

# Preparing Post 16 Data for the School Census Summer 2011 Return

English Secondary Schools  
with sixth forms only

Applicable to 7.138 onwards

Preparation



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# School Census Summer 2011 Post 16 Preparation Check List

Use this check list to tick off each of the preparation tasks when they have been completed.

Complete	Task Description
<input type="checkbox"/>	Upgrade to the SIMS 2011 Spring Release (SIMS 7.138) or later. For more information, please see <i>What Version of SIMS is Required?</i> on page 8.
<input type="checkbox"/>	Set up Post 16 classes in Nova-T. For more information, please see: <i>Taking Account of Any New Classes</i> on page 10, <i>Considerations when Constructing the Timetable</i> on page 10 and <i>Creating a Course</i> on page 12.
<input type="checkbox"/>	<i>If necessary, create new courses and add the subject and student/s.</i> For more information, please see <i>Creating a Course</i> on page 12.
<input type="checkbox"/>	Prepare Learning Aims information in Course Manager. For more information, please see <i>Preparing Learning Aims Information in Course Manager</i> on page 22.
<input type="checkbox"/>	Record leavers and update course membership. For more information, please see <i>Recording Leavers and Updating Course Memberships</i> on page 25.
<input type="checkbox"/>	Deal with any changes in classes for the last half-term. For more information, please see <i>Taking Account of any Changes in Classes for the Last Half-Term</i> on page 28.
<input type="checkbox"/>	Check that the course membership information is recorded correctly. For more information, please see <i>Maintaining Course Membership Information</i> on page 28.
<input type="checkbox"/>	Use the available reports to reconcile Courses and Exams. For more information, please see: <i>Reconciling Post 16 Course and Exam Results Reports</i> on page 31 <i>Reconciling Post 16 Course and Exam Entries Reports</i> on page 34.
<input type="checkbox"/>	Run the Bulk Update routine to update course end dates for on-roll students. For more information, please see <i>Running the Bulk Update Course End Dates On-Roll Student Routine</i> on page 47.
<input type="checkbox"/>	Run the Bulk Update routine to update the course end date for leavers. For more information, please see <i>Running the Bulk Update Course End Dates Leavers Routine</i> on page 49.

Complete	Task Description
<input type="checkbox"/>	<p>Deal with diploma and International Baccalaureate issues. For more information, please see: <i>Diplomas for Post 16 Students</i> on page 52 <i>International Baccalaureate</i> on page 54.</p>
<input type="checkbox"/>	<p>Download Learning Aims XML Files from the DfE QAN Catalogue to ensure that the list of QANs/Discount Codes held in SIMS is up-to-date. For more information, please see <i>Downloading Learning Aims XML Files from the DfE QAN Catalogue</i> on page 56.</p>
<input type="checkbox"/>	<p>Update course classifications from exams data and review the outcome. For more information, please see <i>Updating Course Classifications from Examinations Data</i> on page 60.</p>
<input type="checkbox"/>	<p>Check the QANs available to Course Manager now that the QAN classifications for existing courses have been updated. For more information, please see <i>Viewing the QANs Available to Course Manager</i> on page 61.</p>
<input type="checkbox"/>	<p>Add QAN codes to Course Manager, if required. For example, if a new course has been introduced for Year 12 students. For more information, please see <i>Adding QAN Codes to Course Manager</i> on page 62.</p>
<input type="checkbox"/>	<p>Identify duplicate QAN codes. For more information, please see <i>Duplicate QANs Report</i> on page 66.</p>
<input type="checkbox"/>	<p>Download SIMS reports on courses and QANs (ensure that the QAN codes have been imported first). For more information, please see <i>Download SIMS Reports on Courses and QANs</i> on page 67.</p>

Notes



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## About this Guide

This Preparation Guide has been produced to help identify the most common Post 16 tasks that need to be carried out before running the School Census Summer 2011 Return. For information about preparation tasks outside of the Post 16 area, please refer to the *Preparing for the School Census Summer 2011 (English Secondary/Middle deemed Secondary schools)* guide.



**NOTE:** The contents of the graphics in this document (dates, names, etc.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.

## About Post 16 Learning Aims

In 2011, Post 16 Learning Aims data is collected for the School Census Summer Return (Thursday 19 May) and the Autumn Return (Thursday 6 October). This data is required from secondary schools with sixth forms (including Academies and City Technology Colleges).

Information is required on the Learning Aims studied by students in Year 12 and above, regardless of their age, and by students in Year 11 or below, who are studying towards a level 3 qualification, e.g. GCE AS level.

This information is collected for all relevant students who are registered at the school, and for all students who are no longer on-roll but were on-roll for at least one session between the current and previous Census days. Data is collected for all Post 16 students who had Learning Aims during the date range 08/10/2010 to 19/05/2011. This might include students who have left school prior to the Census day.

Each student may have a number of Learning Aims. Every Learning Aim is identified by a Title, a Discount Code (or Disc Code) and a Qualification Accreditation Number (QAN), which specifies the qualification offered. Six data items are collected for each Learning Aim:

- Qualification Accreditation Number (QAN)

- Learning Aim Start Date
- Learning Aim Planned End Date
- Learning Aim Actual End Date
- Learning Aim Completion Status
- Discount code.

To assist with the preparation of Post 16 data, the following SIMS routines can be performed:

- Use the **Maintain Course** routine (**Tools | Academic Management | Course Manager | Maintain Course**) to manage the detail of all courses. Course memberships provide the dates and links between students and courses that form the basis of the Learning Aims data collected. The completion status and variance between planned and actual end dates can be recorded.



**More Information:**

*Creating a Course on page 12*  
*Managing Learning Aims in Course Manager on page 22*  
*Maintaining Course Membership Information on page 28*

- Use Nova-T and Academic Management to edit class information so that it is available to courses. The more explicit the definition of subjects and levels in the Nova-T source data, the less manual editing is required.



**More Information:**

*Setting up Post 16 Classes in Nova-T on page 10*

- Use the **Leavers** routine (**Routines | Student | Leavers**) to ensure that course completion information is added in relation to the date when students leave the school, e.g. Year 13 students leaving at the end of their course and the occasional student who has left the school since the Summer return.



**More Information:**

*Recording Leavers on page 25*

- Use the **Update Course Memberships** routine (**Tools | Academic Management | Course Manager | Update Course Memberships**) to ensure that class information is inferred for course information (as defined via **Tools | Academic Management | Course Manager | Maintain Course**).



**More Information:**

*Updating Course Memberships on page 27*

- Use the reconcile Post 16 course reports (**Tools | Statutory Return Tools | Reconcile Post-16 Course & Exams Results (or Entries)**) to identify issues in the links between Course Manager and Examinations Organiser.



**More Information:**

*Reconciling Courses and Exams on page 30*

- Mark any Learning Aims recorded and submitted in error in the previous Autumn return.

Any Learning Aims submitted in error in the previous Autumn return are automatically indicated by a tick in the **Error** column in the **Update Learning Aims** panel (**Routines | Statutory Returns | School Census**). These should be checked and edited, if required. Any edits made in the **Update Learning Aims** panel are saved and included in the return but will not overwrite data in Course Manager.



#### More Information:

*Producing the School Census Summer 2011 (English Secondary/Middle deemed Secondary Schools) handbook*

- Use the **Statutory Return Tools** routine (**Tools | Statutory Return Tools | Import QANs and Discount Codes for Course Manager**) to import any new QANs into SIMS, e.g. for Diplomas.



#### More Information:

*Importing QANs and Discount Codes on page 57*

The following chapters describe the routines that should be carried out in order to successfully prepare your Post 16 data for the School Census Summer 2011 Return.

## Special Considerations for the Summer 2011 Return

The following points should be taken into consideration when preparing for the School Census Summer 2011 Return:

- Learning Aims for students with an Enrolment Status of **Main - Dual Registration** ('home' school) only are included in the Summer 2011 Return.
- Learning Aims for students with an Enrolment Status of **Subsidiary - Dual Registration** are not included in the Summer 2011 Return.
- The School Census Summer 2011 requires the reporting of Post 16 Learning Aims for the students who started courses in 2010/2011. Learning Aims data is collected for the date range 08/10/2010 to 19/05/2011.
- If your school has inadvertently set the end date for classes to a date in August, this date then becomes the membership Planned End Date for courses. This can result in some courses being excluded from the funding calculations. To prevent this from becoming an annual problem that requires manual intervention, it is possible to run the Bulk Update Course End Dates routine to change the dates to 31 July. Please see the following sections.

- Some students may have left the school before the course Planned End Date (i.e. between May and August of the current academic year). This incorrectly suggests that the students left the school before completing the course or that they withdrew from the course early. This can have serious impacts on funding allocations and results statistics. The Bulk Update Course End Dates Leavers routine can be run to set the Planned End Date of a course to the Actual End Date for leavers and remove the completion status of **Withdrawn**. Please see the following sections.

## Permissions Required

The following permissions are applicable to School Census return users.

### Producing the Return

To produce the return, you must be a member of the Returns Manager user group in System Manager.

### Editing and Preparing Data

Users editing and preparing data must have permissions to access other areas of SIMS, e.g. student details, school details, etc. These users will need to be members of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.

### Importing Revised Files for Validation and Reports

The Import Fileset functionality is provided to enable updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between the SIMS releases. To use the Import Fileset functionality (via **Tools | Setups | Import | Fileset**), you must be a member of one of the following user groups in System Manager:

- Personnel Officer
- Returns Manager
- System Manager.

## Where to find More Information about Permissions

Please see your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *System Manager* handbook.

## What Version of SIMS is Required?

In order to run the School Census Summer 2011 Return, you must have the SIMS 2011 Spring Release (7.138) or later installed.

To check which version of SIMS you have installed, open SIMS then select **Help | About SIMS**. A dialog similar to the following graphic is displayed.

The version should read 7.138 or later.





# 02 | Setting up Post 16 Classes in Nova-T

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## Taking Account of Any New Classes

1. Ensure that any new Post 16 classes defined in Nova-T have the same subject and level as existing classes delivering the same course.
2. Use Curriculum Matching in Nova-T to link these new classes to existing courses.

Completed

## Considerations when Constructing the Timetable

Much of the data that will eventually be used to compile the Post 16 Learning Aims information in the return is drawn from the timetable constructed in Nova-T.

The processes that are dependent on the creation of the timetable will be made significantly easier if the timetable is constructed to support the persistence of key items in the database. The most important factors are consistency in the use of subject codes and names, and the association of classes with the appropriate level.

It is essential that the final export from Nova-T before the start of the school year is as accurate and complete as possible. Any changes detected by the export process, before the timetable comes into operation, may therefore be legitimately regarded as corrections.

Once the academic year is under way, any changes are recorded as having taken place from the date on which the change was made. Therefore, it would appear that students were pursuing the former course until the date of the change. Any course corrections, e.g. changing a GCE A Course to a GCE AS Course, must be performed manually in Course Manager in order to generate an accurate School Census return.



*NOTE: GCE changed its nature in 2000 and the correct levels are now GCEA and GCEAS (GCEDA and GCEDS are the dual certification equivalents). These distinctions should be maintained as attributes of classes. However, where A and AS subjects are taught together, e.g. Music, or where single and dual certification candidates are taught together, e.g. Applied Subjects, the correct information must be entered in Course Manager.*

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Completed



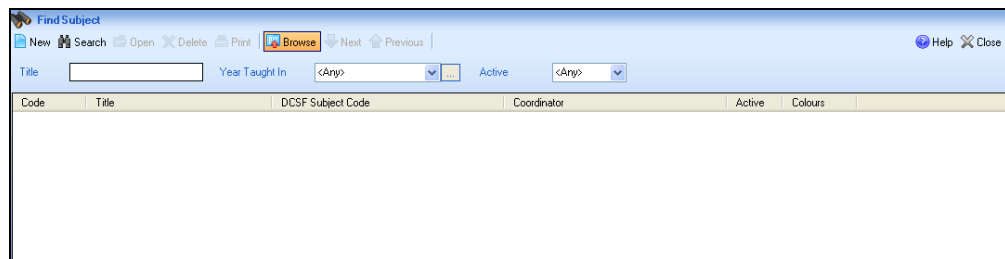
# 03 | Creating a Course

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## Creating a Course and Adding the Subject

In most situations, Nova-T and Academic Management populate the relevant information whenever the **Update Course Memberships** routine is run. However, manually creating courses and adding subjects may be necessary in some circumstances. For example, where Nova-T does not need a subject, such as Spanish (because there is no curriculum delivery of this particular course on the timetable), it is sometimes necessary to add the subject to the list maintained by SIMS (if it does not already exist at a different level).

1. Select **Tools | Setups | Subjects** to display the **Find Subject** browser.



- Click the **New** button to display the **Subject Detail** page.

The screenshot shows the 'Subject Detail' form with three main sections:

- 1 Basic Details:** Contains fields for 'Code' and 'Title', and a 'DCSF Subject Code' dropdown menu.
- 2 CLP Module Details:** Contains a 'Coordinator' field with a search button, a 'Core to NC' checkbox, and a 'Year(s) Taught In' list box. The list box is open, showing a table of curriculum years from 7 to 13, all of which are checked. Below this are 'Background Colour' and 'Foreground Colour' fields with search buttons, and 'Active' and 'Default For New Plans' checkboxes.
- 3 Cover Details:** Contains a 'Same Sex Teacher' checkbox.

- In the **Basic Details** panel, enter a unique **Code** (e.g. Sp) together with a description in the **Title** field (e.g. Spanish).



**NOTE:** The **Code** must have a maximum of two characters. The first character must be an upper case letter and the second character should be either a lower case letter or a numeric, e.g. Gg or C9.

- Select the required DfE Subject Code from the drop-down list.
- Curriculum and Lesson Planner users can select a Coordinator in the **CLP Module Details** panel.
  - Click the **Browser** button adjacent to the **Coordinator** field to display the **Select Staff** browser.

The 'Select Staff' browser window shows search filters and a list of staff members:

Search filters:

- Surname: [ ] Forename: [ ]
- Staff Code: [ ] Previous Name: [ ]
- Gender: <Any> Title: <Any>
- Status: Staff, all Current

Name	Previous Name	Title	Gender	Staff Code
Abell, Anita		Mrs	F	AA
Anderson, Mary Elizabeth		Mrs	F	MA
Andrews, Selina	Andrews, Selina	Mrs	F	SA
Asher, Dawn		Mrs	F	DA
Asif, Mina		Mrs	F	MIA
Atkinson, John Henry		Mr	M	JA
Batchley, Andrea		Miss	F	ABY
Blackler, Adrian		Mr	M	AB
Brown, James		Mr	M	JB
...		..	..	..

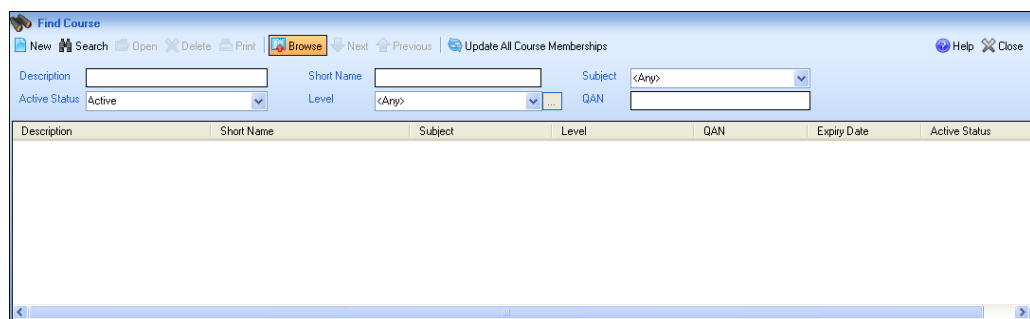
Records found: 94

- b. Search for then highlight the required member of staff.
  - c. Click the **OK** button to return to the **Subject Detail** page.
6. Click the **Save** button to save the subject.

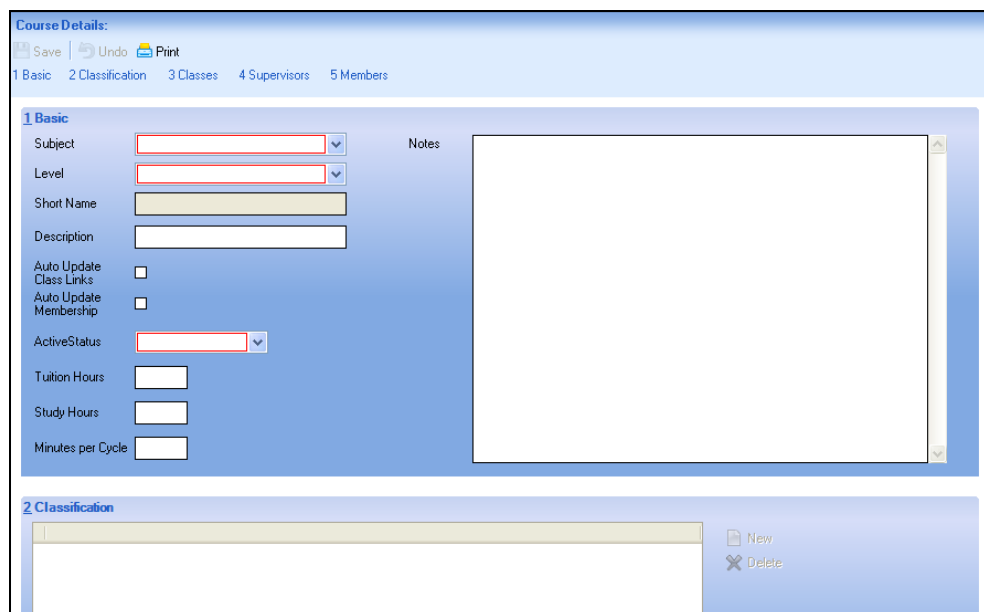
 **Completed**

## Creating the Course and Adding a Student

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.



2. Click the **New** button to display the **Course Details** page.



3. In the **Basic** panel, select the required **Subject** and **Level** from the drop-down lists, e.g. **Spanish** and **GCE Advanced**.
4. The **Short Name** and **Description** fields are populated automatically however, the **Description** can be edited if required.

5. Leave the two **Auto Update** check boxes deselected, as these apply only to courses that can derive both class associations and students from Nova-T transfers and Academic Management memberships.
6. Select **Active** from the **Active Status** drop-down list.
7. Click the **Save** button to save the course details.

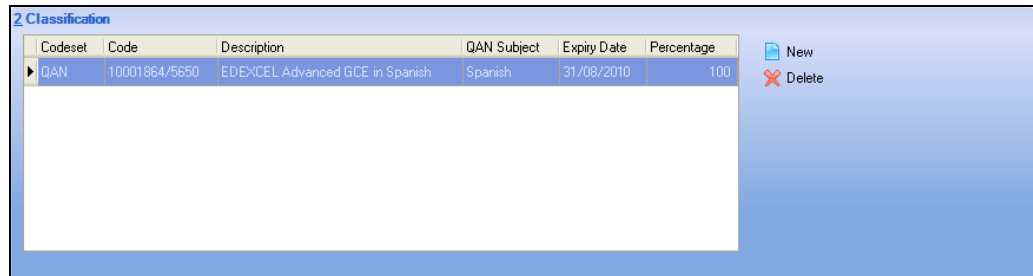


*NOTE: The remaining three fields relating to time can be completed if required however, for schools in England, these fields are not required at this stage.*

8. Once the data is saved, click the **New** button in the **Classification** panel to display the **Select Code** browser.

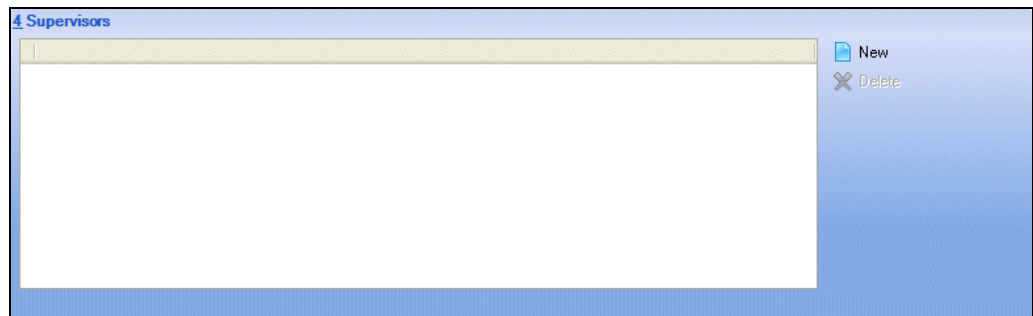
Code	Description	QAN Subject	Expiry Date
10003691/4410	EDEXCEL Advanced Subsidiary GCE in Economics	Economics	31/08/2010
10003587/5010	EDEXCEL Advanced GCE in English Language and Literature	English	31/08/2010
10003721/5010	EDEXCEL Advanced Subsidiary GCE in English Language and Literature	English	31/08/2010
10003575/5030	EDEXCEL Advanced GCE in English Language	English Language	31/08/2010
10003733/5110	EDEXCEL Advanced Subsidiary GCE in English Literature	English Literature	31/08/2010
10001864/5650	EDEXCEL Advanced GCE in Spanish	Spanish	31/08/2010
10005687/5650	EDEXCEL Advanced Subsidiary GCE in French	French	31/08/2010
10003605/7810	EDEXCEL Advanced GCE in General Studies	General Studies	31/08/2010
10005857/7810	EDEXCEL Advanced Subsidiary GCE in General Studies	General Studies	31/08/2010
10001815/3910	EDEXCEL Advanced GCE in Geography A	Geography	31/08/2010

- Highlight **QAN** in the **Codeset** list, locate the required QAN in the lower panel then click the **OK** button. The selected QAN classification is then displayed in the **Classification** panel. If the QAN is not available then refer to Section 8.

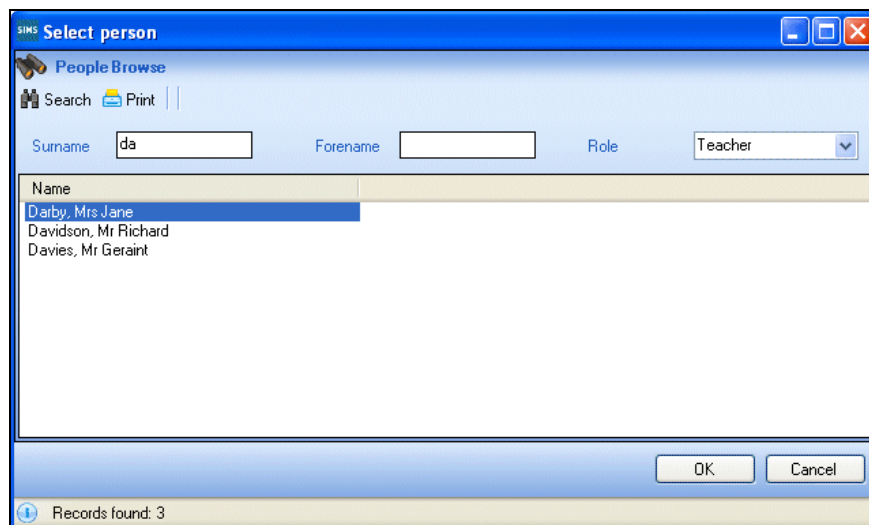


As there are no classes associated with this course, no action is required on the **Classes** panel. However, if it is expected that marksheets will be used to process the data, a course Supervisor should be selected (not to be confused with the Subject co-ordinator selected previously).

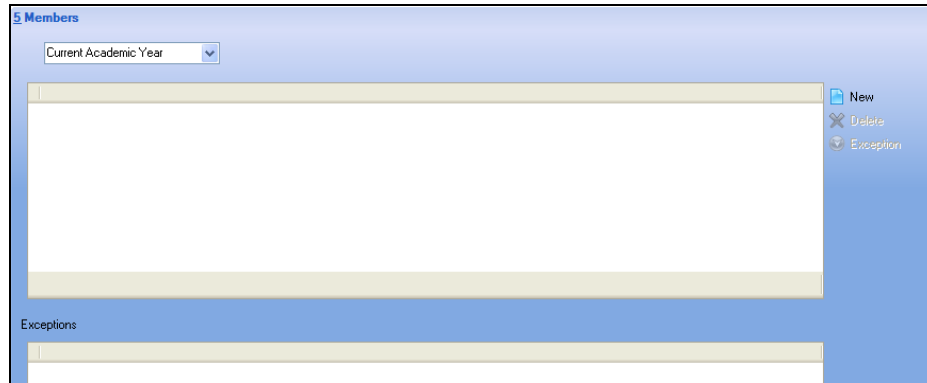
- Click the **Supervisors** hyperlink to display the **Supervisors** panel.



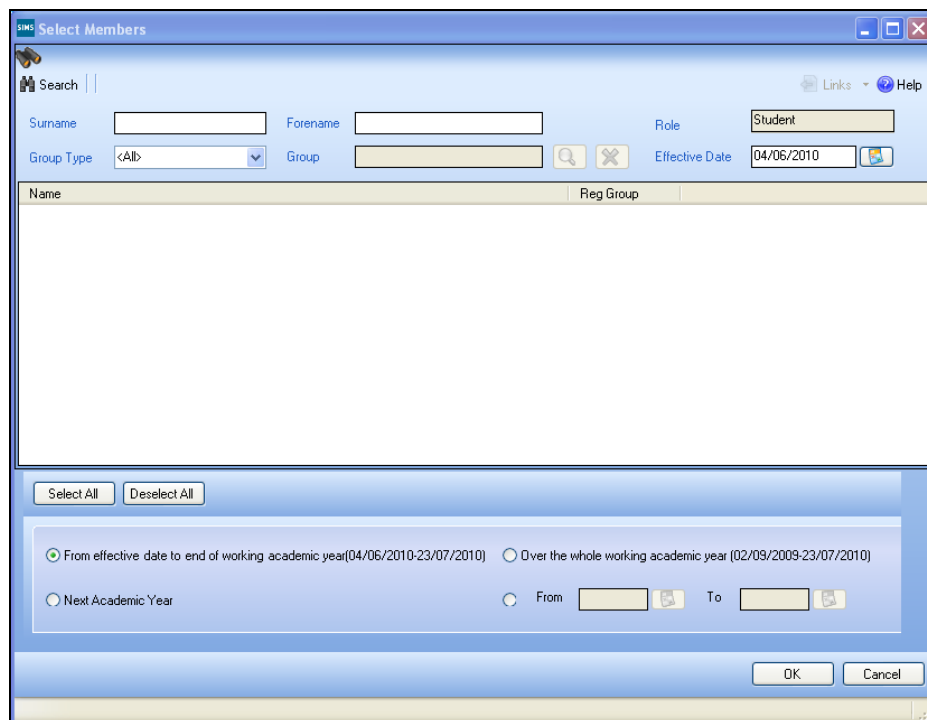
- Click the **New** button to display the **Select person** browser.



12. Search for then highlight the required supervisor. Click the **OK** button to return to the **Course Details** page.
13. Click the **Members** hyperlink to display the **Members** panel.



14. Click the **New** button to display the **Select Members** dialog.

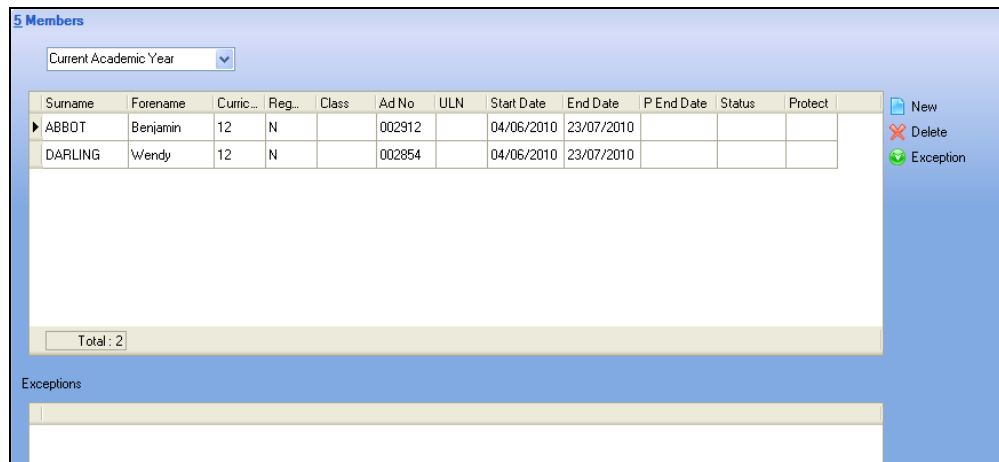


15. Search for then highlight the required student(s).

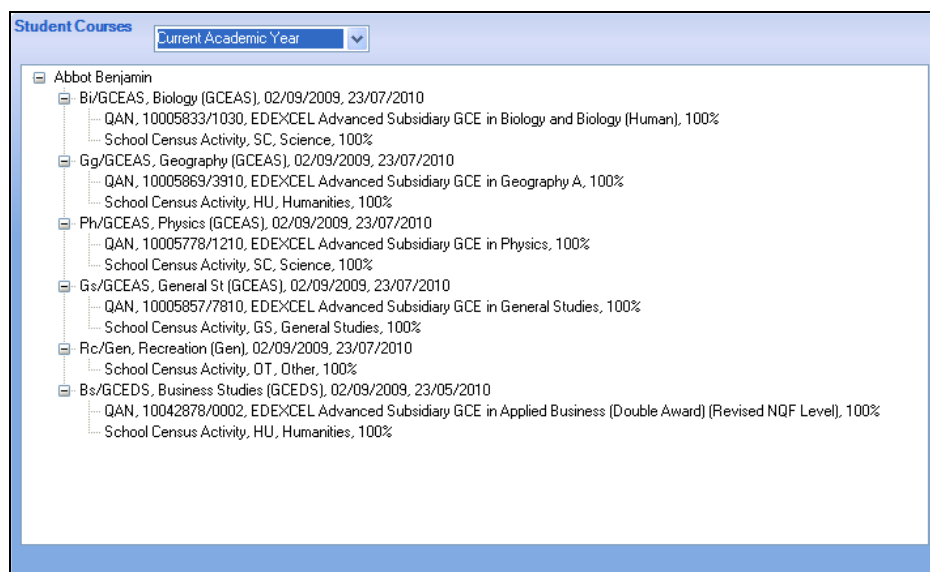
- To select multiple students, hold down the **Ctrl** key then click the required students.

**i** *NOTE: The date range options in the lower section of the **Select Members** dialog affect the course membership dates. The defaults should be appropriate, but will depend on when this procedure is carried out. Note that the **Next Academic Year** is available for setting membership dates, if required.*

- Click the **OK** button to return to the **Course Details** page where the **Members** panel is populated with the selected details.



- Click the **Save** button to save the changes.
- To review the courses for any student displayed in the **Members** panel, click the student's name to display the **Student Courses** page (also accessible via **Focus | Student | Courses**).



**i** **NOTE:** Any display shows course memberships for the current academic year and does not include anything set for the next academic year. As date ranges are critical in this process, an appropriate action is to use **Tools | Academic Management | Set Academic Year** to switch to the next academic year. Operations in Course Manager routines are then dated appropriately.

Completed

## Viewing an Individual Student's Courses

Course information for a specific student can be viewed via two menu routes:

### Student Courses

1. Select **Focus | Student | Courses** to display the **Find Student** browser.
2. Search for, then select the required student to display the **Student Courses** page.

### Student Details

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then select the required student to display the **Student Details** page.
3. Click the **Courses** hyperlink in the **Links** panel (located on the right-hand side of the screen) to display the **Student Courses** page.

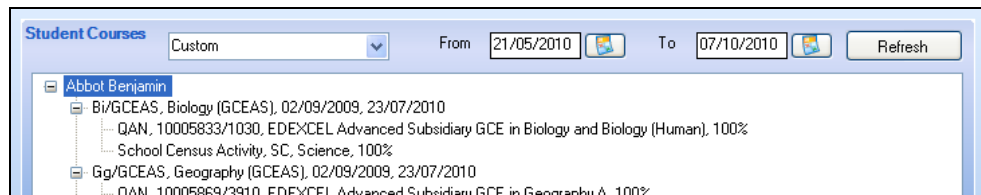
The screenshot displays the 'Student Courses' interface for a student named Abbot Benjamin. At the top, there is a 'Report' button. Below it, the 'Student Courses' section includes a dropdown menu for 'Current Academic Year'. The main content area shows a tree view of courses for Abbot Benjamin, including:

- Bi/GCEAS, Biology (GCEAS), 02/09/2009, 23/07/2010
  - QAN, 10005833/1030, EDEXCEL Advanced Subsidiary GCE in Biology and Biology (Human), 100%
  - School Census Activity, SC, Science, 100%
- Gg/GCEAS, Geography (GCEAS), 02/09/2009, 23/07/2010
  - QAN, 10005869/3910, EDEXCEL Advanced Subsidiary GCE in Geography A, 100%
  - School Census Activity, HU, Humanities, 100%
- Ph/GCEAS, Physics (GCEAS), 02/09/2009, 23/07/2010
  - QAN, 10005778/1210, EDEXCEL Advanced Subsidiary GCE in Physics, 100%
  - School Census Activity, SC, Science, 100%
- Gs/GCEAS, General St (GCEAS), 02/09/2009, 23/07/2010
  - QAN, 10005857/7810, EDEXCEL Advanced Subsidiary GCE in General Studies, 100%
  - School Census Activity, GS, General Studies, 100%
- Rc/Gen, Recreation (Gen), 02/09/2009, 23/07/2010
  - School Census Activity, OT, Other, 100%
- Bs/GCEDS, Business Studies (GCEDS), 02/09/2009, 23/05/2010
  - QAN, 10042878/0002, EDEXCEL Advanced Subsidiary GCE in Applied Business (Double Award) (Revised NQF Level), 100%
  - School Census Activity, HU, Humanities, 100%

By default, the **Student Courses** panel displays only the **Current Academic Year** courses for that student.

Courses that existed in the past do not affect the return, but can be viewed by selecting **Previous Academic Year** from the **Student Courses** drop-down list, if required.

Alternatively, to specify the date range of courses you wish to view, select **Custom** from the **Student Courses** drop-down list then click the **Refresh** button to update the display.



If necessary, courses can be tidied via **Tools | Academic Management | Course Manager | Maintain Course**.



# 04 | Managing Learning Aims in Course Manager

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## Preparing Learning Aims Information in Course Manager



*NOTE: Post 16 Learning Aims data is collected from Secondary schools (including academies) with sixth forms only.*

Information is required on the Learning Aims studied by students in Year 12 and above, regardless of their age, and by students in Year 11 or below who are studying towards a level 3 qualification, e.g. GCE AS level.

This information is collected for all relevant students who are registered at the school, and for all students who are no longer on-roll but were on-roll for at least one session between the current and previous census days. This might include students who have left school prior to the census day.

In preparation for the School Census Summer 2011, Post 16 Learning Aims should be recorded (via **Tools | Academic Management | Course Manager | Maintain Course**) for the period 08/10/2010 to 19/05/2011.

Each student may have a number of Learning Aims. For each Learning Aim, six data items are collected:

- Qualification Accreditation Number (QAN)
- Learning Aim Start Date
- Learning Aim Planned End Date
- Learning Aim Actual End Date
- Learning Aim Completion Status
- Discount code.

## Dealing with Retakes and Re-sits

### Retakes

The retaking of a course (which includes attending lessons and the retaking of the associated examination) occurs when, for example, a student has narrowly missed their required grades. Retakes should be entered in Course Manager in the same way as you would enter a normal one year course.

Completed

### Re-sits

A re-sit occurs when an examination is retaken, or coursework resubmitted, but the student does not attend regular lessons for the course. However, it is possible that the student attends revision classes.

Re-sits are identified (in both Course Manager and the School Census **On Roll Learning Aims** report) by having a Learning Aim completion **Status** of **Re-sit**.

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
2. Click the **Search** button to display a list of existing courses.
3. Click to highlight the required course then click the **Open** button to display the **Course Details** page.
4. Click the **Members** hyperlink to display the **Members** panel.

By default, the planned end date (**P End Date**) is the same as the **End Date**.

For re-sits, the **Start Date**, **End Date** and **P End Date** must be the same. All course membership dates can be edited.

A **Custom** date range can be select, if required. Select from the drop-down list.

Select the appropriate cell in the **Protect** column to safeguard the **Re-sit** against changes made to data when the **Update Course Manager Memberships** routine is run.

Members

Current Academic Year ▼

Surname	Forename	Curri...	Reg...	Class	Ad No	Start Date	End Date	P End Date	Status	Protect	
Gentle	Lorraine	13	M	13D/Ar1	002678	01/03/2010	01/03/2010	01/03/2010	Re-sit	✓	
Maclean	Luke	13	M	13D/Ar1	002573	26/03/2010	23/07/2010	23/07/2010	Re-sit		
▶ Rakhimov	Odilzhon	13	J	13D/Ar1	003099	23/07/2010	23/07/2010	23/07/2010	Re-sit	✓	
▶ Skandhbar	Tasnim	13	P	13D/Ar1	002624	02/09/2009	23/07/2010	23/07/2010	Re-sit		

New  
Delete  
Exception

Re-sit dates are usually the same.

Ensure that **Re-sit** is selected from the **Status** drop-down list.

Completed

## Dealing with Withdrawn and Transferred Learning Aims

A **Status** of **Withdrawn** or **Transferred** must be specified if the course membership **End Date** occurs before the planned end date (**P End Date**).



**NOTE:** A **Status** must be entered to ensure that the data passes the School Census validation.

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
2. Click the **Search** button to display a list of existing courses.
3. Click to highlight the required course, then click the **Open** button to display the **Course Details** page.
4. Click the **Members** hyperlink to display the **Members** panel.

By default, the date displayed in the **P End Date** column is the same as the **End Date**. All course membership dates can be edited.

If the actual **End Date** occurs before the planned end date, the **Status** column cell is highlighted in yellow (for students in year 12 and above). This acts as a reminder that the course membership **Status** must be selected for School Census purposes.



**IMPORTANT NOTE:** The data can be saved without selecting a **Status**. However, this will result in a validation error occurring when you create and validate the return.

Click the appropriate **Status** column cell, then select the required status from the drop-down list.

**Withdrawn** and **Transferred** Scenarios:

- **The student has left the school**

If a student has left the course because they have left the school, their **Status** is automatically displayed as **Withdrawn**, provided that the student has been recorded as a leaver.

- **The student has stopped studying a subject**

If a student stops studying a subject but does not transfer to another subject or leave the school, this should be recorded as **Withdrawn** by selecting from the **Status** drop-down list.

A student might stop studying a subject for a number of reasons, e.g. to spend more time on their other subjects.

- **The student has transferred to another subject**

If a student has stopped studying a subject to start studying another, this should be recorded as **Transferred** by selecting from the **Status** drop-down list.

Where the **End Date** occurs before the **P End Date**, the **Status** column cell turns yellow to act as a reminder that the course membership status must be selected.

**Student has left the school**  
SIMS automatically displays the status **Withdrawn** if the student leaves the school.

5 Members

Current Academic Year			Reg..	Class	Ad No	Start Date	End Date	P End Date	Status	Protect
Current Course Memberships			N	13D/Ar1	002560	02/09/2009	15/06/2010	23/07/2010	Withdrawn	
Previous Academic Year										
Custom										
Gentle	Lorraine	13	M	13D/Ar1	002678	02/09/2009	08/06/2010	23/07/2010	Withdra...	
Maclea	Luke	13	M	13D/Ar1	002573	02/09/2009	14/01/2010	23/07/2010	Withdra...	
Rakhimov	Odilzhon	13	J	13D/Ar1	003099	02/09/2009	07/06/2010	23/07/2010	Transfer...	
Chapman	Tessie	13	D	13D/Ar1	002634	02/09/2009	10/05/2010	23/07/2010	Withdrawn	

**Student has stopped studying a subject**  
If the date the student left the course is earlier than the planned end date, the status should be **Withdrawn** or **Transferred**.

**Student has transferred to another subject**  
The **Transferred** status indicates that the student has transferred to another subject (course).

Completed

## Recording Leavers and Updating Course Memberships

The facility to record leavers enables accurate records to be kept of students after they have left the school. Applicable students, e.g. Year 13, should be marked as leavers as part of the end of year routine.

**! IMPORTANT NOTES:** *It is essential that you do not record leavers by removing their date of admission as this affects all historical data relating to that student.*

*If someone who was a leaver subsequently returns, please ensure that you re-admit them – do not simply remove their date of leaving as this also affects the history (unless they had a date of leaving, but did not actually leave, i.e. they change their mind).*

*To allow the automatic procedures to help you with course completion information for Post 16 students, it is necessary to consider when to make use of the Leavers routine. Some schools will have left the course completion date as the default date when all classes finish. Such a date is not correct for many Post 16 students who will finish the course and leave the school some weeks before the rest of the school finishes for the year. If you make use of the Leavers routine in advance of the students actually leaving, SIMS deals with this problem for you.*

*The end date for the course will be set in line with this 'expected' leaving date and when the School Census is run, the courses will be interpreted as having been completed.*

---

*If the Leavers routine is run after the students have actually left, and the course end date was in the future, SIMS can only interpret this as a withdrawal or transfer before the course was completed.*

*Maintain Course can be run (via **Tools | Academic Management | Course Manager | Maintain Course**) to rectify this for each student, but it is much easier if the Leavers routine is run at the appropriate time.*

*Update Course Memberships should be run (via **Tools | Academic Management | Course Manager | Update Course Memberships**) before moving the system to the new academic year and should be run again after moving to the new academic year, once class information is in place. Update Course Membership is an Academic Management routine and like other routines in this area, it is academic year based. If you forget to run Update Course Memberships before moving to the new year, you can easily solve the problem by going back to the old year and running Update Course Membership.*

*Similarly, if you forget to run Update Course Memberships, as soon as class information is in place, you can run it in the new academic year. However, you should be aware that course membership is much like other group membership, and courses are set active or inactive at the start of the day, depending on what membership they have at the start of the day.*

*So, if you do not run Update Course Memberships until the actual day of the census, the courses will remain set to inactive until the next day. Active and inactive is only a display parameter, but it could cause unnecessary confusion on census day.*

*To ensure that information required for the School Census is accurate and up-to-date, it is recommended that you check that all leavers have at least the minimum statutory information recorded before making them a leaver, e.g. ethnicity, first language, etc.*

---

## **Recording Leavers**

1. Select **Routines | Student | Leavers** to display the **Find Student(s)** browser.
2. Search for the required student then double-click their name to display the **Manage Student(s) Leaving Details** page.
  - If you want to assign the status of **Leaver** to a group of students at once, specify their **Year Group** or **Reg Group** then click the **Search** button. Highlight the required student names by using the **Ctrl, Shift** and **Down Arrow** keys then click the **Select** button. This populates the **Students** panel with the selected students' names.
  - If you wish to assign the status of **Leaver** to all the students at once, click the down-arrow on the **Select** button and choose **All**. This populates the **Students** panel with all the students' names.
3. In the **Leaving Information** panel, enter the **Date of Leaving** or click the **Calendar** button then select the required date.

4. Select the **Reason for leaving** from the drop-down list, such as **Higher Education (Leaver)**.
5. Enter the **Destination after Leaving**, if known.
6. If an error has been made, highlight the student, correct the information in the **Leaving Information** panel then click the **Assign to Selected** button.
7. To remove a student from the list, highlight their name then click the **Remove** button.
8. Click the **Save** button to save the changes. The selected students are recorded with a date of leaving on the date specified.

**Completed**

### Updating Course Memberships

When the Update Course Memberships routine is run, if SIMS detects that a course membership is terminating prematurely, the original end date is displayed in the **P End Date** (planned end date) column in the **Members** panel on the **Course Details** page. The completion **Status** is not populated automatically, because it will not be possible to determine whether the termination should be regarded as withdrawn or transferred. The completion **Status** must be selected manually.

This routine should always be run when any changes to class memberships are made.

1. Select **Tools | Academic Management | Course Manager | Update Course Memberships** to display the following message:  
**Update course membership can take a long time. Do you wish to proceed?**
2. Click the **Yes** button to continue with the Update Course Membership routine.

**Completed**

## Taking Account of any Changes in Classes for the Last Half-Term

1. Use Nova-T and Academic Management to take account of any changes for the last half-term of the year.
  - If you do not want the classes that you have set up for the last half-term of the year to be taken into account, make sure that they have a subject/level combination that is not already in use for a course. This will create a new course. You can then ensure this new course is not included by making sure that a QAN is not attached.
  - If you do want the classes that you have set up for the last half-term of the year to be taken into account, ensure you use a subject/level that is already in use. If this is a new course, ensure a suitable QAN is attached.
  - If you want the course membership of a course starting early (e.g. Year 12 students starting the A2 courses at the end of the year) to join with the same course in the new academic year, ensure there is no gap in teaching time. This is achieved through normal use of Curriculum Transfer from Nova-T and should not require any additional consideration.
2. Select **Tools | Academic Management | Course Manager | Update Course Memberships** to run the Update Course Membership routine.
3. This routine is academic year based and therefore, for the School Census Summer 2011, it is important to run it in both the current academic year (20010/2011) and then again in the new academic year (2011/2012).



*NOTE: If you forget to run the **Update Course Memberships** routine before moving to the new academic year, you can move back to the previous academic year then run the routine. It is essential to remember to change back to the new academic year again when the routine finishes.*

Please be aware that the **Update Course Memberships** routine can take a long time.



### More Information:

*Updating Course Memberships on page 27*

Completed

## Maintaining Course Membership Information

Make sure that the membership of classes reflects reality in terms of who is a member of the class and when their membership begins and ends or is expected to end.

1. Run **Tools | Academic Management | Course Manager | Update Course Memberships** to ensure that course memberships reflect class memberships.
2. Select **Tools | Academic Management | Course Manager | Maintain Course** to:

- update courses and/or course memberships that have been protected from the timetable and class membership (by clicking the **Protect** cell in the **Members** panel).
- take account of re-sits. Add students and give them **End Dates** in line with the date of the examination and a **Status** of **Re-Sit**. Remember to protect rows showing the re-sit by clicking the **Protect** cell in the **Members** panel.
- select the required completion status for any course membership that has finished prematurely by selecting the applicable value from the **Status** drop-down list in the **Members** panel.
- view **Actual** and **Planned End Dates**. These are calculated automatically by **Update Course Memberships**.

**Completed**

# 05 | Reconciling Courses and Exams

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## Reconciliation Reports and Funding

SIMS allows schools to link each Exam Award directly with a Course in Course Manager (via **Tools | School Setup | Exam Award**) in Exams Organiser. This link is then used for important reporting and analysis in Exams Organiser.

The only way in which the YPLA (Young People's Learning Agency) can determine Post 16 funding is by QAN plus Discount Code. The YPLA only receives Learning Aims information from the School Census and has to rely on QAN plus Discount Code to obtain the link to Exam Awards.

The Reconciliation Reports have been designed to indicate to schools any areas where there may be issues with the schools Learning Aims data. The reports do this by using the direct link between Courses and Exams Awards to compare and contrast.

## Reporting on Exam Entries and Results

The reconciliation reports recognise the link between courses and exams. They compare the QAN/Discount Code associated with the student Learning Aim in Course Manager with the QAN/QCA Code associated with the student exam entry/result in Examinations Organiser.



*NOTE: The QAN associated with a Learning Aim is recorded in Course Manager and the QAN associated with an exam entry/result is recorded in Examinations Organiser.*

The Reconcile Post 16 Course and Exam Entries/Results reports can be used to identify weaknesses in the QAN link between Course Manager and Examinations Organiser and to identify where the QAN is different or missing.

Eight reports are generated via two menu routes:

- **Tools | Statutory Return Tools | Reconcile Post 16 Course & Exam Results.** For more information, please see *Reconciling Post 16 Course and Exam Results Reports* on page 31.
- **Tools | Statutory Return Tools | Reconcile Post 16 Course & Exam Entries.** For more information, please see *Reconciling Post 16 Course and Exam Entries Reports* on page 34.

Each menu route provides access to four reports, which are generated in .CSV file format enabling them to be displayed in Microsoft® Office Excel.

After reviewing the reports, any incorrect or missing course or QAN information can be edited by using the routines documented at the end of this chapter.



**WARNING:** Changes in Examinations Organiser should be made in consultation with the Exams Officer.



#### More Information:

*Checking Exam Course and QAN Information using Basedata Files* on page 40

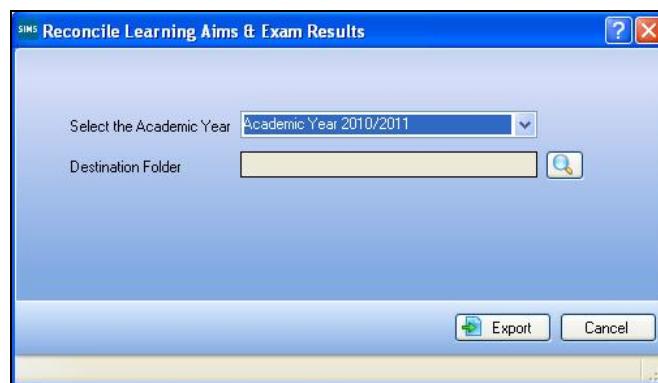
*Correcting Exam Course Details* on page 43

*Checking/Correcting Course Details in Course Manager* on page 37

## Reconciling Post 16 Course and Exam Results Reports

Four reports are generated when the following routine is performed:

1. Select **Tools | Statutory Return Tools | Reconcile Post 16 Course & Exam Results** to display **Reconcile Learning Aims & Exam Results** dialog.



2. **Select the Academic Year** on which you wish to base the report from the drop-down list.
3. Click the **Destination Folder Search** button, navigate to then highlight the folder in which you wish to save the generated reports.
4. Click the **OK** button to return to the **Reconcile Learning | Aims & Exam Results** dialog.

- Click the **Export** button to generate the reports. All four reports are automatically generated and saved to the **Destination Folder** specified in step 3.



**WARNING:** Before rerunning a reconciliation report, you must ensure that the report file of the same name is closed. This enables the file to be overwritten with the new version of the report.

If you wish to save the different versions of the report, either move the .CSV files to a new location or rename them.

Reconcile Learning Aims and Exam Results report examples are as follows:

### Course Memberships with No Exam Results

(CourseMembershipsWithNoExamResults-<yyyy>-<yyyy>.csv)

This report provides a list of course memberships (i.e. Learning Aim declarations) with no exam result for the corresponding award.

Surname	Forename	NC_Year	Course_Q	Completion	Course Title
Auden	William	12	10019467	Complete	AQA Level 1/Level 2 GCSE (Short Course) in Citizenship Studies
Basry	Amal	13	10019467	Complete	AQA Level 1/Level 2 GCSE (Short Course) in Citizenship Studies
Cooke	Rachael	12	10019467	Complete	AQA Level 1/Level 2 GCSE (Short Course) in Citizenship Studies
Coulter	Marisa	12	10019467	Complete	AQA Level 1/Level 2 GCSE (Short Course) in Citizenship Studies
Darling	Wendy	12	10019467	Complete	AQA Level 1/Level 2 GCSE (Short Course) in Citizenship Studies
Darnell	Kevin	13	10019467	Complete	AQA Level 1/Level 2 GCSE (Short Course) in Citizenship Studies
Ferguson	Alex	12	10019467	Complete	AQA Level 1/Level 2 GCSE (Short Course) in Citizenship Studies

You should expect to see Learning Aims with a **Completion Status** of either **Withdrawn**, **Transferred** or **Re-sit** display in the report. They are displayed correctly because there are no Exam results attached. The remaining Learning Aims need to be checked to see if they genuinely have results or not.

### Exam Results with Course QAN and No Course Memberships

(ExamResultsWithCourseQANandNoCourseMemberships-<yyyy>-<yyyy>.csv)

This report provides a list of exam results where there is no corresponding course membership for the student.

For clarity of information, order the data by the **Exam Title** and filter out any irrelevant **Seasons**.

Surname	Forename	NC_Year	Exam_QA	Exam_Lev	Exam_Titl	Season	Result
Auden	William	12	10008342	GCSE Fu	AQA 3202	June (Sun A)	
Cooke	Rachael	12	10008342	GCSE Fu	AQA 3202	June (Sun B)	
Coulter	Marisa	12	10008342	GCSE Fu	AQA 3202	June (Sun C)	
Darling	Wendy	12	10008342	GCSE Fu	AQA 3202	June (Sun D)	
Ferguson	Alex	12	10008342	GCSE Fu	AQA 3202	June (Sun A)	
Fisher	Claire	12	10008342	GCSE Fu	AQA 3202	June (Sun A)	

If a set of exam results exist where you would expect them to be matched with a course, check that the QAN attached to the course is correct. If it is incorrect, remove the course QAN and attach the correct QAN in Course Manager.

When the Reconcile reports are regenerated, the Exam Results with Course QAN and no Course Memberships report should not list the exam results for the course that was just amended.

The course should now show as a match in the Exam Results with Matching QAN report.

### Exam Results with Matching QAN

(ExamResultsWithMatchingQAN-<yyyy>-<yyyy>.csv)

This report provides a list of all exam results. The **Matched** column indicates whether the QAN/Discount Code combinations match those in Course Manager.

The following example shows:

- a QAN held in Examinations Organiser that is different to the QAN held in Course Manager – no match.
- a QAN held in Examinations Organiser that is also held in Course Manager – matched.

Surname	Forename	NC_Year	Exam_QA	Exam_Lev	Exam_Titl	Season	Result	Course_Q	Course_Ti	Completi	Matched
Aleen	Mina	12	50026410	GCE Adv	EDEXL/GI	June (Sun A		10003630	EDEXCEL	Complete	No
Barclay-D	Edie	12	50026410	GCE Adv	EDEXL/GI	June (Sun B		10003630	EDEXCEL	Complete	No
Callar	Morwen	12	50026410	GCE Adv	EDEXL/GI	June (Sun C		50026410	EDEXCEL	Complete	Yes
Davies	Olivia	12	50026410	GCE Adv	EDEXL/GI	June (Sun B		10003630	EDEXCEL	Complete	No

For clarity of information, order the data by the **Exam Title** and filter out any irrelevant **Season**.

If there is a **YES** in the **Matched** column, then there is no need to do anything else with that course.

If a **NO** is shown, it usually means that the QAN held in Course Manager is not the same as the one in Examinations Organiser. One or the other is probably incorrect.

1. Update the QAN in Course Manager or Examinations Organiser, as appropriate.
2. Re-run the reports. The course should now show as a **YES** in the **Matched** column.

### Exam Results with No Course QAN

(ExamResultsWithNoCourseQAN-<yyyy>-<yyyy>.csv)

This report lists Exam Results with either missing or mismatched QANs in Course Manager when checked against the QAN held in Examinations Organiser.

Surname	Forename	NC_Year	Exam_QA	Exam_Lev	Exam_Titl	Season	Result
Adam	Briony	12	10042921	GCE Adv	EDEXL/GI	June (Sun A	
Aleen	Mina	12	10042921	GCE Adv	EDEXL/GI	June (Sun A	
Beauvoir	Simone	12	10042921	GCE Adv	EDEXL/GI	June (Sun B	
Berry	Susanne	12	10042921	GCE Adv	EDEXL/GI	June (Sun B	
Blundell	Justine	12	10042921	GCE Adv	EDEXL/GI	June (Sun C	
Botticelli	Alessandr	12	10042921	GCE Adv	EDEXL/GI	June (Sun B	
Corleone	Vito	12	10042921	GCE Adv	EDEXL/GI	June (Sun D	

Where the QAN held in Examinations Organiser is not shown against a course in Course Manager, Course Manager should be amended to reflect the entry displayed in Examinations Organiser.



**More Information:**

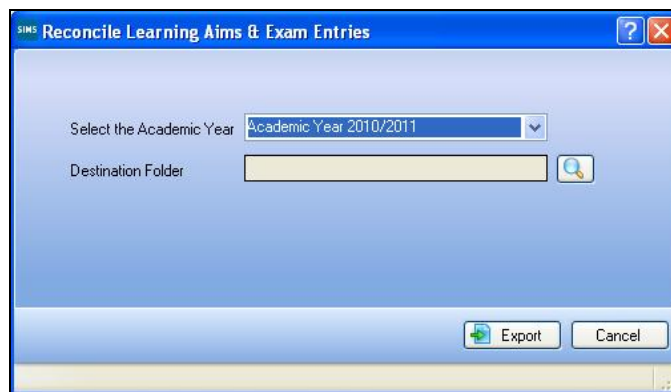
*Checking/Correcting Course Details in Course Manager on page 37*

**Completed**

## Reconciling Post 16 Course and Exam Entries Reports

Four reports are generated when the following routine is performed:

1. Select **Tools | Statutory Return Tools | Reconcile Post 16 Course & Exam Entries** to display **Reconcile Learning Aims & Exam Entries** dialog.



2. **Select the Academic Year** on which you wish to base the report from the drop-down list.
3. Click the **Destination Folder Search** button, navigate to then highlight the folder in which you wish to save the generated reports.
4. Click the **OK** button to return to the **Reconcile Learning | Aims & Exam Entries** dialog.
5. Click the **Export** button to generate the reports. All four reports are automatically generated and saved to the **Destination Folder** specified in step 3.



**WARNING:** Before rerunning a reconciliation report, you must ensure that the report file of the same name is closed. This enables the file to be overwritten with the new version of the report.

*If you wish to save the different versions of the report, either move the .CSV files to a new location or rename them.*

Reconcile Learning Aims and Exam Entries report examples are as follows:

### Course Memberships with No Exam Entries

(CourseMembershipsWithNoExamEntries-<yyyy>-<yyyy>.csv)

This report provides a list of course memberships (i.e. Learning Aim declarations with no exam entry for the corresponding award.

Surname	Forename	Year	Course_Q	Course_Title
Abbot	Benjamin	12	10005778	EDEXCEL Advanced Subsidiary GCE in Physics
Abbot	Benjamin	12	10005857	EDEXCEL Advanced Subsidiary GCE in General Studies
Abbot	Benjamin	12	10005869	EDEXCEL Advanced Subsidiary GCE in Geography A
Abbot	Benjamin	12	10042878	EDEXCEL Advanced Subsidiary GCE in Applied Business (Doub
Ablett	Michael	13	10001761	EDEXCEL Advanced GCE in Chemistry
Ablett	Michael	13	10001797	EDEXCEL Advanced GCE in Design and Technology
Ablett	Michael	13	10003587	EDEXCEL Advanced GCE in English Language and Literature
Ablett	Michael	13	10003605	EDEXCEL Advanced GCE in General Studies
Ablett	Michael	13	10005456	WJEC Advanced Subsidiary GCE in Physical Education

If a set of course memberships exist where you would expect them to be matched with exam entries, check that the QAN/Discount Code attached to the course is correct. If incorrect, remove the QAN and attach the correct QAN.

After regenerating the report, those course memberships will no longer be listed if the course QAN is correctly matched with the exam QAN.

### Exam Entries with Course QAN and No Course Memberships

(ExamEntriesWithCourseQANAndNoCourseMemberships-<yyyy>-<yyyy>.csv)

This report provides a list of exam results where there is no corresponding course membership for the student.

For clarity of information, order the data by the Exam **Title** and filter out any irrelevant **Seasons**.

Surname	Forename	Year	Exam_QA	Level	Title	Season	Result
Ablett	Michael	13	50026045	GCE Advz	Design an	June (Sun Y	
Ablett	Michael	13	50026549	GCE Advz	English Li	June (Sun Y	
Ablett	Michael	13	5002761X	GCE Advz	Physical f	June (Sun Y	
Adam	Briony	12	10042921	GCE Advz	Health & S	June (Sun Y	
Adam	Briony	12	5002971X	GCE Advz	Law	June (Sun Y	
Aquilera	Christoph	12	50032562	GCE Advz	Design an	June (Sun Y	

If a set of exam entries exist where you would expect them to be matched with a course, check that the QAN attached to the course is correct. If it is incorrect, remove the course QAN and attach the correct QAN.

There may also be instances where the student is not a member of the course in Course Manager and therefore they need to be added manually.

When the Reconcile reports are regenerated, the Exam Entries with Course QAN and no Course Memberships report should not list the exam entries related to the course that was just amended.

## Exam Entries with Matching QAN

(ExamEntriesWithMatchingQAN-<yyyy>-<yyyy>.csv)

This report provides a list of all exam entries. The **Matched** column indicates whether the QAN/Discount Code combinations match those in Course Manager.

For clarity of information, order the data by the Exam **Title** and filter out any irrelevant **Seasons**.

Surname	Forename	Year	Exam_QA	Level	Title	Season	Result	Course_Q	Course_Ti	Completi	Matched
Abbot	Benjamin	12	50023330	GCE Adv	Geograph	June (Sun	Y	10005869	EDEXCEL	Completer	No
Abbot	Benjamin	12	50025545	GCE Adv	Physics	June (Sun	Y	10005778	EDEXCEL	Completer	No
Ablett	Michael	13	50024267	GCE Adv	Chemistry	June (Sun	Y	50024267	EDEXCEL	Completer	Yes
Ablett	Michael	13	50026045	GCE Adv	Design an	June (Sun	Y	10001797	EDEXCEL	Completer	No
Ablett	Michael	13	50026471	GCE Adv	English L	June (Sun	Y	10003587	EDEXCEL	Completer	No
Ablett	Michael	13	5002761X	GCE Adv	Physical f	June (Sun	Y	10005456	WJEC Ad	Completer	No
Adam	Briony	12	50023263	GCE Adv	History	June (Sun	Y	10007301	EDEXCEL	Completer	No

If there is a **YES** in the **Matched** column, then there is no need to do anything else with that course.

If a **NO** is shown, it usually means that the QAN/Discount Code held in Course Manager is not the same as the QAN/QCA Code in Examinations Organiser. One or the other is probably incorrect.

1. Update the QAN in Course Manager or Examinations Organiser, as appropriate.
2. Re-run the reports. The course should now show as a **YES** in the **Matched** column.

## Exam Entries with No Course QAN

(ExamEntriesWithNoCourseQAN-<yyyy>-<yyyy>.csv)

This report lists either missing or mismatched QANs in Course Manager when checked against the QAN held in Examinations Organiser.

Surname	Forename	Year	Exam_QA	Level	Title	Season	Result
Abbot	Benjamin	12	50023330	GCE Adv	Geograph	June (Sun	Y
Abbot	Benjamin	12	50025545	GCE Adv	Physics	June (Sun	Y
Ablett	Michael	13	50024267	GCE Adv	Chemistry	June (Sun	Y
Ablett	Michael	13	50026045	GCE Adv	Design an	June (Sun	Y
Ablett	Michael	13	50026471	GCE Adv	English L	June (Sun	Y
Ablett	Michael	13	50026549	GCE Adv	English Li	June (Sun	Y
Ablett	Michael	13	5002761X	GCE Adv	Physical f	June (Sun	Y

Where the QAN held in Examinations Organiser is not shown against a course in Course Manager, Course Manager should be amended to reflect the entry displayed in Examinations Organiser.



### More Information:

*Checking/Correcting Course Details in Course Manager on page 37*

Completed

## Checking/Correcting Course Details in Course Manager

Run one of the reconciliation reports in SIMS (**Tools | Statutory Returns Tools**). Choose a student name from a report and check the associated Exam QAN displayed.

Make a note of the report name, students name and QAN.

1. Select **Focus | Student | Courses** to display the **Find Student** browser.

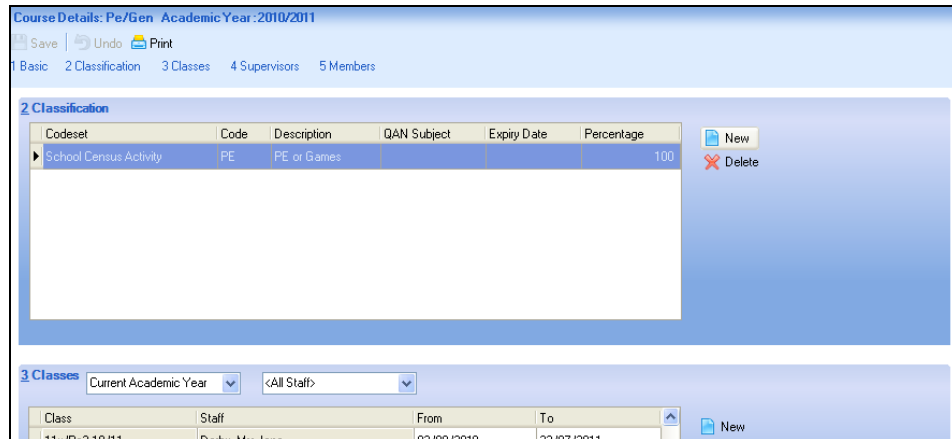
2. Click the **Search** button to display a list of current students.

Name	Year Group	Reg. Group	House	Gender	Admission Number
Abbey, David	10	10F		Male	003269
Abbey, Jimmy	9	9A		Male	003599
Abbot, Ben	13	N	Hooke	Male	002912
Abbot, Claire	9	9A		Female	003460
Abbot, Clarissa	11	11A		Female	003100
Abbot, Hannah	7	7B		Female	003762
Abbot, James	10	10C		Male	003270
Abbot, Susan	8	8B		Female	003600
Abdelkoder, Mohamed	12	P	Fleming	Male	002915

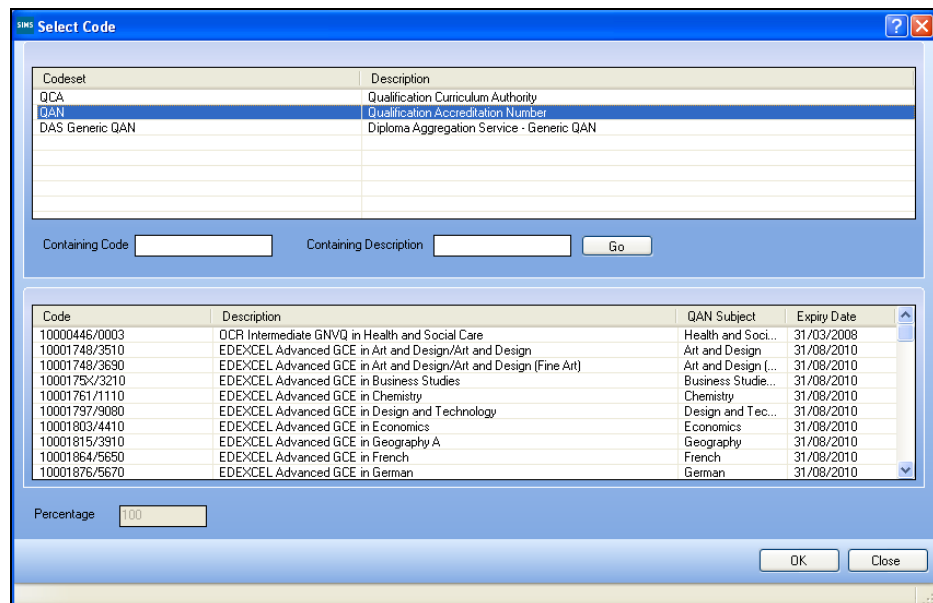
3. Highlight the name of the chosen student, then click the **Open** button to display the **Student Courses** page.

Course Name	QAN	Percentage
QAN, 10009140/5210, WJEC Level 1/Level 2 GCSE in Drama	10009140/5210	100%
School Census Activity, MD, Music Singing or Drama		100%
En/GCSEF, English (GCSEF), 02/09/2009, 22/07/2011		
QAN, 10020020/5010, WJEC Level 1/Level 2 GCSE in English	10020020/5010	100%
School Census Activity, EN, English Literacy or Reading		100%
Fr/GCSEF, French (GCSEF), 02/09/2009, 22/07/2011		
QAN, 10008810/5650, EDEXCEL Level 1/Level 2 GCSE in French	10008810/5650	100%
School Census Activity, FL, Foreign Language		100%
Hi/GCSEF, History (GCSEF), 02/09/2009, 22/07/2011		
QAN, 10008470/4010, AQA Level 1/Level 2 GCSE in History A	10008470/4010	100%
School Census Activity, HU, Humanities		100%
Ma/GCSEF, Mathematics (GCSEF), 02/09/2009, 22/07/2011		
QAN, 10011262/2210, WJEC Level 1/Level 2 GCSE in Mathematics	10011262/2210	100%
School Census Activity, MA, Mathematics or Numeracy		100%
Sc/GCSEF, Science (GCSEF), 02/09/2009, 22/07/2011		
QAN, 10008627/1390, AQA Level 1/Level 2 GCSE in Science: Single Award B	10008627/1390	100%
School Census Activity, SC, Science		100%
Pe/Gen, Physical Ed (Gen), 02/09/2009, 22/07/2011		
School Census Activity, PE, PE or Games		100%
Ps/Gen, PSE (Gen), 02/09/2009, 22/07/2011		
School Census Activity, PL, PSE or Leisure Education		100%

4. Click the course you wish to check to display the **Course Details** page, then click the **Classification** hyperlink.



5. If the QAN displayed is different from the one in Examinations Organiser:
  - a. Highlight the QAN details then click the **Delete** button.
  - b. Click the **New** button to display the **Select Code** dialog.



- c. Highlight the required **Codeset** to display a list of related codes in the lower section of the **Select Code** dialog.
  - d. Enter the QAN code in the **Containing Code** field or the QAN description in the **Containing Description** field, then click the **Go** button.

The list of related codes displayed is updated to reflect the search criteria entered.

- e. Highlight the **QAN Code** and **Description** to be associated with the course, then click the **OK** button to return to the **Classification** panel where the new QAN details are displayed. If the required QAN is not listed then refer to Section 8.
- f. Click the **Save** button.

## Locating Additional Reports

The following reports may be of use when checking courses and QANs:

### Courses and QANs

**Reports | Run Report | Focus | Course Classification | Courses and QANs**

Lists all courses that have QANs attached. Shows course code, course description and QAN/Discount Code.

### Students' Courses and QANs

**Reports | Run Report | Focus | Courses For Student | Students' Courses and QANs**

Displays student name, registration group, NC Year group, course code, course description and QAN/Discount Code.

### Students' Courses without QANs

**Reports | Run Report | Focus | Courses For Student | Students' Courses without QANs**

Lists all students in the chosen NC Year Groups who are on-roll on the chosen date and are members of one or more courses where a QAN has not been allocated.

Displays student name, registration group, NC Year group, course code and course description.



#### **More Information:**

*Pre-Defined Reports Catalogue  
Reporting in SIMS handbook*

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### Duplicate QAN Report

**Tools | Statutory Return Tools | Duplicate QAN Report**

The **Duplicate QANs** report is provided to enable you to identify where the same QAN has been linked to two or more courses.



#### **More Information:**

*Duplicate QANs Report on page 66*

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## Checking Exam Course and QAN Information using Basedata Files

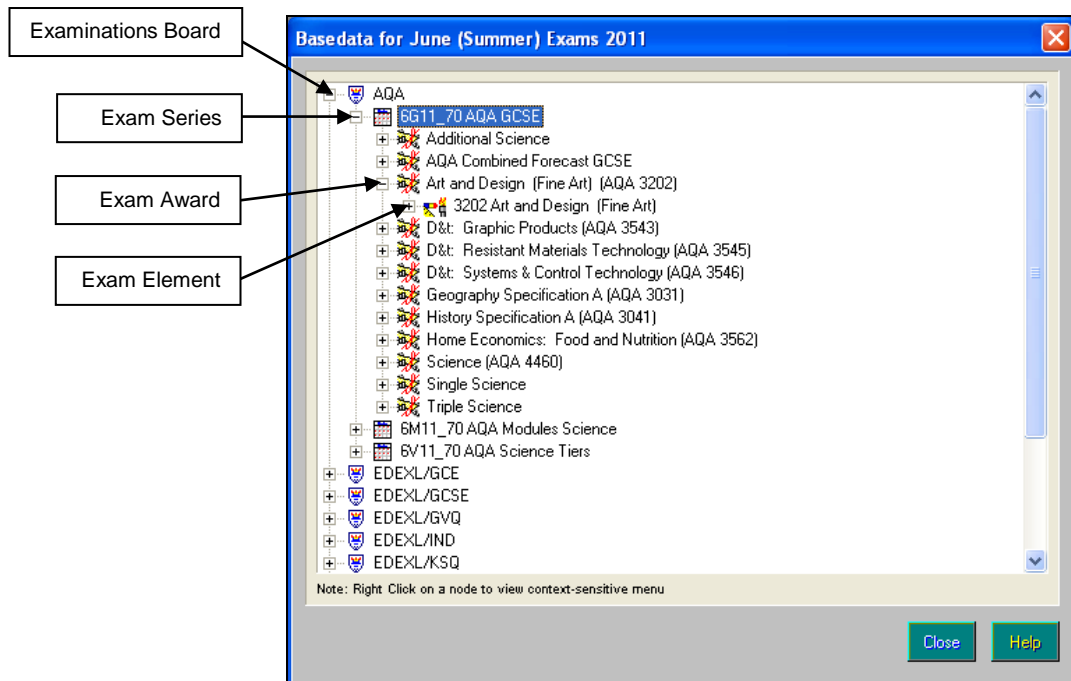


**WARNING:** Changes in Examinations Organiser should be made in consultation with the Exams Officer.

Details of examinations are supplied by Examination Boards as basedata files. The Boards distribute a complete set of basedata appropriate to a particular time of year that they refer to as a **Season**. The basedata files contain most of the required information including Syllabuses, Options, Components, dates and duration of examinations, maximum marks for coursework, assessments and whether forecast grades should be sent to the Boards etc.

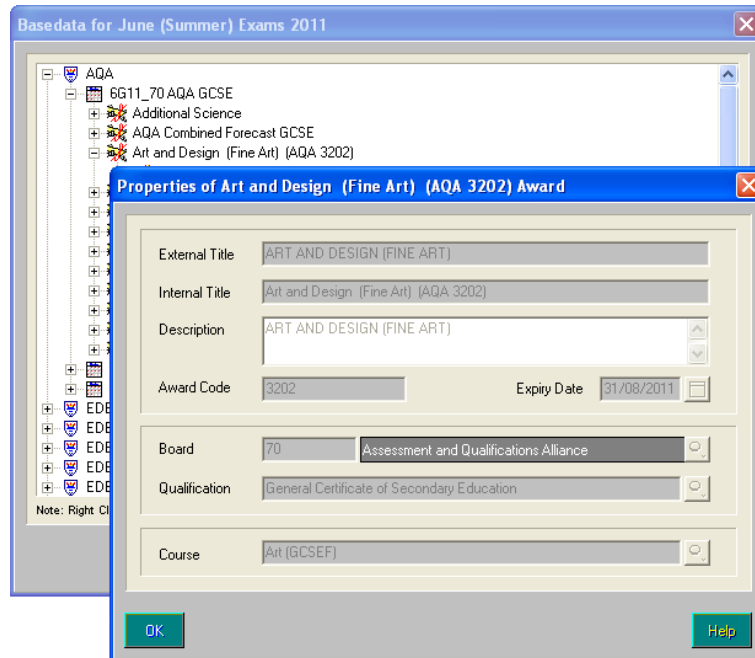
Examination Board details can be viewed from the **Exam Board** browser via **Tools | School Setup | Exam Board** (as described in the previous section) or from the basedata tree as follows.

1. Select **Focus | Basedata** to display the **Basedata for <season>** dialog.



2. Expand the basedata tree by clicking the **+** button adjacent to the required Examination Board to display the associated Exam Series.
3. Click the **+** button adjacent to the required Exam Series to display the associated Exam Awards.

- Highlight the required Exam Award then right-click and select Properties from the drop-down list to display the **Properties of <exam award>** dialog.

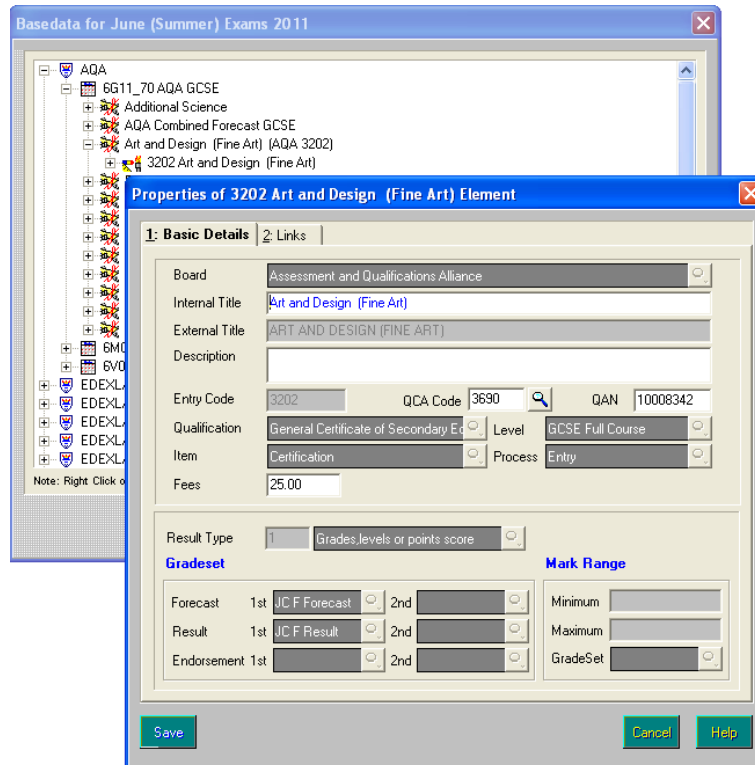


- Check the entry in the **Course** field. The previous example shows that the Art (GCSEF) course is correctly linked to the Art and Design (Fine Art) (AQA 3202) award.

If the entry in the **Course** field is incorrect or missing, the correct course must be entered via **Tools | School Setup | Exam Award**. For more information, please see *Correcting Exam Course Details* on page 43.

- Click the **OK** button to return to the **Basedata for <season>** dialog.
- Click the **+** button adjacent to the required Exam Award to display the associated Exam Elements.

8. Highlight the required Exam Element then right-click and select Properties from the drop-down list to display the **Properties of <exam element>** dialog.



9. Check the entries in the **QCA Code** and **QAN** fields. If either code is missing or incorrect:
  - a. Click the **QCA Code** browser button then select the correct **Code** from the drop-down list.
  - b. Enter the correct QAN code.
10. Click the **Save** button to return to the the **Basedata for <season>** dialog.
11. Click the **Close** button.

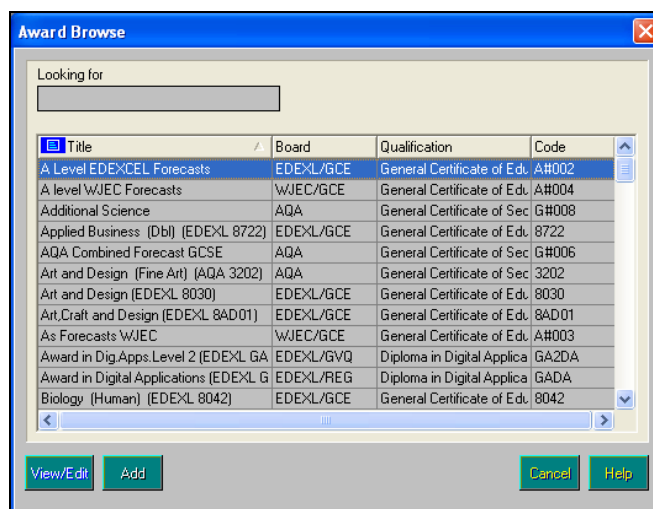
## Correcting Exam Course Details



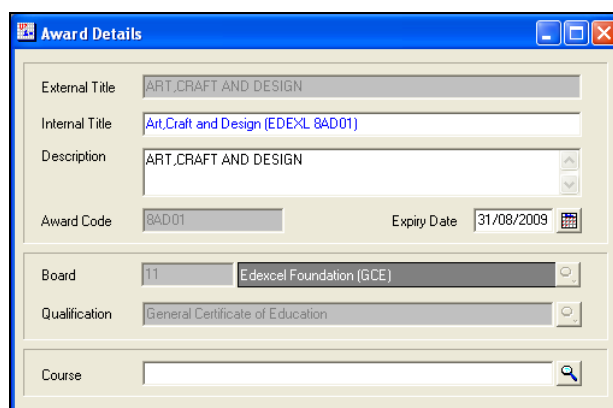
**WARNING:** Changes in Examinations Organiser should be made in consultation with the Exams Officer.

The Exam Award must be linked to the course in Examinations Organiser. Check the course details in Examinations Organiser and add or edit the Course, if required.

1. Select **Focus | Examinations** to open Examinations Organiser.
2. Select **Tools | School Setup | Exam Award** to display the **Award** browser.



3. Highlight the required exam course then click the **View/Edit** button to display the **Award Details** dialog.



4. Check the entry in the **Course** field. If the course is incorrect or missing, the correct Exam Award link must be created:
  - a. Click the **Field Browser** button adjacent to the **Course** field to display a list of all the **Course** descriptions (taken from Course Manager).

The screenshot shows the 'Award Details' window with the following fields:

- External Title: ART\_CRAFT AND DESIGN
- Internal Title: Art,Craft and Design (EDEXL 8AD01)
- Description: ART\_CRAFT AND DESIGN
- Award Code: 8AD01
- Expiry Date: 31/08/2009
- Board: 11 Edexcel Foundation (GCE)
- Qualification: General Certificate of Education
- Course: (Field browser open showing Accounting (GCSEF), Art, Art (A))

- b. Select the **Course** with which this Award is associated. The **Course** must have a QAN that matches the QAN in Course Manager.
- c. Click the **Save Record Changes** button (blue tick) on the toolbar.

## Running Basedata Structure Reports

The information in the base data reports in Examinations Organiser can be used to check QAN/course details.

1. Select **Reports | Basedata | Structure** to display the **Report Criteria** dialog.

The screenshot shows the 'Report Criteria - Basedata Structure' window with the following fields:

- Season: June (Summer) Exams 2011
- Series: (All)
- Report Type: Awards (selected from a list that also includes Coursework Components and Elements)
- Buttons: OK, elp

2. Click the **Report Type** browser button, then select either **Awards** or **Elements** from the drop-down list.
3. Click the **OK** button to display the report.

The following graphics display example report data only.

<b>Base Data Structure - Awards</b>				
<b>Season:</b> June (Summer) Exams 2011			<b>Board:</b> AQA	
<b>Series:</b> 6G09_70			<b>Title:</b> AQA GCSE	
Code	Award Title	Qualification	Course	Element Code & Title
3031	Geography Specification A (AQA 3031)	GCSE	Geography(GCSEF)	3031F Geography A Tier F 3031H Geography A Tier H
3041	History Specification A (AQA 3041)	GCSE	History (GCSEF)	30412B History A: Britain 1815-1851
3202	Art and Design (Fine Art) (AQA 3202)	GCSE	Art (GCSEF)	3202 Art and Design (Fine Art)
3543	D&T: Graphic Products (AQA 3543)	GCSE	CDT:Design & Comm.	3543F D&T: Graphic Products Tier F 3543H D&T: Graphic Products Tier H
3545	D&T: Resistant Materials Technology (AQA 3545)	GCSE	CDT:Design & Real.	3545F D&T: Res Mat Tech Tier F 3545H D&T: Res Mat Tech Tier H
3546	D&T: Systems & Control Technology (AQA 3546)	GCSE	Technology (GCSEF)	3546F D&T: Sys & Control Tech Tier F 3546H D&T: Sys & Control Tech Tier H
3562	Home Economics: Food and Nutrition (AQA 3562)	GCSE	Home Economics (GCSEF)	3562F HE: Food & Nutrition Tier F

<b>Base Data Structure - Elements</b>						
<b>Season:</b> June (Summer) Exams 2011				<b>Board:</b> AQA		
<b>Series:</b> 6G09_70				<b>Title:</b> AQA GCSE		
Code	Element Title	Qual/Level	QCA	QAN	Type	Component Codes & Titles
3031F	Geography A Tier F	GCSE/FC	3910	10008469	Certification	3031/1F Geography A Paper 1 Tier F 3031/2F Geography A Paper 2 Tier F 3031/C Geography A Coursework
3031H	Geography A Tier H	GCSE/FC	3910	10008469	Certification	3031/1H Geography A Paper 1 Tier H 3031/2H Geography A Paper 2 Tier H 3031/C Geography A Coursework
30412B	History A: Britain 1815-1851	GCSE/FC	4010	10008470	Certification	3041/6/1 History A Paper 1 3041/6/2B History A Paper 2 Option B 3041/C History A Coursework
3202	Art and Design (Fine Art)	GCSE/FC	3690	10008342	Certification	3202/C Art & Design (Fine Art) Coursework 3202/T Art & Design (Fine Art) Cont Test

# 06 | Running Bulk Update Routines


Running the Bulk Update Course End Date Routines .....46

## Running the Bulk Update Course End Date Routines

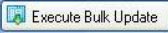
Select **Tools | Academic Management | Course Manager | Bulk Update Course End Dates** to display the **Bulk Update Course End Dates** page. Two different routines are available:

- **Bulk Update Course End Dates**  
This routine sets the Actual and Planned End Dates of a course to 31 July (if the Planned End Date is in August) and sets the Planned End Dates of a course to the Actual End Date (if the Actual End Date is in July).
- **Bulk Update Course End Dates Leavers**  
This routine sets the Planned End Dates of a course to Actual End Date for leavers and removes the completion status of **Withdrawn**.


**Bulk Update Course End Dates** Course memberships due to finish in August 2010,2011,2012 (courses linked to QANs excluding re-sits)

This report will show the changes that will be made if the Bulk Update Course End Dates routine is executed 

The Execute Bulk Update routine performs the following:


- Sets the Actual and Planned End Date of a course to 31 July if Planned End Date is in August
- Sets the Planned End Date of a course to the Actual End Date if Actual End Date is in July 
- Adjusts class membership End Dates in line
- Removes completion status 'Withdrawn'
- Reports on the changes made

The Cancel Bulk Update routine performs the following:

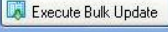
- Reverts the End Dates back to the position before Execute Bulk Update 

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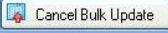
**Bulk Update Course End Dates Leavers** Students leaving between May and August of the current year (courses linked to QANs excluding re-sits)

This report will show the changes that will be made if the Bulk Update Course End Dates routine is executed 

The Execute Bulk Update routine performs the following:

- Sets the Planned End Date of a course to the Actual End Date for leavers
- Removes completion status 'Withdrawn'
- Reports on the changes made 

The Cancel Bulk Update routine performs the following:

- Reverts the End Dates back to the position before Execute Bulk Update 

### Running the Bulk Update Course End Dates On-Roll Student Routine

The **Bulk Update Course End Dates** routine enables the correction of course memberships for on-roll students whose course memberships are due to finish in the month of August in 2010, 2011 or 2012. This applies only to courses linked to QANs. Re-sits are excluded.

**Bulk Update Course End Dates** Course memberships due to finish in August 2010,2011,2012 (courses linked to QANs excluding re-sits)

This report will show the changes that will be made if the Bulk Update Course End Dates routine is executed 

The Execute Bulk Update routine performs the following:

- Sets the Actual and Planned End Date of a course to 31 July if Planned End Date is in August
- Sets the Planned End Date of a course to the Actual End Date if Actual End Date is in July 
- Adjusts class membership End Dates in line
- Removes completion status 'Withdrawn'
- Reports on the changes made

The Cancel Bulk Update routine performs the following:

- Reverts the End Dates back to the position before Execute Bulk Update 

1. Click the **Run Report** button to preview the changes that will be made when the **Bulk Update Course End Dates** routine is run.

The **Report for Bulk update Tool for On-Roll Learning Aims end dates** (displayed in your web browser) is divided into two sections:

- The **CURRENT POSITION** section shows the position prior to running the Bulk Update Course End Dates routine.
- The **POSITION AFTER BULK UPDATE** section shows the changes that will be made after running the Bulk Update Course End Dates routine.

**Report for Bulk update Tool for On-Roll Learning Aims end dates**

Report at 21/4/2010 12:10

Student Name	Course	CURRENT POSITION				POSITION AFTER BULK UPDATE			
		Start Date	Actual End Date	Planned End Date	Completion Status	Start Date	Actual End Date	Planned End Date	Completion Status
Abbot Benjamin	Biology (GCEAS)	02/09/2009	31/08/2010	31/08/2010	-	02/09/2009	31/07/2010	31/07/2010	-
Aguilera Christopher	Biology (GCEAS)	02/09/2009	31/08/2010	31/08/2010	-	02/09/2009	31/07/2010	31/07/2010	-
Blundell Juliette	Biology (GCEAS)	02/09/2009	31/08/2010	31/08/2010	-	02/09/2009	31/07/2010	31/07/2010	-
Booth Lauren	Biology (GCEAS)	02/09/2009	31/08/2010	31/08/2010	-	02/09/2009	31/07/2010	31/07/2010	-
Bristow Sydney	Biology (GCEAS)	02/09/2009	31/08/2010	31/08/2010	-	02/09/2009	31/07/2010	31/07/2010	-
Crowley Stella	Biology (GCEAS)	02/09/2009	31/08/2010	31/08/2010	-	02/09/2009	31/07/2010	31/07/2010	-
Danesh Ruxhana	Biology (GCEAS)	02/09/2009	31/08/2010	31/08/2010	-	02/09/2009	31/07/2010	31/07/2010	-
Fauzi Ahmad Farid	Biology (GCEAS)	02/09/2009	31/08/2010	31/08/2010	-	02/09/2009	31/07/2010	31/07/2010	-




**NOTES:** If a course is already completed or is still ongoing, a hyphen is displayed in the **Completion Status** column. If no changes are required, a message is displayed in the header of the report and no data is displayed.

2. Click the **Print** button to produce a paper copy of the report, then return to the **Bulk Update Course End Dates** page in SIMS.
3. Click the **Execute Bulk Update** button to run the **Bulk Update Course End Dates** routine.

All course membership errors that were identified are corrected and an additional report is displayed detailing the changes. These changes should be marked as submitted in error, in the **Previous Summer Census** panel (via **Routines | Statutory Returns | School Census**), when creating the School Census Summer 2011 Return.

4. If you decide that a mistake has been made, click the **Cancel Bulk Update** button to restore the data to its original condition. Changes to the data can be made manually, if required.

- Click the **Close** button to end this routine or run the Bulk Update Course End Date Leavers routine, if required.

 **WARNING:** You cannot cancel either of the Bulk Update Course End Date routines (i.e. restore the data) once the **Bulk Update Course End Dates** page is closed.

### Running the Bulk Update Course End Dates Leavers Routine

Running this routine affects only students who have left or are leaving the school between May and August of the current academic year, and are members of courses linked to QANs. Re-sits are excluded.

**Bulk Update Course End Dates Leavers** Students leaving between May and August of the current year (courses linked to QANs excluding re-sits)

This report will show the changes that will be made if the Bulk Update Course End Dates routine is executed

The Execute Bulk Update routine performs the following:

- Sets the Planned End Date of a course to the Actual End Date for leavers.
- Removes completion status 'Withdrawn'
- Reports on the changes made

The Cancel Bulk Update routine performs the following:

- Reverts the End Dates back to the position before Execute Bulk Update

- Click the **Run Report** button to preview the changes that will be made when the Bulk Update Course End Dates Leavers routine is run.
- The **Report for Bulk update Tool for Leaver Learning Aims end dates** (displayed in your web browser) is divided into two sections:
  - The **CURRENT POSITION** section shows the completion status of the course prior to running the Bulk Update Course End Dates Leavers routine.
  - The **POSITION AFTER BULK UPDATE** section shows the changes that will be made after running the Bulk Update Course End Dates Leavers routine.

Report for Bulk update Tool for Leaver Learning Aims end dates										
Report at 21/4/2010 12:27										
Student Name	Course	DOL	CURRENT POSITION				POSITION AFTER BULK UPDATE			
			Start Date	Actual End Date	Planned End Date	Completion Status	Start Date	Actual End Date	Planned End Date	Completion Status
Bill Bloggs	Biology (GCEA)	25/7/2010	29/2009	25/7/2010	31/7/2010	Withdrawn	29/2009	25/7/2010	25/7/2010	-
Jean Bloggs	Biology (GCEA)	25/7/2010	29/2009	25/7/2010	31/8/2010	Withdrawn	29/2009	25/7/2010	25/7/2010	-



*NOTES: If a course is already completed or is still ongoing, a hyphen is displayed in the **Completion Status** column.*

*If no changes are required, a message is displayed in the header of the report and no data is displayed.*

---

3. Click the **Print** button to produce a paper copy of the report, then return to the **Bulk Update Course End Dates** page in SIMS.
  4. Click the **Execute Bulk Update** button to run the **Bulk Update Course End Dates Leavers** routine.
  5. All course membership errors that were identified are corrected and an additional report is displayed detailing the changes. These changes should be marked as submitted in error, in the **Previous Summer Census** panel (via **Routines | Statutory Returns | School Census**), when creating the School Census Summer 2011 Return.
  6. If you decide that a mistake has been made, click the **Cancel Bulk Update** button to restore the data to its original condition. Changes to the data can be made manually, if required.
  7. Click the **Close** button to end the routine.
- 



**WARNING:** *You cannot cancel either of the Bulk Update Course End Date routines (i.e. restore the data) once the **Bulk Update Course End Dates** page is closed.*

---

For more information, please refer to the *Managing Courses in SIMS* handbook.

**Completed**



# 07 | Dealing with Diplomas and International Baccalaureate

Diplomas for Post 16 Students.....	52
International Baccalaureate.....	54

## Diplomas for Post 16 Students

A Diploma is a qualification that includes several components. These components (or subjects) include those that are recognised qualifications in their own right, have their own QANs, and are accredited by the Office of the Qualifications and Examinations Regulator (Ofqual).

With the School Census in mind, when recording a student as studying for a Diploma you should record the QAN for the overall Diploma and also for each accredited component. Some students may only be pursuing some components of the Diploma. If this is the case, the components must be recorded without including the full Diploma QAN.

Generic QANs can be used in the School Census. However, if you know from the outset which examination board is being used by your school, the awarding board specific QAN can be used. To avoid the appearance of spurious course changes, the QAN associated with the course should not be changed once it has been submitted for a student.

Diplomas normally span more than one year. Therefore, the Learning Aim **Start** and **End** dates must reflect the multi-year nature of the course.

Examination of the Generic QAN data indicates that a number of relevant qualification types are present. These are shown in the following tables.

### Diplomas

DfE Code	DfE Description	Course Manager Code	Course Manager Description
DP1	Level 1 Diploma	DpIL1	Diploma Foundation
DP2	Level 2 Diploma	DpIL2	Diploma Higher
DP3	Level 3 Diploma	DpIL3	Diploma Advanced
DPP	Progression Diploma	DpILP	Diploma Progression

## Principal Learning

DfE Code	DfE Description	Course Manager Code	Course Manager Description
PL1	Diploma Level 1 Principal Learning	PLL1	Diploma PL Foundation
PL2	Diploma Level 2 Principal Learning	PLL2	Diploma PL Higher
PL3	Diploma Level 3 Principal Learning	PLL3	Diploma PL Advanced

## Projects

DfE Code	DfE Description	Course Manager Code	Course Manager Description
EXP	Extended Project (Diploma)	PjExt	Extended Project
L1P	Diploma Level 1 Project	PjL1	Project Level 1
L2P	Diploma Level 2 Project	PjL2	Project Level 2

Two courses per Line of Learning (LoL) and Level combination (Diploma and PL), plus a generic Project course will need to be set up as each level. In view of the breadth of each LoL, it is anticipated that timetablers will already have assigned a new subject code to the one or two that their institution is delivering, and to have set up classes specifically for delivering PL, which may be linked to the appropriate course and so take advantage of the Update Course Memberships facility.

Since it is the responsibility of the school to report the Learning Aims of all their own students, it will also be necessary to assign subject codes to all LoLs in which students are participating, at home or away, and for these to be combined for course creation purposes with the appropriate Diploma and PL levels. The relevant QANs may then be imported and linked to the courses.

Therefore, three course memberships per diploma student will need to be maintained over two years, as well as those required for reporting Additional Learning and/or Functional Skills.



**NOTE:** Although Functional Skills may be recorded as part of the diploma, it is also a standalone qualification.

Completed

## International Baccalaureate

QANs are available for the International Baccalaureate (IB) and for each of the component qualifications. It is recommended that for each student enrolled on an IB that the QAN for each individual component is recorded alongside the overall IB QAN.

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**IMPORTANT NOTE:** *It is essential that the overall IB QAN is recorded in order to receive the proper funding from the Young Peoples Learning Agency (YPLA).*

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QANs are allocated by Ofqual but QANs have not been allocated for all the IB components. Consequently a set of temporary QANs have been made available via the QAN Web Site (<https://data.dcsf.gov.uk/qwsweb/Default.aspx>) to allow the recording of component level data. Temporary QANs can be identified by the use of a '#' as the initial character in each QAN.



# 08 | Dealing with QANs

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## Downloading Learning Aims XML Files from the DfE QAN Catalogue

Courses must be linked to QANs/Discount Codes. Therefore, the list of QANs/Discount Codes held by SIMS must be up to date. It is also important that courses are imported if they were not available last year. The DfE maintains this list, and the data is available for download from the following DfE QAN website: <http://data.dcsf.gov.uk/qwsweb//Default.aspx>


On the **QAN Web Site** Home page, click the **Generic QAN data** hyperlink to display a list of available files:

Type of Data	Data in XML Format*	Data in CSV Format*	XSD file describing structure of the XML**
Current QANs	<a href="#">Current QAN XML</a>	<a href="#">Current QAN CSV</a>	<a href="#">QAN_Main_V1.1.xsd</a>
Expired QANs	<a href="#">Expired QAN XML</a>	<a href="#">Expired QAN CSV</a>	<a href="#">QAN_Main_V1.1.xsd</a>
Discount Codes	<a href="#">Discount Codes XML</a>	<a href="#">Discount Codes CSV</a>	<a href="#">QAN_DiscCode_V1.1.xsd</a>
Awarding Bodies	<a href="#">Awarding Bodies XML</a>	<a href="#">Awarding Bodies CSV</a>	<a href="#">QAN_AB_V1.0.xsd</a>
Qualification Types	<a href="#">Qualification Types XML</a>	<a href="#">Qualification Types CSV</a>	<a href="#">QAN_QualType_V1.0.xsd</a>
MAP Codes	<a href="#">Map Codes XML</a>	<a href="#">Map Codes CSV</a>	<a href="#">QAN_Map_V1.0.xsd</a>
Sector Subject Tier 1	<a href="#">SSFT1 XML</a>	<a href="#">SSFT1 CSV</a>	<a href="#">QAN_SSFT1_V1.1.xsd</a>
Sector Subject Tier 2	<a href="#">SSFT2 XML</a>	<a href="#">SSFT2 CSV</a>	<a href="#">QAN_SSFT2_V1.1.xsd</a>
Qualification Type Pts	<a href="#">Qualification Type Points XML</a>	<a href="#">Qualification Type Points CSV</a>	<a href="#">QAN_QualTypePoints_V1.2.xsd</a>

[Home](#)

The following four files (located on the Generic QAN Data page) are required in XML format:

- Discount Codes (QAN\_DiscCode\_<version>.xml)
- Awarding Bodies (QAN\_AB\_<version>.xml)
- Qualification Types (QAN\_QualType\_<version>.xml)
- Current QANs (QAN\_Current\_<version>.xml)

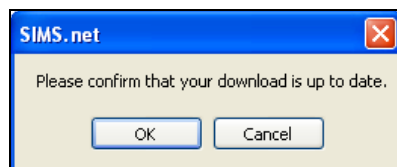
 **WARNING:** The QAN\_Current\_<version>.xml file must be imported last as it links to data contained in the other files. Error messages are displayed in the **Activity Log** if you attempt to import this file before the others.

Click the applicable buttons to download the files, which should be stored on the local computer ready for import into SIMS. This list may need to be updated if new qualifications are introduced by awarding bodies that have been approved by the DfE and are adopted by the school.

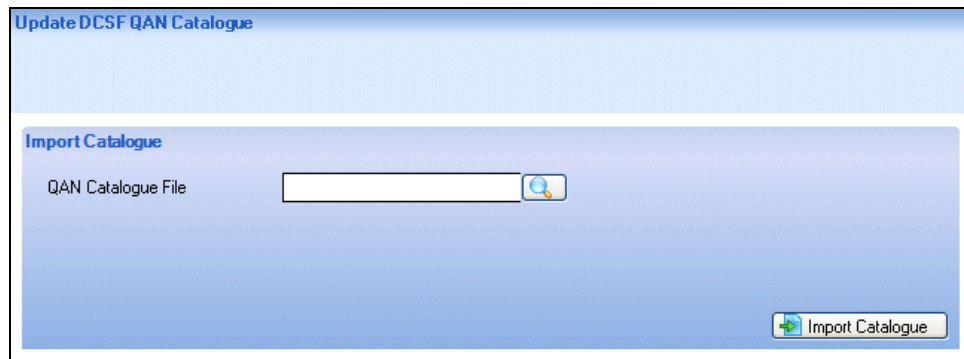
**Completed**

### Importing QANs and Discount Codes into SIMS

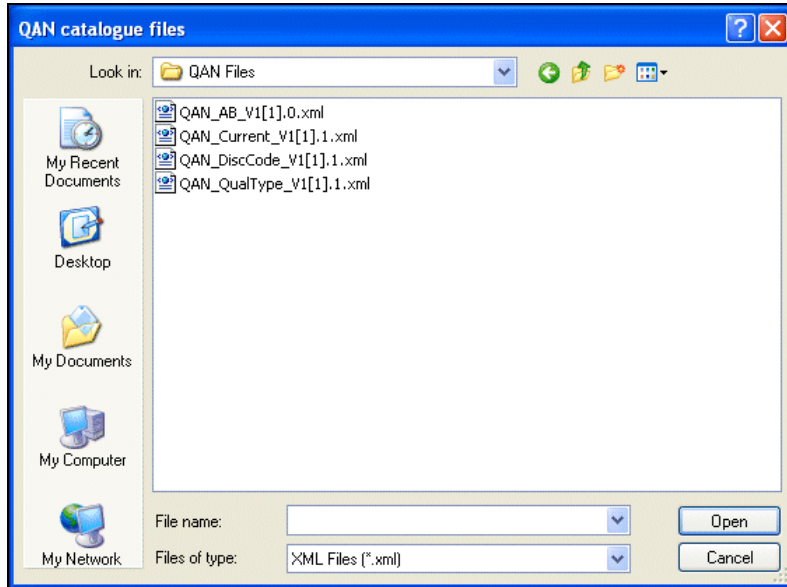
1. Select **Tools | Statutory Return Tools | Update DfE QAN Catalogue**. The following dialog asks for confirmation that you have downloaded the latest files from the DfE. For more information, please see *Downloading Learning Aims XML Files from the DfE QAN Catalogue* on page 56.



2. Click the **OK** button to confirm that the latest files have been downloaded. The **Update DfE QAN Catalogue** page is displayed.



- Click the **Browser** button to display the **QAN catalogue files** dialog. Browse to the location of the downloaded files.



- Each file must be selected individually. Highlight a file name then click the **Open** button to return to the **Update DfE QAN Catalogue** page. The selected file is displayed in the **QAN Catalogue File** field.



**WARNINGS:** The *QAN\_Current\_<version>.xml* file must be imported last as it links to data contained in the other files. Error messages are displayed in the **Activity Log** if you attempt to import this file before the others.

The *QAN\_Current\_<version>.xml* file contains several thousand entries and will take some time to import.

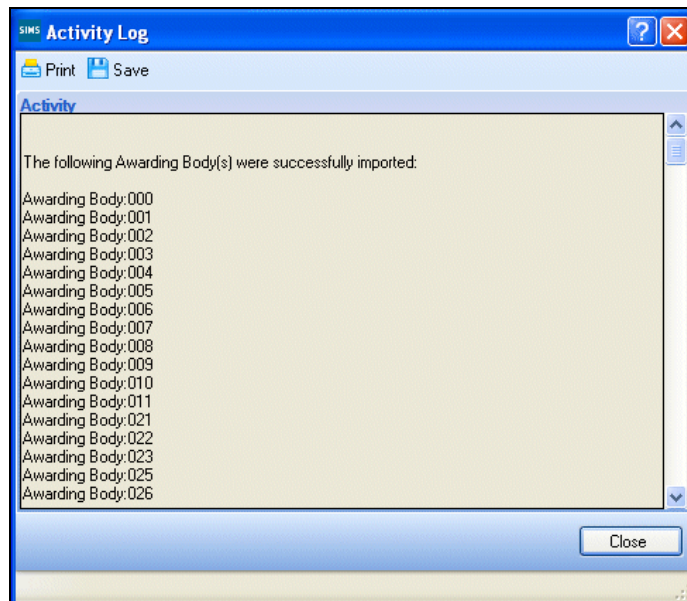


- Click the **Import Catalogue** button to start the import process. A message is displayed in the status bar to indicate that the process has commenced.



*NOTE: If the catalogue has already been updated and is the latest version, an appropriate warning is displayed and the import will not proceed.*

An **Activity Log** dialog is displayed once the import has completed.



*TIP: It is advisable to scroll down the list of log entries, as the relevant entry may not be on the first page.*

The contents of the **Activity Log** can be saved and/or printed, if required.

- Click the **Close** button.
- Repeat the process for all four files.



#### **More Information:**

*Duplicate QANs on page 66*

*Download SIMS Reports on Courses and QANs on page 67*

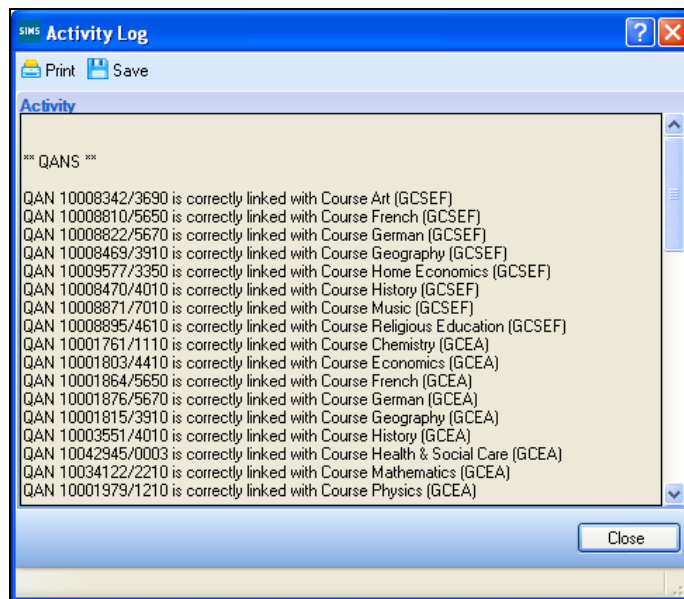
**Completed**

## Updating Course Classifications from Examinations Data

1. Select **Tools | Statutory Return Tools | Update Course Classification from Examinations Data**.

A message asks for confirmation that your Award structure in Examinations Organiser is ready for this operation.

2. Click the **Yes** button to continue.
3. Once the process is complete, an **Activity Log** is displayed.



*TIP: It is advisable to scroll down the list of log entries, as the relevant entry may not be on the first page.*

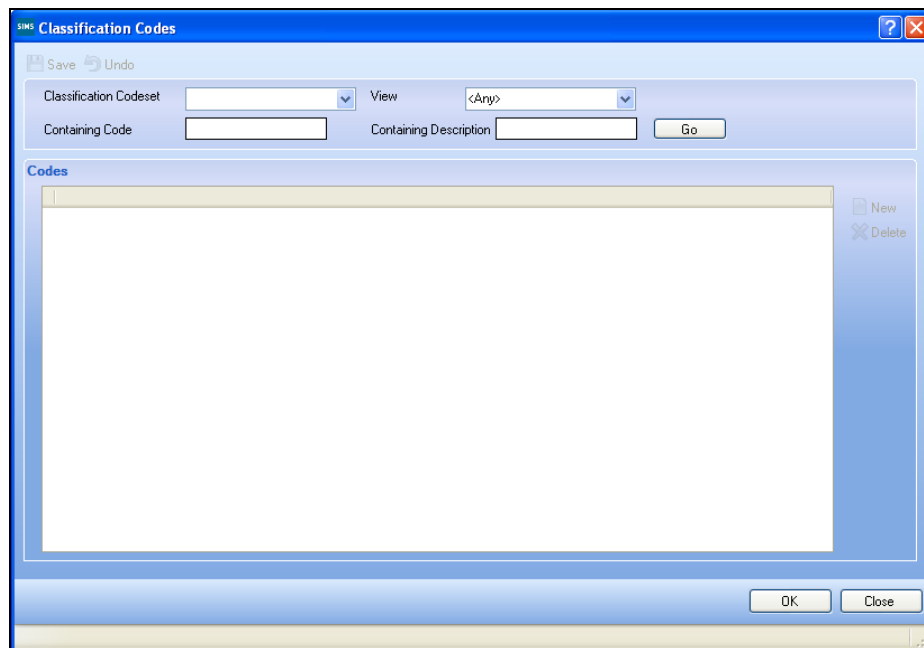
The contents of the **Activity Log** can be saved and/or printed, if required.

**Completed**

## Viewing the QANs Available to Course Manager

After updating QAN classifications for existing courses, as previously described, further details become accessible in the Course Manager routines.

1. Select **Tools | Academic Management | Course Manager | Maintain Course Classification** to display the **Classification Codes** dialog.



2. Select **QAN** from the **Classification Codeset** drop-down list to automatically populate the **Codes** panel with the QAN codes and courses that were used last year.

Code	Description	Active State
10000446/0003	DCR Intermediate GNVQ in Health and Social Care	Active
10007301/4010	EDEXCEL Advanced Subsidiary GCE in History	Active
10006151/6610	DCR Advanced Subsidiary GCE in Latin	Active
10005419/4770	WJEC Advanced Subsidiary GCE in Law	Active
10009218/7210	WJEC Level 1/Level 2 GCSE in Physical Education	Active
10049782/4890	WJEC Advanced Subsidiary GCE in Sociology (Revised NQF Level)	Inactive
10033981/MA62	Sports Leaders UK Level 1 Award in Sports Leadership	Active
10005298/5210	WJEC Advanced Subsidiary GCE in Drama and Theatre Studies	Active
10055812/XS1	IMI Level 1 National Award in Vehicle Maintenance and Repair	Active
10003733/5110	EDEXCEL Advanced Subsidiary GCE in English Literature	Active
10011018/5950	EDEXCEL Level 1/Level 2 GCSE in Chinese	Active
10004841/9080	WJEC Advanced GCE in Design and Technology	Active
10004877/1730	WJEC Advanced GCE in Electronics	Active

3. If required, a QAN can be made inactive by clicking in the appropriate **Active State** cell and selecting **Inactive** from the drop-down list.

## Adding QAN Codes to Course Manager

If a course exists that is run outside the normal curriculum arrangements (e.g. a twilight course), or if a new course has been introduced for Year 12 students, it may be necessary to add additional QAN/Discount Codes to Course Manager.

There are several stages involved in the process:

1. Download the appropriate up-to-date files from the QAN catalogue on the DfE QAN website (<http://data.dcsf.gov.uk/qwsweb//Default.aspx>).
2. Update the SIMS QAN/Discount Codes list.
3. Import QANs and Discount Codes for Course Manager where no basedata is available, e.g. when a new course is being run for the first time and no basedata has yet been imported, it is necessary to import the required QANs/Discount Codes.
4. Create the course and add the subject where Nova-T does not need a subject, such as Polish, because there is no curriculum delivery of this particular course on the timetable, it is necessary to add the subject to the list maintained by SIMS.
5. Associate the QAN with the course and add students to the course. Any new course that the school has decided to run must have a QAN applied.



### More Information:

*Downloading Learning Aims XML Files from the DfE QAN Catalogue on page 56*

*Updating Course Classifications from Examinations Data on page 60*

*Importing QANs and Discount Codes on page 57*

*Reconciling Post 16 Course and Exam Results Reports on page 31*

*Reconciling Post 16 Course and Exam Entries Reports on page 34*

*Importing QANs and Discount Codes for Course Manager on page 63*

The example in the following section shows a course for A-Level Polish being created using the AQA Examination Board and a Year 13 student assigned.

## Importing QANs and Discount Codes for Course Manager

Where no basedata is available, e.g. when a new course is being run for the first time and no basedata has yet been imported, it is necessary to import the required QANs/Discount Codes.

1. Select **Tools | Statutory Return Tools | Import QANs and Discount Codes for Course Manager** to display the **Import QANs and Discount Codes for Course Manager** page.

2. Search for the required course by selecting the **Board** and/or **Level** from the drop-down lists and entering any required search text in the **Containing Text** field.



**NOTE:** The **Level** drop-down list provides entries that equate to the levels assigned to classes in Nova-T. The **Board** drop-down list contains all establishments that offer Learning Aims or Awards including those that do not provide electronic basedata. In this way, Learning Aims outside the scope of Examination Organiser can be added and processed.

- Click the **Search Title** button. Any relevant QAN/Discount Codes are displayed.

**Import QANs and Discount Codes for Course Manager**

Board: Assessment and Qualifications Alliance | Level: GCE AS Level

Containing Text: polish | Search Title

QAN	Title	Discount Code	Subject	Expiry
10001682	AQA Advanced Subsidiary GCE in Polish	6070	Polish	31/08/2009

- Click the **Add** button to move the QAN/Discount Code to the lower panel.

+ Add | - Remove

QAN	Title	Discount Code	Subject	Expiry
10001682	AQA Advanced Subsidiary GCE in Polish	6070	Polish	31/08/2009

- Repeat this process for any other QAN/Discount Codes that are to be added to Course Manager.
- Once the required QAN/Discount Codes have been added, click the **Update** button on the toolbar to complete the process.

An **Updated Successfully** message is displayed in the status bar.



#### More Information:

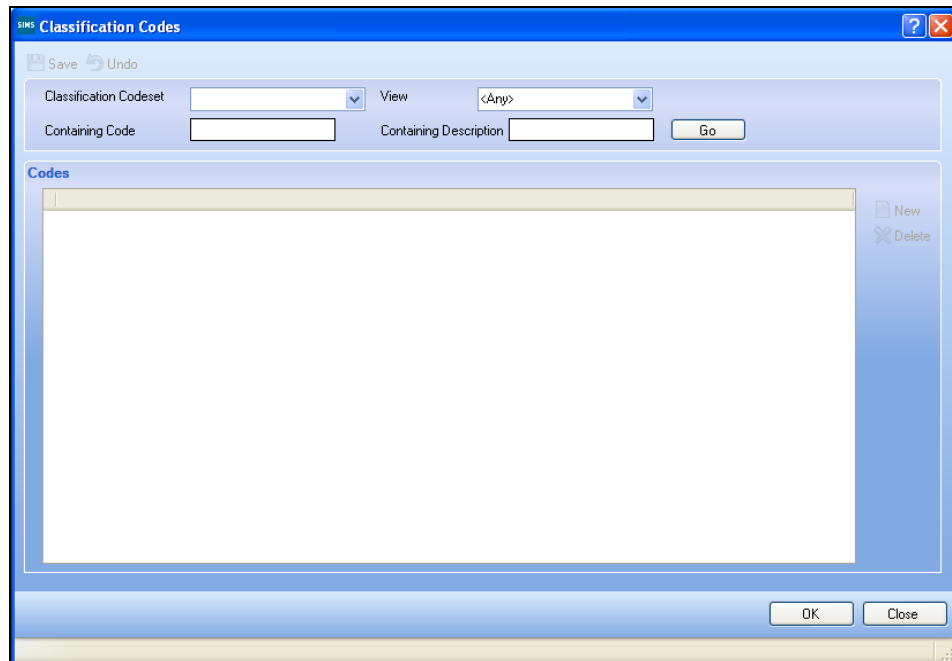
*Duplicate QANs on page 66*

*Download SIMS Reports on Courses and QANs on page 67*

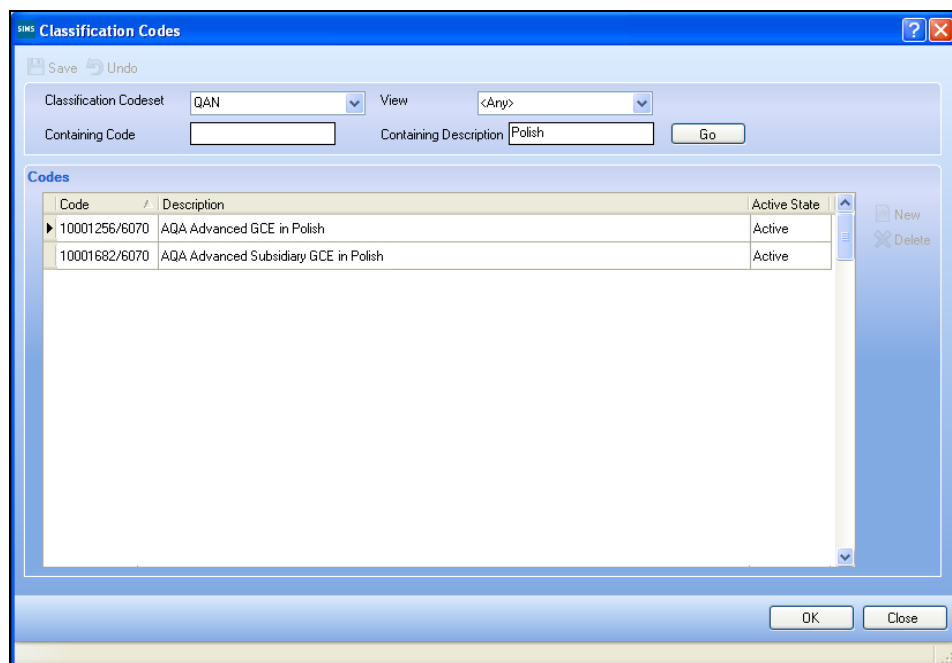
 **Completed**

### Checking that the QAN/Discount Code has been Successfully Added

1. Select **Tools | Academic Management | Course Manager | Maintain Course Classification** to display the **Classification Codes** dialog.



2. Select **QAN** from the **Classification Codeset** drop-down list, together with any search text in the **Containing Text** field, then click the **Go** button. The newly added QAN is displayed.



☑ Completed

## Duplicate QANs Report

It is important that the correct QAN is provided, as similar qualifications offered by the same awarding body, or the same qualification offered by a different awarding body, will have different QANs. In order to identify and where appropriate, link a Learning Aim, it is essential that the correct QAN is entered by the school. The **Duplicate QANs** report is provided to enable you to identify where the same QAN has been linked to two or more courses.

Select **Tools | Statutory Return Tools | Duplicate QAN Report** to display the **Duplicate QANs Report** in your web browser.

Duplicate QANs Report			
QAN	QAN Description	Course Name	Course Description
1000175X/3210	EDEXCEL Advanced GCE in Business Studies	Bs/GCEA	Business Studies (GCEA)
1000175X/3210	EDEXCEL Advanced GCE in Business Studies	Bs/GCEDA	Business Studies (GCEDA)
10003721/5010	EDEXCEL Advanced Subsidiary GCE in English Language and Literature	En/GCEAS	English (GCEAS)
10003721/5010	EDEXCEL Advanced Subsidiary GCE in English Language and Literature	Et/GCEAS	English Literature (GCEAS)
10005288/9080	WJEC Advanced Subsidiary GCE in Design and Technology	De/GCEAS	CDT:Design & Real. (GCEAS)
10005288/9080	WJEC Advanced Subsidiary GCE in Design and Technology	Te/GCEA	Technology (GCEA)
10005288/9080	WJEC Advanced Subsidiary GCE in Design and Technology	Te/GCEAS	Technology (GCEAS)
10005458/7210	WJEC Advanced Subsidiary GCE in Physical Education	Pe (GCE)	Phys Ed (GCEA)
10005458/7210	WJEC Advanced Subsidiary GCE in Physical Education	Pe/GCEAS	Physical Education (GCEAS)
10008421/9030	AQA Level 1/Level 2 GCSE in Design and Technology/Design and Technology: Graphic Products	Di/GCSEF	CDT:Design & Comm. (GCSEF)
10008421/9030	AQA Level 1/Level 2 GCSE in Design and Technology/Design and Technology: Graphic Products	De/GCSEF	CDT:Design & Real. (GCSEF)

To print the report, select **File | Print** to display the **Print** dialog. Ensure that the printer settings are correct before clicking the **Print** button.

Transferring the report to a spreadsheet application enables the data to be sorted, the column order to be changed, etc. This is achieved by right-clicking, then selecting the required option, e.g. **Export to Microsoft Excel**, from the pop-up menu.



### More Information:

*Importing QANs and Discount Codes on page 57*

**Completed**

## Download SIMS Reports on Courses and QANs

Ensure that the QAN codes have been imported before importing and running the following reports:

- Courses with QANs
  - Students' Courses, Dates and their QANs
  - Students' Courses without QANs
1. Download the most recent version of the courses and QAN report definitions, which are available from [www.capitaes.co.uk](http://www.capitaes.co.uk) and then choose Northamptonshire from the Local Authority drop down list. The reports are called Courses\_and\_QANs\_13830. Unzip the reports to a location of your choice.
  2. Import the reports into SIMS via **Reports | Import**.
  3. Run the reports as required via Reports/Run Reports/Focus/Course Classification or Courses for Student

A QAN must be applied to every course. To help you ascertain which courses need to have QANs allocated to them, it is recommended that you at least run the **Student's Courses without QANs** report.



### More Information:

*Importing QANs and Discount Codes on page 57*

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**Completed**

# 09 | Additional Information

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## Post 16 Learning Aims Rules (DfE/YPLA)

The DfE/YPLA have stated the following rules for Post 16 Learning Aims in School Census. These rules are not in line with current Course Manager functionality, but this issue has been addressed for the School Census Summer 2011 by introducing a new panel (**Update Learning Aims**) that makes it possible to adhere to these rules.

### QAN plus Discount Code

QAN plus Discount Code must be chosen from the active codes on the QWS website and they should be in line with the QAN plus Discount Code for the examination entry/result. The DfE/YPLA use the QAN for matching the Learning Aim with the examination result and funding can only take account of success where the examination result can be found.

### Learning Aim Start Date

The Learning Aim Start Date is the date on which the student began the learning activity necessary to achieve the Learning Aim. This date should be no later than the collection reference date. It should not change unless it was entered incorrectly in the first place and even then it would be best to leave it as first entered unless it results in distortion, e.g. it is a short learning activity of less than six weeks. Again, the DfE/YPLA use the Start Date for cohort matching purposes.

Re-sits must have the Start Date set to the same date as the Planned End Date.

The DfE have made it clear that the Start Date should be the same as for the previous Return.

## Learning Aim Planned End Date

The date by which the school and student plan to complete the activities relating to this Learning Aim, as agreed when the learning activity commenced. The planned end date should reflect the length of the course being undertaken. It should not be more than 5 years in the future and must be a valid date on or before 31 July in the academic year in which the Learning Aim is planned to end. For example, for one year courses which started in August/September 2010, the planned end date should be no later than 31 July 2011. Another example, for two years courses which started in August/September 2010, the planned end date should be no later than 31 July 2012.

The planned end date included in returns is always the date agreed when the learning activity commenced and it does not reflect any change of plan for the learning activity. The only reason for changing the Planned End Date in the return is that it was entered incorrectly in the first place and even then it would be best to leave it as first entered unless it results in distortion, e.g. ends in August or in the wrong academic year.

If plans change and the student is expected to complete the learning activity earlier than the Planned End Date agreed when the learning activity commenced, that Planned End Date is not changed, but this earlier than originally expected end date is eventually reflected in the Actual End Date.

If plans change and the student is expected to complete the learning activity later than the Planned End Date agreed when the learning activity commenced, that Planned End Date is not changed, but this later than originally expected end date is eventually reflected in the Actual End Date.

The constant value for Planned End Date is important as the DfE/YPLA use it for cohort matching purposes.

Re-sits must have the Planned End Date set to the same date as the Start Date.

## Learning Aim Status

The Learning Aim Status indicates the degree of completion of the learning activities and the success or failure of the Learning Aim.

Code	Description	Explanation
0	Re-sit	The learner is re-sitting the examination or coursework only. The learner is not attending the full course of study for this Learning Aim. (The student may be attending some revision classes.)
1	Continuing	The learner is continuing or intending to continue the learning activities leading to the Learning Aim.
2	Completed	The learner has completed the learning activities leading to the Learning Aim.

Code	Description	Explanation
3	Withdrawn	The learner has withdrawn from the learning activities leading to the Learning Aim. If a student leaves one Learning Aim and does not as a direct result, at the same time, starts studying for another Learning Aim with the same provider then Withdrawn should be recorded rather than Transfer. Withdrawals will adversely affect a school's retention rate. If a student leaves a school without completing the Learning Aims then Withdrawn should be recorded for their Learning Aim(s).
4	Transferred	The learner has transferred to a new Learning Aim. If a student leaves one Learning Aim and as a direct result, at the same time, starts studying for another Learning Aim with the same provider then Transferred should be recorded rather than Withdrawn. Transfers will not adversely affect a school's retention rate.
X	Error	Data input error.

### Learning Aim Actual End Date

The Learning Aim Actual End Date is the date that the student completed the learning activities necessary to achieve the Learning Aim or the date the student withdrew from the learning activities. This date cannot be earlier than the Start Date, but it can be before, on or after the Planned End Date.

## Consortia Schools and Dual Registration

All students (including Post 16 students) attending more than one establishment should be recorded as either Guest or Dual Registered at the other providing school.

- Where schools, other than the main registration school, are maintaining the visiting student's record with an Enrolment Status of **G** (Guest), the main registration school should maintain the student's record with an Enrolment Status of **C** (Current).
- Where schools, other than the main registration school, are maintaining the visiting student's record with an Enrolment Status of **S** (Subsidiary dual-registration), the main registration school should maintain the student's record with an Enrolment Status of **M** (Main Registration).

For the School Census Summer 2011 Return, Learning Aims will be collected from the school that holds the student's main registration only (Enrolment Status **C** and **M**).

Completed

## School Census Summer 2011 Learning Aims Reports



*NOTE: The School Census Summer 2011 Return must be created and validated before the Summary report or any of the detail reports are run.*

The following Learning Aims related reports are available via **Routines | Statutory Returns | School Census**:

- **Summary Report** - this report has been provided by the DfE via an XSL file and summarises the content of the XML Return file.
- **Detail Reports** - these reports are provided by Capita SIMS:
  - **On Roll Basic Details Report**  
Report Criteria: Students on-roll on Census day.  
  
This report provides basic information about the students, e.g. UPN, name, date of birth, gender, ethnicity, enrolment status, etc.
  - **Leavers Basic Details Report**  
Report Criteria: Students not on-roll on Census - Leavers with attendance one term previously, with exclusions two terms previously, with Learning Aims in Year 12 or above, or Year 11 or below, studying level 3 qualification.  
  
This report provides basic information about leavers, e.g. UPN, ULN, name, date of birth, ethnicity, language, etc. The report also displays the date of admission and the date of leaving.
  - **On Roll Learning Aims Report**  
Report Criteria: On-roll students with Learning Aims - Year 12 or above, Year 11 or below studying level 3 qualification – on-roll for at least one session during the period from the day after the Autumn Census to the day of the Summer Census - Learning Aims submitted in error in the previous Learning Aim return.  
  
This report provides basic information about the on-roll students, i.e. name, year group, date of birth, date of admission and date of leaving (if applicable), as well as student Learning Aims information, including QAN numbers and descriptions, course dates and completion status.
  - **Leavers Learning Aims Report**  
Report Criteria: Leavers with Learning Aims - Year 12 or above, Year 11 or below studying level 3 qualification – on-roll for at least one session during the period from the day after the Autumn Census to the day of the Summer Census – Learning Aims submitted in error in the previous Learning Aim return.  
  
This report provides basic information about leavers, i.e. name, year group, date of birth, date of admission and date of leaving (if applicable), as well as student Learning Aims information, including QAN numbers and descriptions, course dates and completion status.



### More Information:

*Producing the School Census Summer 2011 handbook*

**Completed**

## Take Account of Any Learning Aims Submitted in Error in the Previous Census

Use the School Census functionality within SIMS (**Routines | Statutory Returns | School Census**) to ensure that Learning Aims submitted in error in the previous census are indicated correctly.

Any Learning Aims submitted in error in the previous Autumn return are automatically indicated in the **Update Learning Aims** panel by a tick in the **Error** column.

These Learning Aims submitted in error can be edited, if required.

1. Click the required cell in the **Error** column to display a tick.
2. Click the **Save** button. The selected Learning Aims are then included in the School Census Summer 2011 Return when the Create and Validate process is run.



*NOTE: Any edits made in the **Update Learning Aims** panel are saved and included in the return but will not overwrite data in Course Manager.*

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The Learning Aims data can be checked by running the **On Roll Learning Aims** report. The **Completion Status** of the marked Learning Aims are displayed in the report as 'submitted in error'.

When generating the Summary report, any Learning Aims records marked as 'submitted in error' are excluded from all calculations.

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### More Information:

*School Census Summer 2011 Learning Aims Reports on page 71  
Producing the School Census Summer 2011 Return handbook*

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**Completed**