

Instructions for Using Post 16 Results Spreadsheet *UPDATED 2017*

These instructions have been updated to reflect the changing points system and what will be reported this year in the performance tables.

KS5 results that appear in the DfE Performance Tables are a combination of all the Level 3 results achieved by the cohort of students leaving school in August 2017 at any time in the previous 2 (or 3 years in the case of Year 14 students), sub-divided into Academic (with A-Level separate) and Applied General. A third, smaller category is the level 3 Tech Level programmes. This means that any AS level results students achieved during Year 12 and did not carry on to A2 in Year 13 need to be included in the data if these AS levels have been aggregated or cashed in, including U grades. Knowing which courses count as academic or applied general is key to calculating academic and applied general scores. Consequently, calculating accurately the points per entry and figures can be a complicated process without using this spreadsheet. It has been provided by the Education & Learning Directorate to assist school sixth forms in analysing their Post 16 results accurately and to provide the data needed to complete the KS5 return by 17 August 2017.

To use the spreadsheet you will need to add student names and results to the 'Final QCA Grid Ac and AG split' excel sheet by:

1. Make sure you are on the 'Grades' tab of the sheet using the tabs at the bottom left hand corner of the sheet.
2. Export your results from SIMS into an Excel spreadsheet and then copy and paste into the correct areas on the 'Grades' sheet. You may need to do this one subject at a time depending upon how your blank sheet is set up.
3. If you have double or triple A level equivalent BTEC/OCR courses you must enter a double or triple grade eg DMM or D*D* even if the student has achieved the same grade twice or three times. These must be in hierarchical order eg D*D not DD*.
4. For Double Award A or AS levels enter the first grade in the Single Award (SA) column and the second grade in the Double Award (DA) column
5. Other qualifications - there are also sections for Key Skill qualifications (Pass or Fail), Free Standing Maths units (A-E or U), Advanced Extension Awards (Distinction, Merit or U) and Extended Project (A*-E or U). If you have any other qualifications then please contact Mark Bennett who will make the necessary alterations for your school.

N.B. It is very important that subject columns are not deleted and that new columns are not added. As a result we have tried to add a wide variety of subjects and qualification types. If you do not have a certain qualification type then please just leave these columns blank – do not delete the columns (the formulas won't work!) If you have students with a qualification not listed then change one of the column headings that are not being used. For example if you have students taking Italian but not German then change the column headed German to Italian and enter the Italian results below.

The spreadsheet is set up for a year group of 75 students. If you have larger year groups you can add rows to the sheet by going to 'Insert' then 'Row' but please do this below row 3 and above row 77 so that the format is copied over. You will then need to insert a row in exactly the same position on the 'Points' tab and copy the formulae in all the cells from the row above. You can do this by using 'Edit', 'Copy', 'Paste' or by hovering over the bottom right corner of the cell you want to copy until a solid cross appears and dragging this down to the cell you want to paste into.

Once all the grades have been entered into the 'Grades' tab save the sheet with a different file name. Click on the 'Points' tab – bottom left hand corner of the screen and the cells will have automatically filled up with the QCA points for each grade that has been entered. You will also find at the bottom of each subject column data analysing each individual subject performance – average points per student, % A*-B, % A*-C and % A*-E. If you scroll along the sheet to the white section you will find points per entry values for academic courses, applied general courses and combined (for your own information). At the bottom of this list you will find your school's points per entry (ppe) for academic, applied general and combined, A*-B, % A*-C and Pass Rate all highlighted in turquoise.

The 'For Return to LA' tab will populate from the data you input on the 'Grades' tab. This sheet is all that we require to be sent back to us via e-mail this year.

Some of this data can be entered well before August 2017. All known results such as Key Skill passes and AS grades where no modules have been re-sat in the Summer 2016 session can be entered at anytime before the end of term. Final A level grades, BTEC Nationals and Diplomas will need to be

added once results are available in August, as will any new AS results either from re-sitting units in Summer 2017 or from picking up a new subject.

The format of this spreadsheet is much the same as in previous years. You will be able to copy and paste the grades from the 'Grades' sheet onto last year's version and it will give you an average points score per entry for Academic and Vocational as would have been using the old points which may of interest to you for comparison.

Education and Learning
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