

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. The *Press Release > Pupil Breakdown* tab reports which pupils are included in each measure.



Check 2: Pupil Characteristics

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

If you have rows in the Subject Overview 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 Disadvantaged pupils and non-Disadvantaged 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 *Disadvantaged = T* and the number of pupils meeting the filter criteria will be displayed at the top of the Filter Panel.

Check 3: KS4 APS Prior Attainment

If the KS4 prior attainment data has previously been imported into 4Matrix using the KS4.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 KS4 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 KS4 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 KS4 APS data prior to importing the downloaded file. To remove the data, place a cursor in the first of the KS4 APS data columns and select the function 'Clear Column'. Repeat this process for the 2nd column.

The quickest and most accurate way to import the KS4 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 KS4CSV file from Key to Success website
- 5) Open the KS4CSV 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 3: KS4 APS Prior Attainment Cont./

Please note: if your previous data contained inaccurate KS4 APS results it is likely that your VA figures for each series for these pupils may now change after the Key to Success import, but these VA figures will now be calculated using the correct KS4 APS values.

Check 4: Add Back Pupils

As per DfE guidance, there will be no performance tables published based on the 2020 results. Your school may have decided not to include any Add Back Pupils. However, if you do wish to add any extra pupils, they can be added by following the routine below:

- 1) Navigate to *Admin > Edit Pupils* and click *+Add* to add a pupil
- 2) Complete the pupil details in the main grid and ensure the 'On Roll' box is ticked
- 3) Results for any new pupils can then be added manually via *Admin > Edit Results*

You may wish to create a duplicate series first (via *Admin > Edit Series*) and then add the Add Back Pupils into the copied version of the series so you have a scenario with and without Add Back Pupils.

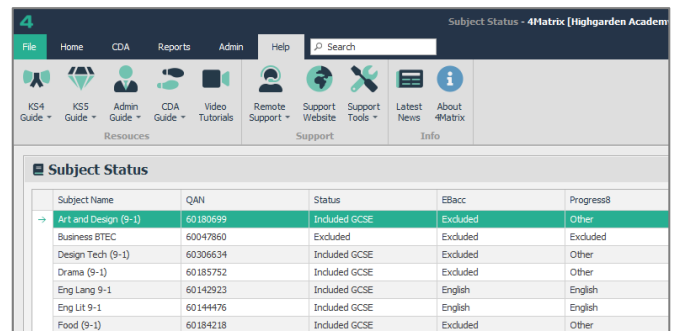
Note: It is possible to create a new record for an existing pupil in 4Matrix who will now be taught 'out of cohort'. They will not be linked to their original pupil record. This is because 4Matrix only matches pupil records when they move up the standard cohort pattern. Repeating or skipping a year will break this pattern and 4Matrix will treat them as a 'new' pupil.

Check 5: 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)	601806999	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 to 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 to 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 Extract.

Check 6: 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 Research Groups 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 7: Grade Checks

Is the Target series up to date, are any pupils missing target grades?

- Open the Subjects Summary tool
- Add a series in the 'Target Series' option
- Columns will then be added to the table that show if any subjects have missing targets for pupils.

To find out who the pupils are with missing target grades there are several options:

- Use the Subject Tracking tool to compare columns
- Add a 'Target Series' into Results Overview and look for un-coloured cells
- Add a 'Target Series' into Series Comparison and look for blank cells in the Table view

For subjects with only a few missing targets you can add the grades manually using *Admin > Edit Results*.

If there a lot of target grades to be added you can import them via *Admin > Spreadsheet > Pupils > Results* and add them to the existing Target series.

Check 8: User Group Permissions

JCQ regulations state Key Stage 5 Exam results will be released to schools on Wednesday 12 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 13 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.

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 8: User Group Permissions Cont./

- We recommend setting the exam results series to Admin and SLT only on Wednesday 12 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.

Power User Tips

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

As per this year's IDSR, you could create KS4 APS prior attainment Research Groups. These will be especially useful when considering if predicted or target grades etc. are plausible in relation to the KS4 APS.

To do this you will need to:

- 1) Import pupil's KS4 APS into Custom Fields (GCSE only for A Level and Academic, ALL for Applied)
- 2) Using Group Manager, create Research Groups for each prior attainment group
- 3) These Research Groups can also be used as group filters when looking at other tools in 4Matrix.

These groups can be copied to the Actual Results series using Group Manager or Edit Series for further analysis.

Useful Information Links

DfE Approved Qualifications:

<https://www.gov.uk/government/publications/16-to-19-qualifications-discount-codes-and-point-scores>

DfE Key Stage 5 Accountability Measures:

<https://www.gov.uk/government/publications/16-to-19-accountability-headline-measures-technical-guide>

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

Website: www.4matrix.com

Facebook: www.facebook.com/groups/4matrixdata/

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

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