

By email

**Management Information, KCC**

2nd Floor Invicta House  
Maidstone  
KENT ME14 1XX

Direct Dial: 03000 417012 or 03000 417245  
Ask for: Matt Ashman or Brittany Onraet

Your ref: 2023 KS4 & KS5 Results  
Date: Tuesday 4<sup>th</sup> July 2023

Dear Colleague,

I am writing to let you know that we are making some changes to improve data collection for 2023 results day information for Post-16 and Key Stage 4 2023.

For **Post-16**, please share your summary **Post-16 results by Friday 18<sup>th</sup> August**. If you are a SIMS user, please submit the **Performance Tables Summary Report** from your system. If you require any assistance accessing this report, and you have a support contract, please contact the Cantium (EIS) help desk on 0300 065 8888. If you do not use SIMS, please use the pro-forma in Appendix A of this letter.

This year for **Key Stage 4**, we are asking schools to submit KS4 Examination Board results files. This is pupil level information which will enable you to have access to meaningful data within the Perspective Lite modules of Reports/Nova and Analysis/Insight months before the final data sets are released by the Department for Education. Schools will be able to continue to make use of these free modules to support school improvement until the end of December 2023. The user-friendly, interactive, self-serve reports will empower you and your Senior Leadership Team to understand strengths, challenges, trends and comparisons in a matter of minutes. We believe this will be a simpler process and will provide you with better information.

Further details can be found in the appendices attached and also on the Management Information Attainment and Progress page on Kelsi: [Attainment and progress - KELSI](#). Please share this with appropriate colleagues and please ensure all Key Stage 4 data is submitted by close of business on **Friday 25<sup>th</sup> August**. If you are unable to meet either of these deadlines or have further questions, please email [MIEducation&WiderEH@kent.gov.uk](mailto:MIEducation&WiderEH@kent.gov.uk)

I would like to thank you for your support and I wish you and your students every exam success.

Yours sincerely



Christine McInnes  
**Director of Education and SEN**

## Appendix A - Post-16 Pro-Forma

### Post-16 Results 2023

DfE: \_\_\_\_\_ School Name: \_\_\_\_\_  
 Name of person completing form: \_\_\_\_\_  
 Mobile phone number of person completing form: \_\_\_\_\_

#### Post-16 Attainment

Number of pupils at the end of KS5 in Summer 2023	
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	Number	Score / Percentage
<b>A Level</b>		
Number of A Level students at the end of 16-18 study		
Number of Entries		
Average Point Score per A Level Entry		

<b>Academic</b>		
Number of Academic students at the end of 16-18 study		
Number of Entries		
Average Point Score per Academic Entry		

<b>Applied General</b>		
Number of Applied General students at the end of 16-18 study		
Number of Entries		
Average Point Score per Applied General Entry		

<b>Tech Level</b>		
Number of Tech Level students at the end of 16-18 study		
Number of Entries		
Average Point Score per Tech Level Entry		
Number of students achieving the Tech Bacc		

An electronic copy of this form is available online via the link below.

See '2023 Secondary School Results Collection' section on MI's Attainment and Progress page:

<http://www.keisi.org.uk/running-a-school/data-and-reporting/management-information/attainment-and-progress>

Please fill in this form by 12 noon on 18th August 2023 and return to:

Email: [MIEducation&WiderEH@kent.gov.uk](mailto:MIEducation&WiderEH@kent.gov.uk)

If you have any queries about completing the form, please phone 03000 417012 or 03000 417245



## Post-16 Results - Guidance

### Number of A Level students at end of 16-18 study

The number of students at the end of 16-18 study in 2023 entered for at least one A Level or AS Level qualification.

### Average Point Score per A Level Entry

The overall school APS per entry for A Level students at the end of 16-18 study. This is calculated by summing the total number of points achieved by A Level students and dividing by the total number of entries for A Level qualifications. Points are based on the framework where A\* = 60.

### Number of Academic students at the end of 16-18 study

The number of students at the end of 16-18 study in 2023 completing at least one Academic qualification. This total includes students completing A Level qualifications.

### Average Point Score per Academic Entry

The overall school APS per entry for Academic students (including A Level students) at the end of 16-18 study. This is calculated by summing the total number of points achieved by Academic students and dividing by the total number of entries for Academic qualifications. Points are based on the framework where A\* = 60.

### Number of Applied General students at the end of 16-18 study

The number of students at the end of 16-18 study in 2023 completing at least one Applied General Level qualification.

### Average Point Score per Applied General Entry

The overall school APS per entry for Applied General students at the end of 16-18 study. This is calculated by summing the total number of points achieved by Applied General students and dividing by the total number of entries for Applied General qualifications. Points are based on the framework where Distinction\* = 50.

### Number of Tech Level students at the end of 16-18 study

The number of students at the end of 16-18 study in 2023 completing at least one Tech Level qualification.

### Average Point Score per Tech Level Entry

The overall school APS per entry for Tech Level students at the end of 16-18 study. This is calculated by summing the total number of points achieved by Tech Level students and dividing by the total number of entries for Tech Level qualifications. Points are based on the framework where Distinction\* = 50.

### Number of students achieving the Tech Bacc

The total number of students at the end of 16-18 study in 2023 achieving the Technical Baccalaureate.

## **Appendix B - KS4 Exam Board File Submission**

- 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 .zip format file to send to the Local Authority via Perspective Lite.
- 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.

## **Appendix C - KS4 Non Exam Board File Submission**

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 2022 KS4 Exam Import spreadsheet to it. The file generated from the spreadsheet 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) 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.
- 4) Update the requested information on the 'Information and Instructions' tab
  - a. Name of school.
  - b. Confirm that Local Authority Number shows <3 DIGIT LA NUMBER>
  - c. Input your 4 digit establishment number (e.g. <LOCAL EXAMPLE>)
  - d. Go to KS4\_Exams tab.
  - e. 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.
  - f. 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.
  - g. 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.
    - i. 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.
    - ii. 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.
    - iii. 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.
    - iv. 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.
    - v. Result Year – MANDATORY – The result year indicates the year the qualification was completed in. The year should be in the format 2022
    - vi. 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.
    - vii. Qualification Name – MANDATORY – The choice of subject above will limit the available qualifications
    - viii. Result – MANDATORY – The list of possible results will be limited by the qualification you have chosen.
    - ix. 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

## **Appendix D - 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 email [MIEducation&WiderEH@kent.gov.uk](mailto:MIEducation&WiderEH@kent.gov.uk)