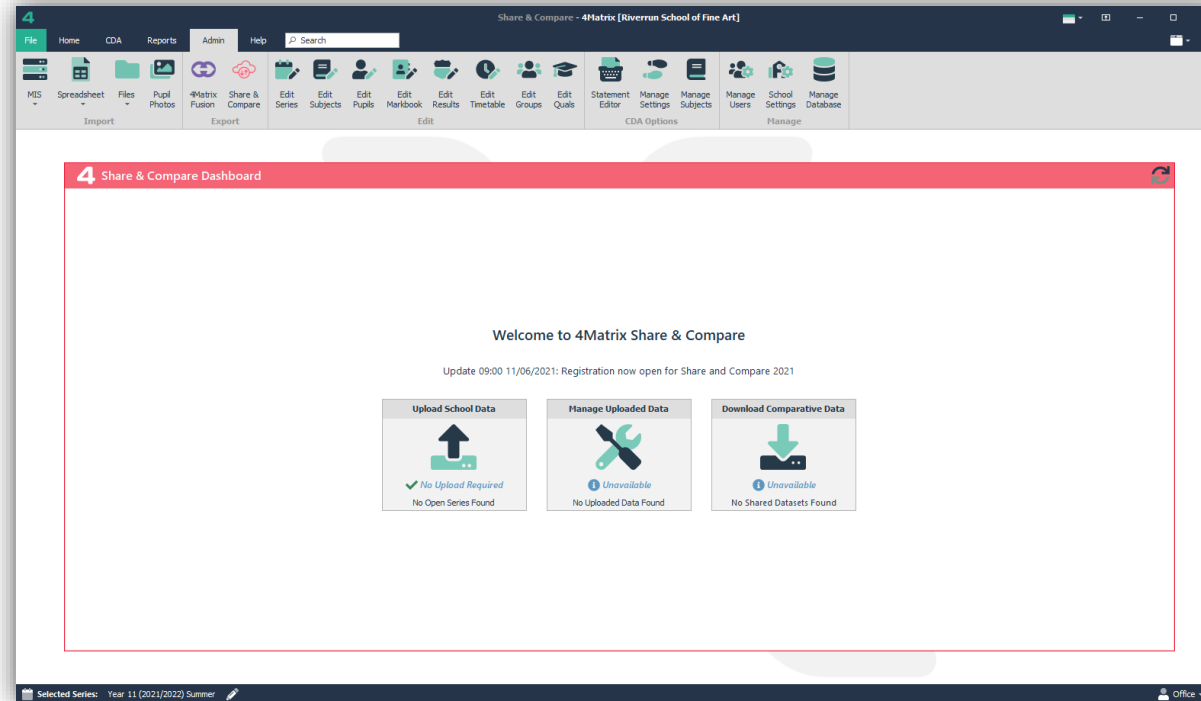


## 4Matrix Share & Compare 2023



A guide to the 4Matrix Data Collaboration service:  
Registering, uploading and applying S&C data.

09/06/2023

<https://www.4Matrix.com/share>

## 2: Check Your 4Matrix Version Number

First go to **Help > About 4Matrix** and make sure the version is **3.9.8.6** or above.

Version 3.9.8.6 was issued on 1<sup>st</sup> March 2023.

If you're not using 3.9.8.6 or higher please ask your IT Dept for help if you need to update 4Matrix.

Visit <https://www.4matrix.com/downloads> to check the latest software version information.

The screenshot shows the 4Matrix software interface. The 'Help' menu is open, and the 'About 4Matrix' dialog box is displayed. The dialog box shows the following information:

- Licensed to: Riverrun School of Fine Art
- Licence type: Full
- Licensed renewal: 31/12/2023
- Account Number:
- Version: 3.9.8.6
- Terms & Conditions
- © 2002-2023 New Media Learning Ltd

The background shows the 'Selected Series' section with a bar chart and the 'School Overview' section with a table of scores.

Series	Year 11 (2018/2019)	Actual Results
5 Grades 9 to 5	183 Pupils	102 Boys
5 Grades 9 to 4	81 Girls	0 Classes, 0 Research Groups And 2286 En

Series	Year 11 (2018/2019)	Actual Results
5 Grades 9 to 5	183 Pupils	102 Boys
5 Grades 9 to 4	81 Girls	0 Classes, 0 Research Groups And 2286 En

Series	Year 11 (2018/2019)	Actual Results
5 Grades 9 to 5	183 Pupils	102 Boys
5 Grades 9 to 4	81 Girls	0 Classes, 0 Research Groups And 2286 En

### 3: Register for S&C and Login

Once you have confirmed you're using 3.9.8.6, go to **Admin > Share & Compare**.

A dialogue appears asking you to login.

If this is the **first time** you have accessed this tool **select the Register button**.

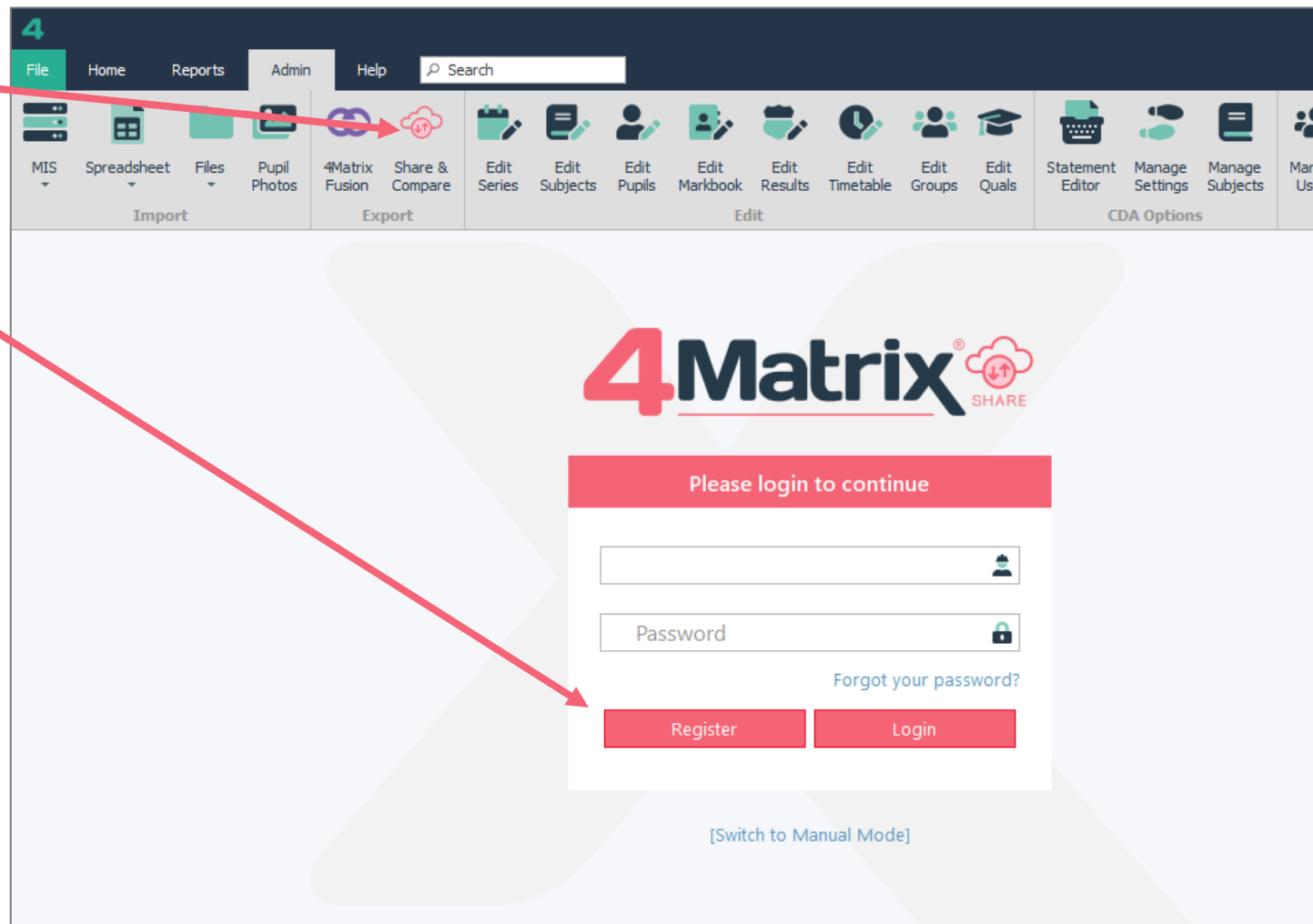
**\*You will not need to re-register if you took part in S&C 2022\***

A web-page will open where you can create an account. Use your school email address and provide a unique username and password.

Once completed, you can use those same details to login to the S&C tool.

**If you are unable to login, please [contact us](#)**

\*If you have misplaced your details, use the Forgot Password link. The register link is pre-populated with your 4Matrix school ID. A school can only have 1 registered user. Re-registering will delete the existing user, replacing it with the newly registered user.



## 4: The S&C Options

Once logged in, you will see this screen.

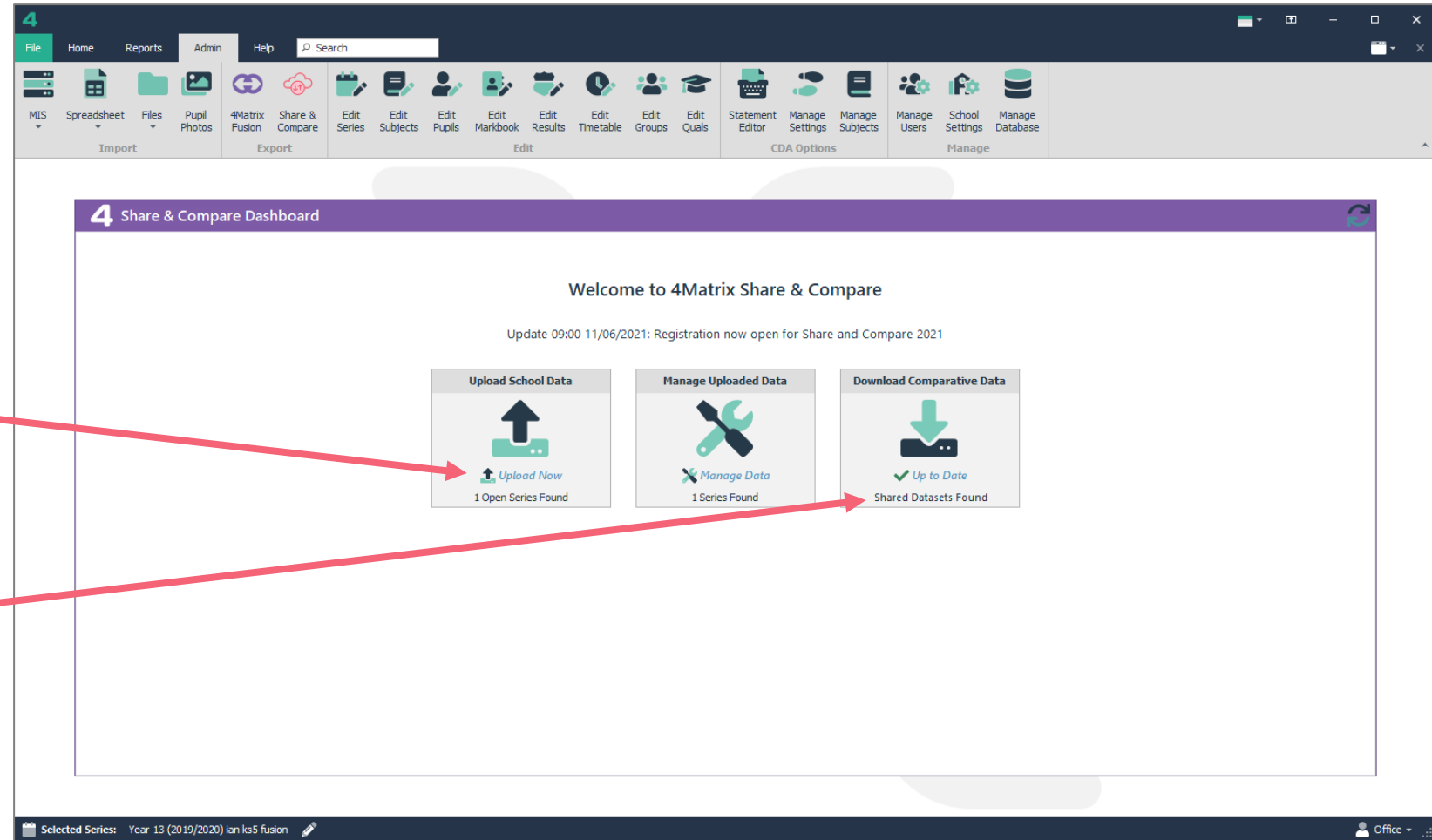
From here, you can upload your data after the embargo date, and download the latest S&C comparative data, once published.

**To upload your data** select the first icon with the up arrow (see next page for details).

**To download the latest S&C comparative data**, select the icon with the down arrow (see page 6).

**\*You must upload a dataset before you can use this function\***

Each step is explained in greater detail in the following pages.



# 5: Upload Your School's Results

The upload feature will become available once the JCQ embargo is lifted at 9.30am on Thursday 24<sup>th</sup> August 2023.

If you choose the **Upload Data** option, you will see this screen.

To upload your school's results to S&C:

1) Select the series containing your **2023 Actual Results** series in Step 2

2) Check/preview the data

**\*Pupil names are shown for reference only and will not be included in the upload\***

3) Finally, click the **Upload Data** option and you will be taken back to the main S&C screen.

**Share & Compare Upload**

1 **Open Data Series:**  
Select a series to upload your data to  
2023 S&C

2 **Matching School Series:**  
Select a series from your school to upload data from  
Actual Results 2023

3 **Preview Data to Upload**  
See the data you are going to upload

Upload ID	Forename	Surname	Gender	FSM	Pupil Premium	EM Threshold Entered	EM Threshold Both 5+	EM Threshold En 5+	EM Threshold Ma 5+	EM Threshold Both 4+	EM Threshold En 4+
12225	Lorrelle	Adams	F	F	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12226	Leroy	Addoo	M	F	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12227	Aaron	Armstrong	M	F	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12228	Hannah	Arumainayaha	F	F	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12229	Dayan	Asokan	M	F	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12230	Aloma	Asota	M	F	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12231	Marie	Augustin	F	F	F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12232	Richard	Augustus-Payn	M	F	F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12233	Louise	Aylwin	F	F	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12234	Zara	Azad	F	F	F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12235	Rani	Bahri	F	F	F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12236	Aretha	Bailey	F	F	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12237	Tommy	Barnard	M	F	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12238	Cherie	Barnard	F	F	F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12239	Teresa	Barrett	F	F	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**PLEASE NOTE:** Names are shown here for display purposes ONLY and WILL NOT be included in the data uploaded

4 **Upload Data**  
Press Upload to finish uploading your data  
Upload Data

Selected Series: Year 13 (2019/2020) Ian ks5 fusion

## 6: Download the Comparative S&C Data

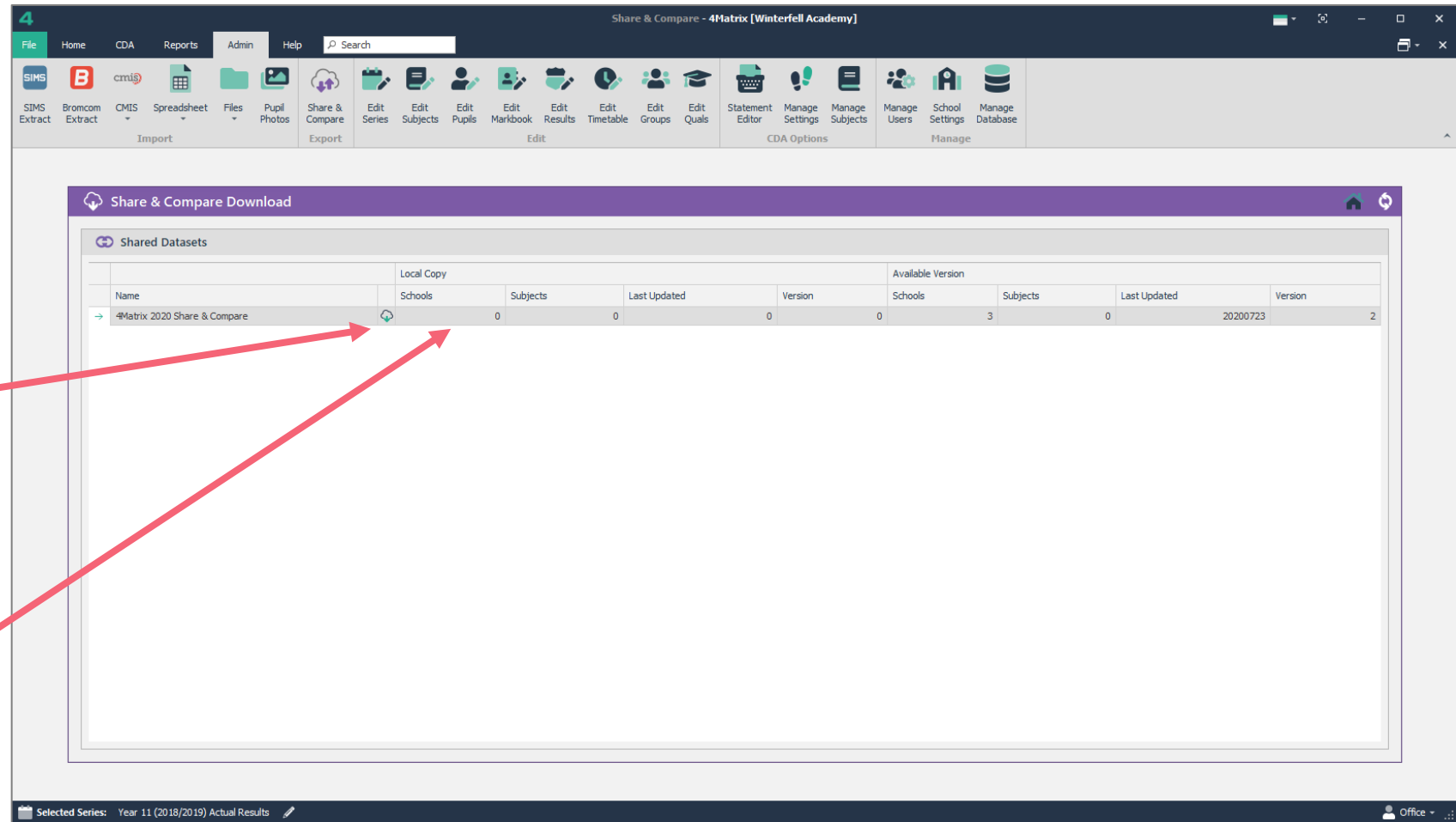
If you choose the **Download Data** option, you will see this screen.

To download the latest S&C data set:

- 1) Click the **Cloud** icon.

**\*This icon will become available when we have enough schools in the S&C data set\***

- 2) You should see the 'Local Copy' fields update with the data comparative data set information.



The screenshot displays the 'Share & Compare Download' window in the 4Matrix application. The window has a purple header bar with the title 'Share & Compare Download'. Below the header is a table titled 'Shared Datasets'. The table has two main sections: 'Local Copy' and 'Available Version'. The 'Local Copy' section has columns for 'Name', 'Schools', 'Subjects', 'Last Updated', and 'Version'. The 'Available Version' section has columns for 'Schools', 'Subjects', 'Last Updated', and 'Version'. The table contains one row of data for the dataset '4Matrix 2020 Share & Compare'. A red arrow points to the 'Cloud' icon in the 'Local Copy' column for this dataset.

Local Copy					Available Version			
Name	Schools	Subjects	Last Updated	Version	Schools	Subjects	Last Updated	Version
4Matrix 2020 Share & Compare	0	0	0	0	3	0	20200723	2

# 7: Apply the S&C Data to a Series

To apply the S&C data to a series:

- 1) Go to **Admin > Edit Series** and select the **Calculations** tab.
- 2) Select the Series to change, and select the **P8 Measure** Dropdown.
- 3) Scroll to the bottom and select the **2023 S&C** option.
- 4) Go to *the window icon in the top right of the screen* and select **Close all windows** to force a refresh of all tools in 4Matrix. **Re-open the series you have applied the S&C data to.**
- 5) To check your series is using the S&C data, go to the **Progress 8** tool and check the text across the bottom of the display – it should show '2023 4Matrix S&C.'

The screenshot shows the 'Edit Series' window for 'KS4' in the 'Admin' section. The 'Calculations' tab is selected. The 'P8 Measure' dropdown is open, showing various options, with '2023 4Matrix [Share & Compare - Scaled Baselines]' highlighted. The table below shows data for 'Year: 11' and 'Year: 13'.

Basic Details		KS4		KSS				
Name	Calc Engine	Formis	Houses	P8 Measure	Adjust A8 Est	English	Non GCSE Count	KSSVA
Academic: 2021/2022								
Year: 11								
Actual Results 2022	2022	0	0	Use First Entry (All Subjects)	2019 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Targets	2022	4	0	Use First Entry (All Subjects)	Name	0.00%	Entered for Either	3 2019 Validated
Summer	2022	0	0	Use First Entry (All Subjects)	2017 Un-Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Spring (Scaling Plans)	2022	0	0	Use First Entry (All Subjects)	2017 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Spring (English Calcs)	2022	0	0	Use First Entry (All Subjects)	2018 Un-Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Spring	2022	0	0	Use First Entry (All Subjects)	2018 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Mocks	2022	0	0	Use First Entry (All Subjects)	2019 Un-Validated Estimates [Provisional]	0.00%	Entered for Either	3 2019 Validated
Autumn	2022	0	0	Use First Entry (All Subjects)	2019 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Year: 13								
Targets	2022	0	0	Use Best Grade	2019 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Spring	2022	0	0	Use Best Grade	2019 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Academic: 2020/2021								
Year: 11								
Targets	2021	4	0	Use First Entry (All Subjects)	2019 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Actual Results (2021)	2021	0	0	Use First Entry (All Subjects)	2019 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Actual Results (2021) Share & Compare	2021	4	0	Use First Entry (All Subjects)	2021 4Matrix [Share & Compare - Scaled Baselines]	0.00%	Entered for Either	3 2019 Validated
TAGs	2021	4	0	Use First Entry (All Subjects)	2019 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Spring	2021	4	0	Use First Entry (All Subjects)	2019 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Mocks	2021	4	0	Use First Entry (All Subjects)	2019 Validated Estimates	0.00%	Entered for Either	3 2019 Validated
Autumn	2021	4	0	Use First Entry (All Subjects)	2019 Validated Estimates	0.00%	Entered for Either	3 2019 Validated

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4Matrix Website: <https://www.4matrix.com>

Support portal: <https://help.4matrix.com>



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