

GENERATING CENTRE ASSESSED GRADES (Stage 1): GUIDANCE FOR DATA ENTRY IN SIMS

Teachers have completed a robust, professional process by considering students' achievement in each component of their course examination. This process has led to the calculation of an 'overall mark' which will generate an estimated grade and a rank order in SIMS.

Stage 1 data entry in SIMS focuses on the generation of estimated grades. *Colleagues who are used to generating and sorting a rank order in Excel spreadsheets will find that the same process in SIMS is different, so don't panic. In SIMS you can only sort by one column, at a time. Today, you will be working on 'overall marks' and the 'estimated grades' which are generated. Stage 2 is completed by the Data office, for you and will generate the rank order for your subject cohort, for your approval. You won't see the final rank order for your teaching group, today, unless the class you teach is also the full cohort.*

1. Open your Progress Update mark sheet in SIMS. You can access it by going to **Focus → My Mark sheet Entry** if you cannot see it amongst your tabs.
2. Scroll to the right, to reach the Summer term section and you will see the columns set up to collect Summer 2020 centre assessed grades, as shown in the screenshot below:

FFT Estimate Produced in Year 10 Autumn Term	PIXL Estimate PIXL(Autumn) Yr11	History provisional rank Year 11 Summer	Teacher calculated mark Year 11 Summer	Teacher calculated grade Year 11 Summer
3-	3-	3.13		
3-	2	3.14		
5	5+	5.08		
5	5	5.09		
3	5	3.05		
4+	7	4.01		
5	5-	5.10		
6-	4+	6.17		

Explanation of columns in an exemplar GCSE screenshot

The first series of columns offer information about estimated grades, e.g. FFT/Pixl. In this example, the following data sets are shown for a GCSE class:

Column 1 - FFT Estimate: This is the estimated grade that was set when students started GCSE courses in the Autumn term of Year 10.

Column 2 - PIXL Estimate: This is the estimated grade based on teachers' professional judgement. These grades were entered in Sept 2019 for Year 11 students.

Column 3 - [Your subject] provisional rank: This is not the final rank order. It shows students currently ranked from the highest to the lowest grade, based on FFT estimates.

In SIMS, the rank order works as follows: the highest number = the highest rank. The highest rank = the highest grade.

3) In the screenshot, you can see two GCSE students who have FFT estimates of Grade 5 (Column 1). Their ranks are shown as 5.08 and 5.09 (Column 3). The rank 5.09 means that the estimated grade is Grade 5 and this student is ranked ninth in the group of students who all have an estimated grade of Grade 5. The

student who is ranked 5.08 is ranked eighth in the group of students who all have an estimated grade of Grade 5. She is *less secure* in achieving Grade 5, than the student who is ranked above her, at 5.09.

Explanation of columns in an exemplar AS / A-Level screenshot

ALPS Target Year 13 Target Summer	PIXL Estimate PIXL(Spring) Yr13	Art A2 Provisional Rank Year 13 Summer	Teachers calculated mark Year 13 Summer	Teachers calculated grade Year 13 Summer
C+	C-	30.02		
A-	C	50.01		
A-	B	50.02		
A-	D+	50.03		
B+	C-	40.06		
C	C	30.01		
B+	B+	40.07		
B-	C-	40.01		
B	C	40.05		
B-	C	40.02		
B-	C-	40.03		
C+	B	30.03		
B-	B+	40.04		

For AS and A-Level courses the methodology is the same as for GCSE courses.

Column 1 – ALPS target: This is the target grade that was set when students started their KS5 courses in Autumn of Year 12. ALPS targets were updated in the Autumn term of 2019 when students started Year 13.

Column 2 - PIXL Estimate: This is the estimated grade based on teachers’ professional judgement. It was entered in the Spring term of 2020 for Year 13 students.

Column 3 - [Your subject] provisional rank: This column looks different to GCSE columns but the methodology remains the same as for GCSE: this is not the final rank order. The screenshot shows A-Level students currently ranked from the highest to the lowest grade, based on ALPS targets.

Students are awarded letter grades for AS and A-Level courses, e.g. Grade ‘B’. SIMS does not accept a mixture of letters and numbers for the purpose of ranking, so the letter grades have been replaced by the numbers in the ‘Grades/Points’ table, below:

Grades	Points
A*	60.00
A	50.00
B	40.00
C	30.00
D	20.00
E	10.00

In the screenshot, you can see three A-Level students who have ALPS targets of Grade A- (Column 1). Their ranks are shown as 50.01, 50.02 and 50.03 (Column 3).

The rank 50.03 means that the estimated grade is Grade A- and this student is ranked third in the group of students who all have an estimated grade of Grade A-. The student who is ranked 50.01 is ranked first in the group of students who all have an estimated grade of Grade A-. She is *less secure* in achieving Grade A-, than the student who is ranked above her, at 50.03.

Column 4 – ‘Teacher calculated mark’: This is the column where you enter the ‘overall mark’ for each student. When you enter an overall mark, it will automatically generate a ‘calculated grade’. Remember to save your mark sheet regularly.

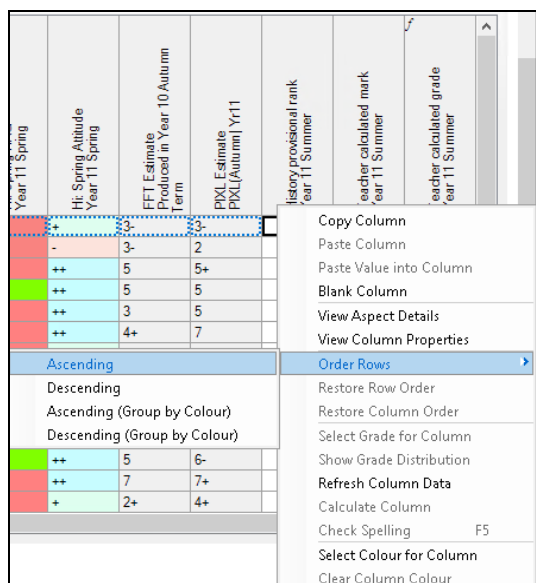
Column 5 – ‘Teacher calculated grade’: This column shows you the GCSE and A-Level estimated grades that will be sent to the examination board. You will not see any change in the rank order, so don’t panic. This is because the ‘calculated mark’ and ‘provisional rank’ columns are independent in SIMS: they are not tied. The rank order will be sorted in a second process. Remember, you are working in SIMS and not in Excel.

ENTERING DATA INTO SIMS

Step 1: Enter ‘overall marks’ for each student into the column headed **‘Teacher calculated mark’**. Save your mark sheet.

Step 2: Sort the information in the column headed **‘Teacher calculated mark’**

- a. Right click on the column headed **‘Teacher calculated mark’**.
- b. Select **‘Order Rows’** and then select **‘Ascending’**.



Step 3: Where students have exactly the same ‘teacher calculated mark’, then you **must edit** the column called **['Your subject] provisional rank'**. You need to indicate the rank for each student with the same ‘teacher calculated mark’. Use rank number ‘1’ for the student who is the **least** secure in achieving this mark and should be ranked last. Enter the rank number only.

Example: If **four** students all have a ‘teacher calculated mark’ of 60 (and an estimated grade of Grade 3), change the rank number to **‘1’** for the student who is the **least secure** at this mark; change the rank number to **‘4’** for the student who is **most** secure at this mark. Then decide which students should be ranked **‘2’** and **‘3’**. Do not enter **‘3.01’** or **‘3.04’** etc. SIMS will make this calculation in a later process.

Repeat the same process for AS and A-Level students.

Example: In a group of 4 students who all have the same 'teacher calculated mark', change the rank number to '1' for the student who is the **least secure** at this mark; change the rank number to '4' for the student who is **most** secure at this mark. Then decide which students should be ranked '2' and '3'. Do not enter 30.01 or 30.02, etc. SIMS will make this calculation in a later process.

Remember to save your mark sheet.

Thank you for entering your data and for ranking students who have the same teacher calculated mark. This is now the end of Stage 1 of generating centre assessed grades. You have generated and recorded estimated grades and indicated the rank order for students who have the same teacher calculated mark. It is only the estimated grade and rank order that is sent to the examination boards.

The data office will now complete Stage 2 of the process to finish sorting the rank order for the entire cohort. You will see the rank order for your class merged into the rank order for the full cohort. This information will be sent to Subject Leaders after the half term break, so that they can work with subject teams to check and amend estimated grades or rank order as required. You will be able to change your estimated grades and/or rank order, at this time.

Contact FMI and LSQ by email, if you have *any* problem or *any* query, at *any* stage of the process. We are here to help you, so don't panic and don't sit worrying on your own: we can sort things out.