

# 2021 FFT KS5 Results Service Guidance

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## Overview

This document provides you with guidance on how to upload your 2021 KS5 results to Aspire as part of this year's FFT Results Service. Participating schools will receive a full analysis of their results in their interactive Aspire dashboards in October. This will allow you to compare your school's attainment and value-added progress to other schools nationally.

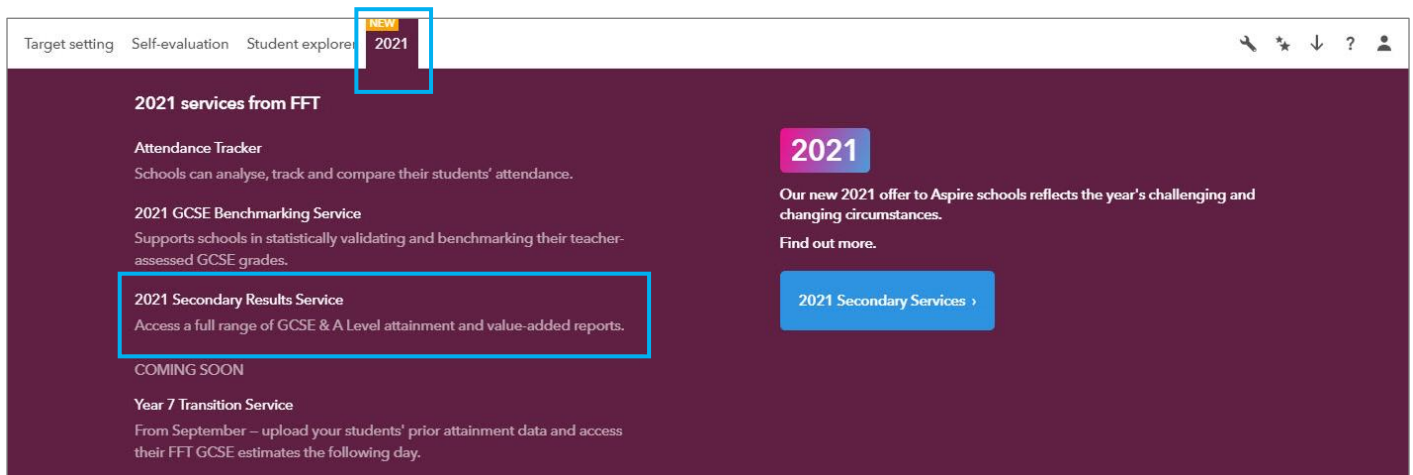
## Background

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 KS5. Simply upload your KS5 results to Aspire in order to access the full range of interactive, self-evaluation reports.

Note: Schools who also upload their KS4 results will also be able to access KS5 benchmark estimates for new Year 12 pupils.

## Accessing the 2021 Results service

- Note that you'll need 'Manage Data' permissions to participate in this service.
- The 2021 KS5 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



The screenshot shows the FFT Aspire website interface. At the top, there is a navigation menu with items: 'Target setting', 'Self-evaluation', 'Student explorer', and '2021'. The '2021' item is highlighted with a blue box. Below the navigation menu, there is a dark purple header area with the text '2021 services from FFT'. Underneath, there are several service cards: 'Attendance Tracker' (Schools can analyse, track and compare their students' attendance.), '2021 GCSE Benchmarking Service' (Supports schools in statistically validating and benchmarking their teacher-assessed GCSE grades.), '2021 Secondary Results Service' (Access a full range of GCSE & A Level attainment and value-added reports.), 'COMING SOON', and 'Year 7 Transition Service' (From September – upload your students' prior attainment data and access their FFT GCSE estimates the following day.). On the right side, there is a '2021' badge and a section titled 'Our new 2021 offer to Aspire schools reflects the year's challenging and changing circumstances.' with a 'Find out more.' link and a '2021 Secondary Services' button. The '2021 Secondary Results Service' card is highlighted with a blue box.

- From the Results Service homepage, navigate to the KS5 Results Service, via the drop down menu towards the top right hand side of the screen:

Target setting Self-evaluation Student explorer **NEW** 2021

Home 2021 Benchmarking Service →

## Welcome to the 2021 Results Service KS5

We're running the FFT Secondary Results service again this year in response to requests from schools. The service will provide participating schools with a full analysis of their 2021 attainment and value added progress against other FFT schools nationally.

**INFO** When can I start entering assessments?  
**Now:** Schools connected to Aspire Data Exchange (you must have been connected by 16 July).

**Secondary webinars**  
 Find out how to participate in the 2021 FFT Secondary Results Service. 10 Aug › 12 Aug ›

Upload your KS5 results by Friday 3 September 2021 to receive:

### KS5 guidance & support

**What do you need to do before uploading?**

- Help guide and FAQs
- More information about the service
- Subject codes quick reference  
available on the Guidance tab inside your download template

**What support is available to you?**

- Join us on a free webinar
- Watch a recorded webinar
- Contact FFT Support team

## Important - before you begin

We'll use the latest Y13 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 16<sup>th</sup> July 2021. You can check if you have Aspire Data Exchange set up by viewing the **Status box** on the **Results service homepage**.

### Status

- ✔ FFT Aspire is connected to your school's MIS
- ✔ Your school's Benchmarking service is enabled
- ℹ Your connection partner is: Wonde

## 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 16<sup>th</sup> 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. Get template **1** → 2. Upload Last upload: 21/07/2021 11:04 3. Manage uploads

### Get template

Download the template and add your results ready for submission to this service. Please save your file using the XLSX format but you may use any filename of your choice.

**A Level**

Download A Level template **2**

Last download  
21/07/2021 09:08

Upload > **3**

1. Click 'Get template'
2. Download the A-Level template. See also: [16 to 18 qualifications, discount codes and point scores](#) from DfE
3. When you're ready to submit your template, 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 13 pupils who would have taken KS5 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 Y13 pupils (1 row per pupil) that you upload:
  - Organisation (text)
  - DfE number (7 digit) \*
  - Key stage (5)
  - Year (13)
  - UPN (valid)
  - Forename (text)
  - Surname (text)
  - Day (day of birth 1-31)



## Step 3: Upload

1. Get template → **2. Upload** Last upload: 19/07/2021 14:19 → 3. Manage uploads

### Upload

Upload your completed file to participate in this service. When uploading, ensure that you upload a completed template.

1 Choose file No file chosen

**2** Terms and conditions

As in previous years, the 2021 GCSE results submitted by schools in FFT Aspire will be used to provide analyses of 2021 school performance (self-evaluation reports) and FFT estimates of future performance as pupils progress into future academic years (FFT estimates). The self-evaluation reports and FFT estimates will be available to your school and the other organisations using the FFT Results Service which are authorised to access your school's data (e.g. local authority, academy trusts or diocese). The FFT estimates may also be provided to future schools using Aspire when a pupil moves forward.

The FFT Aspire Terms and Conditions (an agreement between you school and FFT) covers the two-way sharing of data between your school and FFT, and is fully compliant with the latest GDPR regulations for sharing data.

[FFT Aspire terms >](#)

**3** Confirm your submission

Tick the check box to confirm your submission to the 2021 Assessment Service. By submitting your assessments you are agreeing to the terms and conditions of this service.

[Confirm submission](#)

[Manage Uploads >](#) **4**

1. Click **Choose file** and select your completed Excel file:
  - Make sure that you upload the completed file 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

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: 21/07/2021 11:04

3. Manage uploads

### Manage uploads

KEY DATES

**3 September 2021, 5pm**  
Deadline for report uploads. We will use your latest files for processing at 5pm.

→

**October 2021**  
Your A Level templates 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 KS5 Results Service A-Level Template	122	14/08/2021 12:18	tdaroch@whitborn.sch	October

## Understanding your upload status

Upload status	Next steps
	<p><b>Processing</b></p> <p>View the report due date and access reports when available</p>
	<p><b>Reports available</b></p> <p>View reports via the link provided in the upload history or via the Results service homepage menu</p>
	<p><b>Overwritten</b></p> <p>Where multiple files are submitted, only the latest will be processed. Overwritten files can be accessed in the file history table</p>
	<p><b>Upload error</b></p> <p>View the error list spreadsheet, amend your data and upload the amended file</p>
	<p><b>Deleted upload</b></p> <p>You can view these in the file history but cannot access the file itself or associated reports</p>


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

Hide deleted, overwritten & invalid uploads

## 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 Friday 3<sup>rd</sup> September 2021**, using the latest files that you've uploaded, to provide you with a full interactive analysis via your regular Aspire dashboards in September.

For further guidance about 2021 Results Service, please visit the [FFT Help Centre](#)

## Key Dates

### 10 August

Service opens. Schools can upload their KS5 results to Aspire via a pre-populated template.

### 3 September

Final closing date for uploading KS5 results

### October

Full KS5 Aspire 2021 interactive self-evaluation dashboards available to all participating schools



## 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 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 A-Level 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 2021 KS5 Results Service, then please contact us on 01446 776 262 (option 2), or you can send an email to [support@fft.org.uk](mailto:support@fft.org.uk)