KS3/4: Academic Year Roll Over Checklist

This is a printable PDF version of our KS3/4 Academic Year Roll Over Checklist article, which you can use to tick off each step as you work through. Use this checklist to refresh student & grades data when students roll over into the next academic year. For example, when '24/25 (Current Y10)' becomes '24/25 (Current Y11)'. Existing data for your cohorts will follow them as they roll over.

Click the ⊕ icons for more information on that step, if needed.

Step 1 / Import a new student data file (DATA > KS3/4 and cohort > STUDENTS > Import) ⊕

- Extract an up-to-date student data file from your Management Information System (MIS), with your students' latest class and filter information, into Excel.

- Run the file through the Analytics Excel Add-In and save as a CSV (MS DOS) file (SISRA tab in Excel > Prepare Student Data).

- In Analytics (STUDENTS > Import), select whether your file contains class/filter values from when students were in KS3 or KS4 and select the file to import.

- Import the student data file and under the import options select: Update Classes – Yes, Update Filters - Yes, Update Statuses – Yes. This will ensure your classes, filters and student statuses are updated.

Step 2 / KS2 core subject baselines (KS2 / EAP > Baselines) ⊕

If you're working with a cohort that did not sit SATs at KS2, you can skip this step.

- Add KS2 'English Reading' and 'Maths' Scaled Scores for any new students. You can add baselines manually if you have a small number, by clicking on the grade count next to your KS2 Subject > 'Add Grade' or upload a file with your missing scaled scores, alongside your existing data in 'Uploads'.

Step 3 / EAP Baselines and EAPs (KS2 / EAP > Baselines and EAP) ⊕

- If you have entered expected grades into your EAPs, add EAP baselines for any new students who have joined your school (KS2 / EAP > Baselines > click on the grade count for the baseline > 'Add Grade' OR upload a new baselines file using the same subject names, then delete the old file in Uploads by clicking the red X icon).

- Create additional EAPs for any new qualifications that use a different grade method, EAP baseline or have different expected grades.

If you have blank / generic EAPs (with no expected grades), you do not need to add additional EAP Baselines! You just need one EAP per grade type, and these can use the same baseline subject.

Step 4 / Upload a new set of assessment grades (GRADES > Uploads > Assessments) ⊕

Ensure your qualification names DO NOT include the data type (e.g. just 'Art' NOT 'Art Spring' or 'Art Targets').

- Extract the grades from your MIS, into Excel. Here's a tip, if you ensure your qualification names in your MIS match those in Analytics, it will make the uploading process quicker and smoother for you!

- Run the file through the Analytics Excel Add-In and save as a CSV (MS DOS) file (4-column list including Student ID, Student Name, Qualification and Grade).

- Click 'Create Assessment Collection' to create a new collection. Enter a clear name including the year and assessment cycle (e.g. Y11 Autumn), appropriate date and select the correct term based on when these grades were collected.

- Click 'Upload Grade File' and upload your assessments grade file.

Taken to the 'Confirm Upload Qualification Name' page? Set any new qualifications to 'New' and merge existing qualifications that have been uploaded with a different name.

Step 5 / Upload latest grades data, e.g. Targets (GRADES > Uploads > Targets, Data Set 3, etc.)

- Run the file through the Analytics Excel Add-In and save as a CSV (MS DOS) file (4-column list including Student ID, Student Name, Qualification and Grade).

- Click 'Upload Grade File' in the appropriate data set and upload your latest grade file.

- When replacing grades we recommend deleting the previous file **after** uploading your new file (click the red X icon). This ensures the latest grades pull through to the reports once republished.

Note: You only need to upload grades if they have been collected for the new academic year - you do not need to re-upload data from previous years if they have not changed.

Step 6 / Complete the Matching process for any new qualifications (GRADES > Matching)

Click '**Edit**' and check/complete the following:

- Set new qualifications to 'Yes' in the **Included** column and select the relevant **EAP**.

- If you have QNs available, ensure **Use QN** is enabled and enter the correct QN or Qualification into the **QN Title** column.

If you are matching KS3 subjects, you do not have to enter QN codes if you do not have these. However, if you wish to calculate headline measures (such as Attainment 8), you will need to manually complete the KS4 Measure and Specials column, covered in more detail in <u>our article here.</u>

If you are matching KS4 qualifications and they are not returned when entering the QN, this suggests they are unapproved. Enter 'Unapproved [Subject]' into the QN Title column, e.g. 'Unapproved Maths' or 'Unapproved None' to match them. For more information, <u>see our article here</u>.

- Once saved, check and resolve (if applicable) qualifications displaying ⟨? 🔍⟩ in the **DC Exams Check**.

Step 7 / Assign new qualifications to classes (STUDENTS > Classes)

- Ensure all new qualifications have been assigned to the relevant set of classes by either clicking the green plus or blue pencil icons.

Step 8 / Check Grades Management (GRADES tab > Grades > Management > select a data set)

- Resolve any warning icons that are flagged for each data set you have uploaded new grades into.

Step 9 / Publish (STUDENTS, KS2 / EAP & GRADES)

- Publish STUDENTS (STUDENTS > Publish Students > Click 'Publish').

- Publish KS2 / EAP (KS2 / EAP > Publish KS2 / EAP > Click 'Publish').

- Publish GRADES (GRADES > Publish Grades).

Thanks for reading. Feel free to pop onto Live Chat if you have any queries.