

# English / Maths module USER GUIDE

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**VERSION 1.35**

**July 2023**

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## Introduction

The OneGrade English/Maths Module has been developed in response to demand from colleges for a system to track the progress of students enrolled on GCSE and Functional Skills qualifications in English and Maths. This area of delivery has grown exponentially over the last few years and is now a prime measure of college effectiveness, as part of the DfE's new 16-19 Accountability Measures which were introduced in 2015/2016.

The English/Maths Module can be installed either as an additional option to run alongside the main OneGrade Core system, or as a standalone system.

## The English and Maths Measure – Background

The rationale for the English and maths measure is set out in the DfE's Technical Guide, which has been available online since 2014 and was last updated (at time of writing) in July 2019:

### Introduction

1.1. Initially announced in 2014, from 2016 we have been reforming the school and college accountability systems to set higher expectations, and to make the system fairer, more ambitious, and more transparent.

1.2. To achieve these aims a set of five headline measures was published for the first time in 2016 16-18 performance tables. The headline measures are **progress, attainment, progress in English and maths** (for students without a GCSE pass at A\*-C in these subjects or 9-4 for new reformed GCSEs), **retention, and destinations**.

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The basic workings of the measure are then explained later in the same document:

7.1. English and maths provide a vital foundation to enable students to progress to employment and further study. This measure will help the public hold schools and colleges to account for the progress of students in English and maths where they did not achieve at least a grade C or grade 4 or above at GCSE by the end of key stage 4.

### How the measure works

7.2. The English and maths progress measure is made up of two distinct measures, one for maths and the other for English, and an individual student can be in scope for one, both or neither measure depending on their achievement in English and maths by the end of KS4.

7.3. Students in overall scope for each measure have their progress assessed by comparing their best grades by the end of KS4 to those achieved by the end of post-16 study<sup>11</sup>.

7.4. By aggregating student progress scores to give overall English and maths progress scores for each school and college, the effectiveness of the school or college can be measured and they can be held accountable.



## Calculating Progress for Students in Scope for the Measures

Bear in mind what is explained above – a student can be in scope for neither, either or both of the English and maths measures depending on achievement at Key Stage 4 (KS4). However, in the explanation that follows, the text applies equally to either English or maths measure as at the generalised level they both operate in exactly the same way, the only difference being the specific qualification aim codes included in each measure.

The five main stages of the process for both English and maths measures are:

1. Determining which students are 'in scope' for each measure – based on their KS4 results.
2. Determining the 'Starting Point' score for each of those students.
3. Determining students' grades in qualifications taken post-16, which count for 'Progress' in English and/or maths.
4. Calculating the 'Progress Score' score for each of those students – in simple terms:

Progress Score = Starting Point grade value – progress grade value

5. Calculate overall college score based on average of students in scope.

These calculations are currently based on the scores given in the table below:

**Points Scores used for 16/17, 17/18 and 18/19**

Points awarded	Grade achieved					
	9-1 GCSEs	Legacy GCSEs	Functional Skills	Free Standing maths	ESOL	AQA use of maths
8	9	A*				
7.7	8					
7	7	A				
6.3	6					
6		B				
5.7	5					
5	4	C				
4	3	D	L2	L2 (all grades)	L2 (all grades)	A*/A/B/C
3	2	E				
2.5			L1	L1 (A-C)	L1 (D/M)	D/E
2		F				F
1.7				L1 (D)		
1.5					L1 (pass)	
1	1	G				G
0.8				L1 (E)		
0.4			Entry level		Entry level	

Hence a student who achieves a grade 3 at KS4 (4 points) and a grade 4 at college (5 points) would achieve a progress score of +1. Conversely, students who perform worse at college would register a negative score, although these are capped at -1 e.g. if two students join a college both

with grade 3 at KS4, but achieve grades 2 and 1 while at college, they would both register a progress score of -1.

## Changes to Points Scores from 2019-2020

Note that the scores above are complicated by the transition from the 'old' (A\*-G) GCSE scale to the new 9-1 scale. For example, a grade 4 in a new GCSE is actually awarded 5 points in order to equate it to the old grade 'C'. The DfE announced that from the 2019-20 data onwards, the newly rebased points scores shown below are used:

### Points Scores used from 19/20 onwards

Points awarded	Grade achieved					
	9-1 GCSEs	Legacy GCSEs	Functional Skills	Free Standing maths	ESOL	AQA use of maths
9	9					
8.5		A*				
8	8					
7	7	A				
6	6					
5.5		B				
5	5					
4	4	C				
3.5			L2			
3	3	D		L2 (all grades)	L2 (all grades)	A*/A/B/C
2	2	E	L1			
1.75				L1 (A-C)	L1 (D/M)	D/E
1.5		F				F
1.25				L1 (D)	L1 (pass)	
1	1	G				G
0.8				L1 (E)		
0.75			EL 3		EL 3	
0.5			EL 2		EL 2	
0.25			EL 1		EL 1	

These points scores have been made available by the DfE and is available for use from version 1.28 onwards (June 2021).

A system setting within OneGrade “*EM: Use Points Scheme from 19/20*” is set to True by default. English and Maths progress is measured using the scores specified for the 2020 performance tables. Setting the system setting to false and re-summarising will use the previous points scores prior to 2020.

## Calculating the Overall College Grade

Once each student in scope for either the English and/or maths measure has had their individual score calculated based on the points tables above, the overall college score (a separate score for English and maths) is calculated as a proportion of grade boundaries by averaging individual students' scores. For example an overall English score may be calculated thus:

Student 1 English progress	= +1.0
Student 2 English progress	= +1.0
Student 3 English progress	= +0.4
Student 4 English progress	= -1.0
Student 5 English progress	= -1.0
School or college progress score for English	= $\frac{+1.0 +1.0 +0.4 -1.0 -1.0}{5}$
	= +0.08 grades

### 3 Year Summaries

Implicit in the DfE methodology is a '3 year cycle', where students are considered as being in Year 1, Year 2 or Year 3 of the English/maths analysis, depending on their age at the start of the academic year. The notion of Y1, Y2 or Y3 is used consistently throughout the OneGrade English & maths module, as well as in this guide:

***Student is 16 at start of year – they are in Year 1***

***Student is 17 at start of year – they are in Year 2***

***Student is 18 at start of year – they are in Year 3***

The way in which a student's progress is measured depends on their age, prior qualifications when they first join the college (or achieved at another college), plus when they finally achieve a score of at least 5 points. All these factors affect what is taken into account as their start and end point achievement. Whilst it's relatively simple to determine a student's achievements in any given year at college, it's a much more complicated task to:

1. keep track of a student's relevant achievements post Key Stage 4
2. determine the starting point score for any given year.

In the development of the OneGrade English & maths module, we've had to build in rules to solve the questions above. It's vital that you import a student's prior qualifications (whether at KS4 or achieved at college) as accurately as possible, including the date awarded. The system will then use the prior achievement grades and dates to determine the correct starting point as follows:

**Year 1** – student is 16 at start of course, hence has just completed KS4 – the student's highest relevant KS4 grade in English and/or maths is used at starting point.

**Year 2** – if the student was enrolled on English/maths at the college in Y1 and is also enrolled in Y2, their KS4 grade is once again used. This is so that performance at the college is always measured

against their point of entry, rather than being affected by other college achievements. If they are enrolled for the first time in Y2 this may well be due to them having attended a different college at age 16, hence the system uses the highest relevant prior qual it can find (note that this may still be their KS4 grade if that was higher than the grade achieved at another college).

**Year 3** – several permutations may apply:

Student had **E/M enrolment** at the college **in Y1 and Y2** – use grade achieved at KS4 as QOE

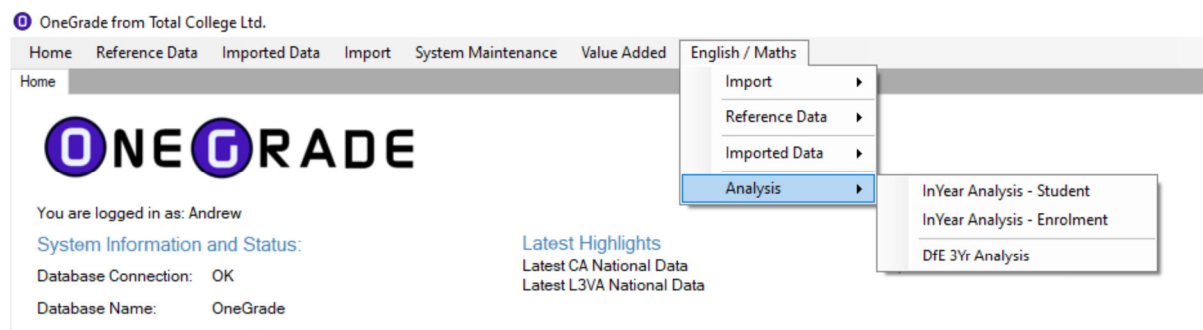
Student had **E/M enrolment** at the college in **Y2 but not Y1** – use same QOE as for Y2

Student had **no E/M enrolment** at the college **in Y2** (whether or not they had an E/M enrolment at the college in Y1). Again, they may have been elsewhere, so the highest relevant prior qual is used, which may or may not be their KS4 grade.

## Viewing the Main Analysis Screens

### Main Menu

The main data analysis screens are found under the top level menu 'English/Maths':



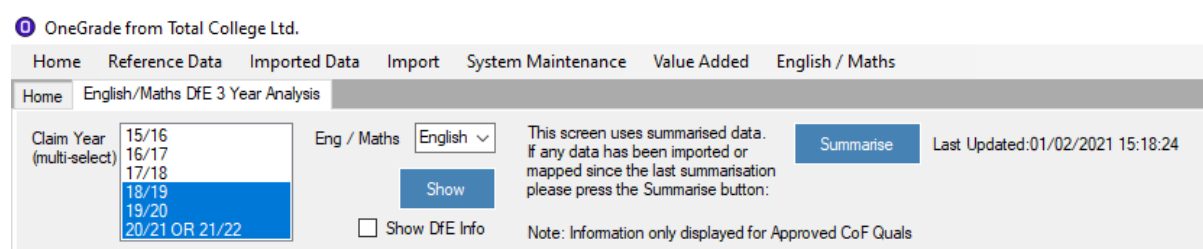
There are 3 main data analysis screens:

InYear Analysis – Student: presents a row of data per student at the college

InYear Analysis – Enrolment: presents a row of data per English or maths enrolment at the college

DfE 3Yr Analysis: presents a view of the college's English/maths data over a 3 year period

Each of the 3 data analysis screens consists of some display options and a Summarise button. Alongside the Summarise button is the date and time the summary was last generated. After importing data or altering any grade mappings, the summary should be regenerated to reflect any changes.



If you wish to ignore English Literature from counting towards the English entry score, the system setting "EM: Ignore English Literature Only Quals when calculating Entry score" should be set to True. (Note that any QOE qualification that has Literature *and* Language in the title will still count towards the entry score.)

Each of these screens will now be described in turn.

## InYear Analysis – Student

This screen can be set to show either English or maths students studying any qualification which puts them in scope for either measure. Examination of the screen below (English enrolments in 2018/19) highlights the ‘3 year’ approach mentioned in the last section. Note how the students’ age, current year (16 is Yr1, 17 is Yr2, 18 is Yr3, >=19 is 19+) and prior attainment are all clearly shown:

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added English / Maths

Home In Year English/Maths Analysis - Student

This screen uses summarised data. If any data has been imported or mapped since the last summarisation please press the Summarise button:

Summarise

Last Updated: 18/07/2022 10:12:44

Academic Year: 18/19 Eng / Maths English

☐ Show Enrolment Info ☐ Show DE Info

Show

In Year VA: ☐ Point 1 ☐ Point 2 ☐ Point 3 ☐ Point 4 ☐ Point 5 ☐ Point 6 ☐ Point 7 ☐ Point 8 ☐ Point 9 ☐ Point 10 ☐ Point 11 ☐ Point 12 ☐ Latest

Type	Academic Year ID	Student Ref	Surname	Forenames	Age On 31 Aug	Current Year	Prior Attainment KS4	Start Points	QOE Start Grade	QOE Start QualType	Start Info
Details English	18/19	30156492	Alonso	Jonathan David	18	Yr3	3.00	4.00	4	GCSE	START: Y3 QOE
Details English	18/19	30156491	Alonso	Rayhan	16	Yr1	4.00	4.00	4	GCSE	START: KS4
Details English	18/19	30156490	Alonso	Yas	16	Yr1	2.00	2.00	2	GCSE	START: KS4
Details English	18/19	30156476	Alonso	Michael David	17	Yr2	3.00	3.00	3	GCSE	START: KS4
Details English	18/19	30156488	Ali	Wahid	18	Yr3	0.25	1	1	Entry FS	START: Y3 QOE (no Y2 QOE)
Details English	18/19	30156486	Alonso	Shah	17	Yr2	0.00	N	N	GCSE	START: Y2 QOE
Details English	18/19	30156477	Alonso	Oliver	16	Yr1	3.00	3.00	3	GCSE	START: KS4
Details English	18/19	30156489	Alonso	Oliver	18	Yr3	2.00	2.00	E	GCSE	START: Y2 QOE
Details English	18/19	30156479	Alonso	Luca	16	Yr1	1.00	1.00	1	GCSE	START: KS4
Details English	18/19	30156480	Alonso	David	16	Yr1	1.00	1.00	1	GCSE	START: KS4
Details English	18/19	30156474	Alonso	Michael	16	Yr1	3.00	3.00	3	GCSE	START: KS4
Details English	18/19	30156475	Alonso	Salim	17	Yr2	3.00	3.00	3	GCSE	START: KS4
Details English	18/19	30156482	Alonso	Marceline	18	Yr3	0.00	N	N	GCSE	START: Y3 QOE
Details English	18/19	30156478	Alonso	Shah	16	Yr1	4.00	4.00	4	GCSE	START: KS4
Details English	18/19	30156473	Alonso	Luca	16	Yr1	1.00	1.00	1	GCSE	START: KS4

The list above presents a varied mixture of students of different ages, with different prior qualifications and current enrolments. In each case you can clearly see the data being used to determine their starting point for the measure in the column called ‘Start Info’, plus the best potential progress score which they could achieve given their current enrolment.

For example, the first student was 16 at the start of the academic year, which makes them a Y1 student, and we simply use their best English grade achieved at KS4 for their starting point. This was a grade ‘3’ which gives them a starting point score of 4 points. Slightly worryingly however, the right hand columns show that the maximum available score on their current enrolment is also 4 points. If we click the ‘Details’ button we can examine this further. On the ‘Quals on Entry’ tab we can see the prior English qualifications used to determine the starting point:

Details

English

18/19

30156492

30156492

Student

16

Yr1

4.00

4.00

START: KS4

4.00

Details

English

18/19

30156491

30156491

Student

18

Yr3

0.00

0.00

START: Y3 QOE

2.50

Details

English

English / Maths InYear Analysis Details - 30156492 Student 30156492

Details

English

Enrolments

Quals on Entry

☐ Show All Quals On Entry for this student

	Academic Year ID	Year	Learning Aim Ref	Learning Aim Ref Title	Grade	Mapped Grade	Capped Points	Date Awarded	Awarded Academic Year	Prior Attainment Awarded Year	Eng Mat Type
▶	18/19	Yr1	60142923	GCSE (9-1) in English Language	3	3	4.00	23/08/2018	17/18	KS4	English
	18/19	Yr1	60144476	GCSE (9-1) in English Literature	3	3	4.00	23/08/2018	17/18	KS4	English

On the ‘Enrolments’ tab we can see that they are currently enrolled on Functional Skills English:

English / Maths InYear Analysis Details - 30156492 Student 30156492

Enrolments Quals on Entry

☐ Show All Enrolments for this student

Academic Year ID	Year	Learning Aim Ref	Learning Aim Ref Title	Enrolme Grade	Capped Points	Completion ID	Completion Status	Outcome ID	Outcome Desor	WD Num Days After Start	Approved	Maximum Available Points	Start Date	Actual End Date
18/19	Yr1	50093186	Functional Skills qualification in English			1	Continu...				Y	4.00	25/03/2019	



In this example it would seem wise to examine the decision to enrol that student on a Functional Skills qualification as opposed to GCSE English, given that they achieved a grade 3 in English at KS4.

The second row of data shows a student in a very different situation, an 18 year old 'Y3' student with no prior English qualification at KS4. However we can see that they achieved Functional Skills in English at Entry Level 3 in the previous academic year, which gives them a starting point of 0.40 points. As this was achieved in Y2, this is classed as a 'Y3 QOE' starting point:

Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50

As their current enrolment is a L1 Functional Skill, this gives them a potential achievement score of 2.50 and thus a 'Max Potential Progress' score of 2.1:

Type	Academic Year ID	Student Ref	Surname	Forenames	Age On 31 Aug	Current Year	Prior Attainment KS4	Start Points	Start Info	Max Avail Enrol Pts	Max Potential Progress
Details	English	18/19	30156492	30156492	Student	16	Yr1	4.00	START: KS4	4.00	0.00
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50	2.10
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50	2.10
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50	2.10
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50	2.10
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50	2.10
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50	2.10
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50	2.10
Details	English	18/19	30156491	30156491	Student	18	Yr3	0.40	START: Y3 QOE	2.50	2.10

Hence this seems like an appropriate current enrolment for that student, as do these below, where we have Y2 students enrolled on GCSE English (maximum potential 8 points):

Type	Academic Year ID	Student Ref	Surname	Forenames	Age On 31 Aug	Current Year	Prior Attainment KS4	Start Points	Start Info	Max Avail Enrol Pts	Max Potential Progress
Details	English	18/19	30152493	30152493	Student	17	Yr2	3.00	START: Y2 QOE	8.00	4.00
Details	English	18/19	30152330	30152330	Student	17	Yr2	4.00	START: Y2 QOE	8.00	4.00
Details	English	18/19	30152328	30152328	Student	17	Yr2	4.00	START: Y2 QOE	8.00	4.00

In this case the QOE tab shows us clearly that having initially joined the college with a GCSE grade 2 gained in KS4, this student then achieved grade 3 in English while in Y1:

Type	Academic Year ID	Student Ref	Surname	Forenames	Age On 31 Aug	Current Year	Prior Attainment KS4	Start Points	Start Info	Max Avail Enrol Pts	Max Potential Progress
Details	English	18/19	30152493	30152493	Student	17	Yr2	3.00	START: Y2 QOE	8.00	4.00
Details	English	18/19	30152493	30152493	Student	17	Yr2	3.00	START: Y2 QOE	8.00	4.00
Details	English	18/19	30152493	30152493	Student	17	Yr2	3.00	START: Y2 QOE	8.00	4.00
Details	English	18/19	30152493	30152493	Student	17	Yr2	3.00	START: Y2 QOE	8.00	4.00
Details	English	18/19	30152493	30152493	Student	17	Yr2	3.00	START: Y2 QOE	8.00	4.00
Details	English	18/19	30152493	30152493	Student	17	Yr2	3.00	START: Y2 QOE	8.00	4.00
Details	English	18/19	30152493	30152493	Student	17	Yr2	3.00	START: Y2 QOE	8.00	4.00
Details	English	18/19	30152493	30152493	Student	17	Yr2	3.00	START: Y2 QOE	8.00	4.00
Details	English	18/19	30152493	30152493	Student	17	Yr2	3.00	START: Y2 QOE	8.00	4.00

However, the Enrolments tab shows us that this must have been achieved at another college, as there is no English enrolment for 17/18:

English / Maths InYear Analysis Details - 30152493 Student 30152493

Enrolments

Quals on Entry

☒ Show All Enrolments for this student

	Academic Year ID	Year	Learning Aim Ref	Learning Aim Ref Title	Enrolment Grade	Capped Points	Completion ID	Completion Status	Outcome ID	Outcome Description	WD Num Days After Start	Approved	Maximum Available Points	Start Date	Actual End Date
▶	18/19	Yr2	60148366	GCSE (9-1) in English ...			2	Completed	8	Not Known		Y	8.00	20/09/2018	12/06/2019

And hence that grade 3 (4 points), as it was achieved elsewhere, becomes their starting point for their Y2 English enrolment at this new college. If it had been achieved at the same college in Y1, then the starting point would have remained as the grade 2 (3 points) achieved at KS4, as the progress measure needs to calculate the total progress made at any given institution.

### Comparing DfE Data with College Data

On the right of this screen we can see if any of the currently enrolled students have previously been included in the DfE English or maths measure (as this is imported by the college). Whilst this would not normally be expected to be the case, it's useful to be able to compare previously reported DfE data with your own in-year analysis:

DfE 3Yr Progress	DfE 3Yr Progress Year	DfE 3Yr In Measure?	College vs DfE Progress	DfE Baseline Points	DfE Highest Points
-1.00	17/18	Yes		4.00	2.50
0.50	17/18	Yes		2.00	2.50
-1.00	17/18	Yes	0.00	3.00	0.40
1.00	17/18	Yes		3.00	4.00
2.10	17/18	Yes	1.50	0.40	2.50

These green DfE columns can be toggled by ticking / unticking the “Show DfE Info” checkbox.

### Show Enrolment Info

Finally on this screen, remembering that there is a single row per student and that students can have multiple English and/or maths enrolments in a given academic year, we can tick to show some basic data on the number of enrolments per student:

OneGrade from Total College Ltd.

HomeReference DataImported DataImportSystem MaintenanceValue AddedEnglish / Maths

HomeIn Year English/Maths Analysis - Student

This screen uses summarised data. If any data has been imported or mapped since the last summarisation please press the Summarise button:

Academic Year:18/19▼Eng / Maths▼English▼

Show Enrolment Info

Show DfE Info

Summarise

Show

Last Updated: 18/07/2022 10:12:44

InYear VA:☐ Point1☐ Point2☐ Point3☐ Point4☐ Point5☐ Point6☐ Point7☐ Point8☐ Point9☐ Point10☐ Point11☐ Point12☐ Latest

Type	Academic Year ID	Student Ref	Surname	Forenames	Age On 31 Aug	Current Year	Prior Adjustment KS4	Start Points	QOE Start Grade	QOE Start QualType	Start Info	Max Avail Enrol Pts	Max Potential Progress	Num Cont	Num Comp	Num WD	Num WD Days	Num Approved
<div>Details</div> English	18/19	30152493	James	Oliver	17	Yr2		0.25	1	Entry FS	START: Y2 QOE L	2.00	1.75			1	130	1
<div>Details</div> English	18/19	30152493	James	Oliver	16	Yr1	0.00	0.00	N	GCSE	START: KS4	2.00	2.00		1			1
<div>Details</div> English	18/19	30152493	James	Jonathan James	18	Yr3	3.00	4.00	4	GCSE	START: Y3 QOE	9.00	5.00		1			1
<div>Details</div> English	18/19	30152493	James	Raymond	16	Yr1	4.00	4.00	4	GCSE	START: KS4	9.00	5.00		1			1
<div>Details</div> English	18/19	30152493	James	Neil	16	Yr1	2.00	2.00	2	GCSE	START: KS4	9.00	7.00		1			1
<div>Details</div> English	18/19	30152493	James	Michael James	17	Yr2	3.00	3.00	3	GCSE	START: KS4	9.00	6.00		1			1
<div>Details</div> English	18/19	30152493	James	Neil	18	Yr3	0.25	1	Entry FS	START: Y3 QOE L	2.00	1.75		1			1	
<div>Details</div> English	18/19	30152493	James	Oliver	17	Yr2	0.00	N	GCSE	START: Y2 QOE	3.50	3.50		1			1	
<div>Details</div> English	18/19	30152493	James	Oliver	16	Yr1	3.00	3.00	3	GCSE	START: KS4	9.00	6.00			1	7	1
<div>Details</div> English	18/19	30152493	James	Oliver	18	Yr3	2.00	2.00	E	GCSE	START: Y2 QOE	3.50	1.50			1	304	1
<div>Details</div> English	18/19	30152493	James	Oliver	16	Yr1	1.00	1.00	1	GCSE	START: KS4	0.75	-0.25		1			1
<div>Details</div> English	18/19	30152493	James	Oliver	16	Yr1	1.00	1.00	1	GCSE	START: KS4	9.00	8.00		1			1
<div>Details</div> English	18/19	30152493	James	Michael	16	Yr1	3.00	3.00	3	GCSE	START: KS4	9.00	6.00		1			1

This provides a link with the ‘InYear Analysis – Enrolment’ screen which will be examined next.



## InYear Analysis – Enrolment

In this screen we see a row per enrolment in either English or maths in a given academic year (as any given student may have more than one enrolment in an academic year). As such, the screen includes enrolment level data such as start/end dates, course codes, completion IDs etc. Where an enrolment is completed with a grade, an indicated progress score is also included. Note that we again see a ‘Start Info’ column which applies the same rules as explained in the previous section.

This screen displays Target Grade and Target Points columns in yellow. The Target Grade is set to be one grade higher than the grade representing the Start Points. For example, if a GCSE student has 2.5 Start Points, the Target Grade will be 2 (3.0 points).

If no Start Points are available, the enrolment is given a Target grade of the lowest available grade worth more than 0 points.

Where a Student has previous Entry Level Functional Skills qualifications (graded “1”, “2”, or “3”) and is enrolled on another Entry Level FS qualification, the Target Grade will be set to one grade above the previous achievement. (Even though the points are the same – i.e. 0.4)

Once again, DfE data is included if it is available, on the right hand side of the screen:

DfE 3Yr Progress	DfE 3Yr Progress Year	DfE 3Yr In Measure?	College vs DfE Progress	DfE Baseline Points	DfE Highest Points
-1.00	17/18	Yes		3.00	0.40
-1.00	17/18	Yes	0.50	3.00	0.40
-1.00	17/18	Yes		4.00	2.50
-0.50	17/18	Yes		3.00	2.50
0.00	17/18	Yes		4.00	4.00
0.50	17/18	Yes		2.00	2.50

The columns can be toggled by ticking / unticking the “Show DfE Info” checkbox.

The ‘Details’ screens again show relevant enrolments and QOE data for the student:

English / Maths InYear Analysis Details - 30137020 Student 30137020											
Enrolments											
Show All Qualls On Entry for this student											
Academic Year ID	Year	Learning Aim Ref	Learning Aim Ref Title	Grade	Mapped Grade	Capped Points	Date Awarded	Awarded Academic Year	Prior Attainment Awarded Year	Eng Mat Type	
16/17	Yr1	60095076	GCSE in English Literature	E	E	3.00	25/08/2016	15/16	KS4	English	
16/17	Yr1	60131561	GCSE in English Language	F1	F	2.00	25/08/2016	15/16	KS4	English	
17/18	Yr2	5009838X	Functional Skills qualification in English ...	Pass	1	0.40	28/03/2017	16/17	Yr1 (Y2 Q...	English	
17/18	Yr2	5009838X	Functional Skills qualification in English ...	Pass	2	0.40	28/03/2017	16/17	Yr1 (Y2 Q...	English	
17/18	Yr2	5009838X	Functional Skills qualification in English ...	Pass	3	0.40	28/03/2017	16/17	Yr1 (Y2 Q...	English	

## In Year Progress

If you choose to import students' 'in-year' grades e.g. from ProMonitor markbook or another equivalent tracking system, these can be displayed against students' starting points to give an indication of potential in-year progress at student and cohort level. If a valid grade is imported, OneGrade English/maths will convert the grade to a points score and perform the calculation:

OneGrade from Total College Ltd.

Home

Reference Data

Imported Data

Import

System Maintenance

Value Added

English / Maths

Home

In Year English/Maths Analysis - Student

English/Maths Analysis - Enrolment

InYear Grade Settings

This screen uses summarised data. If any data has been imported or mapped since the last summarisation please press the Summarise button:

Summarise

Last Updated: 18/07/2022 10:12:44

InYear View

Point1

Point3

Point5

Point7

Point9

Point11

C/L Label

Point2

Point4

Point6

Point8

Point10

Point12

Academic Year:

19/20

Eng / Maths

English

Show O/E Info

Show

Type	Academic Year ID	Age On 31 Aug	Learning Aim Ref	Title	Level	Start Date	Planned End Date	Actual End Date	Completion ID	Course Code	Course Year	Teaching Group Code	Prior Assessment KS4	Start Points	OE Start Grade	OE Start QualType	Start Info	Max Avail Enrol Pts	Max Potential Progress	Target Grade	Target Points	Enrolment Grade	Mapped Grade	Enrol Pts	Progress	Capped Progress	15 Grade Most Recent	15 Points Most Recent	17 Progress Most Recent	
Details	English	19/20	116	601483	GCSE (9-1) in English La...	2	02/09/2019	26/06/2020		1	W003	Y11	W003L305	5.00	5.00	5	GCSE START...	5.00	4.00	6	6.00						6	6.00	1.00	
Details	English	19/20	116	601483	GCSE (9-1) in English La...	2	02/09/2019	12/06/2020	03/09/2019	3	3	W003	Y11	W003L305	3.00	3.00	3	GCSE START...	5.00	6.00	4	4.00			-1.00	-4.00	-1.00	6	6.00	3.00
Details	English	19/20	118	601483	GCSE (9-1) in English La...	2	10/09/2019	12/06/2020		1	W003	Y12	W003L305	2.00	3.00	3	GCSE START...	5.00	6.00	4	4.00						6	6.00	2.00	
Details	English	19/20	117	601483	GCSE (9-1) in English La...	2	02/09/2019	12/06/2020		1	W003	Y12	W003L305	3.00	3.00	3	GCSE START...	5.00	6.00	4	4.00						5	5.00	2.00	
Details	English	19/20	117	601483	GCSE (9-1) in English La...	2	02/09/2019	12/06/2020		1	W003	Y12	W003L305	3.00	3.00	3	GCSE START...	5.00	6.00	4	4.00						4	4.00	1.00	
Details	English	19/20	116	601483	GCSE (9-1) in English La...	2	02/09/2019	09/06/2020		1	W003	Y11	W003L305	3.00	3.00	3	GCSE START...	5.00	6.00	4	4.00						4	4.00	1.00	
Details	English	19/20	116	601483	GCSE (9-1) in English La...	2	02/09/2019	12/06/2020		1	W003	Y11	W003L305	3.00	3.00	3	GCSE START...	5.00	6.00	4	4.00						4	4.00	1.00	
Details	English	19/20	116	601483	GCSE (9-1) in English La...	2	02/09/2019	09/06/2020		1	W003	Y11	W003L305	3.00	3.00	3	GCSE START...	5.00	6.00	4	4.00						5	5.00	2.00	
Details	English	19/20	116	601483	GCSE (9-1) in English La...	2	16/09/2019	12/06/2020		1	W003	Y11	W003L305	3.00	3.00	3	GCSE START...	5.00	6.00	4	4.00						3	3.00	0.00	
Details	English	19/20	116	601483	GCSE (9-1) in English La...	2	02/09/2019	12/06/2020		1	W003	Y11	W003L305	3.00	3.00	3	GCSE START...	5.00	6.00	4	4.00						1	1.00	-1.00	
Details	English	19/20	117	601483	GCSE (9-1) in English La...	2	02/09/2019	12/06/2020		1	W003	Y12	W003L305	3.00	3.00	3	GCSE START...	5.00	6.00	4	4.00						4	4.00	1.00	
Details	English	19/20	116	601483	GCSE (9-1) in English La...	2	02/09/2019	12/06/2020		1	W003	Y11	W003L305	4.00	4.00	4	GCSE START...	5.00	5.00	5	5.00						3	3.00	-1.00	
Details	English	19/20	117	601483	GCSE (9-1) in English La...	2	03/09/2019	12/06/2020	23/09/2019	3	3	W003	Y12	W003L305	3.00	3.00	3	GCSE START...	5.00	6.00	4	4.00			-1.00	-4.00	-1.00			0.91

1.00

1.00

0.91

Note that up to 12 in-year points are available for this purpose.

## Target Grades

If you want to use prior qualifications in English and/or maths to set target grades for students undertaking GCSE retakes, these can be generated by running a view on the table which contains the enrolment starting point data. Approaches to this will vary from college to college, but it's very easy to extract data from the relevant table (dbo. EngMat\_Enrolment\_InYear). For example, a simple script to take the starting point score and add a point to give a target grade might look like this:

```
SELECT [StudentRef]
, [CourseCode]
, [StartPoints]
, [StartPoints]+1 as TargetGrade
FROM [OneGrade].[dbo].[EngMat_Enrolment_InYear]
WHERE AcademicYearID = '18/19'
and not StartPoints is null
and CompletionID = 1
```

Results			
StudentRef	CourseCode	StartPoints	TargetGrade
30117206	W059	2.00	3.00
30117207	W059	3.00	4.00
30117209	E092	4.00	5.00
30117212	W059	2.00	3.00

## DfE 3 Year Analysis

This screen shows a full 3 year overview based on a given 'Claim Year' i.e. the year in which we are expecting the students in view to be included in the DfE national data.

Firstly we select the 'Claim Year' we wish to view, in this case 18/19. Within this claim year we may have some Y1 students, who were by definition 16 years old at the start of 18/19 and achieve 5 points or more – hence they become in scope for the 18/19 Claim Year:

Claim Year

15/16

16/17

17/18

18/19

19/20 OR 20/21

Eng / Maths

English

This screen uses summarised data.

If any data has been imported or mapped since the last summarisation please press the Summarise button:

Summarise

Last Updated: 29/09/2019 09:50:01

Show

Type	Academic Year ID	Student Ref	Surname	Forenames	Age On 31Aug	Currer Year	Is Enrolled?	Yr1 Age16 Is Enrolled?	Yr1 Age16 AcYr	Yr1 Start Pts	Yr1 End Pts	Yr1 Age16 Progress Pts	Yr1 Age16 Capped Progress Pts	Yr1 Age16 Progress Info	
Details	English	18/19	20140001	Budge	Emily Cathie	16	Yr1	Y	Y	18/19	4.00	2.50	-1.50	-1.00	END: Y1 Pts, START: KS4
Details	English	18/19	20140002	Budge	Henry John	16	Yr1	Y	Y	18/19	5.00	5.00	0.00	0.00	END: Y1 Pts, START: KS4
Details	English	18/19	20140003	Budge	David Peter	16	Yr1	Y	Y	18/19	1.00	2.50	1.50	1.50	END: Y1 Pts, START: KS4

Note that in the right hand column above, you are provided with information explaining how the end and starting points were determined.

In the same screen we will also see Y2 students, who were 17 at the start of academic year 18/19:

Claim Year	15/16 16/17 17/18 18/19 19/20 OR 20/21	Eng / Maths	English	This screen uses summarised data. If any data has been imported or mapped since the last summarisation please press the Summarise button:		Summarise	Last Updated 29/09/2019 09:50:01																	
		Show																						
Type	Academic Year ID	Student Ref	Surname	Forenames	Age On 31Aug	Current Year	Is Enrolled?	Yr1 Age16 Is Enrolled?	Yr1 Age16 Act1r	Yr1 Start Pts	Yr1 End Pts	Yr1 Age16 Progress Pts	Yr1 Age16 Capped Progress Pts	Yr1 Age16 Progress Info		Yr2 Age17 Is Enrolled?	Yr2 Age17 Act1r	Yr2 Start Pts	Yr2 End Pts	Yr2 Age17 Progress Pts	Yr2 Age17 Capped Progress Pts	Yr2 Age17 Progress Info		
Details	English	18/19	20140004	Stevens	Megan	17	Yr2	Y	N	17/18	0.00					Y	18/19	0.00	2.50	2.50	2.50	END: Y2 Pts, START: KS4		
Details	English	18/19	20140005	Stevens	Tom	17	Yr2	Y	N	17/18	4.00					Y	18/19	4.00	-1.00	-5.00	-1.00	END: Y2 Pts, START: Y2 QOE		
Details	English	18/19	20140006	Stevens	Lucas	17	Yr2	Y	Y	17/18	5.00	4.00	-1.00	-1.00	END: Y1 Pts, START: KS4		Y	18/19	5.00	5.00	0.00	0.00	END: Y2 Pts, START: KS4	
Details	English	18/19	20140007	Stevens	Conor	17	Yr2	Y	N	17/18	3.00					Y	18/19	3.00	-1.00	-4.00	-1.00	END: Y2 Pts, START: KS4		
Details	English	18/19	20140008	Stevens	Lucas	17	Yr2	Y	Y	17/18	3.00	3.00	0.00	0.00	END: Y1 Pts, START: KS4		Y	18/19	3.00	-1.00	-4.00	-1.00	END: Y2 Pts, START: KS4	

In the example above, three of the students were not enrolled on English qualifications in Year 1 (as 16 year olds), but were in Year 2. This could be because they were not enrolled on a CoF-qualifying qualification (maybe enrolled on an internal qualification) or they only enrolled at college aged 17. The Information column at the far right shows the origin of the End and Start points.

Pressing the details button gives us more information about the Quals on Entry and the Enrolments for the record:

	Type	Academic Year ID	Student Ref	Surname	Forenames	Age On 31 Aug	Current Year	Is Enrolled?	Yr1 Age16 Is Enrolled?	Yr1 Age16 Act1r	Yr1 Start Pts	Yr1 End Pts	Yr1 Age16 Progress Pts	Yr1 Age16 Capped Progress Pts	Yr1 Age16 Progress Info	Yr2 Age17 Is Enrolled?	Yr2 Age17 Act1r	Yr2 Start Pts	Yr2 End Pts	Yr2 Age17 Progress Pts	Yr2 Age17 Capped Progress Pts	Yr2 Age17 Progress Info	
	<a href="#">Details</a>	English	18/19	20140009	Stevens	Megan	17	Yr2	Y	N	17/18	0.00				Y	18/19	0.00	2.50	2.50	2.50		END: Y2 Pts, START: KS4
▶	<a href="#">Details</a>	English	18/19	20140010	Stevens	Terri	17	Yr2	Y	N	17/18	4.00				Y	18/19	4.00	-1.00	-5.00	-1.00		END: Y2 Pts, START: Y2 QOE
	English / Maths InYear Analysis Details - 2014/15 - Tom Stevens																						
	<a href="#">Details</a>	English	18/19	20140011	Stevens	Lucas	17	Yr2	Y	Y	17/18	5.00	4.00	-1.00	-1.00	END: Y1 Pts, START: KS4	Y	18/19	5.00	5.00	0.00	0.00	END: Y2 Pts, START: KS4
	<a href="#">Details</a>	English	18/19	20140012	Stevens	Conor	17	Yr2	Y	N	17/18	3.00				Y	18/19	3.00	-1.00	-4.00	-1.00		END: Y2 Pts, START: KS4
	Enrolments    Quals on Entry																						
	<a href="#">Details</a>	English	18/19	20140013	Stevens	Lucas	18/19	Yr2	60145055	GCSE (9-1) in English Language	3P	3	4.00	23/08/2017	16/17	KS4	English	TART: KS4					
	<a href="#">Details</a>	English	18/19	20140013	Stevens	Lucas	18/19	Yr2	60145056	GCSE (9-1) in English Language	3P	3	4.00	10/01/2018	17/18	Yr1 (Y2 QOE)	English	TART: KS4					
	<a href="#">Details</a>	English	18/19	20140013	Stevens	Lucas	18/19	Yr2	60145055	GCSE (9-1) in English Language	3P	3	4.00	22/08/2018	17/18	Yr1 (Y2 QOE)	English	TART: KS4					
	<a href="#">Details</a>	English	18/19	20140014	Stevens	Lucas	18/19	Yr2	60152461	GCSE (9-1) in English Literature	3	3	4.00	23/08/2017	16/17	KS4	English	TART: KS4					
	<a href="#">Details</a>	English	18/19	20140014	Stevens	Lucas	18/19	Yr2	60152461	GCSE (9-1) in English Literature	3	3	4.00	22/08/2018	17/18	Yr1 (Y2 QOE)	English	TART: Y2 QOE					

In this particular case, the student was not enrolled at college in Yr1 (Aged 16). We have Quals on Entry information from KS4 and Yr1 however (The student must have studied elsewhere in Yr1). The highest number of points is 4.00 and the most recent is from Yr1.

Looking at the Enrolment(s), this particular student has one record in 18/19 (Aged 17, Yr2). As the record shows that the student withdrew after 42 days with no achievement, the student is given a capped progress score of -1.

	Type	Academic Year ID	Student Ref	Surname	Forenames	Age On 31 Aug	Current Year	Is Enrolled?	Yr1 Age16 Is Enrolled?	Yr1 Age16 Actr	Yr1 Start Pts	Yr1 End Pts	Yr1 Age16 Progress Pts	Yr1 Age16 Capped Progress Pts	Yr1 Age16 Progress Info	Yr2 Age17 Is Enrolled?	Yr2 Age17 Actr	Yr2 Start Pts	Yr2 End Pts	Yr2 Age17 Progress Pts	Yr2 Age17 Capped Progress Pts	Yr2 Age17 Progress Info																															
	<a href="#">Details</a>	English	18/19	60140000	Thomas	Megan	17	Yr2	Y	N	17/18	0.00				Y	18/19	0.00	2.50	2.50	2.50	END: Y2 Pts. START: KS4																															
	<a href="#">Details</a>	English	18/19	60140000	Thomas	Toni	17	Yr2	Y	N	17/18	4.00				Y	18/19	4.00	-1.00	-5.00	-1.00	END: Y2 Pts. START: Y2 QOE																															
English / Maths InYear Analysis Details - 18/19/20 Year Group																																																					
Enrolments    Quals on Entry																																																					
<table><tr><th>Academic Year ID</th><th>Year</th><th>Learning Aim Ref</th><th>Learning Aim Ref Title</th><th>Enrolment Grade</th><th>Capped Points</th><th>Completion ID</th><th>Completion Status</th><th>Outcome ID</th><th>Outcome Description</th><th>WD Num Days After Start</th><th>Approved</th><th>Maximum Available Points</th><th>Start Date</th><th>Actual End Date</th></tr><tr><td></td><td>18/19</td><td>Yr2</td><td>60148366</td><td>GCSE (9-1) in English Lang...</td><td></td><td>-1.00</td><td>3</td><td>Withdrawn</td><td>3</td><td>Not Achiev...</td><td>141</td><td>Y</td><td>8.00</td><td>03/09/2018</td><td>22/01/2019</td></tr></table>																							Academic Year ID	Year	Learning Aim Ref	Learning Aim Ref Title	Enrolment Grade	Capped Points	Completion ID	Completion Status	Outcome ID	Outcome Description	WD Num Days After Start	Approved	Maximum Available Points	Start Date	Actual End Date		18/19	Yr2	60148366	GCSE (9-1) in English Lang...		-1.00	3	Withdrawn	3	Not Achiev...	141	Y	8.00	03/09/2018	22/01/2019
Academic Year ID	Year	Learning Aim Ref	Learning Aim Ref Title	Enrolment Grade	Capped Points	Completion ID	Completion Status	Outcome ID	Outcome Description	WD Num Days After Start	Approved	Maximum Available Points	Start Date	Actual End Date																																							
	18/19	Yr2	60148366	GCSE (9-1) in English Lang...		-1.00	3	Withdrawn	3	Not Achiev...	141	Y	8.00	03/09/2018	22/01/2019																																						

The same theme continues as 18 year olds progress into the 3<sup>rd</sup> Year.

Type	Academic Year ID	Student Ref	Surname	Forenames	Age On 31 Aug	Current Year	Is Enrolled?	Yr1 Age16 Is Enrolled?	Yr1 Age16 Actr	Yr1 Start Pts	Yr1 End Pts	Yr1 Age16 Capped Progress Pts	Yr1 Age16 Progress Info	Yr2 Age17 Is Enrolled?	Yr2 Age17 Actr	Yr2 Start Pts	Yr2 End Pts	Yr2 Age17 Capped Progress Pts	Yr2 Age17 Progress Info
Details	English	18/19	60140000	Thomas	18	Yr3	Y	N	16/17	3.00				Y	17/18	3.00	2.50	0.50	END: Y2 Pts. ST...
Details	English	18/19	60140000	Thomas	18	Yr3	Y	Y	16/17	3.00			END: Y1 ...	Y	17/18	3.00	0.40	-2.50	END: Y2 Pts. ST...
Details	English	18/19	60140000	Thomas	18	Yr3	Y	N	16/17	4.00				Y	17/18	4.00	0.00	0.00	END: Y2 Pts. ST...
Details	English	18/19	60140000	Thomas	18	Yr3	Y	N	16/17	4.00				Y	17/18	4.00	0.00	0.00	END: Y2 Pts. ST...

At this point, it is worth looking at the logic used to calculate the Start and End Points over the 3 years.

## Start Points

### Year 1

For students age 16 in Year 1 at college, Start Points are based on those attained in Key Stage 4 (KS4)

### Year 2

For students age 17 in Year 2 at college, Start Points are based on those attained in Year 1 OR at KS4.

KS4Points	Points achieved in Year 1	Start Points for Year 2
4	3	4
3	4	4
[not known]	4	4
4	[not known]	4

### Note – consider this scenario

A student has 2 points at KS4, then attends another college in Year 1 and achieves 1 point there. When the student enrolls at our college for Year 2, the start points are 2 points – not 1 point, because we can only add value to the greater number of points (in this case those achieved at KS4)

### Year 3

For a Student aged 18 in Year 3 at college, Start Points are based on those attained in Year 2, Year 1 OR KS4.

KS4Points	Year1 Points	Year2 Points	Start Points Year3
2	3	4	4
4	3	2	4
2	4	3	4
2	[not known]	[not known]	2
[not known]	3	4	4
2	3	[not known]	3
3	[not known]	4	4

### Progress over 3 years

Further to the right of the full screen is a summary of the progress scores over the 3 years for the students:

Overall Progress	Capped Overall Progress	Expected Claim Year
-3.00	-1.00	18/19
-4.00	-1.00	18/19
1.50	1.50	18/19

Note that the DfE cap the maximum negative progress at -1. Positive progress is not capped.

The Expected Claim Year is calculated by looking at the Age of the Student and the Years in which the Student is enrolled on Maths or English.

The calculation for progress (End Points – Start Points) over 3 years depends on the years that a student has been enrolled at the college

Y1 Enrolled?	Y2 Enrolled?	Y3 Enrolled?	Start Points	End Points
No	No	Yes	Best of Y3 QOE, Y2 QOE, KS4	Y3
No	Yes	Yes	Best of Y2 QOE, Y3 QOE, KS4	Best of Y2, Y3
Yes	No	Yes	Best of Y3 QOE, KS4	Best of Y1, Y3
Yes	Yes	Yes	KS4	Best of Y1, Y2, Y3
No	Yes	No	Best of Y2 QOE, KS4	Y2
Yes	Yes	No	Best of KS4, Y2 QOE	Best of Y1, Y2
Yes	No	No	KS4	Y1

#### Key:

Y3 QOE = Start Points (Quals on Entry) for Year 3

Y2 QOE = Start Points (Quals on Entry) for Year 2

KS4 = Quals achieved in Key Stage 4 = Start Points for Year 1



**Note – consider this scenario**

A Student who achieves 5 points in Year 1 will be out-of-scope for Years 2 and 3 and be included in the next DfE published progress measures. Similarly, if a student achieves 5 points in Year 2, they are out-of-scope for year 3.

**Outcome and Completion**

An enrolment that is completed and has achieved a grade in a qualification within scope will be awarded the appropriate number of Capped Points as per the DfE Progress reference data.

An enrolment that has the Outcome of “Not Achieved” (Outcome=3) will be awarded End Points: -1. However, if the System Setting “**EM: Outcome ‘Not Achieved’: True- Set Pts=-1, False- Set Pts=0 WHERE StartDate=EndDate, else Pts=-1**” is set to False, where OutcomeID = 3 and StartDate = EndDate, End Points will be 0.

**Comparing Progress to DfE (KS5Pup) data**

At the far right of the screen, in the green columns, the imported KS5Pup data is displayed which is imported from the KS5Pupxx.csv file available from the DfE tables-checking website.

Overall Progress	Capped Overall Progress	Expected Claim Year	DfE 3Yr Progress	DfE 3Yr Progress Year	DfE 3Yr In Measure	College vs DfE Progress	DfE Baseline Points	DfE Highest Points
3.60	3.60	18/19	2.10	17/18	Yes	1.50	0.40	2.50
-2.60	-1.00	18/19	-1.00	17/18	Yes	0.00	3.00	0.40
-1.00	-1.00	18/19	-1.00	18/19	Yes	0.00	4.00	3.00
0.00	0.00	18/19	0.00	18/19	Yes	0.00	4.00	4.00
-0.50	-0.50	18/19						
-5.00	-1.00	18/19	-1.00	18/19	Yes	0.00	4.00	
-4.00	-1.00	18/19						
0.00	0.00	18/19	0.00	18/19	Yes	0.00	4.00	4.00
2.10	2.10	18/19						
0.00	0.00	18/19	0.00	18/19	Yes	0.00	4.00	4.00
-2.60	-1.00	18/19	-1.00	17/18	No	0.00	3.00	
-1.50	-1.00	18/19	0.00	18/19	Yes	-1.00	4.00	4.00
-0.50	-0.50	18/19	-0.50	18/19	Yes	0.00	3.00	2.50
		18/19	0.00	18/19	Yes		4.00	4.00
-0.50	-0.50	18/19	-0.50	18/19	Yes	0.00	3.00	2.50
-2.60	-1.00	18/19	-1.00	18/19	Yes	0.00	3.00	0.40

For many records, no DfE data will be available – this will be because the student is exempt from the DfE calculations (<150 GLH, Difficulty/Disability, Overseas), that adequate data was not available to calculate progress or that the student will appear in another claim year.

In the case where the DfE Highest Points is blank, this is because the student has been awarded a progress score of -1 through non-achievement.

Note that in the top record, the DfE data is from 17/18 (included in KS5Pup18). However, the student re-enrolled at college aged 18 years old in 18/19, so we have calculated the progress should be claimed in 18/19 (KS5Pup19). In this case, the DfE have claimed a year earlier than expected.

### Tables-Checking – 1 (early claims)

In October each year, the un-amended data is released. Importing the KS5Pupxx.csv data and examining the DfE 3 Year Analysis of your latest data will show any students that have been claimed for too early and have re-enrolled on the subsequent year.

The “College vs DfE Progress” column should display 0.00 if the college data agrees with the DfE data. Where there are differences, this could be explained by:

- Insufficient data has been imported into OneGrade. Missing enrolment and qualifications on entry (QOE) records / grades are examples of this.
- It could also be that enrolment grades / QOE grades have not been mapped, so the full story is not being shown – see the section about Enrolment and QOE grade mapping in this guide.
- It could be that the data imported into OneGrade is more recent than the DfE data
- The DfE has used awarding body data that has not been communicated to the college.

### Tables-Checking – 2 (overall matching)

After importing your latest 18/19 student, enrolment and QOE data, Import KS5Pup19.csv and ensure that as many students as possible are mapped using the “DfE Data - KS5Pup” screen. Using the DfE 3 Year Analysis screen, summarise the data. In the top left of the screen, select all claim years and press “Show”. Filter the “DfE Progress Year” for 18/19. Filter the “DfE 3 Year In measure” column for Yes. At the foot of the grid, note the averages for the “DfE 3 Ty Progress” and “Overall Capped Progress”. The figures may be close, but not identical. Unmapped students, missing / unmapped QOE or Enrolment grades and early DfE claims may all contribute to discrepancies.

## Getting started with the OneGrade English / Maths module

The English / Maths module is an integrated part of the OneGrade system.

1. To activate the English / Maths module, enter an **EM** licence key into OneGrade using the licence key maintenance facility from “System Maintenance” on the main menu.
2. Prepare import datasets for students, enrolments, qualifications on entry and courses. These datasets can be imported from csv files or directly from tables / views within SQL Server. These are the basic college datasets which will allow you to monitor and analyse student progress in English and Maths.
3. Using the Imported Data Screens for Enrolments and QOE, map any unmapped grades for qualifications that are in Scope (a qualification in scope is one that has been listed by the DfE as having CoF). Although great effort has been put into default mappings, many grades are entered with typos and random characters such as #. Over 95% of grades should be mapped by default.
4. Open any of the 3 analysis screens (Enrolment, Student or DfE 3 Year) and press the Summarise button. Generating the summary will take a few minutes. (Use the Database Configuration facility from “System Maintenance” on the main menu to increase the timeout to at least 600 seconds – or longer for large datasets).
5. Once Summarised, you will be able to see Students enrolled on English and Maths qualifications, their Starting Points based on previous qualifications attained, Potential points achievable on enrolled qualifications and progress made on these qualifications – either InYear progress (InYear grade dataset required to be imported) or final grade achieved.



## Data Imports

The source for the Student, Enrolment, Qualifications on Entry and Course data imports is the college MI System. Data can be imported into OneGrade via SQL Server tables / views or via a text import (comma-separated, quote-delimited csv files).

The source for the KS5Pup import is an MSEXcel .csv spreadsheet supplied by the DfE to each college every January. This spreadsheet contains the DfE calculated English and Maths progress for students enrolled over the previous 3 academic years.

### Why are English / Maths imports different to the VA imports?

The Value Added data imports concentrate on Level 2 and Level 3 enrolments. The English / Maths data imports cover students from entry level to level 3. The English / Maths student and enrolment data also requires some extra data fields – particularly Student Exemption fields and Enrolment Outcome. The Quals on Entry Date Awarded field is important to the English / Maths module.

The Enrolment and QOE datasets are also treated slightly differently in the English / Maths (EM) module. Whereas for Value Added, we look at an average of a set of Quals on Entry for a student, in the EM module, we are looking at the “Best” applicable prior qualification. For the 3 Year summary, we are also looking at the “Best” applicable enrolment achievement.

### What Data should I import?

The EM module concentrates on English and Maths qualifications only. All other qualifications will be ignored. Enrolment and Quals on Entry Imports should contain only Maths and English qualifications. When selecting data for your import dataset you should only include courses / qualifications with “English” or “Math” in the title. This should effectively filter your data. (Although a few qualifications such as “Aromatherapy” will get through)

You should include all Levels of English and Maths qualifications from Entry Level to Level 3.

The PLR is a good source of Qualifications on Entry and this is recommended – your MIS system team should have access to the PLR.

For Quals on Entry data, the date the qualification is awarded is important for the EM Module calculations.

## The Import Process – Step 1

The purpose of Step 1 is to select your import type and the datasource for the import.

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added English / Maths

Home Import English/Maths Data

**Step 1: Select English / Maths Data Import and Data Source**

Note - These imports are separate and have different specifications from the Value Added imports apart from the Course import which is shared.

Select Import

☒ Student

☐ Enrolment

☐ Student Quals on Entry

☐ Course

☐ InYear Grade Point 1

☐ KS5 Pup

Select Data Source

☒ SQL Server table/view

☐ Flat Text csv file

Server

Database

Win Auth ☐

Timeout

UserName

Password

DataSource

**Choose DataSource**

**Confirm Settings and Continue to Step 2**

In the example above, we have selected the student import and selected a SQL Server table / view as the source. On the right of the screen, the SQL Server credentials are entered to locate the datasource. Pressing the *Choose DataSource* button will test the connection to the SQL server. If the connection is valid, it will open a screen from where you can select the table or view.

Data Source

Select Data Source

☒ SQL Server table/view

☐ Flat Text csv file

☐ Excel xls file (97-2003)

Server

Database

Win Auth ☐

Timeout

UserName

Password

DataSource

**Choose DataSource**

**Continue to Step 2**

ImportData\_Details

Successfully connected to database.  
Please select a datasource from the list below:

DataSource

**Save** **Cancel**

Alternatively, you may choose to import data from a flat text csv file, in which case, you will need to provide a file name and path.

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added

Home Import

Step 1: Select Data Import and Data Source

Select Import

- ☒ Student
- ☐ Enrolment
- ☐ Student Quals on Entry
- ☐ Student Points on Entry
- ☐ Course
- ☐ L3 VA Student Data
- ☐ InYear Grade Point 1
- ☐ KS5 Aim

Select Data Source

- ☐ SQL Server table/view
- ☒ Flat Text csv file
- ☐ Excel xls file (97-2003)

C:\OneGrade\ImportFiles\importStudent.csv Select File

Confirm Settings and Continue to Step 2

### What the data should look like

When you look at the data from within SQL Server Management Studio, a SQL Server view / table should return data that looks in a similar format to:

```
select * from StudentImport
```

	Col1	Col2	Col3	Col4	Col5	Col6	LLDD	Col7	FSM	Col8	String1	String2	UserDefinedString3	String4	Num	UserDate
1	16/17	AA0506	Ahmed	Ali	08/1/2000	40	NULL	M	1	TG1254BXZ	NULL	NULL	NULL	NULL	NULL	NULL
2	16/17	BG5651	Grahams	Ben	15/2/2000	31	NULL	M	0	TG1254AXZ	NULL	NULL	NULL	NULL	NULL	NULL
3	16/17	IT7601	Trainor	Ian	05/7/2000	31	NULL	M	0	TG1254AXZ	NULL	NULL	NULL	NULL	NULL	NULL
4	16/17	JY7850	Young	Jackie	25/5/2000	31	13	F	0	TG1254AXZ	NULL	NULL	NULL	NULL	NULL	NULL
5	16/17	PR8941	Rantock	Petra	06/1/2000	45	12	F	0	TG1254BXZ	NULL	NULL	NULL	NULL	NULL	NULL

Note that the names of the columns are unimportant. However, the order in which the columns appear is critically important – as is the format of the data within each column. Refer to the Import Specifications at the end of this section for more details.

CSV files must be quote-delimited and comma-separated. When viewed using Notepad, this is how a Qualifications on Entry import will appear:

```
importQOE.csv - Notepad
File Edit Format View Help
"17/18","S101","50045416","","C","05/05/2014"
"17/18","S101","50045544","","D",""
"17/18","S101","50079256","","E",""
"17/18","S103","50045544","","D",""
```

Note that every field has quotes around it and that even empty fields must appear. In this example, the learning aim descriptions are not imported (4<sup>th</sup> column of data) however an empty pair of quotes must still be used.

## The Import Process – Step 2

After selecting a suitable datasource, press the *Confirm Settings and Continue to Step 2* button. This will save the currently selected import settings. At this point you have the option to display validated data prior to finishing the import. By default it is ticked.

☐ InYear Grade Point 1
☐ KS5 Pup

Confirm Settings and Continue to Step 2

### Step 2: Data Verification and Import

[< Return to Step 1](#)
[Import Data](#)
☒ Show validated data prior to finishing import?

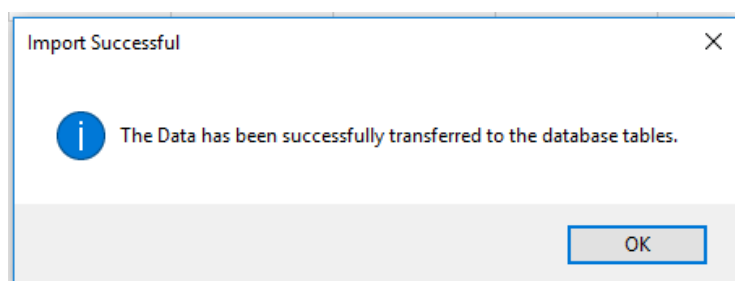
Press the *Import Data* button to continue. The Importer will then validate the data being imported and if no errors are found, it will display the data:

Step 2: Data Verification and Import

[< Return to Step 1](#) [Finish Import](#) ☒ Show validated data prior to finishing import? The data has been validated successfully. Please press the 'Finish Import' button to complete the import.

ID	AcademicYearID	StudentRef	Surname	Forenames	DOB	Ethnicity	LLDAndHealthPro	Gender	FreeSchoolMeal	TutorGroupCode	UserDefinedString1	UserDefinedString2	UserDefinedString3	UserDefinedString4	UserDefinedNumber	UserDefinedDate
1	16/17	AR9556	Armed	Al	08/11/2000	40		M	True	TG1254BXZ						
2	16/17	BG5551	Grahams	Ben	15/2/2000	31		M	False	TG1254AXZ						
3	16/17	IT7601	Tranor	Ian	05/7/2000	31		M	False	TG1254AXZ						
4	16/17	JY2950	Young	Jackie	25/5/2000	31	13	F	False	TG1254AXZ						
5	16/17	PR8941	Ranbuck	Petra	06/1/2000	45	12	F	False	TG1254BXZ						

At this point, the data has not been imported into the database tables. The data shown is a preview of the validated data. To complete the import, press the *Finish* button. On successful completion, the message will be displayed:



## Data Validation Error Reporting

During the Import, the system checks the datatype of each field of data. For example, it checks that numeric values are valid numbers, that dates are of the correct format and that alphanumeric values (text) is the correct length. It also checks that an import has the correct number of columns on each row and that all required fields are complete. Further, it checks for duplicate records in the dataset being imported and reports any rows that are duplicated.

### Check for the number of columns

The importer will check every row of the import datasource for the number of columns it contains. Any rows containing the incorrect number of columns are reported:

Step 2: Data Verification and Import ■ Checking the number of columns in the datasource.

< Return to Step 1 Import Data ☒ Show validated data prior to finishing import? The number of Columns in the sel

RowNumber	ExpectedColumns	ActualColumns
2	16	17

### Check for duplicates

The importer will check the datasource for duplicated records. If it finds row(s) that are duplicated, it will display the unique combination of fields that are causing the problem:

Step 2: Data Verification and Import ■ Checking Duplicates.

< Return to Step 1 Import Data ☒ Show validated data prior to finishing import? There are duplicated records in the datasource.

AcademicYearID	StudentRef
16/17	AG0001

For Student, Enrolment and Quals on Entry imports, you will be given the opportunity to continue and allow OneGrade to de-duplicate the data. OneGrade will cycle through the identified records, keeping the first and removing subsequent duplicates. Be patient. This may take a few minutes.

### Check for required fields

The Importer will check every required field and report any issues. Fields causing a problem are displayed in red. Moving the cursor with the mouse over a field will display the problem with the field in a tooltip:

Step 2: Data Verification and Import ■ Checking that

< Return to Step 1 Import Data ☒ Show validated data prior to finishi

ID	AcademicYearID	StudentRef	Surname
2	16/17	Ganley	Ganley

Required Field (String field)

### Check for correct datatypes

The Importer will check each data cell in the import dataset. It will check that Alphanumeric fields (text) do not exceed their stated length, Dates are in the correct format of dd/mm/yyyy, numeric fields contain numeric values only and that Boolean (Y/N) fields only contain either Y, N, 0 or 1. Any fields causing a problem will be shown in red. By moving the mouse over the field, a tooltip will specify the issue:

Step 2: Data Verification and Import ■ Checking that each field has valid data.

< Return to Step 1 Import Data ☒ Show validated data prior to finishing import? One or more of the data fields holds invalid data or required fields are empty. These are highlighted in red. Hover mouse / left click for more informat

ID	AcademicYearID	StudentRef	Surname	Forenames	DOB	Ethnicity	LLDDandHealthPro	Gender	FreeSchoolMeal	TutorGroupCode	UserDef
2	16/17	BG0001	Ganley	Bethany	20/01/2000	31		F		TGCode	

Required Field (Boolean field)

## Import Specifications

### Student Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	16/17	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
Surname	Alphanumeric(100)	Jones	
Forenames	Alphanumeric(100)	Anthony	
DOB	Date (dd/mm/yyyy)	03/04/2000	
EthnicityCode	Alphanumeric(2)	35	
LLDDandHealthProblemCode	Alphanumeric(2)	12	
Gender	Alphanumeric(1)	M	
FreeSchoolMeal	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	Yes
TutorGroupCode	Alphanumeric(50)	AA-004-Jones-B	
UserDefinedString1	Alphanumeric(255)		
UserDefinedString2	Alphanumeric(255)		
UserDefinedString3	Alphanumeric(255)		
UserDefinedString4	Alphanumeric(255)		
UserDefinedNumber	Numeric (2dp)		
UserDefinedDate	Date (dd/mm/yyyy)		
UserDefinedString5	Alphanumeric(255)		
UserDefinedString6	Alphanumeric(255)		
UserDefinedString7	Alphanumeric(255)		
UserDefinedString8	Alphanumeric(255)		
UserDefinedNumber2	Numeric (2dp)		
Exempt_DiffDisab	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1)	
Exempt_Overseas	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1)	
Exempt_LessThan150Hrs	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1)	

Data is imported into the EngMatStudent table.

Rows of data must have a unique combination of AcademicYearID and StudentRef.

\*The Value: 2 is accepted – it is automatically converted to TRUE by the importer.

### Enrolment Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	16/17	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
LearningAimRef	Alphanumeric(8)	50018344	Yes
CourseCode	Alphanumeric(50)	EngAS01-B	Yes*

<b>CompletionID</b>	Numeric	1	Yes*
<b>OutcomeID</b>	Numeric		
<b>Grade</b>	Alphanumeric(20)	B	
<b>StartDate</b>	Date (dd/mm/yyyy)	01/09/2016	Yes
<b>PlannedEndDate</b>	Date (dd/mm/yyyy)	20/05/2017	
<b>ActualEndDate</b>	Date (dd/mm/yyyy)		
<b>UserDefinedString1</b>	Alphanumeric(255)		
<b>UserDefinedString2</b>	Alphanumeric(255)		
<b>UserDefinedString3</b>	Alphanumeric(255)		
<b>UserDefinedString4</b>	Alphanumeric(255)		
<b>UserDefinedNumber</b>	Numeric (2dp)		
<b>UserDefinedDate</b>	Date (dd/mm/yyyy)		
<b>UserDefinedString5</b>	Alphanumeric(255)		
<b>UserDefinedString6</b>	Alphanumeric(255)		
<b>UserDefinedString7</b>	Alphanumeric(255)		
<b>UserDefinedString8</b>	Alphanumeric(255)		
<b>UserDefinedNumber2</b>	Numeric (2dp)		
<b>TeachingGroupCode</b>	Alphanumeric(50)		
<b>TeachingGroupTitle</b>	Alphanumeric(255)		

Data is imported into the EngMatEnrolment table.

When set to True, the System Setting “**Enrolment Import - Retain existing enrolments for students not being imported**” allows the Enrolment import to allow multiple enrolment datasets to be imported and used within OneGrade. When this System setting is False, (the default setting), existing enrolment data is removed for the academic year(s) that exist in the import dataset and replaced with data contained in the import dataset.

Any CourseCode which does not already exist within the database will be created in the Course table.

\*Rows of data must have a unique combination of AcademicYearID, StudentRef, LearningAimRef, StartDate, ActualEndDate, CompletionID and CourseCode. If CompletionID is left blank, it will be set to 1 (Continuing). If the CourseCode is left blank, it will be set to n/a. ActualEndDate may be left blank.

Fields in Orange have been added for version 1.23 (August 2020)

### *Student Qualifications On Entry Import*

Column	Data Type	Example	Required
<b>AcademicYearID</b>	Alphanumeric (5)	16/17	Yes
<b>StudentRef</b>	Alphanumeric(20)	AG101004	Yes
<b>LearningAimRef</b>	Alphanumeric(8)	50018344	Yes
<b>Description</b>	Alphanumeric(50)		
<b>Grade</b>	Alphanumeric(20)	B	Yes
<b>DateAwarded</b>	Date (dd/mm/yyyyy)	01/07/2015	Yes

Data is imported into the EngMatStudentEntryLearningAim table.

Rows of data must have a unique combination of AcademicYearID, StudentRef, LearningAimRef, Description, Grade and DateAwarded.

If the Description field is left blank, OneGrade will display the Learning Aim description on applicable screens where a match can be made with its internal list of learning aims.

There is a system setting “QOE Import - Replace all QOE for a Student”. If this is set to True, it will remove all QOE records for a student (if the student appears in the import data) and then import the QOE records for that student that appear in the import data. If the setting is False, the importer will add any new QOE records and update existing records. (The default setting is False).

Quals on Entry will only be imported for students who have already been imported for the AcademicYearID.

Note that the Grade and DateAwarded are required.

Note that generic **ENGGCSE** and **MATHGCSE** Learning Aims are available to import the highest English and Maths GCSE grades. For more details, see the Base Learning Aims-Grades screen section.

### Course Import

Column	DataType	Example	Required
AcademicYearID	Alphanumeric (5)	16/17	Yes
CourseCode	Alphanumeric(50)	EngAS01-B	Yes
CourseTitle	Alphanumeric(150)	English Language AS Group B	
UserDefinedString1	Alphanumeric(255)		
UserDefinedString2	Alphanumeric(255)		
UserDefinedString3	Alphanumeric(255)		
UserDefinedString4	Alphanumeric(255)		

Data is imported into the Course table

Rows of data must have a unique combination of AcademicYearID and CourseCode.

### In-Year Grade Import

Column	DataType	Example	Required
AcademicYearID	Alphanumeric (5)	16/17	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
CourseCode	Alphanumeric(50)	50018344	Yes
Grade	Alphanumeric(20)		

Data is imported into the EngMatInYearGrade table.



Rows of data must have a unique combination of AcademicYearID, StudentRef and CourseCode.

If the system setting “InYear Grade Import - Overwrite InYear Grades” is True, existing InYear grades will be overwritten if a different grade appears in the import dataset for the same AcYr, Student and Course. If the setting is False, no existing grade will be overwritten if a different grade appears in the import for the same AcYr, Student and Course.

(Note that an In-Year period (1 – 12) must be selected from the drop-down list when the import is selected on the Import screen)

### *Staff Teaching Group (introduced v1.23 August 2020)*

Column	DataType	Example	Required
<b>AcademicYearID</b>	Alphanumeric (5)	20/21	Yes
<b>StaffCode</b>	Alphanumeric(24)	475639G8J	Yes
<b>TeachingGroupCode</b>	Alphanumeric(50)	EngAS01-BCG	Yes

Data is imported into the StaffTeachingGroup table

Rows of data must have a unique combination of AcademicYearID, StaffCode and TeachingGroupCode.

There is a system setting “StaffTeachingGroup Import - Replace all records for the Academic Years in import dataset”. If this is set to true, then all StaffTeachingGroup records will be removed for academic years and StaffCode that appear in the import dataset and the records within the dataset will be inserted. If set to false, then new records will be inserted where they don’t already exist.

### *Staff User (introduced v1.23 August 2020)*

Column	DataType	Example	Required
<b>StaffCode</b>	Alphanumeric (24)	475639G8J	Yes
<b>Username</b>	Alphanumeric(50)	georgejohnson	Yes
<b>Title</b>	Alphanumeric(150)		
<b>Forenames</b>	Alphanumeric(100)		
<b>Surname</b>	Alphanumeric(100)		
<b>EmailAddress</b>	Alphanumeric(100)		
<b>MobileTelephone</b>	Alphanumeric(15)		

Data is imported into the StaffUser table

Rows of data must have a unique combination of StaffCode and Username.

A StaffCode may only be related to one single Username. A Username may only be related to one single StaffCode.

If the Username previously existed as a Student User account, then the record will be updated to be a Staff User account.

*Student User (introduced v1.23 August 2020)*

Column	Data Type	Example	Required
<b>AcademicYear</b>	Alphanumeric (5)	20/21	Yes
<b>StudentRef</b>	Alphanumeric(24)	AG101004	Yes
<b>Username</b>	Alphanumeric(50)	arron.greenly2	Yes
<b>Title</b>	Alphanumeric(150)		
<b>Forenames</b>	Alphanumeric(100)		
<b>Surname</b>	Alphanumeric(100)		
<b>EmailAddress</b>	Alphanumeric(100)		
<b>MobileTelephone</b>	Alphanumeric(15)		

Data is imported into the StudentUser table

Rows of data must have a unique combination of AcademicYear, StudentRef and Username.

If a Username is already associated to a member of staff, it will be ignored and the Student User record will not be created or updated.

A StudentRef in different academic years may have different Usernames (e.g. AG101004 in 19/20 may have a Username arrongreenly. AG101004 in 20/21 may be associated to Username arron.greenly2). Similarly, a Username in differing academic years may be related to different StudentRefs.

*Personal Target Grade (introduced v1.28 June 2021)*

Column	Data Type	Example	Required
<b>AcademicYear</b>	Alphanumeric (5)	20/21	Yes
<b>StudentRef</b>	Alphanumeric(24)	AG101004	Yes
<b>CourseCode</b>	Alphanumeric(50)	EngAS01-B	Yes
<b>PersonalTargetGrade</b>	Alphanumeric(10)	B	Yes

Data is imported into the EngMatInYearGrade table

Rows of data must have a unique combination of AcademicYear, StudentRef and CourseCode.

There is a system setting called “Personal Target Grade Import - overwrite existing Personal Targets in dataset”. If this is set to True, then where a Personal Target Grade exists in the import dataset for the Student and Course then any existing Personal Target Grade will be overwritten. If this setting is set to False then no existing Personal Target Grades will be overwritten. Personal Target Grades will always be imported where none already exist.

## KS5Pup Import

The KS5Pup data is supplied to each college by the DfE every January. It is a detailed record of progress in Maths and English and Other qualifications for students who fell into scope for reporting by the DfE the previous summer. The data is supplied by the DfE in .csv format.

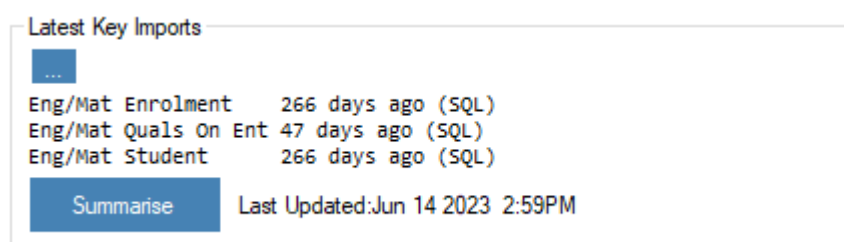
The Import consists of selecting the following columns from the file in the specified order:

```
AcademicYearID,
ForvusIndex,
Surname,
Forename,
Gender,
DateOfBirth,
Age,
Student in English progress measure,
Progress made in English,
Baseline points for English progress measure, (only available from KS5Pup18.csv (Jan 2019))
Highest points in English, (only available from KS5Pup18.csv (Jan 2019))
Student exempt from English progress measure,
Student in Maths progress measure, Progress made in Maths,
Baseline points for Maths progress measure, (only available from KS5Pup18.csv (Jan 2019))
Highest points in Maths, (only available from KS5Pup18.csv (Jan 2019))
Student exempt from Maths progress measure
```

Data is imported into the EngMatKS5Pup table. Rows of data must have a unique combination of Forenames, Surname, Gender and Qualification. New data records are appended and existing data records are updated.

## Import Information and Summarisation

At the top right of the import screen, information about the latest key imports is displayed (i.e. the Enrolment, Student and Quals on Entry imports).



Pressing the ... button will display a screen showing the last time each of the imports was run.

Also, the Summarise button is available showing the date a summary was last run. Pressing the Summarise button will update the Summary data. It is exactly the same as pressing the Summarise button on the Analysis screens.

It is important that the data is re-summarised after an Enrolment import to ensure that data remains synchronised.

Note that the system setting “*Summarise data immediately after Enrolment data Import*” is available.

By default, this will have been set to **true** where a Web Module Licence exists in the database. This system setting will run the summary automatically after the Enrolment import. A notification message is displayed on the import screen.

## Import Troubleshooting

When importing data from CSV files, it is common for extra space or return characters to be included. This will result in errors being reported during the import – commonly as an “Incorrect number of columns” error. To resolve this, open the file in Notepad, go to the end of the file and remove any spaces and return characters that appear after the last legitimate character (which will be a “).

Again, in CSV files, empty or null fields should be shown as “”. If the field is “NULL”, then this will cause errors to be reported if the field is a Boolean, date or numeric field. To resolve this, open the file in Notepad, then use the Find and Replace facility to find “NULL” and replace it with “”.

Duplicate data records in the import datasets can often occur due to unexpected data appearing in your MIS system. As an intermediate measure, the importer can identify and de-duplicate your datasets during the import process. Be patient. Depending on the size of the dataset and number of duplicates found, this may take a few minutes.

## Base Learning Aims and Grades

This is a list of Learning Aims included in the DfE progress calculations. These Learning Aims and Grades provide the **Start Points** for the English / Maths progress calculation.

The list of Qualifications and Grades along with their Capped Points are shown on the screen. Alongside these are up to 10 Alternative Grades that are mapped to each Grade. The reason for this is that there are a wide variety of Grades entered into MI Systems and the PLR data and these grades need to be mapped to an equivalent valid grade.

For Instance the Grade U may be recorded as U, Unclassified, #Unclassified, #UC. All of these alternatives need to be catered for.

To Add or Remove a grade mapping, press the Details button alongside the record.

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added English / Maths

Home English/Maths DfE Reference Data - Base Learning Aims-Grades

Learning Aim Ref	Description	Grade	Capped Points	EngMat Type	Alt Grade 1	Alt Grade 2	Alt Grade 3	Alt Grade 4	Alt Grade 5
10064588	WJEC Level 1/Level 2 GCSE in Additional Mathematics (Pilot)	G	1.00	Maths	G5	G4	G3	G2	G1
10064588	WJEC Level 1/Level 2 GCSE in Additional Mathematics (Pilot)	Q	0.00	Maths					
10064588	WJEC Level 1/Level 2 GCSE in Additional Mathematics (Pilot)	U	0.00	Maths	Unclassified	X			

English / Maths Base Grades Details

Learning Aim: 10064588 WJEC Level 1/Level 2 GCSE in Additional Mathematics (Pilot)

Grade: U Capped Points: 0.00 Type: Maths

The Grade above is mapped to: Alternative Grade 01 - mapped to grade (Unclassified)

Alternate Grade: Unclassified Map Grade

To change the Alternate Grade, edit text and press the "Map Grade" button.  
To remove the Alternate Grade, remove the text and press the "Map Grade" button.

< Back Next > Close

Any Alternative Grades that are mapped to the Grade selected are shown in the "Mapped to" drop down list.

English / Maths Base Grades Details

Learning Aim: 10064588 WJEC Level 1/Level 2 GCSE in Additional Mathematics (Pilot)

Grade: U Capped Points: 0.00 Type: Maths

The Grade above is mapped to: Alternative Grade 01 - mapped to grade (Unclassified)

Alternate Grade: Alternative Grade 01 - mapped to grade (Unclassified)

To change the Alternate Grade, edit text and press the "Map Grade" button.  
To remove the Alternate Grade, remove the text and press the "Map Grade" button.

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Alternative Grade 01 - mapped to grade (Unclassified)  
Alternative Grade 02 - mapped to grade (X)  
Alternative Grade 03 - [available]  
Alternative Grade 04 - [available]  
Alternative Grade 05 - [available]  
Alternative Grade 06 - [available]  
Alternative Grade 07 - [available]  
Alternative Grade 08 - [available]  
Alternative Grade 09 - [available]  
Alternative Grade 10 - [available]

In the example above, it can be seen that the Grade U is mapped to 2 Alternative Grades (Unclassified and X) – these are shown in the dropdown list and are stored against Alternative Grades 01 and 02 respectively.

To add the Alternative Grade “#Unclassified”, select the next available Alternative Grade (Alternative Grade 03) and enter the text *#Unclassified* into the Alternate Grade textbox and press the “Map Grade” button:

The screenshot shows the 'English / Maths Base Grades Details' form. The 'Learning Aim' is '10064588 WJEC Level 1/Level 2 GCSE in Additional Mathematics (Pilot)'. The 'Grade' is 'U', 'Capped Points' is '0.00', and 'Type' is 'Maths'. The 'The Grade above is mapped to:' dropdown is set to 'Alternative Grade 03 - [available]'. The 'Alternate Grade:' field contains '#Unclassified'. A 'Map Grade' button is visible. A confirmation dialog box is open, asking 'Are you sure you wish to change the Alternate Grade - Alternative Grade 03 - [available] to #Unclassified?'. The dialog has 'Yes', 'No', and 'Close' buttons.

You will then be asked to confirm this. Press Yes to continue. The “#Unclassified” Alternative Grade will then be stored:

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added English / Maths

English/Maths DfE Reference Data - Base Learning Aims-Grades

Learning Aim Ref	Description	Grade	Capped Points	EngMatType	Alt Grade 1	Alt Grade 2	Alt Grade 3	Alt Grade 4	Alt Grade 5	Alt Grade 6	Alt Grade 7
10064588	WJEC Level 1/Level 2 GC...	G	1.00	Maths	G5	G4	G3	G2	G1		
10064588	WJEC Level 1/Level 2 GC...	Q	0.00	Maths							
10064588	WJEC Level 1/Level 2 GC...	U	0.00	Maths	Unclassified	X	#Unclassified				
10064618	WJEC Level 1/Level 2 GC...	*	8.00								
10064618	WJEC Level 1/Level 2 GC...	A	7.00								
10064618	WJEC Level 1/Level 2 GC...	B	6.00								
10064618	WJEC Level 1/Level 2 GC...	C	5.00								
10064618	WJEC Level 1/Level 2 GC...	D	4.00								
10064618	WJEC Level 1/Level 2 GC...	E	3.00								
10064618	WJEC Level 1/Level 2 GC...	F	2.00								
10064618	WJEC Level 1/Level 2 GC...	G	1.00								
10064618	WJEC Level 1/Level 2 GC...	Q	0.00								
10064618	WJEC Level 1/Level 2 GC...	U	0.00								
10064643	IMIAL Level 1 Certificate in ...	P	2.50								
10064643	IMIAL Level 1 Certificate in ...	Q	0.00								
10064643	IMIAL Level 1 Certificate in ...	U	0.00								

The screenshot also shows the 'English / Maths Base Grades Details' form with the 'Alternate Grade' field set to '#Unclassified' and the 'Map Grade' button. A confirmation message states: 'The Grade Mapping was saved successfully. You may need to refresh the main screen to see all changes.'

To Remove a mapped grade, open the details form, select the Alternative Grade from the drop down list (in this case we wish to remove the “#Unclassified” Grade stored against Alternative Grade 03). Then make sure all text is removed from the Alternate Grade textbox. (Do not leave any spaces).

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added English / Maths

English/Maths DfE Reference Data - Base Learning Aims-Grades

Learning Aim Ref	Description	Grade	Capped Points	EngMatType	Alt Grade 1	Alt Grade 2	Alt Grade 3	Alt Grade 4	Alt Grade 5	Alt Grade 6	Alt Grade 7
10064588	WJEC Level 1/Level 2 GC...	G	1.00	Maths	G5	G4	G3	G2	G1		
10064588	WJEC Level 1/Level 2 GC...	Q	0.00	Maths							
10064588	WJEC Level 1/Level 2 GC...	U	0.00	Maths	Unclassified	X	#Unclassified				
10064618	WJEC Level 1/Level 2 GC...	*	8.00								
10064618	WJEC Level 1/Level 2 GC...	A	7.00								
10064618	WJEC Level 1/Level 2 GC...	B	6.00								
10064618	WJEC Level 1/Level 2 GC...	C	5.00								
10064618	WJEC Level 1/Level 2 GC...	D	4.00								
10064618	WJEC Level 1/Level 2 GC...	E	3.00								
10064618	WJEC Level 1/Level 2 GC...	F	2.00								
10064618	WJEC Level 1/Level 2 GC...	G	1.00								
10064618	WJEC Level 1/Level 2 GC...	Q	0.00								
10064618	WJEC Level 1/Level 2 GC...	U	0.00								
10064643	IMIAL Level 1 Certificate in ...	P	2.50								
10064643	IMIAL Level 1 Certificate in ...	Q	0.00								
10064643	IMIAL Level 1 Certificate in ...	U	0.00								

The screenshot also shows the 'English / Maths Base Grades Details' form with the 'Alternate Grade' field set to '#Unclassified' and the 'Map Grade' button. A confirmation message states: 'The Grade Mapping was saved successfully. You may need to refresh the main screen to see all changes.'

Then press the “Map Grade” button and the mapping will be removed:

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added English / Maths

Home English/Maths DfE Reference Data - Base Learning Aims-Grades

	LearningAimRef	Description	Grade	Capped Points	EngMatType	Alt Grade 1	Alt Grade 2	Alt Grade 3	Alt Grade 4
Details	10064588	WJEC Level 1/Level 2 GC...	G	1.00	Maths	G5	G4	G3	G2
Details	10064588	WJEC Level 1/Level 2 GC...	Q	0.00	Maths				
Details	10064588	WJEC Level 1/Level 2 GC...	U	0.00	Maths	Unclassified	X		
Details	10064618	WJEC Level 1/Level 2 GC...	*	8.00					
Details	10064618	WJEC Level 1/Level 2 GC...	A	7.00					
Details	10064618	WJEC Level 1/Level 2 GC...	B	6.00					
Details	10064618	WJEC Level 1/Level 2 GC...	C	5.00					
Details	10064618	WJEC Level 1/Level 2 GC...	D	4.00					
Details	10064618	WJEC Level 1/Level 2 GC...	E	3.00					
Details	10064618	WJEC Level 1/Level 2 GC...	F	2.00					
Details	10064618	WJEC Level 1/Level 2 GC...	G	1.00					

English / Maths Base Grades Details

Learning Aim: 10064588 WJEC Level 1/Level 2 GCSE in Additional Mathematics (Pilot)

Grade: U Capped Points: 0.00 Type: Maths

The Grade above is mapped to: Alternative Grade 03 - [available]

Alternate Grade: Map Grade

The Grade Mapping was saved successfully. You may need to refresh the main screen.

## Generic (“Dummy”) GCSE Base Learning Aims

There are two generic or “dummy” GCSE Base Learning Aims that have been added to OneGrade that are not part of the DfE data set.

These are ENGGCSE and MATHGCSE. They appear on the Base Learning Aims-Grades screen as any other base Learning Aim with grades (A\*-G and 1-9) and points assigned to them as you would expect.

Most MI systems allow you to record the highest previous English GCSE and the highest previous Maths GCSE grade for a student in an academic year. This valuable data source can now be imported into OneGrade alongside the PLR data using these generic ENGGCSE and MATGCSE generic or “dummy” Learning Aims for a more complete Quals on Entry dataset.



This is a list of Learning Aims included in the DfE progress calculations. These Learning Aims and Grades provide the **End Points** for the English / Maths progress calculation.

OneGrade from Total College Ltd.																							
Home	Reference Data	Imported Data	Import	System Maintenance	Value Added	English / Maths																	
Home	English/Maths DE	Reference Data	Progress Learning Area-Grades																				
	Learning/Maths	Description	Grade	Capped Points	Capped Points from 19/20	Eng/MatType	Display In Web	AI Grade 1	AI Grade 2	AI Grade 3	AI Grade 4	AI Grade 5	AI Grade 6	AI Grade 7	AI Grade 8	AI Grade 9	AI Grade 10	1617 Approved	1718 Approved	1819 Approved	1920 Approved	2021 Approved	2122 Approved
<a href="#">Details</a>	00140366	Pearson Edexcel Level ...	7	7.00	7.00	English	True											Y	Y	Y	Y	Y	Y
<a href="#">Details</a>	00140366	Pearson Edexcel Level ...	8	7.70	8.00	English	True											Y	Y	Y	Y	Y	Y
<a href="#">Details</a>	00140366	Pearson Edexcel Level ...	9	8.00	9.00	English	True											Y	Y	Y	Y	Y	Y
<a href="#">Details</a>	00140366	Pearson Edexcel Level ...	Q	0.00	0.00	English	False											Y	Y	Y	Y	Y	Y
<a href="#">Details</a>	00140366	Pearson Edexcel Level ...	R	0.00	0.00	English	False											Y	Y	Y	Y	Y	Y
<a href="#">Details</a>	00140366	Pearson Edexcel Level ...	U	0.00	0.00	English	True	Unclassified	X									Y	Y	Y	Y	Y	Y
<a href="#">Details</a>	00148421	WJEC Eduqas Level 3 ...	A	8.00	9.00	Maths	True											Y	Y	Y	Y	N	N
<a href="#">Details</a>	00148421	WJEC Eduqas Level 3 ...	B	8.00	9.00	Maths	True											Y	Y	Y	Y	N	N
<a href="#">Details</a>	00148421	WJEC Eduqas Level 3 ...	C	8.00	9.00	Maths	True											Y	Y	Y	Y	N	N
<a href="#">Details</a>	00148421	WJEC Eduqas Level 3 ...	D	8.00	9.00	Maths	True											Y	Y	Y	Y	N	N
<a href="#">Details</a>	00148421	WJEC Eduqas Level 3 ...	E	5.00	4.00	Maths	True											Y	Y	Y	Y	N	N
<a href="#">Details</a>	00148421	WJEC Eduqas Level 3 ...	F	0.00	0.00	Maths	True	Fail	FL									Y	Y	Y	Y	N	N
<a href="#">Details</a>	00148421	WJEC Eduqas Level 3 ...	G	0.00	0.00	Maths	False											Y	Y	Y	Y	N	N
<a href="#">Details</a>	00148421	WJEC Eduqas Level 3 ...	R	0.00	0.00	Maths	False											Y	Y	Y	Y	N	N
<a href="#">Details</a>	00148421	WJEC Eduqas Level 3 ...	U	0.00	0.00	Maths	True	Unclassified	X									Y	Y	Y	Y	N	N
<a href="#">Details</a>	00145469	AGA Level 3 Advanced ...	A	8.00	9.00	English	True											Y	Y	Y	Y	Y	Y
<a href="#">Details</a>	00145469	AGA Level 3 Advanced ...	B	8.00	9.00	English	True											Y	Y	Y	Y	Y	Y

The Progress Learning Aims and Grades screen operates in an identical manner to the Base Learning Aims screen in the way that it shows the Learning Aim, Grades, Points and Alternate Grades. The Alternative Grades are managed in exactly the same way as on the Base Learning Aims and Grades screen.

For a Learning Aim to be included in the Progress Calculation, it must be approved for use in an Academic Year. This data is supplied by the DfE and is based upon the Condition of Funding (CoF) flag against the Learning Aim found in the LARS.

Within the Web module, grades will only be available for selection where “Display In Web?” is ticked. This can be managed on the right side of the details screen. This flag is used to rationalise the number of available grades available for selection in the web (by default the grades Q and R are unticked, as are non-relevant Entry Level Grades – for example for an Entry Level 1 qualification, grade 1 is ticked, but grades 2 and 3 are unticked)

English / Maths Progress Grades Details

Learning Aim: 60154470 ESB Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 2)

Grade: Q

Capped Points: 0.00

Capped Points from 19/20: 0.00

Type: English

The Grade above is mapped to: Alternative Grade 01 - [available]

Alternate Grade:  Map Grade

To change the Alternate Grade, edit text and press the "Map Grade" button.

To remove the Alternate Grade, remove the text and press the the "Map Grade" button.

☐ Display in Web?

Save

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Next >

Close



## Imported Data

### Student Data

OneGrade from Total College Ltd.																									
Home   Reference Data   Imported Data   Import   System Maintenance   Value Added   English / Maths																									
Home   English/Maths Enrolments   English/Maths Students																									
		Academic Year ID	Student Ref	Surname	Forenames	DOB	Gender	Ethnicity	LLDD and Health Problem	Tutor Group Code	FreeSchoo	Student Str 1	Student String 2	Student String 3	Student String 4	Student Number	Num Approv Enrol Maths	Num Approve QOE Maths	Max QOE Points Maths	Num Approv Enrol English	Num Approve QOE English	Max QOE Points English			
▶	Details	18/19	32143276	Abraham	Malcolm	28-02-02	M	African			0						1	0		1	0				
	Details	18/19	32143224	Adams	Wile	26-09-02	F	English / ...			0						1	3	2.50	1	1	0.40			
	Details	18/19	32143282	Adams	Joseph	27-09-02	M	English / ...			0						1	1	4.00	1	2	4.00			
	Details	18/19	32143242	Agnew	Eleonor	22-05-02	F	English / ...			0						1	0		1	0				
	Details	18/19	32143452	Al-Naw	Hamzah-Edd	15-01-02	M	African			0						1	0		1	0				
	Details	18/19	32150288	Ash	Muhammad	24-09-02	M	Arab			0						1	0		1	0				
	Details	18/19	32151148	Atkinson	Jonathan Dennis	15-11-11	M	English / ...			0						1	3	4.00	1	5	4.00			
	Details	18/19	32147942	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00			

All imported students are displayed on this screen. If any Students are listed with just their Student Reference (no Name, DOB etc.), this may be because the student record was created as part of the Enrolment import and the record was not included within the Student Import.

There are 11 User Defined Fields available. These will be displayed if they are configured within the User Defined Field Maintenance screen (available from the main menu under System Maintenance).

At the right side of the screen, the number of Enrolments and Quals on Entry records are displayed along with the max number of QOE points for English and Maths – where available.

Pressing the details button shows the Enrolments and Quals on Entry for the student for the current year as well as previous years.

ome

English/Maths Enrolments

English/Maths Students

	Academic Year ID	Student Ref	Surname	Forenames	DOB	Gender	Ethnicity	LLDD and Health Problem	Tutor Group Code	FreeSchool	Student String 1	Student String 2	Student String 3	Student String 4	Student Number	Num Approv Enrol Maths	Num Approv QOE Maths	Max QOE Points Maths	Num Approv Enrol English	Num Approv QOE English	Max QOE Points English
Details	18/19	32143276	Abraham	Malcolm	28-02-02	M	African			0						1	0		1	0	
Details	18/19	32143224	Adams	Wile	26-09-02	F	English / ...			0						1	3	2.50	1	1	0.40
Details	18/19	32143282	Adams	Joseph	27-09-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32143242	Agnew	Eleonor	22-05-02	F	English / ...			0						1	0		1	0	
Details	18/19	32143452	Al-Naw	Hamzah-Edd	15-01-02	M	African			0						1	0		1	0	
Details	18/19	32143288	Ash	Muhammad	24-09-02	M	Arab			0						1	0		1	0	
Details	18/19	32151148	Atkinson	Jonathan Dennis	15-11-11	M	English / ...			0						1	3	4.00	1	5	4.00
Details	18/19	32147942	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0						1	1	4.00	1	2	4.00
Details	18/19	32144452	Athup	Neil	14-07-02	M	English / ...			0											

## Enrolment Data

OneGrade from Total College Ltd.

Home

Reference Data

Imported Data

Import

System Maintenance

Value Added

English / Maths

Home

English/Maths Students

User Defined Fields

English/Maths Enrolments

☐ Show records with invalid Grades

	Academic Year ID	Student Ref	Surname	Forenames	DOB	Gender	Learning Aim Ref	Title	Level	Start Date	Planned End Date	Actual End Date	Completion ID	Completion Status	Outcome ID	Outcome Desc	Course Code	Enrolment Grade	Enrolment String 1	Enrolment String 2	Enrolment String 3	Enrolment String 4	Enrolment Number	Enrolment Date	MAPPING Group Code	Capped Points	Mapped Grade	Approved	Count of QOE	Eng Mat Type
<a href="#">Details</a>	15/19	50148338	Alan	Neal	05/11/11	M	50093198	Functional Skills qualific...	1	04/05/2022	28/06/2022		1	Continuing			W059													
<a href="#">Details</a>	15/19	50148338	Alan	Neal	05/11/11	M	50118201	Functional Skills qualific...	E	03/05/2022	28/06/2022	26/02/2022	2	Completed	1	Achieved	M060	EL3								0.40	3	Y	1	English
<a href="#">Details</a>	15/19	50118213	Alan	Neveleigh	01/01/12	M	50118213	Functional Skills qualific...	E	26/11/2022	28/06/2022	24/04/2022	2	Completed	1	Achieved	X072	EL2								0.40	2	Y	0	Maths
<a href="#">Details</a>	15/19	50159196	Andrew	Whean	28/12/12	M	50093198	Functional Skills qualific...	2	25/05/2022	21/12/2022	02/01/2023	2	Completed	3	Not Ach.	F017									-1.00		Y	0	English
<a href="#">Details</a>	15/19	50159198	Andrew	Whean	28/12/12	M	501098	Functional Skills qualific...	2	25/05/2022	21/12/2022	21/12/2022	2	Completed	3	Not Ach.	F017									-1.00		Y	0	Maths
<a href="#">Details</a>	15/19	50109659	Andrew	Oliver	08/08/12	M	50109659	Functional Skills qualific...	1	03/05/2022	28/06/2022	03/10/2022	3	Withdraw	3	Not Ach.	M060									-1.00		Y	1	Maths
<a href="#">Details</a>	15/19	50159171	Andrew	Oliver	15/08/12	M	60148366	GCSE (9-1) in English Lan...	2	03/05/2022	14/06/2022	10/09/2022	3	Withdraw	3	Not Ach.	W003									-1.00		Y	2	English
<a href="#">Details</a>	15/19	50117559	Andrew	Dylan	15/08/11	M	50093198	Functional Skills qualific...	2	21/05/2022	30/01/2023		1	Continuing			C060											Y	3	English
<a href="#">Details</a>	15/19	50117559	Andrew	Dylan	15/08/11	M	50093198	Functional Skills qualific...	1	30/01/2022	30/01/2022	18/07/2022	2	Completed	1	Achieved	C060	PA								2.50	P	Y	3	English
<a href="#">Details</a>	15/19	50117559	Andrew	Dylan	15/08/11	M	50109668	Functional Skills qualific...	1	30/01/2022	30/01/2022	08/04/2022	2	Completed	1	Achieved	C060	PA								2.50	P	Y	3	Maths
<a href="#">Details</a>	15/19	50117559	Andrew	Dylan	15/08/11	M	501098	Functional Skills qualific...	2	21/05/2022	30/01/2022	26/02/2022	2	Completed	1	Achieved	C060	PA								4.00	P	Y	3	Maths
<a href="#">Details</a>	15/19	50159157	Andrew	Liam	15/10/12	M	500993	Functional Skills qualific...	E	04/05/2022	28/06/2022		1	Continuing			W059											Y	2	English

The Imported Enrolment data is displayed on this screen. As with the Student Data screen, there are 11 User Defined Fields available. These will be displayed if they are configured within the User Defined Field Maintenance screen (available from the main menu under System Maintenance).

At the far right of the screen, if the capped points can be calculated (from the Grade / Completion / Outcome fields), this will be shown. The Approved column indicates if the Learning Aim is flagged as CoF (Condition of Funding) and will be included in the DfE progress calculations. The number of Quals on Entry and whether the Learning Aim is Maths or English is also displayed.

In the far left corner, a “Show Record with Invalid Grades” checkbox will filter for those grades which are not mapped to a Progress Learning Aim Grade. Pressing the details button allows you to map the grade to a valid grade as necessary.

English / Maths Enrolment Details - 50148338 - Functional Skills in English Language

Grade and Mapping **Quals on Entry**

Learning Aim for currently selected Enrolment: 60148366 - GCSE (9-1) in English Language

Grade for currently selected Enrolment: FL Mapped Grade for currently selected Enrolment:

This Grade is currently unmapped.  
To map this grade, select the Grade to map it to, then select an available Alternative Grade to which to save it.  
Then press the “Map Grade” button.  
Note that the Grade selection is only available for Learning Aims in Scope.

Map the Enrolment Grade to: U (0.00)

and save this as: Alternative Grade 03 - [available]

Map Grade

< Back Next >

Close

To map a grade from here, the method is similar to that described in detail for the Base and Progress Learning Aims and Grades. In the lower half of the screen, select the grade to map to and then select an available Alternative Grade position (In the above example “Alternative Grade 03”). Then press the Map Grade button.

As well as allowing you to map any unmapped Progress grades, the details screen will also display the Quals on Entry related to the student.

## Course Data

The Course data screen is exactly the same as that used by the Value Added module in OneGrade. It is the same data stored in the same table and is shared by the English / Maths and Value Added modules.

## Student Quals on Entry Data

This screen lists all imported Quals on Entry.

The Student User Defined Fields are displayed on the main screen. 11 of these User Defined Fields are available. These will be displayed if they are configured within the User Defined Field Maintenance screen (available from the main menu under System Maintenance).

At the far right of the screen, Grade Mapping and Capped Points are shown where available.

Any unmapped grades may be filtered for by pressing the “Show Records with Invalid Grades” checkbox. If you wish to map any Grades for Learning Aims in scope, press the Details button:

To map a grade from here, the method is similar to that described in detail for the Base and Progress Learning Aims and Grades. In the lower half of the screen, select the grade to map to and then select an available Alternative Grade position (In the above example “Alternative Grade 03”). Then press the “Map Grade” button.

## Student Quals on Entry by Qual Data

This screen shows the Quals on Entry in a slightly different way to the Quals on Entry Data screen. It Groups the Learning Aims and Grades and shows how many students have those grades. This screen is useful to identify which grades are most common – including any unmapped grades (which can be filtered for by pressing the “Show Records with Invalid Grades” checkbox).

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added English / Maths

Home English/Maths Students User Defined Fields English/Maths Enrolments Imported Course Data English/Maths Student Quals on Entry English/Maths Student Quals on Entry By Qual

☐ Show records with invalid Grades

	Academic Year ID	Entry/Learning Aim Ref	Title	Grade	Mapped Grade	Capped Points	Count of Students	In Scope?
Details	18/19	60147003	GCSE (9-1) in Mathematics	2	2	3.00	326	Y
Details	18/19	60147003	GCSE (9-1) in Mathematics	3	3	4.00	308	Y
Details	18/19	60147003	GCSE (9-1) in Mathematics	4	4	5.00	301	Y
Details	18/19	60142923	GCSE (9-1) in English Language	3	3	4.00	281	Y
Details	18/19	50118201	Functional Skills qualification in Mathematics at E...	Pass	1	0.40	268	Y
Details	18/19	60152461	GCSE (9-1) in English Literature	3	3	4.00	198	Y
Details	18/19	60147003	GCSE (9-1) in Mathematics	1	1	1.00	195	Y
Details	18/19	60144476	GCSE (9-1) in English Literature	3	3	4.00	170	Y
Details	18/19	50109868	Functional Skills qualification in Mathematics	Pass	P	2.50	166	Y
Details	18/19	60144476	GCSE (9-1) in English Literature	4	4	5.00	166	Y
Details	18/19	60145055	GCSE (9-1) in English Language	3P	3	4.00	166	Y
Details	18/19	60142923	GCSE (9-1) in English Language	2	2	3.00	164	Y

To map any invalid grades, press the Details button:

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added English / Maths

Home English/Maths Students User Defined Fields English/Maths Enrolments Imported Course Data English/Maths Student Quals on Entry English/Maths Student Quals on Entry By Qual

☒ Show records with invalid Grades

	Academic Year ID	Entry/Learning Aim Ref	Title	Grade	Mapped Grade	Capped Points	Count of Students	In Scope?
Details	17/18	60145055	GCSE (9-1) in English Language	UN			6	Y

English / Maths Student QOF Details - 60145055 GCSE (9-1) in English Language

Learning Aim for currently selected Entry record: 60145055 GCSE (9-1) in English Language

Grade for currently selected Entry record: UN Mapped Grade for currently selected Entry record:

This Grade is currently unmapped.  
To map this grade, select the Grade to map it to.  
Then select an available Alternative Grade to save it to.  
Finally, press the "Map Grade" button.

Map the Entry Grade to:  
U (0.00)

and save this as:  
Alternative Grade 03 - [available]

Map Grade

Students with Quals on Entry for this Learning Aim and showing if the grade is mapped:

Student Ref	Surname	Forenames	Learning Aim Ref	Title	Grade	Mapped Grade	Capped Points
60145055	Nguyen	Tuyen	60145055	GCSE (9-1) in E...	7M	7	7.00
60145055	Lawrence	Shannon L.	60145055	GCSE (9-1) in E...	9D	9	8.00
60145055	Perchikova	Galina	60145055	GCSE (9-1) in E...	UN		
60145055	Pope	Robbie	60145055	GCSE (9-1) in E...	UN		
60145055	Sutton	Leighton J.	60145055	GCSE (9-1) in E...	UN		
60145055	Coomes	Leah-Ann	60145055	GCSE (9-1) in E...	UN		
60145055	Sutton	Leah	60145055	GCSE (9-1) in E...	UN		

373 rows

< Back Next >

Close

126 rows (filtered)

For information, the details screen shows all students for the academic year on the selected Learning Aim.

To map a grade from here, the method is similar to that described in detail for the Base and Progress Learning Aims and Grades. In the lower half of the screen, select the grade to map to and then select an available Alternative Grade position (In the above example "Alternative Grade 03"). Then press the "Map Grade" button.

## DfE KS5Pup Data

This screen shows the data imported from the KS5Pup data file published by the DfE and available from the tables checking website.

All of the student records are imported from the file, but only the fields relevant to the English / Maths progress data are imported. Note that the Highest Points and Baseline Points for Maths and English are only available for the 17/18 data onwards (KS5Pup18).

OneGrade from Total College Ltd.																																													
Home		Reference Data		Imported Data		Import		System Maintenance		Value Added		English / Maths																																	
Home		English/Maths Students		User Defined Fields		English/Maths Enrolments		Imported Course Data		English/Maths Student Goals on Entry		English/Maths Student Goals on Entry By Qual		English/Maths DfE Data - KS5 Pup																															
Academic Year 17/18		▼ Focus Index		Surname		Forename		Gender		Date of Birth		Age		Student in English progress measure		Progress made in English		Baseline points for English progress measure		Highest points in English		Student exempt from English progress measure		English Progress from Summary		English Exam Year from Summary		Student in Maths progress measure		Progress made in Maths		Baseline points for Maths progress measure		Highest points in Maths		Student exempt from Maths progress measure		Maths Progress from Summary		Maths Exam Year from Summary		Student Ref			
▼ Details		100001		Agnes		Ben Lewis		M		01/10/1998		17		No								No						Yes		-1.00		4.00		3.00		No		-1.00		17/18		100001			
▼ Details		17/18		100002		Alfred		Patience		F		25/10/1998		18		No						No		17/18		No								No				17/18		100002					
▼ Details		17/18		100003		Alfred		Patience		F		25/10/1998		18		No						No														No				100003					
▼ Details		17/18		100004		Alfred		Patience		F		25/10/1998		18		No						No														No				100004					
▼ Details		17/18		100005		Alfred		Patience		F		25/10/1998		18		No						No														No				100005					
▼ Details		17/18		100006		Alfred		Patience		F		25/10/1998		18		No						No				-1.00		17/18		Yes		1.50		1.00		2.50		No		-0.60		17/18		100006	
▼ Details		17/18		100007		Alfred		Patience		F		25/10/1998		18		No						No						17/18		No						No				100007					
▼ Details		17/18		100008		Alfred		Patience		F		25/10/1998		18		No						No								No						No				100008					
▼ Details		17/18		100009		Alfred		Patience		F		25/10/1998		18		No						No				17/18		Yes		-1.00		4.00		2.50		No		-1.00		16/17		100009			
▼ Details		17/18		100010		Alfred		Patience		F		25/10/1998		18		No						No								Yes		0.00		4.00		4.00		No		0.00		17/18		100010	

When the data is imported, OneGrade will attempt to map the StudentRef to the Student record based on the Student Name and Date of Birth. The mapped StudentRef is displayed in the far right column. Where the StudentRef is blank, press the details button and search for the student to map the record manually.

As well as displaying the progress information from the KS5Pup file, where records are mapped to a Student Ref, OneGrade will display progress information from its own DfE 3 Year summary, so you can directly compare the KS5Pup progress to the calculated progress based on the enrolment and Quals on Entry information imported into OneGrade.

Search for a Student from the list of imported English and Maths students

Forename:

Surname:

Gender:

If student appears in multiple records, select any record

Academic Year	Student Ref	Forenames	Surname	Gender	DOB
15/16	100001	Alfred Ben	Donagan	F	11/10/1998
16/17	100001	Alfred Ben	Donagan	F	11/10/1998
17/18	100001	Alfred Ben	Donagan	F	11/10/1998

3 rows

It may be that the DfE data has two forenames for a student, whereas the data imported into OneGrade only has one; or vice versa. Using the search facility will locate the student and when a match has been identified, press the “Assign Student Ref” button to map the record. If multiple records for the same student appear (i.e. enrolled over multiple years), select any record.



## In Year Grades

In Year Grades are designed to be Grades that show the progress of students through the year. In Year grades can be imported for up to 12 points during the year.

Select the Academic Year, any of the 12 checkboxes and the imported data will be displayed.

This facility shows the In Year Grades entered for the students, whether those Grades are valid (i.e. whether they match the marking scheme for the Learning Aim(s) for the Course) and whether the In Year Grade has been updated within OneGrade.

	AcademicYear	Gender	DOB	CourseCode	CourseTitle	Personal Target Grade	Matching Enrolment?	Point5_Grade	Point5 Valid?	Point5 Updated?	Learning Aim Ref
Details	19/20	F	01/11/2002	W003	GCSE English Language		Y	4P	Y	N	60148366
Details	19/20	F	24/05/2003	W003	GCSE English Language		Y	5	Y	N	60148366
Details	19/20	F	30/07/2001	W003	GCSE English Language		Y	6	Y	N	60148366
Details	19/20	F	06/06/2003	W003	GCSE English Language		Y	3	Y	N	60148366
Details	19/20	F	02/01/2002	W003	GCSE English Language		Y	4	Y	N	60148366
Details	19/20	F	15/07/2003	W003	GCSE English Language		Y	6	Y	N	60148366

The In Year Grades may be updated within OneGrade after they have been imported. This may be useful to correct typos or to correct Grades without the need to edit the source of the data.

Learning Aim Ref	Description	Completion	Grade	Capped Points	Capped Points from 1320
60148366	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in ...	Continuing	9	8.00	9.00
60148366	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in ...	Continuing	8	7.70	8.00
60148366	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in ...	Continuing	7	7.00	7.00
60148366	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in ...	Continuing	6	6.30	6.00
60148366	Pearson Edexcel Level 1/Level 2 GCSE (9-1) in ...	Continuing	5	5.70	5.00

In the example above, the grade 4P (for Point 5) has been manually edited to be a grade 4. When saved, the record will be shown as:

	AcademicYear	Gender	DOB	CourseCode	CourseTitle	Personal Target Grade	Matching Enrolment?	Point5_Grade	Point5 Valid?	Point5 Updated?	Learning Aim Ref
Details	19/20	F	01/11/2002	W003	GCSE English Language		Y	4	Y	N	60148366

Note that the Grade is now 4 and it is flagged as being updated – and valid.

There is a System Setting (“Overwrite InYear Grades edited in OneGrade”) to ensure that any grades edited within OneGrade are not overwritten. This should be set to False.

## Appendix A – Number of Withdrawn Days After Start Date

Throughout OneGrade, where enrolment records are displayed, a column **WNumDaysAfterStart** is available. This is because for Completion-Attainment, the DfE guidance states that a full-time student who withdraws after 6 weeks (42 days) will be assigned 0 points.

This is a numeric value of the number of days after the start date that a student has withdrawn (Completion Status 3 – Withdrawn)

This is calculated as follows:

If Start Date is Mon 01/04/2019 and End Date is Tues 02/04/2019, Num Days = 1 day completed

If Start Date is Mon 01/04/2019 and End Date is Mon 13/05/2019, Num Days = 42 days completed

DfE funding rules are 6 weeks (42 days) for full time students.

A student must be at college for a minimum of 42 days to receive funding.

Now on 13/05/2019, 42 days were completed (and 13/05/2019 is the 43rd day)

Hence, when filtering for students who have completed 42 days, the filter **WNumDaysAfterStart**  $\geq 42$  is to be used. When the system is working out if an enrolment has withdrawn before the census date, it uses **WNumDaysAfterStart**  $< 42$ .