	90 minutes	MH
OCR	6A	A664H	6AA664H12	EN	A664/02		ENG LIT: LIT HRTG PROSE (HGH) WRTI	22/05/2014	13:15	105 minute	MH

iv. Exam Timetable by Date

The *Exam Timetable by date* report will list all candidates, with any component overrides, for exams which are being sat on a particular date or range of dates. This is an alternative presentation of the data which is also available in the routine **Exam Timetable by Date Grid** from the **Main** menu. The grid report is designed to be output to Excel directly, whereas the Report here produces a printed list format. Both are shown below.

Exam Timetable by Date Grid:

Code	Subject	Exam	Day	Date	Time	Duration	Candidates	Room
A731/02	GE	GEOG A: CNTMPRY THMS GEOG WRTN (HGH)	Tuesday	13/05/2014	13:15	105	9	MH

Cand No	Unique Cand No	Name	Date	Time	Duration	Room	Special Requirements
1000	645950141000X	ADAMS:Lauren	13/05/2014	13:15	130	MH	Extra Time, Laptop
1001	645950141001D	ASHMAN:Timothy	13/05/2014	13:15	130	MH	
1004	645950141004B	BRIGGS:Thomas	13/05/2014	13:15	130	MH	
1005	645950141005G	BURGESS:Amanda	13/05/2014	13:15	130	MH	

Date										
Tuesday, 13 May 2014										
Board	Series	Syllabus	Component	Description	Session	Start Time	Duration	Room	No. Cands	
01	6A	GEOGRAPHY A: CNTMPRRY THMS IN GEOG	A731/02	GEOG A: CNTMPRY THMS GEOG WRTN (HGH)	PM	13:15	105 minutes	MH	9	
Candidate Name(s)		Gender	Cand. Num.	SCN	Special Requirements		Extra Time %age			
ADAMS:LAUREN SALLY		Female	1000	141001019	Extra Time Laptop					
Component Overrides		Override Date	Override Time	Override Session	Override Time Allowed	Override Room				
		13/05/2014	13:15:00	P	130	MH				
ASHMAN:TIMOTHY GEORGE		Male	1001	141001027						
BRIGGS:THOMAS WILLIAM		Male	1004	141001051						
Component Overrides		Override Date	Override Time	Override Session	Override Time Allowed	Override Room				
		13/05/2014	13:15:00	P	130	MH				
BURGESS:AMANDA JANE		Female	1005	141001078						
Component Overrides		Override Date	Override Time	Override Session	Override Time Allowed	Override Room				
		13/05/2014	13:15:00	P	130	MH				
CAVENDISH:MARY		Female	1007	141001094						
Component Overrides		Override Date	Override Time	Override Session	Override Time Allowed	Override Room				
		13/05/2014	13:15:00	P	130	MH				
JACKSON:HELEN MARY		Female	1009	141001116						
Component Overrides		Override Date	Override Time	Override Session	Override Time Allowed	Override Room				
		13/05/2014	13:15:00	P	130	MH				
KENNEDY:DONALD		Male	1010	141001124						
Component Overrides		Override Date	Override Time	Override Session	Override Time Allowed	Override Room				
		13/05/2014	13:15:00	P	130	MH				
MASON:MARY		Female	1011	141001132						
Component Overrides		Override Date	Override Time	Override Session	Override Time Allowed	Override Room				
		13/05/2014	13:15:00	P	130	MH				

Exam Timetable by Date Report:

v. Exam Timetable by Subject

This report is designed to show the details and times of exams on a subject by subject basis. Please note that this uses the PASS Subject Codes and this is a further reason why the Exam Groups must be linked to subjects as described in section 6, *b) Exam Groups* (page 24).

vi. Exam Clashes by Candidate

This report will list all clashes by candidate with the option to add padding, as described earlier.

vii. Exam Clashes by Date

As above, but sorted by date rather than Candidate.

viii. Exam Clashes by Room

As above, but sorted by room rather than Candidate.

ix. Exam Results by Subject Grid

This report is used to show the number of each result grade achieved by subject. It requires the selection of the correct Exam Qualification and associated Gradeset as defined in the table shown on the following page.

Qualification Title	Exam Qualification	Exam Type: Level	Exam Type: Item	Exam Type: Process	Gradeset
GCE Advanced Certification	GCE	A	C	E	4
GCE Advanced Double Award Certification	GCE	DA	C	E	10
GCE Advanced plus Advanced Subsidiary Certification	GCE	AAS	C	E	11
GCE Advanced Subsidiary Certification	GCE	ASB	C	E	A
GCE Advanced Subsidiary Double Award Certification	GCE	ASD	C	E	C
GCE A2 Units	GCE	B	U	E	B
GCE AS Units	GCE	B	U	E	B
GCSE (linear)	GCSE	FC	C	E	F
GCSE (where linear but with UMS)	GCSE	FC	C	E	F
GCSE cash-in	GCSE	FC	C	E	F
GCSE Unit	GCSE	B	U	E	Q
GCSE Short Course (linear)	GCSE	SC	C	E	F
GCSE Short Course cash-in	GCSE	SC	C	E	F
GCSE Double Award Cash-in	GCSE	DA	C	E	15
Principal Learning Level 1 units	PL	L1	U	E	7
Principal Learning Level 2 units	PL	L2	U	E	9
Principal Learning Level 3 units	PL	L3	U	E	5
Principal Learning Level 1 cash-ins	PL	L1	C	E	6
Principal Learning Level 2 cash-ins	PL	L2	C	E	8
Principal Learning Level 3 cash-ins	PL	L3	C	E	4

The selection of the Qualification and Exam level is optional, but can be used to filter results, as required.

The Camelot School ZZ		External Exams Exam Results By Subject						
Exam Board 01 - OCR	Exam Series 6B - Series 6B	Exam Level All						
GradeSet 4 - Gradeset 4	Qualification All							
Subject	A*	A	B	C	D	E	U	Total
Business Studies	2	1	1	1	0	0	0	5
Mathematics	3	3	1	3	0	0	0	10
Total	5	4	2	4	0	0	0	15

- Click on the **Preview** button to display the report:
- Click on the **Excel** button to export the grid report to Excel.

x. Exam Results by Candidate

This report will show both grades and numeric marks for the selected candidates, and will produce a landscape type report for each candidate. There are options available to change the sort order of the report, to set ranges by candidate name, Awarding Body, Academic Year and Exam Series, as required.

Forecast grades (if entered into PASS) can be shown on the report also, if required. The selection page is as shown here:

Sample Report (including Forecast Grades):

Candidate No	2019	Form					
Candidate Name	ALLAN,Samantha	Academic House					
Gender	Female	Boarding House					
Date of Birth	02/10/1995						
Unique Candidate No	646300010001K						
SCN	101000028						
Qualification	General Certificate Of Education						
Syllabus	Description	F'cast Grade 1	F'cast Grade 2	Grade 1	Grade 2	Mark 1	Mark 2
4721	MATHS: CORE MATHEMATICS 1	a		b			
4722	MATHS: CORE MATHEMATICS 2	b		b			
4724	MATHS: CORE MATHEMATICS 4			b			
4727	MATHS: FURTHER PURE MATHEMATICS 3			a		72	0
4729	MATHS: MECHANICS 2					77	0
7890	MATHEMATICS			A*			
F293	BUS STUDIES: MARKETING			a			
F294	BUS STUDIES: ACCOUNTING			a			
F297	BUS STUDIES: STRATEGIC MANAGEMENT			b			
H430	BUSINESS STUDIES			A*			

Sample Report (excluding Forecast Grades):

Candidate No	2019	Form			
Candidate Name	ALLAN,Samantha	Academic House			
Gender	Female	Boarding House			
Date of Birth	02/10/1995				
Unique Candidate No	646300010001K				
SCN	101000028				
Qualification	General Certificate Of Education				
Exam	Description	Grade 1	Grade 2	Mark 1	Mark 2
4721	MATHS: CORE MATHEMATICS 1	b			
4722	MATHS: CORE MATHEMATICS 2	b			
4724	MATHS: CORE MATHEMATICS 4	b			
4727	MATHS: FURTHER PURE MATHEMATICS 3	a		72	0
4729	MATHS: MECHANICS 2			77	0
7890	MATHEMATICS	A*			
F293	BUS STUDIES: MARKETING	a			
F294	BUS STUDIES: ACCOUNTING	a			
F297	BUS STUDIES: STRATEGIC MANAGEMENT	b			
H430	BUSINESS STUDIES	A*			

xi. Candidates by Exam Syllabus/Subject

This report is useful as described in Session 3 for providing information to Heads of Department, to allow checking of candidate details and entries prior to the submission of the entry files. The report has an option to include grades and can be set up to produce a new page for each Syllabus or Subject as shown below:

The resultant report is as follows:

Please see results for your pupils

Centre 64595
Subject MA Mathematics

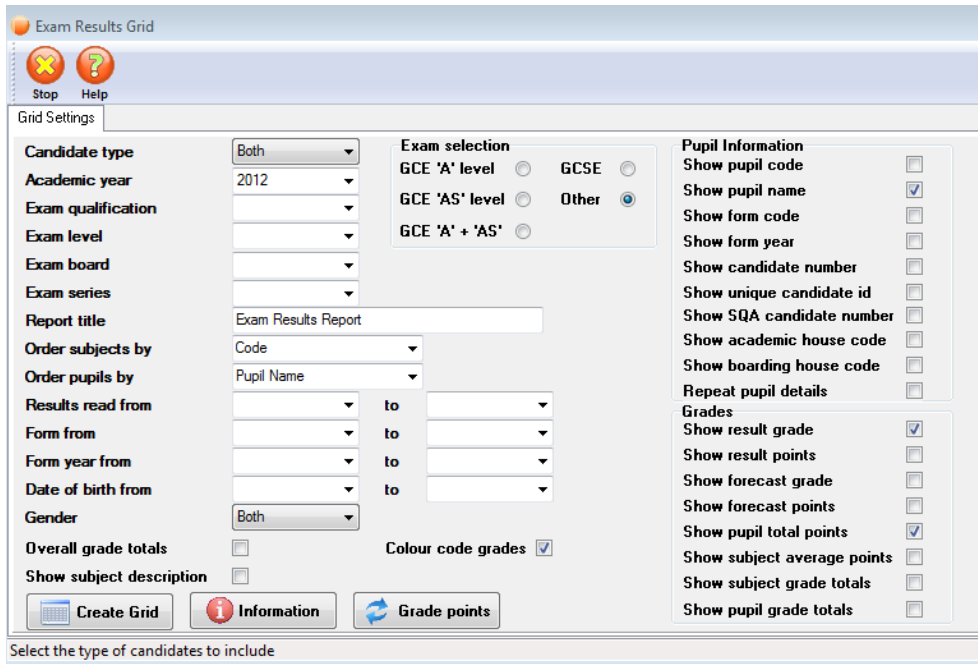
Board	Series	Course	Cand No	Candidate Name	Form	F Grd	1 F	Grd 2	Grd 1	Grd 2	Mrk 1	Mrk 2		
OCR	6B	7890	2019	ALLAN:SAMANTHA E	13							A*		
			16	ALLAN:TOM	13								A	
			53	BARRETT:LYNDSEY	13								A	
			56	BATES:KAREN JANE	13								B	
			2022	BUTTERWORTH:JANINE	13								B	
			17	DURHAM:JAMES HENRY	13								B	
			55	FELSTED:IAN GERARD	13								A	
			58	LAWSON:JENNIFER ANN	13								C	
			59	MOODY:JOHN PATRICK	13								C	
			54	THOMPSON:MELANIE JANE	13									A*
			Number Of Entries 10											

xii. Exam Results Grid

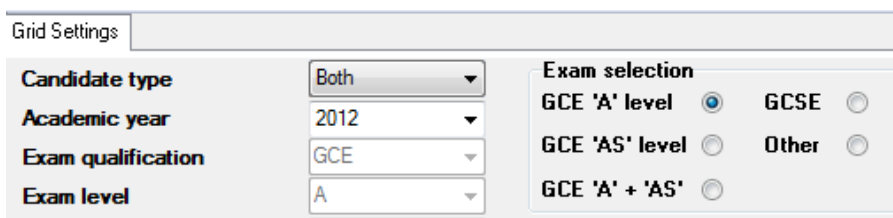
The Exam Results Grid report is a very powerful tool for reporting and analysing GCSE and GCE results. It has a wide range of options available and these are explained and illustrated here. The options selected are not saved as templates, but it is easy to modify selections without having to start again with the report.

This report is designed to be exported to Excel where further calculations and formatting may be applied. There is no direct print option from the Exam Results Grid.

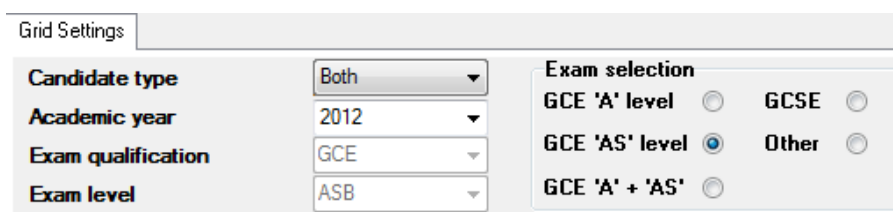
Results Grid setup screen:



- **Candidate Type** By default both Internal and External Candidates are included, but the selection of one or the other type is enabled by this dropdown selection.
- **Exam Selection** It is important that the correct exam type is selected as this will affect not only the population of the Exam Qualification and Exam Level fields but also the Grade Point calculation and the summary totals displayed on the grid report.
- **GCE 'A' Level selected.**



- **GCE 'AS' Level selected.**



- **GCE 'A' + 'AS' Level selected.**

Grid Settings

Candidate type	Both	Exam selection	
Academic year	2012	GCE 'A' level <input type="radio"/>	GCSE <input type="radio"/>
Exam qualification	GCE	GCE 'AS' level <input type="radio"/>	Other <input type="radio"/>
Exam level		GCE 'A' + 'AS' <input checked="" type="radio"/>	

- **GCSE Level selected.**

Grid Settings

Candidate type	Both	Exam selection	
Academic year	2012	GCE 'A' level <input type="radio"/>	GCSE <input checked="" type="radio"/>
Exam qualification	GCSE	GCE 'AS' level <input type="radio"/>	Other <input type="radio"/>
Exam level		GCE 'A' + 'AS' <input type="radio"/>	

- **Other selected.**

Grid Settings

Candidate type	Both	Exam selection	
Academic year	2012	GCE 'A' level <input type="radio"/>	GCSE <input type="radio"/>
Exam qualification		GCE 'AS' level <input type="radio"/>	Other <input checked="" type="radio"/>
Exam level		GCE 'A' + 'AS' <input type="radio"/>	

Please note: With this option selected, the options for **Exam qualification** and **Exam level** are selected manually, as required.

Other Filter Selections:

Exam board		
Exam series		
Report title	Exam Results Report	
Order subjects by	Code	
Order pupils by	Pupil Name	
Results read from		to
Form from		to
Form year from		to
Date of birth from		to
Gender	Both	

A number of other fields for filtering and selection can be chosen from the options shown here.

Overall grade totals

Overall grade totals	<input type="checkbox"/>	Colour code grades	<input checked="" type="checkbox"/>
Show subject description	<input type="checkbox"/>		

- Ticking the **Overall grade totals** box will show the total numbers of each grade achieved and also the percentage. The exact figures shown will vary with different qualifications and will be shown in the examples which follow.

- If **Show subject description** is selected then the **Subject Description** rather than the code will be shown at the top of each subject column. This may be clearer to read but will take up more space on the grid.

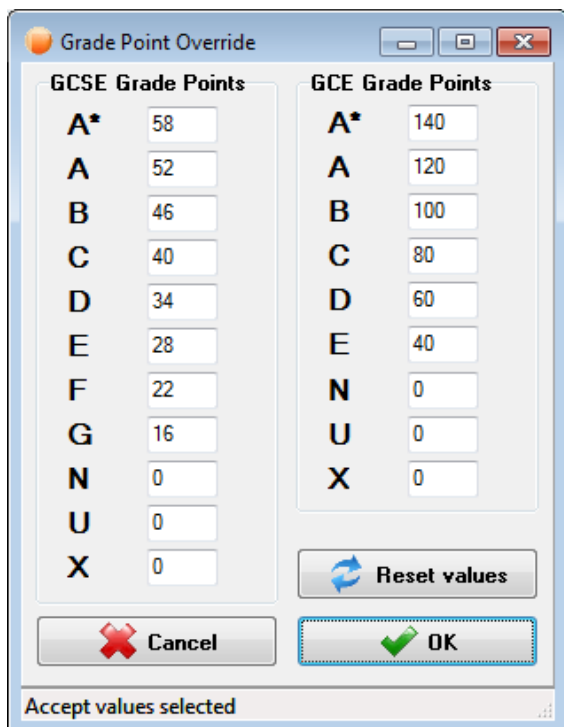
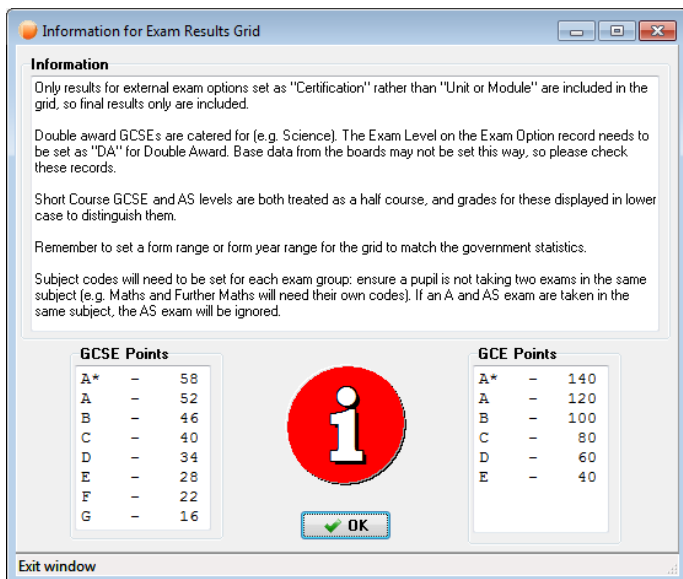
Please note: it is essential that every Exam Group is linked to a Subject record, as otherwise this report will not return correct data.

Colour code grades will display each grade in a different colour for highlighting and clarity.

Information and **Grade points** buttons.



Information



Grade Points

This allows the points score associated with each grade to be altered for different requirements.

The default settings are those specified for the official reporting and calculation of pupils' points achieved.

If the points are altered for any reason, it is then possible to reset their values to the default ones once the work for which different values were needed has been completed.

Pupil information:

Pupil Information	
Show pupil code	<input type="checkbox"/>
Show pupil name	<input checked="" type="checkbox"/>
Show form code	<input type="checkbox"/>
Show form year	<input type="checkbox"/>
Show candidate number	<input type="checkbox"/>
Show unique candidate id	<input type="checkbox"/>
Show SQA candidate number	<input type="checkbox"/>
Show academic house code	<input type="checkbox"/>
Show boarding house code	<input type="checkbox"/>
Repeat pupil details	<input type="checkbox"/>

This section controls what information about the pupil is included in the grid.

- By default, the **Candidate Name** is the only field selected, but others can be selected as required.
- Repeat pupil details** will repeat the name (and any other columns selected here) for additional lines for each pupil, for example if **forecast grades** or **result points** are selected.

Grades - This section controls what grade information is included in the grid:

Grades	
Show result grade	<input checked="" type="checkbox"/>
Show result points	<input type="checkbox"/>
Show forecast grade	<input type="checkbox"/>
Show forecast points	<input type="checkbox"/>
Show pupil total points	<input checked="" type="checkbox"/>
Show subject average points	<input type="checkbox"/>
Show subject grade totals	<input type="checkbox"/>
Show pupil grade totals	<input type="checkbox"/>

This is the default setting. The following examples will show the different output results which will be shown with GCSE data with the various options selected. In each case the Candidate Name only is included for clarity.

Examples - GCSE Results – Default Grade Options:

Grades	
Show result grade	<input checked="" type="checkbox"/>
Show result points	<input type="checkbox"/>
Show forecast grade	<input type="checkbox"/>
Show forecast points	<input type="checkbox"/>
Show pupil total points	<input checked="" type="checkbox"/>
Show subject average points	<input type="checkbox"/>
Show subject grade totals	<input type="checkbox"/>
Show pupil grade totals	<input type="checkbox"/>

Pupil Name	Total	AR	BI	BS	CH	CHI	DR	DT	ELIT	EN	FR	GM	GY	HI	LA	MA	MU	PE	PH	RE	RUS	SC
GXXXXXXXXX : LXXXXX XXXX	16.0								G													
BXXXXXXXXX : AXXXXX XXXX	40.0														C							
AXXXXXXXXX : HXXXXX XXXX	518.0	e	A		A		A		A*	A*	A*						A*		A			
AXXXXXXXXX : MXXXXX XXXX	386.0			C				A	A	B	B					B		A				A
BXXXXXXXXX : LXXXXX XXXX	326.0	C					D		C	C	A		C			C						C
BXXXXXXXXX : JXXXXX XXXX	58.0															A*						
BXXXXXXXXX : BXXXXX XXXX	52.0														A							
BXXXXXXXXX : CXXXXX XXXX	58.0															A*						
BXXXXXXXXX : AXXXXX XXXX	58.0															A*						
BXXXXXXXXX : YXXXXX XXXX	58.0															A*						
BXXXXXXXXX : AXXXXX XXXX	498.0		A		A				A*	A*	A*		A*	A		A*				A		
BXXXXXXXXX : JXXXXX XXXX	464.0		A*		A*				A*	A*	A*						A*			A*		
BXXXXXXXXX : BXXXXX XXXX	52.0															A						
CXXXXXXXXX : RXXXXX XXXX	444.0		B		A			B	B	B	A	A				A				A		
CXXXXXXXXX : CXXXXX XXXX	58.0															A*						
CXXXXXXXXX : CXXXXX XXXX	550.0		A*		A*				A	A	A	A		A		A*						A*
CXXXXXXXXX : RXXXXX XXXX	58.0															A*						

Pupil Count: 121 Grade A-A*: 411 Grades A*-C: 746.5 Pupils 5 A*-C: 82
 Total Grades: 782.5 Percent A-A*: 52.52% Percent A*-C: 95.40% Percent 5 A*-C: 67.77%

Note the colour coding of the grades and the use of the Subject codes to ensure that the maximum number of columns can be seen on the screen.

The **Overall grade totals** section shows the total number of pupils, the number of grades A* to A achieved, the number of A* to C grades achieved, the number of pupils who have achieved 5 A* to C grades, and the corresponding percentages.

Pupil Count: 121	Grade A-A*: 411	Grades A*-C: 746.5	Pupils 5 A*-C: 82
Total Grades: 782.5	Percent A-A*: 52.52%	Percent A*-C: 95.40%	Percent 5 A*-C: 67.77%

Show result points.

Pupil Name	Grades	Total	AR	BI	BS	CH	CHI	DR	DT	ELIT	EN	FR	GM	GY	HI	LA	MA	MU	PE	PH	RE	RUS	
GXXXXXXXXX : LXXXXX XXXX	Grade									G													
GXXXXXXXXX : LXXXXX XXXX	Points	16.0								16													
BXXXXXXXXX : AXXXXX XXXX	Grade															C							
BXXXXXXXXX : AXXXXX XXXX	Points	40.0														40							
AXXXXXXXXX : HXXXXX XXXX	Grade		e	A		A		A		A*	A*	A*						A*		A			
AXXXXXXXXX : HXXXXX XXXX	Points	518.0	20	52		52		52		58	58	58						58		52			
AXXXXXXXXX : MXXXXX XXXX	Grade				C				A	A	B	B					B						
AXXXXXXXXX : MXXXXX XXXX	Points	386.0			40				52	52	46	46					46						
BXXXXXXXXX : LXXXXX XXXX	Grade		C					D		C	C	A		C			C						
BXXXXXXXXX : LXXXXX XXXX	Points	326.0	40					34		40	40	52		40			40						
BXXXXXXXXX : JXXXXX XXXX	Grade																A*						
BXXXXXXXXX : JXXXXX XXXX	Points	58.0															58						
BXXXXXXXXX : BXXXXX XXXX	Grade															A							
BXXXXXXXXX : BXXXXX XXXX	Points	52.0														52							
BXXXXXXXXX : CXXXXX XXXX	Grade																A*						
BXXXXXXXXX : CXXXXX XXXX	Points	58.0															58						
BXXXXXXXXX : AXXXXX XXXX	Grade																A*						
BXXXXXXXXX : AXXXXX XXXX	Points	58.0															58						

Pupil Count: 121 Grade A-A*: 411 Grades A*-C: 746.5 Pupils 5 A*-C: 82
 Total Grades: 782.5 Percent A-A*: 52.52% Percent A*-C: 95.40% Percent 5 A*-C: 67.77%

This option will display the points for each subject result in a second line below the result grade.

Show Subject average points - This option is used to show the average number of points achieved in each subject.

Pupil Name	Total	AR	BI	BS	CH	CHI	DR	DT	ELIT	EN	FR	GM	GY	HI	LA	MA	MU	PE	PH	RE	RUS	SC	
JXXXXXXXXX : JXXXXX XXXX	528.0		B		B				A	A*	A*		A		A		A		A	B			
JXXXXXXXXX : JXXXXX XXXX	532.0		A		A		A		A	A	A*		A		A		A		A	A			
RXXXXXXXXX : RXXXXX XXXX	490.0		B		B		A		A	A	A		A		A		B		B	B			
RXXXXXXXXX : RXXXXX XXXX	436.0		B		C			B	B	B	C		B	B		B				C			
AXXXXXXXXX : AXXXXX XXXX	404.0		A		A		C		A	A	A		A							A			
DXXXXXXXXX : DXXXXX XXXX	384.0		C	D	C			A	D	C	B					B							
BXXXXXXXXX : BXXXXX XXXX	268.0								C	C	C		D			C		D					C
MXXXXXXXXX : MXXXXX XXXX	490.0		A		A				B	C	B		A	B		A*		B		A			
LXXXXXXXXX : LXXXXX XXXX	374.0		B		C				A	A	A		A	B		B							C
FXXXXXXXXX : FXXXXX XXXX	478.0				B			C	B	B	A		A	C		A				A			
MXXXXXXXXX : MXXXXX XXXX	338.0						D		B	B	C		C			B		B					C
HXXXXXXXXX : HXXXXX XXXX	286.0							B	C	C	B			E		B							C
DXXXXXXXXX : DXXXXX XXXX	444.0		A		A				B	A	B			B		A	B			A			
HXXXXXXXXX : HXXXXX XXXX	308.0		D		D		C		C	C	C					C							C
JXXXXXXXXX : JXXXXX XXXX	380.0								A	B	A		B			C		A					B
AVERAGE	315.82		39.12	50.60	42.57	51.70	58.00	44.20	47.25	47.95	47.62	50.32	56.50	49.45	44.58	48.00	50.04	52.46	45.40	52.21	44.78	58.00	43.36

Pupil Count: 121 Grade A-A*: 411 Grades A*-C: 746.5 Pupils 5 A*-C: 82
 Total Grades: 782.5 Percent A-A*: 52.52% Percent A*-C: 95.40% Percent 5 A*-C: 67.77%

Show Pupil grade totals enabled - This option shows the number of each grade achieved by each pupil as additional columns on the right hand side of the grid.

Pupil Name	Total	FR	GM	GY	HI	LA	MA	MU	PE	PH	RE	RUS	SC	SP	A*	A	B	C	D	E	Total	
XXXXXXXXXX: SXXXXXXXXXX	498.0	A*			A					A*					6	2	1				9	
XXXXXXXXXX: AXXXXXXXXXX	472.0	A		B	B		C			C					1	2	5	2			10	
XXXXXXXXXX: AXXXXXXXXXX	392.0				B			A	A							5	2	1			8	
XXXXXXXXXX: SXXXXXXXXXX	288.0						A						A			2	4				6	
XXXXXXXXXX: MXXXXXXXXXX	278.0	C			E		D	D					D					2	5	1	8	
XXXXXXXXXX: YXXXXXXXXXX	188.0											A*			1					3	1	5
XXXXXXXXXX: HXXXXXXXXXX	344.0	B		B	B		C						B				5	2	1		8	
XXXXXXXXXX: EXXXXXXXXXX	516.0	A*		A*	A					A*				A*	8	1					9	
XXXXXXXXXX: LXXXXXXXXXX	544.0	A*		A*	A		A*			A					4	6					10	
XXXXXXXXXX: JXXXXXXXXXX	338.0	B			C		B						B				4	3	1		8	
XXXXXXXXXX: JXXXXXXXXXX	502.0	A		A			A		B	A						7	3				10	
XXXXXXXXXX: CXXXXXXXXXX	466.0	C			C		A		B	A						5	1	4			10	
XXXXXXXXXX: JXXXXXXXXXX	438.0	B		A			A		B	B						4	5				9	
XXXXXXXXXX: BXXXXXXXXXX	338.0	B		C			B		B				C				3	5			8	
XXXXXXXXXX: BXXXXXXXXXX	516.0	A*			A*		A*		A*						8	1					9	
XXXXXXXXXX: AXXXXXXXXXX	314.0				D		C				C		C				1	5	2		8	
XXXXXXXXXX: EXXXXXXXXXX	398.0	A		B					B	A						5	3				8	

Show Subject grade totals enabled - This option shows the total number of each grade achieved in each subject as additional rows at the bottom of each subject column.

Pupil Name	Total	AR	BI	BS	CH	DR	DT	ELIT	EN	FR	GM	GY	HI	LA	MA	MU	PE	PH	RE	RUS	SC	SP	
XXXXXXXXXX: MXXXXXXXXXX	338.0					D		B	B	C		C			B		B					C	
XXXXXXXXXX: HXXXXXXXXXX	286.0						B	C	C	B			E										C
XXXXXXXXXX: DXXXXXXXXXX	444.0		A		A			B	A	B			B		A	B		A					C
XXXXXXXXXX: HXXXXXXXXXX	308.0	D		D		C		C	C	C													C
XXXXXXXXXX: JXXXXXXXXXX	380.0						A	B	A		B				C	A					B		B
Entries	744.5	24	60	14	60	30	24	79	85	68	5	47	36	4	65	13	20	57	8.5	1	25	19	
Passes	744.5	24	60	14	60	30	24	79	85	68	5	47	36	4	65	13	20	57	8.5	1	25	19	
A-A*	381	4	38	4	41	9	10	39	36	39	4	28	12	2	33	10	5	42	3	1	3	18	
A-C	709.5	20.5	59	11	59	24	23	77	82	68	5	46	31	4	64	12	17	57	8	1	22	19	
A*	155		15		21	1	1	11	13	21	4	9	1	1	10	6	1	22	3	1		14	
A	226	4	23	4	20	8	9	28	23	18		19	11	1	23	4	4	20			3	4	
B	199	5	17	1	15	8	9	23	26	18	1	10	12	1	18	2	10	10	2		10	1	
C	129.5	11.5	4	6	3	7	4	15	20	11		8	7	1	13		2	5	3		9		
D	31	3.5		3	1	6	1	2	3			1	2		1	1	3		0.5			3	
E	4			1																			

xiii. Exam Place Labels

This report can be used to produce place labels with a variety of different information included.

Exam date from: 03/05/2014 to 13/05/2014

Room from: to

Location from: to

Order labels by: Exam and Candidate No.

Choose Candidate Number: Candidate number, UCI, SCN

Choose Description: Exam description, Subject description

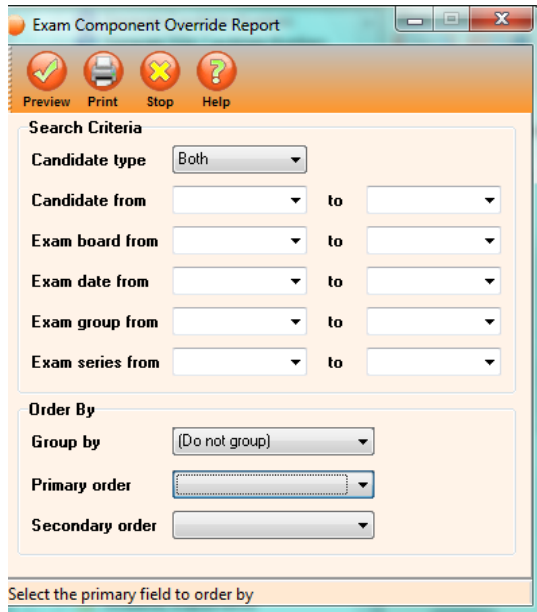
Filter By Extra Time: All, Extra time, No extra time

Available Fields: Candidate number, House, Exam description, Seat position, Candidate name, Form year, Room, Form, Exam date and time, Seat number

Select Label Font Size: 8 Preview

xiv. Exam Component Overrides

This report lists all component overrides which have been set up for the criteria specified. Ordering and grouping may be specified as required.

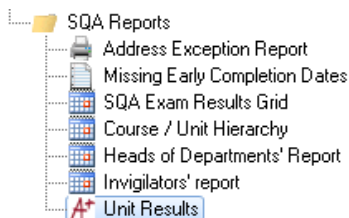


xv. Exam EARS

This report lists details of all EARS (Enquiries about Results) that are currently held in the system. EARS are not covered in today’s course, but more information is available from WCBS if required.

xvi. SQA Reports

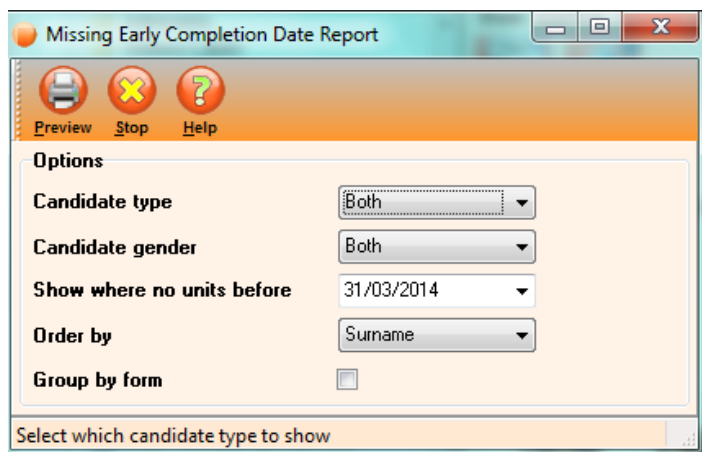
The SQA Reports section contains reports which are specific to SQA exams. These are detailed here.



xvii. Address Exception Report

xviii. Missing Early Completion Dates

This report is designed to show all candidates who do not have any SQA units with a completion date earlier than the date specified.



ZA The Camelot School		Missing Early Completion Dates			SUPER System Supervisor
The below candidates have no units with a completion date on or before 21/03/2014					
Name	SCN	Type	Gender	Form	
ADAMS:Lauren	141001019	Internal	Female	11A	
ASHMAN:Timothy	141001027	Internal	Male	11A	
BASTON-SMYTHE:Henrietta	141001035	Internal	Female	11A	
BOUILLON:Louis	141001043	Internal	Male	11A	
BRIGGS:Thomas	141001051	Internal	Male	11A	
BURGESS:Amanda	141001078	Internal	Female	11A	
BURGESS:Andrew	141001086	Internal	Male	11A	
CAVENDISH:Mary	141001094	Internal	Female	11A	
CHARLES:Mary	141001108	Internal	Female	11A	
JACKSON:Helen	141001116	Internal	Female	11A	
KENNEDY:Donald	141001124	Internal	Male	11A	
MASON:Mary	141001132	Internal	Female	11A	
PHILLIPS:James	141001140	Internal	Male	11A	

xix. SQA Exam Results Grid

The SQA Exam Results Grid works in a similar way to the JCQ exam results grid but is specific to SQA exams. A range of options may be specified as shown below:

Grid Settings

Candidate type:

Academic year:

Exam qualification:

Exam level:

Gender:

Date of birth from: to:

Summary:

Course options

Show code and description:

Show description only:

Show code only:

Group by subject:

The resultant Grid is as shown. Please note that in this example there are no results entered, but the format of the grid is shown.

Date of Birth	Candidate Name	Gender	SCN	Pupil Code	Form	Academic House	Boarding House	Biology	Chemistry	History	French	P
								C00710 Biology	C01210 Chemistry	C04410 History	C05910 French	C063 Physi
04/01/1997	Adams Lauren	F	141001019	ADA001	11A	Blue House						
01/06/1997	Ashman Timothy	M	141001027	ASH001	11A	Blue House						
01/08/1997	Baston-Smythe Henrietta	F	141001035	BAS001	11A	Blue House						
18/04/1997	Bouillon Louis	M	141001043	BOU001	11A	Blue House						
11/04/1997	Briggs Thomas	M	141001051	BR1002	11A	Blue House						
04/05/1997	Burgess Amanda	F	141001078	BUR001	11A	Red House						
04/05/1997	Burgess Andrew	M	141001086	BUR002	11A	Red House						
11/02/1997	Cavendish Mary	F	141001094	CAV001	11A	Red House						
11/02/1997	Charles Mary	F	141001108	CHA002	11A	Red House						
18/04/1997	Jackson Helen	F	141001116	JAC001	11A	Green House						
18/04/1997	Kennedy Donald	M	141001124	KEN001	11A	Green House						
22/03/1997	Mason Mary	F	141001132	MAS001	11A	Green House						
13/03/1997	Phillips James	M	141001140	PHI001	11A	Green House						

Use the **Excel** export button or **Print** button to output the report.

xx. Course/Unit Hierarchy

This report produces a grid which can be configured in a number of ways according to the options selected in the panel at the bottom of the grid:

Display Options

Show units as columns Show exam papers

Show additional units

Show only used combinations

The default version is shown here:

Course Code	Exam Level	Course	Exam Qualification	Unit Code	Unit Level	Unit	Completion Date	Candidates
C00710	10	Biology	NHS	D02310	10	Health and Technology	31/05/2014	6
	10	Biology	NHS	D02410	10	Biotechnological Industries	31/05/2014	6
	10	Biology	NHS	D02510	10	Growing Plants	31/05/2014	6
C01210	10	Biology	NHS	X00710	10	Biology	31/05/2014	6
	10	Chemistry	NHS	D06310	10	Chemistry in Action	31/05/2014	0
	10	Chemistry	NHS	D06410	10	Everyday Chemistry	31/05/2014	0
	10	Chemistry	NHS	D06510	10	Chemistry and Life	31/05/2014	0
C04410	10	Chemistry	NHS	X01210	10	Chemistry	31/05/2014	0
	10	History	NHS	D2510	10	Historical Study - Scottish and British	31/05/2014	0
	10	History	NHS	D25610	10	Historical Study - European and World	31/05/2014	0
	10	History	NHS	D25710	10	Historical Study - Options	31/05/2014	0
	10	History	NHS	F8K112	12	Historical Study: British	31/05/2014	0
	10	History	NHS	F8K112	12	Historical Study: European and World	31/05/2014	0
C05910	10	History	NHS	F8K212	12	Scottish History	31/05/2014	0
	10	History	NHS	X04410	10	History	31/05/2014	0
	10	French	NHS	D33610	10	French: Personal and Social Language	31/05/2014	8
C06910	10	French	NHS	D33710	10	French: Transactional Language	31/05/2014	8
	10	French	NHS	D33810	10	French: Language in Work	31/05/2014	8
	10	French	NHS	X05910	10	French	31/05/2014	8
	10	Physics	NHS	D37310	10	Telecommunications	31/05/2014	0
C06910	10	Physics	NHS	D37410	10	Practical Electricity	31/05/2014	0
	10	Physics	NHS	D37510	10	Radiations	31/05/2014	0
	10	Physics	NHS	D37610	10	Sound and Music	31/05/2014	0
	10	Physics	NHS	D37710	10	Movement	31/05/2014	0
	10	Physics	NHS	D37810	10	Electronics	31/05/2014	0
	10	Physics	NHS	X06910	10	Physics	31/05/2014	0

Records: 00026

Display Options
 Show units as columns Show exam papers
 Show additional units
 Show only used combinations

Show only course and unit combinations that are being taken (Use Y or N from keyboard)

With Units as columns:

Course Code	Course Level	Course	Exam Qualification	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
C00710	10	Biology	NHS	D02310	D02410	D02510	X00710		
C01210	10	Chemistry	NHS	D06310	D06410	D06510	X01210		
C04410	10	History	NHS	D25510	D25610	D25710	F8K112	F8K112	F8K212
C05910	10	French	NHS	D33610	D33710	D33810	X05910		
C06910	10	Physics	NHS	D37310	D37410	D37510	D37610	D37710	D37810

Details of the highlighted unit are shown in the bottom right hand corner.

Unit Details

Description: Health and Technology

Candidates: 6 Completion Date: 31/05/2014

Example with Exam Papers shown:

Course Code	Exam Level	Course	Exam Qualification	Unit Code	Unit Level	Unit	Completion Date	Candidates
CD0710	10	Biology	NHS	D02310	10	Health and Technology	31/05/2014	6
	10	Biology	NHS	D02410	10	Biotechnological Industries	31/05/2014	6
	10	Biology	NHS	D02510	10	Growing Plants	31/05/2014	6
	10	Biology	NHS	X00710	10	Biology	31/05/2014	6
CD1210	10	Biology	NHS	X00710/1	10	Paper 1 (Objective Test) P2 - Biology		0
	10	Chemistry	NHS	D06210	10	Chemistry in Action	31/05/2014	0
	10	Chemistry	NHS	D06410	10	Everyday Chemistry	31/05/2014	0
	10	Chemistry	NHS	D06510	10	Chemistry and Life	31/05/2014	0
CD4410	10	Chemistry	NHS	X01210	10	Chemistry	31/05/2014	0
	10	Chemistry	NHS	X01210/1	10	Paper 1 (Objective Test) P2 - Chemistry		0
	10	History	NHS	D25510	10	Historical Study - Scottish and British	31/05/2014	0
	10	History	NHS	D25610	10	Historical Study - European and World	31/05/2014	0
	10	History	NHS	D25710	10	Historical Study - Options	31/05/2014	0
	10	History	NHS	F8K012	12	Historical Study - British	31/05/2014	0
	10	History	NHS	F8K112	12	Historical Study - European and World	31/05/2014	0
	10	History	NHS	F8K212	12	Scottish History	31/05/2014	0
	10	History	NHS	X04410	10	History	31/05/2014	0
	10	History	NHS	X04410/1	10	Paper 1 - History		0
CD5910	10	French	NHS	D33610	10	French: Personal and Social Language	31/05/2014	8
	10	French	NHS	D33710	10	French: Transactional Language	31/05/2014	8
	10	French	NHS	D33810	10	French: Language in Work	31/05/2014	8
	10	French	NHS	X05910	10	French	31/05/2014	8
	10	French	NHS	X05910/1	10	Paper 1 Reading - French		0
	10	French	NHS	X05910/2	10	Paper 2 Listening - French		0
CD6910	10	French	NHS	X05910/3	10	Paper 3 Writing - French		0
	10	Physics	NHS	D37310	10	Telecommunications	31/05/2014	0
	10	Physics	NHS	D37410	10	Practical Electricity	31/05/2014	0
	10	Physics	NHS	D37510	10	Radicals	31/05/2014	0
	10	Physics	NHS	D37610	10	Sound and Music	31/05/2014	0
	10	Physics	NHS	D37710	10	Movement	31/05/2014	0
10	Physics	NHS	D37810	10	Electronics	31/05/2014	0	
10	Physics	NHS	X06910	10	Physics	31/05/2014	0	
10	Physics	NHS	X06910/1	10	Paper 1 (Objective Test) P2 - Physics		0	

Display Options:
 Show units on columns Show exam papers
 Show additional units
 Show only used combinations
 Show individual exam papers (Use Y or N from keyboard)

xxi. Heads of Department Report

This report produces a list of all candidates and the Units for which they are entered. It has an option to include a sign off section for approval by the Department Head.

Units by Pupil or Subject

Preview Stop Help

Options

Order by: Subject

Gender: Both

Candidate type: Both

Include sign-off section:

Select how to order the report

Unit Entries for Biology						
Subject Biology						
Course	Description			Qualification National Qualifications		
Unit	Description			Completion Date		
D02310	Health and Technology			31/05/2014		
	Name	SCN	Candidate Type	Gender	Resit	
	Adams:Lauren	141001019	Internal	Female		
	Baston-Smythe:Henrietta	141001035	Internal	Female		
	Bouillon:Louis	141001043	Internal	Male		
	Burgess:Andrew	141001086	Internal	Male		
	Charles:Mary	141001108	Internal	Female		
	Mason:Mary	141001132	Internal	Female		
D02410	Biotechnological Industries			31/05/2014		
	Name	SCN	Candidate Type	Gender	Resit	
	Adams:Lauren	141001019	Internal	Female		
	Baston-Smythe:Henrietta	141001035	Internal	Female		
	Bouillon:Louis	141001043	Internal	Male		
	Burgess:Andrew	141001086	Internal	Male		
	Charles:Mary	141001108	Internal	Female		
	Mason:Mary	141001132	Internal	Female		
D02510	Growing Plants			31/05/2014		
	Name	SCN	Candidate Type	Gender	Resit	
	Adams:Lauren	141001019	Internal	Female		
	Baston-Smythe:Henrietta	141001035	Internal	Female		
	Bouillon:Louis	141001043	Internal	Male		
	Burgess:Andrew	141001086	Internal	Male		
	Charles:Mary	141001108	Internal	Female		
	Mason:Mary	141001132	Internal	Female		
X00710	Biology			31/05/2014		
	Name	SCN	Candidate Type	Gender	Resit	
	Adams:Lauren	141001019	Internal	Female		
	Baston-Smythe:Henrietta	141001035	Internal	Female		
	Bouillon:Louis	141001043	Internal	Male		
	Burgess:Andrew	141001086	Internal	Male		
	Charles:Mary	141001108	Internal	Female		
	Mason:Mary	141001132	Internal	Female		

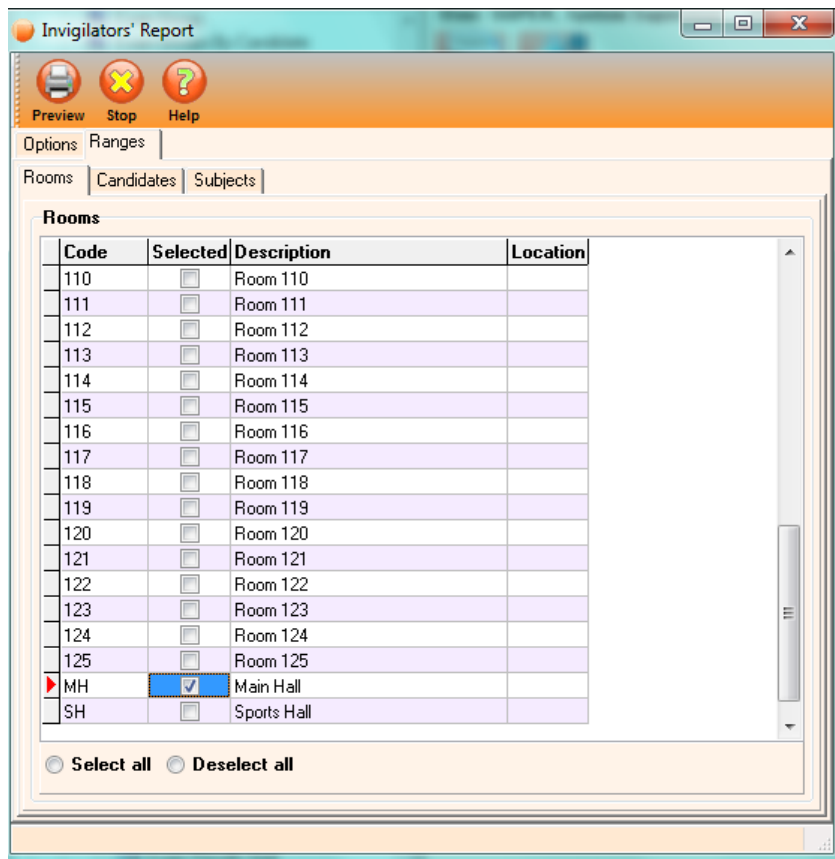
Signed _____ Date _____

xxii. Invigilators' Report

This report will list candidates for exams in selected rooms on given dates.



The **Ranges** tab allows the selection of ranges for Rooms, Candidates and Subjects.



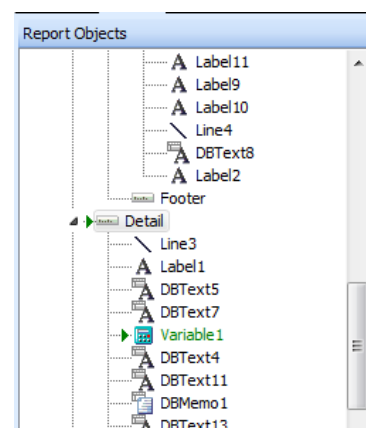
b) Report Builder

Report Builder is a versatile reporting tool included throughout the PASS system. WCBS offers a range of courses to teach Report Builder, but for today's course we are going to cover the process of loading predefined templates to report SQA details.

- Select **External Exams > Reports**
- Click on **Report Builder Maintenance**.
- Click on **Add** to create a new report.
- Enter a description. In this case it is *SQA Timetable By Unit*.
- Click on **Load**.
- Select the correct file from the location where it is saved.
- Once the template is loaded click on **Report Setup**.

The template may be modified as required. This may involve changing the layout and adding a memo box to contain instructions for invigilators or other staff, and other changes as required.

It is a good idea to check the **Calc** tab for any code that may exist before removing any components from the report, as this will prevent the report from running. In this example there is code in the Detail band indicated by the green arrow, and also a Variable component.



10. Session 5 - Delegate Exercises

This session is designed to allow delegates to practise some of the techniques demonstrated in the morning session.

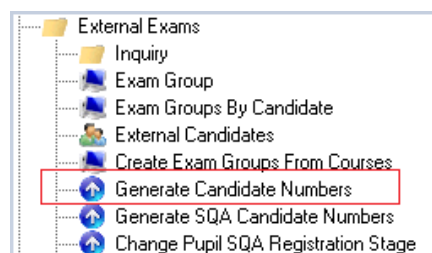
General Information

Username	EXAMS
Password	EXAMS
School Code	ZA
Academic Year	2013

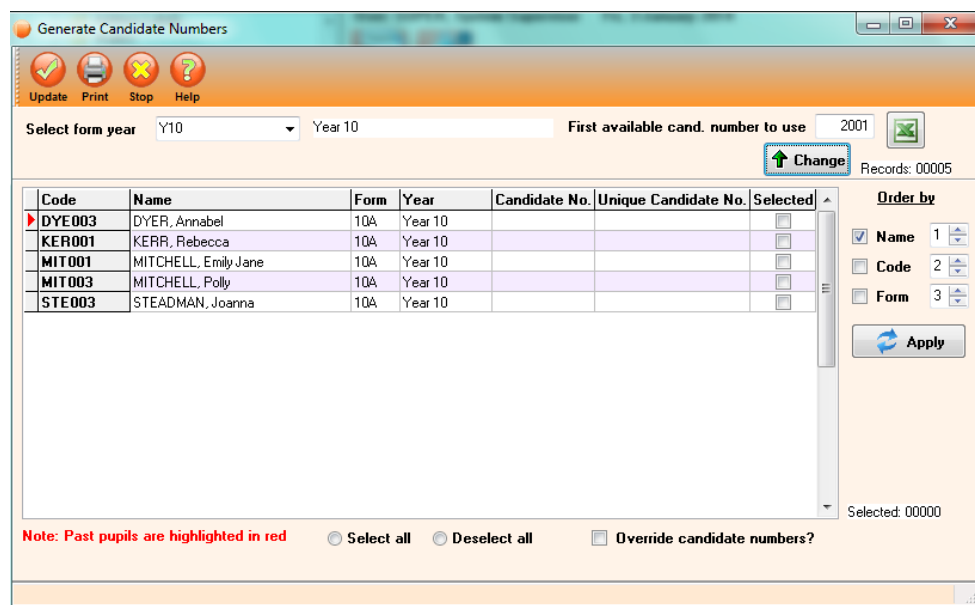
a) Generation and Allocation of Candidate numbers and SCNs

This exercise has two parts. The first is to allocate JCQ Candidate numbers to all pupils in Year 10 (S3) and then to allocate SCNs to the same pupils.

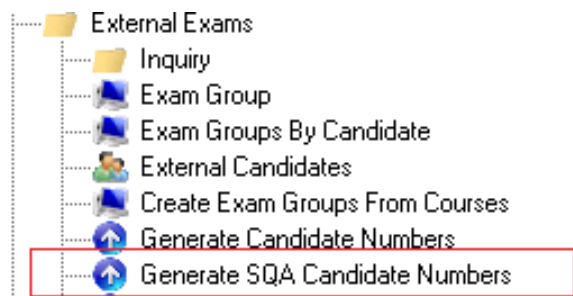
- Select **Generate Candidate Numbers**



- Change the Next Candidate No to 2001 as shown below:



- Select **Generate SQA Candidate Numbers**.

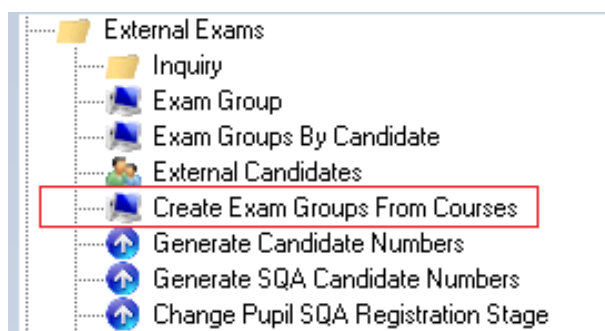


- Select **Third year of secondary education** as the Registration Stage.
- Now go to **Pupil Inquiry** and check the details for a sample of the selected pupils.

b) Creation of Exam Groups

In this exercise you will create an Exam Group for a JCQ Exam Option and for a SQA Course.

- Select **Create Exam Groups from Courses**.



- Sort the grid by the **Description** field.
- Select Mathematics A, as shown:

MATHEMATICS A	01	<input checked="" type="checkbox"/>	6A	J562	J562	GCSE	FC	RB1		0
MATHEMATICS B (FOUNDATION)	01	<input type="checkbox"/>	6A	J567F	J567	GCSE	FC	RB1		29.55
MATHEMATICS B (HIGHER)	01	<input type="checkbox"/>	6A	J567H	J567	GCSE	FC	RB1		29.55
MATHEMATICS OCR REPOSITORY	01	<input type="checkbox"/>	6A	R448A	R448	EL	B			20.4
MATHEMATICS POSTAL MODERATION	01	<input type="checkbox"/>	6A	R448B	R448	EL	B			20.4
MATHS A: MATHS UNIT A (FND)	01	<input type="checkbox"/>	6A	A501F	A501	GCSE	B	9999		9.85
MATHS A: MATHS UNIT A (HGH)	01	<input checked="" type="checkbox"/>	6A	A501H	A501	GCSE	B	9999		9.85
MATHS A: MATHS UNIT B (FOUNDATION)	01	<input type="checkbox"/>	6A	A502F	A502	GCSE	B	9999		9.85
MATHS A: MATHS UNIT B (HIGHER)	01	<input checked="" type="checkbox"/>	6A	A502H	A502	GCSE	B	9999		9.85
MATHS A: MATHS UNIT C (FOUNDATION)	01	<input type="checkbox"/>	6A	A503F	A503	GCSE	B	9999		9.85
MATHS A: MATHS UNIT C (HIGHER)	01	<input checked="" type="checkbox"/>	6A	A503H	A503	GCSE	B	9999		9.85

Note that there are four options to be selected: three units and one certification.

- Update** to create the groups.
- Go to **Exam Groups**.
- Select the first Mathematics group and link to the Subject code MT (Mathematics).
- Add all the pupils from set MT11A to this group.
- Repeat the above for the other 3 groups.
- For all the groups except J562, create **Component Overrides** for Lauren Adams and Mary Charles to give them 25% Extra time.
- Now repeat this process for the SQA Course C20810 Geography (link to Subject code GE – Geography).

c) Pupil Unit Allocations (SQA Only)

It is possible to remove pupils from units allocated to an **Exam Group**. This is only available with SQA exams.

- Select the Exam Group C2081012 from the list of groups for SQA (Board 50).
- Select the **Pupil Units** tab.
- Remove one of the Units from Lauren Adams and Amanda Burgess.
- Run the Unit Results Report from the SQA Reports menu to review the changes.

d) Reporting on Results

Results have been entered for several of the exam groups in the database. Use a selection of the Standard and SQA reports to view the results data.

Selections should include:

- Exam Results Grid
- SQA Exam Results Grid
- Exam Results by Candidate
- Exam Results By Subject Grid (Qualification = GCSE, Gradeset = F)
- SQA Unit Results.

e) Load and Modify Report Builder Templates

- Load the 3 Report Builder Templates from your desktop or other location indicated by the course leader.
- Make changes to the reports as required.
- **Save** the template.

11. Appendix 1- ODBC View Details

This section lists details of all the views which are specific to the External Exams module. In many cases these views can be used on their own as they contain Candidate Identifiers and Names, but they may also be joined to other views as required.

In all cases when used with any reporting tools other than Report Builder it will be necessary to substitute the initial XZ code with the code of the school in use.

▪ XZ_EX_ACCESS_ARRANGEMENTS

ACCESS_ID	
ARRANGEMENT_DESCRIPTION	
CANDIDATE_ID	Joining field
CATEGORY	
COMPONENT_ACCESS_ID	
COMPONENT_ID	Joining field
NAME_ID	
NOTES	
SCHOOL	

This view must be used in conjunction with the XZ_EX_EXAM_COMPONENTS view to link to the XZ_EX_EXAM_GROUPS view. Note that it will only return data where an access arrangement is linked to a component for a pupil, not all access arrangements attached to the pupil.

▪ XZ_EX_COMPONENT_OPTION_LINK

COMPONENT_CODE	
COMPONENT_ID	Joining field
DESCRIPTION	
EXAM_BOARD	
EXAM_SERIES	
OPTION_CODE	Joining field

This view simply returns the links between Exam Options and Exam Components. It is not used as a standalone view but in conjunction with XZ_EX_EXAM_COMPONENTS and XZ_EX_EXAM_GROUPS.

▪ XZ_EX_COURSEWORK

CANDIDATE_NAME	
CANDIDATE_NO	
COMPLETION_DATE	
COMPONENT_CODE	Joining field
COMPONENT_DESCRIPTION	
COURSEWORK_DATE	
COURSEWORK_SENT_BY	
COURSEWORK_SENT_DATE	
GRADE	
GROUP_ID	Joining field
MARK	
MARKGRADE_STATUS	
PREVIOUS_SERIES	

PUPIL_ID	Joining field
SQA_CANDIDATE_NO	
UNIQUE_CANDIDATE_NO	

This view is used to return details of Coursework where this is applicable to an Exam Component. It is designed to be joined to the view XZ_EX_EXAM_GROUPS using the fields indicated.

▪ **XZ_EX_EXAM_COMPONENTS**

ACADEMIC_YEAR	
COMPONENT_CODE	
COMPONENT_DESCRIPTION	
COMPONENT_GRADESET_CODE	
COMPONENT_GRADESET_DESCRIPTION	
COMPONENT_ID	Joining field
DATE_MARKS_DUE	
EXAM_BOARD_CODE	
EXAM_BOARD_NAME	
EXAM_ID	Joining field
EXAM_SERIES_CODE	
EXAM_SERIES_DESCRIPTION	
IN_USE	
LAST_AMEND_DATE	
LAST_AMEND_LOGIN	
MAXIMUM_MARK	
ROOM_CODE	
ROOM_DESCRIPTION	
TEACHERS_MARKS	
TIME_ALLOWED	
TIMETABLE_DATE	
TIMETABLE_SESSION	
TIMETABLE_TIME	
TIMETABLED	

This view is used to return details of Exam Components and is used in conjunction with the views XZ_EX_EXAM_COMPONENTS_OVERRIDE and XZ_EX_EXAM_GROUP to create reports showing candidates with overrides for selected components.

▪ **XZ_EX_EXAM_COMPONENTS_OVERRIDE**

CANDIDATE_ID	Joining field
EXAM_COMPONENT_ID	Joining field
ROOM	
ROOM_DESCRIPTION	
TIME_ALLOWED	
TIMETABLE_DATE	
TIMETABLE_SESSION	
TIMETABLE_TIME	

This view is used to show any Component Overrides which apply to a particular component. It is joined to the views XZ_EX_EXAM_GROUP and XZ_EX_EXAM_COMPONENTS using the fields indicated.

▪ **XZ_EX_EXAM_GROUPS**

BOARD_CODE	
BOARD_DESCRIPTION	
CANDIDATE_ID	Joining Field
CANDIDATE_NAME	
CANDIDATE_NO	
CANDIDATE_STATUS	
COMPLETION_DATE	
COMPLETION_YEAR	
EAR	
EAR_APPEAL_DATE	
EAR_DATE	
EAR_FEE	
EAR_INFO	
EAR_NEW_GRADE	
EAR_NEW_SCORE	
EAR_OLD_GRADE	
EAR_OLD_SCORE	
EAR_RETURNED	
EAR_STATUS	
EAR_TYPE	
ENDORSEMENT_01	
ENDORSEMENT_01_PART_ABSENCE	
ENDORSEMENT_02	
ENDORSEMENT_02_PART_ABSENCE	
EXAM_CODE	
EXAM_FEE	
EXAM_ID	Joining field
EXAM_ITEM	
EXAM_LEVEL_CODE	
EXAM_LEVEL_DESCRIPTION	
EXAM_PROCESS	
EXAM_QUALIFICATION_CODE	
EXAM_QUALIFICATION_DESCRIPTION	
FIRST_ENDORSEMENT_GRADESET_CODE	
FIRST_ENDORSEMENT_GRADESET_DESCRIPTION	
FIRST_FORECAST_GRADESET_CODE	
FIRST_FORECAST_GRADESET_DESCRIPTION	
FIRST_RESULT_GRADESET_CODE	
FIRST_RESULT_GRADESET_DESCRIPTION	
FORECAST_GRADE_01	

▪ **XZ_EX_EXAM_GROUPS**

FORECAST_GRADE_02	
FORECAST_MARK_01	
FORECAST_MARK_02	
GRADE_01	
GRADE_01_PART_ABSENCE	
GRADE_02	
GRADE_02_PART_ABSENCE	
GROUP_CATEGORY_CODE	
GROUP_CATEGORY_DESCRIPTION	
GROUP_CODE	
GROUP_DESCRIPTION	
GROUP_ID	
GUEST_CANDIDATE_NUMBER	
GUEST_CENTRE_NUMBER	
MAX_MARK	
OPTION_CODE	
OPTION_DESCRIPTION	
OVERALL_GRADE	
OVERALL_MARK	
PUPIL_ID	
JCQ_ACCREDITATION_NO	
JCQ_CODE	
QUALIFIER_FLAG	
RESULT_TYPE	
SCORE_01	
SCORE_02	
SCORE_03	
SCORE_04	
SCORE_05	
SECOND_ENDORSEMENT_GRADESET_CODE	
SECOND_ENDORSEMENT_GRADESET_DESCRIPTION	
SECOND_FORECAST_GRADESET_CODE	
SECOND_FORECAST_GRADESET_DESCRIPTION	
SECOND_RESULT_GRADESET_CODE	
SECOND_RESULT_GRADESET_DESCRIPTION	
SERIES_CODE	
SERIES_DESCRIPTION	
SPECIAL_REQUIREMENTS	
SQA_CANDIDATE_NO	
SUBJECT_CODE	
SUBJECT_DESCRIPTION	
SYLLABUS_CODE	

▪ **XZ_EX_EXAM_GROUPS**

SYLLABUS_DESCRIPTION	
UNIQUE_CANDIDATE_NO	

This view contains details of all candidates within Exam Groups and can be used as a standalone view as it contains a wide range of fields for use in reports.

▪ **XZ_EX_EXAM_GROUPS_ALL_YEARS**

This view is identical to the previous view but with the addition of the ACADEMIC_YEAR field which allows the reporting of data from all academic years held in the system. Please note that this view may be slow to return results if there is a large volume of data.

▪ **XZ_EX_EXAM_PUPIL_COMPONENTS**

CANDIDATE_ID	Joining field
COMPONENT_ID	Joining field
ROOM	
TIME_ALLOWED	
TIMETABLE_DATE	
TIMETABLE_SESSION	
TIMETABLE_TIME	

This view returns the links between the Exam Components and the Candidates.

▪ **XZ_EX_EXAM_SEAT_ALLOCATION**

CANDIDATE_ID	Joining field
COMPONENT_ID	Joining field
EXAM_COLUMNS	
EXAM_ROWS	
NAME_ID	
PUPIL_ID	
ROOM	
SCHOOL	
SEAT_NUMBER	
SEAT_POSITION	
SEAT_POSITION_COLUMN	
SEAT_POSITION_ROW	
TIMETABLE_DATE	
TIMETABLE_TIME	

This view returns details of the seats allocated to candidates for specific components. The Seat Number will correspond with the numbers shown on the room plan, and the Seat Position shows the absolute location of the seat within the room. This may differ from the Seat Number because of Unavailable Seats.

▪ **XZ_EX_RESULTS_ALL_YEARS**

ACADEMIC_YEAR	
BOARD_CODE	
BOARD_DESCRIPTION	
CANDIDATE_NAME	
CANDIDATE_NO	

▪ **XZ_EX_RESULTS_ALL_YEARS**

CANDIDATE_STATUS	
COMPLETION_DATE	
COMPLETION_YEAR	
EAR	
EAR_APPEAL_DATE	
EAR_DATE	
EAR_FEE	
EAR_INFO	
EAR_NEW_GRADE	
EAR_NEW_SCORE	
EAR_OLD_GRADE	
EAR_OLD_SCORE	
EAR_RETURNED	
EAR_STATUS	
EAR_TYPE	
ENDORSEMENT_01	
ENDORSEMENT_01_PART_ABSENCE	
ENDORSEMENT_02	
ENDORSEMENT_02_PART_ABSENCE	
EXAM_CODE	
EXAM_FEE	
EXAM_ITEM	
EXAM_LEVEL_CODE	
EXAM_LEVEL_DESCRIPTION	
EXAM_PROCESS	
EXAM_QUALIFICATION_CODE	
EXAM_QUALIFICATION_DESCRIPTION	
FIRST_ENDORSEMENT_GRADESET_CODE	
FIRST_ENDORSEMENT_GRADESET_DESCRIPTION	
FIRST_FORECAST_GRADESET_CODE	
FIRST_FORECAST_GRADESET_DESCRIPTION	
FIRST_RESULT_GRADESET_CODE	
FIRST_RESULT_GRADESET_DESCRIPTION	
FORECAST_GRADE_01	
FORECAST_GRADE_02	
FORECAST_MARK_01	
FORECAST_MARK_02	
GRADE_01	
GRADE_01_PART_ABSENCE	
GRADE_02	
GRADE_02_PART_ABSENCE	
GROUP_CATEGORY_CODE	

▪ **XZ_EX_RESULTS_ALL_YEARS**

GROUP_CATEGORY_DESCRIPTION	
GROUP_CODE	
GROUP_DESCRIPTION	
GROUP_ID	
GUEST_CANDIDATE_NUMBER	
GUEST_CENTRE_NUMBER	
IN_USE	
MAX_MARK	
OPTION_CODE	
OPTION_DESCRIPTION	
OVERALL_GRADE	
OVERALL_MARK	
PUPIL_CODE	
PUPIL_ID	
JCQ_ACCREDITATION_NO	
JCQ_CODE	
QUALIFIER_FLAG	
RESULT_TYPE	
RESULTS_READ	
SCHOOL	
SCORE_01	
SCORE_02	
SCORE_03	
SCORE_04	
SCORE_05	
SECOND_ENDORSEMENT_GRADESET_CODE	
SECOND_ENDORSEMENT_GRADESET_DESCRIPTION	
SECOND_FORECAST_GRADESET_CODE	
SECOND_FORECAST_GRADESET_DESCRIPTION	
SECOND_RESULT_GRADESET_CODE	
SECOND_RESULT_GRADESET_DESCRIPTION	
SERIES_CODE	
SERIES_DESCRIPTION	
SPECIAL_REQUIREMENTS	
SQA_CANDIDATE_NO	
SUBJECT_CODE	
SUBJECT_DESCRIPTION	
SYLLABUS_CODE	
SYLLABUS_DESCRIPTION	
UNIQUE_CANDIDATE_NO	
VISIBLE_FROM	

This view will return all result information for entries for all Academic Years held in the system. As with the XZ_EX_EXAM_RESULTS_ALL_YEARS view, this view may return data more slowly than the corresponding current year view if there is a large volume of data to be returned.

▪ **XZ_EX_RESULTS_BY_CANDIDATE_ALL_YEARS**

CANDIDATE_NAME	
DATE_OF_BIRTH	
EXAM_BOARD_01	
EXAM_BOARD_02	
EXAM_BOARD_03	
EXAM_BOARD_04	
EXAM_BOARD_05	
EXAM_BOARD_06	
EXAM_BOARD_07	
EXAM_BOARD_08	
EXAM_BOARD_09	
EXAM_BOARD_10	
EXAM_BOARD_11	
EXAM_BOARD_12	
EXAM_BOARD_13	
EXAM_BOARD_14	
EXAM_BOARD_15	
EXAM_BOARD_16	
EXAM_BOARD_17	
EXAM_BOARD_18	
EXAM_BOARD_19	
EXAM_BOARD_20	
EXAM_CODE_01	
EXAM_CODE_02	
EXAM_CODE_03	
EXAM_CODE_04	
EXAM_CODE_05	
EXAM_CODE_06	
EXAM_CODE_07	
EXAM_CODE_08	
EXAM_CODE_09	
EXAM_CODE_10	
EXAM_CODE_11	
EXAM_CODE_12	
EXAM_CODE_13	
EXAM_CODE_14	
EXAM_CODE_15	
EXAM_CODE_16	
EXAM_CODE_17	

▪ **XZ_EX_RESULTS_BY_CANDIDATE_ALL_YEARS**

EXAM_CODE_18	
EXAM_CODE_19	
EXAM_CODE_20	
EXAM_DESCRIPTION_01	
EXAM_DESCRIPTION_02	
EXAM_DESCRIPTION_03	
EXAM_DESCRIPTION_04	
EXAM_DESCRIPTION_05	
EXAM_DESCRIPTION_06	
EXAM_DESCRIPTION_07	
EXAM_DESCRIPTION_08	
EXAM_DESCRIPTION_09	
EXAM_DESCRIPTION_10	
EXAM_DESCRIPTION_11	
EXAM_DESCRIPTION_12	
EXAM_DESCRIPTION_13	
EXAM_DESCRIPTION_14	
EXAM_DESCRIPTION_15	
EXAM_DESCRIPTION_16	
EXAM_DESCRIPTION_17	
EXAM_DESCRIPTION_18	
EXAM_DESCRIPTION_19	
EXAM_DESCRIPTION_20	
EXAM_SUBJECT_01	
EXAM_SUBJECT_02	
EXAM_SUBJECT_03	
EXAM_SUBJECT_04	
EXAM_SUBJECT_05	
EXAM_SUBJECT_06	
EXAM_SUBJECT_07	
EXAM_SUBJECT_08	
EXAM_SUBJECT_09	
EXAM_SUBJECT_10	
EXAM_SUBJECT_11	
EXAM_SUBJECT_12	
EXAM_SUBJECT_13	
EXAM_SUBJECT_14	
EXAM_SUBJECT_15	
EXAM_SUBJECT_16	
EXAM_SUBJECT_17	
EXAM_SUBJECT_18	
EXAM_SUBJECT_19	

▪ **XZ_EX_RESULTS_BY_CANDIDATE_ALL_YEARS**

EXAM_SUBJECT_20	
EXAM_YEAR_01	
EXAM_YEAR_02	
EXAM_YEAR_03	
EXAM_YEAR_04	
EXAM_YEAR_05	
EXAM_YEAR_06	
EXAM_YEAR_07	
EXAM_YEAR_08	
EXAM_YEAR_09	
EXAM_YEAR_10	
EXAM_YEAR_11	
EXAM_YEAR_12	
EXAM_YEAR_13	
EXAM_YEAR_14	
EXAM_YEAR_15	
EXAM_YEAR_16	
EXAM_YEAR_17	
EXAM_YEAR_18	
EXAM_YEAR_19	
EXAM_YEAR_20	
GRADE_01	
GRADE_02	
GRADE_03	
GRADE_04	
GRADE_05	
GRADE_06	
GRADE_07	
GRADE_08	
GRADE_09	
GRADE_10	
GRADE_11	
GRADE_12	
GRADE_13	
GRADE_14	
GRADE_15	
GRADE_16	
GRADE_17	
GRADE_18	
GRADE_19	
GRADE_20	
NAME_ID	

▪ **XZ_EX_RESULTS_BY_CANDIDATE_ALL_YEARS**

PUPIL_LAST_YEAR	
SEX	
UNIQUE_CANDIDATE_NO	

This view is specifically designed to return data in a one row per candidate format, as required by the AQA Awarding Body for schools offering the AQA Baccalaureate. Full details of the requirements can be found in the document at <http://filestore.aqa.org.uk/subjects/AQA-BACC-ADMIN-GUIDE.PDF>.

▪ **XZ_EX_RESULTS_CURR_YEAR**

ACADEMIC_YEAR	
BOARD_CODE	
BOARD_DESCRIPTION	
CANDIDATE_NAME	
CANDIDATE_NO	
CANDIDATE_STATUS	
COMPLETION_DATE	
COMPLETION_YEAR	
EAR	
EAR_APPEAL_DATE	
EAR_DATE	
EAR_FEE	
EAR_INFO	
EAR_NEW_GRADE	
EAR_NEW_SCORE	
EAR_OLD_GRADE	
EAR_OLD_SCORE	
EAR_RETURNED	
EAR_STATUS	
EAR_TYPE	
EAR_TYPE_DESC	
ENDORSEMENT_01	
ENDORSEMENT_01_PART_ABSENCE	
ENDORSEMENT_02	
ENDORSEMENT_02_PART_ABSENCE	
EXAM_CODE	
EXAM_FEE	
EXAM_ITEM	
EXAM_LEVEL_CODE	
EXAM_LEVEL_DESCRIPTION	
EXAM_PROCESS	
EXAM_QUALIFICATION_CODE	
EXAM_QUALIFICATION_DESCRIPTION	
FIRST_ENDORSEMENT_GRADESET_CODE	
FIRST_ENDORSEMENT_GRADESET_DESCRIPTION	

▪ **XZ_EX_RESULTS_CURR_YEAR**

FIRST_FORECAST_GRADESET_CODE	
FIRST_FORECAST_GRADESET_DESCRIPTION	
FIRST_RESULT_GRADESET_CODE	
FIRST_RESULT_GRADESET_DESCRIPTION	
FORECAST_GRADE_01	
FORECAST_GRADE_02	
FORECAST_MARK_01	
FORECAST_MARK_02	
GRADE_01	
GRADE_01_PART_ABSENCE	
GRADE_02	
GRADE_02_PART_ABSENCE	
GROUP_CATEGORY_CODE	
GROUP_CATEGORY_DESCRIPTION	
GROUP_CODE	
GROUP_DESCRIPTION	
GROUP_ID	
GUEST_CANDIDATE_NUMBER	
GUEST_CENTRE_NUMBER	
IN_USE	
MAX_MARK	
OPTION_CODE	
OPTION_DESCRIPTION	
OVERALL_GRADE	
OVERALL_MARK	
PUPIL_CODE	
PUPIL_ID	
JCQ_ACCREDITATION_NO	
JCQ_CODE	
QUALIFIER_FLAG	
RESULT_TYPE	
RESULTS_READ	
SCHOOL	
SCORE_01	
SCORE_02	
SCORE_03	
SCORE_04	
SCORE_05	
SECOND_ENDORSEMENT_GRADESET_CODE	
SECOND_ENDORSEMENT_GRADESET_DESCRIPTION	
SECOND_FORECAST_GRADESET_CODE	
SECOND_FORECAST_GRADESET_DESCRIPTION	

▪ **XZ_EX_RESULTS_CURR_YEAR**

SECOND_RESULT_GRADESET_CODE	
SECOND_RESULT_GRADESET_DESCRIPTION	
SERIES_CODE	
SERIES_DESCRIPTION	
SPECIAL_REQUIREMENTS	
SQA_CANDIDATE_NO	
SUBJECT_CODE	
SUBJECT_DESCRIPTION	
SYLLABUS_CODE	
SYLLABUS_DESCRIPTION	
UNIQUE_CANDIDATE_NO	
VISIBLE_FROM	

This view returns all the results data for entries made in the current academic year.

▪ **XZ_EX_RESULTS_LAST_YEAR**

This view returns results data for the previous academic year.

▪ **XZ_EX_SQA_DETAILS**

CANDIDATE_NAME	
NAME_ID	Joining field
PROCESS_BY_EXCEPTION	
REGISTRATION_STAGE_NAME	
SQA_ADDRESS1	
SQA_ADDRESS2	
SQA_ADDRESS3	
SQA_ADDRESS4	
SQA_BFPO	
SQA_CANDIDATE_NO	
SQA_COUNTRY	
SQA_FORENAME	
SQA_POST_CODE	
SQA_REG_AMENDED	
SQA_REG_SENT	
SQA_SURNAME	

This view contains the SQA registration details are shown on the **SQA Registration** tab of **Pupil Maintenance**. It is used primarily to create reports for checking these details.

▪ **XZ_EX_SQA_EXAM_PAPERS**

COMPONENT_CODE
PAPER_CODE
PAPER_COMPONENT_ID
PAPER_DESCRIPTION
UNIT_COMPONENT_ID
UNIT_DESCRIPTION

This view returns links between timetabled exam papers and other course units for SQA exams.

▪ **XZ_EX_SQA_UNIT_ENTRIES**

ACADEMIC_YEAR	
CANDIDATE_ID	
CANDIDATE_NAME	
COMPLETION_DATE	
COMPONENT_CODE	
COMPONENT_ID	Joining field
COMPONENT_LEVEL	
COURSE_DESCRIPTION	
ENTRY_SENT	
ESTIMATE	
ESTIMATE_DATE	
ESTIMATE_SENT	
EXAM_CODE	
EXAM_LEVEL	
EXAM_QUALIFICATION	
NAME_ID	
PREVIOUS_COMPLETION_DATE	
PREVIOUS_LEVEL	
RESIT	
RESULT_GRADE	
RESULTS_READ	
SCN	
UNIT_OR_COURSE	
WITHDRAWN	

This view returns details of all SQA Unit and Course entries. It is commonly joined to the XZ_EX_EXAM_COMPONENTS view and the XZ_EX_EXAM_COMPONENTS_OVERRIDE view to produce fully detailed reports of exam candidates.

This concludes today's training and we would like to take this opportunity to thank you for attending our SQA and JCQ Examinations Course.

Please note: we regularly post useful hints and tips on our Customer Centre and so we would recommend that you logon and take a look.

If you would like further details on any of our training courses, workshops and user events, please do not hesitate to contact us:

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