**Submission of 2024 KS4 Exam Board Results**

**Excel Template Instructions**

This document is intended for use by <LA Name> schools that have opted to submit 2024 KS4 Examination Board results to the Local Authority in order to obtain reporting and access to Local/National[[1]](#footnote-1) comparisons. Schools that decide to do so will be able to make use of Perspective Lite functionality (Reports (Nova) and Insight) to gain access to analysis.

**IMPORTANT NOTES:**

* Submission of 2024 KS4 Examination Board results to the Local Authority is **NOT statutory**. The LA is providing the service for the benefit of schools that have opted to submit.
* In line with STA and DFE guidance the Local Authority will not use data gathered in this exercise for **any** form of accountability or risk assessment. Collection is purely for the benefit of the schools who do so. [[2]](#footnote-2)
* In order to have a date on which most of the collection should be completed, we are suggesting that schools should endeavour to get their data submitted by close of business on **<LA DEADLINE>** Schools can submit later than this, including into the Autumn term, if necessary but having a local deadline will ensure that there can be confidence in the local comparisons.

**Examination board files**

1. The vast majority of the results for your pupils will be supplied via direct submission of the Examination Board files.
2. These should be zipped into a single, password protected .zip format file to send to the Local Authority. Schools can either use WINZIP or the free 7Zip application. The password to the zip file should be sent separately to the main file or phoned through. This is both for security but also to ensure that the LA is aware that the file has been sent as it could be caught in firewalls and not allowed through as password protected.
3. If you have results for performance table qualifications not included in Exam Board files then please see the instructions below to generate a CSV file and include the output in the zip file mentioned above.

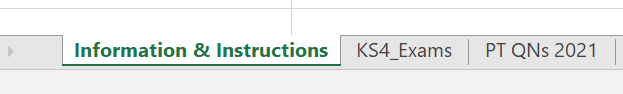
**Generate non-Exam Board result file in CSV format by inputting to the supplied spreadsheet**

We are aware that most schools will have some performance table qualifications that are not notified via an Examination Board file and instead arrive in other formats such as PDF documents etc. For these qualifications the following process should be followed:

1. Create a folder in a location you can remember on your network and save the 2024 KS4 Exam Import spreadsheet to it. The file generated from the spread sheet for return to the LA will be automatically placed in the same folder.
2. Open the spreadsheet. The spreadsheet includes a macro and so – depending on IT policies in your school – when you open the file you may be asked to "enable editing" and then "enable content", something similar to below, click the Enable Editing button and then the Enable Content button when they appear. [[3]](#footnote-3)



1. Please **do not** amend the structure, rename or features within the spreadsheet – that will prevent the creation of the file needed to come back to the LA. If there’s a reason you are unable to work with the spreadsheet as presented, please use the contact details below.
2. Update the requested information on the ‘Information and Instructions’ tab
   1. Name of school.
   2. Confirm that Local Authority Number shows <3 DIGIT LA NUMBER>
   3. Input your 4 digit establishment number (e.g. <LOCAL EXAMPLE>)



* 1. Go to KS4\_Exams tab.
  2. You can input the pupil results at your leisure, save and return to the file at a later time. There is no need to complete all of this process in one go.
  3. Ensure that the first row under the headers is populated with a pupil. A file for that assessment will only be created if the second row is complete i.e. don’t leave a blank row at the top.
  4. Input **all** of the mandatory requested pupil details (and as many of the non-mandatory fields as possible) per the list below. The selection of the Subject/Discount constrains the Qualification Name that is available to select from.
     1. **Forename – (not mandatory)** - This field will not be used for matching purposes so does not necessarily need to match the forename of the pupil on the spring census.
     2. **Surname – (not mandatory)** - This field will not be used for matching purposes so does not necessarily need to match the forename of the pupil on the spring census.
     3. **ULN (Unique Learner Number) – MANDATORY** - This field is used for matching so must be the same as the ULN for the pupil returned on the spring census. If a pupil cannot be matched to a census record using the ULN provided they will not be included in analysis in Nexus.
     4. **Results series – (not mandatory)** - Each result will have a result series which identifies what month the qualification was completed in, for an exam-based qualification it would be the month of the exam. You might expect to see a series such as 6A or 6G, both indicate a qualification completed in June.
     5. **Result Year – MANDATORY –** The result year indicates the year the qualification was completed in. The year should be in the format 2024
     6. **Subject/Discount – MANDATORY** - You will need to pick a subject before you pick a qualification, choosing a subject of English Language will limit the qualification list to English Language qualifications.
     7. **Qualification Name – MANDATORY** – The choice of subject above will limit the available qualifications
     8. **Result – MANDATORY –** The list of possible results will be limited by the qualification you have chosen.
     9. **Exam Centre No – (not mandatory)** – An exam centre number is different from other identifiers such as establishment number. Each school will have at least one unique exam centre number but could have more. The exam centre number is used in the discounting process so if you know you should complete this field
  5. All of the above can be pre-filled prior to results day apart from the result itself – remember that this spreadsheet is only for qualifications that are not covered by Examination Board files and also included in Performance Tables. Any qualifications that are not in performance tables will be excluded from analysis anyway.
  6. Once the results are available, input these in the Result column. Available results are again constrained by the choice of the Qualification\_Name.

1. Once you have input results for **all** the qualifications/pupils you wish to submit for your school, save the file and then click the ‘Click to Export’ button on the Information and Instructions tab. When you do so, a CSV file will be created and saved in the same folder that the spreadsheet has been located in – which is why it is important that the spread sheet is saved to a secure location before being completed. **DO NOT CLICK THE EXPORT BUTTON BEFORE YOU HAVE CORRECTLY INPUT THE SCHOOL DFE NUMBER ON THE SAME PAGE.**
2. If the ‘Click to Export’ button will not work it is likely to be because either there is no data on line 2 of the KS4\_Exams tab or your security settings prevent macros being run. You may need to contact your IT support to enable macros to run.
3. If you realise that you have missed something or made a mistake, you can amend the information in the spreadsheet and then export it again. You will be asked if you want to save over the original CSV file with the same name – which you would confirm.
4. Include the CSV file that has been generated with the exam board zip file specified above.

**After submission**

1. Once the files have been submitted, the LA will download and process them. Schools will be contacted to confirm when reporting is available, which will be via the Perspective Lite system.
2. The LA will update you on the approximate proportion of all expected pupils at Key Stage 4 that have been submitted so that you can understand how complete the national, and possibly regional, comparisons are.

If you have any problems or queries about this process, please contact <LA CONTACT>

1. Emerging national comparisons in 2024 will be based only on schools who opt to submit to LAs who make the facility available. [↑](#footnote-ref-1)
2. Unless otherwise specified by the school, results for will be made available to LA where the pupil was recorded as attending in the January 2024 school census (reflecting accountability measures) [↑](#footnote-ref-2)
3. Some schools may have IT policies that entirely block the use of macros and will not allow them to be enabled. If this is the case for your school see point 9 below [↑](#footnote-ref-3)