2021 FFT KS4 Results Service Guidance

In this guidance

Overview

This document provides you with guidance on how to upload your 2021 KS4 results to Aspire as part of this year's FFT KS4 Results Service. Participating schools will receive a full analysis of their results in their interactive Aspire dashboards in September. This will allow you to compare your school's attainment and value-added progress to other schools nationally.
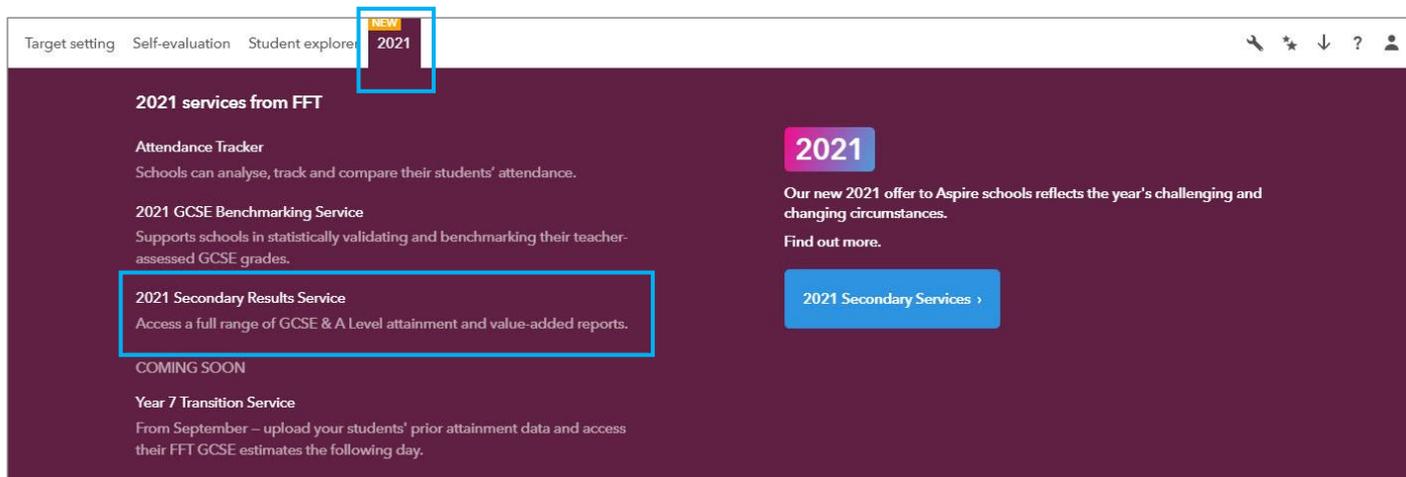
Background

The 2021 FFT Results Service will be more important than ever as the DfE and Ofsted will not be providing schools with any analysis of performance at KS4. Simply upload your KS4 results to Aspire in order to access the full range of interactive, self-evaluation reports.

Schools uploading their KS4 results will also be able to access KS5 benchmark estimates for new Year 12 pupils.

Accessing the 2021 Results service

- The 2021 KS4 Results service is available through FFT Aspire, https://fftaspire.org
- Access the service by clicking the **2021** link within the Aspire menu
- You will be taken directly to the Results service homepage from which you can submit your KS4 Results
- Note that you'll need 'Manage Data' permissions to participate in this service.

Important - before you begin

We'll use the latest Y11 pupil data from Aspire to populate your Excel template. To participate in this service, you needed to have connected your school's MIS via Aspire Data Exchange by 16th July 2021. You can check if you have Aspire Data Exchange set up by viewing the **Status box** on the **Results service homepage.**

If your school has set up Aspire Data Exchange

Great! You just need to make sure that you have enabled your connection. To do this, simply click the **'Enable'** link within the Status box, which will take you through the process. Do make a note of your connection partner before accessing the link.

Note: You must be have Aspire Setup permissions to be able to connect your MIS or enable Aspire Data Exchange. If you do not have the relevant permissions, please contact your school's FFT Administrator.

If your school has not set up Aspire Data Exchange

Any school that had not connected their MIS to FFT Aspire by 16th July 2021 will not be able to participate in this year's Results Service.

How to submit to the service

The service works in **3 simple steps**, all within the **Results service homepage**. Download your template, populate the template with your results and upload it back once completed. That's it! You'll be able to access your reports once they're available.

Note: You do need **Manage Data permissions** in order to submit your KS4 results to the service. Please contact your school's FFT Administrator if you need this permission level assigned to you.

Step 1: Get template

Once you are fully connected to Aspire Data Exchange, **'Get template'** will become active.
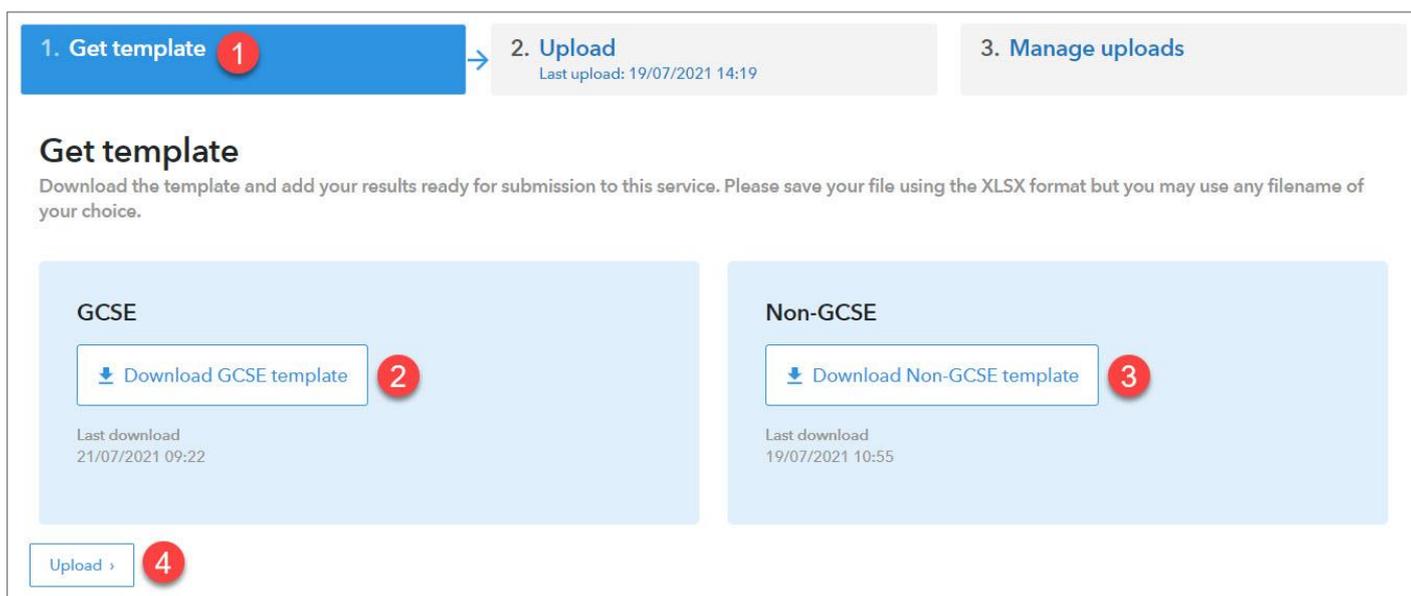
1. Click **'Get template'**
2. Start by downloading the GCSE template (an additional guidance sheet displaying a complete list of GCSE qualifications is available on tab 2 of the file)
3. Now download the template that contains non-GCSE qualifications (an additional guidance sheet displaying a complete list of non-GCSE qualifications is available on tab 2 of the file)
4. When you're ready to submit your templates, click **'Upload'**

Important
- The subjects and qualifications have been taken from the DfE's list of approved qualifications.
- You **SHOULD NOT** delete, re-order, edit or add any subject columns

- Please only include Year 11 pupils who would have taken KS4 qualifications in the academic year 2020/21
- You **CAN** add, delete and edit pupils in the template
- For any additional pupils, you'll need to provide the following valid data for all Y11 pupils (1 row per pupil) that you upload:
  - Organisation (text)
  - DfE number (7 digit) *
  - Key stage (4)
  - Year (11)
  - UPN (valid)
  - Forename (text)

- o   Surname (text)
- o   Day (day of birth 1-31)
- o   Month (month of birth (1-12)
- o   Year (year of birth 2004/ 2005)
- o   Gender (Female or Male)

* To find your school's 7 digit DFE number please visit: https://get-information-schools.service.gov.uk/

Step 2: Entering pupil grades

Populate the templates with your pupils' KS4 results for each relevant subject

GCSE template:

The GCSE spreadsheet includes the discount code, subject code, valid results and subjects. Please ensure that you only use results that match the valid results displayed. If an invalid result is added the file will fail the upload validation. We have also provided a dropdown for each subject, which allows you to choose the valid result:

- o   1-9
- o   U
- o   For Combined Science, use two digits for the grade, with the highest number on the left (e.g. 98)
- o   **Blank = no entry for that subject**

											Discount Code	DB21	FKM	JA2
V1.0	08/06/2021										Subject code	6510	5910	3670
											Valid Results	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U
Organisation	DfE Number	Key Stage	NC Year	UPN	Forename	Surname	Day	Month	Year	Gender	Ancient History	Arabic	Art and Design - 3D Stds
Whitborn Academy	9876543	4	11	U123456789	John	Smith	4	4	2005	Male	7		

Once you've added all your results, save the file in **xlsx format** using a **file name of your choice**

Non-GCSE

The non-GCSE spreadsheet includes the discount code, subject, qualification, QAN codes and valid results. Please ensure that you only enter results that match the valid results displayed. If an invalid result is entered the file will fail the upload validation. We have also provided a dropdown for each subject, which allows you to choose the valid result:

											Discount Code		AE5		BC
V1.1	17/06/2021														
											Subject		Small Business Management		Retailing
											Qualification	BTEC TechAwd/	NCFE Level 1/2	WJEC L1/L2	WJEC L1/L2
											QAN codes	60306464 60319161	60329555	60177020	6008330X
											Valid Results	*2,D2,M2, P2,D1,M1, P1,U	*2,D2,M2, P2,*1,D1, M1,P1,U	*2,D2,M2, P2,P1,U	*2,D2,M2, P2,P1,U

Organisation	DfE Number	Key Stage	NC Year	UPN	Forename	Surname	Day	Month	Year	Gender	
Whitborn Academy	9876543	4	11	U123456789	John	Smith	4	4	2005	Male	D2 ▾

Dropdown options: *2, D2, M2, P2, D1, M1, P1, U

Once you've added all your results, save the file in **xlsx format** using a **file name of your choice**

Step 3: Upload

1. Click **Choose file** and select your completed Excel file:

- Make sure that you upload the completed files containing your own pupil data and **not the original blank template that you downloaded initially**.
- Upon upload, a validation routine will check the pupil data you have submitted:
   a. If the file has been submitted successfully, you will be notified on screen

b. If the upload has been unsuccessful, errors will be listed on screen. If errors do occur, you'll need to amend your data and upload the updated file again

> 🔴 **File upload error**
>
> Invalid DFE detected. Column: School DFE. Row: 7
>
> UPN must start with a letter and then followed by 11 digit number and end with either a letter or number. Column: UPN. Rows: 6, 14
>
> Surname must have a value. Column: Surname. Row: 10

- You will need to upload the GCSE and non-GCSE files (if applicable) one spreadsheet at a time, and confirm submission before uploading the next

2. Before you submit your files, it is important that you read the terms and conditions for this service.
3. Once you are happy, tick the box and click the 'Confirm submission' button. If you don't tick the confirmation box, the confirm button will remain inactive and we will not be able to process your data or provide your school with any reports.
4. To view the uploaded file, click **Manage Uploads.**

Manage your uploads

You can view and manage all uploads via the **upload history**. For each upload, you will see:

- status of your upload
- number of pupils included
- date of upload
- who uploaded
- report status

> | 1. Get template | 2. Upload
Last upload: 19/07/2021 14:19 | 3. Manage uploads |
>
> **Manage uploads**
>
> **KEY DATES**
>
> | **19 August 2021, 5pm**
Deadline for provisional report uploads. We will use your latest files for processing at 5pm. | **31 August 2021**
Provisional reports available (see the tabs at the top of this screen). | **3 September 2021, 5pm**
Service closes and your latest GCSE and non-GCSE templates submitted will be used to populate your Self-Evaluation dashboard reports. |
>
> **Upload history** ☑ Hide deleted, overwritten & invalid uploads
>
> | | Assessment template | Pupils | Uploaded on | Uploaded by | Report due | | |
> |---|---|---|---|---|---|---|---|
> | 🕓 | 2021 KS4 Results Service GCSE Template | 165 | 19/08/2021 14:19 | tdaroch@whitborn.sch | 31/08/2021 | 🗑 | ⬇ |

Understanding your upload status

Upload status		Next steps
🕓	Processing	View the report due date and access reports when available

	Reports available	View reports via the link provided in the upload history or via the Results service homepage menu
	Overwritten	Where multiple files are submitted, only the latest will be processed. Overwritten files can be accessed in the file history table
	Upload error	View the error list spreadsheet, amend your data and upload the amended file
	Deleted upload	You can view these in the file history but cannot access the file itself or associated reports

You can hide the deleted and overwritten uploads by checking the box:

Deleting uploads

You can delete any uploads via the ⬛ icon. The file will immediately be removed but deleted uploads will still be listed within the file history. These files will not be retrievable.

Accessing previous upload files

You can access any of the files you have uploaded previously, with the exception of those that have been deleted. Previously uploaded files are accessed via the ⬛ icon.

What happens next?

Once you've uploaded your results via the Excel spreadsheets then that's it!

We'll collect the data at **5pm on Thursday 19th August 2021**, using the latest files that you've uploaded, to provide you with an early KS4 analysis of your results by the end of August.

There will be a second collection of data on **Friday 3rd September 2021** which will be used for a full interactive analysis via your regular Aspire dashboards in September.

Your early analysis reports will be available from the Results Service homepage menu:
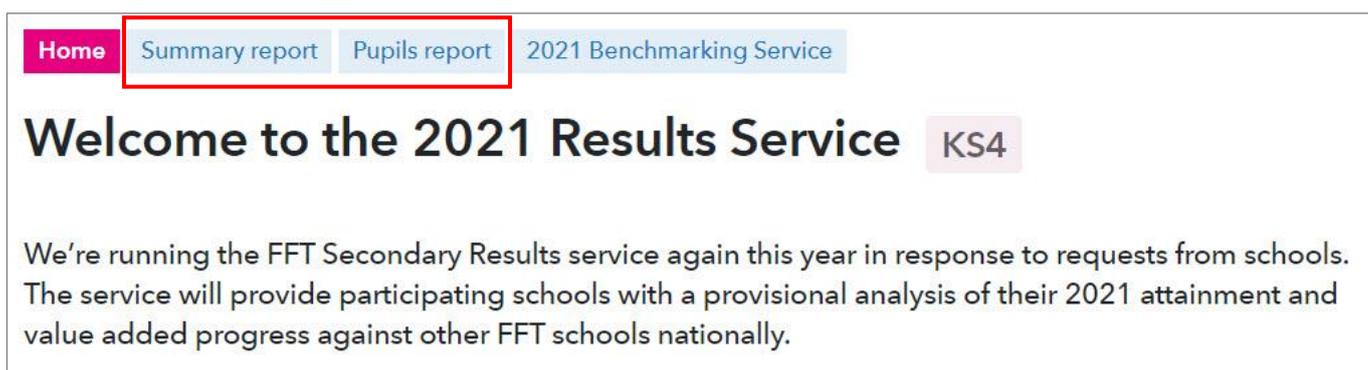
For further guidance about 2021 Results Service reports, please visit the FFT Help Centre

Key Dates

10 August
Service opens. Schools can upload their KS4 results to Aspire via a pre-populated template.

19 August
First closing date for schools wishing to access an early 2021 KS4 analysis report

31 August
Schools receive early KS4 2021 Summary analysis report

3 September
Final closing date for uploading KS4 results

End September
Full KS4 Aspire 2021 interactive self-evaluation dashboards available to all participating schools

October
Schools receive KS5 Year 12 benchmark estimates.

Frequently asked questions

What grades should I use?
For each qualification we have added information within the spreadsheets on which grades can be entered and also provided drop down options containing the available results for each qualification

What do I do about Combined Science?
For Combined Science, please use two grades, with the highest grade listed first (e.g. 44, 54, 66 etc.). Please DO NOT leave a gap (e.g. 5 4) or insert any other characters between the digits (e.g. 3-3, 4/3) as these will fail the Aspire validation routine.

What do I do in the case where a pupil is assessed as ungraded or a fail?
Please use a 'U' in all cases. Using any letters (e.g. F, X, U) will cause the file validation process in Aspire to fail.

What should I do if a pupil hasn't been entered for a particular subject or my school doesn't offer a specific subject?
You should simply leave the relevant cell(s) blank in your file(s).

Can I add, delete or amend pupil details in my file?
Yes you can do all of the above. However, please ensure that all details are correct, especially the pupil's Unique Pupil Number (UPN)

Can I add additional subjects or move/edit subjects in my upload file?
No, please do not add, remove, edit or re-order the pre-existing subjects in the file. Your file will not pass the Aspire validation routine.

Can I upload more than one GCSE/ non-GCSE file for my school?
Yes you can but we will only use your latest files to produce your reports.

Can I upload individual subject files one by one?
No. Please upload a single file with ALL of your subjects. If you upload a file with a single subject (or a subset of subjects) then we will only be able to produce a single report using your latest uploaded file.

Further guidance
If you have any queries or would like to speak with a Support Team member about FFT's 2020 KS4 Results Service, then please contact us on 01446 776 262 (option 2), or you can send an email to support@fft.org.uk