

The checks below should be completed in the latest grades series unless stated otherwise.

### Check 1: Share & Compare

We will be running our hugely successful Share & Compare service again for the 2024 results. The S&C service provides an early proxy for Progress 8 and therefore will be extremely helpful to get an early insight into how your school sits in the national context of 2024.

You **must** upload your own school's data to be able to access the S&C 2024 comparative data.

This is now **open for registration**. In 4Matrix, go to *Admin > Share & Compare* and follow the **Register** link.

More information regarding S&C is available at <https://www.4Matrix.com/share>

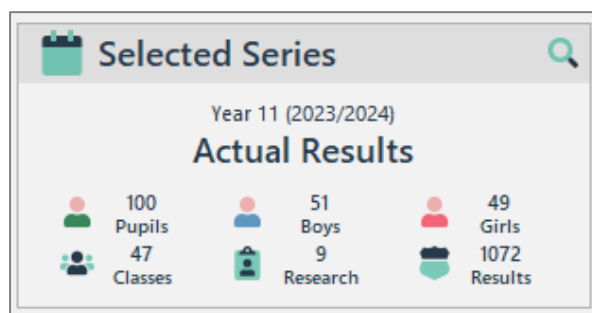
### Check 2: Is 4Matrix up to Date?

Before proceeding, in 4Matrix, please go to *Help > About 4Matrix* and make sure the version is 3.9.9.0 or above. If you are not using 3.9.9.0, please ask your IT Dept to update 4Matrix.

### Check 3: Is Your Cohort Number Correct?

Check the cohort numbers.

The 'Selected Series' box on the Home Page displays the number of pupils 'on roll' in the current selected series.



### Check 4: Pupil Characteristics Check

Check the overall numbers for different pupil characteristics (e.g. Gender, Pupil Premium). Remember that most pupil characteristic fields are now series-focussed, so these data fields need to be imported into the series or copied from another series via *Admin > Edit Series > Copy Indicators*.

If copying indicators from another series, please be sure they are accurate for the series you are copying them to. For example, FSM eligibility can change over time so copying indicators from an autumn series could result in out-of-date data for a summer series. We would advise you to copy indicators from a series used to compare against DfE Check Your Performance Data (CYPMD). Further information on pupil fields is available at <https://www.4matrix.com/import>.

If you have rows in the KPI tool based on pupil characteristics you can check the figures, and where applicable, ensure the entire cohort is accounted for. For example, add rows for Pupil Premium pupils and non-Pupil Premium pupils together and ensure that the total matches the overall cohort figure.

Alternatively, this check can be achieved using the Advanced Filter panel in the Press Release tool. Click on a filter option such as *Pupil Premium = T*. The number of pupils meeting the criteria will be displayed at the top of the Filter Panel.

You may also wish to import attendance data into 4Matrix, this can be done via a spreadsheet.

### Check 5: KS2 Baseline and Prior Attainment Check

The most accurate and easiest way to populate 4Matrix with KS2 scaled scores is to obtain them via GIAP (*Get Information About Pupils*). You can import the UPNs for that cohort into GIAP and it will produce a KS2.csv file that you can import directly into 4Matrix using the *Admin > Spreadsheet > GIAP import wizard*.

See [4Matrix GIAP Import](#) article for further information.

You may wish to use the Clear Column function in *Admin > Edit Markbook* to remove existing data prior to import.

Where applicable, Special Consideration is accounted for automatically for Year 11 students in academic year 2023-24. Please see [this article](#) for further clarification.

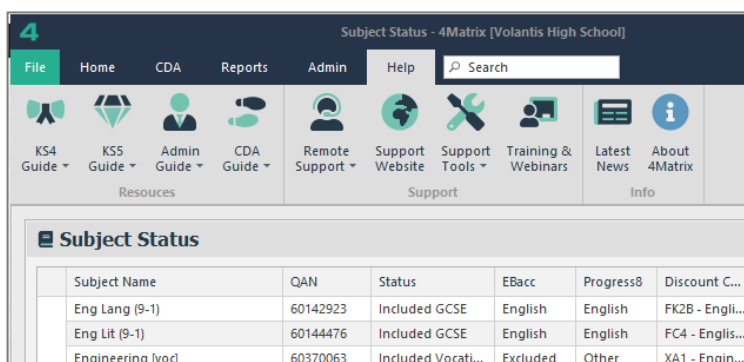
Remember: If you re-import KS2 Scaled Scores it is important to re-calculate Prior Attainment Bands. You can do this via *Admin > Edit Markbook > Calculate > Set Prior Attainment Bands New!* so Prior Attainment Bands are set according to DfE criteria.

### Check 6: Subject Checks

#### 1) Qualifications

Select *Help > Support Tools > See Inclusion Status* to show a summary report which can be exported to a spreadsheet via *File > Export*. For a more detailed report, run the **Current Series Report** via *Admin > Edit Subjects* and then *File > Export > Current Series Report*.

Both reports will show which qualifications your subjects are mapped to along with other details such as the grades, points, and discount codes.



Subject Name	QAN	Status	EBacc	Progress8	Discount C...
Eng Lang (9-1)	60142923	Included GCSE	English	English	FK2B - Engli...
Eng Lit (9-1)	60144476	Included GCSE	English	English	FC4 - Englis...
Engineering [voc]	60370063	Included Vocati...	Excluded	Other	XA1 - Engin...

Share the subject list with the school's Exams Officer or other relevant staff to check the correct qualifications are being used and adjust the selected QANs where necessary.

You may wish to review the subject names to follow a consistent naming convention such as *9-1 English Language*, *9-1 Physics and Sport (Voc)* etc. Please note that you will have to update your map files if a subject is renamed (see point 2 below). Check that each subject has a selected subject(s) in **'Linked Timetable Subjects'** as this connects the subject with the specific teaching group(s).

If you are trying to add a subject in 4Matrix but the QAN/qualification is missing, please go to <https://www.4Matrix.com/qualifications>. Here you can either download a qualification file and import it into 4Matrix via *Admin > Missing Quals*, or if the qualification is missing submit a request for the qualification. **Please do these checks in advance of results day.**

#### 2) Import Map

Once all the QANs for the qualifications have been checked, an **Import Map file** can be created for use on results day if you are importing using a spreadsheet. This is done via *Admin > Edit Subjects* and then *File > Export > Create Import Map file*.

### Check 7: Group Checks

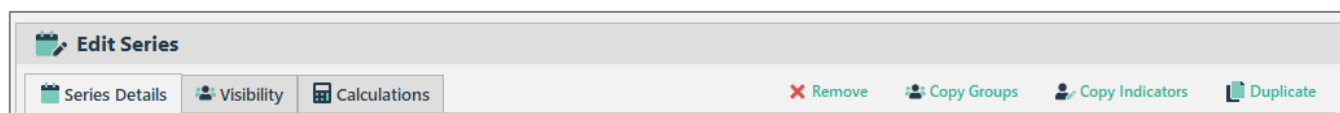
#### 1) Staff and Classes

Check that staff details and pupil classes are showing correctly in *Admin > Edit Groups* for the series.

The easiest way to ensure that these are correct is to import an extract from the school's MIS system via *Admin > MIS > SIMS/Bromcom/Arbor etc.*, selecting the date on which you want the data to be based. If you do not wish to update contextual data, simply deselect these options by marking them as 'Not Included' in Step 3 of the import. Make sure that the 'Clear Existing Classes for this series' tick box is ticked in the final step of the import.

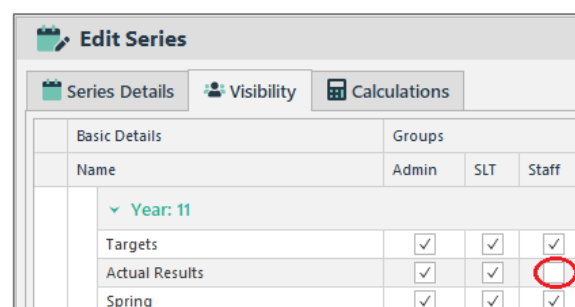
#### 2) Research Groups

Prepare the Research Groups that you will want to use with your results series in your latest series for the cohort - these can then be quickly copied into the new results series on results day using the *Copy from Another series* function in the Group Manager tool or via *Admin > Edit Series > Copy Groups*. The groups can then be edited further if required in the Group Manager tool, and new groups can be added.



### Check 8: User Group Permissions / Results Embargo

[JCQ regulations](#) state Key Stage 4 Exam results will be released to schools on Wednesday 21<sup>st</sup> August 2024 with the strict understanding that the results will remain entirely confidential to the Head of Centre, examinations office staff and senior members of teaching staff. This embargo of results is lifted on Thursday 22<sup>nd</sup> August 2024 after pupils have received their results.



- The *Visibility* settings in 4Matrix allow you to select which groups of users can view each series.
- This can be set in the first step of the import process, or in the *Admin > Edit Series > Visibility* tool.
- There are 3 default Access Levels in 4Matrix: Admin, SLT and Staff. Admin is the highest level, with access to the Admin tab and all data series.
- We recommend setting the exam results series to Admin and SLT only on Wednesday 21<sup>st</sup> August 2024.
- It is important prior to check prior results day if users have the correct access rights.
- **If 4Matrix asks users to supply a username and password when launched:** The groups that users have been assigned to can be viewed or edited via *Admin > Manage Users* for users with a Type = '4Matrix'.
- **If 4Matrix does not ask users to supply a username and password when launched:** This indicates that Active Directory is being used to authenticate users. Please check with your IT Dept which members of staff belong to each Active Directory Group – 4MatrixAdmin, 4MatrixSLT and 4MatrixUser. Only IT can change the group the user is assigned to. There may be more Active Directory Groups if your school has customised the groups.

### Useful Links

---

DfE Approved Qualifications:

<https://www.gov.uk/government/publications/key-stage-4-qualifications-discount-codes-and-point-scores>

EBacc Qualifications:

<https://www.gov.uk/government/publications/english-baccalaureate-ebacc/english-baccalaureate-ebacc>

DfE Key Stage 4 Accountability Measures:

<https://www.gov.uk/government/publications/progress-8-school-performance-measure>

JCQ: [Notice to Centres-Release of results June 2024 FINAL.pdf \(jcq.org.uk\)](#)

### 4Matrix Links

---

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

Facebook: <https://www.facebook.com/groups/4Matrixdata/>

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

X/Twitter: <https://twitter.com/4Matrix>

Additional Results Day Guidance:

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