KS3/4 Analysis Sheet – SENCO

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| **Assessment:** |  | **Year Group:** |  |

Open the most recent Year 11 data, click **‘Take me to the Reports’** **>** **‘Qualifications’**.

**🖐TASK 1a:** Apply the SEN filter and view the performance of all students against their expectations

* Click Filters tab > ‘Add Filters’ and select SEN filter(s)
* Navigate to Grades Area – Totals Report – Students Level
* Sort by ‘Below Track’ column

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| How are SEN students performing compared with expectations? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 1b:** View how students are performing within a particular qualification (e.g. English or Maths).

* Click Options tab > select a qualification from the dropdown
* Filter by On Track or Below Track using the ‘On Track’ filter
* Click the reset arrow on the Options tab and filter by All using the ‘On Track’ filter to return to the original report

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

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

* Click Dataset tab > ‘Track’ to switch to the Tracker view
* Click Dataset tab > ‘View’ to return to the original report

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| Students whose performance has dropped since the previous assessment point:  APS is a good indicator! | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 3:** View the performance of an individual student

* Drill down into the student that causes most concern
* Click Dataset tab > ‘Track’ to switch to the Tracker view
* Click Dataset tab > ‘View’ to return to the original report

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| How is this student performing across all of their qualifications?  How have they performed across each assessment point? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |

**🖐TASK 4:** Look at performance of SEN students compared to non-SEN students

* Navigate to Grades Area – Totals Report – Qualifications Level
* Switch to % view
* Click the reset arrow on the Filters tab to remove the SEN filter(s)
* Select ‘SEN’ in the Breakdown dropdown
* Navigate to Grades Area – Overview Report – Qualifications Level
* Switch to Cumulative view

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| How are SEN students performing across their qualifications compared to non-SEN students? | Data (suggests that...)  Observations (tell me that…)  Actions (I am taking...) |