KS3/4 Analysis Sheet – Class Teachers

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| **Assessment:** |  | **Qualification(s):** |  |
| **Year Group:** |  | **Class(es):** |  |

Open the most recent Year 11 data, click ‘Take me to a qualification/class’ and select your qualification and class in the dropdowns.

**🖐TASK 1:** Find your class and performance against expectations. Identify students below track to achieve their expected grades.

* Sort by ‘EAP Diff (Whole)’ or ‘EAP Diff (Sub)’ column
* Click ‘Below Track’ in the On Track filters
* Click ‘All’ in the On Track filters to return to the original report

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| What is the total number of students whose performance is below track at this assessment:  Export this list to excel | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 2a:** Look at performance against targets

* Click Dataset tab > Compare dropdown > select Targets data set
* Sort by ‘Grade Points (Diff)’ column

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| How many students are below target: | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 2b:** Identify students at risk of not achieving their target

* Navigate to Grades Area - Comparison Matrix Report – Students Level

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| Students who are two or more grades below target: | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 3a:** Track progress over time

* Click Dataset tab > Compare dropdown > select ‘None’ to return to the original report
* Navigate to Grades Area – Grade List Report – Students Level
* Click Dataset tab > Track to switch to the Tracker view
* Click Dataset tab > View to return to the original report

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| Are there any students whose performance has dropped since previous assessment: | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 3b:** Find the matrix for your class. Identify any outliers - who is making less progress than you were expecting, or than other students?

* Navigate to Grades Area - Matrix Report – Students Level

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| Is attainment spread evenly across prior attainment levels?  Who are the outlying students?  Export to excel, then remove class filter to see how your class compares to the qualification as a whole? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 4:** Investigate 2 students who are of concern more closely - pick these from the excel document exported during Task 1. Investigate their performance in other subjects, comment on any pastoral issues and list any actions you need to take.

* Navigate to Student Detail Area - Overview Report – Students Level
* Select a student from the dropdown
* Click Dataset tab > Track to switch to the Tracker view
* Click Dataset tab > Compare dropdown > select Targets data set
* Click Dataset tab > View and Compare dropdown > select ‘None’ to return to the original report

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| a) Is the dip just in your qualification or all of them?  b) Is the student below expectations in just your qualification or in all of them? | |
| **Student Name:** | **Comments:** |
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**🖐TASK 5a:** Investigate performance of your class against other classes – % below track

* Navigate to Grades Area - Totals Report - Classes Level
* Select a qualification from the dropdown
* Switch to % view
* Sort by ‘Below track’ column
* Switch from Sub to Whole level view

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| What is the % of students who are below track in my class?  How does that compare with other classes?  How does the % change when I switch from sub to whole level view? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 5b:** Investigate performance of your class against other classes – % passes

* Navigate to Grades Area - Overview Report - Classes Level
* Switch to Cumulative view
* Click Dataset tab > Compare dropdown > select Targets data set

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| How does the % pass (check 9-4 and 9-5) of your class compare to others?  How does it compare against target? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 5c:** Investigate performance of your class against other classes – performance over time

* Click Dataset tab > Track to switch to the Tracker view
* Click Dataset tab > View and Compare dropdown > select ‘None’ to return to the original report

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| Which class has shown the most improvement?  How does yours compare? | What can I learn from or share with other teachers?  Where do I need to do further investigation?  Actions (I am taking...) |

**🖐TASK 6a:** Choose two groups of students. Investigate gaps in attainment and progress in your class(es).   
  
*Example groups: Armed Forces, Attendance, EAL, Ethnic Code, Focus Group, FSM Ever 6, Gender, Prior Attainment, Looked After, Pupil Premium, SEN or any other group of your choice!*

* Use the Breakdown dropdown for more information
* Click Dataset tab > Track to switch to the Tracker view
* Click Dataset tab > View to return to the original report

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| **Group 1:** | **Comments:** |
|  | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |
| **Group 2:** | **Comments:** |
|  | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 6b:** Investigate the performance of all the groups in your class compared one to another

* Navigate to Grades Area - Totals Report – Filters Level
* Click Options tab > select your qualification and class
* Click ‘Below Track’ in the On Track filters

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| --- | --- |
| Which group of students is performing the least well compared to expectations?  What could be the reason for this? | What can I learn from or share with other teachers?  Where do I need to do further investigation?  Actions (I am taking...) |