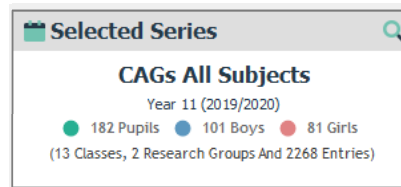


The checks below should be completed in the 'Centre Assessed Grades' series unless specifically stated otherwise.

## Check 1: Is Your Cohort 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 2: Pupil Characteristics

Check the overall numbers for different pupil characteristics (e.g. Gender, FSM6).

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 to ensure it matches the overall cohort figure.

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

## Check 3: KS2 Prior Attainment

If the KS2 prior attainment data has previously been imported into 4Matrix using the KS2.csv file downloaded from Key to Success there is no requirement to repeat the process below and you should move to Check 4.

If you are unsure how the KS2 data has been populated in 4Matrix, or you have records missing, we recommend completing the following steps:

- If you wish to retain a copy of the existing KS2 data for reference, Select *Admin > Edit Markbook*
- Click *File > Export* to export the data to Excel
- Existing data will not be overwritten by a blank record in the import, so it's best to remove all the existing KS2 data prior to importing the downloaded file. To remove the data, place a cursor in the first KS2 data column and select the function 'Clear Column'. Repeat this process as required.

The quickest and most accurate way to import the KS2 data is to use Key to Success as detailed below.

- 1) Login to Secure Access
- 2) Select Key to Success
- 3) Paste in the UPNs for the year group
- 4) Download the KS2CSV file from Key to Success website
- 5) Open the KS2CSV file in Excel
- 6) Copy the spreadsheet and import via *Admin > Spreadsheet > Key to Success*
- 7) Follow the wizard through clicking *Next* and *Finish*. 4Matrix will identify and map the columns required.

### Check 4: Subject Checks

#### 1) Qualifications

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

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

Subject Name	QAN	Status	EBacc	Progress8
Art and Design (9-1)	60180699	Included GCSE	Excluded	Other
Business BTEC	60047860	Excluded	Excluded	Excluded
Design Tech (9-1)	60306634	Included GCSE	Excluded	Other
Drama (9-1)	60185752	Included GCSE	Excluded	Other
Eng Lang 9-1	60142923	Included GCSE	English	English
Eng Lit 9-1	60144476	Included GCSE	English	English
Food (9-1)	60184218	Included GCSE	Excluded	Other

Circulate the subject list to 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*, etc, as this will group all the 9-1 subjects together (please note that you will have to update your map files if a subject is renamed). Also, ensure 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> to check if you can download the qualification file and import into 4Matrix via *Admin > Files* and *Missing Qualification*. If not, please submit a request for the qualification.

#### 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. This is done via *Admin > Edit Subjects* and then *File > Create Map File*. This is not necessary if a Map file has already been created for the cohort or if results will be imported via a SIMS/Bromcom Extract.

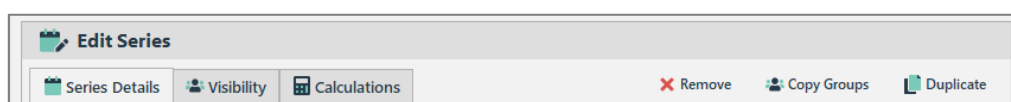
### Check 5: Group Checks

#### 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 > SIMS Extract / Bromcom Extract* 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 at the import stage).

#### 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 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 6: User Group Permissions

JCQ regulations state Key Stage 4 Exam results will be released to schools on Wednesday 19 August 2020 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 20 August 2020.

- The series *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 19 August 2020.
- It is important prior to results day to check users have the correct access rights. Via *Admin, Manage Users* you can view which group users have been assigned to.
- 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. There may be more or less 4Matrix user groups than this depending on your own schools' setup.

Basic Details		Groups		
Name		Admin	SLT	Staff
Year: 11				
Target Grades (2019)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual Results (2019)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year: 13				
Target Grades (2019)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual Results (2019)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Check 7: Share & Compare

We will be running our hugely successful Share and Compare service again for the 2020 results.

This gives each 4Matrix school the opportunity to upload their anonymised exam results to us. Once enough schools have participated in the service, we will provide provisional Attainment 8 Estimates based on the data shared.

If your school is part of a Trust, you will also have the option to share your anonymised results data in 4Matrix Fusion, our new Trust Dashboard.

More information regarding Share and Compare will be published shortly on our website <https://www.4matrix.com/share2020>, and also on our news feed and Facebook group (links at end of document).

### Power User Tips

#### 1) Summary Broadsheet of Subject Centre Assessed Grades and Rankings

If you have imported the subject rankings into 4Matrix, by using the Results Overview tool and 'More Columns' function you can click and drag each subject ranking field into the table, next to the subject results column. This could be exported to a spreadsheet as a broadsheet via *File > Export*.

#### 2) Suggested Research Groups

You may have created Research Groups to monitor groups of pupils already, but below is a list of groups you may find useful in your analysis. These groups can also be added to the KPI/Subject Overview tools as rows.

### Power User Tips Cont./

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To create a Research Group, select Group Manager from the Home Page. Select the 'Research Groups' tab. Click on *+New*, enter the name for the group and select the required pupils.

- Groups based on KS2 Prior Attainment Bands: When adding pupils to a new group in the Research Groups tool, use the Prior Attainment Band column to filter pupils with value of U, M or L. Select all active pupils, create the group, and repeat the process to add the remaining U, M or L groups.
- Group based on pupils with no KS2 Prior Attainment: When adding pupils to a new group in the Research Groups tool, use the Prior Attainment Band to filter pupils with value of 'Blanks' and select all active pupils.

Alternatively, on selected pages you can filter data and use the *+Create Research Group* button to create a group automatically.

- Create groups from within the *Press Release > Pupils Breakdown View*, based on pupils achieving performance thresholds in the Centre Assessed Grades series. Once a filter is applied, use the *'+Create Research Group'* option in the top right of the pupil table.
- En/Ma Threshold at grade 4 and 5: Use the EM Threshold Standard or Strong column to filter the pupils.
- EBacc Threshold Standard and Strong: Use the EBacc Standard or Strong column to filter the pupils.
- Positive/negative P8 scores. Use the P8 column to filter the pupil.

Copy the above Research Groups into the Actual Exam Results series to identify any pupils in those groups who missed the threshold based on their actual exam results.

### Useful Information Links

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DfE Approved Qualifications:

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

DfE Approved EBacc Qualifications:

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

DfE Key Stage 4 Accountability Measures:

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

Government website

<https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

OFQUAL

<https://www.gov.uk/government/news/exceptional-arrangements-for-awarding-qualifications-this-summer>

JCQ

<https://www.jcq.org.uk/media-centre/news-releases>

### 4Matrix Links

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Website: [www.4matrix.com](http://www.4matrix.com)

Facebook: [www.facebook.com/groups/4matrixdata/](https://www.facebook.com/groups/4matrixdata/)

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

Twitter: <https://twitter.com/4matrix>