 KS3/4 Analysis Sheet –

Head of Faculty or Department

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| **Assessment:** |  | **Year Group:** |  |
| **Faculty:** |  | **Qualification(s):** |  |

Open the most recent Year 11 data and click onto the Qualifications Report.

**🖐TASK 1a:** Find your faculty and look at performance against expectations.

* Navigate to Grades Area – Totals Report – Faculties Level
* Switch to % view
* Sort by ‘Below Track’ column

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| How is your faculty performing compared to others? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 1b:** Find your qualification(s) and look at performance against expectations.

* Click into the faculty name OR navigate to Grades Area – Totals Report – Qualifications Level and click Options tab > select a qualification from the dropdown
* Filter by ‘Below Track’

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| Qualifications below expectations:  Students below expectations: | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 2:** Look at performance over time.

* Filter by ‘All’ in the On Track filter
* Click Dataset tab > ‘Track’ to switch to the Tracker view

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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:** Look at performance for key groups of students compared to the others.

* Select ‘FSM Ever 6’ in the Breakdown dropdown
* Remove the Breakdown and click Dataset tab > ‘View’ to return to the original report

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| Are the Ever 6 students working above or below the non-Ever 6 students? Is the gap closing? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 3b:** Look at performance of all groups of students for a qualification.

* Navigate to Grades Area - Totals Report – Filters Level
* Click Options tab > select a qualification from the dropdown
* Sort by ‘Below Track’ column

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| Which groups are closest to expectations in this qualification, which are furthest? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 4:** Investigate performance of teaching group(s).

* Navigate to Grades Area – Totals Report – Qualifications Level
* Click into the qualification name
* Sort by ‘Average Points’ column

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| Classes causing concern: | Which measures am I doing well in?  Where do I need to do further investigation?  Actions (I am taking...) |

**🖐TASK 5a:** Investigate a possible intervention group for your qualification

* Navigate to Grades Area – Grade List Report - Students Level
* Sort by ‘EAP Diff (Whole)’ or ‘EAP Diff (Sub)’ column
* Click Dataset tab > ‘Track’ to switch to the Tracker view

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| Students who are currently working below expectations: | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 5b:** Investigate what may be affecting this group’s performance

* Select a filter in the Breakdown drop down
* Remove the Breakdown and click Dataset tab > ‘View’ to return to the original report

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| Which students are working furthest from target?  What factors may be contributing to this? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 5c:** Find the progress matrix for your subject to find the students who are making less progress than their peers

* 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? | What can I learn from or share with other teachers?  Where do I need to do further investigation?  Actions (I am taking...) |

**🖐TASK 6:** Investigate a student who is of concern more closely.

* Drill into the student that causes most concern
* Navigate to Student Detail Area - Headlines Report - Students Level

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| Is the dip just in your qualification or all of them?  Is the student below expectations in just your qualification or in all of them?  Is the student’s underperformance affecting headline measures? |  |

**Extension  
  
🖐TASK 7a:** Investigate your qualification’s contribution to headline performance measures – A8 Basket

* Navigate to Grades Area - Overview Report - Qualifications Level
* Sort by ‘In A8 Basket’ column

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| How well is your qualification contributing to the A8 baskets in comparison to other qualifications? |  |

**🖐TASK 7b:** Investigate your qualification’s contribution to headline performance measures – EBacc

* Click ‘Add Measures’ button in the Measures tab
* Select ‘Exclude’ for one of the EBacc elements
* Click ‘Apply’
* Click the Reset All arrow to return to the original report

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| Click on a student to establish which qualification could be improved to result in achievement. |  |

**🖐TASK 7c:** Investigate your qualification’s contribution to headline performance measures – Basics

* Click ‘Add Measures’ button in the Measures tab
* Select ‘Exclude’ for ‘Achieving 9-5 in English’ and ‘Include’ for ‘Achieving 9-5 in Maths’
* Click ‘Apply’
* Click ‘Add/Remove Measures in the Measures tab
* Change ‘Achieving 9-4 in English’ to ‘Include’ and ‘Achieving 9-4 in Maths’ to ‘Exclude’
* Click the Reset All arrow to return to the original report

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| Export a list of students who are attaining a 4+ or 5+ in one subject but not in the other. |  |